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**OFFICE OF THE ASSISTANT COMMISSIONER,
CENTRAL GOODS & SERVICES TAX AUDIT CIRCLE,
HOUSE NO 50, NEW RAJA MANDI, CANARA BANK BUILDING, AGRA –
282002 UP.**

C. No.(1)11-Audit/General Branch/Circle Agra/126/2017

Dated:- 27 .11.2017

TENDER NOTICE No. 01/2017

Name of Work	:	Providing House-keeping services for Total Area of 4320 sq. Feet (approx.) and other services depending on requirement. The rate is to be quoted per Sq. ft. per month basis.
Tender fee	:	Rs. 0.85 lakhs (Approx.) for the contract period 15.12.2017 to 31.03.2018.
Tender Cost (to be submitted along with Technical bid)	:	Rs.500/- (five hundred) in form of Cheque/ D.D./ FDR in favour of “Administrative officer, Audit Circle, Agra”

Sealed tenders are invited from eligible House-keeping services Providers for providing the house-keeping and other services in **the premises of the office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra situated at House No. 50, New Raja Mandi, Canara Bank, Agra – 282002 UP** on contract basis.

Interested parties may download the contents, Tender forms along with terms and conditions from the Departmental website **www.cbec.gov.in** or obtain the same from the office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra situated at House No. 50, New Raja Mandi, Canara Bank, Agra – 282002 UP located at the above mentioned address.

Service Providers, **who have experience of at least 05 (five) years of providing services to various Central Government Departments, Public Sector Undertakings and Central Government Autonomous Organizations** may apply for bid.

The period of contract shall be **15.12.2017 to 31.03.2018.**

The tenders should be submitted **in two sealed covers.** The first sealed cover should be super scribed with **“Technical Bid for providing house-keeping and other services”** to

“Office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra” containing information as prescribed in the tender document. The second sealed cover should be super scribed with “**Financial Bid for providing house-keeping and other services**” to “Office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra” and contain information only for the rate for providing the services **on monthly basis** as prescribed in the tender document. Both the sealed covers should be placed in main sealed envelope super scribed “**Tender for providing house-keeping and other services to the office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra situated at House No. 50, New Raja Mandi, Canara Bank, Agra – 282002 UP**” and should be addressed to the “ Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra”. The completed sealed tender documents should reach this office **by 1200 hours by 07/12/2017**. Bids beyond the specific date will not be accepted. The technical bids will be opened in the presence of the designated Committee at **1400 hours on 08/12/2017** **Financial bids will be opened on 08/12/2017 1600 hours for only those tenders who qualify in technical bids**. The office reserves the right to reject any tender without assigning any reason. If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be debarred from the tendering process and black listed for the future.

Sd/-
(Assistant Commissioner)
Central Goods & Services Tax
Audit Circle, Agra.

Copy to: (1) Notice Board.
 (2) CBEC Website.

Tender documents for providing house-keeping to office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra.

The tender consists of three parts:

- Part A – Terms and conditions
- Part B - Technical bid
- Part C – Financial bid

Both Part B and C should be sealed in separate envelopes and super-scribed in bold letters:

- a. “Technical bid for providing house-keeping and other services” to office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra.
- b. “Financial bid for providing house-keeping and other services” to office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra.

Both these envelopes should be then placed in a single sealed cover super-scribed “**Tender for providing house-keeping and other services**” to office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra.

Tenders (Technical Bid only) will be opened on 08/12/2017 at 1400 Hours at the office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall only be opened on 08/12/2017 at 1600 Hours.

Part A:- TERMS AND CONDITIONS:

1. The Terms and condition shall form part of tender to be submitted by the bidder to office of the Assistant Commissioner of Central Goods & Services Tax, Audit Circle, Agra.
2. All bidders are requested to submit the tender document (Technical & Financial bids) duly filled in with relevant information supported by relevant documents at the following address:- Office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra, House No. 50, New Raja Mandi, Canara Bank Building, Agra – 282002 UP.
3. All columns in the tender document should be duly filled in and no column should be left blank. “NIL” or “Not applicable” should be marked, where there is nothing to report. All the pages of the tender document should be signed by the service provider. Any other cutting or use of white ink should be duly initialled by the bidder. This office reserves the right to reject the incomplete tender or in case information submitted is found to be incorrect.
4. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. Tender documents received after due date and time i.e. 1200 Hours on 07/12/2017 shall be rejected outright and no correspondence in this regard shall be entertained.
6. The bidder should not withdraw / modify the offer in terms of price and other terms and condition quoted in the Technical or Financial bids.
7. There should not be any deviation in terms and condition as have been stipulated

in the tender document.

