

	<p>भारत सरकार / GOVERNMENT OF INDIA सहायक आयुक्त का कार्यालय / OFFICE OF THE ASSISTANT COMMISSIONER जीएसटी एवं केन्द्रीय उत्पाद शुल्क/GST & CENTRAL EXCISE ,बोन्गाईगाव मंडल/ BONGAIGAON DIVISION जीएसटी भवन, / GST BHAWAN धुबरी, असम /Dhubri, Assam - 783301 Email : acbon-cgstghy@gov.in/ cexst.dhubri@gmail.com</p>	
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TENDER No. 03 /2023

NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE – KEEPING FOR THE OFFICES UNDER CENTRAL EXCISE AND SERVICE TAX DIVISION, DHUBRI.

1. Sealed Quotations are invited from reputed service provider/contractor for cleaning and housekeeping of the office buildings including constructed area and open premises of the following offices under O/o the assistant Commissioner, CGST & CEX, Bongaigaon Division, Dhubri for Annual Contract basis.

The details are as shown below:

Sl.No	Name of Formation	Name of Station	Total Area (in Sq. ft.) (Approx.)	No of worker required
1	2	3	4	
1	O/o the Asstt. Commissioner, Dhubri.	Dhubri	Carpet area- 516 Sqm, Open space - 1637 Sqm.	2
2	O/o the Superintendent, Central Excise & Service Tax Range, Dhubri.	Dhubri	79.08 Sqm.	1
3	O/o the, Superintendent, Central Excise & Service Tax Range, Bongaigaon	Bongaigaon.	122 Sqm.	1
4	O/o the Superintendent, CE Range BRPL-I & II, IOCL Complex, Bongaigaon Refinery.	Dhaligaon	193.6 Sqm.	1
5	O/o the Superintendent, Central	Goalpara	93.53 Sqm.	1

	Excise & Service Tax Range, Goalpara.			
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Area is subject to variation up to 10%.

Tender Critical date and sheet

Tender Publishing Date and Time	05.03.2023
Bid document download start Date and Time	06.03.2023 10 a.m.
Clarification start Date and Time	06.03.2023 10 a.m.
Clarification closing Date and Time	15.03.2023 6 p.m.
Bid submission start Date and Time	06.03.2023 10 a.m.
Bid submission closing Date and Time	15.03.2022 6 p.m.
Technical Bid opening Date and Time	16.03.2022 2.30 p.m.

2. **SCOPE OF WORK:**
3. Cleaning, sweeping and wet mopping of the entire area.
4. Collection of all sweeping, garbage and waste material and their effective disposal.
5. Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like Phenyl, Harpic, Vim, Surf etc, twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
6. Shifting of furniture, files and other office equipments, whenever required.
7. Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table / chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets, fans etc.
8. Cleanings of pantry area, wiping and cleaning of wooden formica and glass surfaces, window sills and frames and removal of stagnant water.
9. Miscellaneous services such as serving of drinking water / refreshment, etc., during office hours, Conference / Meetings / Seminars and visit of assesses.
10. Internal and external cleaning of window panes, doors and fans.
11. Cleaning of venetian blinds, ceilings, walls, grills and beams.
12. Cleaning of entire floor space, glasses and pantry with detergents.
13. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
14. General maintenance and up keep of the entire office premises.
15. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office

premises, its towel, chair covers, curtains etc. shall be sent to the laundry for washing, ironing and to be collected by the contractor. The charges for the same shall be borne by the contractor. Any breach of these conditions will result in the immediate termination of the contract.

3. JOBS TO BE CARRIED OUT WEEKLY:

- i. Cleaning of window panes with mild detergent such as Collin and any other cleaning operation assigned / required.
- ii. Vacuum cleaning dusting in the computer section, all computers in the office and the sofa-sets, twice a week.

4. CLEANING MATERIALS:

The cleaning material will be provided by the Department.

5. TERMS AND CONDITIONS:

1 (a) Bidder/s providing similar service to other Government Departments will be given preference.

(b) Bidder shall be duly registered with ESIC, Provident Fund, Service Tax and other relevant statutory authorities dealing with employment of labour/ manpower.

All existing statutory regulations of both the State as well as the Central Government shall be adhered to by the contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. Contractors not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.

(c) Bidders should be **paying minimum wages** to his employees as prescribed by the State Government.

(d) Employing local youths will be given preference.

(e) The person employed should work on all days except Sunday.

(f) The working hours will be from 8:00 to 16:00 hrs daily except Sunday.

(g) Bidders should state the lump sum amount to be charged on monthly basis as well as rate per sq. ft. per month and also state the number of labours to be employed.

(h) Bidder should not indulge in employing child labour.

2. The Asstt. Commissioner, the Central Excise & Service Tax, Dhubri reserves the right

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to postpone and / or extend the date of receipt/ opening of Rates / Quotation or to withdraw the same, without assigning any reason thereof.

3. The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.

4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initiating, 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 and attested.

5. Rates / Quotations should be submitted and signed by the contractor or his authorized representative with its current business address.

6. The Contractors must comply with the Rates / Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates / Quotations and accepted by the Department.

7. Notwithstanding anything contained herein, the Department reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason.

8. 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 all persons deployed by him for short duration. The service recipient shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability / claim falling on department, the same shall be reimbursed / indemnified by the Contractor.

9. Contractor shall in no case lease / transfer / sublet or appoint care taker for services.

10. No other person except Contractor's authorized representative shall be allowed to enter the office premises for providing the contracted services.

