

OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE  
2<sup>nd</sup> FLOOR, SARDAR PATEL BHAVAN, MAHARISHI ARVIND MARG  
JUNAGADH : 362001.

Phone : (0285) 2623090, 2624024 Fax : (0285) 2652809

F.No. I/22-01/2014-15/ADM

Date: 02.03.2015

WEB TENDER NOTICE No. 01/2014-15/Adm.

**NOTICE FOR SEALED QUOTATION FOR HOUSEKEEPING SERVICES TO BE CARRIED OUT AT THE OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE, JUNAGADH.**


1. On behalf of the Commissioner of Central Excise & Service Tax, Plot no.6776/B1, "Siddhi Sadan" Building, Narayan Upadhiyay Marg, Bhavnagar-364 001, Sealed Tenders are invited from experienced and eligible contractors for the work of providing housekeeping services such as cleaning, dusting, sweeping in the premises of the Office of the Assistant Commissioner of Central Excise Division Junagadh and its Six Range offices and one Out Sector office located at Junagadh, Veraval, Porbandar, Una (Stationed at Ambuja Nagar, Kodinar), Amreli for one year from **01.04.2015 to 31.03.2016 or from the date of acceptance of the tender**. The tender notice along with terms and conditions can be obtained from the office of the Assistant Commissioner of Central Excise, Junagadh at the above mentioned address on all working days or can download from the official website <http://www.cbec.gov.in> & [www.bhavnagar.nic.in](http://www.bhavnagar.nic.in). The tender form for Technical bid in the proforma prescribed in Annexure -I, Annexure-II and Annexure-III and the tender form for financial bid in proforma prescribed in Annexure-V complete in all respects shall be submitted in two separate sealed covers. **The submitted rate should be without cleaning material**. Both the sealed envelopes should be placed in another sealed cover super scribing it **"QUOTATIONS/RATES FOR HOUSE KEEPING SERVICES/SUPPLY OF UNSKILLED WORKS (LABOUR) ON CONTRACT BASIS** addressed to the Assistant Commissioner of Central Excise, Junagadh at the above mentioned address till **16.00 hrs. P.M of 17<sup>th</sup> March, 2015**.


Interested bidders shall submit both the technical bid and the financial bid separately as per the Annexures. The area for which housekeeping is required is <sup>19362.65</sup> ~~22,000~~ sq. ft. Only the bids complete in all respects, received till **16.00 hrs. P.M of 17<sup>th</sup> March, 2015** will be considered. **The tenders will be opened in the presence of bidders on 18<sup>th</sup> March 2015 (Wednesday) at 15.00 Hrs. in the chamber of Assistant Commissioner, Central Excise, Junagadh.**

2. If the tenders are sent by post/courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for delay on account of postal/courier services.

3. The bidder shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.

4. This issue with the prior approval of Assistant Commissioner, Central Excise Division, Junagadh

  
3.3.15

  
(K.C. Dholakia)  
Administrative Officer  
Central Excise Junagadh

**Annexure-I**

**Tender Notice No. 02/2014-15/Adm.**

**Central Excise, Junagadh**

Sr.No	Locations	Total area of location/ floor (in sq. ft.)	Cleaning Work
1	Central Excise Division, 2 <sup>nd</sup> Floor, Sardar Patel Bhavan, Jayshri Talkies Road, Junagadh	<b>8,082</b>	Entire area covered by Division office at 2 <sup>nd</sup> floor including stair case, Galary portion, Corridor area, both Ladies and Gents Toilet etc.
2	Central Excise Range Office, 2 <sup>nd</sup> Floor Kotecha Commerical Center, Jayshri Talkies Road, Junagadh	<b>3,277</b>	Entire Floor area covered by Range office, Record Room, Galary portion, Stair case, including ladies and gents toilets etc.
3	Central Excise Range-I & II Offices, Plot No.176, Survey No.1537, Near old Dy.S.P., Bunglow, Veraval	<b>2742.6</b>	Entire floor area covered by Range-I & II offices, Galary Portion, Stair case, including toilets etc.
4	Central Excise Range-I & II offices, 2 <sup>nd</sup> floor, Near Air Port, Behind N.K. Mehta Hospital, Porbandar	<b>3580</b>	Entire floor area covered by Range-I & II offices, Galary Portion, Stair case, including ladies and gents toilets etc.
5	Central Excise Range, A.R. Una ( Stationed at Ambuja Nagar, Kodinar)	<b>850</b>	Entire area covered by Range office, Corridor area, Record Room, including ladies and gents toilets etc
6	Central Excise Out Sector office, Street No.6/10, Manek Para, Amreli	<b>737</b>	Entire area covered by office, Corridor area, Record Room, including ladies and gents toilets etc
<b>Total Area (In sq. ft.)</b>		<b>19268.6 Sq.ft.</b>	

**General Terms and Conditions :-**

1. The Commissioner of Central Excise & Service Tax, 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.
2. The Service Provider is required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
3. Rates/Quotations should be submitted and signed by the firm with its current business address and contact number.
4. The Bidder shall quote their rates only on "Rate per square foot per day" ( in both words and figures.) inclusive of deduction towards PF, ESI, Service Tax etc.
5. The contract will be awarded for one year from the date of entering the contract.
6. The rates will be valid for one year from the date of entering into contract.
7. The successful bidder should furnish Performance Security of the value of 5% of Contract value in the form of an Account Payee Demand Draft, Fixed Deposit receipt from a Commercial Bank, Bank Guarantee from a commercial bank.
8. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
9. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.15 am daily. The personnel will perform all the duties assigned to the contractor and as specified from the department from time to time.
10. The personnel will report to the Officer in charge assigned by the department i.e., caretaker / PRO. If a particular worker is absent on any day, another person should be deployed in his place. For any absence and non- engagement, no wages shall be paid.
11. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act, prescribed by the State Government. Any breach of these conditions will be liable for termination of the contract and the same would be dealt accordingly.
12. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
13. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.
14. Mode of payment will be monthly and payments to the house keeping contractor will be through account payee cheques or any other mean only. Tax shall be deducted at source as per the prevailing Income Tax Act, from the monthly bills.
15. That any liability such as Service Tax, EPF, ESI etc. shall be borne by the service provider and shall be deposited by the service provider with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.
16. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men /women engaged for the

work and this office shall not be liable to pay any damages or compensation to such persons or to third party. All damages caused by the Housekeeping personnel shall be charged to the contractor and recovered from its dues / bills.

17. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deed by his staff. Any loss due to any of above reasons shall be compensated by him in full.

18. The Junagadh office shall not entertain any claim arising out of mishap, if any that may take place while discharging the duties by the labour provided by the Contractor.

19. No other personnel except service providers authorized representative shall be allowed to enter the office premises. The personnel of Contract should carry with themselves proper ID card issued by the contractor/representative of the contractor.

20. The House keeping contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

21. Notwithstanding anything contained herein, the Office of the Commissioner of Central Excise and Service Tax, Bhavnagar, reserves the rights to terminate the contract by giving 30 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

**22. All consumable and material required for the purpose such as broom, soap oil, stics, and other cleaning material phenyl, will be provided by the Department.**

**23. Additional Terms and Conditions:**

(i) For the purpose of housekeeping the office shall be functional on 6 days in a week excluding Sundays and Closed Holidays.

(ii) The prime object of housekeeping services it to maintain the entire premises in neat and tidy condition and to be kept hygienic at all times.

(iii) Sweeping, wet mopping of all the office area including the staircase is to be done on a daily basis.

(iv) Furniture like tables, chairs, visitors chairs, sofas and almirahs and all electronic gadgets like computers, telephones, fax machines, photocopier machines etc have to be maintained dust free and dusting has to be carried out on a daily basis.

(v) All the sweeping, garbage and wasted should be collected and disposed off in the nearest garbage collection center.

(vi) The work of cleaning of the office should be completed before 9.15 a.m. daily.

(vii) On a weekly basis, every Saturday non routine work like removal of cobwebs in corridors, rooms chambers, and lavatories must be carried out. Rigorous cleaning of window panes, ventilators etc should be also done on Saturday.

(viii) Shifting of furniture and other equipments, files, photocopying and movement of tapal should also be carried out, if required.

(ix) Mats, Carpets, artificial and natural plants hold be attended to on a daily basis.

(x) Care should be exercised while cleaning electronic gadgets.

(xi) Any other work assigned by the administration/authority concerned.

**24. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government offices.**

**UNDERTAKING BY THE BIDDER**

**Tender Notice No. 02/2014-15/Adm.**

**Central Excise, Junagadh**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Address of the Firm \_\_\_\_\_

Seal: \_\_\_\_\_

Mob No. \_\_\_\_\_

**Terms of Payment**

**Tender Notice No. 02/2014-15/Adm.**

**Central Excise, Junagadh**

**(I)** The contractor shall submit the bill for every month by the first day of next month – duly certified by the caretaker/ PRO/ officer nominated. No interim bills will be entertained. Payment will be made through cheque or by any other mean only within – 10 to 15 days from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective caretaker. The payment is subject to TDS applicable as per the Income Tax act, 1961

**(II)** Bills chargeable to the Assistant Commissioner of Central Excise, Junagadh shall be paid on a monthly basis for the services rendered based on actual covered area if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Assistant Commissioner of Central Excise, Junagadh reserves the right to deduct the payments due from the contractor from monthly bill(s).

**(III)** In case this office receives any complaint regarding non-payment of wages to any personnel the amount payable to these personnel will be recovered from Contractor's bill and paid to such personnel.

We agree to the above terms and conditions.

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

Mob No.: \_\_\_\_\_

**ANNEXURE-II**

**TECHNICAL BID**

**Tender Notice No. 02/2014-15/Adm.**

**Central Excise, Junagadh**

1	Name of the Organization / Firm	
2	Name(s) of the Proprietors / Directors	
3	Registered Address	
4	Telephone No. Fax No.  Mobile No.  Email ( if any)	
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) ( Copy to be enclosed)	
8	Provident fund number / ESI Regn. No allotted by Regional Provident Fund Office, if any. (Copy to be enclosed)	
9	Total staff/workers of the firm.	
10	Name(s) of Public Sector / Govt. Organization to whom similar services have been provided by the firm during last three years.	
11	Rate quoted complies with the Minimum Wages Act of the State Govt. of Gujarat and with all statutory provisions.	
12	List of clients indicating quantum of work executed with them.	
13	Length of experience in the field	

**Signature of the bidder with name  
Office Seal**

**Annexure III**

**Compilation Sheet**

**(To be placed in Technical Bid)**

**(Please Tick the appropriate)**

**Tender Notice No. 02/2014-15/Adm.**

**Central Excise, Junagadh**

<b>S.No.</b>	<b>Particular</b>	<b>YES</b>	<b>NO</b>
01.	Does your company has valid Service Tax No? ( If yes, Enclose Copy)		
02.	Is your Company registered in EPFO? ( If yes, Enclose Copy)		
03.	Is your Company registered in ESI? ( If yes, Enclose Copy)		
04.	Are your all the employees covered under Accidental/Life Insurance?		
05.	Is the Provident fund is deducted from the salary of your all employees?		
06.	Are you paying the Minimum wages to your employees as per Govt. of India Rules?		
07.	Is your company having valid PAN No? ( If yes, enclose the copy)		
08.	Is your company capable of supplying sufficient staff for Housekeeping/cleaning of all the building under Division office, Junagadh		

The above information given is true:-

Name of the Company:

Name of the Authorized person:

Signature of the authorized person:

Mob No.:



**ANNEXURE-V**

**Tender Notice No. 02/2014-15/Adm.**

**Central Excise, Junagadh**

**FINANCIAL BID DOCUMENT**

1. Name of the party :

2. Address (with Telephone & fax):

3. Name & Address of the Proprietor/Partners/Directors :

4 Quotation Details:- (without Cleaning Material)

Sr. No.	Name & Office address	Area (sq. ft)	Rate per sq. ft. per day	Total Rate per Month
1	Central Excise Division, 2 <sup>nd</sup> Floor, Sardar Patel Bhavan, Jayshri Talkies Road, Junagadh	8,082		
2	Central Excise Range Office, 2 <sup>nd</sup> Floor Kotecha Commercial Center, Jayshri Talkies Road, Junagadh	3,277		
3	Central Excise Range-I & II Offices, Plot No.176, Survey No.1537, Near Old Dy.S.P. Bunglow, Verava I	2742.6		
4	Central Excise Range-I & II offices, 2 <sup>nd</sup> floor, Near Air Port, Behind N.K. Mehta Hospital, Porbandar	3580		
5	Central Excise Range, A.R. Una (Stationed at Ambuja Nagar, Kodinar)	850		
6	Central Excise Out Sector office, Street No.6/10, Manek Para, Amreli	737		
	<b>TOTAL :-</b>	<b>19268.6</b>		

N.B. :

1) Rates should be offered per square foot per day for 26 days only ( in both words and figures) inclusive of deduction towards PF, ESI, Service Tax etc.

2) Only Rates per square foot per day offered will be considered.

(Signature of Authorized Signatory with date)

Name of the party