



OFFICE OF THE ASSISTANT COMMISSIONER OF SERVICE TAX DIVISION
SIE VDA ARC BUILDING, PLOT NO. 9, 3rd FLOOR, WAGHAWADI ROAD,
BHAVNAGAR – 364 002.

**NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT OF
HOUSE KEEPING**

Sealed tenders are invited from reputed House Keeping agencies, having experience for upkeep and maintenance of the office building, including constructed area, and open premises of the office building, for a period of one year from the date of award of contract. The detail address and carpet area of various offices are shown in Annexure-I.

2. Details regarding general terms and conditions, pre-qualification requirement for awarding of contract, and proforma for quoting rate, can be obtained from GSO/AO of the office of the Assistant Commissioner of Service Tax Division, Bhavnagar during office hours on any working days. Details can also be accessed/downloaded on departmental web site cenexbhavnagar.nic.in, www.cbec.gov.in, www.eprocure.gov.in. While submitting quotations, bidders must submit the proforma duly filled in and signed for having accepted the general terms and conditions (Annexure-II), special terms and conditions (Annexure-III) and pre-qualification (Annexure-IV) in one envelope and financial bid (Annexure-V) in another envelope. Both the sealed envelope should be placed in another sealed cover super scribing it "Quotation/Rate for House Keeping Services".

3. The Service providers may inspect the afore said buildings on any working day, with prior permission from the GSO/AO, Service Tax Division, Bhavnagar, before submitting their bids.

4. Contractors who do not fulfil pre-qualification requirements will not be considered. Financial bids of only those contractors /Agencies will be opened who fulfil the terms and conditions as mentioned in Annexure 'II', 'III' & 'IV'. This office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

5. The Sealed tenders for providing House Keeping Services address to The Assistant Commissioner, Service Tax Division, Bhavnagar by 15.07.2015 up to 17:00 hrs.

(Dr. RUNJHUN)
ASSISTANT COMMISSIONER

Encl: Tender Proforma

F. No. I/20-01/2010-11/Adm/80

Date: .06.2015.

Copy to:

1. The Superintendent (Systems), HQ, Bhavnagar, for displaying the said letter on the department's website and Central Public Procurement Portal.
2. GSO, Service Tax Division, Bhavnagar.
3. Notice Board

Annexure-I

TOTAL AREA OF THE PREMISES/BUILDING FOR CLEANING PURPOSE

Sr No.	Name of the Office	Carpet Area (Sq ft.)
1	Office of the Assistant Commissioner of Service Tax Division, Plot No. 9, 3 rd Floor Silver Arc Building, Waghawadi Road, Bhavnagar	7004 Sq feet
2	Office of the Superintendent of Service Tax Range, Junagadh	750 Sq feet
3	Office of the Superintendent of Service Tax Range, Surendranagar	400 Sq feet
	Total	8154 Sq feet

GENERAL TERMS AND CONDITIONS:-

1. Rates/Quotations duly filled in will be received up to the stipulated date and time (i.e 15/07/2015 up to 17.00 hrs.)
2. Contractor/ Service provider will ensure that the persons deployed by the firm always will be in proper uniform with a badge showing the name of the firm, while on duty.
3. The Contractors/Service Providers are required to submit complete rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialling, 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 firm with its current business address. Only a final amount should be quoted in the annexure-V.
6. The contractor should satisfy themselves before submitting of the rate/quotations that they should meet the qualifying criteria and capability as laid down in the Annexure IV.
7. The Contractors must comply with the Rates/Quotations, specifications and all the 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 this office.
8. Notwithstanding anything contained therein, this office reserves the right to terminate the contract by giving a 15 days' notice in writing without assigning any reason and without incurring any financial liability, whatsoever, to the Contractor.
9. Insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act, 1948, shall be taken by the Contractor. The Contractor shall arrange necessary Insurance coverage for any persons deployed by him even for a short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Contractor.
10. No other person except Contractor's authorized representative shall be allowed to enter this office.
11. Within the premises of this office, the Contractor's personnel shall not do any private work except their normal duties.
12. Contractor shall be directly responsible for any/ all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
13. 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 the Government including the Minimum Wages Act. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt., and Orders etc.
14. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
15. 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 Govt. office.

16. Deduction towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the same would not be payable over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules, and regulations as notified by the Government in this regard from time to time.

17 The cost of cleaning material should not be included in the rate for bidding and it would be provided by the Commissionerate.

18. The Office of the Assistant Commissioner of Service Tax Division, Bhavnagar reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.

We agree to the above terms and conditions.

Signature with date _____

Name of the Firm _____

Seal _____

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

A. SCOPE OF WORK

1. The prime object of housekeeping is to maintain the entire premises in a tip top condition. The premises are to be maintained from hygienic point of view.
2. The broad details of work covered under the scope are enumerated as follows.
 - a. Cleaning, sweeping and wiping of floors, walls, windows, doors, furniture & fixtures, computers, printers, telephones, file racks etc. of the office.
 - b. Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets which will provide by this office.
 - c. Thorough cleaning & sweeping of open grounds, terrace & balconies etc.
 - d. Shifting of furniture and other items/stores from one place to another as required by the administration.
 - e. Any other work assigned by the controlling officer.

B. JOBS TO BE CARRIED OUT DAILY.

1. Cleaning of toilets, windows, wash basins and other fittings and water coolers, removing all dust, unwanted materials, cleaning to be done.
2. Cleaning of corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon.
3. Removing dust from floors, windows, doors, books, journals, furnitures, fixtures, telephone, cupboard, air conditioners and other equipments, almirah, filing cabinets, glass panes, collecting waste paper, unwanted material and its disposal at indicated locations.
4. Cleaning of rooms by moping floor with cloth soaked in water and disinfectant.

05. JOBS TO BE CARRIED OUT WEEKLY

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. If the labour is required on Sunday/ Gazetted Holiday, no extra charge will be charge will be paid to the Contractor on account of this.

D. MISCELLANEOUS CONDITIONS

1. Sweeping, cleaning dusting etc shall be completed before 9.00 am every day.
2. The Contractor shall refill the sanitary cubes, cakes, odonil, air purifier, naphthalene balls, chemicals, disinfectants, detergents, liquid soap, acid etc. Provided by this office from time to time and as and when required.
3. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be responsibility of the contractor to provide another workman in his place.

4. The contractor shall, on award of the contract, furnish the list containing names and addresses of the workman sent to this office for Housekeeping Services.
5. The services provided by the contractor shall be to the satisfaction of this office.
6. The contract rate shall include cost for all the essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of this office.
7. The Contractor shall have no claim against this office in respect of any work which may be withdrawn.
8. The Contractor shall maintain an attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
9. The personnel will render services everyday including Saturdays except on National Holidays i.e 26th January, 15th August, 2nd October and any other holidays/ public holidays. (Which are mandatory under labor laws)
10. They will maintain cleanliness of the toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this will be made. The rate of items of schedule work includes the cost of this provision as well.

E. TERMS OF PAYMENT.

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing therein following certificate which shall be got duly certified by the officer in charge and same shall be paid thereof after making recovery, if any.
 - a. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the Labour Laws and Minimum Wages Act, to its personnel deputed under service contract and furnish necessary proof in this regard as and when required. Actual deployment of personnel and their attendance.
 - b. Proof of payments made to personnel deployed for previous months.
 - c. This office shall release due amount after making recoveries, if any, through crossed A/c Payee cheque in favour of Contractor/ agency.
 - d. In case, this office receives any complaint regarding non payment of wages to the personnel deployed, the amount payable to these personnel will be recovered from the contractor's bill and paid to such personnel.

F. PENALTIES

1. Contractor will attract a penalty of an amount equal to one day's payment, in case a person fails to carry out the housekeeping services due to his absence or any other reason.
2. In the event of failure in maintaining the housekeeping services on any day up to the desired standard, in part or full the contractor is liable to penalty @ Rs. 250 (Rs. Two hundred and fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalties the decision of the Commissionerate will be final and binding on the contractor and shall not be subject to dispute or arbitration.
3. Contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/ officers of this office.

G. CHARGES AND PAYMENT

Bills chargeable to this office shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfilment of any obligation under the contract, this office reserves the right to deduct the amount, due from the contractor from monthly bill(s).

We agree to the above terms and conditions.

Signature with date _____

Name of the Firm _____

Seal _____

**TENDER FORM FOR HOUSE KEEPING AT VARIOUS CENTRAL EXCISE OFFICES
STATIONED AT BHAVNAGAR**

01.	Name of the Tenderer		
02.	Full address and telephone Number		
03.	Details of contact persons		
04.	Details of the organization (Whether sole proprietorship/Partnership firm/Company etc.)		
05.	Registration of details of the firm (Please attach attested copies)		
06	ESI Registration No.		
07	PF Registration No.		
06	Income Tax/Service Tax Registration Details (Please attach attested copies)		
07	Financial soundness certificate details(Please attach original letter of the Bank)		
08.	Whether the firm is registered and license holder under Contract Labour (Regulations and Abolition) Act		
08.	Experience/Details of present clients (Please attach the job order/service certificate from Govt. Office/Public Sector)		
09.	List of organizations where similar work undertaken		
10.	Manpower required as per your suggestion		

Signature with Date _____

Name of the Firm _____

Seal _____

PROFORMA FOR QUOTING RATES FINANCIAL BID

1. The rate quoted should be per Sq Feet per month inclusive of taxes, PF & ESI of persons to be deployed.
2. A final amount should have to be quoted.
3. Details of the taxes along with rate applicable.

Sr. No.	Name of the Proprietor	Amount quoted for a total area of 8154 Sq Feet in Rs.

Note: No extra payment will be made other than the above mentioned amounts

Signature with date _____

Name of the Firm _____

Seal _____