

# **BID DOCUMENT**

FOR

**PROVIDING HOUSE KEEPING & CLEANING SERVICES**

AT

**OFFICE OF THE ASSISTANT COMMISSIONER,  
CGST & C.EXCISE, JALNA DIVISION, AURANGABAD COMMISSIONERATE**

**TENDER INQUIRY NO. : JALNA/ 04/2017**

**DATE: 30.11.2017**

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**OFFICE OF THE ASSTT. COMMISSIONER, CGST & CENTRAL EXCISE,  
JALNA DIVISION,  
GST BHAVAN, NIDHISH TOWERS, ABOVE COSMOS BANK, 2<sup>ND</sup> FLOOR, BHOKARDAN ROAD,  
JALNA- 431 203  
Tel: 02482 -229210, 229810 (Fax).  
MAIL ID: - ao.jalnadivision@gmail.com**

**SECTION - I**

**(Bid Reference)**

**DOMESTIC COMPETITIVE BIDDING**

**(Through Call of Tenders)**

**TENDER NO. JALNA/ 04/2017**

Name of the Work/ Description of Services.	Providing Housekeeping & Cleaning services
Date of Issue	30.11.2017
Last Date & Time for Receipt of Bid	22.12.2017 (11.00 am to 4.00 pm)
Date and Time of Opening of Bid	26.12.2017 at 03.30 pm
Officer to whom the tender documents is to be submitted.	Administrative Officer, CGST & Central Excise, Jalna Division, GST Bhavan, 2 <sup>nd</sup> Floor, Nidhish Towers, Above Cosmos Bank, Bhoakardan Road, Jalna. PIN- 431 203.

OFFICE OF THE ASSTT. COMMISSIONER, CGST & CENTRAL EXCISE,  
JALNA DIVISION,  
GST BHAVAN, NIDHISH TOWERS, ABOVE COSMOS BANK, 2<sup>ND</sup> FLOOR, BHOKARDAN ROAD,  
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**SECTION -II**

**INVITATION FOR BID**

**TENDER NO. JALNA/04/2017**

CGST & Central Excise, Jalna Division, Aurangabad Commissionerate invites sealed bids under the two-bid system from reputed parties having ISO or equivalent Certification or having sufficiently long experience in providing housekeeping services to Govt. office, for providing House Keeping Services including among others, cleaning and sanitation services also, as specified in the bid document, for a period of one year for the specified area of the campus of the CGST & Central Excise, Jalna Division, Bhokardan Road, Jalna- 431 203. The scope and nature of services to be provided are mentioned at Section-V of this bid document and pertain to House Keeping, cleaning, sweeping, mopping of rooms, floors, stair cases, corridors, approach roads, corners and edge tiles on the façade, other open spaces, fittings and fixtures, toilets, dustbins, equipment in Recreation Room etc. (for more specific details refer to section V) in the specified areas in the campus / premises of CGST & Central Excise, Jalna Division office, Bhokardan Road, Jalna- 431 203.

2. Sealed bid quotations along with the **Earnest Money Deposit (EMD) of Rs.15,000/-** should be submitted to the office of the **Asstt. Commissioner, CGST & Central Excise, Jalna Division, Bhokardan Road, Jalna- 431 203** latest by **22.12.2017 up to 16:00 hrs.** **The bid quotations against this tender will be opened at 15.30 hrs. of 26.12.2017.**
3. The complete bidding document is also available for viewing and down loading at CGST & Central Excise, Aurangabad's website: [www.centralexciseaurangabad.gov.in](http://www.centralexciseaurangabad.gov.in), [www.cbec.gov.in](http://www.cbec.gov.in).

**(Dr. Ganesh Pote)**  
**Assistant Commissioner**  
**CGST & Central Excise, Jalna Division.**

## SECTION-III

### INSTRUCTIONS TO BIDDERS

1. This Invitation for Bids is open to all the reputed parties having ISO or equivalent Certification or having sufficiently long experience (at least three years) in House Keeping, cleaning, sanitation and allied services to Govt. offices, with a turnover of at least **Rs. 15 lakhs** per year during last three financial years in this line of business. The Bidder should have experience of completed job of Housekeeping Services of State / Central Govt. / Semi-Govt. / Govt. Undertaking in last 3 years.
2. The CGST & Central Excise, Jalna Division, Aurangabad Commissionerate, hereinafter may also be referred to as the **“Service receiver”** and the successful bidder for providing the services shall be referred to as the **“Service provider”**.
3. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. **Failure to furnish all information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.**
4. The bidder is required to fill up the Profile of its Organization in the format given as per **Annexure – 1** of this Bid Document.
5. At any time prior to the deadline for submission of bids, the Service receiver may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders who have given their e-mailing address at the time of obtaining the bid document will be notified of the amendment, which will be binding. The amendment will also be available on the CGST & Central Excise, Jalna Division website **[www.centralexcisaurangabad.gov.in](http://www.centralexcisaurangabad.gov.in) & [cbec.gov.in](http://cbec.gov.in)**
6. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Service receiver, at its discretion, may extend the deadline for the submission of bids.
7. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in **English/Hindi** language.
8. The bids are to be submitted in two parts in separate sealed envelopes, i.e., **“Technical Bid”** and **“Financial Bid.”**
9. The **Technical Bid** prepared by the bidder shall include the following:
  - (a) Full particulars of organizations where the bidder has supplied such services in the current and two preceding financial years. (Self-attested copies of the relevant work orders to be enclosed)
  - (b) Self certified copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (2015-2016 to 2016 -17)
  - (c) Self certified photo copy of the PAN card.
  - (d) Self certified photocopy of GST Registration Certificate, ESIC Registration, Employee Provident Fund Registration, if any.
  - (e) Information regarding any litigation, current or in the past in which the bidder was/is involved, the names and address of the opposite party(s) case number and court in which pending and the disputed amount.
  - (f) Details regarding any work order / contract that was abandoned by the bidder at any stage or withdrawn from, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).

- (g) Information regarding the proceedings for bankruptcy, insolvency or winding up, if any, in which the bidder is / was involved.  
In case information required vide Para (e) to (g) is nil, is required to be mentioned very categorically.

10. The **Financial Bid** shall comprise of the price component for all the services indicated in the Section-V of the bid document. The price quoted by the bidders should indicate the amount of all applicable taxes, wherever and whichever applicable. The prices once accepted by the Service receiver shall remain valid till the currency of the contract, except in case of statutory levies of Central Government, State Government or local bodies. The Service receiver shall not entertain any increase in the prices during the period. The Financial Bid shall also contain the details of the wages and salary the bidder proposes to pay to each of the persons deployed on House Keeping duties related to this Tender inquiry. The Financial Bid should clearly state whether the bidder would abide by the minimum wages rate requirement for Central Government Establishments under the Minimum Wages Act and other welfare provisions in this regard, as amended/increased from time to time. The Financial Bid shall not be less than an amount arrived at after taking into consideration these aspects for each person deployed by the Service provider /bidder, who will be responsible for any failure in this regard.
11. Prices shall be quoted in Indian rupees only.
12. Bids shall remain valid for 90 days after the date of bid opening prescribed by the Service receiver. A bid valid for a shorter period shall be rejected by the Service receiver as non-responsive.
13. In exceptional circumstances, the Service receiver may solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its EMD. A Bidder accepting the request will not be required nor permitted to modify the bid. Such extension shall under any circumstance or condition, however, not be requested or allowed beyond completion of one year after the end of this contract.
14. **Sealing and Marking of Bids:**
- (a) The **Technical Bid** along with EMD instrument should be placed in one **sealed envelope super scribed 'Technical Bid'**. The **Financial Bid** should be kept in a **separate sealed envelope super-scribed 'Financial Bid'**. Both the envelopes should then be placed in **one single, sealed envelope super-scribed 'Bid for House Keeping Services'** and should be addressed to the Assistant Commissioner, CGST & Central Excise, Jalna Division, GST Bhawan, Nidhish Towers, Above Cosmos Bank, Bhokardan Road, Jalna 431 203. The bidder's name, telephone number and complete mailing address along with e-mail address should be indicated on the cover of the outer envelope.
- (b) Both the inner envelopes super-scribed **Technical Bid** and **Financial Bid** should have the name and full address of the bidder so that if required, they may be returned to the bidder without opening them.
- (c) If the outer and inner envelopes are not sealed and marked as required, the Service receiver will assume no responsibility for the bid's misplacement or premature opening.
- (d) If for any reason, it is found that the Technical Bid reveals the Financial Bid or related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "Technical Bid", the Bid document **will be summarily rejected in the first instance** itself.
- (e) All the Bid documents submitted should be **serially page numbered** and contain the **table of contents** with page numbers. Each page of the bid shall be signed by the bidder with the stamp of the Organization.

**15. Deadline for Submission of Bids:**

- (a) Bids must be received by the Service receiver at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Service receiver, the Bids will be received up to the appointed time on the next working day.
- (b) The Service receiver may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the Service receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- (c) **Any bid received by the Service receiver after the deadline for submission of bids prescribed by the Service receiver in the bid document will be rejected and returned unopened.**

**16. Modifications and Withdrawal of Bids:**

- (a) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Service receiver prior to the deadline prescribed for submission of bids.
- (b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Service receiver should receive it before the deadline for submission of bids.
- (c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

**17. Opening and Evaluation of Technical Bids:**

- (a) The Tender Committee appointed by the Service receiver will open all **Technical Bids** in the first instance on the appointed date, time and venue. All the bidders are required to be present at the time of bid opening.
- (b) During evaluation of the bids, the Service receiver may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing or by email only.
- (c) No bidder shall contact the Service receiver on any matter relating to its bid from the time of the bid opening to the time the work order is placed. If the Bidder wishes to bring additional information to the notice of the Service receiver it should be done in writing. **However, all bidders are strongly advised to furnish all material information in the bid itself.**
- (d) **Any effort by a Bidder to influence the Service receiver in its decisions on bid evaluation, bid comparison or work order decision will result in immediate rejection of the bid.**
- (e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated in writing to the qualifying bidders by email. The unsuccessful bidders will be informed on request.

**18. Opening and evaluation of Financial Bids:**

- (a) The Service receiver will open the Financial Bids of bidders as specified in para 17(e) above.
- (b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

**19. The Service receiver shall make the contract payment as per the payment schedule mentioned below:**

- (a) Monthly bills submitted in duplicate by the Service provider for the work executed in the preceding month complete in all respects. No advance payments shall be made.
  - (b) The bills submitted by the Service provider should include requisite proforma duly filled in, certified by the **designated authority**, as specified by the Service receiver, stating satisfactory performance of the job, for releasing the payments. The Service provider will maintain proper record of all statutory payments made by it, and will annex it along with monthly bills. The bills shall carry a self declaration about payment of all statutory dues/taxes etc.
  - (c) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/ abandoned, or if the number of persons employed by the service provider is reduced from the stipulated number for any period, the payment / value of this job order shall be reduced on pro-rata basis by the Service receiver and would be binding on the Service provider.
  - (d) No escalation of price whatsoever would be allowed during the pendency / currency of the contract except in the increase in wages, if there has been increase in wages by the Statutory authority empowered to do so. The increase has to be intimated immediately to the Service receiver by the service Provider.
20. The Service receiver reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the Service receiver's action.
21. The Service receiver will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid in terms of price and quality of performance promised and other relevant parameters, within 30 days of the opening of the Financial Bid.
22. The word "bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the bidder shall submit a certificate of authorization. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
23. The Bidder shall sign its bid with the exact name of the organization concerned and in case of a proprietorship concern, the name and address of the proprietor to which the contract is to be awarded.
24. The Bid document filed by the bidder shall be typed or written in indelible ink.
25. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid document separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not indicated in the Technical Bid document in any manner. The Service receiver reserves the right to reject the bid having deviations from the prescribed terms and conditions.
26. It will be the sole responsibility of the bidder alone to execute the entire contract on its own accord.
27. **Prior to the submission of Bid, the Bidder/authorized representative should personally inspect the specific area covered by the services at the Service receiver's premises at Jalna, Beed, Parbhani & Osmanabad at his/her own cost and under prior permission.** This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after



taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed therein and expected from the Service provider.

28. The contract shall be deemed to have been concluded at Jalna City for all purposes and therefore, the Courts of India at Jalna will have exclusive jurisdiction to determine any unresolved dispute in relation to the said contract.
29. The Service receiver at its discretion may exercise an option to place order on the successful tenderer to supply the services in part. The Service receiver may exercise this option not later than 30 days of the opening of the financial bid. The tenderer shall, at his option, agree to the above, in writing within 15 days of the written offer by the Service receiver.
30. Making misleading or false representation knowingly or unknowingly or providing false or misleading information in the bid document knowingly or unknowingly will lead to disqualification of the Bid and the Bidder at any stage.
31. Where the bid has been signed by the Authorized Representative on behalf of the organization concerned, the bidder shall submit a **certificate of authority** and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. Service receiver can outright reject any bid not supported by adequate proof of the signatory's identity, residential and office addresses and authority.
32. Bidder shall give in writing the following certificate along with his/her bid **"Read and accepted the instructions to Bidders"** by putting his/her Signature along with the stamp of Bidder of Authorized Signatory.

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**SECTION-IV**  
**TERMS & CONDITIONS OF CONTRACT**

1. No alteration should be made in any of the **terms and conditions** of the bid document by scoring out or deleting or erasing. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable for rejection.
2. A sum of **Rs.15,000/- (Rupees fifteen thousand only) must be deposited as Earnest Money Deposit (EMD)** through Bank Draft/pay order in favor of **Commissioner, CGST & Central Excise, Aurangabad & must accompany the technical bid** in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful tenderer fails within the time fixed by the Service receiver to sign the contract on terms contained in the bid document. The earnest money of the successful Bidder will be refunded after the furnishing of valid Performance Guarantee. For the other Bidders, the Earnest money instrument will be returned within 20 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit.
3. The successful bidder will be required to deposit a **Performance Bank Guarantee** or such other security as acceptable to the Service receiver, **of Rs. 50,000/- (Rupees Fifty Thousand only)** as security for due fulfillment of the contract. The Bank guarantee should be executed in the proforma in Annexure-2. It should be valid till the expiry of twelve (12) months period after the date of placing the order by the Service receiver. The bank guarantee must be submitted within 10 days from date of issue of supply order. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder or premature withdrawal from execution of work awarded for any reason. This performance bank guarantee will be in addition to the security or EMD mentioned in para 2 above. The performance bank guarantee will be renewed by the Service provider before and if contract is extended.
4. The successful bidder will be required to provide to the Service receiver a documentary proof of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Service provider under this contract, along with any approval / other order of such Labour Commissioner that the Service provider may be required to obtain by any Law or Act in force at the time of the awarding of the contract to the Service provider. In case the Service provider is exempted from obtaining such Registration or approval or other order from the Labour Commissioner, it will be required to produce an Affidavit duly signed by the Principal Officer or the Authorized signatory on behalf of the Service provider that it is so exempted or not required to obtain any such Registration or approval or other order from the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Service provider under this contract.
5. No bid will be considered unless and until **all the pages / documents** comprising the Bid are properly signed and stamped by the person/s authorized to do so.
6. In the event of a bid being accepted, the quotations will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
7. The terms and conditions of contract given in **Section-IV** along with the Instructions to Bidders (**as given in section III**) should be signed and returned in the envelope marked as '**Technical Bid**', otherwise the tender will be rejected.

8. All above conditions will be enforced, unless written order of Service receiver is obtained relaxing any specific condition in any specific instance.
9. The Service receiver does not bind itself to accept the lowest tender.
10. Any change in the constitution or substantial ownership of the concern of the Service provider shall be notified forthwith by the Service provider in writing to the Service receiver and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Service provider in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
11. The Service provider acknowledges that he/she has made himself/herself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and works required under the contract executed and the terms, clauses and conditions, specifications and other details of the contract and the contractor. **The Service provider shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or with a view to evading any of his obligations under the contract.**
12. In the event of the Service provider failing to fulfill or committing any breach of any of the terms and conditions of this contract; or if the Service provider or his agents or employees are guilty of fraud in respect of the contract or any other contract entered into by the Service provider or any of his partners or representatives thereof with the Service receiver; or if the Service provider or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the Service receiver in any way relating to such officers or person or persons, office or employment; or if the Service provider or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any compromise with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the Service receiver, that the Service provider has misled it by giving false/incorrect information, then without prejudice to the Service receivers right and remedies otherwise, the Service receiver, shall be entitled to terminate this contract forthwith, and encash the performance bank guarantee and to blacklist the Service provider and procure or arrange Housekeeping services otherwise at the Service providers risk and expense and at the absolute discretion of the Service receiver, as regards the manner, place and time of such purchases. The cost of all such incidental charges or expenses, shall be recoverable from the Service provider on demand.
13. In any question, difference or objection whatsoever that may arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof, or the rights, duties or liabilities of either party, then, save in so far as the decision of any such matter as has been hereinbefore provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regard the rights and obligations of the parties as the result of such termination, shall be decided by the Service receiver and the decision shall be final and binding on the Service provider.
14. The Service provider will be responsible for the good conduct and high degree of discipline of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Service provider or any of the workers / subcontractors /

agents / any others deployed by the Service provider in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Service receiver will not be liable for any loss or harm to any person within or outside the campus from any act of omission or commission of any of the workers / subcontractors / agents / any others deployed by the Service provider in the course of providing any services stated in this contract.

