



कार्यालय अपर महानिदेशक
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
क्षेत्रीय परिसर, जयपुर

117, सन्तोष नगर, सिविल लाईन्स मेट्रो स्टेशन के पास, अजमेर रोड़, जयपुर-302006

(Mail ID-nacinzti-jai-rj@gov.in; Tel.No.0141-2225001-4, Fax No.0141-2225002)



F.No.I(22)01/H.K./ZC/JPR/2020

Date - 15/05/2020

ई-निविदा सूचना

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी, क्षेत्रीय परिसर, जयपुर
कार्यालय परिसर के लिए हाउसकीपिंग एवं मैनपावर सप्लायर सेवाओं हेतु ई-निविदा सूचना

भारत के राष्ट्रपति महोदय की ओर से अपर महानिदेशक, राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन), क्षेत्रीय परिसर, जयपुर के द्वारा वित्तीय वर्ष 2020-21 की अवधि 01 जुलाई, 2020 से लेकर 31 मार्च, 2021 तक के लिए क्षेत्रीय परिसर कार्यालय भवन, 117 संतोष नगर, सिविल लाईन्स मेट्रो स्टेशन के पास, अजमेर रोड़, जयपुर-302006 में हाउसकीपिंग सेवाओं एवं मैनपावर सप्लायर के लिए वार्षिक अनुबंध के आधार पर अनुभवी, इच्छुक, प्रतिष्ठित एवं पंजीकृत सेवाप्रदाताओं/फर्मों से ऑनलाईन ई-निविदाएं आमंत्रित की जाती हैं।

2. कार्यक्षेत्र का पता एवं अनुमानित क्षेत्रफल निम्नानुसार है-

क्र.सं.	कार्यक्षेत्र का नाम व पता	कार्यक्षेत्र का विवरण	अनुमानित कुल क्षेत्र
1	कार्यालय अपर महानिदेशक, राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन), क्षेत्रीय परिसर, 117 संतोष नगर, सिविल लाईन्स मेट्रो स्टेशन के पास, अजमेर रोड़, जयपुर-302006	बेसमेंट, भूतल से सप्तम तलों पर स्थित कमरे, शौचालय, सीढियां, बरामदे, गलियारों/गैलरी, वाहन स्टैण्ड, बाग-बगीचे, छत एवं भवन का खुला स्थान आदि	लगभग 22885 वर्गफीट
2		आशुलिपिक/स्टेनो	01 कुशल श्रमिक

3. निविदा सूचना के साथ निम्नलिखित दस्तावेज, पूर्ण विवरण के साथ, संलग्न हैं-

1	Terms and Conditions	Annexure-I
2	Scope of Work	Annexure-II
3	Technical Bid	Annexure-III
4	Financial Bid	Annexure-IV
5	Undertaking	Annexure-V
6	Tender Acceptance Letter	Annexure-VI

4. ई-निविदा के प्रपत्र एवं दस्तावेज दिनांक 18.05.2020 से विभागीय वेबसाईट <http://eprocure.gov.in/eprocure/app> एवं www.nacin.gov.in पर उपलब्ध होंगे। निविदा निवेदन केवल सीपीपी पोर्टल <http://eprocure.gov.in/eprocure/app> पर ऑनलाईन जमा की जाएगी। ऑनलाईन निविदा प्रस्तुत करने या सीपीपी पोर्टल से सम्बन्धित कोई भी समस्या के लिए

सीपीपी पोर्टल हैल्पडेस्क से सम्पर्क किया जा सकता है। इस सम्बन्ध में इस कार्यालय से कोई भी पत्राचार नहीं किया जाएगा।

5. निविदाकर्ता को अनुलग्नक-I में उल्लेखित निबंधन एवं शर्तों एवं अनुलग्नक-II में उल्लेखित कार्यों के विवरण का अनुसरण करना होगा। अनुलग्नक-III में तकनीकी निविदा हेतु दी गई आवश्यक सूचना एवं दस्तावेजों को चैक लिस्ट के अनुसार पूरा करते हुए अपलोड करना होगा। अनुलग्नक-IV में वित्तीय निविदा सम्बन्धि दिशा निर्देश, अडरटेकिंग तथा वित्तीय निविदा के BoQ को भरने के लिए निविदाकर्ता की सहायता हेतु गणना सूत्र उदाहरण के तौर पर दिए गए हैं। निविदाकर्ता को अनुलग्नक-IV के दिशा निर्देशों के अनुसार अडरटेकिंग, BoQ को अपलोड करना होगा। निविदाकर्ता को प्रपत्र के अनुलग्नक-V एवं VI के अनुसार क्रमशः अंडरटेकिंग एवं निविदा स्वीकार्य पत्र भरकर निविदा के साथ अपलोड करना होगा। निविदा दो भागों में स्वीकार की जाएगी - यथा तकनीकी एवं वित्तीय निविदा। निविदाकर्ता अपलोड किए जाने वाले समस्त दस्तावेजों के सभी पृष्ठों पर पृष्ठ संख्या अंकित करेगा तथा सभी पृष्ठों को अपने हस्ताक्षर मय मोहर द्वारा स्वयं सत्यापित करने के उपरान्त ही अपलोड करेगा। निविदा ऑनलाईन ही स्वीकार की जाएगी तथा अन्य किसी माध्यम से स्वीकार नहीं की जाएगी। इस सम्बन्ध में इस कार्यालय से कोई भी पत्राचार नहीं किया जाएगा। निविदा दस्तावेजों को 100 डीपीआई पर ब्लैक एण्ड व्हाइट ऑप्शन के साथ स्केन किया जाए जोकि स्केन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

6. निविदाकर्ता को निविदा के साथ राशि रूपये 25,000/- (अक्षरे पच्चीस हजार रूपये मात्र) की अमानत राशि का किसी राष्ट्रीयकृत/वाणिज्यिक बैंक द्वारा जारी अकाउन्ट पेई डिमाण्ड ड्राफ्ट/बैंकर्स चैक, जोकि प्रशासनिक अधिकारी, नासिन क्षेत्रीय परिसर, जयपुर को देय हो, जमा कराना होगा तथा इसकी मूल प्रति तकनीकी निविदा खोलने की तिथि एवं समय से पूर्व कार्यालय में प्रस्तुत करनी होगी। यदि अमानत राशि का डिमाण्ड ड्राफ्ट/बैंकर्स चैक की मूल प्रति तकनीकी निविदा खोलने की तिथि एवं समय से पूर्व कार्यालय में प्राप्त नहीं होती है तो निविदा को प्रारम्भिक स्तर पर ही अस्वीकार कर दिया जाएगा। असफल निविदाकर्ता को चयन प्रक्रिया के समाप्त होने के बाद बिना ब्याज के अमानत राशि लौटा दी जाएगी। यदि चयन प्रक्रिया के दौरान सफल निविदाकर्ता की तकनीकी निविदा एवं वित्तीय निविदा में गलत सूचनाएं पाई जाती हैं अथवा सफल निविदाकर्ता द्वारा कार्य करने से इंकार किया जाता है तो ऐसी अवस्था में अमानत राशि लौटाई नहीं जाएगी एवं विभाग द्वारा जब्त कर ली जाएगी।

7. निविदाकर्ता द्वारा सीपीपी पोर्टल अथवा अन्य किसी विभागीय वेबसाईट से डाउनलोड किए गए निविदा प्रपत्रों/दस्तावेजों में किसी प्रकार का संशोधन/छेड़छाड़ नहीं किया जाएगा। ऐसा होने की स्थिति में निविदा अस्वीकार कर दी जाएगी, अमानत राशि जब्त कर ली जाएगी तथा निविदाकर्ता को भविष्य के लिए प्रतिबंधित कर दिया जाएगा।

8. ई-निविदा से सम्बन्धित समय सीमा का विवरण निम्नानुसार है-

Schedule to Tender

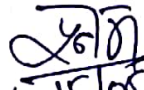
Sr. No.	Activity Description	Schedule
1	Published Date	18.05.2020 (10:00 AM)
2	Bid Document Download Start Date	18.05.2020 (10:00 AM)
3	Bid submission Start Date	18.05.2020 (10:00 AM)
4	Premises Visit	18.05.2020 to 01.06.2020 (10:00 AM to 05:00 PM)
5	Bid Document Download End Date	08.06.2020 (11:00 AM)

6	Bid Submission End Date	08.06.2020 (05:00 PM)
7	Technical Bid Opening Date	10.06.2020 (11:00 AM)
8	Financial Bid Opening Date	As decided by the e-procurement committee.

9. यदि किन्हीं कारणों से क्रम संख्या 8 के सब क्रम संख्या 7 में उल्लेखित तिथि को अवकाश घोषित किया जाता है तो तकनीकी निविदा अगले कार्यरत दिवस को निर्धारित समय पर खोली जाएगी।

10. इच्छुक सेवाप्रदाताओं को सलाह दी जाती है कि निविदा समाप्त होने की तिथि तक निविदा के लिए जारी शुद्धिपत्र/संशोधन के लिए सीपीपी पोर्टल की नियमित रूप से जांच करें।

11. एक निविदाकर्ता या व्यापार सम्बन्ध रखने वाले निविदाकर्ताओं द्वारा जमा करवाई गई एक से अधिक निविदा स्वीकार्य नहीं होगी। किसी भी परिस्थिति में पिता-पुत्र या अन्य सम्बन्धी जिनका आपस में व्यापारिक सम्बन्ध हो (अर्थात् एक या अधिक पार्टनर/निदेशक कॉमन हों), को अलग-अलग निविदा जमा कराने की अनुमति नहीं दी जाएगी। इस शर्त के उल्लंघन करने वाली फर्मों की निविदा अस्वीकार कर दी जाएगी।


 उप/सहायक निदेशक
 नासिन क्षेत्रीय परिसर, जयपुर

प्रति—

1. उप/सहायक निदेशक, राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी, नासिन कॉम्प्लेक्स, सेक्टर-29, फरीदाबाद को विभागीय वेबसाईट पर अपलोड करने हेतु।
2. नोटिस बोर्ड।

TERMS AND CONDITIONS

1. The applicants should be capable of providing housekeeping services and should furnish an undertaking to the effect that all relevant labour laws are being complied with and also that they are capable of holding and controlling the manpower without any legal encumbrances; the firm must be registered with the Labour Commissioner, for providing the required number of labourers, and should also possess valid PAN number, GST Registration (if applicable), ESI and EPF registration as applicable.
2. The Service Provider (Bidder) should possess ISO 9001:2005, or latest updated version of the Certification in providing Housekeeping Facility Services/Manpower Supplier Services. Necessary supportive documents shall be enclosed to the bid.
3. The service provider must have experience of minimum last 3 years (providing Housekeeping & Manpower Supplier Services) with Central/State Government/PSU organisation and have to enclose the Experience Certificate of housekeeping services alongwith labour licence issued against the work order issued by organizations. Minimum one labour licence validity date should be upto 31.03.2020.
4. Bidder should submit Balance Sheets of last three years and details of deductions of ESI and PF with Challan of minimum 150 contractual employees with Bank Receipt alongwith Technical Bid for one year period from April, 2019 to March, 2020 prior to bid publication date.
5. For the aforesaid work, the Service Provider shall quote rate per Square Feet per month which should be inclusive of wages as per Minimum Wages Act of Central Government inclusive of current DA, EPF, ESI and services charges but exclusive of GST, alongwith number of persons to be deployed for the work. The prevailing rate of basic wages as per the location of the offices may be quoted.
6. The deduction towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the same would not be payable by the department over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
7. The Housekeeping services (sweeping and cleaning) should be provided on all days from 08.30 AM to 04.30 PM (including lunch break of half hour) except Sundays and Gazetted Holidays.
8. The personnel employed should attend to work punctually and complete the cleaning work of the entire office premises before 09.15 AM daily. The personnel will perform all the duties assigned by the Service Provider and as specified by the Department from time to time.
9. The successful bidder will be required to give letter of acceptance within 3 days after receipt of confirmation letter from the Department.
10. The Service Provider shall deploy only those personnel whose antecedents have been verified by the Police and with due consent and approval of this office.

