



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)
GST & CENTRAL TAXES, BANGALORE ZONAL UNIT
TTMC, BMTB BUS STAND, BANASHANKARI, BENGALURU -560 070.

Tel - 080 - 26716390(ADG)/ 26716392
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F.No. ADGA/BZU/54/HK/2017

Date:29/01/2018

To
The Assistant Commissioner of Central Excise,
O/o the Principal Chief Commissioner of Central Tax,
Bengaluru Zone, Bengaluru.

Sir,

Sub: Uploading of Limited Tender Enquiry in Departmental Website-reg.

x-x-x-x

Please find enclosed a copy of the Limited Tender Enquiry dated 22.01.2018 for providing Housekeeping Services to the Additional Director General(Audit), Bengaluru. The soft copy of the same in pdf format is being enclosed herewith.

2. It is requested to kindly upload the same in the departmental website <http://gstkarnataka.gov.in> urgently.

Encl: As above

Yours faithfully,

ASSISTANT DIRECTOR(AUDIT)



GOVERNMENT OF INDIA
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)
CENTRAL TAXES, BANGALORE ZONAL UNIT
II Floor, TTMC / BMTC Banashankari Bus Stand Complex,
Kanakapura Road, BANGALORE 560070

Tel - 080 - 26716392 / 26716385

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F.No.ADGA/BZU/54/HK/2017 /486-495

Dated .01.2018

LIMITED TENDER ENQUIRY

The Office of the Additional Director General (Audit), Bangalore Zonal Unit, situated at II Floor, TTMC/BMTC Banashankari Bus Stand Complex, Kanakapura Road, BANGALORE - 560 070, invites sealed tenders / quotations under Two Bid System i.e., Part – I (Technical Bid) and Part – II (Financial Bid) from reputed Service Providers for providing the "Housekeeping Services" in the said premises on work contract basis. Service Providers who have sufficient experience in providing such services to various Government Departments, Public Sector Undertakings and Government Autonomous Organisations alone may apply. Service Provider shall pay the personnel deployed minimum wages as per the relevant Act. Complying with the rules and regulations of the Central/State Govt. governing such housekeeping contracts will be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labour laws like minimum wages, bonus etc. The period of contracts shall be for a period of one year (from 01.04.2018 to 31.03.2019) extendable at the discretion of the Department.

2. Interested parties may download the contents along with terms and conditions enclosed herewith, from the Departmental website: <http://gstkarnataka.gov.in> or obtain the same from the Administration Section located at the above mentioned address.

3. The tenders should be super scribed "Tender for Housekeeping Services" and shall be submitted in two sealed covers i.e., Technical and Financial, addressed to the "Office of the Additional Director General (Audit), Bangalore Zonal Unit, II Floor, TTMC/BMTC Banashankari Bus Stand Complex, Kanakapura Road, BANGALORE - 560 070 with an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of the PAO, CBEC, Bangalore. Tenders without EMD will be summarily rejected. **The completed sealed tender documents should reach this office by 17.00 hrs. on 14.02.2018.** Bids beyond the specific date / time will not be accepted. The Technical bids will be opened at 15.00 hrs on 15.02.2018 and the financial bids will be opened at 15.30 hrs on 15.02.2018 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 afore mentioned time. This 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. The bidder may inspect the premises on any working day during working hours, if needed.

Encl: as above.

ASSISTANT DIRECTOR
BANGALORE ZONAL UNIT, BANGALORE

TERMS AND CONDITIONS

1. The Office of the Additional Director General (Audit), Bangalore Zonal Unit, II Floor, TTMC/BMTC Banashankari Bus Stand Complex, Kanakapura Road, BANGALORE 560070 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 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 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. The Service Provider will also provide suitable uniform so as to distinctly identify their personnel in the office at their 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 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 will be liable to be forfeited.
5. The Service Provider's persons shall not claim any benefit/ compensation / absorption; regularization of services with this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. 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 their persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
8. The Service Provider's personnel should be in uniform and 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. Service Provider shall pay the personnel deployed minimum wages as per the relevant Act. Complying with the rules and regulations of the Central/State Govt. governing such housekeeping contracts will be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labour laws like, minimum wages, bonus, etc. The work performance should be satisfactory.

11. The Service Provider shall furnish the bill (in duplicate) towards their services for a particular month by the first week of the following month. Evidence for ESI / PF benefits given to employees should invariably be furnished to this office every month.
12. Income tax 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 without the prior approval of the Additional Director General (Audit), Bangalore Zonal Unit, Bangalore.
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. 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 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.

CONDITIONS TO BE FULFILLED FOR ELIGIBILITY

1. The bidder should be a registered and well established Housekeeping Agency / Security Agency / Transport Agency and should have a sufficient experience in rendering such services to establishments of Central/State/Public Sector Organizations. A list indicating the departments where the bidder has contract for housekeeping services along with supporting documents should be submitted with the bid.
2. The bidder should have a minimum turnover of ₹1 Crore (Rupees One Crore only) during the previous 3 (three) financial years.
3. 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 department.
4. 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.
5. After awarding the contract, the contractor has to produce copies of wage sheets, the details of paid receipt to the concerned organisations like EPF/ESI/Service Tax, Half Yearly Returns in ESI, Annual Returns of EPF.
6. The contractor should remit EPF/ESI amount every month as per the rules in force and he has to submit a certificate showing EPF/ESI Account No., Name of the Employee, wages paid and it should be supported by the copy of the receipted challans.
7. In case any revision of taxes, EPF/ESI/variable DA during the operation of agreement the rates will be revised accordingly w.e.f. the date of such revision.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. Profile of the company along with financial statements indicating the turnover of the company
2. List of Govt Sector/Public Sector/ Private Sector/organization 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, GST Registration, Certificate of registration with the labour department, registration with EPF / ESI departments etc.
5. Earnest Money deposit of ₹ 10,000/- in the form a Demand Draft drawn in favour of "The Pay and Accounts Officer, CBEC, 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.

I. DETAILS / CONDITIONS FOR HOUSEKEEPING/CLEANING DUTIES REQUIRED BY THE DEPARTMENT:

The Service Provider should ensure that adequate supervision is exercised on the day to day functioning of the deployed personnel.

The Service Provider shall undertake all types of work viz. cleaning, dusting, toilet cleaning, etc. general and the following works in particular -

1. Dusting and cleaning of Office fixtures and furniture, etc.,
2. Sweeping /wet mopping of Office premises/ clearing papers/ clearing cobwebs from roof / trash on day-to-day basis ,
3. Changing of towels / napkins provided to the officers,
4. Cleaning of toilet with toilet cleaners and deodorants, etc. .
5. Filling up of soap liquid in containers,
6. Cleaning of all glass panes of windows and cleaning doors, etc.
7. Cleaning of partitions / almirah,
8. Cleaning of all formica surfaces including removal of any stain,
9. Serving of food to the Officers,
10. Serving of tea / coffee / water to Office Staff, if any.
11. Housekeeping services such as movement of files / equipments / records within the office.
12. Cleaning of fans, light and electrical equipments / telephone Instruments / Computers / Printers etc.,
13. Shifting of furniture / fixture, if any as authorized by the concerned authorities,
14. Washing and cleaning of office vehicles,
15. Periodical cleaning and dusting and maintenance of records in the record room / Store room,
16. Locating and finding the required records from the record room,
17. Photocopying of office records,
18. Moving of dak / letters to the officers / officials concerned,
19. Watering of plants and removing of cobwebs,
20. Any other work assigned by the Officers within / outside the office.
21. Clearing cutlery /vessels and maintain the pantry

The Housekeeping Services shall be provided in the new premises viz., "Office of the Additional Director General (Audit), Bangalore Zonal Unit, II Floor, TTMC/BMTC Banashankari Bus Stand Complex, Kanakapura Road, BANGALORE 56070."

The above office comprises of the following area:

BMTC Bus Stand Complex	Area (approx)
Second Floor	5200 Sq. Ft.

FORMAT FOR TECHNICAL BID

1	Name of the Organization/ Firm	
2	Name(s) of the Proprietor(s)/Director (s)	
3	Firm Registration Number	
4	Firm Registered Address	
5	Firm Provident Fund Registration Number	
6	Firm ESI Registration Number	
7	Firm PAN Number	
8	Firm GST Registration Number	
9	Firm TDS Registration Number	
10	Total Number of Staff /workers of the Firm / Organization	
11	Firm Activities (Separate sheet can be enclosed, if necessary)	
12	Whether the firm is registered or license holder under Contract Labour (Regulation & Abolition) Act?	If yes, copy of the registration certificate to be enclosed
13	Name of the Organizations to whom the House Keeping work has been provided by the Firm during the last 5 years	Please attach the job Order / Service Certificate
14	Attach the Last 3 years Firm Income Tax Returns	
15	Attach the Last 3 years Firm PF, ESI, Service Tax Challans and Returns	

Date :
Bangalore

Signature of the Authorized person
Name:
Designation

PROFORMA FOR FINANCIAL BID
(For Housekeeping / Cleaning services)

1.	Name and Address of the Agency	
2.	Details of rate quoted	Rs. /sqft
3.	Amount quoted per month for 5200 Sq. Ft.	Rs.
4.	Amount quoted per annum for 5200 Sq. Ft.	Rs.
5.	Any other charges (if any) please specify	Rs.
6.	No. of persons to be deployed for housekeeping / security services	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 works contract. The above rate is inclusive of GST or any other tax payable to the Government.

Date :
Bangalore

Signature of the Authorized person
Name:
Designation