



भारत सरकार / GOVERNMENT OF INDIA
 आयुक्त का कार्यालय / OFFICE OF THE COMMISSIONER
 केंद्रीय जी एस् टी, उत्पाद शुल्क एवं सीमा शुल्क, अपील आयुक्तालय, भुवनेश्वर
 CENTRAL GST, EXCISE & CUSTOMS, APPEALS COMMISSIONERATE, BHUBANESWAR
 केंद्रीय राजस्व भवन, राजस्व विहार, भुवनेश्वर - 751007 / C.R. Building, Rajaswa Vihar, Bhubaneswar - 751007

Tel. No. 0674 - 2589153 / 2973341

Fax No. 0674 - 2589629

NOTICE INVITING BID/TENDER FOR PROVIDING COOKING, CARE TAKING AND HOUSEKEEPING/SANITATION SERVICES AT GST, CENTRAL EXCISE & CUSTOMS HOLIDAY HOME (GUEST HOUSE), PURI

Office of the Commissioner, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar invites sealed tender from reputed and experienced service providers for providing Cooking, Caretaking and Housekeeping/sanitation services at GST, CEx & Customs Holiday Home/Guest House, Puri by deploying total 04 (Four) numbers of Manpower as per details in ANNEXURE-A for a period of 01 (one) year from the date of agreement/contract further extendable up to 01 (one) more year (six months at a time), subject to satisfactory performance/terms and conditions.

2. The tender documents in this regard comprises of: -

- (i) Scope of work – ANNEXURE ‘A’
- (ii) General Terms and Conditions – ANNEXURE ‘B’
- (iii) Pre-qualification requirements for award of Contract (Technical Bid) – ANNEXURE ‘C’
- (iv) Proforma for quoting the rates (Financial Bid) – ANNEXURE ‘D’
- (v) Undertaking - ANNEXURE ‘E’
- (vi) Form of Bank Guarantee for Performance Security - ANNEXURE ‘F’
- (vii) Form of Agreement - ANNEXURE ‘G’

These are enclosed with this notice. The bidder while submitting the tender will ensure to submit above tender documents in the manner as follows: -

(i) Scope of work – ANNEXURE ‘A’	In a separate envelope duly marked as - “ENVELOPE CONTAINING ANNEXURES ‘A’, ‘B’ & ‘C’ AS TECHNICAL BID”.
(ii) General terms and conditions –ANNEXURE ‘B’	<i>Note: Annexure “A”, ‘B’, ‘C’ must be duly in for having accepted the scope of work, general terms and conditions and prequalification requirements. Every page should be signed & stamped.</i>
(iii) Pre-qualification requirements for award of contract (Technical Bid) – ANNEXURE ‘C’	In a separate envelope duly marked as - “ENVELOPE CONTAINING ANNEXURES ‘D’ AS FINANCIAL BID”. <i>Note: Every page should be signed & stamped.</i>
(iv) Proforma for quoting the rates (Financial Bid) – ANNEXURE ‘D’	

3. The present bid is being invited for Sanitation and Housekeeping Services under which the contractor shall provide uniformed trained personnel and will use its best endeavours to provide sanitation and housekeeping of the building, equipments, materials, in the GST, CEx & Customs Guest House, Puri.

4. **Visit to Department:** The bidder is required to provide sanitation and housekeeping services to the **GST, CEx & Customs Guest House, Puri** and is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the GST, CEx & Customs Guest House, Puri and is aware of the operational conditions prior to the submission of the bid documents.

5. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Bid document.

6. Submission of Bids:

6.1. The interested service providers are required to submit two envelopes, as mentioned *ibid*, in a third sealed cover bearing the words **for providing Cooking, Caretaking, and Sanitation / Housekeeping services GST, CEx & Customs Guest House, Puri**, which should reach Office of the Commissioner, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar, C.R Building, Rajaswa Vihar, Bhubaneswar-751007 by Registered A.D/Speed Post or through authorized representative on or before **15.03.2021** up to 16.00 hours.

6.2 The sealed cover of Pre-qualification Bid (TECHNICAL BID) should consist of the following documents:-

(a) Duly filled and signed Annexure-'A', 'B' and 'C'.

(b) Bid Security (Earnest Money Deposit) for an amount of **Rs.10,000/- (Rupees Ten thousand only)** in the form of Demand Draft/Banker's Cheque of Scheduled Commercial Bank.

(c) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/ agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

(d) Self attested copy of PAN No. card under Income Tax Act;

(e) Self attested copy of GST registration Certificate.

(f) Self attested copy of Valid Registration No. of the Agency/Firm;

(g) Self attested copy of valid Provident Fund (PF) Registration Certificate;

(h) Self attested copy of valid ESI Registration Certificate;

(i) Self attested copy of valid Licence under **Contract Labour Act** and under any other Acts/ Rules;

(j) Self attested copy of ITR for last 03 assessment Financial Years.

7. Opening of Bids

7.1. The Envelope containing ANNEXURE A, B & C will be opened at 16.00 hrs on **17.03.2021**. All the bidders are requested to be present on **17.03.2021** at 16.00 hrs in this office. No separate communication/intimation will be sent in this regard. The successful bidders (Technical Bid) will be informed on **22.03.2021**.

7.2. The Financial bids in the Technical Bid of the successful bidders will be opened at **16.00** hrs on **23.03.2021** in presence of the bidders and the concerned Committee of this Commissionerate. All bidders (who are successful in Technical Bid) are requested to be present on **23.03.2021** at **16.00** hrs in this office for opening of Financial Bids. No separate communication/intimation will be sent in this regard.

8. Bid Security

8.1. Bid security or Earnest Money Deposit (EMD) of **Rs.10,000/- (Rupees Ten Thousand only)** per applicant/bidder in the form of Demand Draft/Banker's Cheque of Scheduled Commercial Bank drawn in favour of "**The Assistant Chief Accounts Officer, CGST, CX. & Customs, Appeals Commissionerate, Bhubaneswar**" should be submitted as part of Technical Bid.

8.2. Any Bid without Bid Security (EMD) shall be summarily rejected.

8.3. Bid Security of the unsuccessful bidders will be returned to them at the end of the tender process and latest by 30 days from the date of award of the contract.

8.4. Bid security of the successful bidder shall be returned on receipt of Performance Security by the Department and after signing the agreement. However, the Bid Security shall be forfeited in case the successful bidder withdraws or the details/documents furnished/ submitted during the tender process are found to be incorrect or false. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Department.

8.5. No interest shall be paid on the EMD.

9. Right to accept any Bid and to reject any or all Bids:

9.1. O/o the Commissioner, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar, is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

9.2. This office may terminate the contract, if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/ Municipalities/ Public Sector Undertakings, etc. and should have registered office in Odisha.

9.3. This office may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the Contract Agreement.

9.4. This office reserves the right to reject all/part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained. The tender forms shall be rejected if it is not complete in any aspect. Quotations duly filled in will be received up-to the date and time mentioned above and quotations received thereafter shall not be entertained.

9.5. This office also reserves the right to postpone and /or extend the date of receipt/ opening of tender or to withdraw the same, without assigning any reasons thereof.

10. Award of Contract:

10.1. O/o the Commissioner, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

10.2. O/o the CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar, will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which department will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

10.3. The successful bidder will be required to execute a Contract AGREEMENT in the form specified in Annexure-G within a period of 30 days from the date of issue of Letter of Offer.

10.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer' for an amount of **Rs.25,000/- (Rupees Twenty Five Thousand only)** in the form of an Account Payee DD or Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable form (**Annexure-F**) in favour of the Assistant Chief Accounts Officer, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar. The Performance Security shall remain valid for a period of **06 (six) months** beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

10.5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

11. A complete set of tender documents can be obtained free of cost from this office between 11.00 hrs to 17.00 hrs. Further, these can be accessed at departmental website: www.cbic.gov.in. This office would not be responsible for any delay or loss of tender documents sent through mail or otherwise.

12. This issues with the approval of the Commissioner, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar.

(K.M. Nayak)
Joint Commissioner (Appeals)

C.No.I(22)1/GL/Appeals/BBSR/2021/

Dated:- 26 .02.2021

Copy for information to: -

1. Notice Board
2. The Superintendent (Systems), CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar for uploading the above tender notice on the CBIC website.
3. Hindi version follow (Hindi Cell)

ANNEXURE-A

SCOPE OF WORK

GST, CEx & Customs Guest House, Puri is having 02 AC suite, 08 double rooms, 01 kitchen, 01 dining Hall, Balcony, common space, stair case and 01 common bathroom. The prime objective of Cleaning and housekeeping services is to maintain the Holiday Home/Guest House premises in a very neat and clean condition and provide the guests food and catering services as per high tradition of the department.

