



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, COONOR DIVISION**

TENDER NOTICE

The Assistant Commissioner of Central Excise, Coonoor Division, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **Housekeeping / Security Services** at Coonoor Division / Range Office for the period from **01.04.2015 to 31.03.2016**. The Tender document viz., Qualifying bid and Financial bid along with scope of work, terms and conditions can be downloaded from the website www.cenexkovai.tn.nic.in or www.cbec.gov.in . The sealed quotations should reach this office **on or before 13.03.2015**.

Place : Coimbatore.

Date : .02.2014

**(A. INDIRA PRIYADARSHINI)
ASSISTANT COMMISSIONER
COONOR DIVISION**



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, COONOR DIVISION**

No. 86, Brook Lands Main Road, Lord Mobart Road, Quail Hill,
COONOR – 643101.

Telephone : 0423 – 2235532 / 2235548

**NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICE
DIVISIONAL / RANGE OFFICES, COONOR**

The Assistant Commissioner of Central Excise, Coonoor Division, No. 68, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor - 643101, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **House Keeping Services** in Coonoor Divisional / Range offices located at Coonoor (Name of office and locations are detailed in Annexure-I) for the period from **01.04.2015 to 31.03.2016**. The Tender document viz., **Qualifying bid** (Annexure-III) and **Financial bid** (Annexure-IV), along with scope of work, terms and conditions and name of offices and area (in sq.ft.) of buildings where House Keeping Service 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 HOUSE KEEPING SERVICES" should be sent to:

THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX,
COONOR DIVISION,
No. 68, Brook Lands Main Road, Lord Mobart Road,
Quail Hill, COONOR – 643101.

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

Last date for receipt of Tender : **13 .03.2015 before 4.00 p.m.**

Date & time of opening of Tender : **16.03.2015 at 11.00 a.m.**

(Issued from file C.No.I/22/___/2015 -Admn.)

**(A. INDIRA PRIYADARSHINI)
ASSISTANT COMMISSIONER
COONOR DIVISION**

Encl: Annexure I, II & III & IV.

NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICE

The Assistant Commissioner of Central Excise, Coonoor Division invites sealed offers from reputed PARTIES engaged in the business of providing Housekeeping Services, for outsourcing the Services of Housekeeping of Coonoor Divisional / Range offices, as detailed below :

The Contract period is from **01.04.2015 to 31.03.2016**. The approximate area for which Housekeeping is required is given as under :

AREA TO BE COVERED FOR HOUSEKEEPING SERVICES :

S. No.	Name of the Office & Address	Location	Covered Area (In Sq.ft.)	Open Area (In Sq.ft.)	Total Area (In Sq.ft)
1.	Office of the Assistant Commissioner of Central Excise, Coonoor Division & Coonoor Ranges. No. 68, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor – 643101.	Coonoor	6032	--	6032
2.	Office of the Superintendent of Central Excise, Mettupalayam Ranges. No. 69, Karamadai Road, Mettupalayam – 643101.	Mettupalayam	1202.08	--	1202.08
3.	Office of the Superintendent of Central Excise, Ooty Ranges. No. 59, New Castie, TNDDC, Guest House Road, Ootacamand.	Ooty	1564	--	1564
4.	Office of the Superintendent of Central Excise, Gudalur Ranges. Divisional Engineering, BSNL Building, Gudalur .	Gudalur	705	--	705
5.	Office of the Superintendent of Central Excise, Karamadai Ranges. No. 56 & 57, Rahul Nivas, Gandhi Mythan, Survey No. 798/3, Karamadai.	Karamadai	1400	--	1400

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SCOPE OF HOUSE KEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR :

I. DAILY SERVICES:

- a. Daily sweeping and wet mopping of the entire area including the lobby.
- b. Dusting and wiping of all furniture like tables, chairs, sofas, almirahs, computer table/ chair and electronic gadgets like computers, telephones, fax machines, photocopier machines etc. All the doors, windows, partitions including the particle board, glass and aluminium channels in the entire Office should also be cleaned daily.
- c. Deep cleaning of toilets, including WCs and Urinals along with attached water tanks and wash basins by using disinfectants like phenyl, harpic, vim, surf etc., twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors on the walls of the toilets.
- d. Vacuum cleaning the Computer Section, all computers in the Office and sofa sets, twice a week.
- e. Removal of blockages and clogging in the wash basins and other sanitary fittings for smooth outflow of waste water.
- f. Collection of all sweepings, garbage and waste material and their effective disposal.
- g. General maintenance and up keep of the entire Office premises.
- h. Shifting of furniture, files and other Office equipment, whenever required.
- i. Care should be taken that the gadgets are not tampered with during the cleaning operation.

II. WEEKLY SERVICES (SATURDAYS):

- a. Removal of cobwebs and accumulated dust on walls, window panes, name boards, wall panels, paintings etc. Polishing of brass boards with brass polish.
- b. Thorough washing, rubbing and cleaning of corridors using scrubber machine.
- c. All name boards, wall panels, paintings etc., should be wiped off at regular intervals. All brass boards have to be polished with brass polish.

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III. ELIGIBILITY CRITERIA :

1. The bidder should have at least a minimum of three years experience in providing similar Housekeeping 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 quote their rates for the service to be provided as "RATE PER SQ. FOOT PER MONTH" which should include deduction towards PF and ESI etc. and the same would not be payable over and above the rates thus quoted.
7. 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.**
8. **Earnest Money Deposit (EMD) for an amount of Rs. 20,000/- (Rupees Twenty Thousand only) per application in the form of Demand Draft of Scheduled Banks drawn in favour of " The Deputy Commissioner of Central Excise, Coimbatore-III Division", should accompany the Qualifying Bid.**
9. **Performance guarantee: The selected Bidder will have to make One month's amount as performance guarantee and the same will be returned only after completion of the contract period. Liabilities, if any, will be adjusted from the Performance guarantee amount before settling the same.**

IV. OTHER TERMS AND CONDITIONS:

1. The contract will be in force for a period **from 01.04.2015 to 31.03.2016**.
2. The persons deployed should work on all days except Sundays and National Holidays.
3. The working hours will be from 8.30 a.m. to 4.30 p.m. daily.
4. A skeleton staff of 2 personnel should be provided beyond 4.30 p.m on all working days to cater to any emergency work that may arise.
5. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered.
6. The personnel deployed should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
7. If a particular person is absent on any day, a substitute should be deployed in his/her place.

8. The personnel deployed should be punctual and should complete the cleaning work of the entire office premises by 9.00 a.m. daily. Further the personnel should perform all the duties assigned to the contractor and as specified by the Department from time to time.
9. The personnel will report to the Officer-in -charge assigned by the Department viz., Caretaker/PRO.
10. The contractor should deploy one full time Supervisor with mobile phone who shall report to the Divisional PRO daily.
11. The contractor who uses **mechanical appliances** along with operators will be given preference.
12. 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.
13. 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.
14. The contractor should strictly adhere to the wages quoted in the financial bid for payment to each personnel.
15. 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 House Keeping Agency will be in the employment of the Agency only and not of Central Excise Department.
16. 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.
17. 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 Housekeeping 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.
18. 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.
19. 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).

20. The Service Provider shall submit the bill for every month by the 1st day of next month along with the statement showing the area cleaned, mopped etc., certified by the respective Administrative Officer / PRO. No interim bills will be entertained.
21. Mode 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 respective AO / PRO. Tax shall be deducted at source as per the rates notified by the Income Tax Department from the monthly bills.
22. 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.
23. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.
24. This office reserves the right to terminate the services of the House Keeping Contractor at any time without giving any notice or reasons whatsoever.
25. All the House Keeping materials / consumables like Brooms, Cobweb sticks, Duster, Mop Sticks, Buckets, Mugs, Toilet Cleaner, Toilet Fresheners, Urinal Cakes, Cleaning Powder, Phenyl, Hand Wash Liquid, Toilet Cleaning Brush, Cleaning/ Dusting Cloth, Water Wipers, Dust Bins, Garbage Bins, Room Spray, Scrubbing Pads, Naphthalene Balls, Glass Cleaner etc. as required to execute the above jobs will be supplied by this office. (Service Receiver).
26. **No escalation of rates whatsoever would be allowed during the pendency/currency of the contract.**
27. **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.
28. 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.
29. In acceptance of the Tender or otherwise, the decision of this Department is final.

Last date for receipt of Tender : **13.03.2015 before 4.00 p.m.**

Date & time of opening of Tender : **16.03.2015 at 11.00 a.m.**

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ASSISTANT COMMISSIONER
COONOOR 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, Coonoor Division, No. 68, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor Division - 643101** on or before **13.03.2015 before 4.00 p.m..**

The Sealed Covers should be subscribed with "QUALIFYING BID – CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES", and " FINANCIAL BID – CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES" respectively. The Qualifying Bids will be opened on **16.03.2015 at 11.00 a.m.** in the presence of bidders by the **Assistant Commissioner of Central Excise, Coonoor Division at Hqrs. office, 6/7, A.T.D. St., 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".

3. 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.

4. 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.

5. **The bidders shall quote their rates for the service to be provided as "RATE PER SQ.FOOT PER MONTH" (in both figures and 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. The bidders shall also quote the number of persons proposed to be deployed.

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6. 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.

7. 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.

8. 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.

9. 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)
- c) **Demand Draft for an amount of Rs. 20,000/-**

Financial Bid (Location-wise):

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

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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
Housekeeping Services

(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 2014-15 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. :

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 :

16. Proposed no. of persons to be deployed for Housekeeping purpose at Dvl. / Range Office, **Coonoor**.(Total / Male / Female) :
(Minimum : 6 persons)

17. No. of mechanical appliances, along with no. of operators, proposed to be deployed for Housekeeping Services at Dvl. / Range offices, Coonoor. :

18. Proposed no. of persons to be deployed under your firm for Housekeeping purpose other than proposed to be deployed in this office during the year 2015-16. :

19. Details of Demand Draft / Bank / Amount for the EMD Amount :

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

SNo	Name of Office & Address	Total Area (Built up / Open Area) (Sq.Ft.)	Monthly Rate per Sq.foot including ESI/PF (Rs.)	Amount (Rs.)
1	2	3	4	5
1.	Office of the Assistant Commissioner of Central Excise, Coonoor Division & Coonoor Range. No. 68, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor – 643101.	6032 (Built up Area- 6032; Open Area - 0)		
2.	Office of the Superintendent of Central Excise, Mettupalayam Range. No. 69, Karamadai Road, Mettupalayam – 643101.	1202.08 (Built up Area- 1202.08; Open Area - 0)		
3.	Office of the Superintendent of Central Excise, Ooty Range. No. 59, New Castie, TTDDC, Guest House Road, Ootacamund.	1564 (Built up Area- 1564; Open Area - 0)		
4.	Office of the Superintendent of Central Excise, Gudalur Range. Divisional Engineering, BSNL Building, Gudalur .	705 (Built up Area- 705; Open Area - 0)		
5.	Office of the Superintendent of Central Excise, Karamadai Range. No. 56 & 57, Rahul Nivas, Gandhi Mythan, Survey No. 798/3, Karamadai.	1400 (Built up Area- 1400; Open Area - 0)		

Monthly Service charges : _____

Add: Service Tax @ : _____

Grand Total : _____

(Rupees

only)

Contd../-

4. 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 FOR HOUSEKEEPING SERVICES		
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: