



MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

केंद्रीय जी.एस.टी आयुक्तालय, बेंगलूर दक्षिण, केंद्रीय राजस्व भवन, कर्वीस रोड, बेंगलूर-560001
CENTRAL TAX, BENGALURU SOUTH COMMISSIONERATE, C.R. BUILDING,
QUEENS ROAD, BENGALURU-560001

सीसं.. C.No. IV/06/54/2018 HPU BS

दिनांक: Date: 18.05.2018

TENDER NOTICE (No. 07/2018)

**NOTICE INVITING TENDER FOR OUTSOURCING OF MAINTENANCE AND
CARETAKING SERVICES ON TEMPORARY BASIS.**

Tenders are invited for rendering services specified in Para 5 below on temporary basis for the Customs & Central Tax Department Guest Houses situated one at M 1 and M 2 Blocks, Customs & Central Excise Quarters, Madiwala, Bengaluru - 560 068 and another at B-2 517 & B-2 524, 5th Floor, Godavari Block, National Games Village, Koramangala, Bengaluru - 560 034. A minimum of 06 workers are required to be posted in both the guest houses having at least one personnel each at both the guest houses at any given point of time.

2. Interested parties / agencies who have experience of 3 (three) years in providing maintenance and caretaking services to a Government office/Public undertaking and also willing to comply with the terms and conditions annexed to this notice, may inspect the premises and submit their Bid/ details in Annexure-A, B and C. The Technical Bid Annexure - A should be placed in one envelope, Financial bid (proforma for quoting rates which should be specifically mentioning and bifurcating the wages as fixed by the Central Government, statutory payments applicable, service charges being charged and material charges to be incurred) Annexure -B should be placed in second envelope and Tender Acceptance letter (Annexure-C) should be placed in third envelope. All the sealed envelopes should be placed in another sealed cover "Quotation/Rates for providing maintenance and caretaking services, for the Customs & Central Tax Department Guest Houses situated one at M 1 and M 2 Blocks, Customs & Central Excise Quarters, Madiwala, Bengaluru - 560 068 and at B-2 517 & B-2 524, 5th Floor, Godavari Block, National Games Village, Koramangala, Bengaluru - 560 034. The same may be forwarded to the Joint Commissioner(Preventive) Central Tax, Bengaluru South Commissionerate, 5th floor, C.R.Building, (Annexe) Queen's Road, Bengaluru-560 001" so as to reach this Office on or before 28.05.2018 by 03:00 PM.

3. There should be attachments for Technical Bid (Annexure-A), Financial Bid format (Annexure-B), Tender Acceptance Letter (Annexure-C).

4. Technical Bids should contain documents evidencing (1) Previous experience of Government agencies served, (2) GST Registration No. etc. The Financial Bid/Bids will be taken up only if the technical specifications are satisfactory otherwise the Tender will be straight away rejected.

5. The name of the work/service, in brief, for which bid is invited is daily cleaning of the rooms in both the guest houses, sweeping and mopping of both the guest houses, cooking good vegetarian food and providing to the guests staying at the guest houses. The charges for the breakfast, lunch, tea/snacks, dinner, will be fixed by the Department and the service provider should provide the same at the fixed rates. The amount towards breakfast / lunch / dinner etc., should be collected from the guests. The groceries required for providing the same should be provided by the Service provider. Maintenance of the guest houses involve keeping the guest houses in clean and neat condition including toilets and bathrooms situated in the respective guest houses. Service provider will provide the necessary materials for the maintenance of the same. The rooms in the guest houses will be allotted by the Departmental Officer in charge of the guest houses and service provider cannot accommodate anyone other than the one allotted by the departmental Officer in charge of guest houses. The service provider should collect the room charges from the guests in both guest houses, issue proper receipts as provided by the department and should deposit the room rent collected for the month, to the Bank accounts of guest houses, in the first week of the following month.

6. Earnest Money Deposit (EMD) or bid security of Rs. 10,000/- shall be submitted by the bidder in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favor of Pay and Accounts Officer, Central Tax, Bengaluru South Commissionerate, on or before Technical Bid opening date/time as mentioned in Critical Data Sheet. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

Encl:

1. Data Sheet.
2. Scope of work.
3. General Terms and Conditions.
4. Annexure-A: Technical Bid
5. Annexure-B: Financial Bid
6. Annexure-C : Tender acceptance letter

(S. NASSER KHAN)
JOINT COMMISSIONER (PREV)
CENTRAL TAX,
BENGALURU SOUTH COMMISSIONERATE

Data Sheet

| Item | Description |
|--|---|
| Name of the Hirer | Govt. of India, Ministry of Finance, Department of Revenue, |
| Tender Inviting Authority | Commissioner of Central Tax, Bengaluru- South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001. |
| Tender Name | Office of the Commissioner of Central Tax, Bengaluru- South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001. |
| Tender No. and Date | 07/2018 dated 18.05.2018 |
| Method of Selection | L-1 |
| Availability of Tender Documents | Can be downloaded from Central Public Procurement Portal (ePublishing) at http://eprocure.gov.in/epublish/app , www.cbec.gov.in and Central Tax, Bengaluru Zone website |
| Last date and time for Bid/ Proposal submission (on or before) | 28.05.2018 at 03:00 PM |
| Bid Opening- Time, Date & Venue | 29.05.2018 Chamber of the Joint Commissioner(Preventive) , Central Tax, Bengaluru South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001. |
| Technical Bid | At 12 :00 pm |
| Financial Bid | At 4:00 pm |
| Language of Bid Submission | Proposal should be submitted in English only. |
| Currency | Bid may be quoted in INR only. |
| Name and Address for Communication and seeking clarification | Shri V. Hari Babu, Assistant Commissioner(Preventive) , Central Tax, Bengaluru South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001. Email ID : haribabu59@yahoo.com and haribabu.venkat@gov.in |
| Period of Hiring | 12 months (From 01.06.2018 to 31.05.2019) |

ANNEXURE

SCOPE OF WORK

The 06 no of workers for both the guest houses shall be engaged in-

- (a) Daily cleaning, dusting, mopping of guest houses/rooms/furniture/Fixtures etc .
- (b) To ensure that the guest house and all the rooms is hygienic and clean before and after the guests occupy the rooms.
- (c) Regular cleaning of cots, kitchen, veranda, storage spaces, windows, walls, cobwebs etc.
- (d) Periodical dusting of fans and other electrical equipments.
- (e) Washrooms should be cleaned with Phenyl and deodorants 3 times a day (morning, afternoon and evening) and as and when required.
- (f) Providing necessary services for breakfast, lunch, dinner etc. for the guests/ visitors etc.
- (g) Stacking of files/records/old furniture movements thereof in the guest houses, stacking of stores /stationery etc. if any, as authorized by the concerned caretaker of the guest houses.
- (h) Assistance in movement of case property.
- (i) Attending the telephone calls provided in the guest houses.
- (j) Segregation of Garbages into dry wastes and wet wastes and disposing them everyday / handing over the same to local authorities.
- (k) Cleaning of Vinyl surfaces, polishing of brassware articles, if any, in guest house premises as authorised by the concerned care taker of the guest houses.
- (l) Any other work allied to the above may also be entrusted by the competent authorities from time to time.
- (m) Washing of bed sheets, pillow covers, towels etc., should be carried out on daily basis.
- (n) The materials required for maintenance of the guest houses will be provided by the service provider.

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GENERAL TERMS AND CONDITIONS

1. Service Provider providing similar service to other government departments will be given preference.
2. The persons who are contracted for services should be of good moral character, and should not have been convicted for any offence under the law. The service provider on being awarded the contract shall verify the antecedents of the persons engaged, from the appropriate authorities and submit a certificate to that effect.
3. The service provider will, prior to the commencement of the operation of contract, make available to the department, particulars of all the employees who will be employed. Such particulars inter-alia should include age, date of birth, photograph, local and permanent address, qualification, parentage etc. of the employees so deployed. Any change or addition in this regard should be notified immediately to the Commissioner of Central Tax, Bengaluru South Commissionerate.
4. The persons so provided by the service provider shall be employees of the service provider and shall remain under the control and supervision of the service provider. The service provider shall be liable for the wages and any other claim of the person so engaged. The service provider should observe all the relevant laws relating to employment of person assigned to this office (such as those relating to payment of minimum wages, employment of child labour etc.) as applicable from time to time and should submit a certificate to that effect.
5. The service provider shall be responsible for fulfilling all the obligations towards the person deployed under the law. He shall also be responsible for payment of wages/ Bonus/settlement of dues with workers engaged by the firm as per prevailing Central Government Minimum wages Act and the department shall not be a party to any dispute between the firm and workers. The successful bidder must ensure that the workers engaged must get the minimum wages as per the rates fixed by the Central Government
6. The service provider would be liable for ensuring compliance with the relevant rules including PF, ESI etc. and regulations as notified by Government in this regard from time to time and that the department shall not pay over and above the rate quoted in respect of any such deduction made by the contractor.
7. The service provider shall take all responsible precautions to prevent any unlawful/disorderly conduct or acts of the employee so deployed.
8. The service provider shall have to ensure punctuality, cleanliness of the persons engaged and maintenance of the office decorum by them.

9. Department reserves the right to call upon the service provider to remove any person whom department finds unsuitable for services on account of hygiene, health or conduct or any other reason and the service provider will be obliged to comply with the same and the contractor shall not replace/change any worker without prior intimation to the Department.
10. The service provider shall ensure availability of each deployed person on all working days for providing the service contracted for.
11. For any absence / non-engagement, no charges will be paid and in addition a penalty of Rs. 150/- per day per person shall be levied on the contractor.
12. Department reserves the right to terminate the contract at any time if it feels that the work is not satisfactory by giving 15 days' notice in writing without assigning any reason or without incurring any financial liability whatsoever to the service provider.
13. If the contract is terminated before completion of a month the amount payable to the service provider for number of days worked shall be calculated on prorata basis.
14. The service provider shall ensure that the persons so deployed do not allow any property of the department to be taken out of the guest houses without a Gate Pass signed by the caretaker of the guest house.
15. The service provider shall submit valid proof of GST having actually been paid by him to the Government Account in respect of the above said service provided.
16. The engagement of the service provider does not in any way confer any right to the service provider or the person that may be deployed by him in this office, for claiming any regular employment in this office or any other Government office.
17. The service provider should also mention the details about the amount per person/month to be paid while quoting the rates. Agency charges should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
18. The service provider shall quote their rate as " rate per person per month (in words and figures) which should include deduction towards PF and ESI etc. but not including GST payable and the same would not be payable over and above the rates thus quoted.
19. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of Income Tax Law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this office.
20. The service provider should also submit details of other such organization, to which they have extended similar services in the recent past.

21. The service provider shall comply with all applicable laws of the Central Government/State Government and any other law for the time being in force including the Income Tax/ GST Law , Minimum wages Act etc. This office shall not be responsible for any dispute that may arise in connection with the subject service, between the contractor and any State or Central Government Department e.g. authorities dealing with the Minimum wages, E.P.F., E.S.I., Labour Laws, Service Tax and Income Tax etc., or any local body.

22. The persons from the Service Provider shall not claim any benefit/compensation/absorption; regularization, of services with this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and abolition) Act, 1970.

23. The agency should be registered with the concerned Government Authorities, and a copy of the current registration may be submitted. The Service provider shall maintain all statutory registers under the applicable laws. The agency shall produce the same, on demand, to this office or any other authority under law.

24. The service provider should provide GST Registration number and a valid PAN Number in their tender documents. They should also have their own Bank Account.

25. It will be obligatory on the part of the service provider for the safe upkeep and proper handling of the guest house equipments. If any damage is caused to the office equipment on account of negligence of the person deployed, the service provider will be liable for action under law and the loss/damages so caused will be paid, by/recovered from the service provider.

26. The Department reserves the right to terminate the contract anytime by giving 15 days notice without assigning any reason.

27. While awarding the contract the exact requirement of unskilled workers may vary according to requirement.

28. The service provider shall provide separate uniforms for the housekeeping staff so as to distinctly identify his personnel in the guest houses at his cost. The Service provider's personnel should be in uniform at all times in the guest house and should possess identity card during the stay at guest house.

29. The service provider shall provide proper supervision of the workers by providing the services of a supervisor who will be visit the guest house premises on a regular basis.

Encl:

Annexure-A: Technical Bid

Annexure-B: Financial Bid

Annexure-C : Tender acceptance letter

(S. NASSER KHAN)
JOINT COMMISSIONER (PREV)
CENTRAL TAX,
BENGALURU SOUTH COMMISIONERATE

Copy to :-

- 1) Web-Master, Central Tax , Bengaluru South Commissionerate website, with request to upload on Central Tax website (www.gstkarnataka.Gov.in) at earliest.
- 2) Web-Master, CBEC Website, Directorate of Systems, New Delhi with a request to upload the tender on CBEC website(www.cbec.gov.in) at the earliest.
- 3) DC (P&V), for e-publishing in e-procurement site.

Submission of Tender

The tender shall be submitted online in two parts, viz., technical bid and financial bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

TECHNICAL BID
Qualifying criteria for Quotation

| | | |
|---|--|--|
| 1 | Name of the Bidder/service provider with telephone No, FAX and complete address and contact person and details of the registration of firm / company with registrar of partnership firm / ROC (please attach self-attested copies) | |
| 2 | GST Registration Details (Please attach self-attested copies of the GST Registration Certificate). | |
| 3 | Permanent Account Number (PAN). (Please attach self-attested copies of the PAN). | |
| 4 | Experience in providing manpower to PSU/ Govt. Departments for last 3 years (copies of the contract papers / letters / Testimonials , are to be attached) | |
| 5 | Details of pending legal disputes relating to providing manpower, if any. | |
| 6 | Tender acceptance letter | |
| 7 | ITR for the last 3 yrs. | |

Note:- non-qualification in above criteria will result in disqualification of bid.

FINANCIAL BID

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for Rs. _____/ Month (quoting rates which should be specifically mentioning and bifurcating the wages as fixed by the Central Government, statutory taxes applicable, service charges being charged and maintenance charges to be incurred) totaling to Rs _____ Exclusive of GST and related activities as envisaged in the Bid document.

The total price bid for Rs. _____/Month totaling to Rs. _____ exclusive of GST.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of authorised
Representative

TENDER ACCEPTANCE LETTER
(To be given on Company Letter

Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder/service provider,
with Official Seal)