



भारत सरकार :: GOVERNMENT OF INDIA
 सहायक आयुक्तालय (लेखा-परीक्षा) :: केन्द्रीय बस्तु ओर सेवा कर
 OFFICE OF THE ASSISTANT COMMISSIONER ::
 CENTRAL GOODS AND SERVICE TAX (CGST)
 AGARTALA AUDIT CIRCLE : अगरतला लेखा परीक्षा वृत्त
 दूसरी और तीसरी मंजिल, 341 एच। जी। बसक रोड,
 2nd & 3rd Floor, 341 H. G. Basak Road ,
 जोयनागर (दसमाघट रोड), अगरतला, पिन- 79 9 001, वेस्ट त्रिपुरा
 JoyNagar (Dasamighat Road), Agartala, PIN- 799 001, TRIPURA.



[Tel.No.0381-2305811](tel:0381-2305811) / [E-mail- agt.audit.circle@gmail.com](mailto:agt.audit.circle@gmail.com) *

TENDER NOTICE NO 03/2018-19

NOTICE FOR INVITING TENDER FOR HIRING OF HOUSE KEEPING STAFF AND ONE SEMI SKILLED WORKER FOR THE OFFICE OF THE ASSISTANT COMMISSIONER , CENTRAL GOODS AND SERVICES TAX AUDIT CIRCLE AGARTALA FOR 2018-19 .

For and on behalf of the President of India sealed Tenders are invited for hiring of house keeping staff and one semi skilled worker for the office of the Assistant Commissioner , Central Goods and Services Tax ,Agartala Audit Circle located at 431 H G Basak Road , Joynagar Dasamighat Road Agartala .on contract basis and the period of such contract will for the period of one year .The floor area of the office is 1340 SQ Ft (Approx) .The tenderer should quote rate per square ft for the scope of work of house keeping and rate per day for the scope of providing semi skilled worker . The terms and condition of duties to be performed are enclosed in Annexure "A" to this tender . The tender notice can be downloaded from the website www.cbec.gov.in or www.audit.cencustax,guwahati.gov.in .

The tenders should be submitted in two sealed covers . the first sealed cover should be superscripted with " Technical Bid" and should contain information as sought in ANNEXURE B of the tender documents . The second sealed cover super scribed with "Financial Bid" and should contain information sought in ANNEXURE-D of the Tender documents . Both the sealed cover should be placed in a main Sealed envelope superscripted "TENDER FOR PROVIDING HOUSEKEEPING AND SEMI SKILLED STAFF" and should be addressed to the "Assistant Commissioner (Audit) Central Goods & Services Tax , Agartala Audit Circle , Joynagar , Dasamighat Road , Agartala Pin- 799001, TRIPURA . The last date of receipt of tender is 29.05.2018 upto 1230 hrs. Tender shall be opened on 29.05.2018 at 1500 hrs. The interest party may visit the office premises during the office hour i,e 9.30 am to 6 pm (excluding Saturday and Sunday) The tenders / quotations received incomplete or not properly sealed or filed after the due date and time shall be summarily rejected . The part who wish to be present at the time of opening of tender / Quotation may represent themselves or authorise their representatives with an authority letter .The Commissioner (Audit) Central Goods and Service Tax , Guwahati reserves the right to accept or reject any or all tenders without assigning any reason .

Sd/-

(ASHOK KUMAR CHAKRAVORTY)
 ASSISTANT COMMISSIONER (AUDIT)
 CENTRAL GOODS AND SERVICES TAX
 Agartala Audit Circle

CNO.I(12)03/AUDIT/TENDER/AGT-CIRCLE/2018-19 /

Dated

Copy to :

- 1) The Superintendent (System) , Audit Commissionerate , Guwahati for posting the same Tender Notice on the departmental website immediately . It is to be ensured posting of the tender in the CBEC Website .
- 2) Notice Board of the Office of the Assistant Commissioner (Audit) CGST , Agartala Audit Circle at 2nd & 3rd Floor 341 H G Basak Road , Agartala Tripura Pin- 799001

(ASHOK KUMAR CHAKRAVORTY)
ASSISTANT COMMISSIONER (AUDIT)
CENTRAL GOODS AND SERVICES TAX
Agartala Audit Circle

SCOPE OF THE WORK

The service provider should ensure the adequate supervision is exercised on the day to day functioning of the deployed personnel .The service provider in the category of HOUSE KEEPING shall undertake all types of works , viz cleaning , dusting in general and the following works in particular –

1. Cleaning / sweeping of the aforesaid office premises of the Assistant Commissioner (Audit) CGST , Agartala Audit Circle and includes
 - i. Cleaning / sweeping and mopping of the floor of the office premises with cloth soaked in water and disinfectant for all the rooms before 9.00 am on each working day.
 - ii. The person employed should work on all working days as well as Saturdays when specific weekly cleaning will be carried out as per the instructions issued periodically .
 - iii. The personal deployed should be well experienced and trained adequate and of sound health . They should be well behaved and well mannered .
 - iv. Cleaning / sweeping and mopping of adjoining areas such as corridors , common area once with disinfectant with plain water .
 - v. Removing dust from floor , windows , doors , books , journals , furniture's , fixtures , telephone , cupboard , air conditioner and other equipment , almirah , collecting of waste paper , unwanted material and its disposal at indicated locations .
 - vi. House keeping services such as movements of files / equipments / records within the office and periodical cleaning and dusting and maintenance of records in record room .
2. Servicing of water etc to the staff working in the offices.
3. Miscellaneous works within the office as and when entrusted.

The service provider in the category of SEMI SKILLED WORKER shall undertake all types of works ,such as Typing , proper arrangement of files/ records in general and the following works in particular –

- (i) SEMI SKILLED WORKER should have basic knowledge in working in computer .
- (ii) He should have clear idea of typing of official correspondence .
- (iii) The worker should have minimum education qualification of 12th Pass from any recognised Board .
- (iv) The worker should have basic knowledge in English Language
- (v) The worker should report in office within 9.30 AM positively.
- (vi) The person employed should work on all working days as well as Saturdays when instructions issued periodically .
- (vi) The personal deployed should be well experienced and trained adequate and of sound health . They should be well behaved and well mannered .
- (vii) Miscellaneous works within the office as and when entrusted.

DECLARATION BY THE TENDERER

This is to Certify that I / We signing ANNEXURE A of the TENDER containing the tender containing the “Scope of the works” as per the tender have read and fully understood the same and undertake myself / ourselves to abide by them.

(Signature of the renderer with seal)_____ -

Name _____ -

Seal _____

Address _____

ANNEXURE –A
THE TERMS AND CONDITIONS

1. This contract shall be valid for one year.
 2. The Service provider is required to give one month prior notice in writing to this office before withdrawing such contract furnishing detailed reasons for such withdrawal.
 3. In case the contract is terminated before completion of a month, the amount payable to service provider will be calculated on pro- rata basis.
 4. The service provider shall ensure the availability of the required number of contract workers from 09.00 hrs to 18.30 hrs on all working days in the office as well as Saturdays when specific weekly cleaning will be carried out as per the instructions issued periodically.
 5. The Service provider shall ensure that the contract workers deployed by him adhere to the above mentioned timings of duty.
 6. A record of the attendance will be kept by the Service provider which would be verified by the department. The month wise attendance details duly certified by the officer nominated by the department will be the basis for monthly bill raised by the Service provider. The monthly bill will be payable on rendering of satisfactory service during the previous month.
 7. No payment will be made for the absentee worker's period of absence.
 8. The contract worker deployed for services should be able bodied, well behaved, of good moral character and free from any communicable disease and should not have been convicted for any offence. Employment of Child labour by the Service provider is prohibited.
 9. It is categorically clarified that the engagement of service provider does not in any way confer any right to the service provider or persons that may be deployed by him in this office to claim any regular employment in this office or any government office.
 10. The service provider should submit a satisfactory current working experience certificate from one (1) Central /State Govt. Departments or Central PSUs/ State PSUs and will form part of the Technical bid.
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11. The service provider should have valid (as on date) GST Registration Certificate, EPF license, ESI license & PAN card. The self attested copies of the same are required to be produced in the bid document and will form part of the Technical bid.
12. The tenderer should quote his charge as per Contract Worker per day which includes (Separately indicated) (i) Minimum Wages (ii) EPF (iii) ESI (iv) Service Charges (v) any Central/State taxes of applicable including GST. All taxes will be paid at the prevailing rate.
- 13.. The tenderer has to quote the Rate per square feet as per the scope of work and the terms & conditions of the tender and it is clarified that the basic wage, EPF, ESI are to be quoted
14. Notes pertaining to rounding of figures are to be strictly followed. Failure to do so will make the financial bids liable for rejection.
15. No escalation of service charge whatsoever would be allowed during the period of the contract.
16. The cost of cleaning material should not be included in the rate for bidding and it would be provided by the Commissionerate Office.
17. The service provider shall be solely responsible for payment of PF and ESI and GST etc. On demand the service provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.
18. Service provider shall be solely responsible for payment of wages/salaries other benefits and allowances to contract worker employed as applicable (for time to time in terms of the Minimum Wages Act prescribed under the Central Labour Commissioner as amended from time to time). This office shall have no liability whatsoever in this regard and the Service provider shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. orders etc. The services provider shall ensure compliance with all labour laws applicable.
19. Insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act, 1948, shall be taken by the Service provider. The Service provider shall arrange necessary Insurance coverage for any persons deployed by him even for a short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Service provider.
20. The service provider or authorized representative of the Service Provider will make himself available as and when required by the Department on any working day.
24. The service provider shall be directly responsible for any/ all disputes arising between him and his personnel and keep the office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
25. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
26. Any mis-declaration / misstatement with respect to any of the conditions prescribed above would

