



कार्यालय आयुक्त, केन्द्रीय उत्पाद शुल्क, चण्डीगढ़ – II
केन्द्रीय राजस्व भवन, प्लॉट नं. 19, सैक्टर 17-सी, चण्डीगढ़-160017

TENDER NOTICE

Commissioner, Central Excise Commissionerate, Chandigarh-II requires services of a Service provider having valid License under Section 12 of the Contract Labour (Regulation and Abolition) Act, 1970, for Housekeeping Services for total area of **54238 Sq. feet** in r/o Divisional offices at Mohali, Patiala, Ropar, Bathinda & Derabassi as per the details specified in **Annexure 'A'**.

All the quotations should be addressed in the name of Commissioner, Central Excise, Commissionerate, Chandigarh-II, Plot No. 19, Sector 17-C, Chandigarh. Details regarding **Area specification in (Annexure-A), General terms and conditions (Annexure-B), Special Terms and Conditions (Annexure-C), Pre-qualification requirement for award of contract (Annexure-D)** and **Proforma for quoting rates (Annexure-E)** can be had from Administrative Officer (Admn.) 5th Floor, Room No. 517 , Plot No. 19, Sector 17-C, Chandigarh during office hours or may be downloaded from the departmental website www.cbec.gov.in & www.eprocure.gov.in . Quotations must reach this office on or before 07.03.2016 at 1200 Hrs. & the same will be opened at 1500 Hrs on the same day in the presence of bidders/representative of the bidders (duly authorized by the bidder) who wish to be present.

While submitting quotations, bidders must submit the proforma duly filled in and signed for having accepted the General terms and conditions (**Annexure-I**), Special Terms and Conditions (**Annexure-II**) & Pre-Qualification (**Annexure-III**) in one envelope and Financial bid (**Annexure-IV**) in another envelope. Both the sealed envelopes be placed in another sealed cover super-scribing it "**Quotation/Rates for Housekeeping Services.**"

Bidders who do not fulfill the pre-qualification requirement will not be considered. Financial bids of only those Service Providers/agencies who fulfill the terms and conditions will be opened.

The Central Excise Commissionerate reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

दिनांक: _____

अपर आयुक्त (प्रशासन)

ANNEXURE - A

<i>Sr. No.</i>	<i>Place , Division offices</i>	<i>Area (In Sq. feet) pertaining to Office premises.</i>
1.	Central Excise & Service Tax, Division, Range-Ropar, (Giani Zail Singh Nagar, Ropar (Pb.))	15600
(i)	Central Excise Range, NFL, Nangal	1666
(ii)	Central Excise Range Kharar, House No. 1491/A, Gill Cottage, Garden Colony, Kharar	3136
		20402
2.	Central Excise & Service Tax, Division & Range-I, II, Patiala and Range-I, II, Rajpura, Phase-III ,Urban Estate, Patiala	13716.34
	Guest houses, Phase-III Urban Estate, Patiala	2004.57
		15721
3.	Central Excise& Service Tax, Division, Ist Floor, Paras plaza, Ambala -Chd, Road, Derabassi	6015
		6015
4.(i)	Central Excise & Service Tax, Division, Bathinda , M.R. Complex, S.C.O. 25-26, Model Town, Phase-II, Bathinda.	7500
(ii)	Central Excise Range, Bathinda, Income Tax Bldg.	1400
		8900
5.	S.A.S. Nagar Division , Central Excise & Service Tax, Division, Mohali, S.C.F, 57, Phase-V, Mohali .	3200
		54238

Grand Total Area (Divisional + Range offices)

54238 Sq. feet

GENERAL TERMS AND CONDITIONS

1. Rates/ Quotations duly filled in will be received upto the date and time mentioned in the Tender Notice. Rates/quotations should be for the specified area excluding materials etc. for the respective formations and number of manpower proposed to be engaged should also be mentioned by the Service Provider. It should be sufficient to cater to the needs of the office as when required as per terms of contract. In absence of this information financial bid will not be considered.
2. **The contractor will provide staff for eight hours daily 08.00 hrs to 16.00 hrs for five working days of the week. Rates quoted should be based upon calculations of number of working days in a month.**
3. The Commissioner of Central Excise, Chandigarh-II (hereinafter referred to as the 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.
4. The Service Providers are required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
5. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in words shall prevail. All overwriting/ cutting, insertions shall be authenticated and attested.
6. Rates/Quotations should be submitted and signed by the firm with its current business address and contact number.
7. Quotations should be accompanied by a refundable security deposit of Rs. 10,000/- (Rs. Ten thousand cash). Security deposit would be refunded to non successful applicants while that of the successful applicant shall be refunded after successful completion of contract.
8. Security deposit of successful applicant shall be liable to confiscation if he fails to enter into the contract within two days of award of sanction or if he violates the terms & conditions of the contract.
9. The Service Provider should satisfy themselves before submission of the rates/quotations to the Commissionerate that they meet the qualifying criteria and capability as laid down in the Annexure.
10. The Service Provider must comply 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 Service Provider in the Rates/ Quotations and accepted by the Commissionerate.

