



OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL TAX

तारनाका डिविजन / TARNAKA DIVISION

2ND FLOOR OF H.NO 3-4-118/2 NR, SURVEY NO 26, RAMANTHAPUR ,
HYDERABAD-500 013

C.No.I/22/02/2017-Admn/

Date: 05.10.2017

HkR NO IIC E NO.02 /201 7-18
TARNAKA DIVISION

TENDER DOCUMENTS FOR OUTSOURCING OF HOUSEKEEPING SERVICES FOR THE PREMISES OF 2ND FLOOR , INCLUDING APPERTINENT CORRIDORS AND STAIR CASE AREAS AND TOILETS AT H.NO 3-4-118/2 NR, SURVEY NO 26, (OPP: HYDERABAD PUBLIC SCHOOL) RAMANTHAPUR.

Sealed Tenders are invited from the reputed House Keeping Agencies engaged in the business of housekeeping to provide housekeeping services for the Tarnaka Division Office, Secunderabad GST Commissionerate. The nature of services to be provided and the terms & conditions are detailed in the Annexure and placed on the official web site www.cbec.gov.in, www.cgst.hyderabadzone.gov.in.

The quotations (in sealed cover) should reach this office on or before 17.00 hrs. on 11.10.2017. Technical Bids will be opened at 11.00 hrs on 12.10.2017 and Financial Bids of successful Technical Bidders will be opened at 12.00 hrs on 12.10.2017.


(SATIS@ KUFHAR C. TAKBHAWAR E)
DEPTSSIONER
S.P

3. The Superintendent (Computers), Secunderabad GST Commissionerate for



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, TARNAKA DIVISION

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ANNEXURE

NOTICE INVITING QUOTATIONS FOR THE SOURCING OF HOUSE-KEEPING SERVICES
FOR THE PERIOD FROM 01.10.2017 TO 31.03.2018

1. Sealed tenders are invited from reputed House Keeping Contractors for cleaning and housekeeping services for the office building including constructed area of Tarnaka Division Office of Central Tax, Secunderabad GST Commissionerate on outsourcing basis during period from 01.10.2017 to 31.03.2018. The details of the office premises along with the location and the area are as follows:

Sl.No	NAME OF BUILDING/LOCATION	AREA (Approx)
1	<u>OFFICE AREA:</u> Office of Deputy Commissioner of Central tax, Tarnaka Division, Secunderabad GST Commissionerate, occupying a part of 2 nd floor including appertinent corridors, stair case area including common area and toilets at H.No 3-4-118/2 NR. St No 26, (Opp: Hyderabad Public School) Ramanthapur Hyderabad-500 013.	approx. 11,106 Sq.ft

The bidders need to quote their rates only as per Sq. ft. per month basis for the area mentioned as above.

2. SCOPE OF WORK:

OFFICE AREA:

- 1) Cleaning, sweeping and wet mopping of the entire area including the lobby, toilets/washroom and lift shafts etc. every working day.
- 2) Collection of all sweepings, garbage and waste material and their effective disposal.
- 3) Thorough cleaning of toilets including urinals along with attached water tanks and wash basins. using disinfectants like Phenyl, Harpic, Virex, Surf etc. thrice a day and whenever required. Cleaning of all sanitary fittings and ironing of the toilet rolls.
- 4) Shifting of furniture, files and other office equipment, whenever required. Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table/ chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa sets,
- 5) (Cleaning of painting area, wiping up and testing of wooden Formica, Glass surfaces, window sills, frames and maintaining of plants, plant pots, renovation of stagnant water.

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