TENDER No. 03/2021

Sub:- Tender for sourcing of services of Contract labour for Sweeping / Cleaning/ Housekeeping and other miscellaneous office work at DGGSTI, Bhubaneswar, Zonal Unit Bhubaneswar- Reg.

The office of the Directorate General of Goods & Service Tax Intelligence, Bhubaneswar Zonal Unit Bhubaneswar at Plot No. 27, Saheed Nagar, Bhubaneswar invites sealed quotations from experienced and eligible contractors with good track record for providing Sweeping/Cleaning/ Housekeeping and other miscellaneous office work for the office of the DGGSTI, Bhubaneswar Zonal unit, plot No-27, Saheed Nagar, Bhubaneswar for one (1) Year from 06. 03.2021 to 05.03.2022 or date of acceptance of the tender subject to further extension on rendering of satisfactory services.

The tender notice along with the following annexures are enclosed herewith.

i. Scope of the work as Annexure-A
ii. Term & Conditions as Annexure-B
iii. Format for Technical Bid as Annexure-C
iv. Format for Technical Bid As Annexure- D
v. Format for Financial Bid As Annexure- E

The bidders are requested to read it carefully before submitting / participating in the proposed bidding process. The Tender from complete in all respects shall be submitted in two separates sealed covers. Both the sealed envelopes should placed in another sealed cover super scribing it “Quotations / Rate for sweeping / leaning / Housekeeping and other miscellaneous office work” addressed to the Additional Director, Director General of Central Excise Intelligence, Zonal Unit Bhubaneswar located at Plot No. 27 Saheed Nagar, Bhubaneswar-751007 at the above mentioned address till 15.00 hrs. Of 26th Feb 2021.

Interested bidders shall submit both the technical bid and the financial bid separately as per the above Annexures. Only the bids complete in all respects and received till 15.00 hrs. of 26th Feb 2021 will be considered. The tenders will be opened in the presence of bidders on 2nd March at 11.00 Hrs. in the chamber of Additional Director, Directorate General of Goods &
Service Tax Intelligence, Zonal Unit Bhubaneswar located at plot No. 27, Saheed Nagar, Bhubaneswar.

If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for delay on account of postal /courier services.

The bidders shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.

Encl: As above

Santosh Ku. Mohanty, I.R.S. Additional Director, C.e.v.s.e.A.m., Bhubaneswar/DGGI,Bhubaneswar

Copy to:-

C.No.DGGI/BbZU/GL/03/2017 Dated:-

1. Webmaster, CBIC for upload to webpage of CBIC.
2. Notice Board, DGGI, Bhubaneswar Zonal Unit, Bhubaneswar.
SCOPE OF THE WORK

The premises of the office of the Additional Director, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar located at Plot No. 27 Saheed Nagar, Bhubaneswar. The total area of the office includes carpet area of 8400 sq.ft. and open area of parking and gardening around 4000 sq.ft., totaling to 12400 sq.ft. The above series is to be rendered at the said office premises for both at carpet area and open area totaling to 8400 sq.ft. All the housekeeping materials /consumables such as broom, mop sticks and other cleaning material etc. as required will be supplied by the department. The scope of the work includes:-

i. Sweeping /cleaning including wet, mopping of all the office area including the staircase as well as the open area including terrace is to be done on a daily basis so as to maintain the entire premises in neat and tidy condition and to be kept hygienic at all the times which to be completed before 9.15 a.m on each working day and at regular interval or as per the need arises.

ii. For the purpose of sweeping / cleaning /housekeeping and other miscellaneous office of the office shall be functional on 6 days in a week excluding Sundays and Closed Holidays.

iii. Furniture like tables, chairs, visitors chairs, sofas and almirahs and all electronic gadgets like computers, telephones, fax machines, photo copier machines etc have to be maintained dust free and dusting has to be carried out on daily basis.

iv. All the sweepings, garbage and waste should be collected and disposed off in the nearest pit.

v. On a weekly basis, every Saturday non routine work like removal of cobwebs in corridors, rooms, chambers and lavatories must be carried out. Rigorous cleaning of window panes, ventilators etc should also be done.

vi. On every Saturdays shifting of furniture and other equipments, files, photocopying and movement of tapal should also be carried out.

vii. Care should be exercised while cleaning electronic gadgets.

viii. Any other miscellaneous official works as assigned by the administration/ authority concerned will be required to be done.
ANNEXURE-B

TERMS AND CONDITIONS FOR HOUSEKEEPING

1. Two bid system will be followed i.e (1) Technical Bid (2) Financial Bid.

2. The tender form for Technical bid in pro-forma prescribed in Annexure-D and the tender form for the financial bid in pro-forma prescribed in Annexure-E complete in all aspects shall be submitted to this office. The Technical Bid will be opened at 11.00 Hrs. on 26.12.2019 in the presence of representatives of interested firms, if they make themselves available at that time. Financial bid of only those who qualify in Technical Bids will be opened on 26.12.2029 at 12.00 Hrs.

3. If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal /courier services.

4. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical bid. The bidder would fill up the information in the Annexure D & E enclosed with this document in clear and legible terms. The tender documents are not transferable.

5. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

6. This office reserves the right to accept or reject any bid, and to annual the bidding process altogether and reject all bid at any time, without thereby assigning incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

7. Incomplete bid documents shall be rejected. The valid Technical bids shall be scrutinized by the Department to short-list the eligible bidders. The financial bids of the short listed bidders will be opened thereafter. Late submission of tenders shall not be accepted. The short listed Technical bid and the corresponding financial bids along with the documents will be submitted to the “Competent authority” and upon approval by the “Competent authority” the successful bidders will be intimated about the award of contract to them.

8. The bidder should ensure that all the documents submitted along with Technical and Financial Bid should be legible, duly attested /signed.

9. The service Provider is required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.

10. The bidders shall quote their rates for the service to be provided as “RATE PER SQUARE FOOT PER MONTH” (in both word and figures) inclusive of deduction towards EPF and ESI and other statutory dues etc. but excluding service tax which will be separately paid for the
work as detailed in Annexure-A of this NIT detailing the scope of work. Apart from service tax, no amount whatsoever will be paid by the department.

11. Further the minimum wages as prescribed by the Labour Commissioner should be factored in while quoting the “RATE PER SQUARE FOOT PER MONTH” and for every percentage increase in minimum wages, the corresponding increase in “RATE PER SQUARE FOOT PER MONTH” will be granted to the successful bidder in course of the contract.

12. The contract will be awarded for one year from 01.01.2020 or the earlier of date the date of entering the contract or date of commencement of rendering of service. This office reserves the right to extend the duration of the contract for a further period of one year at a time subject to satisfactory performance and on mutually agreed terms and conditions.

13. The successful bidder should furnish performance Security of the value of Rs.10,000/- in the form of an Account Payee Draft or fixed deposit receipt from a Commercial Bank or Bank Guarantee from a commercial bank.

14. The personnel deployed should be well experienced trained adequately and should be of sound health. Child labour will not be allowed. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed.

15. The personnel should attend to work punctually and complete the cleaning work of the office premises before 9.15 am daily. The personnel will perform all the duties assigned to the contractor and as specified from the department from time to time.

16. The service provider should adhere to all the relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both state and Central Government should be adhered to and complied by the Housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. Any failure to comply with any of the regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice in addition to the action proposed to be initiated by the statutory bodies.

17. The personnel will report to the officer in charge assigned by the department i.e caretaker. If a particular worker is absent on any day, another person should be deployed in his place. For any absence and non-engagement, no wages shall be paid.

18. The service provider should pay their personnel minimum rates of wages at the prevailing rate as fixed by Office of the Chief Labour Commissioner (Central). Any breach of this condition will render the contract liable for immediate termination without any prior notice besides the legal notice to be initiated. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of the paid cash challans should be submitted every month to this office.

19. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them. This department will not be liable to pay anything over than above as explicitly agreed upon. Proof of challan /receipt for the payment made towards wages to each employee should be furnished to this office as on when called
upon. In case this office receives any complaint regarding non-payment of wages to any personnel the amount payable to these personnel will be recovered from Contractor’s bill and paid to such personnel.

20. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.

21. Mode of payment will be monthly and payments to the house keeping contractor will be through account payee cheques / e-payment only. Tax shall be deducted at source as per the prevailing Income Tax Act, from the monthly bills.

22. That any liability such EPF, ESI etc. shall be borne by the service provider and shall be deposited by the service provider with respective authorities and consequential benefit shall be given to the employees under contract during the contract period. Except Service tax, will be paid over and above the contracted value, the department will not pay any other amount to the successful bidder.

23. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damage or compensation to such persons or to third party. All damages caused by the Housekeeping personnel shall be charged to the contractor and recovered from its dues / bills.

24. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deed by his staff. Any loss due to any of above reasons shall be compensated by him in full.

25. This office shall not entertain any claim arising out of mishap, if any that may take place while discharging the duties by the labour provided by the contractor.

26. No other personnel except service providers authorized representatives shall be allowed to enter the office premises.

27. The house keeping contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.

28. Notwithstanding anything contained herein, the Office Additional Director, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar, Plot No. 27 Saheed Nagar, Bhubaneswar, reserves the rights to terminate the contract by giving 30 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

29. Terms of payment

i. The contractor shall submit the bill for every month by the first day of next month-duly certified by the caretaker/ officer nominated. No interim bills will be entertained. Payment will be made through cheque only within -10 days from the
date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective caretaker. The payment is subject to TDS applicable as per the income Tax act, 1961

ii. Bills chargeable to the Additional Director, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar located at Plot No. 27, Saheed Nagar, Bhubaneswar, shall be paid on a monthly basis for the services rendered based on actual covered area if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Additional Director, DGCEI, Bhubaneswar Regional unit, Bhubaneswar reserves the right to deduct the payments, due from the contractor, from monthly bill(s).

30. No claims for regularization of any persons employed by the contractor in the govt. service will be entertained by this office and the department will not be party to any such litigation (if any) and the contractor should ensure that the same is made known/clear to the persons employed by him.

We agree to the above terms and conditions.

Signature with date

Name of the firm

Seal

UNDEARTAKING BY THE BIDDER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature with date

Name of the firm

Address & Seal of the firm
ANNEXURE-C

QUALIFICATION OF BIDDER ELIGIBLE TO PARTICIPATE

The following entities are eligible to participate in the Tender process:-

1. They should be registered with competent authorities Under Contract Labour (Regulation and Abolition) Act and allied acts should have valid registration Under said act and allied acts like EPF and ESI etc.

2. They should be registered with Goods & Service Tax (GST) department for rendering such services and should have valid GST Registration no.

3. They should be registered with Income Tax department and should have valid Permanent Account No. in their name.

4. Their Annual Turnover should not be less than 20 Lakhs for last two financial Years FY 2016-17, 2017-18. In case duly audited Balance sheet for those years is not readily available then a certificate to this effect and correct turnover for such year to be provided from the Chartered Accountant along with IT return for the said period.

5. They should furnish certificate from two service recipients (preferably Central Govt. or State govt. department or undertaking indicating satisfactory rendering of similar services at their premise in last two years.)
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<td><strong>9</strong></td>
<td>Whether attested copies of Goods &amp; Service Tax (GST) Registration enclosed</td>
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<td><strong>10</strong></td>
<td>Whether the Balance Sheets /IT Return &amp; Certificate from CA for last two financial years FY 2016-17, 2017-18 indicating turnover not less than 20 Lakhs is submitted</td>
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<td><strong>ANNEXURE-D</strong></td>
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<td><strong>FORMAT OF TECHNICAL BID</strong></td>
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<td><strong>1</strong></td>
<td>Name of the Organization / Firm</td>
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<tr>
<td><strong>2</strong></td>
<td>Name(s) of the Proprietors / Directors</td>
</tr>
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<td><strong>3</strong></td>
<td>Registered Address along with Telephone no, Fax, Mobile and Email (if any)</td>
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<tr>
<td><strong>4</strong></td>
<td>Whether registered with statutory authorities under Contract Labour (Regulations and Abolition) Act and allied acts and have registrations under said act and allied acts like EPF and ESI etc</td>
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<td><strong>5</strong></td>
<td>Whether attested copies of Registration No. as mentioned in row 5 enclosed</td>
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<td><strong>6</strong></td>
<td>Whether Permanent Account No. in the same of the firm available.</td>
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<td><strong>7</strong></td>
<td>Whether attested copies of PAN enclosed</td>
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# ANNEXURE-D

## FORMAT OF TECHNICAL BID

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Yes / No (if yes please provide Registration Nos.)
| 11 | Whether the satisfactory service performance from two service recipients (Preferably Central Govt. or State govt. department or undertaking) indicating satisfactory rendering of similar services at their premise in last two years is submitted | Yes / No |

**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I We will be blacklisted and will not have any dealing with the Department in future.

Signature of the bidder with Name & Seal
ANNEXURE-E

FINANCIAL BID DOCUMENT

Note 1:- The bidders shall quote their rates for the service to be provided as “RATE PER SQUARE FOOT PER MONTH” (in both word and figures) inclusive of deduction towards EPF and ESI and other statutory dues etc. but excluding service tax which will be separately paid for the work as detailed in Annexure-A of this NIT detailing the scope of work. Apart from service tax, no amount whatsoever will be paid by the department.

Note 2:- Figures to be quoted in Rs only up to 2 decimal points only.

Note 3:- The rate quoted should factor in provision of contract labour not less than five (5) as detailed in Annexure-A of this NIT detailing the Scope of Work.

1. Name of the party.
2. Address (with Telephone & Fax)
3. Name & Address of the proprietor /Partners/Directors
4. Quotation Details :-

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Name of the office &amp; Address</th>
<th>Area (in Sq ft)</th>
<th>Monthly rate per Sq Ft(See Note 1 above) but excluding Goods &amp; Service tax</th>
<th>Total amount per month</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Additional Director, Directorate General of Goods &amp; Service tax Intelligence, Zonal Unit Bhubaneswar, Plot No. 27, Saheed Nagar, Bhubaneswar. Pin-751007</td>
<td>8400</td>
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Signature of Authorized Signatory with name & Seal