

### Bid Document

Bid Details	
Bid End Date/Time	09-03-2021 18:00:00
Bid Opening Date/Time	09-03-2021 18:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Revenue
Organisation Name	Central Board Of Excise And Customs (cbec)
Office Name	Rangareddy Gst Commissionerate
Item Category	Cleaning, Sanitation and Disinfection Service - Outcome Based - Office/Commercial/Institutions/Resid
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	9 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	No
MSE Exemption for Years Of Experience	Yes
Startup Exemption for Years Of Experience	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	9 Days
Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value	1800000
Evaluation Method	Total value wise evaluation

#### EMD Detail

Required	No
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#### ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Chief Account Officer

Rangareddy Gst Commissionerate, Department of Revenue, Central Board of Excise and Customs (CBEC), Ministry of Finance

(D.sujata)

**Splitting**

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Required Data/Document(s)**

**Geographical presence: Registered Office or one of the Branch Offices at X locations:**Office of Commissioner of Central Tax, Ranga Reddy GST Commissionerate in Posnett Bhavan, Tilak Road, Ramkote, Hyderabad.

**Scope of Work for the Service:**[1614340511.pdf](#)

**Only indispensable conditions that are not covered in and are not in conflict with GeM GTC, Product / Service STC and the ATC library, and which are in compliance with the Govt. orders on Public Procurement and are not restrictive and not against the core principals of transparency and efficiency enshrined in GeM, can be requested through this RMS ATC request. Each such request has to come only after due approval of the Competent Authority in Buyer Organization. A copy of such approval of competent authority has to be uploaded here. Buyer organization shall be solely responsible for the impact of the requested clauses on the bidding process and its outcome. Clauses in respect of which ATC library clause is available will not be allowed through RMS.:**[1614340528.pdf](#)

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Office/Commercial/Institutions/Residential; General Cleaning (Sweeping, Mopping, Dusting); Indoor ( 14863 )**

## Technical Specifications

Specification	Values
<b>Core</b>	
Type of Space	Office/Commercial/Institutions/Residential
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor
Area Inclusions	Cabin/Work Stations area/OPD/Conference halls
Floor Type	Normal Stone/Ceramic tile/Cemented Floor
Type of Cycle	Daily
<b>Addon(s)</b>	
Consumables required	No
High End Machinery & Equipment required	No

## Additional Specification Documents

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft. of above mentioned technical specification	Additional Requirement
1	Malini Sekhar	500001,Rangareddy GST Commissionerate, Possnet Bhawan, Tilak Road, Ramkoti, Hyderabad	14863	<ul style="list-style-type: none"><li>• Frequency in each cycle : 1</li><li>• Number of working days in a month : 26</li><li>• Number of cycles during Contract Period : 312</li></ul>

## Bid Specific Additional Terms and Conditions

1. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

This Bid is governed by the General Terms and Conditions, conditons stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---



केन्द्रीय कर के आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CENTRAL TAX**  
रंगा रेड्डी जीएसटी आयुक्तालय : **RANGA REDDY GST COMMISSIONERATE**  
पोस्नेट भवन : तिलक रोड : रामकोट : हैदराबाद - 500 001  
POSNETT BHAVAN : TILAK ROAD : RAMKOTE : HYDERABAD - 500 001  
Phone No :- 040 -29702800 Mail Id - cgstrradmn@gmail.com

C.No.I/22/OTH/462/2020-Admn

Date:26.02.2021

**BID NOTICE NO . 01/2021**

**NOTICE INVITING QUOTATIONS FOR OUTSOURCING OF HOUSE-KEEPING SERVICES FOR THE YEAR 01.04.2021 to 31.03.2022**

1. Online bidings are invited for and on behalf of the President of India by the Ranga Reddy GST Commissionerate, Hyderabad from reputed House Keeping Contractors for providing Housekeeping / Multitasking Services for the office space hired in the Posnett Bhavan for Head Quarters Office. The details of the office premises along with the location and the area are as follows:

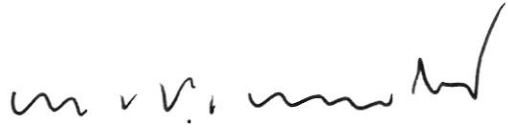
Sl.No	NAME OF BUILDING/LOCATION	AREA (Approx)
1	<b><u>OFFICE AREA:</u></b> Area hired in Ground floor, first floor & 6 <sup>th</sup> floor for Head Quarters Office, Office of Commissioner of Central Tax, Ranga Reddy GST Commissionerate in Posnett Bhavan, Tilak Road, Ramkote, Hyderabad.	14863 Approx. Sqft.

2. This Office is in the process of shifting to a new location, in Hyderabad city, the successful bidder will have to provide the service to new office premises. The rate/amount will be adjusted proportionate to the area (i.e Sqft) of the new location with same terms and conditions.

3. The bidders need to quote their rates only as per Sq.ft. per month basis for the area mentioned as above and in no case, the wages proposed per person per month should be less than Standard Minimum Wages as fixed by the labour department from time to time to inclusive of all statutory levies and taxes)

4. Bids shall be submitted online at GeM website <https://gem.gov.in>. Interested bidders are advised to visit GeM website, regularly for any corrigendum/addendum/amendment.

5. The bid document is available at <http://www.centralexciselyderabad4.gov.in/index2.php> & <https://gem.gov.in>.

  
(CH. VENKAIHAH CHOWDARY)  
Additional Commissioner (P&V)  
Ranga Reddy GST Comm't

Encl:

1. ANNEXURE-I : General Terms & Conditions
2. ANNEXURE-II : Scope of Work
3. ANNEXURE-III : Technical Bid
4. ANNEXURE-IV : Acceptance letter
5. ANNEXURE-V : Bid Security Declaration

## ANNEXURE-I

### TERMS AND CONDITIONS:

1. Bidders should have experience in housekeeping for at least past three years Bidder/s providing similar service to other Government Departments will be given preference. Testimonials of good service and good behaviour of labour employed with past and current clients would also be preferred.
2. Bidder/s shall be duly registered with ESIC, Provident Fund, GST and other relevant statutory authorities dealing with employment of labour. All existing statutory requirements of both the State as well as the Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office. 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. CONTRACTORS not registered under the ESIC and Provident Funds Act and other relevant statutory enactments dealing with employment of labour need not apply.
3. The bidder/s should have complied with various statutory provisions of GST, EPFO, ESIC and other applicable Acts in previous three years.
4. Bidders should be paying minimum wages and allowances to his employees as prescribed by the respective Central and State Government authorities as and when amended from time to time.
5. Employing local persons will be given preference.
6. The person employed will be required to work on all days except Sunday and Holidays declared by the Government of India/Local State Authority. All persons employed are expected to be committed, courteous and to follow instructions given to them by this office and should not do any private work other than their normal duties..
7. Contractor or its persons employed are barred from forming association and indulging in any Union activities. Such activities on this count would render the contract liable to termination.
8. The duty hours of housekeeping staff would be decided by the Office of the Commissioner of Centra Tax, Ranga Reddy GST Commissionerate. This office reserves the right to call for the services of the housekeeping staff, if required, even on Sundays/Holidays also.

9. Bidder should state the lump sum amount to be charged on monthly basis, as well as rate per Sq. Ft. per month and also state the number of labourers to be employed.
10. Bidder should comply with statutory requirements pertaining to child labour.
11. Contractor shall be solely responsible for payment of wages/salaries with other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Commissionerate shall have no liability whatsoever in this regard and the Contractor shall indemnify this Commissionerate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
12. Period of the contract will be during the period 01.04.2021 to 31.03.2022 and as per the requirement of this office as decided by the appropriate authority.
13. Any statutory levy in respect of the services being provided found leviable at any time shall be borne by the contractor only even if not already included in the contract.
14. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his Staff.
15. It is clarified in no ambiguous terms that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in the official premises for claiming any regular or part time employment in this office or any other Govt. Office. Any litigation on this account would render the contract liable for termination.
16. The Contractor will provide his staff with the necessary uniform (for Gents- Shirt – Sky blue / trouser – navy blue; for Ladies- Salwaar Kameez/Saree in similar combination and Shoes). The cost will be borne by the service provider. Contractor is required to verify the antecedents of persons employed including past police records, before deploying the persons in this office.
17. The contractor shall make regular and full payment of labour wages which should not be less than that fixed under Minimum Wages.
18. The Contractor is responsible for payment of salaries and other statutory payment to the workers on monthly basis as applicable to them under law. The contractor should ensure that the same are paid on time in every month without

waiting for the payment of the bill by the Department.

19. **Earnest Money Deposit (EMD):-**

As per Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division's Letter No. F.9/4/2020-PPD dated 12th November 2020, **Bid Securing Declaration** to be submitted.

20 It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part-time employment in this office or any other Govt. Office.

21. Photographs, full address and telephone number of all housekeeping personnel should be provided to the Competent authority of this department for records.

22. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. The Commissionerate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Commissionerate, the same shall be indemnified by the Contractor on his cost.

23. Contractor shall in no case lease/transfer/sublet or appoint care taker for services.

24. No other person except Contractor's authorized representative shall be allowed to enter the premises of the Commissionerate.

25. The Central Tax, Ranga Reddy GST Commissionerate (hereinafter referred to as the Commissionerate) reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.

26. The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.

27. No other allowances of any kind including transport/food/clothing/washing/overtime etc will be paid by this office.

28. Notwithstanding anything contained herein, the Commissionerate reserves the right to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason and the Contractor intends to terminate the contract with this Dept., has to give the termination notice within three months prior notice with proper reasons in writing.

29. The contractor will be responsible for the good conduct and high degree of discipline of all workers deployed and will be liable legally for any harm or loss arising to any person whomsoever, in whatever form, from misconduct or any act of negligence. Omission or commission whether intentional or otherwise, of the contractor or any of the worker deployed by the contractor in the course of providing any services stated in this contract and will bear full responsibility and cost of the same behaviour.

30. After the award of contract, the contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.

31. The department will not be a party to any dispute between Contractor and workers engaged by the Contractor. The issues/disputes relating to the contractor and their workers have to be redressed by the Contractor himself. The department will not be responsible for any dispute relating to their welfare, health and other facilities including their deployment and retrenchment etc., or any other issues either with any Government department or otherwise.

### **32. Performance Security Deposit**

Performance Security Deposit(PSD): The successful bidder will deposit Three percent of the value of the contract as performance security deposit which is non-interest bearing in the shape of bank draft/ Bank Guarantee issued by a Nationalized bank only drawn in favour of the Chief Accounts Officer, Rangareddy GST Commisionerate, payable at Hyderabad. Performance security deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder including warranty obligations.



### **33. PENALTY CLAUSE:**

This office reserves the right to deduct the amount as determined by this office on reasoned and proportion basis, in case if any irregularity in provision of services or of any non-compliance of directions of this office effects the provision of services.

### **34. TERMINATION:-**

The Commissioner of Central Tax, Ranga Reddy GST Commissionerate reserves the right to extend or reduce the period of time, can terminate the contract in case of poor performance after giving one month advance notice. The department will have right to terminate the contract of House Keeping Services and allot the same to any other willingly valid bidder in case of unsatisfactory performance of the House Keeping Services. The contract can also be terminated prematurely in case of introduction of change of system of the instant contract.

FOR ANY CLARIFICATION IN THE MATTER AND/OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH SUPERINTENDENT (PRO), CENTRAL TAX, RANGAREDDY GST COMMISSIONERATE, SIXTH FLOOR, POSNETT BHAVAN, RAMKOTE.

## ANNEXURE-II

### SCOPE / NATURE OF THE WORK:

- a) Cleaning, sweeping and wet mopping of the entire area including the lobby, toilets/washroom, and lift shafts etc. every working day.
- b) Collection of all sweepings, garbage and waste material and their effective disposal.
- c) Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like Phenyl, Harpic, Vim, Surf etc. **thrice a day** and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
- d) Shifting of furniture, files and other office equipment, whenever required.
- e) Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table/ chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets, fans etc.
- f) Cleanings of pantry area, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.
- g) Miscellaneous services including serving of drinking water / refreshment, etc., during Conference / Meetings / Seminars and visit of Assesseees in Headquarters office, running of Xerox machines, fax machine and making of course material etc and including those which may be required by this office by deploying dedicated personnel.
- h) Internal and external cleaning of window panes, doors and fans.
- i) Cleaning of venetian blinds, ceilings, walls, AC duct, grills and beams.
- j) Cleaning of entire floor space, glasses and pantry with detergents.
- k) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
- l) General maintenance and up keep of the entire office premises.
- m) The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office , office rooms, toilets etc.

neat and tidy. Any breach of these conditions will result in the immediate termination of the contract.

**OPEN AREA:**

- a) Sweeping the open area twice a day
- b) Spraying & Cleaning of the open area and boundary walls with the water once in a week.
- c) Removing of Garbage daily.

**JOBS TO BE CARRIED OUT WEEKLY.**

- a) Cleaning of window panes with mild detergent such as Collin and any other cleaning operation assigned / required.
- b) Vacuum cleaning in the computer section, all computers in the office and the sofa-sets, twice a week.

**CLEANING MATERIALS:**

- a) The cleaning material will be provided by the Department in such quantity and of such quality as determined by the proper officer of the Department.

**ANNEXURE-III**

**Proforma for Technical Bid**

- 1] Name of the Party
- 2] Postal address
- 3] Telephone No.
- 4] Mobile No.
- 5] Name of Contact Person / Authorised.
- 6] Mobile No. of Authorised Person
- 7] Permanent Account Number (PAN)  
allotted by Income Tax Deptt.
- 8] GST No. (last 3 month receipt to be enclosed)
- 9] Employees Provident Fund  
Registration No.  
(last 3 month receipt to be enclosed)
- 10] Employees State Insurance  
Corporation Registration No.  
(last 3 month receipt to be enclosed)
- 11] Contract Labour Act Licence No. &  
date & its validity period
- 12] Name & address of Customer to whom  
House keeping & cleaning Services Provided.  
Copy of work order of govt. Department may  
be submit if any
- 13] Details of experience in the field & turn  
over with in three years

- 14] Copy of ITR within three years
- 15] Total staff/workers of the firm
- 16] Number of Staff / Workers to be deployed
- 17.] Whether EMD deposited?Please tick  
The applicable choice.
- 18.No of persons proposed to be supplied

(Note :- **Attach attested  
photo copies of all  
the above  
Documents.**)

### **Declaration**

I/We hereby certify that the information furnished above is full and correct and best of my/our knowledge. I/We understand that in case any deviation is found in above statement at any stage, the company/firm will be blacklisted and will not deal with the department in future.

[Signature of Authorized Person ]

ANNEXURE IV

ACCEPTANCE LETTER

(To be given on Company letter head)

Date:

To,  
Additional Commissioner (P&V),  
Office Of The Commissioner Of Central Tax,  
Ranga Reddy GST Commissionerate Posnett Bhavan,  
Tilak road, Ramkote, Hyderabad – 500 001

Sir,

Sub: Acceptance of Terms and Conditions of the Agreement – Reg.

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GeM reference no. :

Name of the Work :- Housekeeping Services.

Dear Sir,

1. I/We hereby certify that I/We have read the entire terms and conditions of the bid documents( including all documents like annexures, schedules etc.) which form part of the contract agreement and I/ we shall abide hereby the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration while submitting this acceptance letter.
3. I/We hereby unconditionally accept the conditions of above mentioned bid document(s)/corrigendum(s) in its totality/entirely.
4. In case any provisions of this bid documents are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this bid including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours sincerely,

(Signature of the Bidder, with  
Office Seal)

**ANNEXURE-V**  
**FORM OF BID-SECURING DECLARATION**

(The Bidder shall fill in this Form in accordance with the instructions indicated)

Dated :

To

The Additional Commissioner (P&V)  
O/o. The Commissioner of Central Tax & Customs,  
Rangareddy GST Commissionerate,  
Possnet Bhawan, Tilak Road, Hyderabad

Ref: Tender document No. \_dated\_ We, the undersigned declare that:

We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept to automatically be suspended from being eligible for bidding in any contract in SPMCIL for a period of 3 years from the date of opening of Bid. If we are in breach of our obligation(s) under the bid conditions, because we :

After having been notified of the acceptance of our bid by the Contracting Authority within the period of bid validity:

1) We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No.

**OR**

2) We failed or refused to sign the contract.

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon :

1) Our receipt of your notification to us of the name of the successful bidder or

2) Twenty –eight days after the expiration of our Bid or any extension to it

We know if we are a Joint Venture, Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners named in the JV agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

For and on behalf of M/s. \_\_\_\_\_ Address :

Address :

Signature

Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)