



Government of India  
Ministry of Finance, Revenue Department  
Office of the Commissioner GST, Nagpur-I  
Telangkhedi Road, Civil Lines, Nagpur- 440001



C.No.I(39)01/Canteen Tender/Admn/2018/N-I/

Nagpur, dated 21.05.2019

Sub: Tender for processing of Safaiwala for Canteen.

Office of the Chief Commissioner of GST, Central Excise, Nagpur-I, invites sealed tenders under two-bid system from reputed and experienced agencies for providing of Safaiwala for Canteen at office of the Commissioner, GST & Central Excise, Nagpur-I situated at Telangkhedi Road, Civil lines, Nagpur-440001 by deploying required one person as safaiwala.

2. While submitting quotations, the bidders must submit (i) Technical Bid comprising of (i) Annexure-I duly signed in token of having accepted the General Terms and Conditions, Annexure-II duly signed in token of having read and understood the scope of work, Annexure-III i.e. "pre-qualification requirement for award of contract for Safaiwala" complete in all respects, in one envelope and (ii) Financial Bid (Annexure IV) in another envelope.

In the technical bid, the tenderer will provide (i) Details of his PAN, GST registration and details of ESIC, PF etc. (attach photo copies). If deemed fit. (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. iv) Valid license issued from the respective State Controlling Authority (attach photo copies).

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 'FINANCIAL BID'. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words '**QUOTATIONS FOR SAFAIWALA 2019-20**' on top and should reach this office at the above mentioned address **before 28 th May '2019**. The technical bids shall be opened on **29.05.2019** at 04.00pm. The Tenderers who wish to be present at the time of opening of tender may present themselves or authorize their representatives with authority letter. The bid security (EMD) of Rs. 10,000/- (Rupees ten thousand only) should be paid by Demand Draft in favour of Assistant Chief Accounts Officer, GST & Central Excise, Nagpur-I payable at Nagpur. No other method of payment shall be accepted.

3. The Financial Bids of only those Tenderers will be opened who fulfill the Technical conditions as mentioned in Annexures – I, II & III.

4. The Commissioner of GST & Central Excise, Nagpur-I, reserves the right to postpone / and / or extend the date of receipt /opening of quotations or to withdraw the same, without assigning any reason thereof.

Encl: Annexures I to IV

Sd/-

Dt. 21.05.2019

(Swachhand Chavan)  
Deputy Commissioner (P&V)  
GST & Central Excise,  
NAGPUR-I (HQRS)

## TECHNICAL BID

### Annexure -1

#### GENERAL TERMS AND CONDITIONS OF THE TENDER

1. The service provider shall provide safaiwala for canteen service for **01<sup>st</sup> June 2019 to 31<sup>st</sup> May 2020**. A single shift will have normal duration job of eight hrs.

Tender for processing for safaiwala for canteen through outsourcing for the required manpower shall be as under:-

Time	Name of the premises	Numbers of person as Safaiwala required
<b>09.30 a.m. to 6.00 p.m.</b>	Departmental Canteen Office of the Commissioner GST & Central Excise, Nagpur-I	One

2. The safaiwala person should be educated and trained. They should be well built, physically fit and ever ready for standing duty. They should be smartly dressed in uniform and display a pleasant disposition, always alert and agile in their duty. The safaiwala person should be present in smart discipline and follow all the rules and regulations.
3. The contract would be preferably awarded to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender. However, to safeguard against failure by this agency to provide the services as per terms and conditions of the tenderer, the competent Authority reserves the right to empanel other tenderers who are prepared to provide the services as per same terms and conditions as that of L-1 tenderer by giving one month notice.
4.
  - 1 a) Tenderers providing similar service to other Government Departments will be given preference.
  - b) Tenderers should be duly registered with ESIC, Provident Fund, GST 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) Tenderers should be paying minimum wages to their employees in time, as prescribed by the relevant orders in force.
  - d) Tenderers employing local youths will be given preference.
  - e) The person employed should work on all working days or as desired by Canteen Committee.
  - f) Tenderer should not indulge in employing child labour.
  - g) The security personnel shall be between the age group 25 yrs. to 40 yrs. only with good physical fitness.
- 5) The Commissioner of CGST & Central Excise, Nagpur-I, 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
- 6) The Tenderers are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.

- 7) 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.
- 8) Rates/Quotations should be submitted and signed by the authorized representative of the Tenderers with its current business address.
- 9) The Tenderers 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 tenderer in the Rates/Quotations and accepted by the Commissionerate.
- 10) Notwithstanding anything contained herein, the Commissioner reserves the right to terminate the contract by giving 1 (one) month's notice in writing.
- 11) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the Tenderers. The Tenderers shall arrange necessary insurance cover for all persons deployed by them. 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 Tenderers.
- 12) Tenderers shall in no case lease/transfer/sublet or appoint another care taker for services.
- 13) No other person except the Tenderer's authorized representative shall be allowed to enter the premises of the Commissionerate.
- 14) Tenderer shall be solely responsible for payment of wages/salaries other benefits and allowances to the 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 Tenderer shall indemnify this Commissionerate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
- 15) Tenderers shall be fully responsible for theft, burglary, fire or any mischievous deeds by their staff. Any loss due to any of above reasons shall be compensated by the Tenderers.
- 16) It is made clear that the engagement of any 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.
- 17) The Tenderer will provide his staff with the necessary uniforms, the cost of which shall be borne by the service provider.
- 18) Photographs, full address and telephone number of all security personnel should be provided for records. The Police verification of all personnel should be completed in all respects.
- 19) No private work should be done within the office premises.
- 20) Valid license issued from the respective State Controlling Authority (attach photo

copies).

- 21) The quotations should be accompanied by an earnest money of **Rs.10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft (DD) only in the name of the Assistant Chief Accounts Officer, the Commissioner of GST & Central Excise, Nagpur-I, **unless otherwise exempted under GFR, 2017**. Cash and cheque will not be accepted. **Quotations received without earnest money shall be summarily rejected**. The earnest money shall be returned to the unsuccessful Tenderer after the finalization of the contract. With respect to the Tenderer 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.

**22. FINAL PAYMENT :**

The contractor shall submit the bill for every month by the 10<sup>th</sup> day of next month—duly certified by the caretaker. No interim bills will be entertained. Payment will be made through PFMS Cheque 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 according to 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 person will be imposed, in case the person fails to carry out the services due to his absence or any other reason.

**23. Mode of submission of bids:**

The sealed tenders should be addressed to:-

“The Commissioner of GST & Central Excise, Nagpur-I, Telangkhedi Road, Civil Lines, Nagpur - 440001.”

The tenderers are required to submit two bids, i.e., Technical bid and Financial bid in the prescribed proforma which may be obtained from the website. In the Technical bid, the tenderer will provide (i) Details of his PAN, GST registration and details of ESIC, PF etc. (attach photo copies). (ii) Details about his experience in the field, and the other organizations for which he is providing such services. (iii) Valid license issued from the respective State Controlling Authority (attach photo copies). (iv) 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 'FINANCIAL BID'. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words 'QUOTATIONS FOR SAFAIWALA 2019-20' 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.

**24. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS 28<sup>th</sup> May '2019.** Bids received later than the stipulated date and time will not be considered under any circumstances. The tenders will be opened on **29<sup>th</sup> May 2019 at 04.00 pm** by the Tender Evaluation Committee, where the representative of the Tenderers are requested to be present.

**25.** The tender details are available on [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in)

FOR ANY CLARIFICATION IN THE MATTER AND/OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH SUPERINTENDENT(ADMN.), CGST & CENTRAL EXCISE, NAGPUR-I, CIVIL LINES TELANGKHEDI ROAD, NAGPUR- 440 001 TELEPHONE NO. : 0712 – 2564990.

**(Swachhand Chavan)  
Deputy Commissioner (P&V)  
GST & Central Excise,  
NAGPUR-I (HQRS)**

F.No. I(22)12/Canteen Tender/Admn/2019/Admn/ Nagpur, dated 21<sup>st</sup> May 2019

Copy to:-

1. Notice Board.
2. The Assistant Commissioner (Computer System), GST & Central Excise, Nagpur – I, for wide publicity through departmental website.
3. The Web Manager, Directorate General of System & Data Management, 4<sup>th</sup> & 5<sup>th</sup> floor, Samrat Hotel, Chanakyapuri, New Delhi – 110021 for wide publicity through departmental website.
4. The Commissioner, Central Excise, Nagpur-I for information please.
5. The Chief Account Officer, GST & Central Excise, Nagpur-I for information please.

**(Swachhand Chavan)  
Deputy Commissioner (P&V)  
GST & Central Excise,  
NAGPUR-I (HQRS)**

**Annexure II**

**SCOPE OF WORK**

1. He has to come in office time regularly or on prescribe days for canteen work.
2. He has to maintain discipline, office decorum i.e. wearing uniform, shoes etc.
3. He has to maintain Canteen place neat & clean.
4. He has to obey and execute direction given by Canteen Manager and members of Canteen Committee.

We have read and understood the scope of the work

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

### **Annexure III**

Pre-Qualification requirement for award of contract for Safaiwala Services.

1. Name of the Firm with telephone, FAX and complete address
2. Registration details of the firm (attach copies)
3. Service Tax registration details (attach copies)
4. Permanent Account Number (PAN) (attach copies)
5. Details of ESIC & EPF registration along with evidence
6. Shop Act Licence No. & Date
7. Contract Labour Act Licence No. &  
Date & its validity period
8. Financial soundness certificate details  
(attach original letter of the Bank)
9. Experience of Min 2 years/ details of present clients  
(attach job order / service certificate from Government Office / PSUs)
10. Valid license issued from the respective State Controlling Authority (attach photo copies).

### **DECLARATION:**

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicted in Annexure I and shall abide by them. I/We also understood the parameters of the proposed scope of work in Annexure II and shall abide by them also.

I/We hereby certify that the information furnished above is true and correct to the test of my/our knowledge. I/we understand that in case, any deviation is found in the above statement at any state; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

**Annexure IV**

**FINANCIAL BID**

1. Name of the Tenderer :
2. Full address (with Telephone & FAX Number) :
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 :-

Rates should be indicated in both figures and words. If there is any difference between the two said rates, the rates quoted in words will prevail.

**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.

Signature of Authorized Signatory with date :

Name of the Firm:

Seal: