

**OFFICE OF PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL),  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA-SHEVA,  
TAL-URAN, DIST-RAIGAD, MAHARASHTRA – 400 037.**

F.No.S/43-311/2015- CHS JNCH

DATE - 09.02.2016

**NOTICE INVITING e-TENDER**

**Sub : Calling for e-tenders for providing 24 Unskilled Manpower at  
Jawaharlal Nehru Custom House – reg.**

The Office of the Principal Commissioner of Customs (General) invites online e-tenders from reputed service providers/contractors for providing 24 (twenty four) unskilled man-power on all working days to the maximum of 25 days in a month @ 8 hours per day on no work no pay basis for official purpose in the office under the jurisdiction of the Principal Chief Commissioner of Customs, Mumbai Zone – II, Jawaharlal Nehru Custom House, Nhava - Sheva Tal: Uran, Distt.-Raigad, Maharashtra – 400 707 on contract basis. The e-tender is invited in two covers i.e. (1) Technical Bid/Qualifying bid and (2) Financial Bid.

The e-tender form for qualifying bid prescribed in Annexure –I and the e-tender form for the financial bid prescribed in BOQ excel sheet complete in all respects shall be submitted online on or before **19<sup>th</sup> February**.

All prospective bidders are invited to submit their bids under Two Bid Systems for the subject work as detailed below in accordance with the tender documents enclosed.

<b>MODE OF TENDERING</b>	:	e-Tendering through our portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
<b>EARNEST MONEY DEPOSIT</b>	:	Rs.50,000/- (Rupees Fifty Thousand Only)
<b>LAST DATE AND TIME FOR SUBMISSION OF BID/TENDER</b>	:	<b>19.02.2016 at 16:30 hrs.</b>
<b>DATE &amp; TIME FOR OPENING TECHNICAL/QUALIFYING BID</b>	:	<b>22.02.2016 at 11:30 am</b>
<b>DATE &amp; TIME FOR OPENING FINANCIAL BID</b>	:	<b>22.02.2016 at 16:30 am</b>

The e-tender form can also be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.jawaharcustoms.gov.in](http://www.jawaharcustoms.gov.in)

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**(S.P.PABALKAR)**

**ASSTT. COMMISSIONER OF CUSTOMS,  
PREVENTIVE (GENERAL)-II**

Copy to:

- i. Notice Board, CHS.
- ii. EDI for posting on Customs Website and E-procurement.

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)**  
**CHS SECTION, JNCH, NHAVA-SHEVA, TAL URAN,**  
**RAIGAD, MAHARASHTRA – 400 707**  
**Tel: 022 27244902 Fax: 022 27243303**

**F.No. S/43-311/2015 CHS JNCH**

**Date: 09.02.2016**

**NOTICE INVITING e-TENDER**

The Office of the Principal Commissioner of Customs (General) invites online e-tenders from the reputed service providers/contractors for providing 24 (twenty four) unskilled man-power on all working days to the maximum of 25 days in a month @ 8 hours per day on no work no pay basis for official purpose in the office under the jurisdiction of the Principal Chief Commissioner of Customs, Mumbai Zone-II, Jawaharlal Nehru Custom House, Nhava-Sheva Tal: Uran, Distt.-Raigad, Maharashtra-400 707, on contract basis. Interested concerned are requested to submit their quotations after taking into consideration of minimum wages as has been fixed by Ministry of Labour & Employment, New Delhi from time to time, mentioning service tax and other statutory levies, if any, separately.

The Principal Commissioner of Customs (General), Jawaharlal Nehru Custom House, Nhava- Sheva reserves the right to cancel all the tenders without assigning any reason whatsoever and no correspondence in this regard will be entertained.

**e-TENDERING PROCESS:**

The tender is invited in two covers i.e. (1) Technical bid/Qualifying Bid and 2) financial bid. The e-tender form for technical/qualifying bid as prescribed in Annexure-1 and the e-tender Form for the financial bid prescribed in BOQ excel sheet duly complete in all respects shall be submitted online on [www.eprocure.gov.in](http://www.eprocure.gov.in) on or before 19.02.2016 (16:30 HRS) in two separate files addressed to the Assistant Commissioner of Customs (General), Jawaharlal Nehru Custom House, Nhava- Sheva, Raigad – 400 707. The Technical/Qualifying Bid shall be opened by the e-Tender Opening Committee on 22.02.2016 at 11:30 hrs. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e- Tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on 22.02.2016 at 16:30 hrs by the e-Tender Committee.

**SUBMISSION OF BIDS:**

Bids have to be submitted online in our e-tendering system ([www.eprocure.gov.in](http://www.eprocure.gov.in)). Bidders shall submit the Technical as well as Financial Bids through e tendering portal only. Scan copies of all relevant documents should be attached with bid. Bids submitted by Courier/Post/in person shall not be accepted in this tender.

### **EARNEST MONEY DEPOSIT:**

Earnest Money Deposit in the form of Demand Draft of requisite amount in original in the prescribed formats and in the manner prescribed in the bid documents should be submitted prior to bid submission in sealed envelope. However, if the bidders are unable to submit EMD in original on the due date, they may upload a scanned copy of EMD while submitting the bid electronically, provided the original EMD copy of which has been up loaded, is received by the Office of the Pr. Commissioner of Customs, CHS Department, Jawaharlal Nehru Custom House, Nhava- Sheva, Raigad – 400 707 within 7 days from the date of Technical/Qualifying bid opening, failing which the bid shall be rejected irrespective of their status/ranking in tender and notwithstanding the fact that a copy of EMD was earlier uploaded by bidder. Only EMD/Authority/Power of Attorney shall be submitted in original in physical form on or before the bid due date.

### **SCOPE OF WORK:**

To do the manual jobs such as shifting, arranging, cleaning of furniture, stores, records, stationery, etc. anywhere in the jurisdiction of this Commissionerate. All the odd jobs assigned to them.

The bidder will submit the bid in two parts i.e. technical bid and financial bid. The technical bid will be opened first and the financial bids of those bidders whose technical bids will satisfy all the criteria, will be opened.

### **TECHNICAL BID:**

1. The Bidder should have minimum experience of 05 years of operation in providing unskilled manpower Services. Proof of the above shall be submitted along with the bid. Proof of experience and performance certificate is a must to be submitted as per Annexure-II &ANNEXURE-III.
2. The Bidder should have filed IT returns for the last 3 years. Copies of the same shall be submitted alongwith the bid. . Financial information of the organization should be submitted as per Annexure-IV.
3. PAN/ Service Tax Registration No. should be indicated.
4. The Bidder should submit the certified copies of necessary licences and registration documents along with the certificate of performance from their past / present serving clients.

### **FINANCIAL BID:**

Labourers will be posted anywhere in the office of the Customs under the jurisdiction of the Principal Chief Commissioner of Customs, Mumbai Zone – II, Jawaharlal Nehru Custom House, Nhava-Sheva Tal:-Uran, Distt.-Raigad, Maharashtra – 400707. The required No. of labourers would be 24, therefore, bidder shall quote their bid for 24 labourers only. Financial bid shall be submitted

as per BOQ document attached. It should contain only the prices without any condition whatsoever.

**TERMS AND CONDITIONS:**

1. Earnest Money Rs.50,000/- (Rupees Fifty Thousand Only) by way of Demand Draft, in favour of 'The Principal Commissioner of Customs (General), JNCH, Nhava-Sheva should be submitted with the Bid. Bid received without EMD will be rejected.
2. Labourers should not be below 18 years and above 35 years of age.
3. Working hours would be normally 8 hours between 10: 00 AM to 6: 00 PM per day including half hour lunch break on daily working days.
4. Labourer can be deployed to work beyond office hours and also on Saturday/Sunday and other gazetted holidays, if so, required.
5. Arrangement of proper substitute should be made immediately in case of absence of any labourer. In case of providing the substitute, the cost of engaging a labourer will be borne by contractor.
6. The service provider shall provide a substitute if any labourer leaves the job due to his/her personal reason.
7. Labourers deployed by service provider should be polite, efficient, disciplined and having positive attitude towards the work.
8. If any damage other than normal wear and tear is done by the labourer engaged to this office property, the cost will be recovered from contractor.
9. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the labours. The damage caused by the labourer for the said act shall be charged to the contractor and recovered from his dues/bills.
10. The service provider will submit the details of all the labourers to be deployed by him in the following proforma to this office for providing the service along with Police Verification Certificate certifying that there is no criminal case pending against them.
11. The Bidder should strictly follow Minimum Wages Act and other Allied Labour Laws and it is also the responsibility of the Bidder to subscribe to Employees Provident Fund, Insurance Scheme etc. The deduction towards EPF and ESI etc be incorporated in rates being quoted per month basis and the same would not be payable over and above rates thus quoted. This office will not be responsible for making any payment to the labourer.
12. Labourer shall have no claim for employment or absorption/regularization of services in this office.

13. Service provider shall replace immediately any of its labourer if he is unacceptable to this office because of security risk, incompetence, breach of confidentiality or improper conduct upon receiving written notice from this office.
14. The service provider can be approached at any time and message sent by e-mail / fax / special messenger from this office to the service provider shall be acknowledged immediately on receipt on the same day.
15. This office reserve the right to terminate the contract at any time by giving one month notice to the contractor and the contractor can also terminate the contract by giving two months notice to this office.
16. Payment to the service provider will be made on monthly basis by Account Payee Cheque only on presentation of the wage bill along with the certificate from the Sectional Head certifying that the services rendered were satisfactory and were in accordance with the attendance register maintained by the concerned section head. Income Tax shall be deducted at source as per the rates notified by the Income Tax Department.
17. TDS will be deducted at source as per rule. A certificate showing the amount of TDS deducted will be provided to the service provider by this office to this effect.
18. The Service Provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc to the personnel as applicable to them under Law. The Service Provider should ensure that wages are paid on time every month.
19. At the time of submission of bill for payment, the contractor should submit proof for the previous payment made towards statutory liabilities like EPF, ESI etc in respect of all the engaged personnel.
20. The labourer will be in the employment of the Agency / contractor only. This Customs House is no way concerned.
21. All damages caused by the personnel to the property of the Department shall be recovered from the Service Provider.
22. No other person except Service provider's authorized representative shall be allowed to enter the Office premises.
23. Department will not be responsible for any dispute between Service Provider and workers of the Service Provider.
24. The contract will be for a maximum period of one year and this Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider.

25. This Office reserves the right to postpone / and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.
26. The Service Providers are required to submit the complete rates / quotations only after satisfying each and every condition laid down in the terms and conditions.
27. Rates / quotations should be submitted and signed by the firm with its current business address.
28. The Tenderer shall sign and stamp each page of this Tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.
29. The Contractors must comply with the rates / quotations, specification and all terms and conditions of contract. No deviation in the Terms and Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the rates / quotations and accepted by the Commissionerate.
30. The Last Date for receipt of e-Tender is 19 .02.2016 till 16.30 hrs.
31. Selected service provider / contractor shall make an Agreement with the Customs as per the terms and conditions along with an Indemnity Bond ensuring that any legal issues in respect of payments of employees arising out of this contract will be their responsibility and they will bear all expenses related to it.
32. Selected service provider / contractor has to give Performance Security equal to 5% of the total bidding amount of the entire year, in the form of Bank Guarantee or Fixed Deposit.
33. Preference will be given to service provider / contractor willing to employ local youths. Selected Agency will be appointed on experimental basis for the first three months for evaluation of their performance, if not found satisfactory, their appointment will be summarily terminated.
34. For any clarification, site inspection etc., bidders may contact Superintendents of Customs (Preventive), CHS Office, 1st floor, C Wing of this Custom House on any working day between 10.00 am to 05.00 pm or the bidder can contact on phone no. **022-27243248**.
35. e-Tender notice can also be downloaded from the website <http://www.jawaharcustoms.gov.in>. Tenders received after the prescribed time limit will not be entertained.
36. Tenders shall be valid for a period of ninety days from the date of opening of the tenders and the bidder shall not withdraw his tender prior to the expiry of the validity period. In case of withdrawal at any subsequent stage, the EMD shall be forfeited.

**VALIDITY:**

The contract will be valid for a period of one year from the date of execution. However the contract can be extended for further period which should be agreeable to both the parties. On expiry of contract, the service provider would withdraw its personnel and clear his accounts by paying all his dues.

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**(S.P.PABALKAR)**

**Assistant Commissioner of Customs  
Preventive (General)-II,  
JNCH**

**Copy to:**

- 1)The AC/EDI for uploading on Website of JNCH.
- 2) Notice Board



**QUALIFYING BID DOCUMENT**

1. Name of the Concern :
2. Address of the Concern :  
(With Tel. No., Fax E-Mail) :
3. Name & Address of the Partners/Director :  
(With Mobile No.) :
4. Contact Persons(s) (With Mobile No.) :
5. No. of years of experience in providing Unskilled Manpower :
7. List of clients (in the prescribed format as :  
Annexure II & III)
8. Financial information of the organization :  
(Annexure IV).
9. PAN No. :
10. Service Tax Registration No. :
11. Details of Registration with PF authorities :  
And ESI authorities (attach proof).
12. Details of ISO Certification :
13. No. of Permanent Staff on its roll :
14. Details of EMD :

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

\*Details in respect of government and non-government organizations may be provided in separate annexures accompanying this qualifying bid.

**ANNEXURE- II**

**DETAILS OF ALL CONTRACT COMPLETED DURING THE LAST THREE YEARS**

Sl. No.	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Litigation Arbitration pending/in progress with details	Name, Address & Tele No. of officer to whom reference may be made	Remarks

**(Signature of the Applicant)**

Seal of organization

Date:

**ANNEXURE- III**

**CONTRACTS UNDER EXECUTION OR AWARDED**

Sr. No.	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Name, Address & Tele No. of officer to whom reference may be made	Remarks

**(Signature of the applicant)**

Seal of organization

Date:

## ANNEXURE IV

### FINANCIAL INFORMATION OF THE ORGANIZATION

I. Financial Analysis-Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

Sl. No.	Details Financial Years		
	(12-13)	(13-14)	(14-15)
i) Gross annual turnover in Security Services			
ii) Profit/Loss			
iii) Financial Position			
a) Cash			
b) Current Assets			
c) Current Liabilities			

II. Up-to-date Income Tax Clearance Certificate.

III. Financial arrangements for carrying out the proposed works.

**Note:** Attach additional sheets, if necessary

**(Signature of the applicant)**

Seal of organization

Date: