

**OFFICE OF THE ASSISTANT COMMISSIONER CGST & CENTRAL EXCISE,**  
**DIVISION- HINGNA ,PLOT NO.35 SECTOR-A, CIDCO LAYOUT, VILLAGE RENEPARA,**  
**NEAR LOKMAT PRESS, BUTIBORI,NAGPUR**

**TENDER**

**Tel (07103) 262103/05**

**FNO I(15)2/2018/Adm/Hingna/**

**NAGPUR dated 15/07/2019.**

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

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**PERIOD 01.08.2019 TO 31.03.2020**

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 following Division & Range office on Annual Contract basis for the financial year 2019-20. The details are as follows :

**1. (a)CGST & Central Excise Division Range Office. the details are as follows**

Sr.	Range Office	Office Address	Area Square Feet.
1	Division-Hingna	C/o Plot No.35,Sector-A, CIDCO Layout	6090.33 Sq Feet
2	+ Range Butibori-I & Butibori-II	Village Rengapar Butibori Nagpur	
3	Range -Wardha	C/o Adv. Kishor Akhuj Building ,Socialist Chowk Main Road Wardha	1709 Sq Feet
4	Range- Hingna	C/o BSNL Office, First Floor Telephone Exchange, Wadi MIDC Nagpur	1145 Sq Feet
5	Range- Umrer	C/o Mone Towar, plot No. 4 Mouza Besa Nagpur	1293 Sq Feet

**Total Area =6090.33 . Feet,1709 Sq Feet, 1145 Sq Feet,1293 Sq Feet.**

**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 Lysol, 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 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. Internal and external cleaning of window panes, doors and fans.
8. Cleaning of venetian blinds, ceilings, walls, AC duct, grills and beams.
9. Cleaning of entire floor space, glasses and pantry with detergents.
10. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
11. General maintenance and up keep of the entire office premises.
12. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office neat & 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) 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.

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 16.30 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 labourers 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.
- 2) The Assistant Commissioner, Division Hingna, Nagpur (hereinafter referred to as the Assistant Commissioner, Division Hingna Nagpur 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 Assistant Commissioner, Division Hingna, Nagpur .

- 7) Notwithstanding anything contained herein, the Assistant Commissioner, Division Hingna, Nagpur 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 Division Hingna & its Range Offices.
- 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. Division Hingna, Central Excise, Nagpur shall have no liability whatsoever in this regard and the Contractor shall indemnify Division Hingna, Central Excise, Nagpur 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. 5000/- (Rupees Five Thousand Only)** in the form of Bank Draft (DD) only in the name of the Administrative Officer, CGST & Central Excise, Division Hingna Nagpur, -**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.

#### **6. PAYMENT: Payment of Monthly Bill**

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 by E- Payment Through PFMS 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 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.

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

The sealed tenders should be addressed to:-

“The Assistant Commissioner of CGST & Central Excise, Division Hingna Nagpur-I, Plot No. 35, Sector-A, CIDCO Layout, Village Renepar, Near Lokmat Press, Butibori, Nagpur-441122 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, GST IN 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 2019-20' for the Period 01/08/2019 TO 31/03/2020 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 25.07.2019 TILL 16.00 hrs.** Bids received later than the stipulated date and time will not be considered under any

Circumstances. The tenders will be opened on 26.07.2019 at 12.00 Hrs. by the Tender Evaluation Committee, where the representative of the bidder(s) are requested to be present. The tender will be opened in Office of the Assistant Commissioner of CGST & Central Excise, Division Hingna Nagpur-I, Plot No. 35, Sector-A, CIDCO Layout, Village Renepar, Near Lokmat Press, Butibori, Nagpur-441122

**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-HINGNA NAGPUR.-I  
TELEPHONE NO. : 0703-262103/05.

**(Ms. Sonal Jawanjal)  
ASSISTANT COMMISSIONER  
CGST & CENTRAL EXCISE  
DIVISION-HINGNA, NAGPUR**

F.No.I(15)02/2018/Adm/

Nagpur, the 15/07/2019.

Copy to:

1. The Principal. Commissioner, CGST & Central Excise , Hqrs. Nagpur -I
2. The Superintendent (Systems), Central Excise, Nagpur-I for uploading the tender in  
Departmental website [www.cenexcisenapur.nic.in](http://www.cenexcisenapur.nic.in), and [www.cbec.gov.in](http://www.cbec.gov.in)  
[www.Tender Gov.in](http://www.TenderGov.in)
3. Notice Board

**(Ms. Sonal Jawanjal)**  
**ASSISTANT COMMISSIONER**  
**CGST & CENTRAL EXCISE**  
**DIVISION-HINGNA NAGPUR**

## Proforma for Technical Bid

- 1] Name of the Party :-
- 2] Postal address :-
- 3] Telephone No. :-
- 4] Mobile No. :-
- 5] Name of Contact Person / Authorized. :-
- 6] Mobile No. of Authorized Person :-
- 7] Permanent Account Number (PAN)  
allotted by Income Tax Deptt. :-
- 8] Service Tax/ 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 :-
- 13] Name & address of Customer to whom  
House keeping & cleaning Services 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. Feet per month  
(including all Taxes & EPF/ESIC/S.Tax 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 ]