



सीमाशुल्ककेसंयुक्तआयुक्तकाकार्यालय / **Office of The Joint Commissioner of Customs**  
सीमाशुल्कभवन, पत्तनमार्ग, काकिनाडा / **Custom House, Port Road, Kakinada 533007**  
दूरभाष / **Telephone: 08842364286 9, फैक्स / fax : 2365012**

---

**I/10/01/2016 Admin**

**Dt. 23.08.2018**

**NOTICE INVITING BIDS FOR HIRING OF UNSKILLED CASUAL LABOUR FOR  
HOUSE-KEEPING WORK, AT THE OFFICE OF THE JOINT COMMISSIONER OF  
CUSTOMS, CUSTOM HOUSE, KAKINADA**

Sealed Tenders are invited for hiring of Un-skilled Casual Labour (seven persons) for House-Keeping work at the Office of the Joint Commissioner of Customs, Custom house, Kakinada on monthly hiring basis till 31st October, 2019 from the date of awarding the contract i.e. from 11.11.2018 to 31<sup>ST</sup> 10.2019.

For further details, Tender Application Form along with Terms and conditions and Form for Technical bid and Financial bid, visit the e-Procurement portal <https://eprocure.gov.in/> or departmental official website [www.cbic.gov.in/](http://www.cbic.gov.in/) [www.apcustoms.gov.in](http://www.apcustoms.gov.in) and download the forms.

**The last date for receipt of sealed tenders or in e-Procurement portal is 17.09.2018.** The tenders will be opened at 11.00 AM on **18.09.2018.**

**(टी. वेंकटेश्वरराऊ/T. VENKATESWARA RAO)**

**उपआयुक्त/ASSISTANT COMMISSIONER**



सीमाशुल्ककेसंयुक्तआयुक्तकाकार्यालय / **Office of The Joint Commissioner of Customs**  
सीमाशुल्कभवन, पत्तनमार्ग, काकिनाडा / **Custom House, Port Road, Kakinada 533007**  
दूरभाष/ **Telephone:08842364286 9, फैक्स/ fax :2365012**

**I/10/01/2016 Admin**

**Dt23.08.2018**

**NOTICE INVITING BIDS FOR HIRING OF UNSKILLED CASUAL LABOUR FOR HOUSE-KEEPING WORK, AT OFFICE OF THE JOINT COMMISSIONER OF CUSTOMS, CUSTOM HOUSE, KAKINADA**

\*\*\*\*\*

For and on behalf of President of India, Sealed Tenders are invited for hiring of Unskilled Casual Labour (approximately seven persons) for House-Keeping work for the Office of the Joint Commissioner of Customs, Custom house, Kakinada on monthly hiring basis till 31st October, 2019 from the date of awarding the contract i.e. from 11.11.2018 to 31<sup>ST</sup> 10.2019.

2. The tender for house-keeping work at Custom House, Port Area, Kakinada, and at Anchorate Port JJ Ghatty (Docks), Kakinada to work for 8 hours a day 09:30hrs to 17.00 hrs. For the house keeping work the total area of **29,827 Sq.Ft.** (Custom House) and **1480Sq.Ft.** (JJ Ghatty), **701 Sq.Ft.** (Marine office Rooms at Old JJ Ghatty) totaling **32008 Sq. Ft.** is required to be covered. The rate is to be quoted per Square foot per month basis. In addition to this, Gardening work like watering plants, sweeping old leaves and up-keeping plants existing around the Customs Building, (Plants existing in 9000 Sq.ft approximately) is also to be done. **The rate quoted should include the minimum wages payable to the workers, EPF, ESI and other taxes.**

3. In addition to House keeping work, they may have to perform miscellaneous services including serving of drinking water, refreshments etc., during conference meetings, seminars and visit of Officers members of trade in Customhouse, Kakinada, running of Xerox machine etc.

4. The details and terms and conditions are enclosed herewith in Annexure A, B & C to this e-tender notice. In case of any difficulty, you may contact the **Deputy/Assistant Commissioner(Administration), Office of the Joint Commissioner of Customs, Custom house, Kakinada** on any working day during office hours (from 10.30 AM to 6.30PM) on or before **17.09.2018**.

5. The interested Service Providers are requested to file their Tender documents in the prescribed form duly signed and stamped and to be uploaded in e-Procurement portal or in case of any difficulty in uploading, tender should be dropped in the Tender Box available at the Custom House, Kakinada.

**Last date to upload e-Tender: 17.09.2018**

**Tenders shall be opened on:18.09.2018**

6. The tenders submitted/uploaded incomplete and/or uploaded/submitted after the due date shall be summarily rejected. The Assistant Commissioner of Customs, Custom house, Kakinada reserves the right to accept or reject any or all tenders without assigning any reasons.

Encl: Annexure-A – General instructions  
Annexure-B- Proforma for Technical BID  
Annexure-C- Proforma for Financial BID

(टी. वेंकटेश्वरराऊ/T. VENKATESWARA RAO)

उप-आयुक्त/ASSISTANT COMMISSIONER

Copy Submitted to Commissioner of Customs (Preventive), Vijayawada  
Copy to

1. Superintendent (Computers) for circulation in e-Procurement portal, CBIC, Commissionerate Websites.
2. The File.
3. The Notice Board.

### **ANNEXURE – A GENERAL INSTRUCTIONS**

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) Labour License with renewal f) PAN Card Registration g) TDS Registration h) If not proprietary firm, then PAN Card of Partners/Owners
3. Experience: Minimum 2 year 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. The firm should have unblemished track record of compliance to various Acts, Rules, regulations in previous contracts.
4. Copies of return for the last 2 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**

5. 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.
6. The cost of cleaning material shall not be included in the rate quoted as it will be supplied by the Department.
7. 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
8. Thus, the contractor shall make regular and full payment of labour wages which should not be less than fixed under Minimum Wages Act.

#### **GENERAL**

9. 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.
10. 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

11. 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.
12. 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.
13. The successful Bidder has to enter into a standard agreement with the department and strictly comply the terms of agreement

**ANNEXURE-BPROFORMA 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 2 years	Please attach the Job Order/Service Certificate
14	Attach the Last 2 years Firm Income Tax Returns	
15	Attach the Last 2 years Firm PF, ESI, Service Tax Returns	

Signature with Date

Name of the Firm and Seal

**ANNEXURE-C PROFORMA 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 32008Sq.ft. (including commission, all Taxes, statutory levies & EPF/ESIC/GST etc., ) + Gardening Up-keeping of plants existing in front of the Building IN 9000 Sq.Ft.	
4	Amount quoted per annum for 32008Sq.ft.+ Gardening Up-keeping of plants	
5	No. of persons to be deployed for Housekeeping Services (minimum 7 persons)	

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.

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

