



E-TENDER NOTICE FOR PROVIDING Mali (Gardener)

1. E-Tender (in prescribed format) is invited from the Manpower Service providers through E-Procurement portal for providing of 02(two) nos. of Mali (Gardener) at GST Bhawan, Kedar Road, Guwahati-785001.

Tender Critical Date Sheet

Tender Publishing Date & Time	21.12.2018 at 17.00 hrs
Bid submission start Date & Time	21.12.2018 at 17.00 hrs
Bid submission end Date & Time	Up to 14:00 hrs on 31.12.18
Bid opening Date & Time	31.12.2018 at 16.00 hrs

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/aap>, and can be downloaded free of cost.

4. The bidders shall submit their bids online only at CPPP website, following the terms and conditions provided in the Annexure – I.

5. The bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or their close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

7. The bidder who has downloaded the Tender from the Central Public Procurement Portal CPPP website <http://eprocure.gove.in/eprocure/aap>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and tender is liable to be banned.

8. Interested bidders are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app>, regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

9. Submission of Tender:-

(a) The tender shall be submitted online in two part, viz., technical bid and Financial bid.

(b) All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

Sd/-

(B.B. Karmakar)
Assistant commissioner (Admin)

Encl: As above.

C.No. I(22)32/Mali/UST/PRO/2018/8792-93

Dt. 21-12-18

Copy to:-

1. The AO (ET) for uploading on CPPP website <http://eprocure.gov.in/procure/app>.
2. ✓ The Superintendent (system) for uploading in the website of CBEC.

Sd/-
21/12/18

(B.B. Karmakar)
Assistant commissioner (Admin)

TERMS AND CONDITIONS:

While submitting bids, the applicant should specifically note that:

- [1] Separate Technical and Financial Bids should be uploaded. The Separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed Proforma as the case may be.
- [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 Assam.
- [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.
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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 Assam 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.