



कार्यालय, उपायुक्त, केन्द्रीय उत्पाद एवं सेवा कर मण्डल,
OFFICE OF THE DEPUTY COMMISSIONER, CENTRAL EXCISE & SERVICE TAX DIVISION
आऊट हाऊस न० २, बौसवेल भवन, एम० एल० ए० क्रॉसिंग, बालूगंज, शिमला-५ (हि० प्र०)
Out House No. 2 of Bosewell Building, Near MLA Crossing, Boileauganj, Shimla-5
C.No.I-22(01) Admn/H.K./SML/2017 Dated : 10.02.2017

LIMITED TENDER ENQUIRY

Central Excise Division Shimla, require services of a Service Provider having valid license under section 12 of the Contract Labour (Regulation & Abolition Act – 1970) for House Keeping Services of approximately 15660 Sq. feet (12010+3650) in part of office/premise of Division as well as Ranges under the jurisdiction of Shimla Division for the period 01.04.2017 to 31.03.2018.

All the quotations should be addressed in the name of Deputy Commissioner, Central Excise Division, Shimla, Out House No. 2 of Bosewell Building, Near MLA Crossing, Boileauganj, Shimla 171005.

Details regarding Area specification in (Annexure-A1 & A2), General terms & condition (Annexure-I), special Terms & condition (Annexure-II), pre qualification requirement for award of Limited Tender Contract (Annexure-III), Proforma for quoting rates (Annexure-IV) and Proforma for Financial Bid (Annexure-V) can be had from Administrative Officer, Central Excise Division, Shimla, Out House No. 2 of Bosewell Building, Near MLA Crossing, Boileauganj, Shimla 171005, during office hours on any working day. Quotations must reach this office on or before **06.03.2016 by 1600 hours**. While submitting quotations, bidders must submit Proforma duly filled in & signed for having accepted the terms & conditions (Annexure-I & Annexure-II) & pre-Qualification requirement (Annexure-III) in one envelope, Quoting Rates & Financial bid (Annexure-IV & V) in another envelope. The sealed covers should be super-scribed as Quotation/Rates for technical Bids on envelope 'A' and Financial Bid on envelope 'B' for House-keeping Services. Both the sealed covers should be put in a bigger cover which should also be sealed & super scribed. Bidders who do not fulfill the pre-qualification requirement will not be considered. Financial bids of only those contractors/ agencies that fulfill the terms & conditions will be opened. The Deptt. reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.


Deputy Commissioner

ANNEXURE-A1

Name of Establishment	Total No.			Area in Sq ft
	Floor	Rooms	Toilets	
The Divisional office Shimla is presently functioning at below mentioned two places:-	3	11 room & 6 cabins	5	1970
i) Central Excise Division, Shimla" Out House No. 2 of Bosewell" Building, Near MLA Crossing, Boileauganj, Shimla-5	1	8	2	2332
ii) Division building at "8-A-Park Building, Khalini, Shimla	4	16	4	2800
Guest House, Knowles Wood, Shimla	2	7	2	1808
Central Excise Range-Parwanoo- I/II, Plot No. 10A, Sector -1A, Parwanoo	1	4	2	1130
RANGE PAONTA SAHIB, W.No. 4, Rajban Road, Vill. Taruwala, Paonta Sahib	1	3	1	462
Central Excise Sector, Man Thapal Co-Operative Society building, Vill Moginand, Kala Amb.	1	4	1	1108
RANGE SOLAN, Kapila Complex, Deonghat, Saproon, Solan	1	2	1	400
Central Excise Range Shimla				
			Total	12010

ANNEXTURE-A2

Total area in Sq.ft. of the premise separately indicating open area and covered area (figures are approximately)

Name of Establishment	Open Area in Sq ft
Central Excise Division, Shimla " Out House No. 2 of Bosewell" Building, Near MLA Crossing, Boileauganj, Shimla-5	2000
Division building at "8-A-Park Building, Khalini, Shimla	800
Guest House, Knools Wood, Shimla	450
Central Excise Range-Parwanoo- I/II, Plot No. 10A, Sector -1A, Parwanoo.	-
RANGE PAONTA SAHIB, W.No. 4, Rajban Road, Vill. Taruwala, Paonta Sahib.	400
Central Excise Sector, Man Thapal Co-Operative Society building, Vill Moginand, Kala Amb.	-
RANGE SOLAN, Kapila Complex, Deonghat, Saproon, Solan.	-
Total	3650

Grand Total = (ii) + (iii) = 12010 + 3650 = 15660 Sq ft.

GENERAL TERMS AND CONDITIONS

Annexure -1

1. Rates/Quotations duly filled in, will be received upto the date and time mentioned in the letter.
2. The Division of Central Excise, Shimla (hereinafter referred to as the Division) 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 Contractors 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 figures 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.
6. The rates shall be valid for a period of at least three calendar months from the date of opening.
7. The Contractors should satisfy themselves before submission of the Rates/Quotations to the Division that they meet the qualifying criteria and capability as laid down in the Annexure.
8. 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 Division.
9. The Contract will be awarded for the period April 2017 to March 2018 i.e. 01.04.2017 to 31.03.2018. However, extension will be considered keeping in view the various factors such as prevailing market price, satisfactory performance of the firm.
10. In case of any default by the contractor and in any of the Terms & Conditions (whether General or Special), the Division 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 Contractor.
11. Notwithstanding anything contained herein, the Division 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 Contractor.
12. 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 any persons deployed by him even for short duration. The Division shall not entertain any claim arising out or mishap, if any that may take place. In the event of any liability/claim falling on this Division, the same shall be reimbursed/indemnified by the Contractor.
13. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
14. No other person except Contractor's authorized representative shall be allowed to enter the Division .

15. Within the premises of the Division , the Contractor's personnel shall not do nay private work other than their normal duties.
16. Contractor shall be directly responsible for any/all dispute arising between him and his personnel and keep the Division indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
17. Contractor 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 Division shall have no liability whatsoever in this regard and the Contractor shall indemnify this Division against any/all claims which may arise under the provisions of various Acts, Govt. Orders. etc.
18. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
19. All consumables and material used by the Contractor shall be provided by this Division .
20. It is made clear that he 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 tin this office for any other Govt. Office.

We agree to the above Terms & Conditions.

Signature with Date _____

Name of the Firm _____

Seal

SPECIAL TERMS AND CONDITIONS FOR HOUSEKEEPING

ANNEXURE – II

1. SCOPE OF WORK

- (I) The prime object of housekeeping services is to maintain the entire premises in a 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 follows:
 - a) Cleaning, sweeping and wiping of floors.
 - b) Thorough cleaning of toilet/urinals using required detergenets, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
 - c) Shifting of furniture and other items/stores from one place to another as required by the administration.

2. JOB TO BE CARRIED OUT DAILY

- (i) Cleaning of toilets, windows, wash basin & other fittings and water Coolers, removing of all dust, unwanted materials, cleaning to be done with phenyl/lyzol twice a day.
- (ii) Cleaning of corridors, staircase and common area once with disinfectants in the morning and with plain water in the afternoon.
- (iii) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air-conditioners, almirah, filling cabinets, glass panes, collecting waste paper, unwanted material and its disposal at indicated locations.
- (iv) Cleaning of rooms by mopping floor with cloth soaked in water and disinfectant of ISI mark.
- (v) Providing toilets with liquid soap, naphthalene balls and deodorant blocks, liquid soaps is to be kept and turn it upside down and pour type steel or plastic containers.

3. JOBS TO BE CARRIED OUT WEEKLY

- (i) Washing of floors with Surf/Vim/Soap and water or any other cleaning operation.
- (ii) If the labour is required on Sunday/Gazetted Holiday, no extra charge will be paid to the Contractor.

4. MISCELLANEOUS CONDITIONS

Sweeping, cleaning, dusting etc. shall be completed before 9:00AM everyday.

The Contractor shall refill the sanitary cubes, cakes, odonil, air purifier, naphthalene balls, chemicals, disinfectants, detergents, liquid soap, acid etc. from time to time and as and when required.

Manpower required for execution of the entire work including transport shall be arranged by the Contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the Contractor to provide another workman in his place.

The Contractor shall, on award of the contract furnish the list containing names and addresses of the workman sent to the Division for housekeeping services.

The services provided by the Contractor shall be to the satisfaction of the Division .

The contract rates shall include cost for all essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of the Division .

The Contractor shall have no claim against the Division in respect of any work which may be withdrawn.

The Contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer of the Division . The personnel will render services everyday including SATURDAYS except on NATIONAL HOLIDAYS (i.e. 26th January, 15th August, 2nd October, Holi, Diwali and Sundays and any other holidays/public holidays which are mandatory under Labour Laws). They will maintain cleanliness of toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment of this shall be made. The rate of items of schedule of work include the cost of this provision as well.

Materials, consumables, appliances, tools and tackles shall be provided by the Division .

5. TERMS OF PAYMENT

1. The Contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificates as indicated below, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
2. The Contractor shall make regular and full payment of labour charges, salaries and other payments as due by 7th of each month as per the Labour Laws to its personnel deputed under service contract and furnish necessary proof whenever required.
3. Actual deployment of personnel & their attendance.
4. Proof of payments made to your personnel for previous months.
 - (i) Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for the payment made towards applicable provident fund. ESI & EDLI for the previous month and proof of payment towards compliance of other statutory provision like Bonus for the previous month.
 - (ii) The Division shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of Contractor.

- (iii) The Contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund contribution by Contractor and amount deducted from salary/wages of deployed personnel towards their contribution to provident fund.
- (iv) In case, the Division receives any complaint regarding non-payment of wages to your personnel the amount payable to these personnel will be recovered from your bill and paid to such personnel.

6. PENALTIES

- (i) Contractor will attract a penalty of Rs.108/- (Rupees One hundred and Eight only) per day, per person, in case the person fails to carry out the house keeping services due to his absence or any other reason.
- (ii) In the event of failure in maintaining the housekeeping services on any day upto the desired standard, in part or full, the contractor is liable to penalty @ Rs.250 (Rupees Two Hundred fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Division will be final and binding on the Contractor and shall not be subject to dispute or arbitration.
- (iii) Contractor shall ensure that peace and order is maintained in the premises.
- (iv) Contractor would ensure that all its personnel would behave courteously and decently with employees of the Division and also ensure good manners.

7. CHARGES AND PAYMENTS

Bills chargeable to the Division shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Division reserves the right to deduct the payment due from the contractor from monthly bill(s). We agree to the above Terms & Conditions

Signature with date _____

Name of the Firm _____

Seal

**PRE-QUALIFICATION REQUIREMENT
FOR AWARD OF CONTRACT OF HOUSEKEEPING**

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

Signature with Date _____
Name of the Firm _____

Seal

PROFORMA FOR QUOTING RATES

1	Description of payment	Rate per month	Total Rate
2	Wages per person as per the notification issued by Himachal Pradesh Administration under the Minimum Wage Act.		
3	ESIC as per the rules, if any		
4	EPF as per the rules, if any		
5	Bonus as per the rules, if any		
6	Leave salary as per the rules, if any		
7	Uniforms (per month)		
8	Cost of materials to be used in the process of Housekeeping		
9	Taxes, if any		
10	Total		
11	Administrative charges		
12	Grand Total (per month)		
13	Grand Total (per year)		

Signature with Date _____

Name of the Firm _____

Seal

ANNEXURE - V

PROFORMA FOR FINANCIAL BID

ADDRESS	AREA (In sq. Feet)	Rate per Sqrs. Feet Per month	Amount in Rs.	Remarks
i) Central Excise Division, Shimla "Out House No. 2 of Bosewell" Building, Near MLA Crossing, Boileauganj, Shimla-5	3970			Proposing 3 persons for the full time job
ii) Division building at "8-A-Park Building, Khalini, Shimla	3132			Proposing 2 persons for the full time job
Guest House, Knooks Wood, Shimla	3250			Proposing 1 persons for the full time and 1 for part time job
Central Excise Range-Parwanoo- I/II, Plot No. 10A, Sector -1A, Parwanoo	1808			Proposing 1 person for full time and 1 for part time job
RANGE PAONTA SAHIB, W.No. 4, Rajban Road, Vill. Tatuwala, Paonta Sahib	1530			Proposing 1 person for the part time job
Central Excise Sector, Man Thapal Co-Operative Society building, Vill Moginand, Kala Amb.	462			Proposing 1 person for the part time job
RANGE SOLAN. Kapila Complex, Deonghat, Saproon, Solan	1108			Proposing 1 person for the full time job
Central Excise Range Shimla	400			Proposing 1 person for the part time job
	15660			

Total amount of Rs. _____

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 the Government.

Signature of the bidder with Date _____

Name of the Firm _____

Office Seal

UNDERTAKING BY THE BIDDER

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

Signature of the Service Provider with date

Name of the Firm

Address of the Firm

Declaration

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date