

OFFICE OF THE COMMISSIONER OF CUSTOMS: PUNE: ICE HOUSE ,G.S.T.
BHAVAN,41/A, SASSOON ROAD, , PUNE-411001.

NOTICE INVITING E-TENDERS FOR ANNUAL CONTRACT FOR OUTSOURCING OF HOUSE-KEEPING (SWEEPING & CLEANING) SERVICES FOR THE OFFICE BUILDINGS WHICH ARE TABULATED BELOW FOR THE PERIOD FROM 1ST APRIL, 2019 TO 31ST MARCH, 2020.

1. Detail of Work Area:-

Sr.No.	Name of Building/Locations	Approximate House-keeping Area in Sq. ft.
1.	Office of the Commissioner of Customs, 4 th floor, GST BHAVAN (ICE House Building), 41/A, Sassoon Road, Pune- 411 001	25209.63 Sq. ft
2.	Office of the Deputy Commissioner of Customs, Pune International Airport, Lohegaon, Pune	1000 Sq.ft
	Total Area	26209.63 Sq.ft

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in>, www.cbec.gov.in and www.punecustoms.nic.in on from **01.03.2019**.

3. **Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the **Annexure VII** for online submission of bids.

4. Service Providers have to follow the "terms and conditions" provided in **Annexure-I**, Scope of work as provided in **Annexure-VI** and "Requirements of Bidder for Online Bid Submission" i.e. **Technical/ Financial Bids" provided in the Annexure-II & Annexure-III** for online submission of bids and **submit an undertaking as prescribed under Annexure-IV and tender acceptance letter as prescribed under Annexure-V**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The tender shall be submitted online in two parts viz. **technical bid and financial bid**. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

5. **Earnest Money Deposit (EMD)** or bid security of Rs. **30,000/-** (Rs. Thirty Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favour of Commissioner, Customs, Pune. **The Hard Copy of original documents in respect of Earnest Money, must be delivered to the Assistant Commissioner (Admin), Customs Pune Commissionerate, 4th Floor, Wing F, ICE House Complex, Opp. Wadia College, Sassoon Road, Pune- 411 001, on or before Technical bid opening date/time as mentioned in critical date sheet.**

Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

6. The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal).

7. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall **not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is

found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.

8. The Critical Dates for the Tender Submission and processing are as under:

Published Date	1ST March, 2019 (10:00 A.M.)
Bid Document Download Start Date	1ST March, 2019 (10:00 A.M.)
Bid Submission Start Date	1ST March, 2019 (10:00 A.M.)
Clarification regarding the RFP (Request for proposal) Start Date & Time (excluding holidays)	12th March, 2019 (11:00 A.M to 6:00 P.M)
Clarification regarding the RFP (Request for proposal) End Date	12th March, 2019 (05:00 P.M)
Premise(s) Visit	7th March, 2019 (11:00 A.M to 6:00 P.M)
Bid Document Download End Date	21st March, 2019 (05:00 P.M.)
Bid Submission End Date	21st March, 2019 (05:00 P.M.)
Technical Bid Opening Date	22th March, 2019 (11:00 P.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	25th March, 2019 (03:00 P.M.)

9. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
10. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
11. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.

(Dilip Goyal)

Additional Commissioner

F.No. Cus/Adm-39/AMC-HK/2019-20
Pune, the February, 2019