11. All the workers deployed at the location shall be in proper uniform with ID cards displayed prominently on their uniform, which shall be provided by the Service Provider. This office shall not provide any accommodation/food/uniform/ID cards to the housekeeping attendants.
12. The Contractor's authorized representative carrying valid ID cards shall only be allowed to enter this office. Within the premises of the office, the contractor's personnel shall not do any private work, except their assigned duties, and will not entertain any guests/outside etc.
13. The service provider must arrange necessary Insurance cover for all the persons (ESI) deployed by him.
14. This office shall not entertain any claim arising out of mishap, etc., if any, that may take place while discharging the duties by the personnel provided by the Service Provider. In the event of any liability/claim falling on this Office, the same shall be reimbursed/indemnified by the Service Provider.
15. The workers engaged by the Service Provider for the said work will not have any right/claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
16. The Contractor shall be fully responsible for theft, burglary, loss, breakage or fire etc. or any mischievous deeds of his staff.
17. The contractor should not indulge in employing child labour.
18. The Service Provider who is awarded the work by the Department is not permitted to sub-contract the subject work.
19. The cleaning material such as bucket, broom, toilet cleaner, floor cleaner, urinal cakes, cleaning powder, phenyl, handwash, toilet cleaning brush, water wipers, dustbin, room spray, scrubbing pad, naphthalene balls, glass cleaner, soap etc. will be provided by the Department.
20. There should not be overloading of work on personnel deployed.
21. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
22. The personnel will report to the officer in-charge assigned by the department i.e. Inspector / Administrative Officer / Superintendent. If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no housekeeping charges shall be paid.
23. The service provider shall ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
24. The service provider shall pay wages to the labourers engaged by them for the work as per Minimum Wages Act fixed by the Central Government as amended from time to time. The department shall be in no way responsible or liable for payment of salaries, bonus, gratuity, allowances or any type of payment to them.

25. All deductions towards PF, ESI etc must be factored in the rates being quoted per square feet per month basis. Service provider will pay monthly wages to its employees according to the Minimum Wages Act, decided by the Central Government failing which contract will be cancelled.
26. Against Income Tax, under Section 194(c) of the Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rates applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency. Similarly the Department is free to deduct the amount at the rates applicable under the CGST/SGST/UTGST Act from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.
27. The service provider shall indemnify and keep indemnified this office against any acts of omission and commission from the personnel engaged for work and this office shall not be liable to pay any damages or compensation to such person or to third party. All such damages caused by the housekeeping personnel shall be charged to the service provider and recovered from its dues/bills.
28. The bidders are hereby informed that in last two financial years housekeeping contracts 8 unskilled labour has been deployed by the contractor in respect of housekeeping work, however, any bidder intend to visit the aforesaid premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so from any working day between 11.00 AM to 05.00 PM from 03.03.2020 to 16.03.2020. The name of the contact persons are as under:-
 - (1) Shri Sanjay Raizada, Superintendent - Mob. No.9636564888
 - (2) Shri Sameer Mathur, Inspector - Mob. No.9829205541
29. The department has reserved right to terminate the contract without assigning any reason at any time. The service provider shall not terminate the contract without giving proper notice of at least two months.
30. Online bidding must be done within stipulated date and time.
31. The lowest tender will be arrived based on the sum of the quoted rates for housekeeping work at office building and manpower supply services. The tender getting lowest consolidated rate will be declared as successful bidder.
32. The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.
33. Terms of payment:-
 - (a) The contractor will submit the monthly bill in duplicate for reimbursement. The bill will be paid after making recovery/TDS deduction etc. if any.
 - (b) Service provider will provide a certificate every month that they have made full payment to its personnel/labourers as per Minimum Wages Act and has complied the rules and regulations of PF/ESI and GST provisions. Service provider will submit the challan regarding 'PF/ESI' for every month to this office failing which payment for the next month will not be made.
 - (c) In case of any complaint of non-fulfilment of any obligation under contract executed between the service provider and department, this office reserves the right to deduct the amount due from contract from monthly bills as well as termination of the contract.

(d) If this office is informed that service provider is not making payment at the prescribed minimum wages, then the due payment will be recovered from the Bill and the remaining balance will be provided to the service provider.

34. Penalties:-

(a) The contractor will attract a penalty of an amount of Rs.200/- per day per person, in addition to deduction of the wages, in case a person fails to carry out the housekeeping services due to his absence or any other reason, which shall be recovered from the bills or otherwise.

(b) In the event of failure in maintaining the housekeeping services on any day up to satisfactory level, in part or full, the contractor is liable to penalty @ Rs.200/- per day, which shall be recovered from the bills or otherwise.

35. Security Deposit/Performance Security:-

On acceptance of tender, the successful bidder must provide Security Deposit/Performance Guarantee in the form of Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized/Commercial Banks in India, equal to 5% value of the Contract in favour of the Administrative Officer, NACIN Zonal Campus, Jaipur. Performance security should remain valid for a period of sixty days beyond the date of completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

36. The above terms and conditions are part of Technical Bid Document and any non-compliance shall be deemed as breach of the Technical Bid and liable to be rejected outrightly.

DECLARATION

I undertake that I have read all the general terms and conditions and will abide by the same.

(Signature of Authorized Signatory with date and seal)

SCOPE OF WORK

1. The scope of work for housekeeping of office building is as under:-
 - (a) Cleaning, sweeping and wet mopping of the entire area (Approx. 22885 Sqft.) comprising of Basement, Ground Floor to Seventh Floor including open area (i.e. parking space, front lawn etc.) the rooms, lobby, stair-cases, corridors, passages and roof etc.
 - (b) Collection of all sweeping garbage and waste materials and their effective disposal.
 - (c) Cleaning of toilets, urinals, W/C alongwith attached water tanks and washbasins, using disinfectants like phenyl, Harpic, Vim, Surf etc. twice a day and as further required.
 - (d) Shifting of furniture, files and other office equipments whenever required.
 - (e) Dusting and cleaning of all furniture like table, chairs, sofa sets, racks, almirah, computer tables and electronic gadgets like computers, telephone, fax machines, photocopier machines, scanners, printers, fans etc.
 - (f) Cleaning and wiping of wooden furniture, glass surfaces, window sills, frames, plant pot sand removal of stagnant water. Filling of water in coolers/watering indoor plants in the office.
 - (g) Services such as serving of drinking water/refreshments etc. during conferences/meetings, seminars and trainings. Cleaning of open area within the office campus and in front of the main gate in case of emergency.
 - (h) Maintaining the name boards (Brass and plastic) of all the officers/sections, notice board and all such other display boards that require regular cleaning and polishing.
 - (i) Indoor plants pots, mats and carpets are to be cleaned and its periodical shifting (for exposure to sunlight).
2. Miscellaneous conditions:-
 - (a) Sweeping, cleaning, dusting etc. shall be completed before 09.15 AM every day.
 - (b) The contractor shall on award of contract, furnish the list containing name and addresses of the workmen sent to this office for performing Housekeeping services.
 - (c) The contractor shall maintain a Attendance Register of personnel and this register shall be subject to check by the concerned officer of this office.
 - (d) The personnel will render services everyday including Saturday except on National Holidays. In case of emergencies, very rarely, work may be required on Sundays also.
 - (e) They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
 - (f) Materials, consumables required for Housekeeping and maintenance of toilets/bathroom shall be provided by the Department.

TECHNICAL BID (QUALIFYING BID DOCUMENT)

Pre-qualification requirements for award of contract for Housekeeping Work

1	Name of Contractor/Firm/Agency	
2	Status of ownership Proprietary/ partnership/ Company with certificate issued by Govt. Authority	
3	Address of the firm/ Company/Agency (with Tel. No./Fax No. and Email)	
4	Name(s) & Address of the Proprietors/ Partners/Directors with Mobile Numbers	
5	Name of Contact person with Mobile Number	
6	In case of bid submitted by other than Proprietor / Partners / Directors, Name of the authorized person alongwith letter of authorization to submit bid	
7	Details of EMD	
8	PAN No. of the firm (copy to be attached)	
9	GST Registration details (if eligible, attach copies)	
10	Details of registration with ESI & Provident Fund Departments	
11	Details of Labour Licence obtained from Labour Commissioner [Contract Labour (Regulation And Abolition) Act, 1970]	
12	Annual turnover for 3 years	
13	Number of persons to be deployed for contract	
14	List of present clients along with proof of Job order certificate and Labour Licence	
15	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last three years	
16	Whether the rate quoted complies with the Minimum Wages Act of Government of India with all statutory provisions?	
17	Whether the Company has ISO Certificate (latest document should be uploaded)	
18	No case/issue is pending against the firm i.r.o (EIS/PF/ST/GST) on one judicial stamps of Rs.500/-	

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 and seal)

TECHNICAL BID**CHECK-LIST****SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

S.No.	Description of Requirement	Yes/No	Page No.
1.	The firm is registered with the jurisdictional Labour Commissioner under provisions of Contract Labour Act and its validity date.	Yes/No	
2.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	Yes/No	
3.	Proprietary Firm / Partnership Firm / Company, registered by MSME/DIC of State Govt. / incorporation certificate issued by Registrar of Companies or equivalent Govt. Authority.	Yes/No	
4.	Registration certificate of jurisdictional Provident Fund Commissioner along with PF registration code uploaded.	Yes/No	
4.1	Details of deductions of PF with Challan of minimum 150 contractual employees with Bank Receipt (attach with ECR)	Yes/No	
5.	Copy of Registration certificate/allotment letter of GST	Yes/No	
6.	Copy of Registration certificate/allotment letter PAN from Income Tax Department.	Yes/No	
7.	Registration certificate of ESI	Yes/No	
7.1	Details of deductions of ESI with Challan of minimum 150 contractual employees with Bank Receipt (attach with ECR)	Yes/No	
8.	Proforma containing details of other organization where such contracts were/are undertaken for last 3 years (attach supportive documents i.e. Labour Licence etc.)	Yes/No	
9.	DD of Rs 25,000/- as EMD (Signed and Scanned copy of proof of payment of Earnest Money Deposit)	Yes/No	
9.1	For exemption from EMD, MoMSME Registration Certificate or NSIC with validity upto 30.06.2020 (attached)	Yes/No	
10.	Financial/Price bid as per Annexure-IV	Yes/No	
11.	List of Arbitration cases (if applicable). Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No/NA	
12.	Acceptance of terms and conditions attached. Each page of terms and conditions laid in Annexure-I must be duly signed as token of acceptance and submitted as part of tender document as well as Technical Bid.	Yes/No	
13.	Copy of last 3 financial years Income Tax return	Yes/No	
14.	An undertaking (self-certificate) that the agency has not been blacklisted by a Central/State/UT Government Institution and there has been no litigation with any Government department on account of Housekeeping and Manpower Supplier services.	Yes/No	

15.	Proof of Registered Office address (attached)	Yes/No	
16.	At least one Labour Licence valid upto 31.03.2020 for housekeeping work issued against work order of Central Govt. / State Govt. / PUC	Yes/No	
17.	Signed and Scanned copy of Tender Acceptance Letter and Letter of authorization to submit bid	Yes/No	
18.	Signed and Scanned copy of ISO certificates.	Yes/No	
19.	Signed and Scanned copy of all Annexures i.e. I to VI and undertakings	Yes/No	

Declaration by the Tenderer/Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD No.....
2. Terms & conditions (each page must be signed and sealed)
3. Financial Bid.

(Signature of Tenderer/Bidder with seal)

Name:

Seal:

Office Address:

Phone No (O):

Date:

NOTE: Submission of all the documents mentioned above along with declaration duly self attested, is mandatory. Non submission of any of the information above and blank column may render the bid to be rejected

FINANCIAL BID

- (A) Price Bid Undertaking
- (B) Schedule of price bid in the form of BOQ_Housekeeping.xls
1. The rates shall be quoted in Indian Rupee only.
 2. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
 3. In case of any discrepancy/difference in the amounts indicated in figures and words filled in the BoQ, the amount in words will prevail and will be considered.
 4. The quoted rates shall remain firm throughout the tenure of the contract and the same will be no revision is permissible for any reason.

