

**NOTICE INVITING TENDERS  
FOR PROVIDING CLEANING  
AND  
HOUSEKEEPING SERVICES**

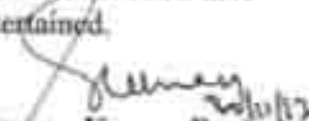


**INCOME TAX DEPARTMENT  
VARANASI**

**NOTICE INVITING TENDER FOR PROVIDING  
CLEANING AND HOUSEKEEPING SERVICES**

Sealed tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide cleaning and housekeeping works with suitably trained manpower for the office of the Principal Commissioner of Income Tax, Varanasi at Aayakar Bhawan, M.A.Road, DIG Colony, Varanasi- 221102 for a period of one year (extendable for one more year with mutual consent if found satisfactory) on contract basis/outsourcing basis through **e-tendering**.

Last date for submission/receipt of tender(s) is 05:00 PM of 18/12/2017 and will be opened by the Purchase Committee in the presence of tenderers or their authorized representatives who wish to remain present on 20/12/2017 at 1.00 PM in the Chamber of Additional CIT, Range-1, Room No. 317, 2<sup>nd</sup> Floor, Aayakar Bhawan, Maqbool Alam Road, Varanasi-221002. In case of any holiday on the day of opening, the tenders will be opened at the same time, on the next working day. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

  
(Suman Kumar Deo)  
Income Tax Officer (HQ)(Admn.)  
O/o the Pr. Commissioner of Income Tax  
Aayakar, Bhawan, M.A.Road, Varanasi



**NOTICE INVITING TENDER FOR OUTSOURCING OF SANITATION  
AND HOUSEKEEPING SERVICES**

**INSTRUCTIONS TO BIDDERS**

**1. GENERAL:-**

1.1 The present tender is being invited for cleaning and Housekeeping Services under which the Contractor shall provide trained personnel and will make best efforts to ensure cleaning and housekeeping of the building, equipments, materials, as specified in the SCOPE OF WORK, under administrative control of Principal Commissioner of Income Tax, Varanasi.

**2. ELIGIBLE BIDDERS:-**

2.1. All agencies that are providing similar kind of services for at least last three consecutive years and having annual average turnover of Rs.50.00 lacs during the last three financial years in their books of accounts.

2.2. The bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

- (a) Three similar completed works costing not less than Rs.12 lacs per annum or
- (b) Two similar completed works costing not less than Rs.15 lacs per annum or
- (c) One similar completed work costing not less than Rs.24 per annum lacs.

**3. QUALIFICATION OF THE BIDDERS:-**

3.1. The Bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/Consortium/Joint venture.

3.2.(a) Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.

(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;

(c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

3.3. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card.

3.5. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.



3.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the Income Tax Department subsequently finds to the contrary, the Department reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

3.7. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

#### **4. ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

#### **5. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and the Department will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

#### **6. VISIT TO DEPARTMENT:-**

The bidder is required to provide cleaning and housekeeping services to this Department and is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the Contractor has undertaken a visit to the Department and is aware of the operational conditions prior to the submission of the tender documents.

#### **7. TENDER DOCUMENTS:-**

##### **7.1. Contents of Tender Documents.**

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing cleaning and Housekeeping Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Price Bid.
- (c) Terms and Conditions.



- (d) Tender form for providing Sanitation and housekeeping services(Annexure-I)
- (e) Scope of Work (Annexure-II)
- (f) Details of Area to be cleaned (Annexure-III)
- (g) Evaluation Criteria for Technical & Financial Points (Annexure-IV)
- (h) Check list for Pre-qualification Bid (Annexure-V)
- (i) Check list for Technical Evaluation (Annexure-VI)
- (j) Undertaking (Annexure-VII)
- (k) Form of Bank Guarantee for Bid Security (Annexure-VIII)
- (l) Form of Bank Guarantee for Performance Security (Annexure-IX)
- (m)Form of Agreement(Annexure-X)

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

## 7.2. CLARIFICATION OF TENDER DOCUMENT:-

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the O/o the Additional CIT, Range -1, Aaykar Bhawan, MA Road, Varanasi.

