



GOVERNMENT OF INDIA  
( MINISTRY OF FINANCE )  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
GOUBERT AVENUE (BEACH ROAD)  
PUDUCHERRY - 605 001  
Ph:0413-2330368/2221999

C.No. I/22/16/2016 - Admn./PRO

Dated: 08.02.2017

**e-Tender Call Notice**

1. The Office of the Commissioner of Central Excise & Service Tax, No.1, Goubert Avenue, Beach Road, Puducherry -01 invited e-tender quotations from experienced, eligible, reputed, registered firms / companies engaged in the business of housekeeping services to provide Housekeeping services for the period from 01/04/2017 to 31/03/2018 in the following premises.

Office of the Commissioner of Central Excise & Service Tax,  
No.1, Goubert Avenue, Beach Road, Puducherry-01.

Office of the Dy. Commissioner of Central Excise,  
I,II & III Division,  
No. 14, MUNICIPAL STREET, AZEES NAGAR, PUDUCHERRY-10

The Range offices are located in the following address:

Range I-A,I- B, I-C, I-D, I-E	R.S. No. 48/1, AZEES NAGAR MAIN ROAD, PUDUCHERRY-10
Range II-A, II-C, II-D, IIE	1 <sup>st</sup> and 2 <sup>nd</sup> Floor, No. 27, 3 <sup>rd</sup> Cross Road, Brindavan, Puducherry
Range II-B	Plot No. 6, Ellapillaichavadi Main Road, Puducherry
Range III-A,III- B, III-C, III-D, III-E	R.S. No. 48/1, AZEES NAGAR MAIN ROAD, PUDUCHERRY-10

The Tender document viz, Technical bid and Financial bid along with scope of work, terms and conditions and tender process can be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in the TIME SCHEDULE. Manual bids shall not be accepted.

  
(V.ASOKAN)

**ASSTT.COMMISSIONER OF CENTRAL EXCISE**



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( MINISTRY OF FINANCE)  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
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NOTICE INVITING e-TENDER

SUB: CALLING FOR E-TENDERS TO AWARD ANNUAL MAINTENANCE CONTRACT (AMC) OF HOUSE KEEPING, CLEANING AND MAINTENANCE SERVICES AT OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE, TAX, PUDUCHERRY, DIVISION I, II & III PUDUCHERRY AND ITS RANGES.

Online e-Tenders are invited by the Commissioner of Central Excise & Service Tax, Goubert Avenue, Beach Road, Puducherry-01 from all eligible and experienced/reputed firms, to provide housekeeping, cleaning and maintenance services at Office of the Commissioner of Central Excise & Service Tax, Puducherry, Division I,II & III, Puducherry and its ranges. Details of the services required and other terms and conditions relating to the award of contract are given in the Annexure – I.

The enclosed e-Tender should be submitted in the prescribed e-Tender Form only. The Contractor should go through the details and sign each and every page of e-tender including its enclosures as a token of acceptance of the terms and conditions of the e-tender.

The e-tender form for qualifying bid prescribed in Annexure –I and the e-tender form for the financial bid prescribed in Annexure – II complete in all respects shall be submitted on-line on or before 01.03.2017.

All prospective bidders are invited to submit their bids under Two Bid Systems for the subject work as detailed below in accordance with the tender documents enclosed.

MODE OF TENDERING	: e-Tendering through Central public Procurement (CPP) Portal / <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
EARNEST MONEY DEPOSIT	:Rs.25,000/- (Rupees Twenty Five Thousand only)
PERIOD OF CONTRACT	:01.04.2017 to 31.03.2018
LAST DATE AND TIME FOR SUBMISSION OF BID / TENDER	: 01.03.2017 (05.45p.m)
DATE & TIME FOR OPENING TECHNICAL / QUALIFYING BID	: 03.03.2017(11.00 a.m)
DATE & TIME FOR OPENING FINANCIAL BID	: 03.03.2017 (04.00 p.m)

Interested bidders may download the Notice Inviting e-Tender from Central Public Procurement (CPP) Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). The tender enquiry documents will be available on official website ([www.cbcc.gov.in](http://www.cbcc.gov.in), [www.dolcbcc.gov.in](http://www.dolcbcc.gov.in)) and on <http://eprocure.gov.in>, [www.pondycentralexcise.gov.in](http://www.pondycentralexcise.gov.in), [www.channaicentralexcise.gov.in](http://www.channaicentralexcise.gov.in) from 08.02.2017. In the event of any of the above mentioned dates 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.

The e-Tenders should be submitted on-line on the website through the Central Public Procurement (CPP) portal [www.e-procure.gov.in](http://www.e-procure.gov.in) complete in all respects on or before 01.03.2017 in two separate files addressed to the Commissioner of Central Excise & Service Tax, No.1, Goubert Avenue, Beach Road, Puducherry-01. The technical/ qualifying bid shall be opened by the e-Tender Evaluation Committee on 03.03.2017 at 11.00 am. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender evaluation committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on 03.03.2017 at 04.00 PM by the e-tender evaluation committee.

Bidders shall submit the technical as well as the financial bid through the Central Public Procurement (CPP) Portal ([URL:http://eprocure.go.in](http://eprocure.go.in)) using a valid Digital Signature Certificate (DSC) and valid email address. Bids submitted by courier/ post/ in person shall not be accepted in this e-tender.

The Bidder should clarify any doubts/queries regarding the specification/brand from the Inspector/Superintendent of Central Excise, PRO Unit, on any working day between 11.00AM to 5.00 PM before **21.02.2017**. The Bidder should fulfill pre-qualification conditions of the e-Tender and should sign each and every page of the e-tender including the annexures as a token of acceptance of having read and understood all the terms and conditions contained therein' and submit all documents attested by the authorized person along with the bid. The e-tender form shall be rejected if it is not complete in all respects.

V. A. SOKAN  
(V. ASOKAN)

**ASSTT.COMMISSIONER OF CENTRAL EXCISE**

Copy to :

- i. Notice Board
- ii. The Superintendent of Central Excise, (Computer Section), Puducherry  
( Who may arrange to upload the e-tender and the Annexures in the official web sites)
- iii) The Superintendent of Central Excise, (PRO), O/o the Commissioner of Central Excise, Chennai-I Commissionerate, Chennai  
Requested to make arrangement to upload the e-tender and annexures in The official website of [www.channaicentralexcise.gov.in](http://www.channaicentralexcise.gov.in) and for displaying the Tender Notice in Notice Board

## TERMS AND CONDITIONS

### 1. SCOPE OF THE CONTRACT:

The prime object of the housekeeping service is to maintain entire premises in a neat and clean condition. The scope of work involving this e-tender for AMC of housekeeping, cleaning and maintenance of chambers/ sections/ corridors/staircase etc., are as detailed below:-

#### AREAS TO BE COVERED:

##### I. HEADQUARTERS

The Central Excise Commissionerate, Puducherry, Headquarters is situated at No.1, Goubert Avenue, Puducherry - 605 001 and the following areas are covered under the proposed tender.

DOUANE Building with Annexe Building premises: 26274 Sq.Ft.

##### Douane Building

###### a) Covered area

- |                  |   |                                |
|------------------|---|--------------------------------|
| 1) No. of floors | : | 2 (Ground floor + First Floor) |
| 2) No. of Rooms  | : | 9                              |
| 3) No. of toilet | : | 4                              |
| 4) Area          | : | 4909 Sq. ft.                   |

##### Annexe Building

- |                   |   |  |
|-------------------|---|--|
| 1) No. of floors  | : | 4 (Basement, Ground Floor, First Floor and Second floor) |
| 2) No. of rooms   | : | 17   |
| 3) No. of toilets | : | 11   |
| 4) Area           | : | 9270 Sq. ft.   |

###### b) OPEN AREA

- |                   |   |              |
|-------------------|---|--------------|
| 1) Concreted area | : | 7889 Sq.ft.  |
| 2) Garden         | : | 4206 Sq. ft. |

**TOTAL AREA** : 26274 Sq. Ft.

Old Light House Building premises: 9759 Sq. Ft.

###### a) Covered area

- |                  |   |                                |
|------------------|---|--------------------------------|
| 1) No. of floors | : | 2 (Ground floor + First Floor) |
| 2) No. of Rooms  | : | 11                             |
| 3) No. of toilet | : | 2                              |
| 4) Area          | : | 3774 Sq. ft.                   |

###### b) Open Area

- |                   |   |              |
|-------------------|---|--------------|
| 1) Concreted area | : | 4525 Sq.ft.  |
| 2) Garden         | : | 1460 Sq. ft. |

**TOTAL AREA** : 9759 Sq. Ft.

**TOTAL HQRS. OFFICE AREA = 26274 + 9759 = 36033 Sq. Ft.**

**II. DIVISIONS AND RANGES**

(a) The division offices I, II & III are located in the following address.

No. 14, MUNICIPAL STREET, AZEES NAGAR, PUDUCHERRY

(b) The Range offices are located in the following address:

Range I-A,I- B, I-C, I-D, I-E	R.s. No. 48/1, AZEES NAGAR MAIN ROAD, PUDUCHERRY-10
Range II-A, II-C, II-D, IIE	1 <sup>st</sup> and 2 <sup>nd</sup> Floor, No. 27, 3 <sup>rd</sup> Cross Road, Brindavan, Puducherry
Range II-B	Plot No. 6, Ellapillaichavadi Main Road, Puducherry
Range III-A,III- B, III-C, III-D, III-E	R.s. No. 48/1, AZEES NAGAR MAIN ROAD, PUDUCHERRY-10

The area in the Divisions and Ranges are as follows :

Sl. No.	No. 14, MUNICIPAL STREET, AZEES NAGAR, PUDUCHERRY			Area to be cleaned in Sq.ft. including common area
1	<b>I DIVISION</b>			Toilet
	Ground Floor	1 Room and 2 Store Rooms for III Divisions	2	3265.89
	Mezzanine Floor	1 Room	1	751.64
	First Floor	1 Hall	1	1314.00
	<b>II DIVISION</b>			
	First Floor	1 Hall & 1 Room	1	1313.63
	<b>III DIVISION</b>			
	Second Floor	1 Room + 01 Hall	2	2627.63
	<b>COMMON AREA</b>			
	Parking Area	Vehicle Parking		2966.00
				<b>12,238.79</b>

1	<b>I DIVISION RANGES</b>			Toilet	
	Ranges I-A,I- B, I-C, I-D, I-E	GROUND FLOOR	Lift Room and Reception		451.00
		First Floor	01 Hall	1	965.00
		Second First Floor	10 Rooms + 1 Store Room	1	4022.00
		Common Area	Vehicle Parking	1	658.47
2	<b>II DIVISION RANGES</b>				
	Ranges II-A & II-C	Ground Floor	3 rooms + Hall + Parking area	1	1477.45
	Ranges II-D & II-E	First Floor	3 Rooms + Hall	1	1376.49
	Ranges II-B	Ground Floor only	3 Rooms + Hall	1	1139.25
	<b>III DIVISION RANGES</b>				
	Ranges III-A,III-B, III-C,III-D, III-E	Third Floor	10 Rooms + 1 Store Room	1	4022.00
		Fourth Floor	1 Room	0	231.00
<b>TOTAL AREA</b>					<b>26,581.45</b>

## TOTAL AREA FOR WHICH HOUSE KEEPING SERVICE HAS TO BE PROVIDED

1. HQRS. OFFICE	=	36,033.00 Sq. ft.
2. DIVISIONS & RANGES	=	26,581.45 Sq. ft.
		-----
<b>GRAND TOTAL</b>	<b>=</b>	<b>62,614.45 Sq. ft.</b>
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### **2. DESCRIPTION OF WORK:**

- i) Daily sweeping and wet moping of the entire office area as mentioned above including Corridors, staircases and open spaces which should begin by 0700 hrs and shall be finished before arrival of department staff members i.e. before 0900 hrs. on daily basis for all the days except on Sundays and public holidays. Staff deployed should be available in the Premises from 0700 hrs to 1600 hrs.
- ii) All chambers of the senior officers shall be cleaned before 0900 hrs on every day basis.
- iii) Cleaning of all chambers, corridors and stair cases twice a day.
- iv) Cleaning of roofs, ceilings of the entire premises on regular basis.
- v) Dusting and wiping of all furniture like tables chairs, sofas, computer Table /chair and electronic gadgets like computers, telephones, fax machines, photo copier machines etc.
- vi) Cleaning of all the doors, windows, partitions including the particle board, glass and aluminum channels in the entire office area.
- vii) Cleaning of Toilets/urinals, wash basins, tiles, mirror by using disinfectants like phenyl, Harpic, Vim, Surf etc. twice a day and whenever required and changing of naphthalene balls at regular intervals.
- viii) Removal of blockages and clogging in the wash basins and other sanitary fittings for smooth outflow of waste water.
- ix) Shifting of furniture, files and other office equipment's, whenever required.
- x) All arrangements related Conferences, meetings, seminars and events organized by the department.
- xi) Any work assigned by PRO unit not included above and which deals with the Housekeeping, cleaning and maintenance of the premises.

### **3. ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:**

Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure I to this NIT. The contractors shall provide information/documents/annexures as listed below.

- i. The Contractor must have registration with authorities under SERVICE TAX and must have valid PAN Number since

01.04.2013 (three years prior to the issue of this NIT) and self-attested copy of these registration certificates should be attached to the Bid document.

- ii. The Contractor must be registered with the ESI and EPF authorities and other relevant Labour Authorities since 01.04.2013 (three years prior to the issue of this NIT) and self-attested copies of these registration certificates should be attached to the BID document.
- iii. The Contractor must have annual turnover of minimum Rs. 15,00,000/- Rupees Fifteen Lakhs each year from the Housekeeping Services contracts for three consecutive years prior to the current financial year i.e. for the period 2013-14, 2014-15 and 2015-16. Copies of Profit and Loss A/c, Balance Sheet, Audit Report and Income Tax Returns of the concern duly attested by Chartered Accountant should be attached with the BID document. **Annexure V** duly filled and signed by the contractor shall be submitted in this regard.
- iv. The contractor must furnish Solvency Certificate from a nationalized bank.
- v. The Contractor must have minimum three years of experience as Housekeeping Service Provider and should have completed at least three such annual contracts with contract value of not less than Rs. 15 lacs each. Experience of contracts with Central Govt./State Govt./Public Sector organizations will get preference. **Annexure III& IV** duly filled and signed by the contractor shall be submitted in this regard.
- vi. The contractor should not have been disqualified by any Govt./Semi Govt. organisation for similar work in the past. An undertaking to this effect must be submitted along with the Qualifying bid.
- vii. The contractor shall satisfy all the conditions mentioned in detailed e-tender notice.

**4. SUBMISSION OF BIDS:** Bids have to be submitted through the Central Public procurement (CPP) Portal ([URL:http://eprocure.go.in](http://eprocure.go.in)) using a valid Digital Signature Certificate (DSC) and valid email address. Bids submitted by courier/ post/ in person shall not be accepted in this e-tender.

**5. FINANCIAL BID REQUIREMENTS:**

The contractor shall submit Financial Bid in a stipulated format as laid down in **Annexure II** to this NIT. The contractor shall mention his quotation for contract work in the form of rate per square feet per month (in Indian rupees to be mentioned in figures and words separately) and for total contract period i.e. for the year. The quoted rate shall be exclusive of Service Tax. Service Tax at the applicable rates will be paid extra. Bid shall not be submitted based on the quotation rate on the number of personnel to be deployed.

6. **EARNEST MONEY DEPOSIT:**

Earnest Money Deposit in the form of Demand Draft/Bank Guarantee of requisite amount in original in the prescribed formats and in the manner prescribed in the bid documents should be submitted prior to bid submission in sealed envelope. However, if the bidders are unable to submit EMD in original on the due date, they may upload a scanned copy of EMD while submitting the bid electronically, provided the original EMD copy of which has been uploaded, is received by the Office of the Commissioner of Central Excise and Service Tax, No.1, Goubert Avenue, Beach Road, Puducherry -1 within 7 days from the date of Technical/Qualifying bid opening, failing which the bid shall be rejected irrespective of their status/ranking in e-tender and notwithstanding the fact that a copy of EMD was earlier uploaded by bidder.

7. **BANK GUARANTEE:**

The successful tenders shall furnish a security deposit in the term of Bank Guarantee to the Office of the Commissioner of Central Excise and Service Tax, No.1, Goubert Avenue, Beach Road, Puducherry-01 within 30 days of the issuance of the contract , which **shall be an amount equal to one month's payment** and shall be in form of Demand Draft /Pay Order /Bank Guarantee from a Scheduled Bank drawn in favour of "SBI A/C Commissioner of Central Excise & Service Tax, Puducherry "payable at par in Puducherry valid for the contract period and plus six months thereafter .

- No interest will be payable by the office of the Commissioner of Central Excise & Service, Tax, Puducherry on Security Deposit.
- In case of breach of contract or violation of any terms of contract, security deposit shall be forfeited.

8. **RESPONSIBILITY OF CONTRACTORS:**

- b. The contractor will have to provide all the manpower, equipments for the contract work at their own cost.
- c. The contractor will have to ensure that the persons deployed are within the age group of 18 years to 50 years and have sound health. They understand local language and are experienced in the contract work.
- d. The Contractor shall on award of contract shall furnish names and addresses of and submit the photo and residential proof of his personnel deployed for the contract work to the department. No other person except Contractor's authorized representatives about whom this department is informed shall be allowed to enter the premises.
- e. The Contractor shall provide uniform and identity cards to its personnel. He shall ensure that the deployed personnel invariably wears the uniform and displays their identity cards while discharging their functions so that they can be easily identified by one and all.
- f. The Contractor will have to ensure the Punctuality, mannerism, good behavior and proper conduct of the personnel it deploys for execution of



the contract. The personnel so engaged by the Contractor should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk or engage in unlawful activities such as playing cards etc. while on duty and inside the campus premises covered under the contract. They shall be under his employment and disciplinary jurisdiction. No tips in any form shall be accepted/ entertained.

- f. The contractor shall be solely responsible for regular payment of wages including leave salary, bonus, gratuity etc., and other allowances to his personnel as per the prevalent labour laws and/or any other payments that might become applicable under any Act or Order of the Central/State Government and this department shall have no liability in this regard. The contractor shall furnish necessary proof in this regard whenever required.
- g. The contractor has to maintain their daily workers attendance and work report, which is to be counter-signed by concerned official of the PRO Unit on a day to day basis. Contractor shall be responsible for providing replacement of personnel against the absentee. At no point of time number of personnel proposed to be deployed for contract and mentioned under Technical Bid shall be curtailed or otherwise the contractor will be liable to pay Rs. 312/- per person per day towards its failure to deploy sufficient personnel.
- h. The contractor shall provide the safety articles/equipments to its personnel. Safety of the personnel deployed by the contractor will be the sole responsibility of the Contractor and that the Department will not be responsible for any kind of hurt/loss/damage caused to the personnel on account of any accident or mishap.
- i. The contractor shall be solely responsible for regular deposition of contribution to EPF, ESI etc. for the personnel it deploys. There shall be no liability on department in this regard. As and when demanded the contractor shall submit copies of such payments to the competent authority.
- j. Insurance covers protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for all the persons deployed by him even for short duration. This department 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 charge the same shall be the responsibility of the contractor.
- k. The Contractor shall pay the Govt. dues such as Service Tax, Professional Tax etc. as and when required. Department shall not be responsible in any manner in this regard. As and when demanded, the contractor shall submit the copies of such payments in the contract period to the competent authority.
- l. The contractor shall be liable to pay compensation of any loss to the property of the Department caused by the acts of omission and/or commission by its personnel.
- m. In case of any loss caused to the third party by way of the conduct of the personnel deployed by the contractor, department shall not be responsible. Contractor shall be solely responsible to compensate the third party in such cases.

- n. The contractor and/or its personnel shall not allow movement of equipment/items or any property of the department in or out of the Premises without prior permission of the competent authority. Contractor shall be solely responsible if any equipment/items or property is found missing and will have to compensate the department as decided by the competent authority of the department. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- o. The contractor shall be responsible for timely completion of work on day to day basis. The personnel deployed by the contractor shall be available from 0700 hrs to 1600 hrs. Cleaning of the premises will have to begin by 0700 hrs. and shall finish before arrival of the staff members of the department i.e. before 0900 hrs.
- p. The contractor shall deploy one supervisor on a day to day basis and he should be available to the PRO Unit in person and on phone at all the time during the working hours and all the days including holidays.
- q. The contractor shall render services every day including Saturdays except Sundays and National Holidays. In case of administrative exigencies as and when need arises the contractor shall provide his services and personnel even on the Sundays and National Holidays at no extra cost.
- r. The contractor shall not subcontract or outsource the Contract work in any manner.
- s. The contractor shall not communicate or use in advertising, publicity, bidding for other contract, sales releases or in any other medium, photographs or other production of the work under this contract.

**09. Terms of Payments:**

- i) The contractor shall submit the bill on monthly basis in duplicate duly certified by the PRO Unit and same shall be paid thereof after making recovery, if any. No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act 1961.
- ii) Payment due to the contractor shall be made through online. For this, the contractor is supposed to submit a mandate form to the office. In all cases, the contractor shall present his bill pre-receipted with proper revenue stamp.

**10. TERMS AND CONDITIONS:**

The successful contractor shall have to enter into a contract with the department and the contract shall be valid for a period of one year.

- 1. The conduct of the successful contractor will be constantly monitored and failure to abide by the terms and conditions of the contract, failure to maintain the Premises in tidy and clean condition, lack of punctuality and any breach in security procedure or making any false declaration to any Govt. Agency which in the opinion of the Govt. is not in the public interest shall make the contract liable to be terminated.

