

OFFICE OF THE COMMISSIONER OF GST and C.Ex. AUDIT – III, MUMBAI
8th FLOOR, LOTUS INFO CENTRE, PAREL (EAST), MUMBAI-400012.

Email: Commr-audit3mum@gov.in

F.No. Audit-I/Admn/Tender/H.K/88/2015
Mumbai, the October, 2017

TENDER NOTICE NO. 01/2017

Sealed quotations are invited from the reputed service providers/contractors for providing unskilled labourers on all working days / holidays to the maximum of 27 days in a month from 08.30 hrs to 18.30 hrs per day on no work no pay basis for "**HOUSEKEEPING**" service in the office of the Commissioner of GST and C.X., Audit-III, Lotus Infocenter, Parel, Mumbai-400012 for cleaning and maintaining about 15624 sq feet area of this office premises. Interested Service Providers/Contractors are requested to submit their quotations after taking into consideration the minimum wages as has been fixed by Ministry of Labour & Employment, New Delhi from time to time for the above mentioned work. Interested parties may inspect the premises and submit the **Annexure-I (Proforma for Technical bid) & Annexure-II (Proforma for Financial bid)** duly filled up. **Both these Annexures should be kept in separate sealed envelope which should be subscribed as Annexure-I & Annexure-II.** These sealed envelopes should be kept in yet another separate envelope which should be sealed and marked as "**Quotation for Contract of Housekeeping Service**". This envelope should be addressed to The Assistant Commissioner, GST and C.X., Audit-III, Lotus Infocenter, Parel, Mumbai-400012.

The last date of submission of Tenders and date of opening of Tenders will be as under-

1) Last date of Submission of Tender - 17.00 hrs. on 24th October, 2017.

2) Date of Opening of Tenders - 11.00 hrs. on 26th October, 2017.

The quotation should be submitted on or before **24.10.2017 by 17:00 hrs.**

The Technical bids will be evaluated by a committee constituted for the purpose.

The service providers will be short listed on the basis of their technical competency. The Financial bids of only those bidders will be opened and considered by a committee constituted for the purpose who are short-listed on the basis of their Technical Bids. The Office of the Commissioner of GST and C.X.,

Audit-III, Lotus Infocenter, Parel, Mumbai-400012, reserves the right to postpone, extend the date of receipt / opening or cancel all the Tenders **without assigning any reason whatsoever and no correspondence in this regard will be entertained.**

SCOPE OF WORK:

GENERAL SERVICES ON DAILY BASIS

On all working days, for the upkeep of the said office premises shall provide the following services:

- (i) Sweeping of entire carpet area of 15th floor (5968.21 sq ft), 14th floor (6244.09 sq ft), and part of 8th floor (3411.64 sq ft). The total area is (15623.94.10 sq.ft) of the office premises.**
- (ii) Wet mopping of the office premises with disinfectant phenyl etc. once in a day before 9.00 am on all working days.**
- (iii) Cleaning the tables/chairs and other office equipments daily.**
- (iv) Cleaning the toilets, bathrooms thrice a day and floor daily .**
- (v) Cleaning the glasses of cabin internally & externally with glass cleaner.**
- (vi) Cleaning the entrance glass door with glass cleaner.**
- (vii) Cleaning of pantry room and related items like cup-saucers, lunch plates, glasses, cutlery etc.**
- (viii) Disposal of garbage separately for wet and dry from all the rooms of the office premises.**
- (ix) Removal of blockages and clogging in the wash basin and other sanitary Fittings for smooth outflow of waste water.**
- (x) Any other work related to housekeeping /cleaning etc. assigned by the office, on working days and Saturday/Holiday**
- (xi) Shifting of furniture, files and other office equipments, whenever required.**
- (xii) All the materials required for the above purpose will be provided by the Service Provider.**
- (xiii) The material provided {as per (xii)} should be of good quality and the same would be verified by this office to ensure the quality of the material, on every Monday of the 1st week of every month.**
- (xiv) General maintenance and up keep of the entire office premises.**

THOROUGH CLEANING ONCE IN A WEEK

- 1. Cleaning of the entire carpet area (Floor & Glass) with Vaccum Cleaner once in a week.**

2. Cleaning of Venetian Blinds, ceiling walls, AC duct, grills and beams.

General Terms & Conditions:

1. The Rate quoted should be on per sq.ft. per month basis. The unskilled labourers employed should not be below 18 years of age and they should be medically fit. Bidders should have been providing similar services to any Government Departments/Government undertaking and having good reputation for at least last two years.
2. Working hours would be normally 10 hours between 08.00 AM to 6.00 PM per day including one hour lunch break on daily working days.
3. The unskilled labourer can be deployed to work beyond office hours and also on Saturday/Sunday and other gazetted holidays if so required.
4. Arrangement of proper substitute should be made immediately in case of absence of any labourer. In case of providing the substitute, the cost of engaging a labourer will be borne by contractor.
5. The service provider shall provide a substitute if any labourer leaves the job due to his/her personal reason.
6. The supplier / service provider shall provide **suitable and clean uniforms** which will be changed daily, to the labourer so engaged or to be engaged by him for rendering the aforesaid services and shall also ensure that the uniforms are clean, tidy and are worn by them at all time while on duty. They shall carry their identity Card with them. Persons deployed by service provider should be polite, efficient, disciplined and having positive attitude towards the work.
7. If any damage other than normal wear and tear is done by the labourer engaged to this office properly, the cost will be recovered from contractor.
8. The Contractor will maintain records such as Photos, full address and telephone number of all housekeeping personnel and will submit when it is called for, the details of all the labourer to be deployed by him in the following proforma to this office for providing the service along with Police Verification Certificate certifying that there is no criminal case pending against them.