7.2.2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of mentioned in para 7.2.1. not later than one week before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will be copied to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Departments shall be carried out in writing.

7.2.3. Except for any such written clarification by the Departments, which is expressly stated to be an addendum to the tender document issued by the Office of mentioned in para 7.2.1. no written or oral communication, presentation or explanation by any other employee of the Department shall be taken to bind or fetter the Departments under the contract.

## 8. PREPARATION OF BIDS:-

### 8.1. Language.

The bids and all accompanying document shall be in English or in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.



## 8.2. Documents Comprising the Bid.

Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

8.2.1. The bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid **as described below**. The bidder shall submit the technical bid and financial bid separately in sealed envelopes clearly marked with the name of the Tenderer.

8.2.2. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be attached to acknowledge the acceptance of the same.

8.2.3. The Contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Ra.50,000(Fifty Thousand only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Zonal Accounts Officer, CBDT, Allahabad along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.

8.2.4. These shall be addressed to the Income Tax Officer (HQ)(Admin) and submitted in the Office of Income Tax Officer (HQ), Maqbool Alam Road, Varanasi at the address given in the Tender document.

8.2.5. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding total number of works, as stated in Clause 2.2(a)(b) and(c), completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Sanitation and housekeeping Services.

## 8.3. BID PRICES:-

8.3.1. Bidder shall quote the **rates on the basis of rates per square metre** in Indian Rupees for the contract. Such that the Tender price covers Contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the **cleaning and housekeeping Services at Income Tax Office, MA Road, Varanasi** under administrative control of the Principal Commissioner of Income Tax, Varanasi. This includes all the liabilities of the Contractor such as cost of uniform and identity cards of personnel deployed by the Contractor and all other statutory liabilities (like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.) which should be clearly stated by the Contractor.

8.3.2. Conditional bids/offers will be summarily rejected.



#### **8.4. FORM OF BID:-**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

#### **8.5. Currencies of Bid and Payment:-**

8.5.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

#### **8.6. Duration of Contract:-**

The contract shall be valid initially for one year and the Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond one more year.

#### **8.7. BID SECURITY:-**

8.7.1. The Contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.50,000 (Fifty Thousand only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Zonal Accounts Officer, CBDT, Allahabad along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

8.7.2. Any Tender not accompanied by Bid Security shall be rejected.

8.7.3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity.

8.7.4. Bid security of the successful bidder shall be returned on receipt of Performance Security by the Departments and after signing the agreement.

8.7.5. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

8.7.6. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Departments.

#### **8.8. Format and Signing of Bid:-**

8.8.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

8.8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the



bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Department, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

#### **9. Submission of Bids:-**

9.1.1. The bidder shall submit the Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly superscribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

9.1.2. The sealed cover of Pre-qualification Bid and Technical Bid should consist of the following documents:-

(a) Bid Security (Earnest Money Deposit) for an amount of Rs.50,000 (Fifty Thousand Only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Zonal Accounts Officer, CBDT, Allahabad.

(b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

(c) Self attested copy of PAN card;

(d) Self attested copy of Service Tax Registration Number;

(e) Self attested copy of Valid Registration No. of the Agency/Firm;

(f) Self attested copy of valid Provident Fund Registration Number;

(g) Self attested copy of valid ESI Registration Number;

(h) Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules;

(i) Proof of Average Annual turnover as stated in Clause 2.1 supported by audited Balance Sheet, if any.;

(j) Proof of experience as stated in Clause 2.2.(a), (b) and (c) supported by documents from the concerned organizations;

(k) Duly filled and signed Annexures-IV, V and VI.

9.1.3. The sealed cover of Price Bid should contain Price bid in original and a duplicate copy of the same in two separate envelopes duly filled in figures and words.

9.1.4. All the sealed covers shall be addressed to the Income Tax Officer (HQ)(Admin), Aayakar Bhawan, Maqbool Alam Road, Varanasi and will be submitted to the Income Tax Officer (HQ)(Admin) Room No 208, First Floor, Aaykar Bhawan, MA Road, Varanasi.



## **9.2 Late and Delayed Tenders:-**

9.2.1. Bids must be received in the Department at the address specified above not later than the date and time stipulated in the NIT. The Department may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Department and the Bidder will be the same.

9.2.2. Any bid received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## **10.1 Bid Opening and Evaluation:-**

10.1.1. The authorized representatives of the Department will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Subsequently, the technical bids will be evaluated as per the methodology given in the Annexure-IV of the Tender document.

10.1.5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

## **10.2 Right to accept any Bid and to reject any or all Bids:-**

10.2.1. The Department of Income Tax, Varanasi, is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

10.2.2. The Department of Income Tax, Varanasi, may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

10.2.3. The Department of Income Tax, Varanasi, may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

## **11.1 Award of Contract:-**

11.1.1. The Departments of Income Tax, Varanasi, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

11.1.2. The Department of Income Tax, Varanasi, will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which Departments will pay to the Contractor in consideration of the execution of work/services by the Contractor as prescribed in the contract.



11.1.3. The successful bidder will be required to execute a contract agreement in the form specified in Annexure-X within a period of 30 days from the date of issue of Letter of Offer.

11.1.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer' for an amount of Rs.1,00,000/- (Rs. One lac only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable form (Annexure-VIII) in favour of Zonal Accounts Officer, CBDT, Allahabad. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the Contractor accordingly.

11.1.5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

  
(Suman Kumar Deo)

Income Tax Officer (HQ)(Admn.)  
O/o the Pr. Commissioner of Income Tax  
Aayakar, Bhawan, M.A.Road, Varanasi



## TERMS AND CONDITIONS OF CONTRACT

1. The execution of cleaning of housekeeping will be with suitable hygiene specialist with mechanized equipments, wherever required, and wet mopping.
2. The cleaning and housekeeping works are to be carried out as per standards and in such manners that all premises always look neat and clean.
3. It will be the sole responsibility of the Contractor that the men engaged are trained and the Department will not be liable for any mishap, directly or indirectly.
4. All the consumables and disposables required for cleaning and housekeeping are to be procured by the Contractor. All consumables and disposables should be eco-friendly.
5. Mechanized equipments, wherever required, will be procured by the Contractor.
6. The cleanliness will be periodically inspected by the Principal Commissioner of Income Tax, Varanasi or any person authorized by him/her based on certain objective criteria which are decided to measure level of cleanliness and the Contractor has to abide by those criteria. These are as follows:
  - (i) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors;
  - (ii) Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
7.
  - (a) In case any of Contractor's personnel deployed under the contract fails to report in time and Contractor is unable to provide suitable substitute in time for the same it will be treated as absence and per day payment will be reduced accordingly based on the manpower actual attendance.
  - (b) In case any public complaint is received attributable to misconduct/misbehaviour of Contractor's personnel it will be communicated to the Contractor for taking immediate remedial measures.
8. In case the Contractor fails to commence / execute the work as stipulated in the agreement or unsatisfactory performance or does not



meet statutory requirements of the contract the Department reserves the right to ask the Contractor to take immediate remedial measures to fully satisfy the Department otherwise the contract can be cancelled without any further notice and the deposit may be forfeited.

9. The Department reserves the right to cancel or reject all or any of the tender without assigning any reason.

10. Any act on the part of the tenderer to influence anybody in the Departments is liable to rejection of his tender.

11. The Contractor shall engage the men/women whose age shall be between 18-50 years.

12. The Contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.

13. The Contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the Contractor to provide details of manpower deployed by him to the Labour Departments.

14. The Contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Bonus, Gratuity, Leave, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFCA against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employees engaged for the sanitation works, is required to be submitted to the Department. In any eventuality, if the Contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the Department is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract and will be deposited with RPFCA on behalf of the Contractor.

15. The Department shall have the right to ask for the removal of any person of the Contractor, who is not found to be competent and orderly in the discharge of his duty.

16. The Contractor shall not engage any sub-Contractor or transfer the contract to any other person in any manner.

17. The antecedents of staff deployed shall be got verified by the Contractor from local police authority and an undertaking in this regard



to be submitted to the Department and Department shall ensure that the Contractor complies with the provisions.

18. The Contractor will maintain a register on which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Contractor has to given an undertaking (on the format), duly countersigned by the concerned official of the Departments, regarding payment of wages as per rules and laws in force, before receiving the 2<sup>nd</sup> payment onwards.

19. All liabilities arising out of accident or death while on duty shall be borne by the Contractor.

20. The Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.

21. The sanitation staff engaged by the Contractor shall not accept any gratitude or reward in any shape.

22. The Contractor shall be responsible to maintain all property and equipment of the Department entrusted to it. Any damage or loss caused by Contractor's persons to the Department in whatever shape would be recovered from the Contractor.

23. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline.

24. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the Contractor and based on the documentary proof.

25. That in the event of any loss occasioned to the Department, as a result of any lapse on the part of the Contractor which will be established after an enquiry conducted by the Department, the said loss can claim from the Contractor up to the value of the loss. The decision of the Head of the Department will be final and binding on the Contractor.

26. The Contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the Contractor for the Department.

27. The Department may direct the Contractor, to have any person removed that is considered to be undesirable or otherwise and similarly



Contractor reserves the right to change the staff with prior intimation to the Department.

28. The Contractor will deploy supervisors as per the need given by the Department. The supervisor shall be required to work as per the instructions of Department.

29. The Contractor shall ensure that its personnel shall not at any time, without the consent of the Department in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of Department. This clause does not apply to the information, which becomes public knowledge.

30. Any liability arising out of any litigation (including those in consumer courts) due to any act of Contractor's personnel shall be directly borne by the Contractor including all expenses/fines. The concerned Contractor's personnel shall attend the court as and when required.

**31. Force Majeure:-**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

32. "NOTICE TO PROCEED" means the notice issued by the Department to the Contractor communicating the date on which the work/services under the contract are to be commenced.

33. If the Contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the Department for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the Department.

34. During the course of contract, if any of Contractor's personnel are found to be indulging in any corrupt practices causing any loss of



revenue to the Department shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Performance Guarantee.

35. In the event of default being made in the payment of any money in respect of wages of any person deployed by the Contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Department may, failing payment of the said money by the Contractor, make payment of such claim on behalf of the Contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Department from the Contractor.

36. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Department, such money shall be deemed to be payable by the Contractor to the Department within seven days. The Department shall be entitled to recover the amount from the Contractor by deduction from money due to the Contractor or from the Performance Security.

37. The Contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the Contractor.

38. The bidder should be registered with the concerned authorities of Labour Departments under Contract Labour (R&A) Act 1970.

39. The Contractor shall not employ any person below the age of 18 yrs. and above the age of 50 yrs. Manpower so engaged shall be trained for sanitation and housekeeping services before joining.

40. Only physically fit personnel shall be deployed for duty by the Contractor.

41. The Contractor shall ensure that the Sanitation/Housekeeping staff shall not take part in any staff union and association activities.

42. The Department shall not be under any obligation for providing employment to any of the worker of the Contractor. The Department does not recognize any employee employer relationship with any of the workers of the Contractor.

43. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Department from the Contractor.

44. If any underpayment is discovered, the amount shall be duly paid to the Contractor by the Department.



45. The Contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Department.

46. The Contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every three months.

**47. OBLIGATION OF THE CONTRACTOR:-**

The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the Contractor in respect thereof, which may arise.

48. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the Contractor at the prevailing rates of such sum as income tax on the income comprised therein.

**49. JURISDICTION OF COURT:-**

The courts at Varanasi & Allahabad shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.



## Description of Work

Sl. No.	Description of work	Area covered/ Unit	Frequency/ Periodicity
1.*	Sweeping & wet mopping in all the rooms of the building	As per Annexure-III (Table 1)	Once in a day *
2*	Sweeping, Scrubbing and wet cleaning of floor, passages, stair cases, toilets / bathrooms of the building.	As per Annexure-III (Table 1)	Twice in a Day.*
3.*	Collection, Segregation and disposal of garbage	The whole building	Everyday*
4.	Cleaning of different types of doors/window frames/glasses fixed to the doors, windows and fixtures etc	-do-	Once in a week
5.	Cleaning of Indoor light fittings/External light fittings and accessories.	-do-	Once in a fortnight

\*These works will be required to be carried out only on working days. That is, a 'day' here means day excluding Saturday, Sunday and all closed Central Government Holidays.

Note:-

- Contractor shall provide suitably trained personnel and make its best efforts to provide cleaning and housekeeping services to the Department for providing neat and clean environment. Rates quoted will include all statutory obligations of the Contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the Contractor, all kinds of taxes, service charges, etc. of the agency. The Contractor shall abide by the same. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
- The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
- The contract is for one year extendable for one more year with mutual consent if found satisfactory.
- The bidders may quote the rates with the cleaning materials of ISI specifications.
- All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.



(Name of the Department)

**TENDER FORM FOR PROVIDING SANITATION SERVICES**

1. Cost of tender : Rs \_\_\_\_\_

Affix duly Attested P.P. Size recent photograph of the prospective bidder.
---

2. Due date for tender

3. Opening time and date of tender

4. Names, address of firm/Agency  
and Telephone numbers.5. Registration No. of the Firm/  
Agency.6. Name, Designation, Address  
and Telephone No. of  
Authorized person of Firm/  
Agency to deal with.7. Please specify as to whether  
Tenderer is sole proprietor/  
Partnership firm. Name and  
Address and Telephone No.  
of Directors/partners should  
specified.8. Copy of PAN card issued by  
Income Tax Department and  
copy of previous three Financial  
Year's Income Tax Return.

9. Provident Fund Account No. \_\_\_\_\_

10. ESI Number \_\_\_\_\_

11. Licence number under  
Contract Labour (R&A) Act,  
if any. \_\_\_\_\_

12. Details of Bid Security deposited:

- (a) Amount : Rs. \_\_\_\_\_  
(Rupees in words also)
- (b) FDR No. or DD No. or \_\_\_\_\_  
Bank Guarantee in favour of \_\_\_\_\_
- (c) Date of issue:
- (d) Name of issuing authority:

13. Details of ISO Certification:

14. Any other information:

12. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
Name and Address (with seal)



(Name of the Department)

**SCOPE OF WORK OF THE CONTRACTOR**

The Contractor shall provide the clearing/housekeeping services in the Income Tax Office/offices at specified locations.

The Contractor shall ensure hygienic atmosphere and clean environment in the Departments.

**DUTIES AND RESPONSIBILITY OF SANITATION STAFF:**

Sl. No.	Description of work	Area covered/ Unit	Frequency/ Periodicity
1.*	Sweeping & wet mopping in all the rooms of the building	As per Annexure-III (Table 1)	Once in a day *
2*	Sweeping, Scrubbing and wet cleaning of floor, passages, stair cases, toilets / bathrooms of the building.	As per Annexure-III (Table 1)	Twice in a Day.*
3.*	Collection, Segregation and disposal of garbage	The whole building	Everyday*
4.	Cleaning of different types of doors/window frames/glasses fixed to the doors, windows and fixtures etc	-do-	Once in a week
5.	Cleaning of Indoor light fittings/External light fittings and accessories.	-do-	Once in a fortnight

\*These works will required to be carried out only on working days. That is, a 'day' here means day excluding Saturday, Sunday and all closed Central Government Holidays.



