



OFFICE OF THE COMMISSIONER OF CENTRAL GOODS & SERVICE TAX
(APPEALS) GURUGRAM
PLOT NO.-24, MUDIT SQUARE, SECTOR- 32 GURUGRAM.

C.No.III/GST/APPL//GGM/HOUSE KEEPING/23/2017

Date: 20-09-2017

NOTICE INVITING TENDERS FOR UNSKILLED LABOURS/ HOUSEKEEPING SERVICES

1. OFFICE OF THE COMMISSIONER OF CENTRAL GOODS & SERVICE TAX (APPEALS) GURUGRAM hereby invites sealed tenders for “ **FOUR UNSKILLED LABOURS / HOUSEKEEPING SERVICES**” (for the period of 05-10-17 to 31-12-17)as per the details given in subsequent paras.
2. The Tender is invited in two parts i.e. (i) Technical Bid (ii) Financial Bid, separately. The proforma for Technical Bid and Financial Bid are prescribed in **Annexure – A** and **Annexure – B** to this notice. The Technical Bid and Financial Bid duly filled in and complete in all respect shall be submitted in two separate sealed covers. These envelopes shall be super-scribed as “FINANCIAL BID” & “TECHNICAL BID” and put inside a bigger sealed envelope which shall be super- scribed with the words, “**Tender for “UNSKILLED LABOURS/ HOUSEKEEPING SERVICES”.** addressed to the Office of the Commissioner of Goods & Service Tax (Appeal) Gurugram
. All the three envelopes must contain bidder’s name, address, contact person’s Mobile /Telephone number/s. The said sealed envelope should be submitted in the Drop Box kept in the cabin of the Superintendent (Admn), of Goods & Service Tax (Appeal) plot no. 24, Mudit square, Sector -32, Gurugram. **1600 hours on 04-10-2017.** Late submission of tenders shall not be accepted in any case.
3. The Technical Bid and Financial Bid complete in all respect shall be taken into consideration. Incomplete bid documents shall be rejected without assigning any reason. The bidder shall abide by General Terms & Conditions and Special Terms & Conditions specified as Annexure – I & Annexure – II to this notice.

4. If the bids are submitted by post/ courier, the same should be sent to the Superintendent (Admn) at the address mentioned in para 2. It should be ensured that the envelope containing the bid is tamper proof and it reaches this office in intact condition without any damage or loss. The Department is not responsible for the delay or receipt of the same in tampered condition during transit through postal/ courier service.

5. The Technical bids will be opened **at 1100 hours on 05-10-2017** in the presence of the bidders who want to be present. The valid Technical bids shall be scrutinized by the department to short list the eligible bidders. The financial bids of the short listed/qualified bidders will be opened at 1500 hours 05-10-17. The short listed tender along with the documents will be submitted to the “competent authority” and upon his approval the successful bidder will be intimated about the award of contract.

6. The Commissioner of Goods & Service Tax (Appeal) Gurugram reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Encls. : Annexure – I

Superintendent(Admin)
CGST Appeals, Gurugram

Annexure – II

Annexure – A

Annexure – B

Copy to : i) The Assistant Commissioner system GST Gurugram with the request to upload the Tender Notice on the official website
ii) The webmaster central GST North Delhi C.R.Building I. P. Estate, New Delhi with the request to upload the Tender Notice on the official website
iii) Notice Board of the office.

ANNEXURE – I

GENERAL TERMS AND CONDITIONS

1. The competent authority reserves the right to postpone and/or extend the date, without assigning any reason thereof.
2. The Contractors/Service providers are required to Quote Net Rate.
3. Liability of deduction of PF and ESI etc, as required statutorily will rest with the Contractor/Service Provider.
4. All the rates must be written both in figures and in words. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. Any correction/ overwriting/cutting/ insertions shall be authenticated and attested.
5. The contractor should satisfy themselves before submitting of the rate/Quotations that they should meet the qualifying criteria and capability as laid down in the Annexure.
6. The Contractor must comply with the Rates/Quotations, Specifications and all the terms and conditions of Contract. No deviation in the terms & Conditions of the contract shall be entertained.
7. Notwithstanding anything contained therein, this office reserves the right to terminate the contract by giving a 15 day notice in writing without assigning any reason and without incurring any financial liability, whatsoever, to the contractor.
8. Compensations Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary Insurance coverage for any persons deployed by them even for a short duration. This office shall not entertain any claim arising out of any mishap that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the contractor.
9. No other person except Contractor's authorized representative shall be allowed to enter this office.
10. Within the premises of this office, the Contractor's personnel shall not do any private work except their normal duties.
11. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses damages, expenses and claims whatsoever arising thereof.
12. Contractor shall be solely responsible for payment of wages/salaries and other benefits and allowances like EPF, ESI etc., as applicable to his personnel that might become applicable under any act or order of the Government, including the Minimum Wages Act. This office shall have no liability whatsoever in this regard and the contractor shall indemnify this office against any/all claims which may arise under the provisions of any Acts, Rules, Orders, Instructions issued by the Central/State Government or any other statutory authority.

13. Contractor shall be fully responsible for theft, Burglary, fire or any mischievous deeds by his staff.
14. The Service Provider's personnel should be polite while handing the assigned work and their actions should promote goodwill and enhance the image of the Department. The Service Provider shall be responsible for any act of indiscipline on his part or persons deployed by him.
15. The Service Provider's persons shall not claim any benefit/compensation/absorption; regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970
16. . The persons deployed by the Service Provider shall not have any claim to any "Employer and employee" relationship against this office.
17. Contractor/Service Provider will ensure that the persons deployed by the firm always wear neat and clean uniform as specified and provided by the Contractor. The Contractor shall issue Identity Card to the persons deployed by him which should contain photo of the person, his/her name, name of the firm and any other information which the Contractor may like to incorporate. All the persons deployed by the Contractor shall invariably put the Identity Card in such a fashion so that it can be visible to everybody.
18. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative, organizational matters as all are of confidential/secret nature. In case, the Department comes to know about any such act done by the Service Provider's
19. The Service Provider shall provide the list of the persons deployed and shall maintain the details of all the persons deployed by him.
20. The contractor / Firm must be three years experience with any Government Department.
21. Transportation, food, medical and any other facilities that may statutory required under any of the Acts/Rules/ Regulations in respect of each personnel of the Service Provider will be the sole responsibility of the Service Provider.
22. The Service Provider shall not sublet, transfer or assign his contract or any part thereof to a third party.
23. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.
24. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation. The Identity Card must be issued to the new comer immediately.

We agree to the above terms and conditions.

Signature with date _____

Name of the firm _____

Seal _____

ANNEXURE – II
SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING
A. SCOPE OF WORK

1. The prime object of unskilled labours /housekeeping services is to maintain the entire premises in a neat, tidy and tip top condition. The premises are to be maintained from hygienic point of view.
2. The broad details of work covered under the scope enumerated as follow:
 - a) Shifting of furniture and other items/stores from one place to another as required by the administration.
 - b) Dusting and cleaning of all furniture like tables, chairs, racks, Almirah, sofa sets, and all other furniture and electric & electronic equipments including computers, Printers, Telephones etc.
 - c) Any other work assigned by the controlling officer.

B. JOB TO BE CARRIED OUT DAILY

1. Cleaning of toilets, windows, wash basins and other fittings and water coolers, removing all dust, unwanted materials, cleaning to be done with phenyl or other required disinfectant twice a day.
2. Cleaning of corridors staircase and common area once with disinfectant in the morning and with plain water in afternoon.
3. Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipments and its disposal at indicated locations.
4. Cleaning of rooms by moping floor with cloth soaked in water and disinfectant of ISI mark.
5. Any other misc. labour work, assigned by the controlling officer.

C. JOBS TO BE CARRIED OUT WEEKLY

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. Cleaning of glass panes of windows, doors, partitions, etc., from inside as well as outside.
3. Periodical cleaning and dusting and maintenance of records in the record room.
4. Removing the cobwebs from ceiling and each and every corner of the office premises.
5. If the labour is required on Sunday/Gazetted Holiday, no extra charge will be paid to the contractor on account of this.

D. MISCELLANEOUS CONDITIONS

1. Sweeping, cleaning and dusting etc. shall be completed before 9.00 am everyday.
2. Manpower required for execution of 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 responsibility of the contractor to provide another workman in his place.
3. The contractor shall, on award of contract, furnish the list containing names and address of the workmen deployed for this office for Housekeeping Services.
4. The Services provided by the contractor shall be up to the satisfaction of this office.

5. The contract rate shall include cost for all the essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of this office.
6. The contractor shall have no claim against this office in respect of any work which may be withdrawn.
7. The Contractor shall maintain an attendance registered of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
8. The personnel will render services every day including Saturday except on National Holidays i.e. 26 January, 15 August, 2nd October and any other holidays/public holidays. (Which are mandatory under labour laws).
9. They will maintain cleanliness of the toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this will be made. The rate of items of schedule work includes the cost of this provision as well.
10. Materials, consumables, appliances and tools shall be provided by the office.

E. TERMS OF PAYMENT

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing therein following certificate which shall be got duly certified by the officer in charge and same shall be paid thereof after making recovery, if any.
 - a) The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour Law and Minimum Wages Act, to its personnel deputed under service contract and furnish necessary proof in this regard as and when required.
 - b) Actual deployment of personnel and their attendance.
 - c) Proof of payments made to personnel deployed for previous months.
 - d) Proof of challan/receipt issued by regional provident fund commissioner (RPFC) and also proof of payments made towards compliances of other statutory provision like bonus etc.
2. This office shall release due amount after making recoveries, if any, through RTGS/ Crossed A/c Payee cheque/Demand Draft in favor of Contractor/Agency.
3. In case, this office receives any complaint regarding nonpayment of wages to the personnel deployed, the amount payable to these personnel will be recovered from contractor's bill and paid to such personnel.

F. PENALTIES

1. Contractors will attract a penalty of an amount of Rs. 500/-, in case any person fails to carry out the housekeeping services due to his absence or any other reason per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalties, the decision of the Commissionerate will be final and binding on the contractor and shall not be subject to dispute or arbitration.
2. Contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.

G. CHARGES AND PAYMENT

Bill chargeable to this office 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, this office reserves the right to deduct the amount, due from the contractor from monthly bill(s).The contractor should submitted their bill after payment of their employ's .

We agree to the above terms and conditions.

Signature with date_____

Name of the firm_____

Seal_____

ANNEXURE- A
TECHNICAL BID

Pre- qualification requirements for award of contract for House Keeping /Unskilled labours:-

Sr. No.	Details	
1	Name of the Firm/Company (enclose self-attested Copy of deed if any)	
2	Address of the company with Telephone No., Fax and E-mail.	
3	Name and address of the Proprietor/Partners/Directors with Mobile No.	
4	Pan no. (Enclose attested copy)	
5	ESI Registration No. (Enclose attested copy)	
6	Provident fund No. allotted by Regional Provident fund office (enclose attested copy)	
7	Name of the Govt. Organization to whom similar services have been provided by the firm during the last 03 years (attach relevant documents)	
8	Details of legal disputes relating to House Keeping Services pending, if any.	
9	GST registration No.	

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the department in future.

Signature of Authorized person with date

ANNEXURE- B
FINANCIAL BID

MINIMUM WAGES	SERVICE CHARGE	ESI CHARGE	PF CHARGE

Signature with date_____

Name of the firm_____

Seal_____

