

वस्तु एवं सेवा कर
आसूचना महानिदेशालय,
पुणे क्षेत्रीय कार्यालय,
'ए' विंग, तीसरी मंजिल, GST भवन,
ससून रोड, पुणे - ४११००१.
दूरभाष :- ०२०-२६०५२२७६,
फैक्स :- ०२०-२६१२५४९८



**DIRECTORATE GENERAL
OF GST INTELLIGENCE,**
Pune Zonal Unit,
'A' Wing, 3rd Floor, GST Bhawan
Sasoon Road, Pune-411001.
Ph:- 020-26052276,
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F. NO. DGGI/PZU/Admn/HK/154/18-19

Date: 12/06/2018.

TENDER NOTICE

NOTICE FOR INVITING E-TENDER FOR HOUSEKEEPING SERVICES FOR OFFICE PREMISES.

Online e-tenders are invited for and on behalf of the President of India by the Additional Director General of GST Intelligence, Pune Zonal Unit (in short DGGI, PZU) for procurement for the services of an agency for cleaning, sweeping and housekeeping of its **8530 Sq. Ft. office premises situated at G3 at Ground Floor, 201 at 2nd Floor and 301 at 3rd Floor of Phonix building, CTS No. 14, Plot No. 16A, Bund Garden Road Opp. Residency Club, Pune-411001** for the period of one year, i.e. for the period of one year starting from the date of deployment. The following documents, giving full details, are enclosed:

1	General terms and conditions	Annexure-I
2.	Special terms and conditions for house keeping	Annexure-II
3.	Pre-qualification requirements for award of Contract for housekeeping	Annexure-III
4.	Proforma for quoting rates (Financial BID)	Annexure-IV

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in> and www.cbic.gov.in from **12-06-2018**.

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. 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 etc. shall not be considered. No correspondence will be entertained in this matter.

4. The Critical Dates for the Tender Submission and processing are as under:-

Published Date	12 th June, 2018
Bid Document Download Start Date	12 th June, 2018 (06:00 P.M.)
Bid Submission Start Date	12 th June, 2018 (06:30 P.M.)
Bid Submission End Date	2 nd July, 2018 (11:00 A.M.)
Technical Bid Opening Date	3 rd July, 2018 (11:00 A.M.)

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

The **Additional Director General, DGGI PZU, Pune** reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Encl: As above.

-sd-
(Vikram Wani)
Additional Director
DGGI, Pune Zonal Unit

ANNEXURE-I

1. The tenderer's are asked to quote their rates strictly on per square foot per month basis and not based on the number of persons to be deployed or per person basis.
2. However while quoting the rates on per square ft basis atleast 9 person for housekeeping purpose should be considered for deployment. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the letter.
3. The rates quoted taking into consideration deployment of less than 09(Nine) people will be rejected and the bid will be rejected in total.
4. The deductions towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the same would not be payable over and above the rates thus quoted.
5. DGGI, PZU reserves the right to postpone and/or extend the date of receipt/opening of online bids or to withdraw the same, without assigning any reason thereof.
6. The contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the Annexure enclosed herewith.
7. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initiating, 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.
8. Rates/quotations should be submitted and signed by the firm with its current business address.
9. The rates shall be valid for a period of at least one year from the date of opening or till the stipulated period of the end of the contract, whichever is later.
10. The contractors should satisfy themselves before submission of the online tender to DGGI, PZU that they meet the qualifying criteria and capability as laid down in the Annexure.
11. The Contractor must comply with the rates/quotations, specification (BoQ) and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the contractor in the rates/quotations and accepted by DGGI, PZU.

