The Office of the Assistant Commissioner, GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar intends to avail the services of an agency for cleaning, sweeping and housekeeping services etc. for its office premises of range offices at Puri, Khurda & Nayagarh.

Accordingly sealed tenders are invited from reputed, experienced and financially sound agencies for outsourcing of cleaning, sweeping and housekeeping services etc. in office building at the locations given in the table below for six months from the date of contract. Interested agencies, who have experience in housekeeping services to a Government Office/PSU etc. and are also willing to comply with the ‘Terms and Conditions’ annexed to this Notice, may submit the Technical and Financial bid separately. The bids in sealed Cover-I containing “Technical Bid” and another in sealed Cover-II containing “Financial Bid” should further be placed in a third sealed cover superscribed “TENDER FOR OUTSOURCING OF CLEANING, SWEEPING AND HOUSEKEEPING SERVICES ETC. ON CONTRACT BASIS” and should reach this office by 07/01/2021 (by 3.00 P.M) addressed to The Assistant Commissioner, GST & Central Excise, Bhubaneswar-II Division, Plot No-258, District Centre, Chandrasekharpur, Bhubaneswar-751016.
The following table showing the details of locations-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Building's Name / Name of the Building</th>
<th>Area to be cleaned (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Office of the Assistant Commissioner, GST &amp; Central Excise, Bhubaneswar-II Division, Plot No.258, District Centre, Chandrasekharpur, Bhubaneswar-751016.</td>
<td>3096 Sq.ft.</td>
</tr>
<tr>
<td>2.</td>
<td>Office of the Superintendent, GST &amp; Central Excise, Nayagarh Range, Plot No-643/1606, At/PO-Lenkudipada, Nayagarh, Odisha-752069</td>
<td>1398 Sq ft.</td>
</tr>
<tr>
<td>4.</td>
<td>Office of the Superintendent, GST &amp; Central Excise, Puri Range, Plot No-33, VIP Road, Convent Lane, Puri, Odisha</td>
<td>1170 Sq. ft.</td>
</tr>
</tbody>
</table>

**DATA SHEET**

<table>
<thead>
<tr>
<th>मद / Item</th>
<th>विवरण / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Hirer</td>
<td>Government of India, Ministry of Finance, Department of Revenue, Assistant Commissioner, GST &amp; Central Excise, Bhubaneswar-II Division, Bhubaneswar.</td>
</tr>
<tr>
<td>Tender inviting Authority</td>
<td>Assistant Commissioner, GST &amp; Central Excise, Bhubaneswar-II Division, Bhubaneswar.</td>
</tr>
<tr>
<td>Tender Name</td>
<td>Half yearly Contract for Housekeeping Services</td>
</tr>
<tr>
<td>Tender No. and Date</td>
<td>Tender No.03, Date 14/12/2020</td>
</tr>
<tr>
<td>Method of selection</td>
<td>L-1</td>
</tr>
<tr>
<td>Availability of Tender</td>
<td><a href="http://www.cbec.gov.in">www.cbec.gov.in</a></td>
</tr>
<tr>
<td>Date of Tender Notice</td>
<td>14/12/2020</td>
</tr>
<tr>
<td>Last date and time for bid/Proposal submission(on or before)</td>
<td>07/01/2021, upto 03.00 P.M</td>
</tr>
<tr>
<td>Bid opening time, Date and Venue</td>
<td>On 07/01/2021 at 05.00 P.M, at the chamber of the Assistant Commissioner, GST &amp; Central Excise, Bhubaneswar-II Division, Plot No-258, District Centre, Chandrasekharpur, Bhubaneswar-751016.</td>
</tr>
<tr>
<td>Language of Bid Submission</td>
<td>Proposal to be submitted in English only</td>
</tr>
<tr>
<td>Currency</td>
<td>Bid may be quoted in INR only</td>
</tr>
<tr>
<td>Name and Address for Communication and seeking clarification</td>
<td>Office of the Assistant Commissioner, GST &amp; Central Excise, Bhubaneswar-II Division, Plot No-258, District Centre, Chandrasekharpur, Bhubaneswar-751016.</td>
</tr>
<tr>
<td>Period of hiring</td>
<td>06 months</td>
</tr>
</tbody>
</table>
I. सामान्य अनुदेश / General Instructions:

1. उपरोक्त कार्यालय में सभी मुहरबंद कोटेशन सहायक आयुक्त, जीएसटी एवं केंद्रीय उत्पाद शुल्क भुवनेश्वर -II डिविजन, भुवनेश्वर-751016 के पते पर दिनांक 07.01.2021 को (अपराह्न 3.00 बजे तक) पहुँच जाना चाहिए।

All sealed quotations should be addressed to the Assistant Commissioner, GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, in the above-mentioned format and should reach this office by 07/01/2021 (03:00 P.M).

2. प्राप्त निविडाओं को सहायक आयुक्त, जीएसटी एवं केंद्रीय उत्पाद शुल्क, भुवनेश्वर-II डिविजन, प्लॉट नंबर -258, डिसरिट सेंटर, चंद्रशेखरपुर, भुवनेश्वर-751016 में दिनांक 07.01.2021 को अपराह्न 05:00 बजे खोला जाएगा।

The date of opening of the tenders received will be on 07/01/2021 05:00 P.M at the chamber of the Assistant Commissioner, GST & Central Excise, Bhubaneswar-II Division, Plot No-258, District Centre, Chandrasekharpur, Bhubaneswar-751016.

3. जो तकनीकी बोलियों नियमानुसार ग्रहणीय पाई जाएंगी, उन्हीं मामलों की वित्तीय बोलियों को खोला जाएगा।

The Financial bids will be opened only in those cases where the Technical bids are found to be acceptable as per norms. Financial bids of non-qualifying technical bids will be rejected.

4. सेवा प्रदाताओं की अनुवंश-1 में दिए गए निबंधन और शुरूआत तथा अनुवंश-11 में दिए गए कार्य क्षमता का पालन करने के साथ ही सभी नियम और कानून का पालन करना होगा।

Service providers have to follow the Terms and Conditions provided in Annexure-I and scope of work as provided in Annexure-II, as well to abide by all rules and law.

5. विभाग के पास यह अधिकार होगा कि वह किसी भी समय एजेंशी को बिना कोई कारण बताए इस कारण का रद्द कर सकता है।

The Department shall reserve the right to terminate the contract anytime without showing any reason to the agency.

II. तकनीकी बोली / Technical Bid:-

1. निविदकर्ताओं / बोलीकर्ताओं को निम्नलिखित दस्तावेजों की स्व-प्रमाणित प्रतिलिपि को तकनीकी बोली और वित्तीय बोली के साथ संलग्न करना होगा अन्यथा उनकी बोली को पूरी तरह से रद्द कर दिया जाएगा और उस पर विचार नहीं किया जाएगा।

The Tenderers/Bidders are required to enclose photocopies of the following documents duly self attested along with Technical Bid and Financial bid failing which their bids shall be summarily rejected and will not be considered.
तकनीकी बोली / Technical Bid

<table>
<thead>
<tr>
<th>संख्या</th>
<th>विवरण</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Organization/firm</td>
</tr>
<tr>
<td>2</td>
<td>Name(s) of the proprietors/Director</td>
</tr>
<tr>
<td>3</td>
<td>Registered address</td>
</tr>
<tr>
<td>4</td>
<td>Adhaar No.</td>
</tr>
<tr>
<td>5</td>
<td>Telephone No. Fax No.</td>
</tr>
<tr>
<td>6</td>
<td>Whether firm is registered and license holder under Contract Labour(Regulation &amp; Abolition) Act.(If not required please state reason)</td>
</tr>
<tr>
<td>7</td>
<td>Registration No. of the firm ,if registered with the Central/State Labour Commissioner(with details)</td>
</tr>
<tr>
<td>8</td>
<td>Permanent Account No. of the firm(PAN)</td>
</tr>
<tr>
<td>9</td>
<td>Provident fund number allotted by Regional Provident Fund Office.</td>
</tr>
<tr>
<td>10</td>
<td>ESI Regn. No.</td>
</tr>
<tr>
<td>11</td>
<td>Copy of Income Tax return filed for the last three F.Y</td>
</tr>
<tr>
<td>12</td>
<td>GST Registration No, if any.(If not required state reason)</td>
</tr>
<tr>
<td>13</td>
<td>Total number of staff/workers employed by the firm.</td>
</tr>
<tr>
<td>14</td>
<td>Previous proof of supply of services. (In other Govt. depts. /PSUs etc.)</td>
</tr>
<tr>
<td>15</td>
<td>Tender/Bidder shall give a declaration that no police/criminal/any other offence cases pending against the agency.</td>
</tr>
<tr>
<td>16</td>
<td>EMD of ₹ 10,000/-</td>
</tr>
</tbody>
</table>

घरेलू

मैं/हम एतद्वारा प्रमाणित करते हैं कि उपरोक्त जानकारी पूर्ण और सही है और मेरी / हमारी जानकारी के अनुसार सर्वोत्तम है। मैं/हम समझते हैं कि उपरोक्त विवरण में किसी भी स्तर पर कोई चूक पाई जाती है, तो कंपनी/फर्म को ब्लैकलिस्ट कर दिया जाएगा और भविष्य में बिभाग द्वारा काम नहीं दिया जाएगा।

I/We hereby certify that the information furnished above is full and correct and to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not be engaged by the department in future.

अधिकृत हस्ताक्षरकार्य के हस्ताक्षर तथा तारीख /Signature of Authorized Signatory with Date

फर्म का नाम / Name of the Firm -----------------------------------------------
मुहर / Seal ---------------------------------------------------------------
सभी कॉलम को भरा जाए। All Columns must be filled.
### वित्तीय बोली / FINANCIAL BID

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of Payment</th>
<th>Rate per Sq.ft/Month **</th>
<th>Total Rate(Rs.) per month **</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rate per square feet per month including all charges relating to EPF, ESI etc. relating to worker to be provided (No. of workers to be provided is to be mentioned. However quotation is to be strictly per square feet per month) minimum 4 nos. of workers to be provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Taxes, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Any other statutory/other charges, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Service Charges, if any (see Sl.No.xxviii of Annexure-I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Total (Per month)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Grand Total (Per Year)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Amount quoted to be rounded up to next multiple of 25 Paisa basis.

### घोषणा / DECLARATION

मैं/हम एतद्वारा प्रमाणित करते हैं कि उपरोक्त जानकारी पूर्ण और सही है और मेरी / हमारी जानकारी के अनुसार सर्वोत्तम है। मैं/हम समझते हैं कि उपरोक्त विवरण में किसी भी स्टर पर कोई चूक पाई जाती है, तो कंपनी/फर्म को ब्लैकलिस्ट कर दिया जाएगा और भविष्य में विभाग द्वारा काम नहीं दिया जाएगा।

I/We hereby certify that the information furnished above is full and correct and to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not be engaged by the department in future.

अधिकृत हस्ताक्षरकार के हस्ताक्षर तथा तारीख / Signature of Authorized Signatory with Date

------------------

फर्म का नाम / Name of the Firm

-------------------------------------------------------------------------------------------------------------------------------------

मुहर / Seal

-------------------------------------------------------------------------------------------------------------------------------------
निबंधन और शर्तें / Terms and Conditions:-

This is to specifically state that this tender is for Outsourcing of cleaning/ sweeping/ housekeeping etc. of this office through contractor/service provider. This office vide this tender is neither offering nor providing any type of Job/employment to anybody. Neither this office is going to deal with any hired contract worker directly. The department is merely outsourcing its housekeeping services to a contract/service provider on per Sq. ft. charges basis. The department is in no way responsible for any claims of Govt. job/employment to any body and any disputes/legal matters including their cost thereof shall be responsible of the concerned contractor/service provider only.

The department is no way responsible for any other claim/liability except the payment of monthly bills of the housekeeping activity as per the approved rates of tender/contract.

i. बोलीदाताओं को अपनी दर प्रति वर्ग फुट प्रति माह के आधार पर उद्धृत करने के लिए कहा गया है, न कि तैनात किए जाने वाले व्यक्तियों की संख्या अथवा प्रति व्यक्ति के आधार पर।

The bidders are asked to quote their rate only per sq. ft. per month basis and not based on number of persons to be deployed or per person basis.

ii. चयन की विधि एल -1 की होगी, अर्थात प्रति वर्ग फुट की न्यूनतम बुनियादी दर (जीएसटी को छोड़कर) प्रस्तुत करने वाले बोलीदाता का चयन किया जाएगा बशत उसे इस नोटिस में उल्लिखित अन्य ‘नियमों और शर्तें’ की पूरा करना होगा।

The method of selection should be L-1 i.e. the bidder quoting the lowest basic rate per sq ft. (exclusive of GST) will be selected subject to fulfillment of other ‘Terms and Conditions’ stated in this notice.

iii. प्रति वर्ग फुट प्रति माह आधार पर मूल दर में ई.पी.एफ. और ई.एस.आई. आदि शामिल करके शुल्क/लागत आदि उद्धृत किया जाएगा। इस तरह के शीर्ष के लिए उद्धृत दरों से अधिक कोई अतिरिक्त राशि देने नहीं होगी।

All charges/costs etc. towards EPF and ESI etc. are factored in the basic rates being quoted on per Sq. ft per month basis. No extra amount towards such heads would be payable over and above the rates thus quoted.

iv. अनुबंध के लिखित होने / चालू रहने के दौरान किसी भी प्रकार मूल्य की वृद्धि की अनुमति
No escalation of price whatsoever would be allowed during the pendency/currency of the contract.

v. Requisite articles for cleaning will be provided by the Department.

vi. The Tenders shall be enclosed by Earnest Money Deposit of Rs.10,000/- from a Nationalized Bank/Scheduled Bank in the form of Account Payee Demand Draft/Fixed Deposit Receipts/Banker's Cheque or Bank Guarantee drawn in favour of "The Assistant Commissioner, GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar". Tender without EMD will not be processed further. The EMD of unsuccessful bidders will be returned as early as possible.

vii. The Contractors should satisfy themselves before submission of the rate/quotations to the undersigned that they meet the qualifying criteria and capability as laid down in the annexure.

viii. All the rates may be given both in figures and words. In case any discrepancies between words and in figures the rates indicated in words shall prevail.

ix. Rates and quotations should be submitted and signed by the firm with its current business address.

x. The rates shall be valid for a period of at least six months from the date of opening or till the stipulated period or the end of the contract, whichever is later.

xi. The Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms of the contract shall be entertained unless...
specifically mentioned by the contractor in the rates/quotations and accepted by the undersigned.

xii. ठेकेदार द्वारा किसी भी प्रकार से नियमों और शर्तों (चाहे सामान्य अथवा विशेष) में कोई भी चुक होने पर, इस कार्यलय द्वारा कोई अन्य अधिकार / उपाय जो प्रोद्भूत हुए हैं अथवा इसके बाद प्रोद्भूत होंगे, उस पर प्रतिकूल प्रभाव डाले बिना ठेकेदार को लिखित में 15 दिनों की नोटिस देकर इस अनुबंध को आंशिक अथवा पूरी तरह से समाप्त कर दिया जाएगा। हालांकि, किसी विशेष परिस्थिति में, अनुबंध को तकलीफ प्रभाव से रक्षा / समाप्त किया जा सकता है।

In case of any default by the contractor in any of the terms and conditions (whether General or Special), this office 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. However, under any special circumstances, the contract can be cancelled/terminated with immediate effect also.

xiii. ठेकेदार को सभी दायों के खिलाफ अपनी एजेंसी की सुरक्षा के लिए कर्मचारी क्षतिपूर्ति अधिनियम, 1948 के तहत लागू बीमा कवर लेना होगा। ठेकेदार अपने द्वारा नियुक्त किए गए किसी भी व्यक्ति के लिए, चाहे वह कम अवधि के लिए ही हो, आवश्यक बीमा कवरेज का प्रवाह करना। दुर्घटना, यदि कोई हो, तो उससे उत्पन्न होने वाले किसी भी डावे का वहन यह कार्यलय नहीं करेगा। किसी भी स्थिति में इस कार्यलय पर होने वाली देयताओं / दायों की क्षतिपूर्ति / क्षतिपूर्ति को ठेकेदार द्वारा वहन किया जाएगा। सभी वैधानिक देय / देयताओं आदि के लिए ठेकेदार ज़िम्मेदार होगा और इस संबंध में विभाग की कोई भी ज़िम्मेदारी नहीं होगी।

