



OFFICE OF THE COMMISSIONER OF GST : BELAPUR
1ST FLOOR, C.G.O. COMPLEX, CBD, BELAPUR : NAVI MUMBAI

F.NO.I/Admn(22)11/Misc/13-14/Bel
Navi Mumbai 4th October, 2017.

TENDER NOTICE 04/2017-18

**TENDER NOTICE FOR INVITING QUOTATION FOR HOUSEKEEPING SERVICES
FOR OFFICE PREMISES.**

The Commissioner, GST and Central Excise Commissionerate, Belapur having office at 1st Floor, CGO Complex, CBD, Belapur, Navi Mumbai intends to avail the services of an agency for cleaning, sweeping and housekeeping work for its office premises for the period of one year, i.e. from 01.11.2017 to 31.10.2018.

The following documents, giving full details, are enclosed:

1.	Scope	Annexure - I
2.	General Terms & Conditions	Annexure - II
3.	Special Terms & Conditions for House Keeping	Annexure - III
4.	Eligibility criteria for technical/qualifying bids and financial bid requirement	Annexure - IV
5.	Responsibility of Contractors	Annexure - V
6.	Technical / Qualifying Bid form	Annexure - VI
7.	Proforma for quoting Rates (Financial Bid)	Annexure - VII
8.	Financial Information of the Organisation	Annexure - VIII

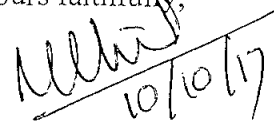
In case if you are interested, you may inspect the premises and submit the above mentioned Annexure II, III, VI & VIII duly filled in and signed for having accepted the General and Special terms and conditions and Pre-qualification in one envelope and Annexure- VII (Financial Bid) in another envelope. Both sealed envelopes be placed in another sealed cover super scribing "QUOTATION/RATES FOR HOUSEKEEPING SERVICES OF OFFICE PREMISES" and the same may be sent to **the Commissioner of GST, Belapur Commissionerate having office at 1st Floor, CGO Complex, CBD, Belapur, Navi Mumbai** so as to reach on or before **3.00 p.m.** on **27.10.2017**. The quotation mentioned in Annexures II, III, VI & VIII will be opened on **27.10.2016** at **4.00 PM** in the presence of the Joint Commissioner (P&V) & bidders, if any.

It may please be noted that Agencies which do not fulfill the prequalification requirement will not be considered. Financial bid under Annexure-VII of only those Agencies which fulfill the terms and conditions (Annexure- II, III, VI & VIII) will be opened separately on **27.10.2017** at **4.00 pm** itself at the Conference Hall of Belapur Commissionerate in the presence of the bidders.

The Commissioner reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Encl-As above

Yours faithfully,


10/10/17

(MANISH THAPLIYAL)
JOINT COMMISSIONER, (P&V)

Copy to: 1. The Supdt.(Computer), GST Commissionerate, Belapur for uploading the tender on the CBEC website and CPP Portal (Central Procurement portal-http://eprocure.gov.in))
2. Notice Board of the GST Commissionerate, Belapur.

ANNEXURE-I

SCOPE OF THE WORK:

- I.** The works relating to housekeeping and cleanness are required to be undertaken by the contractor / service provider in the **GST & Central Excise Commissionerate Office situated at C.G.O. Complex, C.B.D., Belapur, Navi Mumbai** at the below mentioned premises:

