

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग, केंद्रीय वस्तु एवं सेवाकरलेखापरीक्षा – I पुणे, आयुक्तालय 4 थी मंजिल 'ए' और 'बी' विंग, 41/ए, जी एस टी भवन, ससूनरोड, पुणे- 411001 दूरभाष: 020-26055790, 29700045	 सत्यमेव जयते	Government of India, Ministry of Finance, Department of Revenue, Central GST, Audit- I Pune, Commissionerate 4th Floor 'A' & 'B' Wing, 41/A, GST Bhavan, Sassoon Road, Pune – 411 001 Phone No.020-26055790, 29700045
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NOTICE INVITING E-TENDER

The Commissioner of Central Goods & Service Tax, Audit- I Pune, invites online bid on behalf of the President of India for Outsourcing of Housekeeping Services (Sweeping and Cleaning) from eligible, reputed and registered firms preferably having their permanent establishment in Pune and engaged in such nature of business of providing housekeeping services for office areas under government offices/business premises for the offices situated at Pune, Kolhapur & Satara on two bid system as per details below:-

Sr.No.	Name of Building/Locations	Approximate House-keeping Area
1.	Office of the Commissioner of CGST Audit – I Pune, 4th floor, A & B Wing, 41/A, GST Bhavan, Sassoon Road, Pune- 411 001	11,589 Sq. ft 1077 Sq. mtr.
2	Office of the Deputy/Assistant Commissioner, Circle I & II of CGST Audit – I Pune Commissionerate, Sector No.26, GST Bhavan, Dr. Babasaheb Ambedkar Road, Near Akurdi Railway Station, Akurdi, Pune Maharashtra-411044.	3,584 Sq.ft 333 Sq. mtr.
3.	Office of the Deputy/Assistant Commissioner, Circle-V(Kolhapur)of CGST Audit – I Pune, BSNL, Type VI Staff Quarters, Sanchar Colony, New Shahupuri, Kolhapur, Maharashtra-416001.	1,923 Sq.ft. 178 Sq. mtr.
4.	Office of the Deputy/Assistant Commissioner, Circle-V(Satara)of CGST Audit – I Pune Commissionerate, Plot No. R 45 to 56 Additional MIDC, Satara-415004.	1,612 Sq. ft. 150 Sq. mtr.
Total		18,708 Sq. ft. (1,738 Sq. mtr.)

The Bid has to be submitted for all the premises as mentioned above at Sr.No.1 to 4 located at Pune, Akurdi(Pune), Kolhapur & Satara. Further, if any of the documents specified in the Technical Bid is not submitted or if the condition of the Technical Bid is not met, such Technical Bid shall be summarily rejected.

- The Tender enquiry documents will be available on official website/portal <https://gem.gov.in>, from 19.00 hrs on 17.10.2022 .
- Bid submission:-Bids should be submitted online only on GeM <https://gem.gov.in>. Service providers have to follow the “General Terms and Conditions” as provided in the Annexure-I for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Service Providers have to follow “Scope of work” as provided in Annexure-VI and “Requirements of Bidder for Online Bid Submission” i.e. Technical/Financial Bids” as provided in the Annexure-II & Annexure-III for online submission of bids and submit an “Undertaking by the Bidder” as prescribed in the Annexure-IV and “Tender Acceptance Letter” as prescribed in the Annexure-V.

The tender shall be submitted online in two parts viz. **Technical bid and Financial bid**. All the pages of bid being submitted must be **legible, signed and sequentially numbered** by the bidder irrespective of nature of content of the documents before uploading. **The offers submitted by Post/Fax/email etc. shall not be considered.** No correspondence will be entertained in this matter.

