



OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX:
 केंद्रीय कर के सहायक कमिश्नर का कार्यालय
HOSPET DIVISION: MAX BUILDING: COLLEGE ROAD:
HOSPET-583201

Dated:-31.01.2023

Mail: cgst.divhosapete@gov.in

TENDER NOTICE

**NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT FOR
 CLEANING AND HOUSE-KEEPING SERVICES.**

Office of the Assistant Commissioner of Central Tax, Hospet Division, Hospet invites quotations from service providers engaged in Housekeeping Services for cleaning and Housekeeping works for Office at Hospet and Koppal premises from **01.03.2023 to 28.02.2024**

The details of the manpower supply for Cleaning and House Keeping services are as follows;

Place Of Work	Unskilled Manpower	Total Area
Office Of AC , Hospet CGST Division and Koppal CGST Ranges	05	Approx 6500 Sq.Ft

Area is subject to variation up to 5 %.

Note: The payment to the contractor will be made on the basis of actual days for which cleaning & housekeeping work will be carried out during the relevant month.

Eligibility Criteria:

1. Age group of the personnel should be between 25 and 50 Years Old.
2. Should have experience of 2 or 3 years in relevant Field
3. Able to read and write in English and Hindi

Last date of submission of Tenders is 12.02.2023 at 12.00 PM hrs.

Bid Submission:

- i. Not more than one tender shall be submitted by one or more service provider having

business

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Relationship. Under no circumstance will father and his son(s) or other close relations who have

1/1123918/2022 business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

ii. The rates shall be quoted in Indian Rupees only. The rates will be inclusive of all taxes fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.

iii. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

iv. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

For further details, Administrative Officer, may be contacted at 08182-221803.

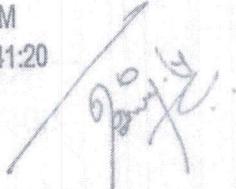
NOTE: The Department reserves the right to postpone the date of opening or to accept or reject any Or all the bids, without assigning any reasons.

The Bid details are as under:-

Sl. No.	Particular
1.	Tender Notice
2.	Scope of Work-Annexure-I
2.	Terms & Conditions – Annexure II
3.	Technical Bid – Annexure A
4.	Financial Bid -Annexure-B

Signed by Venkatesh M

[Venkatesh M]
Date: 01-02-2023 13:41:20
Assistant Commissioner



1. Notice Board.
2. The ADC (P&V), Central Tax, GST Commissionerate, Headquarters, Belagavi-01.
(For Information)
3. The Superintendent, Computer Section (For uploading in Website)

Annexure-II

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Terms and Conditions

Tender Process and submission of tender documents:-

1. The bid / tender will consist of two parts "Technical bid" in the proforma prescribed in Annexure – A and for the "Financial Bid" in the proforma prescribed in Annexure – B shall be completed in all aspects and are to be submitted in the The Assistant Commissioner of Central Tax, Hospet Division, College Road, Hospet-01

2. The tenderers shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein.

3. The tenders/ quotations received unsigned/ incomplete shall be summarily rejected. The financial bids of those bidders who have qualified in the technical bid only shall be opened and taken for consideration. The Financial Bid of the bidders who do not qualify in technical bid will not be considered and opened.

4. All information sought under Terms and Conditions and other information is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.

5. The tender documents must be submitted before 12.00 PM Hrs on 18.03.2022. The documents received incomplete and / or filed after the due date & time shall not be accepted. The Tender shall be opened on 12.30 PM at 18.03.2022.

6. The financial bids of only those parties who's Technical Bids are found to be eligible will be opened and considered.

7. (a) Bidder/s providing similar service to other Government Departments will be given preference.

(b. 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. 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. The contractor shall be solely responsible for payment of PF and ESIC etc.

(c) Bidders should pay as per Minimum Wages to his employees as prescribed by the

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ANNEXURE-I

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SCOPE OF WORK

1. Cleaning, sweeping and wet mopping of the entire area/floors/rooms/halls and cabins including the surroundings, parking area & lobby.
2. Collection of all sweeping, garbage and waste material and their effective disposal at indicated locations.
3. Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like phenyl, Harpic, Vim, Surf etc. twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
4. Movement of furniture, files and other office equipment's, whenever required.
5. Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table/ chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets and electrical fittings etc..
6. Cleanings of pantry area, wiping and cleaning of wooden Formica 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, tea etc., during office hours and in Conference / Meetings / Seminars and during the visit of assesses / guests in Headquarters and its subordinate offices.
8. Internal and external cleaning of window panes, doors and fans, vertical blinds, ceilings, walls AC Duct, grills and beams, water filling in coolers.
9. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
10. General maintenance and up keep of the entire office premises including weeding out of lawn.
11. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and surrounding area.
12. The persons will render services everyday including Saturdays except Sunday and National Holiday/public Holidays.
13. Any other work assigned by the controlling officer from time to time.

Jobs to be carried out weekly.

- i) Cleaning of window panes with mild detergent such as Collin 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) Washing of floors with detergents etc.
- iv) Fan cleaning/ door and window cleaning.
- v) If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the contractor.

Cleaning Materials:

The cleaning and swiping material will be provided by the department.

