
	<p align="center"><b>OFFICE OF THE ASSISTANT COMMISSIONER OF CGST &amp; CX, DN – KALMESHWAR, NAGPUR-II TELANGKHEDI ROAD, CIVIL LINES, NAGPUR</b></p>	 सत्यमेव जयते
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**F. No. I(22)02/2019/Admn / Kal**

**Nagpur, date 20.05.2021**

**NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE-KEEPING  
FOR THE PERIOD 01.06.2021 TO 31.05.2022**

1. Sealed tenders are invited from reputed House Keeping Contractors for cleaning, housekeeping and sanitizing of the office building of CGST & Central Excise Range-KALMESHWAR, KAMPTEE and MOUDA Offices as shown below, on Annual Contract basis for the period from 01.06.2021 to 31.05.2022 The details are as follows:

Sr. No.	Name of Building / Location	Area (Sq. ft)
1.	CGST & Central Excise Range-Mouda, House No. 3678, Dhawde Bhavan, Lapka Road, Mouda, Dist. Nagpur.	1000.00 Sq.ft.
2.	CGST & Central Excise Range-Kalmeshwar, Babna Devi Shukla, House No. 1011, Ward No. 05, Saoner Dhapewada Road, Brahmani, Kalmeshwar, Dist. Nagpur.	1100.00 Sq.ft.
3.	CGST & Central Excise Range-Kamptee, C/o. Smt. Rekha Devi V. Bishnani, Plot No. 6, Kalpataru Society, New Colony, Kamptee, Dist. Nagpur.	1100.00 Sq. ft.
	<b>TOTAL AREA IN SQ.FT.</b>	<b>3200.00 Sq.ft.</b>

**Area is subject to variation up to 10-20%.**

**2. SCOPE OF WORK.**

1. Cleaning, sweeping, wet mopping and sanitizing of the entire area, including the surrounding/Parking area.
2. Collection of all sweeping, garbage and waste material and their effective disposal.
3. Thorough cleaning and sanitizing of toilets including urinals along with attached water tanks and wash basins, using disinfectants like Lizol, Harpic, Vim, Surf etc. twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls. Entries of the same will be made in the register which will be provided by the department.
4. Shifting of furniture, files and other office equipments, whenever required.
5. Dusting, cleaning and sanitizing of all furniture like table, chairs, racks, almirahs, computer tables/ chairs, sofa-sets, fans and electronic gadgets like computer, telephone, fax machines, photo copier machines etc.
6. Cleanings and sanitizing of pantry area, wiping and cleaning of

wooden, mica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.

7. Miscellaneous services such as serving of drinking water / refreshment, etc., during Conference / Meetings / Seminars and visit of Assesseees in the Range offices.
8. Internal and external cleaning and sanitizing of window panes, doors and fans.
9. Cleaning and sanitizing of ventilation blinds, ceilings, walls, AC duct, grills and beams.
10. Cleaning and sanitizing of entire floor space, glasses and pantry with detergents.
11. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
12. General maintenance and up keep of the entire office premises.
13. Water filling in coolers and other petty maintenance of water cooler like painting with red-oxide and paint once in year before summer.
14. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office premises, toilets etc. neat and tidy. Any breach of these conditions will result in the immediate termination of the contract.
15. Any other work allotted to them.
16. **The bidders who wish to bid should have GST Registration certificate with GST Department and will be liable to pay GST, if any.**
17. **Any breach of the above conditions will result in the immediate termination of the contract.**

### **3. Jobs to be carried out weekly :**

- i) Cleaning of window panes with mild detergent such as Colin and any other cleaning operation assigned / required.
- ii) Vacuum cleaning in the computer section, all computers in the office and the sofa- sets, twice a week.
- iii) Should be in proper uniform throughout the week.

### **4. Cleaning Materials :**

**The rates should be quoted including the cost of cleaning and sanitizing material. The cleaning material should be provided by the service provider.**

### **5. Terms and Conditions :**

1)

- a) Bidders providing similar service to other Government Departments will be given preference.
- b) **Bidders shall provide proper uniform to his housekeeping staff, which should be Sky Blue Bush Shirt and Navy Blue Full Pant. The cost of the same will be borne by the Bidder.**
- c) Bidders shall be duly registered with ESIC, Provident Fund, GST and other relevant statutory authorities dealing with employment of labour as applicable. All existing statutory regulations of both the State as well as the Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office every quarter. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination



without any prior notice.

- d) Bidders should be paying minimum wages to their employees in time, as prescribed by the relevant orders of the Central Govt. & State Govt. in force.
  - e) Employing local youths will be given preference.
  - f) The person employed should work on all days except Sundays.
  - g) The working hours will be from 09.00 to 17.30 hrs daily including lunch break of half an hour.
  - h) Bidder should state the lump sum amount to be charged on monthly basis rate per sq. ft. per month, the number of labours to be employed as well as the area per sq. ft. to be looked after by each labour.
  - i) Bidder should not indulge in employing child labour.
- 2) The **CGST & Central Excise DIVISION- KALMESHWAR** (here-in-after referred to as the Division) reserves the right to postpone / extend / revoke the bidding process.
  - 3) The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.
  - 4) All the rates must be written both in figures and in words. Corrections, 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.
  - 5) Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.
  - 6) The Contractors must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the Division.
  - 7) Notwithstanding anything contained herein, The **CGST & Central Excise DIVISION- KALMESHWAR** reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason. This office does not bind itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason whatsoever.
  - 8) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. The **CGST & Central Excise DIVISION- KALMESHWAR** shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Division, the same shall be reimbursed/indemnified by the Contractor.
  - 9) Contractor shall in no case lease/transfer/sublet or appoint care taker for services.
  - 10) No other person except Contractor's authorized representative shall be allowed to enter the premises of the Division.
  - 11) Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The **CGST & Central Excise DIVISION- KALMESHWAR** shall have no liability whatsoever in



this regard and the Contractor shall indemnify The **CGST & Central Excise DIVISION- KALMESHWAR** against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

- 12) Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff. Any loss due to any of above reasons shall be compensated by the Contractor.
- 13) 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 persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.
- 14) The Contractor will provide his staff with the necessary uniform. The cost will be borne by the service provider.
- 15) Photographs, full address and telephone number of all housekeeping personnel should be provided for records. The Police verification of all personnel should be completed in all respects.
- 16) No private work should be done within the office premises.
- 17) The quotations should be accompanied by an earnest money of **Rs. 5,000/- (Rupees Five Thousand Only)** in the form of Bank Draft (DD) only in the name of the Assistant Commissioner, CGST & Central Excise DIVISION- KALMESHWAR, **unless otherwise exempted under GFR, 2017**. Cash and cheque will not be accepted. Quotations received without earnest money shall be summarily rejected without assigning any reason thereof, applicant shall not **have any right to represent against it**, even if, his quotation happens to be lowest. The earnest money shall be returned to the unsuccessful bidder after the finalization of the contract. With respect to the firm whose quotation is finally accepted, the earnest money deposited with the Tender Document will be adjusted towards performance security amount of i.e. Rs. 5000/-.
- 18) Cost of cleaning and sanitizing material should be borne by the service provider.
- 19) Any breach of the above terms and conditions shall lead to cancellation of tender/contract.

#### **6. FINAL PAYMENT:**

The contractor shall submit the bill for every month by the 10<sup>th</sup> day of next month, after making payment to the caretaker. No interim bills will be entertained. Payment will be made through Cheque within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective caretaker. The payment is subject to TDS applicable under Income Tax Act, 1961.

#### **7. PENALTY:**

In addition to cutting of wages at the rates for the time being in force, an additional penalty of Rs. 500/- per day per worker will be imposed, in case the person fails to carry out the housekeeping services due to his absence or any other reason.

#### **8. Mode of submission of bids:**

The sealed tenders should be addressed to:-

**"The Assistant Commissioner of CGST & Central Excise, Division KALMESHWAR at GST Bhawan, Telangkheri Road, Civil Lines, Nagpur."** The bidders are required to submit two bids, i.e., technical bid and financial bid in the prescribed proforma which may be obtained from the website or from this office. In the technical bid, the bidder will provide -

- (i) Details of his PAN number, GST registrations and details of ESIC, PF etc. (attach photo copy).
- (ii) Details about his experience in the field, and the other organizations for

which he is providing such services.

(iii) Details regarding compliance of statutory laws, number of persons proposed to be deployed, etc. In the financial bid, he will submit the quotation for his charges. It should be written boldly on top of both the envelopes as **'TECHNICAL BID' and 'FINANICAL BID'**. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words **'QUOTATIONS FOR HOUSEKEEPING 2021-22'** on top. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders who are short-listed on the basis of Technical Bid will be opened.

**8. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS 27.05.2021 TILL 15.00 Hrs.** Bids received later than the stipulated date and time will not be considered under any circumstances. The tenders will be opened on **27.05.2021 at 17.00 Hrs.** by the Tender Evaluation Committee, where the representatives of the bidder(s) are requested to be present.

9. The tender details are available on [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in), [www.cbec.gov.in](http://www.cbec.gov.in) and [www.tenders.gov.in](http://www.tenders.gov.in)

**FOR ANY CLARIFICATION IN THE MATTER AND/OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH ASSISTANT COMMISSIONER, CGST & CENTRAL EXCISE, DIVISION- KALMESHWAR, NAGPUR-II**



**(NIKHIL VADNAM)  
DEPUTY COMMISSIONER  
CGST & CENTRAL EXCISE  
DIVISION-KALMESHWAR, NAGPUR-II**

**Copy To:**

1. Notice Board of Dn-Kalmeshwar.
2. The Superintendent (Admn.), CGST & Central Excise Hqrs, Nagpur-II for getting the Tender Notice displayed on the Notice Board of Hqrs. office Nagpur.
- ✓ 3. The Superintendent (Systems), CGST & Central Excise, Nagpur-II for uploading the tender on departmental website [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in) and on [www.cbec.gov.in](http://www.cbec.gov.in) and [www.tenders.gov.in](http://www.tenders.gov.in)



## Proforma for Technical Bid

- 1] Name of the Party :-
- 2] Postal address :-
- 3] Telephone No. :-
- 4] Mobile No. :-
- 5] Name of Contact Person / Authorised. :-
- 6] Mobile No. of Authorised Person :-
- 7] Permanent Account Number (PAN)  
allotted by Income Tax Deptt. :-
- 8] GST Registration No. :-
- 9] Employees Provident Fund  
Registration No. :-
- 10] Employees State Insurance  
Corporation Registration No. :-
- 11] Shop Act Licence No. & Date :-
- 12] Contract Labour Act Licence No. &  
Date & its validity period :-
- 12] Name & address of Customer to whom  
House keeping & cleaning Services Provided :-
- 13] Details of experience in the field :-

(Note :- Attach attested photo copies of  
all the above Documents.)

**Place:**

**Date:**

[ Signature of Authorized Person ]

## **Proforma for Financial Bid**

- 1] Rate per Sq. Feet per month  
(including all Taxes & EPF/ESIC/GST etc.) :-
- 2] No. of Labourers proposed to be engaged :-
- 3] Total amount to be paid per Month :-  
(including all Taxes, amounts to be  
paid under various Statutory Acts and  
Commission charged, if any)
- 4] Validity period of rates:-

**Place:**

**Date:**

[ Signature of Authorized Person ]