

CENTRAL EXCISE COMMISSIONERATE LUDHIANA
C.No I- 39 (1) Admn /Hqrs./2015/Pt./

Tender Notice

Central Excise Commissionerate, Ludhiana requires the services of a Labour Contractor having valid license under section 12 of the Contract Labour (Regulation and Abolition) Act, 1970 for housekeeping of office premises at Rishi Nagar, Ludhiana, its Divisional Offices i.e. Ludhiana-I, II & III (located at Savitri Complex, Dholewal Chowk Ludhiana), Khanna(555/3, 1st floor), Moga (Kothi No. 481, Majestic Road, Civil Lines), Malout (Shop No.50, New Grain Market) & Barnala (Gurdev Nagar, Gali No. 02) and its subordinate offices & Guest House at Ludhiana, details of which can be obtained from Superintendent (Hqrs), Central Excise Commissionerate, Ludhiana. The above contract is solicited for the period 01.06.2015 to 31.03.2016.

Details regarding general terms and conditions, pre-qualification requirement for award of contract and proforma for quoting rates can be had from Superintendent (Hqrs), Room No.107 located at the ground floor of the office building during the office hours on any working day or can be downloaded from the website www.eprocure.gov.in & www.centralexciseludhiana.gov.in. Quotations must reach this office on or before 30.04.2015 at 12.00 hrs (along with Earnest Money of Rs.1,00,000/- in the shape of pay order / Demand Draft in the name of Pay & Accounts Officer, Central Excise Commissionerate, Ludhiana & the same will be opened at 14.00 hrs on the same day in the presence of bidders, who wish to be present. Contract shall be from first working day of a month to the last working day i.e. excluding Sundays & Gazetted holidays.

While submitting quotations, bidders must submit the proforma duly filled in and signed for having accepted the general terms and conditions (Annexure-1), special terms and conditions (Annexure-II) & pre-Qualification details under Technical Bid (Annexure-III) in one envelope and financial bid (Annexure-IV) in another envelope. Both the sealed envelopes be placed in another sealed cover super scribing it "quotations/rates for supply of Labour on contract basis". Quotations should be given separately for each building. It is however not necessary that a bidder has to bid for all the premises. These should be addressed to the Superintendent (Hqrs), Central Excise Commissionerate, Ludhiana.

Contractors who do not fulfill the pre-qualification requirement will not be considered. Financial bids of only those contractors/agencies that fulfill all the terms and conditions will be opened separately. The Central Excise Commissionerate, Ludhiana reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Dated:-

Assist Commissioner (Admn)

Annexure-I

GENERAL TERMS AND CONDITION

1. Rates/Quotations duly filled in, will be received up to the date and time mentioned in the Tender Notice.
2. The Commissionerate of Central Excise, Ludhiana (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.
3. The Contractors are required to submit the complete Rate/Quotations only after satisfying each and every condition laid down in the Annexure enclose.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
5. Rates/Quotations should be submitted and signed by the firm with its current business address.
6. The rates shall be valid for a period of at least six calendar months from the date of opening the bid.
7. The Contractors should satisfy themselves before submission of the Rates/Quotations to the Commissionerate that they meet the qualifying criteria and capability as laid down in the Annexure.
8. The Contractors must comply the Rates/Quotations, specification and all terms and conditions of contract. No deviation in terms and condition of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the Commissionerate.
9. The Contract will be awarded initially for the period of 01.06.2015 to 31.03.2016 subject to further extension from time to time. However, extension will be considered keeping in view the various factors such as prevailing market price, satisfactory performance of the firm.
10. Bidder should not indulge in employing child labour.

11. 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.
12. In case of any default by the Contractor in any of the terms and conditions(whether General or Special), the Commissionerate may, without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Contractor.
13. Notwithstanding anything contained herein, the Commissionerate reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
14. 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 any persons deployed by him even for short duration. The Commissionerate shall not entertain any claim arising out or mishap, if any that may take place. In the even of any liability/claim falling on this Commissionerate, the same shall be reimbursed /indemnified by the Contractor.
15. Contractor shall in no case lease / transfer / sublet / appoint care taker for services.
16. No other person, except Contractor's authorized representative, shall be allowed to enter the Commissionerate.
17. Within the premises of the Commissionerate, the Contractor's personnel shall not do any private work other than their normal duties.
18. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Commissionerate indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
19. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Commissionerate shall have not 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.

20. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
21. 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.
22. Earnest money will be refunded after finalization of Contract to unsuccessful bidders & earnest money of successful bidder will be refunded after successful completion of work contract.

We agree to the above terms and conditions:

Signature with Date

Name of the Firm
Seal

ANNEXURE – II

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

1. Area of buildings of Hqrs office Ludhiana and Division / Range offices for which Contract workers are required.

Sr. No.	Name of the Formation	Present location	Present area occupied (Sq. Ft)
1	Hqrs., Ludhiana	Rishi Nagar (Occupied area)	69709
2		Surrounding / parking Area	62271
3	Division- I, Ludhiana	Dholewal Chowk	4267
4	Division-II, Ludhiana	Dholewal Chowk	5820
5	Division-III, Ludhiana	Dholewal Chowk	5820
6	Range- Khanna	Khanna	1553
7	Range-Moga	Moga	858
8	Range-Barnala	Barnala	1518
9	Range-Malout	Malout	1864
	Total		153680

2. SCOPE OF WORK

- (I) The prime object of house keeping services is to maintain the entire premises in a tip top condition. The cleaning material shall be provided by the department. The premise is to be maintained from hygienic point of view.
- (II) The broad details of work covered under the scope in enumerated as follow:

- A. Cleaning, sweeping and wiping of floors.
- B. Thorough cleaning of toilet/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
- C. Movement of files, furniture and other office equipments, Photostat copying work, whenever required.

D. JOB TO BE CARRIED OUT DAILY

- (i) Cleaning of toilets, windows, wash basin and other fittings, water Coolers, with phenyl/ Lysol twice a day.
- (ii) Cleaning of corridors, staircase and common area with disinfectant in the morning and with plain water in the afternoon.
- (iii) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, computer, cupboard, air conditioners, almirah, filling cabinets, glass panes etc., and collecting waste paper, sweeping garbage, unwanted material, etc. and its disposal at indicated locations.
- (iv) Cleaning of rooms by mopping floor with cloth soaked in water.

- (v) Providing toilets with liquid soap, naphthalene balls and deodorant blocks. Liquid soap is to be kept in upside down and pour type steel or plastic containers.
- (vi) The contractor shall refill the sanitary cubes, cakes, odonil, air purifier, naphthalene balls, chemicals, disinfectants, detergents, liquid soap, acid etc,[to be provided by the Inspector(Hqrs)] from time to time and as and when required.
- (vii) Miscellaneous services such as serving of drinking water / refreshment etc., during Conference / Meetings / Seminars and visit of Assesseees.
- (viii) General maintenance and up keeping of the entire office premises.
- (ix) The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office and guest house premises, its towel, bed sheets, pillow covers, other cloth items, kitchen and utensils, dining rooms, other rooms, toilets etc neat and tidy.

E. **JOBS TO BE CARRIED OUT WEEKLY**

- (i) Washing of floors with surf/vim/soap and water or any other cleaning operation.
- (ii) Cleaning of window panes with mild detergent and any other cleaning operation assigned / required.
- (iii) Vacuum cleaning in the computer section, all computers in the office and the sofa sets twice a week.
- (iv) If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor.

3. **MISCELLANEOUS CONDITIONS**

1. Sweeping, cleaning, dusting etc. shall be completed before 9.00 A.M. everyday.
2. The working hours will be from 08.00 to 16.30 hrs. daily including lunch break of half an hour.
3. Bidders shall be duly registered with ESIC, Provident Fund, Service Tax and other relevant statutory authorities dealing with employment of labour. All existing statutory regulations of both the State as well as 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 enactment dealing with employment of labour need not apply.
4. Bidders should be paying minimum wages to his employees as prescribed by the state government.

5. The persons employed should work on all days except Sunday.
6. The contractor will provide his staff with the necessary uniform. The cost will be borne by the Contractor.
7. Manpower required for execution of the entire work, including transport, shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
8. The Contractor shall, on award of the contract, furnish the list containing names, photographs and addresses of the workman sent to the Commissionerate for housekeeping services for records.
9. The contract rates shall include cost for all essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of the Commissionerate.
10. The contractor shall have no claim against the Commissionerate in respect of any work which may be withdrawn.
11. The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer/Inspector (Hqrs) of the Commissionerate. The personnel will render services every day including SATURDAYS except on NATIONAL HOLIDAYS (i.e. 26th Jan, 15th August, 2nd October, Holi, Diwali and Sundays and any other holidays/public holidays which are mandatory under labour laws). They will maintain cleanliness of toilets, lavatories, pantry, floors etc., and will attend to any unforeseen jobs as well as exigency of works. No extra payment of this shall be made. The rates of items of schedule of work include the cost of this provision as well.
12. Materials, consumables, appliances, tools and tackles shall be provided by the Commissionerate.

4. **TERMS OF PAYMENT**

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificate as indicated below, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
2. The contractor shall make regular and full payment of labour charges, salaries and other payments as due by 7th of each month as per the labour

laws to its personnel deputed under service contract and furnish necessary proof whenever required.

3. The Contractor will be required to furnish proof of payments made to the following authorities:-
 - (i) Proof of challans/receipt issued by Regional Provident Fund Commissioner (RPF) etc. for payment made towards applicable provident fund, ESI and EDLI for previous month and proof of payment towards compliance of other statutory provision for the previous month.
 - (ii) The Commissionerate shall release due amount to contractor after making recoveries, if any, through crossed account payee cheque in favor of contractor.
 - (iii) The contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Contractor
 - (iv) In case, the Commissionerate receives any complaint regarding non-payment of wages to personnel, the amount payable to these personnel will be recovered from Agency/Contractor bill and paid to such personnel.

5. **CHARGES AND PAYMENTS**

Bills chargeable shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Commissionerate reserves the right to deduct the payment due from the contractor from monthly bill(s).

We agree to the above terms and conditions

Signature with date

Name of the Firm

Seal

ANNEXURE – III

TECHNICAL BID

Pre-qualification requirements for award of contract for Housekeeping

1.	Name of the Organization/Firm	
2.	Name(s) of the Proprietors/Directors	
3.	Registered Address	
4.	Telephone No	
	Mobile No.	
	Fax No	
5.	Mobile No of Contact Person / Authorized Signatory	
6..	Whether firm is registered and license holder under Contract Labour (Regulations and Abolition) Act	
7.	Permanent Account No. of the firm(PAN)	
8.	Copy of Income Tax clearance Certificate (ITCC) to be attached	
9.	Employees Provident fund number allotted by Regional Provident Fund Office.	
10.	Service Tax Registration	
11	Contract Labour Act Licence No and date & its validity period	
12	ESI Registration No.	
13.	Total Staff/workers of the firm	
14	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last five years. (Please attach the job order/service certificate from Govt. Office/Public Sector)	

Note: Attach attested photo copies
Of all the above documents

Signature with date

Name of the Firm

Seal

FINANCIAL BID

Proforma for Quotations rates

	Description of payment	Total Rate
1.	Rate per Sq. Feet per month for housekeeping services as mentioned in Annexure-II.	
2	Total (per month)	
3	Grand Total (per year)	
4	No. of persons to be deployed for the job.	
5.	Validity period of rates quoted (Minimum 6 months)	

Note: Cost of cleaning material should not Be included in above rates, as the cleaning Material will be provided by the Department

Signature with date

Name of the Firm

Seal
