



भारत सरकार / GOVERNMENT OF INDIA
उप आयुक्त सीमा शुल्क का कार्यालय, सीमा शुल्क मंडल /
OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS, CUSTOMS DIVISION
D.No.70-3-48/4, ABC, रमणय्या पेटा, वैद्य नगर, काकिनाडा – 533 005
D.No.70-3-48/4, ABC, RAMANAYYA PETA, VAIDYA NAGAR, KAKINADA – 533 005

C.No.I/22/03/2015-CPD.Admn.

Date:12.03.2021

**NOTICE INVITING E-TENDER FOR OUTSOURCING OF
HOUSE KEEPING SERVICES FROM 01.04.2021 TO 31.03.2022**

On-line tenders through CPP Portal (www.eprocure.gov.in/eprocure/app) are invited on single Stage two bids system from reputed Housekeeping Service Providers for cleaning and Housekeeping Services in the O/o the Deputy Commissioner of Customs, Customs Division, Kakinada (Annexure-II) on contract basis for the period from **01.04.2021 to 31.03.2022**.

1. Interested parties may also download the Tender Documents along with Terms and Conditions from the CBIC Website (www.cbic.gov.in) and from Customs Preventive Commissionerate), Vijayawada Website (<http://apcustoms.gov.in/index1.php>).
2. Preference will be accorded to those Service Providers, who have sufficient experience in providing manpower to various Government Departments, Public Sector Undertakings and Government Autonomous Organizations (preferably given to Service Providers located in Kakinada).
3. The Bidder(s) shall quote rates for the Housekeeping services only on “**Rate per Square Feet per month basis**”. Deductions towards PF and ESI etc shall be factored in rates being quoted on per square feet per month basis and the same would **NOT** be payable over and above the rates thus quoted. The rate shall be inclusive of salary as per the Minimum Wages Act, 1948, all statutory deductions & levies towards PF, ESI etc and any statutory levies other than GST. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time including discharging of GST liabilities.
4. **Bid Submission**: Bids shall be submitted online only through CPP Portal i.e. www.eprocure.gov.in/eprocure/app with all the requisite documents with digital signature. The bid documents duly signed may be scanned and uploaded on the CPP Portal. Bidders/Contractors are advised to follow the “Instructions for online Bid submission” provided in the Annexure-V for online submission of bids. **Bids submitted by Courier/Post/in-person shall not be accepted in this tender.**
5. The tender shall be submitted online in two parts viz (i) **Technical Bid** and (ii) **Financial/Price Bid**.
6. Bidders who have downloaded the tender documents from the CPP Portal shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned. All the pages of bid being submitted must be signed by bidder/authorized representative and upload the same on CPP Portal.

7. The Deputy Commissioner of Customs, Customs Division, Kakinada reserves the right to reject all / part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained.

8. **Earnest Money Deposit.** EMD of **Rs.10,000/- (Rupees Ten Thousand only)** per application in the form of "Demand Draft" in favour of "**Pay and Accounts Officer, CBIC, Guntur**" shall be forwarded to O/o THE DEPUTY COMMISSIONER OF CUSTOMS, CUSTOMS DIVISION, D.NO.70-3-48/4, ABC, RAMANAYYAPETA, VAIDYA NAGAR, KAKINADA – 533005 after submitting the bids through CPP Portal. Technical bids/Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing "**Performance Guarantee**" as detailed. Bid Security (Earnest Money) is exempted as applicable for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization or the concerned Ministry or Department.

9. **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee **@ 10% of the total value of contract** within three days from the award of contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

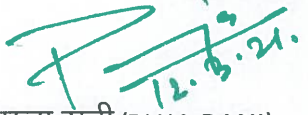
10. For any query/ clarifications, Administrative Officer of Customs, Customs Division, Kakinada may be contacted at the phone No. 0884-2375546 or through e-mail cpd.kakinada@gmail.com.

11. The hard copy of original instrument in respect of Earnest Money Deposit, original copy of undertaking/affidavits, certificates and other documents must be delivered to the tender inviting authority i.e O/o the Deputy Commissioner of Customs, Customs Division, D.NO.70-3-48/4, ABC, Ramanayyapeta, Vaidya Nagar, Kakinada – 533005 after submission of bids through CPP Portal (www.eprocure.gov.in). Bids submitted in any other means i.e by Courier/Post/in-person shall not be accepted to participate in the tender process.

12. The last date for submission of e-tenders for housekeeping services is **24-03-2021** at **10.00** hrs. Technical Bids will be opened on **25-03-2021** at **10.00** hrs. Immediately there after Financial Bids will be opened for the Bids qualified in Technical evaluation.

13. The details of work specifications, terms & conditions are outlined in the Annexures to the e-tender as under:

- | | | |
|-----|---|----------------|
| (a) | General Terms & Conditions | - Annexure-I |
| (b) | Details of Office Premises along with location and Area | - Annexure-II |
| (c) | Scope Work | - Annexure-III |
| (d) | Technical Bid | - Annexure-IV |
| (e) | Instructions for Online Bid Submission | - Annexure-V |
| (f) | Tender Acceptance Letter | - Annexure-VI |


(पूजा रानी/PUJA RANI)

उप आयुक्त /DEPUTY COMMISSIONER