



कार्यालय आयुक्त, सी.जी.एस.टी. एवं केन्द्रीय उत्पाद शुल्क,
माणिकबाग पैलेस, इंदौर (म.प्र.) 452014
OFFICE OF THE COMMISSIONER, CGST & CENTRAL EXCISE
MANIK BAGH PALACE, INDORE-452 014
Phone: 0731- 2762222/2446358, Fax : 0731- 2470898/ 2472474

F .No. I(18)01/2018/Admn./

Dated 24.06.2020

TENDER NOTICE FOR HOUSEKEEPING SERVICES

E-tenders (online) bids are invited from reputed, experienced firm for housekeeping services of the premises of CGST & Central Excise, Commissionerate, Indore (M.P.) The interested Agencies/Firms participating in the bid process who are willing to comply with the terms and conditions annexed to this notice may submit their bids online as per the critical date and time mentioned in the e-tender details.

2. The interested bidders should upload their Technical Bid as per the Annexure-III attached and subsequent Financial bid (BoQ) as will be reflected at online portal. Interested parties / agencies who are willing to comply with the terms and conditions annexed with this notice, may submit their bids on or before **16.07.2020 till 10:30 AM.**

3. The Financial Bid/Bids will be taken up only if the technical specifications of the concerned bidders are found satisfactory; otherwise the Tender of the ineligible firms will be straight way rejected.

4.

Data Sheet

Particulars	Description
Name of the Hirer	Commissioner CGST & Central Excise, Indore
Name and Address for Communication and seeking clarification	Shri Arun Kumar Jain, Assistant Commissioner, CGST & Central Excise, Post Box No. 10, Manik Bagh Palace, Indore (M.P.) Contact No. 0731-2762222,2446358
Period of Hiring	1 years

CRITICAL DATE SHEET

Tender e-publish Date and Time	24.06.2020 (05:00 PM)
Bid Submission closing Date & Time	16.07.2020 (10:30 AM)
Bid Opening Date	17.07.2020 (11:00 AM)
Financial/Price Bid Opening Date & Time (For only those who qualify in the Technical Bid)	Will be informed accordingly

5. The Department reserves the right to cancel/ modify the tender, postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

Sd/

ADMINISTRATIVE OFFICER (HQRS.)

Copy to:

- i. Notice Board
- ii. The Superintendent (Systems), CGST & Central Excise Commissionerate, Indore to upload the tender on Commissionerate website.
- iii. The Administrative Officer, CGST & Central Excise Commissionerate, Indore to upload the tender on CPPP.
- iv. Hindi version follows.

General Instructions for Bid Submission

- A. The tender documents will be available on official website of Central Public Procurement Portal <https://eprocure.gov.in/cppp/> , CBIC website 'www.cbic.gov.in' and the Commissionerate website 'www.gstindore.gov.in' from 24.06.2020 and the bid forms and other details can be obtained from there.
- B. Bids shall be submitted online only. It should be noted that the bids have to be given separately in two parts viz., Technical bid and Financial bid at CPP Portal website: <https://eprocure.gov.in/eprocure/app>.
- C. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- D. Bidders can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender form on the website <https://eprocure.gov.in/eprocure/app>.
- E. The offers submitted by any other means except uploading on CPP portal shall not be considered. No correspondence will be entertained in this matter.
- F. Bidders are advised to visit CPPP website regularly till closing date of submission of tender for any corrigendum / addendum/ amendment that may be issued.

ANNEXURE – I

Scope of the work –

- i. The details of premises of the CGST & Central Excise, Indore is as under-

S.No.	Location / Places	Open Area (Sq. Ft.)	Covered Area (Sq. Ft.)	Total Area in Sq. Ft.
1	Manik Bagh Palace Indore & Type V& Type- VI Guest House	3,26,081	21,186	3,47,267.
2	Division Offices at CGO Complex, Indore	3,720	13,225	16,945
3	Division office at Corporate House, RNT Marg, Indore	Nil	2223	2223
4	Division office at Plot No61, Industrial Area No. 03, A.B. Road, Dewas	Nil	12553	12,553 (Used)
Total		329801	49,187	3,78,988

- ii. For the purpose of housekeeping the office shall be functional on 6 days in a week excluding Sunday Closed Holidays.
- iii. The prime object of housekeeping services is to maintain the entire premises in neat and tidy condition and to be kept hygienic at all times.
- iv. Sweeping, wet mopping of all the office area including the staircase is to be done on a daily basis.
- v. Furniture like tables, chairs, visitors chairs, sofas, almirahs and all electronic gadgets like computers, telephones, fax machines, photo copier machines etc. have to be maintained dust free and dusting has to be carried out on a daily basis.
- vi. All the sweepings, garbage and waste should be collected and disposed off in the nearest pit.
- vii. The work of cleaning of the office should be completed before 9.15 a.m daily.

