

# Tender Notice No.05/2012

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA  
TAL. URAN, DIST. RAIGAD, MAHARASHTRA – 400 707

F.No. S/43-183/2005 (P) CHS Pt. V Date: 12.03.2012.

## TENDER NOTICE NO.05/2012

Sealed tenders are invited from reputed House Keeping Agencies having rich experience for keeping and maintenance of entire Custom House Building, including Offices and open premises of Jawaharlal Nehru Custom House, Nhava Sheva on Annual Maintenance Contract (A.M.C) basis.

This Custom House is a ground + Seven Storey Building having three Wings at each floor and open area. The scope of work is –

- i. Keeping the open area, vehicle parking area, entrance lobby, corridors, toilets, various Offices, housed in the Custom House etc, in neat and clean condition all the time.
- ii. The work also includes cleaning, wiping and dusting the floor area, steps, roof, window panes, furniture and other Office equipments, removing stains from floors and walls etc.
- iii. Shifting of furniture and other items / stores from one place to another as required by the administration.
- iv. Miscellaneous services such as serving of drinking water / refreshments etc during Conference / Meeting / Seminars and visit of Assessors in the Custom House.

### **Terms & Conditions :**

1. This Custom House is having the open area of approximately 1,41,631 sq. feet and covered area of ground + seven storey building of three wings including Electric Sub-station area + Pump House + DG Set Room + EDI Centre is of 1,49,565 sq. feet, total area of 2,91,196 Sq. feet. The House Keeping Agency shall quote their bid on square feet basis per month and not on number of persons to be deployed or per person basis.
2. The cleaning material shall be provided by the Customs House for the entire period of contract; therefore, the House Keeping Agency shall quote their bid keeping in mind of the same.
3. Sealed Tenders should reach the undersigned along with the quotation within 15 days from the date of publication of this Notice. The last for receiving Applications is 27.03.2012. Tender Forms can be obtained from Customs House Superintendent's Office on any working day

between 10.00 am to 5.00 pm or can be downloaded from the Websites <http://164.100.155.199> & [www.cbec.gov.in](http://www.cbec.gov.in). Tenders received after the prescribed time limit will not be entertained.

4. Earnest Money @ 2% of the quoted value (entire amount of the bid amount) in shape of Demand Draft, in favour of "The Commissioner of Customs (Export), JNCH, Sheva should be submitted with the Price (commercial) Bid and the vender should write clearly in the Techno Commercial Bid that EMD has been enclosed with the Price Bid. Price Bid received without EMD will be rejected.

5. There should be a separate sweeper-cum-cleaner on each floor. In order to clean and maintain ladies toilets, one lady sweeper-cum- cleaner should be employed on every floor. One attendant should be employed round the clock for Guest House situated at 1<sup>st</sup> floor, B Wing. All sweepers should be in neat and proper uniform, bearing the name of the House Keeping Agency. One Supervisor should oversee the job of all workers on hourly basis and work done should be recorded on printed job cards and he would submit a written report to the Superintendent, CHS Section every day.

6. The prevalent taxes including Sales Tax or any other Tax applicable on finished work like Service Tax, Works Contract Tax etc in respect of the contract to be entered into.

7. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary Insurance cover for any persons deployed by him even for short duration. This Office shall not entertain any claim arising out of mishap, if any that may take place while discharging the duties by the labour provided for outsourcing by the contractor. In the event of any liability / claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the Service provider.

8. 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.

9. 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 factored in rates being quoted on per square feet per month basis and the same would not be payable over and above rates thus quoted. He should submit the details every month before the release of payment else payment would not be released till compliance.

10. The work shall be done on all week days except Sundays.

11. PAN / Service Tax Registration No. should be indicated.

12. The Service Provider shall be responsible to provide minimum wage at the prevailing rate fixed under the Minimum Wage Act. Any breach of this condition will result in the immediate termination of the contract.

13. 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 1<sup>st</sup> week of following month. The payment to Service Provider would be released once salaries to his employees are paid and certified by Supdt./ CHS in charge of Housekeeping services.

14. 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.

15. Payment to the Service Provider will be made by Account Payee Cheque only, on presentation of the Bill. Income Tax shall be deducted at source as per the rates notified by the Income Tax Department.

16. The persons engaged by the housekeeping Agency will be in the employment of the Agency only. This Customs House is no way concerned.

17. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.

18. All damages caused by the personnel to the property of the Department shall be recovered from the Service Provider.

19. No other person except Service provider's authorized representative shall be allowed to enter the Office premises.

20. Department will not be responsible for any dispute between Service Provider and workers of the Service Provider.

21. 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.

22. 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.

23. 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.

24. Rates / quotations should be submitted and signed by the firm with its current business address.

25. 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.

26. 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.

**27. The Last Date for receipt of sealed Tender is 27.03.2012 till 16.00 hrs.** The sealed Tenders should be dropped in the Tender Box available in the Office of the Superintendent of Customs, CHS, 1<sup>st</sup> Floor, Jawaharlal Nehru Customs House, Nhava Sheva between 11.00 hrs to 17.00 hrs on all working days and between 11.00 hrs to 16.00 hrs on or before the closing date i.e. 27.03.2012.

28. Selected House Keeping Agency 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. Selected House Keeping Agency has to give **Performance Security** equal to two months of the total bidding amount of the entire year, in the form of Bank Guarantee or Fixed Deposit.

30. Selected House Keeping agency has to submit the details of their labourer's name, address along with photo identity

31. This Office is not bound to accept the lowest tender and also reserves the right to reject / cancel any or all tenders received without assigning any reasons thereof.

32. Preference will be given to House Keeping Agencies 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.

33. For any clarification, site inspection etc, bidders may contact the Superintendents of Customs (Preventive), CHS Office, 1<sup>st</sup> floor, C Wing of this Customs House on any working day between 10.00 am to 05.00 pm or the Tenderer can contact through phone no. 022-2724 3248.

34. The tenders will be opened on the next working day i.e. 28.03.2012 at 05.00 hrs in presence of Tender Committee. The Bidders are also requested to present at the time of opening of tender.

**Sd/-**  
**(ROHIT SINGLA)**  
**Assistant Commissioner of Customs**  
**(Preventive General)**

**Copy to :-**

1. Notice Board, JNCH
2. AC/EDI for placing at Web Site
3. Office copy

**TENDER FORM FOR HOUSE KEEPING WORK AT JAWAHARLAL NEHRU  
CUSTOM HOUSE, NHAVA SHEVA, TAL. URAN, DIST. RAIGAD**

- 1 Name of the Tenderer :
- 2 Full address and Telephone Nos :  
(Mobile No. and Landline No.)
- 3 Details of contact persons :
- 4 Details of the Organization (whether :  
sole proprietorship / partnership firm /  
company etc)
- 5 Registration of details of the firm :  
(please attach copies)
- 6 Income Tax / Service Tax/ P F :  
Registration No. / ESIC Code No (  
Please attach PAN Card and other  
documents duly attested)
- 7 Financial soundness certificate details :  
(please attach original letter of the  
Bank)
- 8 Experience / Details of present clients :
- 9 List of Organization where similar work :  
undertaken
- 10 Manpower required :
- 11 Machine and material proposed to be :  
used for the day to day work
- 12 Bid amount on square feet basis for :: Rs.Rs.  
Open area of 1,41,631 sq. feetCovered  
area of 1,49,565 sq. feet
- 13 Total cost per month : Rs.
- 14 Total cost per annum : Rs.
- 15 Amount of Earnest Money deposited : Rs.  
(2% of the total amount of Bid amount  
per annum)
- 16 Details of Demand Draft / Pay Order, :  
amount and issuing Bank.

**SIGNATURE OF THE BIDDER WITH STAMP**