

GOVERNMENT OF INDIA

MINISTRY OF FINANCE

DEPARTMENT OF REVENUE

OFFICE OF THE ASSISTANT COMMISSIONER (AUDIT)

CENTRAL GOODS & SERVICE TAX

SHILLONG CIRCLE

RAP’S MANSION, M.G. ROAD, SHILLONG-793001

C.No.I(16)Audit/2/Shillong Circle/2015 Dated: 02.03.2018

**NOTICE FOR INVITING TENDERS FOR HIRING OF HOUSE KEEPING STAFF FOR SHILLONG AUDIT CIRCLE, SHILLONG FOR THE YEAR 2018-19**

For and on behalf of President of India, **sealed** Tenders are invited for the hiring of 2(two) Nos. of House Keeping Staff for **the Shillong Audit Circle located at Rap’s Mansion, 3rd Floor, M. G. Road, Shillong for the year 2017-18** on contract basis and the period of contract shall be for a period of one financial year**.** The terms & conditions is enclosed as **Annexure-“A”** and details of works to be performed by the housekeeping staffis enclosed as **Annexure-“A”(Part).** **Annexure –“B” & Annexure- “C”** are format for the **Technical Bids** and **Financial Bids** respectively. The Tender Notice can be downloaded from the website [**www.cbec.gov.in**](http://www.cbec.gov.in), **www.cexcusner.gov.in** or [**www.audit-cencustax-guwahati.gov.in**](http://www.audit-cencustax-guwahati.gov.in).

The tenders should be submitted in **two sealed covers**. The first sealed cover should be
super scribed with **“Technical Bid”** and should contain information as sought in **Annexure ‘B’** of the tender document. The second sealed cover super scribed with **“Financial Bid” and** shouldcontain information sought in **Annexure ‘C’** of the tender document. Both the sealed covers should be placed in a main **sealed** envelope superscripted **“Tender for providing Housekeeping to the O/o of the Assistant Commissioner, Shillong Audit Circle, Shillong”** and should be
addressed to The Assistant Commissioner, Shillong Audit Circle, Rap’s Mansion, 3rd Floor, M. G. Road, Shillong. **The last date for receipt of Tender is 27.03.2018 up to 1200 hrs.** **Tenders shall be opened on 27.03.2018 at 1500 hrs**. The tenders/quotations received **incomplete and/or not properly sealed or filed after the due date and time** shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. The Assistant Commissioner, Shillong Audit Circle, Shillong reserves the right to accept or reject any or all tenders without assigning any reasons.

 **(P. L. Saikia)**

**Assistant Commissioner**

C.No.I(16)Audit/2/Shillong Circle/2015 Dated: 02.03.2018

1. Copy to the System Officer, Audit Commissionerate, Guwahati for posting the said

Tender Notice on the Departmental website immediately. He should also ensure posting of the tender in the CBEC website.

1. Notice Boards at Central Excise & Service Tax Building, Rap’s Mansion, Customs House and Central Excise & Service Tax Hqrs Office, Morello Compound, all situated at M. G. Road, Shillong-793001**.**
2. Copy to the system Officer, Chief Commissioner Office, 3rd Floor, Crescen’s Building, M. G. Road, Shillong with a request for posting the said Tender Notice on the Departmental website.

 **(P. L. Saikia)**

**Assistant Commissioner**

**Shillong Audit Circle**

**PART –“A”**

**TERMS AND CONDITIONS:**

1. The Terms and condition shall form part of tender to be submitted by the bidder.
2. All bidders are requested to submit the tender document (Technical & Financial bids) duly filled in with relevant information supported by relevant documents at the following address:

**O/o The Assistant Commissioner**

**Shillong Audit Circle**

 **Rap’s Mansion, 3rd Floor,**

 **M. G. Road, Kachari,**

 **Shillong-793001.**

1. All columns in the tender document should be duly filled in and no column should
be left blank. “NIL” or “Not applicable” should be marked, where there is nothing to report.
All the pages of the tender document should be signed by the service provider. Any other cutting or use of white ink should be duly initialled by the bidder. The Assistant Commissioner, Shillong Audit Circle, Shillong, reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect.
2. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
3. Tender documents received after due date and time i.e. **12:00**
Hrs on **27.03.2018** shall be rejected outright and no correspondence in this regard shall be entertained.
4. The bidder should not withdraw / modify the offer in terms of price and other terms and condition quoted in the Technical or Financial bids.
5. There should not be any deviation in terms and condition as have been stipulated in the tender document.
6. Service provider/Agencies should have the experience of minimum 2 years of providing house-keeping services to offices.
7. Preference will be accorded to those service providers who have sufficient experience in providing Housekeeping services to various Government Depts. / Public Sectors Undertakings, etc.
8. The payment terms mentioned in the financial bid shall be strictly followed and no deviations will be allowed.
9. The Housekeeping staff shall be ready for all housekeeping works viz., cleaning of office tables,

 Chairs, visitors chair, Computer Tables etc., dusting, cleaning of Door/window glasses, cleaning of Toilets, watering of indoor plants etc.

1. The office of The Assistant Commissioner, Shillong Audit Circle, Shillong may at its discretion, at any point of time, during the validity of the contract require the Service Provider to dismiss or remove from the site of work, any person or persons, as employed by the Service Provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
2. The Service Provider shall replace immediately any of its personnel, if they
 are unacceptable to the office because of security risk, incompetence, conflict of interest and
 breach of confidentiality of improper conduct upon receiving written notice from the office /
 officer.
3. The Service Provider’s personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the Dept. The Service Provider shall be responsible for any act of indiscipline on the part or persons deployed by him.
4. The Service Provider’s personnel shall not divulge or disclose to any persons, any details of Office, operational process, technical know-how, security arrangements, and administrative, Organizational matters as all are of confidential/secret nature. In case, the Department comes to know about any such act done by the Service Provider’s Personnel, the office reserves the Right to cancel the contract.
5. The Service Provider’s persons shall not claim any benefit/compensation/
 absorption; regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
6. The persons deployed by the Service Provider shall not have any claim to any “Employer and employee” relationship against this office.
7. The Service Provider shall provide the all the particulars of the persons deployed by them such as contact No. / Mobile No. , copy of proof residential address, copy of Voter’s Identity Card and PAN Card etc. for office record.

1. The Service Provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering.
2. The transportation, food, medical and other statutory requirement under the various Acts/Government Regulations in respect of each personnel of the Service Provider will be the sole responsibility of the Service Provider.
3. Complying with the legal rules and regulations of the Central/State Government, governing such housekeeping contracts would be the sole responsibility of the contractor. The agency shall comply with all the statutory provisions of the labour laws like Minimum Wages, Bonus, EPF, ESI etc.
4. The Service Provider shall submit bill (in triplicate) in the 1st week of the following month on towards his services provided during the previous month. Copies of payment particulars for ESI/EPF benefits given to the employees should be furnished.
5. Income Tax, if any, applicable shall be deducted at source and the liability of payment of taxes

 shall be on the service provider.

1. The Service Provider shall not sublet, transfer or assign his contract or any part thereof to a third party without the prior approval of the Assistant Commissioner , Shillong Audit Circle, Shillong.
2. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.
3. The Service Provider should be registered and well established Housekeeping and
 should have a sufficient experience in rendering such services to establishment of
 Central/State/Public Sector Organizations. A list indicating the Departments where the bidder has contract for Housekeeping services along with supporting documents should be submitted with bid.

28. The persons deployed by the Service Provider should have sound medical fitness, well behaved and should be well experienced and trained adequately to handle any type of cleaning/housekeeping and other works entrusted to them by the department.

29. The persons deployed should have knowledge of the local language and should
 not be changed by the contractor without prior intimation to the designated office of the
 department.

 30. Canvassing in any form will automatically disqualify the offer.

31. Being a Central Government Office, no security Deposit / advance payment will be paid. The

quotes of bidders who insist on advance deposit may not be considered for further evaluation.

32 The Office of the service provider/bidder should be located in Meghalaya and the proof of
 address of the office in Meghalaya would have to be furnished as a part of the tender.

 33. No tender will be accepted by fax, email, telex or any other such means.

34. Tender is likely to be rejected because of non-fulfillment of any of the above terms & conditions.

35. All disputes lie within the jurisdiction of Shillong City only. The Assistant Commissioner , Shillong Audit Circle, Shillong reserves the right to reject all or any tender without assigning any reason thereof.

**N.B.** The technical bids will be opened in the presence of the designated Committee at **15:00** hours on**27.03.2018.** Financial bids will be opened for only those tenders who qualify in technical bids. The office reserves the right to reject any tender without assigning any reasons. If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be debarred from the tendering process and black listed for the future.

 Sd/-

(P. L. Saikia)

Assisitant Commissioner

Shillong Audit Circle

**Annexure-“A” (PART)**

|  |  |
| --- | --- |
| **No.**  | **Details of works to be performed by the housekeeping staff in closed area** |
| 1. | Dusting and cleaning of Office fixtures and furniture etc. |
| 2. | Sweeping/wet mopping of office premises & Staircases/clearing papers/trash on from the dustbin on daily basis |
| 3. | Cleaning of toilet with toilet cleaners and deodorants etc. |
| 4. | Cleaning of all glass panes of windows and cleaning doors etc. |
| 5. | Cleaning of partitions/ almirahs, removing the cobwebs |
| 6. | Cleaning of paintings, maps, etc. |
| 7. | Housekeeping services such as movement of files/equipment/ records within the office |
| 8. | Cleaning of fans, light and electronic equipments, telephone instruments/computers/Photo Copiers/CPU/ Printers/ Stabilisers, etc. |
| 9. | Locating and finding the required records from the Record Room |
| 10. | Photocopying of the office records |
| 11. | Watering of plants |
| 12. | Other related work |

**ANNEXURE ‘B’**

**TECHNICAL BID FOR PROVIDING HOUSE-KEEPING SERVICE**

|  |  |  |
| --- | --- | --- |
| 01 | Full particulars of the service provider:(i) Name of the firm/company:(ii) Full address of office:(iii) Telephone No./Mobile No.(iv) Tele Fax:(v) E-Mail Address: |  |
| 02 | Full particulars of person(s) offering the house-keeping and other services and submitting the tender:  |   |
| 03 | Year of registration / incorporation(certified copy of RC is to be attached) |  |
| 04 | PAN Card No.(certified copy of PAN Card is to be attached) |  |

|  |  |  |
| --- | --- | --- |
| 05 | GST No.(certified copy of GST Registration is to be attached) |  |
| 06 | Number of housekeeping/skilled/security workers that will be engaged provided by bidder/service provider - Office wise |  |

|  |  |  |
| --- | --- | --- |
| 07 | Details of the offices where the house keeping and otherservices has been/ are being provided;1) Name/Address of the office(s)2) No. of years for which service has been/is beingProvided (certificate from the office(s) mentioned above regarding the |  |
| 08 | Details of prior experience of housekeeping and other services |  |

Declaration

(i) I/We have read and understood the detailed terms and conditions of the tender applicable

to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars for providing house-keeping services are true

and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I /We shall be liable to such consequences / lawful action as the Department may wish to take.

(iii) It is hereby declared that the service provider is not involved in any major litigation that

may have an impact of affecting or compromising the delivery of services as required under this tender

(iv) It is hereby declared that the service provider is not black-listed by any Central/State

Government/Public Sector Undertaking in India

 Signature of Service Provider

 Seal of the Firm/Company

 **List of Enclosures**

Attested photocopies / certified true copies of the following documents are required to be annexed with the Technical Bid. Technical Bids received without these documents are liable to rejection. Originals of these documents / certificates shall be produced at the time of execution of the Agreement / Contract.

1. Certified copy of the registration certificate of the firm/company,

2. Certified copy of PAN Card,

3. Certified copy of GST Registration,

4. Certified copy of registration with Ministry of Labour/EPF/ESI,

5. Certificate from various office(s) / organisation where the house-keeping

 services has already been provided satisfactorily (no. of years of providing

 services to be mentioned),

6. Proof of Registered Office / Branch Office of Company /Firm /Agency in Shillong,

 Meghalaya.

**ANNEXURE ‘ C’**

**FINANCIAL BID FOR PROVIDING HOUSE-KEEPING SERVICES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | DescriptionOf Category | Location | NumberOf Persons(A) | Rate in Rupees per day per Worker (the rate should be quoted as per minimum wages fixed by the Labour Commissioner, Guwahati vide latest  Circulars / Orders )(B) | Number of days for whichServices areRequired in amonth(C) | TotalRupeesper Month(A x B x C) |
| 1. |  Housekeeping |  | 02 |  | 22-26 days |  |

 Note:

1. No cutting or over-writing will be allowed. Financial Bid containing any overwriting

or cutting will not be considered and will be rejected.

 2. Tender submitted with less than minimum wages as prescribed by the O/o the

Labour Commissioner, Guwahati shall be rejected without any notice.

3. Service Tax will be paid on the rates as applicable.

4. Bidder shall also provide separate sheet mentioning the details of basic minimum

Wages/ESIC/Insurance etc.

 Signature of Service Provider
 Seal of the Firm/Company