

**NO.F.VI-3(27)-TAX/2016 / 2774**  
GOVERNMENT OF TRIPURA  
OFFICE OF THE COMMISSIONER OF TAXES & EXCISE  
PANDIT NEHRU COMPLEX, GURKHABASTI, AGARTALA

Dated, Agartala, the 01/04/ 2016.

**SHORT NOTICE INVITING TENDER**

Sealed tenders in plain paper are hereby invited from the bonafide vendors for Cleaning & Sweeping of office building, roads and removal/disposal of garbage's within Churaibari Sales Tax Checkpost complex for the period of 2 (two) years having experience of similar nature of works as per the terms and conditions laid down **in Annexure-A**.

The sealed tenders will be received up to **15.00 hours of 21<sup>st</sup> April, 2016** in the Tender Box at Receipt & Dispatch Section of the office of the Commissioner of Taxes & Excise, P.N. Complex, Gurkhabasti, Agartala by speed post or by registered post or courier only. Details of Terms & Conditions (at Annexure-A) of the aforesaid tender are available in the Store Section of this office and in our official website **www.tripurataxes.nic.in**. Interested Tenderers are requested to visit the website or they can had the terms & conditions (**Annexure-A**) from the Store Section of this office.

  
(J. Debarma)

Joint Commissioner of Taxes  
Government of Tripura.

**ANNEXURE-A**

**TERMS AND CONDITION OF THE WORKS**

1. Tender must be in sealed cover addressed to the Commissioner of Taxes & Excise superscribed "Tender for Cleaning & Sweeping of Churaibari Sales Tax Check post."
2. The rate for Cleaning & Sweeping should be quoted in prescribed format **at Annexure** otherwise the said tender is liable to be rejected.
3. Tender/Quotations should be accompanied with earnest money of Rs.10,000/-(Rupees ten thousand) only in the form of D. Call from any Nationalized Bank in favour of the Commissioner of Taxes & Excise.
4. All submitted documents with the tender should be signed by the tenderer with designation and seal. If any correction is made in tender then a counter-signature should be provided by the tenderer.
5. The material cost shall be borne by the concerned agency as and when required.
6. 5 (five) persons shall be engaged for Cleaning & Sweeping of the office building / complex of Churaibari Check post in every day.
7. Person deployed for Cleaning & Sweeping shall report to the concerned office of the Checkpost at 10:00 A.M. to 5:00 P.M. and shall remain in present everyday. If any person deployed for Cleaning & Sweeping is found absent on any day or comes late and leaves early in that case wages equivalent in a day will be deducted from his / her bills.
8. The work of Cleaning & Sweeping includes all common and attached toilets of all the floors and at road within the Churaibari Checkpost complex. For this purpose, Acid / Harpic / Easy of bong etc. should be applied wherever necessary in a regular manner. Besides Odonil / Cakes

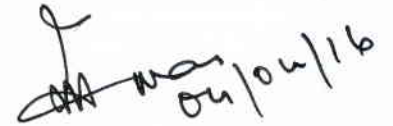
  
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and atleast 50 (fifty) grams of Naphthalene best quality should have to be provided in each toilet and urinal pan for creating hygienic atmosphere.

9. Attendance of the persons for Cleaning & Sweeping engaged by the successful service providing Agency, should be maintained by the service providing agencies which shall be furnished at the time of presenting the bills for making necessary payment and the bill in triplicate shall be raised by the concerned Agency on monthly basis.
10. Daily Cleaning & Sweeping shall be using mops for entire area as mentioned at Sl. No. 8 above.
11. Dusting of furniture's, fans, electrical installation, doors & windows and glasses inside & should be done twice in a week with detergent, acid etc. wherever necessary mop be used.
12. If any work is found not satisfactory, the matter will be reported to the service providing agencies and the agencies shall take necessary action for satisfaction of the authority. The payment of such engaged contract will be subject to providing of satisfactory service which may be certified by the officers/sections where they are engaged.
13. VAT will be deducted as per applicable rate while payment against the bill.
14. The agreement shall be signed by both the parties for a period of 2(two) years from the date of acceptance of the offer which may be extended for another term depending on the performances of the Tenderers.
15. Rate shall remain unchanged during the contract period.
16. The Commissioner of Taxes & Excise, Government of Tripura reserves the right to accept/ reject any/ all tender without assigning any reason of tender notice.

  
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17. Any problems arising relating to the work, the authorized person of the Agency should report to the Deputy Commissioner of Taxes / Superintendent of Taxes, Churaibari Checkpost.
18. IT return of last financial year and T.C.C with current validity are to be submitted alongwith the tender.
19. Evidence of having experience in the firm shall be enclosed with the tender.
20. The last date of receiving the Tender is **21<sup>st</sup> April, 2016 upto 15.00 hours** and sealed tenders will be opened **at 16.00 hours** in the Chamber of the Head of Office (Joint Commissioner of Taxes) on the same day, in presence of the tenderer(s) / representative of the tenderer(s) who are found present at the time.

Handwritten signature and date: 04/04/16

**(J. Debbarma)**

Joint Commissioner of Taxes  
Government of Tripura

**ANNEXURE**

Sl. No.	Particulars	Manpower Required	Rate per person per day (in Rs.)	Total amount cost for 5 (five) persons for 2 years	Total cost of materials for 2 years (in Rs.)	Total amount for 2 years (in Rs.)
1	2	3	4	5 (Col.4 X365 X 5X2)=	6	7 (5+6)
1.	Cleaning & Sweeping at Churaibari Checkpost, Churaibari, North Tripura.	5 (five) person.				

*[Handwritten signature]*  
04/04/16