

**OFFICE OF THE COMMISSIONER OF Central GST, PUNE-II  
41-A, '1st' Floor, GST BHAVAN SASOON ROAD, PUNE-411001**

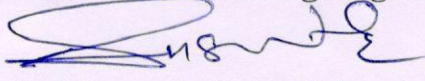
**NOTICE INVITING TENDER**

E-Tenders are hereby invited for providing **Housekeeping Services** from reputed service providers located conveniently near to this or in and around Pune Municipal / PCMC area, for office areas under possession of Central GST Pune-II Commissionerate at Central GST Bhavan Office Complex, Sassoon Road, Opp. Wadia College, Pune for the period from **01.04.2020 to 31.03.2021**. The service provider should have Class-2 Digital Signature certificate (signing & encryption) acquired from an authorized vendor( list of authorized vendors is provided on CPPP) to participate in e-procurement process. The details are as under:-

Sr.No.	Name of building/Locations	Approximate House-keeping area in Sq. ft.
1.	Office of the Commissioner of Central GST Pune-II and 5 Divisions offices i.e. Division-II, IV, V, VI & VII, 1 <sup>st</sup> floor 41/A, Sassoon Road, Pune-411 001.	Total 35500 sq ft. (approx) (Scattered in single Floor & '6' wings)
2.	Office of the DC/AC, CGST, Division-I, BSNL Building, Second Floor, Model Colony, Shivaji Nagar, Pune 411016	Total 3000 Sq Ft. (approx.)
3.	Office of the DC/AC, CGST, Division-III, BSNL Building, Second Floor, Model Colony, Shivaji Nagar, Pune 411016	Total 3000 Sq Ft. (approx.)
	<b>Total (Area)</b>	<b>41500 Sq. Ft. (approx.)</b>

The Tender Notice along with detailed terms and Conditions of the Tender can be downloaded from CPP Portal Web site i.e <https://eprocure.gov.in/cppp> and the same can also be obtained from the Office of the Superintendent (Admin), Central GST Pune-II Commissionerate - at 1<sup>st</sup> Floor, Central GST Bhavan, 41/A, Sassoon Road, Opp. Wadia College, Pune-411 001 (Telephone No. 020-26051606) on any working day between 9.30 AM to 06.00 PM. The last date of placing the e-bids on CPP Portal is **16.03.2020 before 10.00 AM**. The Technical Bid (Annexure-II) will be opened at **11.00 AM on 17.03.2020** and Financial Bid (Annexure-III) will be opened at **03.30 PM on 17.03.2020**. The bidders should visit the e-procurement website and monitor the progress of bidding process and comply.

The Commissioner of Central GST, Pune-II Commissionerate reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.

  
Joint Commissioner(Admn)  
Central GST Pune-II.

DATE : /02/2020  
PLACE : PUNE

**OFFICE OF THE COMMISSIONER, CGST PUNE-II**  
**41-A, GST BHAVAN SASOON ROAD, OPP-WADIA COLLEGE, PUNE-411001**

F.No.I/Adm/CGST P-II/22-49/HouseKeeping/2019-20

**INVITING QUOTATIONS FOR E-TENDERS FOR ANNUAL CONTRACT OF HOUSE-KEEPING SERVICES FOR THE AREA UNDER POSSESSION OF CGST PUNE-II COMMISSIONERATE AT GST BHAVAN, PUNE, FOR THE YEAR 2020-21 [01.04.2020 to 31.03.2021].**

1. E-Tender/s under e-publishing and e-procurement procedure laid down on website of Central Public Procurement Portal (CPP Portal) i.e. <https://eprocure.gov.in/cppp/> are hereby invited from eligible reputed registered firms located conveniently near to this or in and around Pune Municipal / PCMC area, and engaged in such nature of business of providing housekeeping services for government offices/business premises and who are having Class -2 Digital Signature certificate (signing & encryption) acquired from an authorized vender (list of authorized vendors is provided on CPPP) to participate in e-procurement process for providing services for office areas under possession of GST Pune-II Commissionerate for the period of one year **i.e. 01.04.2020 to 31.03.2021**, on monthly basis.

The service provider should be registered for E-procurement through CPP Portal and having Digital Signature Certificate (Signing & Encryption) to participate in E-procurement process. The service provider should submit Tender in two bid pattern, i.e. **(i) Technical bid and (ii) Financial bid** and both the bids are to be placed on CPP Portal. The detailed terms and conditions are available on <https://eprocure.gov.in/cppp/> and also will be available with the Superintendent (Admn), CGST Pune-II, GST Bhavan, 41/A, C wing, 1<sup>st</sup> Floor, opposite Wadia College, Sasoon Road, Pune during 9.30 A.M. to 06.00 P.M on working days. The last date of placing the e-bids on CPP Portal is 16.03.2020 till 10.00 AM E- Tenders of Technical bids will be opened on 17.03.2020 at 11.00 AM and E-Tenders of financial bids of eligible bidders will be opened on 17.03.2020 at 03.30 PM.

The Commissioner of Central GST Pune-II Commissionerate reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.

Joint Commissioner ( Admin)  
Central GST Pune-II Commissionerate.

**Copy to:- 1. All Notice Boards GST, GST Bhavan Office Complex.**  
**2. EDP Section ,GST Pune -I for uploading the tender notice on Departmental website.**

**OFFICE OF THE COMMISSIONER, CGST PUNE-II**  
**41-A, GST BHAVAN SASOON ROAD, OPP-WADIA COLLEGE, PUNE-411001**

F.No.I/Adm/CGST P-II/22-49/HouseKeeping/2019-20

**E-TENDER NOTICE**  
**ANNEXURE-I**

**INVITING QUOTATIONS FOR E-TENDERS FOR ANNUAL CONTRACT OF  
HOUSE-KEEPING SERVICES BY CGST PUNE-II COMMISSIONERATE AT  
CENTRAL GST BHAVAN, PUNE,  
FOR THE YEAR 2020-21 [01.04.2020 to 31.03.2021].**

E-Tenders under e-publishing and e-procurement procedure as laid down on website of Central Public Procurement Portal (CPP Portal) i.e. <https://eprocure.gov.in/cppp/> are hereby invited from eligible reputed registered firms preferably having their permanent establishment in or around Pune, and engaged in such nature of business of providing housekeeping services for government offices/business premises and who are having Class -2 Digital Signature certificate (signing & encryption) acquired from an authorized vender (list of authorized venders is provided on CPPP) to participate in e-procurement process for providing services for office areas under possession of Central GST Pune-II Commissionerate for the period of one year **i.e. 01.04.2020 to 31.03.2021.**

<b>Sr.No.</b>	<b>Name of building/Locations</b>	<b>Approximate House-keeping area in Sq.ft.</b>
1.	Office of the Commissioner of Central GST Pune-II and 5 Divisions offices i.e. Division-II, IV, V, VI & VII, 1 <sup>st</sup> floor 41/A, Sassoon Road, Pune-411001.	Total 35500 sq ft. (approx) (Scattered in single Floor & '6' wings)
2.	Office of the DC/AC, CGST, Division-I, BSNL Building, Second Floor, Model Colony, Shivaji Nagar, Pune 411016	Total 3000 Sq Ft. (approx.)
3.	Office of the DC/AC, CGST, Division-III, BSNL Building, Second Floor, Model Colony, Shivaji Nagar, Pune 411016	Total 3000 Sq Ft. (approx.)
	<b>Total (Area)</b>	<b>41500 Sq. Ft. (approx.)</b>

\* Subject to change during the year. In such case contract will be modified.

**1. a) The scope of work for housekeeping of office premises 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 its effective disposal; as per statutory norms.

- iii. Cleaning of toilets, urinals, w/c FOUR times in a Day; along with attached water tanks, washbasins, mirrors using disinfectants like phenyl, Harpik etc. twice a day and more if further required.
- iv. Shifting of furniture, files and other office equipment's whenever required.
- v. Dusting and cleaning of all furniture like table, chairs, racks, cupboards, computer tables, sofa sets, fan etc.
- vi. Cleanings and wiping of wooden laminates, glass surfaces, window sills, frames, plant pots and removal of stagnant water.
- vii. Filling of water in coolers/watering indoor plants in the office; on need basis.
- viii. Services such as serving of drinking water / refreshment, etc. during Conference/ meetings and visit of assesses / guests in the office.
- ix. Watering of plants
- x. Other similar routine & miscellaneous work in office.
- xi. To attend minor repair work of "plumbing"&"electrical" on need basis.

**2. Terms and Conditions:-**

- i) The applicants should be capable of providing services of such nature and should be in possession of certificate to the effect that all relevant provisions of labour laws are being complied with and is capable of holding and controlling the man power without any legal encumbrances; that the firm is registered with the local government labour authorities (Pune), for providing the required number of workers for mentioned service. They should have valid Income Tax number, Service Tax/GSTIN Registration, ESI, EPF Registration as applicable.
- ii) They should mention in their quotations for the service mentioned herein a lump sum amount to be charged on monthly basis, as well as rate per Sq.ft. per month and may also state the number of workers proposed to be deployed for the above said work.
- iii) Cleaning / sweeping work should be done on all days except Sunday.
- iv) The working hours will be from 08.30 to 17.30 hours daily, including lunch break of half an hour.
- v) 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, else the contract shall be awarded to next successful bidder (L-2).
- vi) Three persons should be available for service between 10.30AM to 08.00PM.

vii) The agency shall provide following details of the workers deployed by them for the said work in the format below:

- a. Name of the worker : \_\_\_\_\_
- b. Date of Birth : \_\_\_\_\_
- c. Residential Address : \_\_\_\_\_
- d. Education Qualification : \_\_\_\_\_
- E. Photograph of worker :-----
- F. Police verification certificate :-----

viii) No child workers over 60 years of age should be employed by the contractor for undertaking this contract work.

ix) The workers should be physically present every day for attending the specified work and bidder shall nominate a person to supervise their work.

x) The Contractor/Firm shall deploy only those personnel whose antecedents have been verified by the Police.

xi) All the workers should be in proper uniform, which shall be provided by the agency.

xii) The workers engaged by the service provider for the said work at Central GST Bhavan complex will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.

xiii) The service provider shall ensure that once workers engaged for the said work in this office, he/she will not have any right to work with some other agency during the contract period.

xiv) The Cleaning material would be supplied by this department.

xv) The "Agency" shall pay wages to the workers engaged by them for the work at rate not less than Minimum Wages fixed by State Government/ Central Government as applicable from time to time. The bids quoting below minimum wages act will be summarily rejected.

xvi) 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 over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant statutory rules and regulations as notified in this regard from time to time.

xvii) The contract can be terminated by the department without assigning any reason by giving an advance notice of 15 days. The service provider shall not terminate the contract without giving prior notice of at least one month.

xviii) An undertaking should be given that he was not black listed by any government department.

xix) If any workers found absent, the service provider should make necessary arrangement to provide substitute. If the service provider fails to provide substitute workers then penalty of Rs. 500/- per day/ person would be imposed upon the service provider and shall be deducted from the monthly bill.

xx) Subcontracting done by the agency; is not allowed.

Xxi) Penalty of Rs 500 shall be imposed for each item of work if any such work is left unattended or not done correctly.

Xxii) **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.**

Xxii) Cleaning schedule will be as under:-

Cleaning particulars in r/o are under CGST Pune-II Commissionerate **(Area: Approx. 41500 SqFt.)**

S. No.	item description	Types of Cleaning / Action	Periodlty of Deaning
1	Sweeping of entire floor/area (including passage, staircase etc.)	Sweeping	Daily [Toilets '4' times a day @9am, 11.30am, 2.30pm & 5pm]
2	Filling of water bottles (after washing)	Filling	
3	Tables, Teapoy	Cleaning	
4	Table Glass	Cleaning	
5	TOILET/S	Cleaning	
6	Dustbin	Clearing	
7	Cooler water filling	Filling	Daily(In summer)
8	Mopping of entire floor (including passage, staircase etc.)	Mopping	Every Day
9	Chairs	Cleaning	
10	Sofa a/w cover	Cleaning	
11	Xerox Machine	Cleaning	
11 A	Live Plants	Cleaning and watering	Every Day
12	Mopping of entire floor by disinfectants(Including. Passage/s)	Mopping	Weekly
13	Sofa a/w cover	Detergent Mopping	
14	Chairs	Minor repair	
15	Cooler	Cleaning	
16.	Racks	Cleaning	
17	Upkeeping of files / records	Upkeeping	
18	Notice Board, Calender, pictures Frames, pamplet, Momentos etc.	Cleaning	Weekly
19	Curtains	Cleaning	
20	Ceiling	Cleaning	
21	Dustbin	Washing	

22	Cupboards (a/w files & records)	Cleaning	Fortnightly
23	Racks (a/w files & records)	Cleaning	
24	Name Plates a/w stand	Cleaning	
25	Windows (both sides)	Cleaning	
26	Doors	Cleaning	
27	Outside window Passage	Cleaning	
28	Walls & parapets	Cleaning	
29	Electric Switch Boards., pipes,	Cleaning	
30	Cupboards	Mopping	
31	Racks	Mopping	
32	Curtain/s	Washing	
33	Table cloth/s	Washing	
34	Windows, both sides)	Mopping	
35	Doors	Mopping	
36	Outside window Passage	Mopping	
37	Partition a/w glass (all cabins)	Mopping	
38	Fan	Mopping	
39	Tube lights a/w frame	Cleaning	
40	Cleaning of files/ records	Cleaning	
41	Shifting of files/records/Furniture	Shifting	Occasionally
42	Crockery washing	Washing	

### 3. Earnest Money Deposit(EMD)

An Earnest Money Deposit of **Rs. 25,000/-** will have to be submitted with technical bids in e-tender for the contract in form of Demand Draft drawn in favour of Pay & Accounts Officer, 41/A, GST Bhavan, Opp. Wadia College, Sassoon Road, Pune 411001 without which the e-tender will not be considered. The EMD amount will be returned to the unsuccessful bidders.

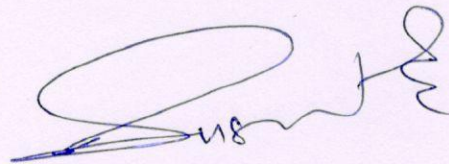
**Performance Guarantee (Security Deposit):** The Successful bidder shall give performance security immediately after award of the contract in the form of Account payee Demand draft/ Fixed Deposit Receipt /Bank Guarantee from a scheduled commercial bank amounting to 5% of the total estimated monthly cost in favor of Pay & Accounts Officer, 41/A, GST BHAVAN, Opp. Wadia College, 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 (i.e. upto 31.05.2021). The security deposit will be refunded only after the expiry 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 if 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 that the contractor firm may invite upon themselves due to any of the reasons during course of contract performance.

The tender finalization and the outgo on the above discussed head will depend upon the quantum of funds made available to this office under the concerned head for the period from 01.04.2020 to 31.03.2021 and subject to any new instructions / circulars for the forthcoming year.

**Remark:** The following documents required to be uploaded on CPP Portal (Scanned Copy) are as under:

- 1.) Copy of Certificate of Registered Firm/Company etc.
- 2.) Copy of Registered address of the Firm/Company with Telephone No. & Fax.
- 3.) Copy of Labour License obtained from Labour Department (Central/State) as applicable.
- 4.) List of Present clients i.e. Firm/Companies/Govt. bodies with details & No. of Housekeeping Staff alongwith copy of Experience Certificates.
- 5.) Copy of PAN No. of Firm/Company/Proprietor as applicable.
- 6.) Copy of GST No.
- 7.) Copy of MSME/SME Certificate if applicable.
- 8.) Copy of Registration certificate with ESI and PF.
- 9.) Annual Turnover for last 3 years of Firm/Company as applicable with copy of P&L Account and Balance Sheet.
- 10.) Copy of EMD Amount.
- 11.) An undertaking in format as per para 2 (xxii) of Annexure I.
- 12.) An undertaking that you have not violated rules of Government and also you have not blacklisted from any other state/Central/Local Bodies of Govt. Department.
- 13.) Any other services you are providing to Companies/Govt. bodies etc. details of services.



Joint Commissioner ( Admin)  
Central GST Pune-II Commissionerate.



**ANNEXURE-II**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

1	Name of the Registered Firm / Company	
2	Address of the Firm / Company (with Tel. no./ Fax no. and E-mail)	
3	Status of ownership: Proprietary /Partnership / Company	
4	Name & Address of the Proprietor / Partners / Director with Aadhar & Mobile numbers	
5	Contact Person (s) (with mobile number)	
6	License No. obtained from Labour Department [State/Central] as applicable (upload legible copy of license)	
7	List of present clients along with proof of Job order certificate.	
8	PAN No. of the firm as allocated by the Income Tax Department	
9	Service Tax/GSTIN Registration No. (upload legible copy)	
10	Details of registration with E.S.I & Provident Fund	
11	Annual turnover for last 3 years (attach duly certified Balance sheets)	
12	Details of Earnest Money Deposited	

**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 be debarred from any dealings with the Department.

**(Name & Signature of Authorized Signatory with date.)**

**ANNEXURE-III**

**FINANCIAL BID DOCUMENT**

1. Name of the Registered Firm / Company:-
2. Address of the Firm / Company (with Tel. No., Fax no. & e-mail):-
3. Bidder should state the lump sum amount to be charged on monthly basis as well as rate per Sq. Ft. per month for the services of area as stated:-  
**The charges for the work of housekeeping services of office building is as under:-**

Sr. No.	Location	Area in Sq. Ft.	Area (in Sq. Ft) Per Worker	Rate quoted per Sq. ft./per month	Total Amount per month (Excluding GST)
1	Office of the Commissioner of Central GST Pune-II and 5 Divisions offices i.e. Division-II, IV, V, VI & VII, 1 <sup>st</sup> floor 41/A, Sassoon Road, Pune-411 001.	41500 Sq. Ft.	1900 Sq Ft.		
	Office of the DC/AC, CGST, Division-I, BSNL Building, Second Floor, Model Colony, Shivaji Nagar, Pune 411016				
	Office of the DC/AC, CGST, Division-III, BSNL Building, Second Floor, Model Colony, Shivaji Nagar, Pune 411016				

The rate quoted should be inclusive of all elements i.e. Wages (as per Minimum Wages Act, 1948) Taxes, levies, and charges, as applicable to Central government establishment.

Signature of Authorised Signatory

( with date& Stamp )

Name & full address:-

Telephone No. :-

i. Office:-

ii. Residential:-