



**OFFICE OF THE ASSISTANT COMMISSIONER**  
**CGST & CENTRAL EXCISE DIVISION,**  
**EYE HOSPITAL ROAD, SITAPUR-261001**

CNo. I(22)03/Admin./Housekeeping Services/2021

Dated: 16.03.2021

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES ON CONTRACT BASIS FROM 01.04.2021 to 31.03.2022

Tender Notice-01/2021

Online bids are invited from reputed firms/housekeeping service providers for providing housekeeping, cleaning and sweeping services on contract basis in the premises of the **Office of the Assistant Commissioner, CGST & Central Excise Division, Eye Hospital Road, Sitapur** :

Name of Work	Providing House-Keeping services by unskilled workers for Area 6500 Sq.Ft (Approx.), The rate is to be quoted per Sq. Ft. per month basis.
Estimated Cost	Rs. 400,000/- (Rupees four Lakh only) for the contract period of Financial Year 2021-22 (From 01.04.2021 to 31.03.2022)

2. Document Download: The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) and also from [www.cbec.gov.in](http://www.cbec.gov.in) as per the schedule as given in the CRITICAL DATE SHEET as under:

**CRITICAL DATE SHEET**

<b>e-Tender Publishing Date</b>	<b>16.03.2021</b>
<b>Start Date &amp; Time for downloading Tender Document</b>	<b>17.03.2021 from 11:00 hrs onwards</b>
<b>Last Date and Time for Submission of Online Bid</b>	<b>31.03.2021 upto 16:00 hrs.</b>
<b>Technical Bid Opening Date and Time</b>	<b>01.04.2021 at 10:00 hrs.</b>
<b>Financial Bid Opening Date and Time</b>	<b>01.04.2021 at 12: 00hrs.</b>

3. The e-bids are invited in two separate parts i.e.(i) Technical Bid (ii) Financial Bid. The proforma for Technical Bid and Financial Bid are prescribed in Annexure-IV Annexure-V respectively of this tender. The Tender shall be addressed to the **Assistant Commissioner, CGST & Central Excise Division, Eye Hospital Road, Sitapur with words "Bid for Outsourcing of Housekeeping Services on Contract Basis for one year i.e. from 01.04.2021 to 31.03.2022"**.

4. Earnest Money Deposit of Rs. 5000/- (Rupees Five Thousand only) shall be paid by bidders by Demand Draft/Banker's Cheque, drawn on a Scheduled Commercial Bank in India, in favour of "PAO CBIC LUCKNOW" payable at Lucknow. Bidders submitting their bids online shall ensure that Earnest Money

Deposit (EMD) must reach the address at O/o Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur -261001 by 16.00 hrs on 31.03.2021. Tender without EMD will be treated as non-responsive and will be rejected, at the initial state itself "as tenders received without EMD".

5. The technical bid will be opened first in the presence of Tender Committee Members and Bidders (present during the opening). Financial bids of only technically qualified bidders shall be opened in the presence of Tender Committee Members and bidders (present during the opening).

6. The Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur reserves the right to reject all/part or any of the tenders without assigning any reason thereof. No correspondence in this regard will be entertained.

7. If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be debarred from the tendering process and black-listed for the future.

8. In case of any queries, the Bidders may contact **Administrative Officer of Office of the Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur on any working day between 9:30 AM to 6:00 PM either in person or on telephone number 05862-242434.**

—sd—

(AJAY KUMAR)

Assistant Commissioner

CGST & Central Excise Division-Sitapur

Copy to:

1. The Deputy Commissioner (P&V), CGST & Central Excise, Lucknow for issuing necessary directions for uploading the tender Notice on the CBIC website & CCO website.
2. Notice Board.

18.03.2021

Assistant Commissioner

CGST & Central Excise Division-Sitapur

196  
16/03/2021

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES ON CONTRACT BASIS FROM 01.04.2021 to 31.03.2022**

**Annexure-I  
APPLICATION FORM**

FROM:

.....  
.....  
.....

To,

**The Assistant Commissioner  
CGST&Central Excise Division  
Eye Hospital Road, Sitapur**

Sir,

**Subject:-E-tender for "Outsourcing of Housekeeping Services" on Contract Basis  
from 01.04.2021 to 31.03.2022**

Reference:

(1) Your e-tender Notice No.....Dated.....

(2) EMD-DD No.....Dated.....for Rs.....

I/We have also examined the requisite specifications and my/our offer is to provide  
the required service in accordance with the requisite scope of work.

I/We quote the rate **inclusive of all taxes, duties, transportation, etc**(in complete).

Yours faithfully,

(Signature and stamp of the Tenderer)

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES ON CONTRACT BASIS FROM 01.04.2021 to 31.03.2022**

**Annexure-II**

**SCOPE OF WORK**

**JOBS TO BE CARRIED OUT DAILY**

- (a) Sweeping and wet mopping of the office floor area including rooms, cabins, work stations, corridors, staircases and other common utility areas with disinfectant in the morning and removing all the unwanted materials.
- (b) Dusting and cleaning of window Glasses, Curtains, all the electronic gadgets such as Computers, Telephones, Fax machines, Photocopier machine, Furniture & Fixtures, Sofas, Almirahs, Visitors' Chairs, Cupboards, Windows, Doors, Water Coolers, etc.
- (c) Proper dusting, cleaning and stocking of files/records on the racks.
- (d) 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. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
- (e) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
- (f) Shifting of furniture, water dispensers, crockery & cutleries, etc as required.
- (g) Cleaning of pantries, water dispensers, crockery & cutleries etc. as required.
- (h) Maintenance of kitchen & dining hall including washing vessels & utensils.
- (i) Cleaning of Ceilings, walls, AC dust, grills and beams.
- (j) General maintenance and upkeep of the entire office premises.
- (k) The housekeeping service provider will also maintain garden and plants in the office premises of CGST & Central Excise Division-Sitapur.
- (l) Any other work assigned by the controlling officers of the office of **Assistant Commissioner of Central Goods and Service Tax (CGST) & Central Excise, Division Sitapur.**

**JOBS TO BE CARRIED OUT WEEKLY**

- (a) Washing of floors with surf/vim/soap/cleaning material and water or any other cleaning operation.
- (b) If the manpower is required on Sundays/Holidays, no extra charge will be payable to the Service provider.

**In view of the COVID-19 pandemic and to ensure safety of official staff, the following conditions are to be met:-**

- (a) Daily temperature check of the housekeeping staff will be undertaken and only the housekeeping staff in fit medical conditions should be sent on duty.
- (b) The housekeeping staff should wear a mask and gloves (daily sanitized) at all time and undertake all COVID-19 related precautionary measures as prescribed in government guidelines from time to time.
- (c) All the housekeeping staff working in CGST& Central Excise Division, Sitapur should download and use "Arogyasetu app" on their mobile phones.

- (d) Daily sanitization of all surfaces exposed to touch like table, computer systems is to be done. Frequently used surfaces like door handles are to be sanitized several times a day as directed.
- (e) One staff to be deployed to operate the thermal scanning device at the entrance of the premises.
- (f) Any other direction given from time to time with respect to the COVID-19 safety measures are to be scrupulously followed.

**MISCELLANEOUS CONDITIONS**

- (a) Sweeping, cleaning, dusting etc shall be completed before 9:30 am every day.
- (b) The service Provider shall, on award of the contract, furnish the list containing names and addresses of the housekeeping staff sent to this office for performing housekeeping services.
- (c) The Service Provider shall maintain an attendance register of the said housekeeping staff and this register shall be subject to check by the administration branch of the division office as and when required.
- (d) The housekeeping staff will render services everyday including Saturdays, Sundays and other holidays if required.
- (e) They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
- (f) All consumables and materials required for housekeeping & Maintenance of toilet shall be provided by the Department.
- (g) The Services provided by the Service Provider shall be closely monitored and shall be up to the satisfaction of this office.

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES ON CONTRACT BASIS FROM 01.04.2021 to 31.03.2022**

**Annexure-III**

**GENERAL TERMS AND CONDITIONS**

- (a) The rate shall be quoted on the basis of **Per Square Foot per Month** inclusive of all taxes/ charges at the time of submitting the tender.
- (b) Quotations will be received up to the stipulated date and time only.
- (c) The bidders must comply with all the terms and conditions of the contract.
- (d) Nobody except bidder's authorized representative shall be allowed to enter this office. Within the premises of this office, the service provider shall not do any private work except their assigned duties.
- (e) The bidder must have registered for **providing Housekeeping service**.
- (f) The bidder must have **ISO certification for registration of Housekeeping service**.
- (g) **The housekeeping service provider ensure payment of minimum wages as revised from time to time the deployed housekeeping staff at the prevailing rates as fixed under Minimum Wages Act (year), prescribed by the Central Government. Any breach of such Act shall make the contract liable for termination.**
- (h) Any liability such as **GST, 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. All these statutory liabilities and **revision of minimum wages on account of revision of D.A. from time to time shall be factored in while quoting the rates per square foot per month** at the time of submitting the tender. There will not be enhancement of rate over and above the rate finalized. All the rates must be written both in figures and in words. In case of discrepancy between the words and figures the rates indicated in words shall prevail. No. overwriting shall be allowed.
- (i) Insurance cover protecting the Service Provider against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by Service Provider. The office of the **Assistant Commissioner, CGST& Central Excise, Division-Sitapur** shall not entertain any claims arising out of mishap, if any, which may take place.
- (j) It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the housekeeping staff that may be deployed by him in this office for claiming any regular or part time employment benefits in this office or any other Govt. Office.
- (k) The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by it's housekeeping staff.
- (l) The housekeeping staff deployed by the service provider shall be adequately trained, well behave and well mannered. They shall be sound health and sound mind.
- (m) The service provider must ensure proper dress code for its housekeeping staff. The service provider shall not indulge in employing child labor.
- (n) Man power required for execution of the entire housekeeping work including transport shall be arranged by the service provider. In case, a particular housekeeping staff remains absent due to one reason or other, it will be the responsibility of the Service Provider to provide another housekeeping staff in

his place. Minimum 2 numbers of male housekeeping staff is required. They shall report to the office before 9:00AM.

