

भारत सरकार
वित्त मंत्रालय
केन्द्रीय नारकोटिक्स ब्यूरो
19, माल रोड, मुरार, ग्वालियर - 474006



Government of India
Ministry of Finance

Central Bureau of Narcotics

19, The Mall, Morar, Gwalior (M.P.) - 474006

(PBX) : (91) 751-2368996/ 2368997; FAX: (91) 751-2368111/ 2368577; TELEX: 0786-202; GRAM: NARCOM; E-MAIL: narcom@bsnl.in

F.No. I(22)17/Admn./HK/AC/2015

Dated, the June, 2015

TENDER NOTICE

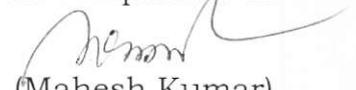
Sealed tenders are invited in the prescribed proforma from reputed service providers engaged in the business of housekeeping to provide housekeeping services in the O/o Superintendent, Preventive & Intelligence Cell, Central Bureau of Narcotics, Kothi No. 101, Sector-4, Ranjit Avenue, Amritsar (Punjab) 143001.

The tenderers must have a minimum experience of three years in providing housekeeping services to Government Departments, Public Sector Undertakings or large corporate offices. Copies of agreement / work order from clients shall be provided as evidence. The tenderers may collect the details regarding the General Terms and Conditions including location and nomenclature of the buildings where housekeeping service has to be provided, description of work, terms and conditions and the proforma for application in Annexure I, II, III & IV from the Administration branch of Office of Narcotics Commissioner, Gwalior or can be downloaded from the official website www.cbn.nic.in and www.cbec.gov.in. The Sealed envelope may be addressed to the Assistant Narcotics Commissioner (Adm.), 19, The Mall, Morar, Gwalior. The inspection of the premises where housekeeping work has to be provided can be made between 10.00 a.m. and 4.00 p.m. on **16/6/2015** for which the tenderers may contact the Superintendent (Preventive). The last date for receipt of the sealed tenders in the Office of the Narcotics Commissioner, 19, The Mall, Morar, Gwalior is **22/6/2015** at **1:00 P.M.** The Technical Bid (Annexure I to III) and Financial Bid (Annexure-IV) should be submitted in two separate sealed covers. The rate quoted should be on per Sq. Meter per month basis and should be exclusive of Service Tax. The amount of Service Tax should be mentioned separately. The tenders will be opened on **23/6/2015** at 1500 hours before the bidders, if any.

It may be noted that agencies which do not fulfill the pre-qualification requirements will not be considered. Financial Bid under Annexure IV of those agencies which fulfill the terms and conditions (Annexure I, II and III) will only be opened separately on **24/6/2015** at 1500 hours, before the bidders, if any.

This office reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

The tenders received after the last date and time and non-compliance of the procedures will be summarily rejected.


(Mahesh Kumar)

Assistant Narcotics Commissioner

- i. Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc, for the payment made towards applicable provident fund, ESI for the previous month and proof of payment towards compliance of other statutory provision like Bonus for the previous month.
- ii. The CBN shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of contractor.
- iii. The contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Contractor and amount deducted from wages of deployed personnel towards their contribution to provident fund in FORM-5, Form 6-A, & Form 3-A.
- iv. In case, the CBN receives any complaint regarding non-payment of wages to personnel the amount payable to these personnel will be recovered from your bill and paid to such personnel.
- v. Police Verification of all the unskilled Labor will be done by Contractor.

6. **PENALTIES**

- i. Contractor will attract a penalty of Rs.108/- (Rs. One hundred eight only) per day, per person, in case the person fails to carry out the house keeping services due to his absence or any other reason.
- ii. In the event of failure in maintaining the house keeping services on any day upto the desired standard in part or full, the contractor is liable to penalty @ Rs.250 (Rupees two hundred fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the CBN will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- iii. Contractor shall ensure that peace and order is maintained in the premises.
- iv. Contractor would ensure that all its personnel would behave courteously and decently with employees of the CBN and also ensure good manners.

7. **CHARGES AND PAYMENTS**

Bills chargeable to the CBN shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the CBN reserves the right to deduct the payments due from the contractor from monthly bill(s).

We agree to the above terms and conditions

Signature with Date _____

Name of the firm _____

Seal _____