

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

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

**Date: 30.11.2015**

**TENDER NOTICE No.: 28 /2015.**

Sealed quotations are invited 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 Chief Commissioner of Customs, Mumbai Zone – II, Jawaharlal Nehru Custom House, Nhava- Sheva Tal: Uran, Distt. Raigad, (Maharashtra) – 400 707 on contract basis. Interested concerns 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 sealed cover should be marked as ‘Quotation for Contract Labour’ and addressed to The Principal Commissioner of Customs (General), JNCH, Nhava Sheva, Tal.-Uran, Dist.-Raigad, Maharashtra - 400707. The quotation should be submitted to the undersigned on or before 22.12.2015 by 1400 hrs.

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.

**SCOPE OF WORK:**

To do the manual jobs such as shifting, arranging, cleaning of furnitures, 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.
2. The Bidder should have filed IT returns for the last 3 years. Copies of the same shall be submitted along with the bid.
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 offices of the Customs under the jurisdiction of the 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.

**TERMS AND CONDITIONS:**

1. Earnest Money @ 2% of the quoted value (entire amount of the bid amount) in shape 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. Sealed Tenders addressed to the Assistant Commissioner of Customs, Preventive(G)-II, JNCH, 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 1100 hrs to 1700 hrs on all working days and between 1100 hrs to 1600 hrs on the last date i.e. 22.12.2015 at 1400 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. Last date and time for accepting tender will be 22.12.2015 at 1400 Hrs 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 – 22.12.2015 at 1600 Hrs.

Financial Bid – 29.12.2015 at 1600 Hrs.

**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

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

- 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 for per person per month : Rs.
- 13 Total cost per month ( 24 labourers) : Rs.
- 14 Total cost per annum (24 labourers) : Rs.
- 15 Amount of Earnest Money deposited (2% of  
the total amount of Bid amount per annum) : Rs.
- 16 Details of Demand Draft / Pay Order, amount:  
and issuing Bank.

SIGNATURE OF THE BIDDER WITH STAMP