



कार्यालय आयुक्त

Office of the Commissioner

केन्द्रीय वस्तु एवं सेवाकर अंकेक्षण आयुक्तालय जयपुर

Central Goods & Service Audit Commissionerate Jaipur

नव केन्द्रीय राजस्व भवन, स्टेचू सर्किल, सी-स्कीम जयपुर-302005

New Central Revenue Building, Statue Circle, C-Scheme, Jaipur-302005

(E Mail Id: commradt-cexjpr@nic.in)

F. No. GADT/1/(22)/32/2026-ADMN-I

Date# As e-signed

हाउसकीपिंग कार्यो हेतु ई निविदा सूचना

भारत के राष्ट्रपति महोदया की ओर से कार्यालय आयुक्त केन्द्रीय वस्तु एवं सेवाकर अंकेक्षण आयुक्तालय जयपुर के द्वारा वित्तिय वर्ष 2026-27 (03 अप्रैल, 2026 से 02 अप्रैल, 2027) के लिए अंकेक्षण आयुक्तालय जयपुर के नव राजस्व भवन, स्टेच्यू सर्किल जयपुर स्थित कार्यालय परिसर, अधीनस्थ अंकेक्षण वृत्त कार्यालय जयपुर, अजमेर, अलवर, भिवाडी एवं आवासीय कॉलोनी, विद्याधर नगर जयपुर स्थित समूह ब एवं स अधिकारियों हेतु विभागीय अतिथि गृह में हाउसकीपिंग सेवाओं के लिए वार्षिक अनुबंध के आधार पर अनुभवी इच्छुक प्रतिष्ठित एवं पंजीकृत सेवकप्रदाताओं/फर्मों से <https://gem.gov.in/> पर ऑनलाईन ई-निविदाएं आमंत्रित की जाती है।

2. निविदा सूचना के साथ निम्नलिखित दस्तावेज/प्रपत्र, पूर्ण विवरण के साथ संलग्न है।

- अनुलग्नक -I : Application Form
- अनुलग्नक -II : Scope of Work
- अनुलग्नक -III : Prequalification criteria for firm
- अनुलग्नक -IV : Format of Technical Bid
- अनुलग्नक -V : Terms & Conditions
- अनुलग्नक -VI : Undertaking
- अनुलग्नक -VII : Tender Acceptance Letter

3. ई-निविदा के सभी प्रपत्र एवं दस्तावेज GEM Portal पर Publish की तारीख से उपलब्ध होंगे। निविदा निवेदन केवल GEM Portal पर ऑनलाईन जमा की जाएगी। ऑनलाईन निविदा प्रस्तुत करने या GEM Portal से सम्बन्धित कोई भी समस्या के लिए GEM पोर्टल हैल्पडेस्क से सम्पर्क किया जा सकता है। इस सम्बन्ध में इस कार्यालय से कोई भी पत्राचार नहीं किया जाएगा।

4. इस कार्यालय को किसी भी निविदा अथवा सभी निविदाओं को, बिना कारण बताये निरस्त करने का अधिकार सुरक्षित रहेगा। इस विज्ञप्ति में किसी भी संशोधन/बदलाव का प्रकाशन केवल GeM Portal पर ही जारी किया जायेगा।

सहायक आयुक्त (प्रशासन)
केन्द्रीय वस्तु एवं सेवाकर अंकेक्षण आयुक्तालय जयपुर

प्रति

- नोटिस बोर्ड।
- अधीक्षक(कंप्यूटर), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर को विभागीय वेबसाइट पर अपलोड हेतु।



कार्यालय आयुक्त

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केन्द्रीय वस्तु एवं सेवाकर अंकेक्षण आयुक्तालय जयपुर

Central Goods & Service Audit Commissionerate Jaipur

नव केन्द्रीय राजस्व भवन, स्टेचू सर्किल, सी-स्कीम जयपुर-302005

New Central Revenue Building, Statue Circle, C-Scheme, Jaipur-302005

(E Mail Id: commradt-cexjpr@nic.in)

F. No. GADT/I/(22)/14/2025-ADMN-I

Date : .02.2026

NOTICE FOR INVITING E-TENDER THROUGH E-PROCUREMENT FOR HOUSEKEEPING SERVICES

हाउसकीपिंग सेवाओं के लिए ई-प्रोक्वोरमेंट के माध्यम से ई-निविदा आमंत्रित करने हेतु सूचना

On behalf of the President of India, Office of the Commissioner, Central Goods and Service Tax Audit Commissionerate, Jaipur invites Online E-tenders from registered firms/companies engaged in the business of housekeeping, for the Offices located at Jaipur/ Ajmer/ Alwar/ Bhiwadi and Guest House located at Jaipur as mentioned in Annexure 'A', for the period from 03.04.2026 To 02.04.2027 The details of work specifications, terms & conditions are outlined in the Annexure to this E-tender as under:-

भारत के राष्ट्रपति की ओर से, आयुक्त कार्यालय, केन्द्रीय माल और सेवा कर लेखा परीक्षा आयुक्तालय, जयपुर 03.04.2026 से 02.04.2027 तक की अवधि के लिए जयपुर/अजमेर/अलवर/भिवाड़ी स्थित कार्यालयों और जयपुर स्थित गेस्ट हाउस के लिए हाउसकीपिंग के व्यवसाय में लगी पंजीकृत फर्मों/कंपनियों से ऑनलाइन ई-निविदाएं आमंत्रित करता है। इस ई-निविदा के अनुबंध में शर्तें निम्नानुसार उल्लिखित हैं:-

- (a) अनुलग्नक -I : Application Form
- (b) अनुलग्नक -II : Scope of Work
- (c) अनुलग्नक -III : Prequalification criteria for firm
- (d) अनुलग्नक -IV : Format of Technical Bid
- (e) अनुलग्नक -V : Terms & Conditions
- (f) अनुलग्नक -VI : Undertaking
- (g) अनुलग्नक -VII : Tender Acceptance Letter

2. The Tender enquiry documents will be available on <https://gem.gov.in> from date of publish of tender.

निविदा पृष्ठताछ दस्तावेज़ निविदा प्रकाशन की तिथि से <https://gem.gov.in> पर उपलब्ध होंगे।

3. Mode of Tendering: - Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at GeM Portal and bid online through the portal <https://gem.gov.in/>. The Bid should be addressed to the Additional/Joint Commissioner, Central Goods and Service Tax Audit Commissionerate, NCRB, C-Scheme, Jaipur with words "Bid for Outsourcing of Housekeeping for the period from 03.04.2026 to 02.04.2027". The bids are invited in a two bid system (Technical and Financial) from reputed firms/housekeeping service provider and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. Incomplete bid documents shall be rejected.

4. Performance Guarantee: The Successful bidder has to submit an amount @ 5% of the total value of the contract as performance guarantee deposit in the form of Bank Guarantee/Fixed Deposit of a schedule bank drawn in favour of "Administrative Officer (DDO), Central GST Audit Commissionerate, Jaipur" payable at Jaipur awarding the contract. The performance guarantee shall be refunded to the selected bidder without any interest within 45 days from the completion of contract period. The Bank Guarantee/Fixed Deposit/Banker's Cheque should be valid till 60 days after completion of contract agreement.

प्रदर्शन गारंटी: सफल बोली लगाने वाले को अनुबंध के कुल मूल्य का 5% राशि निष्पादन गारंटी जमा के रूप में "प्रशासनिक अधिकारी (डीडीओ), सेंट्रल जीएसटी ऑडिट कमिश्नरेट, जयपुर" के पक्ष में अनुबंध प्रदान करने वाले जयपुर में देय बैंक गारंटी/शेड्यूल

बैंक की फिक्स्ड डिपॉजिट के रूप में जमा करनी होगी। प्रदर्शन गारंटी चयनित बोलीदाता को अनुबंध अवधि पूरी होने के 45 दिनों के भीतर बिना किसी ब्याज के वापस कर दी जाएगी। बैंक गारंटी/सावधि जमा/बैंकर्स चेक अनुबंध समझौते के पूरा होने के 60 दिन बाद तक वैध होना चाहिए।

5. The tenderer shall sign and stamp with Digital Signature Certificate on each page of this tender documents and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and upload the same along with the qualifying bid. The tenderer would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required, the price quoted shall be written in figures and words as well. All the annexures shall also have to be signed with stamped and page number by the bidder or his/her authorized signatory.

