NOTICE INVITING TENDER FOR PROVIDING SWEEPING, CLEANING, SANITATION AND HOUSE-KEEPING SERVICES

The Office of the Assistant Commissioner, Goods and Services Tax & Central Excise, Bhubaneswar-I Division, Bhubaneswar, invites sealed Tenders from reputed and experienced service providers for providing sweeping, cleaning, sanitation and miscellaneous housekeeping services at the above mentioned office and it’s Range Offices as per details in Annexure-’A’, for a period of one year, i.e. from 01.03.2021 to 28.02.2022. Further, the period of the contract may be extended on satisfactory performance subject to approval of the competent authority.

2. The Tender Documents in this regard comprises:
   (i) Scope of Work – Annexure- “A”
   (ii) General Terms and Conditions – Annexure- “B”
   (iii) Pre-Qualification Requirements for award of contract (Technical Bid) – Annexure-“C”
   (iv) Pro-forma for quoting the rates (Financial Bid) – Annexure-“D”

The above annexures are enclosed with this notice. The bidder while submitting the tender will ensure to submit the above tender documents, as under:

- In a separate envelope duly marked as “ENVELOPE CONTAINING ANNEXURE – ‘A’, ANNEXURE – ‘B’ and ANNEXURE – ‘C’, AS per qualification requirements (TECHNICAL BID)”
  Note: Annexure ‘A’, ‘B’ & ‘C’ must be duly filled in for having accepted the scope of work, general terms and conditions and pre-qualification requirements. Every page should be signed and stamped.
- In a separate envelope duly marked as “ENVELOPE CONTAINING ANNEXURE-“D” AS QUOTATION RATES (FINANCIAL BID)”. Every page should be signed and stamped.

3. The interested service providers are required to submit the above two envelopes in a third sealed cover mentioning on the top of cover “TENDER FOR PROVIDING SWEEPING, CLEANING, SANITATION AND HOUSEKEEPING SERVICES” which should reach the Office of the Assistant Commissioner, Goods and Services Tax & Central Excise, Bhubaneswar-I Division, Bhubaneswar, At-GST & Central Excise Office, Plot No-258, District Centre, Chandrasekharpur, BBSR-751016, Odisha by Regd. Post/AD/Speed Post or in person on or before 22.02.2021 till 17.00 Hours. The envelope containing ANNEXURE ‘A’, ‘B’ & ‘C’ will be opened in the presence of the designated committee members on 22.02.2021 at 11.00 Hours in the chamber of the Assistant Commissioner. If any of the
bidders likes to participate in tender opening process, they may be present at the venue at aforesaid time.

4. The service providers who do not fulfill “Technical Bid” requirements will not be considered. The financial bids of only those service providers fulfilling the technical bid terms and conditions will be opened.

5. A complete set of tender documents can be obtained from this office between 10.00 Hours to 17.00 Hours before 22.02.2021 on working days. Further, this can also be accessed at Departmental website www.cbec.gov.in (Tender & Auction). This office would not be responsible for any delay or loss of tender documents sent through mail or otherwise.

6. The tenderer shall sign and stamp each page of the tender documents as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The tenderer shall fill up the information in Annexures in clear and legible terms. Necessary documents of proof should be attached. Prices wherever quoted should be written both in figures and words.

7. This office reserves the right to reject all / part or any of the quotations without assigning any reason thereof. No correspondence in this regards will be entertained. The tender forms shall be rejected if it is not complete in any aspect. Rates/quotations duly filled in will be received up to the date and time mentioned above and quotation received thereafter shall not be entertained.

8. This office also reserves the right to postpone and/or extend the date of receipt, opening of quotations or to withdraw the same, without assigning any reasons thereof.

Place: Bhubaneswar
Date: 01.02.2021

(Eltepu Seshu, IRS)
Assistant Commissioner
GST & Central Excise
Bhubaneswar-I Division

Copy submitted for information to:

1. The Principal Commissioner, GST & Central Excise, Bhubaneswar Commissionerate, Bhubaneswar.
2. Notice Board of the Division office, Bhubaneswar
3. Soft copy to The Superintendent (Systems), GST & Central Excise, Bhubaneswar Commissionerate, Bhubaneswar for uploading the tender documents on CBIC website.
ANNEXURE-‘A’

WORK REQUIREMENTS AND SCOPE OF WORK

WORK REQUIREMENT

1. Cleaning, Sweeping, Sanitation & House Keeping activities etc. of the office premises located as given below (As per Sq.ft. Rate basis):

The prime objective of cleaning and housekeeping services is to maintain the entire office premises in a very neat and clean condition so as to ensure a hygienic and congenial work environment. The broad details of work (Part-I) are enumerated as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Office formation and address</th>
<th>Effective Area (Sq.ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office of the Assistant Commissioner, GST &amp; Central Excise, Bhubaneswar-I Division, Bhubaneswar-751016, along with all Range Offices</td>
<td>Inside Carpet Area 8254</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total 8254</td>
</tr>
</tbody>
</table>

It includes:

(i) Thorough cleaning of toilets, wash basins and other fittings four times a day and whenever required. All sanitary fittings, tiles, mirrors and overhead water tanks must be cleaned on weekly basis with bleaching powder.