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- (d) Employing local youths above the age of 18 years will be given preference.
 - (e) The person employed should work on all days except Sunday.
 - (f) The working hours will be from 09:30 to 06:30 hrs daily including lunch break of half an hour, skeleton staff should be deployed beyond 05:30 P.M. on all working days to cater for emergency services only. Cleaning and dusting of entire office premises should be completed before 10:00 am daily.
 - (g) Bidder should not indulge in employing child labour.
 - (h) The contractor will provide one full time Supervisor with working mobile in the main Office building to monitor the work done by the labours.
- 8) (a)** The GST and Central Tax, Hospet Division (hereinafter 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 or retender it again.
- (b) Bidder should quote the rate on per person per month basis.
 - (c) Rates quoted should be inclusive of PF/ESI etc. No separate amount would be payable over and above the rates thus quoted.
 - (d) The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.
 - (e) All the rates must be written both in figures and in words. Corrections if any are to be made by crossing amount including and rewriting with date. In case of discrepancy between the words and figures the rated indicated in figures shall prevail
 - (f) Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.
 - (g) The Contractor/Service Provider must inspect the premises with prior approval of Administrative Officer, during office hours, keeping the area of the premises in mind so that the contractor can accurately estimate the manpower required for subject work and accordingly submit his Technical Bids & Financial Bids as per the conditions mentioned in the subject tender notice.
 - (h) The Contractors must comply with 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.
 - (i) Notwithstanding anything contained herein, the Division reserves this office to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason. This office does not find itself to accept the lowest tender and also reserves right to reject any quotation without assigns any reason whatsoever.
 - (j) The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. The Division 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.

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I/1123918/2023 (k) Contractor shall in no case lease/transfer/sublet his contract or appoint care taker for services.

(l) No other person except Contractor's authorized representative shall be allowed to enter the premises of the Division and its subordinate offices.

(m) Contractor shall be solely responsible for regular payment of wages/salaries other benefits and allowances to his personnel as per the prevalent labour laws and or any other payments that might become applicable under any Act or Order of the Govt and submit its proof of compliance as and when it is called by the department. The Division shall have no liability whatsoever in this regard and the Contractor shall indemnify this Division against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

(n) Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

(o) The contract period will be effective from the date of commencement of the service as defined elsewhere in the contract from **01.03.2023 to 28.02.2024**.

(p) 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.

(q) Photographs, full address and telephone number of all housekeeping personnel should be provided for records. The contractor shall also take care that all contract employees are well behave courteous and cooperate towards the officers and staff of this office as well as visitors and maintain the proper office decorum in all his conduct. All employees so engaged under subject contract be employee after its proper background, verification, check about his moral and social creditability and ensure that no employee having any adverse antisocial or criminal record. It shall be Contractor's duty to carry out appropriate verification as may be required in this regard. Further during the contract period if any contract person is changed or new employee engaged than all these requirements should be satisfied in respect of new labours.

9. Terms of Payments:-

(i) The contractor will submit the monthly bill (in duplicate) in the first week of the following month duly certified by the officer-in-charge and the same will be paid thereof after making recovery, if any through e-payment. Name of the Bank, Branch and Accounts including IFSC code may be provided.

(ii) The contractor shall make regular and full payment of labour charges, salaries

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and other payments as due, as per the labour law to its personnel deputed
under service contract and furnish necessary proof of labour wise
disbursement along with the bill of next month may be provided.

- (iii) No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act 1961.
- (iv) Since this is a Govt. of India office, disposal and disbursement of monthly bills submitted by contractor will be depending upon the availability of Govt. funds for said provision. However, as soon as Govt. makes fund available on required head, disbursement of pending bills are made as soon as possible. However, department will not pay any interest for late payment or disbursement due to any reasons or any emergency.

10. Penalties:-

- (i) The contractor will attract a penalty of Rs. 250/- (Rs. Two Hundred and Fifty only) per day/per person in case the person fails to carry out the housekeeping services due to his absence or any other reason.
- (ii) In the event of failure in maintaining the housekeeping services on any day up-to the desired standard, in part of full the contractor is liable to be penalized @ 250/- (Rs Two Hundred and Fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Division will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- (iii) The contractor shall ensure that peace and order is maintained in the premises.
- (iv) The contractor would ensure that all his personnel would behave courteously and decently with employees of the Division and also ensure good manners.


Sd.
**ASSISTANT COMMISSIONER
HOSPET DIVISION
HOSPET**

Copy to:

I/167/2022-ADMN-CGST-DIV- HSPT- COMM RTE-BELAGAVI

1) All Range offices and DPU for giving wide publicity.

I/1123918/2023 2) Notice Board.

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ANNEXURE 'A'**PROFORMA (TECHNICAL BID)**

1	Name of the Firm / Agency	
2	Office / Firm address:	
	a. Telephone Number:	
	b. Fax Number	
	c. E-Mail address.	
3	Name of the Authorized Representative	
4	Registration details:	
	1. GST Registration:	
	2. PAN Number:	
	3 .EPF / ESI Registration	
5	Whether terms and conditions of the Tender is acceptable or not	
6	Whether the firm is black listed by any Government Department or any Criminal case is registered against the firm or its owner / partners anywhere in India. <u>(If no, an undertaking to this effect is to be attached in this regard.)</u>	

Signature of the Tenderer with Seal

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Proforma for Financial Bid

- 1) Name of the Tenderer :-
2) Full Address with Contact No. :-
3) Rate per person per month
(Including all Taxes & EPF/ESIC/GST etc.) :-
4) Total Amount Including GST if any
(Per Month) :-

	TOTAL				
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[Note: - Cost of cleaning material should not be included in above rates, as the cleaning Material will be provided by the Department.]

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Place:- _____

Date:- _____

[Signature of Authorized Person]
[With Date and Firm Seal]