

<p>वस्तु एवं सेवा कर आसूचना महानिदेशालय गुरुग्राम अंचल इकाई प्रथम एवं पांचवां तल, मुदित स्क्वायर, प्लॉट नं 24, सेक्टर - 32, गुरुग्राम -122001 दूरभाष : 0124 -2383024 ईमेल: dggstizuggn@gmail.com</p>		<p>DIRECTORATE GENERAL OF GST INTELLIGENCE GURUGRAM ZONAL UNIT 1ST & 5TH Floor, MUDIT SQUARE, PLOT NO. 24, SECTOR-32, GURUGRAM – 122001 Phone : 0124 -2383024 E-mail : dggstizuggn@gmail.com</p>
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F.No. DGGSTI/GZU/Admn/72/2017

Dated: 03.05.2018

E-TENDER NOTICE FOR HIRING OF HOUSEKEEPING SERVICES

Bids are invited from reputed registered firms for engagement of **04 unskilled workers** for House Keeping Services for cleaning, dusting, sweeping and other miscellaneous office work of Directorate General of Goods & Services Tax Intelligence, North and Gurugram Zonal Unit, Gurugram. The entire tender along with the Annexures containing the Technical and Financial bids can be downloaded from <https://eprocure.gov.in/eprocure/app> on CPP Portal. Details can also be accessed on departmental website www.cbec.gov.in. The following documents, giving full details, are enclosed:

1.	Undertaking	ANNEXURE-A
2.	General terms and conditions	ANNEXURE-I
3.	Special terms and conditions for Housekeeping	ANNEXURE-II
4.	Pre-qualification requirements for award of Contract (Technical Bid)	ANNEXURE-III
5.	Financial Bid	ANNEXURE-IV

2. The interested Service Providers are required to submit bids as per terms and conditions (Annexure-I, II, III & IV) given in the Tender Document.

3. It may please be noted that Agencies which do not fulfill the pre-qualification requirement will not be considered. **Financial bid** of those Agencies which fulfill the terms and conditions (Annexure-I, II, III & IV) will only be opened separately, itself in the presence of the bidders. The tender notice along with Annexure-I, II, III & IV can downloaded from the website www.cbec.gov.in and <https://eprocure.gov.in/eprocure/app>.

4. The ADG, DG GSTI, GZU reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Critical Date Sheet

Tender Publishing Date & Time	03.05.2018 at 12:00 Am
Bid Submission Start Date & Time	03.05.2018 at 12:00 Am
Bid Submission Closing Date & Time	24.05.2018 at 06:00 pm
Technical Bid Opening Date & Time	29.05.2018 at 02:00 pm

5. Interested bidders/Service Providers/ Reputed firms providing such services may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time.**

Encl: As above.

Sd/-
(Karam Singh Dahiya)
Administrative Officer

Copy to:

1. Notice Board, DG GSTI, Gurugram Zonal Unit.
2. Web Master CBEC for uploading.

ANNEXURE-A

To,

The Administrative Officer,
O/o the Additional Director General,
DG GSTI, Gurugram Zonal Unit,
Gurugram

Sub: e-Tender for providing housekeeping services-reg.

Ref: 1) Your e-tender Id No. _____

Dated _____

I/we have read the contents of the terms and conditions mentioned in your tender notice and it's Annexure-I, II, III & IV and agree to abide by the same without any condition(s).

