
	कार्यालय आयुक्त केन्द्रीय वस्तु एवं सेवा कर, कच्छ (गांधीधाम) <b>Office of the Commissioner of Central GST, Kutch (Gandhidham)</b> प्लॉट सं०८२, सेक्टर -८, रामलीला मैदान के सामने, गाँधीधाम -३७०२०१ <b>Plot No. 82, Sec – 8, Opp. Ramleela Maidan, Gandhidham 370201</b>	
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File No: 1/(22)/OTH/1427/2021-ADMN-O/o COMMR-CGST-KUTCH

Dated 06.01.2022

### E-TENDER NOTICE

### OUTSOURCING OF “HOUSEKEEPING SERVICES” FOR THE OFFICE OF THE COMMISSIONER, CENTRAL GST, KUTCH, COMMISSIONERATE, GANDHIDHAM

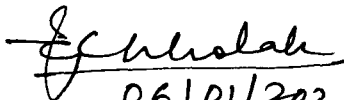
E-Tenders are invited in two bid system (both technical and financial) through GeM portal from reputed, well established man power service providers and housekeeping service providers for providing housekeeping services for the Office of the Commissioner, Central GST, Kutch Commissionerate, Gandhidham, on contract basis. The complete tender document containing pre-Qualification requirements (Annexure-A) general/special terms & conditions (Annexure B & C), etc. are available on [www.cbic.gov.in](http://www.cbic.gov.in) and can be downloaded free of cost.

The contract shall be awarded for period of 12 months from 15th February-2022 to 14th February-2023. The details of the office premises along with the location and the area are as follows:

Sl. No.	Name of the premises	Area (in sq. ft.)
1	<b>O/o The Commissioner of Central GST, Kutch Commissionerate, Gandhidham (Central GST Bhavan)</b>	70,000 Sq. Ft.
	Total Sq.ft.	70,000 Sq. Ft.

Interested bidders/Service Providers/ reputed firms providing such services may submit their bids in the prescribed format with all the necessary documents, online, at the GeM Portal on or before bid submission/closing date & time. The Bidders should check for any corrigendum published by the department upto the last date of submission of the bids through GeM Portal.

For any query/ clarification, Assistant Commissioner, (P&E), Central GST, Kutch Commissioner, Gandhidham & Superintendent (Adm), HQ, Kutch, CGST, Bhawan, 2nd floor, Room No-306, Gandhidham-370201 may be contacted on Mobile Number: 7016291226, 9898502236 and email: [adm.gidm@gmail.com](mailto:adm.gidm@gmail.com) any working day between 11:00 am to 3:00 pm before the close of tender.

  
06/01/2022

**(G. S. Chholak)**

**Assistant Commissioner (P&E)**

Copy to:

1. The Assistant Commissioner (Systems) CGST, Gandhidham, Kutch for information and with a request to upload this office on the CBIC website as required.
2. Notice Board.

## **ANNEXURE - A**

### **Pre-Qualification requirement and terms and conditions.**

1. In the areas under consideration above which are to be cleaned daily (Sweeping, Cleaning and Dusting), the first cleaning operation in all aspects shall be completed and made fit to use before 9:15AM (office opening time for regular staff) at any cost. Subsequent cleaning operations as per the contract shall be executed continuously till the closing hours.
2. If any person is absent on any day, alternate arrangement should be made immediately.
3. The personnel deployed should be well experienced, trained adequately and be of sound health. They shall be sensitized adequately about the safeguards to be taken to prevent the spread of Novel Corona Virus / COVID-19, while on work and off the work also, so that their health and health of the officers / staff of this office does not get affected adversely. They should be in the regular establishment of the service providers and working on monthly wage basis. They should be disciplined and well mannered. They should be provided with uniforms and identity cards, which should be displayed prominently. They should have knowledge of the local language, and Hindi preferably English too. Photo, full address, Aadhar Card details, and telephone number of all personnel should be provided for record and also inform their credentials to Jurisdictional Police.
4. At the time of submission of bill for payment, wherever applicable the contractor should submit proof for the payment made up to the previous month towards minimum wages as per the rates fixed under the Minimum Wages Act, 1948 and Contract Labour (R&A) Act, 1970 and statutory liabilities like EPF, ESI etc in respect of all the personnel engaged in this office.
5. The Agency should have a local registered office in Gandhidham.
6. The Agency shall have a minimum experience of three years in providing Housekeeping services to Government Organisations, Public Sector Offices or corporate offices. Copies of Agreement/Work Order from clients shall be provided as documentary evidence for the past experience. Copies of Experience certificates should be attached. Bid Certificate of appreciation from the present clients, if any, may be enclosed. The bidder should have registered for GST in the state of Gujarat.
7. The service Provider should pay the workers minimum wages as per the rates fixed under the Minimum Wages Act, 1948 and Contract Labour (R&A) Act, 1970 and as prescribed by the Office of the Chief Labour Commissioner (Central). Licence from Labour Department as per Section 12 of Contract Labour (R&A) Act, 1970 should be obtained for the contract work within 7 days of award of contract. Any breach of this condition will result in the immediate termination of the contract besides the legal action will be initiated against them.
8. Insurance cover protecting the agency 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 him even for short duration. This Office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Service Provider.
9. The Bidder should upload the Technical Bid (Annexure-D) attached in this document, failing which the bidder would be disqualified in the Technical