(ii) Cleaning, sweeping and mopping of floor with cloth soaked in water and disinfectant for all the rooms before 9.30 A.M on every working day.

(iii) Cleaning, sweeping and mopping of adjoining areas such as corridors, staircase and common area once with disinfectant and once with plain water.

(iv) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephones, cupboards, air conditioners and other equipments, and almirahs.

(v) Collecting waste paper, unwanted material and its disposal at indicated locations.

(vi) Furniture like tables, chairs, visitors chairs, sofas, almirahs etc. and all the electronic gadgets like computers, telephone, fax machines, photocopier machines etc. have to be cleaned daily. The doors, windows, partitions in the entire office should be cleaned regularly.

(vii) Removal of cob-webs in the corridors, rooms, chambers and toilets.
(viii) Removal of blockage and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.

(ix) Care should be taken that the gadgets are not tampered with during the cleaning operation.

(x) Shifting of furniture & other articles whenever required and any other such miscellaneous work.

(xi) Cleaning outside open area, removal of grass, waste and garbage and proper maintenance of outside open area in a very neat and clean condition.

(xii) Carrying out miscellaneous works of unskilled nature (physical movement of files/papers within the office, supply of drinking water to the staff and any other miscellaneous / petty work assigned by the offices).

2. Cleaning material and other required articles will be provided by this office as per requirement. The value / cost of the same should not be included in the rates quoted.

3. For work requirement (as detailed above), the bidders are invited to quote their rate on per square feet per month basis and not based on the number of persons to be deployed or per person basis.

DECLARATION BY THE TENDERER

This is to certify that I, before signing the ANNEXURE-‘A’ of the tender containing the “Work Requirements and Scope of Work”, have read and fully understood the same and undertake myself to abide by them.

(Signature of the Tenderer with date)

Name –

Seal –

Address-
ANNEXURE-‘B’

GENERAL TERMS AND CONDITIONS:

1. This contract shall be valid for one year w.e.f 01.03.2021 to 28.02.2022. The period of the contract may be extended up to a period of one year (three months or six months at a time) on satisfactory performance subject to approval of the competent authority.

2. The successful bidder shall submit a Bank Guarantee towards performance of contract of Rs. 15,000/- (Rupees Fifteen Thousand only) as a security deposit in the name of the Assistant Commissioner, GST & Central Excise, Bhubaneswar-I Division, Bhubaneswar at the time of acceptance of contract.

3. In case the services of the contractor / service provider are not found to be satisfactory or in case of any default by the contractor / service provider, this office shall, without prejudice to any other right /remedy, which shall have accrued or shall accrue thereafter, terminate the contract in whole or part, by giving 30 days notice in writing to the contractor / service provider. Also, the Bank guarantee towards performance of contract of Rupees Fifteen Thousand will be forfeited.

4. The Contractor / service provider is required to give one month prior notice in writing to this office before withdrawal such contract furnishing details reasons for such withdrawal. If such withdrawal is without one month prior notice, the Bank guarantee towards performance of contract of Rupees Fifteen Thousand will be forfeited.

5. The Contractor / service provider shall comply with the rates or quotations, all the specifications and terms and conditions of the contract. No deviation, whatsoever, in the terms and conditions of the contract shall be entertained/allowed. At no point of time, the rates for the above services can be hiked during the tenure of the contract and no request would be entertained for the purpose.

6. In case the contract is terminated before completion of any month, the amount payable to service provider will be calculated on pro rata basis.

7. The Contractor / Service provider shall ensure proper cleaning and maintenance of other housekeeping activities on all working days and also on Saturdays / Sundays/ Holidays as per the need.

8. The Contractor / Service provider should mention in the Annexure-C, the number of persons / unskilled contract workers proposed to be deployed for the contracted work.

9. The Contractor / Service provider will quote fixed rate per square feet per month and the payment will be made on that basis subject to deductions / penalties, if any.

10. The persons / unskilled contract workers as per work requirement details in -1 (XII) of Annexure-A should be available for work in the office during working hours on all working days (9.30 AM to 06.00 PM, with 30 min Lunch break) as well as on Saturdays / Sundays/ Holidays as per need.

11. The bidder should deploy sufficient persons / unskilled contract workers for performing the required work.

12. The Contractor / Service provider shall ensure that the persons / unskilled contract workers deployed by him adhere to proper timings as above.