Sl.No.	Type of Worker/Labour	Type of Work
1.	Cook and Caretaker (Skilled)	Cooking/Catering for the guests of 02 suite & 08 double rooms and overall Caretaking of Holiday Home/Guest House and Maintenance of kitchen.
2.	Asst. Cook and Caretaker (Semi-skilled)	Helping in Cooking/Catering and Caretaking of the Holiday Home
3.	Sweeper and Housekeeper (Un-skilled)	Sweeping/Cleaning/Moping/ Sanitation of 02 AC suites, 08 double Rooms including Toilets/ bathrooms, Dining Room and balcony/ stair case.
4.	Sweeper and Housekeeper (Un-skilled)	- do -

This includes:

- (i) Cooking : For the guests of 02 suite & 08 double room;
- (ii) Catering : For the guests of 02 suite & 08 double room;
- (iii) Serving of Food, Water, Tea, Coffee etc. for the visitors in the Guest House.
- (iv) Housekeeping Services: For entire Guest House like, Sweeping, Cleaning, Dusting, Moping etc.
- (v) Miscellaneous works within the Guest House like changing bed linen, pillow covers, door & window curtains, cleaning of water storage tank etc. Dusting-up of Furniture/ fittings.
- (vi) Keeping the lawn and garden area clean and tidy. Prohibiting trace-passing of unauthorized persons.

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 Bidder with seal) _____

Name _____

Seal _____

Address _____

ANNEXURE-B

THE TERMS AND CONDITIONS:-

1. This contract shall be valid for the period of 01 (one) year subject to further extension by 01 (one) more year (six months at a time) subject to satisfactory performance/terms and conditions.
2. Any act on the part of the bidder to influence anybody in the Department is liable to rejection of his bid.
3. The successful bidder shall submit a Bank guarantee of Rs. 25,000/-(Twenty five thousand) as security deposit towards Performance of Contract in the name of Commissioner of CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar at the time of acceptance of contract.
4. In case the services of the out sourced contract workers are not found to be satisfactory, or in case of any default by the Contractor/service provider, this office shall without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract in whole or part by giving 15 days notice in writing to the Contractor/Service Provider. Also, the Bank guarantee towards Performance of Contract of Rs. 25,000/-(Twenty five thousand) will be forfeited.
5. In case of withdrawal/termination of the contract, the Service provider is deemed to give 01 (one) month prior notice in writing to this office before withdrawing such contract furnishing the detailed reasons for such withdrawal.
6. In case the contract is terminated before completion of a month, the amount payable to service provider will be calculated on pro rata basis.
7. The Service provider shall ensure the availability of 04 contract workers for Guest House Service on all days (including holidays) and should ensure that the contract workers deployed by him adhere to the above timings of duty.
8. The Service provider shall ensure that the persons deployed should always wear proper uniform with a badge showing the name of the person & firm, while on duty.
9. A record of the attendance will be kept by the Service provider which would be verified by the department. Monthly bill will be raised by the Service provider after verification of the attendance details duly certified by the officer nominated by the department. The monthly bill will be payable on rendering of satisfactory service during the previous month.
10. 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 prohibited. The contractor shall engage the worker above 18 years of age.
11. No payment will be made for the period of absence of any manpower.
12. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
13. The Department shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
14. All liabilities arising out of accident or death of contract worker while on duty shall be borne by the contractor.
15. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.
16. That in the event of any loss occasioned to the Department, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Department, the said loss can claim from the contractor up to the value of the loss. The decision of the Head of the Department will be final and binding on the contractor.
17. The sanitation staff engaged by the contractor shall not accept any gratitude or reward in any shape.

18. The contractor shall be responsible to maintain all property and equipment of the Department entrusted to it. Any damage or loss caused by contractor's persons to the Department in whatever shape would be recovered from the contractor.
19. The contractor will not be held responsible for the damages/sabotage caused to the property of the Department due to the riots/mobs attack/armed dacoit activities or any other event of forced massacre.
20. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Guests/visitors, especially with female staff/Guests/visitors and should project an image of utmost discipline. The Department shall have right to have any person moved in case of guest/staff/visitor complaints or as decided by representative of the Department if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
21. The contractor shall ensure that its personnel shall not at any time, without the consent of the Department in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of Department. This clause does not apply to the information, which becomes public knowledge.
22. The contractor shall deploy his personnel submitting curriculum vitae (CV) of these personnel duly approved by the Departments. In case of changing the worker, the Department shall be informed at least one week in advance and contractor shall be required to obtain the Department's approval for all such changes along with their CVs.
23. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the contractor after each and every change.
24. The contractor shall ensure that the Sanitation/Housekeeping staff shall not take part in any staff union and association activities.
25. The Department shall not be responsible for providing residential accommodation to any of the personnel of the contractor.
26. **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.**
27. The service provider should submit a satisfactory current working experience certificate from at least two (2) Central /State Govt. Departments and/or Central PSUs /State PSUs and will form part of the Technical bid.
28. 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.
29. Bid security or Earnest Money Deposit (EMD) of **Rs.10,000/- (Rupees Ten Thousand only)** per applicant/bidder in the form of Demand Draft/Banker's Cheque of Scheduled Commercial Bank drawn in favour of **"The Assistant Chief Accounts Officer, CGST, CX & Customs, Appeals Commissionerate, Bhubaneswar"** should be submitted as part of Technical Bid. Bids without EMD will be rejected. Bid Security of the unsuccessful bidders will be returned to them at the end of the tender process and latest by 30 days from the date of award of the contract. Bid security of the successful bidder shall be returned on receipt of Performance Security by the Department and after signing the Agreement. However, the Bid Security shall be forfeited in case the successful bidder withdraws or the details/documents furnished /submitted during the tender process are found to be incorrect or false. **No interest** shall be paid on the **EMD**.
30. The Bidder/Contractor should submit Annual Turnover Certificate of more than 20 lakhs per annum in respect of outsourcing/manpower supply business during the last 02 (two) Financial Years, as certified in original by a Practicing Chartered Accountant and will form part of the Technical Bid.
31. The bidder should quote his service charge in Rs per day per person in such a way that gross service charge in Rs per billing month should be more than the amount of income tax to be recovered from total payment from such monthly bill which is aggregate of Wages (Fixed), EPF (Fixed), ESI (Fixed), Service Charge (As quoted) and GST (As applicable). It may be noted that the rate of Income tax will be

computed @ 2 % of the total payment i.e. at the highest applicable rates irrespective of the status of the Bidder as the individual contractor / firm/ trust.

32. **The amount quoted as Contractor's Service charges in the financial bid will be the only criterion for evaluating the bids and it is clarified that the basic minimum wage, EPF, ESI are fixed and not to be quoted. The Bidder has to quote the Rate per day per contract worker & the intent and capability of providing 4(four) contract workers as per the scope of work and the terms & conditions of the tender.**
33. **Notes pertaining to rounding of figures are to be strictly followed. Failure to do so will make the financial bids liable for rejection.**
34. **No escalation of service charge whatsoever would be allowed during the period of the contract. However, any increase in Basic minimum wage inclusive of variable DA as fixed by the Labour Commissioner (Central), Bhubaneswar for Bhubaneswar and the corresponding increase in EPF and ESI will be payable by the department.**
35. **The cost of cooking and cleaning material should not be included in the rate for bidding and it would be provided by the department.**
36. GST as applicable will be paid by the department.
37. Service provider shall solely be responsible for payment of PF and ESI etc. On demand, the service provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.
38. Service provider shall solely be responsible for payment of wages/salaries other benefits and allowances to contract worker employed by him that might become applicable (as per 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 service 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.
39. 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. 25. Service provider or authorized representative of the Service provider will make himself available as and when required by the Department on any working day.
40. Service provider shall directly be 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.
41. Service provider shall fully be responsible for theft, burglary, fire or any mischievous deeds by his staff.
42. **Any miss-declaration /miss-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.**
43. All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
44. Service Provider/Contractor should satisfy themselves before submission of rate/quotations to the Commissioner, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar, that they meet the **qualifying criteria** and capability as laid down in the Annexure.
45. The Service Provider/Contractor shall, in no case, lease/transfer/sublet/appoint care taker for services.
46. No other person, except authorised representative of the Service Provider/Contractor shall be allowed to enter in the Guest House, Puri premises.

47. Office of the Commissioner of CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar **reserves the right** to postpone and/or extend the date of receipt/opening of Bids/Quotation or to withdraw the same, without assigning any reason thereof.

48. Terms of Payment

- a) The Service Provider/Contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificates, which shall be got duly certified the officer-in-Charge of Guest House, Puri and the same shall be paid thereof after making recovery, if any.
- b) The Service Provider/Contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to its personnel deputed under services contract and furnish necessary proof whenever required.
- c) Payment to Service Provider/Contractor shall be made through E-Payment only, on presentation of the Bill. Tax payable shall be deducted at Source as per the rates notified by Income Tax Department.
- d) Monthly Bill shall be paid after every month of Services rendered, if found in order. In case of any complaint of non-fulfillment of any obligations under the contract or unsatisfactory work, the Commissioner or any other Competent Authority reserves the right to deduct any penalties/deductions from the monthly bill of Service Provider/Contractor.

49. Penalties

- a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of sanitation staff/supervisors absent on that particular day shall be levied by the Department and the same shall be deducted from the contractor's bills.
- b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 8(a) shall be levied.
- c) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.
- d) In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Office reserves the right to impose the penalty as detailed below:-
 - (i) 20% of cost of order/agreement per week, upto four weeks delays.
 - (ii) After 04 (four) weeks delay the Department may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a period of (04) four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
- e) If cleanliness is not observed up-to the satisfaction of the Department, a penalty of a minor fine of Rs.100/- per day or Rs.50/- per day per square feet, whichever is higher, or a major fine of Rs.500/- per day per square feet will be imposed on the contractor depending on the objective criteria as above.

DECLARATION BY THE BIDDER

This is to certify that I/We before signing this ANNEXURE-B of the tender containing "THE 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 Bidder 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

1.	Name & address of the Bidder Organization/ Agency with phone No., Email & name and Telephone No./ mobile number of proprietor(s)/ Director(s)	
2.	Name and complete address of two (02) Central /State Govt. Departments and/or Central PSUs /State PSUs along with certificate of satisfactory current working by the said organization on their official letter head in original.	i)
		ii)
3.	Attach self attested copy of	i) PAN card ii) GST Registration Certificate iii) Firm Registration Certificate iv) EPF license valid as on date v) ESI license valid as on date vi) Licence Certificate under Labour Act vii) Income Tax Return for last 03 (three) assessment Financial Year.

4. Bid Security (EMD) of Rs.10,000/- per applicant/bidder in the form of Demand Draft/Banker's Cheque of a Scheduled Commercial Bank drawn in favour of the Assistant Chief Accounts Officer, CGST, Cx & Customs, Appeals Commissionerate, Bhubaneswar should be submitted as part of Technical Bid.
5. Turnover Certificate (Annual Turnover) in respect of outsourcing/manpower supply business during the last three Financial Years i.e 2017-18, 2018-19, 2019-20, certified in original by a Practicing Charter Accountant on his letter head.

DECLARATION BY THE TENDERER

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 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 Bidder 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

1. Name of the Firm/Company :
2. Address (with Telephone No. & Fax No.) :
3. Name and Address of the proprietor/partners/
Directors (with Mobile No.) :

1.	Basic minimum wage inclusive of variable DA as fixed by the Labour Commissioner (Central), Bhubaneswar for Bhubaneswar for providing Skilled- 1(One), Semi-skilled- 1(One) & Unskilled- 2 (Two) workmen (not to be quoted)	Rs. (Fixed)
2.	EPF (not to be quoted)	Rs. (Fixed)
3.	ESI	Rs. (Fixed)
4.	Total wage per day (i.e. 1+2+3) after rounding off.	Rs. (Fixed)
5.	Contractor's Service charges per day per person for all 04 contract workers (See Note 1) (to be quoted)	Rs.
6.	Total amount per day for all 04 contract workers (i.e. 4 + 5) (See Note 2) (to be quoted)	Rs.

I /We hereby quote Rs. _____
 _____ (both in figure & words) as per Column 6 above as the Rate per day for all 04 contract workers;

AND

At the rates quoted above, we intend and are capable of providing 04 contract workers as per the scope of work and the terms & conditions of the tender.

Note:1

See condition no 30 and 31 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 50 paise and amount exceeding 50 paise to be rounded off to Rs.1/-

DECLARATION BY THE TENDERER

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

(Signature of the Bidder with seal) _____

Name _____

Seal _____

Address _____

ANNEXURE-E

(ON A STAMP PAPER OF Rs.10/-)

UNDERTAKING

To,
The Joint Commissioner (P&V),
CGST, Cx & Customs,
Appeals Commissionerate,
Bhubaneswar.

Name of the firm/Agency_____

Name of the bid: For outsourcing of Cooking/Caretaking/House Keeping services of
GST, CEx & Customs Guest House, Puri

Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in bid document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide trained sanitation/housekeeping workers.
5. I/We do hereby undertake that neat and clean environment of the GST, CEx & Customs Guest House, Puri shall be ensured by our Agency, as well as any other point considered by our Agency. Our Sanitation/ Housekeeping and related Services shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs. _____ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder with seal) _____

Name _____

Seal _____

Address _____

Telephone No: _____