Evaluation.

10. The contractor should satisfy themselves before submitting of the rate (Financial bid) that they should meet the qualifying criteria and capability as laid down in the Annexures.
11. **Materials, consumables, appliances and tools shall be provided by the Service provider, the rate quoted should include the cost of the same.**
12. Bidder/s shall be duly registered with ESIC, Provident Fund, GST (Registration in Gujarat State) 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.
13. The bidder/s should have complied with various statutory provisions of GST, EPFO, ESIC and other applicable Acts in previous three years. The bidder should enclose Firm Registration, GST registration in the State of Gujarat, PF registration, PAN, ITR for 3 years, Turnover certificate, Experience certificate, MSME certificate (if applicable), Labour License Registration certificate.

#### **SUPPLY OF CLEANING MATERIALS**

14. The contractor shall be provided, the materials / consumables / equipments required for the housekeeping services like brooms, dusters, mop sticks, buckets, mugs, toilet cleaners, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning/dusting cloth, water wipers, garbage bags, room spray, scrubbing pads, naphthalene balls, glass cleaner all other cleaning reagents etc. to execute the above jobs which will be supplied by the contractor per month for cleaning of above mentioned area. As the inhaling of poisonous gases and pungent smelling liquids, may be hazardous, the service provider shall be responsible for such incidents and liable for legal action including for compensation if mishandled.

## ANNEXURE - B

### GENERAL TERMS AND CONDITIONS

1. The Central Goods and Service Tax, HQ Building, Kutch Commissionerate having three floors including ground floor and basement area comprising total area of 70,000 Sq. ft.(Approx).
2. The Competent Authority reserves the right to postpone and/or extend the date, without assigning any reason thereof.
3. All the rates must be written both in figures and in words. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. Any correction/ overwriting/cutting/ insertions shall be authenticated and attested.
4. The Contractor/Service Provider must comply with the Rates, Specifications and all the terms and conditions of Contract. No deviation in the terms & Conditions of the contract shall be entertained.
5. Notwithstanding anything contained therein, this office reserves the right to terminate the contract by giving a 15 day notice in writing without assigning any reason and without incurring any financial liability, whatsoever, to the contractor/Service Provider.
6. No other person except Contractor's/ Service Provider's authorized representative shall be allowed to enter this office.
7. Within the premises of this office, the Contractor's/ Service Provider's personnel shall not do any private work except their normal duties.
8. The Contractor/ Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses damages, expenses and claims whatsoever arising thereof.
9. The Contractor/ 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 including the Minimum Wages Act,1948 This office shall have no liability whatsoever in this regard and the contractor shall indemnify this office against any/all claims which may arise under the provisions of any Acts, Rules, Orders, Instructions issued by the Central/State Government or any other statutory authority.
- 10.The Contractor/ Service Provider shall be fully responsible for theft, Burglary, fire or any mischievous deeds by his staff.
- 11.The Contractor's/ Service Provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the Department. The Service Provider shall be responsible for any act of indiscipline on his part or persons deployed by him.
- 12.The Contractor's/ Service Provider's persons shall not claim any benefit/compensation/absorption; regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
13. The persons deployed by the Service Provider shall not have any claim to any "Employer and employee" relationship against this office.
- 14.The Contractor/Service Provider will ensure that the persons deployed by the firm always wear neat and clean uniform as specified and provided by

the Contractor. The Contractor shall issue Identity Card to the persons deployed by him which should contain photo of the person, his/her name, name of the firm and any other information which the Contractor may like to incorporate. All the persons deployed by the Contractor shall invariably put the Identity Card in such a fashion so that it can be visible to everybody.

15. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative, organizational matters as all are of confidential/secret nature. In case, the Department comes to know about any such act done by the Service Provider's Personnel, the office reserves the right to cancel the contract.
16. The Service Provider shall provide the list of the persons deployed and shall maintain the details of all the persons deployed by him.
17. Transportation, food, medical and any other facilities that may statutory required under any of the Acts/Rules/ Regulations in respect of each personnel of the Service Provider will be the sole responsibility of the Contractor/Service Provider.
18. The Service Provider shall not sublet, transfer or assign his contract or any part thereof to a third party.
19. The Contractor/ Service Provider shall exercise proper supervision of the work turned out by the deployed persons.
20. The Persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation. The Identity Card must be issued to the new comer immediately.
21. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, CGST, Kutch Commissionerate shall be final and binding on the contractor/Service Provider. If any of the terms and conditions prescribed hereinabove at [1] to [21] is not fulfilled during the period of agreement , this office reserve the right to discontinue the contract with immediate effect at any time without assigning any reasons.

We agree to the above terms and conditions.

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

Name of the firm \_\_\_\_\_

Seal \_\_\_\_\_

## **ANNEXURE - C**

### **SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING**

#### **SCOPE OF WORK**

1. The office floor are a including officer's chambers, staff halls, visitor's rooms and record rooms have to be cleaned and mopped twice a day. Depending on the pandemic situation the number of times will be increased.
2. Furniture like tables, chairs, visitor's chairs, sofas, computer tables, almirahs, etc., and electronic gad gets like computers, telephones, fax machines, photocopier machines, etc., installed in the above mentioned areas have to be kept dust-free and dust removal shall be done daily. The doors, windows, partitions, venetian blinds and curtains shall also be kept clean by wiping them daily. The sofas are to be cleaned by vacuum cleaner once a week
3. All records are kept in the/ almirahs/racks and dust gets accumulated over it. Such dust shall be cleaned by vacuum cleaner once in a fortnight. This work shall be done only on a working day in the presence of the officer who is in possession of such records or his designated official
4. The lobby at the main building shall be spick and span and the mopping shall be done constantly to ensure that the entire area is spotlessly clean, free from any dirt, stain or foot marks. Further, all items installed at the lobby have to be wiped off daily at regular intervals to ensure dust free
5. All name boards must be kept clean. All metal boards have to be polished once in 15 days without fail
6. The electrical fittings like Air Conditioners, tube lights, fans, etc., shall be cleaned once in a week without fail
7. Conference Room shall be cleaned before and after every meeting that is organized there.
8. Care shall be taken that the gad gets are neither tampered nor any damage is caused during the cleaning operation
9. The commodes, wash basins, mirrors, tap fittings, etc., in the toiles/urinals shall be cleaned twice every day.
10. Toilet fresheners, naphthalene balls (scented) and urinal cubes shall be used reasonably in all toilets.
11. A chart of the cleaning work under taken at the toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the housekeeper twice in a day and the supervisor in it as a mark of having completed of the cleaning operation.
12. All items put to use at toilets like brooms, mops, cleaning liquid bottles, etc., shall not be left at the place of use and these items shall be totally out of sight.
13. The corridor area, staircases and its railings, lifts have to be cleaned and mopped twice a day. The corridors and staircase shall also be cleaned using a Scrubber machine once in a week, without fail.
14. The electrical fittings like tube lights, fans, exhaust fans, etc., in the corridor, staircases and lifts shall be cleaned once in a week, without fail.
15. The doors, windows, glass partitions, walls, skirting, artificial plants, door

mats, carpets, paintings, name boards, fire extinguishers, etc., in the corridors and staircases have also to be wiped clean daily.

16. A part from periodic cleaning, if stains, spills or foot marks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.
17. Natural potted plants placed in the corridors /rooms must be maintained regularly. It shall be ensured that these potted plants remain bright and lively by watering them periodically.
18. The open area shall be cleaned daily.
19. All rubbish and waste items that get accumulated at the corridors and stair cases have to be removed periodically to the dumping point setup by Gandhidham Municipal Corporation and there shall be no leftover at the end of the day.
20. If the labour is required on Sunday/Gazetted Holiday, no extra charge will be paid to the contractor on account of this.
21. Sufficient manpower should be provided for timely and speedy execution of entire work including transport, filling of water bottles of office staffs. In case, a particular workman remains absent due to one reason or other, it would be responsibility of the contractor to provide another workman in his place.
22. The Contractor will provide his staff with the necessary uniform. 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. All the workers shall be provided with Identity card.
23. Photographs, full address and telephone number of all housekeeping personnel should be provided to the competent authority of this department for records.
24. Contractor shall in no case lease/transfer/sublet or appoint care taker for services.
25. The Central GST Commissionerate, Kutch, Gandhidham (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.
26. The Contractors are required to submit the complete Rates/Quotations only after satisfying each and every condition laid down. No deviation in the terms and conditions shall be entertained unless specifically mentioned by the contractor in the rates / quotations and accepted by the Commissionerate.
27. While quoting the rates by the contractor should be including of all taxes.
28. 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 Commissionerate.
29. No allowances of any kind including transport/food/clothing/ washing / overtime etc. will be paid by this office.
30. Notwithstanding anything contained herein, the Commissionerate reserves the right to terminate the contract by giving 1 (one) months' notice in writing

without assigning any reason and if the Contractor intends to terminate the contract with this Dept., has to give three months' prior notice with proper reasons in writing.

31. 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 whom so ever, 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 behavior.
32. 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.
33. The Department reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
34. This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

#### **TERMS OF RATE QUOTE**

35. The tenderers shall quote their rate only as per square foot per month basis and not based on the number of persons to be deployed or per person basis. The rate should be including of all taxes. No extra taxes will be paid by this office. The payment towards PF, ESI, Pension, Bonus etc., GST etc., if any should be inclusive in the rates quoted per square feet per month and the same would not be payable over and above the rate thus quoted. The bidder should submit the breakup minimum wages per person per month. The service provider shall follow all statutory obligations under the various Acts/ Rules of various departments including the provision of minimum wages Act etc.
36. The rate quoted shall be inclusive of cleaning materials. The cleaning materials will be provided by the contractor.
37. 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.
38. In case, this office receives any complaint regarding non-payment of wages to the personnel deployed, the amount payable to these personnel will be recovered from contractor's bill and paid to such personnel.

#### **PENALTY CLAUSE:**

39. 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.
40. If the minimum required no. of persons are not deployed during any working day, a penalty of Rs.500/- per day /worker would be deducted.



We agree to the above terms and conditions.

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

Name of the firm\_\_\_\_\_

Seal\_\_\_\_\_

**ANNEXURE- D**

**TECHNICAL BID**

Pre- qualification requirements for award of contract for House Keeping.

Sr. No.	Details	
01	Name of the Firm/Company (enclose self-attested Copy of deed if any)	
02	Address of the company with Telephone No., Fax and E-mail.	
03	Name and address of the Proprietor/Partners/Directors with Mobile No.	
04	PAN No (Enclose attested copy)	
05	Goods and Service Tax Registration No. (Enclose attested copy)	
06	ESI Registration No. (Enclose attested copy)	
07	No. of Persons to be provided	
08	Provident fund No. allotted by Regional Provident fund office (enclose attested copy)	
09	Name of the Govt. Organization/Prominent Private Sector to whom similar services have been provided by the firm during the last 03 years (attach relevant documents)	
10	Last 01 year Goods and service tax return proof and PF proof (attach relevant documents)	
11	Copy of Average Annual Turnover certified by C.A for the last 02 years.	
12	Details of legal disputes relating to House Keeping Services pending, if any.	

**DECLARATION**

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

Signature of Authorized person with date