GOVERNMENT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER OF AUDIT
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
PALAKKAD CIRCLE-7
CENTRAL REVENUE BUILDING, METTUPALAYAM STREET, PALAKKAD

C No I/24/01/2017 Dated: 04/01/2018

Tender Enquiry

Sealed quotations super scribing "Quotation for Multitasking Work" for the period from **01.02.2018 to 31.01.2019,** are invited from registered, experienced and eligible Service Providers for Multitasking Work, as per the schedule enclosed, in respect of the Office of the Assistant Commissioner of Audit, Central Tax, Central Excise & Service Tax, Audit Circle-7, Palakkad Central Revenue Building, Palakkad–678001. The total area for cleaning is 1650 sq. ft. approx. (Closed Area) and person required is **ONE MALE** . Tenderers have to quote the rate per square feet per month. The service providers shall be responsible for fulfilling all his/her obligations under various labour laws as applicable and amended from time to time. Also it should be ensured that suitable substitute is posted in case the person is absent.

The terms and conditions are available in Annexure I to III. Technical Bid in Annexure II should be placed in one envelope and Financial Bid in Annexure III should be placed in another envelope. Both the sealed envelopes should be placed in another sealed cover super scribing "Quotations for Multi-tasking Work"

Sealed tenders will be received upto 11 A.M on **25.01.2018** and will be opened at 11.30 A.M on **25.01.2018** at the above said office in the presence of those bidders, who wish to be present. For any further details please contact Superintendent (Admn.) Ph: **0491-2545007**

(C .N.RAVEENDRAN)
ASSISTANT COMMISSIONER

To

The Notice Board
CBEC Site

ANNEXURE –I

TERMS AND CONDITIONS

1. Rates should be indicated in both figures and words. If there is any difference between the two, the rates quoted in words will prevail. **Rates quoted should be inclusive of all taxes, and including Provident Fund and contribution towards Employees State Insurance. Further, Rate is to be quoted per square foot basis.** No extra amount over and above the rates quoted shall be paid.

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 the terms of contract.

3. The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.

4. The Assistant Commissioner of Audit, Central Tax, Central Excise & Service Tax, Audit Circle-7, Palakkad, reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reasons and the financial liability whatsoever will accrue to the Service Provider.

5. The Contractor shall in no case lease/transfer/sublet/appoint any caretaker for the Services rendered.

6. The Contractor shall ensure that the persons deployed by him do not have any criminal antecedents.

7. The Contractor shall be solely responsible for any/all disputes between him and the persons deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against Central Excise or any of its officers on this account. The Contractor will keep this Office indemnified against all actions.

8. For any losses, damages caused by the persons deployed by the Contractor to any person/ property/equipment of this office, the Contractor will have to make good such loss/damage as decided by the said Assistant Commissioner. Further, in respect of such loss/damage, the department reserves the right to take such further action as required/provided under existing Law.

9. The Contractor shall be solely responsible for payment of wages/salaries/ allowances and all other statutory/other dues payable as per Central/State Government/ Municipality Rates etc., as applicable to persons deployed that might become applicable under any Act or Order of the Government. Assistant Commissioner of Audit, Central Tax, Central Excise & Service Tax, Audit Circle-7, Palakkad, shall have no liability whatsoever in this regard.

10. The Department shall not entertain any claim, damages, insurance liability, etc. arising out of mishap/accident etc. to the persons employed by the Contractor. The Contractor will take such necessary action, under the various Acts/Rules/Laws as required, to take care of person deployed, including Medical treatment and transportation to hospital etc. as and when required. Assistant Commissioner of Audit, Central Tax, Central Excise, & Service Tax, Audit Circle-7, Palakkad, will not be responsible for any claim in this regard.

11. 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 Contractor 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 Contractor should also obtain a written undertaking from the persons deployed by him to work in this office to the effect 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. An attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.

12. The Contractor will comply with all the Rules, Regulations and Statutory obligations cast on him as per the Central/State Government/Municipality/Local Bodies relating to such deployment of person.

13. In case of any default by the Contractor in respect of any of the Terms & Conditions, (Whether General or Special), the Assistant Commissioner of Audit, Central Tax, Central Excise, & Service Tax, Audit Circle-7, Palakkad, 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.

14. The manpower required for execution of the entire work daily including transport of persons deployed will be arranged by the Contractor. It should be ensured that suitable substitutes are posted in case of any absenteeism.

15. Working hours will be from 8.00 A.M to 4.30 P.M with 30 minutes break. The person should attend to work punctually and complete the cleaning work of the office rooms before 9.00 a.m. daily. The person employed should work on all days except on Sundays and closed holidays of the office. Whenever required, he should also attend to any unforeseen jobs as well as other exigency of Work. No extra payment for this shall be made.

16. The Service provider shall nominate an authorized person to execute the work and interact with the department. No other person except this person shall be allowed to enter the office premises. The name of the authorized person will be indicated by the Contractor while submitting the Bid.

17. The short listed tender along with the documents will be submitted to the **'competent authority'** and upon approval by the **'competent authority'** the successful bidders will be intimated about the award of contract to them.

18.The successful bidder has to submit a performance guarantee deposit of 5% of the total yearly contract value in the form of Bank Guarantee from a Nationalized Bank /Demand Draft /Banker's Cheque of a Scheduled Bank drawn in favour of Office of the Assistant Commissioner of Audit, Central Tax, Central Excise, & Service Tax, Audit Circle-7, Palakkad, before awarding contract. The performance guarantee deposit shall be refunded to the successful bidder without any interest on completion of the contract period.

TERMS OF PAYMENT

1. 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.

2. Mode of payment will be monthly on submission of advance receipt/invoice/bill and payments to the Multi-tasking Work contractor will be through Credit transfer only.

3. 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 person deputed under the service contract.

4. 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.

5. The Assistant Commissioner of Audit, Central Tax, Central Excise, & Service Tax, Audit Circle-7, Palakkad, 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, etc. The decision of the Department will be final.

6. 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 persons or any other reason, penalty as decided by the Assistant Commissioner of Audit, Central Tax, Central Excise, & Service Tax, Audit Circle-7, Palakkad, 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.

7. All disputes will be subject to local jurisdiction only.

WORK DESIGN

A. DAILY WORK:

a) Dusting and cleaning of tables, chairs, trays, telephones, filing cabinets, cupboard, paper racks, tables, fans, photocopier machines, printers, computer systems, other equipments installed at the respective offices.

b) Dry cleaning & wet mopping of all floor areas, with necessary detergents.

c) Dusting and cleaning of all office furniture including computer work stations.

d) Cleaning of toilets with disinfectants and deodorants etc.

e) Washing of curtains and turkey towels once in a month.

f) Collecting waste papers and other waste from various places in premises and deporting it to specific dumping areas.

g) Shifting of furniture and records and its arrangement as and when required.

h) Serving tea/coffee/water etc. to officers/staff.

i)Carrying of files & other papers within the building

j)Photocopying, sending of FAX etc., other non clerical work in the Section unit

k)Delivering of dak (outside the building)

B. Besides the above work, the following Special Cleaning work etc., shall be carried out once in 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, brushing and washing of floors, stairs with necessary detergents and removing cobwebs once in a week.

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

D. The materials for cleaning like brooms, mops etc. and all other materials including consumables like detergent powder, phenyl, naphthalene balls, buckets, cleaning cloth, cleaning material etc. will be provided by the Department.

ANNEXURE –II

(TECHNICAL BID)

To be submitted in a separate sealed envelope super 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, if any	
4	Total strength of staff/workers available with the Service Provider	
5	List of Government Organizations where the Service Provider is currently providing services if any. (Please attach the Job order/service certificate from Govt. Office/Public Sector)if any.	
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 Kerala Shops & Commercial Establishments Act, 1960if any.	
7	Any other information to be considered:	

UNDERTAKING (Part of Annexure –I)

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 further undertake 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 will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorised 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"

1	Name of the Party :	
2	Address (with Tel No., Fax No.)	
3	Name & Address of the Proprietor/ Partners/Directors (with Mobile No.):	

A	**B**	**C**		**D**
S. No.	Name of Office & Address	Monthly Rate per Sq.ft (Rs.)		Number of manpower Deployment
		Open area	Closed area	
			Total Charges per month	
			Add Service Tax @	
			Grand Total	

(Rupees)

Signature of Authorized Signatory with date