



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
ADMINISTRATIVE OFFICER & DDO,  
INCOME TAX OFFICE  
15, GANDHIJI ROAD, ERODE - 638 001.  
Phone: 0424-2266250

Dated: 30.07.2015

NOTICE INVITING TENDER

The Income tax Department, Erode invited sealed quotations from reputed agencies/firms/individuals to provide 4 Nos of **Housekeepers (Sweepers)** to work in the Income tax Office, Erode. Interested parties may send quotations in sealed envelope with separate Technical and Financial Bids to the Joint Commissioner of Income-tax, Range - 1, No.15, Gandhiji Road, Erode - 638 001. Tender forms along with terms and conditions can be obtained from Income tax Officer, Ward 1(1) & (Admn), Income-tax office, Erode on all working days till 14.08.2015 also the tender forms can be downloaded from [incometaxindia.gov.in](http://incometaxindia.gov.in) and [tnincometax.gov.in](http://tnincometax.gov.in).

**Last date of receipt of tender : 14.08.2015**

**Date of opening of qualifying bids : 19.08.2015**

Sd/-  
(S.RAJARAMAN)  
Income-tax Officer,  
Ward 1(1) & (AO & DDO),  
Erode - 638 001



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**TENDER FOR PROVIDING HOUSEKEEPERS (SWEEPERS)**

The Income Tax Department, Erode invites sealed offers from reputed / authorized concerns engaged in the business of Services to provide Housekeepers (Sweepers) on monthly contract basis at the Income Tax Office, No.15, Gandhiji Road, Erode – 638 001 for the period 01.09.2015 to 31.08.2016 (one year).

**Tendering process:**

Tenders are invited in two parts i.e. (1) Qualifying bid and (2) Financial bid. The Tender form for qualifying bid prescribed in Annexure – I and the tender form for the financial bid in proforma prescribed in Annexure – II complete in all aspects should be submitted to the Joint Commissioner of Income Tax, Range – 1, Erode, on or before 14.08.2015. The sealed covers may be super scribed with “Qualifying bid – Contract for providing Housekeepers (Sweepers)” and “Financial bid - Contract for providing Housekeepers (Sweepers)” respectively. Incomplete bid documents will be rejected. The valid qualifying bids will be scrutinized by the Department to short list the eligible bidders. There after, the financial bid of the short listed bidders will be opened by the under signed on 19.08.2015 at 03.00 P.M in the presence of the bidders who are present at income-tax office, Erode. Late submission of tenders will not be accepted.

Earnest Money Deposit of **Rs.50,000/-** (Rupees Fifty thousand only) per application in the form of Demand Draft / Banker’s Cheque of Scheduled Bank drawn in favour of the Joint Commissioner of Income tax, Range – 1, Erode should accompany the qualifying bid. Qualifying bid without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws or the details furnished in Annexure – I & II are found to be incorrect or false during the tender selection process.

The successful bidder of the contract has to submit a performance guarantee either by way of Fixed Deposit or Bank Guarantee receipt of **Rs.1,00,000/-** (Rupees One lakh only) within three days from the day of obtaining the contract.

The tenderer is requested to submit their quotes. Any clarification in this regard may be sought from the Income tax Officer Ward 1(1), Erode (Admin), Income Tax Office, Erode, (Phone: (0424) 2266250 ).

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure – I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

The tender forms shall be rejected if it is found to be incomplete in any aspect.

Erode

31<sup>st</sup> July 2015

Sd/-

**(S.RAJARAMAN)**  
**Income-tax Officer,**  
**Ward 1(1) & (AO & DDO),**  
**Erode – 638 001**

**TERMS AND CONDITIONS OF THE CONTRACT**

The Income Tax Department, Erode intends to utilize services of Housekeepers (Sweepers) through service providers, at its disposal for a period of 12 months as per the following terms and conditions.

1. The following qualification should be fulfilled by the personnel deployed by the Service Provider
  - (i) The person should be able to read and write Hindi ,Tamil and also be able to read address and names in English.
  - (ii) The age of personnel should be between 20 years to 55 years.
  - (iii) The person should have good conduct and character.
  - (iv) The person should have basic knowledge of working of Govt. offices.
2. This office requires 4 nos of Housekeepers (Sweepers) for the above said period.
3. The job specification includes dusting of office furniture, water supply, making tea/coffee for officers/staff and any other work assigned by the authority.
4. The contractor has to deploy all equipment, machines, vacuum cleaners. Similarly, the consumable shall also be put to use as required at the cleaning area. Any short supply or inadequacy with regard to manpower, consumable and equipment shall be viewed seriously.
5. In the areas under consideration above which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use before 9.15 A.M (office opening time for regular staff) at any cost. The office closes at 5.45 P.M and hence all subsequent cleaning operations as per the contract shall be executed continuously till the closing hours.
6. The schedule of weekly and fortnightly cleaning operation to be undertaken shall be submitted to the designated officer on the last working day of the previous month and shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations (other than dust removal or at the convenience of the Officer occupying the chamber.
7. The personnel employed shall work on all days except Sundays and National Holidays. The personnel shall be deployed from 8.15 A.M to 5.15 P.M on all days except Sundays and National Holidays, with  $\frac{1}{2}$  hrs lunch break. Minimum of one personnel should be available in the building covered in the contract from 8.15 a.m to 5.45 p.m from the contractor side.

8. All cleaning items put to use like brooms, mops, cleaning liquid bottles, cleaning machines, vacuum cleaners, scrubber, etc. Shall not be left at the place of use and these items shall be totally out of sight.
9. The contractor shall ensure that its personnel shall have identity cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual representing the contractor. These identity cards shall have magnetic codes inscribed in it so as to provide the time-in and time-out details of the personnel. The necessary equipment shall be provided by the contractor.
10. The personnel shall attend to work punctually at the prefixed/determined timings and shall be well-behaved and mannered.
11. The personnel shall have an uniform attire and wear it daily without fail.
12. The personnel shall perform all the duties assigned to the contractor and as specified by the Department from time to time.
13. The personnel shall report to the officer - in-charge assigned by the Department.
14. All cleaning materials and cleaning equipment shall be provided by the contractor. The cleaning materials shall be harmless, eco-friendly and certified for human use by the Indian Bureau of standards. The materials used shall no way damage the floors and other items by way of fading, stain forming, eroding, etc.
15. Licence from Labour department as per section 12 of contract labour (R &A) Act, 1970 shall be obtained for the contract work within 7 days of award of contract.
16. In terms of the contract labour (R & A) Act, 1790, the contractor shall pay to their personnel a minimum wage at the prevailing rate as fixed under the Minimum wages Act, 1940 (Central Government rates) and any breach of this condition shall be liable for termination of the contact and the same would be dealt with accordingly. Beside, ESI and P.F per head at the current rate shall be paid by the contractor every month, as per the existing rules.
17. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity, etc. To the personnel as applicable to them.

18. The contractor shall produce proof/receipts for the statutory payments such as ESI, PF, etc paid to the concerned authorities along with the bills for the succeeding English Calendar month, without fail.
19. The contractor shall submit the bills for the current month by the first day of the next month so as to enable the Department to process the same and pay the contractor.
20. Tax shall be deducted at source as per the Income Tax Rules from the monthly bills.
21. The contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the Department .
22. The contractor and the employees engaged by the contractor shall be subject to the entry and exit procedure of the Department as may be determined by the Department from time to time.
23. If in the opinion of the Department the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, the Department may get the work done through a third party contractor, without any written notice to the contractor, the cost of which shall be recovered from the Contractor from the monthly payment. A penalty of Rs.5000/- would be levied by the department on each occasion the contractor found to have failed in his contractual obligations.
24. In the event of the Department deciding to renew this contract on the same terms as embodied or such other modified terms as it may think fit and proper, it shall communicate the decision of the department to the Contractor prior to the expiry of this Agreement, in which event the parties to this agreement shall be governed by such documents for future or further transactions.
25. The Contractor shall provide at the cost the Contractor, a Manager who shall be responsible for all acts of the personnel of the Contractor on the premises of the Department on all working days and who shall be responsible for the supervision and conduct of the personnel working under the contractor.
26. Close liaison shall be maintained with our officer-in-charge concerned for smooth and efficient performance of duties of the house keepers.

27. It shall be the responsibility of the contractor to comply with the service conditions of its employees including fixation and payment of their wages. However, in order to keep the Department informed, for the purposes of the Department's statutory responsibilities and liabilities if any, as may be applicable from time to time, the contractor shall intimate the representative to be present at the time and place of disbursement of wages by the contractor and inspect relevant records if any. The Department shall verify such payments made in the wage register maintained by the contractor.
28. The contractor agrees to ensure that its personnel present themselves clean and tidy and in proper attire whenever they carry out the work covered by this agreement.
29. The contractor shall indemnify and shall keep the department indemnified against acts or omission or negligence, dishonesty or misconduct of the men engaged for the work and the Department shall not be liable to [pay for any damages or compensation to such person or to third party.
30. The contractor shall, at all times, indemnify the Department against any claim which could arise under the workmen's compensation Act, 1953, and / or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained to any of the workmen engaged by the contractor or other persons whose entry into the Department premises has been authorised by the Contractor. The Contractor shall insure all the personnel engaged for this job and such policy shall be produced to the Department on demand.
31. The Department has not fixed any parameters in respect of the number of personnel to be employed at the areas of operation except the conditions that a minimum of one person shall be available in every floor of the building under contract from 8.15 a.m to 5.45 p.m. However, in the exercise of its discretion; to call upon the contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this Agreement.
32. In the event of increase in service tax by State/Central Government in future applicable under this contract, the Department shall bear the same.

