



Government Of India
Ministry of Finance
Income Tax Department
Office of the Additional Commissioner of Income Tax
Kollam Range, Kollam
Aayakar Bhavan, Karbala Junction, Kollam- 691001

No. CR-194B /Addl.CIT/KLM/17-18

Date: 19/09/2017

NOTICE INVITING TENDERS

Separate sealed tenders are invited from registered Companies, Firms, Agencies/Individuals for providing the following services on contract basis at the Office of the Addl.Commissioner of Income tax, Aayakar Bhavan, Karbala Junction, Kollam as per the terms and conditions specified in Annexure-I.

(a) **Four** housekeeping staffs

(b) **Three** security guards

The tenders are for a period of **One year** from the date of contract.

Tender forms along with terms and conditions can be obtained from the Administrative Officer, Aayakar Bhavan, Near Karbala Junction, Kollam on all working days between **9.30 AM to 5.00 PM** till **11/10/2017**. Separate tender in the proforma prescribed, complete in all aspects shall be submitted to the Joint Commissioner of Income tax, Aayakar Bhavan, Near Karbala Junction, Kollam on or before the last date specified for the submission of the tenders.

Last date for receipt of tenders	12/10/2017 up to 5.00 PM including postal tenders
Date of opening of tenders	13/10/2017 at 11.30 AM



(R. KRISHNAKUMAR)
Joint Commissioner of Income tax,
Kollam Range, Kollam.

Copy to : The Notice Board.

HOUSEKEEPING CLEANING AND MAINTENANCE CONTRACT FOR THE INCOME
TAX OFFICE BUILDING AND PREMISES, AAYAKAR BHAVAN, KARBALA
JUNCTION, KOLLAM
TERMS & CONDITIONS

1. The contract under consideration is towards housekeeping and cleaning service of office/living space, toilets and common area pertaining to the Aayakar Bhavan, Near Karbala Junction, Kollam.
2. This contract will be valid for a period of one year subject to extension under the same terms and conditions for a further period of one year till the contract is renewed or a fresh contract is concluded.
3. The contractor should furnish a **Bank Guarantee receipt of Rs.20000/-** valid for 12 months along with the agreement.
4. The contractor shall undertake work as per the schedule of work mentioned below:

(A) OFFICE SPACES:

- (i) All The office floor area including officers chambers, staff halls, visitors rooms, recreation room, form stores, ASK centre, canteen, employees society, association room, CPWD occupied rooms, top floor of Aayakar Bhavan etc. shall be cleaned and mopped once daily and scrubbed and vaccum cleaned once in a week. They shall do extra mopping at entrance of Aayakar Bhavan on rainy days to avoid slippage.
- (ii) Furniture like tables, chairs, visitors chairs, computer tables, almirahs etc. and electronic gadgets like computers, telephones, fax machines, photocopies machines etc. installed in the above mentioned areas shall be made dust-free and dusting shall be done daily. The compactors, doors, windows, partition, venetian blinds and curtains shall also be kept clean by wiping them one in a week.
- (iii) All records are kept in the compactors/almirahs/racks. The dust getting accumulated over them shall be vacuum-cleaned one in a fortnight, that too only on a working day in the presence of the official who is in possession of such records or such other designated official.
- (iv) The lobby at the main building shall be spic-and-span and mopping off dirt shall be done as and when stain or foot marks appear. All items installed at the lobby viz. tables, chairs, glass doors shall be wiped off dirt at regular intervals on all working days.
- (v) The electrical fittings like tube lights, fans etc. shall be cleaned once in a week.
- (vi) Artificial plants, door mats and carpets shall be cleaned on a weekly basis.
- (vii) All officers chambers shall be sprayed with room fresheners and also be provided with room freshners of their choice.
- (viii) The contractor is also liable for cleaning and maintenance of any additional office area/toilets/common area added up during the contract period.

(B) TOILETS:

- (i) The office building has 12 common toilets and 2 attached toilets. All the toilets shall be cleaned and made fit for use by **8.45 AM** on all working days. Care shall be taken that the cleaning operation does not obstruct the use of toilets for a very long time. The common toilets in the office, urinals, commodes, wash basins, mirrors, tap fittings etc. shall be cleaned four times daily.

(ii) **Toilet fresheners, naphthalene balls and urinal cubes, soaps, hand wash, lotions** shall be applied in all toilets by the contractor at their own cost.

(iii) The electrical fittings like tube lights, fans, exhaust fans etc. shall be cleaned once in a week.

(iv) The pipeline shafts in all the buildings shall be cleaned once in a month.

(v) A time chart of the cleaning work undertaken at the common toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the house keeper and the supervisor in it as a mark of having completed the cleaning operation.

(C) COMMON AREA :

(i) The corridor area, staircase and its railings and the lifts shall be cleaned and mopped twice a day. The corridors and staircases shall also be cleaned using a scrubber machine once in a week.

(ii) The electrical fittings like tube lights, fans, exhaust fans etc. in the corridors, staircases and lifts shall be cleaned once in a fortnight.

(iii) The doors, windows, glass partitions, walls, skirting, artificial plants, door mats, carpets, paintings, name boards, fire extinguishers etc. in the corridors and staircases shall also be wiped clear once in a week.

(iv) Apart from periodic cleaning, if stains, spills or footmarks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.

(v) The surroundings of these buildings including car parking, cycle sheds etc. shall be cleaned daily. They should be totally free from dead/dropped leaves and litter.

(vi) Cobwebs, honey combs etc. if found or reported anywhere, shall be removed immediately. Fumigation, fogging and spray of larvicides shall be done once in a month to control mosquito and cockroach infestations. Periodical measures shall be undertaken to prevent rodent menace.

(vii) All rubbish and waste items that get accumulated at the office/ canteen/ toilet/ corridors/open spaces/lawn and staircases shall be relocated periodically to the dumping points set up by the Department/Corporation of Kollam and there shall be no left-over at the end of the day.

(D) EXTERIOR AREA :

(i) The exterior area of building premise shall be cleaned once daily.

(ii) The contractor shall make proper arrangements for disposal of waste and refuse.

OBLIGATIONS OF THE CONTRACTOR

(i) Any short supply or inadequacy with regard to manpower, consumables and equipment employed by the contractor as stated in the financial bid shall be viewed seriously. A deduction of Rs.500/- (Rupees five hundred only) for each default will be made for any short fall in services.

(ii) In the areas in the office which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use by **8.45 AM**. All hourly operations shall be executed continuously till the closing time ie. **5.30 PM**.

(iii) The schedule of weekly and fortnightly cleaning operations to be undertaken shall be submitted to the designated office on the last working day of the previous month and the contractor shall strictly adhere to the schedule. All weekly and fortnightly cleaning operation

(other than dust removal on records through vacuum cleaning) shall be undertaken on Saturdays and holidays or at the convenience of the officer occupying the chamber.

(iv) The contractor shall ensure that his personnel shall have Identity Cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual representing the contractor.

(v) The personnel shall report to the officer-in-charge assigned by the Department.

(vi) The contractor shall provide all cleaning equipments and cleaning materials which shall be harmless and eco-friendly and shall in no way damage the floors and other items by way of fading stain, foaming, eroding etc.

(vii) The contractor should have valid license and approval as per the laws governing Human Resource Management, should be registered under the ESI & EPF Acts and other relevant statutory enactments dealing with employment of manpower on contract. He should have valid PAN and Service Tax Registration.

(viii) The contractor is responsible for payment of monthly salary to the personnel and **shall be in accordance with the Minimum Wages Act prevailing in the State.** The contractor cannot quote the rate below the minimum wages prescribed by the State Govt. as per the existing guidelines. If any increase happens in the minimum wages, then the contractor will be liable to pay the same to the personnel.

(ix) The contractor is solely responsible for the statutory payments such as ESI, PF etc. paid to the concerned authorities. Proofs of such payments have to be produced as and when required.

(x) The contractor shall submit the bills for the current month in the succeeding month or thereafter so as to enable the Department to process the same and pay the contractor.

(xi) Tax shall be deducted at source as per the Income tax Act from the monthly bills.

