



MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
OFFICE OF THE COMMISSIONER OF CENTRAL GOODS AND SERVICE TAX, AUDIT-I,  
GST BHAVAN, 'B' WING, 4<sup>th</sup> FLOOR, 41/A SASSOON ROAD OPP. WADIA COLLEGE, PUNE- 411001  
Phone -020- 26055790 / 29700045

F.No.I/Adm/12-02/E-Pro/AMC-House keeping/2018  
Pune, the May, 2018

**NOTICE INVITING E-TENDER**

The Commissioner of Central Goods & Service Tax, Audit- I Pune, invites on behalf of the President of India online bid for House keeping services for Hdqrs.GST Bhavan. Pune and Circle I & II at Nigdi, Circle-V at Kolhapur and Circle VI at Satara on two bid system as detailed below:-

Sr. No.	Name & address of office where House keeping services to be carried out.	Area in Sq. ft.	Earnest Money Rs.	Tender for the period	Last date & time of submission of bid	Date & time of opening of bid.
1	Office of the Commissioner of Central Excise& Service Tax, Audit-I,Pune Commissionerate, 41/A, Sassoon road, Pune-411 001.	1102.13 sq.mtrs. (11859 sq.ft)	Rs. 40,000/-	01/06/2018 to 31.03.2019	28 <sup>th</sup> May, 2018 (11.00AM)	Technical Bid opening on 29 <sup>th</sup> May 2018 at 12.00 AM. and Financial Bid opening at 3.00 P.M.
2	Office of the Assistant Commissioner, CGST, Audit-I, Circle I and II, Sector 24, Old Pradhikaran Building, Tilak Road, Pawale Chawk, Nigdi, Pune – 411 044	802 sq.mtrs. (8629.52 sq.ft)				
3	Office of the Assistant Commissioner, CGST, Audit-I, Circle V, 228/229, Tarabai Park, Kolhapur- 416 003.	325.27 sq.mtrs. (3500 Sq.ft)	Rs.20,000/-	01/06/2018 to 31.03.2019	28 <sup>th</sup> May, 2018 (11.00AM)	Technical Bid opening on 29 <sup>th</sup> May 2018 at 12.00 AM . and Financial Bid opening at 3.00 P.M.
4	Office of the Assistant Commissioner, CGST, Audit-I, Circle VI, R-45 to R-50, Addl. MIDC, Satara- 415 004.	185.87 sq.mtrs. (2000 Sq.fts)				

- The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in)(CPP Portal).
- The bid has to be submitted for either for all above premises or S.No. 1&2, 3, 4 i.e. Pune and Satara and Kolhapur separately. Further, if any of the documents specified in the Technical Bid, is not submitted or if the condition of the technical bid is not met, such Technical Bid shall be summarily rejected.

(ANAND KUMAR)  
Joint Commissioner (Adm)  
Central GST, Audit-I Pune Comm'te, Pune



MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
OFFICE OF THE COMMISSIONER OF CENTRAL GOODS AND SERVICE TAX, AUDIT-I,  
GST BHAVAN, 4<sup>th</sup> FLOOR, 'B' WING, 41/A, SASSOON ROAD, OPP. WADIA COLLEGE, PUNE- 411001

**NOTICE INVITING E- TENDERS**

1. Online bids are invited on single stage two bid system for "House keeping services " at Pune, Satara and Kolhapur for the period 01.06.2018 to 31.03.2019.
2. Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

Published Date	17 <sup>th</sup> May 2018 (03.00 PM)
Bid Document Download Start Date	18 <sup>th</sup> May 2018 (10.00 AM)
Clarification Start Date	18 <sup>th</sup> May 2018 (10.00 AM)
Clarification End Date	22 <sup>nd</sup> May 2018 (06.00 PM)
Pre bid meeting	-
Bid Submission Start Date	18 <sup>th</sup> May 2018
Bid Document Download End Date	28 <sup>th</sup> May 2018 (11.00 AM)
Bid Submission End Date	28 <sup>th</sup> May 2018 (11.00 AM)
Technical Bid Opening Date	29 <sup>th</sup> May 2018 (12.00 AM)
Financial Bid opening	29 <sup>th</sup> May 2018 (3.00 PM)

**3. Bid Submission:**

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Service Providers have to follow the terms and conditions provided in the Annexure-I and "Instructions To Bidder for Online Bid Submission" provided in the Annexure-II " for online submission of bids.

