



OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE

भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
सहायक आयुक्त का कार्यालय, केंद्रीय कर और उत्पाद शुल्क  
तृशूर मंडल /THRISSUR DIVISION  
एस टी नगर /S.T.NAGAR, तृशूर /THRISSUR-680001  
फैक्स /Fax: 0487 2441369

दूर भाष /Telephone No.:0487 2422714  
ई-मेल mail cgst.ti03@gov.in

C. No. I/22/3/2019

Date: 09.03.2020

**TENDER ENQUIRY**

Sealed quotations super-scribing "Quotations for House Keeping Work" for the period from 01.04.2020 to 30.11.2020 are invited from registered, experienced and eligible service providers for housekeeping work as per the schedule enclosed, in respect of the Office of the Assistant Commissioner of Central Tax & Central Excise, Thrissur Division, C.R. Building, S.T Nagar, Thrissur as per the details given below:-

Name of Formation	Address	Open Area (Sq Ft)	Closed Area (Sq Ft)	Total Area (Sq Ft)
Division Office Thrissur	C. R. Building, S.T. Nagar, Thrissur	500	1800	2300

Tenderers have to quote the rate as per Square Feet per month in respect of open area and closed area separately. Number of persons proposed to be engaged has to be indicated.

The service providers shall be responsible for fulfilling all his/her obligations under various labour laws as applicable and amended from time to time. Also, it should be ensured that suitable substitutes are posted in case of any absenteeism.

The details are available in Annexure I to III. Terms and conditions are available in Annexure I. Technical Bid in Annexure II should be placed in one envelope and Financial Bid in Annexure III should be placed in another envelope. Both the sealed envelopes should be placed in another sealed cover super scribing "Quotations for Housekeeping Work for the period from 01.04.2020 to 30.11.2020".

Sealed tenders will be received upto 3.00 pm on 13.03.2020 and will be opened at 11.30 AM on 16.03.2020 at the Divisional Office at S.T Nagar, Thrissur in the presence of those bidders, who wish to be present. For details, please contact PRO/Administrative Officer (0487-2440454). Details are placed in Notice Board at the Divisional Office.

Encl: As Above.

भवदीय/Yours faithfully

  
सी डी जोस/(C D JOSE)  
सहायक आयुक्त/ASSISTANT COMMISSIONER

To,

Notice Board, Divisional Office, Thrissur/Notice Board of all outstation Range Offices.  
PRO, Central Tax & Central Excise Divisional Office, Thrissur. -

## TERMS AND CONDITIONS

## GENERAL CONDITIONS:

1. **Rates should be indicated in both figures and words.** If there is difference between the two said rates, the rates quoted in words will prevail. Rates quoted should be inclusive of all taxes, and including Provident Fund and contribution towards Employees State Insurance etc. Further, rate is to be quoted per square foot basis. No extra amount over and above the rates quoted shall be paid. Assistant Commissioner, CGST Thrissur Division will not have any liability to pay any extra amount.
2. The Technical Bids will be opened first. The Financial Bids, of only those service providers, who fulfill the Technical Bids and have agreed for both terms of contract will be opened.
3. The Department reserves right to accept/reject any tender or all tenders without assigning any reason.
4. The Contractor should be registered as Service Provider with the jurisdictional Central Excise Commissionerate, Department of Labour (State Government), Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Kerala Shops & Commercial Establishments Act, 1960 and other Department as required under the Law.
5. The Assistant Commissioner, CGST Thrissur Division reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.
6. The Contractor shall in no case lease/transfer/sublet/appoint caretaker for the Services rendered.
7. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.
8. 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 Assistant Commissioner, CGST Thrissur Division or any of its officers on this account. The Contractor will keep the Assistant Commissioner, CGST Thrissur indemnified against all actions.
9. For any losses, damages caused by the personnel deployed by the Contractor to any person/property/equipment of Assistant Commissioner, CGST Thrissur Division, the Contractor will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the Assistant Commissioner, CGST Thrissur. Further, in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the Law.
10. Contractor shall be solely responsible for payment of wages/salaries, other benefits, allowances and all other statutory/other dues payable as per Central/State Government/Municipality Rates etc., other Laws etc. as applicable to personnel deployed

- that might become applicable under any Act or Order of the Government. Assistant Commissioner, CGST Thrissur Division shall have no liability whatsoever in this regard.
11. The Department shall not entertain any claim, damages, insurance liability, etc. arising out of mishap/accident etc. to the personnel employed by the Contractor. The Contractor will take such necessary action, under the various Acts/Rules/Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required. Assistant Commissioner, CGST Thrissur will not be responsible for any claim in this regard.
  12. 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.
  13. The Contractor will comply with all the Legal Rules, Regulations and Statutory obligations cast on him as per the Central/State Government/Municipality/Local Bodies relating to such deployment of personnel.
  14. In case of any default by the Contractor in respect of any of the Terms & Conditions, (Whether General or Special), the Assistant Commissioner, CGST Thrissur Division 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. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the Contractor as per the Agreement.
  15. Manpower required for execution of the entire work daily including transport of personnel deployed will be arranged by the Contractor. In case some personnel are not able to attend work, it would be the responsibility of the Contractor to provide another suitable workman in his place.
  16. Attendance register of the personnel deployed will be maintained. The personnel deployed will render service on every working day. They should attend to work punctually and complete the cleaning work of the office premises before 9.00 am daily. They will also attend to any unforeseen jobs as well as other exigency of Work. No extra payment for this shall be made.
  17. The Service provider shall nominate an Authorized Representative to supervise the work of the personnel deployed and interact with the department. No other person except the Contractor's Authorized Representative shall be allowed to enter the premises of the Assistant Commissioner, CGST Thrissur Division. The name of such Authorized Representative will be indicated by the Contractor while submitting the Bid.
  18. 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.
  19. On acceptance of his bid, the service provider shall provide a security deposit of 5% of the contract value as performance security in the form of an account payee demand draft/fixed deposit receipt/bank guarantee/Banker's cheque from a Commercial bank, drawn in favour of Office of The Assistant Commissioner Of Central Tax & Central Excise, Thrissur Division, safeguarding the purchaser's interest in all respects, before award of the contract to them. The performance guarantee deposit shall be refunded to the successful bidder without any interest, on completion of the contract period.

## TERMS OF PAYMENT

1. The liability to pay all taxes/duties/other levies of Local bodies, State & Central Government or any other Authority in respect of services rendered will vest with Contractor.
2. The Contractor will submit the monthly bill for reimbursement in duplicate in the first week of following month and payment will be made after the bills are passed by Assistant Commissioner, CGST Thrissur Division and the billed amount will be credited into the bank account of the contractor by PAO CGST Cochin, which takes about one month after the receipt of bills from the contractor.
3. The Contractor shall make regular, timely and full payment of labour charges, salaries and other payments as due, as per the labour laws or any other laws to its personnel deputed under the service contract.
4. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
5. The Assistant Commissioner, CGST Thrissur Division shall be at liberty to withhold any of the payments in full or in part for default in service and/or any loss/damage to Government property, equipment, vehicle etc. The decision of the Department will be final.
6. In case the Contractor fails to carry out the said services or fails to deliver services to the desired standard due to absence of his personnel or any other reason, penalty as decided by the Assistant Commissioner, CGST Thrissur Division shall have to be paid by the Service provider. The decision of the Department will be final and binding on the Contractor and shall not be subject to any dispute or arbitration and the penalties so imposed will be recovered from the amount/payment due to the Service Provider.
7. All disputes will be subject to jurisdiction of this office only.

## SCOPE OF WORK/JOB TO BE CARRIED OUT

### **A. DAILY WORK**

1. Dusting and cleaning of tables, chairs, trays, telephones, filing cabinets, cupboard, paper racks, fans, photocopier machines, printers, computer systems, other equipments installed at the respective offices.
2. Dry cleaning & wet mopping of all floor areas, with necessary detergents.
3. Dusting and cleaning of all office furniture including computer work stations.
4. Cleaning of toilets with disinfectants and deodorants etc.,
5. Washing of curtains and turkey towels once in a month.
6. Collecting waste papers and other waste from various places in premises and deporting it to specific dumping areas.
7. Shifting of furniture and records and its arrangement as and when required.
8. Serving tea/coffee/water etc to officers/staff.
9. Any other work specifically entrusted as and when occasion demands.

**B:** Besides the above work, the following special cleaning work etc shall be carried out once a week and as and when required, including dusting of ceiling, walls, light shades, frames, fans etc. Cleaning internally and externally glasses of all windows, brushing and washing of floors, stairs with necessary detergents and removing cobwebs once in a week.

**C:** The service personnel deployed may also be required to attend to emergency work like cleaning and removing of blockages in pipes in toilets and building premises.

**D:** The materials for cleaning like brooms, mops etc and all other materials including consumables like detergent powder, phenyl, naphthalene balls, buckets, cleaning cloth, cleaning materials etc will be provided by the Department.

**E:** Those who apply for more than one place, separate Financial Bid and Technical Bid are to be submitted for each location.

Items (1) to (4) above should be completed before the commencement of office time, i.e.

09.00 hours.

## (TECHNICAL BID)

To be submitted in a separate sealed envelope subscribing "Technical Bid"

Pre-qualification requirements for award of contract  
for 'Hiring services for Maintenance/House Keeping'

1.	Name of the Organization/Firms with full address with pin code, Phone No, Fax No, email etc.	
2.	Name of all the Proprietor/Partners/Directors	
3(a)	PAN No. of the Firm as allocated by the Income Tax Department.	
3(b)	Copy of the Income Tax Return filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached, if any	
4	Total strength of staff/workers available with the Service Provider	
5	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors/Firms/Agencies during the last 5 years.  List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector	
6	The Contractor should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance), Department of Labour, State Government, Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act,1961.	
7	The total Turnover of the Contractor as Service Provider for such services should not be less than Rs. 30 lakhs in previous 3 financial years. Necessary documents/Certificates to be enclosed.	
8	Registration Number of Tenderer/Concern with Service Tax Department :  (Attested Photo copy of registration certificate should be attached)	
9	Registration Number of Tenderer/Concern with other Government Departments (Attested Photo copy of registration certificate should be attached)	
10	Any other information to be considered:	

**UNDERTAKING (Part of Annexure -II)**

1. I/We undertake the I/We have carefully studied all the terms and conditions of contract as indicated in Annexure I and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative(s) is/are employed in the Central Tax and Central Excise.
3. I/We further undertake that the information given in this tender are true and correct in all respect , to the best of my/our knowledge. I /we understand that in case any deviation is found in the above statement at any stage, I/we will be black listed and will not have any dealing with the department in future..

Signature of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone Number

Office:

Fax No:

Residence:

E mail:

Seal

## (FINANCIAL BID)

## PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

01	Name & Address of the Contractors/Firms,/Agencies			
02	Name of proprietor / Partners' / Directors (with mobile numbers)			
03	Rates quoted per month (Inclusive of all taxes/charges/levies including service tax payable under Finance Act, 1994	Monthly Rate per Sq feet (Rs)		Number of manpower Deployment
		Open Area	Closed Area	
	Total charges per month			
	Add Service Tax @			
	Grand Total			

(Rupees .....)

Signature of Authorized person with date:.....

Name &amp; full address:.....

Telephone Number: Office:

Fax No:

Residence:

E mail:

Seal