(xii) If in the opinion of the Department, the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, the Department may get the work done through a third party contractor, without any written notice to the contractor, the cost of which shall be recovered from the contractor from the monthly payment and/or the money available with the Department as performance guarantee.

(xiii) In the event of the Department deciding to renew this contract on the same terms and embodies or such other modified terms as it may think fit and proper, the Department shall communicate the decision to the contractor prior to the expiry of this agreement, in which event the parties to this agreement shall be governed by such documents for future or further transactions.

(xiv) Liaison shall be maintained with the officers-in-charge concerned for smooth and efficient performance of duties of the house keepers.

(xv) It shall be the responsibility of the contractor to comply with the service conditions of its employees including fixation and payment of their wages. However, in order to keep the Department informed for the purpose of the Department's statutory responsibilities and liabilities, if any, as may be applicable from time to time, the contractor shall intimate the department, the details of wages paid to the workmen and if the need arises to depute its representative to be present at the time and place of disbursement of wages by the contractor and inspect relevant records if any. The department shall verify such payments made in the wage register maintained by the contractor.

(xvi) The contractor shall ensure that its personnel present themselves clear and tidy and in proper attire whenever they carry out the work covered by this agreement. Their uniform shall be decided in consultation with the Joint Commissioner of Income tax, Kollam Range, Kollam.

(xvii) The contractor shall indemnify and shall keep the Department indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to third party.

(xix) In the event of any exigencies, the Department shall have discretion to call upon the contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement.

(xx) Service tax as per laws in force shall be paid by the Department.

(xxi) That the contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and/or considered necessary for the efficient performance of the contract.

(xxii) That it shall be clearly agreed and understood by the contractor that all the persons provided shall be the employees of the contractor and all disputes between the contractor and its employees shall have no bearing on the department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee/ex-employee of the contractor. The contractor is fully responsible for the disciplined behavior of its workmen.

(xxiii) The contractor shall not allow or incite his workers to participate in any trade union activities, agitations in the premise.

(xxiv) All damages caused by the contractor or that of the contractor's employees or by any other personnel arising out of its employee's instruction shall be charges to the contractor any recovered from its dues/bills or adjusted against the performance guarantee.

(xxv) Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract shall result in deductions from the bill at the rate fixed by the Department for each lapse and/or termination of the contract and subsequent disqualification from participation in any future tender of the Department.

(xxvi) The contractor is liable for payment of penalty at the discretion of the Department up to a maximum of Rs.250/- per instance for poor services, inadequate staff, improper upkeep or cleaning, by the personnel employed by the contractor and the same shall be recoverable from the bills payable to the contractor. This applies to all works covered in this contract.

(xxvii) Tender form shall be accompanied by a **Demand Draft of Rs.5000/-** in the name of **"The Administrative Officer, O/o Addl.CIT, Kollam"**. The Demand Draft of unsuccessful bidders will be returned after finalizing the award of contract. Failure to meet conditions will cause forfeiture of the Demand Draft. The Demand Draft of the successful bidder will be kept in the custody of the office for one month and will be returned thereafter.

(xxxviii) The department reserves the right to accept/reject any tender or all tenders without assigning any reason.

(xxix) Besides the above, an undertaking in the following format shall also be furnished.

" The contractor hereby agrees to undertake that he shall abide and confirm to the various provisions in so far as they relate to him as specified in Contract labour (R&A) Act, 1970".

FOR INCOME TAX DEPARTMENT

CONTRACTOR

QUALIFYING BID DOCUMENT*(To be submitted in separate sealed envelope)***TENDER FOR PROVIDING HOUSE KEEPING, CLEANING AND MAINTENANCE CONTRACT
INCOME TAX OFFICE AND PREMISES, AAYAKAR BHAVAN, KARBALA JN, KOLLAM-1**