The bid has to be submitted for either for all or S.No. 1 & 2, 3, 4 i.e. Pune and Satara and Kolhapur separately. Further, if any of the documents specified in the Technical Bid, is not submitted or if the condition of the technical bid is not met, such Technical Bid shall be summarily rejected.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one service provider having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

5. Service Provider who has downloaded the tender documents from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and the said service provider is liable to be banned.

6. Intending service providers are **advised to visit again CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

**7. Performance Guarantee (Security Deposit)** : The successful service provider shall give performance security immediately after award of the contract in the form of Account payee Demand draft/ Fixed Deposit Receipt /Bank Guarantee from a scheduled commercial bank amounting to **5%** of the total estimated cost in favour of **Pay & Accounts Officer, 41/A, ICE House, Opp. Wadia College, Pune 411001**. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contract. The security deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the service provider are found to be unsatisfactory in any respect, and /or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the service provider or his employees. This forfeiture will be in addition to any action by the department that the service provider may invite upon themselves due to any of the reasons specified above.

#### **EMD Payment:**

The total Earnest Money Deposit is to be deposited in form of Demand Draft in favour **Pay and Accounts Officer, 41/A, ICE HOUSE, opp. Wadia college, Sassoon Road, Pune-411001** which will be **Rs.40,000/-** offices at Pune and **Rs.20,000/-** for Offices at Satara and Kolhapur. The EMD amount will have to be submitted while applying for the tender, without which the bids will not be considered. The EMD amount will be returned to the unsuccessful service providers immediately.

**8 The Hard copy of original Documents** in respect of Earnest Money, must be delivered to the Assistant Commissioner (Adm) Central Goods and Service Tax ,Audit-I Pune Commissionerate, Pune , GST Bhavan ,4<sup>th</sup> floor ,B'Wing , Opp. Wadia College, Sassoon Road, Pune – 411001, **on or before date/time of opening of Bids as mentioned in critical date sheet**. Tender shall likely to be liable for rejection for non-submission of original payment documents/ instrument like DD, etc., against the submitted bid.

**9. Bids will be opened as per date & time as mentioned in the Tender Critical Date Sheet. After opening of Technical Bid online, the results of their qualification , Price-Bid will be opened online and intimated accordingly.**

#### **Submission of Tender**

The tender shall be submitted online in two part, viz., Technical bid and Price bid.

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

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

-----

## ANNEXURE- I

### TERMS AND CONDITIONS:

- 1) The service providers should produce certificate / document showing minimum three years experience for providing the said service and should be in possession of certificate to the effect that all relevant labour laws are being complied with and also be capable for holding and controlling the personnels without any legal encumbrances that their firm is registered with the local Labour Commissioner (Pune), for providing the required number of personnels. They should have valid Income Tax number/ GST registration, ESI, EPF registration as applicable.
- 2) They should mention in their quotations for the above said work at a) lump sum amount to be charged on monthly basis, (b) rate per Sq.ft. per month and also state (c) the number of personnel to be deployed.
- 3) All work as mentioned above should be done on all days except Sunday and National Holiday.
- 4) The services to be provided will be from 08.00 AM to 16.30 PM hours daily including lunch break of half an hour. The same may be changed as per requirement by the department.
- 5) **Skeleton staff should be deployed beyond 04.30 pm on all working days to cater for emergency services.**
- 6) All types of sweeping, cleaning, dusting work should be completed by 09.15 hrs every day.
- 7) The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
- 8) The personnel will report to the officer in charge assigned by the department i.e. Caretaker/PRO. If a particular person is absent on any day, another person should be deployed in his/her place. For any absence and non-engagement, no housekeeping charges shall be paid.
- 9) The service provider should ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
- 10) The service provider shall pay house keeping charges to the personnel employed by him for the work as per Minimum rates fixed by the State Government, State Labour Department Authority. The Department shall be in no way responsible or liable for payment of salaries, bonus, gratuity, allowances or any type of payment to them.
- 11) The service provider shall arrange necessary Insurance cover for all its personnel deployed even if it is for short duration. No claim arising of mishap, if any that may take place shall be entertained.
- 12) The service provider shall regularly make payment towards Provident Fund Contribution, Employees State Insurance Contribution and all other statutory dues that may become due and payable by the service provider to the personnel employed by them and shall maintain all such records as may be statutorily required to maintain and present the same to the officers of the Department for Inspection whenever required. In the event of any liability/claim falling on this charge, the same shall be paid by the service provider.
- 13) The service provider shall indemnify and shall keep the office indemnified against acts of omission or negligence, dishonesty or misconduct of the personnel engaged for the work and this office shall not be liable to pay any damages or compensation to such persons or to third party. All damages caused by the Housekeeping personnel shall be charged to the service provider and recovered from its dues/bills.

