



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
CHENNAI – III COMMISSIONERATE
No. 26/1, NUNGAMBAKKAM HIGH ROAD, CHENNAI -600034.

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES

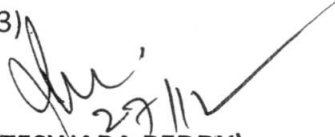
The office of the Commissioner of Central Excise, Chennai – III Commissionerate, No. 26/1, Nungambakkam High Road, Nungambakkam . Chennai – 600 034, invites sealed quotations from experienced, eligible, reputed, registered firms/companies engaged in the business of housekeeping services **to provide housekeeping services for the period from 01-04-2014 to 31-03-2015 in the following premises**

Office of the Commissioner of Central Excise,
Chennai – III Commissionerate,
No. 26/1, Uthamar Gandhi salai,
Nungambakkam, Chennai - 600034.

The Tender document viz. Qualifying bid (Annexure – I) and Financial bid (Annexure – II) along with scope of work, terms and conditions and tender process can be obtained from the PRO, Chennai – III Commissionerate, V Floor, Annex Building, No. 26/1, Uthamar Gandhi salai, Nungambakkam, Chennai – 600034 on all working days between 10.00 Hrs to 16.00 Hrs. Tender document can also be down loaded from the website www.cbec.gov.in, www.tender.gov.in, www.eprocure.gov.in and www.centralexcisechennai.gov.in/chennai3/ and the last date for receipt of filled in tender form is ~~27/01/2014~~ 16.00 Hrs.

(Issued from file C.No.I/22/08/2013 Admn. Dated 27/12/2013)

Encl: Copy of Tender document


(D. VENKATESWARA REDDY)
ADDITIONAL COMMISSIONER
CHENNAI – III COMMISSIONERATE

To

1. The Public Relation Officers, Chennai I/II/IV/SERVICE TAX to put up in the Notice Board.
2. The PRO, Chennai III Commissionerate.. for information and necessary action.
3. Directorate of Systems Commissionerate to upload in the websites of www.cbec.gov.in, www.tender.gov.in and www.eprocure.gov.in.
4. The Web master, i/c of www.cbec.gov.in website, Directorate General of Systems, New Delhi publishing in the official website.
- ✓ 5. The Superintendent of Central excise, Computers, Chennai –III to upload in Chennai – III website.

TENDER DOCUMENT

OUTSOURCING OF HOUSEKEEPING SERVICE

FOR

OFFICE OF THE COMMISSIONER OF CENTRAL

EXCISE, CHENNAI – III COMMISSIONERATE

NO. 26/1, NUNGAMBAKKAM HIGH ROAD,

CHENNAI – 600 034.

Telephone: 2833 1048
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Visit us at
www.centralexcisechennai.gov.in

GOVERNMENT OF INDIA
MINISTRY OF FINANCE

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE ::
CHENNAI - III

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034

C.No. I/22/08/2013-ADMN.

Dated : .12.2013.

NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICES

The Office of the Commissioner of Central Excise, Chennai – III Commissionerate, Chennai – 34 invites sealed offers from reputed PARTIES engaged in the business of providing housekeeping services, for outsourcing the services of housekeeping, of the Office premises at Nungambakkam as detailed below: The Contract period is from **01.04.2014 to 31.03.2015**. The approximate area for which housekeeping is required is given as under:

(A) DETAILS OF AREA TO BE CLEANED AT NUNGAMBAKKAM OFFICE

III Floor Main Building

Sl.No.	Area	Sq. Ft.
1	Additional Commissioner's room	263.5
2	Joint Commissioner's room	291.3
3	Stenos to ADC and JC room	239.8
Total		794.6

IV Floor Main Building

Sl.No.	Area	Sq. Ft.
1	Commissioner's room	422.69
2	Assistant Commissioner (Audit) room	271.50
3	Assistant Commissioner (Tech) room	282.80
4	P S to Commissioner room	228.45
5	Technical Section	1005.00
6	Corridor of east wing	763.19
7	10 Downward Steps of IV floor	37.35
Total		3010.98

V Floor Annex Building

Sl.No.	Area	Sq. Ft.
1	Total area of the all the Sections	4,287.44
2	HPU Corridor	543.78
3	Lift Area	330.25
4	Bills Section corridor	355.76
5	Steps area	66.24
6	Steps Landing area	47.12
7	Balcony area (North east)	203.62
8	Balcony area (South east)	270.64
9	Balcony area (South west)	292.96
10	Balcony area (North west)	292.96
Total		6690.77

VI Floor Annex Building

Sl.No.	Area	Sq. Ft.
1	Total area of the all the Sections	4,110.84
2	SB and RA section Corridor	543.78
3	Lift Area	330.25
4	IA Section corridor	504.18
5	Steps area	66.24
6	Steps Landing area	47.12
7	Balcony area (North east)	203.62
8	Balcony area (South east)	270.64
9	Balcony area (South west)	292.96
10	Balcony area (North west)	292.96
Total		6662.59

VII Floor Annex Building

Sl.No.	Area	Sq. Ft.
1	Total area of the all the Sections	4333.35
2	Cus Pol and ST section Corridor	543.78
3	Lift Area	330.25
4	Vig. Section corridor	271.26
5	Steps area	66.24
6	Steps Landing area	47.12
7	Roof top	5631
8	Steps area leading to roof	66.24
9	Steps Landing area	47.12
Total		11336.36

Outer area

Sl.No.	Area	Sq. Ft.
1	Rear area of Annex building	12566.81
2	Front area of Annex building	1085.04
3	East vehicular passage	1581.18
Total		15233.03

Total area to be cleaned

Sl.No.	Area	Sq. Ft.
1	III Floor main building	794.60
2	IV Floor main building	3010.98
3	V Floor Annex building	6690.77
4	VI Floor Annex building	6662.59
5	VII Floor Annex building	11336.36
6	Outer area	15233.03
Total		43,728.33

Apart from the above area, there are 6 toilets in the Annex building and 1 toilet in IV Floor main building has to be cleaned.

SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR:

- a. Daily sweeping and wet mopping of the entire area including the area in front of the Lift in all floor.
- b. Furniture like tables, chairs, visitors 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 particleboard, glass and aluminum channels in the entire office should be cleaned daily.
- c. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., thrice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- d. Vacuum cleaning the systems room and all computers in the office and sofa sets twice a week
- e. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- f. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
- g. Maintenance and upkeep of the entire office premises.
- h. Shifting of furniture and other equipments and files whenever required.
- i. Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor repairs whenever required.
- j. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
- k. All name boards, wall panels paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.
- l. Care should be taken, that the gadgets are not tampered with during the cleaning operation.

WEEKLY SERVICES (SATURDAYS)

- a) Removal of cobwebs in the corridors and lavatories.
- b) Removal of dust accumulated on the walls, windows panes and ventilators in the toilets.
- c) Thorough washing, rubbing and cleaning of corridors using Scrubber machine.

II. TERMS AND CONDITIONS:


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

1. 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 any government offices in the similar activity, in the last three years ended 31.03.2013.
2. The bidder must have ESI Registration, EPF Registration, registered before 01.04.2009. The bidder must also have Service Tax Registration.
3. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
4. Balance sheets for past three financial years 2010-11, 2011-12 & 2012-13 should be enclosed along with the qualifying bid.
5. The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2013.
6. Within one month from the date of awarding the contract the successful bidder shall obtain a license under the Contract Labour (R & A) Act, from the licensing authority.
7. The bidder must produce a solvency certificate from his banker for an amount not less than the amount of the contract for the period 1/04/2014 to 31/3/2015.



OTHER 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 04.30 p.m. daily.
3. A skeleton staff would be required beyond 04.30 pm on all working days to cater for emergency services, for which 4 persons can be employed between 08.30 a.m. to 12.30 p.m and from 04.30 p.m. to 07.00 p.m.
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 a.m. 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. PRO.
8. The contractor should deploy one full time Supervisor with mobile phone who shall report to the P.R.O. daily.
9. In case of emergency and residual situations the contractor has to make the personnel available to cater for emergency services & urgent works entrusted by this office as and when need arises.
10. The service provider should adhere to all the relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both State and Central Government should be adhered to and complied by the Housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. Any failure to comply with any of the regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice in addition to the action proposed to be initiated by the statutory bodies.



11. The service provider should pay their personnel a minimum wage at the prevailing rate as fixed under the Minimum Wages Act prescribed by Office of the Chief Labour Commissioner (Central). Any breach of this condition will render the contract liable for immediate termination without any prior notice besides the legal action to be initiated. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of the paid cash challans should be submitted every month to this office.

12. 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. Bidder should note that at present Seventeen persons are employed to do the housekeeping work.

13. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of Central Excise Department.

14. The department will not involve in any dispute between the service provider and workers of the service provider.

15. Mode of payment will be monthly and payments to the Housekeeping Contractor will be through ECS / Account Payee Cheques only. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.

16. 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 third party. All damages caused by the housekeeping personnel shall be charged to the contractor and recovered from its dues/bills.

17. This office reserves the right to terminate the services of the Housekeeping contractor at anytime without giving any notice whatsoever.

18. The Service provider shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful bidder.

19. The contract will be in force for a period of twelve months from the date of award of contract (w.e.f 01.04.2014 to 31.03.2015). This office reserves the right to extend

the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.

20. 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).

21. No escalation of price whatsoever would be allowed during the pendency / currency of the contract.

22. If at any 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).

23. The contractor (Service provider) shall submit the bill for every month by the 1st day of the following month along with the statement showing the area cleaned, mopped, etc. certified by the respective Administrative Officers/Caretakers/PRO. The payment is subject to TDS as applicable under the Income Tax Act, 1961. No interim bills will be entertained.

