

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

F.No. S/43-326/16-17(Pt. File)/CHS/JNCH

Date: 23 / 07 /2018

TENDER NOTICE

TENDER ID NO. :- 2018_DREV_364040_1

**e-TENDER FOR ANNUAL CONTRACT FOR PROVIDING UNSKILLED MANPOWER SERVICES AT
JAWAHARLAL NEHRU CUSTOM HOUSE.**

The Commissioner of Customs (General), Jawaharlal Nehru Custom House, Mumbai Customs Zone-II, herein after referred to as 'The JNCH', invites online-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 this office, Mumbai Zone-II, Jawaharlal Nehru Custom House , Nhava Sheva Tal: Uran, Disst. Raigad, (Maharashtra)-400707 on contract basis for annual contact for providing Manpower Services at Jawaharlal Nehru Custom House, in two-Bid system(Technical & Financial) from authorized and reputed service providers/contractors, herein after referred to as 'The Service Provider' and having minimum of two year experience in this field.

1. Application form: Annexure-A
2. Scope of the work: Annexure-B
3. Prequalification conditions: Annexure-C
4. Terms and conditions: Annexure-D
5. Format of Technical bid: Annexure-E
6. General instructions: Annexure-F
7. Format of Financial bid: Annexure-G

The e-Tender form for qualifying bid prescribed in Annexure-B, C and E and the e-tender form for the financial bid as per Annexure G complete in all respects shall be submitted on-line on or before **16.08.2018 (11:00Hrs)**.

MODE OF TENDERING: Only e-Tendering through our portal
www.eprocure.gov.in

Scope of Work : The scope of work is to provide 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 this office.

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.

❖ This will be considered as the Final Date ,Time and value of EMD for the Tender Bids.

EARNEST MONEY DEPOSIT : **Rs. 1,00,000/- (Rupees One Lakh only)**

LAST DATE AND TIME FOR SUBMISSION OF BID/TENDER : **16.08.2018 (11:00hrs)**

DATE AND TIME FOR OPENING TECHNICAL/QUALIFYING BID : **17.08.2018 (15:00hrs)**

DATE AND TIME FOR OPENING FINANCIAL BID : **21.08.2018 (15:00hrs)**

The e-tender form can be downloaded from www.eprocure.gov.in, www.cbec.gov.in and www.jawaharcustoms.gov.in

Sd/-
(S.VEERAMUTHU)
DEPUTY COMMISSIONER OF CUSTOMS
CHS SECTION/JNCH

Copy to:

- i) EDI Section, JNCH for uploading on JNCH and CBEC Website.
- ii) Notice Board, CHS.

From

Date:

To
The Commissioner of Customs (General)
Jawaharlal Nehru Custom House
Nhava-Sheva, Uran,
Raigad, Maharashtra – 400 707.

Sub: e-Tender for Annual Contract for providing Manpower Services at Jawaharlal Nehru Custom House, Tal-Uran, Dist. Raigad.

**Ref: 1) Your e-tender Id No.....
Dated.....
2) EMD-DD No.....
Date.....for Rs.....**

I/we have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We quote the rate inclusive of all taxes, etc in complete.
I/We will not claim any extra charges other than the price quoted.

Yours faithfully

(Signature and stamp of the Service Provider,
State legal status, Whether Prop.,Partner,
Registered firm, Company etc.)

SCOPE OF THE WORK:

To do the manual jobs such as shifting, arranging, cleaning of furniture, stores, records, stationery etc. anywhere in the jurisdiction of this office. 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.

PREQUALIFICATION CONDITION:

1. The Bidder should have minimum experience of 02 year of operation in providing unskilled manpower services.
2. The Bidder should submit the attested copies of Income Tax Return (ITR) of last 3 years i.e. 2015-16, 2016-17 & 2017-18. The bidder should submit CA certificate for 03 years turnover i.e.2015-16, 2016-17 & 2017-18.
3. Attested copies of PAN&GST Registration shall be attached.
4. The Bidder shall submit the self certified copies of EPF,ESI and registration documents along with the certificate of performance from their past / present serving clients.
5. The Bidder shall submit the self certified copies of Profession Tax Registration number.
6. The Bidder shall submit the self certified copies of Labour Welfare Board Registration.
7. The Bidder shall submit the self certified copies of Shop & Establishment.
8. The firm should have a registered / branch office within 50 km radius of this Custom House.
9. **Earnest Money Deposit (EMD)** of Rs. 1,00,000/- (Rupee One Lakh Only), if applicable, in way of Demand Draft, in favour of 'The Commissioner of Customs (General), JNCH' should be sent by post/ by hand superscripting the envelope with e-Tender id and due date on or before last date of bid submission. Tenders received without requisite Earnest Money will be rejected outrightly. EMD exemptions will be as per Central Govt. rulings.
10. The bidder should not have been disqualified by any Govt. / Semi Govt. organization for similar work in the past. Self declaration to this effect must be submitted at the time of bid submission.

SUBMISSION OF BIDS : Bids have to be submitted through online mode only on www.eprocure.gov.in, the attested documents should be uploaded through the same online portal only. Hard copy of the bid documents (except EMD) will not be accepted in this e-Tender.

TERMS AND CONDITIONS:

1. Earnest Money Deposit of Rs.1,00,000/-(One Lakh Only) is to be deposit in the form of Demand Draft, in favour of 'The 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 labourer. The damage caused by the labourer for the said act shall be charged to the contractor and recovered from his dues/bills.
10. 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.
11. Labourer shall have no claim for employment or absorption/regularization of services in this office.
12. Service provider shall replace immediately any of its labourer if he is un-acceptable to this office because of security risk, incompetence, breach of confidentiality or improper conduct upon receiving written notice from this office.
13. 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.
14. 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.

15. Payment to the service provider will be made on monthly basis 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.
16. 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.
17. 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 i:e within 1st week of the following month. The payment to the service provider would be released once salaries to his employees are paid (declaration in this regard to be provided with every bill) and a certificate to this effect is produced by service provider.
18. The labourer will be in the employment of the Agency / contractor only. This Customs House is no way concerned.
19. All damages caused by the personnel to the property of the Department shall be recovered from the Service Provider.
20. No other person except Service provider's authorized representative shall be allowed to enter the Office premises.
21. Department will not be responsible for any dispute between Service Provider and workers of the Service Provider and any injury or mishap happens to the employee during the work hour the Service provider will bear the expenses.
22. 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.
23. 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.
24. 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.
25. Rates / quotations should be submitted and signed by the firm with its current business address.
26. 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.
27. 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.
28. 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.

29. The Successful Bidder is required to submit Performance Security equal to 10% of the total bidding amount of the entire year, in the form of Bank Guarantee with auto renewal clause from nationalized bank.

30. 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.

31. 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. **022-27244901/903**.

32. Last date and time for accepting tender will be **16.08.2018 at 11:00Hrs** and the tenders will be open in the presence of the Tender Committee. While opening of the Bids the Bidders are also requested to be present:-

Technical Bid – **17.08.2018 at 15:00 Hrs.**

Financial Bid – **21.08.2018 at 15:00 Hrs.**

ANNEXURE-E

PART-I

FORMAT FOR TECHNICAL BID

Sr. No.	Particulars	Details
1.	Name of "The Service Provider"	
	Full address of the Service Provider	
	Telephone no.	
	Fax No.	
	Email:	
	Name of Representative with contact details	
2.	Bank details with MICR & IFSC code (submit mandate form for ECS payment)	
3.	PAN of the firm	
4.	GST Registration Number	
5.	Work Completion Certificate (02 years)	
6.	Income Tax Returns of last 3 years i.e. 2015-16, 2016-17 & 2017-18.	
7.	C.A. Certificate for turnover 2015-16, 2016-17 & 2017-18.	
8.	Profession Tax Registration Number .	
9.	Provident Fund & ESIC Registration Number .	
11.	Labour Welfare Board Registration Number	
12.	Labour Licence Registration Number	
13.	Shop & Establishment Licence	
15.	Proof of Whether company / firm or its branch office is within 50 km radius of JNCH.	
17.	Details of EMD	
19.	Black listed by any PSU banks/Govt. organizations. (Self Certification to be given)	Yes/No

- Note:** 1. Attested Photo copies of above for proof should be attached.
2. Original copies should be provided at the time of award of contract.

❖ Arrange the documents in the sequence as mentioned above.

PART-II

-DECLARATION-

1. I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory ofcompetent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
3. 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 furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;
4. 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 person

Name & Seal

Date:

GENERAL INSTRUCTIONS:

- EMD (Earnest Money Deposit): –The tenders should be submitted with a Demand Draft of **Rs. 1,00,000/- (Rupees One Lakh Only)** in the name of “RBI A/C of The Commissioner of Customs, JNCH”.
- PG (Performance Guarantee): – The successful bidder should submit 10% amount of the total annual value of contract in the form of Bank Guarantee valid till the contract period from any Scheduled/Nationalized Bank, in the name of “The Commissioner of Customs (General), JNCH”, with auto renewal Clause.
- The Service Provider should fulfill prequalification conditions of the tender.
- The technical bid will be opened first in the presence of the Tender Committee Members and bidders. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members. The bidders, if they wish, may remain present.
- For any clarification/ inspection of the site, etc. the interested parties may contact the Superintendent of Customs, CHS Office, 1st Floor, ‘C’ Wing of this Custom House on any working day between 10:00 AM to 5:00 PM, either personally or on Tel- 02227244903/901.

- Last date and time for accepting tender:**16.08.2018 upto 11:00hrs.**
- Opening of the Bids –
Technical Bid opening – **17.08 .2018 at 15:00 Hrs.**

Financial Bid opening – **21.08.2018 at 15:00 Hrs.**

Sd/-
(S.VEERAMUTHU)
DEPUTY COMMISSIONER OF CUSTOMS
CHS SECTION, JNCH.

Copy to:

- 1.EDI, JNCH for uploading on website of JNCH & CBEC.
- 2.Notice Board.

FORMAT FOR FINANCIAL BID**FINANCIAL BID DOCUMENT FOR ANNUAL CONTRACT FOR PROVIDING 24(Twenty Four)
UNSKILLED MANPOWER SERVICES AT JAWAHARLAL NEHRU CUSTOM HOUSE.**

1. Name of the Firm :
2. Tender ID No. :
3. Price Bid in Rupees (AS in the Table Below) :

S.NO	Particulars	Total Amount in Figures(Rs)	Total Amount in Words(Rupees)
1.	Rate per Person Per Month With Taxes(Rs)		
2.	Total Monthly Amount for (24) Unskilled manpower With Taxes(Rs)		
3.	Total Annual Amount for 24 Unskilled manpower With Taxes(Rs)		

Signature and Stamp of the Firm