



Government Of India  
Income tax Department

Office of the Addl. Commissioner of Income Tax  
Central Range, Albuquerque House, Ground Floor,  
Opp: Forum Fiza Mall, Pandeshwar, Mangaluru-575001

F.No. Tender/HK/ Addl.CIT/CR//MNG/2020-21

Dated: 18.03.2021

**NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING STAFF**

The O/o Addl. Commissioner of Income Tax, Central Range, Mangaluru invites sealed offers from reputed PARTIES engaged in the business of providing manpower services, for outsourcing the service of House Keeping Staff, approximately 1(one) No. initially and which is likely to increase or decrease on need basis in various offices of **the Deputy Commissioner of Income Tax, Central Circle, Hassan** for the period of one year. The description of the responsibilities and the work carried out by the house Keeping Staff is given under Terms and Conditions. The Tender application forms and condition may be obtained from the Office of the Addl. Commissioner of Income Tax, Central Range, Mangaluru on all working days from 19.03.2021 to 25.03.2021 on payment of Rs. 575/- ( non refundable ) by Demand Draft of SBI in favour of The Zonal Accounts Officer, CBDT, Bengaluru.

**1. TENDER PROCESS**

Tender is invited in two parts i.e. (1) qualifying Bid and (2) Financial Bid. The tender form for Qualifying bid in proforma prescribed in ANNEXURE-I and the tender form for the Financial Bid in proforma prescribed in ANNEXURE-II complete in all respects shall be submitted in two separate sealed cover addressed to the **Addl. Commissioner of Income Tax, Central Range, Albuquerque House, Ground Floor, Opp: Forum Fiza Mall, Pandeshwar, Mangaluru** by 4.30 PM on 29.03.2021. Late submission of tender shall not be accepted. The sealed cover should be super scribed with "**Qualifying Bid-Contract for Providing House Keeping Staff**" and "**Financial Bid-Contract for Providing House Keeping Staff**", respectively. Tenders will be opened on 30.03.2021 at 4.30 PM in the presence of bidders at O/o Addl. Commissioner of Income Tax, Central Range, Mangaluru. . If the date of opening is declared a holiday, the quotations will be opened on next working day at the designated time. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the department to short list the eligible bidders.

2. If the tenders are sent by post/ courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. Department is not responsible for the delay on account of postal/Courier Services.

3. The tenderer 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 terms and conditions contained therein and submit the same along with the Qualifying Bid. The tenderer would fill up the information in the ANNEXURE-I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURE shall also have to be signed and stamped by the bidder or his authorized signatory.

4. The tender forms shall be rejected if it is not complete in any respect.

5. The department reserves the right to accept or reject any tender.

  
**(K A CHANDRAKUMAR)**  
Addl. Commissioner of Income Tax  
Central Range, Mangaluru

Copy To:

- (1) The Public Relation Officer, O/o. Pr.CCIT, Karnataka and Goa Region Bengaluru with the Request to place the above tender notification on the Website of the department and also publish in the Central Procurement Portal.
- (2) The Notice Board for display.

SECTION-II

DOMESTIC COMPETITIVE BIDDING

(Through Tender)

Tender F.No.Tender/DEO/ Addl.CIT/Central Range/Mangaluru/2020-21, Dated:

Name of the Work	Supply of Man Power of House Keeping (1 no) for O/o Asst. Commissioner of Income Tax, Central Circle, Hassan
Last date & Time for receipt of Bid	29-03-2021/4.30 PM
Last date & Time for submitting of Bid	29-03-2021/4.30 PM
Time & Date of Opening of Bid	30.03.2021/4.30 PM
Place of Opening of Bid	O/o. the Addl. Commissioner of Income Tax, Central Range, Mangaluru. Albuquerque House, Ground Floor, Opp: Forum Fiza Mall, Pandeshwar, Mangaluru-575 001.
Office from whom the tender documents can be obtained and submitted	The Addl. Commissioner of Income Tax , Central Range, Mangaluru Albuquerque House, Ground Floor, Opp: Forum Fiza Mall, Pandeshwar, Mangaluru-575 001.

Terms & Conditions

1. The contract under consideration is towards House Keeping and cleaning service of office /Living space, toilets and common areas compound and garden pertaining to the below mentioned building & premises.

Address of Income-Tax offices	Area	Number of Toilets
"Income Tax Office, 2 <sup>nd</sup> Stage Vijayanagar, Belur Road, Hassan	All Rooms and Halls in ground, first, second, third and fourth floor along with common areas, compound garden and parking area	All Toilets in the building

2. A Sum of Rs. 50,000/- must be furnished as Earnest Money Deposit (EMD) through a banker's Cheque favouring the ZAO, CBDT, Panaji. The EMD must accompany the bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the Hirer, to sign the contract on terms contained in the bid document, or fails to execute the order within the stipulated time. The earnest money of the successful bidders will be refunded after signing the contract. For other bidders, the Earnest money instrument will be returned within 15 days of the completion of bid evaluation. No interest will be payable on this deposit.

3. At the time of signing the Contract, the successful bidder is required to give a Bank Guarantee of Rs. 1,00,000/- (Rupees One Lakh Only) towards Performance Security Deposit, which shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

(A) OFFICE SPACE:

- i. The office floor area includes officer's chambers, staff halls, visitors rooms, recreation room, form stores, facilitation counter etc. Shall be cleaned and mopped once daily before 8.45 AM and scrubbed and vacuum-cleaned once a week. They shall do extra mopping at entrance at office building on rainy days to avoid slippage and also whenever needed.
- ii. Furniture like tables, chairs, visitors chairs, computer tables, almairah etc. And electronic gadgets like computers, telephones, fax machines, photocopier machines etc. Installed in the above mentioned areas shall be 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 once in a week.
- iii. All records are kept in the compactors/almirah/racks etc., The dust getting accumulated over them shall be vacuum cleaned once 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 electric 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.

(B) TOILETS:

- i. All the toilets shall be cleaned and made fit for use by 08.45,a.m. on 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 twice daily.
- ii. Toilet fresheners, naphthalene balls and urinal cubes 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 housekeeper 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 cleaning using a scrubber machine once in a week.
- ii. The electrical fittings like tube lights, fans, exhaust fans etc. in the corridor, staircases and lift shall be cleaned once in a fortnight.
- iii. The doors, windows, glass, partitions wall skirting artificial plants, door mats, carpet, paintings, name boards, fire extinguishers etc. in the corridors and staircases shall also be wiped clean once in a week.
- iv. Apart from periodic cleaning, if strains spills or footmarks or by any act of human or nature, anything is found or reported in areas, the same shall be cleaned immediately.
- v. The surrounding of this building including car parking etc. Cycle sheds 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 pesticides/insecticides shall be done once in month to control mosquito and cockroach infestations. Periodical measures shall be undertaken to prevent rodent menace.
- vii. All rubbish and waste items that gets accumulated at the office/toilets/corridors and staircases shall be relocated periodically to the dumping points set up by the Department/Corporation and there shall be no leftovers at the end of the day.
- viii. The Garden to be watered and upkept and maintained in spic and span condition, free of weeds.

Scope of work is to provide maintenance and cleaning Services in the Income Tax Offices everyday in Parts-I-II given below:

SCOPE OR SERVICES TO BE PROVIDED BY THE CONTRACTOR

- 1) The contractor shall ensure availability of liquid soaps in wash basins, naphthalene balls and toilet papers in urinals and toilet and refilling the same, mosquito repellents as and when required. The cost of consumables like a) Original phenyl, b) Soap, c) Oil, d) cleaning acid / cleaning agents, e) Bleaching powder, f) Liquid Hand wash, g) Naphthalene balls, h) mops, i) toilet cleaners, j) room fresheners, k) tissue papers and equipments like vacuum cleaner, buckets, mugs, dusters, etc. Used for cleaning shall be borne by the contractor. To sum up, cost of all consumables used for any of the service contracted for shall be fully borne by the contractor, which shall be included in the contract rate.

OBLIGATIONS OF THE CONTRACTOR

- i. Any short supply or inadequate with regard to manpower, consumables and equipment employed by the contractor in the financial bid shall be viewed seriously.
- ii. In the areas in the office which are to be cleaned daily, the first cleaning operation in all respects shall be completed and made fit to use by 8.45 a.m. All hourly operations shall be executed continuously till the closing time.
- iii. The schedule of weekly and fortnightly cleaning operations to be undertaken shall be submitted to the designated officer on the last working day of the previous month and the contractor which shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations (other than dust removal on records through vacuum cleaning) shall be undertaken on Saturday's and holidays or at the convenience of the officer occupying the chamber.
- iv. The Vendor/Contractor will be responsible for mandatory police verification of each personnel deployed.
- v. 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.
- vi. The personnel shall report to the officer – in – charge assigned by the Department.
- vii. The contractor shall provide all cleaning equipment 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, forming, eroding etc.
- viii. One exclusive supervisor equipped with mobile phone shall be available in the office building premises from 8.00 A. M to 6.00 P.M. on all working days. He shall be in charge of the overall act of cleaning in respect of the building.
- ix. The contractor is responsible for payment of monthly salary of the personnel.
- x. 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.
- xi. The contractor shall submit the bills for the current month within 7 days of the next month so as to enable the department to process the same and pay the contractor.
- xii. Tax shall be deducted at source as per the income tax & GST Rules from the monthly bills.
- xiii. 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 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.
- xiv. In the event the department deciding to renew this contract on the same terms embodied 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 of the parties to this agreement shall be governed by such documents for future or future transactions.
- xv. Liaison shall be maintained with our officers- in – charge concerned for smooth and efficient performance of duties of the house keepers.
- xvi. It shall be responsibility of the contractor to comply with the service conditions of the employees including fixation and payment of their wages. However, in order to keep 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.
- xvii. The contractor shall ensure that its personnel present themselves clean and tidy and in proper uniform as directed by Addl. CIT, Range-1, Mangaluru, whenever they carry out the work covered by this agreement.
  - xviii. The contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of the personnel 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. GST/Service Tax as per law in force shall be paid by the Department, remittance of which to the Govt. accurately and in time is the responsibility of the contractor.
  - 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 disciplined behavior of its workmen.
  - xxiii. All damages caused 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 any future tender of the departments.
  - xxiv. The Income Tax Department may discontinue the contract at any point of time ,by giving notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the agency or any other person.
  - xxv. The agency shall discontinue the contract at any point of time by giving notice at least 60 days before the intended date of discontinuance. But it will amount to forfeiture of its security deposit submitted by it in case of discontinuation without notice and notice less than 60 days prior to the intended date of discontinuation. Income tax department will have the right to claim damages and recover from the payments due to the agency or by any other means in addition to forfeiting the security deposit of the agency.
  - xxvi. In case the contractor withdraws or the O/o Pr. Commissioner of Income Tax (ReAC) (VU)-1, Mangaluru O/o The Addl. Commissioner of Income Tax, Range-1, Mangaluru, terminates the contract for violation of any of the terms and conditions and/or deficiency in services during the period of the contract, the additional expenses in hiring a new contractor or temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against payments to me made.
  - xxvii. Besides the above, an undertaking in the following format shall also be furnished.

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

**ANNEXURE-I**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

01	Name of the Bidder	
02	Address (with Mobile No, Tele No, Fax no, E-mail ID)	
03	Name & Address of the Proprietor/Partners/directors	
04	Contact Person(s) (with mobile number)	
05	No. of years of experience in providing services: skilled/unskilled ,security experience (enclose proof such as performance reports.)	
06	Permanent Account Number(PAN)	
07	GST/Service Tax Registration No:	
08	ESIC Registration Number:	
09	EPF Registration Number:	
10	Detail of EMD:	

**DECLARATION**

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

Signature of  
Authorized Signatory with date & Seal



**ANNEXURE-II**

**FINANCIAL BID DOCUMENT**

1. Name of the Bidder :
2. Address(with Mobile No, Tele No, Fax no, E-mail ID):
3. Name & Address of the Proprietor/Partners/directors:  
(with mobile numbers).
4. Quotes for supply of House Keeping Staff as per Central Govt. Labour Act:

Position	Basic Pay (Rs.)	VDA (Rs.)	Bonus (Rs.)	EPF (Rs.)	ESI (Rs.)	Total (Rs.)	Service Charges per personnel (Rs.)	Total invoice value (excluding GST) for 1 DEO
House keeping Staff								

**DECLARATION**

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

Signature of  
Authorized Signatory with date & Seal

ANNEXURE-III

To,

The Addl. Commissioner of Income Tax, (Central Range),  
Albuquerque House, Ground Floor,  
Opp: Forum Fiza Mall,  
Pandeshwar, Mangaluru, 575001

Sir,

Sub : Submission of Tender for supply of House Keeping Staff -Reg.

Ref : Tender Notice in F.No. Tender/HK/ Addl.CIT/CR//MNG/2020, Dated: 18.03.2021

With reference to the above, I/We hereby submit the quotation for supply of House Keeping Staff for the Office of the Deputy Commissioner of Income Tax, Central Circle, Hassan.

Yours faithfully,

(BIDDER)