The contractor shall take insurance cover protecting the agency against all claims applicable under Workmen’s Compensation act 1948. The Contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. This 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 shall be reimbursed/indemnified by the contractor. The contractor is responsible for all statutory dues/liabilities etc. and department shall have no responsibility/ in this regard, whatsoever.

xiv. ठेकेदार के अधिकृत प्रतिनिधियों के अलावा किसी भी अन्य व्यक्ति को कार्यलय परिसर में प्रवेश करने की अनुमति नहीं दी जाएगी।

No other persons except Contractor’s authorized representatives shall be allowed to enter in the office premises.

xv. ठेकेदार के कर्मिक कार्यलय परिसर के अंदर अपने सामान्य कर्मचारी के अलावा कोई भी निजी काम नहीं करेगे।

Within the Office premises the Contractor’s personnel shall not do any private work other than their normal duties.

xvi. ठेकेदार और उसके कर्मियों के बीच उत्पन्न होने वाले किसी / सभी विवादों के लिए वह सीधे तौर पर उत्तरदायी होगा और इस कारण उत्पन्न होने वाले नुकसान संबंधी व्यय और दायों के लिए इस कार्यलय को क्षतिपूर्ति करेगा।

Contractor shall be directly responsible for any /all dispute arising between him and his personnel and keep the office indemnified against all action losses damages expenses and claims whatsoever arising thereof.

xvii. ठेकेदार अपने कर्मचारियों को मज़बूती / वेतन, अन्य लाभ और भत्तों का भुगतान करने के लिए पूरी तरह से ज़िम्मेदार होगा, जो सरकार के किसी भी अधिनियम अथवा आदेश / नियमों के तहत लागू हो सकते हैं।
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 Orders/ rules of the Government.

xviii. बोलीदाता अपने कार्मिकों को मुख्य श्रम आयुक्त (केन्द्रीय) द्वारा निर्धारित न्यूनतम मजदूरी अधिनियम के तहत निश्चित की गई निर्धारित दर के अनुसार न्यूनतम मजदूरी का भुगतान करेगा।

The bidder should pay to their personnel a minimum wages at the prevailing rate as fixed under MINIMUM WAGES ACT prescribed by the Chief Labour Commissioner (Central).

xix. इस शर्त का किसी भी प्रकार से उल्लंघन होने पर अनुबंध को समाप्त कर दिया जाएगा और तदनुसार कार्यवार्ता की जाएगी। इसके अलावा, मौजूदा नियमों के मुताबिक वर्तमान दर के अनुसार हर महीने प्रति व्यक्ति ई.एस. और पी.एफ. का भुगतान बोलीदाता द्वारा किया जाएगा।

Any breach of this condition will be liable for termination of the contract and the same would be dealt accordingly. Besides ESI and PF per head at the current rate should be paid by the bidder every month as per existing Rules.

xx. ठेकेदार द्वारा इस अनुबंध के लिए तैनात किए गए व्यक्तियों को मजदूरी के भुगतान संबंधी भुगतान वार्तालाल की प्रतियां हर महीने इस कार्यालय में जमा करनी होंगी। यदि तैनात किए गए कार्मिकों के मजदूरी के भुगतान में मौजूदा नियमों के अनुसार कोई विस्तारित पाइ जाती हैं तो बिना किसी पूर्व सूचना के इस अनुबंध को तकनीकी समाप्त कर दिया जाएगा।

The Contractor should submit the copies of paid vouchers for payment of wages to the persons deployed for this contract every month to this Office. If any discrepancies found in the payment of wages to the persons deployed against the existing rules, the contract is liable for immediate termination without any prior notice.

xxi. जीएसटी के लागू दर के साथ मासिक शुल्क का भुगतान कार्यालय द्वारा किया जाएगा।

GST as applicable rate along with monthly charges will be paid by the Office. Proof of payment of GST will be required to be submitted by the service provider.

xxii. अपने कर्मचारियों द्वारा चोरी- चकरी, आगजनी अथवा किसी भी शरारती कार्य के लिए ठेकेदार पूरी तरह से जिम्मेदार होगा।