12. In case of any default by the contractor in any of the terms & the conditions (whether General or Special), DGGI, PZU may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the contractor.
13. Notwithstanding anything contained herein, DGGI, PZU also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the contractor.
14. The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The contractor shall arrange necessary insurance cover for all persons deployed by him even for a short duration. This Directorate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate, the same shall be reimbursed/indemnified by the contractor.
15. The contractor shall in no case lease/transfer/sublet/appoint care taker for the services.
16. The present requirement of Housekeeping and Cleaning services is for 8530 square feet (Ground Floor- 2925 Sq. Ft., 2nd Floor- 290Sq. Ft.) and 3rd Floor- 2635Sq. Ft.) alongwith lobbies / parking etc adjacent to the allotted floor area of DGGI, PZU.
17. No other persons except the contractor's authorized representative shall be allowed to enter in the DGGI premises.
18. Within the premises allotted to, this Directorate, the contractor's personnel's shall not do any private work other than their normal duties.
19. Fitness of staff : The agency will employ and provide the requisite number of trained person for housekeeping not below the age of 18 years who are medically and physically fit for the job. The agency will also ensure that all the workers are free from any infectious diseases before deployment for work. The housekeeping personnel must also be professional.
20. The antecedents of all the housekeeping personnel shall be got verified from the police by the agency before deployment for work at the agency's own cost. The Department reserves the right to any verification (including police verification) independently and the agency shall provide full cooperation.

- 21. The contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the DGGI, PZU indemnified against all actions, losses, damages, expenses and claim whatsoever arising thereof
- 22. The 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 or the Govt. DGGI shall have no liability whatsoever in this regard and the Contractor shall indemnify this Directorate against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc.
- 23. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- 24. The contractor shall ensure that the persons sent to DGGI wear neat and clean uniform alongwith Identity Cards issued by your agency every day while on duty and free from any communicable diseases
- 25. It is also clearly brought into the notice that the cost of cleaning material would not be included in outsourcing contract and it would be provided by the DGGI PZU.
- 26. Recovery : This Directorate shall have the right to impose cash penalty on the agency or deduct such amounts from dues in case of default by staff or breach in performance or if the Department is put to any financial loss directly or indirectly by any act of commission or omission on the part of the housekeeping agency or its employees.

We agree to the above terms and conditions.

Signature with Date -----

Name of the Firm -----

Seal -----

SPECIAL TERMS & CONDITIONS FOR HOUSE KEEPING

1. SCOPE OF WORK

- i) The prime object of housekeeping services is to maintain the entire premises of 8530 Sq. Ft alongwith lobbies and other area adjacent to the office premises of DGGI PZU situated at Ground Floor, Second Floor and Third Floor of Phoenix building, CTS No. 14, Plot No. 16A, Bund Garden Road Opp. Residency Club, Pune-411001 in a tip top condition. The premises are to be maintained from a hygiene point of view.
- ii) The broad details of work covered under the scope is enumerated as follows:
 - a. Cleaning, sweeping, Mopping 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. Movement of records / furniture and other items/stores within the office premises of DGGI, PZU as required by the administration.
 - d. Filling up of Drinking Water Bottles / Jugs on the desk of officers of DGGI PZU.
 - e. Any other petty work assigned by the officers.
 - f. Cleaning activity shall start in the morning at 8.00 AM so as to complete all the dusting/ cleaning/ mopping work before 9.30 AM

2. JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of toilets, windows, wash basins & other fittings and water coolers, removing of all dust, unwanted material, cleaning to be done with phenol twice a day.
- ii) Cleaning of corridors, staircase, lifts and common area in morning and in the afternoon.
- iii) Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, cupboards, air conditioners, almirahs, filing cabinets, glass panes, Computers, Telephone instruments, Fax Machines, Photocopier machines etc. Collecting waste papers, unwanted materials and its disposal at the indicated locations.
- iv) Cleaning of rooms by mopping floors with cloth soaked in water and phenol.
- v) To attend toilets periodically with liquid soap, naphthalene balls and deodorant blocks etc. Liquid soap is to be kept in press and pour type steel or plastic containers.

- vi) Cleaning of utensils, equipments in office Pantry during the office hours.
- vii) Miscellaneous services such as serving refreshments etc and other arrangements during conference/ meeting/ seminar at office.

3. JOBS TO BE CARRIED OUT WEEKLY.

- i) Washing of floors with detergent/vim/soap and water.
- ii) Cleaning of glass panes on doors, windows & partitions
- iii) Watering and maintenance of Garden Plants.

4. MISCELLANEOUS CONDITIONS.

- i) Sweeping, cleaning of all parts as per specifications vide the items of schedule shall be completed before 9.30 a.m. 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 workmen sent to DGGI PZU for housekeeping services.
- iv) The services provided by contractor shall be to the satisfaction of DGGI PZU.
- v) The contract rates shall include the cost for all essential and contingent works, which although not specifically mentioned in this contract, are necessary for completion of the work to the satisfaction of DGGI PZU.
- vi) The Contractor shall have no claim against DGGI PZU in respect of any work, which may be withdrawn.
- vii) The personnel will render services on all working days and any other day as may be required, excluding 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 for this shall be made.
- viii) Only such contractors who have been providing such services to Government / Public Sector organizations will be considered.

5. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Pune Municipal Corporation (PMC) and coordinate the disposal of the same by PMC.

6. TERMS OF PAYMENT

- i) The contractor will submit the monthly bill by 5th of the next month for payment in duplicate, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
- ii) The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required.
- iii) Any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

7. PENALTIES.

- i) 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 be penalized @ Rs.500/- (Rs. Five hundred only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Additional Director General, DGGI, PZU will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- ii) The contractor shall ensure that peace and order is maintained in the premises.
- iii) The contractor would ensure that all his personnel would behave courteously and decently with employees of the DGGI PZU and visitors to the office and also ensure good mannerism.

8. CHARGES AND PAYMENTS

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

We agree to the above terms and conditions.

Signature with date -----

Name of the firm -----

Seal. -----

ANNEXURE-III

(TECHNICAL BID)

Pre-qualification requirements for award of contract for `Hiring services for Maintenance/House Keeping

1.	Name of the organization/firm	
2.	Name(s)of the proprietors/directors	
3.	Register address	
4.	Telephone No. and Fax No.	
5.	Whether the firm is registered and license holder under contract Labour (Regulation & Abolition)Act	
6.	Registration No. of the firm (Copy to be enclosed)	
7.	Permanent Account No. of the firm (PAN)	
8.	GSTN	
9.	Copy of acknowledgement of last Income Tax return filed to be attached.	
10.	Provident Fund Number allotted by the Regional Provident Fund Office.	
11.	ESI Registration No.	
12.	Total staff/worker of the firm	
13	Name(s) of public sector/Govt. Organization to whom similar services have been provided by the firm during last five years.(please attach the job order/service certificate from the Govt. Office/Public Sector)	

Signature with date -----

Name of the firm -----

Seal -----

All Columns must be filed.

UNDERTAKING (Part of Annexure –III)

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure I and II and understood the parameters of the proposed work and shall abide by them.

2. I/We hereby certify that none of my relative (s) is/are employed in the Directorate General of GST Intelligenec, Pune Zonal Unit or in field formations of Customs, Central Excise and GST Pune Zone.

3. I/We further undertake that the information given in this tender is true and correct in all respect.

Signature of Authorised person with date:-----

Name & full address:.....

Telephone No: Office: Fax No:

Residence:

Email:

Seal.....

FINANCIAL BID DOCUMENT

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

PRICE BID UNDERTAKING

1. Name of the party:-
2. Address (with Tele.No. & Fax No.) :-
3. Name & Address of the Proprietor/ Partners/Directors (With Mobile Numbers) :-
4. Number of persons considered to be deployed while quoting the per square feet rate:-

DECLARATION

I / We understand that the above payment would be made on monthly basis.

I / We understand and agree that all taxes would be deducted at source at the applicable rates while making the payments.

I / We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. We have all the requisite licences/registrations and fully comply with the Minimum Wages Act and other statutory provisions as per the Central / State Government regulations for providing the Housekeeping Services. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted.

Signature of Authorized Signatory with name, designation, date & Co. Seal

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>. Bidders 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. **Bidder 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 tenderer is liable to be banned:

Sr. No	Items Description	Quantity	Unit	Rate per Sq. ft. per month
1	Hiring of Housekeeping Services			
1.1	Rate per square feet per month (excluding GST)	1	Sq.ft.	
	TOTAL			

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 Bidder.
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.