



भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग



Govt. of India  
Ministry of Finance  
Deptt. of Revenue



कार्यालय सहायक आयुक्त, केन्द्रीय वस्तु एवं सेवाकर संभाग-नागौर, (मु.- जोधपुर)

OFFICE OF THE ASSISTANT COMMISSIONER, CGST DIVISION-NAGAUR, (Hqr- JODHPUR)

02-ई/01, सुभाष एन्क्लेव, वायु सेना केन्द्रीय विद्यालय नंबर-1 के सामने, अभयगढ़ स्कीम, जोधपुर

02-E/01 Subhash Enclave, Opp. Airforce KV-1 school, Abhaygarh Scheme, Jodhpur

Email - wn03cgst@gmail.com ; Tel. No. - 0291-2940341

फा.सं.-I-22(02)Admn/HK-Tender/NGR/2025 / 445

दिनांक:- 20.02.2025

### हाऊसकीपिंग कार्यों हेतु ई-निविदा सूचना

भारत के राष्ट्रपति महोदय की ओर से वित्तीय वर्ष 2025-26 (अनुबन्ध प्रारंभ होने की तिथि से 1 वर्ष तक) के लिए केन्द्रीय वस्तु एवं सेवाकर संभाग-नागौर (मु.- जोधपुर) के अधीनस्थ कार्यालय परिसरो यथा सीजीएसटी रेंज-XIII, नागौर / रेंज-XIV-गोटन व रेंज- XII-मेड़ता/ रेंज-XV-मकराना में हाऊसकीपिंग कार्यों (GeM Item category:- Cleaning, Sanitation & Disinfection Service- Outcome Based-Office; General Cleaning (Sweeping, Moping, dusting etc.) हेतु वार्षिक अनुबंध के आधार पर अकुशल श्रमिक उपलब्ध करवाने के लिए अनुभवी, इच्छुक, प्रतिष्ठित एवं पंजीकृत सेवाप्रदाताओं/फर्मों से ई-निविदाएं **GeM portal** के माध्यम से आमंत्रित की जाती है।

2. उक्त सेवा कार्यों हेतु निविदा संबंधी समस्त विवरण यथा-निविदा संबंधी नियम व शर्तें निविदा प्रारूप, निविदा प्रस्तुत करने व निविदा खोलने की तिथि आदि पूर्ण विवरण GeM Portal website <https://gem.gov.in> अथवा विभागीय वेबसाइट [www.cgstjaipur.gov.in](http://www.cgstjaipur.gov.in) से प्राप्त/डाउनलोड किये जा सकते हैं।

3. इस कार्यालय को किसी भी निविदा अथवा सभी निविदाओं को, बिना कारण बताये निरस्त करने का अधिकार सक्षम अधिकारी के पास सुरक्षित रहेगा। निविदा सूचना में किसी भी प्रकार का संशोधन/बदलाव का प्रकाशन केवल उक्त वेबसाइट पर ही जारी किया जायेगा तथा न्यूज पेपर में प्रकाशन नहीं किया जावेगा।

20/02/2025

सहायक आयुक्त

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. अधीक्षक (कम्प्यूटर), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर को विभागीय वेब साइट [www.cgstjaipur.gov.in](http://www.cgstjaipur.gov.in) पर अपलोड करवाने हेतु प्रेषित है।
2. नोटिस बोर्ड पर चस्पा हेतु।



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2. कार्यक्षेत्र का पूर्ण पता एवं अनुमानित क्षेत्रफल निम्नानुसार है:-

क्र. सं.	कार्यालय का नाम व पता	कार्यालय क्षेत्र का विवरण	अनुमानित कुल निर्मित/ कारपेट एरिया (वर्ग फीट)	आवश्यक अनुमानित न्यूनतम अकुशल श्रमिको की संख्या
01.	कार्यालय अधीक्षक, सीजीएसटी रेंज- (XIII), नागौर मानेसर सर्कल, पंचायत समिति बिल्डिंग, जिला- नागौर।	04 कमरे, 01 बरामदा	1350/1350	1
02.	कार्यालय अधीक्षक, सीजीएसटी रेंज- XIV - गोटन और सीजीएसटी रेंज- XII- मेड़ता, सीआर बिल्डिंग, हरसोलाव रोड, गोटन, जिला- नागौर।	04 कमरे, 01 बरामदा, 01 किचन, 01 शौचालय	1450/3526	1
03.	कार्यालय अधीक्षक, सीजीएसटी रेंज- XV- मकराना, मंगलाना रोड, नियर पुलिस स्टेशन, मकराना, जिला- नागौर।	01 कमरा , 01 हॉल, 01 शौचालय	1171.20/456.80	1
कुल एरिया (निर्मित एवं कारपेट एरिया सहित )			9304 Sq. Feet Or Say 864.37 Sq. Mtr.	

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 Checklist (Qualifying Bids Documents)	Annexure-III
4	Under taking by the bidder	Annexure-IV
5	Tender Acceptance Letter	Annexure-V
6.	Financial bid/ Financial Bid Undertaking	Annexure-VI

4 ई-निविदा के प्रपत्र एवं दस्तावेज GeM portal पर दिनांक 21.02.2025 से उपलब्ध होंगे | ऑनलाइन निविदा प्रस्तुत करने या GeM portal से सम्बंधित कोई भी समस्या के लिए केवल GeM portal से ही संपर्क किया जा सकता है | इस सम्बन्ध में इस कार्यालय से कोई भी पत्राचार नहीं किया जायेगा |

5. निविदाकर्ता को Annexure-I में उल्लेखित निबंधन एवं शर्तों एवं Annexure-II में उल्लेखित कार्यों के विवरण का अनुसरण करना होगा | Annexure-III में तकनीकी निविदा हेतु दी गई आवश्यक सूचना एवं दस्तावेजों को चेकलिस्ट के अनुसार पूरा करते हुए अपलोड करना होगा | निविदाकर्ता को दिशानिर्देशों एवं उल्लेखित निबंधन/शर्तों के आधार पर Annexure-IV, Annexure -V एवं Annexure -VI में क्रमशः अंडरटेकिंग (Undertaking), निविदा स्वीकार्य प्रपत्र (Tender Acceptance Letter) एवं Financial Bid Undertaking भरकर निविदा के साथ अपलोड करना होगा | निविदा दो भागों में स्वीकार की जाएगी- यथा तकनीकी एवं वित्तीय निविदा | निविदाकर्ता अपलोड किये जाने समस्त दस्तावेजों के सभी पृष्ठों के पृष्ठ संख्या अंकित करेंगे तथा सभी पृष्ठों को अपने हस्ताक्षर मय मोहर द्वारा स्वयं सत्यापित करने के उपरांत ही अपलोड करेंगे | निविदा ऑनलाइन ही स्वीकार की जाएगी तथा अन्य किसी भी माध्यम से स्वीकार नहीं की जाएगी | इस सम्बन्ध में इस कार्यालय से कोई भी पत्राचार नहीं किया जाएगा | निविदा दस्तावेजों को 100 DPI पर Black & White Option के साथ स्कैन किया जाए जो की स्कैन किये गए दस्तावेजों के आकार को कम करने में मदद करता है |

6. निविदाकर्ता को निविदा के साथ राशी रुपये 20,000/- (अक्षरे बीस हजार रुपये मात्र) की अमानत राशी (Earnest Money Deposit) को किसी राष्ट्रीयकृत / वाणिज्यिक बैंक द्वारा जारी Account payee DD/Banker's Cheque, जोकि PAO, CGST & CUSTOMS, JAIPUR (Payable at Jaipur) को देय हो, जमा कराना होगा तथा इसकी मूल प्रति तकनीकी निविदा खोलने की तिथि एवं समय से पूर्व कार्यालय में प्रस्तुत करना होगा | यदि अमानत राशी का डिमांड ड्राफ्ट / बैंकर्स चेक की मूल प्रति तकनीकी निविदा खोलने की तिथि एवं समय से पूर्व कार्यालय में प्राप्त नहीं होती है तो निविदा को प्रारंभिक स्तर पर ही अस्वीकार कर दिया जायेगा | असफल निविदाकर्ता को चयन प्रक्रिया के समाप्त होने के बाद बिना ब्याज के अमानत राशी लौटा दी जायेगी | यदि चयन प्रक्रिया के दौरान सफल निविदाकर्ता की तकनीकी निविदा एवं वित्तीय निविदा में गलत सूचनाएँ पाई जाती हैं अथवा सफल निविदाकर्ता द्वारा कार्य करने से इंकार किया जाता है तो ऐसी स्थिति में अमानत राशि लौटाई नहीं जाएगी एवं विभाग द्वारा जब्त कर ली जाएगी |

7. GeM portal से ई-निविदा हेतु सम्बंधित समय सीमा निम्नानुसार है :-

Sr. No.	Activity Description	Schedule
1	Published Date	21.02.2025
2	Bid submission start/ document download start date	21.02.2025
3	Bid submission end date	10.03.2025 (11.00 AM)
4	Technical bid opening date	10.03.2025 (11.30 AM)
5	Financial bid opening date	17.03.2025

नोट :-यदि किन्हीं कारणों से उपरोक्त तिथियों को अवकाश घोषित किया जाता है तो तकनीकी एवं वित्तीय निविदा अगले कार्य दिवस को निर्धारित समय पर खोली जाएगी |

8. इच्छुक सेवा प्रदाताओं को सलाह दी जाती है कि निविदा समाप्त होने की तिथि तक निविदा के लिए जारी शुद्धिपत्र /संशोधन के लिए GeM Portal की नियमित रूप से जांच करे |

9. 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 (अर्थात एक या अधिक पार्टनर / निदेशक कॉमन हो ), को अलग-अलग निविदा जमा कराने की अनुमति नहीं दी जाएगी | इस शर्त का उल्लंघन करने वाली फर्म की निविदा अस्वीकार कर दी जायेगी |

जय  
28/02/2025

(जय प्रकाश मीना)

सहायक आयुक्त ,

सीजीएसटी संभाग, नागौर (जोधपुर)

## TERMS AND CONDITIONS

Annexure-I

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 Services/ Cleaning, sanitation & disinfection services. Necessary supportive documents shall be enclosed to the bid.
3. The service provider must have experience of minimum 2 years (providing Housekeeping Services/ Cleaning, sanitation & disinfection services) with Central/State Government/PSU organisations and have to enclose a satisfactory letter/Experience Certificate/ Contract order (s) issued by the organization.
4. The service provider must produce one running labour license certificate.
5. The bidder should submit copies of TDS certificates duly certified by CA, of last one year and details of deductions of ESI ECR and PF ECR with challan of minimum 15 contractual employees with Bank Receipt along with Technical Bid for one year period from Jan, 2024 to Dec., 2024.
6. For the aforesaid work, the Service Provider shall quote a rate per Square Feet per month which should be inclusive of wages as per Minimum Wages Act of Central Government, EPF, ESI and other levies, services charges, if any, etc. inclusive of GST, along with 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.
7. 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.
8. The Housekeeping services (sweeping and cleaning & other similar miscellaneous services) should be provided on all days from 09.00 AM to 17.30 PM (including a lunch break of half hour) except Sundays and Gazetted Holidays.
9. For smooth working, Service Provider (Bidder) must have one office in Rajasthan (Jodhpur). No undertaking shall be entertained.
10. The personnel employed should attend to work punctually and complete the cleaning work of the entire office premises before 09.30 AM daily. The personnel will perform all the duties assigned by the Service Provider and as specified by the Department from time to time.
11. The Service Provider shall deploy only those personnel whose antecedents have been verified by the Police & with due consent and approval of this office. The Service Provider would be bound by the conditions with regard to police verification of the deployed staff and their medical fitness and also list of employees with bio-data of each employee posted to the office along with photo and thumb impression should be handed over to the designated officer of Buyer. Any changes should be informed immediately.
12. **All the workers deployed at the location shall be in proper uniform with ID cards displayed prominently on their person, which shall be provided by the Service Provider. This office shall not provide any accommodation/food/uniform/ID cards to the housekeeping attendants.**

13. 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/outsideers etc.
14. The service provider shall arrange necessary Insurance cover for all the persons (ESI) deployed by him.
15. 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(s) 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.
16. 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.
17. The Contractor shall be fully responsible for the theft, burglary, loss, breakage or fire etc. or any mischievous deeds by his staff.
18. The contractor should not indulge in employing child labour.
19. The Service Provider who is awarded the work by the Department is not permitted to sub-contract the subject work.
20. The cleaning material such as bucket, broom, toilet cleaner, floor cleaner, urinal cakes, cleaning powder, phenyl, hand-wash, toilet cleaning brush, water vipers, dustbin, room spray, scrubbing pad, naphthalene bowls, glass cleaner, soap etc. will be supplied by the Department.
21. There should not be overloading of work on personnel deployed.
22. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
20. The personnel will report to the Administrative Officer/Supdt. Admn., CGST Divison-Nagaur, (Earlier CGST Division-C, Jodhpur)/Respective Office in charge 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.
21. The service provider shall ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
22. 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. Any anticipated increase in the wages must be factored in the rates being quoted. The department shall be in no way responsible or liable for payment of salaries, bonus, gratuity, allowances or any type of payment to them.
23. 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.
24. This office is free to deduct the monthly amount at the rates applicable under the Income Tax Act and rules frame there under, from the monthly bills and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect. Similarly, this office is also free to deduct the monthly amount at the rates applicable under the CGST/SGST/IGST/UTGST Act from the monthly bills and payable to the Agency as TDS and shall issue a suitable TDS certificate to that effect to the Agency.
25. 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.

26. For the convenience of the bidders, it is clarified that in the last year 3 unskilled labours were deployed by the contractor in respect of housekeeping work. Minimum no. of persons to be engaged should be three 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 persons engaged can decrease/increase as per requirement.

27. The office shall reserve the right to terminate the contract without giving any prior notice at any time but the service provider shall not terminate the contract without giving prior notice of two (02) months.

28. online bidding must be completed within the stipulated date and time.

29. The lowest tender will be arrived based on the sum of the quoted rates for housekeeping work at Office building. The tender getting lowest consolidated rate will be declared as successful bidder.

30. The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.

31. **Terms of payment:-**

(a) The contractor will submit the monthly bill in duplicate for reimbursement along with certificate issued by the officer in charge. The payment will be made after making recovery /TDS deduction etc. if any.

(b) Service provider will provide a certificate every month that it has made full payment to its personnel/ labourers as per Minimum Wages Act and has compiled the rules and regulations of PF/ESI/ and GST provisions. Service provider will submit the challan regarding " PF/ESI" with Bank statement 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 or any obligation under contract executed between the service provider and this office, this office reserve the right to deduct the amount due from contractor from monthly bills as well as termination of the contract.

(d) If it comes to notice of this office or is informed that service provider is not making payment at the desired minimum wages to the workers, then the due payment will be deducted from the Bills and the remaining bill amount will be paid to the service provider.

32. **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 monthly 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 .

33. **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 Bank of India, equal to **3% value of the contract** in favour of **PAO, CGST & CUSTOMS, JAIPUR (Payable at 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 the contract , the services of the contractor are found to be unsatisfactory in any respect, 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.

34. The bidder should not be a defaulter or blacklisted by any Central /State/ UT govt. institution in performing Housekeeping Services.

35. Submission of all the documents mentioned in Technical Bid Checklist is mandatory. Non submission of any of the information/ documents mentioned in the Technical Bid Checklist may render the bid to be rejected.

**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)

**हाऊसकीपिंग कार्यों का विस्तृत विवरण (SCOPE OF WORK) –**

हाऊसकीपिंग का मुख्य तात्पर्य है कि कार्यालय भवन/परिसर को साफ-सुथरी स्थिति में स्वच्छ वातावरण में रखना, पौधों में पानी देना तथा कार्यालय का उचित रख-रखाव करना। इस हेतु सेवाप्रदाता को निम्न कार्य करवाने होंगे-

**दैनिक कार्य**

- 1- कार्यालय भवन एवं परिसर की सफाई, झाड़ू लगाना एवं पौछा लगाना।
- 2- टेबिल, चेयर्स, विजिटर्स चेयर्स, सोफा, अलमारी आदि फर्नीचर एवं कम्प्यूटर, टेलीफोन, फ़ैक्स, जेरोक्स आदि इलेक्ट्रॉनिक आइटमों को झाड़ना व पौछना।
- 3- दरवाजों, खिड़कियों, बोर्ड पार्टीशन्स, ग्लास एवं एलुमिनियम पार्टीशन्स, चैनल्स आदि की सफाई।
- 4- टॉयलेट में डब्ल्यूसी, यूरिनल्स, वाशबेसिन को फिनायल/सर्फ/हार्पिक आदि मिले पानी से दिन में कम से कम दो बार और आवश्यक होने पर अधिक बार धोना तथा सभी सेनिटरी फीटिंग्स, बाथरूम टाईल्स एवं मिरर को साफ करना।
- 5- पूरे कार्यालय का कचरा तथा वेस्ट पदार्थ निर्धारित स्थान पर समेटना तथा नगर निगम द्वारा निर्धारित स्थान पर डालना।
- 6- वाहन स्टैण्ड, कार्यालय का बाहरी परिसर इत्यादि साफ करना।
- 7- प्रशासन की आवश्यकता पर फर्नीचर तथा अन्य मशीनों को एक स्थान से दूसरे स्थान पर शिफ्ट करना, फाइलों को यथास्थान पहुँचाना।
- 8- डोरमेट्स, कारपेट, आर्टिफिशियल प्लान्ट्स आदि को साफ करना।
- 9- कार्यालय के अन्दर लगाए गए गमलों में पौधों का रखरखाव तथा रोजाना पानी डालना।
- 10- विविध कार्य जैसे कमरों में रिफ्रेशमेंट सर्व करना/पानी पिलाना आदि। मीटिंग्स/सेमीनार आदि में रिफ्रेशमेंट सर्व करना/चाय-पानी पिलाना।

**साप्ताहिक कार्य**

- 11- सप्ताह में एक बार कार्यालय के सभी कक्षों में फिनिट की स्प्रे करवाना।
- 12- कार्यालय भवन के शीशे, दरवाजे, खिड़कियों, बुक्स, फाईलों, अलमारियों एवं अन्य फिटिंग्स जैसे पंखा, ट्यूबलाईट, कम्प्यूटर, टेलीफोन इन्स्ट्रुमेन्ट्स, कूलर्स, ए.सी. एवं अन्य प्लास्टिक उपकरणों आदि की साफ-सफाई, डस्टिंग करवाना एवं आवश्यकतानुसार कोलीन आदि लिक्विड का प्रयोग करना।
- 13- सप्ताह में एक बार वाटर कूलर साफ करवाना।
- 14- कार्यालय भवन के कमरों, गैलरियों, बरामदों एवं सिढ़ियों आदि में मकड़ी के जालों को ब्रश का प्रयोग करके साफ करवाना।
- 15- कार्यालय भवन के निर्मित एरिया मय सीढ़ियाँ, बरामदा, टॉयलेट टाईल्स आदि की सप्ताह में एक बार आवश्यक रूप से डिटर्जेंट आदि से धुलाई करवाना।
- 16- कार्यालय के सभी प्रकार के बोर्डों की सप्ताह में एक बार साफ-सफाई करवाना।
- 17- उपरोक्त के अतिरिक्त समय-समय पर कार्यालय के चुनिंदा क्षेत्र की भी साफ-सफाई करवानी होगी जिसमें कार्यालय के बाहर के रोड, नालियाँ, पानी की टंकी एवं गटर लाईन से संबंधित वह क्षेत्र भी शामिल होगा जो परिस्थितियों के कारण रूकावट पैदा करता हो।
- 18- अन्य कार्य।

**साप्ताहिक (शनिवार) कार्य**

उक्त हाऊसकीपिंग कार्यों को सही ढंग से करवाने के लिए सेवाप्रदाता सुनिश्चित करेगा कि –

- (क) कार्यालय धूलरहित, साफ-सुथरा, व दाग-धब्बों रहित हो। कार्यालय के किसी हिस्से से बदबू नहीं आनी चाहिए।
- (ख) फर्नीचर, फिक्सचर व मशीनरी आदि की प्राकृतिक चमक बरकरार रहे तथा उन पर स्क्रेच या दाग-धब्बे नहीं हों। फर्नीचर/फाईलें साफ-सफाई के बाद यथा-स्थान रखी जायें। कचरे का उचित निस्तारण किया जाए।
- (ग) उक्त साफ-सफाई कार्यों से कार्यालय में किसी प्रकार का शोर या व्यवधान ना हो तथा कार्यालय गतिविधियों में किसी प्रकार की बाधा न पहुँचे।
- (घ) इस कार्यालय में प्रातः 9.30 बजे तक कार्यालय परिसर की धुलाई, साफ-सफाई एवं डस्टिंग सम्पन्न करवानी होगी तथा सभी टेबल, कुर्सीयाँ साफ कर व्यवस्थित करवानी होगी। सेवाप्रदाता स्वयं या अपने सुपरवाइजर से उक्त समय पश्चात कार्यालय परिसरों का निरीक्षण करायेगा तथा आवश्यकता होने पर साफ-सफाई, डस्टिंग भी करायेगा।
- (च) सेवाप्रदाता को सभी सेपटी आइटम जैसे मास्क, हाथों में रबड़ के दस्ताने, रबड़ के लम्बे जूते आदि अपने कर्मचारियों को उपलब्ध करवाने होंगे।

मैं/हम उपरोक्त नियमों एवं शर्तों से सहमत हैं।

हस्ताक्षर मय तिथि .....

हस्ताक्षरकर्ता का नाम .....

**TECHNICAL BID CHECKLIST (QUALIFYING BID DOCUMENT)**

Pre-qualification requirements for award of contract for Housekeeping Work:-

1	Name & Address of (i) Firm/Agency (ii) Proprietor/Partners/Directors with Mob. No. (iii) Contact person with Mobile no.	
2	Status of ownership Proprietary/ Partnership/ Company	
3	(i) Details of DD/Banker's Cheque of Rs. 20000/- as EMD (ii) For exemption from EMD, Valid MSME/Udyam Certificate <b>related to Housekeeping Services</b> or NSIC with validity up to 31.03.2025	
4	Office address of Jodhpur (Rajasthan) enclosing address proof <b>(No undertakings shall be entertained)</b>	
5	(i) PAN No. of the firm (copy to be attached) (ii) Copy of TDS certificate of last 1 financial year	
6	GST Registration details & running labour license certificate (attach copy)	
7	Details of registration with ESI & Provident Fund <b>(i) Details of deductions of ESI with challan of minimum 15 contractual employees with bank receipt (attach with ECR) for the period of Jan-2024 to Dec-2024</b>  <b>(ii) Details of deductions of PF with challan of minimum 15 contractual employees with bank receipt (attach with ECR) for the period of Jan-2024 to Dec-2024</b>	
8	Annual turnover for 3 years average annual turnovers (Firm should have 20 lakhs annual turnover for every year during last 3 financial year)	
9	<b>Number of persons to be deployed for contract</b>	
10	Name(s) of Central Govt. Organization (s) /Public Sector Organization to whom similar services have been provided by the firm during last 2 years <b>(List to be attached with contract orders mentioning period &amp; organization)</b>	
11	Whether the rate quoted complies with the Minimum Wages Act of Government of India with all statutory provisions? <b>(Yes/No)</b>	
12	Whether the Company has ISO Certificate <b>(latest document should be submitted, if any)</b>	
13	<b>On one judicial stamp of Rs. 50/- following undertaking/certificate must be given:-</b> (i) Undertaking that the firm has not been blacklisted by Central /State/UT Govt. institution and there has no litigation i.r.o. Housekeeping services. (ii) No case/issue is pending against the firm i.r.o. (EIS/PF/GST/Minimum wages act)/in any Govt. dept. (iii) Self-undertaking that the agency has not been in any police case & arbitration cases in India.	
14	<b>Signed &amp; Scanned copy of Tender Acceptance Letter</b>	
15	<b>Signed &amp; Scanned copy of all annexures i.e. I to VI, Terms &amp; Conditions and undertakings</b>	

हस्ताक्षर मय तिथि .....  
हस्ताक्षरकर्ता का नाम .....  
फर्म का नाम /मोहर .....  
.....

The Bidder firms which fulfil all eligibility conditions mentioned in the tender documents, shall upload the technical bid & price bid along with the signed & scanned copy of the following documents **failing which their bids will be rejected:-**

- (i) Signed and scanned copy of term & condition (Annexure-I) and Scope of Work (Annexure-II);
- (ii) Signed and Scanned copy of Technical Bid Format. (Annexure-III);
- (iii) Signed and Scanned copy of proof of payment of Earnest Money Deposit
- (iv) Signed and Scanned copy of Certificates like PAN No., GST Registration No., ESI & EPF Registration MSME/UDHYAM/START-up Registration etc.
- (v) Signed and Scanned copy of Labour Licence obtained from Labour Commissioner under act 1970 & 1971 or as per rule;
- (vi) Signed and Scanned copy of EPF & ESIC Challan of with ECR & Bank Receipt of minimum 15 man power, per month for the period of Jan-2024 to Dec-2024;
- (vii) Signed and scanned copy of Balance Sheets of last 3 financial years. (IT return, GST return and TDS Certificate)
- (viii) Bidder must have annual turnover more than 20.00 Lacs of each of the last 3 years alongwith balance sheet, P&L Accounts, Income Tax Return for FY 2021-22 , 2022-23 & 2023-24.
- (ix) Bidder must have submit GST Return & TDS Certificate for the last 03 years i.e. FY 2021-22 , 2022-23 & 2023-24;
- (x) Signed and Scanned copy of Experience Certificates specially handling of Housekeeping services in Central/State/UT Government institutions/PSUs.
- (xi) Signed and Scanned copy of Tender Acceptance Letter and Letter of authorization to submit bid. (Annexure-V)
- (xii) Signed and Scanned copy of Financial Bid /Financial Bid undertaking . (Annexure-VI)
- (xiii) An undertaking on Rs. 50 Non-judicial stamp (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 services. (Annexure-IV)
- (xiv) Filled and Signed Copy of all Annexure I,II,III, IV , V & VI
- (xv) Signed Bid Document - Each and every page of this document should be signed and stamped by bidder or its authorized representative of Bidders
- (xvi) In Case of similar lowest rates of more than one bidder the System Auto Run Method will be chosen or the final decision taken by the department.

### 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)

### 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 Deputy/Assistant Commissioner,  
Central Goods & Service Tax Division-Nagaur,  
(Earlier Div-C, Jodhpur), Jodhpur.

Subject: Acceptance of Terms and Conditions of Tender

Tender Reference Number/Bid 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

FINANCIAL BID

1. Name of bidder company/Firm/Agency:
2. Address (with Telephone/Mobile No. & E-mail):
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. Schedule of price bid in xls or pdf form as mentioned in GeM Portal:
  - (a) The rates shall be quoted in Indian Rupees only.
  - (b) The quoted rate would be inclusive of all statutory payments like PF, ESI, Bonus & any other allowances, if any which are governed by Central rules as specified in Terms & condition . 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.
  - (c) The quoted rates will be inclusive of all taxes (GST/IT TDS), fees, levies, service charges etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the bidder.
  - (d) In case of any discrepancy/difference in the amounts indicated in figures and words. The amount in word will prevail and will be considered.
  - (e) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
  - (f) If required, separate calculation sheet may also be attached for better understanding.

Date:  
Place:

Signature of authorized person  
Full Name:  
Seal :

FINANCIAL BID UNDERTAKING

To  
The Assistant Commissioner,  
CGST Division, Nagaur (Hqr.-Jodhpur)

Sir,

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 documents, and agree to abide by them.

Yours Faithfully,

Signature of authorized person with date  
Name & Seal