



Office of the Commissioner,
CGST & CX, Itanagar Commissionerate,
Sector 'A' Naharlagun, P.O. Naharlagun-791110
Arunachal Pradesh. Telephone No.0360-2350772
E-mail : cgstitanagar@gmail.com,



C.No.H(3) I/HK/ITA/HQR/2017/906

Date:- 26.02.2020

TENDER NOTICE NO. 01/2020

NOTICE INVITING TENDER FOR HIRING OF HOUSE KEEPING STAFF & HARIJANS IN CENTRAL GST & CENTRAL EXCISE, ITANAGAR COMMISSIONERATE

For and on behalf of the President of India, sealed Tenders are invited for the hiring of housekeeping Staff & Harijans for the offices under the jurisdiction of the Commissioner of Itanagar Central GST & Central Excise, Sector-A, Naharlagun, District Papumpare, Arunachal Pradesh at Naharlagun, Pasighat, Bhalukpong, Jairampur & Namsai as detailed below.

Sl. No.	Name of the office & location	Carpet area of office building (in sq. fit.)	Remarks
1	CGST Itanagar Commissionerate & Division, Naharlagun	7182 sq. ft. and 8 toilets	The Tenderers can submit tender papers for one or more locations also
2	CGST & CX Range, Namsai	1500 sq. and 2 toilets	
3	CGST & CX Range, Jairampur	1500 sq. and 2 toilets	
4	CGST & CX Range, Pasighat	1250 sq. and 2 toilets	
5	CGST & CX Range, Bhalukpong	1500 sq. and 2 toilets	

The detailed terms and conditions as well as bid forms may be collected on any working day during office hours on or before 20.03.2020 or can be downloaded from the departmental website www.cbic.gov.in or the zonal website www.cexcusner.gov.in.

Interested Service Providers are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover to the PRO/APRO, office of the Commissioner of Central GST & Central Excise, Itanagar situated at Sector-A, Naharlagun, District Papumpare, Arunachal Pradesh - 791110.

Last date for receipt of Tender :24.03.2020 (upto 15.00hrs.)

Tenders shall be opened on :25.03.2020 (at 12.00hrs.)

The Tenders/Quotations received incomplete and/or filed after due date and time shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotations may represent themselves or authorize their representative(s) with an authority letter.

The Commissioner of Itanagar Central GST & Central Excise, Sector-A, Naharlagun District Papumpare, Arunachal Pradesh reserves the right to accept or reject any or all tenders without assigning any reasons.

(Signature)
26/02/2020

(Achinta Kumar Biswas)
Assistant Commissioner

TERMS & CONDITIONS IN RESPECT OF TENDER NOTICE NO. 01/2020
26.02.2020

I. Submission of Bids : The bid/tender will consist of two parts –Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly mentioning Technical bid and Financial bid which in turn are to be placed in one sealed cover clearly mentioned “*Tender for hiring of Housekeeping Staff & Harijans*”. The name of the Agency/Firm must be mentioned on envelopes. The bid of the parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under Terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.

II. Details of work:

- 1) All materials e.g. Brooms, Mops, Baskets, Tray, Soap, Odonil, Phenyl, Colin, Cloth pad, Ceiling mops, Harpic etc are to be provided by the agency/service provider.
- 2) All housekeeping personnel to attend office with proper photo identity.
- 3) The period of Service shall be upto 31.03.2021 from the date of contract agreement.
- 4) Office timing for housekeeping personnel is from 09.00hrs to 18.00hrs with one hour lunch break on all working days.
- 5) This office runs for 05(five) working days weekly i.e. Monday to Friday.
- 6) For attending office on Saturday, Sunday and holidays additional bill has to be raised on the same rate accepted on tender which shall be paid by the agency to the house keeping personnel alongwith wages etc.
- 7) In case of leave or absence of any employee, substitute may be provided with photo ID.
- 8) For both category i.e. office rooms and toilets, wages rate shall be quoted separately.
- 9) Total carpet area to be covered at NAHARLAGUN IS 3591sq ft X 2 = 7182 sq ft with 8 toilets (1st floor + 2nd floor). The carpet area and toilets to be covered at Namsai, Jairampur, Pasighat & Bhalukpong are as specified below:

CGST & CX Range, Namsai	1500 sq ft. and 2 toilets
CGST & CX Range, Jairampur	1500 sq ft. and 2 toilets
CGST & CX Range, Pasighat	1250 sq ft. and 2 toilets
CGST & CX Range, Bhalukpong	1500 sq ft. and 2 toilets

- 10) Bills should be raised within 10th of the following month.
- 11) All payment shall be made directly to the Bank Account of the agency/service provider.
- 12) During working hours, all housekeeping personnel will be directly controlled by the department.
- 13) All the housekeeping personnel should be well trained for the work for which they shall be engaged.

-contd. at p/2-

III. Technical Bid:

The technical bid may be submitted in a separate sealed envelope superscribed as technical bid with Tender Notice number & date, name of the tenderer & mobile number of the tenderer in clear BOLD letters on the envelope in the following format:

- a) Name & address of the tenderer alongwith contact no. :
- b) GSTIN, if any :
- c) PAN, if any :
- d) Name(s) & location(s) of the offices for which the bid is submitted :
- e) Experience Certificate, if any :
- f) EPF Registration Certificate, if any :
- g) Any other relevant documents :

(Signature of the tenderer or authorized agent with official seal)

The following self attested documents may be submitted as documentary evidence of the technical bid alongwith self attested photocopied supporting documents for Sl. Nos. b), c), e), f) & g):

- 1) I.D. proof of the tenderer.
- 2) Proof of address of the tenderer.

The technical bids which shall be considered as pre-qualifying bids in the tendering process shall be opened on 25.03.2020 at 12.00hrs.

IV.

Financial Bid :

(THE FINANCIAL BIDS OF ONLY THOSE PARTIES SHALL BE OPENED WHOSE
TECHNICAL BIDS ARE FOUND TO BE ELIGIBLE)

The financial bid may be submitted in a separate sealed envelope mentioning as financial bid with Tender Notice number & date, name of the tenderer & mobile number of the tenderer in clear BOLD letters on the envelope in the following format:

a) Name & Address of the tenderer :

b) Details of the workers/staff, materials to be provided (per month):

Sl.No.	Name of the office & location	No. of workers to be provided	Details of materials (in nos. to be provided monthly/ bimonthly for cleaning of office, toilets etc)	Rate quoted (in Rs.)	Inclusive/ exclusive of GST
1	CGST Itanagar Commissionerate, Naharlagun	For office rooms: For 8 toilets:	<u>Items</u> <u>Numbers</u>		
2	CGST & CX Range, Namsai	For office rooms: For 2 toilets	<u>Items</u> <u>Numbers</u>		
3	CGST & CX Range, Jairampur	For office rooms: For 2 toilets	<u>Items</u> <u>Numbers</u>		
4	CGST & CX Range, Pasighat	For office rooms: For 2 toilets	<u>Items</u> <u>Numbers</u>		
5	CGST & CX Range, Bhalukpong	For office rooms: For 2 toilets	<u>Items</u> <u>Numbers</u>		

Date :

Full Name (in capital letters):

Place :

(Signature of the tenderer or authorized agent with official seal)