Signature with Date _____

Name of the Firm _____

Seal _____

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

1. The tenderers are asked to quote their rate per persons per month including the components of prevalent rate of minimum wages for unskilled worker (Four) as fixed by the Government, deductions towards EPF, ESI, ESIC at per prevalent rate, administrative charges in rupee and taxes applicable in rupee.
2. Bids duly filled & the same will be submit up to the date and time mentioned in the tender. The Bidders are required to submit the complete bids only after satisfying each and every condition laid down in the Annexures enclosed; submitted and signed by the firm owner/proprietor/authorized representative.
3. The ADG, DG GSTI, GZU reserves the right to postpone and/or extend the date of receipt/opening of bids or to withdraw the same, without assigning any reason thereof.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initializing, 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.
5. The rates shall be valid for a period of at least three calendar months from the date of opening.
6. The Contractors should satisfy themselves before submission of the Rates/Quotations to the DG GSTI, GZU that they meet the qualifying criteria and capability as laid down in the Annexures.
7. The Contractors must comply with the rates quoted, 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 bids and accepted by the DG GSTI, GZU.
8. Notwithstanding anything contained herein, the DG GSTI, GZU reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
9. 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 any persons deployed by him even for short duration. The DG GSTI, GZU shall not entertain any claim arising out or mishap, if any that may take place. In the event of any liability/claim falling on this DG GSTI, GZU, the same shall be reimbursed/indemnified by the Contractor.
10. The service provider shall be responsible to pay the personnel a minimum wage (at the prevailing rates provided by the Central Government) under the Minimum Wages Act, 1948. Any breach of this

condition will result in the immediate termination of the contract besides the legal action to be initiated.

11. The DG GSTI, GZU bears no responsibility to any office/individual/contingency personnel for the non-payment of their salary, however, it would always direct the contractor to work in the full interest of the housekeeping laborers.

12. The salaries to the personnel deployed should be paid not later than 5th of the following month. The payment of salaries should not be lined to payment of monthly bill due to the service provider.

13. No other person except Contractor's authorized representative shall be allowed to enter the DG GSTI, GZU.

14. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.

15. Within the premises of the DG GSTI, GZU, the Contractor's personnel shall not do any private work other than their normal duties.

14. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the DG GSTI, GZU indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

15. 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. The DG GSTI, GZU shall have no liability whatsoever in this regard and the Contractor shall indemnify this DG GSTI, GZU against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

16. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

17. All consumables and material used by the contractor shall be provided by DG GSTI, GZU.

18. 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.

ANNEXURE-II

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

1. SCOPE OF WORK

- i. The prime object of housekeeping services is to maintain the entire premises in a well to do condition. The premise is to be maintained from hygienic point of view.
- ii. The broad details of work covered under the scope is enumerated as follow:
 - a. Cleaning, sweeping and wiping of floors.
 - b. Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
 - c. Shifting of furniture and other items/stores from one place to another as required by the administration.
 - d. Any other petty work assigned by the officers.

2. JOBS TO BE CARRIED OUT DAILY

- i. Cleaning of toilets, windows, wash basin & other fittings and Water Coolers, removing of all dust, unwanted materials, cleaning to be done with phenyl twice a day.
- ii. Cleaning of corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon.
- iii. Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners, almirah, filling cabinets, glass panes, collecting waste paper, unwanted material and its disposal at indicated locations.
- iv. Cleaning of rooms by mopping floor with cloth soaked in water and disinfectant of ISI mark.
- v. Providing toilets with liquid soap, naphthalene balls and deodorant blocks, Liquid soap is to be kept in turn it upside down and pour type steel or plastic containers.

3. JOBS TO BE CARRIED OUT WEEKLY

- i. Washing of floors with surf/vim/soap and water or any other cleaning operation.
- ii. If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor.

4. MISCELLANEOUS CONDITIONS

- i. Sweeping, Cleaning Dusting, Gardening etc. shall be completed before 9.30 AM every day.
- ii. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide

another workman in his place.

- iii. The contractor shall, on award of the contract furnish the list containing names and addresses of the workman sent to the DG GSTI, GZU for housekeeping services.
- iv. The services provided by the contractor shall be to the satisfaction of the DG GSTI, GZU.
- v. The contract rates shall includes cost for all essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of the DG GSTI, GZU.
- vi. The contractor shall have no claim against the DG GSTI, GZU in respect of any work which may be withdrawn.
- vii. The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer of the DG GSTI, GZU. The personnel will render services every day including SATURDAYS except on NATIONAL HOLIDAYS (i.e. 26th Jan, 15th Aug, 2nd Oct, Holi, Diwali and Sundays and any other holidays/public holidays which are mandatory under labour laws). They will maintain cleanliness of toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment of this shall be made. The rates of items of schedule of work include the cost of this provision as well.
- viii. No. of persons deployed it is sole discretion of the DG GSTI, GZU.

5. TERMS OF PAYMENT

- i. Salary will be given to unskilled labor on or before 10th of each month.
- ii. The contractor will submit the monthly bill for reimbursement in duplicate enclosing the statement (documents) confirming the payment of salary/contribution to EPF, ESIC etc. of the preceding month, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any. The GSTIN number should be clearly mentioned while invoicing additionally the GST registration certificate should be submitted at the time of agreement.
- iii. The contractor shall make regular and full payment of labour charges through Cheque/RTGS, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required.
- iv. A regular quarterly submission of documents advocating all the relevant payments (ESIC, PF etc.) to the laborers may be demanded whenever the DG GSTI, GZU deems appropriate. This may be achieved with Proof of challan/RTGS receipt issued by Regional Provident Fund Commissioner (RPFC)

against the payment made to the laborers towards applicable provident fund, ESI or of any other payment towards compliance of other statutory provision like Bonus for the preceding months to be produced quarterly.

- v. Actual deployment of personnel & their attendance will be held by the DG GSTI, GZU & the contractor as well.
- vi. The DG GSTI, GZU shall release due amount after making recoveries, if any, through RTGS/crossed account payee cheque/Demand Draft in favour of contractor.
- vii. The contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Contractor and amount deducted from salary/wages of deployed personnel towards their contribution to provident fund in Form-5, Form 6-A, & Form 3-A.
- viii. In case, the DG GSTI, GZU receives any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

6. PENALTIES

- i. Contractor will attract a penalty of Rs.150/- (Rs. One hundred Fifty only) per day, per person, in case the person fails to carry out the house keeping services due to his absence or any other reason.
- ii. In the event of failure in maintaining the house keeping services on any day upto the desired standard, in part or full, the contractor is liable to penalty @ Rs.150 (Rupees One hundred fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the DG GSTI, GZU will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- iii. Contractor shall ensure that peace and order is maintained in the premises.
- iv. Contractor would ensure that all its personnel would behave courteously and decently with Employees of the DG GSTI, GZU and also ensure goods manners.

7. CHARGES AND PAYMENTS

Bills chargeable to the DG GSTI, GZU shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the DG GSTI, GZU reserves the right to deduct the payments due from the contractor from monthly bill(s).

We agree to the above terms and conditions.

Signature with Date _____

Name of the Firm _____

Seal _____

Technical Bid

ANNEXURE-III

Pre-qualification requirements for award of contract for Housekeeping (unskilled works)

1.	Name of the organization / Firm	:	
2.	Name(s) of the Proprietors/Directors	:	
3.	Registered Address of organization / Firm	:	
4.	Telephone & Fax No. organization / Firm	:	
5.	Whether firm is registered & license holder under Contract Labour (Regulation & Abolition) Act (Copy to be enclosed)	:	
6.	Registration No. of the Firm (Copy to be enclosed)	:	
7.	Permanent Account No. of the firm (PAN)	:	
8.	Last two years copy of Income Tax clearance Certificate (ITCC) to be attached.	:	
9.	ESIC Registration No. (Copy enclosed)	:	
10.	EPF Registration No. (Copy enclosed)	:	
11.	GSTIN registration No. (Copy enclosed)	:	
12.	Number of persons employed by the Firm/company.	:	
13.	Minimum three years experience for handling the house keeping labour contract or similar services provided by the firm. (Please attach the job order/service certificate from Govt. Office/Public Sector.)	:	
14.	Details of legal disputes relating to House Keeping services pending (if any)	:	
15.	Enclosed copy of last two years balance sheet, profit & loss account	:	

Signature with Date _____

Name of the Firm _____

Seal _____

Annexure-IV

FINANCIAL BID

1	Name of the firm	
2	Full address (with Telephone & FAX Number)	
3	Rate per person per month	
4	(I) EPF (II) ESIC	
5	Tax if any Other Charges	
6	Total (for 01 person)	
7	Total for 04 persons per month	