2. The Contractor should go through the details and sign each and every page of e-tender including its enclosures as a token of acceptance of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Contractor would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Whenever, the prices are to be quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the firm through its authorised signatory. The e-tender form shall be rejected if it is not complete in any respect.
3. The Contractor should give details of their business soundness and provide list of customers of previous supply of similar items to Government Departments/Undertakings/public/ private sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.
4. Rates should be quoted in Indian Rupees in both words and figures. Vendors/Bidders shall submit their bids online only after digitally signing the bid documents with their allotted digital signature. If any modifications are required to be made to a document after attaching the digital signatures, the digital signature shall again be attached to the modified document before uploading the same.
5. The bids shall be submitted in two parts viz;
  - a. **Technical/Qualifying Bid:** To be submitted on collaboration folders of the e-tendering system complete with all technical details other than the price along with the tender duly digitally signed and stamped as per Annexure –I attached.
  - b. **Financial Bid:** Financial bid shall be submitted as per Annexure – II attached. It should contain only the prices without any condition whatsoever.
6. This office shall appreciate submission of offers based on the terms and conditions only in the enclosed conditions of the contract so as to avoid wastage and time and money in seeking clarifications on commercial aspects of the offer.
7. Office of the Commissioner of Central Excise & Service Tax, Puducherry assumes no responsibility for non-submission of bids by the bidders through our e-tendering system on account of delay in submission. Bidders shall ensure that they submit the bids well before the due date and time of bids submission. This office shall not be responsible if bidders are not able to submit the bids on account of failure in network/internet connection at the bidders' end. Bidders' shall obtain the digital certificate (class 3) on their own and this office shall not be responsible for bidders' not having acquired the valid digital certificate.
8. Bidders shall submit the financial bids strictly as per the format attached with this tender. Financial bids containing any fresh conditions (not mentioned in the technical bid) shall be liable for rejection. Bids must be submitted within the stipulated date and time as indicated in the tender and should be valid for a period of 90 days from the final date of submission of e-tender.
9. Any bidder who wishes to quote against this tender may download the bidding documents from this office website ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and submit the bids complete in all respect online on or before the due date/time along with an undertaking that the contents of the bidding documents have not been altered or modified.

10. The bidders are required to submit scanned copies of all certificates/documentary evidences towards the proof of meeting the eligibility criteria along with other requisite documents through our e-tender system. Non-submission of the scanned copies of the requisite certificates/documents shall render the bid non-responsive and shall be liable for rejection.
11. This is zero deviation e-tender. Bidders are strictly advised to confirm compliance of tender conditions and not to stipulate any deviations in their offer. Subsequent to bid submission, this office shall not seek confirmation/clarifications and any bids which are not in line with tender conditions shall be liable for rejection. Bidders are also requested to submit the documents/confirmations strictly as per the check list enclosed. Any change in bid after the due date of submission is not allowed.
12. The prices/rates quoted by the contractor shall remain firm till the issue of final certificates and shall not be subjected to any escalation. The price schedules shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in executing the work. The contract price shall be inclusive of all levies, transportation charges, stamp duties etc. from and of Central or State Government or Local Bodies whatsoever. Contractor shall also obtain and pay for all clearances, permits, or other privileges necessary to complete his obligations as per contract. For work under unit rate basis, no alteration shall be allowed in the schedule or rates, reasons of works or any part of them being modified altered, extended, diminished or omitted. The price schedules are fully inclusive rates which have been offered by the contractor and agreed to by the Office of the Commissioner of Central Excise & Service Tax, Puducherry and cannot be altered.
13. The Office of the Commissioner of Central Excise & Service, Tax, Puducherry reserves the right to cancel the contract at any time after acceptance of the same with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works. The Contract shall be valid for a period of one year i.e. from the date of issuance of the contract. OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX, PUDUCHERRY reserves the right to terminate the Contract awarded at any time during the currency of the Contract without assigning any reasons **by giving one month's notice in advance** in writing. The Successful Contractor shall be required to give three month's advance notice in writing for termination of the contract, failing which due action shall be taken. If all or part of the contract is terminated in accordance with the provisions contained above, the Office of the Commissioner of Central Excise & Service Tax, Puducherry shall pay charges up to the effective date of termination. However, the termination of the contract shall not relieve the contractor of any of his obligations imposed by the contract with respect the work performed by them prior to such termination.

