



MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE

केंद्रीय जी.एस.टी आयुक्तालय, बेंगलूर दक्षिण, केंद्रीय राजस्व भवन, क्वींस रोड, बेंगलूर-560001  
CENTRAL TAX, BENGALURU SOUTH COMMISSIONERATE, C.R. BUILDING,  
QUEENS ROAD, BENGALURU-560001

सीसं. C.No. I/22/45 /2018 A.4 GST BS

दिनांक: Date: 05.03.2018

TENDER NOTICE ( No.4/2018)

NOTICE INVITING TENDER FOR OUTSOURCING OF HOUSE KEEPING SERVICE PROVIDERS UNDER CLEANING SERVICES ON TEMPORARY BASIS.

Tenders are invited for providing atleast 13 unskilled No. of workers for rendering services specified in Para 5 below on temporary basis for OFFICE OF THE DY / ASSISTANT COMMISSIONER OF CENTRAL TAX, BENGALURU- SOUTH COMMISSIONERATE, (DIVISIONS -4,5,7,8 & 9, (A WING-6<sup>TH</sup> FLOOR), (A,C&D WING-7<sup>TH</sup> FLOOR) OF KENDRIYA SADAN KORAMANGALA, BENGALURU-560034.)

2. Interested parties / agencies who have experience of 3 (three) years in providing manpower to a Government office/Public undertaking and also willing to comply with the terms and conditions annexed to this notice, may inspect the premises and submit their Bid/ details in Annexure-A,B ,and C. The Technical Bid (Pre-qualifications requirements) Annexure –A should be placed in one envelop, Financial bid ( proforma for quoting rates )Annexure –B should be placed in second envelope and Tender Acceptance letter should be placed in third envelope. All the sealed envelopes should be placed in another sealed cover” Quotation/Rates for outsourcing of House keeping services, for OFFICE OF THE DY / ASSISTANT COMMISSIONER OF CENTRAL TAX, BENGALURU- SOUTH COMMISSIONERATE, DIVISIONS - 4, 5, 7, 8 & 9 OF KENDRIYA SADAN KORAMANGALA, BENGALURU-560034. And the same may be forwarded to the Assistant Commissioner( P & V ) Central Tax, Bengaluru South Commissionerate, 5th floor, C.R.Building, ( Annexe) Queen’s Road,Bengaluru-560 001” so as to reach this Office on or before 21<sup>st</sup> March by 03:00 PM.

3. There should be attachments for Technical Bid (Annexure-A), Financial Bid format (Annexure-B), Tender Acceptance Letter (Annexure-C).

4. Technical Bids should contain documents evidencing (1) Previous experience of Government agencies served, (2) GST Registration No. etc. The Financial Bid/Bids will be taken up only if the technical specifications are satisfactory otherwise the Tender will be straight way rejected.

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5. The name of the work/service, in brief, for which bid is invited is daily cleaning of officers' chambers, sweeping and mopping of the office building covering approximately 21374 Sqft and related office work .

6. Earnest Money Deposit (EMD) or bid security of Rs. 10,000/- shall be submitted by the bidder in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favor of Pay and Accounts Officer, Central Tax, Bengaluru South Commissionerate, on or before Technical Bid opening date/time as mentioned in Critical Date Sheet. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

**Data Sheet**

Item	Description
Name of the Hirer	Govt. of India, Ministry of Finance, Department of Revenue,
Tender Inviting Authority	Commissioner of Central Tax, Bengaluru- South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001.
Tender Name	Office of the Commissioner of Central Tax, Bengaluru- South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001.
Tender No. and Date	04/2018 dated 05.03.2018
Method of Selection	L-1
Availability of Tender Documents	Can be downloaded from Central Public Procurement Portal ( ePublishing) at <a href="http://eprocure.gov.in/epublish/app">http://eprocure.gov.in/epublish/app</a> , <a href="http://www.cbcc.gov.in">www.cbcc.gov.in</a> and Central Tax, Bengaluru Zone website
Date and time of Tender notice issuance	Date:05.03.2018
Last date and time for Bid/ Proposal submission ( on or before)	21.03.2018 at 03:00 PM
Bid Opening- Time, Date & Venue	22.03.2018 Chamber of the Joint Commissioner( P & V) , Central Tax, Bengaluru South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001.
Technical Bid	At 12 :00 pm
Financial Bid	At 4:00 pm
Language of Bid Submission	Proposal should be submitted in English only.
Currency	Bid may be quoted in INR only.
Name and Address for Communication and seeking clarification	Shri M.G.Nadkarni, Assistant Commissioner( P & V) , Central Tax, Bengaluru South Commissionerate, P.B.No.5400, C.R.Building, Queen's Road,Bengaluru-560 001.  Email ID : <a href="mailto:mgnadkarni@yahoo.co.in">mgnadkarni@yahoo.co.in</a> and <a href="mailto:nadkarnimn@gmail.com">nadkarnimn@gmail.com</a>
Period of Hiring	12 months (From 01.04.2018 to 31.03.2019)

## SCOPE OF WORK

The unskilled workers for (atleast )16 Nos. for 21374 Sqft shall be engaged in-

- (a) Daily cleaning, dusting, mopping of office/room/furniture/etc .
- (b) To ensure that the Officers room is hygienic and clean before the commencement of Office hours.
- (c) Regular cleaning of racks, storage spaces, windows, walls, cobwebs etc.
- (d) Periodical dusting of fans and other electrical equipments.
- (e) Toilets should be cleaned 3 times a day ( morning, afternoon and evening ) and as and when required.
- (f) Providing necessary support services for refreshment etc. in meetings/to officers/ visitors etc.
- (g) Stacking of files/records, movements thereof in the office, stacking of stores /stationery etc.
- (h) Assistance in movement of case property.
- (i) Attending the calling bell of Officers in the absence of Havaldars.
- (j) Any other work allied to the above may also be entrusted by the competent authorities from time to time.

## GENERAL TERMS AND CONDITIONS

1. Bidder providing similar service to other government departments will be given preference.
2. The persons who are contracted for services should be of good moral character, and should not have been convicted for any offence under the law. The contractor on being awarded the contract shall verify the antecedents of the persons engaged, from the appropriate authorities and submit a certificate to that effect.
3. The contractor will, prior to the commencement of the operation of contract, make available to the department, particulars of all the employees who will be employed. Such particulars inter-alia should include age, date of birth, photograph, local and permanent address, qualification, parentage etc. of the employees so deployed. Any change or addition in this regard should be notified immediately to the Commissioner of Central Tax, Bengaluru South Commissionerate.
4. The persons so provided by the service provider shall be employees of the service provider and shall remain under the control and supervision of the service provider. The service provider shall be liable for the wages and any other claim of the person so engaged. The service provider should observe all the relevant laws relating to employment of person assigned to this office (such as those relating to payment of minimum wages, employment of child labour etc.) as applicable from time to time and should submit a certificate to that effect.
5. The contractor shall be responsible for fulfilling all the obligations towards the person deployed under the law. He shall also be responsible for payment of wages/ settlement of dues with workers engaged by the firm as per prevailing labour/ wages laws in force in Staff of Karnataka and the department shall not be a party to any dispute between the firm and workers. The successful bidder must ensure that the workers engaged must get the minimum wages as per the rates fixed by the government of State of Karnataka.
6. The contractor would be liable for ensuring compliance with the relevant rules including PF, ESI etc. and regulations as notified by Government in this regard from time to time and that the department shall not pay over and above the rate quoted in respect of any such deduction made by the contractor.
7. The contractor shall take all responsible precautions to prevent any unlawful/disorderly conduct or acts of the employee so deployed.
8. The contractor shall have to ensure punctuality, cleanliness of the persons engaged and maintenance of the office decorum by them.
9. Department reserves the right to call upon the Contractor to remove any person whom department finds unsuitable for services on account of hygiene, health or conduct or any other reason and the Contractor will be obliged to comply with the same.
10. The contractor shall ensure availability of each deployed person on all working days for providing the service contracted for.
11. For any absence / non-engagement, no charges will be paid and in addition a penalty of Rs. 150/- per day shall be levied on the contractor.
12. Department reserves the right to terminate the contract at any time if it feels that the work is not satisfactory by giving 15 days' notice in writing without assigning any reason or without incurring any financial liability whatsoever to the contractor.

13. If the contract is terminated before completion of a month the amount payable to the contractor for number of days worked shall be calculated on prorata basis.
14. Contractor shall ensure that the persons so deployed do not allow any property of the department to be taken out of the premises without a Gate Pass signed by the designated officer.
15. The Contractor shall submit valid proof of Service Tax having actually been paid by him to the Government Account in respect of the above said service provided.
16. The engagement of the contractor does not in any way confer any right to the contractor or the person that may be deployed by him in this office, for claiming any regular employment in this office or any other Government office.
17. The contractor should also mention the details about the amount per person/month to be paid while quoting the rates. Agency charges should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
18. The contractor shall quote their rate as "rate per square feet per month (in words and figures) which should include deduction towards PF and ESI etc. but not including GST payable and the same would not be payable over and above the rates thus quoted.
19. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of Income Tax Law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this office.
20. The contractor should also submit details of other such organization, to which they have extended similar services in the recent past.
21. The contractor shall comply with all applicable laws of the Central Government/State Government and any other law for the time being in force including the Income Tax/GST Law, Minimum wages Act etc. This office shall not be responsible for any dispute that may arise in connection with the subject service, between the contractor and any State or Central Government Department e.g. authorities dealing with the Minimum wages, E.P.F., E.S.I., Labour Laws, Service Tax and Income Tax etc., or any local body.
22. The persons from the Service Provider 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 and abolition) Act, 1970.
23. The agency should be registered with the concerned Government Authorities, and a copy of the current registration may be submitted. The Service provider shall maintain all statutory registers under the applicable laws. The agency shall produce the same, on demand, to this office or any other authority under law.
24. The contractor should provide GST Registration number and a valid PAN Number in their tender documents. They should also have their own Bank Account.

25. Normal working hours would be for 6 (six) days a week from 8.30AM to 5.00 PM Monday to Saturday. However, the service provider shall ensure availability of the persons deployed for providing the Services on all days of the week, as per the requirement of this office.

26. It will be obligatory on the part of the service provider for the safe upkeep and proper handling of the office equipments. If any damage is caused to the office equipment on account of negligence of the person deployed, the service provider will be liable for action under law and the loss/damages so caused will be paid, by/recovered from the service provider.

27. The Department reserves the right to terminate the contract anytime by giving one month notice without assigning any reason.

28. While awarding the contract the exact requirement of unskilled workers may vary according to requirement.

29. The Service provider shall 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 uniform at all times in the Office and should possess identity card during the Office hours.

Encl:

Annexure-A: Technical Bid  
Annexure-B: Financial Bid  
Annexure-C : Tender acceptance letter

  
( PRASHANT KUMAR JHA )  
JOINT COMMISSIONER ( P & V )  
CENTRAL TAX, BENGALURU SOUTH COMMISSIONERATE

Copy to :-

- 1) Web-Master, Central Tax , Bengaluru South Commissionerate website, with request to upload on Central Tax website ([www.gstkarnataka.Gov.in](http://www.gstkarnataka.Gov.in)) at earliest.
- 2) Web-Master, CBEC Website, Directorate of Systems, New Delhi with a request to upload the tender on CBEC website([www.cbec.gov.in](http://www.cbec.gov.in)) at the earliest.

Submission of Tender

The tender shall be submitted online in two parts, viz., technical bid and financial bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**TECHNICAL BID**  
**Qualifying criteria for Quotation**

1.	Name of the Bidder with telephone No, FAX and complete address and contact person and details of the registration of firm / company with registrar of partnership firm / ROC (please attach self-attested copies)	
2.	GST Registration Details (Please attach self-attested copies of the GST Registration Certificate).	
3.	Permanent Account Number (PAN). (Please attach self-attested copies of the PAN).	
5.	Experience in providing manpower to PSU /Govt. Departments. copies of the contract papers / letters are to be attached.	
6.	Details of pending legal disputes relating to providing manpower, if any.	
7.	Tender acceptance letter	

Note:- non-qualification in above criteria will result in disqualification of bid.



FINANCIAL BID

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

Dear Sir/Madam,

I submit the Price Bid for Rs. \_\_\_\_\_/Sqft/Month and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of authorised  
Representative

:

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ Tender \_\_\_\_\_ / \_\_\_\_\_ Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)