



**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, COIMBATORE**

TENDER NOTICE

The Commissioner of Central Excise, Coimbatore, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **Housekeeping & Security** in Hqrs. Office Complex, Coimbatore 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**.

**(A. BRINDHA)
ADMINISTRATIVE OFFICER (H)
For COMMISSIONER.**

Place: Coimbatore
Date: 02.2015



केन्द्रीय उत्पाद शुल्क आयुक्त का कार्यालय कोयम्बतूर

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX

6/7, A.T.D. STREET, RACE COURSE, COIMBATORE – 641 018

Telephone : 0422 – 2223130

Fax : 0422 - 2220775

NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICE

The Commissioner of Central Excise, Coimbatore Commissionerate, No.6/7, A.T.D Street, Race Course, Coimbatore-641 018 invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **House Keeping Services for Head quarters Office of Coimbatore Commissionerate (Name and location is 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 is required to be provided 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), and qualifying Bid (Annexure-III) along with **Earnest Money Deposit of Rs.20,000/- in the form of Demand Draft** and (ii) **Cover B** containing financial bid (Annexure-IV), at **Sevottam Section located in the Headquarters office, Coimbatore**.

Application super scribed as "APPLICATION FOR HOUSE KEEPING SERVICES" should be sent to:

THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX,
SEVOTTAM SECTION,
NO.6/7, A.T.D STREET, RACE COURSE,
COIMBATORE-641 018.

The Commissioner of Central Excise, Customs and Service Tax, Coimbatore 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/22/34/2014-Admn.)


(A. BRINDHA)

**ADMINISTRATIVE OFFICER (H)
For COMMISSIONER.**

Encl: Annexure I, II & III & IV.

ANNEXURE - I**NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICE**

The Office of the Commissioner of Central Excise, Coimbatore Commissionerate invites sealed offers from reputed PARTIES engaged in the business of providing Housekeeping Services, for outsourcing the Services of Housekeeping of the Office premises of this Commissionerate located in various places as detailed below :

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

AREA TO BE COVERED FOR HOUSE KEEPING SERVICE:

S.NO	NAME OF THE OFFICE & ADDRESS	LOCATION	COVERED AREA	OPEN AREA	TOTAL AREA	
			(In SQ.FT)			
1	Office of the Chief Commissioner of Central Excise, Coimbatore. (Excluding Guest Suites)	No.6/7- ATD Street, Race Course, Coimbatore - 641018.	HQRS OFFICE, COIMBATORE	77590	2001	79591
2	Office of the Commissioner (Appeals - I), Coimbatore.					
3	Office of the Commissioner of Central Excise, Coimbatore.					
TOTAL			77590	2001	79591	



ADMINISTRATIVE OFFICER (H)
For COMMISSIONER

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 and artificial plants , Door Mats and Carpets to be cleaned, natural plants to be watered daily.
- i. Care should be taken that the gadgets are not tampered / damaged 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.

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). **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 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 of one year from **01.04.2015 to 31.03.2016**.
2. The persons deployed should work on all days except Sundays and National Holidays.
3. If any of the Labourers absent themselves for any day, proportionate deduction in the gross amount payable will be made.
4. The working hours will be from 8.30 a.m. to 4.30 p.m. daily.


5. 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 for which two persons can be employed between 8.30 p.m. to 4.30 p.m. and from 4.30 p.m. to 7.00 p.m..
6. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered.
7. The personnel deployed should be provided with uniforms and Identity cards prominently displayed. They should have knowledge of local language and preferably English also.
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 PRO / Caretaker daily. The Supervisor shall also make daily trip to local divisions and range offices and one weekly trip to Divisional/Range Offices located outside Coimbatore to supervise the cleaning activities.
11. 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.
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. The workers should be provided with a salary slip every month. Bidder should note that at present (15) persons are employed to do the house keeping work. In case of emergency and residual situation, 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.**
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 House Keeping Agency will be in the employment of the Agency only and not of Central Excise Department. The Department will not involve in any dispute between the Service provider and the workers of the Service Provider.

Cont'd....

15. **The persons deployed by the Service Provider shall have no legal right to seek employment in the Department and no legal proceedings would be entertained by this Department in this connection.**
16. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by O/o The Chief Labour Commissioner (Central). **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.**
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 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 Officers / PRO. No interim bills will be entertained.
21. Mode of Payment to the contractor will be monthly and payments will be through Account Payee Cheques / 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. 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.
28. 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.**


(A.BRINDHA)
ADMINISTRATIVE OFFICER (H)
For COMMISSIONER

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 (location wise), prescribed in Annexure –III complete in all aspects shall be submitted in two separate sealed covers addressed to '**The Commissioner of Central Excise, Customs & Service Tax, 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018, on or before 13.03.2015.** The Sealed Covers should be superscribed as " 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 at **the Office of the Commissioner of Central Excise, Coimbatore, Hqrs. office, 6/7 A.T.D. Street, Race Course Road, Coimbatore – 18.** The date and time of opening of " Financial Bid" will be intimated to the 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 the address 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 should also quote the number of persons proposed to be deployed.

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6. **Performance Guarantee:** The Successful bidder has to submit an amount equal to one month's payment as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank/Demand Draft/Bankers cheque of a scheduled bank drawn in favour of "O/O The Commissioner of Central Excise, 6/7-ATD Street, Race Course Road, Coimbatore 641 018"** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest within one month from the completion of contract period.

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

Financial Bid (location-wise):

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



**ADMINISTRATIVE OFFICER (H)
FOR COMMISSIONER**

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 providing Housekeeping
Services with period of contract / firm
/ wages paid / ESI & PF paid :
9. Permanent Account Number (PAN) :
10. Copy of the Income tax
Clearance Certificate (ITCC), if any to be
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 :

Cont'd...

16. Proposed no. of persons to be deployed
for Housekeeping purpose at Hqrs Office,
Coimbatore (Total/Male/Female) :
(Minimum 15 persons)
17. Details of Demand Draft/Bank/Amount
for the EMD Amount. :
18. 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 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	Area (Sq.Ft.)	Monthly Rate per Sq.foot including ESI/PF (Rs.)	Amount (Rs.)
1	2	3	4	5
1	Office of the Chief Commissioner of Central Excise, Coimbatore. (Excluding Guest Suites)	79591 (Built-up/ Covered area 77590 Open Area 2001)		
2	Office of the Commissioner (Appeals -I), Coimbatore.			
3	Office of the Commissioner of Central Excise, Coimbatore.			

Monthly Service charges : _____

Add: Service Tax @ : _____

Grand Total : _____

(Rupees only)

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 Office of 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 :

AREA TO BE COVERED FOR HOUSE KEEPING SERVICES LOCATION WISE

S.NO	NAME OF THE OFFICE ADDRESS	CODE	LOCATION	BUILT UP COVERED AREA (In Sq.ft)	External/ Open Area (In Sq.Ft)	Location Wise Total Area (In Sq.Ft)
1	Office of the Chief Commissioner of Central Excise, Coimbatore. (Excluding Guest Suites)	A	HQRS. OFFICE, COIMBATORE	77590	2001	79591
2	Office of the Commissioner (Appeals - I), Coimbatore.					
3	Office of the Commissioner of Central Excise, Coimbatore.					