



**GOVERNMENT OF INDIA,
INCOME TAX DEPARTMENT
OFFICE OF THE ASSISTANT DIRECTOR OF INCOME TAX(Inv.), KALABURAGI.
AAYAKAR BHAVAN, SEDAM ROAD, KALABURAGI – 585105.
PHONE NO. 08472-265513; e-mail: Gulbarga.ddit.inv@incometax.gov.in**

F.No. 24/ADIT(INV)/KLB/HOUSE KEEPING STAFF

Dated: 23rd June 2020

**NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING PERSON
(ATTENDER)**

Sealed tenders are invited from reputed agencies for providing of House Keeping Person (attender) at Office of Assistant Director of Income Tax(Inv.),Aayakar Bhawan, Kalaburagi. The probable requirement is as under:-

OFFICE PREMISES	REQUIREMENT
Assistant Director of Income Tax(Inv.), Aayakar Bhawan Jaya Nagar, Sedam Road Kalaburagi – 585 105	1 (One)

2. The total number of staff to be deployed shall be at the sole discretion of this office. The description of the responsibilities and the work to be carried out by the House keeping is given in the terms and conditions.

3. Interested agencies may send sealed bids in the manner specified in the tender document to the Assistant Director of Income Tax(Inv.), Kalaburagi – 585 105 on or before **03/07/2020 up to 5.30 PM**. The details of tender documents required may be obtained from the O/o Assistant Director of Income Tax(Inv.), Aayakar Bhawan, Kalaburagi from **24/06/2020 to 03/07/2020 (up to 01.00 PM)** on any working days on payment of Rs.100/- (Non-Refundable) through Non Tax Receipt Portal as non registered users. **All bidders are required to strictly comply with the specifications as instructed in ANNEXURE-I & ANNEXURE-II.**


4. Tender forms cost is Rs. 100/- (Non Refundable). The procedure for payment is Open the Non Tax Receipt Portal as non registered users ⇒ Click search on purpose menu ⇒ Select CBDT in the Ministry option and ZAO Bangalore ⇒ Select tender form fee in the purpose option ⇒ Click search and select the option appropriate in the Drawing & Disbursing Office (DDO) option ⇒ Select 308834 Administrative officer and DDO ADIT(Inv.), Kalaburagi. Enter amount and in Remarks column enter the purpose of payment ⇒ Press Add option and then click next option ⇒ Enter personal particulars and then make online payment. Take print out of payment receipt. The tender forms must accompany an Earnest Money Deposit of Rs. 10,000/- (Rupees Fifteen Thousand Only) (Refundable) by Demand Draft of SBI or any Nationalized bank, drawn in favour of **Zonal Account Officer (CBDT), Bengaluru, Payable at Bengaluru**. Tenders in sealed envelopes superscribed “**Tender for providing Housekeeping, Technical and Financial Bids, for office of the Assistant Director of Income Tax (Investigation), Kalaburagi**” containing separate sealed covers for each service superscribed on covers “**Technical Bid for House Keeping/Attender**” and “**Financial Bid for House Keeping/Attender**” should be submitted to this office on or before 03.07.2020 at

05.30 PM either by post or by hand to the office of Assistant Director of Income Tax (Inv.), Kalaburagi.

4. The Technical bids will be opened on 06/07/2020 at 11.30 AM at the O/o Joint Director of Income Tax(Inv.), 1st Floor, C R Building(Annexe), Navangar,Hubbali in the presence of the Tender Committee and respective representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies shall consequently be opened on the same day in the presence of representatives available.

5. The Income Tax Department reserves the right to accept or reject any tender, qualify certain omissions/commission as curable defects and provide additional time to the bidders to rectify the same.

6. The tender details are also available on the website of Income Tax Department, Bengaluru's departmental website at www.incometaxbengaluru.org.


(Y. VISHNU VARDHAN REDDY)
Assistant Director of Income Tax(Inv.),
Kalaburagi

Copy to:

- 1.The Principal Director of Income-tax(Inv.), Panaji – For Kind Information.
2. ITO (PRO), O/o Pr.CCIT, Karnataka & Goa, Bengaluru - with a request to upload in departmental website
3. The Joint Director of Income Tax(Inv.), Hubbali
- 4.The Notice Board, Income Tax Office, Kalaburagi.

TERMS AND CONDITIONS APPLICABLE FOR PROVIDING HOUSE KEEPING

Sealed tenders are invited from reputed agencies for providing House keeping(one Person) on contractual basis on the following terms and conditions.

A. GENERAL TERMS AND CONDITIONS

1. The Contractor shall provide the Housekeeping(one Person) for attending duties related to an attender at the office of the Assistant director of Income Tax(Inv.), Kalaburagi.
- 2.. The working hours for attender will be for 9.00 A.M. to 6.00 P.M. during the working days in a week including half an hour lunch break in between. However. in exigencies of work, they may be required to sit late and the personnel can also be called on Saturday, Sunday and other gazetted holidays, if required **The payment will be made on the basis of attendance.**
4. The total number of House keeping personnel to be deployed shall be at the sole discretion of this office.
5. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1949 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, same shall be reimbursed / indemnified by the service provider.
6. The personnel, if not found working satisfactorily, must be replaced by the service provider immediately.
7. The personnel should be punctual and should complete work assigned to them promptly and meticulously.
8. The personnel should report to the office-in-charge assigned by the office.
9. All existing statutory regulations of both the State as well as the Central Government, shall be adhered to by the Service Provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
10. The Service Provider shall be responsible for payment of **monthly salary including leave salary, bonus, Gratuity etc.** to the personnel as applicable to them under law. The Service Provider shall ensure that salaries are paid on time every month. It is mandatory for the service provider to pay the prevailing wages prescribed by the Minimum Wages Act of the Government of India to the skilled / unskilled staff.

11. The payment shall be made to the Service Provider on or before 10th of the following month. At the time of submission of bill for payment, the Contractor/Service Provider shall submit the proof for the previous payment made towards statutory liabilities. The Service Provider shall make only statutory deduction from the salary paid to the personnel.
12. Payment to the Service Provider shall be made by the **Department through the Field Pay Unit, Kalaburagi**, via-e-payment/NEFT/RTGS only, on presentation of the bill. **Income-tax shall be deducted at source (TDS) & CGST & SGST** as per the rates notified by the Income-Tax Department and GST Department.
13. The persons engaged by the Contracted Agency/Service Provider will be in the employment of the Agency/Service Provider only.
14. The Contractor/Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.
15. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.
16. The contract will be for a period of **one year from the date of agreement executed**. This office reserves the right to extend the contract further, on the same or enhanced terms, subject to satisfactory performance of the Service Provider.
17. No other persons except Service Provider's authorized representative shall be allowed to enter the offices.
18. Department/Office will not involve itself in any dispute between the service provider and workers of the service provider.
19. **Proper uniforms, Identification cards**, shall be provided by the contractor/bidder to the persons deployed as Housekeeping(attender) (unskilled staff). The Contractor shall ensure that the same are worn at all times during the working hours.
20. The contractor/bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.
21. Any incidence of inappropriate behavior by any of the House keeping person(attender) (unskilled) or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.
22. The vendor shall provide the personal particulars of the unskilled staff giving details of educational qualification. The unskilled staffs are required to abide by the following rules:
 - I. **Will work in the Income Tax Office premises only.**
 - II. **Will not part with any information pertaining to the office.**

23. Notwithstanding anything contained herein above, this office reserves the right to terminate the services of the Contracting Agency/Service Provider at any time without giving any notice or reason whatsoever.

24. Any absent of employees is to be made good by providing substitute standby without loss of time to ensure work is uninterrupted. The concerned authority in each building has to be informed. If standby is not provided then the bill has to be submitted accordingly by reducing the amount. In such circumstances, a penalty of Rs.500/- per day per person will be levied.

25. The Department shall not be liable / responsible for any damage / loss or injury if any caused to the life or property of any personnel of vendor or employees of the vendor deputed for the house keeping job by reason of any acts of omission or commission or negligence on the part of the personnel or any workers engaged by the vendor. The Department shall not be liable / responsible for the claims, if any of the employees of the Vendor under workmen's compensation Act or any other enactment of law. The Vendor shall keep always the Department fully indemnified and harmless against all claims and proceedings of the employees or others, if any.

26. The Vendor's personnel should be careful in handling the properties belonging to the Department and should not cause any damages to the Office files and equipment such as fax, computers, telephones, partitions etc., and should not remove any properties of the Department. If any damage is caused, the cost of such damage will be recovered from the Vendor.

27. Violation of terms and conditions of the contract will be viewed seriously and legal action will be initiated against the Vendor.

28. All the work entrusted shall be carried out under the guidelines of the departmental Official [Building Care Taker] nominated from time to time.

