

OFFICE OF THE ASSISTANT COMMISSIONER OF  
CENTRAL EXCISE DIVISION, LOHA BAZAR,  
MANDI GOBINDGARH

C.No.: II-3(2)Admn./MGG/2017

Dated:

TENDER NOTICE

Assistant Commissioner, Central Excise Division, Loha Bazar, Mandi Gobindgarh requires services of a Service Provider having valid License under Section 12 of the Contract Labour (Regulation and Abolition) Act, 1970, for Housekeeping Services of 11465 Sq. Feet Area in part of office / premises at Loha Bazar & G.T Road, adjacent Punjab & Sindh Bank, Mandi Gobindgarh).

All the quotations should be addressed in the name of Assistant Commissioner, Central Excise Division, Loha Bazar, Mandi Gobindgarh. 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 Performa for quoting rates (Annexure-E)* can be had from the undersigned during office hours or may be downloaded from the departmental website [www.eprocure.gov.in](http://www.eprocure.gov.in), [www.cexchd-l.gov.in](http://www.cexchd-l.gov.in), [www.cbec.gov.in](http://www.cbec.gov.in) & [www.tender.gov.in](http://www.tender.gov.in). Quotations must reach this office on or before 29<sup>th</sup> March, 2017 at 12.00 hrs. & the same will be opened at 1400 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-B*), special Terms and Conditions (*Annexure-C*) & Pre-Qualification (*Annexure-D*) in one envelope and Financial bid (*Annexure-E*) 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 undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

  
14/3/17  
ASSISTANT COMMISSIONER

Dated. 14.03.2017

## ANNEXURE-A

### AREA SPECIFICATION

S.No.	Place	Area in Sq. Feet (Sq. ft) pertaining to Mandi Gobindgarh Division and Range offices I to VI
1	Central Excise Division, Loha Bazar, Mandi Gobindgarh	5365 Sq. Ft.
2	Central Excise Range –I to VI, G.T Road (Adjacent Punjab & Sind Bank, Mandi Gobindgarh	6100 Sq Ft.

***Grand Total Area (Division offices & Range Offices) 11465 Sq. Ft.***

## ANNEXURE-B

### 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 required would be decided by Service Provider.
2. The Assistant Commissioner of Central Excise Division, Mandi Gobindgarh 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.
3. The Service Provider are required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
4. 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.
5. Rates/Quotations should be submitted and signed by the firm with its current business address and contact number.
6. The Service Provider should satisfy themselves before submission of the rates/quotations to the Central Excise Division, Mandi Gobindgarh that they meet the qualifying criteria and capability as laid down in the Annexure.
7. 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 Assistant Commissioner Central Excise Division, MGG.

8. In case of any of any default by the Service Provider and in any of the terms & conditions (whether General or Special), the Division, Mandi Gobindgarh 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.

9. Notwithstanding anything contained herein, the Assistant Commissioner, Central Excise Division, MGG 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.

10. 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 Central Excise Division, MGG, the same shall be reimbursed/ indemnified by the Service Provider.

11. Service Provider shall in no case lease/ transfer/sublet/appoint care taker for services.

12. No other person except Service Provider's authorized representative shall be allowed to enter the Central Excise Division, Mandi Gobindgarh.

13. Within the premises of the Division, the Service Provider's personnel shall not do any private work other than their normal duties.

14. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep the Central Excise Division, MGG indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

15. 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 Govt. The Central Excise Division, MGG shall have no liability whatsoever in this regard and the Service Provider shall indemnify this Division against any/ all claims which may arise under the provisions of various Acts, govt. Orders etc.

16. Service Provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

17. 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.

18 The contract will be awarded for one year from the date of entering into contract.

19. The rates will be valid for one year from the date of entering into contract.

20. It is made clear that number of man power excluding materials is to be decided by the Service Provider. The cleaning material will be provided by the Division Offices.

21. The service provider must have minimum number of persons in his payroll to ensure continuous service.

22. 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.

23. The service provider must ensure proper dress code for its workers.

24. 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** \_\_\_\_\_

## ANNEXURE-C

### SPECIAL TERMS AND CONDITONS FOR HOUSE KEEPING

#### 1. SCOPE OF WORK

(i) The prime object of house keeping services is to maintain the entire premises in tip top condition. The premise is to be maintained from hygienic point of view.

(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.

(c) Cleaning of ceiling/chajjas of windows of the office premises (on holiday).

(d) Cleaning of office equipment, dusting of computer and other fixtures (on holidays).

(e) Washing of water coolers (on holiday).

(f) Cleaning of window panels and ventilation blinds (on holiday).

#### 2. AREA COVERED UNDER CENTRAL EXCISE DIVISION, MANDI GOBINDGARH.

S.No.	Place	Area in Sq. Feet (Sq. ft) pertaining to Mandi Gobindgarh Division and Range offices I to VI
1	Central Excise Division, Loha Bazar, Mandi Gobindgarh	5365 Sq. Ft.
2	Central Excise Range –I to VI, G. T. Road, adjacent Punjab & Sind Bank, Mandi Gobindgarh	6100 Sq Ft.

**Grand Total Area (Division offices & Range Offieces) 11465 Sq. Ft.**

#### 3. General Conditions of Contract

The quantum of requirement of such material may be more explicit. It should be more ensured that all cleaning material is supplied regularly as per the requirement.

(i) The brief regarding providing of Housekeeping Services will have be to supplied by the Service Provider on award of contract.

(ii) 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 Division Office, Mandi Gobindgarh.

(iii) 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.

(iv) 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.

(v) 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.

(vi) 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.

(vii) 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.

(viii) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The services 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.

(ix) 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.

(x) The disciplinary /administrative/Technical control over their human resource will be with the Service provider.

(xi) 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.

(xii) 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.

(xiii) 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

(xiv) 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.

(xv) 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.

(xvi) 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.

(xvii) 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.

(xviii) 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.

(xix) The successful bidder shall furnish a security deposit equivalent to 20% of the contract value a month in the form of Bank Guarantee or Fixed Deposit Receipt from a nationalized/commercial bank or Bank Guarantee from a nationalized/commercial bank in an acceptable form safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the

date of completion of all contractual obligations of the Service Provider. The security deposit will be forfeited in case the service is delayed beyond the period. stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part human resource of the Service Provider.

(xx) The successful bidder will enter into an agreement with this office for providing of suitable service as per requirement of this office on these terms and conditions on non-judicial Rs.100 stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of contract period. The service charges/ rates quoted by the Service Provider shall be fixed for contract period and no request for any change /modification shall be entertained before expiry of the period of contract. Any statutory increase in wages/DA etc. is to be absorbed by the service provider.

(xxi) The service provider shall not assign, transfer, pledge or sub contract the performance of services.

(xxii) The agreement can be terminated by either party by giving one month's notice in advance. If the Service Provider fails to give one month's notice in writing for termination of the Agreement then one month's amount due to the Service Provider from the office shall be forfeited.

(xxiii) That on the expiry of the agreement as mentioned above, the Service Provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any disputer on account of the termination of employment or non-employment by the personnel of the Service Provider, it shall be the entire responsibility of the Service Provider to pay and settle the same.

(xxiv) In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Assistant Commissioner of Central Excise & Service Tax Division , Mandi Gobindgarh, whose decision shall be binding on the both the parties.

(xxv) That if any amount is found payable by the bidders towards any liability in connection with housekeeping services or any loss to this office property, the same shall be adjusted from the security deposit to the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.

(xxvi) This office reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.

NB.1. EPF and ESI contribution to be paid for personnel employed by tenderer shall be responsibility of tenderer.

#### **UNDERTAKING BY THE BIDDER**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.



Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Address of the Firm \_\_\_\_\_

Seal

**ANNEXURE- D**

***Pre -Qualification requirements for award of contract for housekeeping***

1. Name of the organization/ Firm
2. Name (s) of the Proprietors/Directors
3. Registered Address
4. Telephone No. Fax No.
5. Whether firm is registered & License holder under  
Contract Labour (Regulation & Abolition) Act  
(Copy to be enclosed)
6. Registration No of the Firm (Copy to be enclosed)
7. Permanent Account No. of the firm (PAN) (Copy to  
be enclosed)
8. Copy of Income Tax clearance  
Certificate (ITCC) to be attached
9. Provident fund number allotted by Regional  
Provident Fund Office (Copy to be enclosed)
10. ESI Registration No. (Copy to be enclosed)
11. Details of Service Tax Registration alongwith  
evidence
12. Total staff/workers of the firm
13. Name(s) of Public Sector / Govt. Organization to  
whom similar services have been provided by the  
firm during last three years.  
  
(Please attach the job order/service certificate from  
Govt. Office/Public Sector)

14. Rate quoted complies with the Minimum Wages Act of Govt. of Punjab/Chandigarh with all other statutory provisions
15. Last three years Audited statement from Chartered Accountant
16. List of clients indicating quantum of work executed with them
17. Length of experience in the field
18. Whether firm is blacklisted by any Government or any criminal case is registered against the firm or its owners/partners anywhere in India. (If no, a certificate is to be attached in this regard.

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**ANNEXURE-E**

**PROFORMA FOR FINANCIAL BID**

**PROFORMA FOR SUBMISSION OF RATE**

<b>Address of building</b>	<b>Area in Sq. Ft.</b>	<b>Rate</b>
Central Excise Division, Loha Bazar, Mandi Gobindgarh	5365	
Central Excise Range – I to VI, G. T. Road, Adjacent, Punjab and Sindh Bank, Mandi Gobindgarh	6100	
<b>Grand total</b>	<b>11465</b>	

**Note :** Bidders may bid for all premises or one or more premises as per their choice. Rates are required to be indicated separately for each premises.

Certified that the above quoted rate complies with minimum wages Act and all the statutory provisions and rules as applicable. The above rate is inclusive of Service tax or any other tax payable to Government.

**Signature of the bidder**

**Office Seal**