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

xxiii. बिना कारण बताए सभी अधिक अथवा शुल्क का पूर्ण अधिकार सहायक आयुक्त, जीएसटी एवं केन्द्रीय उत्पाद शुल्क, भुवनेश्वर -II डिविजन के पास सुरक्षित होगा।

The Assistant Commissioner, GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar reserves full rights to accept or reject all or any of bids in part or full without assigning any reasons whatsoever.

xxiv. डाक द्वारा भेजे गए निविदा दस्तावेज में दरी, नुकसान अथवा न मिलने के लिए सहायक आयुक्त, जीएसटी एवं केन्द्रीय उत्पाद शुल्क, भुवनेश्वर -II डिविजन जिम्मेदार नहीं होंगे।
xxv. The Assistant Commissioner, GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar takes no responsibility for delay, loss or non-receipt of tender documents sent by post.

Incomplete bid / bids received after the prescribed date and time shall be summarily rejected.

xxvi. The worker to be deployed will be in white Uniform/with Agency identity card/Mark Badge and name plate at all times.

xxvii. The tender/Bidder fulfilling the eligibility criterion, scope of work, terms & conditions shall enter into an agreement as per the enclosed draft.

xxviii. The bidder should quote his service charge in such a way that gross service charge in Rs per billing month should be more than the amount of income tax to be recovered from total payment from such monthly bill which is aggregate of Wages (Fixed), EPF (Fixed), ESI (Fixed), Service Charge (As quoted) and GST (As applicable). It may be noted that the rate of Income tax will be computed @ 2 % of the total payment i.e. at the highest applicable rates irrespective of the status of the Bidder as the individual contractor / firm/ trust.

xxix. Sub-contracting of the work of any sort will not be allowed.

Annexure-II

Scope and Schedule of work for Cleaning/Sweeping /Housekeeping services etc.

1.

HAUSKAPING सेवाओं आदि के लिए काम की अवधि तथा कार्यसूची
Scope and Schedule of work for Cleaning/Sweeping /Housekeeping services etc.

1. Scope of work
   
i. The prime object of housekeeping service is to maintain the entire premises in a clean and tidy condition from the hygiene/swachhta point of view.
   
ii. The broad details of work covered under the scope are enumerated as follows:

   a) Cleaning, sweeping and wiping of entire area and other articles of decoration in the office.
   b) Furniture like table, chairs, visitor’s chairs, sofas, and almirahs including photos, pictures, statues, ceiling, roof, floors, walls, corridors, files and all other items placed in office etc. and all the electronic gadgets like computers, telephones, fax machines, photocopier machines etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
   c) Thorough cleaning of toilets/urinals has to be done using required disinfectant materials like phenyl twice a day and more often and by putting naphthalene balls in all the urinals and air purifiers in the toilets and also cleaning of all sanitary fittings, tiles and mirrors or the walls in the toilets.
   d) Fetching of water etc. for officers/Staff.
   e) Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of wastewater.
f) Shifting of furniture and other items/stores from one place to another as required by the administration.
g) Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor works whenever required.
h) Care should be taken that the gadgets are not tampered/damaged with during the cleaning operation.
i) General upkeep/watering/care of flower pots and indoor plants etc. as well as cutting of grass and trimming of trees/plants etc. in the garden area etc.
j) Any other such work (unskilled nature) as assigned by the Officers.
k) Contract workers provided are to be available in office during working hours on all working days and shall not leave the office premises without permission of the caretaker. Contract workers are required to attend office and carry out jobs prescribed on holidays also whenever called for, by the caretaker.
l) Cleaning materials will be provided by the department.
m) All the implements will be provided by the contractor.

