



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
OFFICE OF THE ASSISTANT COMMISSIONER,
CENTRAL GST & CENTRAL EXCISE, ANGUL DIVISION,
1st LANE, SIMILIPADA, ANGUL. PIN-759122

GL-I(14)C.W./AGL/2015/

Dated: 29.12.2017

TENDER No. 2/ET/2017-18
NOTICE INVITING TENDER FOR PROVIDING SWEEPING, CLEANING,
SANITATION AND HOUSEKEEPING SERVICES

The Office of the Assistant Commissioner, Central GST & Central Excise, Angul Division, Angul invites sealed Tenders from reputed and experienced service providers for providing sweeping, cleaning, sanitation and miscellaneous housekeeping services at the above mentioned office & its Range Offices as per details in Annexure-'A' for a period of one year from the date of agreement/contract subject to further extension for one year (six months at a time), on satisfactory performance.

2. The Tender Documents in this regard comprises of:
- (i) SCOPE OF WORK – ANNEXURE 'A'
 - (ii) GENERAL TERMS AND CONDITIONS – ANNEXURE 'B'
 - (iii) PRE-QUALIFICATION REQUIREMENTS FOR AWARDED OF CONTRACT (TECHNICAL BID) – ANNEXURE – 'C'
 - (iv) PROFORMA FOR QUOTING THE RATES (FINANCIAL BID) – ANNEXURE 'D'.
- These are enclosed with this notice. The bidder while submitting the tender will ensure to submit the above tender documents as under:-

<p>(i) Scope of Work – ANNEURE 'A'</p> <p>(ii) General Terms and conditions-'B'</p> <p>(iii) Pre Qualification (Technical Bid)- ANNEXURE – 'C'</p>	<p>In a separate envelope duly marked as “ENVELOPE CONTAINING ANNEXURE – 'A', ANNEXURE-'B' & ANNEXURE – 'C' As per qualification requirements (TECHNICAL BID)”.</p> <p>Note: Annexure 'A', 'B' & 'C' must be duly filled in for having accepted the scope of work, general terms and conditions and prequalification requirements. Every page should be signed & stamped.</p>
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(iv) Proforma for Quoting the Rates (Financial Bid)- ANNEXURE – ‘D’	In a separate envelope duly marked as “ENVELOPE CONTAINING ANNEXURE – ‘D’ AS QUOTATION RATES (FINANCIAL BID)” . Every page should be signed & stamped.
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3. The interested service providers are required to submit the above two envelopes in a third sealed cover bearing the words “TENDER FOR PROVIDING SWEEPING, CLEANING, SANITATION AND HOUSEKEEPING SERVICES” which should reach the Office of the Assistant Commissioner, Central GST & Excise, Angul Division, 1st Lane, Similipada, Nigamananda Math Marg, Angul Division, Odisha-759122 Regd. A.D/ Speed Post or in person on or before **19.01.2018 till 16.00 hours**. The Envelope containing ANNEXURE ‘A’, ‘B’ & ‘C’ will be opened **on 23.01.2018 at 11.00 hrs**. The successful bidders will be informed on the same day. All the bidders are requested to be present on **23.01.2018 at 11.00 hrs** in this office accordingly. No separate communication/intimation will be sent for this.

4. **OPENING OF FINANCIAL BIDS:** The Financial Bids of successful bidders in the Technical Bid will be opened **at 11.30 hrs on 23.01.2018** in presence of the bidders and the Tender Committee of the Assistant Commissioner’s Office. All bidders (who are successful in Technical Bid) are requested to be present on **23.01.2018 at 11.30 hrs** in this office for opening of the Financial Bids. No Separate Communication / intimation will be sent for this.

5. A complete set of tender documents can be obtained free of cost from this office between **10.00 hrs to 17.00 hrs** till **18.01.2018**. Further, this can also be accessed at Departmental **website www.cbec.gov.in (Tender & Auction)**. This office would not be responsible for any delay or loss of tender documents sent through mail or otherwise.

6. This office reserves the right to reject all / part or any of the quotations without assigning any reason thereof. No correspondence in this regards will be entertained. The tender forms shall be rejected if it is not complete in any aspect. Rates/quotations duly filled in will be received up to the date and time mentioned above and quotation received thereafter shall not be entertained.

7. This office also reserves the right to postpone and/or extend the date of receipt/ opening of rates / quotations or to withdraw the same, without assigning any reasons thereof.

Place: Angul
Date: 29.12.2017

(P.K.MAHAPATRA)
Assistant Commissioner
Central GST & Excise
Angul Division
Angul

ANNEXURE – ‘A’**WORK REQUIREMENTS AND SCOPE OF WORK****WORK REQUIREMENT-**

Cleaning, Sweeping, Sanitation & House Keeping activities etc. of the office premises located as given below (As per sq.ft Rate basis):

The Prime objective of cleaning and housekeeping services is to maintain the entire office premises in a very neat and clean condition so as to ensure a hygienic and congenial work environment. The broad details of work (Part-I) are enumerated as follows:

Sl.No.	Office formation and address	Effective Area(Sq. ft.)	
1.	O/o The Asst. Commissioner, Central GST & Excise, Angul Division, Central GST & Excise Angul-I, II & III Range offices, Similipada, Angul-759122	Inside Carpet Area	3955
		Outside/Open Area	442
		Total	4397
2.	Central GST & CX Angul-IV & V Range office. Near FCI Chowk, NALCO Nagar	Inside Carpet Area	2200
		Outside/Open Area	300
		Total	2500

It includes:

- (i) Thorough Cleaning of toilets, wash basins and other fittings four times a day and whenever required. All sanitary fittings, tiles, mirrors. water tank must be cleaned on weekly basis with bleaching powder.
- (ii) Cleaning, Sweeping and mopping of floor with cloth soaked in water and disinfectant for all the rooms before 9.30 a.m on each working day;
- (iii) Cleaning, Sweeping and mopping of adjoining areas such as corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon.

- (iv) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipments, almirahs, filling cabinets locations;
 - (v) Collecting waste paper, unwanted material and its disposal at indicated locations.
 - (vi) Furniture like tables, chairs, visitor's chairs, sofas, almirahs, etc. and all the electronic gadgets like computers, telephone, fax machines, photocopier machines etc. have to be dust free and dust removal has to be done daily. The doors, windows, partitions in the entire office should be cleaned daily.
 - (vii) Removal of cob-webs in the corridors, rooms, chambers and toilets.
 - (viii) Removal of blockage and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater;
 - (ix) Care should be taken that the gadgets are not tampered with during the cleaning operation;
 - (x) Shifting of furniture & other articles whenever required and any other such miscellaneous work;
 - (xi) Cleaning of outside open area, removal of grass, waste and garbage and proper maintenance of outside open area in a very neat and clean condition.
 - (xii) Carrying out miscellaneous works of unskilled nature (physical movement of files/ papers within the office, supply of drinking water to the staff and any other miscellaneous / petty work assigned by the officers).
2. Cleaning material and other required articles will be provided by this office as per requirement. The value / cost of the same should not be included in the rates quoted.
3. For work Requirement (as detailed above), the bidders are invited to quote their rate only on per square feet per month basis and not based on the number of persons to be deployed or per person basis.

DECLARATION BY THE TENDERER

This is to certify that I/we before signing the ANEXURE-A” of the tender containing the “Work Requirements and Scope of Work” as per the tenderer have read and fully understood the same and undertaken myself/ourselves to abide by them.

(Signature of the Tenderer with date)

Name-

Seal-

Address-

ANNEXURE – ‘C’**TECHNICAL BID**

Note: Any violation of the terms and conditions in submitting the TECHNICAL BID will lead to rejection of the same.

Name & Full address of the Bidder Organization / Agency with telephone No., mobile No. & e-mail address.	
Name and telephone No., mobile No. & e-mail address of Proprietor (s) / Director (s).	
Name and complete address of the service receiver earlier worked for Note: Job satisfaction Certificate received from the service recipients	
Attach self attested copies of: (i) GST Registration Certificate (ii) EPF license valid as on date. (iii) ESI license valid as on date. (iv) PAN Card.	
Number of persons proposed to be engaged by the bidder. Note: The bidder should deploy sufficient persons/unskilled contract workers for performing the required work.	

DECLARATION BY THE BIDDER

This is to certify that I/We before signing this ANNEXURE – ‘C’ of the tender as “TECHNICAL BID” as per the tender have read and fully understood the same. Further, I/We hereby certify that the information furnished above ANNEXURE-‘C’ as “TECHNICAL BID” of the tender is complete and correct to the best of my/our knowledge.

(Signature of the Bidder with date)

Name _____

Seal _____

Address _____

ANNEXURE – ‘B’

GENERAL TERMS AND CONDITIONS:

1. This contract shall be valid for one year from the date of agreement / contract subject to further extension for one year (**Six months at a time**), on satisfactory performance.
2. The successful bidder shall submit a Bank Guarantee towards performance of contract of **Rs.25,000/-** (Rupees Twenty Five Thousand) only as a security deposit in the name of the Assistant Commissioner, GST & Excise, Angul Division at the time of acceptance of contract.
3. In case the services of the contractor / service provider are not found to be satisfactory or in case of any default by the contractor / service provider, this office shall without prejudice to any other right / remedy, which shall have accrued or shall accrue thereafter, terminate the contract in whole or part, by **giving 30 day's** notice in writing to the contractor / service provider. Also, the Bank guarantee towards performance of contract of Rupees Twenty Five Thousand will be forfeited.
4. The Contractor / Service provider is required to give one month prior notice in writing to this office before withdrawal such contract furnishing details reasons for such withdrawal. If such withdrawal in without one month prior notice the Bank guarantee towards performance of contract of Rupees Twenty Five Thousand will be forfeited.
5. The Contractor / Service provider must comply with the rates / quotations, specifications and all terms and conditions of the contract. No deviation, whatsoever, in the terms and conditions of the contract shall be entertained/allowed. At no point of time the rates for the above services can be hiked during the tenure of the contract and no request would be entertained for that purpose.
6. In case the contract is terminated before completion of a month, the amount payable to service provider will be calculated on prorate basis.

7. The Contractor/service provider shall ensure that the persons deployed by him always wear proper uniform with a badge showing the name of firm, while on duty.
8. The Contractor / service provider shall ensure proper cleaning and maintenance of other housekeeping activities on all working days and also on Saturdays/Sundays/Holidays as per the need.
9. The Contractor / Service provider should mention in the Annexure-C the number of persons / unskilled contract workers proposed to be deployed for the contracted work.
10. The contractor / service provider will quote fixed rate per square feet per month and the payment will be made on that basis subject to deductions/penalties, if any.
11. The persons / unskilled contract workers as per work requirement details in -1 (XII) of Annexure-A should be available for work in the office during working hours on all working days (9.30 AM to 06.00 PM, with 30 min lunch break) as well as on Saturdays/Sundays/Holidays as per need.
12. The bidder should deploy sufficient persons / unskilled contract workers for performing the required work.
13. The Contractor / Service provider shall ensure that the persons / unskilled contract workers deployed by him adhere to proper timings as above.
14. The contract workers deployed for services should be of good health, well behaved, of good moral character and free from any communicable disease and should not have been convicted for any offence. Employment of Child labour by the Service Provider is prohibited.
15. It is categorically clarified that the engagement of service does not in any way confer any right to the service provider or persons that may be deployed by him in this office to claim any regular employment in this or any government office. This work is purely on contract basis.
16. The Contractor/Service provider should preferably be currently working or of having worked in Central/State Govt. Departments and /or Central PSUs/State PSUs and will form part of the Technical Bid.

The Contractor / Service provider should submit the job satisfaction certificate of the service receiver earlier worked for.

17. The Contractor / Service provider should have valid (as on date) GST Registration Certificate. EPF license, ESI license & PAN card. The self attested copies of the same are required to be produced in the bid document and will form part of the Technical Bid.
18. The bidder should quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per persons basis.
19. For the Work Requirement, lowest rate quoted in Rs. Per square feet per month will be the criterion for evaluation of bid.
20. No escalation of service charges whatsoever would be allowed during the period of the contract.
21. The cost of cleaning material and other such articles should not be included in the rate for bidding and it would be provided by the Department.
22. Service Tax as applicable will be borne by the department.
23. The contractor/service provider shall be solely responsible for payment of PF and ESI etc. On demand, the service provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.
24. Service Provider shall be solely responsible for payment of wages / salaries other benefits and allowances to contract workers(s) employed by him that might become applicable (as per the Minimum Wages Act prescribed by the Central Labour Commissioner as amended from time to time). This office shall have no liability whatsoever in this regard and the Service provider shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc. The Service provider shall ensure compliance with all labour laws/other laws applicable. Any instance of violation of labour laws/other laws will render the contract void and would attract forfeiture of Bank guarantee furnished towards the performance of the contract.

25. Insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act, 1948, shall be taken by the Service provider. The Service provider 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 Service Provider.
26. The contractor/Service provider or authorized representative of the Service Provider will make himself available as and when required by the Department.
27. The contractor/service provider shall be directly responsible for any/all disputes arising between him and his personnel and keep the office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
28. Service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
29. Any mis-declaration/misstatement with respect to any of the conditions prescribed above would render the contract null and void and would result in forfeiture of Bank Guarantee furnished by the successful bidder besides other legal consequences.
30. The Office of the Assistant Commissioner, Central GST & Central Excise, Angul Division, Angul reserves the right to postpone and / or extend the date of receipt / opening of Rates / Quotation or to withdraw the same, without assigning any reasons thereof.
31. All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the works and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
32. The Contractors/Service providers should satisfy themselves before submission of rate/quotations to the Assistant Commissioner that they meet the qualifying criteria and capability as laid down in the Annexures.

33. The Contractor/service provider shall in no case lease/transfer/ suble appoint care taker for services.
34. No other person except authorized representative of the service provider contractor shall be allowed to enter in the officer premises.
35. Within the premises of office, the service provider/contractor's personnel shall not perform any private work other than their normal duties.
36. The Service provider shall report to the Officer-in-charge regarding day to day up-keeping and cleaning.
37. Manpower required for execution of the entire work including transport, if any, shall be arranged by the service provider/contractor. Any excuse regarding absence of person resulting in not execution of work will not be considered. It will be the duty of the service provider to replace any person in his or her absence.
38. **TERMS OF PAYMENT:**
 - i. The Contractor/Service provider will submit the monthly bill for reimbursement in duplicate enclosing the certificates, which shall be got duly certified by the office in charge and the same shall be paid thereof after making recovery, if any.
 - ii. The Contractor/Service provider shall make regular and fully payment of labour charges, salaries and other payments as due, as per labour laws to its personnel deputed under services contract and furnish necessary proof whenever required.
 - iii. Payment to Service Provider/Contractor shall be made under account payee cheques only, on presentation of the bill. Tax Payable shall be deducted at sources as per the rates notified by Income Tax Department.
 - iv. Monthly bill shall be paid after every month of any obligations under the contract or unsatisfactory work, the complaint of non-fulfillment of any obligations under the contract or unsatisfactory work, the Assistant Commissioner or Officer-in-charge reserves the right to deduct any penalties/deductions from the monthly bill of the contractor/service provider.

2. PENALTIES:

- i. The Contractor / service provider will attract a penalty double the pro-rata basis, in case the persons fails to carry out the housekeeping services due to his absence or any other reasons. In other words, in case of non carrying of duties, a penalty double than per day charge on pro-data basis from the monthly bill of the contractor / Service provider.
- ii. In the event of failure in maintaining the housekeeping services on any day up to the desired standard, in part or full the Service Provider/Contractor is liable to be penalized @Rs.150/- (Rupees One Hundred Fifty) only per day & the same shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Assistant Commissioner, Central Excise, Customs & Service Tax will final and binding on the Service Provider/Contractor and shall not be subject to any dispute or arbitration.
- iii. The Service Provider/Contractor would ensure that all his personnel would behave courteously and decently with employees and officers of the Assistant Commissioner's Office as well as ensure good manners.
- iv. The Service Provider/Contractor would ensure the peace and order is maintained in the premises.

We agree to the above terms and conditions.

Signature with date _____

Name of the firm with seal _____

Address _____

ANNEXURE-D
FINANCIAL BID

Note:-Any violation of the terms and conditions in submitting the FINANCIAL BID will lead the rejection of the same.

1. Name of the Bidder Organization/Agency
2. Address (with Telephone No. & Fax No.)
3. Name and Address of the proprietor/partners/directors (with Mobile No.)

RATE QUOTED AS PER ANNEXURE 'A'	
Sl. No.	Rate per sq. ft. in Rupees per month
1.	

The bidders shall quote their rates for the service to be provided as "Rate Per square feet per month" (in both figures and words) for part-I above which should include deduction towards EPF and ESI etc., and same would not be payable over and above the rate thus quoted.

PART-II

I/We _____ hereby quote
Rs. _____

_____ (both in figures & words) as
our rate per square feet per month.

AND

At the rates quoted above, we intend and are capable of carrying out the work and providing contract worker(s) as per the scope of work and the terms and conditions of the tender.

DECLARATION BY THE BIDDER

This is to certify that I/We before signing the “ANNEXURE-D” of the tender as “FINANCIAL BID” as per the tender have read and fully understood the same. Further, I/We hereby certify that information furnished above in “ANNEXURE-D” as “FINANCIAL BID” of the tender is complete and correct to the best of my /our knowledge.

(Signature of the Bidder with date)

Name-_____

Seal_____

Address_____