Sr.No.	Name, Residential address & Mobile No. of staff provided	Date of Birth	Documents showing proof of Name and address in respect of the staff will be submitted by the service provider
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- 9. The Contractor should strictly follow Minimum Wages Act 1948 and other allied Labour Laws and it is also the responsibility of the Contractor to subscribe to Employees Provident Fund, Insurance Scheme etc.**
10. The Contractor will submit the challans of payment of ESI and PF for at least last six months.
- 11. The deduction towards EPF and ESI etc., be incorporated in rates being quoted per sq.ft. per month basis and the same would not be payable over and above rates thus quoted.**
12. The Service Provider shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulations and Abolition) Act, 1970 or any other law in force for the time being.
13. The Office of the Commissioner of GST, Audit-III, Lotus Infocenter, Parel, Mumbai-12, shall not entertain any claim arising out of any mishap, if any, which may take place and in the event of any liability / claim falling on this office, the same shall be reimbursed / indemnified by the contractor.
14. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely under the Minimum wages Act 1948, Bonus Act, Maternity Benefits Act, Shops and Establishment Act etc. and applicable from time to time.
15. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office and the labourers shall have no claim for employment or absorption/regularization of services in this office.
16. Service provider shall replace immediately any of its labourer if he is unacceptable to this office because of security risk, incompetence, breach of confidentiality or improper conduct upon receiving written notice from this office.

17. The office reserves the right to terminate the contract at any time by giving one month notice to the contractor.
18. Payment to the service provider will be made on monthly basis on presentation of the wage bill. TDS shall be deducted at source as per the rates notified by the Income Tax Department.
19. The Service Provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them under Law. The Service Provider should ensure that wages are paid on time every month.
20. It is the sole responsibility of the Service Provider to ensure security and safety of all property and assets, movable and immovable in the office premises and if there is any loss on account of negligence, dishonesty, connivance, theft etc. by the person deployed by Contractor shall indemnify this office for such loss.
21. No other person except Service Provider's authorized representative shall be allowed to enter the Office premises. The contractor shall in no case further lease / transfer / sublet or appoint any caretaker for the services.
22. The Contractor shall also employ and maintain a Supervisor to supervise the work of his employees. The daily attendance card should be maintained by the Supervisor who shall produce for inspection to **the PRO / Caretaker** on demand. The Contractor shall ensure that the Supervisor reports before the PRO/Caretaker daily for taking instruction, if any.
23. Department will not be responsible for any dispute between Service Provider and workers of the Service Provider.
24. The contract will be for a minimum period **of one year and this** office reserves the right to extend the contract further, subject to satisfactory performances of the Service Provider.
25. This Office reserves the right to postpone and/or extend the date of Receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
26. The Service Providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions.
27. Rates / quotations should be submitted on letter head depicting its current business address. Rates / Quotations should be submitted and signed by the contractor or the **authorized representative of the** contractor with its current business address. All the rates must be

written both in figures and in words. In case of any discrepancy between words and figures, the rates indicated in words shall prevail. All overwriting / corrections / insertions shall be authenticated and attested.

28. The Tenderer shall sign and stamp each page of this Tender document and all other enclosures appended to it in token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.
29. The Contractor must comply with rates/quotations, specification and all terms and conditions of the contract. No deviation in the Terms and Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the rates/ quotations and accepted by this Office.
30. The Last Date for the receipt of sealed Tender is **24.10.2017 by 17:00 hrs**. The sealed Tenders should be addressed to the Assistant Commissioner, Office of the Commissioner of GST, Audit-III, 8th floor, Lotus Infocentre, Beside Parel station (E) Mumbai- 400 012.
31. The tenders will be opened on the Second next working day i.e. **26.10.2017 at 11.00 hrs** in presence of the Tender Committee.

VALIDITY:

The contract will be valid for a period of one year. However, the contract can be extended for further period which should be agreeable to both the parties.

On expiry of the contract, the service provider should withdraw its personnel and clear his accounts by paying all his legal dues.

(Suvendu Das)
Assistant Commissioner
GST, Audit-III, Mumbai.

Copy to:

1. The Superintendent (PRO), GST,Audit-III for display of Tender Notice to display on office Notice Board.
2. The Superintendent (Admin), GST,Audit-III for publishing the Tender Notice on www.cbec.gov.in

ANNEXURE-I

TECHNICAL BID DOCUMENT

1. Name of the Organization/Firm :
 2. Name of the Directors /Proprietor/ Partners[with Tel No. Fax, Mobile No. & Email]
 3. Address of Directors /Proprietor/ Partners (with Mobile No.): -
 4. Registration No. of the Company / firm under contract Labour [Regulation and Abolition] Act:- (copy of proof be attached.)
 5. Name of Public sector/govt. organizations to whom similar services have been provided by the Company / firm during last two years
- [Please attach the job order/service certificate from the Govt. Office/public sector]
6. Permanent Account Number(PAN):- (Copy be attached.)
 7. Service Tax registration No.:- (Copy be attached.)
 8. ESIC Registration No. (Copy be attached)
 9. P.F. Registration No.(Copy be attached)
 10. No. of labourers to be provided/deployed (Minimum 10 labourers):-

DECLARATION

I hereby state 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, the company/firm will be blacklisted and will not have dealing with the Department in future.

(Signature of tenderer or authorized signatory with date & seal)

IMPORTANT NOTE:-

1. Please read carefully "Terms and conditions" before filling up this form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

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FINANCIAL BID DOCUMENT

1. Name of the Organization/firm: -

2. Rate of contract on per sq.ft. per month basis (In Rs.)

[This rate will be inclusive of all other charges i.e. Equipment & Material Cost, Service Tax, ESI, EPF and bonus etc.]

(Signature of tenderer or authorized signatory with date & seal)