1. Name of the Company/Firm/Agency :
2. Address of the Company/Firm/Agency
(with Tel. No, Fax & email) :
3. Name & Address of the
partners/directors (with Mob. No) :
4. Contact person(s) (with Mob. No) :
5. No. of years experience in providing
house keeping services. Details to be
provided including income and turnover
for last 2 years :
6. List of equipment available with
the bidder for the purpose of cleaning :
7. List of clientele^{1*} along with certificate of
appreciation from two important clients
(preferable Govt. or PSUs) :
8. Present list of clientele (if not
covered in 7 above) :
9. PAN :
10. Service Tax Registration No. :
12. Details of registration with PF authorities &
ESI authorities (attach proof) :
13. Details of EMD :

DECLARATION

I/We hereby certified that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I shall abide by provisions of the Minimum Wages Act. In case my deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the company/agency may be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

**Details in respect of government and no-government organizations may be provided in separate annexures accompanying this qualifying bid.*

FINANCIAL BID DOCUMENT*(To be submitted in separate sealed envelope)***TENDER FOR PROVIDING HOUSE KEEPING, CLEANING AND MAINTENANCE CONTRACT
INCOME TAX OFFICE AND PREMISES, AAYAKAR BHAVAN, KARBALA JN, KOLLAM-1**

1. Name of the Company/Firm/Agency :
2. Address of the Company/Firm/Agency
(with Tel. No, Fax & email) :
3. Name & address of the partners/directors
(with Mob. No) :
4. Contact person(s) (with Mob. No) :
5. Total Number of housekeeping/cleaning staff : 4 (Four)
5. Permanent Account Number (attach copy) :
6. Service Tax Registration Number (attach copy) :
7. Give break up details of
(a) Cost of Man power

Category	Wages per person per month
House keeping/cleaning (Rate per person for normal working hours complying with latest State Govt. Minimum wages Act including ESI & EPF contributions)	
Total Wages	

- (b) Total Payment for 4 housekeeping staff :
per month (excluding service tax)
- (c) Cost of consumables per month :
(cleaning materials & chemicals)
- (d) Other charges, if any :
- Grand Total** :

DECLARATION

I/We hereby certified that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I shall abide by provisions of the Minimum Wages Act. In case my deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the company/agency may be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

MEMORANDUM OF AGREEMENT FOR PROVIDING SECURITY PERSONNELS FOR SECURITY TO RECORDS AND OFFICE EQUIPMENTS IN THE INCOME TAX OFFICE, AAYAKAR BHAVAN, KARBALA JUNCTION, KOLLAM-1 SITUATED WITHIN THE LIMITS OF THE CORPORATION OF KOLLAM

This agreement made this day, the day of 2017, between..... represented by (hereinafter referred as the contractor) and the for and on behalf of the President of India (hereinafter referred to as the owner) of the agreement dated

Whereas the contractor has agreed to carry out the contract to the entire satisfaction of the owner, now it is hereby mutually agreed by and between the parties hereto as per the following Terms and Conditions:-

APPENDIX-I
TERMS AND CONDITIONS

1. Requirement of Guards : Three
2. Place of duty : Income tax Office, Kollam
3. Duty Hours : 8 hours duty per person
4. Due date of payment : On or before 10th of the following month
5. The monthly payment shall be made by way of e-payment to the contractor.
6. The guards slated for duty should have studied up to SSLC and should possess good physique and background and their age should below 50, preferably ex-servicemen without any criminal antecedents.
7. The guards should possess good behavior.
8. If any of the guard is on leave, substitute should be provided by the contractor, the leave is to be intimated well in advance to the concerned authority.
9. The guard shall be responsible to safeguard the property/building where he is deployed for duty.
10. All statutory payments such as EPF, ESI etc. will be borne by the contractor only.
11. The persons slated for duty should be in proper uniform on duty time provided by the contractor with “**Identity Card**”. The uniform, belts, caps, torch light etc. should be provided by the contractor.
12. The guards shall be employees of the contractor and they will not have any employer-employee relationship with the Income Tax Department.
13. The Contractor is to submit recent photograph, bio-data of the guard and also the Identity Card either by the Central/State Government.
14. The guard should be alert on duty and that they will carry out effective watch on all incoming and outgoing persons, goods and materials.
15. The duty of guard will also include regulation of traffic within the premise of building where duty is assigned.

