

	 <p>OFFICE OF THE ADDITIONAL DIRECTOR GENERAL, DIRECTORATE GENERAL OF GST INTELLIGENCE BELAGAVI ZONAL UNIT,</p> <p>Shri Laxmi Complex, NO: 4855/83, Sadashiv Nagar 1st Cross, APMC Road, BELAGAVI – 590019</p> <p>Email: dggsti.blzu@gov.in</p>
	<p>0831-2474784, 2474822 (F)</p>

F NO:I/14/2017-18 BIZU

Dated : 06.03.2018

OPEN TENDER ENQUIRY

दवषय /SUB: House Keeping Services - reg.

E - Tenders (in prescribed format) are invited from the reputed Service Providers through E-Procurement Portal for providing of Housekeeping Services in the premises of the office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi, having an area **of 12,120 Sq ft** located at above cited address on work contract basis.

2. The material required for Housekeeping Services shall be supplied by the office. **The Service Providers shall quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per person basis.** It is stipulated that the deduction towards P.F. and E.S.I. etc., to be factored in rates being quoted on per square foot per month basis. The period of contract shall initially be **for a period of one year w.e.f. 01-04-2018** extendable each time at the discretion of the Department, by a term of one year.

3. **The complete Tender document containing general terms and conditions, pre qualification requirements etc, are available on <http://eprocure.gov.in>, or centralexcisebelgaum.kar.in or www.cbec.gov.in and can be down loaded free of cost.**

4. Preference will be accorded to those Service Providers, who have sufficient experience in providing such services to various Government Departments, Public Sector Undertakings and Government Autonomous Organizations.

5. The critical dates for the tender process are as below.

Tender publishing date and time	07.03.2018 at 09:00 Hrs
Bid submission start date and time	07.03.2018 at 09:00 Hrs
Bid submission closing date and time	21.03.2018 at 11:00 Hrs
Technical bid opening date and time	22.03.2018 at 11:00 Hrs
Financial/Price bid opening date and time	22.03.2018 at 15:00 Hrs

Date: 06.03.2018

Place: Belagavi

Sd/-
(LAKSHMIKANTHA.D)
JOINT DIRECTOR

1. Notice Board, DGGSTI: BIZU : Belagavi
2. The Superintendent (Systems), CGST Commissionerate, Belagavi for publishing in the Commissionerate website.
3. The System Administrator , CBEC for publishing in the CBEC website.

	 <p style="text-align: center;">OFFICE OF THE ADDITIONAL DIRECTOR GENERAL, DIRECTORATE GENERAL OF GST INTELLIGENCE BELAGAVI ZONAL UNIT,</p>
Shri Laxmi Complex, NO: 4855/83, Sadashiv Nagar 1st Cross, APMC Road, BELAGAVI – 590019	
Email: dggsti.blzu@gov.in	0831-2474784, 2474822 (F)

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Dated : 06.03.2018

NOTICE INVITING e-TENDER FOR PROVIDING HOUSE KEEPING SERVICES

1. Office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi, invites a Tender under Two bid System Enquiry from reputed agencies for providing house keeping services for a period of one year **from 1st April 2018**.
2. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in>. The bidder may follow the terms and conditions provided in **the Annexure-III**, and Instructions to Bidder for Online Bid Submission provided in the Annexure- I for online submission of bids. The details of the works to be carried out by the house keeping agency are as detailed in the Annexure-II enclosed to this Notice.
3. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned.
4. Intending bidders are advised to visit CPP website <https://eprocure.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
5. Technical Bid and Financial/Price Bids will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.
6. Submission of Tender:-
 - (a) The tender shall be submitted online in two part, viz., Technical Bid & Price Bid.

(b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

(c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Date: 06.03.2018

Place: Belagavi

Sd/-
(LAKSHMIKANTHA.D)
JOINT DIRECTOR

ANNEXURE- I

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in>

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in> by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC (Digital Signature Certificate) should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.

5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person in Office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**DETAILS OF WORKS TO BE PERFORMED BY THE HOUSE KEEPING
AGENCY**

ANNEXURE-II

1	Dusting and cleaning of Office fixtures and furniture etc..
2	Sweeping/wet mopping of office premises/clearing papers/trash on day to day basis
3	Cleaning of toilets with phenoyl, deodorants etc.,
4	Cleaning of all glass panes of windows and cleaning doors etc.,
5	Cleaning of partitions/almirahs
6	Cleaning of laminated wall surfaces
7	Housekeeping services such as movement of files/equipment/records within the office
8	Cleaning of fans, light and electronic equipments, telephone instruments/computers/Photo Copiers/CPU/Printers/Stabilisers
9	Periodical cleaning and dusting and maintenance of records in the record room
10	Locating and finding the required records from the Record Room
11	Photocopying of the office records
12	Watering of plants
13	Removing the cobwebs
14	Toilets should be cleaned as and when required (morning, afternoon & evening regularly)
15	Shifting of furniture/fixture, if any, as authorized by concerned authorities.
16	Any other work allied to the above may also be entrusted by the competent authorities from time to time.

ANNEXURE-III

CONDITIONS TO BE FULFILLED FOR ELIGIBILITY

1. The bidder should Be registered and well established Housekeeping Agency and should have a sufficient experience in rendering such services to establishment of Central/ State/Public Sector Organizations. A list indicating the Departments where the bidder has executed the contracts for Housekeeping along with supporting documents should he submitted with the bid.
2. The bidder should have a minimum turnover of Rs. 50 Lakhs (Rupees Fifty Lakhs Only) during the previous Financial Year.
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 office of the Department.

ANNEXURE-IV

TERMS AND CONDITIONS

1. The office of the Additional Director General, Directorate General of GST Intelligence Bellagavi Zonal Unit, Belagavi 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 person 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.
2. Performance Guarantee: The successful bidder has to submit 5% of the total contract value as performance guarantee deposit in the form of a Bank Guarantee from the Nationalised Bank in favour of the Additional Director General, DGGSTI, Belagavi Zonal Unit, Belagavi.
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 person or persons deployed by him. The Service Provider will also provide suitable uniform so as to distinctly identify his personnel in the office at his cost.
5. The Service Provider's personnel shall not divulge or disclose to any persons, 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 performance guarantee will be liable to be forfeited.
6. The Service Provider's persons shall not claim any benefit /compensation /absorption; regularization of service 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 Department / office.

8 The Service Provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

9. The Service Provider's personnel should be in uniform and should possess identity card during the office hours.

10. 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.

11. The Service Provider shall comply with the statutory provisions of the Labour laws like Minimum Wages, Bonus, E.P.F, E.S.I. etc., and **shall pay the minimum wages as per the Minimum Wages Act to the personnel deployed.**

12. Complying with the legal rules and regulations of the Central/State Government, 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 along with the evidences for ESI/EPF benefits given to the employees.

14. Income Tax as applicable shall be deducted at source.

15. The Service Provider shall not sublet, transfer or assign his contract or any part thereof to a third party without the prior approval of the Additional Director General DGGSTI, Belagavi Zonal Unit Belagavi

16. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons by providing the services of a Supervisor.

17. For any damage which occurs while carrying out the work, the Contractor shall bear responsibility to fulfill it. Violation of the terms and conditions of the contract will be viewed seriously and legal action will be initiated against the Contractor. In case of any absence of the contractor's personnel, he should deploy other persons/manpower to undertake the housekeeping activities and ensure that the required work will be completed.

18. The Department will provide all cleaning material like brooms, mops, phenyl, room freshener, naphthalene balls, buckets, soaps, cleaning powder/acid, cleaning cloth, vim powder etc., to the contractor. Hence, the cost of those materials will not be inbuilt in the tender.

19. The Housekeeping Services Contract will be awarded taking into consideration the total carpet area of the office including wash rooms, toilets and stair ways.

(20) For any queries regarding the bidding procedure, the following persons are to be contacted:

1. Shri S.F.Halkurki, Senior Intelligence Officer, - Mobile No. 9845608034
2. Shri B.G.Meti, Senior Intelligence Officer, - Mobile No. 9844309880

O/o Addl. Director General, DGGSTI, Belagavi Zonal Unit, Belagavi, "Shri Laxmi Complex", 2nd, 3rd and 5th Floor, No.4855/83, APMC Road, 1st Cross, Sadashiva Nagar, Belagavi - 590019 – Ph: 0831-2474784.

Date: 06.03.2018

Sd_____ (LAKSHMIKANTHA.D)
JOINT DIRECTOR

Place: Belagavi

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We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

ANNEXURE-V

SUMMARY OF THE DOCUMENTS TO BE SUBMITTED

A. TECHNICAL BID :

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

1. Signed and Scanned copy of Annexure-IV (Terms and Conditions)
2. Signed and Scanned copy of the **TENDER ACCEPTANCE in Form-I on firm/company/agency Letter Head**
- 3.
4. Signed and Scanned copy of the **MINIMUM ELIGIBILITY in Form-II**
5. Signed and Scanned copy of the **PRIOR EXPERIENCE in Form-III**
6. Copies of PAN Card, GST Registration, Certificate of registration with the Labour Department. Registration with EPF/ESI Departments.
7. Profile of the company along with financial statements indicating the turnover of the Company.
8. List of Govt. Sector/Public Sector/Private Sector Organizations wherein the bidder has undertaken such housekeeping services during the previous two years.
9. Certificate from clients for having satisfactorily provided/providing the work of housekeeping.

B. FINANCIAL BID

1. Signed and Scanned Copy of Price bid undertaking (As per Annexure-C).

FORM – I
(TENDER ACCEPTANCE LETTER)

To
The Additional Director General
Directorate General of GST Intelligence
Belagavi Zonal Unit
BELAGAVI-560019

Sir,

SUB: - Providing Housekeeping Services on contract basis without
materials – reg

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

6. The details of our Company/Firm for correspondence are as below.

1	Name of the Company / Agency	
2	Full Postal Address	
3	Name of the contact person to whom all references shall be made regarding the tender.	
4	Designation and address of the person to whom all references shall be made regarding tender	
5	Telephone Number / Mobile Number	
6	E-mail of the contact person	
7	Fax number (with STD code)	

Yours faithfully

Signature of the Authorized person)

Name and designation

Business Address (Seal)

FORM - II

MINIMUM ELIGIBILITY

The details in respect of the company are given as under

1	Name of the Company / Agency	
2	Year of Registration/incorporation (Certified copy of RC to be attached)	
3	Number of Employees as on March, 2017 (Proof of employees Register to be attached)	
4	Annual Turnover from providing Manpower/similar kind of service (description in brief 2016-17 2017-18 Up to Feb-2018	
5	GST Registration Number (Certified Copy to be enclosed)	
6	PAN Card NO (Certified copy to be enclosed)	

Yours faithfully

Signature of the Authorized person)

Name and designation

Business Address (Seal)

FORM-III
PRIOR EXPERIENCE

1	Name of the Company / Agency	
2	Address of the Company / Firm / Agency	
3	Details of contact person to whom Housekeeping services were provided during the last three years	
	2015-16	
	2016-17	
	2017-18 (up to February, 2018)	

Place

Date

(Signature of the Authorized person)

Name and designation

ANNEXURE-C

PROFORMA FOR FINANCIAL BID

1	NAME OF THE COMPANY/AGENCY AND ADDRESS	
2	RATE QUOTED IN RUPEES PER SQ FOOT IN FIGURES AND WORDS.	
3	TOTAL MONTHLY CONTRACT AMOUNT IN RUPEES FOR AREA OF 12,120 SQ FOOT	

Note: No cutting, overwriting will be allowed. Any financial bid with cutting/correction/over writing will be disqualified. The bidders are required to specifically mention as to whether the rate quoted by them is inclusive of GST or otherwise. If no mention about GST is made, it is treated that the rate quoted is inclusive of GST.