



भारत सरकार ,वित्त मंत्रालय ,राजस्व विभाग
Government of India ,Ministry of Finance ,Department of Revenue
मुख्य आयुक्त का कार्यालय Office of the Commissioner
केंद्रीय वस्तु एवं सेवाकर आयुक्तालय ,इंफाल CGST Commissionerate, Imphal
केंद्रीय जी,Central GST Bhawan ,भवन .टी.एस.



सत्यमेव जयते

अल ,सी.ओ.उत्तर ए ,A/25,कबो लैकई नोंपोक ,नूर टावर -इंफाल पूर्व -इम्फाल 795001-मणिपुर

AL- Noor Tower, Kabo Leikai Nongpok, 25/A, North AOC, Imphal East-Imphal- 795001 Manipur

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TENDER NOTICE NO. 02/2018-19

Notice inviting E-Tender for hiring of Housekeeping personnel at Central GST Commissionerate, North AOC,Imphal, Central GST Division,Wangkhei Kongba road.Imphal, Centra GST Ranges at Churachanpur and Moreh.

E-Tender are invited from registered and reputed Housekeeping service Agencies based in Imphal and the State of Manipur to provide Housekeeping services for the office premises of (1) Central GST Commissionerate, North AOC, Imphal (2) Central GST Division, Wangkhei Kongba Road, Imphal. (3) Central GST Range, Churachanpur and Central GST Range, Moreh having total area of 20,526,10sq.ft. The scope and nature of services to be provided and the terms and conditions along with bid documents can be downloaded from the website www.cexcusner.gov.in/gem.gov.in.

Bids shall be submitted online at gem.gov.in. The technical bids and financial bids should be submitted separately. The Financial bids will be opened only if all the terms and conditions of the technical bids are fulfilled. The bidders should quote their rates only on per sq.ft. per month basis.

Key Dates:

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| (a) Tender publishing date | : <u>14th December, 2018</u> |
| (b) Document download date and closing | : <u>15th to 28th December, 2018</u> |
| (c) Bids submission start date & time | : <u>29th December, 2018 to 5th January, 2019 (5:00 pm)</u> |
| (d) Bids opening date & time | : <u>7th January, 2019 at 3:00 pm</u> |

The Commissioner, Central GST, Imphal reserves the right to accept or reject any or all tenders without assigning any reason.

KARAN THAPAR
Deputy Commissioner

ANNEXURE-“A”

SCOPE OF WORK

1) The details of the office premises alongwith location and the area are as follows:

Sl.No	Name of the office	Address	Area in Sq.ft.
1	Office of the Commissioner, Central GST.	GST Bhavan, Al Noor Tower, Kabo Leikai, North AOC, Imphal.	13,880.70
2	Office of the Asst. Commissioner, Central GST.	Krishna Premi Shopping Complex, Wangkhei Kongba Road, Imphal.	5100.00
3	Office of the Superintendent, Central GST.	Old Bazar, Near Police Station, Tiddim Road, Churachandpur.	770.40
4	Office of the Superintendent, Central GST.	Tali Road, near Nepali Basti, Moreh	775.00
Total Area in Sq.ft			20,526.10(Approx)

2) Work Details of Housekeepers.

- a) Dusting and cleaning of the office fixtures and furniture, etc.
- b) Sweeping / wet mopping of the office premises & stair cases / clearing papers, trash from dustbin on daily basis.
- c) Cleaning of toilet with toilet cleaners and deodorants, etc.
- d) Cleaning of glass panes of windows and cleaning doors etc.
- e) Cleaning of partitions /Almirahs, removing the cobwebs.
- f) Cleaning of painting, maps etc.
- g) Housekeeping services such as movement of files/equipment/records within the office.
- h) Cleaning of Fans, lights and electronic equipments, telephone, instruments, computers, photo copiers, CPU, printers, Stabilizers, etc.
- i) Locating and finding the required records from the record room
- j) Photocopying of the office records.
- k) Watering of Plants.
- l) Other related works.

3) Work to be carried out weekly (on Saturdays).

- a) Cleaning of doors and windows
- b) Cleaning of walls, ceilings and fitting the on walls.
- c) Through cleaning of entire floor, stairs and lift.
- d) Vacuum cleaning of all computers and sofa sets.

TERMS AND CONDITIONS

- 1) Bidders/Service providers should have experience in housekeeping services for a minimum period of 02 (two) years. Preference will be accorded to those service providers who have sufficient experience in providing the said services to various Government departments, public sector undertakings, etc.
- 2) The office of the service provider should preferably be located in Imphal or in the State of Manipur and the proof of address of the office in Manipur should have to be furnished as part of the tender. Further, the housekeeping staffs should also be locally based in their respective place of work.
- 3) The person employed will be required to work on all days except Sunday and Holidays declared by the Govt. of India/local state authority. However, this office reserves the right to call for the services of the housekeeping staff, if required, even on Sundays/Holidays also. All persons employed are expected to be committed, courteous and to follow instructions given to them by this office.
- 4) The duty hours of housekeeping staff would be decided by this office.
- 5) 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.
- 6) Bidder should comply with the statutory requirements pertaining to child labour.
- 7) 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 of order of the Govt. 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 the various Acts, Govt. orders, etc.
- 8) The office of the Commissioner of Central Tax(GST), Imphal , may at its discretion, at any point of time, during the validity of the contract require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her misconduct and the service provider shall forthwith comply with such requirements.
- 9) The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality of improper conduct upon receiving written notice from the office/officer.
- 10) The service provider's personnel shall not divulge or disclose to any persons, any details of office, operational process, technical know-how, security arrangements, and administrative, organizational matters as all are 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.
- 11) The service provider's persons shall not claim any benefit/ compensation/ absorption; regularisation of service with office under the provision of Industrial disputes Ad,1947 or contract labour (Regulation and Abolition) Act, 1970.

- 12)The service provider shall provide all the particulars of the persons deployed by them such as contact no./mobile no., copy of proof of residential address, copy of voter's identity card and PAN card, AADHAR card, etc. for office record.
- 13)The service provider shall ensure proper conduct of his person's in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering. The service provider shall be responsible for any act of indiscipline on the part or persons deployed by him. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- 14)The persons deployed by the service provider should have sound medical fitness, well behaved and should be well experienced and trained adequately to handle any type of cleaning/housekeeping and other works entrusted to them by the department. The transportation, food, medical and other statutory requirement under the various Acts/Government regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
- 15)The service provider shall not sublet, transfer or assign his contract or any part thereof to a third party without the prior approval of the Commissioner, Central Tax, Imphal.
- 16)The persons deployed should have knowledge of the local language and should not be changed without prior intimation to the designated office of the department.
- 17)All existing statutory requirements of both the state as well as the Central Govt., shall be adhered to by the Contractor. Complying with the legal rules and regulations governing housekeeping contracts would be the sole responsibility of the contractor. The bidder/service provider shall comply with all the statutory provisions of the labour laws like minimum wages, Bonus, EPF, ESI, etc.
- 18)Being a Central Government Office, no security Deposit/advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.
- 19)The Commissioner of Central GST, Imphal, 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.
- 20)The contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down.
- 21)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 figure shall prevail. All overwriting, cutting, insertions shall be authenticated and attested.
- 22)Rates/Quotations should be submitted and signed by the bidder or by the representative of the bidder with his/her current business address.
- 23)The contractor must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the

contract shall be entertained unless specifically mentioned by the contractor in the rates/quotations and accepted by the department.

- 24) No other allowances of any kind including transport/ food/ clothing/ washing/ overtime, etc will be paid by this office.
- 25) Notwithstanding anything contained herein, this office reserves the right to terminate the contract by giving 1(one) month's notice in writing without assigning any reason. If the contractor intends to terminate the contract with this department, he/she has to give three months prior notice by providing proper reasons in writing .
- 26) After the award of the 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.
- 27) The contractor will submit the monthly bill for reimbursement in duplicate which shall be 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 fixed under minimum wages.
- 28) 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 by the 10th of every month without waiting for the payment of the bill by the department.
- 29) No tender will be accepted by post, fax, e-mail, tele-fax or any other such means.
- 30) Tender is likely to be rejected because of non-fulfilment of any of the above terms and conditions.
- 31) The payment of bill will be based on “no work no payment “.
- 32) The contractor should furnish the details of wages paid by him/her to the employees deployed by him in providing housekeeping services.
- 33) The period of contract for providing housekeepers will be for a period of 01(one) year from the date of execution of agreement
- 34) All disputes lie within the jurisdiction of Manipur only. The Commissioner of central tax (GST)' Imphal reserves the right to reject all or any tender without assigning any reason thereof.

Technical Bid for Providing Housekeeping Services

01	Full particulars of the Service provider: i) Name of the firm /company: ii) Full Address of Office iii) Telephone no./ Mobile No. iv) Tele Fax v) Email Address	
02	Full particulars of person(s) offering the services and submitting the tender:	
03	Year of registration /incorporation (certified copy of RC is to be attached)	
04	PAN Card No.(Certified copy of PAN Card is to be attached)	
05	GST Registration No.(GST Registration Certificate is to be attached)	
06	Number of Housekeeping workers that will be engaged.	
07	Details of the offices where the housekeeping services has been / are being provided; i) Name Address of the office(s) ii) No. of years for which service has been /being provided (Certificate from the office mentioned above.	
08	Details of prior experience of housekeeping services.	

Declaration

- i) I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- ii) It is hereby declared that the particulars for providing housekeeping services are true and correct as per my knowledge and belief and in event of any of the same being found to be not true, I/we shall be liable to such consequences/lawful action as the department may wish to take.
- iii) It is hereby declared that the service provider is not involved in any major litigation that may have an impact of affecting or comprising the delivery of services as required under this tender.
- iv) It is hereby declared that the service provider is not black-listed by any Central/State Government/Public-Sector Undertaking in India.

Signature of the Service Provider
Seal of the Firm/Company

ANNEXURE-D

(Financial Bid)

1. Full particulars of the Service provider:

- a) Name of the firm /company:
- b) Full Address of Office
- c) Telephone no./Mobile No.
- d) Tele Fax
- e) Email Address

2. Full particulars of person(s) offering the Housekeeping services and submitting the tender:

3. Rate per sq. ft per month:-
(Inclusive of all statutory charges and the levies)

(Note:-Cost of cleaning material should not be included in the above rate, as the cleaning material will be provided by the Department)

(Signature of bidder/authorised person)