render the contract null and void.

27. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

28. The transportation, food, medical and other statutory requirement under the various acts/Government regulations in respect of each person of the service provider will be the sole responsibility of the service provider.

29. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.

30. Complying with the legal rules and regulations of the Central/State Government governing such housekeeping contracts would be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labour laws like minimum wages, bonus etc.

31. The service provider shall furnish the bill (in Triplicate) towards his services during the month in the first week of the following month. Evidence for ESI/PF benefits given to the employees should be furnished.

32. Income Tax as applicable shall be deducted at source.

33. The service provider shall not sublet, transfer or assign this contract or any part thereof to a third party without the prior approval of the Assistant Commissioner(Admin) Central Goods and Service Tax(Audit), Guwahati.

34. The service provider shall exercise proper supervision of the work turned out by the deployed persons.

35. The service provider will submit the monthly bill for reimbursement in Triplicate which shall be got certified by the officer-in-charge as per his satisfaction regarding the provision of services. The Contractor shall make regular and full payment of labour wages on or before 5th of the following month, which should not be less than that fixed under provisions of Minimum Wages Act, 1948, as amended to be followed.

36. The service provider will be responsible for payment of salaries and other statutory payment to the workers on monthly basis as applicable to them under law. He should ensure that the same are paid on time every month without waiting for the payment of the bill by the department.

37. The Assistant Commissioner(Admin) Central Goods and Service Tax(Audit), Guwahati reserves the right to postpone and/or extend the date of receipt/opening of/Quotation or to withdraw the same, without assigning any reason thereof.

ANNEXURE-B
TECHNICAL BID FOR PROVIDING HOUSE-KEEPING & SEMI-SKILLED WORKER

01	Full particulars of the service provider: (i) Name of the firm/company: (ii) Full address of office: (iii) Telephone No./Mobile No. (iv) Tele Fax: (v) E-Mail Address:	
02	Contract labour Act Licence No. & date & its validity period	
03	PAN Card No. (certified copy of PAN Card is to be attached)	
04	GST No. (certified copy of GST Registration is to be attached)	
05	Employees Provident Fund Registration No.	
06	Employees State Insurance Corporation Registration No.	
07	Copy of ITR of Last Three years	
08	Details of the offices where the house keeping and other services has been/ are being provided; 1) Name/Address of the office(s) 2) No. of years for which service has been/is being Provided (certificate from the office(s) mentioned above)	

Declaration

- (i) I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars for providing house-keeping services are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I /We shall be liable to such consequences / lawful action as the Department may wish to take.
- (iii) It is hereby declared that the service provider is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender
- (iv) It is hereby declared that the service provider is not black-listed by any Central/State Government/Public Sector Undertaking in India

Signature of Service Provider
Seal of the Firm/Company

ANNEXURE C
FINANCIAL BID

1. Rate per Sq. ft per month :-
(including all taxes , services charges & EPF /ESIC/GST etc)

2. Total number of person required :-

3. For providing SEMI SKILLED WORKER the rate should be per day of such person :-
(including all taxes , services charges & EPF /ESIC/GST etc)

(Signature of the Authorised person)