



Dated: .03.2020

Tender Notice

The office of the Assistant Commissioner, Central Goods & Service Tax Division, Samba requires services of a service provider having valid license under section 12 of the Contract Labour (Regulation and Abolition Act, 1970), of Government of India for Housekeeping Services Area details as per **Annexure-A** in part of office/premises.

All the quotations should be addressed in the name of Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121. Details regarding **Area Specification in (Annexure-A), General terms and Conditions (Annexure-B), special terms and Conditions (Annexure-C), pre-qualification requirement for award of contract (Annexure-D) and proforma for quoting rates (Annexure-E)** can be obtained from Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121, during office hours or may be downloaded from the departmental website www.ccejk.nic.in & www.cbic.gov.in. Quotations must reach this office on or before **1200 Hrs. of 27.03.2020** and the same will be opened at **1600 Hrs** on the same day in the presence of bidders/representatives of the bidders (duly authorized by the bidder) who wish to be present.

While submitting quotations, bidders must submit the performa duly filled in and signed for having accepted the General Terms and Conditions (**as Annexure-B**), Special terms and conditions (**as Annexure-C**) and pre-qualification (**as Annexure-D**) Technical Bid in one envelope and Financial Bid (**as Annexure-E**) in another envelope both the sealed envelopes be placed in another sealed cover super scribing it "**Quotation/Rates for Housekeeping Services**".

Bidders who do not fulfill the pre-qualification requirement will not be considered. Financial bids of only those service providers/ agencies who fulfill the terms & conditions will be opened.

The office of the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Dated: .03.2020

Assistant Commissioner
#ApprovedByDesignation#

Annexure-A

**Proforma of area covered under Central Goods & Service Tax
Division/CGST Range-I,II&III, Samba, Ward No.5, Mandi Kotli, Samba
and Central GST Range-IV&V, Kathua.**

Central Goods & Service Tax Division/CGST Range-I,II&III, Samba and Central GST Range-IV & V, Kathua:-

Sr. No.	Name of Formation	Area in Sq. Feet/Persons
1.	Ground Floor, 1 st Floor and 2 nd Floor of CGST Division Office and CGST Range-I, II & III Offices situated at Ward No.5, Mandi Kotli, Samba opposite District Govt. Hospital, Samba.	8494.27 Sq. ft.
2.	Ground Floor and 1 st Floor CGST Range-IV & V, Kathua Offices situated at Chak Sona Nupa, Ward No.16, Upper Shiva Nagar, Near OBC Bank, Kathua.	3448 Sq. ft.

GENERAL TERMS AND CONDITONS

1. Rates/Quotations duly filled in will be received upto the date and time mentioned in the Tender Notice. Rates/quotations should be for the specified area excluding materials etc. for the respective formations and number of manpower, required would be decided by Service Provider.
2. The Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 reserves the right to postpone and/ or extend the date of receipt/ opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
3. The Service Provider are required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing dating and rewriting in case of discrepancy between the words and figures the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
5. Rates/Quotations should be submitted and signed by the firm with its current business address and contact number.
6. The Service Provider should satisfy themselves before submission of the rates/quotations to the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 that they meet the qualifying criteria and capability as laid down in the Annexure.
7. The Service Provider must comply rates/ Quotations, specifications and all terms and conditions of contract. No deviation in the terms & Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the Rates/ Quotations and accepted by the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121.
8. In case of any default by the Service Provider and in any of the terms & conditions (whether General or Special), Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 may, without prejudice to any other right / remedy which shall have accrue or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Service Provider.

9. Notwithstanding anything contained herein, the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 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.
10. Insurance cover protecting the Service Provider against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Services Provider shall arrange necessary insurance cover for any person deployed by arising out of mishap, if any, that may take place. In the event of any liability/claim falling on the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121, the same shall be reimbursed/ indemnified by the Service Provider.
11. Service Provider shall in no case lease/ transfer/ sublet/ appoint care taker for services.
12. No other person except Service Provider's authorized representative shall be allowed to enter the Assistant Commissioner, Central Goods & Service Tax Division/Range Offices, Samba, Ward No.5, Mandi Kotli, Samba-184121/CGST Range Office, Kathua.
13. Within the premises of the Central Goods & Service Tax Division/Range Offices, Samba, Ward No.5, Mandi Kotli, Samba-184121/CGST Range Office, Kathua, the Service Provider's personnel shall not do any private work other than their normal duties.
14. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep Central Goods & Service Tax Division/Range Offices, Samba, Ward No.5, Mandi Kotli, Samba-184121/CGST Range Office, Kathua office Indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
15. Service Provider shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or **Order issued by the Govt. of India Ministry of Labour and Employment New Delhi**. The Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 shall have no liability whatsoever in this regard and the Service Provider shall indemnify this Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 against any/all claims which may arise under the provisions of various Acts, govt. Orders etc.

