

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE/ DEPARTMENT OF REVENUE
CENTRAL BOARD OF EXCISE & CUSTOMS, MUMBAI CUSTOMS PREVENTIVE
COMMISSIONERATE.**

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PREVENTIVE),
RUMMAGING & INTELLIGENCE DIVISION, 2ND FLOOR,
NEW CUSTOM HOUSE,
BALLARD ESTATE, MUMBAI-400001.
Tel. No. 22623781/22614608 Fax No. 22691769**

F. NO. SD/INT/Admn-III/73/2016 R&I

Date: 30.11.2017

**NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT OF
AMC FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.01.2018-
31.12.2018**

Online e-tenders are invited for and on behalf of The Principal Commissioner of Customs (Preventive), 2nd Floor, New Custom House, Ballard Estate, Mumbai – 400001, for AMC of “Outsourcing of Housekeeping and Maintenance of various sections, departments and toilets/bathrooms” in the offices of R&I Division of the Preventive Commissionerate as per locations mentioned at **Annexure ‘A’**, for the period of one year w.e.f. 01.01.2018 to 31.12.2018 which may be extended for further period as & when required on the existing Terms & Conditions. The bids are invited in a two bid system (Technical and Financial) from reputed firms/housekeeping service providers. The concerns/bidders fulfilling the requirements as specified under Eligibility Criteria (Annexure III) of this document shall be eligible to apply. The details of work specifications, terms & conditions are outlined in the Annexures to this e-tender as under :

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|-----|---------------|---|
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| (j) | Annexure-X | Details of all contracts completed/under execution during the period 01.01.2013 to 30.10.2017 . |

2. **Mode of Tendering:** Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website: <https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The Tender should be addressed to the Assistant Commissioner of Customs (Preventive), R&I division, 11th floor, Annexe Building, New Custom House, Ballard Estate, Mumbai-400001 with words “Bid for AMC for Outsourcing of Housekeeping” for one year from **01.01.2018 to 31.12.2018** . The bids are invited in a **two bid system** (Technical and Financial) from reputed firms/housekeeping service provider and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Price Bid. The Price bid should be valid for One (01) year from the date of opening of the Tender.

3. The Tender enquiry documents will be available on official website (www.cbec.gov.in) and on <http://eprocure.gov.in> from 30.11.2017.

4. Earnest Money deposit of Rs 30,000/- should be submitted by bidders by Demand Draft drawn in favour of Principal Commissioner of Customs (Preventive). Bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) of Rs 30,000/- (Rs Thirty thousand only) in the form of Demand Draft/Banker's Cheque, drawn on any Nationalized Bank or a Scheduled Commercial Bank in India, in favour of Principal Commissioner of Customs (Preventive) payable at Mumbai must reach the address at : R&I division, Administration-III, 11th floor, Annexe Building, New Custom House, Ballard Estate, Mumbai-400001 latest by 03.00 P.M on the date of opening of Technical bids.

5. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".

6. The Bidder should clarify any doubt/query regarding the specification from Inspector/Superintendent of Customs, at Administration-III, Rummage & Intelligence (R&I) division, 11th floor, Annexe Building, New Customs House, Ballard Estate, Mumbai – 400001 on any working day between 11.00 A.M to 05.00 P.M before last date for submission of Bid/Tender. The bidder should fulfill eligibility criteria for technical/qualifying bids and should submit all documents attested by authorized person along with the bid.

7. The technical bid will be opened first in the presence of the Tender Committee Members and Bidders. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.

8. **Last date and time for submission of Bid/Tender is 20.12.2017 (upto 05.00 P.M.)**

Opening of Bids :

Technical Bid : **22.12.2017 at 03.00 P.M**

Financial Bid : **Only after process of evaluation of Technical Bid is complete.**

9. In the event of any of the above mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

10 TERMS OF PAYMENT:

- i) The contractor will submit the monthly bill in duplicate for reimbursement along with certificate of work completion by the officer in charge on the letter head of service provider. The bill will be paid after making recovery, if any.
- ii) The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.
- iii) In case of any complaint of non-fulfillment of any obligation under contract, this office reserves the right to deduct the amount due from the contract from monthly bills as well termination of the contract.

11. PENALTIES:

- i) The Contractor will attract a penalty of an amount of Rs.500/- per day in case a person fails to carry out the housekeeping services due to his absence or any other reason which shall be recovered from the bills or otherwise.
- ii) The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.

iii) In the event of failure in maintaining the housekeeping services on any day up to desired standard, in part or full the contractor is liable to penalty @ Rs 500/- per day, which shall be recovered from the bills or otherwise.

(S.B. Agrawal)
Asstt. Commissioner of Customs (Preventive)
R & I, New Custom House, Mumbai

Copy to:-

1. Notice Board, R & I Division, 11th Floor, Annexe Building, New Custom House, Mumbai-400001
2. DC/EDI, (Customs Website), New Custom House, Mumbai-400001
3. CBEC Website through Telex Section, New Custom House, Mumbai-400001

ANNEXURE 'A'

Sr.No.	Name of the office/Department	Total Cleanable area
01	Principal Commissioner of Customs 2 nd floor, New Custom House, Mumbai.	500 Sq. Ft
02	Office of R&I Division, 11 th floor, Annex Bldg., New Custom House, Mumbai.	5500 Sq. Ft
03	Office of R&I Division, 12 th floor, Annex Bldg., New Custom House, Mumbai.	5500 Sq. Ft
04	Basement W/H Ground floor, New Custom House, Mumbai.	1000 Sq. Ft
05	Control Room / MTO Ground floor, New Custom House, Mumbai.	1000 Sq. Ft
06	Nanawati W/H Sewri (East), Mumbai.	25000 S. Ft
07	RSR and D.I.U., Clock Tower Bldg. P & V Docks, Masjid (E) , Mumbai.	4200 S. Ft
08	Custom Marine Workshop, Versova, Mumbai.	2600 S. Ft
	Total:	45300 S. Ft

Area is subject to variation up to 10%-15%.

ANNEXURE-I

**NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT
FOR AMC FOR OUTSOURCING OF HOUSEKEEPING SERVICES.**

FROM 01.01.2018-31.12.2018

APPLICATION FORM

From: (Name of the firm with
complete Postal Address)

To,

The Principal Commissioner of Customs (Preventive),
New Custom House,
Old Building, 2nd Floor,
Ballard Estate,
Mumbai – 400001.

Sir,

**Subject: e-Tender for “AMC for Outsourcing of Housekeeping Services” from
01.01.2018-31.12.2018**

Reference : (1) Your e-tender Notice F. No Dated

(2) EMD-DD No Dated for Rs

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate **exclusive** of all taxes & duties but inclusive of transportation cost etc.

Yours faithfully,

(Signature and stamp of the Bidder)
(State legal status, Whether Proprietorship.,
Partnership, Registered firm, Company etc.)

ANNEXURE-II - SCOPE OF WORK

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR AMC FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.01.2018-31.12.2018

- (i) The prime object of housekeeping to maintain the entire premises in clean and hygienic condition.
- (ii) The broad details of work covered under the scope are enumerated as follows:
- (a) Cleaning, sweeping & wiping of floors & toilets and cleaning of window Glasses, Curtains, IT equipments, Furniture & Fixtures, Cupboards, Water Coolers other fittings.
- (b) Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls 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) Any other work assigned by the controlling officer.
- (e) **JOBS TO BE CARRIED OUT DAILY**
1. Cleaning of toilets, wash basins, water coolers and other fittings. Removing all dust from the window panes. Cleaning to be done with phenyl / lyzol **twice** a day.
 2. Cleaning of corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon and removing all the unwanted materials.
 3. Removing dust from floors, windows, doors, books, furniture, fixtures, telephone, air conditioners and other equipments, collecting waste paper etc.
 4. Cleaning of rooms by moping floor with cloth soaked in water & disinfectant.
- (f) **JOBS TO BE CARRIED OUT WEEKLY**
1. Washing of floors with surf/vim/soap/cleaning material and water or any other cleaning operation.
 2. If the manpower is required on Sundays/Holidays, no extra charge will be payable to the contractor.
- (g) **MISCELLANEOUS CONDITIONS**
1. Sweeping, cleaning, dusting etc shall be completed before 9:30 am everyday.
 2. The contractor shall, on award of the contract, furnish the list containing names and addresses of the workmen sent to this office for performing housekeeping services.
 3. The personnel will render services everyday including Saturdays, Sundays if required, except on National Holidays.
 4. They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
 5. Materials/consumables (e.g Phenyl, Liquid soap, detergent, floor cleaner, naphthalene balls etc) required for housekeeping and maintenance of toilet/bathrooms shall be provided by the Department.
 6. The Services provided by the contractor shall be closely monitored and should be up to the satisfaction of this office.

ANNEXURE-III

ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:

Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure IV to this NIT (Notice Inviting Tender). The contractors shall provide information/documents/annexures as listed below.

- I) The Contractor must have SERVICE TAX/GST registration and must have valid PAN Number since 01.04.2013 and self-attested copy of these registration certificates should be attached to the Bid document
- II) The Contractor must be registered with the ESI and EPF authorities and other relevant Labour Authorities since 01.04.2013 and self-attested copies of these registration certificates and PAN should be attached to the BID document.
- III) The Contractor must have valid Shop & Establishment Registration (Gumasta License) since 01.04.2013 and self-attested copy of the same should be attached to the BID document.
- IV) The Contractor having valid ISO Certification shall be preferred over the bidder, who did not have ISO certificate, in case all the other eligibility criteria are tie up. Self-attested copy of the ISO Certificate should be attached to the BID document.
- V) The Contractor must have annual turnover of minimum Rupees **15 Lakh** each year from the Housekeeping services contracts for **any of the three** Financial Years i.e 2013-14,2014-15, 2015-16 and 2016 – 17. Copies of Profit and Loss A/c, Balance Sheet and Income Tax Returns (ITRs) duly attested by Chartered Accountant should be attached with the Bid document. Annexure IX duly filled in and signed by the **Chartered Accountant** shall be submitted in this regard.
- VI) The contractor must furnish solvency certificate from the nationalized bank/scheduled bank.
- VII) The contractor must have **minimum two** years of experience (during 01.01.2013 to 31.10.2017) as Housekeeping Service Provider to Central Government/State Government or Public Sector Unit and should have completed at least two such annual contracts during 01.01.2013 to 31.10.2017 with contract value of not less than Rs. **7 Lakh** each. Work Experience of contractor of **minimum two** years with Central Govt./State Govt./Public Sector undertakings is **must and hence copies of work orders as proof to be attached.** Annexure VIII duly filled and signed by the senior level officer of the client of applicant bidder and **Annexure X** duly signed by the bidding firm/ company shall be submitted in this regard.
- VIII) The contractor must provide list of Housekeeping and Cleaning Equipments (Such as Vacuum cleaner, broom, wiper, safety equipment for workers) etc. owned by him and which he shall use in the execution of the contract.
- IX) The contractor should not have been **blacklisted** by any Govt./Semi Govt. organization/P.S.U for similar work in the past. An **undertaking** to this effect must be submitted along with the qualifying bid as per Annexure-VII.
- X) The contractor shall satisfy all the conditions mentioned in detailed e-tender notice.

ANNEXURE IV

(FORMAT OF TECHNICAL BID)

TECHNICAL/QUALIFYING BID FORM FOR e-TENDER OF HOUSEKEEPING, CLEANING AND MAINTENANCE OF VARIOUS SECTION OF R & I (CUSTOMS) FROM -- 01.01.2018 to 31.12.2018

1	NAME OF THE CONTRACTOR/ BIDDER	
2	TYPE OF ENTITY -PROPRIETORSHIP FIRM,/ PARTNERSHIP FIRM, / or PVT. LTD. COMPANY	
3	ADDRESS OF COMPANY/FIRM	
4	TEL NO./FAX NO./MOBILE NO.	
5	NAME OF THE CONTACT PERSON	
6	TEL. NO./MOBILE NO. OF CONTACT PERSON	
7	EMD DETAILS @ Rs.____/-	DD NO._____/ Date:
8	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN THIS REGARD TO BE PROVIDED	
	PAN DETAILS	
	SERVICE TAX/GSTREGISTRATION DETAILS	
	VAT REGISTRATION DETAILS	
	LABOUR LICENSE DETAILS	
	ESI REGSITRATION DETAILS	
	EPF REGISTRATION SINCE 01.04.2013	
	VALID SHOP AND ESTABLISHMENT REGSITRATION (GUMASTA LICENSE) DETAILS SINCE 01.04.2013	
	VALID ISO CERTIFICATE DETAILS	
9	ANNUAL TURNOVER OF FOUR FINANCIAL YEARS i.e 2013-14,2014-15,2015-16, 2016-17. (DETAILS in ANNEXURE IX ALONG WITH COPY OF PROFIT & LOSS A/C, BALANCE SHEET AND INCOME TAX RETURNS OF SAID YEARS (i.e. FOR ASSESSMENT YEARS- 2014-15,2015-16,2016-17& 2017-18) TO BE ENCLOSED.	
10	BANK SOLVENCY CERTIFICATE ENCLOSED	
11	EXPERIENCE IN HOUSEKEEPING WORKS IN CENTRAL/STATE GOVT/PUBLIC SECTOR ORGANIZATION WITH DETAILS OF CONTRACTS FOR THE PERIOD 01.01.2013 TO 31.10.2017 (RELEVANT ANNEXURE VIII & X TO BE FILLED AND ENCLOSED)	
12	NO. OF STAFF/ WORKERS TO BE DEPLOYED FOR THIS CONTRACT	
13	DETAILS OF HOUSEKEEPING/CLEANING EQUIPMENT OWNED AND TO BE PUT IN USE FOR THIS CONTRACT BY THE CONTRACTOR	
14	WHETHER ANY EMPLOYEE OF THE OFFICE OF PRINCIPAL COMMISSIONER OF CUSTOMS (PREVENTIVE) ON YOUR BOARD OR SHARE HOLDER IN CONTRACTOR'S ENTITY/ FIRM	YES/NO, If yes, please provide details
15	HAS ANY OF YOUR DIRECTOR/PARTNER/ENTERPRENUER EVER BEEN CONVICTED UNDER ANY LAW	YES/NO, If yes please provide details
16	HAS YOUR FIRM/COMPANY EVER BEEN BLACK LISTED AT ANY TIME IN THE PAST BY ANY ORGANIZATION. (Even if answer is NO, A SEPARATE undertaking as per Annexure-VII MUST be submitted along with the qualifying bid.)	YES/NO, If yes please provide details
17	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSURE)	

.....continued from pre-page Annexure- IV.

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge and belief. I /We understand that if any deviation/mis-statement is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealings with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date:-

Sign:-

Place:-

Name:-

Designation:-

ANNEXURE-V

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT
FOR AMC FOR OUTSOURCING OF HOUSEKEEPING SERVICES
FROM 01.01.2018-31.12.2018

TERMS AND CONDITIONS

- (i) The rate should be quoted on the basis of Per Square Feet per Month **exclusive** of all taxes but inclusive of transportation cost.
- (ii) Quotations will be received up to the stipulated date and time only.
- (iii) The contractors are required to submit the complete Quotations only after reading each and every laid down condition.
- (iv) The contractors must comply with all the terms and conditions of the contract.
- (v) This office reserves the right to terminate the contract without assigning any reason to the contractor.
- (vi) Nobody except contractor's authorized representative shall be allowed to enter this office. Within the premises of this office, the contractor's personnel shall not do any private work except their assigned duties.
- (vii) The contractor shall be solely responsible for payment of wages /salaries and other benefits and allowances to his personnel as applicable under any Act or order of the Government including Minimum Wages Act. This office shall have no liability whatsoever in this regard.
- (viii) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by contractor. The Commissionerate shall not entertain any claims arising out of mishap, if any, which may take place.
- (ix) The 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.
- (X) It is made clear that the engagement of the service provider does not 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.
- (xi) The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- (xii) The contractor should not indulge in employing child labour.
- (xiii) All consumables and materials required for housekeeping & Maintenance of toilet/bathroom shall be provided by the Department.
- (xiv) 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. Personnel/workers should report in the office at 08.00 a.m. sharp.
- (xv) The Company must have registration of Service Tax/GST, PAN, Registration of firms, registration of Establishment under Maharashtra Shop and Establishment Act, and ISO certification.

- (xvi) The company must have **minimum 02 year's** experience of providing housekeeping services to the Central Government Organization/State Government Organization/Public Sector Undertakings during the period 01.01.2013 to 31.08.2017 and as proof **Copies of work order to be attached.**
- (xvii) The applicant should have appropriate registration under statutory Acts like Labor laws, EPF, ESI etc. Self attested copies of necessary certificates is mandatory.
- (xviii) The proof of experience and performance is a must.
- (xix) Earnest money Deposit in the form of **Demand Draft of Rs. 30,000/-** in the name of **Principal Commissioner of Customs (P)** should be submitted along with bid documents. In case of disqualification, the same shall be returned to respective bidders.
- (xx) The earnest money of the firm whose quotations are not accepted will be returned, after finalization of the contract.
- (xxi) The Performance Security Deposit of 10% of the contract value shall be submitted by the successful bidder by way of Bank Draft in favor of the "Principal Commissioner of Customs (Preventive) Mumbai"
- (xxii) The Office of the Principal Commissioner of Customs (P) reserves the right to accept any bid other than the lowest or even rejecting all the bids without assigning any reasons thereof.
- (xxxiii) The contractor shall not engage any subcontractor for rendering the services mentioned in this contract.
- (xxiv) The staff engaged by the successful contractor shall have no claim whatsoever on Office of the Principal Commissioner of Customs (P) and shall not raise any industrial dispute either directly or indirectly with or against Office of the Principal Commissioner of Customs (P) in respect of their service conditions as long as they are engaged at Office of the Principal Commissioner of Customs (P) premises for execution of contract.
- (xxv) The successful contractor shall ensure that the statutory requirements as per the enactments are complied for his staff during the tenure of the contract. He shall ensure compliance of all the provisions of various labor enactments viz. The Minimum Wages Act 1948, the payment of wages act 1936, the Workmen's Compensation Act 1923, the Employees Provident Fund & miscellaneous Act 1952, as may be applicable from time to time.
- (xxvi) The successful contractor shall be responsible for payment of statutory taxes like service tax, etc. and submit the proof thereof.
- (xxvii) The Bids would be approved by the competent authority subsequent to compliance and also that it can be rejected without assigning any reason.
- (xxviii) All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing with date and rewriting. In case of discrepancy between the words and figures, the rates indicated in words shall prevail. All overwriting/ cutting, insertions shall be duly authenticated and attested.
- (xxix) Rates/Quotations should be submitted and signed by the firm/ company with its current business address and contact number.
- (xxx) Service Provider shall in no case lease/ transfer/sublet/appoint care taker for these services.

(xxxi) 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 Government Office.

(xxxii) The contract will be awarded for one year from the date of entering into contract & the rates will be valid for one year from the date of entering into contract.

(xxxiii) The service provider must ensure proper dress code for its workers.

We agree to the above terms and conditions.

Signature with Date _____

Name of the Firm _____

Seal _____

**NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT
FOR AMC FOR OUTSOURCING OF HOUSEKEEPING SERVICES**

FROM- 01.01.2018-31.12.2018

ANNEXURE-VI

PROFORMA FOR FINANCIAL BID

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.) :

Sr.No.	Name of the office/Department	Cleanable/ Closed Area	Monthly Rate Per Sq. Feet	No of Persons Proposed to be deployed	Total Amount for total Sq. feet per month (exclusive of all taxes applicable but inclusive of transportation charges)
01	Pr. Commissioner of Customs, 2 nd floor, New Custom House, Mumbai.	500			
02	Office of R&I Division, 11 th floor, Annex Bldg., New Custom House, Mumbai.	5500			
03	Office of R&I Division, 12 th floor, Annex Bldg., New Custom House, Mumbai.	5500			
04	Basement W/H Ground floor, New Custom House, Mumbai.	1000			
05	Control Room / MTO Ground floor, New Custom House, Mumbai.	1000			
06	Nanawati W/H Sewri (East), Mumbai.	25000			
07	RSR and D.I.U , Clock Tower Bldg. P & V Docks, Masjid (E) Mumbai.	4200			
08	Custom Marine Workshop, Versova, Mumbai.	2600			
	Cleanable Area	45,300			TOTAL Rs....

(a) Total Amount per month for **Cleanable/ Closed Area** x 12 months = Total Rs..... p.a.

(b) Total Amount in words per annum.

Certified that the above quoted rate complies with Minimum Wages Act and all the statutory provisions and rules as applicable. The above rates are **exclusive** of all the taxes (Service Tax/GST or any other taxes payable to Government) but inclusive of transportation cost.

Signature of the bidder

Office Seal.

**NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT
FOR AMC FOR OUTSOURCING OF HOUSEKEEPING SERVICES**

FROM 01.01.2018-31.12.2018

ANNEXURE-VII

UNDERTAKING BY THE BIDDER

1. I/We undertake that my firm M/S has not been **blacklisted** by any Central Govt. Department/ State Govt. department/Public Sector Undertaking.

2. ISon/Daughter/Wife of ShriProprietor/Partner/Director/authorized signatory of M/sam competent to sign this declaration and execute this tender document:

3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under applicable/appropriate law;

5. I understand that in case any deviation / mis-statement is found in the above statement at any stage, my concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Signature of the authorized Signatory of
the firm/ Company.

Office Stamp /Seal
Place :

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. Annexure VIII to be submitted in respect of **minimum two** completed contracts during the period 01.01.2013 to 31.10.2017.

PERFORMANCE REPORT OF CONTRACT

(TO WHO SO EVER IT MAY CONCERN)

This Certificate is issued at the request of M/s(bidder's name)

01. Name of Contract & Location/ address:

02. Agreement No:

03. Annual value of Contract:

04. Date of start:

05. Date of Completion:

06. Performance Report:

i) Quality of service:

Excellent/very Good/Good/Fair

ii) Resourcefulness:

Excellent/very Good/Good/Fair

07. Any penalty imposed for bad performance

08. Any litigation pending

Signature of Senior Level Officer of the
Client of the bidder with complete contact
details :

Seal of the Client of the bidder :

Date:

ANNEXURE IX

FINANCIAL INFORMATION OF THE ORGANIZATION

(To be certified by Chartered Accountant)

Financial Analysis Details to be furnished duly supported by figures in Balance Sheet/ Profit and Loss Account for the last 4 (four) financial years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (Copies to be attached).

A) Name and address of the (bidder's) firm/company:-M/S.....

Sl.No.	Details	2013-14	2014-15	2015-16	2016-17
1.	Gross annual turnover in housekeeping services				
2.	Profit/Loss				

Signature of the Chartered Accountant

Name of Chartered Accountant / Firm

(Seal of C. A. Firm)

Note:

- (1) As per Annex.III, The Contractor/ bidder must have annual turnover of minimum Rupees **15 Lakh** each year from the Housekeeping services contracts for **any of the three** Financial Years i.e 2013-14,2014-15, 2015-16 and 2016 – 17.

ANNEXURE X

DETAILS OF ALL CONTRACTS COMPLETED/UNDER EXECUTION DURING THE PERIOD 01.01.2013 TO 31.10.2017.

Sl. No.	Location of Contract	Name of Client's Company or Firm	Annual Cost of Contract	Period of Contract		Litigation Arbitration pending /in progress with details, if any.	Name, Address & Tele .No. of officer to whom reference may be made	Remarks
				From	To			
1	2	3	4	5	6	7	8	9

(Signature of the bidder)

Seal of the company/firm

Note:

1. The company must have **minimum 02 years** experience of providing housekeeping services to the Central Government Organization/State Government Organization/Public Sector Undertakings during the period 01.01.2013 to 31.10.2017.
2. Copies of **Work Orders** of minimum 02 years experience of providing housekeeping services to the Central Government Organization/State Government Organization/Public Sector Undertakings during the period 01.01.2013 to 31.10.2017 , must be provided.
