



**OFFICE OF THE
PRINCIPAL COMMISSIONER
GST COMMISSIONERATE :**
MYSURU
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sal.naM./C.No. III/20/01/2018 Admn

idnaaMk / 07/02/2018
Date:

TENDER NOTICE

Sealed tenders are invited from eligible House keeping service providers for providing of house keeping services at the Office of the Principal Commissioner of Central Tax, GST Commissionerate, Siddhartha Nagar, Mysuru, Audit Commissionerate, Mysuru, Appeals Commissionerate, Mysuru, Office of the Assistant Commissioner of Central Tax, Bannimantap Division, Siddhartha Nagar Division, Lakshmpuram Division, Vijayanagar Division, Rural Division and its Ranges located at Mysuru, Office of the Assistant Commissioner of Central Tax Hassan Division, and its Range offices located at Hassan and Office of the Assistant Commissioner of Central Tax Shivamogga Division and its Ranges located at Shivamogga Division. Besides, Range Offices located at Mandya, Nanjangud, Hunsur, Shimoga and Chikkamagalur, for a period of one year.(from 01/04/2018 to 31/03/2019).

2. Interested parties may download the contents along with terms and conditions and other particulars from the Departmental Website: www.centralexcisemysore.gov.in or www.cbec.nic.in or obtain the same from the Administration section located at the above mentioned address.

3. The last date for submission of bids is 02/03/2018 by 15.00 Hrs and the date of opening tender bids is 05/03/2019 at 15.00 Hrs.

(Y.C.S SWAMY)
ADDITIONAL COMMISSIONER (P&V)

TERMS AND CONDITIONS

- 1) Sealed quotations are invited from licensed firms/contractors for housekeeping services on work contract basis in various formations at Mysuru Central Tax, GST Commissionerate, Mysuru, covering an area of 1,41,566.62 Square Feet as indicated at ANNEXURE-III of this tender.

- 2) The details of House keeping / cleaning duties required by the department are detailed in Annexure IV. **Keeping in view the details of work to be performed enumerated in Annexure IV and the square feet area to be cleaned enumerated in Annexure III , the service provider should quote the rate per square foot. The Service Provider shall ensure that the best service is provided in maintaining hygiene and cleanliness of the premises.**

- 3) The rates should be quoted by the bidders in ANNEXURE -II enclosed and should be duly signed with seal. Rates should be written both in figures and words, where there is any difference between rates quoted in number, the rates quoted in words shall prevail, Any overwriting / corrections in rates should be attested by the bidders with seal.

- 4) The Service Provider shall complete the cleaning work of the entire office punctually and complete the cleaning work of the entire office premises comprising 141566.62 Sq. ft before 9.00 am daily.

- 5) Service Provider shall be fully responsible for any theft, burglary, fire or any mischievous deed by his staff. Any loss due to any of above reasons shall be compensated by him in full.

- 6) The department intends to award the contract on work contract basis to clean areas at various formations as indicated in **ANNEXURE III.**

- 7) The Service Provider should quote their charges on square foot basis. Further, the quoted rate should not include the cost of cleaning material in as much as the same shall be supplied by the department.

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- 8) The Service provider should invariably factor the deduction towards **Employees Provident fund and Employees State Insurance** in the rates quoted by them.
- 9) Complying with the Laws and Regulations framed by the Central / State Government governing housekeeping contracts, would be the sole responsibility of the contractor
- 10) The service provider shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month.
- 11) Income tax as applicable shall be deducted at source.
- 12) The Service provider shall not sublet, transfer or assign this contract or any part thereof to a third party.
- 13) The Service Provider shall exercise proper supervision of the work turned out by the deployed personnel. In this connection, the Service provider has to appoint an Overseer at his own cost, to monitor the work of his employees.
- 14) **It is the responsibility of the Service Provider to pay minimum wages to labourers as fixed by the Ministry of Labour & Employment.** Further, the revision of minimum wages as applicable to 'Sweeping and Cleaning' should be implemented from time to time in accordance with the revision made by the Chief Labour Commissioner, New Delhi, from time to time.
- 15) In case of non cleaning of premises on any day, a penalty of Rs.1000/- will be levied on the Contractor. Without prejudice to the above, each office can independently levy Rs.1000/- for non cleaning of their office.
- 16) The employees deployed for housekeeping should invariably be issued an identity card, and the said identity card should always be carried by the labourers during their duty period.

17) The contract will be enforced for a period from 01.04.2018 to 31.03.2019. The Principal Commissioner of Central Tax, Mysuru reserves the right to terminate the contract any time, if in case, the services are found to be deficient / unsatisfactory, without any advance notice to the service provider. This office also reserves the right to extend the duration of the contract, for a further period in case it is necessary, subject to satisfactory performance and on mutually agreed terms and conditions.

18) The service provider should have valid license under Section-12 of the Contract Labour (Regulation & Abolition) Act, 1970, issued by the Central Labour Department.

19) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the contractor. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. The Commissionerate shall not entertain any claim arising out of or mishap, if any that may take place. In the event of any liability / claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the Contractor.

20) The workers deployed should not have been the persons against whom criminal case is pending in court of law. The contractor should verify the character and antecedents of each personnel through police / District authorities before their deployment in this Department and a certificate to this effect should be submitted to the department in the form of an affidavit.

21) The bidder should visit the office premises and make preliminary assessment of manpower requirement for effective service to the department.

22) In case, dispute arises between the Service provider and the Department, the decision of the Principal Commissioner of Central Tax, Mysuru is final and binding on both parties.

23) In case, GST Commissionerate, Mysuru, office is made a party to any litigation by the employees of the service provider for any reason, whatsoever, the service provider shall bear / indemnify any cost incurred by the GST Commissionerate, Mysuru. The service provider shall indemnify GST Commissionerate, Mysuru, office against any claim including payment to statutory authorities for which the service provider shall be liable.

CONDITIONS TO BE FULFILLED FOR ELIGIBILITY:

- 1) The bidder should be a registered and well established housekeeping agency and should have sufficient experience in rendering such services to establishments of Central / State / Public Sector Organizations. **A list indicating the departments where the bidder has contract for housekeeping services along with supporting documents should be submitted with the bid.**
- 2) The bidder should have a minimum turnover of Rs. 20 Lakhs (Rupees Twenty lakhs only) during the previous financial year.
- 3) The personnel deployed by the bidder should have sound medical fitness well behaved and should be well experienced and trained adequately to handle any type of cleaning / housekeeping and other works entrusted to them.
- 4) The personnel deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated officer of the Department.

TECHNICAL BID

1) The tenderers must enclose the originals of the copies of the documents submitted for verification when required. The technical bids, which are not accompanied with documents prescribed above and Earnest Money Deposit, are liable for summary rejection.

2) The technical bid should consist of the following documents:-

- (a) Technical Bid Form (Annexure-I)
- (b) List of Government Sector / Public Sector / Private Sector / organization wherein the bidder has undertaken such housekeeping services during the previous two years.
- (c) Certificate from clients for having satisfactorily completed the work of housekeeping
- (d) Copies of the Certificates mentioned in the technical bid
- (e) Any other relevant information connected with such services
- (f) EMD as specified below

Earnest Money Deposit : The Earnest Money of Rs. 50000/- (Fifty thousand only) in the form a Demand Draft drawn in favour of "The Pay and Accounts Officer, Mysuru" should be submitted alongwith the bid by the bidders. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be returned on furnishing of a Performance Security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial bank / Bank Guarantee from a Commercial bank in an acceptable form as enumerated vide Rule-170 of General Financial Rules, 2017

FINANCIAL BID

The Financial Bid enclosing the tender should contain the Charges for House Keeping services as detailed as per Annexure II.

TERMS OF PAYMENT :

- (i) The Service provider shall submit the bill for every month by the first week of the following month. The payment will be made through electronic clearance and the payment is subject to TDS applicable as per Income Tax Act, 1961.
- (ii) The service provider shall make payment of wages of its employees through NEFT / Cheque. In case, this office receives any complaint regarding non – payment of wages to any personnel the amount payable to these personnel will be recovered from Service Provider's bill and paid to such personnel.
- (iii) **Proof of payments towards ESI & EPF in respect of the labour deployed by the Service Provider should be submitted every month along with the monthly bills. Also the proof of payment towards GST should be submitted to this office.**
- (iv) Bill should be prepared separately as mentioned in the Annexure III

Important :-

The Technical bid and the financial bid shall be sealed separately and these two sealed envelopes shall be placed in a duly sealed bigger envelop addressed to the Principal Commissioner of Central Tax, GST Commissionerate, Mysuru and also should be superscribed "**Quotation for Housekeeping services at GST Commissionerate, Mysuru**". The last date for submission of the quotation is 02.03.2018 upto 15.00 hrs and the date of opening of tender bids is 05/03.2018 at 15.00 hrs.

In case of any doubt or need of any inquiry, the bidders may contact the Administrative Officer, 3rd Floor, O/o. The Principal Commissioner of Central Tax, Vinaya Marga, Siddhartha Nagar, Mysuru. Contact No :-0821 - 2428741.

ANNEXURE I

PROFORMA (TECHNICAL BID)

1.	Name of the Firm / Agency	
2.	Office / Firm address:	
	a. Telephone Number:	
	b. Fax Number	
	c. E-Mail address.	
3.	Name of the Authorized Representative	
4.	Registration details:	
	1. Service Tax Registration:	
	2. PAN Number:	
	3 .EPF / ESI Registration	
5.	Whether copies of Income Tax return filed for last 3 years attached	
6.	Whether terms and conditions of the Tender is acceptable or not	
7.	Whether the firm is black listed by any Government Department or any Criminal case is registered against the firm or its owner / partners anywhere in India. (<u>If no, an undertaking to this effect is to be attached in this regard.</u>)	

8. Earnest Money Deposit details:

Amount	DD / Bankers' Cheque	Bank

Signature of the Tenderer with Seal

ANNEXURE-II
(FINANCIAL BID)

1	Name of the Organization / Firm	
2	Name(s) of the Proprietors / Directors	
3	Registered Address	
4	Charges for Housekeeping services per Sq. Ft	
5	Service charges of the Service provider	
6	Service Tax factor	
7	Total Amount quoted (per Sq. ft)	
8	Total Amount quoted for 1,41,566.62 Sq. Ft	

Authorized signatory with seal

ANNEXURE III

SI No	Location of the Office / Place	Area (in Sq.ft)	Office to which the bill to be submitted for payment
1	Ground Floor : Common Area	21700.22	O/o. The Principal Commissioner of Central Tax, GST Commissionerate, Hqrs office, Mysuru
	a) Facilitation Counter b) Pay & Accounts Office c) O/o. The Assistant Commissioner of Central Tax, Bannimantap Division + 3 Range offices. d) Siddharthanagar Division + 4 Range offices	15715.44	O/o. The Assistant Commissioner of Central Tax, Siddharthanagar Division- Mysuru
2	Ist Floor a) O/o. The Commissioner(Appeals),C.Tax,Mysuru b) O/o/ The Assistant Commissioner of Central Tax, Lakshmipuram Division + 4 Ranges c) O/o. The Assistant Commissioner, Vijayanagar Division, Mysuru + 5 Ranges. d) Library / Computer Section	15715.44	O/o. The Assistant Commissioner of Central Tax, Lakshmipuram Division - Mysuru
3	IInd Floor a) Appeals Commissionerate, Mysuru b) Audit Commissionerate, Mysuru c) Conference Hall d) O/o The Assistant Commissioner,Rural Division, Mysuru	15715.44	O/o. The Assistant Commissioner of Central Tax, Mysuru Rural Division - Mysuru
4	IIIrd Floor a) O/o. The Principal Commissioner of Central Tax, Mysuru Commissionerate, Hqrs Office & various Sections. b) Conference / Function Hall	15715.44	O/o. The Principal Commissioner of Central Tax, GST Commissionerate, Hqrs office, Mysuru
5	Mandya West and East Range attached to Central Tax, Bannimantap Division	1554.70	O/o. The Assistant Commissioner of C.Tax, Bannimantap Division, Mysuru
6	Hunsur Range and Nanjangud attached to Mysuru, Rural Division	1267.50	O/o. The Assistant Commissioner of C.Tax, Mysuru, Rural Division,
		2118.14	
7	Hassan Division Office complex, Vijayanagar Extension, Hassan	35879.00	O/o. The Assistant Commissioner of Central Tax, Hassan Division, Hassan
8	Chikmagalur Range attached to Hassan Division	3528.00	
9	Shimoga Division Office, CR Building	10644.00	O/o. The Assistant Commissioner of Central Tax, Shivamogga Division, Shivamogga
10	Departmental Guest Hosue at Raghavendra Nagar, Mysuru – Type-III (consisting of 2 Nos.)	1184.04	O/o. The Principal Commissioner of Central Tax, GST Commissionerate, Hqrs office, Mysuru
11	Departmental Guest House at Raghavendra Nagar, Mysuru – Type-IV (consisting of 1 No.)	829.26	
	TOTAL	1,41,566.62	
	AREA		

1Sq. Mtr = 10.764 sq. ft

ANNEXURE IV

DETAILS OF HOUSEKEEPING / CLEANING DUTIES TO BE PERFORMED

The Service Provider should undertake all types of work viz., cleaning, dusting, toilet cleaning etc., in general and the following works in particular:

- a) Dusting and cleaning of tables, chairs, telephones, racks, Almirahs, fans, photocopier machines, printers, computer systems etc.
- b) Cleaning of all glass panes of windows and cleaning of doors etc.
- c) Wet mopping of corridors and rooms with necessary detergents
- d) Dusting and cleaning of stairs and railings
- e) Cleaning of all toilets with toilet cleaners and deodorants etc., twice a day.
- f) Collecting of waste papers and other waste from various places and deporting it to dumping areas.
- g) Shifting of furniture and other office equipments as and when required.
- h) Such other cleaning or upkeep work as may be entrusted by the designated officer.
- i) Dusting of ceilings, wall and fans, etc
- j) Scrubbing and washing of floors with necessary detergents.
- k) Removing of cobwebs in the buildings.
- l) Maintenance of garden at the Headquarters building Mysuru which includes watering of plants on daily basis, maintenance of potted plants, re-potting as and when required, removing of weeds and to manure the plants etc.
- m) Any other urgent work needed by the office relating to upkeep and maintenance of the Office premises