



**GOVERNMENT OF INDIA
DIRECT TAXES REGIONAL TRAINING INSTITUTE
46, MAHATHMA GANDHI ROAD, CHENNAI 600 034.**

**NOTICE INVITING TENDER
FOR PROVIDING HOUSE KEEPING SERVICES**

The Direct Taxes Regional Training Institute, Chennai, invites sealed offers from reputed service providers engaged in the business of providing house-keeping services as described in detail in the terms and conditions in the following pages for Direct Taxes Regional Training Institute, 46, M.G. Road, Nungambakkam, Chennai-34 from 01/12/2015 to 30/11/2016. The contract may be extended for one more year after 30/11/2016 with a price escalation as per consumer inflation index depending upon satisfactory service during first year.

TENDERING PROCESS:

The tender form for the technical bid in proforma prescribed in Annexure-I and financial bid in Annexure – II complete in all respects shall be submitted at the office of the Additional Director General of Income Tax, DTRTI, Chennai, first floor, 46, M.G. Road, Nungambakkam, Chennai 34 in sealed cover addressed to the Additional Director General of Income Tax, DTRTI, Chennai, by **05:00 p.m. on 23/11/2015.** The sealed covers may be superscribed with “**Technical bid/Financial Bid – Contract for providing housekeeping services**”. It shall be opened by the undersigned on **24/11/2015 at 11.00 a.m.** in the presence of bidders. Late submission of tenders shall not be accepted. Only successful technical bids will be considered for financial bids.

- 1. Earnest Money Deposit of Rs. 25,000/-** (Rupees twenty five thousand only) per application in the form of Demand Draft / Banker’s Cheque of Scheduled Bank drawn in favour

of **The Administrative Officer, O/o. the Additional Director General of Income Tax, Direct Taxes Regional Training Institute, Chennai, Chennai – 34** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit shall be rejected. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexures – 1 are found to be incorrect or false during the tender selection process.

All the tenderers are requested to inspect the areas under consideration for house keeping at the premises between 10:00 AM and 5:00 PM on any working day between 5th and 23rd November 2015 and submit their quotes thereafter. Any clarification in this regard may be sought from the Income tax Officer, (RTI - 4), Room No. 2 (Ph.: 28213034) or the Income tax Officer (Admn.), Office of the Additional Director General of Income Tax, DTRTI, Chennai, Room No. 5, Ground Floor, 46 (Old No. 108) M.G. Road, Chennai -34 (Ph.:28338869)

The tenderer shall 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 enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted the same shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the authorized signatory.

The tender forms shall be rejected if it is not complete in any aspect and also if it is not accompanied by DD for EMD.

The tenderer should have rendered similar services resulting in an annual turnover of atleast Rs. 10 lakhs in three out of five financial years ending with the F.Y 2014-15.

TERMS AND CONDITIONS

The following terms and conditions are prescribed as part of the contract for House Keeping Services:

- a) Arrangement of furniture of the lecture hall and computer lab for every session based on the requirement.
- b) Arranging the dais for every session as per requirement.
- c) Preparation of welcome boards and name plates for faculty as directed.
- d) Preparation of folders for participants for inauguration and valediction.
- e) Receiving guest faculty, attending to them and providing assistance to them.
- f) Arranging study material for each session and ensuring availability of permanent reference material.
- g) Preparation of back ground material for upcoming courses.
- h) Checking, cleaning (replacing batteries when required) of goose neck mike, Hand held mike and Collar mike etc. and ensuring smooth functioning of audios and video systems.
- i) Cleaning of boards and ensuring the availability of writing markers in the lecture hall after each session.
- j) Supply of drinking water to faculty and participants whenever required.
- k) Preparation of course CDs for distribution to trainees during training programme.
- l) Photocopying course material and preparation of booklets
- m) Loading of course material in the computers, during computer sessions.
- n) Collecting lunch, tea, coffee and refreshment from canteen for supply to the trainees in the multipurpose halls during training programmes /Conference/Meetings etc. and serve the same to the participants.
- o) Maintenance of pantry including the utensils and appliances thereof.
- p) Cleaning of the multi purpose hall and conference hall and arranging its furniture after every break.
- q) The 3 toilets in the premises of RTI (2 in the lecture hall and 1 in the RTI) should be cleaned after every break. (includes commodes , urinals, wash basins, mirrors, tap fittings etc.,)
- r) Electrical fittings like tube lights, fan, exhaust fans, ozonisers in the toilets should be cleaned once a week.
- s) Toilet fresheners, naphthalene balls and urinal cubes shall be used in all toilets by the contractor at their own cost.

t) All rubbish and waste items that gets accumulated in the premises of the RTI have to be periodically re located to the dumping point set up by the Corporation of Chennai and there shall be no left overs at the end of the day

u) Surf polishing of computer monitors, keyboards, printers, other peripherals etc. on monthly basis before 15th of every month and cleaning of projectors wherever required.

v) Additional glass polishing of all glass areas and work of similar nature in the computer lab, library and other rooms of DTRTI on requirement basis.

w) Stamping, arranging of books in the racks, issue and receipt of borrowed books and maintenance of books in the DTRTI library.

x) Additional cleaning of floor, furniture and fixtures kept in the lecture halls, conference hall, Multipurpose hall, computer hall and library as and when required. (Cleaning, once daily, is already done for the whole building by another agency)

y) Additional vacuum cleaning of lecture hall, conference hall and library on fortnightly basis.

z) General assistance to the faculty of DTRTI in smooth functioning of training programmes.

3. The training area , including, lecture halls, conference hall, multi-purpose hall, computer lab and library shall be kept ready by 9 AM everyday. Attendance of the employees of the contractor should be ensured accordingly.

4. The services are required on all working days except Sundays and other holidays. However, depending on the need of training ,if any training programme is conducted on holidays, contractor shall provide the services even on those days.

5. 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.
6. The personnel shall attend to work punctually at the prefixed / determined timings and shall be well-behaved and mannered.
7. The personnel shall have an uniform attire and wear it daily without fail, which shall be provided by the contractor.
8. The personnel shall perform all the duties assigned to the contractor and as specified by the DTRTI Chennai from time to time.
9. The personnel shall report to the Income-tax Officer (Admn.), RTI-1 of this office.
10. 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 Bureau of Indian Standards. The materials used shall no way damage the floors and other items by way of fading, stain forming, eroding, etc.
11. The Contractor is responsible for payment of monthly salary to the personnel every month, which is to be paid irrespective of the payments of contractor's bill on before 7th of every month, failing which, the contract is liable to be cancelled without any notice.
12. The Contractor shall submit the bills for the current month by the first day of the next month so as to enable the DTRTI Chennai to process the same and pay the Contractor.
13. Tax shall be deducted at source as per the Income Tax Rules from the monthly bills.
14. The Contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of DTRTI.

15. The Contractor and the persons engaged by the Contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.
16. The contractor shall ensure the smooth execution of the services under this contract through a supervisor, who shall be present throughout the day.
17. If in the opinion of this office, the Contractor does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, the DTRTI Chennai 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.
18. In the event of DTRTI Chennai 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 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.
19. Close liaison shall be maintained by the contractor with the officer-in-charge concerned for smooth and efficient performance of duties of the house keepers.
20. The Contractor shall indemnify and shall keep the DTRTI Chennai indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the work and the DTRTI Chennai shall not be liable to pay for any damages or compensation to such person or to third party.
21. Service tax payable if any, would be paid at the current rates charged under the Service Tax Act at the time of payment of bills.
22. All the persons provided / engaged by the Contractor shall be the employees of the Contractor and any dispute between the Contractor and its personnel shall have no bearing on DTRTI Chennai and Govt. of India. DTRTI Chennai, or Govt. of India 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 Contractor.

23. All damages caused to DTRTI premises by the Contractor or by the Contractor's employees or by any other personnel arising out of the employees instructions shall be charged to the Contractor and recovered from its dues / bills.

24. Failure by the contractor to comply with any statutory requirements related to the services rendered under the contract 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.

25. In case of failure to provide persons as quoted in tender and as agreed in the contract, a penalty of Rs.500/- (Rupees five hundred only) per day per person for default from the date of failure shall be levied as penalty. Such penalty will be adjusted against the bills pending for. (In case of failure of services , penalty of Rs.2500/- would be levied /day)

25. In case the contractor withdraws or DTRTI Chennai terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses 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 payments to be made, to the contractor.

27. Considering the needs for constant presence of personnel for attending to various works referred in terms and conditions above, it is estimated that a total of 10 persons (including one supervisor) may be required.

28. All the personnel employed by the contractor for the purposes of this contract must have a working knowledge of the local language also.

29. The successful bidder to whom the contract would be awarded should start the work on 1st December 2015.

The tenderer should ensure that the following documents are part of the Bid:

- a) Financial bid document
- b) Technical bid document
- c) DD from any Scheduled Commercial Bank for EMD for Rs. 25,000/-
- d) Tender Document (all pages signed)

-signed-

(LEENA ANTONETTE MARIA .I)

Income-tax Officer RTI 4

DTRTI, Chennai

Place: Chennai

Date : 2/11/2015

Encl:

1. Technical Bid Document (Annexure – I)
2. Financial bid document (Annexure – II)

FINANCIAL BID DOCUMENT

1. Name of the Service Provider :

2. PAN :

3. Address of the Service Provider
(with Tel No., Fax & E-mail, Mobile no) :

4. Contact Person(s) (with mobile number) :

5. No. of persons to be deployed (including :
Supervisor) and their qualification

- 6.Total Bid Amount (exclusive of Service Tax):

7. Sample quality of cleaning material for :
Cleaning floor, glass, computers and
Pantry

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the service provider shall be blacklisted and shall not have any dealing with the DTRTI Chennai in future.

(Signature of the Authorized Signatory with date)

TECHNICAL BID DOCUMENT

1. Name of the Service Provider :

2. PAN :

3. Address of the Service Provider
(with Tel No., Fax & E-mail, Mobile no) :

4. Contact Person(s) (with mobile number) :

5. Details of turnover with the last 5 F.Yrs
ending with F.Y. 2014-15 :

6. Evidence for Sl. No 5 in the form of
Copies of returns of income filed alongwith
self – attested copies of P& L A/c and
balance sheet to be attached :

7. Organisations to which such services were provided:

8. Name, address and certificate copies of execution order/bills :
In support of (7) above

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