33. That the Contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and / or considered necessary for the efficient performance of this contract.
34. That it is clearly agreed and understood that all the persons provided/engaged by the Contractor shall be the employees of the Contractor and all disputes between the Contractor and its personnel shall have no bearing on the Department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee/ex-employee of the contract. The Contractor is fully responsible for disciplined behaviour of its workmen.
35. All damages caused by the contractor or that of the contractor's employees or by any other personnel arising out of its employees instructions shall be charged to the contractor and recovered from its dues/ bills.
36. Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.
37. In case the contractor withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expense in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against performance guarantee of **Rs.1,00,000/- (Rupees One Lakh only)** Provided by the successful bidder.
38. No negotiation shall be undertaken with any tender except the lowest qualified bidder.
39. Besides the above, an undertaking in the following format shall also be furnished:
- " The contractor hereby agrees to undertake that he shall abide and conform to the various provisions in so far as they relate to him as specified in Contract Labour (R & A) Act, 1970".**
40. Preference will be given to the Service Providers based in Erode.



41. The Performance Bank Guarantee will be released by the O/o the Joint Commissioner of Income Tax, Erode on the expiry of the contract only if all the articles have been handed over to the O/o the Joint Commissioner of Income Tax, Erode the equipment and property under the security of the Contractor have not been damaged. In case of any damage to the articles, equipment or property attributable to contractor, an amount equivalent to the damages will be intimated to the contractor and will have to be paid by the contractor before the Performance Bank Guarantee is released. In case of delay of more than 15 days in payments, O/o the Joint Commissioner of Income Tax, Erode may, at its discretion, recover the same amount from the Performance Bank Guarantee.
42. The Contractor shall co-operate with the other Contractors/service providers and their workers working in the campus.
43. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Erode.
44. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an arbitrator, who will be appointed by the O/o the Joint Commissioner of Income Tax, Erode 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.

Sd/-  
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**Income-tax Officer,**  
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**Erode – 638 001**

ANNEXURE - I

**QUALIFYING BID DOCUMENT (TECHNICAL)**

S.No	Description	
1.	Name of the organization	
2.	Address (at Erode/Coimbatore) with email, phone, fax and mobile number	

3.	Details of registration with Labour Commissioner having jurisdiction over territory or exemption certificate if any	
4.	Years of establishment of the organization	
5.	Years of experience in execution of Housekeepers (Sweepers) contracts	
6.	PAN / TIN No. (Copies to be enclosed)	
7.	Service Tax No. (Copies to be enclosed)	
8.	Details of works executed in the last 2 years (documentary evidence to be provided) with satisfactory certificate from any two clients.	
9.	List of organizations where Housekeepers (Sweepers) have been deployed in the last two years	

### **DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

ANNEXURE - II

### **FINANCIAL BID DOCUMENT**

1.	Name of the Party	
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2.	Address (at Erode/Coimbatore) with email, phone, fax and mobile numbers	
3.	Name & Address of the Proprietor/Partners/Directors (email, phone, fax and mobile number)	
4.	Qualifications and work experience of the personnel to be deployed (Housekeepers (Sweepers) )	
5.	Cost of each manpower per month  Add: Cost of consumables  Add: Any other charges, if required Add: Service Tax, if applicable  Grand Total	

Note: All the charges statutory or otherwise borne should be given separately.

### **DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

### **Technical Bid:**

The Technical Bid submitted by the bidder shall include the following and the financial bids will be opened only on submission of the following along with the tender document.

1. The Service provider shall have an office at Erode.

2. A detailed profile of the organization to be submitted as prescribed in the tender document.
3. Details of organization where more than 50 Housekeepers (Sweepers) were employed in the FY. 2013-14 and 2014-15.
4. Full particulars of Govt. or other organizations, where the agency has carried out Housekeepers (Sweepers) contract for a period of more than two years (Self attested copies of the relevant work orders are to be enclosed).
5. Copy of Audited Balance Sheet, Profit and Loss Account and Income tax return particulars of the bidders for the Financial Years 2013-14 and 2014-15 are to be submitted.
6. A Copy of PAN Card.
7. Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Agency under this contract. In case the agency is exempted from obtaining such registration, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their agency is exempted and is not required to obtain any such registration or approval or order from the Labour Commissioner.
8. Information regarding any litigation, current or during the last three years in which the bidder was/is involved, the opposite parties (s) and the disputed amount.
9. Details regarding any work order that was abandoned at any stage prematurely terminated or resulted in inordinate delay along with the reasons for the same (copies of the relevant documents to be enclosed). An undertaking to the above to be submitted.
10. During the evaluation of the bids, the Income tax department may at its discretion ask the bidder for clarification of its bid.