**INCOME TAX DEPARTMENT  
MAQBOOL ALAM ROAD, VARANASI**

**Details of Area to be cleaned**

**TABLE-1  
VARANASI**

Sl. No.	Floors	Area of rooms which requires sweeping and wet mopping once a day (approx) (sq.m)	Area of Toilets and passages Which require cleaning twice a day (approx) (sq.m.)
1.	Ground Floor	578	150
2.	First Floor	578	150
3.	Second Floor	578	150
4.	Third Floor	578	150



## I. EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

Scoring of ten Marks will be based on Annual Turnover, Manpower on roll, experience of running sanitation/housekeeping services, volume of work performed in preceding years, trained Sanitation/Hygiene Supervisory Staff on roll, ISO certification and other pre-qualification criterion prescribed in the Terms and Conditions of the contract.

The firm/agency which has secured seven out of ten marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation.

The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.



(Name of the Department)

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR  
SANITATION/HOUSEKEEPING SERVICES**

Sl. No.	Documents asked for	Page number at which document is placed
1.	Bid Security (EMD) of Rs.50,000/-(Rupees Fifty Thousand only) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour Of ZAO, CBDT, Allahabad valid for 45 days beyond the Tender validity period.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII).	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
5.	Self attested copy of Service Tax Registration No.	
6.	Self attested copy of valid Registration number of the firm/agency.	
7.	Self attested copy of valid Provident Fund Registration number.	
8.	Self attested copy of valid ESI Registration No.	



9.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
10.	Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employers.	
11.	Annual returns of previous three years supported by audited balance sheet (clause 2.1 of NIT)	
12.	Any other documents, if required.	

Signature of the Bidder  
(Name and Address of the Bidder)  
Telephone No.



(Name of the Department)

## Checklist for Technical Evaluation

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2.	Manpower on roll		
3.	Experience of running Sanitation/Housekeeping services (in years)		
4.	Volume of work done during last three financial years as specified in clause 2.2 of the NIT.		
5.	Single work of more than Rs.25 lakhs during last three years.		
6.	ISO Certification of the firm (Yes/No)		

**Note:** Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.



(ON A STAMP PAPER OF Rs.100/-)UNDERTAKING

To

The Principal Commissioner of Income Tax  
Aayakar Bhawan, Maqbool Alam Road,  
Varanasi-221002

Name of the firm/Agency \_\_\_\_\_

Name of the tender \_\_\_\_\_ Due date: \_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide trained sanitation/housekeeping workers.
5. I/We do hereby undertake that neat and clean environment of the Department shall be ensured by our Agency, as well as any other point considered by our Agency. Our Sanitation/Housekeeping Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs. \_\_\_\_\_ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No.



**FORM OF BANK GUARANTEE FOR BID SECURITY**

(Refer Clause 8.7.1 of the NIT)

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we \_\_\_\_\_  
 (Name and address of Bank), having our registered office at \_\_\_\_\_  
 (hereinafter called "the Bank"), are bound unto \_\_\_\_\_  
 (Name of the Department) (hereinafter called "the Department") in sum of  
 Rs. \_\_\_\_\_ for which payment will and  
 truly to be made to the said Employer, the Bank binds himself, his successors and  
 assigns by these presents.

WHEREAS \_\_\_\_\_ (Name of Bidder) (hereinafter  
 called "the Bidder") has submitted his bid dated \_\_\_\_\_ for providing  
 Sanitation/Housekeeping Services (hereinafter called "the Bid").

WHEREAS the Bidder is required to furnish a Bank Guarantee for the  
 sum of Rs. \_\_\_\_\_ (Amount in figures and words) as Bid  
 Security against the Bidder's offer as aforesaid.

AND WHEREAS \_\_\_\_\_ (Name of Bank) have  
 at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

1. That the Department may without affecting this guarantee grant time of  
 other to or indulgence to or negotiate further with the Bidder in regard to  
 the conditions contained in the said tender and thereby modify these  
 conditions or add thereto any further conditions as may be mutually  
 agreed upon between the Employer and the Bidder.
2. That the guarantee herein before contained shall not be affected by any  
 change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in  
 force till:-
  - (a) The Bidder, in case the bid is accepted by the Department, executes a formal  
 agreement after furnishing the Performance Guarantee of a scheduled  
 commercial Bank based in India.
  - (b) Forty five days after the date of validity or the extended date of validity of the  
 Tender, as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless  
 such an interpretation is repugnant to the subject or context, include their  
 respective successors and assignees.

THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of  
 Tender validity specified in the Form of Tender, or



- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para \_\_\_\_\_ of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

WE undertake to pay to the Department upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

\_\_\_\_\_

Name of Witness  
Address of Witness

Signature of Authorized Official of the Bank

Name of Official \_\_\_\_\_

Designation \_\_\_\_\_

ID No. \_\_\_\_\_

(Stamp/Seal of Bank)



**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(Refer Clause 11.1.4 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called the "Bank") of the one part and \_\_\_\_\_ (Name of the Department) (hereinafter called the "Department") of the other part.

2. WHEREAS \_\_\_\_\_ (Name of the Department) has awarded the contract for sanitation/housekeeping services contract for Rs. \_\_\_\_\_ (Rupees in figures and words) (hereinafter called the "contract") to M/s \_\_\_\_\_ (Name of the Contractor) (hereinafter called the "Contractor").

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).

4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Department, the Bank is engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount upon written order from the Department to indemnify the Department for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Department immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Department any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of \_\_\_\_\_ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).



7. At any time during the period in which this Guarantee is still valid, if the Department agrees to grant a time of extension to the Contractor or if the Contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Department and at the cost of the Contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.

9. The neglect or forbearance of the Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Department for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of  
the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
I.D. No. \_\_\_\_\_  
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness-1.  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Witness-2.  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_



(Name of the Department)

## FORM OF AGREEMENT

THIS AGREEMENT is made on the \_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Between the Income Tax Department, Varanasi hereinafter called "the Department", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND \_\_\_\_\_ (Name and address of the Contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called "the Contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the Contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Sanitation/Housekeeping Services to the \_\_\_\_\_ (Name of the Departments) for providing a neat and clean environment to the Department.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice inviting Tender;
  - d. Bill of Quantities;
  - e. Scope of work;
  - f. Addendums, if any;
  - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Sanitation/Housekeeping services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the Contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. \_\_\_\_\_ (\_\_\_\_\_ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.



6. An agreement of contract comprising of all the conditions and documents mentioned in the Tender Document will be finalised and signed by the Department and the Contractor for execution of the Cleaning and Housekeeping services.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor  
Signature of the authorized official

Name of the official  
Stamp/Seal of the Contractor

By the said \_\_\_\_\_ Name  
on behalf of the Contractor in  
the presence of:

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Telephone No: \_\_\_\_\_

For and on behalf of the President of  
India

Signature of the authorized Officer  
Name of the Officer  
Stamp/Seal of the Employer

By the said \_\_\_\_\_ Name  
on behalf of the Employer in  
the presence of:

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Telephone No: \_\_\_\_\_



1. Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminium grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bath-rooms and toilets of Office on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots , cleaning and maintenance of lawns.
3. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthaline balls, room freshners, etc. to maintain hygienic atmosphere.
4. Cleaning and maintenance of all the drains within the compound of the Department,
5. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated bio-medical waste as per the prescribed norms of bio-medical waste disposal at designated places.
6. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the Department in all covered and open area.
7. Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
8. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
9. Cleaning of drinking water coolers, water filters, Desert coolers, etc.

