

GOVERNMENT OF INDIA INCOMETAX DEPARTMENT

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOMETAX
HYDERABAD, 10-2-3, A.C.GUARDS, I.T.TOWERS,
HYDERABAD-500004.
Phone: 040-23425477, 23241528

NOTICE INVITING TENDER FOR MAINTENANCE OF INCOME TAX GUEST HOUSES, HYDERABAD

TENDER NOTICE

PRINCIPAL CHIEF COMMISSIONER of Income Tax,, Hyderabad on behalf of President of India invites quotations in sealed covers from reputed parties by 3.00 pm on 17th December, 2015 for the maintenance and running of Guest house and kitchen at Mehdi Manzil, Road No.12, Banjara Hills, Hyderabad

Tender document containing detailed requirements, terms and conditions for the above quotations can be obtained on payment of Rs.500/- from the Office of the Income Tax Officer(H.Qrs)(PR), O/o the PRINCIPAL CHIEF COMMISSIONER of Income Tax, Ground floor, Income Tax Towers, A.C.Guards, Hyderabad or else the tender document can be downloaded from the Department's website www.incometaxindia.gov.in. The bid must also accompany a separate DD of Rs.500/- in case the tender document is downloaded from the website.

The quotations received shall be opened on 17/12/2015 at 04-00 p.m. in the presence of the Committee of Income Tax Department Officers constituted for the purpose.

(K RAGHU RAM)
Income Tax Officer (H.Qrs.)(PR)

Date:24.11.2015
Place: Hyderabad.

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NOTICE INVITING TENDER FOR MAINTENANCE OF INCOME TAX GUEST HOUSES AT HYDERABAD

TENDER NOTICE

The Income Tax Department invites quotations for maintenance of its guest houses and kitchen for Amaravati Guest house, Road No.12, Banjara Hills, Hyderabad.

The Amaravati Guest house consists of 8 rooms one auditorium and a kitchen.

Sealed quotations are invited the guest house from parties/contractors who have maintained Guest Houses/Service apartments/Hotels including running and maintenance of kitchen room service and room maintenance atleast for a period of three years and has a minimum turnover of exceeding Rupees one crore in the F.Ys 2014-15, 2013-14 and 2012-13.

Tender for the other guest house is also being called for simultaneously. However, It may be noted that any contractor who has done a total turnover of less than 5 crores in every year in the last three financial years i.e F.Ys 2014-15, 2013-14 and 2012-13 is only eligible for filing maintenance of guest house and kitchen tender for both the guest houses simultaneously i.e for Mehdi Manzil and Amaravati Guest House. Otherwise they are eligible for filing tender for only one guest house.

The bidder should employ a minimum of 2 cooks, 4 room service boys and 2 cleaning staff.

Interested parties may personally visit the Guest Houses (10.00AM - 4.00 PM between 26.11.2015 to 17.12.2015) before

submitting their quotations if they so wish. The maintenance contract shall be given for a period of two years.

A Demand draft of Rs.5,000/- drawn in favour of Administrative Officer (DDO), O/o PRINCIPAL CHIEF COMMISSIONER of Income tax, Hyderabad shall be required to be enclosed with each quotation as earnest money. This amount is refundable, if the quotation is not accepted and in case of award of contract, the earnest money shall be refunded only after the submission of bank guarantee as per the terms of the contract.

Interested parties are advised to study the Tender document carefully. Submission of tender shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.

Sealed quotations with the words "Quotation for Maintenance and Running of kitchen at Amaravati Guest House superscribed on the top right hand corner of the envelope, prepared in accordance with the procedures enumerated in the Tender Document should be submitted to the office of the Income Tax Officer(H.Qrs)(PR), Ground floor, Income Tax Towers, A.C.Guards, Hyderabad on or before 17th December, 2015 3.00 p.m

While bidding the quotation should be submitted in a single envelop with two separate envelopes inside containing technical bid and financial bid.

PRINCIPAL CHIEF COMMISSIONER of Income Tax, Hyderabad reserves the right to accept or reject any or all tenders received either in full or part thereof or to split the work among more than one bidder, if necessary, without assigning any reason whatsoever.

Tender documents are also available on the income Tax department's website www.incometaxindia.gov.in. In case tenderer(s) is/are submitting downloaded tender documents, they must enclose Demand Draft of Rs.500/- drawn in favour of Administrative Officer(DDO), O/o PRINCIPAL CHIEF COMMISSIONER of Incometax, Hyderabad alongwith the filled in tender form, failing which tender shall be summarily rejected.

(K RAGHU RAM)
Income Tax Officer (H.Qrs.)(PR).

TERMS AND CONDITIONS OF THE MAINTENANCE CONTRACT

1. The successful bidder upon satisfaction of the PRINCIPAL CHIEF COMMISSIONER of Income Tax shall be given maintenance contract for a minimum period of two years.
2. Subject to the satisfaction of **the Department's officer**-in-charge of the Guest House the contractor shall be paid maintenance charge in arrears on monthly basis towards general maintenance of the Guest House including maintaining the kitchen thereof. This amount is payable after deduction of TDS and other applicable taxes.
3. The Contractor shall be responsible for daily cleaning of all the Guest Rooms and common areas irrespective of guest occupancies in the Guest house. He shall ensure that material used for cleaning shall be of proper standard.
4. All the areas of the Guest House where carpets, curtains etc are installed shall be vacuum cleaned once a week.
5. All sofa sets, tables, rakes, etc., installed in the Guest House shall be cleaned/dusted/vacuum cleaned daily.
6. Clean towels, bed sheets, blankets, pillow covers, etc. provided by the contractor and shall be provided to visiting guests every day. The Contractor shall provide toilet accessories like soaps, toiletries, hand wash liquid, etc., for use by guests as specified by the department.
7. The Contractor shall ensure that all the furniture, fixtures, crockery, electrical appliance etc., available in the Guest House are properly used. The Contractor shall ensure that there is never any mishandling or negligence. The Contractor shall be responsible for breakage or loss of any article on account of negligence or mishandling of the items. Any cost or damages arising out of negligence or mishandling shall be borne by the Contractor.
8. The Contractor shall not entertain any person in the Guest House unless it receives prior order in favour of such person from the Officer-in-charge of the Department.
9. The Contractor shall maintain proper records of the guests staying in the Guest House. The record shall inter-alia contain information about name and address, designation, station arriving from period of stay, whether on official duty or otherwise, number of members etc. A monthly report shall be submitted

by the Contractor to the Officer-in-charge incorporating all the details in this regard.

10. The contractor shall collect the room rent on per-day basis from visiting guests as per the tariff prescribed by the Department. These dues shall be collected by the Contractor from the visiting guests on behalf of the Department and handed over to the Officer in charge immediately on departure of respective guests. Under no circumstances, the Contractor shall collect amounts lesser or higher than those prescribed. The Contractor shall be authorized to issue receipts of room rents received from visiting guests.

11. The Contractor shall maintain the kitchen running from 6.00 am to 11.00 pm. He shall ensure that clean and hygienic conditions are always maintained in the kitchen. The rates of food items shall be determined by the Department in consultation with the successful bidder.

12. All dues of visiting guests in respect of food items supplied shall be collected by the Contractor and the Department would not be responsible for non payment by any visiting guest. Contractor would issue receipts for the money so collected to the visiting guests. Under no circumstance, the contractor shall collect any amount over and above what has been fixed by the Department. For any deviation, a penalty of Rs.1,000/- shall be levied and the department reserves its right to immediately review the agreement with the contractor including termination of the contract.

13. Breakage of any items or article installed in the guest house, which is not to be supplied by the Contractor, shall be promptly intimated by the Contractor to the Officer-in-charge along with reasons, if any, so that necessary replacement is attended without any inconvenience to the visiting guests.

14. The Contractor shall ensure that feed-back forms are given to the guests and same shall be collected from the guests at the time of departure. All such feedback forms shall be placed in the box provided in the guest house. Along with the monthly report of the guest house occupancy, the feed back forms shall be submitted to the officer-in-charge. It shall however be the responsibility of the contractor to attend any complaint/suggestion from the guest immediately which is within his purview. For any suggestion/complaint other than those regarding the maintenance part of the contractor, the same shall be intimated to the officer-in-charge.

15. The Contractor shall deposit irrevocable bank guarantee from a nationalized bank in favour of PRINCIPAL CHIEF COMMISSIONER of Income Tax(CCA), Hyderabad of Rs.50,000/- valid upto six months beyond the date of this contract, to the Department. This bank guarantee shall be refunded to the party of the second part on termination of this agreement.

16. The Contractor shall not be allowed any premature termination of the agreement unless an advance written notice of three months is given to the Department.

17. The Department is empowered to cancel this agreement at any time, with/without assigning any reasons after giving two months notice to the Contractor.

18. Before final termination of the agreement, the Contractor shall be required to hand over all the items and articles to the Department in good and running condition.

19. The Contractor shall ensure that all the staff members employed by it are polite and courteous with the guests. All the staff members shall be required to wear a black pant, white shirt. The staff members shall be carrying label cards indicating name and designation. Any complaints regarding the mis behaviour, etc. of the staff members shall be adversely looked upon and the Contractor may take action against the erring staff under intimation to the Department. The Contractor shall ensure that its staff members do not solicit any tips etc from the guests.

20. The Contractor would be free to hire employees as per its requirement. The employees of the Contractor would, for no purpose, be considered as employees of Income-tax Department, Hyderabad. The department shall reserve the right to demand the contractor to increase the employees strength if it considers the deployed strength is not enough to cater to the services.

21. This agreement is purely a maintenance contract and shall never be constructed as a tenancy agreement.

22. **Any other matter, which hasn't been specifically covered by this agreement,** shall be decided by the Department, whose decision shall be final and conclusive.

23. The Contractor shall, under no circumstances, remove, alter, modify any furniture and fixture installed in the guesthouse unless the officer-in-charge gives prior written permission. Similarly, the Contractor shall also not construct or modify any temporary or permanent structure in the guest house.

24. On all or any matters of dispute arising from this agreement, the decision taken by the PRINCIPAL CHIEF COMMISSIONER of Income Tax shall be final and conclusive.

(i) Technical Bid:

The Technical Bid should be as given below and should be supported by the documents indicated in the said Annexure. The Demand Draft/ Bankers' cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical Bid'.

1.	Name and address and telephone No. of the Tenderer applicant i.e. the Applicant Contractor Agency	
2.	Permanent Account No. (PAN)	
3.	Evidence of deployment with any Central/State Government/PSUs/MNC during the period of last 5 years to be reckoned from the Techno Commercial Bid opening date. (Documentary evidence should be enclosed)	
4.	Annual Turnover during last 3 years (copy of Return of Income filed alongwith P & L A/c etc. should be enclosed as evidence)	
5.	No. of years of experience in sanitation maintenance on contract activities basis	
6.	Details of Demand Draft/Banker's Cheque in respect of Earnest Money (Demand draft / Banker's cheque should be enclosed)	
7.	No. of workers to be deployed on Full time basis	

Name and Signature of the Authorised Signatory.

(ii) Financial Bid:

Initially only the technical bid will be opened. The Financial bid will be opened, only if, the applicant contractor agency fulfills the stipulated conditions for technical bid. The indicative proforma for Financial bid is given below:

1. Name, address and telephone No.of the Tender applicant:
2. Permanent Account No. (PAN) :
3. Name and address of the Proprietor/Partners/Directors/ principal persons and their PAN :
4. Contract Services Charges per day month (Exclusive of Service Tax) :
5. Details of Demand Draft/Banker's Cheque in respect of Earnest Money:
6. Number of workers to be deployed on Full time basis:

Name and Signature of the Authorized Signature

10. The Contractor Agency to whom the contract is awarded, would furnish name, address and contact number of a person with whom the department / Controlling officer should contact, in case of any problem faced with regard to services being provided by such contractor Agency on day to day basis.

11. The contract between the Department and the Contractor Agency can be cancelled with a notice period of two months from either side, without assigning any reason.

12. In case of any dispute, during the process of awarding the work tender process, the decision of the Competent Authority would be final and binding on all concerned.