



**OFFICE OF THE ASSISTANT COMMISSIONER : CUSTOMS
CENTRAL EXCISE & SERVICE TAX DIVISION – WARDHA :
TELANGKHEDI ROAD CIVIL LINES : NAGPUR**

Email.ID cexdn_wardha@rediffmail.com

F.No. I(03)12/HouseKeeping Tender/Admn /

Dated:01.03.2016

**NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE-KEEPING
FOR THE PERIOD 01.04.2016 TO 31.03.2017.**

1. Sealed tenders are invited from reputed House Keeping Contractors for cleaning and housekeeping of the office building of Central Excise Range-Wardha & Range –Hinganghat Offices ,as shown below on Annual Contract basis for the period from 01.04.2016 to 31.03.2017. The details are as follows:

Sr No	. Name of Building/Location	Area (Sq. ft)
1	Central Excise : Range Wardha, Akhuj Buliding, Main Road, Wardha.	2159 sq.ft.
2	Central Excise : Range –Hinganghat,, Plot No. 39, sant Dhayaneshwar Ward, Hinganghat.	1614 sq.ft.
	TOTAL AREA IN SQ. FT	3773 Sq.ft.

Area is subject to variation up to 10%.

2. SCOPE OF WORK.

1. Cleaning, sweeping and wet mopping 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 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 and cleaning 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 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 Division and offices.
8. Internal and external cleaning of window panes, doors and fans.
9. Cleaning of ventilation blinds, ceilings, walls, AC duct, grills and beams.
10. Cleaning 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.

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.

4. Cleaning Materials:

The rates should be quoted separately – if cleaning material is provided by the department and if cleaning material is 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 be duly registered with ESIC, Provident Fund, Service Tax 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.
- c) Bidders should be paying minimum wages to their employees in time, as prescribed by the relevant orders in force.
- d) Employing local youths will be given preference.
- e) The person employed should work on all days except Sundays.
- f) The working hours will be from 09.00 to 17.30 hrs daily including lunch break of half an hour.
- g) Bidder should state the lump sum amount to be charged on monthly basis rate per sq.mtr. per month, the number of labours to be employed as well as the area per sq.mtr. to be looked after by each labour.
- h) Bidder should not indulge in employing child labour.
- 2) The Central Excise, Customs & Service Tax Division, Wardha (here-in-after referred to as the Division) 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.
- 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 Central Excise Division, Wardha 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 Central Excise Division, Wardha 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 Central Excise Division, Wardha shall have no liability whatsoever in this regard and the Contractor shall indemnify the Central Excise Division, Wardha 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, Customs, Central Excise & Service Tax, Division Wardha, **unless otherwise exempted under GFR, 2005**. 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/-.

6. FINAL PAYMENT :

The contractor shall submit the bill for every month by the 1st day of next month – duly certified by 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.

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.

7. Mode of submission of bids:

The sealed tenders should be addressed to:-

“The Assistant Commissioner of Central Excise, Customs & Service Tax Division , Wardha at Kendriya Utpad Shulk Bhawan, Telangkhedi Road, Civil Lines, Nagpur.” The bidders are required to submit two bids, i.e., technical bid and commercial 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, Service Tax 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 commercial/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 2015-16' 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 11.03.2016 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 **17.03.2016 at 15.30 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 , www.cbec.gov.in and 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, CUSTOMS, CENTRAL EXCISE & SERVICE TAX , WARDHA

**(R.C. DIWAN)
ASSISTANT COMMISSIONER
CUSTOMS AND CENTRAL EXCISE
DIVISION WARDHA**

Copy to:

1. Notice Board.
2. The Superintendent (Admn.), Central Excise Hqrs , Nagpur for getting the Tender Notice displayed on the Notice Board of Hqrs office Nagpur.
3. The Superintendent (Systems), Central Excise, Nagpur for uploading the tender on departmental website www.cenexcisenagpur.nic.in

**(R.C. DIWAN)
ASSISTANT COMMISSIONER
CUSTOMS AND CENTRAL EXCISE
DIVISION WARDHA**

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] Service Tax 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 :-
 - 13] Name & address of Customers to whom
House keeping & cleaning Services are provided :-
 - 14] 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. Mtr. per month
(including all Taxes & EPF/ESIC/S.Tax etc.] :-

(a) If cleaning material is provided by the department-

(b). If cleaning material is provided by the service provider-

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)

(a). If cleaning material is provided by the department-

(b). If cleaning material is provided by the service provider-

4] Validity period of rates:-

Place:

Date:

[Signature of Authorized Person]

