



वस्तु एवं सेवा कर आसूचना महानिदेशालय  
अहमदाबाद अंचल इकाई  
पहली मंजिल, प्रीमा चैम्बर, मिठाखली छे: रास्ता के पास,  
नवरंगपुरा, अहमदाबाद-३८०००६  
फोन न. (०७९) २६४२५१५४, २६४०७१४९ फैक्स न. (०७९) २६४०६४५३

**DIRECTORATE GENERAL OF GOODS & SERVICES TAX INTELLIGENCE  
AHMEDABAD ZONAL UNIT  
1<sup>ST</sup> FLOOR, PREEMA CHAMBER, NEAR MITHAKHALI SIX ROADS  
NAVRANGPURA, AHMEDABAD-380006  
PHONE NO.: (079) 26425154, 26407149 FAX: (079) 26406453  
E-MAIL: [dgceiazu@gmail.com](mailto:dgceiazu@gmail.com)**

**F. No. DGCEI/AZU/G-27013/01/2017**

**DATE: 17.01.2018**

**E-TENDER NOTICE FOR HOUSEKEEPING SERVICES**

**TENDER REFERENCE NO. 05/AZU/2017-18**

The office of the Directorate General of Goods and Services Tax Intelligence (**hereinafter referred to as "DGGI"**), Ahmedabad Zonal Unit, intends to avail the services of an agency for cleaning, sweeping and housekeeping and other misc. work of its office premises.

<b>Sr. No.</b>	<b>Name of the Buildings</b>	<b>Carpet Area (appx.)</b>
<b>1.</b>	DGGI, 1 <sup>st</sup> & 2 <sup>nd</sup> Floor, Preema Chamber, Near Mithakhali Six Roads, Navrangpura, Ahmedabad-380006.	<b>4,598 Sq. Ft.</b>
<b>2.</b>	DGGI, 2 <sup>nd</sup> Floor, Navgujarat Trust Building, Ashram Road, Ahmedabad	<b>2,365 Sq. Ft.</b>

2. The office of the Directorate General of Goods and Services Tax Intelligence Ahmedabad Zonal Unit invites sealed tenders under **two part-bid system** (one for Technical Bid and one for Financial Bid) from reputed registered firms/companies engaged in providing housekeeping services on monthly payment basis for the premises of office of the DGGI, AZU situated at Ahmedabad, i.e. in the above mentioned address or at the address to which office is sifted, for a period of one year from date of entering the agreement. The following documents, giving full details, are enclosed:

<b>1.</b>	Scope of work	Annexure-I
<b>2.</b>	General terms and conditions	Annexure-II
<b>3.</b>	Technical Bid	Annexure-III
<b>4.</b>	Financial Bid	Annexure-IV
<b>5.</b>	Undertaking	Annexure-V

3. The interested agencies are required to submit the technical and financial bids as per terms & conditions (Annexure I to V) given in tender document. It may please be noted that agencies which do not fulfill the pre-qualification requirement will not be considered. **Financial bid** of those Agencies which fulfill the terms and conditions (Annexure-I, II and III) will only be opened in the presence of the bidders present if any. The tender notice along with Annexure-I, II, III, IV & V can be obtained from the office of Directorate General of GST Intelligence, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Preema Chamber, Mithakhali Six Road, Navrangpura-380006, Ahmedabad on all working days from 10:00 hrs to 17:30 hrs or can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in) and <https://eprocure.gov.in/eprocure/app>.

4. The Additional Director General, DGGI, AZU reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

**Tender Critical Date Sheet**

Tender Publishing Date & Time	<b>17.01.2018 at 11:00 Hrs.</b>
Bid Submission Start Date & Time	<b>17.01.2018 at 15:00 Hrs.</b>
Bid Submission Closing Date & Time	<b>05.02.2018 at 18:00 Hrs.</b>
Technical Bid Opening Date & Time	<b>07.02.2018 at 11:00 Hrs.</b>

5. Interested bidders/Service Providers/ reputed firms may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time**.

**Encl: As above.**

-sd/-  
**(Mansi Trivedi)**  
Deputy Director (Admn.)  
DGGI, Ahmedabad Zonal Unit

**Copy to:**

1. Notice Board, DGGI, Ahmedabad Zonal Unit.
2. Web Master CBEC for uploading.

**ANNEXURE- I**  
**SCOPE OF WORK**

The broad details of work covered under the scope are enumerated as follows:

a	<b>Details/Location of the Office:</b> Directorate General of Goods and Services Tax Intelligence, Ahmedabad Zonal Unit, 1 <sup>st</sup> & 2 <sup>nd</sup> Floor, Preema Chamber, Near Mithakhali Six Roads, Navrangpura, Ahmedabad-380006 & DGGI, 2 <sup>nd</sup> Floor, Navgujarat Trust Building, Ashram Road, Ahmedabad or at the address to which office is sifted.
b	Proper and effective cleaning, sweeping and wet mopping of the entire offices area including the parking area daily before 09.30 AM.
c.	Furniture like tables, chairs, visitor's chairs, sofas, almirah etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine, fans etc. have to be dust free and dust removal has to be done daily. The doors, windows partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
d	Proper and effective cleaning of the toilets including WCs urinals, water tanks and washbasins, by using disinfecting materials like Phenyl, Toilet Cleaner, Vim, Surf etc., twice a day or more often if needed. And also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets. The cost of cleaning material should not be included in outsourcing proposal and it would be provided by DGGI, AZU.
e	Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth out flow of waste water.
f.	Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest AMC collection place/ pit daily.
g	Maintenance and up keep of the entire office premises including the internal and external area of the building.
h.	Shifting of furniture, other equipments/stores and files, delivery of Dak, Bills, Cheques, letters and other documents to the concerned person/ authority as required by the Department.
i.	Miscellaneous services such as serving of drinking water/refreshment, etc., to the staff daily and also during meetings etc.
k.	The duty hours of housekeeping staff would be decided by the DGGI, AZU.
l.	Attending to electrical facilities in the office like switching on/off water pump, changing of tube lights, bulbs and such other minor works whenever required.
m	Running of Photo Copier /Scanner, fax machine and making of sets of documents etc by deploying dedicated personals.
n	Any other work related to above scope of work or petty works assigned by DGGI, AZU Officers.
o	Washing of floors in the entire office area with detergent/vim/soap and water weekly.
p	Removal of cobwebs in the corridors, rooms, chambers and lavatories weekly. Removal of dust accumulated on the walls, window panes and ventilators in the toilets weekly
q	Personal Attendance at Officers' Cabin.

## **TERMS AND CONDITIONS (ANNEXURE-II)**

### **TO BE READ WITH SCOPE OF WORK (ANNEXURE- I)**

1.	Bidder/s providing similar service to other Government Departments or Government undertakings with at least 2 years experience is eligible.
2.	Bidder(s) should pay minimum wages & allowances to his employees as prescribed by the Central Government including the enhancements in wages & allowances if any, during that period.
3.	Bidder(s) should not indulge in employing child labour.
4.	Bidders who are having their office in Ahmedabad will be given preference.
5.	Housekeeping services as per scope of work (Annexure – I)
6.	Period of the Contract would be for a period of one year from date of entering into agreement.
7.	The tenderers are asked to quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per person basis. Rates /quotations duly filled-in, will be received up to the date and time mentioned in the letter.
8.	The present requirement of manpower is for office area 1 <sup>st</sup> & 2 <sup>nd</sup> Floor, Preema Chamber, Near Mithakhali Six Roads, Navrangpura, Ahmedabad-380006 & DGGI, 2 <sup>nd</sup> Floor, Navgujarat Trust Building, Ashram Road, Ahmedabad or at the address to which office is sifted.
9.	Rates offered in the tender / quotation will not be enhanced during the period of contract. Any liability such as GST, EPF, ESI etc. shall be fulfilled/borne by the service provider and shall be deposited with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.
10.	The deduction towards Basic Wages, VDA, allowances, PF and ESI etc. should be factored in the rates being quoted on per square foot per month basis and the same would not be payable over and above the rates thus quoted and 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.
11.	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 who may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government offices.
12.	Rates/Quotations duly filed in, will be received up to the date and time mentioned in the letter.
13.	The DGGI, Ahmedabad Zonal Unit, reserves the right to postpone and/or extend the date of receipt/opening of Tenders or to withdraw the same, without assigning any reason thereof.
14.	The tenders are required to submit the complete Rates/quotations only after satisfying each and every condition laid down.
15.	Rates/quotations should be submitted and signed by the authorized representative of the contractor with its current business address.
16.	All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated.
17.	Rates/quotations should be submitted and signed by the firm with its current business address.
18.	The contractors must comply with Rates/Quotations, specification and all terms and conditions. No deviation in the Terms and Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the DGGI, Ahmedabad Zonal Unit, Ahmedabad.
19.	In case of any default by the contractor in any of the terms & conditions,

	Ahmedabad Zonal Unit may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminates the contract, in whole or part, by giving 15 days notice in writing to the contractor.
20.	The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's compensation Act, 1948. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. The Directorate General shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate General, the same shall be reimbursed/indemnified by the contractor.
21.	Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
22.	Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Ahmedabad Zonal Unit, indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
23.	Contractor shall be solely responsible for payment of wages/salaries other benefit and allowances to his personnel that might become applicable under any Act, or Order of the Govt. The Ahmedabad Zonal Unit, Ahmedabad, shall have no liability whatsoever in this regard and the Contractor shall indemnify this Ahmedabad Zonal Unit, Ahmedabad, against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
24.	Within the office premises of the Additional Directorate General, the contractor's personnel shall not do any private work other than their duties assigned by Ahmedabad Zonal Unit.
25.	Contractor shall be fully responsible for theft, burglary, fire or mischievous deeds, if any, by his staff. Any loss due to any of above reasons shall be compensated by him in full.
26.	The contractor should furnish the full details regarding residential address, age, qualification, parentage etc along with Photographs & telephone number of all housekeeping personnel for records.
27.	The Contractor will ensure that no person deployed by it indulges in smoking, drinking alcohol, consumption of any intoxicants, chewing pan, tobacco etc. or unnecessarily loitering in the premises without work.
28.	The Contractor will be responsible for the good conduct and high degree of discipline of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Contractor or any of the worker/agents/any other deployed by the Contractor in the course of providing any services stated in this contract and will bear full responsibility and cost of the same.
29.	After the award of Contract, the Contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
30.	The contractors are required to submit the complete Rates/quotations only after satisfying each and every condition laid down.
31.	Rates/quotations should be submitted and signed by the authorized representative of the contractor with its current business address.
32.	Notwithstanding anything contained herein, the DGGSTI, Ahmedabad Zonal Unit, Ahmedabad, reserves the right to terminate the contract by giving 01(One) months notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

33.	<b>Penalties:-</b> <ul style="list-style-type: none"><li>i. The Contractor will attract a penalty of Rs.250/-(Rs. Two hundred and fifty only) per day, per person in case the persons fails to carry out the housekeeping services due to his absence or any other reason.</li><li>ii. In the event of failure in maintaining the housekeeping services on any day upto the desired standard, in part or full the contractor is liable to be penalized @ Rs.250/- (Rupees Two hundred and fifty only) per day shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the DGGI, Ahmedabad Zonal Unit, Ahmedabad will be final and binding on the contractor and shall not be subject to dispute or arbitration.</li></ul>
-----	--

We agree to the above terms and conditions.

Signature with Date -----

Name of the Firm -----

Seal -----

**TENDER FOR HOUSEKEEPING SERVICES TECHNICAL BID**

**ANNEXURE-III**

**TENDER REFERENCE NO. 05/AZU/2017-18**

1.	Name & Address of the Tenderer organization/ agency with phone no., fax, e-mail, telephone/mobile of contact person.	
2.	Name (s) of the Proprietors / Directors	
3.	Experience in the Govt. / PSU, of work providing housekeeping services. (Attach Certificates)	
4.	Copy of GST Registration of firm/ organization/ agency/company.	
5.	Copy of PAN Card of firm/ organization/ agency/company.	
6.	Are you covered by the labour Legislations, such as, ESI, EPF etc.? The last 3 months payment copies towards ESI, EPF have to be enclosed for proof of payment.	
7.	Are you governed by minimum wages rules of the Govt. of India?	Yes/No
8.	Labour License No. (Attach Certificates)	
9.	Balance Sheet, Profit & Loss a/c or Income & Expenditure statement and Income Tax return acknowledgement of last two years	
10.	Whether firm/agency/company/ organization has ever been blacklisted by any govt. /PSU. If yes, give details.	
11.	Any other information, if any.	

**DECLARATION**

I/We hereby certify that the information furnished above is full and correct and best of my/our knowledge. I/We understand the in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not be engaged by the department in future.

Signature of Authorized Signatory with Date -----

Name of the Firm -----

Seal -----

All Columns must be filled.

**ANNEXURE-V**

**(UNDERTAKING)**

To,

The Deputy Director (Admn.)  
O/o the Pr. Additional Director General,  
DGGI, Zonal Unit,  
Ahmedabad-380006

**Sub: e-Tender for Housekeeping Services-reg.**

**Ref: 1) Your e-tender reference No. 05/AZU/2017-18 dated 17.01.2018.**

I/we have read the contents of the terms and conditions mentioned in your tender notice and it's Annexure-I, II, III & IV and agree to abide by the same.

Yours faithfully,

Signature of Authorized Signatory with Date -----

Name of the Firm -----

Seal -----