

**OFFICE OF THE PRINCIPAL COMMISSIONER (AUTHORISED REPRESENTATIVE), CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL, MUMBAI. 1<sup>ST</sup> FLOOR, JAI CENTRE, POONA STREET, P.D'MELLO ROAD, MASJID (EAST), MUMBAI – 400 009.**

F.No.Commr(AR)/CESTAT/Misc-407/2017

Fax No.022-23703896

Date : 15.01.2018

**TENDER NOTICE**

Office of the Principal Commissioner (A.R.), Customs, Excise and Service Tax Appellate Tribunal, 1<sup>st</sup> floor, Jai Centre, Poona Street, P.D'Mello Road, Masjid (East), Mumbai – 400 009 requires services of Service Provider having valid license under Section 12 of the Contract Labour (Regulation and Abolition) Act, 1970, for **Housekeeping services of 12990.55 sq.foot area, expanded in 4 separate floors of the Office of Principal Commissioner (A.R.) Customs, Excise and Service Tax Appellate Tribunal i.e. 1<sup>st</sup> floor, 3<sup>rd</sup> floor and 4<sup>th</sup> floor Jai Centre, Poona Street, P.D'Mello Road, Masjid(East), Mumbai-400 009 and 4<sup>th</sup> floor of Transport House, Poona Street, P.D'Mello Road, Masjid(East), Mumbai – 400 009.**

All the quotations should be addressed in the name of Principal Commissioner (AR). Details regarding **general terms and conditions (Annexure-A), Special Terms and Conditions (Annexure-B), pre-qualification requirement for award of contract (Annexure-C) and Proforma for quoting rates (Annexure-D) can be had from the office of the Principal Commissioner (A.R.), Customs, Excise and Service Tax Appellate Tribunal, 1<sup>st</sup> floor, Jai Centre, Poona Street, P.D'Mello Road, Masjid (East), Mumbai – 400 009 {Contact Person – Shri K M D'souza, Asstt. Commissioner(AR)Admin, Mob no. 9821126775}** during office hours or may be downloaded from the departmental website “www.cbec.gov.in” from **15.01.2018**. Quotations must reach office on or before **05.02.2018 at 14.00 hrs.** & the Technical bid will be opened on **05.02.2018 at 15.00 hrs.** in the presence of bidders/representative of the bidders (duly authorised by the bidder) who wish to be present. Those bidders who qualify in technical bid would be only considered for the

financial bid which would be duly intimated.

While submitting quotations, bidders must submit the Proforma duly filled in and signed for having accepted the general terms and conditions (Annexure-A), Special Terms and Conditions (Annexure-B) & Pre-Qualification (Annexure-C) in one envelope and Financial bid (Annexure-D) in another envelope. Both the sealed envelopes be placed in another sealed cover super-scribing it **“Quotation/Rates for Housekeeping Services.”**

Bidders who do not fulfil the pre-qualification requirement will not be considered. Financial bids of only those contractors/agencies that fulfil the terms and conditions will only be opened.

This office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Astt. Commissioner (AR)/Admin.,  
O/o Pr. Commr. (AR), CESTAT.

## **ANNEXURE - A**

### **GENERAL TERMS AND CONDITIONS**

1. Rates/Quotations duly filled in, will be received upto the date and time mentioned in the Tender Notice. Rates/Quotations should be for the specified area excluding materials etc. for the respective formations and number of manpower required.
2. O/o the Principal Commissioner (A.R.), Customs, Excise & Service Tax Appellate Tribunal, 1<sup>st</sup> floor, Jai Centre, Poona Street, P.D'Mello Road, Masjid (East), Mumbai-400 009 (hereinafter referred to as the office) reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
3. The Service Provider are required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialling dating and rewriting. In case of discrepancy between the words and figures the rates indicated in words shall prevail. All overwriting / cutting, insertions shall be authenticated and attested.
5. Rates/Quotations should be submitted and signed by the firm with its current business address and contact number.
6. A minimum of 12 persons must be made.
  - 5 persons on 1<sup>st</sup> Floor-Jai Centre
  - 3 persons on 3<sup>rd</sup> Floor-Jai Centre
  - 1 person on 4<sup>th</sup> Floor-Jai Centre
  - 3 persons on 4<sup>th</sup> Floor – Transport House

7. The Service Provider should satisfy themselves before submission of the rates/quotations to this office that they meet the qualifying criteria and capability as laid down in the Annexure.

8. The Service Provider must comply Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the Rates/Quotations and accepted by the office.

9. In case of any default by the Service Provider and in any of the terms & conditions (whether General or Special), the office may, without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Service Provider.

10. Notwithstanding anything contained herein, the office reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

11. Insurance cover protecting the Service Provider against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any person deployed by arising out of mishap, if any, that may take place. In the event of any liability/claim falling on the office, the same shall be reimbursed/indemnified by the Service Provider.

12. The contractor shall comply with all applicable laws of the Central Government / State Government and any other law for the time being in force including the Income Tax/ Service Tax Law etc. This office shall not be responsible for any dispute that may arise in connection with the subject service, between the contractor and any State or Central Government Department e.g. authorities dealing with the Minimum Wages, E.P.F., E.S.I., Labour Laws, Service Tax and Income Tax etc., or any local body.

13. Service Provider shall in no case lease/transfer/sublet/appoint caretaker for services.

14. No other person except Service Provider's authorised representative shall be allowed to enter the office premises.

15. Within the premises of the Principal Commissioner(AR), the Service Provider's personnel shall not do any private work other than their normal duties.

16. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep the office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

17. Service Provider shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Service Provider shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

18. Service Provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

19. It is made clear that the engagement of the Service Provider does not in any way confer any right to the Service Provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.

20. The contract will be awarded for one year from the date of entering into contract.

21. The rates will be valid for one year from the date of entering into contract.

22. It is made clear that number of man power excluding materials is to be decided by the Service Provider. The cleaning material will be provided by the office.

23. The Service Provider must have minimum number of persons in his payroll to ensure continuous service.

24. The Service Provider must have Service Tax Number-PAN Number and minimum two year of past experience in the same field in Govt. Organisation/Public Sector office, a proof of which must be enclosed at the time of submitting Technical Bid.

25. The Service Provider must ensure proper dress code for its workers.

26. The payment will be made every month only after receipt of satisfactory certificate from the Head of Office.

27. In case of any work not done to satisfaction of this office, penalty upto Rs.500/- per day will be imposed on this Service Provider.

**28. If both the bids are put in envelope which leads to opening of financial bid before or alongwith technical bid than the bidder would be disqualified.**

We agree to the above terms and conditions.

**Signature with Date** \_\_\_\_\_

**Name of the Firm** \_\_\_\_\_

**Seal** \_\_\_\_\_

## **ANNEXURE-B**

### **SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING**

#### **I. SCOPE OF WORK**

- (i) The prime object of housekeeping services is to maintain the entire premises in tip top condition. The premise is to be maintained from hygienic point of view.
- (ii) The broad details of work covered under the scope are enumerated as follows :
  - (a) Sweeping of floor and wiping of floors with Dettol/Phenyl (twice a day).
  - (b) Disposing of paper/trash, cleaning including dusting/cleaning of furniture of the office premises.
  - (c) Thorough cleaning of toilets/urinals in the premises, using required detergents, etc. by putting naphthalene balls in all the urinals and air purifiers in the toilets.
  - (d) Shifting of furniture and other items/store from one place to another as required by the administration.
  - (e) Cleaning of ceiling/chajjas of windows of the office premises.
  - (f) Cleaning of pantry area, disposal of leftover food in canteen/pantry area and ensuring placement of garbage bags in waste bins of canteen/pantry.
  - (g) Cleaning of office equipment, dusting of computer and other fixtures.
  - (h) Miscellaneous services such as serving of drinking water on a daily basis and refreshment, etc. during conference/meeting/seminars and visits of visitors/officers.
  - (i) Washing of water coolers.

- (j) Cleaning of window panels and ventilation blinds.
- (k) Cleaning of plant pots and disposal of stagnant water.

**II. Cleaning Material: - Will be provided by this office.**



**ANNEXURE – C**

**Qualification requirements for award of contract for housekeeping**

|       |   |  |
|-------|---|--|
| 1.    | Name of the Organisation/Firm   |  |
| 2.    | Name(s) of the Proprietors/Direcotrs  |  |
| 3.    | Registered Address  |  |
| 4.    | Telephone No. Fax No.   |  |
| 5.    | Whether firm is registered & license holder under Contract Labour (Regulation & Abolitions) Act (Copy to be enclosed)   |  |
| 6.    | Registration No. Of the Firm (Copy to be enclosed)  |  |
| 7.    | Permanent Account No. Of the firm (PAN) (Copy to be enclosed)   |  |
| 8.    | Copy of Income Tax clearance Certificate ITCC to be attached  |  |
| 9.    | Provident fund number allotted by Regional Provident Fund Office (Copy to be enclosed)  |  |
| 10.   | ESI Registration No. (Copy to be enclosed)  |  |
| 11.   | Details of Service Tax Registration alongwith evidence  |  |
| 12.   | Total staff/workers of the firm   |  |
| 12 A. | No. of staff proposed to be given for completion of contract (Refer to condition 6)   |  |
| 13.   | Name(s) of Public Sector/Govt. Organisation to whom similar services have been provided by the firm during last three years.(Please attach job order/service certificate from Govt. Office/Public Sector) |  |

|      |   |  |
|------|---|--|
| 14.  | Rate quoted complies with the Minimum Wages Act and with all other statutory provisions   |  |
| 15.  | Last three years Audited statement from Chartered Accountant.   |  |
| 16.  | List of clients indicating quantum of work executed with them.  |  |
| 17.  | Length of experience in the field   |  |
| 18.* | Whether firm is blacklisted by any is registered, against the firm or its owners/partners anywhere in India. (if no a certificate is to be attached in this regard) |  |

**Signature of Bidder with Date**\_\_\_\_\_

**Name of the Firm** \_\_\_\_\_

**Seal** \_\_\_\_\_

**PROFORMA FOR FINANCIAL BID**

Performa for submission of rate

| <b>Address</b>   | <b>Area (In Sq. Feet) expanded in</b> | <b>Rate (Per Sq. Feet)*</b> | <b>Total</b> |
|--|---------------------------------------|-----------------------------|--------------|
| O/o the Principal Commissioner (A.R.), CESTAT, 1 <sup>st</sup> floor, Jai Centre, Poona Street, P.D'Mello Road, Masjid (East), Mumbai – 400 009      |                                       |                             |              |
| O/o the Principal Commissioner (A.R.), CESTAT, 4 <sup>th</sup> floor, Transport House, Poona Street, P.D'Mello Road, Masjid (East), Mumbai – 400 009 |                                       |                             |              |

**\*Rates as per Minimum wages**

**Certified that the above quoted rate complies with Minimum Wages Act and all the statutory provisions and rules as applicable. The above rate is inclusive of Service tax or any other tax payable by Government.**

**Signature of Bidder  
Office seal**

| <b>Sr. No.</b> | <b>Place</b>  | <b>Area in Sq.Feet</b> |
|----------------|---|------------------------|
| 1.             | 1 <sup>st</sup> Floor, Jai Centre (including Toilets) | 7890.55                |
| 2.             | 3 <sup>rd</sup> Floor, Jai Centre                     | 1000                   |
| 3.             | 4 <sup>th</sup> Floor, Jai Centre                     | 900                    |
| 4.             | 4 <sup>th</sup> Floor, Transport House                | 3200                   |
| <b>Net</b>     |   | 12990.55               |