

OFFICE OF THE PRINCIPAL COMMISSIONER, PUNE I GST COMMISSIONERATE,
GST BHAVAN (ICE HOUSE) 41-A SASSOON ROAD, PUNE-411001

NOTICE INVITING E-TENDERS FOR ANNUAL CONTRACT FOR SUPPLY OF MAN POWER FOR HOUSE-KEEPING (SWEEPING & CLEANING & SANITATION) SERVICES FOR THE OFFICE BUILDINGS AT GST BHAVAN (ICE HOUSE) OFFICE COMPLEX, PUNE-I GST AND GST BHAVAN (EXCISE BHAVAN) AKURDI FOR THE PERIOD FROM 1ST OCTOBER, 2018 TO 31ST MARCH, 2019.

1. Detail of Work area:-

Sr.No	Location	Area in Sq. Ft.
1	GST BHAVAN (ICE HOUSE) OFFICE COMPLEX	
A	GROUND FLOOR	
	Gr D Changing Room	907
	Lobby	387
	Passage	398
	Staircase	213
	Verandah	447
		4400
B	Gym & Canteen	349
	Driver Room	387
	Lobby	398
	Passage	447
	Verandah	213
	Staircase	580
	Range Office, Viman Nagar Division	712
C	Sevottam Waiting area and Control Room	168
	EPBX Room	387
	Lobby	398
	Passage	447
	Verandah	213
	Staircase	100
	Toilet	
D	SECOND FLOOR	22000
	A to E Wing	4270
	Middle Passage	1549
	Lobby	639
	Room near staircase	1065
	Staircase	1400
	6 Big and 2 small Toilet	
E	THIRD FLOOR	8000
	D and F wing CC Office	2349
	Middle Passage	491
	Room near staircase	639
	Staircase	2000
	C wing EDP section	1000
	4 Big and 2 Small Toilet	
	TOTAL AREA (A TO E)	56953
G	COVERED PARKING	16844
	A to F except A wing (Customs Godown) C wing (Canteen) and F wing (Customs Dog squad and record room)	
H	SURROUNDING AREA	24221
	Including area between each wing	
	TOTAL AREA (G & H)	41065
I	GUEST HOUSE	13700
	a) Heritage Bungalow	3082
	b) Transit Guest House	16770
	c) Aprox. Surrounding / open area of Heritage Guest House building	
	TOTAL AREA OF I (a, b & c)	33552

J	GST BHAVAN (EXCISE BHAVAN) AKURDI OFFICE	
	a) All the office area of Excise Bhavan, Akurdi on Ground Area, First Floor & Second Floor	35946
	b) Canteen	1000
	c) Corridors, Stair Cases	3000
	d) Ladies and Gents Toilets	1500
	e) Covered Parking area on Ground Floor	4304
	f) Surrounding & Garden area	12354
	TOTAL AREA OF J	58104
	GRAND TOTAL (A TO E, G, H, I & J)	189674

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in>, www.cbic.gov.in and www.punecenexcise.gov.in on from **23-08-2018**.
3. **Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the **Annexure VII** for online submission of bids.
4. Service Providers have to follow the "**terms and conditions**" provided in **Annexure-I**, Scope of work as provided in **Annexure-VI** and "Requirements of Bidder for Online Bid Submission" i.e. **Technical/Financial Bids** provided in the **Annexure-II & Annexure-III** for online submission of bids and **submit an undertaking as prescribed under Annexure-IV** and **tender acceptance letter as prescribed under Annexure-V**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The tender shall be submitted online in two parts viz. **technical bid and financial bid**. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
5. **Earnest Money Deposit (EMD)** or bid security of **Rs. 30,000/- (Rs. Thirty Thousand Only)** shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favour of Principal Commissioner, Pune I GST Comm'te. **The Hard Copy of original documents in respect of Earnest Money, must be delivered to the Assistant Commissioner (L&B), Pune-I GST Commissionerate, 2nd floor, Wing D, GST Bhavan (ICE House) Complex, Opp. Wadia College, 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.**
6. **The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal).**
7. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> 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, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.

8. The Critical Dates for the Tender Submission and processing are as under:

Published Date	23rd August, 2018 (11:00 A.M.)
Bid Document Download Start Date	23rd August, 2018 (11:00 A.M.)
Bid Submission Start Date	23rd August, 2018 (11:00 A.M.)
Clarification regarding the RFP (Request for proposal) Start Date & Time (excluding holidays)	27th August, 2018 (11:00 A.M till 6.00 P.M.)
Clarification regarding the RFP (Request for proposal) End Date	27th August, 2018 (6.00 P.M.)
Premise(s) Visit	27th August, 2018 (10.00 A.M. till 6.00 P.M.)
Bid Document Download End Date	6 th September 2018 (4.00 P.M.)
Bid Submission End Date	6 th September (5.00 P.M.)
Technical Bid Opening Date	7 th September 2018 (11.00 A.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	7 th September 2018 (03.00 P.M.)

9. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

10. 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 tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

11. 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.

Badari Prasad
28/8/18
(M.V. Badari Prasad)
Additional Commissioner,
Pune-I GST Commissionerate

F.No. I/22-23/L&B/GST-I/H.K Ser/18
Pune, the August, 2018

Copy to:- Notice Boards, GST Bhavan (ICE House) Office Complex.

F. No. I/22-23/L&B/GST-I/HK.Ser/18