1. दैनिक कार्य
i. शौचालयों, खिड़कियों, वॉशबेसिनों और अन्य फिटिंग की सफाई करना, धूल हटाना, अवांछित सामग्री हटाना तथा दिन में दो बार फिनाइल से साफ करना।
ii. कोरिडोर तथा कॉमन एरिया की सुबह में एक बार फिनाइल से और दोपहर में सादे पानी से सफाई करना।
iii. फर्श, खिड़कियों, दरवाजों, पत्रिकाओं, फर्नीचर, फिक्सर, टेलीफोन, अलमारीयों, एयर कंडीशनरों, पेंकर, कबर्ड, फाइलिंग केबिनेट, ग्लास पैनल से धूल हटाना। रेडी पेपर, अवांछित सामग्री को एकत्र करना और बताए गए स्थान पर निपटान करना।
iv. पानी और फिनाइल में भिगो एक पाक़ा से कमरों के फर्श की सफाई करना।
v. लिंक्ड सोप, नेफ़्लिन बॉल और डिजिटल ब्लॉक आदि को शौचालय / वॉशरूम में रखना और समय-समय पर बदलना।
vi. फूलों के गमलों और इन्डोर पौधों आदि की देखभाल करना / पानी देने के साथ-साथ बगीचे आदि में घास काटना और पेड़ों / पौधों आदि की ट्रिमिंग करना तथा देखभाल करना।
vii. अधिकारियों द्वारा दिए जाने पर कोई भी ऐसा अन्य काम अकुशल प्रकृति का (करना।
1. **JOBS TO BE CARRIED OUT DAILY**

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

ii. Cleaning of corridors and common area once with phenol in morning and with plain water in the afternoon.

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

iv. Cleaning of rooms by mopping floor with cloth soaked in water and phenol.

v. Liquid soap, naphthalene ball and deodorant block etc. are to be placed in the toilets/washrooms and replaced periodically.

vi. General upkeep/watering/care of flower pots and indoor plants etc. as well as cutting of grass and trimming of trees/plants etc. in the garden area etc.

vii. Any other such work (unskilled nature) as assigned by the Officers.

2. **साप्ताहिक कार्य**

i. डिटरजेंट /विम /साबुन और पानी से कार्यालय के पूरे फर्श को धोना।

ii. कोरिडोर, कमरे, चैम्बर तथा लेबोरेटरीज से जाले निकालना।

iii. दीवारें, विंडो पेन तथा टायलेट के वेंटीलेटर पर जमे धूल को हटाना।

iv. अधिकारियों द्वारा दिए जाने पर कोई भी ऐसा अन्य काम (अकुशल प्रकृति का) करना।

**CARRIED OUT WEEKLY**

i. Washing of floors in the entire office area with detergent/vim/soap and water.

ii. Removal of cobwebs in the corridors, rooms, chambers and lavatories.

iii. Removal of dust accumulated on the walls, window panes and ventilators in the toilets.

iv. Any other such work (unskilled nature) as assigned by the Officers.

3. **विविध शार्टें –**

i. सूची में विनिर्दिष्ट मद के अनुसार प्रत्येक दिन सभी जगहों की साफ- सफाई को समय से पहले पूरा करना होगा।

ii. ठेकेदार को सभी कार्यों को करने के लिए आवश्यक मैनपावर की व्यवस्था, आने- जाने की सुविधा सहित, करनी होगी। यदि किसी विशेष कार्य को करने वाला व्यक्ति किसी कारणवश अनुपस्थित रहता है तो उसके स्थान पर दूसरे व्यक्ति को उपलब्ध कराने की जिम्मेदारी ठेकेदार की होगी।
iii. Sweeping/ cleaning of all parts as per specification vide the items of schedule shall be completed before in time every day.

ii. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case particular work-person remains absent due to one reason or other, it would be the responsibility of the contractor to provide another work-person in his/her place.

iii. The contractor shall on award of the contract furnish the list containing names and address of the workmen sent to the locations mentioned above for housekeeping services.

iv. The services provided by contractor shall be to the satisfaction of GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar.

v. The contractor shall have no claim against GST& Central Excise, Bhubaneswar-II Division, Bhubaneswar in respect of any work, which may be withdrawn.

vi. The contractor shall maintain an Attendance Register of Personnel. The above register of personnel shall subject to check by the concerned officer of GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar. The personnel will render services on all working days and any other day as may be required, excluding holidays which are mandatory under labor 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 this provision as well.

MISCELLANEOUS CONDITIONS
vii. The contractor shall comply with all the relevant statutory conditions and all the disputes arising out of non compliance of relevant statutory provisions, if any, has to be dealt with by the contractor alone and the department will not be a party in such cases.

3. भुगतान की शर्तें

i. ठेकेदार द्वारा अदायगी के लिए मासिक बिल को दोहरी प्रति में नीचे दिए गए प्रमाण-पत्रों सहित जमा किया जाएगा जो प्रभारी अधिकारी द्वारा हस्ताक्षरित होगा तथा वसूली, यदि कोई हो, के बाद इसका भुगतान किया जाएगा।

ii. ठेकेदार द्वारा श्रम कानून के अनुसार निविदा सेवा के अंतर्गत तैनात अपने कार्यकर्ताओं को लेबर चार्ज, सेलरी तथा अन्य बकाया भुगतान किया जाएगा तथा मांगे जाने पर आवश्यक साक्ष्य प्रस्तुत करना होगा।

iii. कार्यकर्ताओं की वास्तविक तैनाती तथा उनकी उपस्थिति के आधार पर भुगतान किया जाएगा (ठेकेदार के रिकार्ड में)।

iv. कार्यकर्ताओं की मजदूरी का भुगतान न करने की कोई भी शिकायत होने पर निविदा को समाप्त कर दिया जाएगा।

TERMS OF PAYMENT

i. The contractor will submit the monthly bill 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 labor charges, salaries and other payments as due, as per labour laws to his/her personnel deputed under services contract and furnish necessary proof whenever required.

iii. Payments will be based on the actual deployment of personnel & their attendance (in contractor’s records).

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

4. अर्थदंड
i. The contractor will attract a penalty of ₹ 500/- (Rs. Five hundred only) per day, per person in case the persons fails to carry out the housekeeping services due to his absence or any other reason.

ii. In the event of failure to maintain the housekeeping services on any day up to the desired standard, in part or full the contractor is liable to be penalized @ ₹ 1000/- (Rupees One thousand only) per day which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar 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 GST & Central Excise, Bhubaneswar-II Division, Bhubaneswarand visitors to the office and also ensure good manners.

5. PRABHAR V BHUTGANAN

JEEASITI ETW KENDRIY UTADAD SARKAAR, BHUBANESWAR-II MANDAL, BHUBANESWAR DRAH PRITI MAH PRADAN KI GAHI SERVA KI SANTOOSHANAK PATE JANE KI PASHAL ADAY BILAT KI BHUTGANAN KIYA JAEAGA. ANUBAND KI AAROE KI GHARA PRAKAR KI KARYA/DARSHIT KI POURA N KAREN SABANDH SHIKAYAT HOANE PE TAKDE DAYA KO DIF JANE VALTE MASHIK BILAT SE ARYADAD / BHUTGANAN KI KADTHI KAREN KI ADHIKAR JEEASITI ETW KENDRIY UTADAD SARKAAR, BHUBANESWAR-II MANDAL, BHUBANESWAR KI HOAGA.

CHARGES AND PAYMENTS

Bills chargeable to the GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar 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 GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar reserves the right to deduct the penalties/payments from the contractor from monthly bill(s).
We agree to the above terms and conditions.

Signature with Date

Name of the Firm

Housekeeping work has to be carried out under the overall supervision of an officer designated by the Assistant Commissioner GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar.

i. The works shall be executed at the locations mentioned above on every Monday to Saturday from 09:30 hrs to 18:00 hrs (working days) under the overall supervision of an officer
i. The unskilled workers should be of good health, sound mind, obedient, honest, and sincere and should not have any bad records and free from any addiction. The contractor should ensure that all workers are good character and proper police verification of antecedents should be ensured by the contractor.

ii. Normal working hours would be for 6 days a week from 09:30 hours to 18:00 hours.

iii. She/he should report to the undersigned daily and as when required.

iv. The Department will not bear any cost of personal accident/claim for any office facility in respect of the hired unskilled workers from your agency.

v. The unskilled workers and/or agency shall have no right to claim for engagement/employment with the Department under any circumstances.

vi. The bill will be accepted for payment only after successful completion of the monthly target to be fixed by the designated officer and on the basis of the certificate of acceptance, accuracy and completeness from him.

vii. The awarded work shall have to be completed to the satisfaction of the concerned officer, every month from the date of issuance of the work order. The successful bidder shall enter into an agreement with this office.

Copy for information to:

1. Superintendent (Systems), GST & Central Excise Bhubaneswar Commissionerate, Bhubaneswar, with a request to upload the Tender Notice to the CBEC’s website.

2. Notice Board