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**DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE  
PUDUCHERRY REGIONAL UNIT**

No. 42 & 43, II Cross St., Peter Nagar, Puducherry 605 013

केंद्रीय वस्तु एवं सेवा कर आसूचना महानिदेशालय पुदुच्चेरी क्षेत्रीय इकाई  
42 & 43, II क्रॉस, पीटर नगर, पुदुच्चेरी - 605 013

F.No. D.19022/1/2018/GSTI-PRU

Date: 09.05.2018

**TENDER NOTICE FOR INVITING RATES/QUOTATION FOR HOUSEKEEPING OF  
OFFICE PREMISES**

The Directorate General of GST Intelligence, Regional Unit, Puducherry intends to avail of the services of an agency for cleaning, sweeping and housekeeping of its office premises at 42 & 43, Peter Nagar II Cross, Puducherry 605 013 for the period of one year, i.e. from the date of agreement/contract. The following documents, giving full details, are enclosed.

1	General terms and conditions	Annexure I
2	Special terms and conditions for housekeeping	Annexure II
3	Pre-qualification requirements for award of Contract for housekeeping	Annexure III
4	Proforma for quotation rates	Annexure IV

Interested parties may inspect the premises and submit the above mentioned Annexure I, II and III duly filled in and signed for having accepted the General and Special terms and conditions and Pre-qualification in one envelope and Annexure-IV (Financial Bid) in another envelope. Both the sealed envelopes be placed in another sealed cover super scribing "**QUOTATION/RATES FOR HOUSEKEEPING SERVICES OF OFFICE PREMISES**" and the same may be sent to the Deputy Director,

Directorate General of GST Intelligence, Regional Unit, 42 & 43, Peter Nagar II Cross, Puducherry 605 013 so as to reach **before 17:00 Hours on 25/05/2018**. Annexures I, II and III will be opened **on 28/05/2018 at 11:00 Hours**.

It may please be noted that Agencies which do not fulfill the pre-qualification requirement will not be considered. Financial bid under Annexure-IV of those Agencies which fulfill the terms and conditions (Annexure-I, II & III) will only be opened separately on ~~28~~25/05/2018 itself.

This office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Encl: As above.

  
[ P.V.K. RAJASEKHAR ]  
JOINT DIRECTOR

## **ANNEXURE- I**

### **TERMS AND CONDITIONS**

The agency shall be considered for award of contract only if it agrees to abide by the following terms and conditions:

1. EARNEST MONEY DEPOSIT: Earnest Money Deposit of **Rs.20,000/-** (Rupees Twenty Thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of **"The Pay and Accounts Officer, Central Excise, Chennai"** should accompany the tender. Tenders received without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process. **However, agencies who are registered with the National Small Industries Corporation Limited (NSICL) and possess valid Government Purchase Enlistment Certificate are exempted from furnishing EMD.**
2. The tenderers are asked to quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per person basis. Rates /quotations duly filled-in, will be received up to the date and time mentioned in the letter.
3. The deduction towards PF and ESI etc., if any and wherever applicable be factored in rates being quoted on per square feet per month basis and the same would not be payable over and above the rates thus quoted.
4. Directorate General of GST Intelligence, Regional Unit, Puducherry (hereinafter referred to as DGGI PRU) reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason thereof.
5. The contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the annexure enclosed.
6. All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
7. Rates/quotations should be submitted and signed by the firm with its current business address.



8. The rates shall be valid for a period of at least one year from the date of opening or till the stipulated period of the end of the contract, whichever is later.
9. The Contractors should satisfy themselves before submission of the Rate/quotations to DGGI PRU that they meet the qualifying criteria and capability as laid down in the annexure.
10. The Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned but the contractor in the rates/quotations and accepted by DGGI PRU.
11. In case of any default by the contractor in any of the terms & conditions (whether General or Special), DGGI PRU may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminates the contract, in whole or part, by giving 15 days' notice in writing to the contractor.
12. Notwithstanding anything contained herein, DGGI PRU also 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 contractor.
13. The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's compensation Act, 1948. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. The Directorate General shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate General, the same shall be reimbursed/indemnified by the contractor.
14. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
15. The present requirement of manpower is for **5188 square feet** of built up area & **4200 square feet** of parking area and subject to deployment of four persons.
16. No other persons except contractor's authorized representative shall be allowed to enter in the DGGI PRU.

17. Within the premises of DGGI PRU, the contractor's personnel shall not do any private work other than their normal duties

18. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the DGGI PRU indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.

19. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. DGGI PRU shall have no liability whatsoever in this regard and the contractor shall indemnify DGGI PRU against any/all claims which may arise under the provisions of various Act, Govt.'s orders etc.

20. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

21. Contractor shall ensure that the persons sent to DGGI PRU wear neat and clean uniform every day while on duty and free from any communicable diseases.

22. It is also clearly brought in the notice that the cost of cleaning material would not be included in outsourcing contract and it would be provided by the DGGI PRU.

We agree to the above terms and conditions.

Signature with Date -----

Name of the Firm -----

Seal -----

## **ANNEXURE -II**

### **SPECIAL TERMS & CONDITION FOR HOUSEKEEPING**

#### **1. SCOPE OF WORK**

- i. The prime object of housekeeping service is to maintain the entire premises in a tiptop condition. The premises is to be maintained from the hygiene point of view.
- ii. The broad details of work covered under the scope is enumerated as follows:
  - a. Cleaning, sweeping and wiping of entire area in the office including the parking area daily.
  - b. Furniture like tables, chairs, visitor's chairs sofas, almirahs, etc. and all the electronic gadgets like computers, telephones, fax machines, photocopier machines 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.
  - c. Thorough cleaning of toilets/urinals using required disinfectant materials like phenyl twice a day and more often if needed and by putting naphthalene balls in all the urinals and air purifiers in the toilets and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
  - d. Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of wastewater.
  - e. Shifting of furniture and other items/stores from one place to another as required by the administration.
  - f. Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor works whenever required.
  - g. Care should be taken that the gadgets are not tampered with during the cleaning operation.
  - h. Any other petty work assigned by the officers
- iii. Workmen provided are to be available in office during working hours on all working days and shall not leave the office premises without permission of the caretaker.



Workmen are required to attend office and carry out jobs prescribed on holidays also whenever called for, by the caretaker.

- iv. Workmen shall also attend to the occasional works assigned by office such as taking copies of documents under supervision of officers during working hours.

## **2. JOBS TO BE CARRIED OUT DAILY**

- i. Cleaning of toilets, windows, washbasins & other fittings, removing of all dust, unwanted materials, cleaning to be done with phenol twice a day.
- ii. Cleaning of corridors and common area once with phenol in morning with plain water in the afternoon.
- iii. Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, cupboards, air conditioners, almirahs, filing cabinets, glass panes. Collecting waste paper, unwanted materials and its disposal at indicated locations.
- iv. Cleaning of rooms by mopping floor with cloth soaked in water and phenol of ISI mark.
- v. Providing toilets with liquid soap, naphthalene balls and deodorant block etc. Liquid soap is to be kept in press and pour type steels or plastic containers.

## **3. JOBS TO BE CARRIED OUT WEEKLY**

- i. Washing of floors in the entire office area with detergent/vim/soap and water.
- ii. Removal of cobwebs in the corridors, rooms, chambers and lavatories
- iii. Removal of dust accumulated on the walls, window panes and ventilators in the toilets.

## **4. MISCELLANEOUS CONDITIONS**

- i. Sweeping cleaning of all parts as per specification vide the items of schedule shall be completed before 9.00 a.m. every day.
- ii. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.

