



**OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, TIRUPPUR DIVISION**

TENDER NOTICE

The Deputy Commissioner of Central Excise, Tiruppur Division, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **Housekeeping Services** at Divisional / Range offices at Tiruppur 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**.

**(K. HANUMANTHA RAO)
DEPUTY COMMISSIONER
TIRUPPUR DIVISION**

Place : Coimbatore
Date : .02.2014.



**OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, TIRUPPUR DIVISION**
1ST FLOOR, KUMARAN COMPLEX, TIRUPPUR – 641 601

Telephone : 0421 – 2244616

Fax : 0421 – 2244616

NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICE
TIRUPPUR

The Office of the Deputy Commissioner of Central Excise, Tiruppur Division, 1st Floor, Kumaran Complex, Tiruppur – 641 601 invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing **House Keeping Services** in Tiruppur Divisional / Range offices located at Tiruppur (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 DEPUTY COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX,
TIRUPPUR DIVISION,
1ST FLOOR, KUMARAN COMPLEX,
TIRUPPUR – 641 601

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.)


(K. HANUMANTHA RAO)
DEPUTY COMMISSIONER
TIRUPPUR 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.
- l. All name boards, wall panels, paintings etc., should be wiped off at regular intervals. All brass boards have to be polished with brass polish.

Contd.../-

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.

Contd.../-

7. **Performance Gurantee:** The successful bidder has to submit an amount equal to one month's payment as performance gurantee deposit in the form of **Bank gurantee 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 gurantee shall be refunded to the selected bidder without any interest within one month from the completion of contract period.

8. 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.

9. 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.

10. 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.

11. 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.



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TIRUPPUR DIVISION

Encl :

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

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 Hqrs. office, Coimbatore. (Total / Male / Female) :

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 :

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.

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Name :

Seal :