



**OFFICE OF THE COMMISSIONER OF SERVICE TAX & CENTRAL EXCISE  
MORELLO COMPOUND  
M.G. ROAD, SHILLONG-793001**

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**C. No.II(39)2/House-Keeping/Supdt.Hqrs.2017/71-73**

**Dated:03.04.2017**

**NOTICE FOR INVITING TENDER FOR HIRING OF HOUSE KEEPING STAFF IN  
CENTRAL EXCISE AND SERVICE TAX, SHILLONG COMMISSIONERATE FOR  
THE YEAR – 2017-18**

For and on behalf of President of India, sealed Tenders are invited from reputed placement agencies for the supply of about (12) twelve House Keeping Staff on no work no pay basis for the Office of the Commissioner of Central Excise & Service Tax. The detailed terms and conditions are in Annexure A can be downloaded from the website [www.cexstshillong.gov.in](http://www.cexstshillong.gov.in) or [www.cbec.gov.in](http://www.cbec.gov.in) or can be taken from the Public Relation Officer, Central Excise & Service Tax, Shillong on payment of non-refundable amount of Rs.500/- (Rupees five hundred) only by TR-6 Challan.

The interested Service providers are requested to submit their Tender documents duly signed and stamped, in a sealed cover to the Public Relation Officer, Office of the Commissioner of Central Excise & Service Tax, Shillong. The Tenders can also be sent by Registered Post/AD. Tenders will be received on or before 21.04.2017 up to 11:00 hrs. Tenders shall be opened on the same day at Noon. The parties who wish to be present at the time of opening of Tenders may represent themselves or authorize their representatives with an authority letter. The Commissioner of Central Excise & Service Tax, Shillong reserves the right to accept or reject any or all tenders without assigning any reasons.

Sd/-  
(L. Beimopha)  
Joint Commissioner (P&V)  
Central Excise & Service Tax, Shillong

## ANNEXURE - A

### I TERMS AND CONDITIONS

1. The vendor shall provide well trained and experienced person round the clock to perform the various functions assigned to him by this office from time to time. The personal deployed shall be provided with suitable distinctive uniform.
2. Rate should be indicated in both figures and words, if there is difference between the two said rates, the rate quoted in words will prevail. Rates quoted should be inclusive of all taxes, etc.
3. The vendor shall comply with all applicable laws if the Central Govt., State Govt. and any other Law of the time being in force including the Service Tax Law. This office will not be responsible for any dispute that may arise in connection with the subject service, between the vendor and any State of Central Govt, department, e.g. authorities dealing with EPF, ESI, Labour Laws, Service Tax, Income Tax, etc or any local body.
4. The vendor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
5. The Rate shall be as per Minimum Wages Act issued by Competent Authority
6. The Competent authority reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.
7. The vendor shall in no case lease/transfer/sublet/appoint caretaker for the Service endured.
8. Vendor shall ensure that the staff deployed by does not have any criminal antecedents.
9. Vendor shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the department indemnified against all actions.

10. For any losses, damages caused by the personnel deployed, to any person/property/equipment of the office, the vendor will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the Competent Authority, Further in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the Law.
11. Vendor shall be solely responsible for payment of wages/salaries/other benefits, allowances and all other statutory/other dues payable as per Central/State Government/Municipality Rates Etc. other Laws etc as applicable to personnel deployed that might become applicable under any Act or Order of the Government. The department shall have no liability whatsoever in this regard.
12. The department shall not entertain any claim, damage, insurance liability, etc arising out of mishap/accident etc to the staff employed by the vendor. The vendor will take such necessary action, under the various Act/Rules/Laws as required to take care of the personnel deployed including medical treatment and transportation to hospital etc as and when required.
13. The vendor should specifically note that the engagement of the service provider under the contract does not in any way confer any right on the Service Provider or the person that may be deployed by him in this office for claiming any regular employment in this office or any other Government Office. The Service provider should also obtain a written undertaking from the person deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.
14. The vendor will comply with all the legal rules, Regulations and Statutory obligations cast on him as per Central/State Government/Municipality/Local Bodies relating to such deployment of personnel.
15. In case of any default by the vendor in respect of any of the terms and conditions, (whether General or Special), the Competent Authority may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, giving 15 days notice in writing to the vendor. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the vendor as per Agreement.
16. Manpower required for execution of the entire work daily including transport of personnel deployed to the office will be arranged by the vendor. In case some staff are not able to attend work, it would be the responsibility of the Vendor to provide another suitable workman in his place.

17. Attendance register of the staff deployed will be maintained by the Department The number of days for rendering service shall be as per rules
18. Tenders are invited in two parts i.e. (A) Technical Bid and (B) Financial Bid
19. The tender format for Technical and Financial bid are as per Annexure B and C respectively are to be submitted in two separate sealed cover addressed to the Superintendent (Hqrs), Office of the Commissioner of Central Excise & Service Tax, Shillong, M.G. Road, Morello Compound
20. Sealed tenders addressed to the Superintendent (Hqrs), Central Excise & Service Tax,, Morrello Compound, Shillong 793001 super scribed "Bid of Placement Agencies for House Keeping Staff, must reach this office by 21.04.2017 up to 11:00 hrs and shall be opened on the same day at 12 Noon.

Sd/-  
(L. Beimopha)  
Joint Commissioner (P&V)  
Central Excise & Service Tax, Shillong

ANNEXURE 6-B (TECHNICAL BID)

1	Name, address, telephone/mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account number (PAN)	
3	Service Tax Registration no.	
4	Numbers of years of experience of	

Signature along with Stamp

ANNEXURE 6-C (FINANCIAL BID)

SL. No	Financial Bid	Rates for one staff
1.	Minimum Wage	
2.	EPF	
3.	ESIC	
4.	Service Charge	
	TOTAL	

Signature along with Stamp