- (o) Preference shall be given to the service provider who will be having experience of providing housekeeping services to the central government organization/PSUs.
- (p) The service provider shall not engage any sub-Service Provider for rendering the services mention in this contract.
- (q) The service provider will submit the monthly bill showing all the breakups in rates in duplicate for reimbursement on or before the 5<sup>th</sup> of the following month.
- (r) The Service Provider shall make regular and full payment after statutory deductions to its housekeeping staff **directly into their bank account till 5<sup>th</sup> of every month**, as per the law and furnish necessary proof in this regard as and when required by their office.
- (s) In case of any **complaint of non-fulfillment of any obligation under contract, this office reserves the right to deduct the amount due from the contract from monthly bills as well termination of the contract.**
- (t) The service provider will attract a penalty of an amount of Rs. 500/- per day in case the housekeeping staff fails to carry out the housekeeping services due to absence or any other reason which shall be recovered from the bills or otherwise.
- (u) 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 is liable to penalty @ Rs 500/- per day, which shall be recovered from the bills or otherwise.

We agree to the above terms and conditions.

Signature with Date \_\_\_\_\_

Name of the signatory \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES ON CONTRACT BASIS FROM 01.04.2021 to 31.03.2022**

**Annexure-IV**

**TECHNICAL BID**

1.	Name of the Service Provider	
2.	Type of entity-proprietorship firm, partnership firm, Pvt.Ltd.Co.	
3.	Address /telephone no./fax no./Mobile no.	
4.	Name of the contact person	
5.	Tel. No./mobile no. of contact person	
6.	EMD details@Rs. _____ /-	DD No. _____ Date:-
7.	Legal Certificate to be enclosed and Details in this regard to be provided	
	PAN Details	
	GST registration (GSTIN) details (if note exempted)	
	Labour License details	
	ESI Registration details	
	EPF Registration details	
	Shop and establishment Registration (Gumasta license) details	
	ISO certificate details	
8.	Annual Turnover of Previous Three Financial Years Details (Annexure VI alongwith Copy of Profit & Loss A/C, Balance sheet, Audit Report And Income Tax Returns of said Three Years to be enclosed	
9.	Bank Solvency Certificate Enclosed	
10.	Experience in Housekeeping with details of contracts in previous Five Financial Years (Proof to be enclosed)	
11.	No. of staff to be deployed for contract (minimum 3 staff are Required)	
12.	Details of housekeeping/cleaning equipment owned and to be put in use for contract by the Service Provider	
13.	Any employee of the office of the <b>Assistant Commissioner, CGST &amp; Central Excise Division, Eye Hospital Road, Sitapur</b> on your board or share-holder in Service Provider's Entity	YES/NO, If Yes Provide details
14.	Has any of your director/partner/entrepreneur ever been convicted under law	YES/NO, If Yes Provide Details
15.	Has your firm/company ever been blacklisted at any time in the past by any organization	YES/NO, If Yes Provide Details
16.	Is there any pending legal issues against the Service Provider	YES/NO, If Yes Provide Details
17.	Any other information Service Provider may like to furnish ( may be furnished in separate enclosure)	



**DECLARATION**

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge.

I/We understand that if any deviation is found in above statement at any stage I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date:-

Sign:-

Place:-

Name:-

Design.:-

Co. Name & Seal

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES ON CONTRACT BASIS FROM 01.04.2021 to 31.03.2022**

**Annexure-V**

**PROFORMA FOR FINANCIAL/PRICE BID**

<b>Sr.No.</b>	<b>Name of the office/Department</b>	<b>Cleanable area</b>	<b>Monthly Rate per Sq. Feet</b>	<b>Total Amount for total Sq.feet per month (inclusive of all taxes applicable)</b>

It is certified that the above quoted rate complies with Minimum Wages Act and all the statutory provisions and rules as applicable. The above rates are inclusive of all the taxes (GST or any other tax) payable to Government.

Signature of the bidder

Office Seal

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES ON CONTRACT BASIS FROM 01.04.2021 to 31.03.2022**

**Annexure-VI**

**UNDERTAKING BY THE BIDDER**

1. I/We undertake that my firm M/s.....  
.....has not been blacklisted by any Govt.  
Department/Public Sector Undertaking/Autonomous Body.
2. I.....Son/Daughter/Wife of  
Shri.....Proprietor/Partner/Director/author  
ized signatory of M/s.....am  
competent to sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them.
4. The Information/documents furnished along with the above application are  
true and correct to the best of my knowledge and belief. I/We, am/are well  
aware of the fact that furnishing of any false information/fabricated document  
will lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law:
5. I understand that in case any deviation is found in the above statement at any  
stage, my concern/firm/co. shall be blacklisted and shall not have dealing with  
the Department in future.

Date:

Signature of the authorized Signatory of the  
firm/Company/Organization Office Stamp/Seal

Place: