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भारत सरकार
वित्त मंत्रालय
राजस्व विभाग

Government of India
Ministry of Finance
Department of Revenue

OFFICE OF THE JOINT DIRECTOR
केन्दीय उत्पाद शुल्क आसूचना महानिदेशालय, प्रादेशिक शाखा, कोच्चि
DIRECTORATE GENERAL OF CENTRAL EXCISE INTELLIGENCE, KOCHI REGIONAL UNIT
केन्दीय उत्पाद शुल्क भवन, कत्रीकडवू, कलूर, कोच्चि- 682 017
CENTRAL EXCISE BHAVAN, KATHRIKADAVU, KALOOR.P.O, KOCHI-682 017

F.NO. III/3/1/2006 CEI.CHN. Dated 21st March, 2016.

Limited Tender Enquiry No. 01/2016-17

Sub: Rates/ quotations for hiring services for maintenance/ Housekeeping of office premises of DGCEI, Kochi -Reg.

Quotations are hereby invited from Services Providers (Maintenance/House Keeping) for hiring services at the Office of the Joint Director, Directorate General of Central Excise Intelligence, 1st Floor, Central Excise Bhavan, Kathrikadavu, Kaloor P.O., Kochi (DGCEI) premises consisting of usable area approximately of 680 sq.m. (7319.52 sq.ft.) from an assigned date. The following documents giving details are enclosed.

1. Terms & Conditions - Annexure .I
2. Technical Bid - Annexure .II
3. Financial Bid (Proforma for quoting rates) - Annexure .III

Contractors, Firms, Agencies interested in taking up this work may inspect the premises and submit the details in Annexure-I, II and III. The Technical Bid (Pre-qualifications requirements (Annexure-II) should be placed in one envelope and Financial Bid (Proforma for quoting rates) (Annexure III) should be placed in another envelope. Both the sealed envelopes be placed in another sealed cover superscribing **"Quotation / Rates for House Keeping/Maintenance of office premises of DGCEI, KOCHI"** and the same may be forwarded to the Deputy Director, Directorate General of Central Excise Intelligence, 1st Floor, Central Excise Bhavan, Kathrikadavu, Kaloor P.O., Kochi – 682 017 so as to reach by 17.30 hrs on **10-03-2016**.

The Authority (Joint Director, Directorate General of Central Excise Intelligence, 1st Floor, Central Excise Bhavan, Kathrikadavu, Kaloor P.O., Kochi – 682 017) reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Sd/-

(MN. SANALKUMAR)
ASSISTANT DIRECTOR

Encl: As above.

ANNEXURE –I

TERMS AND CONDITIONS

GENERAL CONDITIONS:

1. **Rates should be indicated in both figures and words**. If there is difference between the two said rates, the rates quoted in words will prevail. Rates quoted should be inclusive of all taxes, etc., DGCEI, Kochi will not have any liability to pay any extra amount.
2. The Technical Bids will be opened first. The Financial Bids, of only those service providers, will be opened, who fulfill the Technical Bids and have agreed for both terms of contract.
3. The Department reserves right to accept/reject any tender or all tenders without assigning any reason.
4. The Contractor should be registered as Service Provider with the jurisdictional Central Excise Commissionerate, Department of Labour (State Government), Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Kerala Shops & Commercial Establishments Act, 1960 and other Department as required under the Law.
5. The Rates shall be valid for the period from **01-04-2016 to 31-03-2017**. At the end of the year, the Contract may be renewed for such further period, as decided by the Deputy Director or terminated and/or fresh tenders invited. Decisions of the Department will be final.
6. The Deputy Director, DGCEI, Kochi reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.
7. The Contractor shall in no case lease/transfer/sublet/appoint caretaker for the Services rendered.
8. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.
9. Contractor shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against DGCEI, Kochi or any of its

officers on this account. The Contractor will keep the DGCEI indemnified against all actions.

10. For any losses, damages caused by the personnel deployed by the Contractor to any person/property/equipment of DGCEI Kochi office, the Contractor will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the Deputy Director, DGCEI. Further, in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the Law.
11. Contractor shall be solely responsible for payment of wages/salaries, other benefits, allowances and all other statutory/other dues payable as per Central/State Government/Municipality Rates etc., other Laws etc. as applicable to personnel deployed that might become applicable under any Act or Order of the Government. DGCEI Kochi shall have no liability whatsoever in this regard.
12. The Department shall not entertain any claim, damages, insurance liability, etc. arising out of mishap/accident etc. to the personnel employed by the Contractor. The Contractor will take such necessary action, under the various Acts/Rules/Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required. DGCEI, Kochi will not be responsible for any claim in this regard.
13. The Contractor should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the Service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office .The Service provider should also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.
14. The Contractor will comply with all the Legal Rules, Regulations and Statutory obligations cast on him as per the Central/State Government/Municipality/Local Bodies relating to such deployment of personnel.
15. In case of any default by the Contractor in respect of any of the Terms & Conditions, (Whether General or Special), the Deputy Director, DGCEI 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. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the Contractor as per the Agreement.

16. Manpower required for execution of the entire work daily including transport of personnel deployed to DGCEI, Kochi will be arranged by the Contractor. In case some personnel are not able to attend work, it would be the responsibility of the Contractor to provide another suitable workman in his place.
17. Attendance register of the personnel deployed will be maintained. The personnel deployed will render service everyday -Monday to Friday- whenever required on except Saturday/Sunday. They will also attend to any unforeseen jobs as well as other exigency of Work. No extra payment for this shall be made.
18. The Service provider shall nominate an Authorized Representative to supervise the work of the personnel deployed and interact with the department. No other person except the Contractor's Authorized Representative shall be allowed to enter the premises of the DGCEI. The name of such Authorized Representative will be indicated by the Contractor while submitting the Bid.
19. On acceptance of his bid, the service provider shall provide a security deposit of 5% of the contract value as performance security in the form of an account payee demand draft/fixed deposit receipt/bank guarantee from a Commercial bank safeguarding the purchaser's interest in all respects.

TERMS OF PAYMENT

20. The liability to pay all taxes/duties/other levies of Local bodies, State & Central Government or any other Authority in respect of services rendered will vest with Contractor.
21. The Contractor will submit the monthly bill for reimbursement in duplicate to DGCEI Kochi in the first week of following month and payment will be made after the bills are passed by Joint Director General, Directorate General of Central Excise, Bangalore Zonal Unit, No.6, 'Shiv Shakthi', 11th Min, West of Chord Road, Bangalore – 560 085 and the billed amount will be credited into the bank account of the contractor by PAO Central Excise, Bangalore, which takes about one month after the receipt of bills from the contractor.

22. The Contractor shall make regular, timely and full payment of labour charges, salaries and other payments as due, as per the labour laws or any other laws to its personnel deputed under the service contract.
23. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
24. The Deputy Director, DGCEI, Kochi shall be at liberty to withhold any of the payments in full or in part for default in service and/or any loss/damage to Government property, equipment, vehicle etc. The decision of the Department will be final.
25. In case the Contractor fails to carry out the said services or fails to deliver services to the desired standard due to absence of his personnel or any other reason, penalty as decided by the Deputy Director, DGCEI, Kochi shall have to be paid by the Service provider. The decision of the Department will be final and binding on the Contractor and shall not be subject to any dispute or arbitration and the penalties so imposed will be recovered from the amount/payment due to the Service Provider.
26. <u>All disputes will be subject to jurisdiction of this office only.</u>

SCOPE OF WORK / jobs to be carried out :

A. <u>DAILY WORK:</u>

a) Dusting and cleaning of tables, chairs, trays, telephones, filing cabinets, cupboard, paper racks, tables, fans, photocopier machines, printers, computer systems, other office equipments installed at DGCEI, Kochi office.
b) Dry cleaning & wet mopping of all floors areas, rooms etc. with necessary detergents.
c) Dusting and cleaning of all office furniture including computer work stations.
d) Dusting of wooden panels in the premises, including stairs and railings.
e) Cleaning of toilets with detergent powder and deodorants etc.
f) Collecting waste papers and other waste from various places in premises and deporting it to specific dumping areas.
g) Dusting/Cleaning of office equipments, floor, files by using Vacuum Cleaner
h) Watering of plants and other related work.

i) Movements of files and records and its rearrangement as and when required.

j) Such other cleaning or other work as may be entrusted by the DGCEI, Kochi.

k) Serving tea/coffee/lunch/water etc. to officers/staff.

l) Upkeep & regular maintenance of office equipments.

m) Operations of photocopier, fax and other office equipments in the office.

Items (a) to (f) above should be completed before the commencement of office time, i.e. 09.00 hours.

B. Besides the above work, the following Special Cleaning work etc., shall be carried out once a week and as and when required, including dusting of ceiling, walls, light shades, frames, fans etc., cleaning internally and externally glasses of all windows, cleaning of all the furniture and office equipments in the office using vacuum cleaner, brushing and washing of floors, stairs with necessary detergents & floor scrubbing machine, cleaning with chemicals etc. removing stains from walls/floors and removing cobwebs once in a week.

C. The Service Personnel deployed may also be required to attend to emergency work like cleaning and removing of blockage in pipes in toilets and building premises.

D. Personnel employed by the Contractor should have the requisite expertise in use of vacuum cleaner, floor scrubbing machines or similar cleaning machines.

E. Materials for the cleaning like vacuum cleaner, brooms, mops etc and all other materials including consumables like detergent powder, deodorants, phenyl, naphthalene balls, buckets, cleaning acid, cleaning cloth, cleaning material etc will be provided by DGCEI, Kochi.

Sd/-

(MN.SANALKUMAR)
ASSISTANT DIRECTOR

ANNEXURE-II

(TECHNICAL BID)

To be submitted in a separate *sealed* envelope subscribing "Technical Bid"

Pre-qualification requirements for award of contract for 'Hiring services for Maintenance/House Keeping'

1.	Name of the Organization/Firms with full address with pin code, Phone No, Fax No, email etc.	
2.	Name of all the Proprietor/Partners/Directors	
3(a)	PAN No. of the Firm as allocated by the Income Tax Department.	
3(b)	Copy of the Income Tax Return filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached.	
4	Total strength of staff/workers available with the Service Provider	
5	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors/Firms/Agencies during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector	
6	The Contractor should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance), Department of Labour, State Government, Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act,1961.	
7	The total Turnover of the Contractor as Service Provider for such services should not be less than Rs. 30 lakhs in previous 3 financial years. Necessary documents/Certificates to be enclosed.	
8	Registration Number of Tenderer/Concern with Service Tax Department : (Attested Photo copy of registration certificate should be attached)	
9	Registration Number of Tenderer/Concern with other Government Departments : (Attested Photo copy of registration certificate should be attached)	
10	Any other information to be considered:	

UNDERTAKING (Part of Annexure –II)

1. I/We undertake the I/We have carefully studied all the terms and conditions of contract as indicated in Annexure I and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative(s) is/are employed in the DGCEI.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date : _____

Name & full address: _____

Telephone No: Office: Fax No:
Residence:

Email:

Seal:

ANNEXURE- III

(FINANCIAL BID)

PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

01	Name & Address of the Contractors, Firms, Agencies	
02	Name of proprietor / Partners' / Director	
03	Rates quoted per month (Inclusive of all taxes/charges /levies including service tax payable under Finance Act, 1994).	

Signature of Authorized person with date :
Name & full address:

Telephone No: Office: Fax No:
Residence:

Email:

Seal :