



केन्द्रीय कर आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CENTRAL TAX

केन्द्रीय राजस्व भवन :: कन्नावारि तोटा :: गुन्दूर ।

C.R.BUILDINGS :: KANNAVARI THOTA :: GUNTUR – 522 004.

■PABX-(0863) 2234783 & 2234784: FAX : 0863-2234365

C.No.I/22/04/2020-Admn.

Date: .03.2020.

TENDER / QUOTATION NOTICE

The Commissioner of Central Tax, CGST Guntur Commissionerate invites sealed quotations/tenders from eligible bidders in respect of providing house-keeping work for 8 hours a day in the offices/formations under Guntur CGST Commissionerate. The rate is to be quoted per Square feet per month basis only. The contractors should submit the single separate quotation for Hqrs.office and division (division and its formations). The rate quoted should be as per the minimum wages fixed by the Government of India, Ministry of Labour & Employment under Minimum Wages Act from time to time. The tender application and detailed "Terms & Conditions" and the details of the formations under Guntur CGST Commissionerate (Annexure-IV) will be downloaded from the E-publishing portal <https://eprocure.gov.in/epublish/app> or from Our Department website "www.cbic.gov.in".

The interested service providers are requested to quote their rates for the area of each division and its formations and submit their tender documents online in the prescribed format with duly filled in all aspects and duly signed and stamped, should be submitted in e-procurement portal on or before 26.03.2020. Technical bid and Financial bid should be uploaded in separate documents super-scribed "TENDER/QUOTATION FOR HOUSE KEEPING WORK (TECHNICAL / FINANCIAL BID)" and should be addressed to the Joint Commissioner (P&V), Central Tax, CGST Guntur Commissionerate, Kannavarithota, Guntur. The Commissioner of Central Tax, CGST Guntur Commissionerate reserves the right of cancel, postpone or reject/accept the quotations/tenders and the right of reducing the minimum no. of persons required. If the minimum no. of persons reduced by this office for any reason, the amount would be paid proportionately to the no. of persons as per minimum wages fixed by Government of India.

JOINT COMMISSIONER (P&V)

I. TENDER PROCESS

1. Tender is invited in two parts i.e., (1) Technical Bid (2) Financial Bid. The Tender form for Technical Bid in proforma prescribed in Annexure- I and the tender form for the Financial Bid in proforma prescribed in Annexure-II and Annexure-III complete in all aspects shall be uploaded in two separate documents **on or before 26.03.2020**. The submitted documents should be super-scribed with appropriate head like Technical Bid – Contract for providing Housekeeping services and Financial Bid - Contract for providing Housekeeping services respectively. **Technical Bids will be opened on 27.03.2020(Friday)**. Incomplete bid documents shall be rejected. The valid Technical bids will be scrutinized by this office to short list the eligible bidders. Thereafter the Financial bids of the short listed bidders who have qualified in Technical Bid will be opened on **30.03.2020(Monday)**.
2. The copy of the Earnest Money Deposit of **Rs.25,000/-** (Rupees Twenty Five Thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of "**The Commissioner of Central Tax, Guntur CGST Commissionerate**" to be uploaded along with the Technical bid and the original EMD Demand Draft/ Banker's Cheque should be submitted at the time of opening of technical bids. The bids without Original Earnest Money Deposit will be rejected. Earnest Money Deposit will be returned to all the unsuccessful bidders at the end of the selected process. However, the Earnest Money Deposit will be forfeited in case the successful bidder withdraws or the details furnished in Annexure – I & II are found to be incorrect or false during the tender selection process. No interest will be paid on the Earnest Money Deposit and Earnest Money Deposit of selected bidder will be returned on furnishing performance guarantee as detailed below:
3. **PERFORMANCE GUARANTEE:** The Successful bidder has to submit an amount equal to one month's payment as performance guarantee deposit in the form of Bank guarantee from a Nationalized Bank / Demand Draft / Banker's Cheque of a Scheduled Bank drawn in favour of "**The Commissioner of Central Tax, Guntur CGST Commissionerate**" before awarding the contract. The performance guarantee will be refunded to the selected bidder without any interest within one month from the completion of contract period.
4. The tenderer shall sign and stamp each page of this tender document by mentioning that "**I have agreed for all terms & conditions in this page**" and all other enclosures appended to it as a token of having read, understood and agreed to the terms and

conditions contained therein and submit the same along with the Technical Bid. The tenderer would fill up the information in the Annexure I, II& III enclosed at the end of this documents in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexure shall be signed and stamped by the bidder or his authorized signatory. **The tenderer shall quote their rates for the service to be provided at “Rate per Sq. Feet per month” (in both words and figures)** which should include deduction towards PF and ESI, bonus etc. and the same would not be payable over and above the rates thus quoted.

5. **This office reserves the right to postpone / and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same without assigning any reason thereof.**
6. The final rates quoted shall be valid i.e. no further increase/decrease for a period of 1 year from the date of commencement of agreement.
7. Tax Deducted at Source (TDS) shall be deducted as per the provisions of Income Tax Law and GST Law, as amended from time to time and a certificate to this effect shall be provided to the agency by the department.
8. Bidder should not indulge in employing child labour or any other malpractice in relation to labour laws or any other laws applicable to the services provided by the bidder.
9. Bidder/s shall be duly registered with ESIC, Provident Fund, Income Tax, GST, Labour and other relevant statutory authorities in connection with their service activities. All existing statutory requirements 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 whenever required. Any failure to comply with any of the above regulations or any deficiency in service will render the contract liable for immediate termination without any prior notice. Contractors not registered under the ESIC and Provident Funds Act, Labour and other relevant statutory enactments concerning with their own personnel need not apply.
10. Bidder shall quote their rates for the service to be provided as “rate per Sq.Foot per month”. These should include all amounts payable towards EPF, ESI, and Bonus on wages, any other statutory/miscellaneous allowances, and employer’s contribution including all applicable taxes. A break up to this extent may be furnished. The rate per Sq.ft per month has to be quoted in the price bid document i.e. BOQ sheet.
11. In case of any default by the contractor in any of the terms and conditions (whether

General or special), the Guntur CGST Commissionerate may, without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days' notice in writing to the contractor.

12. Insurance cover protecting the agency against all claims applicable under the workmen's Compensation Act, 1948 shall be taken by the contractor. The contractor may arrange necessary insurance cover for persons deployed by him even for short duration. The Guntur CGST Commissionerate shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the contractor.
13. The contractor or his personnel deployed are barred from forming association and indulging in any union activities within the office premises. Such activities on this count would render the contract liable to termination without any notice.
14. The contractor shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against Guntur CGST Commissionerate or any of its officers on this account. The contractor will keep the Guntur CGST Commissionerate indemnified against all actions.
15. The contractor should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government office. The Service provider should also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of contract.
16. The housekeeping services shall be provided generally from Monday to Saturday in a week. A weekly off may be ensured by the Contractor to the housekeeping staff upon mutually agreeable basis with the department.
17. This office reserves the right to call for the services of the housekeeping, if required, even on Sundays/Holidays whenever required. The service provider should maintain a chart of cleaning carried out with date and time and a signature of the officer in-charge of the department should be obtained against each task.
18. The service provider should not change the housekeeping staff deployed without the

prior approval of the proper officer of the department. Any change if required should be informed to the department well in advance and necessary changes should only be effected after approval of the department.

