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OFFICE OF THE COMMISSIONER OF CUSTOMS, PUNE COMMISSIONERATE,
ICE HOUSE, 41/A, SASSOON ROAD, OPP. WADIA COLLEGE, PUNE -411 001.

TENDER NOTICE

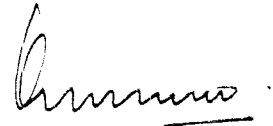
INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSEKEEPING FOR AREA UNDER POSSESSION OF COMMISSIONERATE OF CUSTOMS, PUNE AND OFFICE AREA UNDER POSSESSION OF CUSTOMS AT INTERNATIONAL AIRPORT, LOHAGAON, PUNE FOR THE YEAR 2016-17.

Sealed quotations / tenders are hereby invited from eligible reputed registered firms /companies engaged in such nature of business for providing housekeeping of the area under possession of customs, Pune Commissionerate and office area under possession of Customs at International Airport, Lohagaon, Pune for a period of one year from 01 April 2016 to 31st March 2017.

The Tender Notice along with detailed terms and conditions of the tender is available on the official website which can be downloaded from www.punecustoms.nic.in OR can be obtained free of cost from the Superintendent(ADM), 4th floor, 'F' wing, ICE House, 41/A Sasoon Road, Pune-411001 on any working day between 9.30 a.m. to 05.00 p.m.

The last date of submission of completed Tender forms is 10.02.2016 before 05.00 Pm. The Technical bids will be opened at 11.30 am on 12.02.2016 in the office of the Commissioner of Customs, Pune Commissionerate.

The Department reserves the right to accept or reject any or all the quotations/tenders so received without giving any reason.


14.1.16

(Jai Kumar Meena)
Additional Commissioner
Customs, Pune.

**OFFICE OF THE COMMISSIONER OF CUSTOMS, PUNE COMMISSIONERATE,
ICE HOUSE, 41/A, SASSOON ROAD, OPP. WADIA COLLEGE, PUNE -411 001.**

F.No. Cus/ADM-01/HK(HQ) & Airport/2016-17

Date:- 14.01.2016

INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSEKEEPING FOR AREA UNDER POSSESSION OF COMMISSIONERATE OF CUSTOMS, PUNE AND OFFICE AREA UNDER POSSESSION OF CUSTOMS AT THE INTERNATIONAL AIRPORT, LOHAGAON, PUNE FOR THE YEAR 2016-17.

Sealed tenders are hereby invited from eligible reputed registered firms / Companies and other individuals engaged in such nature of business for providing housekeeping services for the area as mentioned above for the period of one year from 1st April 2016 to 31st March 2017.

The tender document can be obtained from Superintendent (ADM), 4th Floor, F Wing, ICE House, 41/A, Sassoon Road, Pune - 411 001 on any working day between 9.30 AM to 5.00 PM.

The last date of submission of completed tender forms is 10.02.2016, before 5 p.m. The technical bids will be **opened at 11.30 AM on 12.02.2016** in the presence of representatives of interested firms, companies / individuals if they make themselves available at that time. Financial bids will be opened on a later date which will be conveyed to the technically qualified firms.

It contains the following documents:-

1. Term & Conditions – Annexure-I
2. Technical Bid – Annexure –II
3. Financial Bid (Proforma for quoting rates) - Annexure –III.

Interested agencies / firms / companies may inspect the premises and submit the details in Annexure I, II & III. The technical Bid (Prequalification requirements) Annexure-I should be placed in one sealed envelope super-scribed as **"Technical Bid"** and Financial Bid (Proforma for quoting rates) - Annexure –II should be placed in another sealed envelope super-scribed as **"Financial Bid"**. Both the sealed envelopes be placed in another sealed cover super-scribing **"TENDER FOR ANNUAL CONTRACT OF HOUSE-KEEPING FOR AREA UNDER POSSESSION OF COMMISSIONERATE OF CUSTOMS, PUNE AND OFFICE AREA UNDER POSSESSION OF CUSTOMS AT INTERNATIONAL AIRPORT, LOHAGAON, PUNE FOR THE YEAR 2016-17"** and the same should reach in the Administration Section, 4th Floor, Office of the Commissioner of Customs, Pune, ICE House, 41/A, Sassoon Road, Pune-411 001 by 10.02.2016 till 05.00 p.m. Applications received after the declared date and time will not be accepted.

The Commissioner, Customs Pune reserves the right to reject any or all the quotations/tenders without assigning any reason.

Encl:-As above.

(Jai Kumar Meena)
Additional Commissioner
Customs, Pune.

- Copy to:-
1. The Chief Commissioner, central Excise & Customs, Pune -Zone.
 2. Notice Board of Customs, Pune.
 3. The Superintendent (Commns) custom, Pune for publishing in the official web site.

OFFICE OF THE COMMISSIONER OF CUSTOMS, PUNE COMMISSIONERATE,
ICE HOUSE, 41/A, SASSOON ROAD, OPP. WADIA COLLEGE, PUNE -411 001.
TELEPHONE NO:- 020-26051851

ANNEXURE-I

INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE-KEEPING FOR AREA UNDER POSSESSION OF COMMISSIONERATE OF CUSTOMS, PUNE AND OFFICE AREA UNDER POSSESSION OF CUTOMS AT INTERNATIONAL AIRPORT, LOHAGAON, PUNE FOR THE YEAR 2015-16.

1. Sealed quotations/tenders are hereby invited from eligible reputed registered firms/ Companies / Agencies engaged in such nature of business for providing Housekeeping for area under possession of Commissionerate of Customs, Pune at ICE House and under possession of Customs at International Airport, Lohagaon, Pune for the period of one year from 01.04.2016 to 31.03.2017. The details are as under:-

Sr. No	Name of building/Locations	Approximate House-keeping Area in Sq.ft.
1	Office of the Commissioner of Customs,Pune Commissionerate 41/A , Sasoon Road ,Pune -411011.	Total Area of customs Commisssonerate is 2342.05 sq mtrs. i.e. 25209.63 Sq.ft. Break up as under:- i)Office area- 1904.93 Sq.Mtrs i.e. 20504.66 Sq. ft. ii)Corridors- 318.00 Sq.Mtrs i.e. 3422.95 Sq.ft. iii) Staircase - 39.00 Sq. Mtrs i.e. 419.80 Sq.ft. iv) Toilet / Bathrooms -44.80 Sq.Mtrs i.e. 482.22 Sq.ft. V) Kennel and its surrounding Area-35.30 Sq.Mtrs i.e. 330 Sq. ft. Urinals (6 Nos) {inclusive of 2 Toilets attached to Officers Chambers.}
	And area of customs office Airport at Lohagaon,Pune.	And total Area of Airport Customs office is 1000 sq. ft. (seven cabins of Customs Office,at Air Port, Lohagaon.,

1. a) The scope of work for housekeeping of office building is as under:-

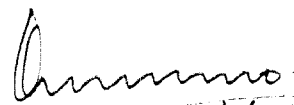
- i. Cleaning, sweeping and wet mopping of the entire area including the lobby, stair-cases, corridors passages, and seven cabins of Airport office, etc.
- ii. Collection of all sweeping garbage and waste materials and its effective disposal.
- iii. Cleaning of toilets, urinals, and W/C along with attached water tanks,washbasins, mirrors, us furniture , mirrors, using disinfectants like phenyl, Harpic, Lizol, Vim, Surf, etc. twice a day or more times if further required.
- iv. Shifting of furniture, files and other office equipments from one place to another whenever required.
- v. Dusting and cleaning of all furniture like table, chairs, racks, cupboards, computer tables and electronic gadgets like computer, sofa sets, fan etc.
- vi. Filling of water in coolers/watering & cleaning indoor plants in the office.
- vii. Services such as serving of drinking water / Coffee/ Tea / Refreshments, etc during Conference/ meetings Seminars and visit of assesses / guests in the office.
- viii. Washing & Cleaning of Govt. vehicles of Customs Cimmissionerate, Pune and Air Port Office, Pune.
- ix. Other similar routine / cleaning / sweeping/ dusting miscellaneous work in office.

TERMS AND CONDITIONS:-

- i) The applicants should be capable of providing services of such nature and should be in possession of a certificate to the effect that all relevant labour laws are being complied with and also be capable for holding and controlling the man power without any legal encumbrances and that the firm is registered with the local labour Commissioner (Pune), for providing the required number of laborers. They should have valid Income Tax number/ service tax registration, ESI, EPF registration as applicable.
- ii) They should mention in their quotations for the above said work -
a) lump sum amount to be charged on monthly basis, as well as rate per Sq.ft. per month
b) Also state the number of laborers to be deployed.
- iii) The bid should be submitted along with **Bid Security amount of Rs. 25000/-** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or bank guarantee from any of the Commercial Banks in the name of "Pay and Accounts Officer, Central Excise and Customs, Pune". Any Bid submitted without Bid Security shall be summarily rejected. **The instrument of Bid security should be attached to Technical Bid. Technical bids where no instrument of Bid security is enclosed will be disqualified.**
- iv) Cleaning / sweeping work should be done on all days except Sunday.
- v) The working hours will be from 08.00 to 17.00 hours daily including lunch break of half an hour.
- vi) The successful bidder will be required to give a letter of acceptance within 3 days of being informed and enter into an agreement for the work contract.
- vii) After the contract is awarded, the contractor should furnish **Performance Guarantee Security of 5%** of the total contract value to the Hon'ble Commissioner, of Customs Pune on behalf of The President, Govt. Of India, in the form of an account payee demand draft, fixed deposit receipt or bank guarantee from a Commercial bank. The same shall be forfeited in case of any act of omission, negligence, dishonesty or misconduct on the part of the service provider or the personnel engaged by him.
- viii) The Contractor/Service provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party. All damages caused by the personnel to the property of this office shall be recovered from the Service Provider.
- ix) The agency shall provide following details of the labourers to be deployed by them in the below mentioned format.
- | | | | |
|----|-------------------------|---|-------|
| a. | Name of the labourer | : | _____ |
| b. | Date of Birth | : | _____ |
| c. | Residential Address | : | _____ |
| d. | Education Qualification | : | _____ |
- x) The agency shall deploy only those personnel whose antecedents have been verified by the Police.
- xi) Department/Office will not involve in any dispute between the service provider and labourers of the service provider.
- xii) All the labourers should be in proper uniform, which shall be provided by the agency.

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- xii) The persons engaged by the Contracting agency/service provider will be in the employment of the Agency/Service Provider only.
- xiv) There shall be no Master and servant or Employer and Employee relationship between the employees of the service provider and the Union Government and further the said persons of the service provider shall not claim any employment or engagement or absorption in the Government of India on the basis of services to be provided under this contract. The labourer engaged by the service provider for the said work at ICE House complex will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
- xv) The Service Provider's labourers shall not claim any benefit/compensatory/absorption/regularization of service from /in this Deptt./Office/ Union Govt. under the provisions of Industrial Dispute Act, 1947 or Contract labour (Regulation or Abolition) Act, 1970 or any other law of similar nature. Undertakings from the persons to this effect shall be required to be submitted by the Service provider to this office.
- xvi) Subcontracts are not allowed to be made by the agency.
- xvii) The Cleaning material will be supplied by the department.**
- xviii) The "Agency" shall pay wages to the labourers engaged by them for the work as per the Minimum Wages fixed by State Government/ Central Government from time to time.
- xix) No. of Labourers to be employed their experience in performance of the proposed cleaning work and compliance to the laws applicable to manpower supply or Labour Contracts are important factors in selection of a particular contractor to ensure assured quality of service.
- xx) The Bidders are directed to give the details of their experience in performance of this type of services along with reference letters if any.



14.1.16

(Jai Kumar Meena)
Additional Commissioner
Customs, Pune.



ANNEXURE-II
TECHNICAL BID (QUALIFYING BID DOCUMENT)

1	Name of the Registered Firm / Company/ Agency
2	Address of the Firm / Company (with Tel. no./ Fax no. and E-mail)
3	Status of ownership Proprietary /Partnership / Company
4	Name & Address of the Proprietor / Partners / Director with mobile numbers
5	Name of Contact Person(s) (with mobile number)
6	Licence No. obtained from Labour Commissioner (attach photocopy of licence)
7	List of present clients along with proof of Job order certificate.
8	PAN No. of the firm as allocated by the Income Tax Department
9	Service Tax registration No. (attach photocopy)
10	Details of registration with E.S.I & Provident Fund
11	Annual turnover for 3 years (attach Balance sheets)
12	Details of Bid Security Amount of Rs. 25000/-

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our/knowledge. I understand that in case any deviation is found in the above statement at any stage; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorised Signatory with date.)

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ANNEXURE-III
FINANCIAL BID DOCUMENT

1. Name of the Registered Firm / Company:-
2. Address of the Firm / Company (with Tel. No., Fax no. & e-mail) :-
3. Bidder should state the lump sum amount to be charged on monthly basis as well as rate per Sq. feet per month and also state the number of labourers proposed to be deployed for the services at a) and b) as under:-

a) The charges for the work of housekeeping of office building is as under:-

Sr.No.	Items/Services	Area in (approx.) Sq. Ft.	Rate per Sq. Ft. per month	Amount per month
1	House-keeping	25209.63 Sq ft (Commissionerate of Customs) And 1000 Sq ft (Airport customs office,Lohagaon)		

b) No. of labourers to be deployed	
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(The table above is indicative. The contractor may add more columns and rows to the table to make additions to cover all statutory liabilities.)

Signature of Authorised Signatory with date

Name & full address :-

Telephone No. :-

Office :-

Residential :-