

GOVERNMENT OF INDIA

OFFICE OF THE ASSISTANT COMMISSIONER, CENTRAL EXCISE & SERVICE TAX

DIVISION BHAGALPUR

Abhinav Mension, S.K. Tarafdar Road, Adampur, Bhagalpur,812001

Ph no. 0641-2420039

TENDER NOTICE

**INVITATION OF TENDER FOR PROVIDING 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 Central Excise & Service Tax, Division, Bhagalpur and its range offices located at Bhagalpur, Munger, Jamalpur, Jhajha, Purnea and Forbesganj.

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 30.01.2017 or can be downloaded from the website "www.cbec.gov.in". **The last date for submission of bids is 07.02.2017 till 15.00 hrs.** The Technical bids will be opened by a committee in presence of all bidders, if they appear, in the Assistant Commissioner's Chamber of Central Excise & Service Tax, division Bhagalpur at 16.00 hrs. on 08.02.2017.

Assistant Commissioner

Central Excise & Service Tax

Division Bhagalpur

C.No. I(20)03-GL/H.K./BGP/16/

Dated: . .2016

Copy for Information & necessary action to:-

01. 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.
02. The Local Editor, Prabhat khabar/Dainik Bhaskar (in Hindi edition), Bhagalpur for publishing the above Tender Notice in Bhagalpur edition on 23.12.2016(Friday).
03. Notice Board.

Assistant Commissioner
Central Excise & Service Tax
Division Bhagalpur



GOVERNMENT OF INDIA

OFFICE OF THE ASSISTANT COMMISSIONER, CENTRAL EXCISE & SERVICE TAX

DIVISION BHAGALPUR

**INVITATION OF TENDER FOR OUTSOURCING OF HOUSEKEEPING SERVICES FOR OFFICE PREMISES OF
CENTRAL EXCISE & SERVICE TAX DIVISION, BHAGALPUR & ITS RANGE OFFICES LOCATED AT MUNGER,
JHAJHA, PURNEA, & FORBESGANJ**

The Commissioner, Central Excise & Service Tax Commissionerate, Patna intends to avail of the services of an agency for cleaning, sweeping and housekeeping of the office premises of Central Excise Division, Bhagalpur and its range offices located at Bhagalpur, Munger, Jamalpur, Jhajha, Purnea & Forbesganj for the period of one year from the date of agreement / contract. Following documents, giving full details, are as under:-

- | | |
|--------------------------------|------------------|
| 01. Terms & condition | : Annexure 'I' |
| 02. Proforma for Technical Bid | : Annexure 'II' |
| 03. 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 Assistant Commissioner, Central Excise & Service Tax, division Bhagalpur, At- Abhinav Mension, S.K.Tarafdar Raod, Adampur, Bhagalpur-812001."** The service providers will be short listed on the basis of their technical competency after opening of Technical Bid (Annexure II). Financial bids [Annexure III] of only those bidders will be opened 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, Central Excise division Bhagalpur.

The Assistant Commissioner, Central Excise & Service Tax, division Bhagalpur 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.

**Assistant Commissioner
Central Excise & Service Tax
Division Bhagalpur**

ANNEXURE – ‘I’

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	DIVISIONAL OFFICE & CENTRAL EXCISE & SERVICE TAX RANGE, BHAGALPUR Central Excise Division, S. K. Trafdar Road, P.O.: Adampur, Bhagalpur	Total area: 7880 sq.ft.
2.	CENTRAL EXCISE & SERVICE TAX RANGE -I, ITC Campus, Basudeopur,	Total area:

	Munger	586 sq.ft.
3.	CENTRAL EXCISE & SERVICE TAX RANGE -II, Munger , Jublee Chowk, Sheela Block, Jamalpur	Total area: 1200 sq.ft.
4.	CENTRAL EXCISE & SERVICE TAX RANGE - Purnea , New Sipahi Tola, Purnea	Total area: 1720 sq.ft.
5.	CENTRAL EXCISE & SERVICE TAX RANGE - Jhajha , Near SBI, Purani Bazar, Jhajha	Total area: 2990 sq.ft.
6.	CENTRAL EXCISE & SERVICE TAX RANGE - FORBESGANJ, GORIHARI CHOWK , Dist. ARARIA, BIHAR	Total area: 1000 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 Assessors 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. CLEANING MATERIALS

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

3. 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 and 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 the Officer / Superintendent (A.E.) / Range Officer is compulsory every month.

4. GENERAL TERMS & CONDITIONS:

- (a) Bidders should have been providing similar services to the Government Departments/
Government undertaking for at least last two years.
- (b) Bank Challan copies of PF and ESIC paid for at least period of last six months should be
attached with the Technical Bids.
- (c) Bidders shall be duly registered with ESIC, Provident Fund, Shop & Establishment, Service
Tax.
- (d) 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.
- (e) The person employed should work on all days except Saturday, Sunday and Gazetted
Holidays.
- (f) The working hours will be from 08.00 to 16.00 hrs daily including lunch break of half an
hour.
- (g) 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.
- (h) The Contractors are required to submit the complete Rates/ Quotations only after
satisfying each and every condition laid down.
- (i) 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.

- (j) 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 Assistant Commissioner/Deputy Commissioner.
- (l) Notwithstanding anything contained herein, the Assistant/Deputy 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.
- (n) Contractor shall in no case lease/transfer/sublet or appoint care taker for services.
- (o) No other person except Contractor's authorized representative shall be allowed to enter the premises of the office.
- (p) 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.
- (q) 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.
- (r) The contractor should not have been blacklisted by the State/ Central Government department or any organizations(Attach affidavit to this effect with technical bid).

Assistant Commissioner
Central Excise & Service Tax
Division Bhagalpur

TECHNICAL BID DOCUMENT

01. Name of the Organization/firm:
02. Name of the proprietor(s) (with Tel. No., Fax, Mobile No. & Email):
03. Address of the proprietor/partners (with mobile No.):
04. Registration No. of the firm under Contract
Labour[Regulation and Abolition], Act:
(Copy of proof to be attached)
05. 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]
06. Permanent Account Number(PAN):-
07. Service Tax Registration No.:
(Copy of proof be attached)
08. ESIC Registration No. (attach Proof):
09. P.F. Registration No. (attach Proof):
10. Whether the firm is blacklisted from any
Govt.department/ private organization :
[Attach an affidavit]
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 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)

ANNEXURE -III

FINANCIAL 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. No. of person proposed to be deployed:
5. Rate of contract per month (In Rs.):
[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 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 the tenderer or authorized signatory with date & seal)