



भारत सरकार

Government of India

वित्त मंत्रालय, राजस्व विभाग / Ministry of Finance, Department of Revenue

वस्तु एवं सेवा कर आयुक्तालय, शिलांग

GOODS & SERVICES TAX COMMISSIONERATE, SHILLONG मोरेल्लोव कंपाउंड , महात्मा गांधी रोड,

शिलांग/1-Morellow Compound, MG Road, Shillong-793001

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C. No.II(39)2 /House-Keeping/Supdt.Hqrs/2019/2374

Dated:13-JUN-2019

**NOTICE FOR INVITING TENDER FOR HIRING OF HOUSE KEEPING STAFF IN
THE COMMISSIONERATE OF CENTRAL GOODS AND SERVICES TAX
SHILLONG FOR THE FINANCIAL YEAR – 2019-20**

For and on behalf of President of India, sealed Tender are invited from reputed placement agencies for the supply of 19 (nineteen) numbers of House-Keeping Staff on no work no pay basis for the Office of the Commissioner of Central Goods & Services Tax. The detailed terms and conditions are in Annexure can be downloaded from the website <http://cexstshillong.gov.in> , <http://cexcusner.gov.in> or can be taken from the Public Relations Officer, Central Goods & Services Tax Commissionerate, Shillong.

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 Goods & Services Tax, Shillong. The Tenders can also be sent by Registered Post/AD. The last date of receipt of Tender is **03rd July 2019 up to 1100 hrs**. Tenders shall be opened on **03rd July 2019 at 1400 hrs**. 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 Goods & Services Tax, Shillong reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/-

(A.M. Paul)

Assistant Commissioner (P&V)

Central Goods & Services Tax, Shillong

ANNEXURE – A

I TERMS AND CONDITIONS

1. The Vendor should quote the rate only on per square meter per month basis and not based on the number of persons to be deployed or per person basis. The rate quoted should include statutory liabilities such as Employees State Insurance (ESI) and Employees Provident Fund (EPF)
2. Detailed break-up showing working hours required are
 - (i) Total area of 4398.55 Sqm. In the CGST Commissionerate Hqrs, Shillong,
 - (ii) Total area of 750.53 Sqm in Ranges under CGST Division I
 - (iii) Total area of 730.78 Sqm in Ranges under CGST Division II should be furnished (describing all factors/constituents of costing arriving at per Sqm shall be given in a separate sheet as part of Technical bid.
3. 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.
4. 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 Goods & Services 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 or Central Govt. department, e.g. authorities dealing with EPF, ESI, Labour Laws, GST, Income Tax, etc. or any local body.
5. 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.
6. This Commissionerate shall pay at rates not exceeding the rates fixed by the State Govt./ Central Govt., whichever is higher for such employment on submission of bill for the aforesaid services
7. The Rate shall be as per Minimum Wages Act issued by Competent Authority
8. 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.
9. The vendor shall in no case lease/transfer/sublet/appoint caretaker for the Service endured.

10. Vendor shall ensure that the staff deployed by does not have any criminal antecedents.
11. 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.
12. For any loses, 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.
13. 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.
14. 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.
15. 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.
16. The vendor will comply with all the legal rules, Regulations and Regulations and Statuary obligations cast on him as per Central/State Government/Municipality/Local Bodies relating to such deployment of personnel.
17. In case of any default by the vendor in respect of any of the terms and conditions, (whether General of 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.

18. 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.
19. Attendance register of the staff deployed will be maintained by the Department The number of days for rendering service shall be as per rules
20. Tenders are invited in two parts i.e. (B) Technical Bid and (C) Financial Bid
21. 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 Goods & Services Tax, Shillong, M.G. Road, Morello Compound
22. Sealed tenders addressed to the Superintendent (Hqrs), Central Goods & Services Tax, Morrello Compound, Shillong ó 793001 super scribed òBid of Placement Agencies for House Keeping Staff, must reach this office by 3rd July 2019 up to 1100 hrs. and shall be opened on 3rd July 2019 at 1400 hrs..

Sd/-
(A.M. Paul)
Assistant Commissioner (P&V)
Central Goods & Services Tax, Shillong

ANNEXURE – ‘B’ (TECHNICAL BID)

1.	Name, Address, Telephone/Mobile No. of the tenderer i.e. the Applicant Contractor	
2.	Status of ownership (Proprietary/Partnership/Company attach proof)	
3.	Name & Address of the proprietor/partners/Directors (with the Mobile Numbers and Copy of RC)	
4.	Contract Person (s) (with mobile number)	
5.	No of year of experience in providing house-keeping services (endorse proof such as work orders/performance reports from at least two clients)	
6.	Average Annual Turnover for the Financial Year 2018-19	
7.	Total No. of employees engaged by the provider for House-Keeping work	
8.	Permanent Account Number (PAN) of the firm	
9.	Details of ESI & EPF Registration along with copy of registration certificate	
10.	Details of GST Registration along with copy of registration certificate	
11.	List of present clients relating to Government Departments (at least two)	
12.	Detailed break-up showing working hours required for cleaning/mopping etc. for total areas of 5531.36 sqm in premises should furnished (describing all factors/constituents of costing for arriving at per sqm rate) shall be given (Attach separate)	

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 be barred from any dealing with the Department in future.

Signature of Authorised Signatory along with Stamp & date

ANNEXURE – ‘C’ (FINANCIAL BID)

SL. No	Name & Address of the premises	Total Area to be cleaned (in sqm)	Monthly rate quoted
1.	Office of the Commissionerø CGST Hqrs, Morellow Compound, Shillong, RAPø Mansion Building, CRESCENS Building and Meghalaya State Housing Financing Co-operative Society Ltd., Nongrim Hills (including Division ó I & II)	4398.55	
2.	Office of the Superintendent CGST Division ó I (a) Byrnihat Range ó I, II & III and (b) Nongpoh Range	750.53	
3.	Office of the Superintendent CGST Division ó II (a) Jowai Range ó I & II (b) Khliehriat Range, (c) Nongstoin Range and (d) Tura Range & Williamnagar Range	730.78	

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 be barred from any dealing with the Department in future. It is further submitted that the areas specified in the Tender are verified and found correct. I/We shall not dispute the areas specified.

Station :

Date :

Signature of Authorised Signatory along with Stamp & date