13. The contract workers deployed for services should be of good health, well behaved, of good moral character and should not have been convicted for any offence. Employment of child
14. It is categorically clarified that the engagement of service does not in any way confer any right to the service provider or persons that may be deployed by him in this office claim any regular employment in this or any government office. This work is purely on contract basis.
15. The Contractor / Service provider should have valid (as on date) GST Registration Certificate, EPF license, ESI license & PAN card. The self attested copies of the same are required to be produced in the bid document and will form part of the Technical Bid.
16. Notes pertaining to rounding of figures are to be strictly followed. Failure to do so will make the financial bids liable for rejection.
17. No escalation of service charge whatsoever would be allowed during the period of the contract. Any increase/decrease in Basic minimum wage inclusive of variable DA as fixed by the Labour Commissioner (Central), New Delhi for Bhubaneswar and corresponding increase/decrease in EPF and ESI will have to be adjusted accordingly while the contractor pays the workers, and the same will not be payable by the department.
18. The bidder should quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per persons basis.
19. For the Work Requirement, lowest rate quoted in Rs. Per square feet per month will be the criterion for evaluation of bid.
20. The contractor/service provider shall be solely responsible for payment of PF and ESI etc. On demand, the service provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.
21. Service Provider shall be solely responsible for payment of wages / salaries other benefits and allowances to contract workers(s) employed by him that might become applicable (as per the Minimum Wages Act prescribed by the Central Labour Commissioner as amended from time to time). This office shall have no liability whatsoever in this regard and the Service provider shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Govt. Orders etc. The Service provider shall ensure compliance with all labour laws/other laws applicable. Any instance of violation of labour laws/other laws will render the contract void and would attract forfeiture of Bank guarantee furnished towards the performance of the contract.
22. Insurance cover protecting the agency against all claims applicable under Workmen’s Compensation Act, 1948, shall be taken by the Service provider. The Service provider shall arrange necessary Insurance coverage for any persons deployed by him even for a short duration. This office shall not pay for Insurance coverage for any persons deployed by him even for a short duration. This office 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 office, the same shall be reimbursed/indemnified by the Service Provider.
23. The contractor/Service provider or authorized representative of the Service Provider will make himself available as and when required by the Department.
24. The contractor/service provider shall be directly responsible for any/ all disputes arising between him and his personnel and keep the office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
25. Service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

26. Any mis-declaration/misstatement with respect to any of the conditions prescribed above would render the contract null and void and would result in forfeiture of Bank Guarantee furnished by the successful bidder besides other legal consequences.

27. The Office of the Assistant Commissioner, Goods and Services Tax & Central Excise, Bhubaneswar-I Division, Bhubaneswar reserves the right to postpone and/or extend the date of receipt/ opening of Rates / Quotation or to withdraw the same, without assigning any reasons thereof.

28. All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initializing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

29. The Contractors/Service providers should satisfy themselves before submission of rate/quotations to the Assistant Commissioner that they meet the qualifying criteria and capability as laid down in the Annexures.

30. The Contractor/service provider shall in no case lease/transfer/sublet appoint care taker for services.

31. Within the premises of office, the service provider/contractor’s personnel shall not perform any private work other than their normal duties.

32. The Service provider shall report to the Officer-in-charge regarding day to day up-keeping and cleaning.

33. Manpower required for execution of the entire work including transport, if any, shall be arranged by the service provider/contractor. Any excuse regarding absence of person resulting in not execution of work will not be considered. It will be the duty of the service provider to replace any person in his or her absence.

34. The service provider must ensure that the workers, at all times, take all necessary precautions to stay safe from the spread of Corona virus, whether on/off duty. It is the duty of the tenderer to educate his/her employees about the safety precautions. Any negligence, especially while on duty, however small, in this regard, may invite strict penal action.

35. TERMS OF PAYMENT:

(i) The Contractor/Service provider will submit the monthly bill for reimbursement in duplicate enclosing the certificates, which shall be duly certified by the office in charge and the same shall be paid thereof after making recovery, if any.

(ii) The Contractor/Service provider shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to the personnel deputed under services contract and furnish necessary proof whenever required.
(iii) Payment to Service Provider/Contractor shall be made under account payee Cheques only, on presentation of the bill. Tax Payable shall be deducted at sources as per the rates notified by Income Tax Department.

(iv) In the case of non-fulfillment of any obligations under the contract or unsatisfactory work, the Assistant Commissioner or Officer-in-charge reserves the right to deduct any penalties/deductions from the monthly bill of the contractor/service provider.

41. **PENALTIES:**

(i) The Contractor / service provider will attract a penalty double the pro-rata basis, in case the persons fails to carry out the housekeeping services due to his absence or any other reasons. In other words, in case of non carrying of duties, a penalty twice the charge per day on pro-data basis will be deducted from the monthly bill of the contractor / Service provider.

(ii) In the event of failure in maintaining the housekeeping services on any day up to the desired standard, in part or full the Service Provider/Contractor is liable to be penalized @ Rs.150/- (Rupees One Hundred Fifty only) per day & the same shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Assistant Commissioner, GST & Central Excise, BBSR-I Division will be final and binding on the Service Provider/Contractor and shall not be subject to any dispute or arbitration.

(iii) The Service Provider/Contractor would ensure that all his personnel would behave courteously and decently with employees and officers of the Assistant Commissioner’s Office as well as ensure good manners.

I agree to the above terms and conditions.

Signature with date________________________________________

Name of the firm with seal ________________________________

Address______________________________________________

ANNEXURE-‘C’
**TECHNICAL BID**

Note: Any violation of the terms and conditions in submitting the TECHNICAL BID will lead to rejection of the same.

<table>
<thead>
<tr>
<th>Name &amp; Full address of the Bidder Organization / Agency with telephone No., Mobile No. &amp; e-mail address.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and telephone No., mobile No. &amp; e-mail address of Proprietors or Directors.</td>
</tr>
<tr>
<td>Name and complete address of the service receiver earlier worked for, if any</td>
</tr>
<tr>
<td>GST Registration Number</td>
</tr>
<tr>
<td>(Self-attested copies of PAN Card, GST RC, EPF license valid as on date, ESI license valid as on date are to be mandatorily attached)</td>
</tr>
</tbody>
</table>

**DECLARATION BY THE BIDDER**

This is to certify that I, before signing this ANNEXURE-‘C’ of the tender as “TECHNICAL BID” as per the tender, have read and fully understood the same. Further, I hereby certify that the information furnished above ANNEXURE-‘C’ as “TECHNICAL BID” of the tender is complete and correct to the best of my knowledge.

(Signature of the Tenderer with date)

Name –

Seal –

Address
ANNEXURE-D

FINANCIAL BID

Note:--Any violation of the terms and conditions in submitting the FINANCIAL BID will lead the rejection of the same.

1. Name of the Bidder Organization/Agency:
2. Address (with Telephone No. & Fax No.):

3. Name and Address of the proprietor/partners/directors (with Mobile No.):

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Amount (in actuals and words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic minimum wage inclusive of variable DA as fixed by the Labour Commission (Central), New Delhi for Bhubaneswar, per day per person</td>
<td>Rs. 534/-</td>
</tr>
<tr>
<td>2</td>
<td>EPF per day per person (@13% of S. No 1)</td>
<td>Rs. 69.42/-</td>
</tr>
<tr>
<td>3</td>
<td>ESI per day per person (@3.25% of S. No 1)</td>
<td>Rs. 17.355/-</td>
</tr>
<tr>
<td>4</td>
<td>Subtotal per day (1+2+3)</td>
<td>Rs. 620.775/-</td>
</tr>
<tr>
<td>5</td>
<td>Minimum No. of persons required</td>
<td>3 (Three)</td>
</tr>
<tr>
<td>6</td>
<td>Minimum No. of days required to work</td>
<td>26</td>
</tr>
<tr>
<td>7</td>
<td>Total charges per month, inclusive of all taxes</td>
<td>Rs. (To be rounded off)</td>
</tr>
<tr>
<td>8</td>
<td>Contractor’s service charges <strong>per square feet per month, which includes S. No. 1, 2, 3 (See Note 1)</strong></td>
<td>Rs.</td>
</tr>
</tbody>
</table>

I hereby quote Rs.________________________________________________________________________________________ (both in figures & words) as our rate per square feet per month. At the rates quoted above, we intend to and are capable of carrying out the work and providing contract worker(s) as per the scope of work and the terms and conditions of the tender.

**Note 1:** See condition No. 16, 17, 18 & 19 of Annexure-B dealing with the Terms and Conditions of the Tender.
Note 2: The amount quoted has to be rounded off in such manner that the part amount less than 50 paise has to be discarded whereas the amount of paise exceeding 50 paise to be rounded off to Re. 1.

Note 3: Self attested copies of all the documents should be submitted along with Financial Bid.

DECLARATION BY THE BIDDER

This is to certify that I, before signing the “ANNEXURE-D” of the tender as “FINANCIAL BID” as per the tender, have read and fully understood the same. Further, I hereby certify that information furnished above in “ANNEXURE-D” as “FINANCIAL BID” of the tender is complete and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, I will be blacklisted and will not have any dealing with the department in future. The above rate is inclusive of GST or any other tax payable to the Government

(Signature of the Bidder with date)
Name
Seal
Address