I/804117/2022

4. **Earnest Money Deposit(EMD)** or bid security of **Rs. 60,000/- (Rs. Sixty Thousand only)** shall be submitted by bidders in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from scheduled Commercial Bank as mentioned in the EMD Details, drawn in favour of '**Pay and Accounts Officer, CBIC Pune, 2nd Floor, A wing, GST Bhavan, Sassoon Road, Pune-411001**'. The requirement of EMD is **waived for MSME units**, who will submit a valid copy of the MSME Certificate. The Hard Copy of original documents in respect of Earnest Money, must be delivered to the **Assistant Commissioner (Admin),CGST Audit- I PuneCommissionerate, 4th Floor, 'A' Wing,GST Bhavan, Sassoon Road, Pune- 411001**, on or before Technical bid opening date/time as mentioned in critical date sheet.

Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

5. The bid forms and other details can be obtained from the website/portal i.e. <https://gem.go.in>.
6. Tenderees who have downloaded the tender from the GeM website: <https://gem.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tenderee will be completely rejected and EMD would be forfeited and tenderee shall be liable to be banned.
7. The Critical Dates/Time for the Tender Submission and processing are as under:

Publishing Date	17 th Oct, 2022 (19:00 hrs)
Bid Document Download Start Date/Time	17 th Oct, 2022 (19:00 hrs)
Bid Submission Start Date/Time	17 th Oct, 2022 (19:00 hrs)
Last date for Premise(s) Visit	19 th Oct, 2022 (11:00 A.M. to 17:00 hrs)
Bid Document Download End Date/Time	27 th Oct, 2022 (11:00 hrs)
Bid Submission End Date/Time	27 th Oct, 2022 (11:00 hrs)
Technical Bid Opening Date/Time	27 th Oct, 2022 (11:30 hrs)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	Immediately after the evaluation of technical bid & will be communicated online.

8. Interested service providers are advised to visit at GeM website <https://gem.gov.in> regularly till the closing date of submission of tender for any corrigendum / addendum/ amendment.
9. **Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.**
10. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.

Signed by Shivkumar Popat Salunkhe

Date: 17-10-2022 15:55:55

(SHIVKUMAR SALUNKHE)

Joint Commissioner
CGST Audit- I Pune.

F.No.GADT/I/(15)/6/2022-ADMN-O/o COMMR-CGST-ADT-I-PUNE
Pune, the Oct , 2022

**Encl:- Annexure:-I (Terms and Conditions)
Annexure:- II (Technical Bid)**

I/804117/2022

Annexure:-III (Financial Bid)
Annexure:-IV (Undertaking by Bidder)
Annexure-V (Tender Acceptance Letter)
Annexure-VI (Scope of Work)

Copy to:- Web-Master, CBIC Website, Commissioner of Systems, New Delhi with request to upload on CBIC Web-site (www.cbic.gov.in) at the earliest.

-sd-
(SHIVKUMAR SALUNKHE)
Joint Commissioner
CGST Audit- I Pune.

