



No.Pr.CCIT/Admn.(Gl)/VII-16(B)/2017-18 19500  
भारत सरकार GOVERNMENT OF INDIA

कार्यालय प्रधान मुख्य आयकर आयुक्त, ओडिशा क्षेत्र,

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, ODISHA REGION,  
प्रथमतल, आयकर भवन, राजस्वविहार, 1<sup>ST</sup> FLOOR, AAYAKAR BHAWAN, RAJASWA VIHAR,  
भुवनेश्वर BHUBANESWAR-751007

Phone No. 0674-2589466/Fax No. 0674-2589263.

**TENDER NOTICE FOR CLEANING AND SANITATION SERVICES**

**Dated, Bhubaneswar the 10<sup>th</sup> October, 2017**

The office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar invites tenders/quotations from reputed service providers for providing 12 (twelve) personnel for Cleaning and Sanitation Services for the premises of Aayakar Bhawan, Aayakar Bhawan Annexe and Courtyards of total area approximately 16,219 square meters as per terms and conditions of this bid document.

02. Interested parties may be collected from the undersigned on all working days from 10-10-2017 to 23-10-2017 till 5.00PM or may be downloaded from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).

03. Tender should be submitted in the prescribed format alongwith required documents in a sealed envelope super scribed as “Tender for Cleaning and Sanitation Services to the Income Tax Department, Bhubaneswar” alongwith an EMD of Rs. 10,000/- (Rupees Ten thousand only) payable at Bhubaneswar and should be submitted to the Assistant Commissioner of Income Tax(Hqrs.)(Admn.), O/o. the Principal Chief Commissioner of Income Tax. Odisha, 1<sup>st</sup> Floor, Aayakar Bhawan, RajaswaVihar, Bhubaneswar-751007 latest by **23<sup>rd</sup> October, 2017 (5.00 PM)**.

04. The technical bids and financial bids will be opened at **15.00 hours on 24<sup>th</sup> October, 2017** in the presence of tender committee at Konark Kakshya, 1<sup>st</sup> floor, Aayakar Bhawan, Rajaswa Vihar, Bhubaneswar-751007. If any of the bidders likes to participate in tender opening process, they may be present at the venue at aforesaid time. The office reserves the right to reject any prospective application without assigning any reasons.

(शिशिर कुमार दाश/Sishir Kumar Dash)

आयकर सहायक आयुक्त(मु.)(प्र. एबंसतर्कता) /

Asst. Commissioner of Income Tax. (Hqrs.)(Admn. & Vig.)

कार्यालय प्रधान मुख्य आयकर आयुक्त, ओडिशा क्षेत्र, भुवनेश्वर /

O/o the Pr. C.C.I.T, Odisha Region, Bhubaneswar



भारत सरकार Govt.of India

कार्यालय प्रधान मुख्य आयकर आयुक्त Office of the Pr.C.C.I.T.

आयकर भवन, राजस्व विहार, भुवनेश्वर Aayakar Bhawan, Rajaswa Vihar, Bhubaneswar-751007

## TENDER DOCUMENT

### QUOTATION FOR THE WORK OF CLEANING AND SANITATION SERVICES IN INCOME TAX DEPARTMENT, BHUBANESWAR.

Sealed tenders/quotations in the prescribed proforma (Annexure-I,II&III) are invited from eligible agencies having at least five years of experience providing Cleaning and Sanitation Services in Government Organisation/Semi-Government Organisation/Government Undertaking/Reputed Banks for providing 12 (twelve) personnel for Cleaning and Sanitation Services in different office buildings of the Income Tax Department at Bhubaneswar. The Terms and Conditions and Due Dates are as below:

#### SECTION -I

Name of Work	Providing Cleaning and Sanitation Services at the Aayakar Bhawan, Aayakar Bhawan Annexe or any other place/building of the Income Tax Department in Bhubaneswar.
Period of Contract	For a period of 1 (one) year from the date of commencement of contract.
Earnest Money Deposit	Rs.10,000/-(Rupees ten thousand only) by the Bidder in the form of DD/Banker's Cheque drawn on any Nationalized Bank in favour of the Assistant Commissioner of Income Tax (Hqrs.)(Admn.), O/o. the Principal Chief Commissioner of Income Tax, Bhubaneswar and payable at Bhubaneswar.
Last Date & Time of receipt of Bid	Date: 23 <sup>rd</sup> October, 2017 Time : 17.00 Hrs.
Time and Date of Opening Bids	Date : 24 <sup>th</sup> October, 2017 Time : 15.00 Hrs.
Place of Opening of Bids	Konarak Kakshya, 1 <sup>st</sup> Floor, Aayakar Bhawan, Rajaswa Vihar, Bhubaneswar-751007.
The tender documents can be obtained from	Asst. Commissioner of Income Tax(Hqrs.)(Admn.), Office of the Pr.CCIT, Odisha, 1 <sup>st</sup> Floor, Aayakar Bhawan, Rajaswa Vihar, Bhubaneswar -751007. Date : 10-10-2017 to 23-10-2017 Time : 11.00 hrs. to 17.00 hrs.
Tenders to be addressed to	Asst. Commissioner of Income Tax(Hqrs.)(Admn.), Office of the Pr.CCIT, Odisha, 1 <sup>st</sup> Floor, Aayakar Bhawan, Rajaswa Vihar, Bhubaneswar -751007.

## SECTION – II

### TERMS AND CONDITIONS

01. Cleaning, sweeping moping and wiping of floor, staircase on daily basis including Saturdays or required by Officer-in-charge. Work should be completed by 9.00 AM every day.
02. The prime object of cleaning and sanitation services is to maintain the entire premises in clean and hygiene condition for the full duration of office hours. The premise is to be maintained from hygiene point of view. Staff should be present from 10.30 am to 05.30 pm on all working days and on holidays as and when required.
03. Continuous moping to be done at office area during office hours.
04. Through cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals and wash basins.
05. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, racks, cupboards, sofas, computers, telephones, air conditioners, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
06. Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
07. Cleaning of dust and garbage and putting them in dustbin kept outside the building.
08. Cleaning and sweeping of open area including roof tops with brooms.
09. Sweeping during the lunch break.
10. Cleaning of toilets four times a day ( 9.00AM, 11.30AM, 2.00PM & 4.00PM ).
11. Cleaning of Courtyard, lawns & surroundings, cutting/shaping of plants by Mali and removal of garbage.
12. Bring and serving water, beverages and lunch to officers and also visitors if so desired by officers.
13. The total floor area would be around 16,219 square meters in the two buildings (Aayakar Bhawan and Aayakar Bhawan Annexe ) and courtyards. The floor area may increase or decrease during the tenure of the contract.
14. 20% of the monthly payment will be deducted, if the services are found unsatisfactory.
15. At no point of time the rate for the above service can be hiked during the tenure of the said contract and no request would be entertainment for that purpose.

16. The applicant – Bidder shall give an undertaking to the effect that it/he/she will provide the service from the stipulated date as would be communicated to it by the office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar. The validity of the Quotation shall be for 90 days from the date of opening of the Tender and cannot be withdrawn any time before it. The Applicant Bidder has to sign and undertaking to this effect as at Annexure-II.
17. All Bidders shall have to Deposit an Earnest Money Deposit for Rs. 10,000/- (Rupees ten thousand only) alongwith their Quotation Documents. The said EMD shall be in the form of DD/Banker's Cheque on any Nationalized Bank in favour of the Assistant Commissioner of Income Tax(Hqrs.)(Admn.), O/o. the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar and payable at Bhubaneswar. The same will refunded to all unsuccessful Bidders within 15 days of the opening of the Quotations.
18. The contract will be valid for a year, subject to the adherence to various terms and conditions as mentioned in the tender documents. The successful Bidder may discontinue the contract at any point of time by giving a notice at least 60 days prior to the intended date for discontinuation. However, it will lead to forfeiture of its Security Deposit submitted by it.
19. The successful bidder will submit a **Performance Bank Guarantee** within 15 days after the receipt of Letter of Intent @ 5% of the tendered value of contract . The same will be returned to the Contractor after 1 month of expiry of the contract period.
20. If at any point of time the service is found to be not satisfactory or violates the terms and conditions, the contract will be terminated by the office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar by giving 15 days notice.
21. The successful Bidder shall have to forfeit the Security Deposit Money if fails to discharge its service up to the satisfaction of the Office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar and its contract is terminated anytime before the regular term/extended term. On completion of the regular/extended term the said Security Deposit Money will be return to the successful Bidder within 1 month of the termination of the said contract.
22. The Office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar may deduct such tax(es) from the source from the service provider as per law.
23. The successful Bidder shall have to sign an Agreement with the Office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar agreeing to the above terms and conditions or some other additional terms and conditions before the award of the contract to it.

24. After awarding the contract, the contractor has to produce copies of wage sheets, the details of paid receipt to the concerned organizations like EPF/ESI/GST.
25. The Contractor should remit EPF/ESI amount every month as per the rules in force and he has to submit a certificate showing EPF/ESI Account. No..., Name of the employee, wages paid and it should be supported by the copy of the receipted challans.
26. The persons deployed by the service provider shall not have any claim to any "Master & Servant" relationship against this office.
27. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
28. The work performance should be satisfactory.
29. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons by providing the services of a supervisor who will be stationed in the premises through the day.
30. He will also provide uniforms for the cleaning staff so as to distinctly identify his personnel in the office at his cost. The service provider's personnel should be in uniform at all times in the office and should possess Identity Card during the office hours.
31. The service provider shall comply with the statutory provisions of the Labour Laws like minimum wages etc. and shall pay the personnel deployed, the minimum wages as per the Central Minimum Wages Act.
32. The transportation, food, medical and other statutory requirement under the various Acts/Government, Regulations in respect of each personnel of service provider will be sole responsibility of the service provider.
33. The decision of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar shall be final and binding on all the Applicant-Bidder.

TECHNICAL BID

1. Name of the Bidder :
2. Address :
3. Name of contact person :
4. Telephone/Mobile No./e-mail id :
5. Registration No. as per the Labour Act/PF& ESI Act/GST (Attested copies of certificates to be enclosed). :
6. PAN No. ( Attach Attested copy) :
7. Copy of work order from reputed organization/ Govt./Semi Govt. Establishments. :
8. Details of Demand Draft/Banker's Cheque in respect of Earnest Money Deposit :

Date:

Signature of the Authorized signatory.

**FINANCIAL BID**

1. Name of the Service Provider :
2. Address :
3. Telephone/Mobile No. :
4. Contract Person(s) (with Mobile No.) :
5. Rate of payment for each cleaning personnel per day

For Cleaning Personnel	Rate
Daily Wages	
PF contribution (Employer)	
ESI Contribution (Employer)	
Service Charges	
Total	
GST	
Grand Total	

Date:

Signature of the Authorized signatory.

**UNDERTAKING**

I/We hereby undertake to provide the Cleaning and Sanitation Service to the Office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar as specified in the Bid/Tender document and agreed to hold this offer open for a period of 90 days from the date of opening of the tender. I/We shall be bound by a communication of acceptance issued by office of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar.

I/We also understand that in the event of non-supply of the service by us as quoted for at any time after the award of the contract will make us liable to all such legal/criminal proceedings as deem fit by the office of the principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar and will make us liable to forfeit of the Security Deposit (EMD).

I/We do hereby undertake have understood the scope of work and the Terms and Conditions of Contact as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and are fully aware the services strictly in accordance with the requirements.

Certified that I/We have the experience of more than ..... years in providing cleaning and sanitation services and related works. Certified copies of at least one work-order pertaining to each of the last two years are enclosed with this bid.

I/We do hereby undertake that the decision of the Principal Chief Commissioner of Income Tax, Odisha, Bhubaneswar with regard to the acceptance /non-acceptance of our Quotations shall be final and binding on us.

We do hereby undertake that until a formal notification of award, this bid together with your written acceptance thereof shall constitute a binding order between us.

Dated..... this day of .....of 2017

Telephone/Fax ..... Mobile .....

Address .....

Company Seal (if any)

Signature of the Bidder or Authorized Signatory