

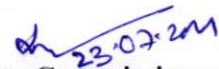


GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GOODS
AND SERVICES TAX & CENTRAL EXCISE, RANCHI
CENTRAL REVENUE BUILDING, 5A, MAIN ROAD, RANCHI – 834001.

INVITATION OF TENDER FOR OUTSOURCING OF HOUSEKEEPING SERVICES
FOR OFFICE PREMISES OF CENTRAL GST & CX, RANCHI.

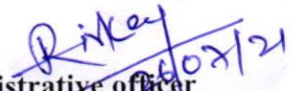
E-Tenders are invited from reputed Housekeeping Agencies/Service Providers for cleaning/maintenance/cooking & housekeeping services for office premises of Central Goods & Services Tax & CX (Hqrs.) Ranchi, Pay & Accounts office Ranchi, Central Goods and Services Tax Ranchi North Division, Central Goods and Services Tax & CX, Ranchi South Division and Guest House.

The detailed terms and conditions alongwith Technical and Financial Bid forms may be accessed/downloaded from the E-procurement website i.e. “ www.eprocure.gov.in” (CPPP Portal). The **last date for submission of bids is - 16/08/2021 till 15:00 hrs.** and the tenders will be opened on – **18/08/2021 at 11:00 hrs.** This Commissionerate reserves the right to terminate the notice without assigning any reason and reject any or all the bids without assigning any reason. The tender bids would be accepted through E-Procurement website www.eprocure.gov.in only.


Deputy Commissioner (P&V)
Central GST & CX, Hqrs Ranchi

Copy for information & necessary action to :

1. The Superintendent (Systems), Central Goods & Services Tax(H), Ranchi. She/He is requested to take immediate action to upload the tender notification information on the departmental websites.
2. Notice Board.


Administrative officer
Central GST & CX, Hqrs Ranchi



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GOODS
AND SERVICES TAX & CENTRAL EXCISE, RANCHI
CENTRAL REVENUE BUILDING, 5A, MAIN ROAD, RANCHI – 834001.

INVITATION OF TENDER FOR OUTSOURCING OF HOUSEKEEPING SERVICES
FOR OFFICE PREMISES OF CENTRAL GST & CX, RANCHI.

The Central Goods & Services Tax & Central Excise, Ranchi intends to avail of the services of an agency for cleaning, sweeping, cooking and housekeeping of office premises of Central Goods & Services Tax & CX (Hqrs.) Ranchi, Pay & Accounts office Ranchi, Central Goods and Service Tax Ranchi North Division, Central Goods and Service Tax & CX, Ranchi South Division and Guest House for the period of one year from the date of agreement / contract. Following documents giving full details are as under :

- | | | |
|-------------------------------|---|-----------------------------|
| 1. Terms & conditions | : | Annexure 'I' |
| 2. Proforma for Technical Bid | : | Annexure 'II' |
| 3. Proforma for Financial Bid | : | Annexure 'III' (BOQ format) |

Interested parties may inspect the premises and submit the Annexure 'II' & 'III' duly filled in all respect, via online mode. Both the Annexures should be uploaded separately on the portal. The valid Technical Bids downloaded from the E-Procurement website will be scrutinized by a purchase committee/ committee constituted for the purpose to short list the eligible bidders. The Financial Bids (BOQ format) of only those service providers will be opened/downloaded, who will qualify in the Technical Bids. 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/declared about the award of contract vide online portal.

For any clarification in the matter and /or for inspection of the office premises, prior appointment may be made with the Administrative Office, Central Goods and Services Tax (Hqrs.), Ranchi during office hours.

The Central Goods & Services Tax & Central Excise, Ranchi reserves the right to postpone and /or extend the date of receipt / opening of Rates / Quotation or to withdraw the same, without assigning any reason thereof.


Deputy Commissioner (P&V)
Central GST & CX, Hqrs Ranchi

**File No.II(22)/153/2021-ADMN-O/o PR COMMR-CGST-RANCHI
ANNEXURE – I**

TERMS & CONDITIONS :

1. SCOPE OF WORK :

The housekeeping services are to be provided for the constructed and open premises of this office which is as under:-

Sl. No.	Name of the Building / Location	Area (Sqr. Ft.)	Minimum no. of Manpower	Type of Work
Offices based in Ranchi				
1.	Central Goods & Services Tax(Hqrs.), Central Revenue Building(Old), 5A, Main Road, Ranchi.	1800 Sqr. Ft. (Ground and 1 st Floor)	20 (Un-Skilled)	Un-skilled: Sweeping/cleaning/Moping/ Sanitation including Toilets/Bathrooms, Dining Room and balcony/stair case.
2.	Central Goods & Services Tax(Hqrs.), Central Revenue Building(Annexe.), 5A, Main Road, Ranchi.	8440 Sqr. Ft. (Half portion of 5 th floor, complete 6 th Floor & Sevottam Section-367sqft)		
3	Pay & Accounts office, Mahabir Tower, Ranchi.	1200 Sqr. Ft. (Unit No.-701)		
4	Central Goods & Services Tax, Ranchi North Division, Mahabir Tower, Ranchi.	9523 sq. ft. (6 th & Half Portion of 7 th Floor)		
5	Central Goods & Services Tax, Ranchi South Division, Midtown Club Road, Ranchi	8317 sq. ft. (1 st & 2 nd Floor)		
Range offices outside Ranchi				
6	Office of the Superintendent, Central GST & CX, Daltonganj Range, Resho Villa, Suresh Singh Chowk, Panki Road, Redma, Daltonganj, Dist-Palamau-822101. Division- Ranchi North	1339 sq. ft.	1 (Un-Skilled)	Un-skilled: Sweeping/cleaning/Moping/ Sanitation including Toilets/Bathrooms, Dining Room and balcony/stair case
7	Office of the Superintendent, Central GST & CX, Lohardaga Range, Near Sahu Petrol Pump, Main Road Powerganj, Lohardaga Division- Ranchi North	805.25 sq. ft.	1 (Un-Skilled)	Un-skilled: Sweeping/cleaning/Moping/ Sanitation including Toilets/Bathrooms, Dining Room and balcony/stair case
8	Office of the Superintendent, Central GST & CX, Range-Gumla, 1 st Floor, Palkot Road, Pugu Behera Toly, Near Bank of India, Pugu Branch, Dist/Post/Thana-Gumla-835207 Division- Ranchi South	1687 sq. ft. (1 st Floor)	1 (Un-Skilled)	Un-skilled: Sweeping/cleaning/Moping/ Sanitation including Toilets/Bathrooms, Dining Room and balcony/stair case
Departmental Guest House				
9	PALASH Guest House, Khelgaon, Ranchi Block No. 17, Flate No. 802, 803 & 804, 8th Floor, Khelgaon Residential Complex, Ranchi	5557 sq. ft.	1 (Skilled) 1(Un-skilled)	Cook(Skilled): Cooking/Catering for the guests of 07 double bed rooms and overall caretaking of Guest House and Maintenance of Kitchen. Un-skilled: Sweeping/cleaning/Moping/ Sanitation including Toilets/Bathrooms, Dining Room and balcony/stair case.
	TOTAL Central GST & CX, Ranchi Comm'te	38668 sq. ft.	25 (24 un-skilled and 01 Skilled)	3

S.L.M.

Note :- Above mentioned area is subject to variation upto 10%.

2. The details of housekeeping works are as under :

- i) Cleaning, sweeping and wet mopping of the entire area including the lobby/corridor.
- ii) Washing of all departmental vehicles.
- iii) Collection and effective disposal of all garbage and waste materials.
- iv) Thorough cleaning of toilets, urinals and wash basins using disinfectants twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilet rooms.
- v) Shifting of furniture, files and other office equipments as and when required.
- vi) Dusting and cleaning of all furniture like tables, chairs, sofa-sets, racks, almirahs, computer tables/chairs and electronic gadgets like computers, telephones, fax machines, photocopier machines, fans, tubelights, etc.
- vii) Cleaning of pantry area, wiping and cleaning of Wooden Formica and glass surfaces, window sills and frames, plant pots and removal of stagnant water.
- viii) Miscellaneous services such as serving of drinking water/refreshment, etc. during Conference/ Meetings/ Seminars and visit of assesses in the offices.
- ix) Cleaning of ceilings, walls, A.C. duct, grills and beams.
- x) Cleaning of entire floor space, glasses and pantry with detergents.
- xi) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
- xii) Cleaning of window panes with mild detergent such as colin and carrying out any other cleaning operations as and when assigned.
- xiii) General maintenance and upkeep of the entire office premises.

3. QUALIFYING CRITERIA

- i) *The bidders should have been providing similar services to the Central Government/state Departments for last five year (cut-off Period: - 1st August'16 to 31st July'21).*
- ii) *The bidders shall be duly registered with E.S.I.C., E.P.F.O., GST Dept. and other relevant statutory authorities dealing with employment of labour as applicable to the bidders.*
- iii) *The bidders must provide office address available at Ranchi town. This is to ensure quick availability of Housekeeping Services in case of urgency.*
- iv) *The bidder should have not been blacklisted by any of the State/Central Government Department or any other organization (attach/enclose affidavit to the effect with the technical bid).*
- v) *Rate quoted on per Square foot basis duly indicating No. of persons proposed to be engaged by the contractor in total area specified, not less than 25 in nos.*
- vi) *Out of 25 person, 2 persons to be mandatorily deployed at Departmental Guest House and out of these two persons, one should be mandatorily a cook.*
- vii) *The bidders must have minimum average annual turnover of Rs. 30 Lakhs for the FY 2016-17 to FY 2020-21.*
- viii) *The bidder must properly fill-up "ANNEXURE -II & ANNEXURE -III" form. No word such as "attached", "enclosed" should be used while filling up above annexure.*
- ix) *The financial bid should be abide by minimum wages Act.*

4. The details of work includes for Departmental Guest House are as under:

- i. Cooking: For the guests of 07 double room;
 - ii. Serving of food, water, Tea, Coffee etc. for the visitors in the Guest House;
 - iii. Housekeeping services: for entire guest house like changing bed linen, pillow covers, door and window curtains, cleaning of water storage tank etc. Dusting-up of furniture/fittings.
 - v. The manpower should work on all days except Sunday and Gazetted Holidays. For enhancing the safety and security of the departmental Guest house, the regularity of the person's deployed for the above services should be maintained.
- i) Out of 25 person, 2 persons to be mandatorily deployed at Departmental Guest House and out of these two persons, one should be mandatorily a cook. He should be stationed at Guest House as care taker.

5. EARNEST MONEY DEPOSIT

The Technical bid must be accompanied with non-interest Earnest money in a shape of Demand draft of Rs. 10,000/- only in favour of **Chief Accounts Officer, Central GST & CX, Ranchi** payable at Ranchi failing which tender will not be considered for opening/downloading of Price/Financial Bid (Annexure III). The original Demand Draft must be submitted at the office of tender inviting authority within 02 working days from the closure date of the tender submission.

6. FORFEITURE OF EARNEST MONEY

- (a) If a bidder withdraws its offer after opening of Technical & Price/Financial bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- (b) If a successful bidder fails to execute an agreement within specific time as per intimation/request by the department, the earnest money deposited by them will be forfeited.

7. REFUND OF EARNEST MONEY

Earnest money deposited by the bidders will be refunded to the bidder immediately after finalization of the tender and may be collected from the office of the tender inviting authority.

8. CLEANING MATERIALS

The cleaning material will be provided by the respective offices as per requirement on the basis of indent submitted by the service provider. The personnel/ supervisor of the vendor shall maintain a record of the receipt and consumption of these materials and submit a report each month alongwith the Bill raised to this office.

9. TERMS OF PAYMENT

- i) The contractor should not employ any child labour. The contractor should be solely responsible for payment of wages/salaries and other benefits and allowances to his employees as required/applicable under any Act or Order of the Govt including the Minimum Wage Act 1948. This office shall have no liability whatsoever in this regard and the contractor shall indemnify this Commissionerate against any/all claims which may arise under the provisions of various Acts, Govt. Orders, etc.
- ii) The bidders shall quote their rates only on **“per square foot per month basis”** and not based on the number of persons to be deployed or per person basis and this rate should include deduction towards P.F. and E.S.I.C. excluding applicable GST and the same would not be payable over and above the rates thus quoted. The GST amount has to be mentioned separately in specific column of the Financial BID. However, minimum manpower of 25 should be ensured.
- iii) The working days should be twenty-two days for contractor's staff engaged at office premises and twenty-six days for guesthouse.
- iv) The rate on which contract is finalized will be applicable for the entire period of contract.
- v) The contractor will submit the monthly bill for reimbursement in duplicate in favour of the contractee latest by 05th day of every following month. Such bills must compulsorily be certified by the authority concerned of all offices stating that the cleaning work has been carried out satisfactorily during the particular month. The payment is subject to TDS applicable under the Income Tax Act, 1961. Moreover, provisions in respect of Tax Collected at Source (TCS) provided under Section 51 of the CGST Act, 2017 at the prescribe rate, on payment made, will be applicable to this tender.
- vi) The contractor should enclose certificate to the effect that he has actually paid wages to the personnel and has also complied with the provisions of the Employees Provident Fund Act, Employees State Insurance Act, etc. The proof of challans/receipts for payment made towards applicable ESI and PF contribution should be submitted periodically.
- vii) The bidders will mention the number of workers to be deployed for the purpose in Annexure – II i.e., Technical Bid form.

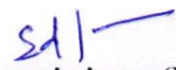
10. GENERAL TERMS & CONDITIONS

- i) All existing statutory regulations of both the State as well as the Central Government shall be adhered to by the contractor and all the records maintained thereof shall be available for scrutiny by this office when called for.
- ii) The working hours will be from 08.00 to 16.00 hrs. Daily including the lunch break of half an hour except on government holidays. Further, at guesthouse the person deployed should be stationed there for taking care of the guesthouse.
- iii) The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered, neatly dressed up.

File No.II/(22)/153/2021-ADMN-O/o PR COMM-RANCHI

The persons employed should work on all days except Saturdays, Sundays and Gazetted Holidays. For enhancing the safety and security of the office, the regularity of the person's deployed for the above services should be maintained.

- iv) If a particular worker is absent on any day, another worker should be deployed in his/her place as substitute.
- v) The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 09.30 hrs. daily. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
- vi) Only those contractors are required to submit their quotations who are satisfying each and every condition as laid down.
- vii) Rates/Quotations should be submitted and signed by the authorized representative of the contractor with its current business address.
- viii) The contractors 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 by the contractor in the rates/quotations and accepted by the Commissionerate.
- ix) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. This office shall not entertain any claim arising out of mishap, if any, which may take place.
- x) Contractor in no case lease/transfer/sublet or appoint caretaker for services.
- xi) No other person except contractor's authorized representative shall be allowed to enter the premises of the Commissionerate.
- xii) It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.
- xiii) The duration of the contract will be of one year from the date of agreement /contract and if the work assigned has been found satisfactory, the period/duration of the contract may be extended for further one year.
- xiv) The bidder should have not been blacklisted by any of the State/Central Government Department or any other organization (attach/enclose affidavit to the effect with the technical bid).
- xv) Notwithstanding anything contained herein, this Commissionerate reserves the right to terminate the contract any time before the expiry of the contract period if the services are not found satisfactory on the basis of violation of terms and conditions mentioned above by giving one month's notice in writing without assigning any reason.
- xvi) Jurisdiction of the Court: - In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Ranchi will be final and binding.


Deputy Commissioner (P&V)
Central GST & CX (H), Ranchi.

ANNEXURE – II

TECHNICAL BID DOCUMENT/ तकनीकी बोली दस्तावेज

1. Name of the Organization/ firm :
2. Name of the Proprietor(s)(with Tel. No., Fax, Mobile No. & Email) :
3. Registered Address of the Proprietor(s)(with Mobile No.) :
4. Official Address of Ranchi Town:
5. *Registration No. of the Organization/firm
under Contract Labour(Regulations and Abolition),Act :
6. *GSTIN Registration No.
7. *E.S.I.C. Registration No. /*
8. *E.P.F. Registration No. /*
9. *Permanent Account Number(PAN) :
10. *Name of the Govt. Organizations to whom similar services have been provided by
the firm during last 05 years(copy of the job order/service certificate must be
attached/uploaded) :

Sl. No	Name of Govt. Org.	Period of Contract for Experience	Page No.
		Cut-off Period: <i>1st August'16 to 31st July'21]</i>	
		Yrs: month:	
1			
2			
3			
4			
5			

Note:- Upload only relevant supporting document. Surplus document may please be avoided.

11. *Number of Manpower that will be deployed by the Contractor for the above work:
12. Any other information the bidder may like to furnish :

Important Note :

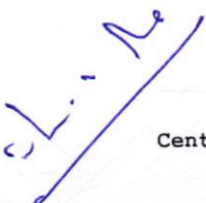
* Please attach self-attested copies of all relevant documents and if any point is not applicable, an affidavit to this effect must be compulsorily attached.

1. Please read the "Terms & Conditions" carefully before E-filling this tender form.
2. Please complete the format in all respect with signature on each page.
3. The Tender Inviting Authority/Purchase Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

DECLARATION

I/We hereby state that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case of any deviation detected in the above statement at any stage, the company/firm will be blacklisted and will not have any dealing with the Department in future.

(Signature of Bidder or Authorized Signatory with date and seal)



ANNEXURE - III

FINANCIAL BID DOCUMENT

In BOQ format

ANNEXURE - III

FINANCIAL BID DOCUMENT

In BOQ format

Item Rate BoQ

Validate Print Help

Tender Inviting Authority: The Deputy Commissioner, CGST and CX, Ranchi

Name of Work: Tender for Housekeeping Services etc.

Contract No:

Name of the Bidder/ Bidding Firm / Company :	
--	--

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Sq. ft.	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes (without GST) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	12	13	53	55
1	Tender for Housekeeping Services etc.						
1.01	Tender for Housekeeping Services	38668.000	sq.ft.	INR		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					