



प्रत्यक्षकरक्षेत्रीयप्रशिक्षणसन्स्थान  
(राष्ट्रीयप्रत्यक्षकरअकादमी, नागपुरकाएकप्रभाग)  
16, ग्रीम्सरोड  
बि.स.न.लबिल्डिंगतीसरीमंज़िल  
चैने - 600006  
दूरभाष: 044 28295686  
फैक्स : 044 28295686

**Direct Taxes Regional Training Institute**  
(A Division of National Academy of Direct Taxes, Nagpur)

16, Greams Road  
**B S N L Building III floor**  
Chennai- 600006  
Tel:044 28295686  
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Email: [chennai.dtrti@incometax.gov.in](mailto:chennai.dtrti@incometax.gov.in)

S.F.NO.115/ADG/DTRTI,CHE/LOCAL PURCHASE COMMITTEE/2021 - 22

09.07.2021

To

The Income Tax Officer (HQ)(ACCOUNTS),  
O/o Pr. CCIT,  
Main Building, 121,  
M.G. Road, Nungambakkam,  
Chennai – 600 034.

Sir/Madam,

Sub: Forwarding of notice inviting tender for providing house keeping services- reg

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Please find the enclosed notice inviting tender for providing house keeping services for the purpose of uploading it in the income tax website.

Yours faithfully,

*T. A. Devika*

(T.A.DEVIKA)  
Administrative Officer  
DTRTI, Chennai.

Encl: As above

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S.F.NO.115/ADG/DTRTI,CHE/LOCAL PURCHASE COMMITTEE/2021-22

Dt: 07.07.2021

**PROCEEDINGS OF THE ADDITIONAL DIRECTOR GENERAL OF INCOME  
TAX, DTRTI, CHENNAI**

**Present: JOE SEBASTIAN, I.R.S  
ADG, DTRTI, CHENNAI.**

Sub: Constitution of committee – Constitution of Local Purchase Committee for the purchase of Goods and Services – General Financial Rule 146 – O/o ADG, DTRTI, Chennai – 06 – reg.

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The following officers are appointed to constitute the Local Purchase Committee of O/o. ADG, DTRTI, Chennai-06 for the purchase as per the General Financial Rule 146:

1. Shri G.Kannan, ACIT, DTRTI, Chennai.
2. Shri M.Vecrabaghu, ITO(RTI-1), DTRTI, Chennai.
3. T.A.Devika, AO/DDO, DTRTI, Chennai.

( JOE SEBASTIAN)  
ADG, DTRTI,  
CHENNAI.

Copy to:

1. ACIT, DTRTI, CHENNAI.
2. ITO(RTI-1), DTRTI, CHENNAI.
3. AO/DDO, DTRTI, CHENNAI.

**GOVERNMENT OF INDIA  
DIRECT TAXES REGIONAL TRAINING INSTITUTE  
16, GREAMS ROAD, CHENNAI-600006.**

**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, Tower 1, BSNL Building, 16, Greams Road, Chennai-06 from 01/08/2021 to 31/07/2022. The contract may be expected for one more year after 31/07/2022 with a price escalation as per consumer inflation index depending upon satisfactory service during first year.

**TENDERING PROCESS:**

The tender form for the financial -bid in prescribed proforma in Annexure-I complete in all respects shall be submitted at the office of the Additional Director General of Income Tax, DTRTI, Tower 1, BSNL Building, 16, Greams Road, Chennai-06 in sealed cover addressed to the Additional Director General of Income Tax, DTRTI, Chennai, by **05:00 p.m.** on **19/07/2021**. The sealed covers may be superscribed with "**Technical & Financial Bid - Contract for providing House Keeping services**". It shall be opened by the undersigned on **20/07/2021** at **11:00 a.m.** in the presence of bidders. Late submission of tenders shall not be accepted.

**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-06** 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 housekeeping at the premises between 10:00 AM and 5:00PM on any working day between 12th and 16<sup>th</sup> July 2021 and submit their quotes thereafter. Any clarification in this regard may be sought from the Administrative Officer, Room No.303 (Ph: 044-28295690) Office of the Additional Director General of Income Tax, DTRTI, Chennai.

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 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 at least Rs.10 lakh rupees in three out of five preceding financial years ending with the F.Y2020-21.

#### **TERMS AND CONDITIONS**

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

- 1) The Contractor should provide the manpower towards the following nature of duty
  - 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) Arranging study material for each session and ensuring availability of permanent reference material.
  - f) 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.
  - g) Cleaning of boards and ensuring the availability of writing makers in the lecture hall after each session.
  - h) Supply of drinking water to faculty and participants whenever required.
  - i) Photocopying course material and preparation of booklets.

j) Collecting lunch, tea, coffee and refreshment from canteen for supply to the trainees in the multi-purpose halls during training programmes/Conference/Meetings etc. and serve the same to the participants.

k) Maintenance of pantry including the utensils and appliances thereof.

l) Cleaning of the multi-purpose hall and conference hall and arranging its furniture after every break.

m) Stamping, arranging of books in the racks in the DTRTI library.

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

2. The training area, including lecture halls, conference hall, multi-purpose hall, computer lab and library shall be kept ready by 9 AM every day. Attendance of the employees of the contractor should be ensured accordingly, whenever employee is on leave a replacement should be provided.

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

4. 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.

5. The personnel shall attend to work punctually at the prefixed/determined timings and shall be well-behaved and mannered.

6. The personnel shall have a uniform attire and wear it daily without fail, which shall be provided by the contractor.

7. The personnel shall perform all the duties assigned to the contractor and as specified by the DTRTI Chennai from time to time.

8. The personnel shall report to the Officer holding Administration Charge of this office.

9. The Contractor has to provide performance Guarantee of Rs.1,00,000/- (One Lakh only) for the contract period before submitting the first bill.

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 5<sup>th</sup> 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 Act from the monthly bills.

Minimum Service Charge claimed shall not be less than 7% over and above minimum wages.

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 employees 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..
19. Close liaison shall be maintained with our officers-in-charge concerned for smooth and efficient performance of duties of the housekeepers.
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. GST payable if any, would be paid at the current rates charged under the GST 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 intender and as agreed in the contract, amounting minimum wage of that day as per minimum wages act for default from the date of failure shall be believed 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)
26. 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 force of personnel for attending to various works referred in terms and conditions above, it is estimated that a total of 10 persons 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 1<sup>st</sup> Aug, 2021.

30. Proper compliance should be adhered with respect to minimum wages, bonus, and Statutory welfare Schemes like GPF &ESI as per the law prevailing on the date of payment of salary to the workers.

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

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

Place:Chennai- 06

Date:

T.A. Devika

(T A DEVIKA)

Administrative officer  
O/o DTRTI, Chennai

## **ANNEXURE-1**

### **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 3 F.Y ending with F.Y 2020-21:
6. Evidence for SI.No 5 in the form of  
Copies of returns of income filed along with  
Self-attested copies of P&L A/c and balance sheet to be attached
7. Organizations to which such services  
Were provided
8. Name, address and certificate copies of  
Execution order in support of (7) above
9. EPF Registration  
(Enclose Proof)
10. ESI Registration  
(Enclose Proof)
11. GST Registration  
(Enclose Proof)
12. Proof for Payment of Salary as per Government Norms:  
(Copies to be enclosed)

### **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)



**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. Total Service Charge
  - i) Percentage in Basic + VDA
  - ii) Amount as per Current Basic + VDA:

**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)