8. Service provider must have the experience of minimum 05(five) years of providing house-keeping services to various Central Government Departments, Public Sector Undertakings and Central Government Autonomous Organizations.
9. The payment terms mentioned in the financial bid shall be strictly followed and no deviations will be allowed.
10. The Service Provider shall undertake all types of House-keeping work viz., cleaning, dusting, toilet cleaning etc. in general and the following works in particular at all the offices mentioned in **Annexure -B** as below;

Annexure-B

No.	Details of works to be performed by the unskilled workers in closed/open area
01	Dusting and cleaning of Office fixtures and furniture etc.,
02	Sweeping/wet mopping of office premises/clearing papers/ trash on day to day basis
03	Cleaning of toilet with toilet cleaners and deodorants etc.,
04	Cleaning of all glass panes of windows and cleaning doors etc.,
05	Cleaning of partitions/ almirahs.
06	Cleaning of paintings, maps, etc.
07	House-keeping services such as movement of files/equipment/records within the office
08	Cleaning of fans, light and electronic equipments, telephone instruments/computers/ Photo Copiers/CPU/Printers/Stabilisers, etc.
09	Periodical cleaning and dusting and maintenance of records in the record room
10	Locating and finding the required records from the Record Room
11	Photocopying of the office records as and when required
12	Watering of plants
13	Removing the cobwebs
14	Other related works
No.	Details of works to be performed by the unskilled workers in open area
01	Sweeping of entire area on daily basis and maintaining cleanliness
02	Collection of garbage (waste materials, papers, plastic, leaves and its disposal)
03	Removal of unwanted shrubs, weeds etc on regular basis in garden area
04	Watering of plants, and maintenance of lawns etc
05	Other related works

11. The office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra, may at its discretion, at any point of time, during the validity of the contract, require to dismiss or remove from the site of work, any person or persons, as employed by the Service Provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
12. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality of improper conduct upon receiving written notice from the office / officer.
13. The Service Provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and

enhance the image of the Department. The Service Provider shall be responsible for any act of indiscipline on the part or persons deployed by him.

14. The Service Provider's personnel shall not divulge or disclose to any persons, any details of office, operational process, technical know-how, security arrangements, and administrative, organizational matters as all are of confidential/secret nature. In case, the Department comes to know about any such act done by the Service Provider's Personnel, the office reserves the right to cancel the contract.
15. The Service Provider's persons shall not claim any benefit/compensation/absorption; regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
16. The persons deployed by the Service Provider shall not have any claim to any "Employer and employee" relationship against this office.
17. The Service Provider shall provide the list of the persons deployed and shall maintain the details of all the persons deployed.
18. The Service Provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering.
19. The transportation, food, medical and other statutory requirement under the various Acts/Government Regulations in respect of each personnel of the Service Provider will be the sole responsibility of the Service Provider.
20. Complying with the legal rules and regulations of the Central/State Government, governing such House-keeping contracts would be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labour laws like Minimum Wages, Bonus, EPF, ESIC etc. They should have registration with EPF, ESIC etc. and enclose the proof of registration with the bid documents.
21. The Service Provider shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month. Evidences for ESIC/ EPF benefits given to the employees should be furnished.
22. Income Tax as applicable shall be deducted at source and the liability of payment of taxes; Service Tax, etc. shall be on the service provider.
23. The Service Provider shall not sublet, transfer or assign his contract or any part thereof to a third party without the prior approval of the office of the Assistant Commissioner of Central Goods & Services Tax Audit Circle, Agra.
24. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.
25. The Service Provider should be registered and well established House-keeping and should have a sufficient experience in rendering such services to establishment of Central/State/Public Sector Organizations. A list indicating the Departments where the bidder has contract for House-keeping services along with supporting documents should be submitted with bid.
26. The persons deployed by the Service Provider should have sound medical fitness, well behaved and should be well experienced and trained adequately to handle any type of cleaning/House-keeping and other works entrusted to them by the department.
27. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated office of the department.

28. Contractor will attract a penalty of Rs. 100/- (Rupees one hundred only) per day per person in case the person fails to carry out the said services due to his absence or any other reason.
29. Canvassing in any form will automatically disqualify the offer. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
30. Being a Central Government Office, no security Deposit/ advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.
31. The Office of the service provider/bidder should be located in UP and the proof of address of the office in Uttar Pradesh (UP) would have to be furnished as a part of the tender.
32. No tender will be accepted by fax, email, telex or any other such means.
33. **Earnest Money Deposit:** After allotting the contract, a Security Deposit of Rs. 2000/- (rupees two thousand only) in the form of FDR shall be given in favour of “Administrative officer, Audit Circle Agra” within three days of opening of financial bid. No interest or any other amount, whatsoever, shall be paid by this office on the EMD. The EMD will be refunded within 30 days of successful completion of bid process.
34. Tender is likely to be rejected because of non-fulfilment of any of the above terms.
35. The party desirous of remaining present at the time of opening of tenders may attend at the above mentioned time and date.
36. This office reserves the right to reject all or any tender without assigning any reason thereof. If any disagreement or dispute arising between the vendor and the Government under or in connection with the terms & conditions, they shall make every effort to resolve amicably by direct informal negotiation, even then, if any disagreement or dispute arising between them shall be settled under the Court of Law within its jurisdiction at Agra. The resultant contract will be interpreted under Indian Laws.

PART B
TECHNICAL BID FOR PROVIDING HOUSE-KEEPING SERVICES

01	Full particulars of the service provider: (i) Name of the firm/company: (ii) Full address of office: (iii) Telephone No./Mobile No. (iv) Tele Fax: (v) E-Mail Address:	
02	Full particulars of person(s) offering the house-keeping and other services and submitting the tender:	
03	Year of registration / incorporation of firm/ company (certified copy of RC is to be attached)	
04	PAN Card No. (certified copy of PAN Card is to be attached)	
05	Service Tax No. (Copy of Service Tax Registration is to be attached)	
06	Number of unskilled House-keeping workers that will be provided by the bidder/service provider	
07	Details of the offices where the house-keeping and other services has been/ are being provided; 1) Name/Address of the office(s) 2) No. of years for which service has been/is being provided (certificate from the office(s) mentioned above regarding the house-keeping service is to be attached(atleast 05 years))	
08	Details of prior experience of house-keeping and other services	
09	Details of EPF Certificate (attach copy)	
10	Details of ESIC Certificate (attach copy)	

Declaration

- (i)** I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii)** It is hereby declared that the particulars for providing house-keeping services are true and correct as per my knowledge and belief and in the event of any of the same being found not to be true, I/ We shall be liable to such consequences/ lawful action as the Department may wish to take.
- (iii)** It is hereby declared that the service provider is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (iv)** It is hereby declared that the service provider is not black-listed by any Central/State Government/Public Sector Undertaking in India.

List of Enclosures

Attested photocopies/ certified true copies of the following documents are compulsorily to be annexed with the Technical Bid. Technical Bids received without these documents are liable to rejection. Originals of these documents/ certificates shall be produced at the time of execution of the Agreement/ Contract.

1. Certified copy of the registration certificate of the firm/ Company,
2. Certified copy of PAN Card,
3. Certified copy of Service Tax Registration,
4. Certified copy of registration with Ministry of Labour/ EPF/ ESIC,
5. Certificate from various office(s) where the house-keeping services has been provided satisfactorily (no. of years of providing services shall be mentioned),

PART- C
FINANCIAL BID FOR PROVIDING HOUSE-KEEPING SERVICES

S. No.	Description of Manpower	Number of Persons (to be provided)	Rate per month	Total Rate
1	Rate per square feet per month (No. of workmen to be provided is to be mentioned. However, quotation is to be strictly per square foot per month)			
2	Services Charges			
3	EPF as applicable			
4	ESIC as applicable			
5	S. Tax at applicable rate (Labour charges + Service Charge+ EPF+ESIC)			
6	Gross Amount Payable per Month (1+2+3+4+5)			In Rs. ()
7	Gross Amount payable per Month in Rupees (Words):			

Note:

1. The rate quoted must be on per sq. ft. per month basis and not on the No. of persons to be deployed or performed basis. However, while arriving the rates per sq. ft. per month basis, bidder shall consider the minimum wages as per law for those persons. The service charges are to be added is as per the discretion of the bidder. To keep uniformity among the bidders for covering total Area of 4320 Sq. ft. (approx.), and deployment of 02(two) persons may be considered.
2. The rate quoted shall include minimum wages as per law and employees contribution of EPF, ESIC, Service Tax, TDS at applicable rates or at the time of offering tender.
3. Thus, the contractor shall make regular and full payment of labour wages which should not be less than fixed under Minimum Wages Act as per the rates prescribed by the office of Deputy Chief Labour Commissioner, Kanpur.
4. No cutting or over-writing will be allowed. Financial Bid containing any overwriting or cutting will not be considered and will be rejected.
5. Service Tax will be paid on the rates as applicable.
6. Bidder shall also provide separate sheet mentioning the details of basic minimum wages/ EPF/ ESIC etc.