15. The Service receiver shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Service provider or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at **Division office of CGST & Central Excise, Jalna, Aurangabad Commissionerate. The Service receiver shall be indemnified by the Service provider for all such claims.**
16. Without prejudice to the preceding term of contract, the Service provider will be liable to reimburse the Service receiver of any cost or legal liability / penalty / fine imposed on the Service receiver by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Service provider or any of the workers / subcontractors / agents / any others deployed by the Service provider in the course of providing any services stated in this contract.
17. **After the award of contract, the Service provider shall be on trial for three months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.**
18. The Service provider shall be solely responsible for compliance with all the statutory laws/rules/regulations such as those concerning PF, ESI, Labor laws, Minimum wages, any statutory duty or taxes etc. The Service receiver shall not be liable for any contravention/non-compliance on the part of the Service provider. Any contravention/non-compliance on the part of the Service provider would be construed as a sufficient ground for termination of the contract at the discretion of the Service receiver. Notwithstanding this, in the event of the Service receiver being visited with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Service provider to any statutory laws/rules/regulations etc., the Service receiver reserves the right to recover such fine/penalty etc., from the Service provider by way of recovery from the bills raised by the Service provider or by any other means.
19. The Service provider shall ensure that all the person employed are provided with appropriate uniform along with their name tags and the same is to be compulsorily worn by them all the time when on duty.
20. The Service provider will ensure that no person deployed by it indulges in smoking, drinking alcohol, consumption of any other intoxicants, chewing paan, tobacco etc. or unnecessarily loitering in the premises without work. If any person deployed by the Service provider is found to be indulging in these activities, a penalty of Rs. 100/- per person per incident will be leviable by the Service receiver, which will be intimated by the Service receiver to the Service provider within 3 days of the incident, and deducted from the monthly payment of the Service provider.
21. The Service provider shall only employ those persons who are approved by the Service receiver by writing or email and shall not remove them without express approval of the Service receiver in writing or by email. The Service provider shall promptly replace, after due approval of new person, any person deployed by it, who is found to be medically unfit, or not maintaining adequate personal hygiene, or whose behavior is found to be not courteous or who is otherwise found to be unfit for working within the Campus or unfit for being deployed for these services by the Service receiver. In case the Service provider fails to

remove or replace such person beyond three days after the request of the Service receiver to replace him, a penalty of Rs. 100/- per day per such person will be leviable by the Service receiver, which will be intimated by the Service receiver to the Service provider within 3 days of the incident, and deducted from the monthly payment of the Service provider. The Service provider shall not remove any person, once approved by the Service receiver, without the approval of the Service receiver in writing or by email.

22. A penalty of up to Rs. 100/- per day per room / corridor / Lounge or any other place as specified in section V of the bid document will be leviable by the Service receiver for every incident where cleaning is not done according to the terms and conditions prescribed in the contract, which will be intimated by the Service receiver to the Service provider within 3 days of the incident, and deducted from the monthly payment of the Service provider.
23. The Service receiver may discontinue the contract at any point of time, by giving a notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Service provider or any other person.
24. The Service provider may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation, but will forfeit its performance guarantee submitted by it in that case. In case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation, the Service receiver will have the right to claim damages, and recover them from the payments due to the Service provider or by any other means, in addition of forfeiting the performance guarantee of the Service provider.
25. On the expiry of the contract, the Service provider shall handover all the articles in good condition, which were entrusted to it. The Performance Bank Guarantee will be released by the Service receiver on the expiry of the contract only if the Service receiver is fully satisfied that all the articles have been handed over to the Service receiver and the equipment and property under the maintenance of the Service provider have not been damaged. In case of any damage to the articles, equipment or property under the maintenance of the Service provider, an amount equivalent to the damages will be intimated by the Service receiver and will have to be paid by the Service provider before the Performance Bank Guarantee is released. In case of delay of more than 15 days in payments, the Service receiver may, at its discretion, recover the same amount out the Performance Bank Guarantee furnished by the Service provider.
26. The Service provider or anybody else on his behalf shall not use the premises of the CGST & Central Excise, Jalna Division Office and Beed, Parbhani, Osmanabad Range Offices directly or indirectly for any other business or activities related thereto. Any items required to be moved outside the said premises shall be permissible only after proper gate pass from the prescribed authority has been obtained. Any infringement of this condition will entail penal consequences including the termination of contract.
27. The requirement of personnel indicated at Section-VII is only notional. The same can be increased or decreased as per actual requirement at the time of finalization of the Bid document.
28. The duty hours of housekeeping staff would be decided by the Service receiver and may also include working in shifts.
29. **ARBITRATION**
  - (i) In the event of any question, dispute / differences arising under this agreement or in connection with (except as to matters the decision of which specially

provided under this agreement) the same shall be referred to the sole arbitrator as approved by the **Commissioner, CGST & Central Excise, Aurangabad Comtte.** The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or unable to act for any reason, whatsoever, the **Commissioner, CGST & Central Excise, Aurangabad Commtte.** shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from stage at which it was left by the predecessor.

- (ii) The expression **Commissioner** shall mean and include acting / officiating **Commissioner, CGST & Central Excise, Aurangabad Commissionerate.**
- (iii) The arbitrator may from time to time, with the consent of all parties enlarge the time for making (a publishing) the award.
- (iv) The arbitrator may give interim awards and / or directions, as may be required.

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**UNDERTAKING**

I/We have read and understood all the terms and conditions in all sections of the bid document. I/we hereby quote for supply of the house keeping services specified in the bid documents as set forth in the terms and conditions of the contract which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit for a sum of Rs. 15,000/- as earnest money and should I/we fail to execute an agreement embodying the said conditions and deposit Performance Guarantee in the Performa given in this bid document within 10 days of the acceptance of my/our tender, I/we hereby agree that the above sum of earnest money shall be forfeited by the Service receiver.

Read and accepted.

Signature and stamp of the Bidder  
or Authorized signatory

Date:  
Place:

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:-

1. (In the case of a Proprietorship Concern or Partnership Firm)

**Signed By The Above Named /Proprietorship /Firm Of \_\_\_\_\_  
Through \_\_\_\_\_/Proprietor/partner of the firm.**

Signature  
(Name & Address)

2. (In the case of a company)

**The seal of the \_\_\_\_\_ Company, Limited, was affixed by the  
virtue of the resolution of the Board No. \_\_\_\_\_ Dated  
\_\_\_\_\_ the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_.**

Secretary's Signature \_\_\_\_\_  
(i) Date \_\_\_\_\_

(in either case) in the presence of

1. Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

Description: \_\_\_\_\_

2. Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

Description: \_\_\_\_\_

Signed by \_\_\_\_\_  
Signature by \_\_\_\_\_  
(On behalf of Assistant Commissioner, CGST &  
Central Excise, Jalna)

(The Service receiver)

**SECTION- V**  
**SCOPE OF WORK**  
**Specification of services to be rendered**

The scope of work to be entrusted and undertaken consists of Housekeeping Services including cleaning and sanitation services as per details given below in specified areas of the campus / premises of **the CGST & Central Excise, Jalna Division, Situated at Bhoardan Road, Jalna and its jurisdictional range offices located at Beed, Osmanabad & Parbhani** also includes certain managerial service for managing the services as specified.

The area to which the scope of work and services, covered by the bid, will extend are spelt out and specified in Annexure 3 to the bid documents.

The services required to be carried out by the Service provider are given in the paragraphs below, which are **only indicative and not exhaustive**.

The services expected from the Service provider agency should be of the highest standards as indicated in the following paragraphs. Besides, the service provider shall have to satisfy the Service receiver of fulfillment of all terms and conditions as stipulated in the following paragraphs. **The Service provider shall have suitable staff approved in writing by the Service receiver , deployed for this purpose, his own system of supervision, recording of facts and management, and shall have to furnish the details of the same to the Service receiver on the commencement of the services and thereafter whenever asked for.**

**A. Cleaning and Sanitation Services:**

The service provider / service provider shall render the following cleaning and sanitation service in the specified areas (Annexure -3) of the **office campus** and its vicinity:

**a) Work on Daily basis**

1. Proper and effective cleaning and sweeping and wet mopping of all the floors, staircases, corridors, terrace, and cleaning and sweeping of approach roads and other open spaces. Disposal and management of waste as per the approved norms of the local body or any statutory authority, cleaning of Departmental Vehicles, watering the plants in the premises.
2. Wet mopping and distaining of all flooring/tiles with solution in water of best quality detergents and cleaning agents and insecticidal, pesticide and anti microbial solutions ahead of the time of opening of the office, miscellaneous services such as serving of drinking water etc.
3. Proper and effective cleaning and washing of toilets, urinals, wash basins, sinks, sanitary fittings and fixtures using VIM / Liquid soap /detergents, sprinkling of phenoyl/surfexo, stain remover liquids, sanifresh naphthalene balls, deodorants etc, of the best quality like Harpic , Domex etc. filling liquid soaps like Dettol , Lifebuoy or other equivalent quality as provided by the service receiver.
4. Cleaning , washing and positioning of dustbins, garbage bins etc.
5. Using sanitary cubes, air purifier (Odonil), Naphthalene balls, liquid soap, air fresheners etc., as provided by the service receiver.
6. Cleaning of blockage in toilets, sewers, waste water lines, storm water pipes etc.
7. Dusting doors, windows, notice boards, floor vases, art objects provided in all the places in the space ahead of the time of opening of the office.
8. Spraying room freshener of best and approved quality and perfume in the Officer's rooms , conference room, daily and other places as directed and provided by the service receiver.
9. Cleaning of immediate surroundings of the office premises

1. Proper and efficient cleaning of floors and walls.
2. Dusting and proper cleaning with wet cloth and wax polishing of all items of furniture and their proper positioning.
3. Dusting and proper cleaning of furniture.

**b) On Weekly Basis**



1. Proper and effective washing, swapping of all floors, glazed tiles, skirting and dados and wax polishing of all terrazzo marble floor, replacing of furniture and other items in their proper position after cleaning and polishing of floors.
2. Proper and effective cleaning and polishing of the windows panes, Venetian blinds and pelmets etc.
3. Brass polishing (of good quality) of all brass works, plaques, doors knobs, name plates, boards etc.
4. Proper and effective cleaning of bars, light fittings etc. in the spaces.

**c) Monthly and also as and when necessary**

1. Proper and effective cleaning of electrical fittings, electrical boards, electrical switches, fans, regulators etc.
2. Proper and effective cleaning of ceiling and dusting and cleaning of cobwebs and webs of bees of all kinds.
3. Serving of refreshment /drinking water etc. during conference/meetings in the premises.
4. Cutting of the plants in the premises.