24. 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.

I. TENDER PROCESS:

1. Tenders are invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid.

2. The tender form for Qualifying bid in pro-forma prescribed in Annexure- I and the tender form for the financial bid in pro-forma prescribed in Annexure-II complete in all aspects shall be submitted in two separate sealed covers addressed to the **Additional Commissioner of Central Excise (P&V), O/o The Commissioner of Central**

Excise Chennai – III Commissionerate, No.26/1, Nungambakkam High Road, Chennai- 34, on or before 16.00 Hrs. On 27/01/2014. The Sealed covers should be superscribed with “Qualifying Bid – Contract for the providing Housekeeping services”, and “Financial Bid – Contract for Providing Housekeeping services” respectively. Qualifying Bids will be opened on 30/01/2014 at 15.00 Hrs. in the presence of bidders at the **Office of the Commissioner of Central Excise, Chennai – III Commissionerate Office, Chennai-34 .**

3. If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/ courier services.

4. Earnest Money Deposit of **Rs.25,000/- (Rupees Twenty Five Thousand only)** per application in the form of Demand Draft / Bankers cheque of scheduled Bank drawn in favour of “O/o the Commissioner of Central Excise, Chennai III Commissionerate, Chennai 34 “ shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. 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 Annexure – I & II 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 selected 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 / Bankers cheque of a scheduled bank drawn in favour of “O/ o The Commissioner of Central Excise, Chennai – III, Chennai - 34” 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 bidder shall sign and stamp 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 submit the same along with the qualifying bid. The bidder would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. The tender documents are not transferable.

7. The bidders shall quote their rates for the service to be provided as “RATE PER SQUARE FOOT PER MONTH” (in both words and figures) which should include

deduction towards EPF and ESI etc. and the same would not be payable over and above the rates thus quoted.

8 This office 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.

9 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.

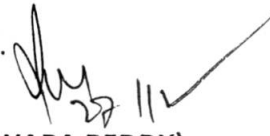
10 Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short-list the eligible bidders. The financial bids of the short-listed bidders will be opened later. Late submission of tenders shall not be accepted. The short-listed tender along with 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.

The tenderer should ensure that the following documents are part of the **Qualifying bid**:

- a) Annexure-I (duly filled in) along with necessary enclosures.
- b) EMD for Rs.25,000/- Demand Draft/Banker's Cheque drawn in favour of "Office of the Commissioner of Central Excise, Chennai III Commissionerate, Chennai-34" payable at Chennai".
- c) Tender Document (all pages signed)

Financial Bid:

- a) Duly filled in Annexure-II along with enclosure to Financial Bid.


(D. VENKATESWARA REDDY)
ADDITIONAL COMMISSIONER(P&V),
CENTRAL EXCISE, CHENNAI – III.

Encl:

1. Qualifying Bid Document(Annexure-I)
2. Financial Bid Document (Annexure-II)

ANNEXURE- I

QUALIFYING 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 31.3.2013) Certified by Chartered Accountant
7. Permanent Account Number (PAN) (The Evidence for filing of IT returns along with Profit and Loss Account & Balance Sheet for the last three financial years to be enclosed) 2010 - 2011
2011 - 2012
2012 - 2013 :
8. Details of ESI & EPF Registration along with Evidence (Registered Before 01.Apr - 2009) :
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 have any dealing with the Department in future.

(Signature of Authorized signatory with date)

ANNEXURE – II

FINANCIAL BID DOCUMENT

1. Name of the party :
2. Address (with Tel No. Fax No) :
3. Name and address of the proprietor/
partners / Directors (with mobile No) :

Sl.No	Name of the Office & Address	Area (Sq. ft.)	Number of persons to be deployed	Monthly rate per Sq. ft. (Rs)	Amount
1					
2					
3					
Total monthly charges					
Service Tax					
Grand total					

(Rupees in words :

DECLARATION

Hereby certified that that information furnished above is true and correct to the best of my / our knowledge. I 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 the authorized signatory with date)

ENCLOSURE TO FINANCIAL BID

RATE OF WAGES FOR HOUSEKEEPERS	
BASIC PAY	Rs.
VARIABLE DA	Rs.
GROSS DAILY WAGES	Rs.
Add : STATUTORY CONTRIBUTIONS	
A. EPF (12%)	Rs.
B. PENSION FUND (1.61%)	Rs.
C. ESI (4.75%)	Rs.
D. BONUS (8.33%)	Rs.
Add : CONTRACTORS SERVICE CHARGES	
(% OF GROSS WAGES)	Rs.
WAGE RATE PER SQUARE FOOT PER DAY (RUPEES	Rs.
WAGES FOR 26 DAYS (RUPEES	Rs.