



सेवा कर-1 प्रधान आयुक्त का कार्यालय,
टी.टी.एम.सी/बी.एम.टी.सी बिल्डिंग, दोम्लुर, बंगलोर - 560 071
OFFICE OF THE PRINCIPAL COMMISSIONER OF SERVICE TAX
SERVICE TAX-I COMMISSIONERATE
TTMC(BMTC BUILDING), OLD AIRPORT ROAD, DOMLUR, BANGALORE - 560 071

सी.सं. I/22/31/2015 ST-I प्र./Admn

दिनांक: 21-09-2015

खुली निविदा पृछताछ /OPEN TENDER ENQUIRY

सेवा कर I आयुक्त का कार्यालय, बंगलूर I आयुक्तालय , बंगलूर , मेसर्स बी.एम.टी.सी (ट्राफिक और टानसिट मैनेजमेंट केंद्र) भवन, पुराणे एयरपोर्ट रोड डोमलूर , बंगलूर परिसर में स्थित संयुक्त सेवा कर आयुक्तालय में , अनुलग्नक I में उल्लिखित के अनुसार हाउस कीपिंग सेवा प्रदान करने के लिए प्रख्यात सेवा दाताओं से अनुलग्नक II में उल्लिखित अनुसार कार्य करार के आधार पर काम करने के लिए निविदा/कोटेशन आमंत्रित करते हैं ।

The office of the Commissioner of Service Tax-I Commissionerate, Bangalore, invites tenders /quotations from the reputed service providers for providing the housekeeping services as mentioned in the Annexure I in the premises of the combined Service Tax Commissionerate office located @ M/s. BMTC (Traffic and Transit Management Center) building, Old Airport Road, Domlur, Bangalore, as indicated at Annexure II on work contract basis.


2. हितबद्ध पार्टी ,विभागीय वेब साईट<http://centralexcisebangalore.gov.in> में दिये गये सूचना को संलग्नित शर्तों सहित डाउनलोड कर सकते हैं । विभिन्न सरकारी विभाग, सार्वजनिक निकाय और सरकारी स्वचालित निकाय को ऐसे सेवा प्रदान करने में उपयुक्त अनुभव रखनेवाले सेवा प्रदाताओं को अग्रता दी जाएगी । करार की अवधि पहले सिरे से एक वर्ष के लिए दिनांक 1.10.2015 से 30.9.2016 तक होगा जो विभाग की विकानुसार हर बार एक वर्ष के लिए बढ़ाई जाएगी ।

Interested parties may download the contents along with terms and conditions enclosed herewith, from the Departmental website <http://centralexcisebangalore.gov.in>. Preference 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' Organizations. The period of contract shall initially be for a period of one year effectively from 01.10.2015 to 30.09.2016 extendable each time at the discretion of the Department, by a term of one year.

3. निविदा के ऊपर यह लिखना चाहिए कि 'हाउस कीपिंग सेवा के लिए निविदा' और दो मोहर बंद कवर में तकनीकी और वित्तीय में सेवा कर प्रधान आयुक्त का कार्यालय, सेवा कर I , बी.एम.टी.सी (ट्राफिक और टानसिट मैनेजमेंट केंद्र) भवन , पुराणा एयरपोर्ट रोड , दोमलूर, बंगलूर 560071 को रु 10,000/- (र.दस हजार मात्र) के ई.एम.डी राशि को मांग ड्राफ्ट के रूप वेतन और लेखा अधिकारी, केंद्रीय

उत्पाद शुल्क एव सीमा शुल्क बेंगलूर के नाम पर आहरित करके प्रस्तुत करें। ई.एम.डी के साथ न प्रस्तुत निविदाओं को स्वीकृत नहीं किया जाएगा। पूर्ण रूप से निविदा दिनांक 29.09.2015 के शाम 5.00 बजे तक कार्यालय में प्राप्त होना चाहिए। विनिर्दिष्ट समय और दिनांक के बाद प्राप्त बिड को स्वीकृत नहीं किया जाएगा। तकनीकी बिड को दिनांक 30.09.2015 के 16.00 बजे विनिर्दिष्ट समिति के सामने खोला जाएगा। अगर कोई बिडडर निविदा खोलने के कार्यवाही में भाग लेने के लिए इच्छुक हो तो उपर्युक्त समय में परिसर में उपस्थित हो सकते हैं। बिना कोई कारण आवेदन को अस्वीकृत करने के लिए कार्यालय को अधिकार है। अगर बाद में एजेंसी द्वारा उपलब्ध की गयी सूचना सही न पा जाने पर एजेंसी को सेवा प्रदान करने से विवर्जित कर सकते हैं और वित्तीय परिणामों को भी सामना करने पड़ेगा।

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 Office of the Principal Commissioner of Service Tax - I, BMTC (Traffic and Transit Management Center) building, Old Airport Road, Domlur, Bangalore - 560071 with an EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of a Demand draft drawn in favor of PAO, Central Excise & Customs, Bangalore. Tenders without EMD will be summarily rejected. The completed sealed tender documents should reach the office by 17.00 hrs., on 29-09-2015. Bids beyond the specific date / time will not be accepted. The Technical bids will be opened at 11.00 hrs on 30-09-2015 and the financial bids will be opened at 30-09-2015 at 16.00 hrs in the presence of the designated committee. If any of the bidders like 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.


(डी. फणिकुमार /D. PHANI KUMAR)

उप आयुक्त(नि.एवं स) /DEPUTY COMMISSIONER (P&E)

TERMS AND CONDITIONS

1. The Staff should be employed for housekeeping services for the floors from 2 to 6 including vehicle parking Area.
2. The scope of work should be earmarked separately for the housekeeping . For the purpose of illustration, the scope of work for the housekeeping staff is enclosed as Annexure I.
3. The office of the Commissioner of Service Tax-I Commissionerate, 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 person, 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 improper conduct upon receiving written notice from the Office.
5. The service provider's personnel deployed 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 deployed 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 personnel deployed shall not claim any benefit/compensation /absorption; regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970.
8. 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.
9. The service provider's personnel deployed shall not have any claim to any 'Master and Servant' relationship against this office.
10. The service provider shall ensure proper conduct of his personnel's in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, pan-masala, smoking, loitering without work.
11. He shall also provide separate uniforms for the housekeeping staff 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.
12. 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. The service Provider shall comply with the statutory provisions of the Labor 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

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 preferable a minimum turnover of 20 Crores (Rupees: Twenty Crores 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 TECHNICAL BID

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 following such as PAN card, Service Tax Registration, Certificate of registration with the labor department, registration with EPF /ESI departments.
5. Earnest Money deposit of 10,000/- in the form a Demand Draft drawn in favour of "The Pay and Accounts Officer, Central Excise & Customs, Bangalore" should accompany the bid. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be returned on furnishing of a Performance Guarantee deposit equivalent to contract rates for one month.
6. Any other relevant information connected with such services.

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, deodorants, 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;
- 14) To ensure that the officers room is hygienic and clean before the commencement of office hours;
- 15) Bring and serving water, beverages and lunch to the officers and also visitors if so desired by officers;
- 16) Moving of dak/ letters to the officer / official concerned;
- 17) Operating photocopier/ fax machine;
- 18) Preparing paper books/ sets as directed;
- 19) Cleaning and dusting office fixture and furniture;
- 20) Attending the calling bell of officers in the absence of Havaldar;
- 21) Shifting of records and furniture as and when required;
- 22) 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 Principal Commissioner of Service Tax-I, II and O/o. the Commissioner of Service Tax/Central Excise, IV, V, Appeals & Audit Commissionerates, Bangalore-560071

Proforma for Financial Bid:

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

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