



केन्द्रीय वस्तु एवं सेवाकर आसूचना महानिदेशालय

DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE

भुवनेश्वर औचलिक इकाई / **BHUBANESWAR ZONAL UNIT**

प्लॉट नं. २७, शहीद नगर, भुवनेश्वर-७५१००७

PLOT NO. 27, SAHEED NAGAR, BHUBANESWAR-751007

टेली/**Tel:0674-2548180**;फैक्स/**FAX-2549180**;ईमेल/**Email:ad-gstint.od@gov.in**

C.No. DGGI/BbZU/GL/05/2017

Dated:

TENDER No. 03/2021

Sub:- Tender for sourcing of services of Contract labour for Sweeping / Cleaning/ Housinkeeping and other miscellaneous office work at DGGI,Bhubaneswar,Zonal Unit Bhubaneswar- Reg.

The office of the Directorate General of Goods & Service Tax Intelligence, Bhubaneswar Zonal Unit Bhubaneswar at Plot No. 27, Saheed Nagar, Bhubaneswar invites sealed quotations from experienced and eligible contractors with good track record for providing **Sweeping/Cleaning/ Housekeeping and other miscellaneous office work** for the office of the DGGSTI, Bhubaneswar Zonal unit, plot No-27, Saheed Nagar, Bhubaneswar for one (1) Year from 06. 03.2021 to 05.03.2022 or date of acceptance of the tender subject to further extension on rendering of satisfactory services.

The tender notice along with the following annexures are enclosed herewith.

- i. Scope of the work as **Annexure- A**
- ii. Term & Conditions as **Annexure-B**
- iii. Format for Technical Bid **As annexure-C**
- iv. Format for Technical Bid **As Annexure- D**
- v. Format for Financial Bid **As Annexure- E**

The bidders are requested to read it carefully before submitting / participating in the proposed bidding process. The Tender from complete in all respects shall be submitted in two separates sealed covers. Both the sealed envelopes should placed in another sealed cover super scribing it "**Quotations / Rate for sweeping / leaning / Housekeeping and other miscellaneous office work**" addressed to the Additional Director, Director General of Central Excise Intelligence, Zonal Unit Bhubaneswar located at Plot No. 27 Saheed Nagar, Bhubaneswar-751007 at the above mentioned address till **15.00 hrs. Of 26th Feb 2021**.

Interested bidders shall submit both the technical bid and the financial bid separately as per the above Annexures. Only the bids complete in all respects and received till 15.00 hrs. of 26th Feb 2021 will be considered. The tenders will be opened in the presence of bidders on **2nd March at 11.00 Hrs.** in the chamber of Additional Director, Directorate General of Goods &

Service Tax Intelligence, Zonal Unit Bhubaneswar located at plot No. 27, Saheed Nagar, Bhubaneswar.

If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for delay on account of postal /courier services.

The bidders shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.

Encl:As above

Santosh Ku. Mohanty 4/2/2021

सन्तोष कु. मोहन्ती, भा.रा.से./ Santosh Ku. Mohanty, I.R.S.
अपर निदेशक/Additional Director,
के.व.से.आ.म.,भुवनेश्वर/DGGI,Bhubaneswar

Copy to:-

C.No.DGGI/BbZU/GL/03/2017

Dated:-

1. Webmaster, CBIC for upload to webpage of CBIC.
2. Notice Board, DGGI, Bhubaneswar Zonal Unit, Bhubaneswar.

ANNEXURE-A

SCOPE OF THE WORK

The premises of the office of the Additional Director, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar located at Plot No. 27 Saheed Nagar, Bhubaneswar. The total area of the office includes carpet area of 8400 sq.ft. and open area of parking and gardening around 4000 sq.ft., totaling to 12400 sq.ft. the above series is to be rendered at the said office premises for both at carpet area and open area totaling to 8400 sq.ft. All the housekeeping materials /consumables such as broom , mop sticks and other cleaning material etc. as required will be supplied by the department. The scope of the work includes:-

- i. Sweeping /cleaning including wet ,mopping of all the office area including the staircase as well as the open area including terrace is to be done on a daily basis so as to maintain the entire premises in neat and tidy condition and to be kept hygienic at all the times which to be completed before 9.15 a.m on each working day and at regular interval or as per the need arises.
- ii. For the purpose of sweeping / cleaning /housekeeping and other miscellaneous office of the office shall be functional on 6 days in a week excluding Sundays and Closed Holidays.
- iii. Furniture like tables , chairs, visitors chairs, sofas and almirahs and all electronic gadgets like computers, telephones, fax machines, photo copier machines etc have to be maintained dust free and dusting has to be carried out on daily basis.
- iv. All the sweepings, garbage and waste should be collected and disposed off in the nearest pit.
- v. On a weekly basis, every Saturday non routine work like removal of cobwebs in corridors, rooms, chambers and lavatories must be carried out. Rigorous cleaning of window panes, ventilators etc should also be done.
- vi. On every Saturdays shifting of furniture and other equipments, files, photocopying and movement of tapal should also be carried out.
- vii. Care should be exercised while cleaning electronic gadgets.
- viii. Any other miscellaneous official works as assigned by the administration/ authority concerned will be required to be done.