



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL  
DIRECTORATE GENERAL OF GOODS & SERVICE TAX : MUMBAI ZONE**

9<sup>th</sup> Floor, Piramal Chambers, Jijibhoy Lane, Parel, Lalbaug, Mumbai 400 012

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F. No. I/Adm/DGGST/WZU/House Keeping /22/2017-18  
Mumbai, the 1<sup>st</sup> February, 2018

**NOTICE FOR INVITING TENDER**  
**(FOR PROVIDING HOUSEKEEPING SERVICES)**

The office of the Additional Director General, Directorate General of Goods & Service Tax, Mumbai Zonal Unit invites sealed offers from reputed parties for providing housekeeping, cleaning, sweeping services etc. on contract basis for the office building located at 9<sup>th</sup> Floor, Piramal Chambers, Jijibhoy lane, Parel, Lalbaug, Mumbai 400 012, (Total approximate area of 5500 Sq. feet) for one year from the date of execution of the agreement subject to the following conditions and requirements:

**(A) TENDER PROCESS:**

- (a) Tender is invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid separately. The tender form for **Qualifying Bid in proforma prescribed in Annexure-I** and tender form for the **Financial Bid in proforma prescribed in Annexure-II** complete in all respects shall be submitted in two separate sealed covers addressed to the Assistant Director, O/o Additional Director General - Directorate General of Goods & Service Tax, Mumbai Zonal Unit, and be handed over in the Inward Section, **on or before 14<sup>th</sup> February, 2018 by 15.00 hrs.** Technical Bids will be opened on **15<sup>th</sup> February, 2018 at 03.00 P.M.** The financial bids of the vendors whose technical Bids are complete and acceptable will be opened thereafter. The sealed covers should be super scribed with “Qualifying Bid-Contract for providing Housekeeping services” and “Financial Bid-Contract for the providing Housekeeping services” respectively. Incomplete bid documents shall be rejected.
- (b) If the tenders are sent by post/courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay/damage on account of postal/courier services.
- (c) This Contract shall remain in force from **1<sup>st</sup> March, 2018 to 28<sup>th</sup> February, 2019** or **for less than 365 days**, subject to adherence to all conditions.
- (d) **Earnest Money Deposit of Rs.10,000/- (Rupees ten thousand only)** per application in the form of Demand Draft/Banker’s cheque of scheduled Bank

drawn in favour of **A. O., D. G. G. S.T, Mumbai** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case of the successful bidders who withdraws or the details furnished in Annexure-I & Annexure-II are found to be incorrect/manipulated or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

- (e) Performance Guarantee: The successful bidder has to submit 5% of the contract value as performance guarantee deposit in the form of Bank Guarantee from Nationalized Bank's Demand Draft/Banker's cheque drawn in favour of the Additional Director General - Directorate General of Goods & Service Tax, Mumbai Zonal Unit.
- (f) The valid qualifying bids shall be scrutinized to short list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted. The Assistant Director of Additional Director General - Directorate General of Goods & Service Tax, Mumbai Zonal Unit reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- (g) The short listed tenders along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidder will be intimated about the award of contract to them.

**(B) Conditions:**

- 1) Daily sweeping and wet mopping of the entire area including the lobby. The working hours will be from 08:30 hrs to 18:30 hrs daily, except Saturdays, Sundays and govt. holidays.
- 2) Daily dusting and wiping of all furniture & fixtures like tables, chairs, sofas, computer table/chair and electronic gadgets like computers, telephones, FAX machines, photo copier machines etc. All the doors, windows, partitions including the particle board, glass and aluminium channels in the entire Office.
- 3) All must be in proper uniform.
- 4) Thorough cleaning of Toilets/Urinals, wash basins, tiles, mirror by using disinfectants like Phenyl, Harpic, Vim, Surf etc., daily and whenever required and phenyl balls should be replaced at regular intervals.
- 5) Removal of blockages and clogging in the wash basins and other sanitary fittings for smooth outflow of waste water.
- 6) All the persons should be available upto 18:30 hrs in the office.
- 7) All the cabins and cubicles must be cleaned and kept ready before 09.30 hrs.

- 8) All the material / chemicals required for cleaning / maintaining the cleanliness will be supplied by this office.
- 9) The contractor will provide persons/staff to any emergency or works that may arise and be entrusted by this office.

**(C) Criteria:**

- (1) Contractor should be approved by any Government authority such as CPWD / PWD / BMC etc.
- (2) Contractor must be registered with the Goods and Service Tax Department.
- (3) Contractor must have an experience of at least 1 year in the same field.

**(D) Other terms & conditions:**

- (1) The contractor should pay his personnel a minimum wage at the prevailing rate fixed under the Minimum Wages Act.
- (2) Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them under law. The contractor should ensure that wages are paid on time every month.
- (3) The Contractor will supply safety articles to his staff and the department will not be responsible for any accident/damages.
- (4) The contract will be in force for a period of one year from the date of award of contract.

**(E) Rate and prices:**

The bidders shall quote their rates as “**rate per square feet per month**” (in both words and figures) which should include deduction towards PF and ESI etc and the same would not be payable over and above the rates thus quoted.

**(F) Final Payment:**

The contractor shall submit the bill for every month by the 1<sup>st</sup> week of next month, duly certified by the Superintendent of this office. No interim bill will be entertained. Payment will be made by ECS within a month from the date of submission of bill provided, if there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the Superintendent of this office. The payment is subject to TDS applicable under the Income Tax Act.

**The details of the work, verifying area and number of persons to be deployed** can be obtained from the Superintendent I/C between 15:00 hrs to 17:00 hrs, on any working day.

Sd/-  
Assistant Director  
ADG-DG GST, Mumbai Zonal Unit

Encl: Annexure-I & Annexure-II.

**Annexure-I**

**Pre-qualification requirement for award contract for Housekeeping  
(Qualifying Bid)**

(To be submitted in a separate sealed envelope super scribing “QUALIFYING BID”)

1	Name of the Organisation/Firm	
2	Name (s) of the proprietors/Directors	
3	Registered address	
4	Telephone/ Mobile No./Fax No.	
5	Whether the firm is registered and license holder under Contract Labour (Regulations and abolition) Act	
6	Registration No. of the Firm (copy to be enclosed)	
7	Permanent Account No. of the firm (PAN)	
8	Copy of Income Tax clearance (ITCC) to be attached	
9	Goods and Service Tax registration no.	
10	Total staff/workers of the firm	
11	Name(s) of Public Sector/Govt. organization to whom similar services have been provided by the firm during last 3 years (Please attach the job order / service certificate from Govt. Office/ Public Sector)	

**Signature with date  
Name of the Firm  
Seal**

**ANNEXURE-II**

**PROFORMA FOR QUOTING RATES  
(FINANCIAL BID)**

(To be submitted in a separate sealed envelope super scribing “FINANCIAL BID”)

1	Name of the Organisation/Firm	
2	Address (with Telephone/Fax Number)	
3	Name & Address of the Proprietor / Partne / Directors (with Mobile Number)	

Sr. No	Premises for which house keeping services proposed	Monthly rate per square foot	Area	Total amount (per month)
01	9 <sup>th</sup> Floor, Piramal Chambers, Jijibhoy lane, Lalbaug, Parel, Mumbai 400 012		5500 Sq. feet (approx.)	

Total Monthly charges for Housekeeping Services:	
Add: GST (if applicable)	
Grand Total:	
(Rupees in words)	

**Signature with date  
Name of the Firm  
Seal**