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GOVERNMENT OF INDIA
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)
CENTRAL EXCISE & SERVICE TAX, BANGALORE ZONAL UNIT,
V Floor, S. P. Complex, 16/1, Lalbagh Road, BANGALORE - 560 027
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F.No.ADGA/BZU/37/HK/2015

Dated. 09.06.2015


LIMITED TENDER ENQUIRY

The Office of the Additional Director General (Audit), Bangalore Zone, Bangalore, invites sealed tenders / quotations from reputed service providers for providing the house keeping services as mentioned in the Annexure I in the premises of 'The Office of the Additional Director General (Audit), Bangalore Zonal Unit, V Floor, S.P. Complex, 16/1, Lalbagh Road, BANGALORE - 560 027 as indicated at Annexure II on work contract basis.

2. Service providers who have sufficient experience in providing such services to various Government Departments, Public Sector Undertakings and Government Autonomous Organisations alone may apply.. The period of contracts shall be for a period of one year (**from 1.7.2015 to 30.6.2016**) extendable at the discretion of the Department.

The tenders should be super scribed "Tender for Housekeeping Services" and shall be submitted in two sealed covers i.e., Technical and Financial, addressed to the "Office of the Additional Director General (Audit), Bangalore Zonal Unit, 16/1, Lalbagh Road, BANGALORE - 560 027 with an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of PAO, Central Excise, Bangalore. Tenders without EMD will be summarily rejected. **The completed sealed tender documents should reach this office by 17.00 hrs. on 19.06.2015.** Bids beyond the specific date / time will not be accepted. The Technical bids will be opened at 15.00 hrs on 22.06.2015 and the financial bids will be opened at 15.30 hrs on 22.06.2015 in the presence of the designated committee. If any of the bidders likes to participate in tender opening process, they may present at the venue at aforesaid time. This office reserves the right to reject any prospective application without assigning any reasons. If any information furnished by the agency is found to be incorrect at a later stage, the agency shall be liable to be debarred from providing the services and may also face financial consequences. The bidder may inspect the premises on any working day during working hours, if needed.

Encl: as above.


ASSISTANT DIRECTOR
BANGALORE ZONAL UNIT, BANGALORE

TERMS AND CONDITIONS

1. The scope of work for the housekeeping is enclosed as Annexure I.
2. The office of the Addl.Dir.General (Audit), Bangalore Zonal Unit, may at its discretion at any point of time during the validity of the contract require the service provider to dismiss or remove from the site of work, any persons or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
3. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the Office.
4. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the Dept. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
5. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative; organizational matters as all are of confidential/ secret nature. In case the Department comes to know about any such act done by the Service Provider's Personnel, the Office reserves the right to cancel the contract and in that case the Security Deposit will be liable to be forfeited.
6. The service provider's persons shall not claim any benefit/ compensation / absorption; regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the individual (whose services are hired from the Service Providers) persons to this effect will be required to be submitted by the service provider to this office.
7. The persons deployed by the service provider shall not have any claim to any 'Master & Servant' relationship against this office.
8. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

