



प्रधान आयुक्त का कार्यालय :  
 केन्द्रीय वस्तु एवं सेवा कर आयुक्तालय : राजकोट  
 OFFICE OF THE Pr. COMMISSIONER,  
 CENTRAL GST COMMISSIONERATE :RAJKOT  
 “केन्द्रीय वस्तु एवं सेवा कर भवन”, रेसकोर्स रिंग रोड, राजकोट - **360001** “CENTRAL  
 GST BHAVAN”,  
 RACE COURSE RING ROAD, RAJKOT 360001  
**Phone No.0281- 2970481      EMAIL : admin.cgstrjt@gov.in**

## **E-TENDER NOTICE No. 5/2021-22**

### **NOTICE FOR INVITING E-TENDER FOR CLEANLINESS AND HOUSEKEEPING SERVICES**

E-tender is invited from eligible Service Providers for providing manpower with respect to (i). House Keeping work to keep the office premises and Three Officers Colonies neat and clean, (ii). Other day to day casual work/intermittent work during office hours for the Office of Principal Commissioner, Central GST, Race Course Road, Rajkot.

The details of manpower required for the said work is listed in Annexure A to this e-tender.

2. The Critical Dates for Tender Submission and processing are as under :

<b>Published Date</b>	<b>11.01.2022 (11:00 hrs)</b>
<b>Bid Document Download Start Date</b>	<b>11.01.2022 (11:00 hrs)</b>
<b>Bid Submission Start Date</b>	<b>11.01.2022 (11:00 hrs)</b>
<b>Bid Document Download End Date</b>	<b>26.01.2022 (11:00 hrs)</b>
<b>Bid Submission End Date</b>	<b>26.01.2022 (11:00 hrs)</b>
<b>Technical bid opening Date</b>	<b>27.01.2022 (11:00 hrs)</b>

3. The complete tender documents containing general terms & condition are available on official website <http://gem.gov.in> or <http://eprocure.gov.in> and [www.cgstrajkot.gov.in](http://www.cgstrajkot.gov.in) from **11.01.2022 (11:00 hrs) and** can be downloaded free of cost.

4. Earnest Money Deposit (EMD) or bid security of Rs. 40,000/- (Rs. Forty thousand only) except Micro and Small Enterprises(MSEs) as defined in MSE procurement Policy issued by the Department of Micro, Small and Medium Enterprises(MSME) or are registered with the Central Purchase Organisation or the concerned Ministry of Department, shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt from any of the Commercial Banks in India, drawn in favor of the PRINCIPAL COMMISSIONER OF CGST RAJKOT payable at Rajkot. The Bid Security will be normally valid for a

period of forty five days beyond the final bid validity period. The Technical Bid without Bid security shall be out rightly rejected.

5. Submission of Tender:-

(i). The tender consists of three parts such as (a). Part A- General Terms & Conditions (b). Part B –Technical Bid & (c). Part C-Financial Bid.

(ii). The tender shall be submitted online in two parts, viz. Technical Bid and Financial Bid.

(iii). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

6. The bid forms and other details can be obtained from the website <http://gem.gov.in> (GeM portal) or [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPP Portal). Tenderers who have downloaded the tender from the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app/https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned. Interested service providers are advised to visit GeM portal/CPMP website regularly till closing date of submission of tender for any corrigendum / addendum / amendment.

7. The Additional Commissioner (P&V), Central GST, Rajkot reserves the right to reject any tender without assigning any reasons.

संलग्न : यथोपरि

Digitally Signed by Bharat

Prakash

Date: 11-01-2022 16:31:37

Reason: Approved

(भरत प्रकाश )

अपर आयुक्त

प्रतिलिपि :

1. अधीक्षक (मुख्यालय), “केन्द्रीय वस्तु एवं सेवा कर भवन”, रेसकोर्स रिंग रोड, राजकोट को सूचनार्थ
2. अधीक्षक(सिस्टम), “केन्द्रीय वस्तु एवं सेवा कर भवन”, रेसकोर्स रिंग रोड, राजकोट को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

PART A

**General Terms and Conditions**

1. The tenderers should have a registered Office for a period of more than 3 years in the State of Gujarat preferably in Rajkot. The tenderer should have a minimum three years experience of providing similar service to the Public sector/Govt. Organizations.
2. The tenderers shall quote their rates on per sq. meter per month basis and not based on the number of persons to be deployed or per person basis.
3. The bidder should comply with the Minimum Wages Act as applicable in the State of Gujarat.
4. However while quoting the rates on per sq. metre basis minimum 14 fulltime unskilled persons and extra unskilled persons part-time as per the requirement for housekeeping work should be considered for deployment. The Rates / quotations duly filled-in, will be received up to the date and time mentioned in the letter.
5. The rates quoted taking into consideration deployment of less than 14 (Fourteen) fulltime unskilled person will be rejected and the bid will be rejected in total.
6. The deductions towards PF and ESI etc. be factored in rates being quoted on per sq. metre. per month basis and the same shall not be payable over and above the rates thus quoted.
7. The **Office of Pr. Commissioner of CGST Rajkot** reserves the right to postpone and/or extend the date of receipt / opening of online bids or to withdraw the same, without assigning any reasons thereof.
8. The contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the Annexure enclosed herewith.
9. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initiating, 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.
10. The rates/quotations should be submitted and signed by the firm with its current business address.
11. The rates shall be valid for at least one year from the date of opening or till the stipulated period of the end of the contract, whichever is later.
12. The contractors should satisfy themselves before submission of the online tender to the **Office of Pr. Commissioner of CGST Rajkot** that they meet the

qualifying criteria and capability as laid down in the Annexure.

13. The Contractor must comply with the rates/quotations, specification (BoQ) 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 **Office of Pr. Commissioner of CGST Rajkot**.

14. In case of any default by the contractor in any of the terms & conditions (whether General or Special), the **Office of Pr. Commissioner of CGST Rajkot** 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 to the contractor.

15. Notwithstanding anything contained herein, the **Office of Pr. Commissioner of CGST Rajkot** 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.

16. 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 all persons deployed by him even for a short duration. This **Office of Pr. Commissioner of CGST Rajkot** 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 of Pr. Commissioner of CGST Rajkot**, the same shall be reimbursed/indemnified by the contractor.

17. The contractor shall in no case lease/transfer/sublet/appoint care taker for the services.

18. No other persons except the contractor's authorized representative shall be allowed to enter in the CGST Bhawan, Rajkot and three Officers colonies situated at Kalawad Road, Gondal road and Race Course Ring Road, Rajkot.

19. The Contract workers of the tenderers shall not do any private work, other than their normal duties, within the premises of CGST Bhawan, Rajkot and three Officers colonies situated at Kalawad Road, Gondal road and Race Course Ring Road, Rajkot.

20. Fitness of staff : The agency will employ and provide the requisite number of trained person for housekeeping not below the age of 18 years who are medically and physically fit for the job. The agency will also ensure that all the workers are free from any infectious diseases before deployment for work. The housekeeping personnel must also be professional.

21. The antecedents of all the housekeeping personnel shall be got verified from the police by the agency before deployment for work at the agency's own cost. **Office of the Pr. Commissioner of CGST Rajkot** reserves the right to any

verification (including police verification) independently and the agency shall provide full co-operation.

22. The contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the **Office of the Pr. Commissioner of CGST Rajkot** indemnified against all actions, losses, damages, expenses and claim whatsoever arising thereof.

23. The 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 Order of the Govt. **Office of the Pr. Commissioner of CGST Rajkot** shall have no liability whatsoever in this regard and the Contractor shall indemnify the **Office of the Pr. Commissioner of CGST Rajkot** against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc.

24. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

25. The contractor shall ensure that the persons sent to the **Office of the Pr. Commissioner of CGST Rajkot** wear neat and clean uniform alongwith Identity Cards issued by your agency every day while on duty and free from any communicable diseases.

26. It is also clearly brought into the notice that the cost of cleaning material would not be included in outsourcing contract and it would be provided by the **Office of the Pr. Commissioner of CGST Rajkot**.

27. Recovery : **Office of the Pr. Commissioner of CGST Rajkot** shall have the right to impose cash penalty on the agency or deduct such amounts from the dues in case of default by staff or breach in performance or if the Department is put to any financial loss directly or indirectly by any act of commission or omission on the part of the housekeeping agency or its employees.

## 1. **SCOPE OF WORK**

### **1.1 For Office Premises of CGST Bhawan, Rajkot**

- A. The prime object of housekeeping services is to maintain the entire premises of **4,926 Sq. metre** (except CGST Rajkot Appeals Commissionerate on 2<sup>nd</sup> Floor covering area of 9500 sq. ft.) along with parking area adjacent to the office premises of the **Office of the Pr. Commissioner of CGST Rajkot** situated at **CGST Bhawan, Race Course Ring Road, Rajkot** in a tip top condition. The premises are to be maintained clean and tidy from the hygiene point of view.
- B. The broad details of work covered under the scope is enumerated as follows:
  - a. Cleaning, sweeping, Mopping and wiping of floors.

- b. Thorough cleaning of toilets / urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
- c. Movement of records / furniture and other items/stores within the office premises of the **Office of Pr. Commissioner of CGST Rajkot** as required by the administration.
- d. Dusting and Cleaning the desks of the officers of the **Office of Pr. Commissioner of CGST Rajkot** filling up the Drinking Water Bottles / Jugs on these desks after dusting and cleaning.
- e. Any other petty work assigned by the officers.
- f. Cleaning activity shall start at 08.00 AM so as to complete all the dusting / cleaning / mopping work before 09.30 AM.

**1.2 For Three Officers Colonies situated at Kalawad Road, Gondal Road and Race Course Ring Road, Rajkot**

- A. The prime object of housekeeping services is to maintain the entire premises of **8,062 Sq. metre along with parking area and other garden area** adjacent to the colony premises of the three Officers colonies situated at Kalawad Road, Gondal Road and Race Course Ring Road, Rajkot in a tip top condition.
- B. The Housekeeping and cleaning services mentioned in this tender include cleaning whole premises, stairs, roof top, watering plants, proper disposal of waste/garbage after collection from all quarters daily in a clean and proper condition (for all the three colonies).
- C. The broad details of work covered under the scope is enumerated as: Cleaning, sweeping and wiping of entire area in the colonies including the parking area daily.
- D. Workmen are required to attend and carry out jobs prescribed on holidays also and whenever called for, by the caretaker/ Authorized Officer.

**2. JOBS TO BE CARRIED OUT DAILY**

- A. Cleaning of toilets, windows, wash basins & other fittings and water coolers, removing of all dust, unwanted material, cleaning to be done with phenol twice a day.
- B. Cleaning of corridors, staircase and common area in morning and in the afternoon.
- C. Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, cupboards, air conditioners, filing cabinets, glass panes, computers, telephone instruments, fax machines, photocopiers etc., collecting waste papers, unwanted materials and its disposal at the indicated locations.
- D. Cleaning of rooms by mopping floors with cloth soaked in water and phenol.
- E. To attend to the cleaning of the toilets periodically with liquid soap,

naphthalene balls and deodorant blocks etc. Liquid soap is to be kept in press and pour type steel or plastic containers.

- F. Cleaning of utensils, equipments in office Pantry during the office hours.
- G. Watering & maintenance of in-door plants in the office of the CGST Rajkot.
- H. Miscellaneous services such as serving refreshments etc and other arrangements during conference/ meeting/ seminar at office.
- I. Cleaning whole premises, stairs, roof top, watering plants, proper disposal of waste/garbage after collection from all quarters daily in a clean and proper condition for all the three colonies situated at Kalawad Road, Gondal Road and Race Course Ring Road, Rajkot.

3. **JOBS TO BE CARRIED OUT WEEKLY**

**(A) For Office at CGST Bhawan, Rajkot**

- Washing of floors with detergent/vim/soap and water.
- Cleaning of glass panes on doors, windows & partitions.
- Removal of cobwebs in the corridors, rooms, chambers and lavatories.
- Removal of dust accumulated on the walls, window panes and ventilators in the toilets.
- Vacuum cleaning in the Electric Room, computer section, Server Section, all computers in the office and the sofa sets twice a week.
- If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor.

**(B) For Three Officers colonies at Kalawad Road, Gondal Road and Race Course Ring Road, Rajkot**

- Washing of stairs and premises with detergent/vim/soap and water.

4. **MISCELLANEOUS CONDITIONS.**

- A. Sweeping, cleaning of all parts as per specifications vide the items of schedule shall be completed before 09.30 a.m. every day.
- B. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case for any reason, a particular workman remains absent, it would be the responsibility of the contractor to provide another workman in his place.
- C. The contractor shall on award of the contract furnish the list containing names and addresses of the workmen sent to the CGST Bhawan, Rajkot and three Officers colonies situated at Kalawad Road, Gondal road and Race Course Ring Road, Rajkot for housekeeping services to GSO/Supdt.(Hqrs.) and Superintendent (Administration), CGST Rajkot.
- D. The services provided by contractor shall be to the satisfaction of the **Office of the Pr. Commissioner of CGST Rajkot.**

- E. The personnel will report to the Officer-in-charge assigned by this office i.e. GSO/Superintendent (Hqrs.), Central GST, Hqrs., Rajkot daily.
- F. The Contractor or his authorized representative should report to the GSO/Superintendent (Hqrs.), Central GST, Hqrs., Rajkot daily. He shall visit office daily to supervise cleaning activities.
- G. 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 **Office of the Pr. Commissioner of CGST Rajkot**.
- H. The Contractor shall have no claim against the **Office of the Pr. Commissioner of CGST Rajkot** in respect of any work, which may be withdrawn.
- I. 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, pantries, floors, etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made.
- J. It shall be the responsibility of the Contractor to make payment of wages to his personnel deployed at **Office of the Pr. Commissioner of CGST Rajkot** within 10 working days of the succeeding month, irrespective of the payment of monthly bills by the Department, or otherwise.

5. **WASTE DISPOSAL MANAGEMENT:**

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by local authorities.

6. **TERMS OF PAYMENT**

- A. The contractor will submit the monthly bill by 5<sup>th</sup> of the next month for payment in duplicate, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
- B. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required.
- C. Any complaint regarding non-payment, short-payment or part-payment of wages by the contractor to its personnel may result in termination of the contract.

7. **PENALTIES.**



- A. In the event of failure in maintaining the house keeping services on any day upto the desired standard, in part or full the contractor is liable be penalized @ Rs. 500/- (Rs. Five hundred only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of Additional Commissioner, CGST Rajkot will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- B. It should be ensured that peace & order is maintained in the premise.
- C. The contractor would ensure that all his personnel shall behave courteously and decently with employees of the CGST Rajkot and visitors to the office and also ensure good mannerism.

**8. CHARGES AND PAYMENTS**

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

**PART B**

**(TECHNICAL BID)**

**Pre-qualification requirements for award of contract for Maintenance / House Keeping services**

1	Name of the organization/firm	
2	Name(s)of the proprietors/directors	
3	Registered address	
4	Telephone No. and Fax No.	
5	Email for correspondence	
6	Whether the firm is registered license holder under Contract Labour (Regulation & Abolition) Act	
7	Registration No. of the firm (Copy to be enclosed)	
8	Permanent Account No. of the firm (PAN) (copy to be enclosed) along with copy of ITR for last 2 years	
9	GSTIN (copy to be enclosed) if applicable along with copy of 1 year GST return details	
10	Provident Fund Number allotted by the Regional Provident Fund Office.	
11	ESI Registration No.	
12	Total unskilled worker to be provided (on a Full time basis)	
13	Total unskilled worker to be provided (on a Part time basis)	
14	Name(s) of public sector/Govt. Organization to whom similar services have been provided by the firm during last three years. (please attach the job order/service certificate from the Govt. Office/Public Sector)	
15	Length of experience in the field	

Signature with date -----

Name of the firm -----

Seal -----

(All Columns must be filed.)

**PART C**  
**FINANCIAL BID DOCUMENT**

**a) SCHEDULE OF PRICE BID IN FORM OF BOQ\_HOUSEKEEPING.xls**

The below mentioned Financial Proposal/Commercial bid format is

provided as BoQ\_Housekeeping.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_Housekeeping.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned:

Sr. No.	Items Description	Quantity	Unit	Rate per Sq. metre per month
1	Hiring of services for Housekeeping of the Office premises and Three Officers colonies as detailed in tender condition for 12988 Sq. Meter			
1.1	Rate per square metre per month (excluding GST)	12,988	Sq. metre	
	<b>TOTAL</b>			

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in figures will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.