



Revenue Department

OFFICE OF THE SPECIAL OFFICER AND COMPETENT AUTHORITY,

3RD & 4th Floor, Podium Block, V.V Tower, Dr. Ambedkar Veedhi, Bengaluru-560001

Email splocaima-21@ka.gov.in

Phone No.080 29565353/29604556

No: SPLOCA/ADM/CR/06/2024-25

Date 18-06-2024.

Pubication

Sub: Invitation of quotation for **CLEANING & MAINTENANCE SERVICES**

Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

Sl. No	Brief description of services	Brief specifications	Quantity	Completion period
1	Cleaning of Seized Building, IMA Gold, Shivaji Nagar	Approximately 2200 Sq ft x 5 floors = 11000 Sq ft	1	15 days
2	Cleaning of Seized Building, IMA Jewellery, Shivaji Nagar	Approximately 5841 Sq ft x 7 (Basement + 6 floors) = 40,887.0 Sq ft	1	20 days
3	Cleaning and Stacking and Numbering & Stickers of seized Furniture, Goods and Scrap items at IMA Jewellery*	i. PCs & Peripherals – Approx 1000 ii. Electrical – Approx 450 iii. Furniture - Approx 175 iv. AC & Refrigerator – Approx 35 v. Miscellaneous – Approx 500 vi. Containers – Approx 630 vii. Tools – Approx 650		20 days
4	Cleaning and Stacking and Numbering & Stickers of seized Furniture, Goods and Scrap items at IMA Gold*	i. Electrical – Approx 270 iii. Furniture - Approx 180 iv. AC & Refrigerator – Approx 45		15 days

*Note: Numbered Stickers shall be supplied by SPLOCA

1. **Quoted Price:**

- The tenderer shall quote for items in the format of quotation attached;
- All duties, taxes and other levies payable by the tenderer (including GST) shall be included in the Unit rate.
- The rates quoted for each service shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- Rates for partial services of an item are not acceptable.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- Xerox Facsimile quotations are not acceptable.

2. Each tenderer must submit only one quotation

3. **Validity of quotations:**

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

4. **Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

(a) The evaluation will be done including the GST. If the tenderer has not included the GST in his quotation for the item rate, and has also not indicated the rate of GST applicable, the quoted rate will be treated as though it is inclusive of the GST and no extra payment will be made;

(b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

5. **Award of contract:**

(a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 4(b) above.

(b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.

(c) The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.

(d) Payment shall be made immediately after the delivery of the services and their acceptance.

(e) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

6. **Last date and time of receipt of quotations:**

You are requested to submit the sealed quotations superscribed on the envelope as

"Quotations for CLEANING & MAINTENANCE SERVICES " latest by 17:00 Hours on 21-06-2024 (Date).

Special Officer and Competent Authority
Revenue Department
Bengaluru

Attachment:

(Purchaser)

Name:

Agency:

Address:

GST No:

Telephone No:

FORMAT OF QUOTATION

Sl. No	Brief description of services	Brief specifications	Quantity	Unit	Rate Per Unit	Amount
1	Cleaning of Seized Building, IMA Gold, Shivaji Nagar	Approximately 2200 Sq ft x 5 floors = 11,000 Sq ft	1	Per Sq Foot		
2	Cleaning of Seized Building, IMA Jewellery, Shivaji Nagar	Approximately 5841 Sq ft x 7 (Basement + 6 floors) = 40,887.0 Sq ft	1	Per Sq Foot		
3	Cleaning and Stacking and Numbering & Stickers of seized Furniture, Goods and Scrap items at IMA Jewellery*	i. PCs & Peripherals – ii. Electrical – iii. Furniture - iv. AC & Refrigerator – v. Miscellaneous – vi. Containers – vii. Tools –	i. Approx 1000 ii. Approx 450 iii. Approx 175 iv. Approx 35 v. Approx 500 vi. Approx 630 vii. Approx 650	Per Item		
4	Cleaning and Stacking and Numbering & Stickers of seized Furniture, Goods and Scrap items at IMA Gold*	i. Electrical – iii. Furniture - iv. AC & Refrigerator –	i. Approx 270 ii. Approx 180 iii. Approx 45	Per Item		

Gross Total Cost: Rs..... (In figures) Rs..... (In words)

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (In figures) (Rs..... (in words), within the period specified in the Invitation for Quotations.

2. Reference for similar work done:

(Attach Invoice / Bill)

Name:

Signature:

Date:.....

