

GOVERNMENT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
H.E. SCHOOL ROAD, VISTIPARA, DHANBAD DIVISION-I – 826 001.

TENDER NOTICE

The sealed tender are invited from experienced and eligible contractors for the work providing housekeeping services such as cleaning, dusting, sweeping in the premises of Assistant Commissioner, Central Excise & Service Tax Division Division –I for one year from 01.06.2017. The tender notice alongwith terms and conditions can be obtained from the office of the Assistant Commissioner, Central Excise & Service Tax Division Division-I on 05 working days or may be downloaded from the official website www.cexdhanbad.gov.in. The tender form for Technical bid in the prescribed proforma in Annexure-I and the tender form for Financial bid in the prescribed proforma in Annexure-II complete in all respects shall be submitted in the two separate sealed cover by post or in person at the office of the Assistant Commissioner, Central Excise & Service Tax Division Division-I till 18.05.2017 . The sealed covers should be super scribed with Technical Bid – “Contract for providing House keeping Services” and Financial Bid- Contract for providing Housekeeping Services” Interested bidders shall submit both the technical bid and the financial bid separately as per the Annexure. The area for which housekeeping is required is 8311.4 Sq ft. Only the bids completed in all aspects received till 18.05.2017 will be considered. The tenders will be opened in the presence of interested bidders who shall be present on 19.05.2017 at the office of the Assistant Commissioner, Central Excise & Service Tax Division Dhanbad-I

No quotation will be entertained after the stipulated dates. This office reserves the right to terminate the tender at any time without giving any notice.

-Sd-

Assistant Commissioner
Central Excise & Service Tax
Division Dhanbad-I

C.No I(12)1Adm/DNB/2017 dated

Copy forwarded for information and necessary action to :-

01. The Commissioner, Central Excise & Service Tax Dhanbad.
02. The Superintendent (System) Central Excise & Service Tax Dhanbad.
03. The Local editor/Advertisement Hindustan/Prabhat Khabar (Hindi edition)for publishing the tender notice ., Central Excise & Service Tax Dhanbad.
04. Notice Board, Central Excise & Service Tax Division-I Dhanbad.

Assistant Commissioner
Central Excise & Service Tax
Division Dhanbad-I

NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE KEEPING FOR THE YEAR 2017-18

Sealed quotations are invited by the undersigned on behalf of President of India from reputed House Keeping Contractors for house keeping and cleaning and housekeeping of house building including constructed and open premises of Central Excise & Service Tax Division Dhanbad on annual basis for the financial year 2017-18 from reputed House Keeping Contractors.

Sl. No.	Name of the Buidling	Location	Area (Sqr. Ft)	Total
1.	Central Excise & Service Tax Div. Dhanbad.	H. E. School Road, Vistipara Dhanbad.	4600 Sqr. ft.	5186.4 Sq ft (Approx)
2.	Central Excise Range Sindri.	ACC Colony, Sindri.	732 Sqr ft.	1000 Sqr ft.
3.	1. Central Excise Range Kumardhubi. 2. Central Excise Range Nirsa. 3. Service Tax Range Kumardhubi.	Vikash Guest House (Renamed as Vikash Bhawan), NH- 2, Sanjay Gandhi, Chowk, Maithan By-pass Maithan.	2125 Sqr ft	2125 Sqr ft.
		Total		8311.4 Sqr ft.

GENERAL TERMS & CONDITIONS

01. Separate sealed quotation for technical bid and financial bid should be addressed to Assistant Commissioner, Central Excise & Service Tax Division, Dhanbad.
02. Bidders should have minimum 10 years experience in providing such services to Central Government office.
03. Bidders should quote their rate only on per square foot basis per month and not based on the number of persons to be deployed or per person basis.
04. The bid will be inclusive of taxes and other mandatory payments to be made by the Service Provider as per rules.
05. The person employed should work on all days except Sunday & National Holiday.
06. The Bidders should be willing to supply requisite manpower and pay all those employed a minimum wages rate as fixed by the Minimum Wages Act prescribed by the office of the Chief Commissioner Labour (Central) and follow all rules related to employing labourers.
07. All the cleaning material will be supplied as per requisition made by the contractor; therefore cost of cleaning items should not be part of tender.
08. House Keeping will include washing and cleaning of Toilets, Urinals, Rooms, Furniture, Accessories and office premises and any other miscellaneous work related to office.
09. Any liability such as EPF, ESI, etc shall be borne by the service provider and shall be deposited by the service provider with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.
10. The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.
11. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.00 am daily. The personnel will perform all the duties assigned to the contractor and as specified from the department from time to time.
12. This office reserves the right to terminate the Contractor at any time without giving any notice.

-Sd-
Assistant Commissioner
Central Excise & Service Tax
Division, Dhanbad-I

Copy forwarded for information and necessary action to :-

Dtd.

05. The Commissioner, Central Excise & Service Tax Dhanbad.
06. The Additional Commissioner Central Excise & Service Tax Dhanbad.
07. The Website Manager, Central Excise & Service Tax Dhanbad.
08. Notice Board, Central Excise & Service Tax Division, Dhanbad.

Assistant Commissioner
Central Excise & Service Tax
Division, Dhanbad-I

FINANCIAL BID DOCUMENT

1. Name of the Party
2. Address with (Telephone & Fax)
3. Name & Address of the proprietor/Directors
4. Quotation Details

Sl.No.	Name of the office & Address	Area(Sft)	Proposed Manpower deployment	Monthly/rate square feet (inclusive of Service Tax)	Total Amount (inclusive of Service Tax)
1	भारत सरकार GOVERNMENT OF INDIA सहायक आयुक्त का कार्यालय केन्द्रीय उत्पाद एवं सेवाकर OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX इच.ई.स्कूल.रोड,भिस्तिपारा,प्रमंडल धनबाद H.E.SCHOOL,ROAD VISTPIRA,DIVISION-I, DHANBAD				

Signature of Authorized Signatory

(With Name & Seal)

TECHNICAL BID

Pre-Qualification requirements for award of contract for Housekeeping (unskilled works)

1. Name of the Organization/Firm

2. Name(s) of the proprietors/Directors

3. Registered Address:-

4. Branch at Dhanbad (Address):

With Telephone No:

5. Whether firm is registered & license holder under Contract Labour/(Regulation & Abolition)

Act (Attach relevant documents):

6. Registration No. of the Firm:

7. Prermanent Account NO of the Firm:

8. Provident Fund number allotted by Regional provident Fund office

9. ESI Registration No

10. Service Tax registration No.

11. Total Staff/Workers of the firm

12. Name of the Central Government/State Government/Public Sector Underlings to whom

Similar services have been provided by the firm during last Ten year.(Attached relevant document as proof of experience):

Signature

(With Name & Seal)