



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER (APPEALS)
CGST, CENTRAL EXCISE AND CUSTOMS
3rd FLOOR, GST Bhawan, Kedar Road,
Machkhowa, GUWAHATI-781001
Phone- 0361-2390113::e-mail: cex-appeals-ghy@nic.in



C.No. II (39)01/ Commr(A)/Casual Worker/GHY/2022/

Dated :

TENDER NO. 02/2022

NOTICE INVITING E-TENDER FOR OUTSOURCING OF HOUSE-KEEPING SERVICES.

The Office of the Commissioner (Appeal), CGST, Central Excise & Customs, Guwahati invites e-Tender (in prescribed format) quotation from the reputed housekeeping contractor/service providers for supply of manpower for carrying out the day to day office works (i.e. housekeeping, cleaning, sweeping services, etc.) in the office of the Commissioner (Appeals), CGST, Central Excise & Customs, Guwahati on outsourcing basis for the period of 01(one) year from the date of awarding contract. The details of the office premises along with the location and the area are as follows:

Sl. No.	Commissionerate	Addresses	Area in Sq.ft.
1.	Office of the Commissioner (Appeals), CGST, Central Excise & Customs, Guwahati	GST Bhawan, 3 rd floor, Kedar Road, Machkhowa, Fancy Bazar, Guwahati-781001.	4000 sq. Ft. (approx.)

Tender Critical Date Sheet

Tender Publishing Date & Time	14.02.2022
Bid document download start date and time	15.02.2022 10.30 a.m
Clarification start date and time	15.02.2022 10.30 a.m
Clarification end date and time	25.02.2022 6 p.m
Bid Submission Start Date & Time	15.02.2022 10.30 a.m
Bid Submission Closing Date & Time	10.03.2022 10.30 a.m
Technical Bid Opening Date & Time	11.03.2022 11.30 a.m

- The complete tender document containing general terms & conditions, pre- Qualification requirements etc. are available on <http://eprocure.gov.in> and can be downloaded free of cost.

3. The interested Service providers who comply with the terms and conditions of this tender provided in the **ANNEXURE-I** may submit their bids in the prescribed format with all the necessary documents online with digital signature at **<http://eprocure.gov.in>** on or before bid submission closing date & time.
4. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in>. Tenderer/Bidder are advised to follow the “Instructions for Online Bid Submission” provided in the **ANNEXURE-II** for online submission of bids.
5. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> 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 bidder is liable to be banned.
6. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
7. Technical Bid will be opened as per date/time as mentioned in the Tender Critical Date Sheet.
8. The rates will be excluding GST and any revision in the statutory taxes, fees, etc. will be responsibility of the Bidder.
9. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
10. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
11. Not more than one tender shall be submitted by one or more service provider having business relationship. Under no circumstances persons/firms having business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.
12. As per Ministry of Labour & Employment, Notification in Gazette of India dated 07/08/2008, Guwahati has been classified as AREA-“B” for determining the rate of minimum wages per day.

NOTE: the Commissioner (Appeal), CGST, Central Excise & Customs, Guwahati reserves the right to reject all or any of the offers without assigning any reason therefore and the decision of this office shall be final and binding.

13. SCHEDULE OF REQUIREMENT

To carry out the house keeping work at least 02(one) Nos. of semi-skilled, 04(four) Nos. Of un-skilled persons and 01(one) part time un-skilled person should be deployed.