



Office of the Joint Commissioner of Income Tax, Rajamahendravaram Range  
AayakarBhavan, Near Kambala Tank, Rajamahendravaram-533105 (A.P.)  
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F.No. JCIT/RJY/HK Tender/2022-23

Date: 21-12-2022.

### TENDER NOTICE

The Joint Commissioner of Income tax, Rajamahendravaram Range, Rajamahendravaram intends to procure House Keeping services from experienced and reputed manpower supplying agencies for the following Income Tax Office Premises-

- (1) **Income Tax Office, Aaykar Bhavan, Near Kambala Cheruvu, Rajamahendravaram – 533105 (Own Premises)**
- (2) **Income Tax Office, 4<sup>th</sup> and 5<sup>th</sup> Floor, Shiva Towers building, Danvaipeta, Rajamahendravaram– 533105 (Rented Premises)**

for a period of One year from the date of award of Tender or from 01.01.2023 to 31.12.2023, whichever is later, for which sealed tenders are invited as per the following terms and conditions:

#### 1. Eligibility criteria for Service Provider

- (i) The Service Provider/bidder should have at least 3 years previous experience of deploying/supplying Outsourcing Staff/Office Assistants and Unskilled Manpower to Govt. Departments/Public Sector Company/Private Company in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such order.
- (ii) The service provider company/firm/agency/bidder should have completed at least one year contract of value not less than Rs.1 Lakhs per annum related to providing similar services in a single contract.
- (iii) The Service Provider/bidder should have valid service tax, PF, ESI, GST/CST/VAT/TIN, TAN, trade tax registration, labour department registration and PAN. Necessary documents in this regard must be filed with the technical bid.
- (iv) The Service Provider/bidder should not have been blacklisted by any Government organization
- (vi) The Service Provider /bidder should be agreeable to other terms and conditions as at Annexure-I

(vii) The documents shall be accompanied by a Demand Draft/banker's Cheque for Rs.1,000/- (Rupees One Thousand Only) drawn in favour of the "ZAO, CBDT, Visakhapatnam" towards cost of the tender process.

**2. Nature of duties.**

Scope of work on daily basis (All the cleaning work should be done with mechanized equipment)-

**(A) Toilets:**

- (a) Cleaning of toilets and application of aromatic disinfectant three times a day. The last such wash shall be at 3.00PM.
- (b) Removal of solid waste/garbage etc., from toilets and dump the same at given place. Cleaning of waste bins, wash basins, mirrors etc.

**(B) Common Areas-**

- (a) Sweeping and mopping of all floor areas including staircases within the buildings with aromatic liquid disinfectant .
  - (b) Sweeping of parking area and area open to sky within the boundary of the buildings/ premises. Waste from waste bins, dry leaves, garbage etc. should be collected and dumped into the Municipality dustbins outside the premises. The waste should be collected in three different forms- (i) solid waste (ii) wet waste; and (iii) dry waste.
  - (c) Dusting and vacuum cleaning of chairs, tables, sofas and other furniture, windows, fans, lights etc., in the premises; Dusting and cleaning of all rooms including toilets of Guest Houses located in the premises.
  - (d) Two wheeler and Four-wheeler parking garages located in office premises and residential quarters should be cleaned once in a week.
  - (e) Watering of plants should be done daily; unnecessary plants and grass should be removed daily. Plants and trees should be trimmed periodically.
  - (f) All drainages located in the premises should be cleaned regularly. Terraces of both the office buildings and all residential quarters should be cleaned periodically.
- (B)** Sweeping / cleaning / mopping etc., should start by 7 am daily (Monday to Saturday) so as to make the building and the premises clean and neat by 9 am. The service provider should ensure that sufficient consumables of standard quality are used.

- (D) (a) The antecedents of all workers and the Supervisor deployed for the above purpose should be thoroughly verified through the Police and the original copy of the verification certificate should be submitted.
- (b) All the workers and the Supervisor should be given uniforms, Identity cards and certified copies of the Aadhaar cards/Ration cards/ Voter ID cards should be submitted to the Department.
- (c) The Agency is responsible for the damage caused by its workers. The workers deployed by the agency shall be workers of the agency for all purposes and the department shall have no relation / responsibility in respect of workers on any matter.
- (d) The workers of the agency deployed shall be displaying a photo identity card issued by the agency and should wear the prescribed uniform as may be finalized at the time of execution of agreement.

3. **Eligibility criteria.**

- (a) The age group of the personnel should be between 25 years to 50 years.
- (b) Should have experience of 2 to 3 years in relevant field.

4. **Bidding Process**

- 4.1 An earnest money deposit (EMD) of Rs. 1,000/- (Rs. One Thousand only) in the form of demand Draft drawn in favour of the ZAO, CBDT, Visakhapatnam has to be furnished along with the Technical bid. Bids received without the requisite EMD will be summarily rejected. The EMD would be forfeited if the bidder withdraws before finalization of the bids or if the details furnished in Annexure-II and III are found to be incorrect and false during the tender selection process. The earnest money shall be refunded to the unsuccessful bidders within a week of conclusion of bid process. EMD of selected bidder will be returned on furnishing performance guarantee as per Annexure-IV.
- 4.2 The interested parties may submit sealed tenders in two parts-technical bid and financial bid.

**A. The technical bid shall contain:**

The Proforma at **Annexure-II**, duly filled in.

- (i) Agency profile, including relevant previous experience of manpower services supply with financial capacity/turnover.
- (ii) Acceptance of terms and conditions at Annexure-I.
- (iii) Demand draft for earnest money deposit.

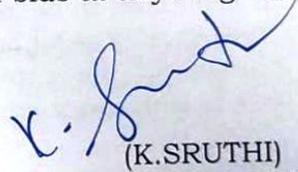
The technical bid would be rejected and the concerned bidder would be excluded from further bid process if any of eligibility criteria specified in paragraph 1, 3 & 4.2A (relating to technical bid) above are not fulfilled.

**B. The Financial bid as per (Annexure-III) should contain the following:**

- (i) Charges per month quoted for providing House keeping Services excluding statutory taxes and liabilities.
- (ii) Details of minimum wages proposed to be paid to the staff along with the details of statutory payments to be made such as EPF, ESIC, GST etc.
- (iv) The house keeping Staff shall be paid as per the prevailing wages prescribed by the Minimum Labour Act, of the Government of Andhra Pradesh. Any change in minimum wages made by the Government will automatically change the wages payable under this contract.

**4.3** Both the technical and financial bid, should be put in separate sealed envelopes marked as technical bid and financial bid respectively, and should then be placed in main sealed envelopes super scribed "**Tender for providing House keeping Services**". This should be addressed to Office of Joint Commissioner of Income Tax, Rajamahendravaram Range, Aayakar Bhavan, Veerabhadrapuram, Near Kambala cheruvu, Rajamahendravaram, Andhra Pradesh-533105 and sent by post or hand delivered before 03.00 P.M. on 30.12.2022. No bid shall be received after 03.00 P.M. on 30.12.2022. The bids will be opened on 30.12-2022 at 04.00 P.M.

5. Financial bid of only those bidders would be opened whose technical bid has been successful.
6. The successful bidder shall have to execute the contract from 01 January, 2023, or date of agreement whichever is later and furnish performance guarantee amount as per clause 27 of Annexure-I.
7. This Office reserves its right to reject any or all bids at any stage of bid process without assigning any reason.

  
(K.SRUTHI)  
Joint Commissioner of Income Tax  
Rajamahendravaram Range,  
Rajamahendravaram.

**Encls:** Annexure-I, II, III & IV

**Copy to:**

1. The Web Manager Tor uploading the above document on the website <http://www.incometaxhyderabad.gov.in>
2. For display on the Notice Board of Office of the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram.

**TERMS AND CONDITIONS OF THE CONTRACT :**

1. The Agency, to whom the contract is awarded, would provide Mechanized Housekeeping Services with cleaning materials. The name, address and contact number of the House keeping staff should be furnished to the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram. The name, address and contact number of person should be furnished with whom the department / controlling officer should contact, in case of any problem faced with regard to services being provided by such agency on day to day basis.
2. In case of failure to commence the work by the Agency within stipulated time, the contract may be cancelled by the Department and security deposit may be forfeited. In such case, new tenders will be floated.
3. Agency have to pay their workers as per the provisions of minimum wages notified from time to time by the Central/State Government/other statute.
4. The contractor is required to render services for all week days (except Sunday) in a month.
5. The Joint Commssioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram, shall make the outsourcing contract payment on monthly basis on the production of bill by the contractor. The payment shall be made to the contractor in the subsequent month after due verification of fulfillment of statutory obligations in respect of that bill.
6. The contractor agrees and undertakes to bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the State / Central Government or any local body or any other authority.
7. Without prejudice to the preceding term of the outsourcing contract, the service provider will be liable to reimburse the Joint Commissioner of Income Tax Rajamahendravaram Range, Rajamahendravaram any cost or legal liability / penalty / fine imposed by any authority, because of any misconduct or any act of omission or commission of the contractor or any of the workers / subcontractors / agents / any other persons deployed by the contractor.
8. **This office shall have the right to withhold any reasonable sum from the amounts payable to the contractor under this contract, if the contractor commits any violation of the terms and conditions with regard to payment of all statutory and other dues or compliances with statutory or other obligations.**
9. Any change in the constitution or ownership of the concern of the contractor shall be notified forthwith by the contractor in writing to the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram, within the period of seven days and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the contractor in respect of this contract unless he / she / they agree to abide by all the instructions and terms and conditions of the contract.

10. The agreement shall be in force only for a period of one Year from the date of execution of contract. However, the contractor's performance will be observed for the period of initial 3 months from the date of signing the contract. Based on the performance to the satisfaction of the Joint Commissioner of Income Tax, the contract would be extended for the remaining 9 months.
11. In case the contractor assigns or sub-contracts this contract to some other person or attempts to do so, The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram shall have the right to terminate the agreement without giving any notice to the contractor.
12. The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram reserves the right to terminate the contract in the extraordinary circumstances with immediate effect and without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.
13. On termination of contract for any reason whatsoever, the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram shall be entitled to engage the services of any other person, agency or contractor to meet the requirement without prejudice to its rights including claim for damages against the contractor.
14. The contractor shall co-operate with the other contractors / service providers and their workers working in the premises / building.
15. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Rajamahendravaram. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an arbitrator who will be appointed by the mutual consent of both the parties and any decision of the arbitrator will be final and binding on both parties, and shall not be appealable in any court of law, except on the grounds of mala-fide or perversity.
16. All premises should be cleaned by 09.00 A.M so as to make the Offices functional by 09.15 A.M onwards every day (Except Sunday).
17. The House keeping staff shall be responsible for the House keeping of Income Tax Offices and buildings in all respects which is detailed in the **nature of duties** section in the tender document.
18. The House keeping staff shall maintain discipline and decorum in the office. In case any person is found deficient in performing duties or maintain discipline or on being pointed out by this office in this regard, the contractor shall replace that person.
19. The House keeping staff shall be physically and mentally fit for duty and shall wear uniform provided by the contractor, while in office. If any House keeping staff is not in proper demeanor during the office hours, it shall be treated as if he/she is absent on that day and deduction shall be made accordingly from the monthly payment to the contractor.
20. Any damage caused to any equipment or article or item at the premises due to negligence or the employee / agents of the contractor shall be on his account and he

will be liable to make good of the loss to the Department, or the damage will be recovered / deducted from the payment due to the contractor / service provider.

21. This office reserves the rights to postpone and / or to extend the date of receipt/ opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.