- 14) Service provider shall be fully responsible for theft, burglary, fire or any mischievous deed by his personnel/staff. Any loss due to any of above reasons shall be compensated in full.
- 15) This office shall not entertain any claim arising out of mishap, if any that may take place while discharging the duties by the personnel provided by the service provider.
- 16) No other personnel except the personnel authorized by the service provider shall be allowed to enter the office premises. The personnel of service provider should carry with themselves proper ID Card issued by the service provider.
- 17) As per Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the service provider as TDS and shall issue suitable TDS certificate to that effect to the service provider.
- 18) The service provider shall strictly comply with the terms and conditions of the agreement which will be executed by the successful service provider. Failure by the service provider to comply with such statutory requirements and/or the terms of the agreement, during the period of agreement of deficiency in services shall result in termination of the contract.
- 19) The service provider shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of the Commissionerate.
- 20) The personnel deployed by the service provider shall attend any other work assigned by the Administration/Authority concerned.
- 21) No child personnel/ personnel above 60 years of age should be deployed by the service provider for undertaking Housekeeping services.
- 22) The personnel deployed by the service provider will physically present themselves every day before an officer nominated by the under signed in token of attendance.
- 23) The service provider shall deploy only those personnel whose antecedents have been verified by the Police.
- 24) All the personnel should be in proper uniform, which shall be provided by the service provider.
- 25) The personnel engaged/deployed by the service provider for the said work will not have any right / claim what so ever, for direct recruitment of temporary or permanent employment in the Department.
- 26) Sub-contracts are not allowed to be made by the service provider.
- 27) The Cleaning & sweeping material will be supplied by the department.
- 28) The deduction towards EPF and ESI etc. be factored in rates being quoted as per square feet/ per month basis and the same would not be payable over and above the rates thus quoted. The service provider would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- 29) The contract can be terminated by the department immediately without assigning any reason or by giving an advance notice. The service provider shall not terminate the contract without giving proper notice of at least two months.
- 30) The successful service providers will be required to give letter of acceptance within 5 days of being informed and enter into an agreement for the work contract.
- 31) The service provider will have to enter into an agreement on the stamp paper with appropriate stamp duty within 5 days from the date of communication of acceptance of his offer by this office.

- 32) The Technical Bid shall contain the number of years of experience of the service provider in this field. There shall be no mention of any financial matters such as amount quoted per month etc. in the Technical bid. Upon observance of any such mention in the Technical bid, the tender will be summarily rejected. The technical bid should also contain a declaration by the service provider that he is agreeable to all the terms and conditions as mentioned in Annexure\_i and II .
- 33) The service providers who intend to upload the bid and visit the aforesaid premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so from **18<sup>th</sup> May, 2018 during the office hours 10.00 hrs to 18.00 hrs**. The name of contact person is as under: -  
**Shri. Avinash N. Deshmukh, Superintendent (Admin), CGST Audit - I Pune Commissionerate, GST Bhavan, 4<sup>th</sup> Floor, "B" Wing, Opp. Wadia college, Sassoon Road, Pune-411001.**
- 34) It will be the prerogative of the Department to decide whether the aforesaid contracts are to be given to one service provider or to different service providers..
- 35) The service provider should clarify any doubt/query regarding the specification from Assistant Commissioner (Admin), CGST Audit –I Pune , GST Bhavan, "B" Wing, 4<sup>th</sup> Floor, 41-A, Sassoon Road, Opp. Wadia College, Pune-411001, on any working day between 10:00 am to 6:00 pm before **28.05.2018**.
- 36) In case of any dispute, the decision of the Commissioner of Central Goods and Service Tax. Audit-I Pune, GST Bhavan, 4<sup>th</sup> Floor, 'B' Wing , Opp. Wadia College, Pune 411 001, shall be final and binding.

#### **TERMS OF PAYMENT**

- a) The service provider may submit the monthly bill in duplicate for reimbursement along with certificate of work completion by the officer in charge. The bill will be paid after making recovery, if any.
- b) The service provider shall make regular and full payment through e-payment to their respective bank to its personnel or by way of Cheque , as per the law and furnish necessary proof in this regard as and when required by the department.
- c) In case of any complaint of non-fulfillment of any obligation under contract executed between the Service provider and department, this office reserves the right to deduct the amount due from contract from monthly bills as well terminate the contract.

#### **PENALTIES**

- a) The service provider will attract a penalty of Rs. 500/- (Rs. Five Hundred Only) per day per personnel, in addition to deduction of the house keeping charges , in case a personnel fails to carry out the housekeeping services due to his absence or any other reason, which shall be recovered from the bills or otherwise.
- b) The service provider would ensure that all its personnel deployed behave courteously and decently with the employees/officers of this office.
- c) In the event of failure in maintaining the housekeeping services on any day up to desired standard, in part or full, the service provider is liable to penalty @ Rs. 1000/- (Rs. One Thousand Only) per day, which shall be recovered from the bills or otherwise.

**SECURITY DEPOSIT/ PERFORMANCE SECURITY:-** On acceptance of tender, the successful service provider must provide Security Deposit/Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks , equal to 5% of the value of the Contract in favour of **Pay & Account Office, CGST & Customs, Pune**. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations by the service provider. The Security Deposit will be refunded only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the service provider found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the service provider or his employees. This forfeiture will be in addition to any action by the department that the service provider may invite upon themselves due to any of the reasons specified above.

## **ANNEXURE-II**

### **Instructions for Online Bid Submission:**

The service providers are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Service providers are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of cost.
- 2) As part of the enrolment process, the service providers will be required to choose a unique username and assign a password for their accounts.
- 3) Service providers are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Service providers will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Service providers. Please note that the service providers are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Service providers then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the Service providers have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The Service providers should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Service providers should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Service providers, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided. Service providers can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from

the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Service provider should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Service provider will be responsible for any delay due to other issues.
- 2) The service provider has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Service provider has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Service providers should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Service providers are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Service providers. Service providers are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the service provider should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the service provider, the bid will be rejected.
- 6) The server time (which is displayed on the Service providers’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The service providers should follow this time during bid submission.
- 7) All the documents being submitted by the service providers would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized service providers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized service providers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

\*\*\*\*



## Annexure- III

### SCOPE OF WORK

#### **1. The scope of work for housekeeping is as under:-**

- (i) Cleaning, sweeping and wet mopping of the entire area including the lobby, Stair-cases, corridors, passages etc.
- (ii) Collection of all sweeping garbage and waste materials and their effective disposal.
- (iii) Cleaning of toilets, urinals, W/C along with attached water tanks and washbasins, using disinfectants like phenyl, Harpic, Vim, Surf etc. twice in a day and as further required.
- (iv) Shifting of furniture, files and other office equipments whenever required.
- (v) Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer tables/chairs and electronic gadgets like computers, telephones, fax machines, photo copier machines, sofa sets, fans etc.
- (vi) Cleaning of pantry area, wiping and cleaning of wooden Formica, glass surfaces, window sills, frames, plant pots and removal of stagnant water. Filling of water in coolers/watering indoor plants in the office.
- (vii) Services such as serving of drinking water/ refreshments etc during Conferences/ meetings, Seminars and visit of assesses to headquarters. Cleaning of roads in Society/residential complex premises in case of emergency.
- (viii) Filling of water in coolers/watering & cleaning indoors plants in the office.
- (ix) Other similar & miscellaneous work of office.

#### **2. Miscellaneous Conditions:**

- i) Sweeping, cleaning, dusting etc. shall be completed before 9:30 a.m. every day.
- ii) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen sent to this office for performing Housekeeping services.
- iii) The Contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
- iv) The personnel will render services everyday including Saturday except on National Holiday. In case of emergencies, very rarely, work may be required on Sundays also.
- v) They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
- vi) Materials, consumables required for housekeeping and maintenance of toilet/bathroom shall be provided by the department.

**Annexure -IV**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

1	Name of the Service Provider/Registered Firm / Company	
2	Status of ownership Proprietary /Partnership / Company	
3	Address of the Service Provider/Firm / Company (with Tel. no./ Fax no. and E-mail)	
4	Name & Address of the Proprietor / Partners / Directors with mobile numbers	
5	Contact Person (s) (with mobile number)	
6	Details of EMD of Rs. 40,000/- & or Rs.20,000/-	
7	PAN No. of the Service provider/ firm as allocated by the Income Tax Department	
8	GST Registration Number, if applicable	
9	Details of registration with E.S.I & Provident Fund	
10	Annual turnover for 3 years	
11	No. of persons deployed for contract	
12	License No. obtained from Labour Commissioner	
13	List of present clients along with proof of Job order certificate.	

**DECLARATION**

I hereby certify that the information furnished above is true 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; I/we will be blacklisted and will not have any dealing with the Department in future.

**(Signature of Authorized Signatory with date)**

The following documents to be furnished/ uploaded by the Service Provider along with **Technical Bid** as above:

- i) Signed and Scanned copy of **proof for payment of Earnest Money Deposit**
- ii) Signed and Scanned copy Certificates like PAN No, GST Registration (if applicable), ESI, EPF Registration etc.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **service provider/firm hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- v) Signed and Scanned copy of Labour Licence obtained from Labour Commissioner.
- vi) Signed and Scanned Copy of **Technical Bid Format.**

**ANNEXURE-V**  
**PRICE/ FINANCIAL BID DOCUMENT**

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ\_Housekeeping.xls

**PRICE BID UNDERTAKING**

From: (Full name and address of the Service provider) \_\_\_\_\_

\_\_\_\_\_

To,

The Commissioner of CGST Audit –I Pune,  
GST Bhavan, 4<sup>th</sup> floor, B' Wing, Opp.wadia college,  
Sassoon Road, Pune-411001.

Dear Sir,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

- 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 offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes.

Yours faithfully

Signature of  
Authorized Representative

## Schedule of price bid in the form of BOQ\_Housekeeping.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_Housekeeping.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Service providers are advised to download this BoQ\_Housekeeping.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **They shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and service providers are liable to be banned.

Sr.No.	Name of building/Locations	Approximate House-keeping Area in Sq. ft.	Rate per Sq.ft per month	No. of Persons to be deployed
1	Office of the Commissioner of Central Excise & Service Tax, Audit-I, Pune Commissionerate, 41/A, Sassoon road, Pune-411 001.	1102.13 sq.mtrs. (11859 sq.ft)		
2	Office of the Assistant Commissioner, CGST, Audit-I, Circle I and II, Sector 24, Old Pradhikaran Building, Tilak Road, Pawale Chawk, Nigdi, Pune – 411 044	802 sq.mtrs. (8629.52 sq.ft)		
3	Office of the Assistant Commissioner, CGST, Audit-I, Circle V, 228/229, Tarabai Park, Kolhapur- 416 004.	325.27 sq.mtrs. (3500 Sq.ft)		
4	Office of the Assistant Commissioner, CGST, Audit-I, Circle VI, R-45 to R-50, Adl. MIDC, Satara- 415 004.	185.87 sq.mtrs. (2000Sq. Fts)		
	Total Area	2415.27 sq.mtrs (25988.52 Sq.ft)		

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes(except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Service provider.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Signature of Authorized  
Signatory with date

Name & full address:-

Telephone No.:-

Office:-

Residential:-

**ANNEXURE-VI**

**UNDERTAKING BY THE SERVICE PROVIDER( BIDDER)**

I/We undertake that my/our firm M/s ..... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2 . I ..... Son/Daughter/Wife of Shri..... Proprietor/Partner/Director/Authorized signatory of M/s ..... am competent to sign this declaration and execute this tender document.

3 . I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.

4 . The information / documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date: Signature of the authorized Signatory of the Service Provider/

Place: Firm/ Company/Organization

Office Stamp/Seal:

**Annexure-VII**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To,

The Commissioner of CGST Audit –I Pune,  
GST Bhavan, 'B' Wing ,4<sup>th</sup> floor, " B " Wing, Opp.wadia college,  
Sassoon Road, Pune-411001.

Sir,

Sub: Acceptance of Terms & Conditions of the Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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/ organizations 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. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)