



केंद्रीय उत्पाद शुल्क एवं सेवा कर आयुक्त का कार्यालय, बेंगलूर IV आयुक्तालय, बेंगलूर  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE AND SERVICE TAX:  
BANGALORE – IV COMMISSIONERATE: BANGALORE

C.No.I/22/28/2015 Admn B-IV

Dated: 03-1-2017.

**TENDER ENQUIRY**

The Office of the Commissioner of Central Excise and Service Tax, Bangalore IV Commissionerate, HMT Bhavan, 59, Bellary Road, Bangalore invites tenders/quotations from the reputed service providers for providing the housekeeping services as mentioned in the Annexure I in the premises of the Office of the Commissioner of Central Excise and Service Tax, Bangalore IV Commissionerate, HMT Bhavan, 59, Bellary Road, Bengaluru- 560032, its Divisional Offices situated in the same premises and its Range Office situated at Doddaballapur as indicated at Annexure II on work contract basis.

Interested parties may download the contents along with the terms and conditions enclosed herewith, from the Departmental website: [centralexcisebangalore.gov.in](http://centralexcisebangalore.gov.in) or obtain the same from the Administrative Officer (Hqrs), Central Excise, Bangalore IV Commissionerate, Ground Floor, HMT Bhavan, 59, Bellary Road, Bengaluru- 560032 (Phone:29730070).

Preference will be accorded to those Service Providers who have sufficient experience in providing such services to various Government Departments, Public Sector Undertaking, and Government Autonomous Organizations. The period of contract shall be for a period of one year.

The tenders should be super scribed "Tender for Housekeeping Services" and be submitted in two sealed covers i.e. Technical bid and Financial bid, addressed to the Commissioner of Central Excise and Service Tax, Bangalore IV Commissionerate, HMT Bhavan, 59, Bellary Road, Bengaluru- 560032 with an EMD of Rs.10,000/- (Rupees Ten thousand only) in the form of a Demand Draft drawn in favour of PAO, Central Excise, Bangalore. Tenders without EMD will be summarily rejected. The completed sealed tender documents should reach the office on or before **14.00 hrs on 25-01-2017.** Bids received beyond the specific date / time will not be accepted. **The technical bids will be opened at 11.30 hrs on 27-01-2017 and the Financial bids will be opened at 12.30 hrs on 27-01-2017 at its Headquarters office, housed at Ground Floor, HMT Bhavan, 59, Bellary Road, Bengaluru-560032,** in the presence of the designated Committee. If any of the bidders like to participate in tender opening process, they may be present at the venue at the aforesaid time. The office reserves the right to reject any prospective application without assigning any reasons. If any information furnished by the agency is found to be incorrect at a later stage, the agency shall be liable to be debarred from providing the services and may also face financial consequences.

Encl: as above

(AMAR KUMAR SINHA)  
COMMISSIONER OF CENTRAL EXCISE  
BANGALORE IV COMMISSIONERATE

## **TERMS AND CONDITIONS:**

1. The Office of the Commissioner of Central Excise and Service Tax, Bangalore IV Commissionerate, Ground Floor, HMT Bhavan, 59, Bellary Road, Bengaluru 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 the work, any person or persons, deployed by the service provider, who may be incompetent or for his / her / their misconduct and the service provider shall forthwith comply with such requirement.
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 or improper conduct upon receiving return notice from the office.
3. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote good will and enhance the image of the Dept, the service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
4. 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. In case the department comes to know about at any such act done by the service provider's personnel, the office reserves the right to cancel the contract and in that case the security deposit will be liable to be forfeited.
5. The Service provider's persons shall not claim any benefit / compensation / absorption/ regularization of services with the office, under the provision of Industrial Disputes Act. 1947 or Contract Labour (Regulation & Abolition) Act 1970. Undertaking from the individual persons (whose services are hired from service providers) to this effect will be required to be submitted by the service provider to this office.
6. The persons deployed by the service provider shall not have any claim to any 'Master & Servant' relationship against this office.
7. The service provider shall ensure conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
8. He shall also provide separate uniforms for the House Keeping staff and Office Assistants so as to distinctly identify his personnel. The service provider's personnel should be in a proper uniform at all times and should possess identity card during the office hours.
9. The transportation, Food, Medical and other statutory requirements under the various Acts/ Government's Rules and Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.

