

	<p>Govt. of India Ministry of Finance Department of Revenue</p> <p>OFFICE OF THE ASSISTANT COMMISSIONER CENTRAL EXCISE & SERVICE TAX DIVISION:: C.R. BUILDING, OPP. CIRCUIT HOUSE, SILCHAR, ASSAM, Pin- 788001</p>
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C.No. II(39)2/ET/S.Guard/ACS/2017/

Dated: - 10.04.2017

TENDER NOTICE NO. 01/2017

Sealed tenders are invited from reputed agencies for outsourcing of 3 (three) **Un-skilled workers** (for Housekeeping, cleaning, dusting etc. of the office building) on contract basis for the period upto March, 2018 in the **O/o the Assistant Commissioner, Central Excise & Service Tax, C.R. Building, Circuit House Road, Silchar – 788001..**

1. DETAILS OF REQUIREMENT: -

Requirement	3(three) Un-Skilled worker (for Housekeeping, cleaning, dusting etc. of the office building)
Educational Qualifications	Class VIII Passed
Experience	The Workers should possess experience of minimum 2 years in the concerned field.
Age	Not below 20 years as on 01.01.2017

2. TERMS AND CONDITIONS: -

- (a) The contractor should be registered with service tax department with valid registration number and fulfill the Eligibility criteria governing this Tender.
- (b) PAN/Service Tax Registration of the Service Provider should be indicated and copies furnished for records.
- (c) The Service Providers should be registered under the ESI and Provident Funds Acts and other relevant statutory enactments dealing with employment of labour under the Deptt. of Labour. All existing statutory

regulations of both the State as well as the Central Governments, shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.

- (d) The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out of any mishap, if any, that may take place during the course of work. In the event of any liability/claim falling on this Office, the same if any shall be reimbursed / indemnified by the Service provider.
- (e) The workers will be hired on the prescribed rate of **Assam/Central Govt.** and the contractor will abide by all the rules & regulations laid under Labour Act and this office will not be responsible for any violation thereof. The contractor shall be entitled to disburse the wages w.r.t the prevailing Minimum Wages Act. If during the tenure of the contract such minimum wages are enhanced it will be enhanced accordingly from the date of notification or date of bill raised by the contractor whichever is later.
- (f) The workers provided by the contractor will be employees of their company and they will have no claim for employment in this Department. Any dispute concerning the Service Provider and his employee arising from this contract shall be the subject matter of the Service Provider and his employee only and this office shall in no way be responsible for such disputes. Terms and conditions of employment between the Service Provider and his employees are matters to be settled between them and the Department shall in no way be responsible for the same
- (g) The working hours of the workers will be from 09:00 hrs. to 18:00 hrs., six days a week. However, in case of exigencies, the workers may have to work beyond office hours and on Sundays and holidays and shall report to the officer-in-charge assigned by this office.
- (h) The workers deployed should be trained, disciplined, well mannered, punctual and of sound health. They should be provided with identity cards by their service providers which should be displayed prominently. They should have fluency in the local language and working knowledge of English and Hindi. Photographs, full address and telephone number of the workers so engaged, duly authenticated by local authorities, should be provided to the office for records.
- (i) The service provider is responsible for payment of monthly salary, gratuity, leave salary, bonus and any other sums statutorily payable to them under law. The Service provider should ensure that salaries are paid on time every month. Salary shall to be paid by 5th of the following month and proof of such payment shall be submitted every month to the hiring office.
- (j) At the time of submission of bill for payment, the contractor should submit the proof for the previous payment made towards statutory liabilities like

EPF, ESI etc., in respect of all the engaged personnel. The Service Provider shall submit the monthly bill, in duplicate, for payment. The payment shall be made to the Service Provider after making recoveries, if any.

- (k) Payment to the Service Provider will be made by direct credit to their account only through RTGS. Income-tax shall be deducted at source as per the rates notified by the Income-Tax Department.
- (l) The Service Provider will attract a penalty of Rs. 1,500/- (Rupees one thousand five hundred) only per day per person in case the worker deployed under this service contract fails to carry out services due to his absence or any other reason. For this purpose, the decision of the Department will be final and will have a binding on the service provider and the same shall not be subject to arbitration.
- (m) The contractor shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any mishap/damages or compensation to any personnel/s or third party. All damages caused by the personnel to the property of the Office shall be recovered from the Service provider.
- (n) The contract shall be awarded **upto 31st March 2018** which may be extended further subject to satisfactory performance of the Service Provider and the workers provided. The contract shall be terminated and the payment shall be forfeited in case the work is not found satisfactory without assigning any reason.
- (o) The Service Provider should have at least a minimum of **02 (two)** years experience in the field of man power supply.
- (p) No other person except Service Provider's authorized representatives shall be allowed to enter the hiring office.
- (q) The contractor is responsible for police verification of the workers deployed and a list of workers is required to be submitted to the Department.
- (r) The service provider, on award of the contract, should furnish a list of persons who are likely to be engaged for work. The list should contain the name and address of each worker with their mobile numbers. No worker, other than those whose names figure in the list, would be allowed to work in the office premises. Any change in the list should be informed to this office well in advance.
- (s) In case of particular worker, from the above said list, remains absent due to one reason or other, it would be the responsibility of the Service Provider to make available another worker in his place from the said list. The replacement of the worker other than that from the list would be

allowed only with the approval of the designated officer of the Department. However, no such replacement will be allowed frequently.

- (t) The Service provider shall ensure that the workers provided by him under this contract mandatorily possess Mobile phones and that remains operative at all times.
- (u) The Service Provider shall have no claim against this office in respect of any work which may be withdrawn.
- (v) Notwithstanding anything contained hereinabove, this office reserves the right to terminate the services of the Contracting Agency at any time without giving any notice or reasons whatsoever.
- (w) The tender notice can be downloaded from www.cexstshillong.gov.in
- (x) For any further clarification, APRO, Central Excise & Service Tax Division, Silchar may be contacted on Phone No. (03842) 237134, on all weekdays during office hours.

3. MODE OF SUBMISSION OF TENDER:

- (a) The Bids should be submitted to the Assistant Commissioner, Central Excise & Service Tax, Silchar, C.R. Bilding, Circuit House Road, Silchar . 788001.
- (b) The bid / tender will consist of two parts . Technical Bid (as per Annexure-I) and Financial Bid (as per Annexure-II) respectively. Each of the Bid are to be placed in two separate sealed envelopes clearly super scribing '**Technical Bid for Unskilled Worker: Central Excise and Service Tax, Silchar**' and '**Financial Bid for Unskilled Worker: Central Excise and Service Tax, Silchar**' which in turn are to be placed in a single sealed envelope super scribing '**TENDER FOR UNSKILLED WORKER: Central Excise and Service Tax, Silchar**'. The name of the Contracting Agency / firm must be mentioned on envelopes. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under the terms and Conditions+and other information to be supplied+is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial Bids of only those bidders, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.
- (c) This office reserves the right to postpone or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
- (d) The service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions.

- (e) All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out and rewriting with dated initials. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
- (f) Rates/Quotations should be submitted and signed by the tenderer with his current business address.
- (g) The tenderer shall sign and stamp each page of the 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.
- (h) The contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates/quotations and accepted by the department.
- (i) The last date for receipt of sealed tender is **17.04.2017 till 12.00 hrs.**
- (j) The tenders will be opened on **17.04.2017 at 15:00 hrs.** in the office of the Assistant Director, Directorate of Revenue Intelligence, Silchar Regional Unit, Normal School Road, Silchar-788003 in the presence of interested bidders or their authorized representatives if they so desire.
- (k) The office of the Assistant Commissioner, Central Excise & Service Tax, Silchar, C.R. Blding, Circuit House Road, Silchar . 788001, shall not be responsible for any postal delay, which may lead to non-receipt/non-delivery of bid documents.
- (l) The offers / bids received incomplete and / or submitted after the due date shall be summarily rejected.
- (m) This office reserves the right to reject any or all of the tenders, even the lowest one, without assigning any reasons thereof and to call for any other detail or information from any or all of the Tenderers.

I/We hereby agree to all the scope of work and to the Terms and Conditions mentioned above.

(Signature of the Tenderer with seal)

ANNEXURE – I

TECHNICAL BID

Technical requirements for awarding of Comprehensive Annual Supply Contract of supply of Unskilled Workers

1	Name of Firm/Company (in block letters)	
2	Year of incorporation / establishment of the Firm/Company	
3	Full Postal Address with Telephone/Fax No./ E-mail ID:	
4	Name of the Proprietor / Partner / Director with Contact No. & address(s)	
5	Details of experience for providing similar services in large and reputed organizations (like Govt. & PSU)	
6	Permanent Account Number (PAN). (Please attach attested copies)	
7	Income Tax Return Details for last three years (Please attach attested copies)	
8	Details of Service Tax Registration (Please attach attested copies)	
9	Details of Firm/Company Registration (with date) obtained from various concerned authorities.	
10	Details of E.S.I.C. Registration with Date(Please attach attested copies)	
11	Details of E.P.F. Registration With Date (Please attach attested copies)	
12	Organizations for which the service is being provided at present. : (a) Name of the organization: (b) No. of persons deployed (organization- wise) : (c) No. of years serving the organization	

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 or Authorized Signatory with date

Name of the Firm.....

Seal

ANNEXURE – II

FINANCIAL BID DOCUMENT

1	Name of Firm/Company (in block letters)	
2	Postal Address with Telephone/Fax No./ E-mail ID:	
3	Name of the Proprietor / Partner / Director with Contact No. & address(s)	
4	Rate per person per month inclusive of service tax, other taxes and levies.	Rs. _____ <u>Breakup of the wages</u> ESI: 0 0 0 0 0 EPF: 0 0 0 0 0 Service Charge: 0 Service Tax: 0 0 Others, if any: 0 Total: 0 0 0 0

DECLARATION:

I hereby certify that the information furnished is true and correct to be best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealing with the Department in future. I also certify that I have carefully gone through the general terms & conditions of the Tender Document and shall scrupulously follow the same.

Signature of Authorized Signatory with date 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Name of the Firm 0 0 0 0 0 0 0 0 0 0 0 0 0 0 .

Seal 0