- viii. On a weekly basis, every Saturday non routine work like removal of cobwebs in corridors, rooms, chambers and lavatories must be carried out. Rigorous cleaning of window panes, ventilators etc should also be done on Saturdays.
- ix. Shifting of furniture and other equipments, files, photocopying and movement of table should also be carried out.
- xi. Mats, Carpets, artificial and natural plants should be attended to on a daily basis.
- xii. Care should be exercised while cleaning electronic gadgets.
- xiii. Any other work assigned by the administration/ authority concerned.

All the housekeeping materials/consumables such as brooms, mop sticks and other cleaning material etc., as required will be supplied by the department.

Sd/

ADMINISTRATIVE OFFICER (HQRS.)

ANNEXURE-II

TERMS AND CONDITIONS OF THE TENDER NOTICE

1. The Commissioner, CGST & Central Excise, Indore, reserves the right to postpone and/ or extend the date of receipt/ opening of Rates/ Quotation or to withdraw the same, without assigning any reason thereof.
2. The Service Provider is required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
3. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards. The Identity card should be prominently displayed during the working hours. They should have knowledge of local language.
4. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.15 am daily. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
5. The service provider should adhere to all the relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both State and Central Government should be adhered to and complied with by the Housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. Any failure to comply with any of the regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice in addition to the action proposed to be initiated by the statutory bodies.
10. The personnel will report to the Officer-in-charge nominated by the department i.e., the Caretaker. If a particular worker is absent on any day, another person should be deployed in his place. For any absence and non- engagement, no wages shall be paid.
11. **The service provider should not pay their personnel less than the minimum rates of wages as fixed by Office of the Chief Labour Commissioner (Central).** Any breach of this condition will render the contract liable for immediate termination without any prior notice besides the legal action to be initiated. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of the paid cash challans should be submitted every month to this office.
12. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
13. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.

14. Mode of payment will be monthly and payments to the house keeping contractor will be through account payee cheques only OR Online Payment. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.
15. That any liability such as GST, EPF, ESI etc. shall be borne by the service provider and shall be deposited by the service provider with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.
16. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deed by his staff. Any loss due to any of above reasons shall be compensated by him in full.
17. This office shall not entertain any claim arising out of mishap, if any, that may take place while discharging of duties by the personnel provided by the Contractor.
18. No other personnel except service provider's authorized representative shall be allowed to enter the office premises.
19. The House keeping contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
- 20. Bidders have to submit a Bid Security (Earnest Money) of Rs.1,00,000/- (Rupees One lakh only) in the form of Fixed Deposit Receipt (FDR) from a Commercial Bank in favour of Commissioner, CGST & Central Excise, Indore (M.P.) along with their bids. The Bid Security should remain valid for a period of at least Ninety (90) days beyond the date of bid validity.**
20. On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the value of the entire period of the contract of 12 months in the form of Fixed Deposit Receipt (FDR) from a Commercial Bank in favor of Commissioner, CGST & Central Excise, Indore (M.P.) at the time of awarding the contract.
21. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
22. In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
23. This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

Sd/

ADMINISTRATIVE OFFICER (HQRS.)

Annexure III
TECHNICAL BID
(Parameters/Qualifying criteria)

For eligibility of qualifying at technical bid process, the firm/agency should have to possess the following statutory records/documents:-

- 1) Administrative / Hqrs. Offices at Indore (Address proof to be enclosed).
- 2) Registration in Labour Department (Copy to be enclosed).
- 3) Registration in Provident Fund Office (Copy to be enclosed).
- 4) Registration in ESIC Office (Copy to be enclosed).
- 5) GST Registration (Copy to be enclosed).
- 6) PAN Card issued from designated Income Tax Authority (Copy to be enclosed).
- 7) Income Tax Returns for last 3 years (Copy to be enclosed).
- 8) 03 year experience of Working with Govt. Sector/ PSU (Copy to be enclosed).
- 9) A Self Declaration/Certificate to the effect that the firm/agency has not been blacklisted by any Government Office/PSU(Copy to be enclosed).

Looking to the past, the total numbers of 40 persons (approx) are essential to clean / maintain the total area specified in the tender.

The copy of all aforesaid documents will require to be uploaded at e-procurement portal. All uploaded documents should be cleared; readable Missing of any of document will become the reason of rejecting the tender without assigning of any reason.

The firm/agency will require to provide the essential information as below:-

- A. Name, Address and Telephone/Mobile no., E-mail ID of Service provider.
- B. Status of the firm i.e. Proprietor/Limited Firm/Pvt. Ltd. Firm/Partnership Firm.
- C. In case of partnership firm/Pvt. Ltd. whether Registered under the relevant Act.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature
Name & Stamp of Authorized Signatory