14. A prospective bidder requiring any clarification of the e-Tender document may contact the concerned official (Inspector / Superintendent (PR Unit) at the scheduled date and time of the pre-bid meeting. Bidders are requested to attend the pre-bid meeting so that their queries, if any, related to the tender/scope of work, e-tendering can be addressed during the meeting.
15. At any time prior to the last date of receipt of bids, Office of the Commissioner of Central Excise and Service Tax, Puducherry may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the e-tender documents by an amendment.
16. The Office of the Commissioner of Central Excise & Service Tax, Puducherry reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons thereof and it shall also, at its own discretion extend the last date of receipt of bids. The decision of the Office of the Commissioner of Central Excise & Service Tax, Puducherry is final in all the matters of e-tender and purchase.
  - a. The Contractor undertakes that he shall comply with all conditions laid down under all applicable statutes, licenses and permissions and undertakes to keep all licenses and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Department.
17. All disputes and differences arising out of or in any way concerning the contract shall be settled after holding necessary discussions between the parties. However, in the event of any dispute/differences remaining unsolved, the same shall be referred to a sole Arbitrator to be appointed by the Department for this purpose. The decision of the Arbitrator shall be final and binding on both parties.
18. The contractor shall not engage any subcontractor for rendering the services mentioned in this contract.
19. The department shall be the sole authority to decide on the quality of service rendered by the Contractor. In case the performance of the Contractor is found unsatisfactory, the Department shall have the right to terminate the agreement without notice or compensation or any payment whatsoever at the sole discretion of the Department.
20. The Department shall have the right to withhold any reasonable sum from the amount payable to the Contractor under this contract, if the contractor commits breach of any of the terms and conditions of this agreement or if he fails to produce sufficient proof to the satisfaction of the department as to the payment of all statutory and other dues or compliance with other obligations.
21. The employees of the Successful Contractor shall have no claim whatsoever on OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX, PUDUCHERRY and shall not raise any industrial dispute either directly or indirectly with or against OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX, PUDUCHERRY in respect of their service conditions.
23. The Income Tax as per Rules shall be deducted from the bill. All statutory deductions such as TDS, etc. wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the Successful Contractor at the applicable rates from time to time.

24. Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of contract.
25. The rates quoted by the Contractor shall be firm during the period of contract.
26. The price to be paid by the Office of the Commissioner of Central Excise & Service Tax, Puducherry to the contractor for the whole of the work to be done and the performance of all the obligations undertaken by the contract as per the terms of the contract shall be ascertained by the application of the respective price schedule and payment shall be made accordingly to the work actually executed and approved by the Office of the Commissioner of Central Excise & Service Tax, Puducherry
26. The contractor shall furnish an undertaking to the effect that none of its Directors/Partners/Owner or associates have been convicted under any law of the land. The undertaking should also mention if any legal proceedings are initiated and are pending against them under any law of the land anywhere in India.
27. Under no condition, the Contractor or his staff shall claim the benefits of Office of the Commissioner of Central Excise & Service Tax, Puducherry Rules, Wages & Allowances, facilities etc.
28. Office of the Commissioner of Central Excise & Service Tax, Puducherry reserves the right to reject any or all e-Tenders without assigning any reason thereof at any stage of the process.

**11. COMPLETION OF CONTRACT:**

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract i.e. one year. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond one year by mutual consent.

**12. TERMINATION:**

In case the successful contractor wishes to terminate the Contract at any point of time, after acceptance, a notice to this effect should be given to the department at least three months in advance. The department is however at liberty to terminate the contract with immediate effect in case of breach of any of the terms and conditions of the contract or if the services are not found to be satisfactory at any time.

**13. SUBMISSION OF APPLICATION FOR CONTRACT:**

27. If an individual makes the application, it shall be signed by the proprietor above his full typed written name and current address.

27. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

27. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names

and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.

If a limited company or a corporation makes the application, a duty authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.

Applications made by FAX and those received late will not be entertained.

The application should be typewritten and signed on each page of the application.

Overwriting should be avoided. Neatly crossing out, initiating, dating and rewriting shall make correction, if any. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal. At no stage use of white ink/fluid or correction pen be used.

A senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.

The applicant is advised to attach any additional information, which he thinks is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the e-tender document is submitted online, unless the Office of the Commissioner of Central Excise & Service Tax, Puducherry

**14. DATE OF OPENING OF e-TENDER APPLICATION ENVELOPES:**

Technical/qualifying Bid :-	03.03.2017 at 11:00 am .
Financial Bid :-	03.03.2017 at 04:00 pm.