Sr.No.	Floor	Wing	Sq. Ft.	Division / Section	Not covered
1	Ground Floor	A-3	3531	Belapur IV Division.	NIL
2	First Floor	A-1	3531	Maritime Rebate and Part of Division V	NIL
3		A-2	4760	CAO, Admin-Hqrs Belapur V Division	NIL
4		A-3	3531	Commissioner's office	NIL
5		A-4	4760	ADC, JC, GSK and Hqrs Sections	NIL
6		Centre Area	1372	Centre Area	NIL
7		Two Toilets	914	Two Toilets	NIL
8		Third Floor	A-4	4760	Adj, Audit, Legal, TRC, Computer and Recreation club
9	Fifth Floor	A-3	3531	Belapur III Division	NIL
10	Sixth Floor	A-1	3531	Belapur II Division	NIL
11		A-2	3310	Belapur I Division	EP Dn. of M & P Wing
12		A-3	1400	Canteen	Godown
13		A-4	4760	Belapur VI Division & PAO Section	NIL
14		Centre Area	914	Centre Area	NIL
15		Two Toilets	1372	Two Toilets	NIL
			Total	44,577	

Total Area Approx. : 44,577 Sq. Ft.

- II.** The works relating to housekeeping and cleanness are required to be undertaken by the contractor / service provider in the **Office of the Commissioner Central Tax (Appeals), Raigad situated at 5th floor, C.G.O. Complex, C.B.D., Belapur, Navi Mumbai 400614** at the below mentioned premises:

Sr.No.	Floor	Wing	Sq. Ft.	Commissionerate
1	Fifth Floor	A-4	4760	Office of the Commr. (Appeal).

Total Area Approx. : 4,760 Sq. Ft.

ANNEXURE-II

General Terms and conditions for the above said works shall be as under :-

1. The service provider shall ensure availability of adequate manpower for this work from 8.30 A.M. to 6.30 P.M. for performing the services.
2. The rates / quotations, duly filled in, will be received up-to the date and time mentioned in the letter.
3. Commissionerate of GST & Central Excise, Belapur (hereinafter referred to as 'Commissionerate') 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.
4. The Contractors are required to submit the complete rates / quotations only after satisfying each and every condition laid down in the annexures enclosed.
5. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, 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.
6. Rates / quotations should be submitted and signed by the firm with its current business address.
7. 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.
8. The contractor must comply with the rates / quotations, specification 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 the Commissionerate.
9. The contract will be awarded initially for **12 months** subject to further extension from time to time. However, extension will be considered keeping in view the various factors such as prevailing market price, satisfactory performance of the work, etc.
10. In case of any default by the contractor in any of the terms & conditions (whether General or Special), the Commissionerate may without prejudice to any other right / remedy which shall have accrued or shall accrue thereafter, terminates the contract, in whole or part, by giving 15 days' notice in writing to the contractor.
11. Notwithstanding anything contained herein, the Commissionerate 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.
12. The Tender awarding authority is not bound to accept the lowest tender.

13. The firm shall have to deposit an "Earnest Money of Rs. 50,000/- (Rs. Fifty Thousand only) along with the Tender Proforma, through a Bank Draft in favour of the "PAO, CBEC, Belapur and Raigad" failing which the tender will be out rightly rejected.

14. The earnest money of the firm whose quotations are not accepted will be returned, after finalization of the contract.

15. 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 any persons deployed by him even for short duration. The Commissionerate 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 Commissionerate, the same shall be reimbursed / indemnified by the contractor. The contractor must bear a Labour License and GST Registration for carrying such type of work.

16. Contractor shall in no case lease / transfer / sublet / appoint caretaker for services.

17. The present requirement of manpower is for **(i) 44,577 square feet (approx.)** (Forty four Thousand five Hundred seventy seven sq. feet approx.) and **(ii) 4760 Sq. feet. approximately.** (Four Thousand Seven Hundred Sixty Sq. feet only). The manpower is required for 10 wings of GST Belapur Commissionerate and 1 wing of the Commissioner Central Tax (Appeal), Raigad. Each wing requires 1 or 2 casual workers, depending on amount of work.

18. No other persons except contractor's authorized representative shall be allowed to enter in the Commissionerate and Divisional offices.

19. Within the premises of Commissionerate, the Contractor's personnel shall not do any private work other than their normal duties.