SCOPE OF HOUSE KEEPING WORK

01. Dusting and cleaning of Office Building, furniture and fixtures.
02. Sweeping of Office premises inside room, common area and outside the building.
03. Wet mopping of Office flooring / wiping of the floor with necessary detergent / Dettol phenol daily.
04. Disposing of waste papers / trash / dusting of door mats on day to day basis.
05. Cleaning of toilets twice a day.
06. Replacement of liquid soap / paper napkins in all the toilets.
07. Detergent Washing of Office area and common area periodically.
08. Cleaning of partitions / almirah / compactors.
09. Cleaning of fans, light and electronic equipments.
10. Periodical cleaning and dusting of cupboards / racks / compactors.
11. Dusting and vacuum cleaning of Furniture / Windows / carpets and high walls.
12. Washing of towels, napkins of senior Officers once in a week.
13. Cleaning of window panels / glass and ventilation blinds once in a week.
14. Removing of cobwebs, cleaning of ceiling / frames / light shades / fans / sajja of windows of the Office premises once in a week.
15. Any other related work assigned by the Officers of this Office

B. MODE OF SUBMISSION OF TENDER & CLARIFICATIONS THEREOF

1. The sealed tenders shall be addressed to “The Asst. Director of Income Tax(Inv.), Aayakar Bhawan, Sedam Road, Kalaburagi – 585 105” and submitted latest by 03/07/2020 up to 5.30 PM
2. The bidders are required to submit two bids i.e. **Technical bid (in Annexure-I)** providing details about the Agency, its address and contact details, Registration details, experience in the field, the other organizations for which the agency is providing such services, details regarding compliance of statutory laws etc and **Financial bid (in Annexure-II)** providing a quotation of his charges for rendering the service, , at the office of ADIT(Inv.) Kalaburagi.
3. The bidders shall submit their bid in a sealed envelope super-scribing “**Tender for providing of Housekeeping(Attender) at Assistant Director of Income Tax(Inv.), Kalaburagi**”, containing two separate sealed envelopes super-scribing “**Technical Bid**” enclosing the respective bids along with Annexure-I (Technical) and Annexure-II (Financial).

4. Amount of GST/Service tax, if applicable, will have to be shown separately and clearly on the bill. The Agency shall be solely responsible for depositing the service tax/GST amount claimed in the bills into the Government account and filling returns thereof.
5. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
6. The service providers are required to submit the complete rates/quotations, only after satisfying each and every condition laid down in the terms and conditions.
7. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, rates indicated in figures shall prevail. All overwriting / cutting, insertions shall be authenticated and attested.
8. Rates / Quotations shall be submitted and signed by the firm its current business address.
9. **The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the term and conditions contained herein and submit the same. Anybody who doesn't file signed tender document along with their technical bid will not be considered.**
10. The Contractors/Service Provider will have to comply with the rates/quotations specification and all terms and conditions of the contract. No deviation in terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates / quotations and accepted by the department.
11. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons thereof.
12. The Technical bids will be opened on **06.07.2020 at 11.30 AM** at Joint Director of Income Tax, Hubballi in the presence of the Tender committee and respective representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies shall consequently be opened on the same day in the presence of available representatives.
13. The tender details are also available on the **Notice Board at Aayakar Bhawan, Kalaburagi.**
14. Agencies applying for the tender should not be declared as offenders/defaulters of any law/dues by other Government Agencies. Competent Authorities in the agency should provide a 'self declaration' regarding the same.
15. For any clarification in the matter, kindly contact the Assistant Director of Income Tax(Inv.), **Aayakar Bhawan, Sedam Road, Kalaburagi – 585 105.**

ANNEXURE -1 (TECHNICAL BID)

1. Name of the Party :
2. Address (with telephone No., Fax No. & email ID) :
 - (a) Registered Office :
3. Name & address of the Proprietor / Partner Partners / Directors (with Mobile No. & E-mail) :
4. Contact person(s) (with Mobile No. & E-mail) :
5. No. of years of experience in providing Services of skilled/unskilled personnel (See Note 1) :
6. Permanent Account Number (See Note 2) :
7. Service Tax Registration Number/GST Registration Number:
8. ESIC Registration No. (See Note 3) :
9. EPF Registration No. (See Note 4) :

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my / our knowledge, I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

Note 1: Provide list of all existing customer along with their addresses. Enclose performance reports from customers, if any.

ANNEXURE -II (FINANCIAL BID)

1. Name of the Party :
2. Address (with telephone No., Fax No.) :
3. Name & address of the Proprietor / :
4. Partners / Directors :
(with Mobile No. & E-mail)
5. Contact person(s) :
(with Mobile No. & E-mail)
6. Rate per personnel per day :
(Both in words and figures)

No.	Description	Housekeeping(Attender)
1	Basic	
2	DA	
3	Other Charges (*Washing Allowance)	
4	Total (1+2+3)	
5	EPF	
6	ESIC	
7	Bonus	
8	Total (5+6+7)	
9	Leave	
10	Gratuity	
11	Total (9+10)	
12	Total (4+8+11)	
13	Contractor Service Charges	
14	Total (12+13)	
15	Service Tax/GST	
16	Total (14+15)	
17	Net payable of House Keeping(Attender)	

*Applicable for unskilled House Keeping (Attender).

DECLARATION

I/We _____ hereby certify that information furnished above is true and correct to the best of my / our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)