

### Bid Document

| Bid Details   |  |
|---|--|
| Bid End Date/Time   | 12-02-2021 18:00:00  |
| Bid Opening Date/Time   | 12-02-2021 18:30:00  |
| Bid Life Cycle (From Publish Date)                                    | 90 (Days)  |
| Bid Offer Validity (From End Date)                                    | 60 (Days)  |
| Ministry/State Name   | Ministry Of Finance  |
| Department Name   | Department Of Revenue  |
| Organisation Name   | Central Board Of Excise And Customs (cbec)   |
| Office Name   | Office Of The Commissioner Of Customs (general), Jawaharlal Nehru Custom House,  |
| Item Category   | Cleaning, Sanitation and Disinfection Service - Outcome Based - Office/Commercial/Institutions/Resid   |
| Contract Period   | 12 Month(s)  |
| Project Experience Required   | No   |
| MSE Exemption for Years of Experience and Turnover                    | No   |
| Startup Exemption for Years of Experience and Turnover                | No   |
| Document required from seller   | Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Bid to RA enabled   | No   |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days   |
| Estimated Bid Value   | 10000000   |
| Evaluation Method   | Total value wise evaluation  |

#### EMD Detail

|                   |                     |
|-------------------|---------------------|
| Advisory Bank     | State Bank of India |
| EMD Percentage(%) | 2.50                |
| EMD Amount        | 250000              |

#### ePBG Detail

|                                     |                     |
|-------------------------------------|---------------------|
| Advisory Bank                       | State Bank of India |
| ePBG Percentage(%)                  | 3.00                |
| Duration of ePBG required (Months). | 12                  |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Commissioner of Customs General  
Office Of The Commissioner Of Customs (general), Jawaharlal Nehru Custom House,, Department of Revenue, Central Board of Excise and Customs (CBEC), Ministry of Finance  
(Commissioner Of Customs General, Jnch)

**Splitting**

Bid splitting not applied.

**Additional Required Data/Document(s)**

**Geographical presence: Registered Office or one of the Branch Offices at X locations:**The registered office/branch shall be within 50 kilometre's range of the O/o the Commissioner of Customs (G), JNCH, Nhava Sheva, Uran, Raigad, Maharashtra-400707 as per shop & establishment certi.

**The service provider should have satisfactorily provided Cleaning and sanitation /housekeeping services for X no. of Contract of minimum Y Sq.ft of area per contract Period:**The Service Provider Should Have Satisfactorily Provided Cleaning And Sanitation /Housekeeping Services For 5 years, certificate in this regard shall be provided.

**Scope of Work for the Service:**[1611129801.pdf](#)

**List of Consumable Required:**[1611130036.pdf](#)

**List of High End Machinery Required:**[1611131044.pdf](#)

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Office/Commercial/Institutions/Residential; All Housekeeping Services; Indoor ( 371576 )**

**Technical Specifications**

| Specification     | Values                                     |
|-------------------|--|
| <b>Core</b>       |  |
| Type of Space     | Office/Commercial/Institutions/Residential |
| Nature of Service | All Housekeeping services                  |
| Type of Area      | Indoor                                     |
| Area Inclusions   | All areas in premises                      |
| Floor Type        | Normal Stone/Ceramic tile/Cemented Floor   |
| Type of Cycle     | Daily                                      |
| <b>Addon(s)</b>   |  |
|                   |  |

|   |     |
|---|-----|
| Consumables required                    | Yes |
| High End Machinery & Equipment required | Yes |

### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address   | Service Area in Sq. ft. | Additional Requirement   |
|-------|-----------------------------|---|-------------------------|--|
| 1     | Rajesh Kishan Bhojwani      | 400707,OFFICE OF COMMISSIONER OF CUSTOM(G) JNCH NAHAVA SHEVA URAN | 371576                  | <ul style="list-style-type: none"> <li>• Number of working days in a month : 26</li> <li>• Frequency in each cycle : 2</li> <li>• Number of cycles during Contract Period : 312</li> </ul> |

### Bid Specific Additional Terms and Conditions

1. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
2. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- 3.1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
4. Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:
  - i) The Seller fails to comply with any material term of the Contract.
  - ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
  - iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
  - iv) The Seller becomes bankrupt or goes into liquidation.
  - v) The Seller makes a general assignment for the benefit of creditors.
  - vi) A receiver is appointed for any substantial property owned by the Seller.
  - vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
5. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
6. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
7. **OPTIONAL SITE VISIT:**

1. The Bidder is advised to visit and examine the installation site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid. The costs of visiting the site shall be borne by the Bidder. as per actuals

2. The Bidder representative shall be allowed entry upon consignee premises for such visits, only upon the express conditions that the Bidder will release and indemnify the Buyer and Consignee against all liabilities arising out of such visit including death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of such visit.

3. The Bidder shall not be entitled to hold any claim against Buyer for noncompliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.

8. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
9. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
10. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
11. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
12. To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): PAN No., GST, Profession tax, Provident fund, ESIC, Labour license, Labour welfare Board, Shop and establishment reg. GST/S.Tax, IT returns and CA cert. turnover for the last 3 years minimum turnover 1 crore for each year, Labour welfare board and Profession tax with last 3 months challan copies, Provident fund and ESIC last three months challan copies, Bank solvency cert. of 50 lacs from nationalized/scheduled bank, no police records cert.
13. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
14. Bidders can also submit the EMD with Account Payee Demand Draft in favour of RBI A/C of the Commissioner of Customs JNCH payable at JNCH.  
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
15. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
  - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
  - b. Execution certificate by client with order value.
  - c. Any other document in support of order execution like Third Party Inspection release note, etc.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**