16. Service Provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
17. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any benefit/compensation /absorption, regularization of services with office under the provision of industrial Disputes Act 1947 or contract Labour regulation and regular or part time employment in this office or any other Govt. Office.
18. The Contract will be awarded for one year from the date of entering into contract.
19. The rates will be valid for one year from the date of entering into contract.
20. It is made clear that number of man power excluding materials is to be decided by the Service Provider. The cleaning material will be provided by the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121.
21. The service provider must have maximum number of persons in his payroll to ensure continuous service.
22. The service provider must have GSTIN No., PAN Number and minimum three years of past experience in the same field a proof of which must be enclosed at the time of submitting Technical Bid.
23. The Service Provider must ensure proper dress code for its workers.
24. The payment will be made only after receipt of satisfactory certificates from the Head of office of respective formations/premises.

We agree to the above terms and conditions

Signature with Date _____

Name of the Firm _____

Seal

General Conditions of Contract

- (i) The brief regarding providing of Housekeeping Services will have to be supplied by the Service Provider on award of contract.
- (ii) All services shall be performed by the persons qualified and skilled in performing such services. All the consumables, detergents, chemicals equipments, machineries etc shall be arranged by the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121.
- (iii) Cleaning should be completed in office cited premises (except common places) prior to opening of office hours so that work in office does not get interrupted in the middle for cleaning purpose.
- (iv) The persons supplied by the Service Provider should not have any Police records/criminal cases against them. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank/account details, previous work experience and recent photograph and a certification to this effect be submitted to this office. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall immediately withdraw such employees who are found unfit by the office for any reasons.
- (v) There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India.
- (vi) The service provider's persons shall not claim any benefit compensation/ absorption / regularization of services from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Absorption) Act, 1970.
- (vii) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know how Security arrangements, administrative/organizational matters as all are of confidential/secret nature.
- (viii) The Service Provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The services provider shall be

responsible for any act of indiscipline on the part of persons deployed by him. The Service Provider shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in charge upon any matter arising under the clause shall be final and binding on the Service Provider.

- (ix) That the persons engaged shall not be below the age of 18 years and they shall not interfere with the duties of the employees of these offices.
- (x) The Disciplinary/Administrative/Technical control over their human resources will be with the Service provider.
- (xi) This office may require the service provider to dismiss or remove from the site of work, any person or persons, 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. The Service provider immediately withdraw any such personnel, if they are unacceptable to this offices because of security risk, incompetence, conflict interest and breach of confidentiality or improper conduct upon receiving written notice from office
- (xii) The service provider has to provide Photo Identity Cards to the persons Employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- (xiii) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
- (xiv) That the Service Provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligation under all related legislations as applicable to it from time to time including Minimum wages Act, employees Provident Fund, ESI Act etc and this office shall not incur any liability any expenditure whatsoever on the persons employed by the Service Provider on account of any obligation. The Service Provider will require providing particulars of EPF, ESI of its employees engaged in this office. The Agency will

comply all stator provisions of law, rules and regulations or Act and keep this office informed about any amendment in the law from time to time. The service provider shall furnish the bill in (duplicate) towards his services during the month in the following month. Evidences for ESI/EPF benefits given to employees should be furnished. Income tax as applicable shall be deducted at source.

- (xv) Payments to the Service Provider would be made only after the receipt of satisfactory certificate from Officer in charge of respective formation/premises. In case of unsatisfactory performance of work or partial completion of work on any day/period, no charge would be paid for that day/period.
- (xvi) The Service Provider shall be contactable at all time and messages sent by phone/email/fax/special messenger from this office shall be acknowledge immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department for fulfillment of the contract from time to time.
- (xvii) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging, equipment or vehicles of the personnel of the Service Provider.
- (xviii) That the Service Provider on its part and through its own resources shall ensure that the goods materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Service Provider, then the Service Provider shall be liable to reimburse to this office for the same. The Service provider shall keep during the course of working to any staff engaged by the Service Provider shall be borne by firm and this office will no way be responsible for it or any other clause mentioned above.
- (xix) The successful bidder shall furnish a security deposit equivalent to 20% of the contract value a month in the form of Bank Guarantee or Fixed Deposit Receipt from a nationalized/commercial Bank or Bank Guarantee from a nationalized/ commercial Bank in a acceptable form safeguarding the

interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Service Provider. The security deposit will be forfeited in case the service is delayed beyond the period, stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/ misconduct on the part human resource of the Service Provider.

- (xx) The successful bidder will enter into an agreement with this office for providing of suitable service as per requirement of this office on these terms and conditions on non-judicial Rs. 100 stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of contract period. The service charges/ rates quoted by the Service Provider shall be fixed for contract period and no request for any change / modification shall be entertained before expiry of the period of contract. Any statutory increase in wages/DA etc is to be absorbed by the service provider.
- (xxi) The service provider shall not assign, transfer, pledge or sub contract the performance of services.
- (xxii) The agreement can be terminated by either party by giving one month's notice in advance. If the Service provider fails to give one months' notice in writing for termination of the Agreement then one month's amount due to the Service Provider from the office shall be forfeited.
- (xxiii) That on the expiry of the agreement as mentioned above, the Service Provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Service Provider it shall be the entire responsibility of the Service Provider to pay and settle the same.
- (xxiv) In the event, if any dispute arises touching any of the clauses of the agreements, the matter will be referred to the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 whose decision shall be binding on the both the parties.

- (xxv) That if any amount is found payable by the bidders towards any liability in connection with housekeeping services or any loss to this office properly, the same shall be adjusted from the security deposit to the extent of the amount so determined reserving right to Recover the deficit through other modes of recovery including the right to terminate the agreement without notice.
- (xxvi) the Assistant Commissioner, Central Goods & Service Tax Division, Samba, Ward No.5, Mandi Kotli, Samba-184121 reserves the right or reject any or all the tenders without assigning any reason whatsoever and the decision of this office shall be final and binding on all the bidders.

NB.1. EPF and ESI contribution to be paid for personal employed by tenderer shall be responsibility of tenderer.

***EPF:-** The Contractor has to submit monthly statement of deposit in each employee's account with monthly bills. No bill will be sanctioned by competent authority without their statements.

UNDERTAKING BY THE BIDDER

This is to verify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature with date _____

Name of the firm _____

Address of the Firm _____

Seal _____

ANNEXURE-C

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

1. **SCOPE OF WORK**

- (i) The prime object of housekeeping services is to maintain the entire premises in tip top condition. The premises is to be maintained from hygiene point of view
- (ii) The broad details of work covered under the scope is enumerated as follow:
 - (a) Sweeping of floor and wiping of floors with Dettol/Phenyl daily (twice a day).
 - (b) Disposing of paper/trash, cleaning including dusting/cleaning of furniture of the office premises, toilets on all office days.
 - (c) Cleaning of ceiling/chajjas of windows of the office premises (on holiday).
 - (d) Cleaning of office equipment, dusting of computer and other fixtures (on holiday).
 - (e) Washing of water cooler (on holidays).
 - (f) Cleaning of window panels and ventilation blinds (on holiday).

ANNEXURE-D

Qualification requirements for award of contract for Housekeeping:

1.	Name of the organization / Firm	
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2.	Name (s) of the Proprietors/Directors	
3	Registered Address	
4	Telephone No. Fax No.	
5	Whether firm is registered & License holder under Contract Labour (Regulation & Abolition) Act (Copy to be enclosed)	
6	Registration No of the Firm (copy to be enclosed)	
7	Permanent Account No. of the firm (PAN) (Copy to be enclosed)	
8	Copy of Income Tax clearance Certificate (ITCC) to be attached	
9	Provident fund number allotted by Regional Provident Fund Office (Copy to be enclosed). The concerned will have to submit monthly deposit statement for each worker engaged by him with bill sanctioned. No bill shall be sanctioned without this statements for each employee.	
10	ESI card of each person to be engage: (i) Alongwith submission of tender. (ii)He has to give an undertaking that he will provide the same within 1 month of signing of contract.	
11	Details of GST Registration alongwith evidence	
12	Total Staff/workers of the firm	
13	Name (s) of Public Sector/ Govt. Organization to whom similar services have been provided by the firm during last three years (Please attach the job orders/service certificate from Govt. Office/Public Sector)	
14	As per order issued by the Govt. Of India Ministry of Labour and Employment, New Delhi dt. 03.04.2018	
15	Last three years Audited statement from Chartered Accountant	
16	List of clients indicating quantum of work executed with them	
17	Length of experience in the field.	
18	Whether firm is blacklisted by any Government or any criminal case is registered against the firm or its owners/partners anywhere in India. (If no, a certificate is to be attached in this regard.	

Signature with Date : _____
Name of the firm : _____
Seal : _____

Annexure-E

Proforma for submission of rates for Housekeeping Services per Sq feet per month. Central Goods & Service Tax Division/CGST Range-I,II&III, Samba, Ward No.5, Mandi Kotli, Samba and Central GST Range-IV&V, Kathua:

Sr. No	Name of Formation	Area in Sq. Feet/ persons	Rate per Sq feet per month.	Amount
1.	Ground Floor, 1 st Floor and 2 nd Floor of CGST Division Office and CGST Range-I, II & III Offices situated at Ward No.5, Mandi Kotli, Samba opposite District Govt. Hospital, Samba.	8494.27 Sq. ft.		
2.	Ground Floor and 1 st Floor CGST Range-IV & V, Kathua Offices situated at Chak Sona Nupa, Ward No.16, Upper Shiva Nagar, Near OBC Bank, Kathua.	3448 Sq. ft.		

Note: Bidders may bid for the above said premises. Rates are required to be indicated separately for each premises.

Certified that the above quoted rat complies with minimum wages Act, and all the statutory provisions and rules as applicable. The above rates are inclusive of GST or any other taxes payable to Govt.

**Signature of the bidder
Office seal**