PRICE BID UNDERTAKING

From : (Full name and address of the Bidder)

.....

.....

To,
 The Additional Director General
 National Academy of Customs, Indirect Taxes and Narcotics
 Zonal Campus, 117, Santosh Nagar, Near Civil Lines Metro Station,
 Ajmer Road, Jaipur-302006

Dear Sir/Madam,

I submit the Price Bid for _____
 and related activities as envisaged in the Bid documents.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

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 Government of India.

I offer to work at the rates as indicated in the Price Bid, Annexure-IV inclusive of all applicable taxes except GST.

Yours faithfully,

Signature of authorized person
 Name & Seal

Calculation formula to calculate monthly rate of wages per Sqft. (Avg. 26 days in a month) for Housekeeping work -

S.No.	Description	Please mark tick (✓) only don't fill amount in this table
1(a)	Basic Pay (As per Central Labour Commissioner Notification)	
1(b)	Variable DA	
1(c)	Gross Daily Wages [1(a) + 1(b)]	
	Add : Statutory Contributions	
2(a)	EPF	
2(b)	ESI	
3.	Total Amount (Per Person Per Day) [1(c) + 2(a) + 2(b)]	
4.	Proposed Manpower Deployment	
5.	Total Monthly (26 Days) Wages for proposed manpower deployed [(3) x (4)] x 26 days	
6.	Contractor's Service Charges (Rs.) (Per Month)	
7.	Total (5 + 6)	
8.	Total Monthly Rate Per Sqft. (without tax) (Total of S.No.7 / 22885 Sqft.)	

Calculation formula to calculate monthly rate of wages for one Skilled Person (Steno) (Avg. 26 days in a month) -

S.No.	Description	Please mark tick (✓) only don't fill amount in this table
1(a)	Basic Pay (As per Central Labour Commissioner Notification)	
1(b)	Variable DA	
1(c)	Gross Daily Wages [1(a) + 1(b)]	
	Add : Statutory Contributions	
2(a)	EPF	
2(b)	ESI	
3.	Total Amount (Per Person Per Day) [1(c) + 2(a) + 2(b)]	
4.	Total Monthly (26 Days) Wages for one Skilled Person (Steno) [(3) x 26 days]	
5.	Contractor's Service Charges (Rs.) (Per Month)	
6.	Total [(4) + (5)]	

This is only for guidance to fill BoQ.

UNDERTAKING BY THE BIDDER

1. I _____ Son / Daughter / Wife of Shri _____ and Proprietor / Director / Authorized signatory of _____ am competent to sign this declaration and execute this tender document.
2. I/we undertake that my/our firm M/s _____ has not been blacklisted by any Government Department/PSU/Autonomous Body.
3. I have read and understood all the terms and conditions of the tender and undertake to abide by them.
4. 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 the furnishing of any false / misleading information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/we understand that in case any deviation is found in the above statement at any stage, my/our concern firm/company shall be blacklisted and shall not have any dealing with the department in future.

Date:

Place:

Signature of authorized person
Name & Seal

**TENDER ACCEPTANCE LETTER
(TO BE GIVEN ON COMPANY LETTER HEAD)**

Date:

To,
The Additional Director General
National Academy of Customs, Indirect Taxes and Narcotics
Zonal Campus, 117, Santosh Nagar, Near Civil Lines Metro Station,
Ajmer Road, Jaipur-302006

Subject: Acceptance of Terms and Conditions of Tender

Tender Reference Number :- _____

Name of Tender/Work :- _____

Dear Sir,

1. I/we have downloaded/obtained the tender documents for the above mentioned Tender from the website(s) namely:

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from page No. _____ to _____ (including all documents like Annexure(s), schedules etc.) which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum in its totality/entirely.

5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/PSU.

6. I/we certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature of authorized person
Name & Seal