

# TENDER NOTICE NO.20/2013

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

F.No. S/43-107 / 2013 CHS/ JNCHIA  
Date: 08.07.2013.  
TENDER NOTICE NO.20/2013.

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 as under,

- \* Maintaining the open area, terrace of all the wings, vehicle parking area, entrance lobby, corridors, toilets, various offices, housed in the Custom House etc in neat and hygienic condition all throughout the day.
- \* The work also include cleaning wiping and dusting the floor area, steps, roof, window panes, furniture and other office equipments, removing stains from floors and walls.
- \* Shifting of furnitures and others items/ stores from one place to another as required by the administration.
- \* Miscellaneous services such as serving of drinking water/refreshments etc. during conference/Meetings/Seminars and visit of Assesses in the Custom House.

## Terms and Conditions:

- \* This Custom House is having the open area of approx.1,41,631.Sq Ft 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 ft, total area 2,91,196 sqft. **The House keeping agencies shall quote their bid on Square feet basis per month and not on number of persons to be deployed or per person basis.**
- \* **The cleaning material shall be provided by the Custom House for the entire period of contract;** therefore, the House Keeping agency shall quote their bid accordingly.

\* Sealed Tenders duly addresses to the Deputy Commissioner of Customs, Preventive (General), Jawaharlal Nehru Custom House, should be submitted to the Superintendent (C.H.S), JNCH, within 21 days from the date of publication of this Notice. The last date for receiving applications is **29.07.2013**. Tenders 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.

\* Earnest money Deposit (EMD) @ 2% of the quoted value (entire amount of the bid amount) by the way of Demand Draft, in favour of The Commissioner of Customs (Export), JNCH, Sheva should be submitted alongwith the Commercial Bid. The Tenders received without EMD shall liable to rejection.

\* 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. All the toilets to be cleaned twice a day. One attendant should be deployed round the clock for maintenance Guest House situated at 1st 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.

\* 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 shall be borne by the Service Provider.

\* 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.

\* 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.

\* The Bidder should strictly follow Minimum Wages Act (Central Government) and other Allied Labour Laws in respect of wages and all the other benefits to the House Keeping workers. It shall be 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.

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

- \* PAN/Service Tax Registration No. should be indicated.
- \* 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.Â The Service Provider should ensure that wages are paid on time every month i.e. within 1st week of following month.Â 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.
- \* 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.
- \* Payment to the Service Provider will be made by Account Payee cheque only, on presentation of the bill.Â Income Tax shall be deducted at source as per the rates notified by the Income Tax Department.
- \* 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.
- \* All damages caused by the personnel to the property of the Department shall be recovered from the Service Provider.
- \* No other person except Service Provider's authorized representative shall be allowed to enter the Office premises.
- \* Department will not be responsible for any dispute between Service Provider and workers of the Service Provider.
- \* The contract will be for a maximum period of one year. This office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider.
- \* 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.
- \* 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.
- \* Rates/quotations should be submitted and signed by the firm with its current business address.
- \* 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.
- \* The contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of contract shall be

entertained unless specifically mentioned by the Service Provider in the rates/quotations and accepted by the Commissionerate.

**\* The Last Date for receipt of sealed Tender is 29.07.2013 till 16.00 hrs.** The sealed Tenders should be dropped in the Tender Box available in the Office of the Superintendent of Customs, CHS, 1st Floor, Jawaharlal Nehru Custom 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. 29.07.2013.

\* The Successful Bidder 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.

\* The Successful Bidder is required to submit **Performance Security** equal to three months of the total bidding amount of the entire year, in the form of Bank Guarantee.

\* The Successful Bidder has to submit NOC from the Police Department certifying the antecedents of their labourers. They shall also submit the details of labourers such as name, address along with photo identity.

\* The Commissioner of Customs reserves the right to accept/reject any or all tenders received without assigning any reasons thereof. Quotations received later than the Stipulated date will not be entertained under any circumstances.

\* 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.

\* For any clarification, site inspection etc, bidders may contact the Superintendents of Customs (Preventive), CHS office, 1st 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.022-27243248.

\* The tenders will be opened on the next working day i.e 30.07.2013 in presence of Tender Committee. The Bidders are also requested to present at the time of opening of tender.

**(PRAVIN CHANDRA)**  
**DEPUTY COMMISSIONER OF CUSTOMS,**  
**(PREVENTIVE GENERAL)**

**Copy to :**

- \* Notice Board, JNCH
- \* AC/EDI with request for uploading the Tender Notice on JNCH Web Site
- \* Office copy.