



Government of India

भारत सरकार

OFFICE OF THE ASSISTANT COMMISSIONER OF GOODS & SERVICE TAX

बु एवम सेवाकर, सहायक आयु का कार्यालय

BONGAIGAON DIVISION: DHUBRI- 783-301

बोगाईगाँव विडवीज़न, धुबरी

TELEPHONE: - 03662- 230316 (O)

FAX: - 03662-232755

QUOTATION FOR HIRING OF HOUSEKEEPING STAFF

Sealed Quotations are invited from reputed and eligible contractors engaged in the business of housekeeping services such as cleaning, dusting, sweeping etc in the office premises of Central GST, Bongaigoan Division, Dhubri and its field offices for the period of financial year 2018-19. The tender notice along with nature of services to be provided and the terms and conditions can be downloaded from the official website www.centralexciseguwahati.gov.in and <http://cencusner.gov.in>

Tender Critical Date Sheet

Date of issue of Tender Document	13 th March 2018
Last Dates and Time for submission of Tender Documents	Up to 15.00 hrs on 22 nd March 2018
Date & Time for opening of Tender Document	At 15.30hrs on 22 nd March 2018

Rajeev Ranjan

12/3/18
(Rajeev Ranjan)

Assistant Commissioner

**ANNEXURE I TO NOTICE INVITING TENDER FOR PROVIDING HOUSE
KEEPING SERVICES**

QUALIFYING / TECHNICAL BID DOCUMENT

1	Name of the party					
2	Address (With Tel No., Fax No.)					
3	Name & Address of the proprietor /Partners / Directors (With Mobile No.)					
4	Contact person (s) (with mobile number)					
5	No. of years of experience in providing Housekeeping Services (enclose proof such as Performance Reports from clients (or) TDS copies)					
6	Average Annual Turnovers (last 3 years ended 31.3.2016), Certified by Chartered account					
7	Permanent Account Number (PAN) (The Evidence for filing of IT returns along with profit and Loss Account & Balance Sheet for the last three financial years to be enclosed) 2014-15, 2015-16, 2016-17					
8	Total no of persons to be engaged by the contractor for providing the service in the following location:					
	Sl. No.	Name of office	Location	Building Area	Externatl Area	Total Area
	1	Office of Assistant Commissioner, CGST, Division, Bongaigaon, Dhubri	Dhubri	516sqm	1637sqm	
	2	Office of Superintendent, CGST, Bongaigaon	Bongaigaon	122sqm	0	122sqm
	3	Office of Superintendent, IOCL Complex, Dhaligaon	Dhaligaon	193.6sqm	0	193.6sqm
	4	Office of Superintendent, Goalpara	Goalpara	93.53sqm	0	93.53sqm
9	Details of ESI & EPF Registration along with Evidence (Registered Before 01st Apr 2012					
10	Details of GST Registration along with evidence					
11	Details of EMD					
12	Solvency Certificate issued by Bankers					

ANNEXURE II
ENCLOSURE TO FINANCIAL BID

Minimum Wage per person as prescribed by Govt.		
1	Name of the service provider	:
2	Address (With Tel No., Fax No.)	:
3	Name & Address of the Proprietor / Partners / Directors (With Mobile No.)	:
4	Contact person (s) (with mobile number)	:
5	Rate of wages for Housekeepers	
a	Basic Wage per day	: Rs.
b	Variable DA per day	: Rs.
c	Total Wage per day (a+b)	: Rs.
d	Wages for 26 days per person	Rs.
	Add: Statutory Contributions	
e	EPF	: Rs.
f	Pension Fund	: Rs.
g	ESI	: Rs.
h	Bonus	: Rs.
	Add: Contractor's Service Charges	
i	Gross Wages per person for 26 days (d+e+f+g+h)	Rs.
j	Service provider's service charges per person	: Rs.
k	Total Wages per person for 26 days (i+j)	: Rs.
l	Rate per Sq. ft. per month as Quoted in BoQ	: Rs.

I hereby certify that information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the department in future.

The relevant rules and regulations as notified by the Government for Outsourcing of Housekeeping services from time to time would be complied.

(Signature of Authorized Signatory with Date)

ANNEXURE-III

PRICE/ FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_Housekeeping.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

Office of the Assistant Commissioner,
Central Goods & Service Tax,
Bongaigaon Division,
Dhubri-783301

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except GST.

Yours faithfully

Signature of Authorized Representative

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I understand that in case any deviation is found in the above statement at any stage, I /we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory with date)

The following documents are to be furnished / uploaded by the Service Provider along with Technical Bid as above:

- i) Signed and Scanned copy of **proof for payment of Earnest Money Deposit**
- ii) Signed and Scanned copy Certificates like PAN No, GST Registration (if applicable), ESI, EPF Registration etc.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State / UT Government institution and there has been no litigation with any government department on account of IT services.
- v) Signed and Scanned copy of Labour Licence obtained from Labour Commissioner.
- vi) Signed and Scanned copy of Balance Sheets of last 3 financial years.