**22. In case of any dispute the decision of the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram shall be final.**

23. The bidder shall furnish along with the technical bid Earnest Money Deposit (EMD) of Rs.10,000/- in the form of Demand Draft / Banker's Cheque from a Commercial Bank, drawn in favor of "Zonal Accounts Officer, CBDT, Visakhapatnam. The EMD in respect of the agencies / vendors which do not qualify the Technical Bid (First stage) / Financial Bid (Second Competitive Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder may be adjusted towards the performance security deposit. Further, if the agency fails to render services as per the requirement within 20 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

24. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document.

25. The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid :

- (a) Registration Certificate with labour Department.
- (b) Copy of PAN Card.
- (c) Copy of IT returns filed for previous three assessment years.
- (d) Registration certificate with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (e) Copy of the Service Tax/GST Registration Certificate.
- (f) Work Experience of similar work with renowned organizations.
- (g) Copy of GST Registration Certificate and Returns filed by the firm for last two years.

26. GST deductions / adjustments shall be made from the bills before making the payment as per statutory provisions, if any.

27. The contractor will be required to deposit a Performance Bank Guarantee from schedule Commercial Bank @ 10% of the annual value of the contract as security for due fulfillment of contract. The Bank Guarantee should be executed in the Proforma. It should be valid till the expiry of one year / contract period. The bank guarantee must be submitted within 10 days from the date of award of contract. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the contractor or premature termination of the contract on part of the contractor for any reason. The performance guarantee will be renewed by the contractor, if the contract is extended after the normal expiry period of the contract.

28. The bidders shall bear all costs associated with the preparation and submission of its bid and the Joint Commissioner of Income Tax, Rajamahendravaram, will in no case be held responsible / liable for these costs, regardless of the conduct or outcome of the bidding.

29. 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.

DECLARATION

I/We hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

Place :

Signature of the applicant

Date :

(Name of the applicant)

**TECHNICAL BID**

<b>S. No.</b>	<b>Particulars</b>	<b>To be filled by the Bidder</b>
1	Name of the Service Provider	
2	Detailed Office Address of the Service Provider with the office Telephone Number, Fax Number and Mobile number and name of the contact person	
3	Date of establishment of the Service Provider	
4	Whether registered with concerned Government Authorities like EPF & ESI (Copies of certificates of registration to be enclosed)	
5	PAN/TAN Number (copy to be enclosed)	
6	Service Tax/GST Registration Number (Copy of registration certificate to be enclosed)	
7	Whether the Service Provider has been blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India	
8	Length of experience in the field	
9	Experience in dealing with Govt. Department (Indicate the names of the Department and attach copies of contracts order placed on the Service Provider)	
10	Whether evidence of IT Returns along with profit and loss account & balance sheet for the last three financial years has been enclosed.	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed in token of acceptance or the same, is attached.	
12	Specify the Educational Qualification and Work Experience of the persons to be deployed.	
13	Details of Earnest Money Deposit.	

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)

**FINANCIAL BID**

1. Name of the Service Provider :
2. Address (with tele No. & fax No.) :
3. Name & Address of the Proprietor/partners/Directors (with Mobile Numbers):
4. Charges per month quoted for House Keeping Services excluding statutory taxes and liabilities :
5. Details of Minimum wages proposed to be paid along with the details of statutory payments to be made :

(Signature of Authorized Signatory with date)

**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)

ANNEXURE-IV

**FORM FOR PERFORMANCE GUARANTEE  
IN CONNECTION WITH PROVIDING HOUSE KEEPING SERVICES.**

To  
The President of India  
Through O/o The Joint Commissioner of Income Tax,  
Rajamahendravaram Range, Rajamahendravaram.

WHEREAS \_\_\_\_\_ (Name and address of the contractor) (Hereinafter called "the contractor") undertaken, in pursuance of contract no. \_\_\_\_\_ Dated \_\_\_\_\_ to Supply/Provide House Keeping Services to O/o The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram.

AND WHEREAS it has been stipulated by you in the said contract that the contractor shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the contractor such a bank guarantee:

NOW Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first writtendemand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification

This guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

(Signature of the authorized officer of the Bank)

\_\_\_\_\_  
Name and designation of the officer

\_\_\_\_\_  
Seal name & address of the Bank and address of the Branch  
(Bank's common seal)