



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, COIMBATORE – III DIVISION**
1237, ELGI BUILDING, TRICHY ROAD, COIMBATORE – 641 018

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**NOTICE INVITING TENDER FOR PROVIDING CATERING & MAINTENANCE SERVICE
FOR THE GUEST SUITES OF COIMBATORE COMMISSIONERATE**

The Office of the Assistant Commissioner of Central Excise, Coimbatore –III Division, 1237, ELGI Building, Trichy Road, Coimbatore - 641 018 invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **Catering & Maintenance Services for Guest Suites** in Coimbatore (Name of office and location are detailed in Annexure-I) for the period from **01.04.2014 to 31.03.2015**. The Tender document viz., **Qualifying bid** (Annexure-III) and **Financial bid** (Annexure-IV) along with scope of work, terms and conditions and name of office where the above Services are required can be downloaded from the web site www.cenexkovai.tn.nic.in or www.cbec.gov.in .

While submitting quotations, bidders must submit (i) **Cover A** containing Proforma duly filled in and signed for having accepted the general terms and conditions (Annexure-II), Qualifying Bid (Annexure-III) and (ii) **Cover B** containing financial bid (Annexure-IV).

Application superscribed as "**APPLICATION FOR CATERING & MAINTENANCE SERVICES FOR GUEST SUITES**" should be sent to:

THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX,
COIMBATORE – III DIVISION
1237, ELGI BUILDING, TRICHY ROAD,
COIMBATORE-641 018.

The Assistant Commissioner of Central Excise, Customs and Service Tax, Coimbatore-I Division reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Last date for receipt of Tender : **28.02.2014 before 5.00 p.m.**

Date & time of opening of Tender : **03.02.2014 at 3.00 p.m.**

(Issued from file C.No. II/39/01/2014, Admn.)

(N.RAMKUMAR)
ASSISTANT COMMISSIONER
COIMBATORE – III DIVISION

Encl: Annexure I, II & III & IV.

ANNEXURE - I


**NOTICE INVITING TENDER FOR PROVIDING CATERING & MAINTENANCE SERVICES
FOR GUEST SUITES OF COIMBATORE CENTRAL EXCISE COMM'TE**

The Office of the Assistant Commissioner of Central Excise, Coimbatore - III Division invites sealed offers from reputed PARTIES engaged in the business of providing CATERING & MAINTENANCE SERVICES OF GUEST SUITES, for outsourcing the said Services for the Guest Suites of this Commissionerate located in Coimbatore as detailed below :

The Contract period is from **01.04.2014 to 31.03.2015** The location of the Guest Suites of this office at various places for which Catering & Maintenance Services is required is also given as under :

LOCATION OF GUEST SUITES :

Sl.No.	Location of the Guest Suites & Area	No. of Guest Suites	No. of Caretakers required (for 24 hrs / 365 days)
1	Office of the Chief Commissioner of Central Excise, Coimbatore. (CCO Block) No.6/7, A.T.D Street, Race Course Road, Coimbatore-641 018 Area : 3450 sq. ft.	6 Suites	3 persons for 24 hours (each 8 hours)



**(N.RAMKUMAR)
ASSISTANT COMMISSIONER
COIMBATORE - III DIVISION**

SCOPE OF CATERING & MAINTENANCE SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR :

I. ELIGIBILITY CRITERIA :

1. The bidder should have at least a minimum of three years experience in providing similar Catering & Maintenance Services.
2. The bidder must have ESI Registration, EPF Registration and Service Tax Registration. The PAN Number / ST Regn. No. should be indicated.
3. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
4. The contractor having his own Head Office / Branch Office locally should only apply.
5. The successful bidder should obtain a license under the Contract Labour (R&A) Act, from the licensing authority, within one month from the date of awarding the contract.
6. The bidder should pay to their personnel a Minimum Wage at the prevailing rate as fixed under MINIMUM WAGES ACT prescribed by the O/o the Chief Labour Commissioner (Central), from time to time. **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 prevailing rate should be paid by the bidder every month as per the existing rules.**

II. OTHER TERMS AND CONDITIONS:

1. The contract will be in force for a period **from 01.04.2014 to 31.03.2015.**
2. The caretaker-cum-cook deployed should work on all days (including Saturdays, Sundays and National Holidays.) The working hours will be round the clock daily.
3. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered.
4. The persons deployed should be in proper uniform prescribed by the Agency. They should have knowledge of local language and preferably English also.
5. If a particular person is absent on any day, a substitute should be deployed in his place.
6. The personnel will report to the Officer-in -charge assigned by the Department viz., Caretaker/PRO.
7. The contractor should conduct supervision of the services of Caretakers deployed in the Guest Suites regularly.

Contd.../-

8. The Contractor shall be responsible for proper cleaning and mopping the Guest Suites, and for upkeep of towels, bedspreads, kitchen, toilets and surroundings neat and tidy.
9. The Contractor shall maintain an attendance register of its workers, which shall be subject to checks by the concerned Department. The workers will render services everyday including Saturday except on Sundays and National Holidays and any other holidays, which are mandatory under labour laws.
10. The Contractor shall maintain an attendance register of its workers, which shall be subject to checks by the concerned Department. The required cleaning materials and washing powder etc. will be provided by this office i.e. Service Receiver.
11. **The duties of the Caretaker-cum-Cook shall include :**
 - a. Registration of Guests.
 - b. Collection of room rent as well as service charges and its remittance to the PRO or his appointed Officer on weekly basis.
 - c. Maintenance of accounts in respect of Guest Suites. Maintaining liaison with the CPWD authorities and get civil/electrical maintenance work done by them.
 - d. Maintenance of telephone call register.
 - e. Equipments such as Colour TV, Water Purifier, Refrigerator, Washing Machine etc. available in the Guest Suites shall be kept clean and looked after properly. If any item needs repairs, the same shall be reported to the Department and the equipment repaired promptly.
 - f. Rooms should be given to person allotted by the Department only and it should be ensured that there is no unauthorized occupation of rooms, no misuse of the facilities and that no equipment is missing.
 - g. Tea, coffee, breakfast, lunch and dinner may be provided at the request and at the cost of the occupants. The bills towards the same will be prepared by the Caretaker and accounts will be inspected by the Asst./Dy. Commissioner(Preventive) of fortnightly basis.
12. The contractor is responsible for payment of monthly salary to the personnel as applicable to them under law. The contractor should ensure that wages are paid in time every month.
13. The contractor should strictly adhere to the wages quoted in the financial bid for payment to each personnel.
14. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Agency will be in the employment of the Agency only and not of Central Excise Department.


Contd.../-

15. The persons deployed by the Service Provider shall have no legal right to seek employment in the Department and no legal proceedings would entertained by this Department in this connection.
16. All existing statutory regulations of both the State as well as Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be made available for scrutiny by this Office. The Contractor shall strictly comply with terms and conditions of the agreement, which will be executed with the successful contractor. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
17. The contractor should submit the copies of paid cash challans every month to this office. If any discrepancies found in the payment of wages to the persons deployed against the existing rules, the contract is liable for immediate termination without any prior notice.
18. If at any time during currency of Job, the scope of work for which this job has been awarded is reduced / abandoned, or if the number of person employed by the supplier is reduced from the stipulated number for any period, the payment / value of this job order shall be reduced on pro-rata basis by this office (Service Receiver) and would be binding on the Contractor (Service Provider).
19. The Service Provider shall submit the bill for every month by the 1st day of next month along with the Certificate that the Services have been done efficiently for the said month, signed by the PRO. No interim bills will be entertained.
20. Modè of Payment to the contractor will be monthly and payments will be through e-payment only, on presentation of the bill and on the basis of endorsement made by the PRO. Tax shall be deducted at source as per the rates notified by the Income Tax Department from the monthly bills.
21. The contractor shall indemnify and keep this Office indemnified against all Acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
22. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.

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23. This office reserves the right to terminate the services of the Contractor at any time without giving any notice or reasons whatsoever.
24. No escalation of price whatsoever would be allowed during the pendency / currency of the contract.
25. **Quotations wherein the quoted rate is not adequate to cover the prevailing rate of Minimum Wages and the periodical rate revisions as ordered by the Chief Labour Commissioner (Central) under the 'Minimum Wages Act', will be rejected.** Prevailing rate of Minimum Wages may be obtained from the O/o the Deputy Chief Labour Commissioner (Central), Shastri Bhavan, No. 26, Haddows Road, Chennai - 600 006.
26. Any dispute arising out of this agreement shall be resolved by taking course to mutual settlement, arbitration/conciliation clauses formulated by International Center of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to jurisdiction of Coimbatore Courts.
27. In acceptance of the Tender or otherwise, the decision of this Department is final.

Last date for receipt of Tender : **28.02.2014 before 5.00 p.m.**
Date & time of opening of Tender : **03.03.2014 at 3.00 p.m.**


(N. RAMKUMAR)
**ASSISTANT COMMISSIONER
COIMBATORE - III DIVISION**

V. TENDER PROCESS :

1. Tenders are invited in two parts i.e (i) Qualifying Bid
(ii) Financial Bid.
2. The tender form for **Qualifying bid** in Proforma, prescribed in Annexure – III and the tender form for **Financial bid**, prescribed in Annexure –IV complete in all aspects shall be submitted in two separate sealed covers addressed to '**The Assistant Commissioner of Central Excise, Customs & Service Tax, Coimbatore – III Division, 1237, ELGI Building, Trichy Road, Coimbatore – 641 018**, on or before **28.02.2014 before 5.00 p.m.**
3. The Sealed Covers should be subscribed with " QUALIFYING BID – CONTRACT FOR PROVIDING CATERING & MAINTENANCE SERVICES FOR GUEST SUITES", and " FINANCIAL BID – CONTRACT FOR PROVIDING CATERING & MAINTENANCE SERVICES FOR GUEST SUITES" respectively. The Qualifying Bids will be opened on **03.03.2014 at 3.00 p.m.** in the presence of bidders by the **Assistant Commissioner of Central Excise, Coimbatore – III Division, at Hqrs. Office, 6/7, A.T.D. Street, Race Course, Coimbatore – 18**. The date and time of opening of "Financial Bid" will be intimated to the Qualified bidders after finalization of the "Qualifying Bidders".
4. If the tenders are sent by post / courier, it should be ensured that the cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal / courier services.
5. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the Qualifying Bid. The bidder would fill up the information in the Annexure III & IV enclosed at the end of this document in clear and legible terms. The tender documents are not transferable.
6. **The bidders shall quote their rates for the service to be provided in both figures & words**, which should include Wages, PF and ESI, Service Charges, Service Tax , if any, to be paid and the same would not be payable over and above the rates thus quoted.

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7 This office reserves the right to postpone / and / or extend the date of receipt / opening of Quotations or to withdraw the same, without assigning any reason thereof.

8. 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.


9. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short-list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted. The short listed tender along with the documents will be submitted to the "**Competent Authority**" and on approval of the Authority, the successful bidders will be intimated about the award of contract to them.

10. The bidder should ensure that the following documents are part of the **Qualifying Bid** :

- a) Annexure - III (duly filled in) along with necessary enclosures.
- b) Tender Document (all pages signed)

Financial Bid :

- a) Annexure - IV (duly filled in) along with necessary enclosures.


(N. RAMKUMAR)
ASSISTANT COMMISSIONER
COIMBATORE - III DIVISION

Encl :

1. Qualifying Bid Document (Annexure - III)
2. Financial Bid Document (Annexure - IV)

ANNEXURE -III

QUALIFYING BID DOCUMENT :

1. Name of the Organisation / Firm :
2. Name & Address of the Proprietor/
Partners/Directors (with Mobile No.) :
3. Registered Address
4. Telephone No. & Fax No. :
5. Registration Number of the firm
(copy to be enclosed) :
6. Contact person(s) (with mobile No.) :
7. No. of years of experience in providing
Catering & Maintenance Services
for Guest Suites

(enclose proof such as Performance
Reports from clients(or) TDS copies) :
8. Total No. of personnel employed under
your firm for the purpose of Outsourcing
Services during the year 2013-14 and

Total Amount of wages and ESI / PF paid :
9. Permanent Account Number (PAN) :
10. Whether copy of the Income tax
Clearance Certificate (ITCC)
Attached :
11. Details of ESI & EPF Registration along
with evidence :
12. Details of Service Tax Registration along
With evidence :
13. Details of Turnover of your firm for the
purpose of Service Tax, during the last
3 years. :

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14. Amount paid towards Service Tax during the last 3 years, (year-wise details), if any :

15. Exemption of Service Tax claimed, if any, and details thereof :

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 have any dealing with the Department in future.

(Signature of Authorized signatory with date)

Name :

Seal :

ANNEXURE -IV

FINANCIAL BID DOCUMENT :

1. Name of the Party :
2. Address
(with Tel.No. & Fax No.) :
3. Name & Address of the Proprietor/
Partners/Directors (with Mobile No.) :

SNo	Name of Office & Address	Amount (Rs.)	Proposed Manpower Deployment (Nos.)
1	2	3	4
1	Office of the Commissioner of Central Excise, Coimbatore. No.6/7, A.T.D Street, Race Course Road, Coimbatore-641 018. (6 Guest Suites – 3450 sq.ft.)		3 (for 24 hrs service / each 8 hrs)

Monthly Service charges : _____

Add: Service Tax @ : _____

Grand Total : _____

(Rupees _____ only)

Whether enclosure to the Financial Bid enclosed :

DECLARATION

I / We hereby certify that

- * - the information furnished above is true and correct to the best of my/our knowledge.
- * - I / We will pay the wages to the workers engaged in your office, not less than the rate fixed under Minimum Wages Act prescribed by the O/o the Chief Labour Commissioner (Central), New Delhi, from time to time, failing which I / We accept the order of termination of contract.
- * - 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 have any dealing with the Department in future.

(Signature of Authorized signatory with date)

Name :

Seal :

FINANCIAL BID ENCLOSURE

RATE OF WAGES PER PERSON		
Basic Pay	:	Rs.
Variable DA	:	Rs.
Gross Daily Wages	:	Rs.
Add : Statutory Contributions, if applicable :		
1. EPF (12%),	:	Rs.
2. Pension Fund (1.61%)	:	Rs.
3. ESI (4.75%)	:	Rs.
4. Bonus (8.33%)	:	Rs.
Add : Contractor's Service Charges :		
(% of Gross Wages)	:	Rs.
Wage Rate per Sq. foot per day	:	Rs.
(Rupees)		
Wages for 26 days		
(Rupees)	:	Rs.

Total : _____

(Rupees

only)

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 have any dealing with the Department in future.

(Signature of Authorized signatory with date)

Name :

Seal :