TENDER FOR SWEEPING/CLEANING AND HOUSEKEEPING SERVICE

Dt.28.08.2020

Important Dates:
Publication of Tender 28.8.2020
Last date of submission* 18.9.2020 10.30 AM
* (In two parts i.e. Technical and Financial in two separate sealed envelopes)
Date of opening (Technical) 18.9.2020 10.45 AM
Date of opening (Financial) 18.9.2020 11.45 AM

As per Chapter 9.6.2 of the Manual for Procurement of Consultancy & Other Services, 2017, the Office of the Assistant Commissioner of Central GST & Central Excise, Keonjhar Division, Keonjhar, invites sealed tenders under two part bid system from the eligible house-keeping service providers for providing sweeping/cleaning and miscellaneous housekeeping services for a total 11850 sqft area of the following offices at different places.

<table>
<thead>
<tr>
<th>SLN No.</th>
<th>Name of the building/office</th>
<th>Area (Approx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office of the Assistant Commissioner, Central GST &amp; Central Excise, Keonjhar Division, At-Sirajuddin Square, Po-Keonjhar, Dist-Keonjhar, PIN-758001</td>
<td>6100</td>
</tr>
<tr>
<td>2</td>
<td>Office of the Superintendent, Central GST &amp; Central Excise, Keonjhar GST-I &amp; II Range, At-Sirajuddin Square, Po-Keonjhar, Dist-Keonjhar, PIN-758001</td>
<td>1250</td>
</tr>
<tr>
<td>3</td>
<td>Office of the Superintendent, Central GST &amp; Central Excise, Joda GST-I &amp; II Range, Joda</td>
<td>1500</td>
</tr>
<tr>
<td>4</td>
<td>Office of the Superintendent, Central GST &amp; Central Excise, Barbil GST-I &amp; II Range, Barbil</td>
<td>1500</td>
</tr>
<tr>
<td>5</td>
<td>Office of the Superintendent, Central GST &amp; Central Excise, Baripada GST Range, Baripada</td>
<td>1500</td>
</tr>
</tbody>
</table>

2. The tender documents in this regard comprises of

a) SCOPE OF WORK AS ANNEXURE-A,
b) THE TERMS AND CONDITIONS AS ANNEXURE-B,
c) TECHNICAL BID AS ANNEXURE-C and
d) FINANCIAL BID AS ANNEXURE-D,

which are attached to this notice. The interested parties will ensure to submit the tender documents in the following manner –

<table>
<thead>
<tr>
<th>Envelope 1</th>
<th>The envelope should be superscribed with</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SCOPE OF WORK AS ANNEXURE-A,</td>
<td>&quot;ENVELOPE CONTAINING ANNEXURE-A, ANNEXURE-B AND ANNEXURE-C AS TECHNICAL BID&quot; ELIGIBILITY</td>
</tr>
<tr>
<td>2. THE TERMS &amp; CONDITIONS AS ANNEXURE-B (all)</td>
<td></td>
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</tbody>
</table>

Page 1
In case you fulfill all the terms and conditions, you may submit the above two envelopes in a combined sealed cover superscribed with: "TENDER FOR PROVIDING SWEEPING/CLEANING AND HOUSEKEEPING SERVICE", either by Registered Post/Speed Post or in person on or before 18.09.2020 upto 10.30 hrs. Bids beyond the specified date and time will not be accepted. The envelope containing ANNEXURE-A, B & C (Technical Bid) will be opened in the presence of the designated committee members on 18.09.2020 at 10.45 hrs in the office of the Assistant Commissioner, Central GST & Central Excise, Keonjhar Division, At-Sirajuddin Square, Po-Keonjhar, Dist.-Keonjhar, PIN-758001. The envelope containing ANNEXURE-D (Financial Bid) will be opened in the presence of the designated committee members on 18.09.2020 at 11.45 hrs in the Office of the Assistant Commissioner, Central GST & Central Excise, Keonjhar Division, At-Sirajuddin Square, Po-Keonjhar, Dist.-Keonjhar, PIN-758001. If any of the bidders likes to participate in tender opening process, they may be present at the venue at aforesaid time. If any information furnished by agency is found to be incorrect at a later stage, the agency shall be liable to be debarred from the tendering process. The office also reserves the right to reject any prospective application without assigning any reasons thereto.

3. The service providers who do not fulfill "Technical Bid" requirements will not be considered. Financial bids of only those service providers/ agencies will be opened who fulfill the "Technical Bid" requirements. This office also reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever. This office would not be responsible for any delay or loss of tender documents sent through mail or otherwise.

4. The service provider company should be a reputed one, possessing the required trained manpower and should have been providing the house keeping services to the similar Central /State Government offices for the last 3 years. The experience certificates issued by such offices should invariably be submitted along with the tender documents. The service provider/Contractor would be liable for ensuring compliance with the relevant rules and regulations, as notified by the Government in this regard from time to time. However in order to encourage startups, this condition may be relaxed by the designated committee and decision of the Department cannot be challenged in any forum.

5. The period of contract shall initially be for a period of one year from the date of agreement/ award of the work and may be extended, at the discretion of the Department, up to a further period of six months.

6. The Assistant Commissioner of Central GST & Central Excise, Keonjhar Division, however, reserves the right to reject all/part or any of the quotations without assigning any reasons thereof. No correspondence in this regard will be entertained. The tender forms shall be rejected, if it is found not complete in any respect.

Dtd. 28.Aug.2020

(Debasis Ghosh)
Assistant Commissioner
Central GST & Central Excise
Keonjhar Division.

C.No.I(22)/GL(HK)/KJRDVN/2020/ 1538-91
Copy for information to:
1. The Commissioner, Central GST and Central Excise, Rourkela Commissionerate, Rourkela.
2. The Webmaster CBIC for uploading in the departmental website.
3. Notice Board of office.
4. The Chief Accounts Officer, Central GST & Central Excise, Rourkela Commissionerate, Rourkela.
ANNEXURE-A

SCOPE OF WORK

The service provider should ensure that adequate supervision is exercised on the day-to-day functioning of the deployed personnel. The service provider shall undertake all types of work, viz. cleaning, dusting, toilet cleaning etc. in general and the following works in particular –

1. Cleaning/sweeping of the aforesaid office premises of Keonjhar Division and its Range Offices at different places as mentioned in the table at page 1 and includes
   i. Cleaning of toilets with toilet cleaners and deodorants etc., wash basins and other fittings,
   ii. Cleaning/sweeping and mopping of floor of the office premises with cloth soaked in water and disinfectant for all the rooms before 9.30 a.m. on each working day.
   iii. The persons employed should work on all days except Saturday and Sundays and National holidays.
   iv. The personnel deployed should be well experienced and trained adequate and of sound health. They should be well behaved and well mannered.
   v. Cleaning/sweeping and mopping of adjoining areas such as corridors, staircase and common area once with disinfectant and with plain water.
   vi. Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipments, almirah, filing cabinets, window panes, collecting waste paper, unwanted material and its disposal at indicated locations.
   vii. Housekeeping services such as movement of files/equipments/records within the office and periodical cleaning and dusting and maintenance of records in the record room.

2. Serving of water etc. to the staff working in the offices mentioned in the table on page 1.

3. Miscellaneous works within the office as and when entrusted.

DECLARATION BY THE TENDERER

This is certify that I/We before signing this ANNEXURE-A of the tender containing the “Scope Of Works” as per the tender have read and fully understood the same and undertake myself/ourselves to abide by them.

(Signature of the Tenderer) __________________________

Name __________________________

Seal __________________________

Address __________________________
ANNEXURE - B
TERMS AND CONDITIONS

1. This contract shall be valid for the period of one year from the date of agreement / award of the contract and may be subject to further extension by six months on satisfactory performance.

2. The successful bidder shall submit a Bank guarantee of Rs. 25,000/- (Rupees Twenty Five Thousand) only as a security deposit towards performance of contract in the name of Assistant Commissioner of Central GST & Central Excise, Keonjhar Division, at the time of acceptance of contract.

3. In case the services of the contract workers are not found to be satisfactory by the Assistant Commissioner of Central GST & Central Excise, Keonjhar Division, the contract shall be terminated and the Bank guarantee towards performance of contract of Rs. 25,000/- (Rupees Twenty Five Thousand) will be forfeited by giving a 15 days notice.

4. The Service provider is required to give one month prior notice in writing to this office before withdrawing such contract furnishing detailed reasons for such withdrawal.

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

6. The service provider shall ensure that the persons deployed by him maintain hygiene and social distancing while on duty.

7. The service provider shall ensure the availability of the required number of contract workers from 09.00 hrs to 18.00 hrs on all working days in the office as well as Saturdays when specific weekly cleaning will be carried out as per the instructions issued periodically.

8. The Service provider shall ensure that the contract workers deployed by him adhere to the above mentioned timings of duty.

9. The service provider must provide the name, address, passport photo and aadhar number of each person employed by him locationwise. In case of any change in the list of persons engaged, it must be intimated to the Department beforehand.

10. Record of the attendance will be kept by the Service provider which would be verified by the Department as and when required.

11. The contract worker deployed for services should be able bodied, well behaved, of good moral character and free from any communicable disease and should not have been convicted for any offence. Employment of Child labour by the Service provider is strictly prohibited.

12. It is categorically clarified that the engagement of service provider does not in any way confer any right to the service provider or persons that may be deployed by him in this office to claim any regular employment in this office or any government office.

13. The 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. In case of startups, a recommendation / character certificate from a person of repute may please be submitted.
14. The tenderer should quote his charge (all inclusive) (including GST upto 18% and all other taxes), to be borne by the Department, per month. In case of violation by the tenderer for payment to Contract Workers related to Minimum Wages as per Labour Commissionerate (Central) applicable norms / EPF / ESI / Service Charges / any Central/State taxes of applicable including GST the tenderer shall be solely liable; and the Department is not to be involved. Income tax TDS and GST TDS shall be effected at applicable rate.

15. Procedure regarding to rounding of figures are to be strictly followed. Failure to do so will make the financial bids liable for rejection.

16. No escalation of service charge whatsoever would be allowed during the period of the contract. However, any increase in GST beyond 18% may be claimed by the tenderer subject to submission of proof of deposit of tax.

17. The cost of cleaning material is not to be included in the rate for bidding as it would be provided by the Office.

18. The service provider shall be solely responsible for payment of PF and ESI and GST etc (If any). On demand the service provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.

19. Service provider shall be solely responsible for payment of wages/salaries other benefits and allowances to contract worker employed as applicable (for time to time in terms of the Minimum Wages Act prescribed under 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 services provider shall ensure compliance with all labour laws applicable. He shall pay at least the minimum wages to the contract workers deployed for services in this office in accordance with applicable rules and regulations issued by the Central Government. Any instance of violation of labour laws will render the contract void and would attract forfeiture of Bank guarantee furnished towards the performance of the contract.

20. 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 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.

21. The service provider or authorized representative of the Service Provider will make himself available as and when required by the Department on any working day.

22. The 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.

23. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

24. Any mis-declaration / mis-statement 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.
25. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

26. The transportation, food, medical and other statutory requirement under the various acts/Government regulations in respect of each person of the service provider will be the sole responsibility of the service provider.

27. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.

28. Complying with the legal rules and regulations of the Central/State Government governing such housekeeping contracts would be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labour laws like minimum wages, bonus etc.

29. The service provider shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month. Evidence for ESI/PF benefits given to the employees should be furnished.

30. Income Tax TDS as applicable shall be deducted.

31. The service provider shall not transfer or assign this contract or any part thereof to a third party.

32. The service provider shall exercise proper supervision of the work turned out by the deployed persons.

33. The service provider will submit the monthly bill for reimbursement in duplicate which shall be got certified by the officer-in-charge as per his satisfaction regarding the provision of services. The Contractor shall make regular and full payment of labour wages on or before 5th of the following month, which should not be less than that fixed under provisions of Minimum Wages Act, 1948, as amended to be followed.

34. The monthly bill will be payable on rendering of satisfactory service during the previous month. The service provider will be responsible for payment of salaries and other statutory payment to the workers on monthly basis as applicable to them under law. He should ensure that the same are paid on time every month without waiting for the payment of the bill by the Department. In other words, the service provider shall enclose, with every bill, a certificate to the effect that payment as per Minimum Wages Act 1948 has been made to the workers whose particulars have been furnished by him/them at the time of award of contract along with the bank transfer details i.e. UTR No., Transfer Id, etc., without this certificate, the bill is not liable to be processed by this office.

35. The Assistant Commissioner, Central GST & Central Excise, Keonjhar Division, Keonjhar reserves the right to postpone and/or extend the date of receipt/opening of Quotation or to withdraw the same, without assigning any reason thereof.
DECLARATION BY THE TENDERER

This is to certify that I/We before signing the ANNEXURE-B of the tender containing "TERMS AND CONDITIONS" as per the tender have read and fully understood the same and undertake myself/ ourselves to abide by them. Further, I/We hereby certify that the information furnished in the tender document is full 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 Tenderer with seal) __________________________

Name ______________________________________________________

Seal _______________________________________________________

Address ____________________________________________________
ANNEXURE-C
TECHNICAL BID

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

<p>| | |</p>
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; address of the Tenderer Organization/Agency with phone No., Email &amp; name and Telephone No./ mobile No</td>
</tr>
<tr>
<td>2</td>
<td>Name and complete address of one(1) Central/State Govt. Departments or Central PSUs /State PSUs along with certificate of satisfactory Service issued by the said department. If Startup, date from which business started.</td>
</tr>
<tr>
<td>3</td>
<td>Attach self attested copies of Balance Sheet for the last 3 financial years (upto 31.3.2017) Service Tax Registration Certificate EPF license valid as on date ESI license valid as on date PAN card Should be submitted with technical bid.</td>
</tr>
</tbody>
</table>

DECLARATION BY THE TENDERER

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

(Signature of the Tenderer) 

Name 

Seal ___________________________ Address ___________________________

N.B.: a) Self-attested copies of all the documents/certificates should be submitted alongwith the Technical Bid.
ANNEXURE-D-I

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 Firm/Company: 

2. Address (with Telephone No. & Fax.No.)

3. Name & Address of the proprietor/partners/Directors (with Mobile No.):

I/we hereby quote Rs. ... ... ... ... ... ... ... ... ... /-(Rupees ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ...)

Only) per month for the tender of housekeeping. At the rate quoted above, we intend and are capable of providing the contract workers as per the scope of work and the terms and conditions of the tender.

Note :1 See condition no 17 and 18 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 and amount of 50 paise and exceeding the same to be rounded off to Rs. 1)

DECLARATION BY THE TENDERER

This is to certify that I/We before signing the ANNEXURE-D of the tender as “TECHNICAL BID” as per the tender have read and fully understood the same. Further, I/We hereby certify that the information furnished above ANNEXURE-C as TECHNICAL BID of the tender as “FINANCIAL BID” of the tender is full and correct to the best of my/our knowledge.

(Signature of the Tenderer with seal) __________________________

Name ___________________________ Seal __________________________

Address __________________________

N.B.: a) Self-attested copies of all the documents should be submitted alongwith Financial Bid.
ANNEXURE-E

DOCUMENTS TO BE SUBMITTED ALONGWITH THE BID

1. Profile of the company along with the financial statements indicating the turnover of the company.

2. List of Govt. Sector/Public Sector/Private Sector/organisation wherein the bidder has undertaken such housekeeping services during the previous two years.

3. Certificate from clients for having satisfactorily completed the work of housekeeping.

4. Copies of PAN Card, Service Tax/GST registration, Certificate of registration with the labour Department, registration with EPF/ESI departments.

5. Any other relevant information connected with such services.