**A. OTHER TERMS AND CONDITIONS FOR THE BASIC SERVICES / WORK:**

1. All the services and any other works of similar type as may be entrusted to the service provider from time to time by this office are to be rendered without, causing any hindrance or disturbance to the office staff working before and after normal working hours and shall be carried out effectively and in accordance and conformity with the standards of neatly maintained office premises.
2. For providing satisfactory services as above under the contract, the Service provider shall deploy workers who are medically fit.
3. The Service provider's representative will personally supervise the work and will attend the complaints / suggestions recorded in the register maintained in the office on daily basis. After attending to the complaints the Service provider will get the register countersigned in satisfaction of the complaint within 24 hours of the complaint being recorded in the register.
4. The workers deployed for House Keeping will be checked by the security personnel everyday while coming to the premises and while leaving the premises.
5. The Service provider shall also bring sufficient number of cleaning equipment, vacuum cleaning equipment etc. at his own cost for effective cleaning. In case of any damage, its cost will be recovered from the Service provider.
6. The Service provider will present the bill on monthly basis which will be duly verified and certified by the **Administrative Officer** of the CGST & Central Excise, Jalna Division and Range Superintendent in case of Range offices situated at Jalna, Beed, Parbhani & Osmanabad under his own signature that the services rendered during the preceding month were satisfactory. In case the services are not fully satisfactory, the officer will recommend suitable deduction from the bill based on complaints not attended at the rate of Rs 1,000/- per complaint not attended within stipulated time.
7. The Service provider will be paid the contracted amount per month for the above service and except the above amount this institute will not pay anything.
8. The service provider shall comply with provisions of all labor laws and other relevant laws, and will submit an undertaking about compliance to the various statutory provisions.
9. The service provider shall communicate the names, parentage, age, residential addresses etc. of the persons deployed at the institute. They will display their names on their uniforms and they will be provided gate pass and identity cards by the service provider.
10. The Service provider shall maintain proper records of the attendance of the staff engaged by him for rendering sanitation services which shall be produced daily before the officer in charge for verification. Variation of plus and minus shall be allowed in the day to day engagement of staff and the Institute shall recover one day's wages per day per labor for short supply of labor, if the number falls short of the specified number of persons to be deployed . The

Office shall not be liable to pay for additional laborers beyond the above stated permissible limit. If, however, additional labor is specifically required on any occasion, payment to the Service provider shall be made as per the minimum wages rate prescribed by labor commissioner per labor per day.

**No minor labor shall be engaged by the service provider.**

11. The service provider or service provider shall engage workers on all working days including Saturday/ Sunday for 8.30 hours duty per day including half an hour lunch break.
12. The service provider shall provide **suitable and clean uniforms** which will be changed daily, to the persons or staff so engaged or to be engaged by him for rendering the aforesaid services and shall also ensure that the uniforms are clean, tidy and are worn by them at all time while on duty. They shall carry their identity with them.
13. The service provider shall comply with the provisions of all labor laws including Employees State Insurance Act. Employees engaged by the contractor for rendering sanitary services shall keep Jalna Division absolved from all acts of omission and commission, defaults, breaches and / or claims, demands, loss, injury and expense to which it may be put or involved as a result of service providers' failure to fulfill any of the above obligations and Jalna Division shall be entitled to recover any losses or expenses which it may have to suffer on account of such claims, demands, loss or injury from the contractor's monthly bill or from the security deposit or from any money due to Service provider without prejudice to its any rights under the law.
14. For purpose of proper identification of these employees of the service provider deployed at various points, the service provider shall issue identity cards to these persons and they shall be duty bound to display the identity cards at the time of duty. It will be the responsibility of service provider to ensure this.
15. The Assistant Commissioner, CGST & Central Excise, Jalna or any person authorized by the Commissioner shall be at liberty to carry out surprise checks on the persons so deployed by the service provider in order to ensure that the required numbers of persons are deployed and they are doing their duties as per the contract.
16. The service provider shall ensure that the persons so deployed do not take away any property of the office and if there is any loss to the institute on account of dishonesty, connivance of the persons engaged by the contractor and / or due to any other cause, the contractor shall make good on demand the loss to the office. The Assistant Commissioner, CGST & Central Excise, Jalna will make suitable arrangements to ensure compliance in this regard.
17. The persons deployed by the Service provider for the work / service as specified above shall be the employees of the service provider for all intents and purpose and in no case shall a relationship of employer and employee between the said persons and the Institute shall accrue implicitly or explicitly.
18. The person so deployed shall remain under the control of the Service provider who alone shall be liable for payment of their minimum wages and other dues and entitlements as prescribed under various Labour Laws and regulations and Notifications and other statutory provisions.
19. The service provider shall ensure that all employees get minimum wages and other benefits as are admissible under various Labor Laws like Minimum Wages act 1948 etc. The Service provider shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of contract labor (Regulations and Abolition) Act, 1970 or any other law in force for the time being.
20. The Service provider shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely under the minimum wages Act, Bonus Act, Maternity Benefits Act, Shops and Establishment Act etc. and applicable from time to time.
21. The Service provider shall conform to the provisions of Central / State Act or the Regulations on the subject as well as terms and conditions of the agreement which, subject to award of contract, may be made mandatory.

22. The Service provider shall make the payments of wages etc. to the persons so deployed in the presence of the representative of the Institute and shall on demand furnish copies of wages register, muster roll etc. to the institute for having paid all the dues to the persons deployed for the work under the agreement. This obligation is imposed on the Service provider to ensure that he fulfills his commitments towards his employees so deployed under various Labor Laws, having regard to the duties of the office in this respect as per the provisions of labor law. The Service provider shall comply with or cause to be complied with, the contractor's labor regulations made by the office from time to time in regard to payment of wages, periodical deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of work book, wage slip, publications of scale of wages and terms of employment inspections and submission of periodicals returns.
23. The Service provider shall undertake that any obligations and / or formalities which are required to be fulfilled under the Labor Act or any other Act for the purpose of entering into and / or execution of the contract shall be carried out by him at his own expense, etc. and shall report the compliance thereof to the Assistant Commissioner, CGST & C. Excise, Jalna. The service provider shall be solely liable for any violations of provisions of the Labor Act or any other Act or regulation.
24. The uniform shall be supplied by the Service provider at his own cost to the persons deployed for this work, and this office, shall have no liability, whatsoever on this account. The uniform shall be approved by the Assistant Commissioner, CGST & Central Excise, Jalna.
25. The service provider shall take reasonable precautions to prevent any unlawful acts or disorderly conduct or act of his employees so deployed and for the preservation of peace and order and protections of persons and property of **Jalna Division, Jalna.**
26. In case the person so deployed by the Service provider do not come up to the mark or do not perform their duties properly, or indulges in any unlawful acts or disorderly conduct, the service provider shall take suitable action against such employees on the report of the Administrative Officer, CGST & Central Excise, Jalna Division in this respect.
27. The service provider shall immediately replace the particular persons so deployed on the demand of the office in case of any of the aforesaid act on the part of the person so deployed or otherwise.
28. The Service provider shall deploy his persons in such a way that the persons get weekly rest and are duly paid for this weekly rest, the work is taken from them under relevant provisions of shops and establishment Act. The service provider shall in all dealings with the persons in his employment have due regard to all recognized festival days of rest and religious or other customs. In the event of the service provider committing a default or breach of any of the provisions of the Labor Laws, as amended from time to time or furnishing any information, or submitting or filling any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Additional Director General of the institute a sum of wages for one day for every default, breach or furnishing, making submitting, filling such materially incorrect statement and in the event of the service provider defaulting continuously thrice in this respect he shall be liable to pay as Rs.200/- per day for breach of every such default per day.
29. The service provider shall be provided space to store the equipments required to be used for rendering cleaning and sanitation services during the continuance of contract.
30. The service provider shall be permitted to consume water and electricity for rendering the service contract.
31. No other cost, charges, wages, dues and compensation whatsoever the staff employee or other persons engaged by the services provider payable by the CGST & Central Excise, Jalna Division or shall be claimed by the contractor from CGST & Central Excise, Jalna Division for the services required to be rendered by the service provider over and above the said contractual payments.

32. The service provider shall keep the CGST & Central Excise, Jalna Division indemnified against all claims whatsoever in respect of the employees deployed by him at a various points. In case any employee of the service provider so deployed enters in dispute of any nature, whatsoever, it will be the prior responsibility of the service provider to contest the same. In case CGST & Central Excise, Jalna Division is made party and is supposed to contest the case, the CGST & Central Excise, Jalna Division will be reimbursed for the actual expenses incurred towards counsel fee and other expenses which shall be paid in advance by the service provider to CGST & Central Excise, Jalna Division. Further the service provider shall ensure that no financial or any liability comes on CGST & Central Excise, Jalna Division in this respect, of any nature whatsoever and shall keep CGST & Central Excise, Jalna Division indemnified in this respect.
33. The service provider shall further keep **Jalna** indemnified against any loss to the CGST & Central Excise, Jalna Division property and assets, i.e movable and immovable.
34. The CGST & Central Excise, Jalna Division shall have further right to adjust and / or deduct any of the amount as aforesaid from the payment made to the service provider under this contract for providing cleaning and sanitation services.
35. The service provider shall neither deploy nor remove from deployment any worker without written approval of the service receiver.

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**SECTION-VI**  
**TENDER FORM**  
**(Technical Bid)**

(On the letter head of the organization/ concern submitting the bid)

To  
**The Assistant Commissioner**  
**CGST & Central Excise, Jalna Division,**  
**Nidhish Towers, GST Bhawan,**  
**2<sup>nd</sup> Floor, Above Cosmos Bank,**  
**Bhokardan Road, Jalna – 431 203.**

Ref.: Tender No. 04 /2017

Dated 30-11-2017

Sir,

1. I/We hereby undertake to supply the services as specified in Section III to V of the Bid/tender document and agree to hold this offer open for a period of 90 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.
2. I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and am/are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.
3. A crossed Bank Draft No. - \_\_\_\_ Dated \_\_ \_\_ in favor of the  
**Commissioner, CGST & Central Excise, Aurangabad for Rs.15,000/-**  
(Rs. Fifteen Thousand only) as Earnest Money Deposit is enclosed. The Draft is drawn on \_\_\_\_\_ Bank payable at \_\_\_\_\_.
4. Certified that the bidder is:  
  
A sole proprietorship firm and the person signing the bid documents is the sole proprietor/  
constituted attorney of the sole proprietor.  
Or  
A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.  
Or  
A company and the person signing the document is the constituted attorney.  
  
(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).
5. Self certified that the bidder has the experience of more than \_\_\_\_\_ years in providing housekeeping and related services. Certified copies of at least one work-order pertaining to each of the last two years are enclosed with this bid.
6. Certified that the bidder has a turn-over of over Rs. \_\_\_\_\_ in this line of business in each of the last two years. Self certified copies of the annual statements of accounts including the Profit & Loss Account and the Balance-sheet are enclosed with this bid.

7. A detailed profile of the organization as filled in as prescribed in the Annexure -1 of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:
- (a) Full particulars of organizations where the contractor has supplied such services in the current and two preceding financial years. (Self-attested copies of the relevant work orders to be enclosed)
  - (b) Self certified copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (2014-15 to 2015-16)
  - (c) Self certified Photo copy of PAN card.
  - (d) Self certified copy of GST Registration Certificate, if any.
  - (e) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
  - (f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
  - (g) Details of support facilities to execute the order.
  - (h) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.
8. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order between us.

Yours faithfully,

(Signature of Bidder)

(along with Name & Designation)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2017

Address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Company Seal

**SECTION-VII  
TENDER FORM  
(Financial Bid)**

(On the letter head of the concern submitting the bid document)

**The Assistant Commissioner  
CGST & Central Excise, Jalna Division,  
Nidhish Towers, GST Bhawan,  
2<sup>nd</sup> Floor, Above Cosmos Bank,  
Bhokardan Road, Jalna – 431 203.**

**Ref.: Tender No. 04 /2017    Dated 30-11-2017**

**Sir,**

1. Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for supply of services as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

**The Price quoted by us for the following area (per square feet per month) is as under :**

Sr. No.	Name of Building / Location	Area (Sq. Ft.)	Remarks
1.	Office of the Asstt. Commissioner, CGST & Central Excise, Jalna Division, 1 <sup>st</sup> & 2 <sup>nd</sup> Floor, Nidhish towers, Above Cosmos Bank, Bhokardan Road, Jalna- 431 203.	Divn. - <b>2200.00</b> Urban R/O- <b>1232.23</b> Rural R/O- <b>690</b> <hr/> <b>Total:- 4122.23</b>	This Premises includes 2 Storey Building with Stair Case, Balconies, and Open Space.
2.	Central GST & Central Excise, 1-5-525, Raut Bldg, D.P. Road, Adarsh Nagar, Beed - 431122	<b>1293.98</b>	This Premises includes 2 Storey Building with Stair Case, Balconies, and Open Space.
3.	Central GST & Central Excise, H. No. 677/21, Plot No. 1, Rajshri Shahu Housing Society, Shivram Nagar, N.H. 22, Parbhani - 431401	<b>1007.50</b>	
4.	Central GST & Central Excise, 1st floor, Kapse Building, Opp. Central Building, Osmanabad-413501	<b>3539.76</b>	
<b>Total Area (In Square Feet)</b>		<b>9963.47</b>	
5.	<b>CHARGES PER SQUARE FEET PER MONTH : (PLEASE INDICATE NUMBER OF PERSONS PROPOSED TO BE ENGAGED (About 06-07 persons are required to perform the housekeeping work satisfactorily)).</b>		
6.	Total Monthly Charges	In Figures	
		In words	
7.	Total Annual Charges	In Figures	
		In words	

Note :

1. Minimum wages to be based on orders issued by Government of India, Ministry of Labour.( Refer Order No.B-27-(1)/2010 dated 06.04.2011 issued by Ministry of Labour & Employment, Office of the Deputy Chief Labour Commissioner (Central), Mumbai, amended from time to time.)
2. Bidders may their quote taking into account wage components such as Basic, DA, EPF, PF, Service Charges and applicable taxes. The above may be shown clearly in the financial bid and annexure a separate sheet for breakup of amount to be paid to Housekeeping staff.
2. We do hereby undertake that, in the event of acceptance of our bid, the supply of services shall be made as stipulated in the tender document and that we shall perform all the incidental services.
3. The price quoted is the final net price of all the services to be provided by us, inclusive of any incidental services that may need to be provided. We enclose herewith the complete Financial Bid as required by you. This includes:
  - (a) Price schedule as per Section-V of Bid document. The word 'No Quotation' is written across any or all of the items in the schedule for which a bidder does not wish to tender.
  - (b) Statement of deviation from financial terms and conditions.
4. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions of bid document and its implications. We do hereby undertake to supply all the specified items of service.
6. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.

Or

A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the bid document is the constituted attorney.  
(NOTE: Delete whatever is not applicable. All corrections /deletions should invariable be duly attested by the person authorized to sign the bid document.)
7. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

Signature of the Bidder  
(along with Name & Designation).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2017

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

Email \_\_\_\_\_

Company seal



**ANNEXURE-1**

**PROFILE OF ORGANIZATION**

1. Name of the organization and individuals who promoted the organization. : (In case of Proprietorship his/her full name should be mentioned here)
2. Status of the organization : Proprietor / Partnership / Private/ (Support with documents) Ltd. Co./Govt. / Others (Specify).
3. Postal Address :
4. Telephone/ Mobile No. :
5. Fax :
6. E-mail :
7. Web site :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN Allotted by IT Deptt. :
11. Registration number with
  - i) E P F
  - ii) GST
  - iii) Labour Department/ESIC/Registration with statutory authority.
12. Returned Income for preceding three Financial Years
  - FY 2014-15 \_\_\_\_\_
  - FY 2015-16 \_\_\_\_\_
  - FY 2016-17 \_\_\_\_\_
13. Name of the Head of the Organization/Managing Director  
Date:

Place

Name & Signature of the Authorized Signatory and his/her status in the organization with official seal.

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**ANNEXURE-2**

**FORM FOR PERFORMANCE GUARANTEE**

To

The President of India

WHEREAS .....

(Name and address of the Service provider) (Hereinafter called "the Service provider") has undertaken, in pursuance of contract no. .... Dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Service provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service provider such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service provider, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .....day of....., 20.....

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch  
(Bank's common seal)

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### Annexure 3

#### (Areas covered by scope of work)

**The work of housekeeping services in the campus of the Jalna Division & Its Range offices based on Parbhani, Beed & Osmanabad includes the followings areas:**

- \* Administrative building including office /officers cabins / Computer room / Waiting Room / Conference Room,
  - \* Passage / Stair Case / Balcony Area
  - \* Gardening/watering the plants in the premises
  - \* Any other building / area specified by the orders of the authority of Jalna Division, Aurangabad Commissionerate.
-