16. The duty timings of the security guards can be altered by the Income Tax Department by giving 15 days notice.
17. As far as outgoing of goods is concerned, the guards should ensure that they are properly supported by gate passes issued by the officers concerned.
18. The guards deployed should maintain a visitor's register at the main entrance for recording entry and departure of assesseees/visitors on all working days.
19. They should also maintain register for staff members attending duties as per office orders during holidays.
20. This contract will be valid for a period of one year subject to extension under the same terms and conditions for a further period of one year till the contract is renewed or a fresh contract is concluded.
21. The agreement entered into can also be terminated at the instance of both the parties by giving one month's notice.
22. Tax deduction at source shall be made as per Rules while making payments.
23. The guard on duty shall leave the office premises after duty hours only after the next man on duty takes over charge from him. Any lapse in this regard will be viewed seriously.
24. The contractor should be responsible for any theft or loss of valuable goods from the office or office premises during the duty time of guards.
25. Tender form shall be accompanied by a **Demand Draft of Rs.5000/-** in the name of " **The Administrative Officer, O/o Addl.CIT, Kollam**". The Demand Draft of unsuccessful bidders will be returned after finalizing the award of contract. Failure to meet conditions will cause forfeiture of the Demand Draft. The Demand Draft of the successful bidder will be kept in the custody of the office for one month and will be returned thereafter.
26. The contractor should furnish a **Bank Guarantee receipt of Rs.20,000/-** valid for 12 months along with the agreement.
27. The department reserves the right to accept/reject any tender or all tenders without assigning any reason.
28. Besides the above, an undertaking in the following format shall also be furnished.

" The contractor hereby agrees to undertake that he shall abide by and confirm to the various provisions in so far as they relate to him as specified in Labour Contract (R&A) Act, 1970 ".

FOR INCOME TAX DEPARTMENT

CONTRACTOR

QUALIFYING BID DOCUMENT

(To be submitted in separate sealed envelope)

TENDER FOR PROVIDING SECURITY PERSONNEL FOR THE SECURITY TO RECORDS AND OFFICE EQUIPMENTS IN THE INCOME TAX OFFICE AND PREMISES, AAYAKAR BHAVAN, KARBALA JN, KOLLAM-1

1. Name of the Company/Firm/Agency :
2. Address of the Company/Firm/Agency (with Tel. No, Fax & email) :
3. Name & Address of the Partners/directors (with Mob. No) :
4. Contact person(s) (with Mob. No) :
5. Permanent Account Number :
6. Service Tax Registration Number :
7. PSAR Registration Number :
8. Details of previous experience in Govt. Department/Public Sector Units/Others with Due certificates issued by concerned authorities :
9. Details of registration with PF authorities & ESI authorities (attach copy) :
11. Details of EMD :

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I shall abide by provisions of the Minimum Wages Act. I understand that in case any deviation is found in the above statement at any stage, the company/agency shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

**Details in respect of government and no-government organizations may be provided in separate annexures accompanying this qualifying bid.*

FINANCIAL BID DOCUMENT

(To be submitted in separate sealed envelope)

TENDER FOR PROVIDING SECURITY PERSONNEL FOR THE SECURITY TO RECORDS AND OFFICE EQUIPMENTS IN THE INCOME TAX OFFICE AND PREMISES, AAYAKAR BHAVAN, KARBALA JN, KOLLAM-1

1. Name of the Company/Firm/Agency :
2. Address of the Company/Firm/Agency (with Tel.No, Fax & email) :
3. Name & address of the partners/directors (with Mob.No) :
4. Contact person(s) (with Mob.No) :
5. Total number of Security Guards : 3 (Three)
5. Total Bid amount (exclusive of service tax) :
6. Give break up details of
(a) Cost of Man power

Category	Wages per person per month
Security Personnel (Rate per person for normal working hours complying with latest State Govt. Minimum wages Act including ESI & EPF contributions)	
Total Wages	

(b) Total payment for 3 guards per month (excluding service tax) :

(c) Other charges, if any :

Grand Total :**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I shall abide by provisions of the Minimum Wages Act. I understand that in case any deviation is found in the above statement at any stage, the company/agency shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorised Signatory with date)