



केन्द्रीय उत्पाद शुल्क के आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
लेखा परीक्षा - II आयुक्तालय

AUDIT - II COMMISSIONERATE
690, तीसरी मंज़िल, पेरियार बिल्डिंग, नंदनम, चेन्नै - 600 035
690, THIRD FLOOR, PERIYAR BUILDING, NANDANAM, CHENNAI - 600 035

सी.सं/ C. No.1/22/18/2017-Admn.

दिनांक/Dated : 22.03.2017

**NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR
HOUSEKEEPING SERVICES**

Online e-tenders are invited for and on behalf of the Commissioner of Central Excise, Audit-II Commissionerate, Chennai-35 for AMC of "Outsourcing of Housekeeping and Maintenance in the offices of Audit-II Commissionerate as per locations mentioned at **Annexure 'A'**, for the period of one year w.e.f. 01.04.2017 to 31.03.2018. The details of work specifications, terms & conditions are outlined in the Annexures to this e-tender as under:

- (a) Annexure-I : Application Form
- (b) Annexure-II : Scope of Work
- (c) Annexure-III : Prequalification criteria for firm
- (d) Annexure-IV : Format of Technical Bid
- (e) Annexure-V : Terms & Conditions
- (f) Annexure-VI : Price Bid
- (g) Annexure-VII : Undertaking

2. The Tender enquiry documents will be available on official website <http://centralexcisechennai.gov.in> and on <http://eprocure.gov.in> from 22.03.2017.

3. Mode of Tendering:- Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website:<https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The Tender should be addressed to the Assistant Commissioner of Central Excise (Administration), Audit-II Commissionerate, No. 690, Periyar building, 3rd floor, Nandanam, Chennai-600 035 with words "Bid for Outsourcing of Housekeeping for one year from 01.04.2017 to 31.03.2018". The bids are invited in a two bid system (Technical and Financial) from reputed firms/housekeeping service provider and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. The Financial/Price bid should be valid for One (01) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

4. Earnest Money deposit of Rs 25,000/- should be submitted by bidders by Demand Draft/Banker's Cheque drawn in favour of "The Commissioner of Central Excise, Audit-II". Bidders submitting their bids online should ensure that Earnest

Money Deposit (EMD) of Rs 25,000/- (Rupees. Fifty Thousand only) in the form of Demand Draft/Banker's Cheque, drawn on a Scheduled Bank in India, in favour of the Commissioner of Central Excise, Audit-II" payable at Chennai must reach by hand or through registered post to the address at, the Assistant Commissioner of Central Excise (Administration), 690, Periyar building, 3rd floor, Nandanam, Chennai-600 035 on or before the scheduled opening of the technical bid. The EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of successful bidder will be returned on furnishing performance guarantee as detailed below.

5. **Performance Guarantee:** The Successful bidder has to submit an amount equal to **one month's payment** as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank /Demand Draft / Banker's cheque of a schedule bank drawn in favour of "O/o The Commissioner of Central Excise, Audit-II Commissionerate** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest within one month from the completion of contract period.

6. **The tenderer shall sign and stamp with Digital Signature Certificate on each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and upload the same along with the qualifying bid.** The tenderer would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

7. **The tenderer shall quote their rates for the service to be provided as "Rate per Sq. Foot per month "** (in both words and figures) which should include deduction towards PF, ESI, Pension and Bonus etc. and the same would not be payable over and above the rates thus quoted.

8. 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.


9. The tender forms shall be rejected if it is not complete in any aspect.

10. The tender documents are not transferable.

11. Not more than one tender shall be submitted by one contractor having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

12. 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.

13. Late submission of tenders and EMD shall not be accepted.
14. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".
15. The Bidder should clarify any doubt/query regarding the specification from the Assistant Commissioner of Central Excise (Administration), Audit-II Commissionerate, 690, Periyar building, 3rd floor, Nandanam, Chennai-600 035 on any working day between 11:00 am to 5:00 pm before 12.04.2017. The bidder should fulfill prequalification/Eligibility criteria & conditions of the Tender and should submit all documents attested by authorized person along with the bid.
16. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.
17. Last date and time for submission of Bid/Tender is: 12.04.2017 upto 16:00 hrs.
- Opening of Bids :
- Technical Bid :- 13.04.2017 at 1600 hrs
Financial Bid :- 17.04.2017 at 1500 hrs
18. In the event of any of the above mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.


(P. BALASUBRAMANIAN)
ASSISTANT COMMISSIONER
CENTRAL EXCISE,
AUDIT-II COMMISSIONERATE

प्रतिलिपि / Copy to :-

- 1) The Commissioner of Central Excise, Chennai I/II/III/IV & Service Tax, I/II/III Central Excise Audit, I and Service Tax Audit Commissionerates. (PRO Section & Notice Board) for giving wide publicity
- 2) The Superintendent of Central Excise (Computer Section), Chennai I Commissionerate to publish in the official website
- 3) Notice Board of Audit-II Commissionerate

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ANNEXURE 'A'

Sl. No.	Name of the Office	Address & Floor	Covered area Occupied (Sq. Feet)	Covered common Area (Sq. Feet)	Open area (Sq. Feet)
1	Audit- II Commissionerate (3 rd and 4 th Floor)	690, Periyar building, 3 rd and 4 th floor, Nandanam, Chennai-600 035 (North Wing)	10,969	----	-----
Total Area			10,969	----	-----

Area is subject to variation up to + or -10% to 15%.

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.04.2017-31.03.2018

APPLICATION FORM

Date:

FROM :

To,
The Assistant Commissioner of Central Excise,
Administration Section,
Audit-II Commissionerate,
690, Periyar building, 3rd floor,
Nandanam, Chennai-600 035

Sir,

Subject : e-Tender for “ for Outsourcing of Housekeeping Services” from
01.04.2017 to 31.03.2018- Reg.

Ref : (1) Your e-tender Notice No Dated

(2) EMD-DD No Dated for Rs

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc (in complete).

Yours faithfully,

(Signature and stamp of the Tenderer)
State legal status, Whether Proprietorship.,
Partnership,Registered firm, Company etc.

ANNEXURE-IINOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.04.2017-31.03.2018SCOPE OF WORK:- SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR.

1. Sweeping and wet mopping of the entire area including the lobby area daily as per ANNEXURE-A.
2. Furniture like tables, chairs, visitor's chairs, sofas, almirahs, etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
3. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., **twice a day** and more often ,if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Vacuum cleaning the systems room and all computers in the office and sofa sets twice a week.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
6. Collection of all the sweepings, garbage and waste and to transport/dispose of the same to the nearest pit.
7. Maintenance and upkeep of the entire office premises.
8. Shifting of furniture and other equipments and files whenever required.
9. Attending to electrical facilities in the office like changing of tube lights bulbs and such other minor repairs whenever required.
10. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
11. Care should be taken that the gadgets are not tampered with during the cleaning operation.
12. Conference room should be cleaned before and after every Meeting.
13. Removal of cobwebs in the corridors and lavatories.
14. Removal of dust accumulated on the walls, windowpanes and ventilators in the toilets.
15. Thorough washing, rubbing and cleaning of corridors using scrubber machine.
16. All name boards and wall panels, paintings etc., should be wiped off dirt at regular intervals. All brass boards to be polished with brass polish.

WEEKLY SERVICES (Saturdays)

1. Daily sweeping and water washing of open area.
2. Removal of cobwebs in the corridors and lavatories.
3. Removal of dust accumulated on the walls, windows panes and ventilators in the toilets.
4. Thorough washing, rubbing and cleaning of corridors using Scrubber machine.
5. All name boards, wall panels paintings etc., should be wiped off dirt. All brass boards have to be polished with brass polish.

ANNEXURE-III

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.04.2017-31.03.2018

ELIGIBILITY CRITERIA: CONDITIONS TO BE SATISFIED IN THE QUALIFYING/TECHNICAL BID DOCUMENT

1. The Bidder should have minimum three years of experience in providing housekeeping services to various organization; and should have completed at least two such works with a single Annual Contract in the similar activity, in the last three years.
2. The bidder must have ESI Registration, EPF Registration, registered before 01-Apr-2012. The bidder must also have Service Tax Registration.
3. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
4. The evidence for filing of Income Tax Returns along with Profit and Loss Account and Balance Sheet for past three financial years 2013-14, 2014-15 & 2015-16 should be enclosed along with the qualifying bid.
5. The bidder must have an Annual Average Turnover of not less than of Rs.10 Lakh during the last three financial years 2013-14, 2014-15 & 2015-16 certified by a Chartered Accountant.
6. **The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2016.**
7. The bidder must produce a solvency certificate from his banker for an amount not less than **AMOUNT OF THE CONTRACT FOR THE PERIOD FROM 01.04.2017 TO 31.03.2018**
8. Within one month from the date of awarding the contract the successful bidder shall have a valid license under the Contract Labour (R&A) Act, from the licensing authority.
9. The bidder should ensure the total number of persons to be engaged should be commensurate with the nature/type of work and total area involved.

ANNEXURE-IV

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.04.2017-31.03.2018

QUALIFYING/TECHNICAL BID DOCUMENT:-

- 1. Name of the party :
- 2. Address (With Tel No., Fax No.) :
- 3. Name & Address of the proprietor/
Partners/Directors (With Mobile No.) :
- 4. Contact person(s) (with mobile number) :
- 5. No. of years of experience in providing
Housekeeping Services (enclose proof such as
Performance Reports from clients (or) TDS copies) :
- 6. Average Annual Turnovers
(Last 3 years ended 31.3.2016)
Certified by Chartered Accountant :
- 7. Permanent Account Number (PAN)
(The Evidence for filing of IT returns along with 2013 – 2014 :
Profit and Loss Account & Balance Sheet 2014 – 2015 :
For the last three financial years to be 2015 – 2016 :
Enclosed) :
- 8. Details of ESI & EPF Registration along with
Evidence (Registered Before 01.Apr – 2012) :
- 9. Details of Service Tax Registration along
With evidence :
- 10. Details of EMD :
- 11. Solvency Certificate issued by Bankers :

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 will be blacklisted and will not qualify to have any dealing with the Department in future.

(Signature of Authorized signatory with Name and date)

ANNEXURE-V

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.04.2017-31.03.2018

GENERAL TERMS AND CONDITIONS

1. The persons employed should work on all days except Sundays and National holidays.
2. The working hours will be from 08.30 a.m. to 4.30 p.m. daily.
3. A skeleton staff would be required beyond 4.30 pm on all working days to cater for emergency services, for which 4 persons are to be employed between 04.30 pm to 06.30 pm.
4. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with **uniforms and identity cards** prominently displayed. They should have knowledge of local language and preferably English also.
5. If a particular person is absent on any day, another person should be deployed in his/her place.
6. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9:15 am daily. The personnel will perform all the duties assigned to the Contractor and as specified by the department from time to time.
7. The personnel will report to the Officer-in-charge assigned by the Department i.e. P.R.O/Caretaker daily.
8. The Contractor or his authorized representative should report to the P.R.O/Caretaker daily. He shall visit all the divisional offices daily to supervise cleaning activities.
9. In case of emergency and residual situations, the Contractor has to make the personnel available to cater for emergency services and urgent work entrusted by this office as and when need arises.
10. The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under **Minimum Wages Act** and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules. The Contractor should ensure payment of increase in DA as and when announced by the Govt. The Service Provider should also maintain Pay Roll containing the above details.
11. The Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them. The workers should be **provided with a salary slip every month.** **Bidders should note that at present following persons are engaged,**
 - i) **Audit-II Commissionerate = 6 Nos.**
12. The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages **or there is any decrease in their applicable wages.** The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of the Central Excise Department.

- 13. The Contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the housekeeping personnel shall be charged to the Contractor and recovered from his/her dues/bills.
- 14. This office reserves the right to terminate the services of the Housekeeping Contractor at anytime without giving any notice whatsoever.
- 15. All existing statutory regulations of both State & Central Governments shall be adhered to and complied with by the Housekeeping Contractor and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful Contractor. Failure by the Contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
- 16. The contract will be in force for a period of one year from the date of award of contract i.e. from 01.04.2017 to 31.03.2018.
- 17. The Contractor (Service provider) shall submit the bill for every month by the 5th day of the following month along with the statement showing the area cleaned, mopped, etc. No interim bills will be entertained.
- 18. Mode of payment will be monthly and payments to the Housekeeping Contractor will be made through ECS only within a month from the date of submission of bill provided that there is no dispute in respect of rates, quantity and quality of work. Tax shall be deducted at source as per the prevailing the Income Tax Act, 1961 from the monthly bills.
- 19. The Service provider should specify the materials to be supplied for the house keeping services. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet Cleaner, Floor cleaner, Toilet fresheners, Urinal Cakes, Cleaning Powder, Phenyl, Hand wash liquid, Toilet cleaning brush, Cleaning / Dusting cloth, Water wipers, Dust bins, Garbage bins, Rooms spray, Scrubbing pads, Naphthalene balls, Glass cleaner etc., as required to execute the **above jobs will be supplied by this office (Service Receiver).**
- 20. No escalation of price whatsoever would be allowed during the pendency / currency of the contract.
- 21. If at any point of time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced / abandoned, the payment / value of this job order shall be reduced on pro-rata basis by this office and would be binding on the Contractor (Service provider).
- 22. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration / conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.

We agree to the above terms and conditions.

Signature with Date _____
 Name of the Firm _____
 Seal _____

ANNEXURE-VI**(Note : Do not fill this form. Fill only in Forms-BoQ and enclosure to financial Bid)****NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.04.2017-31.03.2018****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.) :

Sl. No.	Name of the Office & Address	Area (Sq.ft.)	Monthly Rate per Sq.ft. (Rs.)	Amount (Rs.)	Proposed Manpower Deployment (Nos.)
1	Audit II Commissioner ate, (3 rd and 4 th Floor North wing)	10,969(As per annexure A)	----		
Monthly Service Charges					
Service Tax					
Grand Total					

(Rupees in words:)

PART-II**RATE PER PERSON PER MONTH**

<u>DESCRIPTION</u>	<u>AMOUNT IN RUPEES</u>
BASIC PAY	
DA	
Gross Daily Wages	
ESI @ _____ in %	
EPF @ _____ %	
Pension Fund _____ %	
Bonus	
Other statutory tax (if any)	
Sub-total	
Contractor's Service Charges _____ %	
Grand Total	
Wages for 26 days. (Rupees:	

“Certified that the above quoted rate complies with Minimum Wages Act and all the statutory provisions and rules as applicable. The above rates are inclusive of all the taxes (Service Tax or any other tax) payable to Government.

(Signature of Bidder/Authorized signatory
with Name and date and office seal)

ANNEXURE-VIINOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.04.2017-31.03.2018UNDERTAKING BY THE BIDDER

I/We undertake that my firm M/S
has not been blacklisted by any Govt.
 Department/Public Sector Undertaking/Autonomous Body.

2. I Son / Daughter /
 Wife of Shri..... Proprietor /Partner
 /Director /authorized signatory of M/s
 Is competent to sign this
 declaration and execute this tender document:

3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;

5. I understand that in case any deviation is found in the above statement at any stage, my concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date :

Signature of the authorized Signatory of the firm/
 Company/Organization Office Stamp /Seal

Place :