

सहायक आयुक्त का कार्यालय, मण्डल-III, वस्तु एवं सेवा कर पालघर ।
महावीर चेंबर्स, पहिला मंज़िल, कचेरी रोड, पालघर - 401 404
OFFICE OF THE ASSISTANT COMMISSIONER, DIVISION –III
CGST, PALGHAR COMMISSIONERATE
MAHAVIR CHAMBERS 1st FLOOR, KACHERI ROAD, PALGHAR, DIST-THANE, PIN : 401 404
☎02525-254801 ☎FAX 02525-254754 ✉ div3palghar@gmail.com

**NOTICE INVITING TENDERS FOR ANNUAL CONTRACT OF HOUSE-KEEPING FOR
THE PERIOD FROM 01.11.2017 TO 31.10.2018**

Sealed tenders are invited from House Keeping Agencies (hereinafter referred to as “Bidders”), for upkeep and maintenance of cleanliness of the office building including constructed area, and open premises of following office under the CGST & C.Excise, Palghar Commissionerate on Annual Contract basis for the period **1st November, 2017 to 31st October, 2018.**

Sr.No.	Particulars	Sq. Ft. (Appro)	Total Sq. Ft. (Approx.)
	DIVISION OFFICE		
	Office of the Assistant Commissioner of Division-III, CGST Palghar situated at 1 st Floor, Mahavir Chambers, Kacheri Road, Palghar – 401 404	4101	4101
	RANGE OFFICE		
	Office of the Superintendent of CGST, Palghar situated at 1 st Floor, Shiv Kalyan Building, Mahim Road, Palghar – 401 404.	2250	2250
	TOTAL	6351	6351

I. SCOPE OF WORK

- i. Cleaning, sweeping and wiping of floors.
- ii. Collecting / disposing of garbage.
- iii. Thorough cleaning of toilets/urinals in the premises, using required detergents, etc. & by putting naphthalene balls in all the urinals and air purifiers in the toilets.(Twice a day at least)
- iv. Shifting of furniture and other items/stores from one place to another as required by the administration.
- v. Daily Dusting and cleaning of all furniture like table, chairs, racks, almirahs, sofa-sets, fans, outer surfaces of machines, applying Dettol liquid to telephones, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and daily cleaning plant pots and removal of stagnant water.

- vi. Cleaning of pantry area, disposal of leftover food in canteen / pantry area and ensuring placement of garbage bags in waste bins of canteen/pantry.
- vii. Miscellaneous services such as serving of drinking water/refreshment, etc. during Conference/Meetings/Seminars and visits of assesses.
- viii. Internal and external cleaning of window panes, doors and fans, Cleaning of venetian blinds, ceilings, walls, AC duct, grills and beams.
- ix. Cleaning of entire floor space, glasses and pantry area with detergents or liquid cleaning agents.

II. CLEANING MATERIALS

This Office will provide all the necessary cleaning materials.

III. GENERAL TERMS AND CONDITIONS

- i. Bidder providing similar service to other government departments will be given preference.
- ii. Bidder shall be duly registered with all the required statutory authorities.
- iii. Bidder should at least pay minimum wages to his employees as prescribed by the Central / State Government or local body as the case may be. If during the tenure of the contract such minimum wages are enhanced it will be the responsibility of the contractor to pay such additional differential wages.
- iv. Bidders employing locals will be given preference.
- v. Bidder should state the amount that he would be **charging on per Sq. Feet per month basis** in both words and figures.
- vi. Bidder should not indulge in employing child labour.

IV. Specific Term and Conditions

- i. The Division-III, CGST, Palghar Commissionerate reserves the right to postpone and / or extend the date of receipt/opening of Rates - Quotations, without assigning any reason thereof.
- ii. The bidders are required to submit the complete rates/ quotations only if they can comply with the specifications and all terms and conditions of the contract. No deviation in the Terms & Conditions of the Contract shall be entertained.
- iii. The rates quoted must be written both in figures and in words and should indicate leviable taxes, if any. Corrections, if any, are to be made by only crossing out, initialing with date and clearly 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.
- iv. Rates/Quotations should be submitted and signed by the authorized person of the bidding firm with its current business address.
- v. Bidders should have
 - a. A minimum turnover of Rs. 10 lakhs (Rupees Ten Lakhs) in housekeeping services during the last three years i.e. 2014-15, 2015-16 and 2016-17.

- b. They Should have a single completed contract of Rs. 04 Lakhs for housekeeping Services in Central Govt. / State Government/ PSU (Semi Government Department) / PSU / MNC)and should submit copies of contract/award letters in support thereof duly attested.
 - c. The bidders should have minimum experience of three years in providing housekeeping services in Central/State Govt. Departments/ State PSU(s)/ Semi-Govt. Department / PSUs / MNCs / Private Factories / Banks and should submit copies of Contract / award letters duly attested in support thereof.
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- vi. Notwithstanding anything contained herein, the Division-III, CGST, Palghar reserves the right to terminate the contract by giving 1(one) months' notice in writing without assigning any reason.
 - vii. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the successful bidder. The successful bidder(Contractor) shall arrange necessary insurance cover for any persons deployed by him even for short duration. The Division-III, CGST, Palghar office 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 office, the same shall be reimbursed/ indemnified by the Contractor.
 - viii. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
 - ix. No other person except Contractor's authorized representative shall be allowed to enter the premises of the Division /Range Office.
 - x. The Contractor shall be solely responsible for payment of wages/salaries and other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Division-III, CGST, Palghar, 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 various Act, Govt. Orders etc. The Contractor shall pay the workers on or before the second Monday of the following month by ECS transfer. In case the same has not yet been started, the payment shall be witnessed by the authorized officer of the Department till the system of transfer through ECS is in place.
 - xi. Bidders should provide at least 4 (Four) persons for housekeeping.
 - xii. In case any workers does not report for duty on any day (other than Sunday/National Holiday) then the Department shall deduct the monthly bills of the contractor, an amount not exceeding 150% of the daily wage per day of such absence. Hence it will be in the interest of the Contractor to provide for staff on all days of the month (other than Sunday/National Holiday).
 - xiii. All consumables and materials used by the contractor shall be provided by this Office.
 - xiv. 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 or any other Govt. Office.

- xv. The contractor will provide his staff the necessary uniform and identity cards. The cost for the same will be borne by the contractor. Identity Cards should be carried by the staff at all times.
- xvi. Photo, full residential address and telephone number of all housekeeping personnel should be provided for records before commencement of the contract, and whenever a change in personnel take place.

V. MODE OF SUBMISSION OF BIDS

- i. The bidders are required to submit two bids i.e. **Technical Bid and Financial Bid**, separately.
- ii. In the **Technical bid**, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws, number of persons proposed to be deployed(i.e. 04), email addresses etc.
- iii. In the **Financial bid**, he will submit his **rate/quote per sq. ft per month. It may be noted that the rate has to be quoted per sq.ft. wise and not number of persons wise.** The sealed tenders shall be addressed to **The Deputy /Assistant Commissioner of Division-III, CGST, Palghar, 1st Floor Mahavir Chambers, Kacheri Road, Palghar - 401404.**
- iv. The Technical bid and the Financial bid should be put in two separate envelopes. It should be written boldly on top of the envelopes as **‘TECHNICAL BID’ and ‘FINANCIAL BID’** . Both the envelopes should be sealed and submitted in a single sealed cover duly addressed and superimposed with words **‘BIDS FOR LIMITED TENDER FOR HOUSEKEEPING FOR THE PERIOD FROM 1ST NOVEMBER, 2017 TO 31ST OCTOBER, 2018** on top.
- v. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS **05.10.2017** till **17.00** hrs. The bids can be hand delivered or sent by registered post. However bids received later than the stipulated date and time will not be considered under any circumstances. The tenders will be opened on **10.10.2017** at **11.30** hrs. in the presence of the Tender Committee at the above mentioned office address. The interested bidders may attend the opening process.
- vi The bidders will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders who are short-listed on the basis of Technical Bid will be opened. This office, however, reserves the right to reject any bid, including the lowest one, without assigning any reasons thereof.
- vii The tender details are also available on site www.cbec.gov.in

Sd/-19.09.2017
(V.K. MEHTA)
ASSISTANT COMMISSIONER
DIVISION-III, CGST, PALGHAR

F.No. I/Adm-8/HKP/Div.III/2017

Palghar, the 19th September, 2017