



**OFFICE OF THE COMMISSIONER OF CENTRAL GOODS & SERVICE TAX,
NO. 71, CLUB ROAD, BELAGAVI 590001**

TEL: 0831-2451098

FAX ; 0831-2451098

C.No.I/22/37/2017Admn.

Date: 30 .11.2017

OPEN TENDER ENQUIRY

Sealed tenders are invited from eligible House Keeping Service Providers for providing the house keeping services in the premises of the office of the Commissioner of Central GST & Central Excise, No. 71, Club Road, Belgaum , its Division and Range office on contract basis. The material required for housekeeping shall be supplied by the concerned offices. The tenderers shall quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per person basis.

2. Interested parties may download the contents of the Tender , Tender forms along with terms and conditions enclosed herewith from the Departmental [website : centralexcisebelgaum.kar.nic.in](http://centralexcisebelgaum.kar.nic.in), or www.cbec.gov.in or obtain the same from the Superintendent (Hqrs), located at the above mentioned address.

3. The completed & sealed tender documents should reach this office **by 13.00 hours on 12.12.2017.**

**ASSISTANT COMMISSIONER (P & V)
CENTRAL GST, BELGAUM**

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



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3. Preference will be accorded to those Service Providers, who have sufficient experience in providing manpower to various Government Departments, Public Sector Undertakings and Government Autonomous Organizations.

4. The period of contract shall initially be **for a period of one year** from the date of approval, by the Competent Authority.

5. The tenders should be submitted in two sealed covers. The first sealed cover should be superscribed with "TECHNICAL BID" containing information as prescribed in Form I to Form IV of the tender document. The second sealed cover should be superscribed with "FINANCIAL BID" and contain information only for the rate for providing the services on monthly basis, in Form V. Both the sealed covers should be placed in main sealed envelope superscribed "**Tender for Housekeeping Services**" and should be addressed to the Commissioner of Central GST & Central Excise, NO. 71 Club Road, Belgaum along with EMD of Rs.1,000/- in the form of Demand Draft in favour of " Assistant Chief Accounts Officer, Central Excise , Belgaum". Tenders without EMD will be summarily rejected.

6. The completed sealed tender documents should reach this office **by 13.00 hours by 12.12.2017**. Bids received beyond the specified date/time will not be accepted. The technical bids will be opened in the presence of the designated Committee at **15.00 hours on 12.12.2017 and will be followed by opening of financial bids only in respect of those tenderers who qualify in technical bids**. If any of the bidders like to participate in tender opening process, they or their authorized representative may be present at the venue at aforesaid time. This office reserves the right to reject any or all the tenders without assigning any reasons. If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be disqualified from the tendering process and black listed for the future.

7. The Tender documents shall be complete in all respects. The Tender documents submitted in deviation of any of the instructions issued herein are liable to be rejected and no explanation/queries shall be entertained in this regard.

**ASSISTANT COMMISSIONER (P & V)
CENTRAL GST, BELGAUM**

TERMS AND CONDITIONS

1. The office of the Commissioner of Central GST & Cex., Belgaum may at its discretion, at any point of time, during the validity of the contract require the Service Provider 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.
2. 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.
3. 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 Dept. The Service Provider shall be responsible for any act of indiscipline on the part or persons deployed by him. He will also provide suitable uniform so as to distinctly identify his personnel in the office at his cost and the same will be worn by the personnel at all times in the office.
4. 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 and in that case the Security Deposit will be liable to be forfeited.
5. 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. Undertaking from the individual (whose services are hired from the Service Providers) persons to this effect will be required to be submitted by the service provider to this office.
6. The persons deployed by the Service Provider shall not have any claim to any "Master & Servant" relationship against this office.
7. The Service Provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
8. The Service Provider's personnel should be in uniform and should possess identity card during the office hours.
9. 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.
10. The rates quoted by the Tenderer should be inclusive of all levies/taxes/duties and the requirement as at sl. No. 11 below. This office shall not be liable for payment of any amount over and above the rate quoted by the Tenderer on per square foot basis.

11. Complying with the legal rules and regulations of the Central/State Government, governing such housekeeping 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, ESI etc.,
12. The Tenderer should deploy sufficient number of persons for House Keeping at all the given locations.
13. 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 ESI/EPF benefits given to the employees should be furnished.
14. Income Tax as applicable shall be deducted at source.
15. The Service Provider shall not sublet, transfer or assign his contractor or any part thereof to a third party without the prior approval of the Commissioner of Central Excise, Belgaum.
16. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.
17. This office reserves the right to deduct any amount as determined by this Office on reasoned and proportion basis, in case if any irregularity in Provision of services or of any non-compliance of directions of this office affects the provision of services.

CONDITIONS TO BE FULFILLED FOR ELIGIBILITY

1. The bidder should be registered and well established Housekeeping Agency 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 Housekeeping services along with supporting documents should be submitted with bid.
2. The bidder should have a minimum turnover of Rs. **30 Lakhs (Rupees Thirty Lakhs Only) during the previous Financial Year.**
3. The persons deployed by the bidder should have sound medical fitness, well behaved and should be well experienced and trained adequately to handle any type of cleaning/housekeeping and other works entrusted to them by the department.
4. 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.

DOCUMENT TO BE SUBMITTED ALONGWITH THE BID

1. Profile of the company along with financial statements indicating the turnover of the company- duly certified by Chartered Accountant or Managing Director/owner of the firm for the last three financial years.
2. List of Govt. Sector/Public Sector/Private Sector Organisations wherein the bidder has undertaken such housekeeping services during the previous two years.
3. Certificate from clients for having satisfactorily completed the work of housekeeping.
4. Copies of PAN Card, GST Registration, Certificate of registration with the Labour Department, registration with EPF/ESI Departments.
5. Earnest Money Deposit of Rs.1,000/- in the form of a Demand Draft drawn in favour of the "The Chief Accounts Officer, Central Excise" payable at Belgaum should accompany the bid. The E.M.D. shall be returned to all unsuccessful bidder and that in respect of the successful bidder shall be returned on furnishing of Performance Guarantee Deposit equivalent to contract rates for one month.

ANNEXURE - I**DETAILS OF HOUSEKEEPING/CLEANING DUTIES REQUIRED BY THE DEPARTMENT**

The Service Provider should ensure that adequate supervision is exercised on the day to day functioning of the deployed personnel.

The Service Provider shall undertake all types of work viz., cleaning, dusting, toilet cleaning etc., general and the following works in particular.

| No. | Details of works to be performed by the employees in office 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 laminated wall surfaces |
| 07 | Housekeeping 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 |
| 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 |
| 12 | Watering of plants |
| 13 | Removing the cobwebs |

| No. | Details of works to be performed by the employees 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 |

