



Central Board of Indirect Taxes & Customs
Department of Revenue, Ministry of Finance, Government of India
Commissionerate of Central Goods & Services Tax
केन्द्रीय वस्तु एवं सेवाकर आयुक्त कार्यालय



GST Bhavan, Plot No. 6, EDC Complex, Patto Plaza, Panaji, Goa-403001

जी.एस.टी. भवन, प्लाट न. ६, ई.डी.सी. कॉम्प्लेक्स, पाटो प्लाज़ा, पणजी, गोवा-४०३००१

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TENDER NOTICE

The Commissionerate of Central Goods and Service Tax, Patto Plaza, EDC Complex, Panaji, Goa invites sealed tenders from the Service providers on behalf of President of India for Housekeeping and Cleaning Services on a yearly basis at the Central Goods & Services Headquarter building, patto plaza, EDC complex, Panaji, Goa which is under the Department Of Revenue, Ministry Of Finance, Govt. of India.

2. The quotation along with the relevant details/supporting documents as specified in the enclosed Annexures and Earnest Money of ₹5000/- (Rupees Five Thousand only) by way of a demand draft drawn in favour of the "Commissioner of Central Goods & Service Tax, Goa" shall be submitted on or before 1600 hours on 20.06.2018 in a sealed cover and deposited in the Tender Box kept with Control Room Office, Commissionerate of Central Goods and Service Tax, Patto Plaza, EDC Complex, Panaji, Goa or may be sent by registered post so as to reach the office latest by the due date/time. Tender documents can also be downloaded from the website www.cbec.gov.in. The sealed tenders shall be addressed to: The Commissioner, Central Goods & Service Tax, GST Bhavan, Plot No.6, EDC Complex, Patto Plaza, Panaji, Goa- 403001.
3. The tenderer shall sign each page of the tender document as a token of having read and understood the terms and conditions contained therein and should submit the same along with the bid. The tenderer shall fill up the information in the tender form in clear and legible terms. Necessary documents of proof should be attached. Prices wherever quoted should be written both in figures and words. The Annexures shall be signed and stamped by the firm as mentioned above.
 - a. The terms and conditions/scope of work, Qualification of the tenderer and Tender Form of the tender are enclosed as Annexure 'A' & 'B' to this notice.
4. This office will provide necessary cleaning materials. The cost of cleaning material should not be included in outsourcing proposal. Vacuum cleaner and floor cleaning machine shall be provided by the contractor.

5. The bid will be opened at 1100 hrs. on 23.06.2018, in the Conference Hall on the 2nd floor of the Commissionerate of Central Goods and Service Tax, Patta Plaza, EDC Complex, Panaji, Goa in the presence of the bidders or their authorized representatives who are present at the material time. Unsealed tenders will not be considered. Similarly, tenders incorporating additional conditions by the agency will be rejected. Tender forms of agencies who do not deposit earnest money will be summarily rejected.
6. The validity of the tender will be from 01.07.2018 to 30.06.2019. The amount quoted shall not vary during the entire period of contract. The contract may be terminated or the persons will be decreased for reasons of want of funds or other administrative reasons. In such cases, the contractor will be given advance notice in writing.
7. The Commissionerate of Central GST, Goa reserves the right to postpone the date of opening or to accept or reject any or all the bids.

F.No.: 8/6/2018-19-cust.
Dated: 06.06.2018

S/d-
(Mahesh Desai)
Assistant Commissioner
(Custodian Cell)
CGST Hqrs, Panaji, Goa

➤ Scope of work:

The ICE Building has a built up area of approximately 1869 sq. metres and has seven floors.

The work of housekeeping and cleaning will involve:

1. Sweeping and cleaning of all galleries, office premises and open area around the ICE Building, once every day before/around opening of the ICE Building, and whenever required by the officer in charge.
2. Dusting and cleaning of all furniture, wooden panels in the premises every day.
3. Mopping the galleries minimum once every day after sweeping and cleaning and whenever required by the officer in charge.
4. Cleaning of carpets, sofa sets curtains/blinds with vacuum cleaner.
5. Re-arrangements of furniture whenever required.
6. Cleaning of window panes of the entire building once a month.
7. Cleaning of toilets periodically at least 4 times a day, using cleaning materials and keeping the toilets dry at all times.
8. Weekly selective intensive cleaning using modern equipment.
9. Other special cleaning/maintenance works like removal of cobwebs, cleaning of light and fan fixtures, doors and windows, removal of dirt, stains from the walls cleaning of ceiling etc twice in a month.
10. Cleaning of galleries during the execution of work like painting, carpentry, masonry, works including removing the debris as and when required/instructed.
11. Care should be taken that the gadgets/equipments in the ICE Building are not tempered with during cleaning operations.
12. Any other special cleaning work assigned to the work force by the officer/official in-charge of the ICE building.

➤ Timing for Cleaning

1. The ICE Building will function five days a week. Therefore the labourers deployed should be available between 08.00 Hours to 17.00 Hours at the ICE Building on all the five days of the week. Any changes in timing will be intimated in due course.
2. Cleaning on Saturdays to be done from 8.00 AM to 12.30 noon.

➤ Required Labour Force

1. The contractor must deploy the maximum of 7 (seven) workers at the ICE Building on all days at all times unless specifically informed of changes.

2. One of the seven persons could be nominated to carry out the instructions issued by the officer/official in charge of the Ice Building.
3. If any regular work force assigned to the ICE Building does not turn up, the contractor should arrange for substitute within reasonable time of the day. Otherwise, payment will be deducted at pro-rata basis.

➤ Other Specifications

1. No additional payment like overtime allowance etc., will be paid to the workers working on Sundays and holidays.
2. However, sometimes special cleaning will be done on exigency like VVIP's visit. In such cases, the programme will be informed in advance by at least 2 days.
3. The workforce will be discharged by 17.00 hrs. with a grace time of 15 minutes. In some exigency, if any or full workforce were retained for more time, the excess time worked will be compensated by discharging them before stipulated time on another day.
4. No additional amount will be paid for above clauses.

S/d-
(Mahesh Desai)
Assistant Commissioner
(Custodian Cell)
CGST Hqrs, Panaji, Goa

➤ Qualification of the Contractor

1. The genuine housing agencies / firms /contractors who have satisfactorily executed similar work in a government or reputed organization are eligible. Necessary orders for it must be enclosed.
2. The contractor must follow all the labour regulations in force and sign an undertaking in this regard.
3. The contractor should submit a security deposit equivalent to 10% of the tendered amount calculated for the whole period of contract of one year in the form of Demand Draft in favor of Commissioner of Central Excise, Goa before the commencement of the work.

➤ Responsibility of the Contractor

1. The contractor shall employ manpower required as mentioned in the Annexure for upkeep of the ICE Building premises in neat and tidy manner.
2. The workmen should have sufficient experience and should be given identity cards. The workmen should report for duty sufficient in advance so that the cleaning work will be completed before opening of the ICE Building.
3. One of the Responsible workmen from among the seven should be able to give instructions to the workforce. The workforce should not mishandle any of the machinery items, equipment, furniture, electrical fittings, and office records and should be careful when they are at cleaning work. If any damage is done to the departmental property, the cost will be recovered from the contractor.
4. The workforce should be so arranged that they must be available during the hours as mentioned in the Annexure A.
5. The workforce should be assigned specific duties and the designated officer will check the attendance. The designated officer should also check the performance and quality of the services provided at the premises.
6. A Demand Draft of Rs. 5,000/- as EMD has to be enclosed with the Tender Form.

➤ Important Responsibilities of the Contractor:

The Headquarter Building objects are of invaluable nature. The workmen should be highly dependable. The contractor must take the responsibility and give in writing that those deployed were of clean character and without any criminal record. If found

otherwise, the record will be summarily cancelled. The firm will be blacklisted and the same will be notified to other Government agencies.

TENDER FORM for Providing Housekeeping Service at the Commissionerate of Central Goods and Service Tax, Patto Plaza, EDC Complex, Panaji, Goa:

Name and address of the Tenderer:

1. Name of the Proprietor and Contact Telephone No.
2. EST Code
3. EPFO Code
4. Service Tax Registration No.
5. Registration No. under the Shops and Estt. Act.
6. PAN Number:
7. Details of EMD (Demand draft No. Date & Amount):
8. Amount quoted per personnel including cleaning material percentage of service charge quoted may be furnished on a separate sheet.
9. No. of years of experience in providing housekeeping services (enclose proof such as performance reports from Clients of TDS copies).

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my /our knowledge. I understand that incase 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.

Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions annexed here to so far as applicable. A sum of ₹ _____ is herewith forwarded in D.D.No. : _____ dated drawn on as earnest money by way of a demand draft drawn in favour of the Commissioner of Customs and Central Excise Goa shall be at liberty to cancel the acceptance of the tender.

Name:

Signature of the Contractor or authorized signatory.

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