ANNEXURE-I
GENERAL TERMS AND CONDITIONS

- i. The applicants should be capable of providing services of such nature and should furnish an undertaking to the effect that all relevant labour laws are being complied with and also that they are capable of holding and controlling the man power without any legal encumbrances; **the firm must be registered with the Labour Commissioner**, for providing the required number of workers, and should also possess valid PAN number, GST Registration (if applicable), ESI, EPF registration as applicable.
- ii. They should mention in their quotations for the above said work at **(a)** lump sum amount to be charged on monthly basis, as well as rate per Sq. ft. per month and also state the number of contract worker to be deployed for the above said work **(b)** state the amount charged per worker per month and also number of contract worker to be deployed. The amount for **(a) & (b)** should be mentioned separately.
- iii. The deduction towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the same would not be payable by the department over and above the rates thus quoted. The contractor would be fully liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- iv. **Skeleton staff should be deployed beyond 05.00 pm on all working days to cater for emergency services.**
- v. The Sweeping & Cleaning services should be provided on all days from 09.00 am to 05.00 pm (including lunch-break of half hour) except Sundays.
- vi. **The personnel employed should attend to work punctually and complete the cleaning work of the entire office premises before 09.30 am daily. The personnel will perform all the duties assigned by the Service Provider and as specified by the Department from time to time.**
- vii. The successful bidder will be required to give letter of acceptance within 3 days of being informed and enter into an agreement for the work contract.
- viii. The Service Provider shall deploy only those personnel whose antecedents have been verified by the Police.
- ix. **All the workers deployed at all the locations shall be in proper uniform with ID cards displayed prominently on their person, which shall be provided by the Service Provider. This office shall not provide any accommodation/food/uniform to the housekeeping attendants.**
- x. **The Contractor's authorized representative carrying valid ID cards shall only be allowed to enter this office. Within the premises of the office, the contractor's personnel shall not do any private work, except their assigned duties, and will not entertain any guests/outsideers etc.**
- xi. **The Service Provider shall arrange necessary Insurance cover for all the persons deployed by him.**
- xii. **This Office shall not entertain any claim arising out of mishap, etc, if any, that may take place while discharging the duties by the personnel(s) provided by the Service Provider. In the event of any liability/ claim falling on this Commissionerate, the same shall be reimbursed/ indemnified by the Service Provider.**
- xiii. **The workers engaged by the Service Provider for the said work at GST Bhavan, Pune, GST Bhavan, Akurdi, Office of the Deputy/Assistant Commissioner, Circle – V(Kolhapur) and Circle - VI (Satara) of CGST Audit-I Pune Commissionerate, Pune will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.**
- xiv. The Contractor shall be fully responsible for theft, burglary, loss, breakage or fire etc. or any mischievous deeds by his staff.
- xv. The Contractor should not indulge in employing child labour and shall not employ the worker over the age of 60 years.

I/804117/2022

- xvi. The Service Provider who shall be awarded the work by the Department is not permitted to Sub-contract the subject work.
- xvii. The Service Provider should deploy one supervisor with mobile phone who shall be available every day in GST Bhavan, Pune.
- xviii. **The Cleaning materials and consumables will be supplied by the department.** However, the service provider will have to make their own arrangements for all the equipment, machines and vacuum cleaners.
- xix. There should not be overloading of work on personnel deployed. The work between the personnel deployed should be uniformly distributed and ideally it should not be more than 2000Sq.Ft per personnel per day.
- xx. Reputed registered firms/Company/Agency should have their permanent establishment/registered office in PMC/PCMC (Pune) only (copy of the same must be uploaded on GeM Portal with bid document).
- xxi. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
- xxii. The personnel will report to the officer-in-charge assigned by the department i.e. **Assistant Commissioner(Administartion) /PRO/Superintendent(Administration)**. If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no housekeeping charges shall be paid.
- xxiii. The service provider shall ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
- xxiv. An undertaking should be given that any case of Service Tax/Central Excise/GST/Customs/Narcotics was not booked/confirmed against the service provider/agency/owner during last five years.
- xxv. The Service provider shall pay wages to the laborers engaged by them for the work as per Minimum Wages Act, fixed by Central/State Government, as amended from time to time. Any anticipated increase in the wages must be factored in the rates being quoted. The department shall be in no way responsible or liable for payment of salaries, bonus, gratuity, allowances or any type of payment to them.
Note: "If a firm quotes 'NIL' service charges or consideration, the bid shall be treated as unresponsive and will not be considered.
- xxvi. All deductions towards PF, ESI etc must be factored in the rates being quoted per sq. ft per month basis.
- xxvii. Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.
- xxviii. Under Section 51 of the CGST Act 2017 and the Circular No.65/39/2018-DOR dated 14.09.2018 and Notification NO.50/2018 Central Tax dated 13.09.2018 issued by Deptt. of Revenue, where the total value of supply of service under a contract exceeds 2.50 Lakhs, the Department is free to deduct the amount at the rate applicable under the Section from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.
- xxix. The Service Provider shall indemnify and keep indemnified this office against any acts of omission or commission from the personnel engaged for work and this office shall not be liable to pay any damages or compensation to such person or to third party. All such damages caused by the housekeeping personnel shall be charged to the Service Provider and recovered from its dues/ bills.
- xxx. The bidders who intend to bid and intend to visit the aforesaid premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so by **19th OCTOBER, 2022 during the working hours 11.00 hrs to 17.00 hrs.** The contact person(s) is as under: -
(a) **GST Bhavan(HQ): Shri Atul P. Gaikwad, Superintendent (Admin), CGST Audit - I Pune Commissionerate, GST Bhavan, "B" Wing, 4th Floor, Sassoon Road, Pune-411001.**
(b) **GST Bhavan(Akurdi): Shri Ashok B. Solunke, Superintendent, CGST Audit - I Pune Commissionerate, GST Bhavan, Dr. Babasaheb Ambedkar Road, Pune-411044.**
(c) **Circle-V(Kolhapur): Shri Rajendra V. Gundale, Superintendent (Admin), CGST Audit - I Pune Commissionerate, BSNL Type-VI Quarters, Sanchar Colony, Kolhapur-416001.**

I/804117/2022

(d) Circle-V(Satara): Shri Ramchandra K. Gulvani, Superintendent, CGST Audit - I Pune Commissionerate, Plot No. R 45 to 56 Additional MIDC, Satara-415004.

- xxxi. It will be the prerogative of the Department to decide whether the aforesaid contracts are to be given to one Contractor or to different contractors.
- xxxii. The contract can be terminated by the department without assigning any reason at any time. The Service provider shall not terminate the contract without giving proper notice of at least two months.
- xxxiii. Online Bidding should be done within stipulated date and time.

Annexure-II**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

1	Name of the Registered Firm / Company	
2	Status of ownership Proprietary /Partnership / Company	
3	Registered Address of the Firm / Company (with Tel. no./ Fax no. and E-mail)	
4	Name & Address of the Proprietor / Partners / Director with mobile numbers	
5	Contact Person (s) (with mobile number)	
6	Details of EMD	
7	PAN No. of the firm as allocated by the Income Tax Department	
8	GST Registration Number, if applicable	
9	Details of registration with E.S.I & Provident Fund	
10	Annual turnover for 3 years	
11	No. of persons to be deployed for contract	
11	License No. obtained from Labour Commissioner	
12	List of present clients along with proof of Job order certificate.	
13	Shop and Establishment Registration (GUMASTA LICENSE), Details	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I 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)

The following documents to be furnished/ uploaded by the Service Provider along with **Technical Bid** as above:

- i) Signed and Scanned copy of proof for payment of **Earnest Money Deposit**. In case of claiming Exemption from payment of EMD necessary scanned copy of MSME registration certificate should be enclosed.
- ii) Signed and Scanned copy Certificates like PAN No, GST Registration (if applicable), ESI, EPF Registration etc.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid**.
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- v) Signed and Scanned copy of Labour Licence obtained from Labour Commissioner.
- vi) Signed and Scanned copy of Balance Sheets of last 3 financial years.
- vii) Signed and Scanned Copy of **Technical Bid Format**.

I/804117/2022

ANNEXURE-III
PRICE/ FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

The Commissioner of CGST Audit –I Pune,
GST Bhavan, 4th floor, ‘B’ Wing, Opp.
Sassoon Road, Pune-411001.

Dear Sir,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes.
- 4. The charges for the work of housekeeping services of office buildings are as mentioned in the ‘Schedule of Price Bid’.

Yours faithfully,

Signature of Authorized Signatory
(with date and stamp)

I/804117/2022

SCHEDULE OF PRICE BID.

The below mentioned Financial Proposal/Commercial bid format is provided with this tender document only at GeM portal <https://gem.gov.in> for all the offices of the Office of the Commissioner of CGST Audit-I Pune Commissionerate. Bidders are advised to download this as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify the downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderee is liable to be banned:

Sr. No.	Name of Building/Locations	Approximate House-keeping Area	No. of Persons to be deployed	Rate quoted per Sq. ft. or Sq mtr./month	Total amount per month
1.	Office of the Commissioner of CGST Audit – I Pune , 4th floor, A & B Wing, 41/A, GST Bhavan, Sassoon Road, Pune- 411 001	11,589 Sq. ft 1077 Sq. mtr.			
2	Office of the Deputy/Assistant Commissioner, Circle I & II of CGST Audit – I Pune Commissionerate, Sector No.26, GST Bhavan, Dr. BabasahebAmbedkar Road, Near Akurdi Railway Station, Akurdi, Pune Maharashtra- 411044.	3,584 Sq.ft 333 Sq. mtr.			
3.	Office of the Deputy/Assistant Commissioner, Circle-V(Kolhapur)of CGST Audit – I Pune, BSNL, Type VI Staff Quarters, Sanchar Colony, New Shahupuri, Kolhapur, Maharashtra-416001.	1,923 Sq.ft. 178 Sq. mtr.			
4.	Office of the Deputy/Assistant Commissioner, Circle-V(Satara)of CGST Audit – I Pune Commissionerate, Plot No. R 45 to 56 Additional MIDC, Satara-415004.	1,612 Sq. ft. 150 Sq. mtr.			
Total		18,708 Sq. ft. (1,738 Sq. mtr.)			

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Signature of Authorized Signatory
(with date and stamp)

Name & full address:-

Telephone No.:-

Office:-

Residential:-

I/804117/2022

ANNEXURE-IV
UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm M/s has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2 . I Son/Daughter/Wife of Shri..... Proprietor/Partner/Director/Authorized signatory of M/s am competent to sign this declaration and execute this tender document.

3 . I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.

4 .The information / documents furnished alongwith the above application are true and correct to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:

Place:

Signature of the authorized Signatory of the firm/
Company/Organization
Office Stamp/Seal:

I/804117/2022

Annexure-V

TENDER ACCEPTANCE LETTER

(To be given on Company/Firm Letter Head only)

Date:

To,

The Commissioner of CGST Audit –I Pune,
GST Bhavan, ‘B’ Wing ,4th floor;“ A &B” Wing,
Opp.Wadia College,SassoonRoad,
Pune-411001.

Sub: Acceptance of Terms & Conditions of the Tender.

Bid No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure- VI**SCOPE OF WORK****1. The scope of work for housekeeping of office buildings is for all the offices/premises as mentioned in the Tender document is as under:-**

- (i) Cleaning, sweeping and wet mopping of the entire area including the lobby, Stair-cases, corridors, passages etc.
- (ii) Collection of all sweeping garbage and waste materials and their effective disposal.
- (iii) Cleaning of toilets, urinals, W/C along with attached water tanks and washbasins, using disinfectants like Phenyl, Harpic, Vim, Surf etc. twice a day and as further required.
- (iv) Shifting of furniture, files and other office equipments whenever required.
- (v) Dusting and cleaning of all furniture like tables, chairs, racks, files, almirahs, computer tables/chairs and electronic gadgets like computers, telephones, fax machines, photo copier machines, sofa sets, fans etc.
- (vi) Cleaning of pantry area, wiping and cleaning of wooden panels, glass surfaces, window sills, frames, plant pots and removal of stagnant water. Filling of water in coolers/watering indoor plants in the office.
- (vii) Services such as serving of drinking water/ refreshments etc., during Conferences/ meetings, Seminars and visit of assesses to headquarters. Cleaning of roads in Society/residential complex premises in case of emergency.
- (viii) Filling of water in coolers/watering & cleaning indoors plants in the office.
- (ix) Other similar & miscellaneous work of office.

2. Miscellaneous Conditions:

- i) Sweeping, cleaning, dusting etc. shall be completed before 9:30 hrs. every day.
- ii) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen (with photo ID copies) sent to this office for performing Housekeeping services.
- iii) The Contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office on weekly basis or when required.
- iv) The personnel will render services everyday including Saturday except on National Holiday. In case of emergencies, very rarely, work may be required to be performed on Sundays also.
- v) They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
- vi) Materials, consumables required for housekeeping and maintenance of toilet/bathroom shall be provided by the department.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.**BID CHECKLIST**

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money Deposit/Certificates for exemption from EMD clearly written on the envelope 'EMD/Exemption from EMD'.

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Deposit/MSME Registration Certificate Enclosed for exemption from EMD		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted		
5.	Technical Bid qualifying Document		
6.	Financial/Price Bid Undertaking		

Annexure- VI**SCOPE OF WORK****1. The scope of work for housekeeping of office buildings is for all the offices/premises as mentioned in the Tender document is as under:-**

- (i) Cleaning, sweeping and wet mopping of the entire area including the lobby, Stair-cases, corridors, passages etc.
- (ii) Collection of all sweeping garbage and waste materials and their effective disposal.
- (iii) Cleaning of toilets, urinals, W/C along with attached water tanks and washbasins, using disinfectants like Phenyl, Harpic, Vim, Surf etc. twice a day and as further required.
- (iv) Shifting of furniture, files and other office equipment whenever required.
- (v) Dusting and cleaning of all furniture like tables, chairs, racks, files,almirahs, computer tables/chairs and electronic gadgets like computers, telephones, fax machines, photo copier machines, sofa sets, fans etc.
- (vi) Cleaning of pantry area, wiping and cleaning of wooden panels, glass surfaces, window sills, frames, plant pots and removal of stagnant water. Filling of water in coolers/watering indoor plants in the office.
- (vii) Services such as serving of drinking water/ refreshments etc., during Conferences/ meetings, Seminars and visit of assesses to headquarters. Cleaning of roads in Society/Club House/residential complex premises in case of emergency.
- (viii) Filling of water in coolers/watering & cleaning indoors plants in the office with utmost care.
- (ix) Other similar & miscellaneous work of office.

2. Miscellaneous Conditions:

- (i) Sweeping, cleaning, dusting etc. shall be completed before 9:30 hrs. every day.
- (ii) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen (with photo ID copies) sent to this office for performing Housekeeping services.
- (iii) The Contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office on weekly basis or when required.
- (iv) The personnel will render services everyday including Saturday except on National Holiday. In case of emergencies, very rarely, work may be required to be performed on Sundays also.
- (v) They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
- (vi) Materials, consumables required for housekeeping and maintenance of toilet/bathroom shall be provided by the department.

**Signed by Shivkumar Popat
Salunkhe**

Date: 17-10-2022 15:56:52

(SHIVKUMAR SALUNKHE)

Joint Commissioner
CGST Audit- I Pune.



वस्तु एवं सेवाकर लेखापरीक्षा-I पुणे, आयुक्तालय के आयुक्त का कार्यालय, पुणे
जी. एस. टी. भवन, 41/A, 4थी मंजिल, A एवं B विंग, ससून रोड, पुणे-411001

OFFICE OF THE COMMISSIONER OF CENTRAL GST AUDIT-I, PUNE COMMISSIONERATE
GST BHAVAN, 41/A, 4th Floor, A and B Wing, SASSOON ROAD, PUNE-411001

ADDITIONAL TERMS AND CONDITIONS

(i) TERMS OF PAYMENT

- The contractor will submit the monthly bill in duplicate for reimbursement along with certificate of work completion by the officer in charge. The bill will be paid after making recovery, if any.
- The contractor shall make regular and full payment through e-payment to their respective bank accounts to its personnel / labourers as per the law and furnish necessary proof in this regard as and when required by the department.
- In case of any complaint of non-fulfillment of any obligation under contract executed between the Service provider and department, this office reserves the right to deduct the amount due from contract from monthly bills as well termination of the contract.

(ii) PENALTIES

- The Contractor will attract a penalty of an amount of Rs. 500/- (Rs. Five Hundred Only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the housekeeping services due to his absence or any other reason, which shall be recovered from the bills or otherwise.
- The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.
- In the event of failure in maintaining the housekeeping services on any day up to desired standard, in part or full, the contractor is liable to penalty @ Rs. 2000/- (Rs. Two Thousand Only) per day, which shall be recovered from the bills or otherwise.

(iii) Security Deposit/Performance Security:

On acceptance of tender, the successful bidder must provide Security Deposit/Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Banks in India as mentioned in e-PBG details, equal to 3% of the value of the Contract in favour of 'Pay and Account Officer, CBIC Pune, 2nd Floor, A wing, GST Bhavan, Sassoon Road, Pune-411001'. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit will be refunded only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

- All undertakings given should be of the bid period only. A latest affidavit should be given stating that he is not black listed by any government department.

I/804126/2022

(v) The Bidder should seek clarification of any doubt/query regarding the specification from the Assistant Commissioner (Administration), CGST Audit –I Pune ,GST Bhavan, “A” Wing, 4th Floor, 41/A, Sassoon Road, Pune-411001 or on the Telephone Number (020) 26132915 on any working day between 11:00 hrs to 17:00 hrs before **19.10.2022**.

(vi) The agency shall raise monthly bill for the services rendered and shall make prompt and full Payment of labor charges, salaries and other payments as due as per the labor laws to its Contract workers deployed for housekeeping work and furnish necessary proof whenever required.

**Signed by Shivkumar Popat
Salunkhe
Date: 17-10-2022 15:57:34**

(SHIVKUMAR SALUNKHE)
Joint Commissioner
CGST Audit- I Pune.



**वस्तु एवं सेवाकर लेखापरीक्षा-I पुणे, आयुक्तालय के आयुक्त का कार्यालय, पुणे
जी. एस. टी. भवन, 41/A, 4थी मंजिल, A एवं B विंग, ससून रोड, पुणे-411001**

**OFFICE OF THE COMMISSIONER OF CENTRAL GST AUDIT-I, PUNE COMMISSIONERATE
GST BHAVAN, 41/A, 4th Floor, A and B Wing, SASSOON ROAD, PUNE-411001**

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies/scanned documents of their bids electronically only on the GeM Portal. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal within the prescribed time frame.

More information useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement platform at the GeM portal <https://gem.gov.in> if not registered already for participation in bid.
- 2) As part of the enrolment process, the difficulties faced may be brought to the knowledge of GeM Portal contacting the help desk.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.
- 4) Upon enrolment, with their profile, they should have Aadhar linked mobile no. registered with GeM Portal for OTP verification.
- 5) Bidders then logs in to the site through the secured log-in by entering their user ID / password and to download the Tender document.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the GeM Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/Xls whichever is required/allowed by the GeM portal..
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder should submit all the required documents by proper page numbering with signature of authorized signatory and duly embossed with the office seal and date.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted by generating key. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

I/804134/2022

- 8) Upon the successful and timely submission of the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) The bidders who intend to bid and intend to visit the premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so by 19th OCTOBER, 2022 during the working hours 11.00 hrs to 17.00 hrs. The contact person(s) is as under: -
 - (a) **GST Bhavan(HQ): Shri Atul P. Gaikwad, Superintendent (Admin), CGST Audit - I Pune Commissionerate, GST Bhavan, "B" Wing, 4th Floor, Sassoon Road, Pune-411001.**
 - (b) **GST Bhavan(Akurdi): Shri Ashok B. Solunke, Superintendent, CGST Audit - I Pune Commissionerate, GST Bhavan, Dr. Babasaheb Ambedkar Road, Pune-411044.**
 - (c) **Circle-V(Kolhapur): Shri Rajendra V. Gundale, Superintendent (Admin), CGST Audit - I Pune Commissionerate, BSNL Type-VI Quarters, Sanchar Colony, Kolhapur-416001.**
 - (d) **Circle-V(Satara): Shri Ramchandra K. Gulvani, Superintendent, CGST Audit - I Pune Commissionerate, Plot No. R 45 to 56 Additional MIDC, Satara-415004.**
- 3) Any queries relating to the process of online bid submission or queries relating to Gem portal Portal in general may be directed to the 24x7 Gem portal Helpdesk.
- 4) Bidders should go through the BID CHECKLIST (Checklist of documents to be submitted) before submitting their final bid to avoid rejection.

**Signed by Shivkumar Popat
Salunkhe**

Date: 17-10-2022 15:58:09

(SHIVKUMAR SALUNKHE)

Joint Commissioner
CGST Audit- I Pune.