



भारतसरकार

GOVERNMENT OF INDIA

प्रणालीएवंऑकडाप्रबंधनमहानिदेशालय, को.आं.इ.

Directorate General of Systems & Data Management, KZU  
जी.एस.टी.भवन ( आठवाँ तल ), 180 शान्तिपल्ली, राजडंगामेनरोड,  
कोलकाता-700107

GST Bhawan (8<sup>th</sup> Floor), 180 Shantipally, Rajdanga Main Road, Kolkata-700107

Email:dgsystems-kolkata@gov.in

**E- Tender for outsourcing of Unskilled Manpower [for Housekeeping services] on contract basis**

**Tender No. 01/DGSDM/KZU/UNSKILLED/2022, dated 01.02.2022**

Online bids are invited from **Manpower Supply Agencies for Directorate of Systems, Kolkata Zonal Unit having their offices/branch in Kolkata, West Bengal** for providing **04 (Four) unskilled manpower** on contract basis for use in the Office of the Assistant Director, DGSM, KZU for the period of 01[one] Year:

Place of work	Unskilled manpower (Housekeeping services)	Total area
Office of the Assistant Director, DGSM,KZU. 8 <sup>th</sup> Floor GST Bhawan, 180 Shantipally, Rajdanga Main Road, Kolkata 700107. West Bengal.	04	12 rooms in 8 <sup>th</sup> . & 7 <sup>th</sup> . Floor [covering 3999 sq. ft.]

**Data Sheet**

E-Tender Inviting Authority	Assistant Director (Admin), DGSM,KZU.
E-Tender Name	Outsourcing of housekeeping services
Tender fee	NIL
Tender No. & date	01/DGSDM/KZU/UNSKILLED/2022, dated 01.02.2022
Availability of Tender Documents	Central Public Procurement Portal (CPPP) website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Period of contract	For a period of 12 months from the date of awarding of the Contract.

2. The details of tender, terms & conditions and other documents are outlined in the following Annexure to this e-tender as under:

- (a) Annexure-I : Instruction to the Bidders.
- (b) Annexure-II : Scope of Work & General Terms & Conditions
- (c) Annexure-III : Acceptance Letter
- (d) Annexure-IV : Technical Bid & Financial Bid.
- (e) Annexure-V : Online Bid Submission

3. **Document Download:** The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the CRITICAL DATE SHEET as under:

**CRITICAL DATE SHEET**

e-Published Date	01.02.2022 at 05.00 p.m
Bid Document Download Start Date	01.02.2022 at 05.00 p.m
Clarification Start Date	01.02.2022 at 05.00 p.m
Clarification End Date	10.02.2022 at 12.30 p.m
Bid Submission Start Date	01.02.2022 at 05.00 p.m
Bid Submission End Date	10.02.2022 at 12.30 p.m
Bid Opening Date	11.02.2022 at 01.00 p.m

4. The e-bids are invited in two parts i.e. **(i) Technical Bid (ii) Financial Bid**, separately. The proforma for **Technical Bid and Financial Bid are prescribed in Annexure – IV and Annexure – V** respectively of this tender. The Technical Bid and Financial Bid duly filled in and complete in all respect shall be submitted online within the submission end date & time as mentioned in critical date sheet above.

5. The Technical Bid and Financial Bid complete in all respect shall be taken into consideration and incomplete bid documents shall be rejected. The bidder shall abide by Instructions and General Terms & Conditions specified as Annexure – II & Annexure – III to this tender. The Tender Notice is also available on Central Board of Excise & Customs (CBEC) Website [www.cbic.gov.in](http://www.cbic.gov.in). **All the pages of bid being submitted must be signed and sequentially numbered by the bidder/ their authorized representative irrespective of nature of content of the document before uploading.**

6. **Bid Submission:** Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app> with all the requisite documents signed with digital signature (DSC). The bid documents may be scanned with 100 dpi with black & white option which helps in reducing size of scanned document and should be in PDF/XLS/RAR/DWF

formats and if there is more than one document, they can be clubbed together. Bidders/ Contractors are advised to follow the “**Instructions for online Bid submission**” provided in the **Annexure-I** for online submission of bids. **No tender shall be accepted/ entertained by fax, e-mail or submitted in person or any other such means and beyond the specified date /time.**

The tender shall be submitted online in two parts, viz. **(i) Technical Bid** and **(ii) Financial Bid** along with other documents as mentioned in the tender documents.

