Government of India
Ministry of Finance :: Department of Revenue
Office of The Commissioner
Central Goods and Services Tax
Agarwal Towers, 5th Floor, Circular Road,
Dimapur-797112, Nagaland.
Tel: 03862-224171, email: cestdmr061301@gmail.com

C.No.I(22)3/Admin/HQ/GST/DMR/2018/ Dated : 03.12.2018

NOTICE FOR INVITING TENDER FOR HIRING OF HOUSE KEEPING STAFF FOR SERVICES TO BE CARRIED OUT AT CGST COMMISSIONERATE, DIMAPUR FOR THE YEAR 2018-19

For and on behalf of the President of India, **sealed** Tenders are invited for House Keeping Service for the area measuring 8715 sq.ft. at the, CGST Commissionerate, "Agarwal Towers", 5th Floor, Circular Road, Dimapur, **for the year 2018-19** on contract basis and the period of contract shall be for a period of one financial year. The rates should be quoted only on per square foot per month basis. The terms & conditions are enclosed as **Annexure-"A"** and details of works to be performed is enclosed as **Appendix. Annexure –"B" & Annexure- "C"** are format for the **Technical Bids** and **Financial Bids** respectively. The Tender Notice can be downloaded from the website www.cexcusner.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 should contain 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 House Keeping Staff for services to be carried out at CGST Commissionerate, Dimapur" and should be addressed to the Assistant Commissioner (Admin), CGST Commissionerate, Agarwal Towers, 5th Floor, Circular Road, Dimapur. **The last date for receipt of Tender is 14.12.2018 up to 1200 hrs.Tenders shall be opened on 14.12.2018 at 1400 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 Commissioner, CGST, Dimapur reserves the right to accept or reject any or all tenders without assigning any reasons.

3/12/18
(L.KRELO)
Assistant Commissioner (Admin)
CGST, Dimapur.

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C.No.I(22)3/Admin/HQ/GST/DMR/2018/2047-50 Dated : 03.12.2018

Copy to:

1. The Editor, Nagaland Post/ Eastern Mirror, Dimapur to publish in their daily newspaper for publicity.The payment will be made through online banking after the publication.

2. The Editor, Morung Express, House No.4, Duncan Bosti, Dimapur 797112, Nagaland, India.

3. The Superintendent (System), 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.

4. Notice Board.

3/12/18

(L.KRELO)
Assistant Commissioner (Admin)
CGST, Dimapur.

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ANNEXURE –A

TERMS AND CONDITIONS

1. The vendor shall provide well trained and experienced person round the clock to perform the various functions assigned to him by this office from time to time. The personal deployed shall be provided with suitable distinctive uniform.

2. **Earnest Money Deposit (EMD) of Rs. 10,000/-** (Rupees ten thousand only) per application in the form of Demand Draft of scheduled Bank drawn in favour of "Assistant Commissioner (P&V), Goods & Service Tax (Central), Dimapur" shall accompany the technical bid/qualifying bid. Technical Bids/ Qualifying Bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD may be forfeited in case the successful bidder withdraws or the details furnished in 'Annexures' are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee.

3. Rate should be indicated in both figures and words, if there is difference between the two said rates, the rate quoted in words will prevail.

4. The service provider shall comply with all applicable laws if the Central Govt., State Govt. and any other Law of the time being in force including the Service Tax Law. This office will not be responsible for any dispute that may arise in connection with the subject service, between the service provider and any State of Central Govt, department, e.g. authorities dealing with EPF, ESI, Labour Laws, Service Tax, Income Tax, etc or any local body.

5. The service provider would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.

6. The Rate shall be as per Minimum Wages Act issued by Competent Authority and subject to TDS (Tax deduction at Source) as per the provisions of Income Tax Law.

7. The Competent authority reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

8. The service provider shall in no case lease/transfer/sublet/appoint caretaker for the Service endured.

9. Service provider shall ensure that the staff deployed by does not have any criminal antecedents.

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10. Service provider 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 the department indemnified against all actions.

11. For any loses, damages caused by the personnel deployed, to any person/property/equipment of the office, the service provider will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the Competent Authority. Further in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the Law.

12. Service provider 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. The department shall have no liability whatsoever in this regard.

13. The department shall not entertain any claim, damage, insurance liability, etc arising out of mishap/accident etc to the staff employed by the service provider. The service provider will take such necessary action, under the various Act/Rules/Laws as required to take care of the personnel deployed including medical treatment and transportation to hospital etc as and when required.

14. The service provider should specifically note that the engagement of the service provider under the contract does not in any way confer any right on the Service Provider or the person 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 shouldalso obtain a written undertaking from the person 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 Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.

15. The service provider will comply with all the legal rules, Regulations and Regulations and Statuary obligations cast on him as per Central/State Government/Municipality/Local Bodies relating to such deployment of personnel.

16. In case of any default by the service provider in respect of any of the terms and conditions, (whether General of Special), the Competent Authority may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, giving 15 days notice in writing to the service provider. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the service provider as per Agreement.

17. Manpower required for execution of the entire work daily including transport of personnel deployed to the office will be arranged by the service provider. In case some

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staff are not able to attend work, it would be the responsibility of the Service provider to provide another suitable workman in his place.

18. Attendance register of the staff deployed will be maintained by the Department. The number of days for rendering service shall be as per rules.

19. Separate Bids for Housekeeping service are invited in two parts i.e. (A) Technical Bid and (B) Financial Bid.

20. 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:-

    The Assistant Commissioner (Admin),
    O/o the Commissioner of Central Goods and Services Tax,
    Agarwal Towers, 5th Floor,
    Circular Road, Dimapur-797112.

21. Tender documents received after due date and time i.e. **12:00** Hrs on **14.12.2018** shall be rejected outright and no correspondence in this regard shall be entertained.

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

23. All disputes lie within the jurisdiction of the Dimapur Commissionerate. The Commissioner, CGST, Dimapur 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 Tender Evaluation Committee at **14:00** hours on **14.12.2018.** 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

3/12/18

((L.KRELO)
Assistant Commissioner (Admin)
CGST, Dimapur.

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ANNEXURE 'B'

TECHNICAL BID FOR PROVIDING HOUSE-KEEPING SERVICES

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	Details of the offices where the house keeping and other services has been/ are being provided; 1) Name/Address of the office(s) 2) No. of years for which service has been/is being Provided (certificate from the office(s) mentioned above regarding the	
07	Details of prior experience of housekeeping and other Services	
08	Whether Earnest Money Deposited (EMD)? Please tick the applicable choice.	(Yes/No)

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

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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 and 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).

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ANNEXURE 'C'

FINANCIAL BID FOR PROVIDING HOUSE-KEEPING SERVICES

Sl. No	Description Of Category	Location	Carpet Area (Sq.ft.)	Rate per sq.ft. (exclusive of GST)	Monthly Amount (Rs.) (exclusive of GST)
1.	Housekeeping	O/o the Commissioner, CGST, Agarwal Towers, Circular Road, Dimapur.	5th floor- 8715 sq. ft.		

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. GST will be paid on the rates as applicable.

Signature of Service Provider :

Seal of the Firm/Company :

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APPENDIX

1. NATURE OF WORK

(A) GENERAL SERVICE ON DAILY BASIS

a) Sweeping and mopping of entire floor area with disinfectant phenol to be supplied.
b) Emptying the dustbins and garbage from the cabins of officers and pantry and dumping at DMC allocated dumping site.
c) Dusting of furniture and fixtures like table, chairs, telephones, fans, computers, air-conditioners, files etc.
d) Cleaning of toilet blocks with disinfectant phenol to be supplied.
e) Cleaning of washrooms, wash basins and keeping urinary cubes filled with naphthalene balls and air purifiers in the toilet provided by the department
f) Cleaning of telephone instruments, fax machines computers, keyboards by applying dettol provided by department, wherever necessary.
g) Cleaning of glasses with Colin and toilets by phenol and stains and chock up of wash basins. All cleaning materials will be provided by the department
h) Switching off of lights, fans and air conditioners whenever not in use.
i) Shifting of furniture and other items/stores from one place to another as required by the administration.
j) Watering of green plants.
k) Miscellaneous services such as serving of drinking water/tea/refreshments etc, during conference/meetings/seminars and visits of assessees in Hqrs. & offices as mentioned above.

(B) THOROUGH CLEANING ON WEEKLY BASIS (ON SATURDAYS)

a) Internal and external cleaning of window-panes
b) Cleaning of venetian blinds, ceiling, walls, AC dust grills and beams
c) Removal of cobwebs, polishing of brassware articles etc.
d) Thorough cleaning of entire floors, walls, glasses with materials to be provided

2. TERMS & CONDITIONS

a) Bidder(s) providing similar services to other government departments will be given preference.

b)Bidder(s) should state their lump sum amount they would charge on monthly basis for deploying persons required to perform services mentioned at Para-l(A)and (B) above.

c)The Bidder/s is advised to inspect & examine the site and satisfy themselves about the nature & scope of the work before submitting the price Bid. All Bidder/s shall be deemed to have full knowledge of the site whether they inspector not and no extra charges consequent on any mis-understanding or otherwise shall be allowed/paid.

d) The service contract will be awarded for one Financial Year.

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e) The works related to Housekeeping and cleanliness are required to be undertaken by the contractor/service provider in the premises of CGST Commissionerate, Dimapur as detailed below:-

Sl. No	Description Of Category	Location	Carpet Area (Sq.ft.)
1.	Housekeeping	O/o the Commissioner, CGST, Agarwal Towers, Circular Road, Dimapur.	5th floor- 8715 sq. ft.

f) The service provider shall be responsible for settling any claim/compensation against all damages and accidents caused due to negligence on the part of his employees and keep the office of the Commissioner of CGST, Dimapur free from any compensation /liability.

g) Rates quoted should be inclusive of all taxes, as applicable may be charged separately. The service provider shall comply with the provisions of the Central GovernmentRules and regulations under the minimum wages Act, 1948, Contract Labour Act (Regulation & Abolition) Act, 1970, Employees Liability Act, 1983, Workmen's Compensation Act,1923,Industrial Disputes Act, 1947, Employees State Insurance Act, 1948 or any modification thereof or any other loss relating to thereto and rules made there under from time to time, Salary break-up attached. The service provider must pay the wages as per the latest Minimum wages Act/Circular, w.e,f. 01.10,2014 (Zone-A), as per Central Regional Labour Commissioner, failing which the offer will be treated as invalid.

h) The service provider will make payment to the workmen deployed by them in the premises against this contract as per the latest guidelines of the Labour Commissioner's office. Office of the Commissioner, CGST, Dimapur will not responsible for non-payment of their salaries or any compensation in this regard. As per the statutory requirement, the contractor will also make all the payments like employer's contribution to E.S.I.C., P.F., Minimum payable Bonus, leave salary per annum etc.

i) The service provider must deploy adequate regular full time employees who should competent, trained, capable and energetic for rendering efficient, expeditious, complaint free services for the area covered under this contract. A well-educated supervisor should be deputed to supervise day to day work and resolve any complaint from this office. The personnel shall report to the Officer-in-charge assigned by the Department i.e. Superintendent (Hqrs.)/ PRO/ Inspector (Hqrs.)/ APRO daily.

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j) Housekeeper's timings will be 8.00 a.m. to 4:30p.m with lunch break of 30 Minutes. Housekeeping work should be completed before 9:00 a.m., on all working days (Monday to Friday). In case, any workmen remain absent, immediate replacement may also be provided to do the day to day work.

k) The service provider should issue to their workmen at least 2 sets of uniforms. The uniform should have a logo of the contractor's firm.

l) Materials, consumables, appliances, tools and tackles shall be provided by the department.

m) The Service Provider shall ensure that his workmen are in neat and clean uniform while on duty at all the times and attend the duties regularly.

n) If at any time the work or conduct of any worker is found unsatisfactory, such persons shall be removed immediately with suitable substitute.

3/12/18

(L.KRELO)
Assistant Commissioner (Admin)
CGST, Dimapur.

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