



केन्द्रीय उत्पाद शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
बेंगलूरु- II आयुक्तालय | BENGALURU II COMMISSIONERATE
पी. बी संख्या ५४००, केन्द्रीय राजस्व भवन, क्वीन्स मार्ग, बेंगलूरु - ५६० ००१
P.B. No. 5400, C.R. Building, 5th floor Queen's Road, Bengaluru – 560 001

सी.सं.C.No.I/22/01/2017 Admn. B-II

दिनांक/ Date : 6 -3-2017

OPEN TENDER ENQUIRY No. 1/2017

The Office of the Commissioner of Central Excise, Bangalore-II, invites tenders / quotations from reputed service providers under cleaning services for providing housekeeping services as mentioned in **Annexure-I** in the premises located at Queens Road (Office of the Commissioner of Central Excise Bangalore-II), No.16/1,S.P. Complex, Lalbagh Road (consisting Divisional offices) and Tumkur as indicated at **Annexure-II** on contract basis.

Interested parties may download the contents alongwith terms and conditions from the website - centralexcisebangalore.gov.in or can be had from the Administrative Officer (Hqrs) Bangalore II Commissionerate 5th Floor Annex CR Building of the Commissionerate.

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 Organisations. The period of contract shall be for a period of one year from 1.4.2017 to 31.3.2018 and the tenderers are required to quote their rate only on per square foot per month basis and not based on number of persons to be deployed or per person basis.


The tenders should be super scribed "Tender for Housekeeping Services" and shall be submitted in two sealed covers i.e., Technical bid and Financial bid addressed to the Principal Commissioner of Central Excise, Bangalore-II Commissionerate, C.R.Building, 5th Floor, Queens Road, Bangalore – 560 001, with an EMD of Rs.10,000/- (Rupees ten thousand only) in the form of a Demand Draft in favour of PAO, Central Excise, Bangalore. Tenders without EMD will be summarily rejected. The completed sealed tender documents should reach the office by **4 PM on 22-03-2017**. Bids beyond the specific date / time will not be accepted. **The Technical bids will be opened on 23-03-2017 at 15.00 hrs and the Financial bids will be opened on 23-03-2017 at 16.00 hrs.** If the bidders like to participate in tender opening process, they may be present at the above address at the aforesaid time. The office reserves the right to reject any application without assigning any reasons. If any information furnished by the agency is found to be incorrect at any stage, the agency shall be liable to be debarred from providing the services and may also face financial consequences.

(येस. नासर खान् / S.NASSER KHAN)
सम्युक्त आयुक्त / JOINT COMMISSIONER

TERMS AND CONDITIONS

1. The Office of the Commissioner of Central Excise, Bangalore-II, 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, 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 or improper conduct upon receiving written 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 goodwill and enhance the image of the Department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. He will also provide identity card and suitable uniform at his cost, so as to distinctly identify his personnel in the office and the same will be worn by the personnel at all times in the office.
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 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 is liable to be forfeited.
5. The service provider's persons shall not claim any benefit / compensation / absorption, regularisation of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking from the individual (whose services are hired from the service providers) persons 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 proper conduct of his persons in office premise and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
8. He shall also provide separate uniforms for the Housekeeping staff so as to distinctly identify his personnel in the office at his cost. The service provider's personnel should be in proper uniform at all times and should possess identity card during the office hours.
9. The transportations, 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.
10. The service provider shall comply with the statutory provisions of the Labour laws like minimum wages, bonus etc., and shall pay the personnel deployed, the minimum wages as per the relevant Act. Complying with the legal rules and regulations of the Central / State Govt. governing such housekeeping contracts would be the sole responsibility of the contractor.
11. The service provider shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month. Evidences for ESI / PF benefits given to the employees should be furnished.
12. Income tax as applicable and also any other tax levied and payable to either Central Govt /State Govt. shall be deducted at source as per the prescribed procedure laid down by the Central Government from time to time.

13. The service provider shall not sublet transfer or assign the contract or any part thereof to a third party without the prior approval of the Commissioner of Central Excise, Bangalore-II Commissionerate, Bangalore.
14. The work performance should be satisfactory.
15. The service provider shall exercise proper supervision of the work turned out by the deployed persons by providing the services of a supervisor who will be stationed in the premises throughout the day.
16. For any damage occurred while carrying out the work, the contractor shall bear responsibility to fulfil it. Violation of the terms and conditions of the contract will be viewed seriously and legal action will be initiated against the contractor. In case of any absence of contractor's personnel, he should deploy other persons / manpower to undertake the housekeeping activities and ensure that the required work will be completed.
17. All cleaning material like brooms, mops, phenol, room freshener, naphthalene balls, buckets, soaps, cleaning acid, cleaning cloth, vim powder etc., will be provided to the contractor by the Department. Hence, the cost of those materials will not be inbuilt in the quotation.



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Conditions to be fulfilled for Eligibility

1. The bidder should be a ISO certified Company
2. The bidder should have registered under Shops & Establishment Act and with the Service tax Department
3. The bidder should have on the rolls on the date of bid not less than 500(Five Hundred) persons manpower working in their Firm/Company and should provide supporting documents for the same.
4. The bidder should be a well established housekeeping agency and should have a sufficient experience in rendering such services to establishments of Central / State / Public Sector Organisations. A list indicating the departments where the bidder has contract for housekeeping services along with supporting documents should be submitted with the bid.
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6. The bidder should have a minimum turnover of Rs.2 Crore (Rupees Two Crore only) during the previous 3 (three) financial Years
7. The persons deployed by the bidder 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 Departments.
8. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated officer of the department.

(From 01 to 06 above necessary supporting documents should be provided)

Documents to be submitted alongwith the Technical Bid

1. Profile of the company alongwith financial statements indicating the turnover of the company.
2. List of Government Sector / Public Sector / Private Sector / organisation wherein the bidder has undertaken such housekeeping services during the previous two years.
3. Certificate from clients for having satisfactorily completed the work of housekeeping.
4. Copies of PAN card, Service Tax Registration, Certificate of Registration with the Labour Department, registration with EPF/ESI Departments.
5. Earnest Money Deposit of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft drawn in the favour of "The Pay and Accounts Officer, Central Excise, Bangalore" should accompany the bid. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be returned on furnishing of a Performance Guarantee Deposit equivalent to contract rates for one month.
6. Any other relevant information connected with such services.



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ANNEXURE-I

DETAILS OF WORK OR SERVICE TO BE PROVIDED BY THE CONTRACTOR

SCOPE OF WORK FOR HOUSEKEEPING STAFF (Office starts at 08.30 A.M)

1. General office sweeping and mopping;
2. Dusting and cleaning of office fixtures and furniture;
3. Sweeping and wet mopping of corridors with necessary disinfectant materials;
4. Dusting Office partitions and Almirah;
5. Waste collections from various areas inside the office;
6. Dusting and washing of Towels, napkins provided from office;
7. Filling up of wash liquid soap containers;
8. Cleaning of toilets with phenyl, deodorants, etc;
9. Stains, if any, on floors, sinks etc., shall be removed with chemicals;
10. Toilets should be cleaned as and when required (morning, afternoon and evening regularly);
11. Cleaning of vinyl surfaces, polishing of brassware articles, if any, in office premises;
12. Shifting of furniture/fixture if any as authorized by concerned authorities;
13. Any other work allied to the above may also be entrusted by the competent authorities from time to time.



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ANNEXURE – II

The house keeping services shall be provided in the premises falling under the jurisdiction of "The Office of the Commissioner of Central Excise, Bangalore II Commissionerate, Central Revenue Building, Queens Road, Bangalore – 560 001 ".

The above office comprises of following areas:

"B" Wing, C.R. Building Ground floor- Chamber of Commissioner & PA to Commr.	225 +100 Sq.ft
5 th Floor C.R. Building Annex – all chambers, Sections and common area including visitors Lobby on 5 th floor	9214 Sq.ft
Total Square Area of 5 Divisions viz, Dabaspeta, Dasanapura, Peenya-I, Peenya-II, Peenya-III and Jalahalli Divisions consisting 5 floors of S.P. Excluding ground floor.	29414 Sq.ft (including Common area)
Tumkur City , Tumkur Industrial & Tumkur Outer ranges	2288 Sqft.
Total Area	41241 Sqft.



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Proforma for Financial Bid

	Name & Address of the Agency	
2	Details of rate quoted	Rs. per sq. ft./month
3	Amount quoted per month for 41241 sq. ft. (approx)	Rs.
4	Amount quoted per annum for 41241 Sq. ft. (approx)	Rs.
5	No. of persons to be deployed for housekeeping services	

Certified that the above quoted rate complies with Minimum wages Act and all the statutory provisions of Acts / Rules and regulations of State Government/Central Government governing the work contract. The above rate is inclusive of PF., ESI, Service tax or any other tax payable to State/ Central Government levied from time to time.

The deduction towards PF and ESI etc. Is factored in rates being quoted on per Sq.ft. per month basis and hence the same are not payable over and above the rates quoted above.

Date :

Bengaluru

Signature of the Authorized person

Name :

Designation :