निविदाकर्ता को इसमें शामिल नियमों और शर्तों को पढ़ने और समझने के प्रतीक के रूप में इस निविदा दस्तावेजों और इसके साथ संलग्न अन्य सभी संलग्नकों के प्रत्येक पृष्ठ पर डिजिटल हस्ताक्षर प्रमाणपत्र के साथ हस्ताक्षर और मोहर लगानी होगी और इसे अर्हक बोली के साथ अपलोड करना होगा। निविदाकार इस दस्तावेज के अंत में संलग्न अनुबंधों में जानकारी स्पष्ट और सुपाठ्य शब्दों में भरेगा। जहां भी आवश्यक हो, उद्धृत मूल्य अंकों और शब्दों में भी लिखा जाएगा। सभी अनुबंधों पर बोली लगाने वाले या उसके अधिकृत हस्ताक्षरकर्ता द्वारा मुहर और पृष्ठ संख्या के साथ हस्ताक्षर भी करने होंगे।

6. The tenderer shall quote their rates for the service to be provided as "Rate per Sq. Ft. per month" (in both words and figures) which should include deduction towards EPF, ESI etc. and the same would not be payable over and above the rates thus quoted.

निविदाकार प्रदान की जाने वाली सेवा के लिए अपनी दरें "दर प्रति वर्ग प्रति माह" के रूप में उद्धृत करेंगे। "दर प्रति वर्ग प्रति माह" (शब्दों और अंकों दोनों में) जिसमें ईपीएफ, ईएसआई आदि के लिए कटौती शामिल होनी चाहिए और यह इस प्रकार उद्धृत दरों से अधिक देय नहीं होगी।

7. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

यह कार्यालय किसी भी बोली को स्वीकार करने या अस्वीकार करने, और बोली प्रक्रिया को रद्द करने और किसी भी समय सभी बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखता है, जिसके परिणामस्वरूप प्रभावित बोलीदाता या बोलीदाताओं के प्रति कोई दायित्व नहीं होगा या प्रभावित बोलीदाता या बोलीदाताओं को ऐसी कार्रवाई के लिए आधारों को सूचित करने के लिए कोई दायित्व नहीं होगा।

8. The tender forms shall be rejected if it is not complete in any aspect.

किसी भी दृष्टि से पूर्ण न होने पर निविदा प्रपत्र निरस्त कर दिया जायेगा।

9. The successful bidder/firm will have to produce contract agreement on Rs. 500/- non judicial stamp within 21 days of award of contract.

सफल बोलीदाता/फर्म को अनुबंध दिए जाने के 21 दिनों के भीतर रुपये 500/- गैर न्यायिक स्टाम्प पर अनुबंध प्रस्तुत करना होगा।

10. The tender documents are not transferable.

निविदा दस्तावेज हस्तांतरणीय नहीं हैं।

11. Late submission of tenders and EMD shall not be accepted.

देर से जमा की गई निविदाएं और ईएमडी स्वीकार नहीं की जाएंगी।

12. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".

"ईएमडी के बिना प्राप्त निविदाएं" को गैर-उत्तरदायी माना जाएगा और प्रारंभिक चरण में ही निविदाओं के रूप में खारिज कर दिया जाएगा।

13. The Bidder should clarify any doubt/query regarding the specification from the Administrative Officer (Admn.), Office of the Commissioner, Central GST Audit Commissionerate, Jaipur at Room No. 2.21 on any working day between 11.00 AM to 5.00 PM. The bidder should fulfill prequalification/Eligibility criteria & conditions of the Tender and should submit all documents attested by authorized person along with the bid.

बोलीदाता को विनिर्देश के संबंध में किसी भी संदेह/प्रश्न को किसी भी कार्य दिवस पर सुबह 11.00 बजे से शाम 5.00 बजे के बीच प्रशासनिक अधिकारी (प्रशासन), आयुक्त कार्यालय, केंद्रीय जीएसटी ऑडिट आयुक्तालय, जयपुर के कमरा नंबर 2.21 से स्पष्ट

करना चाहिए। बोली लगाने वाले को निविदा की पूर्व अर्हता/पात्रता मानदंड और शर्तों को पूरा करना चाहिए और बोली के साथ अधिकृत व्यक्ति द्वारा सत्यापित सभी दस्तावेज जमा करने चाहिए।

14. The technical bid will be opened first in the presence of the Tender Committee Members. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.

सबसे पहले तकनीकी बोली निविदा समिति के सदस्यों की उपस्थिति में खोली जायेगी। केवल तकनीकी रूप से योग्य बोलीदाताओं की वित्तीय बोलियाँ निविदा समिति के सदस्यों और बोलीदाताओं की उपस्थिति में खोली जाएंगी। यदि बोलीदाता चाहें तो उपस्थित रह सकते हैं।

15. If any firm quotes "Nil" charges/consideration, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government. In case of the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected.

यदि कोई फर्म "शून्य" शुल्क/प्रतिफल का प्रस्ताव देती है, तो उसकी बोली अनुत्तरित मानी जाएगी और उस पर विचार नहीं किया जाएगा। सेवा शुल्क टीडीएस और सरकार द्वारा निर्धारित अन्य करों के लिए वैधानिक कटौतियों को पूरा करने के लिए पर्याप्त होना चाहिए। यदि प्रस्तावित सेवा शुल्क इन वैधानिक कटौतियों से कम है, तो बोली को तत्काल अस्वीकार कर दिया जाएगा।

16. The firm should have its office/subordinate office in Jaipur. A certificate to this effect should be uploaded along with the technical bid.

फर्म का ऑफिस/अधीनस्थ ऑफिस जयपुर में होना चाहिए। इस आशय का प्रमाण पत्र तकनीकी निविदा के साथ अपलोड किया जाए।

17. Opening of Bids: As per schedule available on GeM

बोलियाँ खोलना: GeM पर उपलब्ध कार्यक्रम के अनुसार

18. In the event of any of the above mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

उपरोक्त किसी भी तारीख को बाद में इस कार्यालय के लिए अवकाश/बंद का दिन घोषित होने की स्थिति में, निविदाएं अगले कार्य दिवस पर निर्धारित समय पर खोली जाएंगी।

19. The Additional Commissioner, Central GST Audit Commissionerate, Jaipur reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.

अपर आयुक्त, सेंट्रल जीएसटी ऑडिट कमिश्नरेट, जयपुर के पास बिना कोई कारण बताए दरों/कोटेशन की प्राप्ति/खोलने की तारीख को स्थगित करने और/या बढ़ाने या उसे वापस लेने का अधिकार सुरक्षित है।

(राजेश अगरवाला)
सहायक आयुक्त(प्रशासन)

प्रति निम्न को सूचनार्थ एव आवश्यक कार्यवाही हेतु प्रस्तुत है:-

1. नोटिस बोर्ड

अनुलग्नक 'A'**03.04.2026 से 02.04.2027 तक हाउसकीपिंग सेवाओं की आउटसोर्सिंग के लिए GeM पोर्टल के माध्यम से ई-निविदा आमंत्रित करने की सूचना**

S. No.	Name of the Office	Working place	Area (Sq. Mtr.) approx.
1.	Office of the Commissioner, Central GST Audit Commissionerate, Jaipur	Office of the Commissioner, Central GST Audit Commissionerate, Jaipur and Departmental Guest House (Group 'B' and 'C'), Vidhyadhar Nagar, Jaipur	606 Sq. Mtr. 253 Sq. Mtr.
2.	Office of the Dy./Assistant Commissioner, CGST Audit Circle, A & B, Jaipur	BSNL Building, Durgapura, Jaipur	614 Sq. Mtr.
3.	Office of the Dy./Assistant Commissioner, CGST Audit Circle, Alwar	'A' Block, Surya Nagar, Alwar - 301001	47 Sq. Mtr.
4.	Office of the Dy./Assistant Commissioner, CGST Audit Circle, Bhiwadi	Dhaba Complex, Phool Bagh, RIICO Industrial Area, Bhiwadi- 301019	160 Sq. Mtr.
5.	Office of the Dy./Assistant Commissioner, CGST Audit Circle, Ajmer	Ground Floor Room No. 5 & 6 Session Court Jaipur Road, Ajmer-311001	50 Sq. Mtr.
	Total		1730 Sq. Mtr.

If there will be any change in the address of the Offices mentioned above, intimation of such change will be given to the service provider who shall provide the services at the changed address.

यदि ऊपर उल्लिखित कार्यालयों के पते में कोई परिवर्तन होगा, तो ऐसे परिवर्तन की सूचना सेवा प्रदाता को दी जाएगी जो बदले हुए पते पर सेवाएं प्रदान करेगा।

Rate quoted on per Square Meter basis, duly indicating No. of persons proposed to be engaged by the contractor.

प्रति वर्ग मीटर के आधार पर उद्धृत दर, जिसमें ठेकेदार द्वारा नियुक्त किए जाने वाले प्रस्तावित व्यक्तियों की संख्या का विधिवत उल्लेख हो।

अनुलग्नक 'I'

03.04.2026 से 02.04.2027 तक हाउसकीपिंग सेवाओं की आउटसोर्सिंग के लिए GEM पोर्टल के माध्यम से ई-निविदा आमंत्रित करने की सूचना

APPLICATION FORM
आवेदन फार्म

दिनांक:

FROM:

To,

The Additional/Joint Commissioner,
Office of the Commissioner,
Central GST Audit Commissionerate,
Jaipur – 302005

Sir,

Subject:- E-Tender for “For Outsourcing of Housekeeping Services” from 03.04.2026 to 02.04.2027 - reg.

Ref:- (1) Your e-tender Notice No.....Dated.....

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate exclusive of all taxes, duties, transportation, etc. (in complete).

भवदीय,

(Signature and Stamp of the Tenderer)

(निविदाकर्ता के हस्ताक्षर और मोहर)

State legal status, Whether Proprietorship,
Partnership, Registered firm, Company etc.राज्य की कानूनी स्थिति, क्या स्वामित्व,
साझेदारी, पंजीकृत फर्म, कंपनी आदि।

अनुलग्नक 'II'**03.04.2026 से 02.04.2027 तक हाउसकीपिंग सेवाओं की आउटसोर्सिंग के लिए GeM पोर्टल के माध्यम से ई-निविदा आमंत्रित करने की सूचना**

SCOPE OF WORK :- HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR.

कार्य का दायरा:- हाउसकीपिंग सेवाएं ठेकेदार द्वारा प्रदान की जानी आवश्यक हैं।

1. Sweeping and wet mopping of the entire area as per ANNEXURE-A.
2. Furniture like tables, chairs, visitor's chairs, sofas, Almira's, etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
3. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., twice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Cleaning the systems room and all computers in the office and sofa sets twice a week.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
6. Collection of all the sweepings, garbage and waste and to transport/dispose of the same to the nearest pit.
7. Maintenance and upkeep of the entire office premises.
8. Shifting of furniture and other equipment's and files whenever required.
9. Attending to electrical facilities in the office like changing of tube lights bulbs and such other minor repairs whenever required.
10. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
11. Care should be taken that the gadgets are not tampered with during the cleaning operation.

WEEKLY SERVICES (Saturdays)

12. Daily sweeping and water washing of open area.
13. Removal of cobwebs in the corridors and lavatories.
14. Removal of dust accumulated on the walls, windows panes and ventilators in the toilets.
15. Thorough washing, rubbing and cleaning of corridors using Scrubber machine.
16. All name boards, wall panels paintings etc., should be wiped off dirt. All brass boards have to be polished with brass polish.

अनुलग्नक 'III'**03.04.2026 से 02.04.2027 तक हाउसकीपिंग सेवाओं की आउटसोर्सिंग के लिए GeM पोर्टल के माध्यम से ई-निविदा आमंत्रित करने की सूचना****PREQUALIFICATION CRITERIA: CONDITIONS TO BE SATISFIED IN THE QUALIFYING/ TECHNICAL BID DOCUMENT****पूर्व योग्यता मानदंड: योग्यता/तकनीकी बोली दस्तावेज़ में संतुष्ट होने की शर्तें**

1. The bidder should be registered with ESI and EPF and have a valid certificate of ESI and EPF department.
2. They should have a valid PAN number.
3. The Service provider should have a work experience of minimum three years for housekeeping services preferably with the Government Department. The necessary experience certificate to be attached with the tender documents.
4. It is obligatory for the contractor that workers are paid at least minimum wages according to minimum wages fixed by the Govt. from time to time. A certificate in this regard to be attached with Bid documents.
5. Minimum no. of persons to be engaged should be Twenty-One and the bidder should ensure that the total no. of persons to be engaged is commensurate with the nature/type of work and total area involved. Number of person engaged can be decrease/increase as per requirement on tender terms & conditions.
6. They should have no police case against them in any of the police station of India. An affidavit on Rs. 100 Stamp Paper(not older than date of publish of tender) or Police Verification of the Director/Proprietor/firm to be attached with the tender documents.
7. Firm should enclose ISO 9001: 2015 or latest certificate regarding providing housekeeping services.
8. The firm should not be black listed by any Govt. Departments & undertaking in this regard should be submitted on Rs 100/- non judicial stamp not older than the date of publish of tender.

अनुलग्नक 'IV'

03.04.2026 से 02.04.2027 तक हाउसकीपिंग सेवाओं की आउटसोर्सिंग के लिए GeM पोर्टल के माध्यम से ई-निविदा आमंत्रित करने की सूचना

QUALIFYING/TECHNICAL BID DOCUMENT: -
अर्हताप्राप्त/तकनीकी बोली दस्तावेज़:-

- Name of the party :
- Address (with Tel No., Fax No.) :
- Name & Address of the proprietor/
Partners/Directors (with Mobile No.) :
- Contact Persons (s) (with Mobile No.) :
- No. of years of experience in providing
Housekeeping Services (enclose proof such
As Performance Reports from clients with TDS IT and GST TDS copies last 3 years:
- Average Annual Turnovers (Firm should have 50 Lakh annual turnover
for every year during last 3 financial year . :
- Permanent Account Number (PAN) (The evidence for
filing of IT returns and balance sheet for the last three financial years be enclosed) :
- Details of ESI & EPF Registration along with Evidence
PPF and ESI (ECR, Challan and receipt) deposit evidence for at least 150 workers (only firm related to
housekeeping services) for last one year i.e. Jan.2024 to Dec.2025,
(that should be deposited before the date of publishing of this NIT) :
- Registration under contract labour (regulation and abolition) act 1970 :
- Details of Service Tax/GST Registration (The evidence for filing of GST
returns for the last three financial years be enclosed) :
- Details of EMD :
- ISO certificate of Firm :
- Proposed No. of manpower deployed by the contractor on monthly basis :
- It is to be declare on non- judicial stamp of Rs. 100/- by the firm that no case
is pending i.r.o. ESI, PF, Income Tax, Service tax / GST against the firm and also regarding
black listing of firm by any Govt. office not older than the date of publish of tender:

DECLARATION
घोषणा

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge.
I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted
and will not qualify to have any dealing with the Department in future.

(Signature of Authorized Signatory with Name and date)
 (नाम और तारीख के साथ प्राधिकृत हस्ताक्षरकर्ता के हस्ताक्षर)
 (Firm Name & Seal)
 (फर्म का नाम एवं सील)

03.04.2026 से 02.04.2027 तक हाउसकीपिंग सेवाओं की आउटसोर्सिंग के लिए GEM पोर्टल के माध्यम से ई-निविदा आमंत्रित करने की सूचना

GENERAL TERMS AND CONDITIONS

सामान्य नियम और शर्तें

- The persons employed should work on all days except Sundays and National holidays.
- The working hours will be from 08.30 a.m. to 4.30 p.m. daily.
A skeleton staff would be required beyond 4.30 p.m. on all working days to cater for emergency services.
- The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed.
- If a particular person is absent on any day, another person should be deployed in his/her place.
- The personnel should attend to work punctually and complete the cleaning work of the entire office premises. The personnel will perform all the duties assigned to the Contractor and as specified by the department from time to time.
- The personnel will report to the Officer-in-charge assigned by the Department i.e. P.R.O/ Caretaker daily.
- The Contractor or his authorized representative should report to the P.R.O/Caretaker daily. He shall visit all the Regional unit offices daily to supervise cleaning activities.
- In case of emergency and residual situations, the Contractor has to make the personnel available to cater for emergency services and urgent work entrusted by this office as and when need arises.
- The Contractor should pay to their personnel a minimum wage under Minimum Wages Act and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules. The Contractor should ensure payment of increase in DA as and when announced by the Govt. The Service Provider should also maintain Pay Roll containing the above details.
- The Contractor is responsible for payment of monthly salary to the personnel as applicable to them. The workers should be provided with a salary slip every month.
- The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages or there is any decrease in their applicable wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of this department.
- The Contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the housekeeping personnel shall be charged to the Contractor and recovered from his/her dues/bills.
- This office reserves the right to terminate the services of the Housekeeping Contractor at any time without giving any notice whatsoever.
- All existing statutory regulations of both State & Central Governments shall be adhered to and complied with by the Housekeeping Contractor and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the Contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
- The contract will be in force for a period from **03.04.2026 to 02.04.2027**
- The Contractor (Service provider) shall submit the bill for every month by the 5th day of the following month along with the Subscription and deposit details of EPF and ESI. No interim bill will be entertained.
- Mode of payment will be monthly and payments to the Housekeeping Contractor will be made through ECS only within a month from the date of submission of bill provided that there is no dispute in respect of rates, quantity and quality of work. Tax shall be deducted at source as per the prevailing Income Tax Act, 1961 and GST rules 2017 from the monthly bills.
- The Service provider should specify the materials to be supplied for the house keeping services. All the Housekeeping materials/consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets,

Mugs, Toilet Cleaner, Floor cleaner, Toilet fresheners, Urinal Cakes, Cleaning Powder, Phenyl, Hand wash liquid, Toilet cleaning brush, Cleaning/ Dusting cloth, Water wipers, Dust bins, Garbage bins, Rooms spray, scrubbing pads, Naphthalene balls, Glass cleaner etc., as required to execute the above job will be supplied by this office (Service Receiver).

- No escalation of price whatsoever would be allowed during the pendency/currency of the contract.
- If at any point of time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment/value of this job order shall be reduced on pro-rate basis by this office and would be binding on the Contractor (Service provider).
- Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration/conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Jaipur jurisdiction only.

We agree to the above terms and conditions.

Signature with Date:

दिनांक सहित हस्ताक्षर

Name of the Firm:

फर्म का नाम:

Seal:

मुहर:

अनुलग्नक - 'VI'**UNDERTAKING BY THE BIDDER**
बोलीदाता द्वारा वचनबद्धता

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.

दिनांक:

स्थान:

Signature of authorized person Name & Seal
अधिकृत व्यक्ति के हस्ताक्षर नाम एवं मुहर

अनुलग्नक - 'VII'

TENDER ACCEPTANCE LETTER
निविदा स्वीकृति पत्र

(TO BE GIVEN ON COMPANY LETTER HEAD)
(कंपनी के लेटर हेड पर दिया जाए)

दिनांक:

To,

The Additional/Joint Commissioner,
Office of the Commissioner,
Central GST Audit Commissionerate,
Jaipur – 302005

Subject: Acceptance of Terms and Conditions of Tender

Tender Reference Number :-

Name of Tender/Work:-

Sir,

1. I/we have downloaded/obtained the tender documents for the above mentioned Tender from the website(s) namely: GeM portal & <https://cgstjaipur.gov.in/>.

as per your advertisement, given in the above mentioned website(s).

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.

भवदीय,

Signature of authorized person Name & Seal
अधिकृत व्यक्ति के हस्ताक्षर नाम एवं मुहर