

GOVERNMENT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER, SERVICE TAX DIVISION, PATNA

TENDER NOTICE

INVITATION OF TENDER FOR HIRING OF CONTRACT LABOURERS FOR MAINTENANCE AND HOUSEKEEPING PURPOSE

Sealed tenders are invited from reputed House Keeping Agencies for providing contract labourers for maintenance & housekeeping services for office premises of Service Tax Division, Patna.

The detailed terms & conditions along with Technical and Financial bid forms may be procured either from the Administrative Officer of this office on any working day during office hours upto 23.03.2016 or can be downloaded from the website “www.cbec.gov.in”, “www.cexpatna.bih.nic.in” and “www.cexranchizone.bih.nic.in”. **The last date for submission of bids is 28.03.2016 till 15.00 hrs.** The Technical bids will be opened by a committee in presence of all bidders, if they appear, in the office of the Assistant Commissioner Service Tax Division, Patna at 16.00 hrs. on 28.03.2016

Sd/-
Assistant Commissioner
Service Tax Division
Patna

C.No. I(22)17-GI/S. Tax/Pat/14/pt.II/

Dated: .03.2016

Copy for Information & necessary action to:-

1. The Superintendent (DMC), Central Excise & Service Tax Hqrs., Patna. He is requested to publish the above Tender Notice on the official web site www.cbec.gov.in.
2. The Local Editor, Hindustan / Prabhat Khabar (in Hindi edition), Patna for publishing the above Tender Notice in Patna edition only by 06.03.2016.
3. Notice Board.

Sd/-
Assistant Commissioner
Service Tax Division
Patna

GOVERNMENT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER, SERVICE TAX DIVISION PATNA

TENDER DOCUMENT

INVITATION OF TENDER FOR HIRING OF CONTRACT LABOURERS FOR MAINTENANCE AND HOUSEKEEPING PURPOSE

The Assistant Commissioner, Service Tax, Patna intends to avail of the services of an agency for cleaning, sweeping and housekeeping of the office premises of Service Tax Division, Patna and its Range offices located at Chandpura Palace, Bank Road, West Gandhi Mandir, Patna for the period of one year from the date of agreement / contract. Following documents, giving full details, are as under:-

- | | |
|-------------------------------|------------------|
| 1. Terms & condition | : Annexure 'I' |
| 2. Proforma for Technical Bid | : Annexure 'II' |
| 3. Proforma for Financial Bid | : Annexure 'III' |

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], Service Tax Division, Chandpura Palace, Bank Road, West Gandhi Maidan, Patna."** 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 on 28.03.2016 at 16.00 hrs. by a committee constituted for the purposes who are short-listed on the basis of their Technical Bid [Annexure III].

For any clarification in the matter and/or for inspection of the premises, prior appointment may be made with Administrative Officer, Service Tax Division, Patna.

- 3) The Assistant Commissioner, Service Tax, Patna *reserves the right to postpone and/or extend the date of receipt/opening of Bids/Quotation or to withdraw the same, without assigning any reason thereof.*

Sd/-
Assistant Commissioner
Service Tax Division
Patna

TERMS & CONDITIONS

1. SCOPE OF WORK

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

Sl. No	Name of Building/Location	Constructed & Open area [Approx.]
1	SERVICE TAX DIVISIONA AND RANGE OFFICES, PATNA Chandpura Palace, Bank Road, West Gandhi Maidan, Patna.	Constructed area: 5500 sq.ft. Open area: 150 sq.ft.

The details of housekeeping works are as under:-

- (i) Cleaning, sweeping and wet mopping of the entire area including the lobby.
- (ii) Collection of all sweeping, garbage and waste material and their effective disposal.
- (iii) Thorough cleaning of toilets including urinals and wash basins, using disinfectants twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls. Water tank must be cleaned on fortnightly basis with bleaching powder.
- (iv) Shifting/movement of furniture, files and other office equipments, whenever required.
- (v) 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.
- (vi) Cleaning of pantry area, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.
- (vii) Miscellaneous services such as serving of drinking water/ refreshment, etc., during Conference/ Meetings/ Seminars and visit of Assesseees in offices.
- (viii) Internal and external cleaning of window panes, doors and fans.
- (ix) Cleaning of Venetian blinds, ceilings, walls, AC duct, grills and beams.
- (x) Cleaning of entire floor space, glasses and pantry with detergents.
- (xi) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
- (xii) Removing of cobwebs and watering of plants

- (xiii) Cleaning of window panes with mild detergent such as Colin and any other cleaning operation assigned/required.
- (xiv) Periodical cleaning and dusting and maintenance of records in the records room. Locating and finding the records from the records room.

2. REQUIREMENT OF CONTRACT LABOURERS & EVALUATION OF BID

The bidder shall quote their rate as per sq. ft. per month in the prescribed Financial Bid Document. 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 material will be provided by the office as per requirement.

4. COST OF TENDER DOCUMENTS

Tender documents can be obtained from **the Administrative officer, Service Tax Division, Chandpura Palace, Bank Road, West Gandhi Maidan, Patna**, on cash payment of Rs. 200/- only. The tender document is also available & be downloaded from departmental website “www.cbec.gov.in”, “www.cexpatna.bih.nic.in” and “www.cexranchizone.bih.nic.in”. Downloaded tender documents must be accompanied with a demand draft of Rs. 200/- in favour of the Assistant Chief Accounts Officer, Central Excise, Patna payable at Patna failing which tender will not be considered for opening of Price/Financial Bid Part II.

5. EARNEST MONEY DEPOSIT

The Technical bid must be accompanied with non-interest Earnest money in a shape of Demand draft of Rs. 2,000/- only in favour of Assistant Chief Accounts Officer, Central Excise, Patna payable at Patna failing which tender will not be considered for opening of Price/Financial Bid Part II.

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 services 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. TERMS OF PAYMENT

- (i) It should be responsibility of bidders to ensure payment of minimum wages to his employees as prescribed by **Central government**. They should also not employ any child labour.
- (ii) Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
- (iii) The rates on which the contract is finalized will be applicable for the entire period of contract.
- (iv) The contractor will submit the monthly bill for payment in duplicate. The certification of cleaning work on monthly bill by Superintendent/Inspector of the said Divisional office is compulsory every month.

10. GENERAL TERMS & CONDITIONS:

- (a) Bidders should have been providing similar services to the Government Departments/ Government undertaking for at least last two years.
- (b) Bidders shall be duly registered with ESIC, Provident Fund, Shop & Establishment, Service Tax.
- (c) 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.
- (d) The person employed should work on all days except Saturday, Sunday and Gazetted Holidays.

- (e) The working hours will be from 08.00 to 16.00 hrs daily including lunch break of half an hour.
- (f) Bidder should quote their rate only as per square foot per month basis which will be inclusive of all other charges. Rate Quoted on per square foot basis duly indicating no. of persons proposed to be engaged by the contractor.
- (g) The Contractors are required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down.
- (h) 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.
- (i) Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.
- (j) 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.
- (k) Notwithstanding anything contained herein, the Assistant Commissioner reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason.
- (l) 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.
- (m) Contractor shall in no case lease/transfer/sublet or appoint care taker for services.
- (n) No other person except Contractor's authorized representative shall be allowed to enter the premises of the office.
- (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 and if the assigned work is found satisfactory, the period/duration of the contract may be extended upto further one year on request of the successful bidder.
- (q) The contractor should not have been blacklisted by the State/ Central Government department or any organizations(Attach affidavit to this effect with technical bid).

Sd/-

Assistant Commissioner
Service Tax Division
Patna

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 to 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. Service Tax Registration No.:
(Copy of proof be attached)
8. ESIC Registration No. (attach Proof):
9. P.F. Registration No. (attach Proof):
10. Shop & Establishment Regn. No. (attach proof):
11. Whether the firm is non-blacklisted from any :
Govt.department/ private organization
[Attach an affidavit]
12. 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 on each page.
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. Service Tax Registration No.:-
5. No. of labours to be deployed:
6. Rate of Cleaning

Area	Sq. ft.	Rate per sq. ft.	Total Rate	Total Rate in Words
1	2	3	4 = 2X3	5
Constructed area				
open area				

[This rate will be inclusive of all other charges
i.e. Service charges, Service Tax, 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)