



केन्द्रीय कर प्रधान मुख्य आयुक्त का कार्यालय, बेंगलूर अंचल,
पी.बी.सं.5400, केन्द्रीय राजस्व भवन, वीनस रोड, बेंगलूर-560 001.

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX,
BANGALORE ZONE, P.B.NO.5400, C.R.BUILDING,
QUEEN'S ROAD, BANGALORE-560 001.

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सी.सं./C.No. I/22/06/2016 मु.आ. कें.उ.शू.(बे.अ)

दिनांक/Date: 13.12.2017

OPEN TENDER ENQUIRY

The Office of the Principal Chief Commissioner of Central Tax, Bangalore Zone 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 Principal Chief Commissioner of Central Tax, Bangalore Central Tax Zone, C.R. Building (Annexe), Queens Road, Bangalore - 560 001 as indicated at **Annexure II** on work contract basis.

Interested parties may download the contents along with terms and conditions enclosed herewith, from the Departmental website: gstkarnataka.gov.in.

Preference will be accorded to those Service Providers who have sufficient experience in providing such services to various Government Departments, Public Sector Undertakings and Government Autonomous Organisations. The period of contract shall initially be for a period of one year.

The tenders should be superscribed "Tender for Housekeeping Services" and shall be submitted in two sealed covers i.e., Technical and Financial addressed to the Principal Chief Commissioner of Central Tax, Bangalore Central Tax Zone, C.R. Building, Queens Road, Bangalore - 560 001 with an EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of a Demand Draft drawn in favour of PAO, Central Tax, Bangalore. Tenders without EMD will be summarily rejected. The completed sealed tender documents should reach the office by 17.00 Hrs on 26.12.2017. Bids beyond the specific date/time will not be accepted. The technical bids will be opened at 11.00 Hrs on 27.12.2017 and the Financial bids will be opened at 16.00 Hrs on 27.12.2017 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 may also face financial consequences.

Encl: as above.


एस. रविचंदर / (S. RAVICHANDER) 12/12/2017
उपायुक्त / DEPUTY COMMISSIONER (PCCO)

TERMS AND CONDITIONS

1. The scope of work should be earmarked separately for the housekeeping staff. For the purpose of illustration, the scope of work for the housekeeping staff is enclosed as **Annexure I**.
2. The Office of the Principal Chief Commissioner of Central Tax, Bangalore Central Tax Zone 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 persons 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.
3. 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.
4. 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.
5. 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.
6. 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) Act, 1971. 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.
7. The persons deployed by the service provider shall not have any claim to any 'Master & Servant' relationship against this office.
8. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
9. He will 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 uniform at all times in the office and should possess identity card during the office hours.

10. 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.

11. 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 Central Minimum Wages Act. Complying with the legal rules and regulations of the Central/State Government governing such housekeeping contracts would be the sole responsibility of the contractor.

12. 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 employees should be furnished.

13. Income Tax as applicable shall be deducted at source.

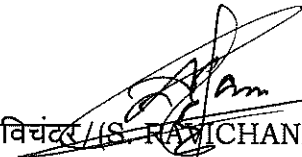
14. The Service provider shall not sublet transfer or assign this contract or any part thereof to a third party without the prior approval of the Principal Chief Commissioner of Central Tax, Bangalore Central Tax Zone, Bangalore.

15. The work performance should be satisfactory.

16. 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.

17. For any damage occurred while carrying out the work, the contractor shall bear responsibility to fulfil 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 ensure that the required work will be completed.

18. All cleaning material like brooms, mops, phenol, room freshner, naphthalene balls, buckets, soaps, cleaning acid, cleaning cloth, vim powder 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 registered and 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.
2. The bidder should have a minimum turnover of Rs. 2 Crore (Rupees Two Crore) 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.

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/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, GST registration, Certificate of registration with the labour department, registration with EPF/ESI departments.
5. Earnest Money deposit of Rs. 10,000/- in the form of Demand Draft drawn in favour of the "The Pay and Accounts Officer, Central ~~Office~~, ^{Torad} 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 Gurantee deposit equivalent to contract rates for one month.
6. Any other relevant information connected with such services.


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ANNEXURE – I
SCOPE OF WORK FOR HOUSEKEEPING STAFF
(Office starts at 8.00 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 almirahs
5. Waste collection 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 should 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 authorised by concerned authorities
13. To ensure that the Officers room is hygienic and clean before the commencement of office hours
14. Bring and serve water, beverages and lunch to the Officers and also visitors if so desired by officers
15. Attending the calling bell of officers in the absence of Havaldars
16. Any other work allied to the above, may also be entrusted by the competent authorities from time to time.

ANNEXURE - II

The housekeeping services shall be provided in the premises falling under the jurisdiction of the "Office of the Principal Chief Commissioner of Central Tax, Bangalore Central Tax Zone, III Floor, C.R. Building Annexe, Queens Road, Bangalore - 560 001".

The above office comprises of the following area:

C.R. Building Annexe - III Floor - All the chambers, sections and common spaces on III Floor - 856 Sqm.

Note: 1 Square Meter = 10.7639104 Square Feet.

Proforma for Financial Bid

01.	Name & Address of the Agency	
02.	Details of rate quoted	Rs. /sqft
03.	Amount quoted per month for 9214 sq.ft (approx)	Rs.
04.	Amount quoted per annum for 9214 sq.ft (approx)	Rs.
05.	No. of persons to be deployed for housekeeping 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 work 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: