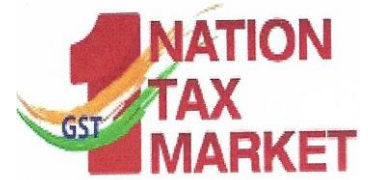




सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय
MINISTRY OF FINANCE
राजस्वविभाग
DEPARTMENT OF REVENUE
जीएसटीलेखापरीक्षा-II), मुंबई
GST (AUDIT-II), MUMBAI
30TH Floor, Centre-1, World Trade
Centre, Cuffe Parade, Mumbai –
400005.



TENDER NOTICE FOR INVITING QUOTATION FOR HOUSEKEEPING SERVICE FOR OFFICE PREMISES.

1. The Commissioner of G.S.T. (Audit-II) Mumbai, having his office at 30thFloor, Centre-I, World Trade Centre, Cuffe Parade, Mumbai-400005, invites sealed tenders on behalf of the President of India for Housekeeping Service for **30th Floor Centre-I, World Trade Centre, Cuffe Parade, Mumbai-400005 of GST (Audit-II) Mumbai Commissionerate** for the period of one year, i.e. from the date of issuance of work order.
2. The Tender form can be downloaded from www.cbec.gov.in. The following documents, giving full details, are enclosed:

| | | |
|---|---|---------------|
| 1 | SCOPE OF WORK | Annexure I |
| 2 | ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS & FINANCIAL BID REQUIREMENTS | Annexure II |
| 3 | TERMS AND CONDITIONS & MISC. | Annexure III |
| 4 | TECHNICAL/QUALIFYING BID FORM | Annexure IV |
| 5 | FINANCIAL INFORMATION OF THE ORGANIZATION | Annexure V |
| 6 | DETAILS OF ALL CONTRACT COMPLETED DURING THE LAST THREE YEARS | Annexure VI |
| 7 | CONTRACTS UNDER EXECUTION OR AWARDED | Annexure VII |
| 8 | PERFORMANCE REPORT OF CONTRACT | Annexure VIII |
| 9 | FINANCIAL BID DOCUMENT | Annexure IX |

3. The tender is invited in two parts i.e. (1) Technical/qualifying Bid and (2) Financial Bid. The Tender Form for Technical/qualifying Bid prescribed in Annexure-IV to VIII and the Tender Form for the Financial Bid prescribed in Annexure-IX are to be sealed in two separate envelopes superimposed with words "TECHNICAL/QUALIFYING BID" and "FINANCIAL BID" respectively. These two sealed envelopes with desired enclosures and should then be placed and sealed in a bigger envelop having superimposed with words "QUOTATION / RATES FOR HOUSEKEEPING SERVICES OF OFFICE PREMISES". Thereafter the sealed envelope shall be submitted to Assistant Commissioner (P&V), Office of the Commissioner GST (Audit-II) Mumbai, 30thFloor, Centre-I, World Trade Centre, Cuffe Parade, Mumbai-400005 so as to reach on or before **02.01.2018 (Upto 16.00 Hrs.)**.

4. The sealed tender envelopes will be opened on **03.01.2018 at 15.00 Hrs** in the presence of Assistant Commissioner (P&V) and Contractors/representatives at 30thFloor, Centre-I, World Trade Centre, Cuffe Parade, Mumbai-400005, for scrutiny of Technical/qualifying Bids. Financial bids of those contractors who qualified In Technical/qualifying Bid will be opened on **04.01.2018 at 15.00 Hrs.**

5. The Commissioner, GST (Audit-II) Mumbai reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Sd/-

(M. K. MISHRA)
ASSISTANT COMMISSIONER (P&V)
GST (Audit-II) Mumbai.

Encl : As above

ANNEXURE-I

SCOPE OF WORK

The works relating to housekeeping and cleanliness are required to be undertaken by the contractor / service provider in hqrs. Office building at below listed area :-

| Sr. No. | Particulars of Premises | Sq. Feet (Approx.) |
|---------|--|--|
| 1 | Office of the Commissioner of G.S.T (Audit-II) Mumbai, 30 th Floor, Centre-I, World Trade Centre, Cuffe Parade, Mumbai-400005 | Super Built-up area 15454.01 sq. ft |

(i) The prime object of housekeeping services is to maintain the entire premises in a tiptop condition.

The premises are to be maintained from hygiene point of view.

(ii) The broad details of work covered under the scope is enumerated as follows :-

(a) Cleaning, sweeping and wiping of floors.

(b) Thorough cleaning of toilets / urinals using required detergents, by putting balls naphthalene in all the urinals and air purifiers in the toilets.

(c) Shifting of furniture and other items / stores from one place to another as required by the administration.

(d) Watering the plants and flower pots.

(e) Vacuum cleaning of woolen carpets at least once a week. Vacuum Cleaner shall also be provided by the contractor.

(f) All crockery, cutlery and utensils to be cleaned and kept properly.

(g) Any other petty work assigned by the officers.

2. JOBS TO BE CARRIED OUT DAILY

(i) Cleaning of toilets, windows, washbasins & other fittings and water coolers, removing of all dust, unwanted materials, cleaning to be done with phenol twice a day.

(ii) Cleaning of corridors, staircase and common area with phenol in morning and with plain water in the afternoon.

(iii) Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, ashtrays, cupboards, air conditioners, almirahs, filing cabinets, glass panes, collecting waste papers, unwanted materials and its disposal at indicated locations.

(iv) Cleaning of rooms by mopping floor with cloth soaked in water and phenol.

3. JOBS TO BE CARRIED OUT WEEKLY

Washing of floors with detergent / vim / soap and water.

4. MISCELLANEOUS CONDITIONS

- (i) Sweeping, cleaning of all parts as per specifications vide the items of schedule shall be completed before 9.30 a.m. every day.
- (ii) 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 the responsibility of the contractor to provide another workman in his place.
- (iii) **The contractor shall on award of the contract furnish the list containing names and addresses of the workmen sent to the GST (Audit-II) Mumbai Commissionerate for housekeeping services.**
- (iv) The services provided by contractor shall be to the satisfaction of the Commissionerate.
- (v) The contract rates shall include the cost for all essential and contingent works, which although not specifically mentioned in this contract, are necessary for completion of the work to the satisfaction of the Commissionerate.
- (vi) The contractor shall have no claim against the GST (Audit-II) Mumbai Commissionerate in respect of any work, which may be withdrawn.
- (vii) The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall subject to check by the concerned officer of the Commissionerate. The personnel will render services on all working days and any other day as may be required, excluding holidays / public holidays which are mandatory under labour laws. They will maintain cleanliness of toilets lavatories, pantry, floors, etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made.

5. TERMS OF PAYMENT

- (i) The contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificates as indicated below, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
- (ii) The contractor shall make regular and full payment of labour charges, salaries and other payments as due, **as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required, regarding actual deployment of personnel & their attendance.**
- (iii) No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act 1961.
- (iv) Any complaint regarding non-payment of wages to personnel may result in termination of the contract

6. PENALTIES

- (i)** The contractor will attract a penalty of Rs. 250/- (Rs. Two hundred and fifty only) per day / per person in case the person fails to carry out the house keeping services due to his absence or any other reason.
- (ii)** In the event of failure in maintaining the housekeeping services on any day up-to the desired standard, in part of full the contractor is liable to be penalized @ Rs.250/- (Rs. Two hundred and fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing

penalty, the decision of the GST (Audit-II) Mumbai Commissionerate will be final and binding on the contractor and shall not be subject to dispute or arbitration.

(iii) The contractor shall ensure that peace and order is maintained in the premises.

(iv) The contractor would ensure that all his personnel would behave courteously and decently with employees of the Commissionerate and also ensure good manners.

7. CHARGES AND PAYMENTS

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

ANNEXURE-II

1. ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS

Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure I to this NOTICE FOR INVITING TENDER. The contractors shall provide information/documents/annexures as listed below :-

- i.** The Contractor must have GST registration and PAN Number registration with respective authorities since, their applicability and self-attested copy of these registration certificates should be enclosed to the Bid.
- ii.** The Contractor must be registered with the ESIC and EPF authorities and other relevant Labour Authorities since three years prior to the issue of this NOTICE FOR INVITING TENDER and self-attested copies of these registration certificates should be enclosed to the BID.
- iii.** The Contractor must have Shop & Establishment Registration (Gumasta License) since three years prior to the issue of this NOTICE FOR INVITING TENDER and self-attested copy of the same should be enclosed to the BID.
- iv.** The Contractor must have ISO 9001:2008 certificate. Self-attested copy of the same should be enclosed to the BID.
- v.** The contractor should have minimum 1 (one) Work Order with completion certificate of Rs. 25 lakhs per Annum or more & at least 30 Man power provided at single site during one of the financial years in the last two years in any Central Government/State Government/Public Sector Units for inviting tender.
- vi.** The Contractor must have annual turnover of their firm minimum Rupees fifty lakh each year from the Housekeeping Services Contracts for three consecutive years prior to the current financial year i.e. for the period 2014-15, 2015-16 and 2016-17. Copies of Profit and Loss A/c, Balance Sheet, Audit Report and Income Tax Returns of the concern duly attested by Chartered Accountant should be enclosed with the Bid. Annexure VI dully filled and signed by the contractor shall be submitted in this regard.
- vii.** The Contractor should have experience of completed job of Housekeeping services of at least 1,00,000 sq. Ft area in last 3 years.
- viii.** A minimum of 50 (fifty) Staffs are required with their EPF contribution in last 6 months. Documentary proof (ECR copy of latest month) is required and to be attached.
- ix.** The Contractor must have minimum three years of experience as Housekeeping Service Provider.
- x.** The contractor should have experience and contract of at least 3 places.
- xi.** The Contractor must provide list of Housekeeping and Cleaning Equipment's owned by him and which he shall use in the execution of the contract.
- xii.** The contractor must be registered with State/Central Labour Commissioner, Self-attested copy of the same should be enclosed to the BID.
- xiii.** The contractor should not have been disqualified by any Govt./Semi Govtorganisation for similar work in the past. An undertaking to this effect must be submitted along with the Qualifying bid.
- xiv.** The contractor shall satisfy all the conditions mentioned in detailed Tender Notice.

2. FINANCIAL BID REQUIREMENTS

The contractor shall submit Financial Bid in a stipulated format as laid down in Annexure-IX to this notice for inviting tender. The contractor shall mention his quotation for contract work in the form of rate (in Indian rupees to be mentioned in figures and words separately) per contingent staff per month and for total contract period i.e. for the year. The quoted rates per person must factor in all the expenditure to be borne by the contractor / bidder including minimum wages to be paid to their workers as per any Act or Order of the Government. The quoted rate shall include all the taxes and all other liabilities. Bid shall not be submitted based on the quotation rate on the number of personnel to be deployed. All the rates must be written both in figures and in words. No correction or overwriting in whatsoever manner is allowed. In case of discrepancy between the words and figures, the rates indicated in words shall prevail.

ANNEXURE-III (TERMS AND CONDITIONS)

1. RESPONSIBILITY OF CONTRACTORS

(i) The Contractor shall be solely responsible for payment of wages /salaries and other benefits and allowances to his personal that might become applicable under any Act or Order of the Government. The Contractor shall submit and comply unconditional undertaking about abiding with prevalent Rules and Regulations of any Act under State /Central Government, shall participate in tendering process. The department shall have no liability whatsoever with regards to compliance of the same. Further department do not owe any kind of responsibility for permanent employment of labourers.

(ii) The contractor will have to provide all the manpower and equipment needed for the contract work at their own cost. The material required in the process shall be provided by the department.

(iii) The contractor will have to ensure that the persons deployed are within the age group of 18 years to 45 years and have sound health. They understand local language and are experienced in the contract work.

(iv) The Contractor shall on award of contract shall furnish names and addresses and submit the photo and residential proof of his personnel deployed for the contract work to the department. No other person except Contactor's an authorized representative about whom this department is informed shall be allowed to enter the premises.

(v) The Contractor shall provide uniform and identity cards to its personnel. He shall ensure that the deployed personnel invariably wears the uniform and displays their identity cards while discharging their functions so that they can be easily identified by one and all.

(vi) The Contractor will have to ensure the Punctuality, mannerism, good behavior and proper conduct of the personnel it deploys for execution of the contract. The personnel so engaged by the Contractor should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk or engage in unlawful activities such as playing cards etc. while on duty and inside the campus premises of Office of the Commissioner of GST (Audit-II) Mumbai. They shall be under employment and disciplinary Jurisdiction of the Contractor. No tips in any form shall be accepted/ entertained.

(vii) The contractor shall be solely responsible for regular payment of wages /salaries other benefits and allowance to his personnel as per the prevalent labour laws and/or any other payments that might become applicable under any Act or Order of the Central/State Government and this department shall have no liability in this regard. The contractor shall furnish necessary proof in this regard whenever required. As per G.O.I., M.O.F., D.O.R., C.B.E.C.'s Letter F.No. C-30013/31/2017-Ad.IVA dated 22.09.2017, the payment of wages are to be made to the Contract Workers as per minimum wages and revision of wages are to be done as and when the rates are increased /revised.

(viii) The contractor has to maintain their daily workers attendance and work report, which is to be counter-signed by concerned official (PRO) of the Commissioner of GST (Audit-II) Mumbai, on a day to day basis. Contractor shall be responsible for providing replacement of personnel against the absentee. At no point of time number of personnel proposed to be deployed for contract and mentioned under Technical Bid shall be curtailed or otherwise the contractor will be liable to pay Rs.250/- per person per day towards its failure to deploy sufficient personnel.

(ix) The contractor shall provide the safety articles /equipment to its personnel. Safety of the personnel deployed by the contractor will be the sole responsibility of the Contractor and that the Department will not be responsible for any kind of hurt/loss/damage caused to the personnel on account of any accident or mishap. The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. The Commissionerate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability / claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the contractor.

(x) The contractor shall pay all its contractual employees payment as per the Central Government Notification No.1/17(6)/2015-LS-II dated 30.03.2015 w.e.f. 01.04.2015. The contractor should pay *EPF* and *ESIC* contributions (of employer and employee) on monthly basis and submit its *ECR* / challan copies to this department failing which monthly bills will not be processed further.

(xi) Insurance covers protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for all the persons deployed by him even for short duration. This department 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 charge the same shall be the responsibility of the contractor. The Contractor shall pay the Govt. dues such as G.S.T., Service Tax, Professional Tax etc., as applicable. The Department shall not be responsible in any manner in this regard.

(xii) The contractor shall be liable to pay compensation of any loss to the property of the Department caused by the acts of omission and/or commission by its personnel.

(xiii) In case of any loss caused to the third party by way of the conduct of the personnel deployed by the contractor, department shall not be responsible. Contractor shall be solely responsible to compensate the third party in such cases.

(xiv) The contractor and/or its personnel shall not allow movement of equipment/items or any property of the department in or out of the premises without prior permission of the competent authority. Contractor shall be solely responsible if any equipment/items or property is found missing and will have to compensate the department as decided by the competent authority of the department Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

(xv) The contractor shall be responsible for timely completion of work on day to day basis. The personnel deployed by the contractor shall be available in the premises from 08:30 hrs to 18:00 hrs. Cleaning of the premises will have to begin by 08:30 hrs. and shall finish before arrival of the staff members of the department i.e. before 09:30 hrs.

(xvi) The contractor shall deploy one supervisor on a day to day basis and he should be available to the *PRO*, o/o Commissioner of GST (Audit-II) Mumbai in person and on phone at all the time during the working hours and all the days including holidays.

(xvii) The contractor shall render services every day including Saturdays except Sundays and National Holidays. In case of administrative exigencies as and when need arises the contractor shall provide his services and personnel even on the Sundays and National Holidays at no extra cost.

(xviii) The contractor shall not subcontract or outsource the Contract work in any manner.

(xix) The contractor shall not communicate or use in advertising, publicity, bidding for other contract, sales releases or in any other medium, photographs or other production of the work under this contract-

(xx) The successful contractor shall have to enter into a contract with the department and the contract shall be valid for a period of one year from the date of issuance of the work order.

(xxi) The conduct of the successful contractor will be constantly monitored for inviting and failure to abide by the terms and conditions of the contract, failure to maintain The premises in tidy and clean condition, lack of punctuality and any breach in security procedure or making any false declaration to any Govt. Agency which in the opinion of the Govt. is not in the public interest shall make the contract liable to be terminated.

(xxii) The Contractor should go through the details and sign each and every page of tender including its enclosures as a token of acceptance of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Contractor would fill up the information in the Annexure IV to IX enclosed at the end of this document in clear and legible terms. Whenever, the prices are to be quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the firm through its authorized signatory. The tender form shall be rejected if it is not complete in any respect.

(xxiii) Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures and shall be firm during the contract period.

(xxiv) All the pages of the bid should be signed affixing the seal.

(xxv) The contractor shall furnish an undertaking to the effect that none of its Directors /Partners/Owner or associates have been convicted under any law of the land. The undertaking should also mention if any legal proceedings are initiated and are pending against them under any law of the land anywhere in India.

(xxvi) A prospective bidder requiring any clarification of the Tender document may communicate to the concerned official PRO GST (Audit-II) Mumbai at the address given in this notice inviting tender.

(xxvii) At any time prior to the last date of receipt of bids, Office of the Commissioner of GST (Audit-II) Mumbai may modify the Tender document by an amendment.

(xxviii) The Office of the Commissioner of GST (Audit-II) Mumbai may at its own discretion extend the last date for the receipt of bids.

(xxix) The bids shall be written in English language.

(xxx) The Office of the Commissioner of GST (Audit-II) Mumbai reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Office of the Commissioner of GST (Audit-II) Mumbai will be final in all the matters of tender and purchase.

(xxxi) The Contractor undertakes that he shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Department.

(xxxii) The department shall be the sole authority to decide on the quality of service rendered by the Contractor. In case the performance of the Contractor is found unsatisfactory, the Department shall have the right to terminate the agreement without notice or compensation or any payment, whatsoever at the sole discretion of the Department.

(xxxiii) The Department shall have the right to withhold any reasonable sum from the amount payable to the Contractor under this contract, if the contractor commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the department as to payment of all statutory and other dues or compliance with other obligations.

(xxxiv) The personnel engaged by the Successful Contractor shall have no claim whatsoever on Office of the Commissioner of GST (Audit-II) Mumbai and shall not raise any industrial dispute either directly or indirectly with or against Office of the Commissioner of GST (Audit-II) Mumbai in respect of their service conditions as long as they are engaged at Commissioner of GST (Audit-II) Mumbai's premises for execution of the Contract.

(xxxv) The Income Tax as per Rules shall be deducted from the bill. All statutory deductions such as TDS, etc. wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the Successful Contractor at the applicable rates from time to time.

(xxxvi) Under no condition, the Contractor or his staff shall claim the benefits of Office of the Commissioner of GST (Audit-II) Mumbai's Rules, Wages & Allowances, facilities etc.

(xxxvii) Office of the Commissioner of GST (Audit-II) Mumbai shall not be responsible for delay or non-receipt of tender documents during transit byPost.