Bidder who have downloaded the tender from the Central Public Procurement Portal(CPPP)website <https://eprocure.gov.in/eprocure/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 tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned.

**It may be noted that, in case of non-uploading of copies of documents as specified in the Tender Notice on the CPPP, such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website <https://eprocure.gov.in/eprocure/app> shall not be considered. No correspondence will be entertained in this matter.**

**8.4** Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected. In case of any discrepancy noticed this office reserves the right to accept or reject any tender in part or full.

Not more than one tender shall be submitted by one contactor or contractors.

The Tender enquiry documents will be available only on <http://eprocure.gov.in> as per the critical date sheet. The Bidder should raise their doubt/query, if any regarding the tender document on the CPPP website itself.

**9.** Bids will be opened as per date/time as mentioned in the **Critical Date Sheet** of Tender/ CPP Portal. After evaluation of technical bids online, bidders will get the information regarding their eligibility/ pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to successful bidders. The bidders can check the same from the CPP portal. The financial bid of the successful bidders (i.e. qualified in the technical bid) will be decrypted and opened on-line, on the scheduled date after the pre- scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

**10.** This office reserves the rights to seek any document in original for verification at any stage of tender process.

**11.** In the event of any of the above mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

**12.** This office reserves the rights to postpone/and/or extend the date of receipt/opening of bids or to withdraw the same.

**13.** The service provider are required to submit the complete rates/quotations only after satisfying each and every conditions laid down in the terms and conditions.

**14.** All the rates must be written both in figures and words. Correction, if any, is to be made by crossing out, initialling, 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.

**20. The Contractor / Service provider 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 conditions contained herein and submit the same.**

**21.** The Contractors/Service Provider must comply with the rates/quotations, specification 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 service provider in the rates/quotations and accepted by the department.

**Additional Assistant Director (Admin)**

**DGSDM, KZU**

**Annexure-I**  
**INSTRUCTIONS TO THE TENDERERS**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (CRL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e- Token.

**SEARCHING FCIR TENDER DOCUMENTS**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders. wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

**PREPARATION OF BIDS**

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is suggested to asymmetric encryption using buyers/ bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

### Annexure-II

#### 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 West Bengal. 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. ft. 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 prescribed by Govt. of India.
4. However while quoting the rates on per sq. ft basis minimum 4 fulltime unskilled persons 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 4 (Four) fulltime unskilled person will be rejected and the bid will be rejected in total.
6. The deductions towards PF ESI and Bonus etc. be factored in rates being quoted on per sq. ft. per month basis and the same shall not be payable over and above the rates thus quoted.
7. The Office of the DGSDM,KZU 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 the DGSDM,KZU that they meet the qualifying criteria and capability as laid down in the notice.
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 DGSDM,KZU.
14. In case of any default by the contractor in any of the terms & conditions (whether General or Special), the Office of the DGSDM,KZU 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 DGSDM,KZU 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 DGSDM,KZU 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 DGSDM,KZU, 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 DGSDM,KZU .
19. The Contract workers of the tenderers shall not do any private work, other than their normal duties, within the premises of DGSDM,KZU.



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 DGSDM,KZU 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 DGSDM,KZU 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 DGSDM,KZU shall have no liability whatsoever in this regard and the Contractor shall indemnify the Office of the DGSDM,KZU 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. **Recovery** : Office of the DGSDM,KZU 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.

#### **SCOPE OF WORK**

1. Cleaning, sweeping and wet mopping Of the entire area including the lobby.
2. Collection of all sweeping, garbage and waste material and their effective segregation and disposal.
3. Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like phenyl, Harpic, Vim, Surf etc. twice a day and whenever required additionally.
4. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
5. Movement of furniture, files and other office equipment, whenever required.  
Sanitization, deep Cleaning and dusting of all furniture like table, chairs, racks, almirahs, computer table/ chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets, fans and electrical fittings etc.
6. Cleanings Of pantry area, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.

