



केन्द्रीय वस्तु एवं सेवाकर आसूचना महानिदेशालय

**DIRECTORATE GENERAL OF GOODS AND SERVICE TAX INTELLIGENCE**

राउरकेला क्षेत्रीय इकाई / **ROURKELA REGIONAL UNIT**

टाउन इंजीनियरिंग ऑफिस कैंपस, प्रोजेक्ट बिल्डिंग, सेक्टर -5, राउरकेला - 769002

**TOWN ENGINEERING OFFICE CAMPUS, PROJECT BUILDING, SECTOR-5, ROURKELA- 769002**

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F.No.02/DGCEI/ RRU/ ESTT/2016/Pt/297 - 303

Date. 12.03.2021

## **T E N D E R**

### **NOTICE INVITING SEALED QUOTATION FOR OUTSOURCING OF SERVICES OF CONTRACT LABOUR FOR SWEEPING/CLEANING/HOUSE KEEPING AND OTHER MISCELLANEOUS OFFICE WORK AT DGGL, ROURKELA REGIONAL OFFICE AT ROURKELA**

The Office of the Deputy/Assistant Director, Directorate General of Goods and Service Tax Intelligence, Rourkela Regional Unit, Rourkela invites sealed quotations for **limited tender process** under two part-bid system for providing security service for **Contract Labour for Sweeping/Cleaning/House Keeping and Other miscellaneous office Work** at Office of the Deputy/Assistant Director, Directorate General of Goods and Service Tax Intelligence, Rourkela Regional Unit situated at the Town Engineering Office Campus, Project Building, Sector-5, Rourkela-769002 for 1(one) year from the date of commencement of rendering of service subject to further extension on rendering of satisfactory service.

2. The tender document in this regard Comprises of:-

- i. **SCOPE OF WORK AS ANNEXURE-A**
- ii. **THE TERMS AND CONDITIONS AS ANNEXURE-B;**
- iii. **TECHNICAL BID AS ANNEXURE-C;**
- iv. **FINANCIAL BID AS ANNEXURE-D;**

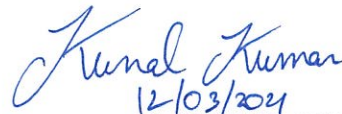
which is enclosed with the notice. The tenderer while submitting the tender will ensure to submit above tender document as under:-

I- SCOPE OF WORK AS ANNEXURE-A II- THE TERMS AND CONDITIONS AS ANNEXURE-B; III- TECHNICAL BID AS ANNEXURE-C;	IN A SEPARATE ENVELOPE DULY MARKED AS <b><u>"ENVELOPE CONTAINING ANNEXURE-A, ANNEXURE-B, AND ANNEXURE-C AS TECHNICAL BID"</u></b>
IV- FINANCIAL BID AS ANNEXURE-D;	IN A SEPARATE ENVELOPE DULY MARKED AS <b><u>"ENVELOPE CONTAINING ANNEXURE-D AS FINANCIAL BID"</u></b>

In case you fulfil all terms and conditions, you may submit the above two envelopes in a third sealed cover mentioning on the top of the cover "**TENDER FOR PROVIDING SWEEPING/CLEANING/HOUSE KEEPING AND OTHER MISCELLANEOUS OFFICE WORK**" which should reach the **Office of the Deputy/Assistant Director, Directorate General of Goods and Service Tax Intelligence, Rourkela Regional Unit situated at the Town Engineering Office Campus, Project Building, Sector-5, Rourkela-769002** by Regd post with A.D/ speed post or in person on or before **05.04.2021 up to 12.30 hrs.** The envelope containing Annexure A, B, & C will be opened on **05.04.2021 at 16.00 hrs** in the chamber of the Deputy/Assistant Director, DGGI, Regional Unit, Rourkela in presence of the **Departmental Tender Committee**. The bidders may be present at the time of opening of sealed envelopes containing technical and financial bids at the aforesaid office premises. No other intimation will be given to the bidders in this regard.

3. Service providers who do not fulfill "Technical Bid" requirements will not be considered. Financial bid 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 of loss of tender documents sent through mail or otherwise.

4. The Deputy/Assistant Director, Directorate General of Goods and Service Tax Intelligence, Regional Unit, Rourkela, however, reserves the right to reject all/part or any of the quotation without assigning any reason thereof. No correspondence in this regard will be entertained. The tender shall be rejected if it is found not complete in any aspect.



(कुनाल कुमार / KUNAL KUMAR)

सहायक निदेशक/ASSISTANT DIRECTOR

Copy forwarded to :-

1. M/s Om Sarala Security Services Pvt Ltd, Ganesh Market, STI Chowk, Rourkela, Odisha-769004
2. M/s Unix Services(P) Limited, Plot No. 578/760, Pokhariput, Bhubaneswar-20.
3. M/s Rashmi Ranjan Dash, Flat No. C-204, Sonali Palace, Shaiashree Vihar, Bhubaneswar-21
4. M/s Bharai Neat and clean Service, At- Ganesh Market, STI Chowk, Rourkela769004.
5. M/s Unix services, Niladri Appt. Sailashree Vihar, Bhubaneswar- 751020.
6. Iswar Prasad Services C2L2/326, Chhend, Ph-II, Rourkela- 769015.
7. Jay Jawan Construction, MIICR-54, Chhend, PH-I, Rourkela – 769015.

**ANNEXURE-A**  
**SCOPE OF WORK**

The Premises of Deputy/Assistant Director, Directorate General of Goods and Service Tax Intelligence, Rourkela Regional Unit, is located at Town Engineering office Campus, Project Building, Sector-S, Rourkela-769002. The total area of the office including carpet area of 3522 Sq. feet (Approx) and open area of 500 sq.ft, **totaling to 4022 sq. ft.** All the housekeeping materials/consumables such as broom, mop, sticks and other cleaning materials 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 open area 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 times which is to be completed before 9:15 AM daily on each working day and at regular intervals as so per the need arises.
- (ii) Miscellaneous services including serving of drinking water/refreshment, etc., to the officers as well as assesses on visit to the office, running of Xerox machines, fax machine and making of departmental submissions, materials, etc and including those which may be required by this office.
- (iii) Furniture like Tables, Chairs, Visitors, Sofas and Almirahs and all electronic gadgets like computer, telephones, fax machines, photo copier machine etc. have to be maintained dust free and dusting has to be carried out on a daily basis.
- (iv) All the sweeping garbage and waste should be collected and deposited 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 Saturday shifting of furniture and other equipments, files, photocopying, if required, 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 concern will be required to be done.

**DECLARATION BY THE TENDERER**

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

(Signature of the Tenderer with seal) \_\_\_\_\_

**NAME** \_\_\_\_\_

**SEAL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**ANNEXURE-B**  
**THE TERMS AND THE CONDITIONS FOR HOUSEKEEPING**

The agency shall be considered for award of contract only if it agrees to abide by the following terms and conditions.

1. Two bid system will be followed (1) Technical Bid (2) Financial Bid.
2. The agreement/contract shall be in force for a period of one year with effect from the date of award of contract. This office reserves the right to extend the duration of the contract subject to satisfactory performance and on mutually agreed terms and conditions.
3. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions hereinafter specified will be rejected. 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 the delay on account of postal/courier services.
4. The bidder shall sign with stamp on each page of this 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. The Bidder would fill up the Information in Annexure-D enclosed with the document in the clear and legible terms. The tender documents are not transferable.
5. This office reserves the right to postpone/and/or extend the date of receipt/opening of rates/quotation or to withdraw the same without assigning any reason thereof.
6. This office reserves the right to accept or reject any bid, and to annul the bidding process altogether and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any Obligations to inform the affected bidder or bidders of the grounds of such action.
7. The valid technical bid shall be scrutinized by the department to shortlist the eligible bidders. The financial bids of the shortlisted bidders will be opened thereafter. The shortlisted tender bids are the corresponding financial bids along with the documents will be submitted to the "competent authority" and upon approval by the "competent authority" The successful bidder will be intimated about the award of contract to them.
8. The bidder shall ensure that all the documents shall be submitted along with technical bid or financial bid should be legible, duly attested / signed.
9. The service provider is required to submit the complete rates/quotations only after satisfying each and every condition laid down in the Annexures.
10. The bidders should be registered with competent authorities under contract labour (Regulation and Abolition) Act and allied act and should have valid registration under said acts. The bidders should have also registered with Income Tax department and should have valid PAN.
11. The Annual Turnover of the bidder should not be less than 20 lakhs for last two financial years. In case of duly audited balance sheet for last three years are not readily available then a certificate to this effect or correct turn over for such years to be provided by the Chartered Accountant along with I.T returns for the said period.
12. They should furnish appreciation certificates from minimum three service recipients (preferably from Central/State Govt).
13. The bidder shall quote their rates for the service to be provided as "RATE PER SQ.FOOT PER MONTH". These should include all amounts payable towards EPF, ESI, Bonus on wages, any other statutory/miscellaneous allowances, employer's contribution etc. except GST. A break up to this extent may be furnished. The rate per square foot per month has to be quoted in

the Financial Bid document. No amount except GST would be payable over and above the rate quoted. It may be noticed that TDS will be deducted @2% or at the appropriate rate of the total payment under GST (if applicable) besides TDS under Income Tax laws.

14. Further, the minimum wages as prescribed by the Labour Commissioner should be factored in while quoting the "RATE PER SQUARE FOOT PER MONTH" and for every percentage increase in minimum wages, the corresponding increase in "RATE PER SQUARE FOOT PER MONTH" will be granted to the successful bidder in course of the contract."
15. The contract will be awarded one year from date of commencement of rendering of service. This office reserve the rights to extend the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.
16. The successfully bidder should furnish performance Security value of Rs. 25,000 / in the form of an Account Payee Demand Draft of fix Deposit receipt from a commercial bank or Bank Guaranteed from a Commercial Bank.
17. At least three personnel are to be deployed to perform the sweeping/cleaning/housekeeping and other miscellaneous office work for the entire duration of the tender. If the services of any particular employee of the service provider is found to be unsatisfactory, it will be hence communicated to the service provider and the service provider will replace him/her with immediate effect.
18. The personnel deployed should be well experienced and trained adequately and should be of sound health, they should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. Child labours are strictly prohibited.
19. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.15 A.M. daily. The personnel will perform all the duties assigned to the contractor and as specified from the depart merit from time to time.
20. The service provider should adhere to all the relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both State and Central Govt. should be adhere to and complied by the House Keeping contractor and all record maintained thereof should be available for scrutiny by this office. Any failure to comply with any of the regulations or any deficiency in service will render with contract liable for immediate termination without any prior notice in addition to the action proposed to be initiated by the statutory bodies.
21. The personnel will be report to the officer in charge assigned by the department i.e. caretaker. If a particular is absent on any day, another person should be deployed in his place. For any absence and non-engagement, no wages shall be paid.
22. **The service provider should pay their personnel minimum rates of wages at the prevailing rate as fixed by office of the Chief Labour Commissioner (Central). The transactions/payment of wages to be made to the bank account of the deployed personnel by the service provider and the proof of the payment of minimum wages through banking transaction to be submitted with the bill for the next month. Also, the ESI and PF per head to the current rate should be paid by the contractor every month as per the existing rule. Any breach of this condition will render the contract liable for immediate termination without any prior notice besides consequential legal action.**
23. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them. This department will be not liable to pay over than above as explicitly agreed upon. Proof of Challan/receipt for the payment made towards wages to each employee should be furnished to this office as and when called upon. In case this office receives any complain regarding non-payment of wages to any personnel the

- Amount payable to these personnel will be recovered from the contractor's bill and paid to such personnel.
24. The contractor should ensure that there is no scope of any grievances from the personnel on delay payment of wages.
  25. Mode of payment will be monthly and the payment of the house keeping contractor will be through account payee cheques/e-payment only. Tax Deducted at Source (TDS) shall be deducted as per the provisions of Income Tax Law and GST Law, as amended from time to time
  26. That an Liability such 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. Except GST will be paid over and above the contracted value, the department will not pay any other amount to the successful bidder.
  27. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence dishonesty or misconduct of the man/woman engaged for the work and this office shall not be liable to pay any damages or compensation to such persons or to third party. All damage caused by the house keeping personnel shall be charged to the contractor and recovered from its dues/bills.
  28. Contractor shall be fully responsible for theft, burglary, fire on any mischievous deed by his staff. Any loss due to any of above reasons shall be compensated by him in full.
  29. This office shall not entertain any claim arising out of mishap, if any, that may take place while discharging the duties by the labour providing by the contractor.
  30. No other person except service providers authorized representative shall be allowed to enter the office premises.
  31. The house keeping contractor shall be strictly complying with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with statutory requirements and/ or the terms of the agreement during the period of agreement or deficiency in service shall result in termination of the contract.
  32. Notwithstanding anything contained herein, the Office of the Deputy/Assistant Director , DGGI, Rourkela Regional Unit reserves the rights to terminate the contract by giving 30 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.
  33. TERMS OF PAYMENT
    - i. The contractor will submit the monthly bill for every month by the first day of next month duly certified by the care taker/office nominator. No interim bill will be entertained. Payment will be paid through e-payment/cheque after submission of bill provided. There is no dispute in respect of rates, quality or quantity of work and on the basis of endorsement made by the respective caretakers. The payment is subject to TDS applicable as per the income Tax Act 1961 and GST Act & laws.
    - ii. Bills chargeable to the DGGI, Rourkela Regional unit shall be paid after every month of services rendered if found in order: In case of any complaint of non-fulfillment or any obligation under the contract, the DGGI, Rourkela Regional Unit reserves the right to deduct the payments due from the contractor from monthly bill(s).
    - iii. No claim for regularization of any person employed by the contractor in the Govt. Service will be entertained by this office and this department will not be the party to any such Litigation(if any) and the contractor should ensure that the same is made Known/ clear to the person employed by him.

