



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

TENDER NOTICE

The Assistant Commissioner of Central Excise, Pollachi Division, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **Housekeeping / Security Services** at Pollachi for the period from **01.04.2014 to 31.03.2015**. 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 28.02.2014**.

(G.SABAREESH)

**ASSISTANT COMMISSIONER
POLLACHI DIVISION**

Place : Coimbatore.

Date : .02.2014



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, POLLACHI DIVISION**
JOTHI NAGAR, 'D' COLONY, POLLACHI - 642 001

Telephone : 04259 - 227510

Fax : 04259 - 227510

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

The Office of the Assistant Commissioner of Central Excise, Pollachi Division, Jothi Nagar, 'D' Colony, Pollachi, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **House Keeping Services** in Pollachi Divisional / Range offices located at Pollachi (Name of office and locations 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 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,
POLLACHI DIVISION,
JOTHI NAGAR, 'D' COLONY,
POLLACHI - 642 001

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 : **28.02.2014 before 5.00 p.m.**

Date & time of opening of Tender : **03.03.2014 at 3.00 P.M.**

(Issued from file C.No:I/22/01/2014 Admn.)

(G.SABAREESH)
ASSISTANT COMMISSIONER
POLLACHI DIVISION

Encl: Annexure I, II & III & IV.

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.
- j. Removal of cobwebs and accumulated dust on walls, window panes, name boards, wall panels, paintings etc. Polishing of brass boards with brass polish.
- k. Thorough washing, rubbing and cleaning of corridors using scrubber machine.
- j. 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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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. 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.
8. The personnel will report to the Officer-in -charge assigned by the Department viz., Caretaker/PRO.
9. The contractor should deploy one full time Supervisor with mobile phone who shall report to the PRO daily. The Supervisor shall also make daily trip to local divisions and range offices and one weekly trip of Divisional/Range Offices located outside Coimbatore to supervise the cleaning activities.
10. 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 except on Saturdays, Sundays and National Holidays and any other holidays, which are mandatory under labour laws.
11. 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 2 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.
12. The contractor should strictly adhere to the wages quoted in the financial bid for payment to each personnel.
13. 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.

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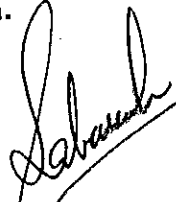
24. All the House Keeping materials / consumables like Brooms, Cobweb sticks, Duster, Mop Sticks, Buckets, Mugs, Toilet Cleaner, Toilet Fresheners, Urinal Cakes, Cleaning Powder, Phenyl, Hand Wash Liquid, Toilet Cleaning Brush, Cleaning/ Dusting Cloth, Water Wipers, Dust Bins, Garbage Bins, Room Spray, Scrubbing Pads, Naphthalene Balls, Glass Cleaner etc. as required to execute the above jobs will be supplied by this office. (Service Receiver).
25. No escalation of price whatsoever would be allowed during the pendency / currency of the contract.
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.**


(G.SABAREESH)
ASSISTANT COMMISSIONER
POLLACHI 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, Pollachi Division, Jothi Nagar, 'D' Colony, Pollachi - 642 001**, on or before **28.02.2014**.
3. 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 **03.03.2014 at 3.00 p.m.** in the presence of bidders by the **Assistant Commissioner of Central Excise, Pollachi 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".
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 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, so that the criteria of satisfying the minimum wages requirement can be worked out.**

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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. Whether copy of the Income tax
Clearance Certificate (ITCC) 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. :

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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, Pollachi Division & Pollachi I, II & III Ranges Jothinagar D Colony, Pollachi-642 001.	29748 (Built up Area - 8070 ; Open Area - 21678)		

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 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 :