7. Miscellaneous services such as serving of drinking water / refreshment, tea etc., during Conference / Meetings / Seminars and during the visit of assesses / guests in the office.
8. Internal and external cleaning of window panes, doors and fans.
9. Cleaning of vertical blinds, ceilings, walls, AC duct, grills and beams.
10. Cleaning of entire floor space, glasses and pantry with detergents.
11. Removal of blockages and clogging in the wash basin and their sanitary fittings for smooth outflow Of Waste Water.
12. General maintenance and up keep of the entire office premises.
13. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the Work place kitchen and utensils, rooms, toilets etc neat and tidy. Any breach Of these conditions will result in penalties and/ Or the immediate termination of the contract

#### **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 office of the DGSDM, Kolkata Zonal Unit.
- D. The services provided by contractor shall be to the satisfaction of the Office of the DGSDM, Kolkata Zonal Unit.
- E. The personnel will report to the Officer-in-charge assigned by this office daily.
- F. 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 DGSDM, Kolkata Zonal Unit..
- G. The Contractor shall have no claim against the Office of the DGSDM, Kolkata Zonal Unit. in respect of any work, which may be withdrawn.

- H. 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 DGSDM, Kolkata Zonal Unit. 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 5th 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 it's 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 the DGSDM, KZU 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 DGSDM, KZU and visitors to the office and also ensure good mannerism.

#### **8. CHARGES AND PAYMENTS**

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

## ANNEXURE-III

TENDER ACCEPTANCE LETTER (To be given on Company Letter

Head)

Date:

T.o.  
-----

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: -  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work from the web site(s) namely:  
\_\_\_\_\_

as per your advertisement given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to (including all documents like annexure(s), schedule(s), etc which form part of the contract agreement and I / we shall abide hereby by the terms / conditions clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/' organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of me full said earnest money deposit absolutely.

Yours Faithfully

Signature of Service Provider  
Seal of the Firm/Company

**Annexure-IV**  
**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)
- 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

**Declaration :**

- (i) I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars for providing house- keeping services are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences / lawful action as Department may wish to take.
- (iii) It is hereby declared that the service provider is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (iv) It is hereby declared that the service provider is not black-listed by any Central/State Government/ Public Sector Undertaking in India.

Signature of Service Provider  
Seal of the Firm/Company

Signature with date -----  
Name of the firm -----  
Seal -----

## List of Enclosures

Attested photocopies / certified true copies of the following documents are required to be annexed/uploaded with the Technical Bid. Technical Bids received without these documents are liable to rejection. Originals of these documents / certificates shall be produced at the time of execution of the Agreement / Contract.

1. Certified copy of the registration certificate of the firm/company.
2. Certified copy of PAN Card.
3. Certified copy of GSTIN Registration.
4. Certified copy of registration with Ministry of Labour/EPF/ESI.
5. Certificate from various office(s) where the house-keeping services has been provided satisfactorily (no. of years of providing services shall be mentioned).

Proof of Registered Office / Branch Office of Company/Firm/Agency in West Bengal

### **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 tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned:

Sr. No. Quantity	Items Description	Quantity	Unit	Rate per Sq. ft. per month [Excluding GST]
1	4 no. of Unskilled labour for Housekeeping work at DGSDM, KZU	3999	Sq. ft.	

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.

Annexure-V

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

(Following documents to be provided as PDF file)			
S. No.	Documents	Content	File Type,
1	Technical Bid	Signed & scanned copy of Technical Compliance Sheet with Technical supporting documents as per specification mentioned in Annexure-I & II	.pdf
2		Signed & scanned copy of Income Tax Return, PAN, PF, ESI, P-TAX, Goods & Service tax registration, & any other registration.	.pdf
3		Valid Trade License copy, Labour License Copy (Central), Last 3 years Similar nature of Work order with Completion certificate	.pdf
4		Signed & scanned copy of Tender acceptance letter & Letter of authorization to submit bid.	.pdf
5		An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of Housekeeping in services	.pdf
6		Vendor Bank Account details including Account No., IFSC code etc.	.pdf
(Following documents to be provided as pdf file)			
		Content	
1	Financial Bid	<b>Price bid to be filled in pdf format as per instruction given in price bid</b>	.Excel

Signature of Service Provider