



**GOVERNMENT OF INDIA**  
**OFFICE OF THE PRINCIPAL COMMISSIONER CENTRAL GST & CX, PATNA-I.**  
**3<sup>rd</sup> Floor, C.R.BUILDING, (ANNEXE), BIRCHAND PATEL PATH, PATNA- 800 001**

**INVITATION FOR E-TENDER TO PROVIDE CONTRACT LABOURERS FOR MAINTENANCE AND HOUSEKEEPING PURPOSE**

Tenders are invited through e-procurement from reputed House Keeping Agencies to provide contract labourers for maintenance & housekeeping services for office premises of Central Goods & Service Tax and Central Excise, Patna-I Commissionerate, 3<sup>rd</sup> Floor, C.R. Building, (Annexe), Birchand Patel Path, Patna-800001.

The detailed terms & conditions along with Technical and Financial bid forms can be downloaded from the official website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPP Portal)/“[www.cbec.gov.in](http://www.cbec.gov.in)”. **The last date for submission of duly filled up tenders are 08.01.2019 till 14.00 hrs.** The Technical bids will be opened on **09.01.2019 at 15.00 hrs.**

**Sd/-**  
**Assistant Commissioner [Admn.]**  
**Central Goods & Service Tax & Central Excise**  
**Patna-I**

C.No. I(22)1-GI/Misc/Housekeeping/Patna/15/

Dated:

Copy for Information & necessary action to:-

1. The Superintendent (DMC), Central Goods & Service Tax & Central Excise Hqrs., Patna-I. He is requested to publish the above Tender Notice on the official web site [www.cbec.gov.in](http://www.cbec.gov.in).
2. The local Editor, Hindustan/The Times of India, Patna for publishing the E-tender Notice in Patna edition only.
3. Notice Board.

**Sd/-**  
**Assistant Commissioner [Admn.]**  
**Central Goods & Service Tax & Central Excise**  
**Patna-I**



**GOVERNMENT OF INDIA**  
**OFFICE OF THE PRINCIPAL COMMISSIONER CENTRAL GST & CENTRAL**  
**EXCISE, PATNA-I.**  
**3<sup>rd</sup> Floor, C.R.BUILDING, (ANNEXE), BIRCHAND PATEL PATH, PATNA- 800 001**

**INVITATION OF E-TENDER FOR PROVIDING CONTRACT LABOURERS FOR MAINTENANCE AND**  
**HOUSEKEEPING PURPOSE FOR OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GOODS &**  
**SERVICE TAX & CENTRAL EXCISE, PATNA-I**

The Additional Commissioner, Central Goods & Service Tax & Central Excise Commissionerate, Patna-I intends to avail of the services of an agency for cleaning, sweeping and housekeeping of its office premises for the period of **one year** from the date of agreement / contract. Following documents, giving full details, are as under:-

1. Terms & condition and instructions:- : Annexure 'I'
2. Proforma for Technical Bid :- : Annexure 'II'
3. Proforma for Financial/Price Bid: – : Annexure 'III'

Tender should be submitted in two parts i.e. Annexure 'II' for Technical part and Annexure 'III' for Price part. Interested parties may inspect the premises and submit the Annexure 'II' & Annexure 'III' fully filled up. Both the Annexures should be kept in separate sealed envelope which may be **subscribed as "Annexure II" & "Annexure III"**. These both envelopes placed in another sealed cover subscribing **"Quotation / Rate for House keeping Services of Office Premises"** which will be in the name of **"The Administrative Officer, Central Goods Service Tax & Central Excise, Patna-I, Ground floor, Central Revenue Building [Annexe], Birchand Patel Path, Patna-800 001."** The service providers will be short listed on the basis of their technical competency after opening of Annexure II. Financial bids [Annexure III] of only those bidders will be opened who are short-listed on the basis of their Technical Bid [Annexure II]. **The technical bids will be opened on 09.01.2019 at 15.00 hrs. by a committee.**

For any clarification in the matter and/or for inspection of the premises, prior appointment may be made with Administrative Officer, Central Goods Service Tax & Central Excise Hqrs., Patna-I.

4. The Additional Commissioner, Central Goods Service Tax & Central Excise, Patna-I 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.

**Sd/-**  
**Assistant Commissioner (Admn.)**  
**Central Goods & Service Tax & Central**  
**Excise, Patna-I**

**TERMS & CONDITIONS****1. SCOPE OF WORK**

**The housekeeping services are to be provided for the constructed and open area of this office is as under:-**

Sl. No	Name of Building/Location	Constructed area	Open area
1	Central Revenue Building (Annexe), Birchand Patel Path, Patna	Ground Floor to 3 <sup>rd</sup> Floor of Annexe C. R. Building including Auditorium, Conference Hall and Jim. [ 24513.77 Sq. ft.]	Open premises surrounding the office premises and the parking areas, Garden area of Central Revenue Building (Annexe), Patna.
2	Central Revenue Building(Old), Birchand Patel Path, Patna	(i)DMC Branch, 4 <sup>th</sup> floor (ii)Account Branch, 5 <sup>th</sup> floor [2883.68 Sq. ft.]	(i) Open area of Annexe C.R. Building [4815.10 Sq. ft.]
<b>TOTAL</b>		<b>27,397.45 Sq. ft.</b>	<b>4,815.10Sq. ft.</b>

**The details of housekeeping works are as under:-**

- (i) Cleaning, sweeping and wet mopping of the entire area including the lobby with or without disinfectant.
- (ii) Washing of 08 departmental vehicles.
- (iii) Collection of all sweeping, garbage and waste material and their effective disposal.
- (iv) Thorough cleaning of toilets including urinals and wash basins, using disinfectants twice a day and whenever required. Cleaning of all sanitary fittings, and mirrors in the toilets walls on daily basis. Water tank & tiles of toilets must be cleaned on fortnightly basis with bleaching powder.
- (v) Shifting of furniture, files and other office equipments, whenever required.
- (vi) Cleanliness as per the provision of **“Swachhta Action Plan”**. Maintenance of all open and inside areas of office premises as well as C.R. Colony, Patna.
- (vii) Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table/ chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets, fans etc.
- (viii) Cleanings of pantry area, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.

- (ix) Miscellaneous services such as serving of drinking water/ refreshment, etc., during Conference/ Meetings/ Seminars and visit of visitors in the offices.
- (x) Internal and external cleaning of window panes, doors and fans.
- (xi) Cleaning of Venetian blinds, ceilings, walls, AC duct, grills and beams.
- (xii) Cleaning of Garden and open area of the Guest house situated at Central Revenue Colony, Salimpur Dumra.
- (xiii) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
- (xiv) General maintenance and up keep of the entire office premises.
- (xv) Vacuum cleaning in the computer section (DMC), all computers in the office and the sofa-sets, twice a week.
- (xvi) Rate quoted on per Square Foot basis, duly indicating No. of persons proposed to be engaged by the contractor.

## **2. REQUIREMENT FOR HOUSEKEEPING SERVICES & EVALUATION OF BID**

The bidder shall quote their rate as per sq. ft. per month in the prescribed format. Number of persons proposed to be engaged by the bidder should also be mentioned in the Financial Bid Document i.e. Annexure –III by the bidder. However evaluation to arrive lowest bidder [L1] will be on the basis of total quoted rate per month.

## **3. CLEANING MATERIALS**

The cleaning materials will be provided by the office as per requirement.

## **4. Performance Guarantee(Security Deposit)**

The successful bidder will be wholly and solely responsible for any damage/levy/claim will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit Rs. 10,000/- (Rs. Ten Thousand Only) as performance security which is non-interest bearing in the shape of **Bank Guarantee** issued by a Nationalized Bank only drawn in favor of the Assistant Chief Account Officer, Central

Goods Service Tax & Central Excise, Patna-I payable at Patna. The security deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm any invite upon themselves due to any of the reasons.

## **5. EARNEST MONEY DEPOSIT**

The Technical bid must be accompanied with non-interest bearing Earnest money in the form of Demand draft of Rs. 10,000/-(Rs. Ten Thousand) only in favour of Assistant Chief Accounts Officer, Central Goods Service Tax & Central Excise, Patna-I payable at Patna, failing which tender will not be considered for opening of Price/Financial Bid Annexure- III.

## **6. FORFEITURE OF EARNEST MONEY**

(a) If a bidder withdraws its offer after opening of Technical & Price/Financial bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.

(b) If a successful bidder fails to execute an agreement within specific time as per intimation/request to the department, the earnest money deposited by them will be forfeited.

## **7. REFUND OF EARNEST MONEY**

Earnest money deposited by the bidders will be refunded to the bidder immediately after finalization of the tender.

## **8. QUALIFYING CRITERIA**

- (a) Bidders should have been providing similar service to the Government Departments/ Government undertaking for at least last 2 years.
- (b) Bidders shall be duly registered with ESIC, Provident Fund, Service Tax and other relevant statutory authorities dealing with employment of labour.

## **9. GENERAL CONDITIONS**

- (a) It should be responsibility of bidders to ensure payment of minimum wages to his employees as prescribed by the state/central government. They should also not employ any child labour.
- (b) Contractor shall be solely responsible for payment of wages/salaries other benefits like ESIC, Provident Fund and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Commissionerate shall have no liability whatsoever in this regard and the Contractor shall indemnify this Commissionerate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
- (c) The rates on which the contract is finalized will be applicable for the entire period of contract. The rate will be inclusive of all taxes and duties.
- (d) Contractor shall be responsible to submit the proof of deductions of ESIC, Provident Fund of his personnel otherwise payment may be held up for want of the same.
- (e) The contractor will submit the monthly bill for reimbursement in duplicate to the Administrative Officer [H], Central Goods Service Tax & Central Excise, Patna-I. The certification of cleaning work on monthly bill by the Superintendent (Hqrs.) is compulsory every month.
- (f) All existing statutory regulations of both the State as well as the Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office.
- (g) The person employed should work on all days except Saturday, Sunday and Gazetted Holidays.

- (h) Bidder should state the lump sum amount to be charged on monthly basis which will be inclusive of all other charges.
- (i) The Contractors are required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down.
- (j) All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested. Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.
- (k) The Contractors must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the Joint Commissioner.
- (l) Notwithstanding anything contained herein, the Joint Commissioner reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason.
- (m) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. This office shall not entertain any claim arising out of mishap, if any, which may take place.  
Contractor shall in no case lease/transfer/sublet or appoint caretaker for services.
- (n) No other person except Contractor's authorized representative shall be allowed to enter the premises of the Commissionerate.
- (o) It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.
- (p) The duration of the contract will be of two years from the date of execution of agreement.
- (q) The tenderer should not have been blacklisted by the State/ Central Government department or any organizations( Attach affidavit to this effect with technical bid).
- 10. **Bid Submission : Bid shall be submitted online only at CPPP website : <http://eprocure.gov.in/eprocure/app>. Service Providers have to follow "Instructions to Bidder for Online Bid Submission" provided in the "Annexure-I "for online submission of bids:**
  - (a) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document
  - (b) Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP)website<https://eprocure.gov.in/eprocure/app>, <http://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found

to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.

- (c) Intending service providers are **advised to visit against CPPP website <http://eprocure.gov.in/eprocure/app> regularly till closing date of submission** of tender for any corrigendum/addendum/amendment.
- (d) The service provider shall enter into an agreement on the stamp paper with appropriate stamp duty, within 5 days from the date of communication of acceptance of his offer, by this office.

**Only those service providers should apply who agree to unconditionally abide by the above terms and conditions. Conditional acceptance or proposing modification of any condition/s will invalidate the tender.**

The Competent authority reserves the right to reject or ignore any bid either in full or part without assigning any reason thereof.

Sd/-

**Assistant Commissioner (Admn.)  
Central Goods & Service Tax & Central  
Excise, Patna-I**

## Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/app>.

### REGISTRATION

- 1) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issue by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.) with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DCS's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents. Tender schedules. These tenders can be moved to the respective ‘MY Tenders’ folder. This could enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.



## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and
- 3) content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to bidders. Bidders can use “My space” or other Important Documents” area available to them to upload such documents. These documents may be directly submitted form the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
- 3) Bidder has to select the payment option as offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provide and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the

- 6) bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. **Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opens public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.**
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" In the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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**TECHNICAL BID DOCUMENT**

1. Name of the Organization/firm:-
2. Name of the proprietor(s) (with Tel. No., Fax, Mobile No. & Email):-
3. Address of the proprietor/partners (with mobile No.):-
  
4. Registration No. of the firm under Contract:  
Labour[Regulation and Abolition], Act:  
Copy of proof be attached.
  
5. Name of Public sector/Govt. organizations:  
to whom similar services have been  
provided by the firm during last two years  
[Please attach the job order/service certificate  
From the Govt. office /public sector]
6. Permanent Account Number(PAN):-
7. GSTIN Registration No.:-  
Copy of proof be attached.
8. ESIC Registration No. (attach Proof):
9. P.F. Registration No. (attach Proof):
10. Whether the firm is non-blacklisted by any  
State/ Central Government department or any organizations:  
( Attach affidavit to this effect)
11. Any other information the tenderer may like to furnish:-

**Important Note:-**

- 1. Please read carefully “Terms and conditions” before filling up this form.**
- 2. Please complete the format in all respect with signature.**
- 3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.**

**DECLARATION**

I hereby state that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have dealing with the Department in future.

**(Signature of tenderer or authorized signatory with date & seal)**

**FINANCIAL BID DOCUMENT**

1. Name of the Organization/firm:
2. Name of the proprietor(s)/Director (with Tel. No., Fax, Mobile No. & Email):
3. Address of the proprietor/partners (with mobile No.):
4. GSTIN Registration No.:-
5. No. of labours to be deployed:
6. Rate of Cleaning

<b>Area</b>	<b>Sq. ft.</b>	<b>Rate per sq. ft.</b>	<b>Total Rate</b>	<b>Total Rate in Words</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4 = 2X3</b>	<b>5</b>
(a) Constructed area	<b>31,110.37 Sq. ft</b>			
(b) Open area	<b>6,214 Sq. ft.</b>			
( c ) Total [a] + [b]	<b>37,324.37 Sq. ft.</b>			

[This rate will be inclusive of all other charges  
i.e. Service charges, GST, ESI, EPF e.t.c.]

**Important Note:-**

- 1. Please read carefully “Terms and conditions” before filling up this form.**
- 2. Please complete the format in all respect with signature.**

**DECLARATION**

I hereby state that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have dealing with the Department in future.

**(Signature of the tenderer or authorized signatory with date & seal)**