
	<p>भारत सरकार GOVERNMENT OF INDIA जीएसटी आयुक्त का कार्यालय, गुवाहाटी OFFICE OF THE COMMISSIONER OF GST जीएसटी भवन, केदार रोड़, माछखोवा, गुवाहाटी, 781001 GST BHAWAN, KEDAR ROAD, MACHKHOWA, GUWAHATI-781001</p>	
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TENDER NOTICE FOR PROVIDING Mali (Gardener)

For and on behalf of President of India, sealed Tenders are invited for Providing Mali (Gardener) - 02 nos. at the Office of the Commissioner, Central GST, GST Bhawan, Kedar Road, Guwahati-781001. The detailed terms and conditions are enclosed herewith in Annexure-I to this tender notice. The Tender documents can be downloaded from the website www.centralexciseguwahati.gov.in or www.cbic.gov.in or can be obtained from the Public Relation Officer, Central GST, GST Bhawan, Room No. 101, Kedar Road, Guwahati-781001.

The interested Service providers are requested to submit their Tender documents in the prescribed quotation form (enclosed with this tender documents) duly signed and stamped, in a sealed cover to the Public Relation Officer, office of the Commissioner, Central GST, GST Bhawan, Kedar Road, Guwahati-781001. The Tenders can also be sent by Registered Post/AD. The format of Technical Bid and Financial Bid are enclosed herewith in Annexure-I. The last date of receipt of the Tender is 12.01.2019 upto 15.00 hrs. Tenders shall be opened on 12.01.2019 at 1600 hrs. The Commissioner, Central GST, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons.


 28/12/18
 (B.B. Karmakar)
 Assistant Commissioner


C. No. : 1(22)32/Mali/GST/PRO/2018/

9046-48

Date: *28/12/18*

Copy to:

1. The Superintendent (System), Central GST, GST Bhawan, Kedar Road, Guwahati-781001 for uploading in the website of CBIC and the website of Guwahati Central GST website.
2. Office Notice Board.
3. The PRO, Central GST, Guwahati for publication in Newspapers.


 28/12/18
 (B.B. Karmakar)
 Assistant Commissioner

TERMS AND CONDITIONS:

While submitting bids, the applicant should specifically note that:

- [1] The tender/bid will consist of two parts- Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly super scribing "Technical Bid" or "Financial Bid" which in turn are to be placed in one sealed cover clearly super scribing " Tender for Providing Mali (Gardener)". The name of the agency/firm must be mentioned on each envelope. The bid of parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. The tender will be opened on 12.01.19 at 1600 hrs. in the office of the Commissioner, Central GST, Guwahati before the Tender Committee and Tenderers, if present.
- [2] Financial bids of only those agency/firm will be opened, who qualify the technical requirements.
- [3] The Contractor's staff deployed for Mali (Gardener) work has sufficient experience in the gardening work and should also know how to handle indoor, ornamental, outdoor and other plants.
- [4] Essential equipments etc. for gardening work will be provided by this office.
- [5] The Contractor's staff deployed for Gardening service is required to attend day to day work as instructed to them by the Authorized Officers of the office.
- [6] Persons deployed by the service provider shall not be less than 18 years of age.
- [7] The manpower provided for gardening services should have prior experience for providing such services.
- [8] The personnel deployed should be well experienced and trained adequately and of good health. They should be well behaved and well mannered. Photo, Full Address and telephone number of the person deployed should be provided to this office.
- [9] If a particular worker is absent on any day, another person should be deployed in his/her place.
- [10] The Service Providers should have a valid license from the competent authority under the provisions of Contract Labour (regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
- [11] The Service Provider/ Proprietor/ Director(s) Authorized persons should not have defaulted in making payment of statutory dues like EPF/ESI/Service Tax and Income Tax etc. or have been listed defaulter by the competent authority of EPF/ESI/Service Tax/Income Tax or any other law enforcing agency/authority.
- [12] The Rates quoted for Mali (Gardener) shall not be below the minimum wages notified by the Govt of India.
- [13] The Commissioner, Central GST, Guwahati reserves the right to amend/cancel any of the terms and conditions in the Tender Documents or to reject any or all tenders or cancel the tender process, without giving any notice or assigning any reason. The decision of the Commissioner, Central GST, Guwahati in this regard shall be final and binding on all.

[14] The contract shall be valid for an initial period of one year starting from the date of agreement. The period of contract may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or cessation of the requirement of work or due to any change in government policy/rules. However, this office reserve the right to terminate the contract without assigning any reason by giving 30 days notice.

[15] The reputation/track record of the bidder will also be verified by this office.

[16] The Service Provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act etc.

[17] All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid form. All the pages of the bid shall be signed by the authorized signatory with rubber stamp of the service provider.

[18] The bidder shall quote the Technical & Financial Bids as per the format enclosed in Annexure- I.

[19] The service provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the authorized officer duly authorized by this office in the first week of the succeeding month.

[20] The claims in bills regarding wages paid to the outsource manpower deployed, Employees State Insurance Provident Fund, and GST etc should be necessarily accompanied with documentary proof (including copy of schedule of payment showing contribution towards ESI, PF etc. in respect of outsourced manpower) pertaining to the concerned month's bill.

[21] The Service provider should ensure that there is no scope of any grievance from the personnel on delayed payment of wage.

[22] The employees engaged by the Service Provider will be in the employment of the Service Provider only and not of this department.

[23] The copy of the relevant documents are to be submitted with the bids.

Technical Bid

1	Name of the Organization/Firm	
2	Name(s) of the Proprietors/Directors	
3	Registered Address	
4	Telephone No/Mobile No.	
	Fax No	
5	Whether the firm is registered and license holder under Contract Labour (Regulations and Abolition) Act	
6	Registration No. of the Firm(Copy to be enclosed)	
7	Permanent Account No. of the firm (PAN)	
8	Provident fund number allotted by Regional Provident Fund Office.	
9	ESI Registration No.	
10	Goods & Service Tax Registration No.	
11	Total Staff/workers of the firm	
12	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last three years.	

Note : Attested copies of all relevant document to be attached
Date :-

Signature with date
Name of the Firm
Seal

Financial Bid

1.	Name of the Organization/Firm	
2.	Name(s) of the Proprietors/Directors	
3.	Registered Address	
4.	Telephone No/Mobile No.	
5.	FAX No.	
6.	e-mail ID	
7.	The wages per month to be paid to the Manpower to be deployed as Gardener(Mali)	Rs. ____/- (Minimum wages are to be paid per month as per minimum wages prescribed by the Govt. of Assam, revised from time to time for each category)
7.	Total Service Charges including Administrative/Supervisory/others per month to be claimed by the Contractor(__%) of the basic wages over and above the minimum wage payable as per the Govt. of India to Gardener(Mali)	
8.	Misc. Charges, if any	

Break up of Cost of Different Category of Workers needs to be Given as Follows:

Sl. NO.	Particulars	Charges	Remarks
1.	Minimum Wages		
2.	EPF		
3.	ESI		
4.	Service Charges		
5.	Misc. Charges(if any)		
6.	Total		
7.	Total Cost per person per month		

Date :-

Signature with date
Name of the Firm
Seal

Note : No extra amount can be charged over and above the quoted 'rate'; no extra amount will be given except the accepted rate.