20. Contractor shall be directly responsible for any / all disputes arising between him and his personnel and keep the Commissionerate indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

21. Contractor shall be solely responsible for payment of wages / salaries, other benefits and allowances to his personnel that might become applicable under Act or Order of the Government and the Commissionerate shall have no liability whatsoever in this regard and the Contractor shall indemnify this Commissionerate against any / all claims which may arise under the provisions of various Acts Govt.'s Orders, etc.

22. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

23. Contractor shall ensure that the persons sent to the Commissionerate wear neat and clean uniform every day while on duty and free from any communicable diseases.

24. The Contractor shall also ensure vacuum cleaning of woolen carpets at least once a week. Vacuum Cleaner shall also be provided by the Contractor.

25. The Contractor shall also ensure that all crockery, cutlery and utensils are kept clean.

26. Proper identity cards will be issued by the contractor to his workers which will be displayed by the workers during working hours and workers shall also be in proper uniform.

27. It is also clearly brought in the notice that the **cost of cleaning material/consumables required with respect of cleaning would not be included in the outsourcing contract and it would be provided by the Commissionerate.**

28. The contractor shall also provide services as and when required for shifting of furniture.

29. The Contractor shall intimate to this office on monthly basis the names of the workers to be employed and **monthly statement of wages clearly indicating the deduction made towards EPF & ESIC along EPF & ESIC no. of the concerned worker, duly signed by the authorized person to this office.**

30. The Contractor shall intimate to this office on monthly basis along with proof of the same that he is extending social security benefits to all the workers such as **ESIC & EPFO duly signed by the authorized person.**

31. The character and antecedents of the persons hired should be properly verified by the Contractor in respect of all the workers.

We agree to the above terms and conditions.

Signature with Date -----

Name of the Firm -----

ANNEXURE -III

SPECIAL TERMS & CONDITIONS FOR HOUSE KEEPING

1. SCOPE OF WORK

(i) The prime object of housekeeping services is to maintain the entire premises in excellent condition and maintain hygiene of the premises.

(ii) The broad details of work covered under the scope is enumerated as follows:

(a) Cleaning, sweeping and wiping of floors.

(b) Thorough cleaning of toilets / urinals using required detergents, by putting deodorizer screen pad, urinal cubes/balls/cakes in all the urinals and air purifiers / deodorant in the toilets.

(c) Shifting of furniture and other items / stores from one place to another as required by the administration.

(d) Filling of water in water cooler.

(e) Watering the plants and flower pot.

(f) Any other petty work assigned by the officers.

2. JOBS TO BE CARRIED OUT DAILY

(i) Cleaning of toilets, windows, washbasins & other fittings and water coolers, removing of all dust, unwanted materials, cleaning to be done with phenol twice a day.

(ii) Cleaning of corridors, staircase and common area one with phenol in morning and with plain water in the afternoon.

(iii) Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, ashtrays, cupboards, air conditioners, almirahs, filing cabinets, glass panes. Collecting waste papers, unwanted materials and its disposal at indicated locations.

(iv) Cleaning of rooms by mopping floor with cloth soaked in water and phenol of ISI mark.

(v) Providing toilets with liquid soap, deodorizer screen pad, urinal cubes/balls/cakes etc. Liquid soap is to be kept in press and pour type steel or plastic containers.

3. JOBS TO BE CARRIED OUT WEEKLY

Washing of floors with detergent / vim / soap and water.

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 the Commissionerate for housekeeping services.

(iv) The services provided by contractor shall be to the satisfaction of the Commissionerate.

(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 the Commissionerate.

(vi) The Contractor shall have no claim against the Commissionerate in respect of any work, which may be withdrawn.

(vii) The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall subject to check by the concerned officer of the Commissionerate. 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.

The rate of items of scheduled work includes the cost of the provisions as well.

