

NO.F.VI-3(10)-TAX/2009(P-II) / 12892
GOVERNMENT OF TRIPURA
OFFICE OF THE COMMISSIONER OF TAXES & EXCISE
PANDIT NEHRU COMPLEX, GURKHABASTI, AGARTALA

Dated, Agartala, the 24 / 12 / 2020.

NOTICE INVITING TENDER

Sealed tenders in plain paper are hereby invited from the bonafide vendors having experience of similar nature of works for Cleaning and Sweeping in the office of the Taxes, Organization at P.N. Complex, Gurkhabasti, Agartala and Kar Bhaban, Palace Compound, Agartala for the period of 2 (two) years, as per the terms and conditions laid down **in Annexure-A**.

The sealed tenders will be received up to **15.00 hours of 8th January, 2020** 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 or may be dropped in the Tender box directly. 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 collect the terms & conditions (**Annexure-A**) from the Store Section of this office.

(Signature)
24/12/2020
(S. Mog, TCS,SSG)

Addl. Commissioner of Taxes
Government of Tripura

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Addl. Commissioner of Taxes
Govt. of Tripura

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Addl. Commissioner of Taxes,
Govt. of Tripura.

TERMS AND CONDITION OF THE WORKS

1. Tender must be in sealed cover addressed to the Commissioner of Taxes superscribed "Tender for Cleaning and Sweeping in the office of the Taxes Organisation at P.N. Complex, Gurkhabasti, Agartala, and Kar Bhaban, Palace Compound, Agartala.
2. The rate for Cleaning & Sweeping should be quoted in prescribed format at **Annexure** otherwise the said tender shall be disqualified/ rejected.
3. Tender/Quotations should be accompanied with earnest money of Rs.10,000/- (Rupees ten thousand) only in the form of Demand Draft from any scheduled Bank in the favour of the "Commissioner of Taxes."
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. 03(three) persons shall be engaged from 8 A.M to 4 P.M (Day Shift) on each working day for Cleaning & Sweeping at Kar Bhaban, Palace Compound, Agartala on each working day round the year.
7. 2 (two) persons shall be engaged from 8 A.M to 4 P.M (Day Shift) on each working day for Cleaning & Sweeping of the Taxes, Organization, P.N. Complex, Gurkhabasti, Agartala (H.Q) on each working day round the year.
8. No. of working days in 1 (one) year shall be considered to be $(25 \times 12) = 300$ days, for the purpose of this tender.
9. The works of Morning Shift should be completed within 10 AM on every working day round the year.
10. Person deployed for Cleaning & Sweeping shall report to the Senior Superintendent of Taxes at Kar Bhaban and to the Store-in-Charge, Store Section of the Taxes Organization (H.Q)at 10:00 A.M. for their attendance and shall remain present on every working day. 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. On the written report by Senior Superintendent of Taxes at Kar Bhaban /store in Charge, Store Section (H.Q) submitted to the Addl. Commissioner of Taxes.

11. The work of Cleaning & Sweeping includes all common and attached toilets of all the floors. For this purpose, Acid / Harpic / mop etc. should be applied wherever necessary in a regular manner. Besides Odonil / de-odorant Cakes and atleast 50 (fifty) grams of Naphthalene best quality should have to be provided in each toilet and urinal pan for creating hygienic atmosphere.
12. Attendance of the persons for Cleaning & Sweeping engaged by the successful service providing Agency, shall be maintained by the service providing agency 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.
13. Daily Cleaning & Sweeping shall be using brooms & mops for entire area.
14. Dusting of furniture's, fans, doors & windows and glasses should be done twice in a week with detergent, acid etc. wherever necessary mop to be used.
15. 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.
16. All taxes will be deducted as per Scheduled rate, as applicable rate while payment against the bill.
17. The agreement shall be signed by both the parties for a period of 2(two) years from the date of acceptance of the offer, provided that this period may be extended for another term depending on the performance of the Tenderer.
18. Rate shall remain unchanged during the contract period.



19. The Commissioner of Taxes, Government of Tripura reserves the right to accept/ reject any/ all tenders or to cancel the tender process without assigning any reason.
20. If any problems arises relating to the work, the authorized person of the Agency should report to the Addl. Commissioner of Taxes, P.N. Complex, Gurkhabasti, Agartala.
21. Income Tax return (IT) of last financial year and T.C.C with current validity are to be submitted alongwith the tender.
22. Evidence of having experience in the field shall be enclosed with the tender.
23. The bidder shall enclose the most recent Notification of minimum wages for safai workers issued from the Labour Directorate with the tender. The responsibility to pay minimum wages to the engaged workers shall lie on the service providing agency (bidder), irrespective of the rate quoted.
24. A NIL bid shall be treated as unresponsive bid.
25. The last date of receiving the Tender is **8th January, 2020 upto 15.00 hours** and sealed tenders will be opened **at 16.00 hours** in the Chamber of the Head of Office (Addl. 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. If the tender box & sealed tender are not in a position to be opened on the said date and time, then the same will be done on the next working day at 11.00 hours.


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ANNEXURE

(A) Kar Bhaban, Palace, Compound, Agartala

Sl. No.	Particulars	Manpower Required	Rate per person per day (inRs.)	Total cost for 3 (three) persons for 2 years (working days only)	Total cost of materials for 2 years (inRs.)	Total amount for 2 years (inRs.)
1	2	3	4	5 (Col.4 X 300 days X 3 persons X 2 years)=	6	7 (5+6)
1.	Cleaning & Sweeping at Kar Bhaban, Palace Compound Agartala. (i.e. 8 A.M to 04 P.M)	3 (three) Persons.				

(B) Taxes Organization, P.N. Complex, Gurkhabasti, Agartala.

Sl. No.	Particulars	Manpower Required	Rate per person per day (inRs.)	Total cost for 2 (two) persons for 2 years (working days only)	Total cost of materials for 2 years (inRs.)	Total amount for 2 years (inRs.)
1	2	3	4	5 (Col.4 X 300 days X 2 persons X 2 years)=	6	7 (5+6)
	Cleaning & Sweeping at Commissioner of Taxes, P.N. Complex, Gurkhabasti, Agartala. (i.e. 8 A.M to 04 P.M)	2 (two) persons				
Grand Total for 2 (two) years (A+B) (in Rs.)						