

	<p>कार्यालय सहायक आयुक्त/ OFFICE OF THE ASSISTANT COMMISSIONER केन्द्रीय वस्तु एवं सेवाकर, मण्डल लखनऊ-III/CGST & C.EX. DIV.- LUCKNOW-III हाल नं. 3, 12वाँ तल, केन्द्रीय भवन ,अलीगंज, लखनऊ /HALL NO.-3 12TH FLOOR, KENDRIYA BHAWAN, ALIGANJ, LUCKNOW-226010</p> <p>शाखा- स्थापना/ BRANCH- ESTABLISHMENT</p> <p>E-mail: cgstlkodiv3@gmail.com Phone- 0522- 2324655</p>	
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C.No. II(3)53-Outsourcing of Manpower/CGST Div-III/lko/2017

Dated: 24.1.2018

TENDER NOTICE NO.

Name Of Work	Providing House Keeping & other services for 4349 Sq Ft (Approx) The rate is to be quoted per Sq Ft per month basis.
Estimated Cost	Rs 300000 Approx for the contract period of i.e February 2018 and June 2018 [which may be extended and for the rest of the e Financial Year (2018-2019)]
Earnest Money	Rs 1000 (Rupees One thousand only) in the form of FDR in favour of PAO, CBEC Lucknow , within three days of opening of financial bid.
Tender Cost(Non Refundable)	Rs.100/- (One hundred Only)

Sealed tenders are invited from eligible House keeping service providers for providing the house keeping and other services in the premises of the **Office of the Assistant Commissioner of Central Goods And Service Tax (CGST) , Division-III , Hall No. 3, 12th floor, CGO Complex, Aliganj Lucknow**, As listed in Annexure-A on contract basis.

Interested parties may download the contents, Tender forms along with terms & conditional from the Department website www.cbec.gov.in or obtain the same from the PRO, CGST Division-III, Hall No. 3, 12th floor, CGO Complex, Aliganj Lucknow.

The period of contract shall initially be for a period of two months (i.e February 2018 and March 2018 and for the period of One year for the financial year (2018-2019) approx and which may be extended upon satisfactory provisions of service.

The tenders should be submitted in **Two sealed covers**. The first sealed cover should be super scribed with “Technical Bid” for providing house keeping and other services to office of the, **Office of the Assistant Commissioner of Central Goods And Service Tax (CGST) , Division-III , Hall No. 3, 12th floor, CGO Complex, Aliganj Lucknow**., containing information as prescribed in the tender document. The second sealed cover should be super scribed with “Financial Bid” for providing house- keeping and other services to office of the Assistant Commissioner of Central Goods and Service Tax, Division-III Hall No. 3, 12th floor, CGO Complex, Aliganj Lucknow, “ and contain information only for the rate for providing the services on monthly basis as provided in the tender document. Both the sealed covers should be placed in main sealed envelope super scribed “**Tender for providing house- keeping and other services to Assistant Commissioner of Central Goods And Service Tax, Division-III Hall No. 3, 12th floor, CGO Complex, Aliganj Lucknow,**” and

should be addressed to the “**Assistant Commissioner of Central Goods And Service Tax, Division-III Hall No. 3, 12th floor, CGO Complex, Aliganj Lucknow.** The completed sealed tender documents should reach this office by 12:00 hours by **31.01.2018**. Bids beyond the specific date and time will not be accepted. The technical Bids will be opened in the presence of the designated Committee at 15:00 hours on 31.01.2018 . **Financial bids will be opened on 31.01.2018 at 16:00 hours for only those tenders who qualify in technical bids.** The office reserves the right to reject any tender without assigning any reason. If any information furnished by the agency is found to be incorrect even at a letter stage, the agency shall be liable to be debarred from the tendering process and black-listed for the future.

Copy to:

1. Notice Board.
2. CBEC Website.
3. Commissioner, Central Goods and Service Tax, Lucknow.

(SMITA ROY)
Assistant Commissioner
Central Goods And Service Tax
Division-III, Lucknow.

SIGNATURE OF SERVICE PROVIDER

SEAL OF THE FIRM/COMPANY

ANNEXURE 'A'

Sr.No.	Name of the office/Department	Address
<u>01</u>	Assistant Commissioner of CGST Division-III, Lucknow	Hall No. 3, 12 th floor, CGO Complex, Aliganj Lucknow

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Tender documents for providing housekeeping and other services to office of the Assistant Commissioner of CGST Division-III Lucknow

The tender consists of three parts:

- Part A- terms & Conditions
- Part-B-Technical bid
- Part-C- Financial bid

Both part B and C should be sealed in separate envelope and super-scribed in bold letter.

- a. Technical bid for providing housekeeping and other services to office of the Commissioner of Central Excise & service tax Commissionerate, Lucknow.
- b. Financial bid for providing house keeping and other service to office of the Commissioner of Central Excise & Service Tax Commissionerate, Lucknow.

Both these envelope should be then placed in a single sealed cover super-scribed “**Tender for providing house-keeping and other services to office of the Assistant Commissioner of CGST, Division-III, Lucknow.**”

Tenders (Technical bid only) will be opened on 13.02.2018 at 15.00 hours at the office of Assistant Commissioner of CGST, Division-III, Lucknow. Financial bids of only those bidders whose technical bids are found valid, eligible , and acceptable shall only be opened on 13.02.2018 at 14.00 hours.

Part A:- TERMS & CONDITIONS:

1. The terms and conditions shall from part of tender to be submitted by the bidder to the Assistant Commissioner CGST Division-III Lucknow, hereafter termed as Division.
2. All bidders are requested to submit the tender document(Technical & Financial Bids) duly filled in with relevant information supported by relevant documents at the following address :- **Assistant Commissioner CGST, Division-III, Hall No.3 12th floor, CGO Complex,Aliganj Lucknow.**
3. All column in the tender documents should be duly filled in and no column should be left blank. “NIL” or “NOT” applicable should be marked, where there is nothing to report. All the pages of the tender documents should be signed by the service provider. Any other cutting or use of white ink should be duly initialed by the bidder. This office reserves the right to reject the incomplete tender or in case information submitted is found to be incorrect.
4. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. Tender documents received after due date and time i.e. 12.00 hours on 31.01.2018 shall be rejected outright and no correspondence in this regard shall be entertained.

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6. The bidder should not withdraw/modify the offer in terms of price and other terms and conditions quoted in the technical bids.
7. There should not be any deviation in terms and conditions as have been stipulated in the tender document.
8. The payment terms mentioned in the financial bid shall be strictly followed and no deviations will be allowed.
9. The cost of cleaning material should not be included in outsourcing proposal and it would be provided by the Division. The service provider shall undertake all type of Housekeeping work viz. cleaning, dusting, toilet cleaning etc. in general and the following works in particular at all the office mentioned in Annexure-B to the tender.

Annexure-B

No.	Details of works to be performed in closed/ open area
01.	Dusting and Cleaning of office fixture and furniture etc.
02.	Sweeping/wet mopping of office premises/clearing papers/trash on day basis
03.	Cleaning of toilet with toilet with toilet cleaners and deodorants etc.
04.	Cleaning of all glass panes of window and cleaning doors etc
05.	Cleaning of partitions/almirahs
06.	Cleaning of painting, maps, etc.
07.	House keeping services such as movements of files/equipments/records within the office
08.	Cleaning of fans, light and electronic equipments, telephones instruments/computers/photo copiers/CPU/printers/stablisers,etc.
09.	Periodical cleaning and dusting and maintenance of records in the records room
10.	Photocopying of the office records as and when required
11.	`Watering of plants in flower pot
12.	Removing the garbage
13.	Other related woks.

10. The office of the Assistant Commissioner CGST Division-III, Lucknow may at its description, at any point of time , during the validity of the contract, require the service provider to dismiss or remove of the site of work, any person or person, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comely with such requirements.

11. The service provider shall replace immediately any of its personal, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and branch of confidentiality of improper conduct upon receiving written notice from the office/ officer.

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12. The service providers personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the department. The Service Provider shall be responsible for any act of indiscipline on the part or persons deployed by him.

13. The service Providers personnel shall not divulge or disclose to any details of office, operational process, technical know-how, security arrangement and administrative, organizational matter as all are of confidential/secret nature. In case, the department comes to know about any such act done by the service providers personal, the reserve all the right to cancel the contract.

14. The service providers persons shall not claim any benefit/compensation/absorption, regularization of service with office under the provision of industrial dispute Act,1947 or contract Labour (Regulation & Abolition) Act,1970.

15. The person deployed by the service provider shall not have any claim to any “Employer and employee” relationship against this office.

16. The service provider shall provide the list of the person deployed and shall maintain the details of all the persons deployed.

17. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering.

18. The transportation, food. Medical and other statutory requirement under the various Acts/Government regulation in respect of each personnel of the service provider will be sole responsibility of the service provider.

19. Complying with the legal rules and regulation of the central/state Government, governing such House keeping contracts would be the sole responsibility of the contractor. The deductions towards PF and ESI etc. be factored in rates being quoted on per sq. feet per month basis and the same would not be payable over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified by the government in this regard from time to time.

20. The service provider shall furnish the bill (in Duplicate) towards his service during the months in the first week of the following month.

21. Income tax as applicable shall be deducted at source and the liability of payment of taxes (Service Tax etc.) shall be on the service provider.

22 The service provider shall not sublet, transfer or assign his contract or any part thereof to a third party without the prior approval of the Commissionerate.