- iii. The contractor shall on award of the contract furnish the list containing names and address of the workmen sent to DGGI PRU for housekeeping services.
- iv. The services provided by contractor shall be to the satisfaction of DGGI PRU.
- v. The contract rates shall include the cost for all essential and contingent works, which although not specifically mentioned in this contract, are necessary for completion of the work to the satisfaction of DGGI PRU.
- vi. The contractor shall have no claim against DGGI PRU in respect if any work, which may be withdrawn.
- vii. The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall subject to check by the concerned officer of DGGI PRU. The personnel will render services on all working days and any other day as may be required, excluding holidays/public holidays which mandatory under labour laws. They will maintain cleanliness of toilets, lavatories, pantry, floors, etc., and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made. The rate of items of scheduled work includes the cost of this provision as well.
- viii. The contractor shall comply with all the relevant statutory conditions and all the disputes arising out of non compliance of relevant statutory provisions, if any, has to be dealt with by the contractor alone and the department will not be a party in such cases.

## **5. TERMS OF PAYMENT**

- i. The contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificates as indicated below, which shall be got duly certified by the officer-in-charge and the same shall paid thereof after making recovery, if any.
- ii. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to his/her personnel deputed under services contract and furnish necessary proof whenever required.
- iii. Payments will be based on the actual deployment of personnel & their attendance.



- iv. Any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

**6. PENALTIES**

- i. The Contractor will attract a penalty of Rs.150/-(Rs. One hundred and fifty only) per day, per person in case the persons fails to carry out the housekeeping services due to his absence or any other reason.
- ii. In the event of failure in maintaining the housekeeping services on any day upto the desired standard, in part or full the contractor is liable to be penalized @ Rs.150/-(Rupees One hundred and fifty only) per day shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the DGGI PRU will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- iii. The contractor shall ensure that peace and order is maintained in the premises.
- iv. The contractor would ensure that all his personnel would behave courteously and decently with employees of the DGGI PRU and visitors to the office and also ensure good manners.

**7. CHARGES AND PAYMENTS**

Bills chargeable to the DGGI PRU shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the DGGI PRU reserves the right to deduct the payments due from the contractor from monthly bill(s).

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We agree to the above terms and conditions.

Signature with Date -----

Name of the Firm -----

Seal -----

**ANNEXURE -III**

1.	Name of the organization / firm	
2.	Name(s) of the proprietors / Director	
3.	Registered address	
4.	Telephone No. Fax No.	
5.	Whether firm is registered and license holder under Contract Labour (Regulation & Abolition) Act.	
6.	Registration No. of the firm (copy to be enclosed)	
7.	Permanent Account No. of the firm (PAN)	
8.	Copy of Income Tax Clearance Certificate (ITCC) to be attached	
9.	Provident Fund Number allotted by Regional Provident Fund Office, if any and wherever applicable	
10.	ESI Regn. No. & Service Tax Regn. No. if any and wherever applicable	
11.	Total staff/workers of the firm	
12.	Name (s) of public sector/Govt. organization to whom similar services have been provided by the firm during last five years. (Please attach the job order/service certificate from the Govt. Officer/Public Sector)	

(At the time of opening technical bid, relevant proof with reference to conditions of Annexure – I, II & III are to be brought, for verification, if required)

Signature with Date -----

Name of the Firm -----

Seal -----

All Columns must be filled.

**ANNEXURE -IV**

S.No	Description of Payment	Rate per month	Total rate
1.	Rate per square foot per month (No. of workmen to be provided is to be mentioned. However quotation is to be strictly per square foot per month)		
2.	ESIC as per the rules, if any		
3.	EPF as per the rules, if any		
4.	Bonus as per the rules, if any		
5.	Leave Salary as per the rules, if any		
6.	Uniforms (per month)		
7.	Administrative charges		
8.	Total		
	Taxes		
	Grand Total (per month)		
	Grand Total (per year)		

Signature with Date -----

Name of the Firm -----

Seal -----

All Columns must be filled.