



Government of India
OFFICE OF THE COMMISSIONER OF CENTRAL TAX, CGST AUDIT-I DELHI
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002.

C. No. I-7(1)/GST Audit-I/Housekeeping/2018

Dated:

REQUEST FOR PROPOSAL (RFP)

Subject:- Tender Notice for hiring of housekeeping services (Bids/ Quotations for unskilled/semiskilled labour)

The Assistant Commissioner (Admn), GST Audit-I Delhi, Commissionerate on behalf of the Office of the Commissioner of GST Audit-I Delhi, C.R. Building, I.P. Estate, New Delhi invites online Bid/Quotation comprising two bids i.e. Technical and Financial Bids from reputed Placement Agencies/Manpower Suppliers for the supply of unskilled and semi-skilled manpower on per square feet basis for carrying out the day to day office works in the office situated at C. R. Building, I. P. Estate, New Delhi and it's attached offices approximating an area of **12373 sq ft.** for a period of one year with effect from **01.07.2019**

2. The Tender documents may be downloaded from our zonal website www.gstdelhizone.gov.in. Online submission of bid/quotation through the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances.

3. The Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.

4. The last date for submission is upto **20.06.2019 till 15:00 hrs.** The bid/quotation shall be opened on **21.06.2019 at 15:30 hrs.** In case, any holiday is declared by the Government on the day of opening, the bid/quotation will be opened on the next working day at the same time.

5. In case only one bid/quotation is received, the Competent Authority may extend the bid period, and after such extended period the bid/s so received may be evaluated.

6. The Commissioner, GST Audit-I Delhi Commissionerate reserves the right to accept or reject any or all the bids without assigning any reason,

whatsoever. The decision of the Commissioner in this regard shall be final and binding on all.

7. If at any stage, before/ after the tendering process, it is found that any of the details/documents furnished by the bidder is false/misleading/fabricated, then his/her bid would be liable for rejection/disqualification with suitable charges in that regard. If such rejection/disqualification occurs after the bid/quotation have been opened and the highest bidder gets rejected/disqualified, then the Commissioner, GST Audit-I Delhi Commissionerate reserves the right to consider the next bidder or take any other measure as may be deemed fit including annulment of the selection process.

7. At any time before the due date for submission of the bid/quotation, the Assistant Commissioner (Admin) may for any reasons whether at his own initiative or in any response to a clarification requested by the firms, modify the NIT documents by amendments which will be uploaded in the website.

8. The bid/quotation shall be opened at **21.06.2019 at 15:30 hrs.** The Technical bid/quotation will be opened first and the Financial bid/quotation will be opened later.

9. The bid/quotation for which a notice of withdrawal has been submitted shall not be opened. Only those bid/quotation that are received on or before the due date and time and which contains all the information as desired shall be considered.

Enclosure:-

- (i) Terms and conditions.
- (ii) Format for Technical Bid and Financial Bid
- (iii) Checklist of documents to be submitted with the Technical Bid.
- (iv) Format for Declaration.

Copy for information:-

1. www.gstdelhizone.gov.in
2. The Superintendent (hqrs) GST Audit-1.
3. Notice Board for general public.

(Aman Mittal)
Assistant Commissioner (Administration)
GST Audit-I, CGST Delhi.

TERMS AND CONDITIONS

[Bid document for providing unskilled and semi-skilled labour for O/o the Commissioner of GST Audit-I Delhi Commissionerate, C. R. Building, I. P. Estate, New Delhi on outsourcing basis.]

1. The Assistant Commissioner (Admin), GST Audit-I Delhi, Commissionerate on behalf of the Office of the Commissioner of GST Delhi-Audit-I Delhi, C.R. Building, I.P. Estate, New Delhi invites online Bid/Quotation comprising two bids i.e. Technical and Financial Bids from reputed Placement Agencies/Manpower Suppliers for the supply of unskilled/semiskilled manpower on per square feet basis for carrying out the day to day office works in the office situated at C. R. Building, I. P. Estate, New Delhi and it's attached offices approximating an area of **12373 sq ft.** for a period of one year with effect from **01.07.2019**
2. The Tender documents may be downloaded from e-procurement website <https://eprocure.gov.in/eprocure/app>. Online submission of bid/quotation through the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances. The Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.
3. The bids are invited under two bid system i.e. Technical and Financial Bid. The bidders/agencies are advised to submit separate "Technical Bid" and "Financial Bid".
4. The placement agency/manpower supplier should submit the technical bid and financial bid in the prescribed format enclosed herewith. No bids would be received/allowed after expiry of last date and time mentioned in the notice inviting Tender.
5. The Technical Bid shall be opened first on the scheduled date and time Financial Bids of the technically qualified, eligible bidders, meeting all the requisite criteria, only shall be opened and taken into consideration.
6. There is requirement of minimum 10 unskilled and 01 semiskilled manpower in GST Audit-I Commissionerate.
7. There will be scoring system for finalizing the bids as per the techno-commercial grading wherein a weightage of 30% will be given to technical bid and 70% to financial bid. 30 % of technical bid will include preference to firms with following conditions:

S.No.	Preference criteria for technical bid	Marks allotted to each criteria
1.	Firms with annual turnover of more than 2 crores in each of the last 3 financial years	15
2.	Worked for two government offices/PSU in last three years (submit satisfactory work certificate)	10
3.	Worked for any formations of CBIC offices in last three years (submit satisfactory report from department)	05

70% of financial bid shall be calculated as per the formulae given below:

$$\frac{\text{Lowest bid submitted} \times 70}{\text{Financial bid submitted by bidder}}$$

8. The selection and award of the contract shall be done on the basis of the highest score by adding marks obtained in Technical bid and the financial bid. The contract will be awarded to the bidder who has scored the highest total marks.

7. QUALIFICATION FOR THE BIDDER:

The bidder is required to upload self-attested photocopies of the following documents along with the Technical Bid failing which their bids shall be summarily rejected and will not be considered any further.

- a) Copy of PAN.
- b) Copies of EPF and ESI certificates, as applicable.
- c) Copy of GSTIN No. (Provisional ID for GST), as applicable.
- d) Work experience of providing manpower during past three years in Govt./Semi Govt./Autonomous Organizations/PSUs.

1. TECHNICAL REQUIREMENTS FOR THE BIDDER

- a) The bidder should be registered with appropriate registering authority such as GST, E.S.I, E.P.F., GSTN etc. as applicable as per law.
- b) Unskilled labour should be preferably between 21-45 years and vendor shall ensure their medical fitness for the assigned task.

- c) The agency will have to comply with all legal provisions relevant for this purpose.
- d) The agency will be required to submit every month the documentary evidence for payment of minimum wages to its workers engaged for the job of the office along with bill raised along with documentary proof of ESI and EPF contribution. In this regard, minimum wages should be in accordance to the legal provisions as applicable on said date.

8. OTHER TERMS & CONDITIONS

A. GENERAL

- i) The contract is likely to commence w.e.f. 01.07.2019 and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements of work.
- ii) The contract may be extended further by the mutual consent of contracting agency and this office and such extension is subject to the approval by the Government.
- iii) This office reserves its right to terminate the contract during the contract period after giving one months notice to the contracting agency in case of any deficiency in service.
- iv) The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
- v) The successful bidder will be required to pay prescribed minimum wages to the manpower supplied as prescribed under the Minimum Wages Act, 1948, as revised from time to time and as notified by the Government of India with Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office. The Successful bidder will maintain proper records as required under the Law/Acts and submit the proof of deposit of ESI and PF with monthly bills.
- vi) The successful bidder will be bound by the details furnished by him/her while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be false / misleading at any stage, it would be deemed to be a breach of contract making him/her liable for cancellation with liability of required penalty/ charges on his part.

- vii) The successful bidder shall ensure that the manpower conforms to the technical specifications, qualification and experience prescribed in the bid document.
- viii) The service provider shall ensure that any details of office, operational process, confidential information, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
- ix) In case, the person employed by the successful bidder commits any act of omission/ commission which amounts to misconduct/ indiscipline/ incompetence/ security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, immediately on being brought to his/ her notice.
- x) The unskilled/semiskilled labour should be well conversant with doing miscellaneous work, as required by the department.
- xi) The unskilled/semiskilled labour deployed must always be neat in appearance, courteous but firm & meet presented physical standards for discharging miscellaneous functions.
- xii) For all intents and purposes, the successful bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this office for contractual services. No person(s) assigned by the bidder shall have any claim for regular or ad-hoc employment/absorption whatsoever in this Department.
- xiii) The successful bidder shall be solely responsible for any damages, losses, claims, financial or other injury to any person deployed in the course of their performing the functions/duties, or for payment towards any compensation. The Department shall not be liable for payment of any compensation or damages.
- xiv) The man power deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular/confirmed employees of this office, during the contract or after expiry of the contract.
- xv) Payment shall be made only to the contractor and on monthly basis as per actual services. The contractor has to raise invoice in the first week of the following month for the services rendered in the month.
- xvi) The relationship between this office & vendor is purely on independent contract and not otherwise.

- xxvii) The workmen shall perform all the duties as assigned by this office and will have to perform duty as per the working hours of the commissionerate.
- xxviii) In case of non supply of the required manpower as per needs, the vendor will make alternate arrangement.
- xix) In case of additional manpower, as required by this office on case to case basis, the contractor shall provide the same terms and conditions including rates to the executed tender shall apply mutatis mutandis. However this office shall notify the vendor in advance preferably minimum one day prior to any such requirement.
- xx) Transportation of workmen to the place of work would be sole responsibility of contractor.
- xxi) In case the workers, as provided by contractor, are unable to meet the time limits and targets of work assigned, this office is free to deduct Rs.1,000/- per such instance from the amount due to the contractor.
- xxii) The workmen, as provided shall follow the code of conduct relating to this office and maintain required decorum inside the premises. They shall forbid consumption of liquor/ smoking/ gutaka etc inside the premises. Any loss arising out of misconduct of workmen shall be sole responsibility of contractor. If any damage to property/ theft by workmen, as provided, the contractor shall be liable to damages/ compensation and also replace the lost or damaged material to the extent of its commercial value.
- xxiii) The contractor should provide identity badges to its workmen which shall be worn by those workmen, all the time, inside the premises.
- xxiv) The contractor shall provide, in advance, the details of any change in manpower to this office.
- xxv) Jurisdiction – any dispute arising out, shall lie within the jurisdiction of Delhi Judicial boundaries.

B. LEGAL

- i) The successful bidder will be solely responsible for compliance of all statutory provisions relating to Minimum Wages to his deployed labourers, Employees Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office.

- ii) The successful bidder shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
- iii) In case, the successful bidder fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof this office is put to any loss/obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms and which includes litigation expenses in this regard.
- iv) This office reserves right to direct the contractor/ vendor to withdraw any workers, whose services are not found suitable, without assigning any reasons and the contractor/ vendor shall be bound by such directions with immediate effect.

Annexure- I

TECHNICAL BID

For providing unskilled/semiskilled labour in the O/o the Commissioner GST Delhi-
Audit-I Delhi Commissionerate

1	Name of Organization/Firm	
2	Name(s) of Proprietors/Directors	
3	Registered Address	
4	Telephone No. Fax No. Mobile No. Email (if any)	
5	Whether the firm is registered and License holder under Contract Labour (Regulations and Abolition) Act, 1970	
6	Registration No. of the Firm (copy to be enclosed)	
7	Permanent Account No. of the firm (PAN) (copy to be enclosed)	
8	Provident Fund number/ESI Regn. No. allotted by Regional Provident Fund Office, if any (copy to be enclosed)	
9	Total Staff/workers of the firm	
10	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during the last three years.	
11	Rate quoted whether complies with the Minimum Wages Act of the Government with all statutory provisions	
12	List of clients indicating quantum of work executed with them	
13	Length of experience in the field (Minimum five years)	
14	Whether Company has ISO Certificate Yes/No - Latest document should be submitted	

Date & Place:

Signature of Authorized Person

Seal

Name:

DECLARATION

Annexure -II

1. I, _____ Son/Daughter/Wife of Shri _____

Proprietor/Director/authorized signatory the agency/Firm mentioned above, am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false/ misleading information / fabricated document would lead to rejection of my tender at any stage .

Date:

Place:

Signature of authorized person

Full Name:

Seal:

Annexure- III

CHECKLIST FOR SUBMISSION OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - Technical Bid as per Annexure-I of the bid document;
2. Attested copy of registration of agency with Labour Department;
3. Attested copy of PAN Card;
4. Attested copy of GSTIN (Provisional ID);
5. Attested copy of the P.F. registration letter / certificate;
6. Attested copy of the E.S.I. registration letter / certificate;
7. Experience certificate (for details of similar contracts handled by the tendering Company/Firm/ Agency for Government Departments /PSUs/Banks during past three years).
8. Signed declaration as given on Annexure -II of the bid document.

Annexure -IV

FINANCIAL BID

1. Name of bidder Company / Firm / Agency:
2. Address (with Tele & Fax No.)
3. It is certified that wages to be paid shall not be less than the prescribed minimum rate of wages under the Minimum Wages Act, 1948, as revised from time to time and as notified by the Govt. of India.
4. Quotation Details:

Grade of Labour	No of Persons	Wages per day for unskilled/semiskilled labour (All inclusive)**	Wages per month	Service charge per month, if any	Monthly Service Tax at applicable rate	Total charges per month***	Remarks
Unskilled labour							
Semi-skilled labour							

** The rate should be inclusive of all applicable taxes.

*** Total charges payable by the Department in the 1st month should be quoted which would also be inclusive of all statutory payments like PF, ESI, Bonus etc and any other allowances, if any which are governed by Central rules as specified in Terms & Conditions. Incomplete Financial Bid/Part calculation will not be accepted at all. No calculation will be carried out by this office to finalize the total charges payable by the Department for the 1st month.

If required, separate calculation sheet may also be attached for better understanding.

Date:

Signature of authorized person

Place:

Full Name:

Seal