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OFFICE OF THE COMMISSIONER OF CUSTOMS & CENTRAL EXCISE  
"CENTRAL EXCISE BHAVAN" RACE COURSE RING ROAD,  
RAJKOT-360001

**ADVERTISEMENT FOR A**

F.NO. I /22-24/ 2013-Adm

Date: 26.09.2014

**NOTICE FOR INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES**

The office of the Commissioner of Central Excise, Customs and Service Tax, Rajkot invites sealed offers from reputed parties for providing housekeeping, cleaning, sweeping services etc on contract basis for the office building of "Central Excise Bhavan", at Race Course Ring Road, Rajkot, having six floors & ground floor (approximate area of 45,800 Sq. feet ) on the following terms & conditions :-

**(A) TENDER PROCESS**

(a) Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid separately

The tender form for **Technical bid in proforma prescribed in Annexure - I** and tender form for the **financial bid in proforma prescribed in Annexure -II** complete in all respects shall be submitted in two separate sealed covers addressed to the Additional Commissioner (P&V) O/o Commissioner of Central Excise, Customs and Service Tax, Rajkot, "Central Excise Bhavan", Race Course Ring Road, Rajkot- 360001 and be handed over to the Personal Assistant to the Additional Commissioner (P&V), 6th floor, "Central excise Bhavan" Building, Race Course Ring Road, Rajkot **on or before 17th October, 2014, 16.00 hrs.** The sealed covers should be super scribed with **"Technical Bid- Contract for providing Housekeeping services", and "Financial Bid- Contract for the providing Housekeeping services"** respectively. Incomplete bid documents shall be rejected.

(b) If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/ courier services.

(c) Earnest Money Deposit of Rs 30,000/- (Rupees thirty thousand only) per application in the form of Demand Draft/ Banker's cheque of scheduled Bank drawn in favour of the Commissioner of Central Excise, Rajkot shall accompany the Technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case of the successful bidders withdraws or the details furnished in Annexure - I & II are found to be incorrect or false during the tender

selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

(d) Performance Guarantee :- The successful bidder has to submit 5% of the contract value as performance guarantee deposit in the form of Bank Guarantee from Nationalized Bank/ Demand Draft/ Banker's cheque of a scheduled bank drawn in favour of "Commissioner of Central Excise, Rajkot before awarding contract.

(e) The valid technical bids shall be scrutinized by the department to short list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted. The Additional Commissioner (P&V) of Central Excise, Customs & Service Tax, Rajkot reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

(f) The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.

**(B) Conditions:**

- (1) Daily sweeping and wet mopping of the entire area including the lobby, and working hours will be from 0800 hrs to 1600 hrs daily except Sundays.
- (2) Dusting and wiping of all furniture like tables, chairs, sofas, computer table/chair and electronic gadgets like computers, telephones, FAX machines, photo copier machines etc. All the doors, windows, partitions including the particle board, glass and aluminum channels in the entire Office should be cleaned daily..
- (3) The vendor should have advance / modern cleaning equipments and all must be in proper uniform - thus can be easily identified.
- (4) They are supposed to clean Parking place, Guest House, OTS, Terrace, two times a week.
- (5) Thorough cleaning of Toilets / Urinals, wash basins, tiles, mirror by using disinfectants like phenyl, harpic, vim, surf etc., twice a day and whenever required and phenyl balls should be replaced at an regular interval.
- (7) Removal of blockages and clogging in the wash basins and other sanitary fittings for smooth outflow of waste water.
- (8) Shifting of furniture, files and other office equipments, whenever required.
- (9) They are supposed to clean passages, staircase and chambers 2 times a day. All the persons should be available upto 1830 hrs in the office.
- (10) They should clean all fixture 2 times a week.
- (11) All the chambers must be cleaned before 09.30 hrs.
- (12) All the material / chemicals required for cleaning / maintaining the cleanliness will be supplied by the contractor.
- (13) The contractor will provide persons/staff to any emergency or works that may arise and given by the Supdt. (H.Q.)/G.S.O.

**(C) Criteria :**

- (1) Contractor should be approved by any Government authority such as CPWD / PWD / RMC etc.
- (2) Contractor must be registered with the Service Tax Department
- (3) Contractor must have an experience of at least 1 year in the same field.

**(D) Other terms & conditions :**

- (1) The contractor should pay his personnel a minimum wage at the prevailing rate fixed under the Minimum Wages Act.
- (2) Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them under law. The contractor should ensure that wages are paid on time every month.
- (3) The Contractor will supply safety articles to his staff and the department will not be responsible for any accident/damages.
- (4) The contract will be in force for a period of one year from the date of award of contract.

**(E) Rate and prices :-**

The bidders shall quote their rates as **“rate per square feet per month”** (in both words and figures) which should include deduction towards PF and ESI etc and the same would not be payable over and above the rates thus quoted.

**(F) Final Payment :-**

The contractor shall submit the bill for every month by the 1<sup>st</sup> week of next month - duly certified by the caretaker. No interim bill will be entertained. Payment will be made through cheque within a month from the date of submission of bill provided, if there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective caretaker. The payment is subject to TDS applicable under the Income Tax Act.

The details of the work can be obtained from the Administrative Officer (H.Q.), Customs & Central Excise, Rajkot, Room No.411, 4<sup>th</sup> Floor, 'Central Excise Bhavan', Race Course Ring Road, Rajkot-360001 between 16.00 hrs to 18.15 hrs, on any working day.

Encl :- **Annexure-I & II**

( K.M.Jadav )  
Administrative Officer (H.Q.)

Copy to :-

01. The Supdt. (System), H.Q., Rajkot. He is requested to take immediate action for publish the same on website **“cbec.gov.in” and cenexrajkot.nic.in**
02. Notice Board

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**Annexure - I**

**( Technical Bid )**

**Pre-qualification requirement for award contract for Housekeeping**

(To be submitted in a separate sealed envelope superscribing  
"QUALIFYING BID")

<b>1</b>	Name of the Organisation/ Firm	
<b>2</b>	Name (s) of the proprietors/Directors	
<b>3</b>	Registered address	
<b>4</b>	Telephone/ Mobile No./Fax No.	
<b>5</b>	Whether the firm is registered and license holder under Contract Labour (Regulations and abolition) Act	
<b>6</b>	Registration No. of the Firm (copy to be enclosed)	
<b>7</b>	Permanent Account No. of the firm (PAN)	
<b>8</b>	Copy of Income Tax clearance (ITCC) to be attached	
<b>9</b>	Service Tax registration no.	
<b>10</b>	Total staff/workers of the firm	
<b>11</b>	Name (s) of Public Sector/Govt. organization to whom similar services have been provided by the firm during last 3 years (Please attach the job order / service certificate from Govt. Office/ Public Sector)	

**Signature with date  
Name of the Firm  
Seal**

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**ANNEXURE — II**

**FINANCIAL BID**

PROFORMA FOR QUOTING RATES

(To be submitted in a separate sealed envelope superscribing  
"FINANCIAL BID")

1. Name of the Organization/Firm :

2. Address :

(With Tel No., Fax No.)

3. Name & Address of the :

Proprietor/ Partners/ Directors

(with Mobile Nos.)

Sr. No	Name of the Office	Monthly rate per square foot	Area	Total amount (per month)
01	"Central Excise Bhavan Building"		45,800 Sq. feet (approx.)	

Total Monthly charges for Housekeeping Services :

Add : Service Tax @ 12.36% (if applicable:

Grant Total :

(Rupees .

only)

Signature with date

Name of the firm

Seal