



सत्यमेव जयते

**GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES**

ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II,
New Delhi- 110070. Ph. 26139297, Fax 26130594

F. No. HRD/AD/831/6/2016-17/919

Dated: 12.05.2016

TENDER ENQUIRY

Subject:- Notice for inviting tender for providing Four Housekeeping staffs with cleaning materials in the Directorate of Income-tax, Human Resource Development Central Board of Direct Taxes ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II, New Delhi-110070 i for a period of One Year(w.e.f.01/07/2016 to 30/06/2017).

Directorate of Income-tax (HRD) intends to hire four Housekeeping staff for a period of one year from 01/07/2016 to 30/06/2017 for Housekeeping as per the following terms and conditions:-

1. This Invitation for Bids is open to all the reputed parties having at least two year of experience of providing Housekeeping staffs or undertaking Housekeeping work in Government Organization/Large Public Undertaking / Nationalized Bank.
2. The bidder should possess all the statutory/ non-statutory registrations, licenses, permissions, approval etc. from the Competent Authorities for providing the required services. The bidder should be registered with EPF and ESIC authorities.
3. The Bidder/Agency should be registered under Service Tax Act.
4. The bidder should submit at least one "Satisfactory Performance Certificates from Government Organizations/Government Undertaking/Nationalised Banks with the Technical Bid.
5. The Bidder should not have been blacklisted/debarred by Central/State Govt. Department/Organisations and letter certifying the same should be submitted on duly notarized Rs. 10/- Stamp Paper
6. The tentative requirement is for four(04)unskilled workers which can be increased or decreased subject to requirement of office at any time during the period of contract.

INSTRUCTIONS TO THE BIDDERS

1. The tender forms comprising of Eligibility and qualifications criteria (annexure-I) and Financial bid (Annexure-II), duly filled and complete in all respects and in separate envelopes, shall be submitted in single sealed cover to the "Directorate of Income Tax(HRD), 2nd Floor, ICADR Building, Plot No. 6, Vasantkunj Institutional Area Phase-II, New Delhi."

2. Forwarding letter should clearly indicate the list of enclosures. Each page of the tender document should be signed by the bidder with seal of the Agency / firm as a token of having read and understood the terms and conditions therein, and submit the authorization also along with the filled in bid form.
3. The bidder has to quote the amount of wages such that it should not be less than the prescribed amount by the Government of NCT. The photocopy of the pass book will have to be furnished to the Directorate as evidence of payment with the bill of subsequent month.
4. The rates of statutory liabilities (Service Tax, ESIC, EPF etc) should be written separately in the Financial bid. The Contractor will have to follow the statutory laws in this regards. Within 15 days of the commencement of agreement the contractor will have to provide the name of the housekeeping staffs, their EPF number, ESIC numbers etc. The contractor will have to furnish proof of depositing EPF/ESIC along with the bill of the subsequent month.
5. The contractor has to provide the name of cleaning materials and their quantities in the Technical bid itself. So that the Directorate can evaluate the quality of the work/material to be provided by the Contractor. The quantity may be prepared as per the requirement mentioned in the 'SCOPE OF WORK OF THE HOUSEKEEPING CONTRACT' annexed to this bidding document.
6. The bid may be rejected if it is not complete in any respect.
7. Furnishing of false, misleading, inaccurate information of particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded.
08. The Directorate of Income Tax (Human Resource Development), New Delhi will have the final right to elect the suitable bidder most suited and responsive to its requirement.
09. Agency will have to seek prior permission before replacing the already deputed staff with all the requisite details.
10. For clarification on any issue related to bid or work, the bidder may visit the Directorate on any working day at office hours.

TERMS AND CONDITIONS OF THE CONTRACT

1. The Agency, to whom the contract is awarded, would **provide services of four housekeeping staffs with cleaning materials.** The name, address and contract number of the housekeeping staffs should be furnished to the Directorate of Income Tax (HRD). 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 may be forfeited. In such case, new tenders will be floated.
3. Agency will have to pay their workers as per the provisions of minimum wages notified from time to time by the government of Delhi.

4. The rates of minimum wages payment shall be governed by the relevant order of Delhi Government. In case there is any increase in the rates of minimum wages in respect of Housekeeping workers by the Delhi Government then the same increase shall also be applicable to this contract from the date of intimation by the Contractor to the Directorate of Income Tax (HRD) and contractor shall be entitled to wages at enhanced rates from the office including increased statutory liabilities applicable to Housekeeping staffs only.
5. The contractor is required to tender services for 26 days in a month at the option of the office and no extra payment shall be made to the contractor for the services so rendered. Proportionate payment will be made in case of extra working days.
6. The Directorate of Income Tax (Human Resource Development), New Delhi shall make the 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
7. The Contractor agrees and undertakes to bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the State / Central Govt. or any local body or any other authority.
8. Without prejudice to the preceding term of the contract, the contractor will be liable to reimburse the Directorate of Income Tax (Human Resource Development), New Delhi any cost or legal liability/penalty/fine imposed on the Directorate of Income Tax(Human Resource Development), New Delhi 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.
9. The office shall have the right to withhold any reasonable sums from the amounts payable to the contractor under this contract, if the contractor commits breach of any of the terms and conditions with regard to payment of all statutory and other dues or compliances with statutory or other obligations.
10. Any change in the constitutions or ownership of the concern of the contractor shall be notified forthwith by the contractor in writing to the Director of Income Tax (Human Resource Development), New Delhi 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/they agree to abide by all the instructions and terms & conditions of the contract.
11. This agreement shall be in force only for a period of **One Year** from the date of execution of contract and may be extended for a further period of time after a review of Contractor's performance at the sole discretion of Addl. Director General of Income Tax (HRD), New Delhi on the same terms and conditions.
12. In case the Contractor assigns or sub-contracts this contract to some other person or attempts to do so, the DIT (HRD), New Delhi shall have the right to terminate the agreement without giving any notice to the contractor.
13. The DIT (HRD), New Delhi shall have the right to unilaterally terminate the contract without specifying or assigning any reasons for the same, by giving one month's notice to the contractor.

14. On termination of contract for any reason whatsoever, the DIT (HRD), New Delhi shall be entitled to engage the services of any other person, agency or Contractor to meet the requirements without prejudice to its rights including claim for damages against the Contractor.
15. The Contractor shall co-operate with the other contractors/service providers and their workers working in the campus.
16. All disputes arising out of this contract shall be subject to the jurisdiction of courts of New Delhi. However, no dispute shall be taken by either of the parties to the contract, to any other 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 malafide or perversity.
17. Housekeeping staffs shall report for duty at 08:00 hrs.
18. The house keeping staffs shall be responsible for the housekeeping of 2nd Floor, ICADR Building, New Delhi i.e. cleanliness of rooms, corridors and toilets etc. and general cleanliness of office and equipment's which is detailed further in "Scope of work of the Housekeeping Contract".
19. The housekeeping staffs shall maintain discipline and decorum in the office. In case any worker is found deficient in performing duties or maintain discipline then on being pointed out by the office in this regard, the contractor shall replace that worker.
20. The housekeeping staff shall wear neat and clean uniform provided by the contractor, while in office. If any housekeeping staffs is not in uniform during office hours, it shall be treated as if he is absent on that day and deduction shall be made accordingly from the monthly payment to the contractor.
21. Any damage caused to any equipment/or article or item available at the premises of the Customer/Directorate of Income-tax (HRD), New Delhi due to negligence of the employees/agents of the contractor shall be on his account and he will be liable to make good the loss to the Customer/Directorate of Income-tax(HRD), New Delhi, be recovered/deducted from the payment due to the contractor/bidder.
23. This office reserves the rights to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
24. In case of any dispute the decision of this Directorate shall be final.
25. The Bidder shall furnish Earnest Money Deposit (EMD) of Rs. 5000/- in the form of Demand Draft/banker's Cheque from a Commercial bank, drawn in favour of The Account Officer, Zonal Account Office, CBDT, New Delhi, payable at Delhi. 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 deploy manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

- 26 Demand Draft, Banker's cheque towards EMD enclosed with the technical bids would be shortlisted for awarding the tender.
- 27 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.

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

- a) Registration certificate with Labour Department.
- b) Copy of PAN card.
- c) Copy of IT return filed for the last three financial years
- d) Registration certificate with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts..
- e) Copy of the Service Tax registration certificate.
- f) Work experience of similar work with Govt.Ministries/PSUs/Autonomous bodies.
- g) Copy of Service Tax Assessment and Return filed by the firm for last two years.

Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

- 28 Service Tax Deductions/adjustments shall be made from the bills before making the payment as per statutory provisions, if any.
- 29 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 Performa. It should be valid till the expiry of twenty four (24) months period after the date of awarding the contract by the Directorate of Income Tax (HRD), New Delhi. The bank Guarantee must be submitted within 10 days from 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.
- 30 The bidders shall bear all costs associated with the preparation and submission of its bid and the Directorate of Income-Tax(HRD)/Customer will in no case be held responsible/liable for these costs, regardless of the conduct or outcome of the bidding.
31. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the rights to reject any tender, even the lowest one without assigning any reasons thereof.

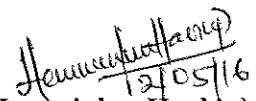
The bid shall consist of two parts- Technical Bid and Financial Bid(Annexure-I & II). Both the bids are to be placed in two sealed envelopes(clearly super scribing 'Technical Bid' and 'Financial Bid', complete in all aspects and kept in sealed cover together, should be super scribed as **'Quotation for Supply of Four Housekeeping Staff'** may be dropped in the **TENDER BOX** marked as "Tenders for Houskeeping Staff" located at Room No. 11, ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II, New Delhi – 110070. The bids of all parties whose financial bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith.

Date and time for submission of quotation: by 3 PM on 24.05.2016

Date of time of opening of quotations:-

- | | |
|-------------------|-----------------------|
| a) Technical bids | 3.00 PM on 31.05.2016 |
| b) Financial bids | 4.00 PM on 31.05.2016 |

Date: - 12/05/16


(Hemminlun Haokip)
Income Tax Officer(Admn)(HRD)

SCOPE OF WORK OF THE HOUSEKEEPING CONTRACT

1) DUTIES OF HOUSEKEEPING PERSONNEL:

The Contractor shall undertake all types of work viz, cleaning, dusting, toilet cleaning, etc. in the office of the DGIT (HRD), New Delhi, in general and the following works in particular.

2.I) DAILY WORK:

- a. Dusting and cleaning of corridors, rooms, toilets, stair-cases.
- b. Wet mopping of Rooms & corridors with necessary detergents.
- c. Dusting and cleaning of office furniture, almirahs placed in the rooms & corridors.
- d. Dusting of stairs and railing including fire exit staircase.
- e. Cleaning of toilets with toilet cleaners and deodorants etc.
- f. All toilets in the premises and other area should be cleaned minimum thrice a day.
- g. Collecting wastes and garbage and deporting it to the authorised dumping areas on daily basis. No separate payment shall be made by this office.
- h. Shifting of furniture, almirahs and its rearrangement as and when required with the approval of the DIT (HRD), New Delhi.
- i. Such other cleaning or up keeping work as may be entrusted by the competent authority.
- j. All the Cleansing materials and other required equipments are to be provided by the contractor.

2.II) EMERGENCY WORK:

- 1) Cleaning and removing of Blockage in pipes in toilets and building premises.

2.III) WEEKEND WORK:

- a) Dusting of ceilings walls, tube lights, light shades, frames etc. in the rooms, staircases, corridors and toilets.
- b) Cleaning internally and externally (wherever it is possible) glasses of all windows once in a week.
- c) Cleaning of all the furniture and office equipment's placed in the corridors.
- d) Brushing, sweeping and washing of floors, stairs with necessary detergents, cleaning with chemicals etc.
- e) Removing stains from walls/floors of corridors, toilets and staircases.
- f) Removing cobwebs once in a week.

3 Cleaning Area

Rooms : 20, Toilets : 10, Carpet Area : 14000 sqft approx., Staircase : 3

- *The bidder/its representative may visit the office premises in the working hour of any working day before the closing date of submission of tender.*

**DIRECTORATE OF INCOME TAX (HUMAN RESORUCE DEVELOPMENT), 2ND FLOOR,
ICADR BUILDING, PLOT NO. 6, VASANT KUNJ INSTITUTIONAL AREA,
PHASE-II, NEW DELHI**

Technical Bid for Providing Housekeeping staffs with cleaning materials

1.	Name of the concern	
2.	Complete Address of the concern (with telephone No. Fax & E-mail)	
3.	PAN No. & Service Tax Registration No. EPF Registration ESIC Registration	} with photocopies
4.	Complete Name and addresses of the Partners/Directors/Proprietor with mobile no. (in case of firm/company/proprietorship)	
5.	Contact person (s) (with mobile number)	
6.	Whether the concern has at least one "Satisfactory Performance Certificates" for similar services i.e. housekeeping etc from Government Organization/Government Undertaking/ Nationalised Banks. (Please attach copy)	
7.	Details of Earnest Money Deposit	
8.	An undertaking with regard to compliance of Minimum Wages Act, ESI & EPF provisions should be annexed.	
9.	Cleaning Materials (Specify the name, brand & quantity) (Please attach separate Sheet)	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. In case any deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of owner or authorized Signatory with date & Stamp).

ANNEXURE-II

DIRECTORATE OF INCOME TAX (HUMAN RESORUCE DEVELOPMENT), 2ND FLOOR,
ICADR BUILDING, PLOT NO. 6, VASANT KUNJ INSTITUTIONAL AREA,
PHASE-II, NEW DELHI

Financial Bid for Providing Housekeeping staffs with cleaning materials

1.	Name of the concern	
2.	Complete Address of the concern (with telephone No. Fax & E-mail)	
3.	Complete Name and addresses of the Partners/Directors/Proprietor with mobile no. (in case of firm/company/proprietorship)	
4.	Contact person (s) (with mobile number)	
5.	Permanent Account Number (attach copy)	
6.	Service Tax Registration number (attach copy)	
7.	Charges per month excluding statutory taxes & liabilities	
	1 Monthly Wages per person x 4	
	2 Contractor monthly commission per person x 4	
	3 Cleaning Material Charges per month	
	4 Statutory Liabilities	
	1. EPF	
	2. ESIC	
	3. Service Tax	
8.	Total Amount to be paid per month by the O/o Director General of Income Tax(HRD), New Delhi	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I further certify that I shall abide by the provisions of the Minimum Wages Act. In case any deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of authorized Signatory with date & Stamp).