ANNEXURE-II

DETAILS OF CLOSED AND OPEN AREA FOR ENGAGING HOUSE KEEPING WORK

| SL NO | NAME OF OFFICE , COMMISSIONERATE, DIVISION AND RANGE | TOTAL NO OF FLOORS, ROOMS AND TOILETS | STATUS OF BUILDING I,E RENTED/OWNED | AREA TO BE MAINTAINED IN SQ FT | |
|--|---|--|--|--|--|
| | | | | CLOSED AREA | Open Area |
| 1, HQRS BELGAUM | A) OFFICE AT NO: 71 CLUB ROAD BELGAUM | 4 Floors (G+3) Total 135 Rooms includes 14 Toilets Staircase Courtyard | OWN BUILDING | Ground floor: 16639 , 3rd floor : (Excluding PAO Sections) 15489, Stair case : 1063, front portico : 480 , II Floor 18587 | 178671 including area surround office and parking and garden |
| Total Belgaum Hqrs Office | | | | 52258 | 178671 |
| | B) GUEST HOUSE AT HQRS BELGAUM | 2 guest houses with 6 rooms and 2 kitchens and halls, 4 toilets | OWN BUILDING | 3252 | 0 |
| TOTAL Belgaum Hqrs. Office and Guest House | | | | 55510 | 0 |
| 2. BELGAUM DIVISION | A) BELGAUM DIVISION AT NO: 71 CLUB ROAD BELGAUM | 1 FLOOR , 27 OFFICE ROOMS AND 4 TOILETS | OWN BUILDING | 16640 | 0 |
| | B) GOKAK RANGE , GOKAK | | RENTED BUILDING | 800 | 0 |
| | C)NIPPANI RANGE-II/I, NIPPANI | | OWN BUILDING | 2341 | 4000 |
| 3.HUBLI DIVISION | A) HUBLI DIVISION OFFICE C.R. BUILDING,NAVANAGAR, HUBLI | 2 FLOORS, 9 ROOMS WITH PASSAGES AND 1 HALL | OWN BUILDING | 8634.8 | 0 |
| | B)HUBLI RANGES, HUBLI | 4 ROOMS & 1 HALL & TOILETS | RENTED BUILDING | 2356 | 262 |
| 4.DHARWAD DIVISION | A) DHARWAD DIVISION | 1 FLOOR, WITH 7 ROOMS AND PASSAGES | OWN BUILDING | 4626.32 | 0 |
| | B) DHARWAD RANGES A&B | 1 ST FLOOR , 3 ROOMS 1 HALL 1PASSAGES , 2 TOILETS AND STAIRCASE | RENTED | 1680 | 320 |
| | C) DHARWAD RANGE-C | IIInd Floor, 2 Rooms, 1 Passag ,2 Toilet | RENTED | 1000 | 0 |
| | B) GADAG RANGE GADAG | 3 ROOMS AND 1 TOILET | RENTED BUILDING | 800 | 0 |
| | GADAG RANGE-B | | RENTED BUILDING | 645 | 0 |
| BIJAPUR GST DIVISION | BIJAPUR GST DIVISION OFFICE | | | 3156 | 0 |
| | D) BIJAPUR RANGE OFFICE , BIJAPUR | 1 FLOOR WITH 5 ROOMS , HALL AND 2 TOILETS AND BATH ROOMS | OWN BUILDING | 4000 | 200 |
| | C) BAGALKOT RANGE OFFICE BAGALKOT | 7 ROOMS, 1 HALL , 1 TOILETS, 1 BATHROOMS, AND 1 STAIRCASE | RENTED BUILDING | 2400 | 3357.39 |
| 5. BELLARY DIVISION | A) BELLARY DIVISION & Bellary Range OFFICE | 2 FLOORS, 21 ROOMS, 5 TOILETS AND 2 BATH ROOMS | RENTED BUILDING | 2847 | 3753 |
| | B) KOPPAL RANGE OFFICE KOPPAL | ONE FLOOR , 4 ROOMS, 1 TOILET | RENTED BUILDING | 1535.16 | 862.73 |
| | C) RAICHUR RANGE OFFICE RAICHUR | ONE FLOOR , 6 ROOMS, 1 TOILET AND BATH ROOM | RENTED BUILDING | 1246.78 | 909.98 |
| HOSPET DIVISION(GST) | HOEPET DIVISION OFFICES | | | 3537.39 | 0 |
| | HOSPET A,B & C RANGES | | RENTED BUILDING | 3950 | 0 |
| 6.GULBARGA DIVISION | A) GULBARGA DIVISION OFFICE AND GULBARGA A,B AND C RANGE OFFICES GULBARGA | 2 FLOORS , TOTAL 21 ROOMS, AND 5 TOILETS | OWN BUILDING | 10619.26 | 5805.57 |
| | Guest House | 4 rooms 2 toilet | Own building | 1280 | 0 |
| | C.Ex. Gulbarga Dvn. Rear Passage Side Area | | | | 250 |
| | C.Ex. Gulbarga Divisional office opposite side road area in the compound | | | | 3200 |
| | B) BIDAR RANGE OFFICE BIDAR | 4 ROOMS AND 1 TOILET | RENTED BUILDING | 1194 | 0 |
| | C) YADGIR RANGE OFFICE YADGIR | 5 ROOMS AND 1 TOILET | RENTED BUILDING | 1855.67 | 0 |
| TOTAL DETAILS OF CLOSED AND OPEN AREA FOR ENGAGING HOUSE KEEPING WORK | | | | 132654.38 | 201591.67 |

