

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE, CUSTOMS &
SERVICE TAX,
KENDRIYA UTPAD SHULK BHAVAN, TELANGKHEDI ROAD, CIVIL LINES
NAGPUR-I**

**NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE-KEEPING
FOR THE YEAR 2017- 2018**

1. Sealed tenders are invited from reputed House Keeping Contractor for cleaning and housekeeping of the office buildings including constructed area and open premises of Nagpur Commissionerate on Annual Contract basis for the financial year 2017-18. The details are as follows :

Sr. No	Name of Building/Location	Area (Sq. Mtr.)	Location	Surrounding /Parking Area (Approx.)
1	(i) Office of the Principal Commissioner of Central Excise, Customs and Service Tax, Nagpur at Kendriya Utpad Sulk Bhavan, Telangkhedi Road, Civil Lines, Nagpur -I	989.70	Ground Floor (Main Bldg.)	2640.24 Sq. Mtr.
		1136.80	1 st Floor (Main Bldg.)	
		1136.80	2 nd Floor (Main Bldg.)	
		1136.80	3 rd Floor (Main Bldg.)	
2	Commissioner (Appeals)	98.00	2 nd Floor (Annex Bldg.)	
3	Computer Section including Corridor	206.00	Ground Floor (Annex Bldg.)	
4	SIV Cell	166.05	3 rd Floor (Annex Bldg.)	
5	Service Tax Cell including Corridor	240.73	2 nd Floor (Annex Bldg.)	
6	Hingna -I, Hingna-II,	102.00	Ground Floor (Annex Bldg.)	
7	Butibori- I, Butibori - II	2872.00	1 st and 3 rd Floor (Annex Bldg.)	
8	Mihan	1219.00	2 nd Floor (Annex Bldg.)	
	Total	9230.88		2640.24
	TOTAL AREA		11871.12 Sq. Mtr.	

Area is subject to variation up to 10%.

2. SCOPE OF WORK.

- Cleaning, sweeping and wet mopping of the entire area, including the surrounding/Parking area.
- Collection of all sweeping, garbage and waste material and their effective disposal.
- Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like Lysol, Harpic, Vim, Surf etc. twice a day and whenever required
- Shifting of furniture, files and other office equipments, whenever required.
- 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, fans 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, etc., during Conference / Meetings / Seminars and visit of Assesseees in Headquarters and offices.
8. Internal and external cleaning of window panes, doors and fans.
9. Cleaning of venetian 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. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office and guest house premises, its towel, bed sheets, pillow covers, other cloth items, kitchen and utensils, dining rooms, other rooms, toilets etc neat and tidy. The bed sheets, bed cover, pillow covers, towels, curtains etc. shall be sent to the laundry for washing, ironing and to be collected by the Contractor. The charges for the same shall be borne by the Contractor. Any breach of these conditions will result in the immediate termination of the contract.
14. Contractor should quote Rate with material

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 sofasets, twice a week.
- iii) Cleaning of all tables and ceiling fans, tube lights, A.C. grills and light covers.
- iv) Scrubbing and disinfecting of all toilets.
- v) Scurbbing and cleaning of all floor areas of the buildings.
- vii) Cleaning of all the glass structures with soap and paper.
- viii) Cleaning of all staircases, staircase landings and elevator areas.

4. Terms and Conditions:

- 1 a) Bidders providing similar service to other Government Departments will be given preference.
- b) Bidders Should be paying minimum wages to their employees in time, as prescribed by Govt of India Ministry of Labour & Employment office of the Deputy Chief labour Commissioner (central, Nagpur 440006 (MS) issued vide letter No N -92(i) / 2015 MW dated 17.10.2016 (Copy enclosed paraV)

- c) It shall be mandatory for the Bidders to be duly registered with ESIC, Provident Fund, Service Tax and other relevant statutory authorities dealing with employment of labour. as per Central Government Govt. of India Ministry of Labour & Employment office of the Deputy Chief Labour Commissioner (Central), Nagpur 440006 (M.S.) issue vide letter No N-92(I) /2015/MW dated 17/10/2016 (Copy enclosed (para V)

Apart from the above 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 08.00 to 17.00 hrs daily including lunch break of one hour.
- g) Bidder should state the lump sum amount to be charged on monthly basis rate per sq.mtr. per month (**with Material**), the number of laborers to be employed as well as the area per sq.mtr. to be looked after by each labourer.
- h) Bidder should not indulge in employing child labour. He should also give break up of wages to be paid per month per person. Bidder should give the total no of person to be employed including one supervisor who shall be responsible for main ting the activates and attendance of the worker. He should maintain roster of attendance of the workers and produce to superintendent (Admn) for verification when ever required.
- 2) The Central Excise & Customs, Nagpur Commissionerate (hereinafter referred to as the Commissionerate) 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 Commissionerate.

- 7) Notwithstanding anything contained herein, the Commissionerate 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 Commissionerate 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 Commissionerate, 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 Commissionerate.
- 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 Commissionerate shall have no liability whatsoever in this regard and the Contractor shall indemnify this Commissionerate 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. 40,000/--(Rupees Fourty Thousand Only)** in the form of Bank Draft (DD) only in the name of the Assistant Chief Accounts Officer, Central Excise, Nagpur-I, **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 5% of the total contract value.

5. FINAL PAYMENT :

The contractor shall submit the bill for every month by the 1st day of next month -duly certified by the caretaker/Inspector Incharge. 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 the 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.

6. Mode of submission of bids:

The sealed tenders should be addressed to:-

"The Principal Commissioner of Central Excise, Customs & Service Tax, Nagpur-I Kendriya Utpad Shulk Bhavan, Telangkhedi Road, Civil Lines, Nagpur - 440001." 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 2017-18** 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.