**ANNEXURE I**

**TECHNICAL/QUALIFYING BID FORM FOR e-TENDER OF HOUSEKEEPING, CLEANING AND MAINTENANCE OF OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX, PUDUCHERRY, DIVISION I,II & III PUDUCHERRY AND ITS RANGES**

1	NAME OF THE CONTRACTOR	
2	TYPE OF ENTITY -PROPRIETARY FIRM, PARTNERSHIP FIRM, PVT. LTD. COMPANY	
2	ADDRESS	
3	TEL NO./FAX NO./MOBILE NO.	
4	NAME OF THE CONTACT PERSON	
5	TEL. NO./MOBILE NO. OF CONTACT PERSON	
6	EMD DETAILS @ Rs.50000/-	DD NO. _____ / Date:
7	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN REGARD TO BE PROVIDED	
	PAN DETAILS	
	SERVICE TAX REGISTRATION DETAILS	
	LABOUR LICENSE DETAILS	
	ESI REGSITRATION DETAILS	
	EPF REGISTRATION DETAILS	
8	ANNUAL TURNOVER OF PREVIOUS THREE FINANCIAL YEARS DETAILS (ANNEXURE V ALONG WITH COPY OF PROFIT & LOSS A/C, BALANCE SHEET, AUDIT REPORT AND INCOME TAX RETURNS OF SAID THREE YEARS TO BE ENCLOSED)	
9	BANK SOLVENCY CERTIFICATE ENCLOSED	
10	EXPERIENCE IN HOUSEKEEPING WITH DETAILS OF CONTRACTS IN PREVIOUS THREE FINANCIAL YEARS (RELEVANT ANNEXURE III, IV TO ENCLOSED)	
11	NO. OF EMPLOYEES TO BE DEPLOYED FOR CONTRACT	
12	DETAILS OF HOUSEKEEPING CLEANING EQUIPMENT OWNED AND TO BE PUT IN USE FOR CONTRACT BY THE CONTRACTOR	
13	ANY EMPLOYEE OF THE OFFICE OF COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX, PUDUCHERRY ON YOUR BOARD OR SHARE HOLDER IN CONTRACTOR'S ENTITY	YES/NO, If yes, please provide details
14	HAVE YOUR ANY DIRECTOR/PARTNER/ENTERPRENUER CONVICTED UNDER LAW	YES/NO, If yes please provide details
15	HAS YOUR FIRM/COMPANY BLACK LISTED AT ANY TIME IN PAST BY ANY ORGANIZATION	YES/NO, If yes please provide details
16	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSRE)	



DECLARATION

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

I hereby confirm that I am authorized to sign the Tender Document.

Date:-

Place:-

Sign:-

Name:-

Desgn.:-

Co. Name & Seal

**ANNEXURE -II**  
**FINANCIAL BID ENCLOSURE**

**Minimum Wage details per person as prescribed by the Govt.**

(a)	Basic Wage per day	Rs.
(b)	Variable DA per day	Rs.
(c)	Total Wage per day (a + b)	Rs.
(d)	Wages for 26 days per person	Rs.
	ADD: STATUTORY CONTRIBUTION	
(e)	EPF (12%)	Rs.
(f)	Pension Fund (1.36%)	Rs.
(g)	ESI (4.75%)	Rs.
(h)	Bonus (8.33%)	Rs.
(i)	Gross Wages per person for 26 days (d+e+f+g+h)	Rs.
(j)	Service provider's Service Charges per person	Rs.
(k)	Total wages per person for 26 days (i+j)	Rs.
(l)	Rate per Square Foot per month as quoted in BOQ	Rs.

The Tenderers would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government for Outsourcing of Housekeeping services from time to time

SIGNATURE OF THE CONTRACTOR  
WITH SEAL AND DATE



**ANNEXUREIV**

**PERFORMANCE REPORT OF CONTRACT**

(Furnish this information for each individual contract in the following format from the employer for whom the contract was executed – minimum 2 to be submitted)

1. Name of Contract & Location :
2. Agreement No. :
3. Annual Value of Contract :
4. Date of Start :
5. Date of Completion :
6. Performance Report :
  - i) Quality of service : Excellent / Very Good / Good / Fair
  - ii) Resourcefulness : Excellent / Very Good / Good / Fair
7. Any penalty imposed for bad performance :
8. Any litigation pending :

**(Signature)**

Senior Level Officer of the Client with complete contact details

(Seal of the Organization)

Date:

**ANNEXURE V**

**FINANCIAL INFORMATION OF THE ORGANIZATION**

I. Financial Analysis-Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

Sl. No.	Details	Financial Years (13-14) (14-15) (15-16)
i)	Gross annual turnover in housekeeping services	
ii)	Profit/Loss	
iii)	Financial Position as on 31.03.2016	
	a) Cash	
	b) Current assets	
	c) Current liabilities	

II. Up-to-date Income Tax Clearance Certificate.

III. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

**(Signature of the applicant)**

Seal of organization