



सत्यमेव जयते

भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
जी.एस.टी. एवम् केंद्रीय उत्पाद शुल्क - मंडल-वापी-१  
आयुक्तालय, सुरत.

**GST & CENTRAL EXCISE DIVISION-VAPI-I  
COMMISSIONERATE, SURAT.**

2ND FLOOR, MORARJI DESAI SHOPPING CENTRE, NR.VAPI  
NAGAR PALIKA, DESAIWAD ROAD, VAPI-396 191.  
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Dated: - 05.06.2018

**NOTICE FOR INVITING TENDER FOR PROVIDING HOUSEKEEPING  
SERVICES**

The Office of the Deputy Commissioner, GST & Central Excise, Division-Vapi-I, 2<sup>nd</sup> Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi-396191, Dist: Valsad invites sealed quotations from experienced and eligible Contractors engaged in the business of providing **HOUSEKEEPING SERVICES**, for outsourcing services of housekeeping in the various sections/ Ranges /areas of the Deputy Commissioner, GST & Central Excise, Division-Vapi-I, 2<sup>nd</sup> Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi-396191, upto **31<sup>st</sup> March, 2019.**

Prescribed tender documents with the Terms and Conditions can be obtained from the Superintendent (Adm), GST & Central Excise, Division-Vapi-I, 2<sup>nd</sup> Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi- 396191 between 10.00 to 17.00 Hrs. on any working day or can be downloaded from the official website [www.excisesurat1.nic.in](http://www.excisesurat1.nic.in).

The last date for receipt of filled in tender forms is **27.06.2018 till 05:00 p.m.**

**(Yatish G. Patil),  
Deputy Commissioner,  
Division Vapi 1**

Encl: Copy of Tender documents

## **NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICES**

For and on behalf of the President of India, the Office of the Deputy Commissioner, GST & Central Excise, Division-Vapi-I, 2nd Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi- 396191, Dist: Valsad invites sealed offers from reputed PARTIES engaged in the business of providing **HOUSEKEEPING SERVICES**, for outsourcing the services of housekeeping, approximately 3150 square feet area on contract basis in various areas under the office of the Deputy Commissioner, GST & Central Excise, Division-Vapi-I, 2nd Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi for the period of upto 31.03.2019.

### **I. (a) SCOPE OF WORK**

1. Daily sweeping and wet mopping of the entire area
2. 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 particleboard, glass and aluminum channels in the entire office should be cleaned daily.
3. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like Phenyl, Harpic, Vim, Surf etc., thrice a day and more often, if needed, and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Vacuum cleaning the Systems Room/s and all computers in the office and sofa sets twice a week.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
6. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
7. Maintenance and upkeep of the entire office premises.
8. Shifting of furniture and other equipment and files whenever required.
9. Attending to electrical facilities in the office like changing of tube lights, bulbs and other minor repairs whenever required.
10. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
11. 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.
12. Care should be taken, that the gadgets are not tampered with during the cleaning operation.

**I. (b) WEEKLY SERVICES (Saturdays)**

1. Removal of cobwebs in the corridors and lavatories.
2. Removal of dust accumulated on the walls, windows planes and ventilators in the toilets.
3. Thorough washing, rubbing and cleaning of corridors.

## **II. TERMS AND CONDITIONS:**

### **ELIGIBILITY CRITERIA/CONDITIONS TO BE SATISFIED IN THE TECHNICAL BID:**

1. Bidder should have minimum three years of experience in providing housekeeping services to various organizations.
2. The bidder should have completed at least two such works, in the last three years ended upto 31.03.2018 viz., should have experience in providing similar housekeeping services at any two sites.
3. The bidder must have ESI Registration, EPF Registration. The bidder must also have Goods & Service Tax Registration.
4. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
5. The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for past three financial years should be enclosed along with the technical bid.
6. The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2018.
7. The persons employed should work on all days except Sundays and National holidays.
8. The working hours will be from 08.00 a.m. to 04.00 p.m. daily.
9. In case of emergency and residual situations the contractor has to make the personnel available to cater for emergency services & urgent works entrusted by this office as and when need arises.
10. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
11. If a particular person is absent on any day another person should be deployed in his/her place.
12. The personnel should attend work punctually and complete the initial cleaning work of the entire office premises shall be carried out daily from 8:00 AM to 9:00 AM. It is to ensure that the office is ready in terms of good housekeeping by 9:00 AM. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
13. The personnel will report to the Officer-in-charge (OIC) assigned by the Department.
14. OIC will be in charge to ensure proper execution of work by the contractor. To this effect he/she shall nominate an officer who shall

- ensure that work performed by the contractor is of satisfactory level. The contractor will be required to submit daily compliance reports to the nominated officer. The services provided by contractor shall be to the satisfaction of such nominated officer and thereby to the officer-in-charge.
15. Contractor shall in no case transfer/sublet/subcontract the contract to any other contractor.
  16. No other person except Contractor's authorized representative shall be allowed to enter the premises.
  17. Within the premises, the contractor's personnel shall not do any private work other than assigned duties.
  18. Contractor shall ensure that the persons sent to the location wear proper uniform every day while on duty and with proper I-card of the firm.
  19. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by O/o. The Chief Labour Commissioner (Central) any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to this office. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them.
  20. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of GST & Central Excise department.
  21. Mode of payment will be monthly and payments to the Housekeeping Contractor will be made directly to their bank account by PAO, Central Excise & Customs, Surat. Taxes shall be deducted at source as per the prevailing Acts/Rules from the monthly bills.
  22. The Contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the housekeeping personnel shall be charged to the contractor and recovered from its dues/bills.
  23. This office reserves the right to terminate the services of the Housekeeping contractor at any time without giving any notice whatsoever.
  24. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the

period of agreement of deficiency in services shall result in termination of the contract.

25. The contract will be in force upto 31.03.2019 from the date of award of contract. This office reserves the right to extend the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.
26. All the Housekeeping materials / consumables will be provided by you and no separate expenses will be provided by office.
27. No escalation of price whatsoever would be allowed during the pendency / currency of the contract except in the increase in minimum wages, if there has been increase in wages by the Statutory authority empowered to do so. The increase has to be intimated immediately to this office by the service Provider.
28. If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, or if the number of persons employed by the supplier is reduced from the stipulated number for any period, the payment / value of this job order shall be reduced on pro-rata basis by this office. In addition, a penalty of Rs. 500/- per day may be levied, if the agency fails to meet above terms and conditions and this would be binding on the Contractor (Service provider).
29. The contractor (Service provider) shall submit the bill for every month by the 1<sup>st</sup> day of next month along with the statement showing the area cleaned, mopped, etc. certified by the respective Administrative Officers/caretakers. No interim bills will be entertained. Payment will be made through ECS within a month 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 Officers. The payment is subject to TDS applicable the Income Tax Act, 1961.
30. Any violation of terms/conditions may lead to terminating the contract.

## **TENDER PROCESS:**

1. Tenders are invited in two parts i.e. (1) Technical Bid and (2) Financial Bid.
2. The tender form for Technical Bid, in Proforma prescribed in Annexure-A, and the tender form for the Financial Bid, in Proforma prescribed in Annexure-B, complete in all aspects shall be submitted in two separate sealed covers addressed to the Deputy Commissioner, GST & Central Excise, Division- Vapi-I, 2nd Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi- 396191, Dist: Valsad, on or before **05.00 p.m. on 27.06.2018**. The documents received after due date & time due to any reason shall not be accepted. The sealed covers should be subscribed with “Technical Bid-Contract for the providing Housekeeping services” and “Financial Bid - Contract for Providing Housekeeping services” respectively. Technical Bids will be opened on **28.06.2018 at 3.00 p.m.** at Office of the Deputy Commissioner, GST & Central Excise, Division-Vapi-I, 2nd Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi-396191, Dist. Valsad. 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.
3. If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/ courier services.
4. The offers/bids received incomplete and/or filled after the due date shall be summarily rejected.
5. The Technical Bids shall be opened on **28.06.2018 at 3.00 p.m.** in the presence of Tender Committee.
6. The financial Bids of only those parties shall be opened who qualified in the Technical Bid.
7. Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/bid/offer for the service to be provided as “Rate per square foot per month” (in both words and figures) which should include deduction towards EPF and ESI etc. and the same would not be payable over and above the rates thus quoted. In case of any discrepancy, rates quoted in words will prevail. Conditional Tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender.
8. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the technical bid. The tenderer would fill up the information in the Annexure A & B enclosed at the end of this document in clear and legible terms. The tender documents are not transferable.
9. 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 on the grounds of such action. In case of any dispute of any kind and in respect whatsoever, the decision of the Deputy Commissioner, GST & Central Excise, Division-Vapi-I, 2nd Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi-396191, Dist: Valsad will be final and binding.

10. The valid technical bids shall be scrutinized by the Department to short-list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted. 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.



**ANNEXURE - A**

**TECHNICAL BID DOCUMENT**

1	Name of the party	
2	Address (With Tel No., Fax No.)	
3	Name & Address of the proprietor / Partners / Directors (With Mobile No.)	
4	Contact person (s) (with mobile number)	
5	No. of years of experience in providing Housekeeping Services (enclose proof such as Performance Reports from clients (or) TDS copies)	
6	Average Annual Turnovers (last 3 years ended 31.3.2016) Certified by Chartered Accountant	
7	Permanent Account Number (PAN) (The evidence for filing of IT returns along with Profit and Loss Account & Balance for the last three financial years to be enclosed)	
8	Details of ESI & EPF Registration along with Evidence	
9	Details of Goods & Service Tax Registration along with evidence	
10	Solvency Certificate issued by Bankers	

**DECLARATION**

I, hereby, certify that the information furnished above is true and correct to the best of my/ our 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.

**(Signature of Authorized signatory with date)**

**ANNEXURE – B**

**Financial bid document**

1	Name of the Party	
2	Address (with Tel No / Fax No.)	
3	Name & Address of the Proprietor / Partners / Directors (with Mobile No.)	

<b>S. No.</b>	<b>Name of Office &amp; Address</b>	<b>Area (Sq. ft)</b>	<b>Proposed Manpower Deployment (Nos.)</b>	<b>Monthly Rate per Sq. foot (Rs.)</b>	<b>Total Amount (per month) (Rs.)</b>
	Office of the Deputy Commissioner, GST & Central Excise, Division-Vapi-I, 2nd Floor, Morarji Desai Shopping Centre, Near Fire Station, Vapi	Office Premises 1900 (App.) Sq. ft.  <b>Plus</b>  1250 (App.) Sq. Ft. Hall			
				Add: GST Tax	
				Grand Total	

(Rupees ..... only)

**DECLARATION**

I, hereby, certify that the information furnished above is true and correct to the best of my / our 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.

**Signature of Authorized Signatory with Date**

<b>RATE OF WAGES FOR HOUSE KEEPERS</b>		
Basic Pay	Rs.	
Variable DA	Rs.	
Gross Daily Wages		
<b>ADD: Statutory Contributions</b>		
a. E.P.F. (8.75%)	Rs.	
b. Pension Fund	Rs.	
c. ESI (4.75%)	Rs.	
d. Bonus (8.33%)	Rs.	
<b>ADD: Contractor's Service Charges</b>		
(% of Gross Wages)	Rs.	
Wage Rate per square foot per day	Rs.	
(Rupees )		
Wages for 26 days	Rs.	
(Rupees )		
Any Other Information		

**Signature of Authorized Signatory with Date**