**DECLARATION BY THE TENDERER**

This is to certify that I/We before signing this ANNEXURE-B of the tender containing the "**Terms & Conditions for Housekeeping**" as per the tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the Tenderer with seal) \_\_\_\_\_

NAME \_\_\_\_\_

SEAL \_\_\_\_\_

ADRESS \_\_\_\_\_

**ANNEXURE-C**  
**TECHNICAL BID**

**Note: - Any violation of the Terms and Conditions in submitting the TECHNICAL BID will lead the rejection of the same**

1. Name of the Agency/ Company .....
2. Address of the Agency/Company with status of ownership .....
3. Phone No. ....Fax No. .... Mobile.....
4. Email address .....
5. Authorized officials Name, Designation and Contact No .....
6. Self attested copies of documents for technical bid;

Sl. No.	Description of documents	Valid upto (if applicable)	Attached (Yes/No)	Page No
1	Copy of valid registration certificate of the Firm/Company/Agency/Proprietorship firm			
2	GST Registration Certificate			
3	Valid Labour License obtained from the Local Controlling authority under Section 12(1) of "The contract Labour (Regulations & Abolition Act, 1970)			
4	Permanent Account Number (PAN) Card			
5	EPF Registration Certificate			
6	ESI Registration Certificate			
7	Income Tax return for last three years			
8	Annual Financial Statement for last three years (if any)			
9	Copy of appreciation certificates from minimum three service recipients (preferably from Central/State Govt).			
10	Signed all the pages to tender documents			
11	Other documents if any			

**DECLARATION BY THE BIDDER**

This is to certify that I/we before signing this **ANNEXURE-C** of the tender as "TECHNICAL BID" as per the tender have read and fully understood the same. Further I/we hereby certify 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 with seal)** \_\_\_\_\_

**NAME** \_\_\_\_\_

**SEAL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_



**ANNEXURE-D**  
**FINANCIAL BID**

**Note: - Any Violation of the Terms and Conditions in submitting the FINANCIAL BID will lead the rejection of the same**

**Note:- The bidders shall quote their rates for the service to be provided as " RATE PER SQUARE FOOT PER MONTH" (in both words and figures) inclusive of deduction towards EPF & EST and other statutory dues etc. but GST which will be paid separately for the work, if applicable as detailed in Annexure-B of the tender. Apart from that, no amount whatsoever will be paid by the department.**

**Note:- The total amount per month quoted has to be rounded off in such manner that the part amount less than 50 paise has to be discharged whereas the amount of 50 paise and amount 50 paise to be rounded off to Rs.1.**

1. Name of the agency /company:-
2. Address with telephone no. and fax no-
3. Name and address of the proprietor/partners/Directors (with mobile no.):
4. Quotation details:-

Sl.No	Name of the office and address	Area ( Sq Ft)	Rate per sq. ft. (in Rs.) excluding GST but including all other charges / taxes & allowances (See Note-1 above)	Total Amount per month Col (5) = Col (3) x Col(4)
(1)	(2)	(3)	(4)	(5)
1	Deputy/Assistant Director, Directorate General of Goods and Service Tax Intelligence, Rourkela Regional Unit, is located at Town Engineering office Campus, Project Building, Sector-S, Rourkela-769002,	4022		

I/We hereby quote Rs. \_\_\_\_\_  
\_\_\_\_\_ (both in figure & words) as per column 5 above the rate per month.

**DECLARATION BY THE TENDERER**

**This is to certify that I/we before signing this ANNEXURE-D of the tender as "TECHNICAL BID" as per the tender have read and fully understood the same. Further, I/We certify that the information furnished above ANNEXURE-C 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 \_\_\_\_\_