11. In case of any default by the Service Provider and in any of the terms & conditions (whether General or Special), the Commissionerate may, without prejudice to any other right / remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Service Provider.
12. Notwithstanding anything contained herein, the Commissionerate reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.
13. Insurance cover protecting the Service Provider against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any person deployed by arising out of mishap, if any, that may take place. In the event of any liability/ claim falling on the Commissionerate, the same shall be reimbursed/ indemnified by the Service Provider.
14. Service Provider shall in no case lease/ transfer/sublet/appoint care taker for services.
15. No other person except Service Provider's authorized representative shall be allowed to enter the Commissionerate.
16. Within the premises of the Commissionerate, the Service Provider's personnel shall not do any private work other than their normal duties.
17. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep the Commissionerate indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
18. Service Provider shall be solely responsible for payment of wages/ salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Government of India, State Government or U.T .Administration. The Commissionerate shall have no liability whatsoever in this regard and the Service Provider shall indemnify this Commissionerate against any/ all claims which may arise under the provisions of various Acts, Government Orders etc.
19. Service Provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
20. 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 Government Office.
21. The contract will be awarded for remainder of the financial year from the date of entering into contract.
22. The rates will be valid for one year from the date of entering into contract.
23. It is made clear that the requirement of man power excluding materials is to be decided by the service provider.

24. The service provider must have minimum number of persons in his payroll to ensure continuous service.
25. The service provider must have Service Tax Number, PAN Number and minimum three years of past experience in the same field a proof of which must be enclosed at the time of submitting Technical Bid.
26. The service provider must ensure proper dress code for its workers.
27. The payment will be made only after receipt of satisfactory certificate from the Head of Office of respective formations/premises.

We agree to the above terms and conditions.

Signature with Date _____

Name of the Firm _____

Seal _____

1. SPECIAL TERMS AND CONDITONS FOR HOUSE KEEPING

1. The prime object of housekeeping services is to maintain the entire premises in clean and hygienic condition for the full duration of office hours. The premise is to be maintained from hygiene point of view. Staff should be present from 09:00am to 5:30 pm on all working days and on holidays as and when required. Bidders should indicate number of persons proposed to be employed by him in r/o various premises. The minimum manpower requirement going by the past experience is, 6 for Patiala Division, 5 for Ropar Division, 4 for Derabassi Division, 2 for Bathinda Division & 4 for S.A.S Nagar, Mohali which can be considered as a minimum number required and rates quoted should fulfill the requirements in this area. Rates should only be given per square foot per month basis only & not as per person basis.

2. SCOPE OF WORK

- (ii) The broad details of work covered under the scope is enumerated as follow:
 - (a) Sweeping of floor and wiping of floors with Dettol/Phenyl daily (twice a day).
 - (b) Disposing of paper/trash, cleaning including dusting/cleaning of furniture of the office premises, toilets on all office days. Cleaning of sanitary fittings, tiles and mirrors in the toilet walls
 - (c) Cleaning of. Ceiling/chajjas of windows of the office premises.
 - (d) Cleaning of utensils, office equipment, dusting of computer and other fixtures .
 - (e) Washing of water coolers
 - (f) Cleaning of window panels and ventilation blinds.
 - (g) Cleaning of pantry area, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.
 - (h) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
 - (i) Shifting of furniture, Files and other office equipments whenever required.
 - (j) Collection of all sweeping, garbage, and waster material and their effective disposal.

(K) Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office premises. Any breach of these conditions will result in the immediate termination of the contract.

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3. Miscellaneous services such as serving of Drinking water/Refreshments etc during Conference/Meeting/Seminars and visit of Assesses in Offices and areas as specified in Annexure-A of Tender Notice.

2.

General Conditions of Contract

- (i) All services shall be performed by the persons qualified and skilled in performing such services. All the consumables, detergents, chemical equipments, machineries etc. shall be arranged by the concerned offices.
- (ii) Cleaning should be completed in office cited premises (except common places) prior to opening of office hours so that work in office does not get interrupted in the middle for cleaning purpose.
- (iii) The persons supplied by the Service Provider should not have any Police records/criminal cases against them. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank/account details, previous work experience and recent photograph and a certification to this effect be submitted to this office. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall immediately withdraw such employees 'who are found unfit by the office for any reasons.
- (iv) There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India.
- (v) The service provider's persons shall not claim any benefit compensation/absorption / regularization of services from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Absorption) Act. 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
- (vi) 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.
- (vii) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The Service Provider shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in charge upon any matter arising under the clause shall be final and binding on the Service Provider.
- (viii) That the persons engaged shall not be below the age of 18 years and they shall not interfere with the duties of the employees of these offices.
- (ix) The disciplinary /administrative/Technical control over their human resource will be with the Service provider.
- (x) This office may require the service provider to dismiss or remove from the site of

work, any person or persons, 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. The Service provider immediately withdraw any such personnel, if they are unacceptable to this offices because of security risk, incompetence, conflict interest and breach of confidentiality or improper conduct upon receiving written notice from office.

- (xi) The service provider has to provide Photo Identity Cards to the persons Employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- (xii) The transportation, food, medical and other statutory requirements in respect of each personnel .of the service provider shall be the responsibility of the service provider
- (xiii) That the Service Provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office shall not incur any liability any expenditure whatsoever on the persons employed by the Service Provider on account of any obligation. The Service Provider will require to provide particulars of EPF, ESI of its employees engaged in this office. The Agency will comply all statutory provisions of law, rules and regulations or Act and keep this office informed about any amendment in the law from time to time.
- (xiv) Payments to the Service Provider would be made only after the receipt of satisfactory certificate from Head of Office of respective formation/premises. In case of unsatisfactory performance of work or partial completion of work on any day/period, no charges would be paid for that day/period.
- (xv) The Service Provider shall be contactable at all time and messages sent by phone/e-mail/fax/ special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
- (xvi) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
- (xvii) That the Service Provider on its part and through its own resources shall ensure that the goods material s and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. if this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Service Provider, then the Service Provider shall be liable to reimburse to this office for the same. The Service Provider shall keep this Office fully indemnified against any such loss or damage. Any accidentally casualty occurred during the course of working to any staff engaged by the Service Provider shall be borne by firm and this office will no way' be responsible for it or any other clause mentioned above.
- (xviii) The successful bidder shall furnish a security deposit equivalent to 20% of the