19. The housekeeping staff should maintain utmost discipline. Men should always be clean shaven and hair trimmed, women should have their hair braided and should not have loose hair or ponytail during working hours. Consumption of pan / gutka / smoking in office / arguing with the staff of the department / non-obeyance of orders will be views seriously and may lead to termination of the contract.
20. The service provider should instruct his housekeeping staff not to sit in the officers chamber / use the land line phones / computers etc., any non-compliance would attract penalty.
21. Bidder should state the lump sum amount to be charges on monthly basis, as well as "Rate per Sq.Foot per month " both in words and figures, also separately state the detailed break-up of basis for price quoted.
22. Contractor shall be solely responsible for prompt payment of wages/ salaries / compensations with 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.
23. Period of the contract shall be for the period from 01.04.2020 or the date of awarding of this contract whichever is later to 31.03.2021 and as per the requirement of this office as decided by the appropriate authority. The contract may be renewed/ extended for such further period, as may be decided by the Commissioner / Commissioner or terminated and / or fresh tenders invited. Decisions of the department will be final here.
24. Any Statutory levy / taxes / fees / charges / penalties / fines etc., in respect of the services being provided found leviable / payable at any time shall be borne by the contractor only even if not already included in the contract.
25. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his personnel / equipment.
26. It is clarified in no ambiguous terms 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 the official premises for claiming any regular or part time

employment in this office or any other Government Office. Any demand/ litigation on this account would render the contract liable for termination.

27. The contractor should ensure punctuality of the personnel deployed for executing the housekeeping services. The deployed personnel should be instructed not to gossip with the staff of the department or speak on mobiles during working hours. The housekeeping staff should not read or handle any files or correspondence of the department. Their role during the contract should be restricted only to movement of files.
28. The Commissionerate reserves the right to postpone and / or extend the date of receipt/ opening of rates/ quotation or to withdraw / cancel the same, or to change all or any terms and conditions without assigning any reason thereof.
29. The contractors are required to submit the complete rates / quotations only after satisfying each and every condition laid down.
30. 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.
31. 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.
32. No other allowances of any kind including transport / food / clothing / washing / overtime etc whatsoever will not be paid by this office.
33. Notwithstanding anything contained herein, the Commissionerate reserves the right to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason and if the Contractor intends to terminate the contract with this Dept., has to give the termination notice three months in advance with proper reasons in writing.
34. The contractor will be responsible for the good conduct and high degree of discipline of all his workers deployed, and will be liable legally for any harm or loss happening to any person whomsoever, in whatever form, from misconduct or any act of negligence, Omission or commission, whether intentional or otherwise, of the contractor or any of the worker deployed by the contractor in the course of providing any services states in this contract and the Contractor shall bear full responsibility and cost of the same.

35. This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action.
36. The tender forms will be rejected if it is not complete in any aspect.
37. The tender documents are not transferable.
38. The bidder should produce a certificate stating that he is not a defaulter of any Government Revenue and there is no cases of tax evasion pending against their firm in any organization like Central Govt./ State Govt./ PSUs etc., and the said certificate should be given on Rs.100 bond paper.
39. The short listed tender along with the documents will be submitted to the “Competent Authority” and upon approval by the “Competent Authority” the successful bidders will be intimated about the award of contract to them.
40. The bidders should submit the separate quotations for each division and Hqrs.office however he/she has to submit single quotation for total division and its formations and the bills also should be submitted separately to the concerned divisions and Hqrs.office.

II. TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

- A) Bidders should have minimum five years of experience in providing housekeeping services to various organization and should have completed at least two such works with an Annual Contract Value of Rs.60 lakhs in the similar activity in the last three years. Evidence for the same should be provided.
- B) The bidder must have Firm Registration, ESI Registration, EPF Registration and GST Registration. Registration certificates and the copies of the same should be enclosed.
- C) The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of the same should be enclosed.
- D) The evidence for filing of Service Tax returns/GST Returns and IT returns for past three Financial Years 2016-17, 2017-18 and 2018-19 should be enclosed along with the Technical Bid.
- E) The bidder must have an Annual Average Turnover of not less than of Rs.60 lakhs during the last three Financial Years 2016-17, 2017-18 and 2018-19certified by a Chartered Accountant.

- F) The bidder should produce a certificate stating that he is not a defaulter of any Government Revenue and there is no cases of tax evasion pending against their firm in any organization like Central Govt./ State Govt./ PSUs etc., and the said certificate should be given on Rs.100 Bond paper.
- G) The bidder must produce a solvency certificate from his banker for an amount not less than AMOUNT OF THE CONTRACT FOR THE FINANCIAL YEAR 2020-21.
- H) The Competent Authority has the right to decide whether the particular technical bid qualified for financial bid opening depending on the above submitted documents submitted by the respective bidder.
- I) The bidder should possess Contract Labour Act License number and its validity period and produce the copy of the same along with technical bid.
- J) The bidders should submit the separate quotations for each division and Hqrs. office however he/she has to submit single quotation for total division and its formations.

IV DESCRIPTION OF NATURE OF WORK

I. COVERED AREA

DAILY SERVICES :

- A. Daily Sweeping and wet mopping of the entire office area specified in the tender document.
- B. Furniture like tables, chairs, visitor's chairs, sofas, almirahs etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
- C. Thorough cleaning of the toilets including WCs and Urinals with attached water Tanks and washbasins, by using disinfecting materials like phenyl, Harpic, etc., **twice a day** and more often, if needed. And also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- D. Vacuum cleaning of the systems room, all computers in the office and sofa sets should be done twice a week.

- E. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- F. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
- G. Maintenance and up keep of the entire office area specified above.
- H. Shifting of furniture and other equipments and files whenever required.
- I. Attending to electrical facilities in the office, like changing of tube lights, bulbs and such other minor repairs whenever required.
- J. Conference room should be cleaned before and after every meeting organized there.
- K. Artificial plants, door mats and carpets are to be cleaned daily.
- L. Care should be taken that the gadgets are not tampered with during the cleaning Operation.

WEEKLY SERVICES (Saturdays):

- a) Removal of cobwebs in the office buildings.
- b) Removal of dust accumulated on the walls, windowpanes and ventilators in the toilets.
- c) Thorough washing, rubbing and cleaning of corridors.
- d) All name boards, wall panels, paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.

II Rate and Prices

The bidders shall quote their rates for personnel employed as “**Rate per Square Foot per month**” (in both words and figures) which should include deductions towards EPF, ESI, other statutory payments and any other taxes as applicable.

III Final Payment

The housekeeping service provider shall submit the bill for every month by the 1st day of following the month. No interim bills will be entertained. Payment will be made through online 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 Administrative Officer / PRO. The payment is subject to TDS as applicable under the Income Tax Act, 1961 and GST.

The tenderer/bidder should ensure that the following documents are part of

The Technical Bid.

- a) Annexure I (duly filled in) along with all necessary enclosures.
- b) EMD for Rs.25,000/- Demand Draft / Banker's Cheque drawn in favour of "The Commissioner of Central Tax, Guntur CGST Commissionerate" payable at Guntur.
- c) Tender Document (all pages signed)

The Financial Bid

Duly filled in Annexure II and III.



(M.SREEKANTH)

JOINT COMMISSIONER (P&V)

Date .02.2020.

Encl:

- 1. Technical Bid Document (Annexure-I)
- 2. Financial Bid Document (Annexure-II)
- 3. Financial enclosure (Annexure-III)

ANNEXURE-IV

Sl No	Name of the Division	Name of the Formation	Area(Sq.ft)	Minimum No.of persons required
01.	Office of the Commissioner of Central Tax, Guntur CGST Commissionerate Hqrs.office, Guntur	Hqrs.office	33,993.56	05
02.	Office of the Additional Commissioner of Central Tax, Nellore CGST Sub-Commissionerate, Nellore	a.Nellore Sub-Commissionerate	12,758	02
		b.Nellore CGST Division		
		c. Nellore Range I,II,III & IV		
		Sullurpet CGST Range	1,200	01
		Naidupet CGST Range	1,500	01
03.	Office of the Deputy Commissioner of Central Tax, Guntur CGST Division	Markapur CGST Range	1,470	01
		Kavali CGST Range	1,500	01
		Guntur CGST Divisional Office and its local Ranges i.e. Brodipet, Patnambazar and Kothapet Ranges	5575.71	01
04.	Office of the Assistant Commissioner of Central Tax, Eluru CGST Division, Eluru	Dachepally CGST Range	884.95	01
		Eluru CGST Divisional Office and Eluru CGST Range	6510	03
		Tanuku CGST Range	2185	01
		Bhimavaram CGST Range	1500	01
		Nidadavole CGST Range	1846	01
05.	Office of the Assistant Commissioner of Central Tax, Vijayawada CGST Division	Jangareddygudem CGST Range	1050	01
		Vijayawada CGST Divisional office and its local Ranges	11561	04
		a. AutoNagar CGST Range		
		b.Benz Circle CGST Range		
		c. Suryaraopeta CGST Range		
06.	Office of the Assistant Commissioner of Central Tax, Amaravathi CGST Division, Vijayawada	d. Samarangam Chowk CGST Range		
		Hanuman Junction CGST Range	1883	01
		Machilipatnam CGST Range	1620	01
		Gudivada CGST Range	1510	01
		Tenali CGST Range	1472	01
		Amaravathi Capital City CGST Range, Vijayawada	1472	01
		Jaggaiahpet CGST Range	1883	01

(to be submitted with a mention "Technical Bid – Contract for providing Housekeeping services" at the top of the letter)

ANNEXURE – I

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR
HOUSEKEEPING WORK FOR THE CENTRAL TAX, GUNTUR CGST
COMMISSIONERATE, GUNTUR FOR THE FINANCIAL YEAR 2020-21**

Sl No	Description	Remarks
1	Name of the Housekeeping Service Provider	
2	Address of the Housekeeping Service Provider with phone number and name and address of the proprietor/Partner/ Directors(with Mobile No) if any	
3	No.of years of experience in providing Housekeeping Services (enclose proofs such as performance reports from clients or TDS copies)	
4	Turnover of last 3 years (2016-17, 2017-18 and 2018-19)	
5	Permanent Account Number	
6	Details of Firm Registration(Enclose the copy of the respective registration certificate)	
7	Details of EPF Registration (Enclose the copy of the respective registration certificate)	
8	Details of ESI Registration (Enclose the copy of the respective registration certificate)	
9	Details of GST Registration(Enclose the copy of the respective registration certificate)	

10	Details of IT Returns from the last 3 financial years i.e. 2016-17, 2017-18 and 2018-19.	
11	Details of Service Tax/GST Returns from the last 3 financial years i.e. 2016-17, 2017-18 and 2018-19.	
12	Certificate stating that there are no cases of tax evasion pending against their firm in any organization like Central Govt, State Govt. etc., and the said certificate should be given on Rs.100 Bond paper.	
13	Details of Earnest Money Deposit(EMD) that was enclosed with technical bid	
14	Solvency certificate issued by the bankers	
15	Contract Labour Act License number and its validity period and enclose the copy of the respective registration certificate	

DECLARATION

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

Station:

Signature of the Authorised Signatory with date

(to be submitted with a mention "Financial Bid – Contract for providing Housekeeping services" at the top of the letter)

**PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR
HOUSEKEEPING WORK FOR THE CENTRAL TAX, GUNTUR CGST
COMMISSIONERATE, GUNTUR FOR THE FINANCIAL YEAR 2020-21**

ANNEXURE – II

1	Name of the Housekeeping Service Provider	
2	Address of the Housekeeping Service Provider	
3	Name and Address of the proprietor/partner/Directors (with Mobile No.s) if any	
4	Rate quoted per Sq.ft. with inclusive of all taxes and Commission (Please mention in both figures and words)	

DECLARATION

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

Station:

Signature of the Authorised Signatory with date

ANNEXURE-III

RATE OF WAGES FOR HOUSE KEEPERS

Basic Pay : Rs.

Variable DA :Rs.

Gross Daily Wages :Rs.

Add: Statutory Contributions

a. EPF :Rs.

b. Pension Fund :Rs.

c. ESI :Rs.

d. Bonus :Rs.

e. Others if any :Rs.

Add: Housekeeping service provider's Service Charges:

Commission :Rs.

Taxes, if any :Rs.

Wages for 26 days :Rs.

Wage Rate per Square foot per month :Rs.

(Rupees _____

)

Signature of Authorised Signatory with date

DECLARATION

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

Station:

Signature of the Authorised Signatory with date