(xxxviii) Office of the Commissioner of GST (Audit-II) Mumbai reserves the right to reject any or all Tenders without assigning any reason thereof at any stage of the process.

2. COMPLETION OF CONTRACT:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract i.e one year. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond one year by mutual consent..

3. TERMINATION:

In case the successful contractor wishes to terminate the Contract at any point of time, after acceptance, a notice to this effect should be given to the department at least three months in advance. The department is however at liberty to terminate the contract with immediate effect in case of breach of any of the terms and conditions of the contract or if the services are not found to be satisfactory at any time, notwithstanding issue of performance etc. During the period of contract if the contractor is found to be violating any provisions with regard to payment of minimum wages as per Act or Order, the contract shall be terminated with immediate effect.

4. SUBMISSION OF APPLICATION FOR CONTRACT

- i. If an individual makes the application, it shall be signed by the proprietor above his full typed written name and current address.
- ii. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- iii. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- iv. If a limited company or a corporation makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.
- v. Applications made by FAX and those received late will not be entertained. The application should be typewritten and signed on each page of the application.
- vi. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal. At no stage use of white ink/fluid or correction pen be used.
- vii. A senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.
- viii. The applicant is advised to attach any additional information, which he thinks is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the tender document is submitted, unless the Office of the Commissioner of GST (Audit-II) Mumbai calls for it.

5. DATE OF OPENING OF TENDER APPLICATION ENVELOPES:

- Technical/qualifying Bid:(Annexure IV to VIII) – **03.01.2018 at 15.00 Hrs**
(Accompanied by supporting documents)

- Financial Bid (Annexure IX):- **04.01.2018 at 15.00 Hrs**

Sd/-

(M. K. MISHRA)
ASSISTANT COMMISSIONER (P&V)
GST (Audit-II) Mumbai

ANNEXURE IV

TECHNICAL/QUALIFYING BID FORM

| | | |
|----|--|--|
| 1 | NAME OF THE CONTRACTOR | |
| 2 | TYPE OF ENTITY -PROPRIETARY FIRM, PARTNERSHIP FIRM, PVT.LTD. COMPANY | |
| 3 | ADDRESS | |
| 4 | TEL NO. FA.Y NO. MOBILE NO. | |
| 5 | NAME OF THE CONTACT PERSON | |
| 6 | TEL. NO. MOBILE NO. OF CONTACT PERSON | |
| 7 | LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN REGARD TO BE PROVIDED | |
| | PAN DETAILS | |
| | SERVICE TAX REGISTRATION DETAILS | |
| | SALES TAX REGISTRATION DETAILS | |
| | VAT REGISTRATION DETAILS | |
| | LABOUR LICENSE DETAILS | |
| | ESI REGSITRATION DETAILS | |
| | EPF REGISTRATION DETAILS | |
| | SHOP AND ESTABLISHMENT REGSITRATION (GUMASTA LICENSE) DETAILS | |
| | ISO CERTIFICATE DETAILS | |
| 8 | ANNUAL TURNOVER OF PREVIOUS THREE FINANCIAL YEARS DETAILS (ANNEXURE VI ALONG WITH COPY OF PROFIT & LOSS A/C, BALANCE SHEET, AUDIT REPORT AND INCOME TAX RETURNS OF SAID THREE YEARS TO BE ENCLOSED) | |
| 9 | BANK SOLVENCY CERTIFICATE ENCLOSED | |
| 10 | EXPERIENCE IN HOUSEKEEPING WITH DETAILS OF CONTRACTS IN PREVIOUS THREE FINANCIAL YEARS (RELEVANT ANNEXURE III, IV AND V TO ENCLOSED) | |
| 11 | DETAILS OF HOUSEKEEPING CLEANING EQUIPMENT OWNED AND TO BE PUT IN USE FOR CONTRACT BY THE CONTRACTOR | |
| 12 | ANY EMPLOYEE OF THE OFFICE OF COMMISSIONER OF CENTRAL EXCISE ON YOUR BOARD OR SHARE HOLDER IN CONTRACTOR'S ENTITY | YES/NO, If yes, please provide details |
| 13 | HAVE YOUR ANY DIRECTOR/PARTNER/ENTERPRENUER CONVICTED UNDER LAW | YES/NO, If yes, please provide details |
| 14 | HAS YOUR FIRM/COMPANY BLACK LISTED AT ANY TIME IN PAST BY ANY ORGANIZATION | YES/NO, If yes, please provide details |

| | | |
|----|---|--|
| 15 | ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSRE) | |
|----|---|--|

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I /We understand that if any deviation is found in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future. I hereby confirm that I am authorised to sign the Tender Document.

Date:-

(Signature of the applicant)

Seal of Organization

ANNEXURE- V

FINANCIAL INFORMATION OF THE ORGANIZATION

Financial Analysis-Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

| | | | | |
|---------|---------|-------------------------|---------|---------|
| SI. No. | Details | Financial Years (14-15) | (15-16) | (16-17) |
| SI. No. | Details | Financial Years (14-15) | (15-16) | (16-17) |

A. Gross annual turnover in housekeeping services

ii) Profit/Loss

iii) Financial Position as on 31.03.2017

- a) Cash
- b) Current assets
- c) Current liabilities
- a) Cash
- b) Current assets
- c) Current liabilities

B. Up-to-date Income Tax Clearance Certificate.

C. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

(Signature of the applicant)

Seal of Organization

ANNEXURE VI

DETAILS OF ALL CONTRACT COMPLETED DURING THE LAST THREE YEARS

| SI. No. | Name of Contract & Location | Name of Client | Annual Cost of Contract | Date of Commencement as per contract | Period of contract | Litigation Arbitration pending/in progress with details | Name Address & Tele No. of Officer to whom reference may be made | Remarks |
|---------|-----------------------------|----------------|-------------------------|--------------------------------------|--------------------|---|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

(Signature of Applicant)

Seal of Organization

ANNEXURE VII

CONTRACTS UNDER EXECUTION OR AWARDED

| SI. No. | Name of Contract & Location | Name of Client | Annual Cost of Contract | Date of Commencement as per contract | Period of Contract | Name, Address & Tele No. of officer to whom reference may be | Remarks |
|---------|-----------------------------|----------------|-------------------------|--------------------------------------|--------------------|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(Signature of the contractor)

Seal of organization

ANNEXURE VIII

PERFORMANCE REPORT OF CONTRACT

(Furnish this information for each individual contract in the following format from the employer for whom the contract was executed - minimum 2 to be submitted)

1. Name of Contract & Location :
2. Agreement No. :
3. Annual Value of Contract :
4. Date of Start :
5. Date of Completion :
6. Performance Report
 - i) Quality of service : Excellent / Very Good / Good / Fair
 - ii) Resourcefulness : Excellent / Very Good / Good / Fair
7. Any penalty imposed for bad performance :
8. Any litigation pending

(Signature)

Senior Level Officer of the Client with complete contact details

(Seal of the Organization)

Date:

ANNEXURE IX

FINANCIAL BID DOCUMENT

1. Name of the Contractor
2. Address of the Contractor (With Tel. No., Fax E-Mail):
3. Name& Address of the Partners/Director (With Mobile No.):
4. Contact Persons(s) (With Mobile No.) :
5. No. of Staff to be deployed for Contract :- **7 (Seven)**

| Rate (per person) (All Inclusive) | Amount per month | Amount per year |
|--------------------------------------|------------------|-----------------|
| Rs. | Rs. | Rs. |

Total Cost in Words: _____

Note:

1. The rate should be inclusive of all taxes etc.
2. The services of the above personnel are required throughout the year round the clock. The rate includes the cost of relievers for weekly off, gazetted holidays and any other leave, in addition to statutory obligations like ESI, PF, Uniform, and as per Minimum Wages Act etc.

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 and all of it is included in cost

(Signature of contractor with seal and Date)

