

**OFFICE OF THE SUPERINTENDENT OF CUSTOMS :: SHORE GUARD CUSTOMS PREVENTIVE UNIT, FLAT NO. G1 :: JWALA ENCLAVE :: D.No.24-1-1833 :: BRAMHANANDAPURAM :: DARGAMITTA :: NELLORE – 524 003.**

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**O.C.NO.103/2017 24.04.2017**

**TENDER / QUOTATION NOTICE**

The Superintendent Of Customs, Shore Guard Customs Preventive Unit invites sealed quotations/tenders for house-keeping work at Shore Guard Customs Preventive Unit, at Nellore and Shore Guard Customs Preventive Unit, at Sullurpet to work for 8 hours a day 08:00 hrs to 12:00 hrs and from 15:00 hrs to 19:00 hrs. Approximately 2 (Two) workers would be required for the house keeping work as the total area of 2035 Sq.Ft (Nellore 938 Sq.Ft and Sullurpet 1097 Sq.Ft) is required to be covered. **The rate is to be quoted per Square foot per month basis**. The rate quoted should include the minimum wages payable of the workers, EPF, ESI and other taxes. The application and detailed “Terms & Conditions” may be obtained from the Administrative Officer, Customs Preventive Division, Ongole on payment of Rs. 500/-(non-refundable) by way of Demand Draft to be obtained in favour of “the Deputy Commissioner of Customs, Customs Preventive Division, Ongole” payable at “SBI, Fathekhan pet Branch,Nellore A/c:CUSTOMS”. The tender applications may also be downloaded from website of the Department ***“***[*www.cbec.gov.in*](http://www.cbec.gov.in)**”** and “[***www.eprocurement.gov.in***](http://www.eprocurement.gov.in)”.If bidder downloads the application from the said websites, then he/she should enclose the application, an amount of Rs. 500/- by way of demand draft along with the Technical Bid. The sealed tenders/quotations, duly filled in all aspects, should be submitted on or before **27.04.2017 by 17.00 hrs.** Two separate envelopes should be submitted (One for technical bid and other for financial bid) super-scribed “TENDER/QUOTATION FOR HOUSE KEEPING WORK (TECHNICAL / FINANCIAL BID)” and kept in 3rd cover and should be addressed to the The Superintendent Of Customs, Shore Guard Customs Preventive Unit, Flat No. G1, Jwala Enclave, D.No.24-1-1833, ramhanandapuram, Dargamitta, Nellore – 524 003. Or Office of the Superintendent of Customs, SGCP Unit, D.No.5-184, Second Floor, Upstairs Of Hero Showroom, G.N.T.Road, Sullurpet, Spsr Nellore District A.P. – 524121. The Deputy Commissioner of Customs, Customs Preventive Division, Ongole reserves the right of cancel, postpone or accept the quotations/tenders.

Sd-

Date: 21.04.2017 **(N.PRAKASH BABU)**

**SUPERINTENDENT OF CUSTOMS**

**DETAILED NOTICE INVITING TENDERS FOR HOUSE KEEPING**

1. The tender shall be 2 bid system. The technical bids will be opened first. After screening of the technical bids, the financial bids of qualified bidders only will be opened. The prescribed proforma in which information has to be given in technical and in financial bid as given in Annexure-III & Annexure-IV. Apart from the prescribed information/documents, any other information/documents can also be submitted.

**TECHNICAL BID**

1. It is mandatory to have PF, ESI & Service Tax Registrations. Without registrations no quote would be valid.
2. The registrations required are :-

a)Firm Registration. b) PF Registration c) ESI Registration d) Service Tax Registration e) Central Labour License with renewal f) PAN Card Registration g) TDS Registration h) If not proprietary firm, then PAN Card of Partners/Owners, i) TIN Registration, j) Trade License of the firm.

1. Experience: Minimum 3 years of experience in House-Keeping work is required. Work orders copies may be enclosed. Experience in housekeeping to be preferred and not in any other related area of work such as Security Services. Minimum housekeeping area of 5,000 sq. ft. should have been covered in a single work order among these 3 years. Preference would be given for the bidders who are doing House Keeping work in Central Govt. Departments.
2. Minimum turnover of the firm in the area of housekeeping shall be Rs. 20 lakh per annum in any one year among last 3 years and Agency/Firm Turnover shall be 50 lakh or more.
3. Copies of return for the last 3 years to be submitted along with Technical Bid: a) PF Returns b) ESI Returns c) Service Tax Returns d) Income Tax Returns e) Work Order copies.
4. Tech. bids would be opened on 28.04.2017 at 11.00 a.m in the office Conference hall at of the Deputy Commissioner of Customs Preventive Division, Ongole. All bidders are invited to be present.

**FINANCIAL BID**

1. The rate quoted must be on per sq. ft. per month basis and not on the No. of persons to be deployed or performed basis. However, while arriving the rates per sq. ft. per month basis bidder shall consider the minimum wages as per law for those persons. The Commission to be added is as per the discretion of the bidder. To keep uniformity among the bidders for covering area of 2035 sq.ft., 2 persons shall be deployed.
2. The cost of cleaning material shall not be included in the rate quoted as it will be supplied by the Department.
3. The rate quoted shall include minimum wages as per law and Employees contribution of PF @ 13.36%, ESI @ 4.75%, Service Tax @ 15% TDS @ 2.06% totaling to 35.17%.
4. The contractor shall make regular and full payment of labour wages which should not be less than fixed under Minimum Wages Act.
5. The financial bids of the qualified bidders (on the basis of Tech bids) would be opened on 28.04.2017 at 16.00 hours a.m (tentative) in office of the Deputy Commissioner of Customs Preventive Division, Ongole’s. Office conference hall. The successful bidders (on Tech bid ) are invited to attend.

**FEE/EMD**

1. Application cost Rs. 500/- at the time of taking the application by way of DD in favour of Deputy Commissioner of Customs, CPD, Ongole payable at SBI, FATHEKHAN PET, NELLORE A/C:CUSTOMS. An EMD amount of Rs. 5,000/- may be deposited as Demand Draft drawn in favour of Deputy Commissioner of Customs, CPD, Ongole payable at SBI, FATHEKHAN PET, NELLORE A/C: CUSTOMS at the time of submission of technical bids. The EMD -DD would be returned to the un-successful bidders.
2. After allotting the contract, a Security Deposit of Rs. 25,000/- (OR) additional Rs.15,000/- in the form of DD shall be given at the time of signing the contract.

**GENERAL DETAILS**

1. The Supervisor through the vendor shall be keep reporting to the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Nellore and the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Sullurpet. as there will not be direct handling of the contingent staff by Departmental officers. Any issue or problem shall be handled first by the Supervisor and then by the vendor/owner.
2. As the price quoted is in accordance with the minimum wages prescribed as per Minimum Wages Act, any increase by the Government of AP with reference to minimum wages would be under consideration. The bidder would be liable for ensuring compliance with the relevant Rules/Regulations as notified by Govt. in this regard from time to time.
3. At the time of giving salaries to employees, the employee shall contribute PF @12% and ESI @1.75% from his/her salary. After deducting the administration charges of 1%, the contribution from the employer @12% and contribution from employee of 12% would add up to 24% into the PF A/c of each employee.
4. The employee having contributing to ESI, is eligible for permissible to medical facilities as per norms.
5. The employer shall not deduct any other amount from the salary of employee except PF and ESI.
6. The formats of Tech bid and financial bid are enclosed for filling up and submission as bids.
7. The general and Specials Terms and Conditions are enclosed for signature and submission along with bids.

Sd-

**(N.PRAKASH BABU)**

**SUPERINTENDENT OF CUSTOMS**

**ANNEXURE — I**

**GENERAL TERMS AND CONDITIONS**

1. The minimum requirement of workmen to be provided is 2 (Two) approximately. The above figure may rise as and when this office requires additional workmen. These workmen are to be deployed on all the working days only for 08 hours i.e., (from 0800 hours to 1200 hours and from 1500 hours to 1900 hours).

2. Rates/ Quotations, duly filled in, will be accepted up to the date and time mentioned in the tender notice.

3. The Deputy Commissioner of Customs, Customs Preventive Division, Ongole 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 (s) thereof.

4. The contractors are required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down in the annexure enclosed.

5. All the Rates must be written both in figures and in words. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All over-writing/ cutting/ insertion shall be authenticated and attested.

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

7. The contractors should satisfy themselves before submission of the Rates/ Quotations, that they qualify the criteria and capability as laid down in the annexure.

8. 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 contractor in the Rates/ Quotations and accepted by the The Deputy Commissioner of Customs, Customs Preventive Division, Ongole

9. The contract will be awarded initially for a period of one year subject to further extension from time to time. However, extension will be considered keeping in view the various factors such as prevailing market price, satisfactory performance of the firm etc.

10. In case of any default by the contractor in any of the Terms & Conditions (whether General or Special), The Deputy Commissioner of Customs, Customs Preventive Division, Ongole may, without any prejudice to any other right/ remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the contractor.

11. Notwithstanding anything contained herein, the Deputy Commissioner of Customs, Customs Preventive Division, Ongole also reserves the right to terminate the contract, by giving 15 days notice in writing without 'assigning any reason and without incurring any financial liability whatsoever to the contractor.

12. The Deputy Commissioner of Customs, Customs Preventive Division, Ongole shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability /claim falling on this Authority, the same shall be reimbursed/indemnified by the contractor.

13. The contractor shall in no case lease/ transfer/ sub-let/ appoint care taker for the service. No other person except the contractor's authorized representative shall be allowed to enter the premises of the Office.

14. Within the premises of the Authority, the contractor's personnel shall not do any private work, other than their normal duties. Contractor shall be directly responsible for any/ all disputes arising between him and his personnel and keep the Deputy Commissioner of Customs, Customs Preventive Division, Ongole indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

15. Contractor shall be solely responsible for payment of wages/ salaries, EPF, ESI, other benefits and allowances to his personnel that might become applicable under any Act or Order of the government. The Authority shall have no liability whatsoever in this regard and the contractor shall indemnity the Deputy Commissioner of Customs, Customs Preventive Division, Ongole against any or all claims which may arise under the provisions of various Acts and Govt. Orders etc.

16. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

We agree to the above terms and conditions:

Signature with Date Name of the Firm Seal of the Firm

**ANNEXURE -II**

**SPECIAL TERMS AND CONDITIONS**

1. **Scope of work / Job to be carried out daily:**

(i) The prime object of hiring of contract labour is to maintain the entire premises in a tip-top condition and safety of office premises. The premises are to be maintained from hygienic point of view.

(ii) The broad details of work covered under the scope are enumerated below:

1. The contingent staffs are required to come early and clean the office/tables/computers/mopping of floor before 9.15 am including unoccupied rooms.
2. They are required to clean the glass panes once in a week on both floors daily between 3 to 4pm in a selected area.
3. Toilets cleaning should be completed before 09.15hrs and once again in afternoon between 14.30 to 15.00hrs.
4. Water must be filled and kept ready in all rooms/tables/seats before every one arrives. Water need to be once again filled after lunch in all the rooms/tables.
5. Water bottles also to be filled and kept at the visitors room for visitors/conference hall/PA room(waiting hall)
6. All dustbins are to be cleared for garbage by evening before leaving the office.
7. Regularly the plants need to be watered refills need to be fixed at water dispensers.
8. They must be in their proper uniform.
9. Any miscellaneous work assigned to them by the officers, includes serving of food items etc.

2. **Miscellaneous Conditions:**

(i) Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case of particular workman remain absent due to one reason or other; it would be the responsibility of the contractor to provide another workman in his place.

(ii) On award of the contract, the contractor shall furnish a list containing the name and address of the workmen engaged for housekeeping services at office of the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Nellore and the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Sullurpet.

(iii) The services provided by the contractor shall be to the satisfaction of office of the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Nellore and the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Sullurpet.

(iv) The contractor shall ensure that all the employees get the minimum wages and other benefits as are admissible under various labour laws. The service provider shall provide full information in respect of EPF/ESI Contributions, wages etc., paid to its employees so deployed in conformity with the provisions of contract labour (Regulation & Abolition) Act 1970 as amended from time to time.

(v) Party shall provide performance security for an amount of 5 to 10% of the value of the contract in the form of an account payee demand draft/ fixed deposit receipt from a commercial bank/ bank guarantee from a commercial bank in an acceptable form and valid for a period of 2 months beyond the date of completion of contract period.

(vi) Any dispute concerning the employee of the service provider (engaged by him for providing services to this office) whether in respect of this contract or arising from this contract shall be settled only with the service provider and this office shall in no way be responsible. Terms and Conditions of employment between the service provider and his employees matters are to be settled between them and the authority shall in no way be responsible. However, if any employee of the service provider initiates Legal Proceedings or any action in a Tribunal or Court of Law against the authority, the service provider shall bear the cost of defending such action.

(vii) The service provider should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the service provider or the person that may be deployed by him in this office, for claiming any regular employment in this office or any other government office. The service provider should also obtain in writing, an undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other government office.

(viii) The contractor shall maintain attendance register of the personnel. The above register of personnel is subject to check by the Superintendent (PRO)/ Administrative Officer. The personnel will render service on all working days (i.e., from Monday to Friday) except on National Holidays and Public Holidays, which are mandatory under labour laws and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made.

3. **Terms of Payment:**  The payment is subject to following terms:

(i) The contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificate as indicated below which should be duly certified by the the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Nellore and the Superintendent Of Customs, Shore Guard Customs Preventive Unit, Sullurpet. And same shall be forwarded to the Superintendent (A.O), Customs Preventive Division, Ongole and the same shall be forwarded to Administration Section, Customs Preventive Commissioner ate, Vijayawada for payment after making the recoveries, if any.

(ii) The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever asked for.

(iii) Actual deployment of personnel and their attendance.

(iv) The Commissioner of Customs, Customs Preventive Commissionerate, Vijayawada will release the amount after making the recoveries, if any, through e-payment in favour of contractor / agency.

(v) In case the Deputy Commissioner of Customs, Customs Preventive Division, Ongole received any complaint regarding non-payment of wages of your personnel, the amount payable to those personnel will be recovered from your bill and paid to such personnel

4. **Penalties:**

(i) Contractor will attract a penalty of Rs. 100/- (Rupees one hundred only) per day per person in case the person fails to carry out the said services due to his/her absence or any other reason.

(ii) In the event of failure in maintaining the said services on any day up to the desires standard in part or full, the contractor is liable to be penalized @Rs. 100/- (Rupees one hundred only) per day which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Deputy Commissioner of Customs, Customs Preventive Division, Ongole will be final and binding the contractor and shall not be subject to dispute or arbitration.

(iii) Contractor shall ensure that peace and order is maintained in premises. Contractor would ensure that all its personnel would behave courteously and decently with employees and also ensure good manners.

5. **Charges and Payments:**

Bills chargeable to the Deputy Commissioner of Customs, Customs Preventive Division, Ongole shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment of any obligation under the contract, the Deputy Commissioner of Customs, Customs Preventive Division, Ongole reserves the right to deduct the payments due from the contractor from monthly bill(s).

We agree to the above terms and conditions.

Signature with date Name of the Firm

Seal of the Firm

**NNEXURE-III**

**FORMAT FOR TECHNICAL BID**

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Organization/ Firm |  |
| 2 | Name(s) of the Proprietor(s)/Director (s) |  |
| 3 | Firm Registration Number |  |
| 4 | Firm Registered Address |  |
| 5 | Firm Provident Fund Registration Number |  |
| 6 | Firm ESI Registration Number |  |
| 7 | Firm PAN Number |  |
| 8 | Firm Service Tax Registration Number |  |
| 9 | Firm TDS Registration Number |  |
| 10 | Total Number of Staff/workers of the Firm/Organization |  |
| 11 | Firm Activities (Separate sheet can be enclose, if necessary) |  |
| 12 | Whether the firm is registered or license holder under Contract Labour (Regulation & Abolition) Act? | If yes, copy of the registration certificate to be enclosed |
| 13 | Name of the Organizations to whom the House Keeping work has been provided by the Firm during the last 5 years | Please attach the Job Order/Service Certificate |
| 14 | Attach the Last 3 years Firm Income Tax Returns |  |
| 15 | Attach the Last 3 years Firm PF, ESI, Service Tax Challans and Returns |  |

Signature with Date Name of the Firm and Seal

ANNEXURE-IV

**FORMAT FOR FINANCIAL BID FOR SGCP,SULLURPET.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Head** | **Details** | **Amount Quoted** |
| 1 | Wages | As per Central Labour Commissioner Memo No: 1/13(5)2017-LSII DT: 17.03.2017 |  |
| 2 |  | PF @13.36%  ESI @4.75%,  ST @15%  TDS @2.06% |  |
| 3 | Total | **35.17%** |  |
| 4 | Amount of salary per person |  |  |
| 5 | Number of Persons: | 1 |  |
| 6 | Total amount of salary for 9 persons |  |  |
| 7 | Commission(Agency Service charges) |  |  |
| 7 | Rate for Square Foot Per Month | 1097 sq. ft. |  |
|  |  |  |  |
|  |  |  |  |

Note:

I. If same price is quoted by more than one firm, then the firm with maximum experience, any certification (eg. ISO 9001:2008 etc.,), Track Record etc., would be considered.

2. If price quoted is found to be lower than the wages as per Minimum Wages Act and mandatory employer’s contribution are not shown then the quote would be treated as invalid.

3. The last row rate quoted per Sq.Ft. per month would be the price quoted by the bidder for comparison purposes.

4. The cost of cleaning material shall not be added as it would be supplied by Dept.

Signature with Date

Name of the Firm with Seal

ANNEXURE-IV

**FORMAT FOR FINANCIAL BID FOR SGCP, NELLORE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Head** | **Details** | **Amount Quoted** |
| 1 | Wages | As per Central Labour Commissioner Memo No: 1/13(5)2017-LSII DT: 17.03.2017 |  |
| 2 |  | PF @13.36%  ESI @4.75%,  ST @15%  TDS @2.06% |  |
| 3 | Total | **35.17%** |  |
| 4 | Amount of salary per person |  |  |
| 5 | Number of Persons: | 1 |  |
| 6 | Total amount of salary for 9 persons |  |  |
| 7 | Commission(Agency Service charges) |  |  |
| 7 | Rate for Square Foot Per Month | 938 sq. ft. |  |
|  |  |  |  |
|  |  |  |  |

Note:

I. If same price is quoted by more than one firm, then the firm with maximum experience, any certification (eg. ISO 9001:2008 etc.,), Track Record etc., would be considered.

2. If price quoted is found to be lower than the wages as per Minimum Wages Act and mandatory employer’s contribution are not shown then the quote would be treated as invalid.

3. The last row rate quoted per Sq.Ft. per month would be the price quoted by the bidder for comparison purposes.

4. The cost of cleaning material shall not be added as it would be supplied by Dept.

Signature with Date

Name of the Firm with Seal