5. TERMS OF PAYMENT

(i) The contractor will submit **two separate monthly bills i.e. one for GST & Central Excise, Belapur Commissionerate and other for the Commissioner of Central Tax (Appeals), Raigad** for reimbursement in duplicate enclosing the certificates as indicated below, 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 regularly as due, **as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required.**

(iii) No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act, 1961.

(iv) Any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

6. PENALTIES

(i) The Contractor will attract a penalty of Rs.250/- (Rs. One hundred and fifty only) per day / per person in case the person fails to carry out the house keeping services due to his absence or any other reason.

(ii) In the event of failure in maintaining the house keeping services on any day up-to the desired standard, in part or full, the contractor is liable to be penalized @ Rs.1000/- (Rs. One Thousand only) per day, which shall be recovered from the bills or otherwise.

For the purpose of imposing penalty, the decision of the Commissioner, GST, Belapur will be final and binding on the contractor and shall not be subject to dispute or arbitration.

(iii) The contractor shall ensure that peace and order is maintained in the premises.

(iv) The contractor would ensure that all his personnel would behave courteously and decently with employees of the Commissionerate and also ensure good manners.

7. CHARGES AND PAYMENTS

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

We agree to the above terms and conditions.

Signature with date

Name of the firm

Seal _____

ANNEXURE IV

1. ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS

Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure I to this NOTICE FOR INVITING TENDER. The contractors shall provide information/documents/annexures as listed below:

- i.** The Contractor must have GST registration and PAN Number registration with respective authorities. Self-attested copy of these registration certificates should be enclosed to the Bid.
- ii.** The Contractor must be registered with the ESIC and EPF authorities and other relevant Labour Authorities since 01.04.2012 (three years prior to the issue of this NOTICE FOR INVITING TENDER) and self-attested copies of these registration certificates should be enclosed to the BID.
- iii.** The Contractor must have Shop & Establishment Registration (Gumasta License) and self-attested copy of the same should be enclosed to the BID.
- iv.** The Contractor must have annual turnover of their firm minimum Rupees twentyfive lakh each year from the Housekeeping Services Contracts for three consecutive years prior to the current financial year. Copies of Profit and Loss A/c, Balance Sheet, Audit Report and Income Tax Returns of the concern duly attested by Chartered Accountant should be enclosed with the Bid. Annexure VI dully filled and signed by the contractor shall be submitted in this regard
- v.** A minimum of 50 (fifty) Staffs are required with their EPF contribution in last 6 months. Documentary proof (ECR copy of latest month) is required and to be attached.
- vi.** The Contractor must have minimum three years of experience as Housekeeping Service Provider.
- vii.** The contractor should have experience and contract of at least 3 places.
- viii.** The contractor must be registered with State/Central Labour Commissioner, Self-attested copy of the same should be enclosed to the BID.
- ix.** The contractor should not have been disqualified by any Govt./Semi Govt. organization for similar work in the past. An undertaking to this effect must be submitted along with the Qualifying bid.
- x.** The contractor shall satisfy all the conditions mentioned in detailed Tender Notice.

2. FINANCIAL BID REQUIREMENTS

The contractor shall submit Financial Bid in a stipulated format as laid down in Annexure-VII to this notice for inviting tender. The contractor shall mention his quotation for contract work in the form of rate (in Indian rupees to be mentioned in figures and words separately) per contingent staff per month and for total contract period i.e. for the year. The quoted rates per person must factor in all the expenditure to be borne by the contractor / bidder including minimum wages to be paid to their workers as per any Act or Order of the Government. The quoted rate shall include all the taxes and all other liabilities. Bid shall not be submitted based on the quotation rate on the number of personnel to be deployed. All the rates must be written both in figures and in words. No correction or overwriting in whatsoever manner is allowed. In case of discrepancy between the words and figures, the rates indicated in words shall prevail.

ANNEXURE V

1. RESPONSIBILITY OF CONTRACTORS

(i) The Contractor shall be solely responsible for payment of wages /salaries and other benefits and allowances to his personal that might become applicable under any Act or Order of the Government. The Contractor shall submit and comply unconditional undertaking about abiding with prevalent Rules and Regulations of any Act under State /Central Government, shall participate in tendering process. The department shall have no liability whatsoever with regards to compliance of the same. Further department do not owe any kind of responsibility for permanent employment of labourers.

(ii) The contractor will have to provide all the manpower needed for the contract work at their own cost. The material required in the process shall be provided by the department.

(iii) The contractor will have to ensure that the persons deployed are within the age group of 18 years to 45 years and have sound health. They understand local language and are experienced in the contract work.

(iv) The Contractor shall on award of contract shall furnish names and addresses and submit the photo and residential proof of his personnel deployed for the contract work to the department. No other person except Contactor's authorized representative about whom this department is informed shall be allowed to enter the premises.

(v) The Contractor shall provide uniform and identity cards to its personnel. He shall ensure that the deployed personnel invariably wears the uniform and displays their identity cards while discharging their functions so that they can be easily identified by one and all.

(vi) The Contractor will have to ensure the Punctuality, mannerism, good behavior and proper conduct of the personnel it deploys for execution of the contract. The personnel so engaged by the Contractor should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk or engage in unlawful activities such as playing cards etc. while on duty and inside the campus premises of Office of the Commissioner of CGST & Central Excise, Belapur They shall be under employment and disciplinary Jurisdiction of the Contractor. No tips in any form shall be accepted/ entertained.

(vii) The contractor shall be solely responsible for regular payment of wages

/salaries other benefits and allowance to his personnel as per the prevalent labour laws and/or any other payments that might become applicable under any Act or Order of the Central/State Government and this department shall have no liability in this regard. The contractor shall furnish necessary proof in this regard whenever required.

(viii) The contractor has to maintain their daily workers attendance and work report, which is to be counter-signed by concerned official of Land and Building section of the Commissioner of CGST & Central Excise, Belapur, on a day to day basis. Contractor shall be responsible for providing replacement of personnel against the absentee. At no point of time number of personnel proposed to be deployed for contract and mentioned under Technical Bid shall be curtailed or otherwise the contractor will be liable to pay Rs.250/- per person per day towards its failure to deploy sufficient personnel.

(ix) The contractor shall provide the safety articles /equipments to its personnel. Safety of the personnel deployed by the contractor will be the sole responsibility of the Contractor and that the Department will not be responsible for any kind of hurt/loss/damage caused to the personnel on account of any accident or mishap. 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 any persons deployed by him even for short duration. The Commissionerate 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 Commissionerate, the same shall be reimbursed / indemnified by the contractor.

(x) The contractor shall pay all its contractual employees payment as per the Central Government Notification No.1/17(6)/2015-LS-II dated 30.03.2015 w.e.f. 01.04.2015 as amended. The contractor should pay *EPF* and *ESIC* contributions (of employer and employee) on monthly basis and submit its *ECR* / challan copies to this department failing which monthly bills will not be processed further.

(xi) Insurance covers protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for all the persons deployed by him even for short duration. This department shall not entertain any claim arising out of mishap, if any that may take place. In the

event of any liability/claim falling on this charge the same shall be the responsibility of the contractor. The Contractor shall pay the Govt. dues such as G.S.T., Service Tax, Professional Tax etc., as applicable. The Department shall not be responsible in any manner in this regard.

(xii) The contractor shall be liable to pay compensation of any loss to the property of the Department caused by the acts of omission and/or commission by its personnel.

(xiii) In case of any loss caused to the third party by way of the conduct of the personnel deployed by the contractor, department shall not be responsible. Contractor shall be solely responsible to compensate the third party in such cases.

