



केंद्रीय कर के उप आयुक्त का कार्यालय
OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL TAX
“नलगोंडा” मण्डल “NALGONDA” DIVISION

डी. न. 6-2-20, बीट मार्केट के सामने, हैदराबाद रोड नलगोंडा - 508 001

D.No: 6-2-20, Opp Beat Market, Hyderabad Road, NALGONDA - 508 001

प्रसाशन/Adm: 08682-228300, तक/Tech: 08682-228400, DC: 08682- 220006, FAX: 227500

C.No.I/22/02/2019-Admn

Di.12.07.2019

e- TENDER NOTICE NO . 2/2019

NOTICE INVITING QUOTATION FOR OUTSOURCING OF HOUSE KEEPING SERVICES FOR NALGONDA GST DIVISION OFFICE, MIRYALAGUDA GST RANGE, KODAD RANGE, & DEVARAKONDA GST RANGE OF NALGONDA DIVISION, RANGA REDDY GST COMMISSIONERATE.

1. Online e-tenders are invited for and on behalf of the President of India by the Deputy Commissioner of Central Tax, Nalgonda GST Division of Ranga Reddy GST Commissionerate, from reputed House Keeping Contractors for providing Housekeeping / Multitasking Services for the office space hired in the premises as mentioned below. The details of the office premises along with the location and the area are as follows:

Sl.No	Division/Ranges	Address	Area(Approximately)
1	Nalgonda GST Division office	D.No.6-2-22, Opp.Beat market, Hyderabad Road, Nalgonda	6448 sq.ft
2	Miryalaguda GST Range of Nalgonda GST Division, Ranga Reddy GST Commissionerate	D.No:18-695, Ashok Nagar, Miryalaguda	1275 sq.ft
3	Kodad GST Range of Nalgonda GST Division, Ranga Reddy GST Commissionerate	H.No: 4-51/4, Khammam Crossroad, Kodad	1710 sq.ft
4	Devarakonda GST Range of Nalgonda GST Division, Ranga Reddy GST Commissionerate	H.No 20-300/1/1, Ground Floor, Opp. LIC Office, Dindi Road, Devarakonda, Nalgonda District	2400 sq.ft

The bidders need to quote their rates only as per Sq. ft. per month basis.

2. Bid submission: Bids shall be submitted online at CPPP website <https://eprocure.gov.in/eprocure/app>. They shall be submitted in two parts viz. Technical bid and Financial bid. The offers submitted by Post/Courier/Fax/email etc shall not be entertained. **(Single tender should be filed for all the above places and tender for individuals places will not be entertained)**

3. The critical dates for the Tender submission and processing are as under:

ITEM OF WORK	DATE
Tender up-loading date on cPPP and cbic portals	12 .07. 2019
Tender down-loading date	12. 07. 2019
Last date of submission of bid	05 .08.2019
Technical bid opening date	07. 08. 2019
Financial bids opening date(only for those bidders who have qualified in the technical bids).	To be decided after opening of technical bid

4. Interested bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app>. Regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
5. In the event of any of the above mentioned date being subsequently declared as a holiday/closed day for the office, the tenders will be opened on the next working day at the scheduled time..


(PURNACHANDER RAO)
DEPUTY COMMISSIONER
CENTRAL TAX, NALGONDA

उपायुक्त / Deputy Commissioner
केंद्रीय कर / Central Tax
नलगोंडा जी एस टी मण्डल / Nalgonda GST Division
नलगोंडा / Nalgonda.

ANNEXURE-I

TERMS AND CONDITIONS:

1. Bidders should have experience in housekeeping for at least past three years Bidder/s providing similar service to other Government Departments will be given preference. Testimonials of good service and good behaviour of labour employed with past and current clients would also be preferred.
2. Bidder/s shall be duly registered with ESIC, Provident Fund, GST and other relevant statutory authorities dealing with employment of labour. All existing statutory requirements of both the State as well as the Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. CONTRACTORS not registered under the ESIC and Provident Funds Act and other relevant statutory enactments dealing with employment of labour need not apply.
3. The bidder/s should have complied with various statutory provisions of GST, EPFO, ESIC and other applicable Acts in previous three years.
4. Bidders should be paying minimum wages and allowances to his employees as prescribed by the respective Central and State Government authorities as and when amended from time to time.
5. Employing local persons will be given preference.
6. The person employed will be required to work on all days except Sunday and Holidays declared by the Government of India/Local State Authority. All persons employed are expected to be committed, courteous and to follow instructions given to them by this office and should not do any private work other than their normal duties.
7. Contractor or its persons employed are barred from forming association and indulging in any Union activities. Such activities on this count would render the contract liable to termination.
9. The duty hours of housekeeping staff would be decided by the Office of the Deputy Commissioner of Centra Tax, Nalgonda GST Division, Ranga Reddy GST Commissionerate. This office reserves the right to call for the services of the housekeeping staff, if required, even on Sundays/Holidays also.
10. Bidder should state the lump sum amount to be charged on monthly basis, as well as rate per Sq. Ft. per month and also state the number of labourers to be employed for each premises separately.
11. Bidder should comply with statutory requirements pertaining to child labour.
12. Contractor shall be solely responsible for payment of wages/salaries with other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Nalgonda Divisional office shall have no liability whatsoever in this regard and the Contractor shall indemnify this Divisional office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
13. Period of the contract will be from date of agreement to 31.03.2020 for serial no 2 to 4 and for serial no 1 from date of agreement to 31.03.2020 or shifting of building which ever is earlier, and as per the requirement of this office as decided by the appropriate authority.
14. Any statutory levy in respect of the services being provided found leviable at any time shall be borne by the contractor only even if not already included in the contract.
15. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

16. It is clarified in no ambiguous terms that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in the official premises for claiming any regular or part time employment in this office or any other Govt. Office. Any litigation on this account would render the contract liable for termination.
16. The Contractor will provide his staff with the necessary uniform (for Gents- Shirt – Sky blue / trouser – navy blue; for Ladies- Salwaar Kameez/Saree in similar combination and Shoes). The cost will be borne by the service provider. Contractor is required to verify the antecedents of persons employed including past police records, before deploying the persons in this office.
17. Photographs, full address and telephone number of all housekeeping personnel should be provided to the competent authority of this department for records.
18. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. The Nalgonda Divisional office shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Nalgonda Divisional office, the same shall be indemnified by the Contractor on his cost.
19. Contractor shall in no case lease/transfer/sublet or appoint care taker for services.
20. No other person except Contractor's authorized representative shall be allowed to enter the premises of the Divisional/Range Offices.
21. The Central Tax, Nalgonda GST Division, Ranga Reddy GST Commissionerate reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
22. The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.
23. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialling, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
24. Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.
25. The Contractors must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the Nalgonda Divisional office.
26. No other allowances of any kind including transport/food/clothing/washing/overtime etc will be paid by this office.
27. Notwithstanding anything contained herein, the Nalgonda Divisional office reserves the right to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason and the Contractor intends to terminate the contract with this Dept., has to give the termination notice within three months prior notice with proper reasons in writing.
28. The contractor will be responsible for the good conduct and high degree of discipline of all workers deployed and will be liable legally for any harm or loss arising to any person whomsoever, in whatever form, from misconduct or any act of negligence. Omission or commission, whether intentional or otherwise, of the contractor or any of the worker

deployed by the contractor in the course of providing any services stated in this contract and will bear full responsibility and cost of the same behaviour.

29. After the award of contract, the contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
30. The department will not be a party to any dispute between Contractor and workers engaged by the Contractor. The issues/disputes relating to the contractor and their workers have to be redressed by the Contractor himself. The department will not be responsible for any dispute relating to their welfare, health and other facilities including their deployment and retrenchment etc., or any other issues either with any Government department or otherwise.

6. TERMS OF PAYMENT

- I. The tenders will quote their rate only on per square feet per month basis and not based on the number of persons to be deployed or per person basis. The payment towards PF, ESI, Pension, Bonus etc except GST should be inclusive in the rates quoted as per square feet per month and the same would not be payable over and above the rate thus quoted.
- II. The contractor will submit the monthly bill for reimbursement in duplicate which shall be got certified by the officer-in charge as per his satisfaction regarding the provision of services.. The contractor shall make regular and full payment of labour wages which should not be less than that fixed under Minimum Wages.
- III. The Contractor is responsible for payment of salaries and other statutory payment to the workers on monthly basis as applicable to them under law. The contractor should ensure that the same are paid on time in every month without waiting for the payment of the bill by the Department.
- IV. Earnest Money Deposit (EMD) of Rs.10000 /- (**Ten thousand**) only per application in the form of Demand Draft of scheduled bank drawn in favour of Deputy Commissioner of Nalgonda GST Division, O/o Deputy Commissioner of Nalgonda GST Division, shall accompany the technical bid. Technical bids without EMD will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD may be forfeited in case the successful bidder withdraws or the details furnished in Annexure are found to be incorrect or false during the tender selection process, No interest shall be paid on the EMD and the EMD of the selected bidder will be returned on furnishing performance guarantee.
- V. EMD will not be required from MSEs and Start-ups as per the terms contained in revised rule 170(i) of the GFR 2015 as amended by OM No.20/02/2014-PPD(Pt.) dated 25-07-2017 issued by the Procurement Policy Division of the Department of Expenditure in the Ministry of Finance, Govt. of India.
- VI. After awarding a contract, the contractor should furnish performance security deposit amount of Rs. 25,000/- (**Rupees Twenty five Thousand only**) in favour of Deputy Commissioner of Nalgonda GST Division, Ranga Reddy GST Commissionerate on behalf of The President, Govt. of India in the form of Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank and will be refunded to the selected bidder without interest within one month from the completion of the contract period.
- VII. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part-time employment in this office or any other Govt. Office.

7. PENALTY CLAUSE:

This office reserves the right to deduct the amount as determined by this office on reasoned and proportion basis, in case if any irregularity in provision of services or of any non-compliance of directions of this office effects the provision of services.

8. MODE OF SUBMISSION OF BIDS:

The bidders are required to submit two bids, i.e., technical bid and financial bid in the prescribed proforma. In the technical bid, the bidder will provide:-

- (i) Details of his PAN number, GST registrations and details of ESIC, PF etc. (attach photo copy).
- (ii) Details about his experience in the field, and the other organizations for which he is providing such services along with testimonial.
- (iii) Details regarding compliance of statutory laws, number of persons proposed to be deployed, etc. In the financial bid he will submit the quotation for his charges.
- (iv) The Bidders shall submit the documentary evidence regarding statutory compliances viz. GST Returns, and payment of ESIC and E.P.F.O. for previous year along with Technical Bid.

The tender details are also available on (<http://eprocure.gov.in>, www.cbic.gov.in and www.centralexcisehyderabad4.gov.in)

FOR ANY CLARIFICATION IN THE MATTER AND/OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH SUPERINTENDENT (TECH), CENTRAL TAX NALGONDA GST DIVISION, OPP BEAT MARKET, HYDERABAD ROAD, NALGONDA 508001.



(PURNACHANDER RAO)
DEPUTY COMMISSIONER
CENTRAL TAX, NALGONDA

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Encl:

1. ANNEXURE-I : General Terms & Conditions
2. ANNEXURE-II : Scope of Work
3. ANNEXURE-III : Technical Bid.
4. ANNEXURE-IV : Financial Bid
5. ANNEXURE-V : Acceptance letter
6. ANNEXURE-VI : Instructions

ANNEXURE-III

Proforma for Technical Bid

- 1] Name of the Party
 - 2] Postal address
 - 3] Telephone No.
 - 4] Mobile No.
 - 5] Name of Contact Person / Authorised.
 - 6] Mobile No. of Authorised Person
 - 7] Permanent Account Number (PAN)
allotted by Income Tax Deptt.
 - 8] GST No.
 - 9] Employees Provident Fund
Registration No.
 - 10] Employees State Insurance
Corporation Registration No.
 - 11] Contract Labor Act Licence No. &
date & its validity period
 - 12] Name & address of Customer to whom House
keeping & cleaning Services Provided.
Copy of work order of govt. Department may
be submit if any
 - 13] Details of experience in the field & turn
over with in three years
 - 14] Copy of ITR within three years
 - 15] Total staff/workers of the firm
 - 16] Whether condition ...of para 5 is fulfilled or not. Yes/No
 - 17.] Whether EMD deposited? Please tick
The applicable choice.
- (Note :- Attach attested photo copies
of all the above Documents.)

Declaration

I/We hereby certify that the information furnished above is full and correct and best of my/our knowledge. I/We understand that in case any deviation is found in above statement at any stage, the company/firm will be blacklisted and will not deal with the department in future.

[Signature of Authorized Person]

ANNEXURE -IV

Proforma for Financial Bid

Sl.No	Division/Ranges	Address	Area(Approximately)	Rate per sq.ft (in Rs. Excluding GST but including all other taxes and charges)	Monthly Amount (Excluding GST but including all other taxes and charges)
1	Nalgonda GST Division office	D.No.6-2-22, Opp.Beat market, Hyderabad Road, Nalgonda	6448 sq.ft		
2	Miryalaguda GST Range of Nalgonda GST Division, Ranga Reddy GST Commissionerate	D.No:18-695, Ashok Nagar, Miryalaguda	1275 sq.ft		
3	Kodad GST Range of Nalgonda GST Division, Ranga Reddy GST Commissionerate	H.No: 4-51/4, Khammam Crossroad, Kodad	1710 sq.ft		
5	Devarakonda GST Range of Nalgonda GST Division, Ranga Reddy GST Commissionerate	H.No 20-300/1/1, Ground Floor, Opp. LIC Office, Dindi Road, Devarakonda, Nalgonda District	2400 sq.ft		

[Signature of Authorised Person]

ANNEXURE V
TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Date:

To

Sub: Acceptance of Terms and Conditions of Tender –

Tender reference no. :

Name of the Tender / Work :

Dear Sir,

1. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents(including all documents like annexures, schedules etc.) which form part of the contract agreement and I/ we shall abide hereby the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
4. 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 sincerely,

(Signature of the Bidder, with Office Seal)

ANNEXURE-II

OFFICE AREA:

- a) Cleaning, sweeping and wet mopping of the entire area including the lobby, toilets/washroom, and lift shafts etc. every working day
- b) Collection of all sweepings, garbage and waste material and their effective disposal.
- c) Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like Phenyl, Harpic, Vim, Surf etc. **thrice a day** and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
- d) Shifting of furniture, files and other office equipment, whenever required.
- e) Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table/ chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets, fans etc.
- f) Cleanings of pantry area, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.
- g) Miscellaneous services including serving of drinking water / refreshment, etc., during Conference / Meetings / Seminars and visit of Assesseees in Headquarters office, running of Xerox machines, fax machine and making of course material etc and including those which may be required by this office by deploying dedicated personnel.
- h) Internal and external cleaning of window panes, doors and fans.
- i) Cleaning of venetian blinds, ceilings, walls, AC duct, grills and beams.
- j) Cleaning of entire floor space, glasses and pantry with detergents.
- k) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
- l) General maintenance and up keep of the entire office premises.
- m) The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office , office rooms, toilets etc. neat and tidy. Any breach of these conditions will result in the immediate termination of the contract.

OPEN AREA:

- a) Sweeping the open area twice a day
- b) Spraying & Cleaning of the open area and boundary walls with the water once in a week.
- c) Removing of Garbage daily.

JOBS TO BE CARRIED OUT WEEKLY.

- a) Cleaning of window panes with mild detergent such as Collin and any other cleaning operation assigned / required.
- b) Vacuum cleaning in the computer section, all computers in the office and the sofa-sets, twice a week.

CLEANING MATERIALS:

- a) The cleaning material will be provided by the Department in such quantity and of such quality as determined by the proper officer of the Department.

ANNEXURE-VI

Instructions to the online bid submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signatures Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal may be obtained at (<https://eprocure.gov.in/eprocure/app>.)

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URI: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder enrolment" on the CPP Portal which is free of cost.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III certificate with signing key usage) issue by any certifying authority recognised by CCA India (e.g. Sify/TCS/nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR THE TENDER DOCUMENTS.

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.

4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

7) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.