FORM – I
PROFORMA

To
The Commissioner of Central GST,
No. 71, Club Road, Belgaum

Sir,

SUB:- Providing Housekeeping services on contract basis
Without materials – reg

I have read and examined in detail the tender document in respect of providing housekeeping services on contract basis and I do hereby express our interest to provide such services.

Our correspondence details are as under:-

| | | |
|----|--|--|
| 01 | Name of the Company/Agency | |
| 02 | Full Postal Address | |
| 03 | Name of the contact person to whom all references shall be made regarding the tender | |
| 04 | Designation and address of the person to whom all references shall be made reg. tender | |
| 05 | Telephone No/Mobile No. | |
| 06 | E-mail of the contact person | |
| 07 | Fax No. (with STD Code) | |

We have enclosed the following:-

- (a) Form II – Minimum Eligibility
- (b) Form III - Prior Experience
- (c) Form IV – Declaration Letter
- (d) Earnest Money Deposit
- (e) Letter of authorization of the contact person representing the company/agency.
- (f) Form V – Financial Bid

Thanking you,

Date :

Yours faithfully,
(Signature of the Authorized Person)
Name :
Designation :
Business Address (Seal)

FORM – II
MINIMUM ELIGIBILITY

The details in respect of the company are given as under:-

| | | |
|----|--|--|
| 01 | Name of the Company | |
| 02 | Year of Registration/incorporation (Certified copy of RC is attached) | |
| 03 | Number of Employees as on March 31, 2015 (Proof of Employees Register is attached) | |
| 04 | Annual Turnover from providing Manpower/similar kind of service (description in brief) | |
| | 2013-14 | |
| | 2014-15 | |
| | 2015-16 | |
| | 2016-17 | |
| 05 | PAN Card No. | |
| | GST Details | |
| | (Certified copies of PAN Card and GST Registration attached) | |

PLACE:

DATE :

(Signature of the Authorised Person)

Name :

Designation :

Business Address (Seal)

FORM – III
PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Agency to whom manpower was provided by the company during the last three years)

1. Name of the Company/Firm/Agency :

2. Address of the Company/Firm/Agency

3. Details of contact person to whom
Housekeeping functions were
Provided during past 3 years.

PLACE :

DATE :

(Signature of the Authorised Person)

Name :

Designation :

Business Address (Seal)

FORM – IV
DECLARATION

(Declaration letter on official letterhead stating the following)

(i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender

(ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India

(iii) We have read and agreed to the terms and conditions laid down by the office of the Commissioner of Central GST, Belgaum, for this contract.

PLACE :

DATE :

(Signature of the Authorised Person)

Name :

Designation :

Business Address (Seal)

FORM – V
PROFORMA FOR FINANCIAL BID
(To be kept in a separate sealed cover)

| | | |
|----|---|---|
| 01 | Name of the Company, address etc | |
| 02 | Details of rate quoted Rates to be quoted only on per square foot per month basis (Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written word will be taken for consideration) | 1) For office area (closed area) 2) For open area |

Note: Any corrections in the Financial Bid will be a disqualification.

| <u>LUMPSUM CONTRACT</u> | |
|--|--------------------|
| (Rate quoted at Sl.No. 2 X total area in Sq. Feet) | |
| 1) CLOSED OFFICE AREA | Rs. /MONTH |
| 2) OPEN AREA | Rs. / MONTH |
| TOTAL | Rs. |

We declare that the above rate is inclusive of all taxes/rates/duties/levies and understand that there will be no increase/decrease in the event of any increase/decrease/imposition of any new/existing taxes/rates/duties/levies.

PLACE :

DATE :

(Signature of the Authorised Person)

Name :

Designation :

Business Address (Seal)