



GOVERNMENT OF INDIA  
**MINISTRY OF FINANCE**  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
CHENNAI – I COMMISSIONERATE  
No. 26/1, NUNGAMBAKKAM HIGH ROAD,  
CHENNAI- 600 034.  
Phone : 28331033

**NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES**

The Office of the Commissioner of Central Excise, Chennai –I Commissionerate, No.26/1, Nungambakkam High Road, Chennai–34, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing housekeeping services, for outsourcing services of housekeeping in various locations of Chennai I Commissionerate Hqrs Office/Sections and Divisional Offices/Ranges, for the period from **01.04.2012 to 31.03.2013**. The Tender document viz, Qualifying bid (Annexure-I) and Financial bid (Annexure II) along with scope of work, terms and conditions, and tender process can be obtained from the PRO, Chennai-I Commissionerate, Chennai-34 on all working days between 10.00 A.M and 4.00 P.M. Tender document can also be downloaded from the web site [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) or [www.cbec.gov.in](http://www.cbec.gov.in), and the last date for receipt of filled in tender forms is **30. 01. 2012** **03.00 p.m.**

( Issued from file C.No. **IV/16/32/2011-PRO dated 13.01.2012**)

Encl: Copy of Tender document

Sd/-  
(PERI UMASANKAR)  
ADDITIONAL COMMISSIONER (P & V)  
CHENNAI-34.

# **TENDER DOCUMENT**

**OUTSOURCING OF HOUSEKEEPING SERVICE FOR  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,  
CHENNAI – I COMMISSIONERATE  
NO. 26/1, NUNGAMBAKKAM HIGH ROAD,  
CHENNAI – 600 034.**

**NOTICE INVITING TENDER FOR PROVIDING HOUSE KEEPING SERVICES**

The Office of the Commissioner of Central Excise, Chennai-I Commissionerate, Chennai-34 invites sealed offers from reputed PARTIES engaged in the business of providing housekeeping services, for outsourcing the services of housekeeping, of the Office premises at Numgambakkam and Divisional Offices located in various places as detailed below: The Contract period is from **01.04.2012 to 31.03.2013.** The approximate area for which house keeping is required is given as under:

**AREA TO BE COVERED**

S.No	Name of the Office	Location	Building Area (Covered area in Sq.Ft)	External Area Uncovered area in Sq.Ft)	Total Area in Sq.Ft
1.	O/o Commissioner of Central Excise, Main Building	26/1,Nungambakkam High Road, Chennai-34	71,752	44,132	1,15,184
2.	O/o Dy.Commissioner of Central Excise, 'AB' Division	459 (Old No.317), Anna Salai,Teynampet, Chennai-18	10,079	8,871	18,950
3..	O/o Asst. Commissioner of Central Excise, 'C' Division	C-48, TNHB Complex, Anna Nagar, Chennai-40	3,350	500	3,850
4.	O/o Dy.Commissioner of Central Excise, 'D' Division	R-40, A-1, 100 Feet Road, Mogappair East, Chennai-37	3,692	1,390	5,082
5.	O/o Asst. Commissioner of Central Excise, 'E' Division	R-40, A-1, 100 Feet Road, Mogappair East, Chennai-37	2,170	1,390	3,560
		<b>TOTAL</b>	<b>91,043</b>	<b>56,283</b>	<b>1,47,326</b>

## **SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR:**

- a. Daily sweeping and wet mopping of the entire area including the area in front of the Lift in all floor.
- b. Furniture like tables, chairs, visitors chairs, sofas, Almirahs, etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particleboard, glass and aluminum channels in the entire office should be cleaned daily.
- c. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., thrice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- d. Vacuum cleaning the systems room and all computers in the office and sofa sets twice a week
- e. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- f. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
- g. Maintenance and upkeep of the entire office premises.
- h. Shifting of furniture and other equipments and files whenever required.
- i. Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor repairs whenever required.
- j. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
- k. All name boards, wall panels paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.
- l. Care should be taken, that the gadgets are not tampered with during the cleaning operation.

### **WEEKLY SERVICES (Saturdays)**

- a) Removal of cobwebs in the corridors and lavatories.
- b) Removal of dust accumulated on the walls, windows planes and ventilators in the toilets.
- c) Thorough washing, rubbing and cleaning of corridors using Scrubber machine.

## **II. TERMS AND CONDITIONS:**

### **ELIGIBILITY CRITERIA**

#### **1. CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:**

1. Bidder should have minimum three years of experience in providing housekeeping services to various organization; and should have completed at least two such works with an Annual Contract Value of Rs.20 lacs in the similar activity, in the last three years ended 31.03.2011.
2. The bidder should have experience in providing similar housekeeping services at any two sites measuring not less than 1,00,000 sq.ft.each.
3. The bidder must have ESI Registration, EPF Registration, registered before 01.04.2009. The bidder must also have Service Tax Registration.
4. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
5. The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for past three financial years 2008-09, 2009-10 & 2010-11 should be enclosed along with the qualifying bid.
6. The bidder must have an Annual Average Turnover of not less than Rs.40 lacs during the last past three financial years 2008-09, 2009-10 & 2010-11, certified by a Chartered Accountant.
7. The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2011
8. The bidder must produce a solvency certificate from his banker for an amount not less than Rs.30 lacs.
9. Within one month from the date of awarding the contract the successful bidder shall obtain a license under the Contract Labour (R & A) Act, from the licensing authority.

## **OTHER TERMS AND CONDITIONS:**

1. The persons employed should work on all days except Sundays and National holidays.
2. The working hours will be from 08.30 a.m. to 04.30 p.m. daily.
3. A skeleton staff would be required beyond 04.30 pm on all working days to cater for emergency services, for which 4 persons can be employed between 08.30 a.m. to 12.30 p.m and from 04.30 p.m. to 07.00 p.m.
4. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
5. If a particular person is absent on any day another person should be deployed in his/her place.
6. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.15 a.m. daily. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
7. The personnel will report to the Officer-in-charge assigned by the Department i.e. PRO.
8. The contractor should deploy one full time Supervisor with mobile phone who shall report to the P.R.O. daily. The Supervisor shall also make one weekly trip to Divisional Offices located at Anna Nagar/Mogappair/Teynampet to supervise the cleaning activities.
9. In case of emergency and residual situations the contractor has to make the personnel available to cater for emergency services & urgent works entrusted by this office as and when need arises.
10. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by O/o. The Chief Labour Commissioner (Central) any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to this office.
11. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
12. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of Central

Excise Department.

13. Mode of payment will be monthly and payments to the Housekeeping Contractor will be through Account Payee Cheques only. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.

14. The Contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the housekeeping personnel shall be charged to the contractor and recovered from its dues/bills.

15. This office reserves the right to terminate the services of the Housekeeping contractor at anytime without giving any notice whatsoever.

16. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

17. The contract will be in force for a period of one year from 01.04.2012 to 31.03.2013). This office reserves the right to extend the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.

18. The Service provider should specify the materials to be supplied for the house keeping services. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet Cleaner, Floor cleaner, Toilet fresheners, urinal cakes, cleaning powder, phenyl, Hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, Water Wipers, Dust bins, Garbage bins, Rooms spray, Scrubbing pads, Naphthalene balls, glass cleaner etc., as required to execute the above jobs will be supplied by this office ( Service Receiver).

19. No escalation of price whatsoever would be allowed during the pendency / currency of the contract except in the increase in minimum wages, if there has been increase in wages by the Statutory authority empowered to do so. The increase has to be intimated immediately to this office by the service Provider.

20. If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/ abandoned, or if the number of persons employed by the supplier is reduced from the stipulated number for any period, the payment / value of this job order shall

be reduced on pro-rata basis by this office and would be binding on the Contractor ( Service provider).

21. The contractor( Service provider) shall submit the bill for every month by the 1<sup>st</sup> day of next month along with the statement showing the area cleaned, mopped, etc., certified by the respective Administrative Officers/caretakers/PRO. No interim bills will be entertained. Payment will be made through Cheque within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officers. The payment is subject to TDS applicable the Income Tax Act, 1961.

22. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration/conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.

## **I. TENDER PROCESS:**

1. Tenders are invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid.

2. The tender form for Qualifying bid in pro-forma prescribed in Annexure- I and the tender form for the financial bid in pro-forma prescribed in Annexure-II complete in all aspects shall be submitted in two separate sealed covers addressed to **the Additional Commissioner of Central Excise (P&V), O/o The Commissioner of Central Excise Chennai-I Commissionerate, No.26/1, Nungambakkam High Road, Chennai- 34**, on or before **03.00 p.m. on 30.01.2012.** The Sealed covers should be subscribed with “Qualifying Bid – Contract for the providing Housekeeping services”, and “Financial Bid – Contract for Providing Housekeeping services” respectively. Qualifying Bids will be opened on **30.01.2012 at 4.00 p.m.** in the presence of bidders at the **Commissioner of Central Excise, Chennai-I Commissionerate Office, Chennai-34** . The date and time of opening of “Financial Bid” will be intimated to the bidders after opening the “Qualifying Bids”.

3. If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/ courier services.

4. Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)** per application in the form of Demand Draft / Bankers cheque of scheduled Bank drawn in favour of **“O/o The Commissioner of Central Excise, Chennai-I, Chennai-34”** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure – I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

**5. Performance Guarantee:** The Successful bidder has to submit **Rs 2,00,000/- (Rupees Two Lakh only)** as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank / Demand Draft / Bankers cheque of a scheduled bank drawn in favour of “O/o The Commissioner of Central Excise,**

**Chennai-I, Chennai - 34** before awarding contract. The performance guarantee along with earnest money deposit shall be refunded to the selected bidder without any interest on the completion of contract period.

6. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. The tender documents are not transferable.

7. **The bidders shall quote their rates for the service to be provided as “RATE PER Sq.Foot PER MONTH” (in both words and figures)** which should include deduction towards PF and ESI etc. and the same would not be payable over and above the rates thus quoted.

8 This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

9 This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

10 Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short-list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted. The short listed tender along with the documents will be submitted to the “**competent authority**” and upon approval by the “**competent authority**” the successful bidders will be intimated about the award of contract to them.

**1. Rate and Prices:**

The bidders shall quote their rates for personnel employed as **“RATE PER Sq.Foot PER MONTH” (in both words and figures). The bidders shall also quote the number of persons proposed to be deployed.**

**2. Final Payment:**

The contractor shall submit the bill for every month by the 1<sup>st</sup> day of next month along with the statement showing number of persons employed for number of days certified by the respective Administrative Officer/Public Relation Officer. No interim bills will be entertained. Payment will be made through Cheque within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officer/Public Relation Officer. The payment is subject to TDS as applicable under the Income Tax Act, 1961.

The tenderer should ensure that the following documents are part of the **Qualifying bid:**

- a) Annexure-I (duly filled in) alongwith necessary enclosures.
- b) EMD for Rs.50,00/- Demand Draft/Banker’s Cheque drawn in favour of “The Commissioner of Central Excise, Chennai-I payable at Chennai”.
- c) Tender Document (all pages signed)

**Financial Bid:**

- a) Duly filled in Annexure-II

**(PERI UMASANKAR)  
ADDITIONAL COMMISSIONER(P&V),  
CENTRAL EXCISE, CHENNAI-I.**

Encl:

1. Qualifying Bid Document(Annexure-I)
2. Financial Bid Document (Annexure-II)

## **ANNEXURE – I**

### **QUALIFYING BID DOCUMENT**

1. Name of the party :
2. Address :  
(With Tel No., Fax No.)
3. Name & Address of the proprietor / Partners / Directors (With Mobile No.) :
4. Contact person (s) (with mobile number) :
5. No. of years of experience in providing Housekeeping Services (enclose proof such as Performance Reports from clients (or) TDS copies) :
6. Average Annual Turnovers (last 3 years ended 31.3.2011) :  
Certified by Chartered Accountant
7. Permanent Account Number (PAN) (The Evidence for filing of IT returns along with Profit and Loss Account & Balance Sheet for the last three financial years to be enclosed) :  
2008 - 2009  
2009 - 2010  
2010 - 2011
8. Details of ESI & EPF Registration along with Evidence (Registered Before 01.Apr – 2008) :
9. Details of Service Tax Registration along with evidence :
10. Details of EMD :
11. Solvency Certificate issued by Bankers :

### **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)

**FINANCIAL BID DOCUMENT - ANNEXURE II**

- 1 Name of the Party :
- 2 Address  
(with Tel No., Fax No.) :
- 3 Name & Address of the  
Proprietor / Partners / Directors  
(with Mobile No.) :

A	B	C	D	E	F		
S. No.	Name of Office & Address	Area (sft)	Monthly Rate per Sq.foot (Rs.)	Amount (Rs.)	Proposed Manpower Deployment (Nos.)		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Monthly Service Charges**

\_\_\_\_\_

**Add:** Service Tax @

\_\_\_\_\_

**Grand Total**

\_\_\_\_\_

**(Rupees**

**)**

**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**