(xiv) The contractor and/or its personnel shall not allow movement of equipment/items or any property of the department in or out of the premises without prior permission of the competent authority. Contractor shall be solely responsible if any equipment/items or property is found missing and will have to compensate the department as decided by the competent authority of the department Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

(xv) The contractor shall be responsible for timely completion of work on day to day basis. The personnel deployed by the contractor shall be available in the premises from 08:30 hrs to 18:00 hrs. Cleaning of the premises will have to begin by 08:30 hrs. and shall finish before arrival of the staff members of the department i.e. before 09:30 hrs.

(xvi) The contractor shall deploy one supervisor on a day to day basis and he should be available to the *L & B Section, o/o Commissioner of CGST & Central Excise, Belapur* in person and on phone at all the time during the working hours and all the days including holidays.

(xvii) The contractor shall render services every day including Saturdays except Sundays and National Holidays. In case of administrative exigencies as and when need arises the contractor shall provide his services and personnel even on the Sundays and National Holidays at no extra cost.

(xviii) The contractor shall not subcontract or outsource the Contract work in any manner.

(xix) The contractor shall not communicate or use in advertising, publicity, bidding for other contract, sales releases or in any other medium, photographs or other production of the work under this contract-

(xx) The successful contractor shall have to enter into a contract with the department and the contract shall be valid for a period of one year from the date of issuance of the work order.

(xxi) The conduct of the successful contractor will be constantly monitored for inviting and failure to abide by the terms and conditions of the contract, failure to maintain The premises in tidy and clean condition, lack of punctuality and any breach in security procedure or making any false declaration to any Govt. Agency which in the opinion of the Govt is not in the public interest shall make the contract liable to be terminated.

(xxii) The Contractor should go through the details and sign each and every page of tender including its enclosures as a token of acceptance of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Contractor would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Whenever, the prices are to be quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the firm through its authorized signatory. The tender form shall be rejected if it is not complete in any respect.

(xxiii) Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures and shall be firm during the contract period.

(xxiv) All the pages of the bid should be signed affixing the seal.

(xxv) The contractor shall furnish an undertaking to the effect that none of its Directors /Partners/Owner or associates have been convicted under any law of the land. The undertaking should also mention if any legal proceedings are initiated and are pending against them under any law of the land anywhere in India.

(xxvi) A prospective bidder requiring any clarification of the Tender document may communicate to the concerned official L & B , Belapur GST & Central Excise at the address given in this notice inviting tender.

(xxvii) At any time prior to the last date of receipt of bids, Office of the Commissioner of GST & Central Excise, Belapur may modify the Tender document by an amendment.

(xxviii) The Office of the Commissioner of GST & Central Excise, Belapur may at its own discretion extend the last date for the receipt of bids.

(xxix) The bids shall be written in English language.

(xxx) The Office of the Commissioner of GST & Central Excise, Belapur reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Office of the Commissioner of GST & Central Excise, Belapur will be final in all the matters of tender and purchase.

(xxxi) The Contractor undertakes that he shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Department.

(xxxii) The department shall be the sole authority to decide on the quality of service rendered by the Contractor. In case the performance of the Contractor is found unsatisfactory, the Department shall have the right to terminate the agreement without notice or compensation or any payment, whatsoever at the sole discretion of the Department.

(xxxiii) The Department shall have the right to withhold any reasonable sum from the amount payable to the Contractor under this contract, if the contractor commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the department as to payment of all statutory and other dues or compliance with other obligations.

(xxxiv) The personnel engaged by the Successful Contractor shall have no claim whatsoever on Office of the Commissioner of GST & Central Excise, Belapur and shall not raise any industrial dispute either directly or indirectly with or against Office of the Commissioner of GST & Central Excise, Belapur

in respect of their service conditions as long as they are engaged at Commissioner of GST & Central Excise, Belapur premises for execution of the Contract.

(xxxv) The Income Tax as per Rules shall be deducted from the bill. All statutory deductions such as TDS, etc. wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the Successful Contractor at the applicable rates from time to time.

(xxxvi) Under no condition, the Contractor or his staff shall claim the benefits of Office of the Commissioner of GST & Central Excise, Belapur Rules, Wages & Allowances, facilities etc.

(xxxvii) Office of the Commissioner of GST & Central Excise, Belapur shall not be responsible for delay or non-receipt of tender documents during transit by Post.

(xxxvii) Office of the Commissioner of GST & Central Excise, Belapur reserves the right to reject any or all Tenders without assigning any reason thereof at any stage of the process.

2. COMPLETION OF CONTRACT:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract i.e. one year. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond one year by mutual consent.

3. TERMINATION:

In case the successful contractor wishes to terminate the Contract at any point of time, after acceptance, a notice to this effect should be given to the department at least three months in advance. The department is however at liberty to terminate the contract with immediate effect in case of breach of any of the terms and conditions of the contract or if the services are not found to be satisfactory at any time, notwithstanding issue of performance etc. During the period of contract if the contractor is found to be violating any provisions with regard to payment of minimum wages as per Act or Order, the contract shall be terminated with immediate effect.

4. SUBMISSION OF APPLICATION FOR CONTRACT-

- i. If an individual makes the application, it shall be signed by the proprietor above his full typed written name and current address.
- ii. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- iii. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- iv. If a limited company or a corporation makes the application, a duty authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.
- v. Applications made by FAX and those received late will not be entertained. The application should be typewritten and signed on each page of the application.
- vi. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal. At no stage use of white ink/fluid or correction pen be used.
- vii. A senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant
- viii. The applicant is advised to attach any additional information, which he thinks is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work He is however, advised not to attach superfluous information. No further information will be entertained after the tender document is submitted, unless the Office of the Commissioner of GST & Central Excise, Belapur calls for it

5. DATE OF OPENING OF TENDER APPLICATION ENVELOPES:

Technical/Qualifying bid (Annexure II, III
VI & VIII) accompanied by supporting documents : 27.10.2017 : 16.00 hours

Financial Bid (annexure VI) : 27.10.2017 : 16.00 hours

Sd/-
(MANISH THAPLIYAL)
JOINT COMMISSIONER (P&V)
GST: BELAPUR

ANNEXURE -VI

TECHNICAL/QUALIFYING BID FORM

1. Name of the organization/firm	
2. Name(s) of the proprietors/directors	
3. Registered Address	
4. Telephone No. and Fax No.	
5. Whether firm is registered and license holder under contract Labour (Regulation & Abolition) Act.	
6. Registration No. of the firm & Labour License Certificate (copy to be enclosed)	
7. Permanent Account No. of the firm (PAN)	
8. Copy of Income Tax Clearance Certificate (ITCC) to be attached.	
9. Provident Fund Number allotted by Regional Provident Fund Office.	
10. GST Registration No.	
11. ESI / EPF 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. (please attach the job order / service certificate from the Govt. Office / Public Sector)	
14. Whether Earnest Money deposited or not.	

Signature with date _____

Name of the firm _____

Seal _____

(All columns must be filled)

ANNEXURE -VII

PROFORMA FOR QUOTING RATES

Sr. No.	Description of Payment	Rate per month	per	Total Amount per month
1	Rate per square feet per month			
2	Tax , if any			
3	Grand Total (Per month)			
4	Grand Total (Per year)			
5	Details of Payment to be made to worker by following criteria of Minimum Wages Act on monthly basis.			

Signature with date _____

Name of the firm _____

Seal _____

(All columns must be filled)

ANNEXURE -VIII

FINANCIAL INFORMATION OF THE ORGANIZATION

Financial Analysis-Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

S. No.	Details	FY 2014-15	2015-16	2016-17
1	Gross annual turnover in house keeping services			
2	Profit/ Loss			
3	Financial position as on 31 st March			
3a	Cash			
3b	Current assets			
3c	Current liabilities			

B. Up-to-date Income Tax Clearance Certificate.

C. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary
(Signature of the applicant)

Seal of Organization