11. Contractor shall be solely responsible for payment of wages / salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of Government. The Department shall have no liability whatsoever in this regard and the Contractor shall indemnify e Department against any / all claims which may arise under the provisions of various Acts, Government Orders etc.

12. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

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13. 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 that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government Office.

14. The Contractor will provide his staff with the necessary uniform.
The cost will be borne by the Service Provider.

15. Photographs, full address and telephone number of all housekeeping personnel should be provided for records.

16. After awarding a contract, the Contractor should furnish performance security amount of 5% to 10 % of the total contract value to the Department, Central Excise & Service Tax, on behalf of the President, Government of India in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank.

6. MODE OF SUBMISSION OF BIDS:

The sealed tenders should be addressed to:-

“The Asstt. Commissioner, Central Excise & Service Tax, Dhubri-783301, Assam”

The bidders are required to submit bid in the prescribed proforma which may be obtained from the official website or from this office.

In the bid, the bidder will provide:

- i. Details of his PAN number, Service Tax registrations and details of ESIC, PF etc. (Photo c

In the bid, he will submit the quotation for his charges. It should be written in bold letter on top of the envelope as **“QUOTATIONS FOR HOUSEKEEPING 2023 – 2024”** should be submitted in sealed cover duly addressed and superimposed with words on top.

The service providers will be short listed on the basis of their technical competency after opening of bids. The decision will be governed by the rates per sq.ft. per month/ per person per month and the bid with lowest quotation among the opened bids will normally be approved. However, they should also mention in their bid the number of persons to be employed for these work and their monthly wages are given in the proforma enclosed

7. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS 22-03-2021 TILL 12:00 hrs. Bids received later than the stipulated dated and time will not be considered under any circumstances. The tenders will be opened on 22-03-2021 at 4:00 P.M by the Tender Evaluation Committee. Whether the representative of the bidder(s) are present or not, this office reserves the right to reject any tender, even the lowest one or all the Tenders, without assigning any reasons thereof.

8. **TERMS OF PAYMENT:**

- i. The Contractor will submit the monthly bill in duplicate for reimbursement along with certificate of completion of works by the officer in charge. The bill will be paid after making recovery, if any.
- ii. The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.

9. **PENALTIES:**

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The Contractor will attract a penalty of an amount of 1,000/- in case a person fails to carry out the housekeeping services due to his absence or any other reason which shall be recovered from the bills or otherwise.

10. The tender details are also available in the official website

<http://www.centralexciseguwahati.gov.in>

FOR ANY CLARIFICATION IN THE MATTER AND / OR FOR INSPECTION OF PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH SUPERINTENDENT (PRO) CE GOODS & SERVICE TAX, DHUBRI/ SUPERINTENDENT OF THE RESPECTIVE FORMATION /OFFICE.

Shri Rajiv Kumar, PRO, Mob. No.- 9508860728

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S Krishnan/ एस कृष्णन

Assistant Commissioner/ सहायक आयुक्त

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Copy to-

- i. The Principal Commissioner , CGST, Guwahati Commissionerate, Guwahati for information.
- ii. The Superintendent (System), CGST, Guwahati, Commissionerate, Guwahati with a request to make necessary arrangement to upload the tender notice on the website www.centralexciseguwahati.gov.in
- (iii) Notice Board in O/o the Assistant Commissioner, CGST, Bongaigaon Division, Dhubri, Assam- 783301.

Signed by Krishnan S

Date: 03-03-2023 18:06:37

Reason: Approved

S Krishnan/ एस कृष्णन

Assistant Commissioner/ सहायक आयुक्त

ANNEXURE 1 TO NOTICE INVITING TENDER FOR PROVIDING HOUSE

KEEPING SERVICES

QUALIFYING/TECHNICAL BID DOCUMENT

1	Name of the Party					
2	Address (with Tel. No. Email ID.)					
3	Name & Address of the proprietor/partner/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 31.3.20...), Certified by Chartered Accountant					
7	Permanent Account Number (PAN) (The evidence for filing of IT returns along with profit and loss Account & Balance Sheet for the last three years to be enclosed)					
8	Total No. of persons to be engaged by the contractor for providing service in the following location.					
	Sl.No.	Name of Office	Location	Building Area	External Area	Total Area
	1	Office of Assistant Commissioner, CGST Division, Bongaigaon, Dhubri	Dhubri	516 sqm	1637 sqm	
	2	Office of the Superintendent, CGST, Bongaigaon,	Bongaigaon	122 sqm	0	122 sqm
	3	Office of Superintendent, CGST Dhaigaon Range, IOCL Complex, Dhaligaon	Dhaligaon	193.6 sqm	0	193.6 sqm
	4	Office of Superintendent, CGST, Goalpara	Goalpara	93.53 sqm	0	93.53 SQM
	5	Office of Superintendent, CGST, Dhubri	Dhubri	79 sqm	0	79 sqm
9	Details of ESI & EPF Registration along with Evidence (Registered before 01 st Apr 2012)					
10	Details of GST registration along with evidence					
11	Details of EMD					
12	Solvency Certificated 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 phone number and Fax number)	
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
A	Basic wage per day	Rs.
B	Variable DA per day	Rs.
C	Total Wages per day	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.
<p>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.</p> <p>The relevant rules and regulations as notified by the Government for outsourcing of Housekeeping services from time to time would be complied</p> <p align="right">(Signature of Authorized signatory with Date)</p>		

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.