



केंद्रीय उत्पाद शुल्क सहायक आयुक्त का कार्यालय, दावणगेरे मंडल,  
केंद्रीय राजस्व भवन, 'सी' ब्लॉक, देवराज अर्स लेआउट, दावणगेरे-577 006

**Office of the Assistant Commissioner of Central Excise  
Davangere Division, C.R. Building, 'C' Block,  
DevarajUrs Layout, Davanagere – 577 006.**

सी.सं.C.No: I/22/02/2010.A.2

दिनांक: 26.02.2015

LIMITED TENDER ENQUIRY

The Office of the Assistant Commissioner of Central Excise, Davangere Division, C.R. Building, "C" Block, DevarajUrs Layout, Davangere-577006, 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 Assistant Commissioner of Central Excise, Davangere Division, C.R. Building, "C" Block, DevarajUrs Layout, Davangere-577006 and its Range office/s situated in Chitradurga and Ranebennue 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), Davangere Division, C.R. Building, "C" Block, DevarajUrs Layout, Davangere-577006.

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 initially be for a period of one year extendable each time at the discretion of the Department, by a term 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 Assistant Commissioner of Central Excise, Davangere Division, C.R.Building, "C" Block, DevarajUrs Layout, Davangere-577006 with an EMD of Rs. 3945/- (Rupees Three Thousand Nine Hundred Forty Five 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 02.03.2015**. Bids received beyond the specific date/time will not be accepted. **The Technical bids will be opened at 11.00 hrs on 04.03.2015 and the Financial bids will be opened at 11.00 hrs on 05.03.2015** in the presence of the designated committee. If any of the bidders likes to participate in tender opening process, They may be present at the venue at 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 my also face financial consequences.

Encl: as above



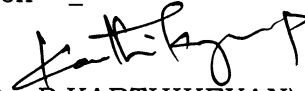
(Dr.P.KARTHIKEYAN)  
ASSISTANT COMMISSIONER  
CENTRAL EXCISE DAVANGERE

**TERMS AND CONDITIONS:**

1. The office of the Assistant Commissioner of Central Excise, Davangere Division, Davangere at its direction 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 personal, if they are unacceptable to the office because of security risk, incompetents, conflict of interest and reach 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 options 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/ secrete nature. In case the department comes to know about any such act done by the service provider's personal, 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 individuals (whose services are hired from 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 persons, 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 assistance so as to distinctly identify his personnel should be in 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.
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 providers shall furnish the bill (in duplicate) towards his services in the first week of the following month. Evidences for ESI/PF benefits given to employees should also furnished.
12. Income tax as applicable shall be deducted at source.
13. The Service provide shall not sublet transfer or assign this contract or any part thereof to a third party without the prior approval of the Assistant Commissioner of Central Excise, Davangere Division. Davangere.
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 fulfill it. Violation of the terms and condition 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 ensured that the required work will be completed.
17. All cleaning material like brooms, mops, phenol, room freshner, naphthalene balls, buckets, soaps, cleaning acid, cleaning cloth, vim power etc, will be provided to the contractor by the Department. Hence, the cost of those materials will not be inbuilt in the quotation



(Dr. P.KARTHIKEYAN)

ASSISTANT COMMISSIONER,  
CENTRAL EXCISE DAVANGER,

## **CONDITIONS TO BE FULFILLED FOR ELIGIBILITY**

1. The bidder should be a ISO certified company
2. The bidder should have registered under shops and Establishment Act
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 well established housekeeping agency and should have a sufficient experience in rendering such services to establishments of Central /State/Public Sector Organizations.
5. The bidder should provide a list indicating the department where the bidder has contract for housekeeping services along with supporting documents should be submitted with the bid.
6. The bidder should have a minimum turnover of \_\_\_\_\_(Rupees\_\_\_\_\_ only) during the previous 3 (three) financial years.
7. The persons deployed by the bidder should possess 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 department.
8. The persons deployed should have knowledge of the local language and once deployed should not be changed by the service provider 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 ALONG WITH THE TECHNICAL BID**

1. Profile of the company along with financial statements indicating the turnover of the company
2. List of Govt Sector/Public Sector/Organization wherein the bidder has undertaken such housekeeping services during the previous two years.
3. Certificate from clients for having satisfactory completed the work of housekeeping.
4. Copies of Pan card, Service Tax Registration, Certificate of registration with the labour department, registration under Shops and Establishment Act, registration with EPF/ESI departments.

5. Earnest Money Deposit of ?Rs.3945/- in the form of a Demand Draft drawn in 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.



(Dr. P.KARTHIKEYAN)  
ASSISTANT COMMISSIONER,  
CENTRAL EXCISE DAVANGER,

**SCOPE OF THE WORK FOR HOUSEKEEPING/CLEANING SERVICES REQUIRED BY THE DEPARTMENT**

The Service provider should ensure that adequate number (Note below three persons) of staff are provided for the work of housekeeping/cleaning work at all places mentioned at Annexure II and also adequate supervision is provided on the day to day functioning of the deployed personnel at all place.

The service provider shall undertake all type of work viz., cleaning, dusting, toilet cleaning etc., general and the following works in particular:-

**ANNEXURE-I**

1. General office sweeping and mopping;
2. Dusting and cleaning of Office fixture and furniture;
3. Sweeping /wet mopping of office premises with necessary disinfectant materials ;
4. Dusting office chambers/Rooms/Partitions and almirahs;
5. Waste collection from various areas inside the office and disposal;
6. Dusting and washing of towels, napkins provided from office;
7. Filling up of wash liquid soap containers;
8. Cleaning of toilet with phenyl, deodorants ect.
9. Stains, if any, on floors, sinks ect., shall be removed with chemicals;
10. Toilet 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/ Records/Waste if any as authorized by concerned authorities;
13. Any other work sllied to the above may also be entrusted by the competent authorities from time to time;

**ANNEXURE-II**

The building and precincts of C.R.BUILDING, "C" BLOCK, DEVARJ URS LAYOUT, DAVANGERE except IInd floor occupied by Income Tax department. 12000, Sq.ft (Approx.)

Office of Superintendent of Central Excise, Chitradurga Range, First floor, BhimappaNaik Road, C.K.Pura Extension, Chitradirga - 577501.(1000Sq.ft Approx.

**Proforma for Financial bid**

Sl.No	Name & Address of the Agency	
1	Details of rate quoted	Rs. /Sqft
2	Amount quoted per month for 11,000 Sqft (approx)	Rs.
3	Amount quoted per annum for 11000 Sq ft.(approx.)	Rs.
4	No.of persons proposed to be deployed for housekeeping servies	No.

Certified that the above quoted rate complies with the minimum wages Act and all the legal rules and regulations of the State Government and Central Government governing the work contract. The above rate is inclusive of PF ,ESI, Service Tax etc., or any other tax payable to the Government.

The deduction towards PF AND ESI ect., is factored in rates being quoted on per square feet per month basis and hence same or not payable over and above the rates quoted above.

Date: Signature of the Authorised person

Bangalore: Name:

Designation: