

**Office of Commissioner**  
**Central Goods and Service Tax Audit Commissionerate, Jaipur**  
**New Central Revenue Building, Statue Circle, C-Scheme, Jaipur – 302005**

F. No. I-22(70)Admn/Audit/2017

Date : 13 .07.2017

**NOTICE FOR INVITING E-TENDER THROUGH E-PROCUREMENT FOR  
HOUSEKEEPING SERVICES**

Office of the Commissioner, Central Goods and Service Tax Audit Commissionerate, Jaipur invites Online E-tenders from registered firms/companies engaged in the business of housekeeping, for the Office and Guest House located at Jaipur as mentioned in Annexure 'A', for the period from 01.09.2017 to 31.03.2018. The details of work specifications, terms & conditions are outlined in the Annexure to this E-tender as under:-

- (a) Annexure-I : Application Form
- (b) Annexure-II : Scope of Work
- (c) Annexure-III : Prequalification criteria for firm
- (d) Annexure-IV : Format of Technical Bid
- (e) Annexure-V : Terms & Conditions
- (f) Annexure-VI : Price Bid
- (g) Annexure-VII : Undertaking

2. The Tender enquiry documents will be available on official websites [cexauditjaipur.gov.in](http://cexauditjaipur.gov.in) or <https://eprocure.gov.in/eprocure/app> from 13.07.2017.

3. Application Fees:- Application Fees deposit of Rs. 1,000/- should be submitted by bidders by Demand Draft/ Banker's Cheque drawn in favour of "Administrative Officer (DDO), Central GST Audit Commissionerate, Jaipur" payable at Jaipur.

4. Mode of Tendering: - Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> and bid online through the portal [www.eprocure.gov.in](http://www.eprocure.gov.in). The Bid should be addressed to the Additional Commissioner, Central Goods and Service Tax Audit Commissionerate, NCRB, C-Scheme, Jaipur with words "Bid for Outsourcing of Housekeeping for the period from 01.09.2017 to 31.03.2018". The bids are invited in a two bid system (Technical and Financial) from reputed firms/housekeeping service provider and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. The Financial/Price Bid should be valid for one (1) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

5. Earnest Money deposit of Rs. 15,000/- should be submitted by bidders by Demand Draft/Banker's Cheque drawn in favour of "Administrative Officer (DDO), Central GST Audit Commissionerate, Jaipur" payable at Jaipur. Bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) in the form of Demand Draft/Banker's Cheque, drawn on a Scheduled Bank in India, must reach by hand or through registered post to this office on or before the scheduled opening of the technical bid. The 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 Annexures 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 successful bidder will be returned on furnishing performance guarantee as detailed below.

6. Performance Guarantee: The Successful bidder has to submit an amount @ 5% of the total value of the contract as performance guarantee deposit in the form of Fixed Deposit/Banker's Cheque of a schedule bank drawn in favour of "Administrative Officer (DDO), Central GST Audit Commissionerate, Jaipur" payable at Jaipur awarding the contract. The performance guarantee shall be refunded to the selected bidder without any interest within 45 days from the completion of contract period.

7. The tenderer shall sign and stamp with Digital Signature Certificate on each page of this tender documents and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and upload the same along with the qualifying bid. The tenderer

would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required, the price quoted shall be written in figures and words as well. All the annexures shall also have to be signed with stamped and page number by the bidder or his/her authorized signatory.

8. The tenderer shall quote their rates for the service to be provided as "Rate per Sq. Ft. per month" (in both words and figures) which should include deduction towards EPF, ESI etc. and the same would not be payable over and above the rates thus quoted.

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. The tender forms shall be rejected if it is not complete in any aspect.

11. The tender documents are not transferable.

12. Late submission of tenders and EMD shall not be accepted.

13. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".

14. The Bidder should clarify any doubt/query regarding the specification from the Administrative Officer (Hq.), Office of the Commissioner, Central GST Audit Commissionerate, Jaipur at Room No. 0.21 on any working day between 11.00 AM to 5.00 PM. The bidder should fulfill prequalification/Eligibility criteria & conditions of the Tender and should submit all documents attested by authorized person along with the bid.

15. The technical bid will be opened first in the presence of the Tender Committee Members. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.

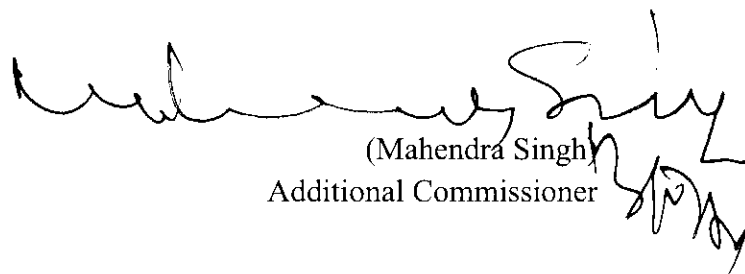
16. Last date and time for submission of Bid/Tender is : 03.08.2017 upto 17.00 Hrs.

Opening of Bids:

Technical Bid:- 04.08.2017, 11.00 Hrs.

17. In the event of any of the above mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

18. The Additional Commissioner, Central GST Audit Commissionerate, Jaipur 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.

  
(Mahendra Singh)  
Additional Commissioner

Copy to –

1. Notice Board of Central GST Audit Commissionerate, Jaipur.
2. Web Master for uploading in the website for Audit, Jaipur.

**ANNEXURE 'A'**

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES FROM 01.09.2017 – 31.03.2018**

S. No.	Name of the Office	Working place	Area (Sq. ft.)	Tender Value (Rs.)
1.	Office of the Commissioner, Central GST Audit Commissionerate, Jaipur	Office of the Commissioner, Central GST Audit Commissionerate, Jaipur and  Departmental Guest House (Group 'B' and 'C'), Vidhyadhar Nagar, Jaipur	10571 Sq. ft.  1530 Sq. ft.	2,00,000/- + GST (Per month)

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES FROM 01.09.2017 – 31.03.2018

APPLICATION FORM

DATE:

FROM:

To,

The Additional Commissioner,  
Office of the Commissioner,  
Central GST Audit Commissionerate,  
Jaipur – 302005

Sir,

Subject:- E-Tender for “For Outsourcing of Housekeeping Services” from 01.09.2017 –  
31.03.2018 - reg.

Ref:- (1) Your e-tender Notice No.....Dated.....  
(2) EMD –DD No.....Dated.....for Rs.....

I/We have also examined the requisite specifications and my/our offer is to provide the required  
service in accordance with the requisite scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc. (in complete).

Yours faithfully,

(Signature and Stamp of the Tenderer)  
State legal status, Whether Proprietorship,  
Partnership, Registered firm, Company etc.

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.09.2017 – 31.03.2018**

**SCOPE OF WORK :-** HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR.

1. Sweeping and wet mopping of the entire area as per ANNEXURE-A.
2. Furniture like tables, chairs, visitor's 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 particle board, glass and aluminum channels in the entire office should be cleaned daily.
3. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., twice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Cleaning the systems room and all computers in the office and sofa sets twice a week.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
6. Collection of all the sweepings, garbage and waste and to transport/dispose of the same to the nearest pit.
7. Maintenance and upkeep of the entire office premises.
8. Shifting of furniture and other equipments and files whenever required.
9. Attending to electrical facilities in the office like changing of tube lights bulbs and such other minor repairs whenever required.
10. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
11. Care should be taken that the gadgets are not tampered with during the cleaning operation.

**WEEKLY SERVICES (Saturdays)**

12. Daily sweeping and water washing of open area.
13. Removal of cobwebs in the corridors and lavatories.
14. Removal of dust accumulated on the walls, windows panes and ventilators in the toilets.
15. Thorough washing, rubbing and cleaning of corridors using Scrubber machine.
16. All name boards, wall panels paintings etc., should be wiped off dirt. All brass boards have to be polished with brass polish.

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF  
HOUSEKEEPING SERVICES FROM 01.09.2017 – 31.03.2018**

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

1. The bidder should be registered with ESI and EPF and have a valid certificate of ESI and EPF department.
2. They should have a valid PAN number.
3. The Service provider should have a work experience of minimum three years for housekeeping services preferably with the Government Department. The necessary experience certificate be attached with the tender documents.
4. It is obligatory for the contractor that workers are paid at least minimum wages according to minimum wages fixed by the Govt. from time to time.
5. The bidder should ensure the total number of persons to be engaged should be commensurate with the nature/type of work and total area involved.
6. They should have no police case against them in any of the police station of India. Self undertaking be attached with the tender documents.

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.09.2017 – 31.03.2018**

**QUALIFYING/TECHNICAL BID DOCUMENT:-**

- Name of the party :
- Address (with Tel No., Fax No.) :
- Name & Address of the proprietor/  
Partners/Directors (with Mobile No.) :
- Contact Persons (s) (with Mobile No.) :
- No. of years of experience in providing  
Housekeeping Services (enclose proof such  
As Performance Reports from clients (or) TDS copies) :
- Average Annual Turnovers (Firm should have 2 crore annual turnover  
for every year during last 3 year.) :
- Permanent Account Number (PAN) (The evidence for  
filing of IT returns for the last three financial years to be enclosed) :
- Details of ESI & EPF Registration along with Evidence :
- PPF and ESI deposit evidence for at least 50 workers for  
last one year i.e. June, 2016 to May, 2017 (that should be deposited  
before the date of publishing of this NIT) :
- Registration under contract labour (regulation and abolition) act 1970 :
- Details of Service Tax Registration (The evidence for filing of ST returns  
for the last three financial years to be enclosed) :
- Details of Application fees :
- Details of EMD :
- Proposed No. of manpower deployed by the contractor on monthly basis :

**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 qualify to have any dealing with the Department in future.

(Signature of Authorized Signatory with Name and date)

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF HOUSEKEEPING SERVICES FROM 01.09.2017 – 31.03.2018**

**GENERAL TERMS AND CONDITIONS**

- The persons employed should work on all days except Sundays and National holidays.
- The working hours will be from 08.30 a.m. to 4.30 p.m. daily.  
A skeleton staff would be required beyond 4.30 p.m. on all working days to cater for emergency services.
- 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.
- If a particular person is absent on any day, another person should be deployed in his/her place.
- The personnel should attend to work punctually and complete the cleaning work of the entire office premises. The personnel will perform all the duties assigned to the Contractor and as specified by the department from time to time.
- The personnel will report to the Officer-in-charge assigned by the Department i.e. P.R.O/ Caretaker daily.
- The Contractor or his authorized representative should report to the P.R.O/Caretaker daily. He shall visit all the Regional unit offices daily to supervise cleaning activities.
- In case of emergency and residual situations, the Contractor has to make the personnel available to cater for emergency services and urgent work entrusted by this office as and when need arises.
- The Contractor should pay to their personnel a minimum wage under Minimum Wages Act and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules. The Contractor should ensure payment of increase in DA as and when announced by the Govt. The Service Provider should also maintain Pay Roll containing the above details.
- The Contractor is responsible for payment of monthly salary to the personnel as applicable to them. The workers should be provided with a salary slip every month. Bidders should note that the Contractors currently providing the service in this office, has engaged the 17 numbers of personals.
- The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages or there is any decrease in their applicable wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of this department.
- 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 the third party. All damages caused by the housekeeping personnel shall be charged to the Contractor and recovered from his/her dues/bills.
- This office reserves the right to terminate the services of the Housekeeping Contractor at anytime without giving any notice whatsoever.
- All existing statutory regulations of both State & Central Governments shall be adhered to and complied with by the Housekeeping Contractor and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the Contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
- The contract will be in force for a period from 01.09.2017 to 31.03.2018.



- The Contractor (Service provider) shall submit the bill for every month by the 5<sup>th</sup> day of the following month along with the Subscription and deposit details of EPF and ESI. No interim bill will be entertained.
- Mode of payment will be monthly and payments to the Housekeeping Contractor will be made through ECS only within a month from the date of submission of bill provided that there is no dispute in respect of rates, quantity and quality of work. Tax shall be deducted at source as per the prevailing Income Tax Act, 1961 and GST rules 2017 from the monthly bills.
- 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 job will be supplied by this office (Service Receiver).
- No escalation of price whatsoever would be allowed during the pendency/currency of the contract.
- If at any point of 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-rate basis by this office and would be binding on the Contractor (Service provider).
- 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 Jaipur jurisdiction only.

We agree to the above terms and conditions.

Signature with Date:

Name of the Firm:

Seal:

FINANCIAL BID

- Name of the party:
- Address (With Tel No., Fax No.)

S. No.	Name of the Office	Work place Detail	Total carpet Area (in Sq. ft.)	Total Monthly Rate per Sq. ft. (Rs.) (without Taxes)	Total Amount in Words
1.	Office of the Commissioner, Central GST Audit Commissionerate, Jaipur	Office of the Commissioner, Central GST Audit Commissionerate, Jaipur (10571 Sq. ft.) and Departmental Guest House (Group 'B' and 'C'), Vidhyadhar Nagar, Jaipur (1530 Sq. ft.)	12101		

“Certified that the above quoted rate complies with Minimum Wages Act and all the statutory provisions and rules as applicable. The above rates are inclusive of all the taxes (GST or any other tax) payable to Government.”

(Signature of Bidder/Authorized signatory)  
With Name and date and Office seal