



आयुक्त केंद्रीय कर (अपील्स -2) पुणे का कार्यालय.
एफ विंग, दूसरी मंजिल, जीएसटी भवन, 41/ए, ससून रोड, पुणे -411001.
OFFICE OF THE COMMISSIONER CENTRAL TAX (APPEALS-II) PUNE.
F-Wing, 2nd Floor, GST Bhavan, 41/A, Sassoon Road, Pune- 411001.

EPABX: (020)26051836-840(Extn: 3601-17) **TELEFAX:** (020)26128988

F. No.V2CT(A-II)02/Cleaning Sweeping/2018-19
Pune, the 13th March, 2019

Sub: Outsourcing of Housekeeping Services at the
premises of Appeals- II Pune Commissionerate, Pune - reg.

Sealed quotations are invited from the eligible & capable vendors/ service providers for providing Housekeeping Services at the office premises of Central Tax, Appeals-II Pune Commissionerate (hereinafter referred to as 'the Department'), for the period from **01.04.2019 to 31.03.2020**, on per month basis.

The details of office premises are as under :-

Sr. No.	Name of building/Locations	Approximate House-keeping Area in Sq. ft.
1	Office of the Commissioner of Central Tax Appeals- II Pune, GST Bhavan, 2 nd floor, "F" wing, 41/A, Sasoon Road, Opp Wadia College, Pune - 411 001.	4,378
2	GST Bhavan, 3 rd floor, "C" Wing, 41/A, Sasoon Road, Opp Wadia College, Pune - 411 001.	400
	TOTAL	4,778

The terms & conditions for the quotation are as under :-

- 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 laboures, and should also possess valid PAN Number, GST Registration (if applicable), ESI, EPF and/or any other registration as applicable.
- 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.
- The contribution 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 liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- iv. The Sweeping & Cleaning services should be provided on all days from 08.00 a.m. to 04.30 p.m. (including lunch-break of half hour) except Sundays.
 - v. The personnel employed should attend the work punctually and complete the cleaning work of the entire office premises before 09.30 a.m. daily. The personnel will perform all the duties assigned by the Contractor and as specified by the Department from time to time.
 - vi. The Contractor shall deploy only those personnel whose antecedents have been verified by the Police.
 - vii. 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.
 - viii. The Contractor shall arrange necessary insurance cover for all the person(s) deployed by him.
 - ix. The Department 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 Contractor. In the event of any liability/ claim falling on the Department, the same shall be reimbursed/ indemnified by the Contractor.
 - x. The workers engaged by the Contractor for the said work at Central Tax, Appels-II Commissionerate Pune, will not have any right/claim whatsoever, for recruitment of temporary or permanent employment in the Government of India.
 - xi. The Contractor shall be fully responsible for theft, burglary, loss, breakage or fire etc. or any mischievous deeds by his staff.
 - xii. The Contractor should not indulge in employing child labour.
 - xiii. The Contractor who is awarded the work by the Department is not permitted to Sub-contract the subject work.
 - xiv. The Cleaning material will be supplied by the department.
 - xv. The personnel deployed should be well experienced and trained adequately and should be of sound health.
 - xvi. The personnel will report to the officer in charge assigned by the department i.e. caretaker/PRO. 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.
 - xvii. The Contractor shall ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
 - xviii. All contributions towards PF, ESI etc., must be factored in the rates being quoted per sq. ft per month basis.

- xix. 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.
- xx. The Contractor shall make all the statutory payments arising out of this contract in time and submit proof thereof to the Department for its verification.
- xxi. The Contractor shall indemnify and keep indemnified the Department against any acts of omission or commission from the personnel engaged for work and the Department 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 Contractor and recovered from its dues/ bills.
- xxii. 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.
- xxiii. The contract can be terminated by the department without assigning any reason at any time. The Contractor shall not terminate the contract without giving proper notice of at least two months.

xxiv. **TERMS OF PAYMENT**

- a) 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.
- b) The contractor shall make regular and full payment through e-payment to their respective bank accounts to its personnel/labours as per the law and furnish necessary proof in this regard as and when required by the department.
- c) In case of any complaint of non-fulfillment of any obligation under contract executed between the Contractor and department, the Department reserves the right to deduct the amount due from contract from monthly bills as well as the termination of the contract.

xxv. **PENALTIES**

The Contractor will attract a penalty of an amount of Rs. 500/- (Rs. Five Hundred Only) per day 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.

SCOPE OF WORK

1. The scope of work for housekeeping of office buildings 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 table, chairs, racks, 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 Formica, 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:

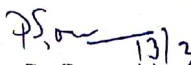
- i) Sweeping, cleaning, dusting etc. shall be completed before 9:30 a.m. every day.
- ii) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen sent to this office for performing Housekeeping services.
- iii) The Contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
- iv) The personnel will render services everyday including Saturday except on National Holiday. In case of emergencies, very rarely, work may be required 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.

3. The sealed quotations superscribed as "**Quotation for Hiring of Vehicles**" should be marked as "Confidential" and reached to "**The Superintendent (Admin.), Central Tax (Appeals-II) Pune Commissionerate, having his office at F' Wing, 2nd Floor, GST Bhavan, 41/A, Sassoon Road, Pune 411 001, on or before 22-3-2019 17.00 hrs.** Tenders will be opened on 25-03-2019 at 11:30 hrs.

4. In case of dispute, the decision of the **Commissioner, Central Tax (Appeals-II) Pune**, having his office at 2nd Floor, 'F' Wing, 41A, Sassoon Road, GST Bhavan, Pune 411 001, shall be final and binding on all the concerned.

5. The competent authority viz. the **Commissioner, Central Tax (Appeals-II) Pune**, reserves the right to accept or reject any/all quotation(s) either in full or part, without assigning any reason thereof. The decision of the Competent Authority in all respects shall be final and binding on all the concerned.

Yours Sincerely,


(D. S. Gosavi)

Superintendent (Admin.)

Central Tax (Appeals-II) Pune Commissionerate

Copy to :- Notice boards of GST Bhavan and Appeals - II Pune Commissionerate.