



भारत सरकार / GOVERNMENT OF INDIA

वित्तमंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE, DEPTT. OF REVENUE

OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL GST & CX DIVISION-II CUTTACK,  
PLOT NO.C/12, SECTOR-6,ABHINAV BIDANASI, CDA,CUTTACK-14.

Tel. 0671-236 5510

Email- [cuttackstdivision@gmail.com](mailto:cuttackstdivision@gmail.com)

सी. सं /C.No.I(21)1/Out-sourcing/CTC-II Divn/2020/

दिनांक/Dt.23.11.2020

**NOTICE INVITING TENDER FOR PROVIDING  
SWEEPING/ CLEANING/ SANITATION AND HOUSEKEEPING SERVICES.**

Office of the Assistant Commissioner, CGST & CX Division-II, Cuttack invites sealed tenders from reputed and experienced service providers for providing sweeping/ cleaning/ sanitation and miscellaneous housekeeping services at the above mentioned office & its Range offices as per details in **Annexure-‘A’** for a period of one year from the date of agreement/ contract, further subject to satisfactory performance/terms and conditions.

2. The Tender Documents in this regard comprises of:

- (i) **SCOPE OF WORK - ANNEXURE ‘A’ (Part-I & Part-II) ;**
- (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’.**

These are enclosed with this notice. The tenderer while submitting the tender will ensure to submit above tender documents as under:-

<p>(i) <b>SCOPE OF WORK- ANNEXURE- ‘A’;</b></p> <p>(ii) <b>GENERAL TERMS AND CONDITIONS- ANNEXURE-‘B’;</b></p> <p>(iii) <b>PRE QUALIFICATION REQUIREMENTS FOR AWARD OF CONTRACT (TECHNICAL BID)- ANNEXURE- ‘C’;</b></p>	<p><b>IN A SEPARATE ENVELOPE DULY MARKED AS “ENVELOPE CONTAINING ANNEXURE – ‘A’, ANNEXURE ‘B’ &amp; ANNEXURE –‘C’ AS PRE QUALIFICATION REQUIREMENTS (TECHNICAL BID)”.</b></p> <p><b>Note: Annexures ‘A’, ‘B’ &amp; ‘C’ must be duly filled in for having accepted the scope of work, general terms and conditions and pre qualification requirements. Every page should be signed &amp; stamped.</b></p>
<p>(iv) <b>PROFORMA FOR QUOTING THE RATES (FINANCIAL BID) - ANNEXURE-‘D’.</b></p>	<p><b>IN A SEPARATE ENVELOPE DULY MARKED “ENVELOPE CONTAINING ANNEXURE – ‘D’ AS QUOTATION RATES (FINANCIAL BID)”.</b></p> <p><b>Every page should be signed &amp; stamped.</b></p>

3. The interested service providers are required to submit two envelopes as aforesaid in a third sealed cover bearing the words **“TENDER FOR PROVIDING SWEEPING/ CLEANING/SANITATION AND HOUSEKEEPING SERVICES”** which should reach Office of the Assistant Commissioner, CGST & CX Division-II, Cuttack, Plot No. C / 12, Sector- 6, Abhinav Bidanasi, CDA, Cuttack-753014 by Regd. AD/Speed Post on or before **15.12.2020 by 10:30 hours**. The Envelope containing ANNEXURES ‘A’, ‘B’ & ‘C’ will be opened at **15.00 hrs.** on the same day. The successful bidders (Technical Bid) will be informed on the same day. **All the bidders are requested to be present on 15.12.2020 at 14:30 hrs. in this office accordingly. No separate communication/ intimation will be sent for this to the bidders.**
4. **OPENING OF FINANCIAL BIDS:** The Financial Bids of successful bidders in the Technical Bid will be opened at **15:30 hrs on 15.12.2020** in presence of the bidders and in presence of the Tender Committee of the Assistant Commissioner’s Office. **All bidders (who are successful in Technical Bid) are requested to be present on 15.12.2020 at 15.30 hrs. in this office for opening of the Financial Bids. No separate communication/intimation will be sent for this.**
5. Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) only, per applicant/ bidder in the form of National Savings Certificate drawn in favour of the applicant/bidder, the bidder qualified in tender required to pledge NSC before the Head of the Office immediately before effective of work order. EMD will be returned to all the unsuccessful bidders at the end of the tender process. EMD of the successful bidder will be retained in the custody of this office and it would be the responsibility of the successful bidder to renew the same in time. However, the EMD 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.
6. A complete set of tender documents can be obtained free of cost from this office between **10:00 hrs to 17:00 hrs**. Further, these can also be accessed at departmental website: **www.cbec.gov.in**. This office would not be responsible for any delay or loss of tender documents sent through mail or otherwise.
7. 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. Rates/ quotations duly filled in will be received upto the date and time mentioned above and quotations received thereafter shall not be entertained.
8. This office also reserves the right to postpone and/or extend the date of receipt/ opening of rates/ quotations or to withdraw the same, without assigning any reasons thereof.

PLACE: CUTTACK.  
Date:-23.11.2020

(Deepa Sharma Ray)  
Assistant Commissioner  
CGST & CX Division-II

Copy submitted for information to:

1. The Commissioner, Central GST & Central Excise, Bhubaneswar Commissionerate, Bhubaneswar.
2. Assistant Chief Accounts Officer, Central GST & Central Excise, Bhubaneswar Commissionerate, BBSR.
3. Notice Board of the Division office, CGST&CX Division-II, Cuttack.

## ANNEXURE-‘A’

### WORK REQUIREMENTS AND SCOPE OF WORK- THIS HAS TWO PARTS:-PART- I & PART-II (AS PER DETAILS BELOW):

#### WORK REQUIREMENT:

**Cleaning/ sweeping/ sanitation & Housekeeping activities etc. of the office premises located as given below (on per sq. ft. Rate basis):**

The prime objective of cleaning and housekeeping services is to maintain the entire office premises in a very neat and clean condition so as to ensure a hygienic and congenial work environment. The broad details of work (Part- I) are enumerated as follows:

<b>S.No.</b>	<b>Office formation and address</b>	<b>Area (Sq. ft.)</b>	
1	Assistant Commissioner’s Office located at Ground Floor, 1 <sup>st</sup> Floor & 2 <sup>nd</sup> Floor at Plot	Inside Carpet Area	4659 Sq. ft.
2	01 (one) Range Office located at Kapaleswar, Choudwar, Cuttack-754071.	Inside & Outside Carpet Area	1840 Sq. ft.
3	02 (Two) Range Offices located at Ground Floor, Custom House, Madhuban, Paradeep-754142.	Inside & Outside Carpet Area	1600 Sq. ft.
4	01 Range Office located at Kendrapara	Inside & Outside Carpet Area	1850 Sq. ft.
5	01 Range located at jagatsinghpur	Inside & Outside Carpet Area	1600 Sq. ft.
<b>TOTAL AREA(SQUARE FEET)</b> <b>(Both inside carpet area and outside open area).</b> Note: The floor area may increase or decrease during the tenure of the contract.			<b>11,549 Sq. ft.</b>

It includes:

- (i) Thorough Cleaning of toilets, wash basins and other fittings four times a day and whenever required. Cleaning of all sanitary fittings, tiles, mirrors. Water tank must be cleaned on fortnightly basis with bleaching powder;
  - (ii) Cleaning/ sweeping and mopping of floor with cloth soaked in water and disinfectant for all the rooms before **9:30 a.m.** on each working day;
  - (iii) Cleaning/sweeping and mopping of adjoining areas such as corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon;
  
  - (iv) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipment, almirahs, filing cabinets, windowpanes;
  - (v) Collection of waste paper, unwanted material and its disposal at indicated locations;
  - (vi) Furniture like tables, chairs, visitor's chairs, sofas, almirahs etc. and all the electronic gadgets like computers, telephones, fax machines, photocopier machines etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions in the entire office should be cleaned daily;
  - (vii) Removal of cob-webs from the corridors, rooms, chambers and toilets;
  - (viii) Removal of blockages and clogging from the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater;
  - (ix) Care should be taken that breakable items do not suffer damage and the gadgets are not tampered with during the cleaning operation;
  - (x) Shifting of furniture & other articles whenever required and any other such miscellaneous work.
  - (xi) Cleaning of outside open area, removal of grass, waste and garbage and proper maintenance of outside open area in a very neat and clean condition.
2. Cleaning material and other required articles will be provided by this office as per requirement. The value/cost of the same should not be included in the rates quoted.
  3. **Work Requirement(As detailed above), the tenderers are invited to quote their rate only on per square feet per month basis and not based on the number of persons to be deployed or per person basis.**

## **DECLARATION BY THE TENDERER**

**This is to certify that I/We before signing this ANNEXURE- 'A' of the tender containing the 'Work Requirements and 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 date)

