



उप आयुक्त का कार्यालय, केंद्रीय उत्पाद शुल्क,
जिगनी मंडल कार्यालय, 'ए' विंग, 7वाँ तल, केंद्रीय सदन, कोरमंगला-560 034.
OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE: JIGANI
DIVISION: A WING: 7TH FLOOR: KENDRIYA SADAN: KORAMANGALA:
BANGALORE-34.

C.No.I/22/01/2017-18

Date: 09.03.2017

LIMITED TENDER ENQUIRY

The office of the Deputy/Assistant Commissioner of Central Excise, Jigani/ Koramangala Division, Bangalore-I Commissionerate, invites sealed tenders / quotations from the reputed service providers for providing the housekeeping services as mentioned in the **Annexure I** in the premises of 'Deputy/Assistant Commissioner of Central Excise, Jigani/ Koramangala Division, 7th Floor, 'A'-Wing, Kendriya Sadan, Koramangala, Bangalore - 560034 as indicated at **Annexure II** on work contract basis.

Preferences will be accorded to those Service Providers who have sufficient experience in providing such services to various Government Departments, Public Sector Undertaking and Government Autonomous Organisations. The period of contract shall initially be for a period of One year extendable each time at the discretion of the Department, by a term of One Year.

The tenders should be super scribed "Tender for Housekeeping Services" and shall be submitted in sealed cover, addressed to the Deputy / Assistant Commissioner of Central Excise, Jigani/ Koramangala Division, 7th Floor, 'A'-Wing, Kendriya Sadan, Koramangala, Bangalore -560034 .The completed sealed tender documents should reach the office by **1700hrs on 24.03.2017**. Bids beyond the specific date / time will not be accepted. **The bids will be opened at 12:00 hrs on 27.03.2017** in the presence of the designated committee. If any of the bidders likes to participate in tender opening process, they may be present at the venue at aforesaid time. The 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.

Encl: As above


(दर्शन जे / DARSHAN J)

उप आयुक्त / DEPUTY COMMISSIONER
Deputy Commissioner

जिगनी मंडल / JIGANI DIVISION
केन्द्रीय उत्पाद शुल्क, जिगनी मंडल
Central Excise, Jigani Division
कोरमंगला / Koramangala
Bengaluru-560 034

Copy to : The Superintendent, EDP Section, Bangalore II Commissionerate
to upload the same in our website.

TERMS AND CONDITIONS

1. Separate Staff should be employed for housekeeping services and office assistants. Further the said staff should be employed separately for Division and Range Offices.
2. The scope of work should be earmarked separately for the housekeeping and office assistants. For the purpose of illustration, the scope of work for the housekeeping staff and office assistants is enclosed as Annexure I.
3. The office of the Deputy /Assistant Commissioner of Central Excise, Jigani / Koramangala Division, Bangalore 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.
4. 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.
5. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote good-will 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.
6. 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.
7. 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.
8. The persons deployed by the service provider shall not have any claim to any 'Master & Servant' relationship against this office.
9. 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.

10. He will also provide separate uniforms for the housekeeping staff and office assistants so as to distinctly identify his personnel in the office at his cost. The service provider's personnel should be in uniform at all times in the office and should possess Identity card during the office hours.
11. The transportation, food, medical and other statutory requirement under the various Acts/Government. Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
12. The service Provider shall comply with the statutory provisions of the Labour Laws like minimum wages, bonus etc and shall pay the personnel deployed, the minimum wages as per the Central Minimum Wages Act. Complying with the legal rules and regulations of the Central/State Govt. governing such housekeeping contracts would be the sole responsibility of the contractor.
13. The service provider shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month. Evidences for ESI / PF benefits given to employees should be furnished.
14. Income tax as applicable shall be deducted at source.
15. The Service provider shall not sublet transfer or assign this contract or any part thereof to a third party without the prior approval of the Deputy / Assistant Commissioner of C.Ex, Jigani / Koramangala Division, Bangalore - I Commissionerate, Bangalore.
16. The work performance should be satisfactory.
17. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons by providing the services of a Supervisor who will be stationed in the premises throughout the day.
18. For any damage occurred while carrying out the work, the contractor shall bear responsibility to fulfil it. Violation of the terms and condition of the contract will be viewed seriously and legal action will be initiated against the contractor. In case of any absence of contractor's personnel, he should deploy other persons / manpower to undertake the housekeeping activities and ensure that the required work will be completed.
19. All cleaning material like brooms, mops, phenol, room freshener, naphthalene balls, buckets, soaps, cleaning acid, cleaning cloth, vim powder etc., will be provided to the contractor by the Department. Hence, the cost of those materials will not be inbuilt in the quotation.

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उप आयुक्त / DEPUTY COMMISSIONER

उप आयुक्त

Deputy Commissioner

केन्द्रीय उत्पाद शुल्क, जिगणी मंडल
Central Excise, Jigani Division
बेंगलूरु / Bengaluru-560 034

CONDITIONS TO BE FULFILLED FOR ELIGIBILITY

1. The bidder should be a registered and well established housekeeping agency and should have a sufficient experience in rendering such services to establishments of Central/State/Public Sector Organizations. A list indicating the departments where the bidder has contract for housekeeping services along with supporting documents should be submitted with the bid.
2. The bidder should have a minimum turnover of ₹ 50 Lakhs (Rupees Fifty Lakhs only) during the previous 3 (three) financial years.
3. The persons deployed by the bidder should have sound medical fitness well behaved and should be well experienced and trained adequately to handle any type of cleaning/housekeeping and other works entrusted to them by the department.
4. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated officer of the department.

DOCUMENTS TO BE SUBMITTED ALONGWITH THE LIMITED TENDER

1. Profile of the company along with financial statements indicating the turnover of the company
2. List of Govt Sector/Public Sector/ Private Sector/organization wherein the bidder has undertaken such housekeeping services during the previous two years.
3. Certificate from clients for having satisfactorily completed the work of housekeeping.
4. Copies of PAN card, Service Tax Registration, Certificate of registration with the labour department, registration with EPF /ESI departments.
5. Any other relevant information connected with such services.

(दर्शन जे / DARSHAN J)

उप आयुक्त / DEPUTY COMMISSIONER

जिगनी मंडल / JIGANI DIVISION

उप आयुक्त

Deputy Commissioner

केन्द्रीय उत्पाद शुल्क, जिगनी मंडल
Central Excise, Jigani Division
बेंगलूरु / Bengaluru-560 034

ANNEXURE – I

SCOPE OF WORK FOR HOUSEKEEPING STAFF (Office starts at 08.30 A.M.)

1. General office sweeping and mopping;
2. Dusting and cleaning of office fixtures and furniture;
3. Sweeping and wet mopping of corridors with necessary disinfectant materials;
4. Dusting office partitions and almirahs;
5. Waste collection from various areas inside the office;
6. Dusting and washing of towels, napkins provided from office;
7. Filling up of wash liquid soap containers;
8. Cleaning of toilers with phenyl, deodorantss, etc;
9. Stains, if any, on floors, sinks etc., shall be removed with chemicals;
10. Toilets should be cleaned as and when required (morning, afternoon and evening regularly);
11. Cleaning of vinyl surfaces, polishing of brassware articles, if any, in office premises;
12. Shifting of furniture/fixture if any as authorized by concerned authorities;
13. Any other work allied to the above may also be entrusted by the competent authorities from time to time;

SCOPE OF WORK FOR OFFICE ASSISTANTS

(Office hours from 09.00 A.M to 6.00 P.M on week days i.e., from Monday to Friday-
and on Saturday from 09.00 A.M to 1.30 P.M)

1. To ensure that the officers room is hygienic and clean before the commencement of office hours;
2. Bring and serving water, beverages and lunch to the officers and also visitors if so desired by officers;
3. Moving of dak/ letters to the officer / official concerned;
4. Operating photocopier/ fax machine;
5. Preparing paper books/ sets as directed;
6. Maintaining records in proper order;
7. Cleaning and dusting office fixture and furniture;
8. Attending the calling bell of officers in the absence of Havaldars;
9. Shifting of records and furniture as and when required;
10. Any other work as and when assigned;

ANNEXURE - II

The housekeeping services shall be provided in the premises falling under the jurisdiction of The Office of the Deputy / Assistant Commissioner of Central Excise, Jigani / Koramangala Division, Bangalore-I Commissionerate, Bangalore.

The above office comprises of following areas:-

'A' Wing, Kendriya Sadan

Office of the Deputy / Assistant Commissioner of Central Excise, Jigani / Koramangala Division, Technical Section, Administration Section, Deputy & Assistant Commissioner's Chamber comprising an area of **3732 Square Feet** in the A Wing, 7th Floor, Kendriya Sadan, Bangalore.

'D' Wing, Kendriya Sadan

Office of the Superintendents of Central Excise, attached to the Ranges of Jigani Division Viz., Jigani I / II / III and Bommasandra III Range and Office of the Superintendents of Central Excise, attached to the Ranges of Koramangala Division viz. Koramangala, Domlur and Singasandra Ranges comprising of an area of **3771 Square feet** in the D Wing, 7th Floor, Kendriya Sadan, Bangalore.

Total Area in Square Feet = 3732 + 3771 = 7503 conversion into 697.11 Sq.mt.

Note: 1 Square Meter = 10.7639104 Square Feet

Proforma for Quotation of Price

01.	Name & Address of the Agency	
02	Details of rate quoted	Rs. /sqft
03	Amount quoted per month for 7503 sq.ft. (approx)	Rs.
04	Amount quoted per annum for 7503 sq.ft. (approx)	Rs.
05	No. of persons to be deployed for housekeeping services	No.

Certified that the above quoted rate complies with the minimum wages Act and all the legal rules and regulations of the State Government and Central Government governing the work contract. The above rate is inclusive of Service Tax or any other tax payable to the Government.

Date:
Bangalore

Signature of the Authorized person
Name:
Designation: