



सीमा शुल्क के संयुक्त आयुक्त का कार्यालय / Office of The Joint Commissioner of Customs
सीमा शुल्क भवनकाकिनाडा ,पत्तन मार्ग , / Custom House ,Port Road, Kakinada 533007

दूरभाष/ Telephone:0884 -2357749, फ़ैक्स/ fax :2365012

I/10/01/2016 Admin

Dt. 6.9.2017

TENDER / QUOTATION NOTICE

The Joint Commissioner of Customs, Kakinada Custom House, Kakinada invites sealed quotations/tenders for house-keeping work at Custom House, Port Area, Kakinada, and at Anchorate Port JJ Ghatti (Docks), Kakinada to work for 8 hours a day 09:15 hrs to 16.45 hrs. For the house keeping work the total area of **29,827 Sq.Ft.** (Custom House) **and 1480 Sq.Ft.** (JJ Ghatty) 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 to the workers, EPF, ESI and other taxes. The application and detailed "Terms & Conditions" may be obtained from the Administrative Officer, Kakinada Custom House, Kakinada on payment of Rs. 1000/- (non-refundable) by way of Demand Draft to be obtained in favour of Superintendent of Central Excise, In-charge, Custom House, Kakinada. The tender applications may also be downloaded from website of the Department "www.cbec.gov.in" and "www.apcustoms.gov.in". If bidder downloads the application from the said website, then he/she should enclose the application amount of Rs. 1000/- by way of demand draft along with the Technical Bid. The sealed tenders/quotations, duly filled in all aspects, should be submitted before **26.9.2017**. 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 should be addressed to Joint Commissioner of Customs, Kakinada Custom House, Port Area, Kakinada. The Joint Commissioner of Customs, Kakinada Custom House reserves the right of cancel, postpone or accept the quotations/tenders.

Date :. 06.09.2017 Joint Commissioner.

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 are enclosed. Apart from the prescribed information/documents, any other information/documents can also be submitted.

TECHNICAL BID

2. The registrations required are :-
 - a) Firm Registration. b) PF Registration c) ESI Registration d) Service Tax Registration / GST 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.
3. Experience: Minimum 5 years of experience in House-Keeping work is required. Work orders copies must 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 30,000 sq. ft. should have been covered in a single work order among these 5 years. Preference would be given for the bidders who are doing House Keeping work in Central Govt. Departments.
4. Minimum turnover of the firm in the area of housekeeping shall be Rs. 1 crore per annum in any one year among last 3 years and Agency/Firm Turnover shall be 2.5 crores or more.
5. 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.

FINANCIAL BID

6. 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.
7. The cost of cleaning material shall not be included in the rate quoted as it will be supplied by the Department.
8. The rate quoted shall include minimum wages as per law and Employees contribution of PF , ESI, Goods & Services Tax, TDS etc., and other taxes if any, as per applicable law and rates, amended from time to time
9. Thus, the contractor shall make regular and full payment of labour wages which should not be less than fixed under Minimum Wages Act.

GENERAL

10. Application cost Rs. 1,000/- at the time of taking the application by way of DD in favour of Joint Commissioner of Customs, Kakinada Custom House, Kakinada. An EMD amount of Rs. 10,000/- may be deposited as Demand Draft drawn in favour of “ *Superintendent of Central Excise, In-charge, Custom House, Kakinada*” at the time of submission of technical bids. The DD would be returned to the un-successful bidders.
11. After allotting the contract, Security for Rs. 25,000/- in the form of Bank Guarantee / Fixed deposit shall be given at the time of signing the contract.

GENERAL CONDITIONS

12. The Supervisor through the vendor shall be keep reporting to the Care Taker/PRO of the Department 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.
13. 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.

ANNEXURE FOR TECHNICAL BID

1	Name and contact details 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 GST 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 Returns	

Signature with Date
and Seal

Name of the Firm

ANNEXURE FOR FINANCIAL BID

The Housekeeping Services shall be provided in the premises falling under the jurisdiction of 'The Office of the Joint Commissioner of Customs, Port Area, Kakinada- 533007

Sl. No.	Head	Details
1	Name and address of the agency	
2	Details of rate quoted Rs. /Sq. ft	PF ESI GST TDS Commission etc (other taxes and deductions as per Law, and rates applicable) Rate quoted per Sft=
3	Amount quoted per month for 31307 Sq.ft. (including commission, all Taxes, statutory levies & EPF/ESIC/GST etc.,)	
4	Amount quoted per annum for 31307 Sq.ft.	
5	No. of persons to be deployed for Housekeeping Services:	

Note:

1. 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 in S.No.2(under 'Details' col) of the table above, quoted per Sq.Ft. per month, would be the price quoted by the bidder for comparison purposes.

Certified that the above quoted rate complies with the Minimum Wages Act and all the legal rules and regulations of the State Government and Central Government governing the work contract. The above rate is inclusive of GST or any other tax payable to the Government.

Date

Name & Signature of the authorized person of the Firm with Seal

ANNEXURE — I
GENERAL TERMS AND CONDITIONS

1. The workmen are to be deployed on all the working days for 08 hours i.e., (from 09.15 hours to 16.45 hours; Saturday 09.30 hrs to 14.30 hrs).
2. Rates/ Quotations, duly filled in, will be accepted up to the date and time mentioned in the tender notice.
3. The Joint Commissioner of Customs Kakinada Custom House 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 Joint Commissioner of Customs, Kakinada Custom House, Kakinada.
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 arid in any of the Terms & Conditions (whether General or Special), Joint Commissioner of Customs, Kakinada Custom House, Kakinada 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, Joint Commissioner of Customs, Kakinada Custom House, Kakinada 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 Joint Commissioner of Customs, Kakinada Custom House, Kakinada 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 Joint Commissioner of Customs, Kakinada Custom House, Kakinada 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 indemnify the Joint Commissioner of Customs, Kakinada Custom House, Kakinada 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:
 - a) Cleaning of office premises & toilets and sweeping work.
 - b) Shifting of furniture and other items/ stores from one place to another, as required by the Administration.
 - c) To ensure safety of office premises.
 - d) Removing dust from books, journals, furniture, vehicles, fixtures, telephones, ashtrays, cup-board, air-conditioners, almirahs, filing cabinets & glass panels.
 - e) All 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 the Joint Commissioner of Customs, Kakinada Custom House, Kakinada. .
- (iii) The services provided by the contractor shall be to the satisfaction of the Joint Commissioner of Customs, Kakinada Custom House, Kakinada.
- (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) 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.
- (vi) 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.
- (vii) 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 Saturday) 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:

- (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 Superintendent (PRO) and the same shall be handed over to Administration Section 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) Payment will be as per actual deployment of personnel and their attendance.
- (iv) The Joint Commissioner of Customs, Kakinada Custom House, Kakinada. release the amount after making the recoveries, if any, through crossed account payee cheque in favour of contractor / agency.
- (v) In case the Joint Commissioner of Customs, Kakinada Custom House, Kakinada. 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 desired standard in part or full, the contractor is liable to be penalized @Rs. 1000/- (Rupees one thousand only) per day which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Joint Commissioner of Customs, Kakinada Custom House, Kakinada will be final and binding on 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 of the Joint Commissioner of Customs, Kakinada Custom House, Kakinada and also ensure good manners.

5. Charges and Payments:

Bills chargeable to the Joint Commissioner of Customs, Kakinada Custom House, Kakinada 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 Joint Commissioner of Customs, Kakinada Custom House, Kakinada 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