Name \_\_\_\_\_

Seal \_\_\_\_\_

Address \_\_\_\_\_

## **ANNEXURE - 'B'**

### **GENERAL TERMS AND CONDITIONS:-**

1. This contract shall be valid for one year from the date of agreement/contract extendable for two years (six months at a time), subject to satisfactory performance.
2. The successful bidder shall submit a Bank guarantee towards performance of contract of Rs.25,000/- (Rupees Twenty Five Thousand) only as a security deposit in the name of the "Assistant Commissioner, CGST & CX Division-II, Cuttack" at the time of acceptance of contract.
3. In case the services of the contractor/service provider 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 Rupees Twenty Five Thousand will be forfeited.
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. The contractor/service provider must comply with the rates/quotations, specifications and all terms and conditions of the contract. No deviation, whatsoever, in the terms and conditions of the contract shall be entertained/allowed. At no point of time the rates for the above services can be hiked during the tenure of the contract and no request would be entertained for that purpose.
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. Service provider shall ensure that the persons deployed by him always wear proper uniform with a badge showing the name of the firm, while on duty.
8. The contractor/service provider shall ensure proper cleaning and maintenance of other housekeeping activities on all working days and also on Saturdays/Sundays/Holidays as per requirement.
9. For Part-I of the Work Requirement, the contractor/service provider will quote fixed rate per square feet per month and the payment will be made on that basis subject to deductions/penalties, if any.
10. The unskilled contract worker (as per work requirement details in Part-II of Annexure-A) should be available for work in the office during working hours on all working days (9:30 AM to 06:00 PM, with 30 min. lunch break) as well as on Saturdays/Sundays/Holidays, as per requirement. The payment for such contract worker will be based on actual days of work based on minimum wages per day (as fixed/prescribed), other statutory charges etc. (as applicable) and contractor's service charges as quoted in Part-II of the Financial Bid.
11. The Service provider shall ensure that the contract workers deployed by him adhere to proper timings as above.
12. A record of the attendance will be kept by the Service provider which would be verified by the department. The month wise attendance details duly certified by the officer nominated by the department will be the basis for monthly bill raised by the Service provider. The monthly bill will be payable on rendering of satisfactory service during the previous month.

13. No payment will be made for the absentee worker's period of absence.
14. The contract worker deployed for services should be of good health, well behaved, of good moral character and free from any communicable disease and should not have been convicted for any offence. Employment of child labourer by the Service provider is prohibited.
15. **It is categorically clarified that the engagement of service provider does not in any manner confer any right on the service provider or persons who may be deployed by him in this office to claim any regular employment in this office or any government office. This work is purely on contract basis.**
16. The service provider should submit documentary proof of current working or of having worked during the F. Y. 2020-21 in at least three (03) Central/State Govt. Departments and/ or Central PSUs/State PSUs and will form a part of the Technical Bid.
17. The service provider should have valid Service Tax Registration Certificate, EPF license, ESI license & PAN card (as on date). Self attested copies of the same are required to be produced in the bid document and will form part of the Technical Bid.
18. Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) only, per applicant/ bidder in the form of National Savings Certificate drawn in favour of the applicant/bidder, the bidder qualified in tender required to pledge the NSC before the Head of the Office immediately before effective of work order. EMD will be returned to all the unsuccessful bidders at the end of the tender process. EMD of the successful bidder will be retained in the custody of this office and it would be the responsibility of the successful bidder to renew the same in time. However, the EMD 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.
19. The tenderer/ bidder should submit Annual Turnover Certificate of not less than Rs.25 lakhs in respect of outsourcing/ manpower supply business during the last two financial years i.e. 2018-19 & 2019-20 each, as certified in original by a practising Chartered Accountant and will form part of the Technical Bid.
20. The tenderer should quote his service charges in Rupees per day per person in such a way that gross service charge in Rupees 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 Service Tax (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 tenderer as an individual contractor/ firm/ trust.
21. **For Work Requirement, lowest rate quoted in Rs. per square feet per month will be the criterion for evaluation of bid. The tenderer has to quote the Rates the intent and capability of providing contract worker(s) as per the scope & requirements of work and the terms & conditions of the tender.**

22. **The Annexure-‘A’ constitute the present tender. The tender will not be awarded in parts and will be awarded to only one contractor/service provider. However, if the lowest rates quoted for (Rs. per square feet per month) then these rates i.e. Rupees per Sq. Ft. per month will be added up for all the tenderers/bidders and the contract will be awarded to the lowest rate bidder.**
23. **Notes pertaining to rounding of figures are to be strictly followed. Failure to do so will make the financial bids liable for rejection.**
24. **No escalation of service charges whatsoever would be allowed during the period of the contract.**
25. **The cost of cleaning material and other such articles should not be included in the rate for bidding and it would be provided by the Department.**
26. Service Tax as applicable will be borne by the department.
27. Service provider shall be solely 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.
28. Service provider shall be solely responsible for payment of wages/salaries other benefits and allowances to contract worker(s) employed by him that might become applicable (as per the Minimum Wages Act prescribed by 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/ other laws applicable. He shall pay to the contract worker(s) deployed for work in this office in accordance to applicable rules and regulations issued by the Central Government and/or any other Authority/Govt./Body. Any instance of violation of labour laws/ other laws will render the contract void and would attract forfeiture of Bank guarantee furnished towards the performance of the contract.
29. 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 all 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.
30. Service provider or authorized representative of the Service provider will make himself available as and when required by the Department.
31. 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.
32. Service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.



33. **Any mis-declaration/ misstatement 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.**
34. The Office of the Assistant Commissioner, CGST & CX Division-II, Cuttack reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reasons thereof.
35. 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.
36. Service providers/ Contractors should satisfy themselves before submission of rate/quotations to the Assistant Commissioner that they meet the qualifying criteria and capability as laid down in the Annexures.
37. The service provider/ Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
38. No other person except authorized representative of the service provider/contractor shall be allowed to enter in the office premises.
39. Within the premises of office, the service provider/contractor's personnel shall not perform any private work other than their normal duties.
40. The service provider shall report to the Officer-in-charge regarding day to day up-keeping and cleaning.
41. Manpower required for execution of the entire work including transport, if any, shall be arranged by the service provider/ contractor. Any excuse regarding absence of person resulting in non execution of work will not be considered. It will be the duty of the service provider to replace any person in his or her absence.

#### **42. TERMS OF PAYMENT:**

- i. The Service Provider/contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificates, which shall be got duly certified by the officer in charge and the same shall be paid thereof after making recovery, if any.
- ii. 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.
- iii. Payment to Service Provider/Contractor shall be made under account payee cheques only, on presentation of the bill. Tax payable shall be deducted at source as per the rates notified by Income Tax Department.
- iv. 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 Assistant Commissioner or Officer-in-charge reserves the right to deduct any penalties/ deductions from the monthly bill of the contractor/ service provider.

**43. PENALTIES:**

- i. The Service Provider/Contractor will attract a penalty double the pro-rata basis, in case the persons fails to carry out the housekeeping services due to his absence or any other reasons. In other words, in case of non carrying of duties, a penalty double than per day charge on pro-rata basis will be deducted from the monthly bill.
- ii. 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/Contractor is liable to be penalized @ Rs.150/- (Rupees One Hundred Fifty) only per day & the same shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Assistant Commissioner, Service Tax Division, Cuttack will be final and binding on the Service Provider/Contractor and shall not be subject to any dispute or arbitration.
- iii. The Service Provider/Contractor would ensure that all his personnel would behave courteously and decently with employees and officers of the Deputy Commissioner's Office as well as ensure good manners.
- iv. The Service Provider/Contractor would ensure that peace and order is maintained in the premises.

**We agree to the above terms and conditions.**

**Signature with date**\_\_\_\_\_

**Name of the firm with Seal**\_\_\_\_\_

## ANNEXURE- 'C'

### TECHNICAL BID

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

Name & Full address of the Tenderer Organization/Agency with phone No., E-mail & Name and Telephone No./ Mobile No. of Proprietor(s)/ Director(s).	
Name and complete address of 03 (Three) Central/State Govt. Departments and/or Central PSUs/State PSUs along with documentary proof of current working in the said organizations by the bidder or of having worked during the F.Y. 2018-19.	(i)
	(ii)
	(iii)
Attach self attested copies of:  (i) Service Tax Registration Certificate.  (ii) PAN card.	
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 a scheduled commercial Bank drawn in favour of "The Assistant Chief Accounts Officer, Central Excise, Customs & Service Tax, Bhubaneswar-ICommissionerate,Bhubaneswar" should be submitted as part of Technical Bid.	

Turnover Certificate (Annual Turnover) of not less than Rs. 25 Lakhs in respect of outsourcing/ manpower supply business during the last two financial years i.e. F.Y. 2017-18 & 2018-19 each, as certified in original by a Practicing Chartered Accountant on his letterhead.	
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**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 Tenderer with date) \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_

Address \_\_\_\_\_

## ANNEXURE-‘D’

### FINANCIAL BID

**Note: - Any violation of the terms and conditions in submitting the FINANCIAL BID will lead to 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.):

PART-I	<b>RATE QUOTED IN ANNEXURE ‘A’:</b>	
	Sl. No.	Rate per sq. feet in Rupees Per Month
	1	

The bidders shall quote their rates for the service to be provided as “Rate per square feet per month” (in both words and figures) above which should include deduction towards EPF and ESI etc and the same would not be payable over and above the rates thus quoted.

**I/We hereby quote Rs. \_\_\_\_\_**

PART-I	----- <b>(both in figures &amp; words) as our rate as the rate per square feet per month.</b>
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**AND**

**At the rates quoted above, we intend and are capable of carrying out the work and providing contract worker(s) as per the scope of work and the terms & conditions of the tender.**

**Note:-1**

***See condition nos. 16, 17, 18, 19, 20 & 21 of Annexure-B dealing with GENERAL 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 in 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 Tenderer with date) \_\_\_\_\_**

**Name \_\_\_\_\_**

**Seal \_\_\_\_\_**

**Address \_\_\_\_\_**