



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX  
NORTH-WEST DIVISION -7, 1<sup>ST</sup> FLOOR, C.R.BUILDING, 'C' BLOCK,  
DEVARAJ URS LAYOUT, DAVANAGERE - 577 006.**

सी.सं.C.No:I/22/02/2018-19

दिनांक: 12.09.2018

**LIMITED TENDER ENQUIRY**

The Office of the Assistant Commissioner of Central Tax North West Commissionerate Division-07 Davangere and Division-8 Haveri invites Sealed tenders/quotations under Two Bids System i.e., Part-I (Technical Bid) and Part-II (Financial Bid) from reputed Service Providers for providing Housekeeping Services on works contract basis as mentioned in Annexure I in the premises of the Office of the Assistant Commissioner of Central Tax, North-West Division-07 and North-West Division-08, Ground and First Floor, C.R.Building, 'C' Block, Devaraj Urs Layout, Davangere - 577006. Preference will be accorded to those Service Providers who have sufficient experience in providing such services to various Government Departments and or Public Sector Undertakings. The period of contract shall initially be for a period of one year.

2. Interested Service Providers may download the contents along with terms and conditions enclosed herewith from the Departmental website- [www.gstkarnataka.gov.in](http://www.gstkarnataka.gov.in) or obtain the same from the Administration Section located at Office of The Assistant Commissioner Of Central Tax, North-West Division-07 Davangere and Division-8 Haveri, Ground and 1<sup>st</sup> Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere -577006 between 10.00 Hrs to 17.00 Hrs on all working days.

3. The tenders with required documents should be superscribed "Tender for Housekeeping Services" and should be submitted in two sealed covers i.e. one for Technical Bid and other for Financial Bid alongwith EMD of Rs.3945/- (Rupees three thousand nine hundred and forty five only) in the form of Demand Draft drawn in favour of 'The Pay & Accounts Officer, Central Tax, Bengaluru'. Tenders without EMD would be summarily rejected. The completed sealed tenders should be addressed to the above office address and should reach this office on or before **24.09.2018 by 17.00 Hrs.** Bids beyond the specific date/time will not be accepted. The Technical Bids will be opened at on **25.09.2018 at 15.00 Hrs** and the Financial Bids will be opened same day **at 15.30 Hrs** in the presence of the Designated Committee at the Office Of The Assistant Commissioner Of Central Tax North-West Division -7 & 8, 1<sup>st</sup> Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere -577006.

4. If any of the Bidders desires to participate in the tender opening process, they may be present at the venue at the aforesaid date and time. This office reserves the right to reject any application of the prospective bidders without assigning any reasons. If any information furnished by the Service Provider is found to be incorrect at a later stage, the Service Provider shall be liable to be debarred from providing the services and may also face financial consequences.

*P. Nayak*  
012/109/18

(PRAMOD NAYAK)  
ASSISTANT COMMISSIONER  
CENTRAL TAX DAVANGERE

Encl:- As above.

## TERMS AND CONDITIONS

1. The Office Of The Assistant Commissioner Of Central Tax North-West Division -7& 8, Ground and 1<sup>st</sup> Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere -577006. 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, as 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 this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this 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 Department. The Service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. He will also provide suitable uniform so as to distinctly identify his personnel in the office at his cost 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 knowhow, 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 will be liable to be forfeited.

5. The Service provider's persons shall not claim any benefit/ compensation/ absorption; regularization of services with office under the provision of Industrial Disputes Act, 1947. (or contract labour regulation & abolition), 1970 Undertaking from the individual (whose services are hired from the Service providers) personnel 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's shall ensure proper conduct of his persons in the office premises, and enforce prohibition of consumption of alcoholic drinks, narcotics use, pan, smoking, loitering without work.

8. The Service provider's shall provide separate uniforms for the Housekeeping staff and office assistance so as to identify his personnel and they should possess identity card during the office hours.

9. The transportation, 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 all statutory provisions of labour laws like minimum wages, bonus, etc. and shall pay the personnel deployed the minimum wages as per the relevant Acts. Complying with the relevant rules and regulations as notified by the Government from time to time relevant to Housekeeping services would be the sole responsibility of the service provider.

11. The Service provider shall furnish the bill (in duplicate) towards their 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 and GST as applicable shall be deducted at source.

13. The Service provider shall not sublet, transfer or assign this contract or any part thereof to a third party under any circumstances without the prior approval of the Assistant Commissioner of Central Tax, NWD-7 Division, Davangere.

14. 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.

15. In case of absence of housekeeping personnel and any day, the service provider should deploy other persons/manpower to undertake the housekeeping services and ensure that the required work is completed.

16. The agency should undertake to employ and provide the requisite number of trained personnel for the service.

17. The department will not be liable to pay anything for loss of material or manpower during the period or contract. The agency will be responsible for any loss of property etc., for the negligence of persons employed by it, including civil and criminal liability arising from the acts of its personnel and the department will not be responsible for such acts under any circumstances. Violation of the terms and condition of the contract will be viewed seriously and legal action will be initiated against the service provider.

18. All cleaning material like broom, mops, phenol, room freshner, naphthalene balls, buckets, soaps, cleaning acid, cleaning cloth, washing powder will be provided to the service provider by the Department. Hence, the cost of those materials will not be inbuilt in the quotation.

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

1. The bidder should be a registered and well established service provider and should have a sufficient experience in rendering such services to establishments of Central/State/Public Sector Organizations having similar infrastructure.
2. A list indicating the departments where the bidder has contract for Security Services along with supporting documents should be submitted with the bid.
3. The bidder should have on the rolls on the date of bid not less than 500 hundred persons/manpower working in their firm/company and should provide documents for the same.
4. The bidder should have a minimum turnover of Rupees one crore during the preceding 3 (three) financial years.
5. Only the bidders who qualify in the Technical Bid will be eligible to participate in the Financial Bid.
6. The persons deployed by the bidder should have sound medical fitness, shall be well behaved and should be well experienced and trained adequately to handle any type of Security and other works entrusted to them by the office.
7. 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 office.

## **DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID**

1. Profile of the company along with financial statements (Profit & Loss Account/Balance Sheet and Income Tax Returns for last 3 years) indicating the turnover of the company.
2. List of Govt Sector/ Public Sector/ Other Organizations wherein the bidder has undertaken such Security Services during the previous two years.
3. Certificate from clients for having satisfactorily completion of the work of Security.
4. Copies of PAN card, GST Registration Certificate, Certificate of Registration with the Labour Department, registration with EPF/ESI departments.
5. Earnest Money Deposit of 3945/- (Rupees Three Thousand Nine Hundred Forty Five Only) in the form a Demand Draft drawn in favour of "The Pay and Accounts Officer, Central Tax, Bengaluru" should accompany the bid. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be retained by the Department and shall be returned on completion of the contract.
6. Any other relevant information connected with Housekeeping Services.

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

The service provider should ensure that adequate number of staff are provided for the work of housekeeping/cleaning services 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 places. The service provider shall undertake all type of work i.e. 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 fixtures and furniture.
3. Sweeping/wet mopping of office premises with necessary disinfectant materials.
4. Dusting office chambers, rooms, partition cubicles 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 phenol, spraying deodorants, etc.
9. Stains on floors, sinks, etc. 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 and brassware articles, if any, in office premises.
12. Shifting of furniture/fixture/records/waste, if any, as authorized by concerned authorities.
13. Watering plants and cleaning vacant space outside office building within office compounds.
14. Any other work allied to the above may also be entrusted by the competent authorities from time to time.

### **ANNEXURE-II**

The Office premises include Office Building at the Office of the Assistant Commissioner of Central Tax, NWD-07 & NWD-08 (Ground & First Floor), C.R.Building, 'C' Block, Devaraj Urs Layout, Davangere and Vacant space outside office building within the office compound (Area is as specified in proforma for financial bid).

**FORMAT FOR TECHNICAL BID :-**

SI No	Particulars	Details
1	Name of the Organization/Firm	
2	Full postal address with pin code	
3	Phone Number(s) and mobile number(s) of the responsible person	
4	Fax Number and E-mail ID	
5	Name(s) of the proprietor/Director(s)/Partner(s)	
6	Firm's Registration Number (Copy of certificate to be attached)	
7	Firm's Registered Address	
8	Firm's provident Fund Registration Number (Copy of certificate to be attached)	
9	Firm's ESI Registration Number (copy of certificate to be attached)	
10	Firm's PAN Number (Copy of PAN to be attached)	
11	Firm's GST Registration Number (Copy of certificate to be attached)	
12	Registration number of the renderer/firm with other Government department, if any (Copy of certificate (s) to be attached)	
13	Total Number of Staff/workers of the Firm/Organization	
14	Firm's Activities (Separate sheet can be enclosed, if necessary)	
15	Whether the firm is registered or license holder under Contract labour (Regulation A Abolition) Act?	If yes, copy of the registration certificate to be enclosed
16	Name of the Organizations to whom the House Keeping work has been provided by the Firm during the last 2 years	Attach the job Order/Service Certificate
17	List of organizations to whom the services are being provided currently	Attach the job Order
18	Details of turnover for the firm for the preceding 3 years (Attach copy of P/L Account? Balance Sheet and Income Tax Returns filed with the IT Department)	
19	Copy of Income Tax clearance certificate (ITCC) for the last year to be attached	
20	Any other relevant information	

Signature of the Authorized person:

Name:

Designation:

## **PROFORMA FOR FINANCIAL BID**

1	Name and Address of the Agency	
2	Details of Rate quoted per sq.ft.	Rs. /sq.ft.
3	Amount quoted per month for 11,000 sq.ft. Office Building and 19,000 sq.ft. Vacant space within office compound	
4	Amount quoted per annum for same space as mentioned in sl.no.3 above.	
5	No. of persons proposed to be deployed for housekeeping services	<b>06</b>

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 works contract. The above rate is inclusive of PF, ESI and exclusive of GST. Certified that the deduction towards PF, ESI is factored in rates being quoted on per sq.ft. per month basis and hence the same is not payable over and above the rates quoted above.

Date:  
Signature of the Authorized person  
Name:  
Designation

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## **UNDERTAKING**

1. I / We undertake that I/We have carefully studied all the terms and conditions of the contract and understood the parameters of the proposed work and shall abide by them;
2. I / We hereby certify that none of my relative(s) is / are employed in the North West Division -7 & 8, Davangere.
3. I / We, further undertake that the information in this tender are true and correct in all respects.

Date:  
Place:

Signature of the authorized person  
Name:  
Designation: