



0

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

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

E-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, 3rd 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 (CPP Portal)/“www.cbec.gov.in”. **The last date for submission of duly filled up tenders are 07.01.2020 till 16.00 hrs.** The Technical bids will be opened on **08.01.2020 at 17.00 hrs.**

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

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

Dated: 12.2019

Copy for Information & necessary action to:-

1. The Superintendent (DAI), Central Goods & Service Tax & Central Excise Hqrs., Patna-I. He is requested to publish the above E-tender Notice on the official web site www.cbec.gov.in.
2. The local Editor, Hindustan and Dainik Bhaskar and Prabhat Khabar for publishing the E-tender Notice in all Bihar 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.
3rd 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' |
| 4. Check – List | : Annexure 'IV' |

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 which will be in the name of **"The Assistant Commissioner(Admin), Central Goods & Service Tax & Central Excise, Patna-I, 3rd 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 08.01.2020 at 17.00 hrs by a committee.**

For any clarification in the matter and/or for inspection of the premises, prior appointment may be made with the Assistant Commissioner (Admn.), Central Goods Service Tax & Central Excise Hqrs., Patna-I (for headquarter office) and the Assistant Commissioner of concerned Division (for Divisions and Range Offices) .

5. 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 for the offices situated at column no. 04.

Sl. No.	Headquarter/ Divisions	Offices	Address of the Offices	Floor	Constructed area (in sq. ft.)	Open area (in sq.ft.)
01	02	03	04	05	06	07
01	Headquarter, Patna	1.CCO Office 2.Headquarter office, Patna-1	C.R. Building (Annexe), Birchand Patel Path, Patna-800001	Ground floor to 3 rd floor of Annexe C.R. Building including Guest House at 1 st floor, Auditorium, Conference Hall and Jim. Guest house of Gr. 'D' behind the C.R. Building.	26505.09	6,213.9
			C.R. Building (Old), Birchand Patel Path, Patna-800001	(i) 4 th floor CPC Cell (ii) 5 th floor Accounts Branch	2883.68	
			Central Revenue Colony, Salimpur Dumrah, Aasiana Nagar, Patna	Guest House of Ground floor and 1 st floor	1721.60	
02	Patna (Central) Division	1.Patna (Central) Divisional Office 2.Kotwali Range. 3. Kadamkuan Range 4. Kankarbag Range 5. Gandhi Maingan Range. 6. S.K. Puri Range	Chandpura Palace Opposite Dadi Maa Temple, Bank Road, West Gandhi Maidan, Patna-800001	Ground Floor	7181.87	2000
03	Patna (East) Division	1.Patna East Divisional Office 2.Patnacity Range	Sujevan house, Sahid Bhagat Singh Marg, Bajrangpuri Near Gandhi Setu approach Road, Patna-800007	2 nd floor	2897	--
				1 st floor	953	
		Fatuha Range	C/o Ashok Kumar Singh, Raghubansh Complex, Station Road, Fatuha	1 st floor	1109	---
		Jehanabad Range	Horilganj, Ambedkar Chowk, Jehanabad- 804408	Ground floor	950	---
		Bihar Sharif Range	Tower Building, Kantapar, Near Laheri Thana, Kolkata Bus	2 nd floor	943	---

			Stand, Bihar Sharif-803101			
04	Patna (West) Division	1. Patna(West) Divisional Office	Karpuri Thakur Sadan, Kendriya Karmchari Parisar, Ashiyana –Digha Road, Patna-800025	2 nd floor (part)	4410	---
		2..Danapur Range		6 th floor		
		3.Phulwarisharif Range				
		Ara Range		1 st floor		
		Buxar Range	C/o Shushila Devi, Kanakpuri, Katira, Near Railway Station, Ara	Ground floor	1108	---
		Arwal Range (presently functioning at Bihta)	C/o Kunti Devi, B.K. House, Behind Geetanjali hotel, Musafirganj, Gajadharganj, Buxar	1 st Floor	965	---
			C/o Lal Babu Singh, Shanti Kunj, Pitambar Nagar, Near Hotel Aniket, Bihta, Patna-801103		1153.15	---
Total					52,780.39	8,213.9

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 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 thrice 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.
- (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, mica 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 offices.
- (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 (DAI), 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 for the each offices, preference will in given to the bidder who provide more labour with minimum central wages.

1. 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 [L-1 bidder] will be on the basis of total quoted rate per month with minimum central wages.

2. CLEANING MATERIALS

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

3. 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. 25,000/- (Rs. Twenty Five Thousand Only) as performance security which is non-interest bearing in the shape of **Bank Guarantee/Fixed deposit** issued by a Nationalized Bank only. Bank Guarantee should be drawn in favor of the 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.

4. 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 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.

5. 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 bidder, 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.

6. REFUND OF EARNEST MONEY

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

7. QUALIFYING CRITERIA

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

8. GENERAL CONDITIONS

- (a) It should be responsibility of bidders to ensure payment of minimum wages to his employees as prescribed by the **Central Government**. They should also not employ any child labour.
- (b) Bidder 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) Bidder shall be responsible to submit the proof of deductions of ESIC, Provident Fund of his personnel along with bill voucher 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 Superintendent (Admn.) Central Goods Service Tax & Central Excise, Patna-I enclosing the proof of deductions of PF & ESIC with the bill. The certification of cleaning work on monthly bill by the Superintendent (Admn.) 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 bidder 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 bidder are required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down.
- (j) Rates must be written both in figures and in words. Corrections/Overwriting will lead to rejection of the bid.
- (k) The bidder 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 Additional Commissioner.

- (l) Notwithstanding anything contained herein, the Additional Commissioner reserves the right to terminate the contract by giving 01 (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 bidder. The bidder shall arrange necessary insurance cover for all persons deployed by him for 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 bidder'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 **one year** from the date of execution of agreement.
 - (q) The bidder should not have been blacklisted by the State/ Central Government department or any organizations (Attach affidavit to this effect with technical bid).
- 09. Bid Submission: Bid shall be submitted online only at CPP Portal website : <http://eprocure.gov.in/eprocure/app>. Service Providers have to follow "Instructions to Bidder for Online Bid Submission".**
- (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>, 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, EMD would be forfeited and bidder is liable to be banned.
 - (c) Interested service providers are **advised to visit against CPP Portal 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 07 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 Content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) 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.
- 4) 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 from 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

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.

- 6) 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.
- 7) 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.**
- 8) 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.
- 9) 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.

*****.

TECHNICAL BID DOCUMENT

1.	Registration Number with Labour Commissioner under provision of contract labour Act and its validity date.	
2.	EPF Number (Attach copy)	
3.	GSTIN Number (Attach copy)	
4.	PAN Number (Attach copy)	
5.	Aadhar Number (Attach copy)	
6.	ESI Number (Attach copy)	
7.	Copy of Last Income Tax Return	
8.	A certificate from the Govt. Deptt./ Govt. Undertaking to the effect that bidder is providing similar service at least 02 years from the date of publication of tender notice	
9..	Undertaking by the bidder to the effect that there is no Police case pending against the proprietor/firm	
10.	Affidavit to the effect that the proprietor/firm are not BLACKLISTED by the Central Govt. /State Govt. /PSU (Not more than 03 months old from the date of publication of tender notice).	
11.	Demand Draft towards EMD Rs. 10,000/- only (Attach Bank Draft in Original)	In Favour of
		Draft No.
		Date:
		Issuing Bank:

Important Note:-

1. Please read carefully “Terms and conditions” before filling up this form.
2. Please complete the format in all respect with signature. No column should be left blank.
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/We have fully understood and accepted the terms & condition on the Tender Documents and declare that I/We abide by the same and accordingly made the above offer. The check list duly filled in is enclosed.

(Signature of bidder or authorized signatory with date & seal)

FINANCIAL BID DOCUMENT

01	Name of the Organization/firm	
02	Name of the proprietor(s)/Director (with Mobile No. & Email id)	
03	Address	

04. No. of Labours to be deployed in each offices

Sl. No.	Headquarter/ Divisions	Offices	Address of the Offices	Floor	Constructed area (in sq. ft.)	Open area (in sq.ft.)	Number of Labours to be deployed
01	02	03	04	05	06	07	
01	Headquarter, Patna	1.CCO Office 2.Headquarter office, Patna-1	C.R. Building (Annexe), Birchand Patel Path, Patna-800001	Ground floor to 3 rd floor of Annexe C.R. Building including Guest House at 1 st floor, Auditorium, Conference Hall and Jim. Guest house of Gr. 'D' behind the C.R. Building.	26505.09	6,213.9	
			C.R. Building (Old), Birchand Patel Path, Patna-800001	(i) 4 th floor CPC Cell (ii) 5 th floor Accounts Branch	2883.68		
			Central Revenue Colony, Salimpur Dumrah, Aasiana Nagar, Patna	Guest House of Ground floor and 1 st floor	1721.60		
02	Patna (Central) Division	1.Patna (Central) Divisional Office 2.Kotwali Range. 3. Kadamkuan Range 4. Kankarbag Range 5. Gandhi Maindan Range. 6. S.K. Puri Range	Chandpura Palace Opposite Dadi Maa Temple, Bank Road, West Gandhi Maidan, Patna-800001	Ground Floor	7181.87	2000	
03	Patna (East) Division	1.Patna East Divisional Office 2.Patnacity Range	Sujeevan house, Sahid Bhagat Singh Marg, Bajrangpuri Near Gandhi Setu approach Road, Patna-800007	2 nd floor	2897	--	

		3.Deedarganj Range		1 st floor	953		
		Fatuha Range	C/o Ashok Kumar Singh, Raghubansh Complex, Station Road, Fatuha	1 st floor	1109	---	
		Jehanabad Range	Horilganj, Ambedkar Chowk, Jehanabad-804408	Ground floor	950	---	
		Bihar Sharif Range	Tower Building, Kantapar, Near Laheri Thana, Kolkata Bus Stand, Bihar Sharif-803101	2 nd floor	943	---	
04	Patna (West) Division	1. Patna(West) Divisional Office 2..Danapur Range 3.Phulwarisharif Range	Karpuri Thakur Sadan, Kendriya Karmchari Parisar, Ashiyana –Digha Road, Patna-800025	2 nd floor (part) 6 th floor	4410	---	
		Ara Range	C/o Shushila Devi, Kanakpuri, Katira, Near Railway Station, Ara	1 st floor	1108	---	
		Buxar Range	C/o Kunti Devi, B.K. House, Behind Geetanjali hotel, Musafirganj, Gajadharganj, Buxar	Ground floor	965	---	
		Arwal Range (presently functioning at Bihta)	C/o Lal Babu Singh, Shanti Kunj, Pitambar Nagar, Near Hotel Aniket, Bihta, Patna-801103	1 st Floor	1153.15	---	
Total					52,780.39	8,213.9	

Rate of Cleaning (To be filled up by bidder)

Area	Sq. ft.	Total [a] + [b]	Rate per sq.ft. per month	Total Rate per month (Inclusive all other charges) (in figure)	Total Rate per month (Inclusive all other charges) (in Words)	Total number of labours to be deployed as per column 08 above
1	2	3	4	5	6	7
(a) Constructed area	52,780.39	60,994.29 Sq. ft.				
(b) Open area	8,213.9					

Important Note:-

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

L-1 bidder will be arrived who quote the minimum Total Rate as per column 05 above satisfying all the terms and conditions.

DECLARATION

I/We have fully understood and accepted the terms & condition on the Tender Documents and declare that I/We abide by the same and accordingly made the above offer.

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

Check – List
(To be enclosed with Technical Bid)

Sl. No.	DESCRIPTION OF REQUIREMENT	Yes/No	Page No.
1.	Registered with Labour Commissioner under provision of contract labour Act and its validity date.	Yes/No	
2.	Registration certificate of PROVIDENT FUND COMMISSIONER	Yes/No	
3.	Registration Certificate of Goods & Service Tax Number (GSTIN)	Yes/No	
4.	PAN Number	Yes/No	
5.	AADHAR NUMBER	Yes/No	
6.	Registration certificate of EMPLOYEE STATE INSURANCE (ESI)	Yes/No	
7.	Copy of Last Income Tax Return	Yes/No	
8.	A certificate from the Govt. Deptt./ Govt. Undertaking to the effect that bidder is providing similar service at least 02 years from the date of publication of tender notice	Yes/No	
9.	Undertaking by the bidder to the effect that there is no Police case pending against the proprietor/firm	Yes/No	
10.	Affidavit to the effect that the proprietor/firm are not BLACKLISTED by the Central Govt. /State Govt. /PSU (Not more than 03 months old from the date of publication of tender notice).	Yes/No	
11.	Demand Draft towards EMD	Yes/No	
12.	Financial Bid Performa duly filled up	Yes/No	

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

Date:

Place: