



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
क्षेत्रीय प्रशिक्षण संस्थान,
**NATIONAL ACADEMY OF CUSTOMS, EXCISE &
NARCOTICS,
REGIONAL TRAINING INSTITUTE,
No.40, HMT Factory Main Road,
Next to HMT School, Jalahalli,
Bengaluru-560 013
Email- nacen.bangalore@nic.in**

Phone No. 080 - 23459787

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TENDER NOTICE NO. 06/2017

National Academy of Customs, Excise & Narcotics, Bangalore invites sealed quotations from reputed/established service providers stationed at Bangalore in Two Bid System i.e. Technical bid and the Financial bid in separately for providing housekeeping/gardening services at its premises located at Jalahalli on work contract basis

The terms and conditions of the Tender are enclosed as Annexure-I and the scope of work under the purview of this Tender is enclosed as Annexure -II to this tender document.

The bidder may submit his bid within 3 P.M. on 27.02.2017.

The tender documents may be downloaded from the following websites.

www.cbec.gov.in

www.nacen.gov.in

www.centralexcisebangalore.gov.in

The Principal Additional Director General, NACEN reserves the right to accept or reject the bids received.

**(D.P.NAGENDRA KUMAR)
PR.ADDITIONAL DIRECTOR GENERAL**

Date 08-02-2017

**BRIEF DESCRIPTION OF THE AREA / BUILDING IN WHICH
HOUSEKEEPING SERVICES ARE REQUIRED AT NACEN, BANGALORE.**

General Information:

The Regional Training Institute, NACEN, Bangalore is a premier institute located at No. 40, HMT factory Main Road, Next to HMT School, Jalahalli , Bangalore-560 013. The Academy is involved in imparting training to the officers in the department of Customs, Central Excise and Service Tax. The premises of the Academy is spread over an area measuring 3.5 acres with a total built up area of over 9000 sq.mts. It is equipped with three blocks namely, the Administrative block, the Hostel block and the Sports/Auditorium block. RTI, NACEN proposes to engage the services of an outsourced agency for housekeeping and gardening purposes in the aforesaid complex.

(i). Administrative and Training Block: This building covering an area of 4328.96 sq meters consists of a basement, ground and 5 Floors which houses 6 Lecture Halls, 4 Group Discussion Rooms, 2 Computer Training Rooms, a Library, a Conference Room , Chambers for all RTI officials and underground car parking for 20 cars.

(ii). Hostel Block: This block is spread over an area of 3122.99 sq metres and consists of ground floor and 4 Floors having 30 Single Rooms, 36 Double Rooms, 12 AC Rooms and 5 Suites. As regards the Hostel Block, each room has separate toilet cum washroom. It has a Kitchen with dining facilities for the trainees and visiting faculty members on the ground floor. This block also has 2 Staff Quarters.

(iii). Sports and Auditorium Complex: This building of 1869 sq. metres has stilt parking for 26 cars and consists of Ground Floor and 3 Floors, 2 Badminton Courts, 2 Table Tennis Rooms, space for Billiards and Snooker Tables, Gymnasium, Auditorium with seating capacity for 264 persons, Cafeteria and Swimming Pool.

Each Floor in the Administrative and Training Block and Sports and Auditorium Complex and Swimming Pool has toilet cum washroom for gents and ladies separately. In addition, there are washrooms in the buildings which are part of cabins being used by senior officers. Two staircases starting from the Ground Floor/Basement up to the terrace are present in the entire three buildings one each in the front and the rear portion. Adequate number of housekeeping staff shall have to be supplied and all of them should wear uniforms with an identity card issued by the contractor.



(D.P. NAGENDRA KUMAR)
PR. ADDITIONAL DIRECTOR GENERAL

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

- 1) The scope of work to be carried out by the service provider is detailed at Annexure -II of this notice.
- 2) The bidder should submit the bids in two parts i.e. the Technical bid and the Financial bid in separate covers and both enclosed in a single cover superscribed "Tender for housekeeping/gardening services at NACEN, Bangalore" and addressed to Principal Additional Director General, NACEN, Bangalore.
- 3) The Service Provider should be registered with the jurisdictional Central Excise/Service Tax Commissionerate, Department of Labour (State Government), Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961, Certificate of Registration under Professions Tax Act, PAN card and any other registrations required as per the existing laws relating to providing of Manpower Services
- 4) The bidder should have 5 years' experience in providing housekeeping services, with a minimum annual turnover of Rs.5 Crores and should have rendered service during that period in at least two Govt. Departments.
- 5) The bidder should have provided such services to Government Departments/public sectors/reputed private sectors during the previous two years. Documents in support of the same to be enclosed to the Technical bid.
- 6) The bidder shall enclose copies of Income Tax returns filed by him during the previous three years and the balance sheets for the previous three years in support of his turnover requirements.
- 7) The bid should be accompanied with an Earnest Money deposit of Rs. 75,000 in the form of a D.D. drawn in favour of "Pay &Accounts officer, Central Excise, Bangalore". The EMD of the unsuccessful bidder will be returned within 10 days of opening of the Technical

bid. The EMD of the successful bidder shall be returned on furnishing of security deposit.

- 8) The bidder shall not engage any person with a criminal record /conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.
- 9) The antecedents of the personnel deployed by the bidder should be verified through local police or by any other Government Agency. The Service Provider alone shall be responsible for the good conduct of its personnel while on duty as well as off duty in premises and the personnel deployed shall behave like responsible persons at all times.
- 10) Service Provider shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any dispute and there should be no claim or liability against NACEN, Bengaluru or any of its officers on this account. The Service Provider will keep NACEN indemnified against all actions.
- 11) The Service Provider shall be solely responsible for payment of wages/salaries, and all other statutory payable as per Central minimum wages Act.
- 12) The onus of conforming to all Government Laws governing such work contracts shall vest completely with the Service provider and the department cannot be held liable for violation of any such Laws/Rules in force.
- 13) NACEN shall not entertain any claim, damages, insurance liability, etc., arising out of mishap/ accident etc., to the personnel deployed. The Service Provider will take such necessary action under the various Acts / Rules / Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc., as and when required. National Academy of Customs, Excise & Narcotics, Bengaluru will not be responsible for any claim in this

regard by any third party and the same would be met by the Service Provider.

- 14) The Service Provider should specifically note that the engagement of the Service Provider under this contract does not in any way confer any right on the Service Provider or the persons that may be deployed by him in this office for claiming any regular employment in this office or any other Government office. The Service Provider should also obtain a written undertaking from the persons deployed by him that, they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government office. Attested copy of such undertaking has to be submitted to NACEN at the time of signing of Contract.
- 15) The contract shall initially be for the period of one year from 1.4.2017 to 31.3.2018 with a provision for extension, if acceptable to both parties for a further period of maximum one year. Pr.ADG, NACEN reserves the right to terminate the contract in case the services rendered are not satisfactory by giving a notice of 15 days.
- 16) The bid shall be submitted by the bidders in two parts i.e. the technical bid and the Financial bid. The technical bid shall be opened first and the financial bid of only those bidders who have successfully qualified the technical evaluation shall be opened.
- 17) In the Financial bid, the bidder shall quote his rates on per sq.ft basis inclusive of all taxes.
- 18) The rates quoted should be in conformity with the prescribed Central Minimum wages Act.
- 19) The bidder shall indicate the rates in both figures and words. In case of any disparity between them, the rate quoted in figure shall prevail.
- 20) The bidder should submit the financial bid in the format as indicated at Annexure-III to this document.


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