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23. The service provider shall exercise proper supervision of the work turned out by the deployed person.
24. The person deployed by the service provider should have sound medical fitness, well behaved and should be well experience and trend adequately to handle any type of cleaning/ House keeping and other works entrusted to them by the department.
- 25The person deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated office of the department.
- 26 The contractor will a penalty of Rs. 100/- (Rupees one hundred only) per day per person fail to carry out the said services due to his absence or any other reason.
27. Canvassing in any form will automatically disqualify the offer. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
28. Being a central government office, no security deposit/ advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.
29. The office of the service provider/ bidder should be located in UP and the proof of address of the office in Uttar Pradesh(UP) would have to be furnished as a part of the tender.
30. No tender will be accepted by fax, email, telex or any other such means.
31. Cost of tender Documents : The cost of tender documents is Rs. 100/- (Rupees one hundred Only) which shall be paid in the form of demand draft in favour of “**PAO CBEC Lucknow**” payable at Lucknow. Without the cost of documents, the tender shall be outrightly/rejected.
32. **Earnest Money Deposit** : After allotting the contract, a Security deposit of Rs 1000/- (Rupees One thousand only) in the form of FDR shall be given in favour of “**PAO, CBEC, Lucknow**” within three days of opening of financial bid. No interest or any other amount, whatsoever, shall be paid by this office on the EMD.
33. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
34. The party desirous of remaining present at the time of opening of tender may attend of the above mentioned time and date.

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35. The office reserve the right to reject all or any tender without assigning any reason thereof. If any disagreement or dispute arising between the vender and the Government under or in connection with the terms & conditions, they shall make every effort to resolve amicably by direct informal negotiation, even then, if any disagreement or disputes arising between them shall be settled under he Court of law within its jurisdiction at Lucknow. The resultant contract will be interpreted under Indian Laws.

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PART-B

TECHNICAL BID FOR PROVIDING HOUSE-KEEPING SERVICES

01.	Full particulars of the service provider: (i)Name of the firm/company: (ii)Full address of office: (iii)Telephone No./Mobile No. (iv)Tele fax: (v)E-Mail Address:	
02.	Full particulars of person(s) offering the house-keeping and other services and submitting the tender	
03	Year of registration/incorporation of firm/company(certified copy of RC is to be attached)	
04	PAN Card No.(Certified copy of PAN card is to be attached)	
05	GST No. (Copy of GST registration is to be attached)	
06	Detail of the offices where the house keeping and other services has been/are being provided 1) Name/Address of the office(s) 2) No. of years for which services has been/is being provided	
07	Details of prior experience of house-keeping and other services	

Declaration

- (i)I/We have read and understand the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii) it is hereby declared that the particulars for providing house keeping services are true and correct as per my knowledge and belief and in the the event of any of the same being found not to be true, I/We shall be liable to such consequences/lawful action as the Department may wish to take.
- (iii)It is hereby declared that the service provider is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (iv) It is hereby declared that the service provider is not black listed by any Central/State Government/Public sector under taking in India.
- (v) I hereby undertake to comply with all laws, rules & regulation of Central/State Government. Any liability arising out of any legal provision and responsibilities towards

the employees like EPF,ESIC, Minimum wages etc. are covered in the quoted rates. All will be borne by me as and when arise.

List of Enclosures:

Attested copy/certified true copies of the following documents are required to be annexed with the technical bid. Technical bids received without these documents are liable to rejection. Original of these documents/ certified shall be produced at the time of execution of the Agreement.

1. Certified Copy of the registration of the firm.
2. Certified Copy of the PAN Card.
3. Certified Copy of GST registration.
4. Certified from various office where the house keeping services has been provided satisfactorily (no. of years of providing services shall be maintained).
5. Demand Draft of Rs.100/-(Rupees One Hundred only) as cost of tender documents in favor of PAO, CBEC, Lucknow payable at Lucknow.

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PART-C**FINANCIAL BID FOR PROVIDING HOUSE-KEEPING SERVICE**

Sl.No.	Description of manpower	Number of persons	Rate per Month	Total Rate
1.	Rate per square feet per month (Quotation is to be strictly per sq. feet per month)			
2.	GST /services charges			
3.	EPF(As applicable)			
4.	ESIC(As applicable)			
5.	GST At applicable Rate(Labor charges+ S.charges+EPF+ESIC)			
6.	Gross Amt. payable(1+2+3+4+5)			
7.	Gross Amt. payable per month in Rs.(Words)			

- Note:
- 1.The rate quoted must be on per sq. Feet per month basis.
 2. The rate quoted shall all inclusive in nature and shall include minimum wages as per law and employees contribution of EPF,ESIC,GST,TDS as applicable and other liability towards law.
 3. No cutting or over writing will be allowed. Financial Bid containing any overwriting or cutting will not be considered and will be rejected.

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