



सीमा शुल्क के उप/सहायक आयुक्त का कार्यालय, रत्नागिरी मंडल

OFFICE OF THE DEPUTY/ASSISTANT COMMISSIONER OF CUSTOMS DIVISION RATNAGIRI

केंद्रीय राजस्व भवन, जेल रोड, रत्नागिरी - ४१५६१२

CENTRAL REVENUE BUILDING, JAIL ROAD, RATNAGIRI - 415 612

दूरभाष नं./Ph. No.- 02352-222705/ 869 फैक्स नं./Fax. 02352-234156 Email- [ratnagiripreventive@gmail.com](mailto:ratnagiripreventive@gmail.com)

## **E-TENDER NOTICE FOR HOUSEKEEPING WORK**

**NOTICE INVITING E-TENDERS FOR ANNUAL CONTRACT FOR OUTSOURCING OF HOUSEKEEPING (SWEEPING & CLEANING) SERVICES FOR THE OFFICE BUILDINGS WHICH ARE TABULATED BELOW FOR THE PERIOD FROM 1<sup>ST</sup> APRIL, 2018 TO 31<sup>ST</sup> MARCH, 2019.**

### **1. Details of work area:-**

Sr. No.	Name of Building /Locations	Approximate House-keeping Area in Sq. ft.
1	Division Office at Jail Road, Ratnagiri	8611
2	Customs Marine Workshop, Ratnagiri	8676
3	Customs Office, Mandvi	1913
4	Customs Office, Varavde	331
5	Customs Office, Purngad	853
6	Customs Office, Jaigad	928
7	Customs Office, Jaitapur	1553
	Total Area	22865 Sq. ft.

- The tender enquiry documents will be available on official website <http://eprocure.gov.in> and [www.punecustoms.nic.in](http://www.punecustoms.nic.in) on from 20.02.2018.
- Bid Submission:** Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in>. Tenderers/Contractors are advised to follow the instructions "**Instructions to Bidder for Online Bid Submission**" provided at CPPP Portal.
- 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 **to 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 Telephone/Fax/Email etc. shall not be considered. No correspondence will be entertained in this matter.
- Earnest Money Deposit (EMD)** or bid security of Rs. **15,000/-** (Rs. Fifteen Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft or Bank Guarantee from any of Commercialized Banks in India, drawn in favour of Deputy/ assistant Commissioner, Customs Division, Ratnagiri. **The Hard Copy of original documents in respect of Earnest Money must be delivered to The Assistant Commissioner of Customs Division, Ratnagiri, Central Revenue Building, Jail Road, Ratnagiri-415612, 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.**

8. **The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP Portal).**
9. Tenderer who has downloaded the tender documents from the Central Public Procurement Portal (CPPP) website <http://eprocure.gov.in>, <http://www.punecustoms.nic.in/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 tampered /modified in any manner, tender will be completely rejected, EMD would be forfeited and Tenderer is liable to be banned.

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

E-Tender Publishing Date	20 <sup>th</sup> February, 2018
Bid Documents Download Start Date	20 <sup>th</sup> February, 2018 (05:00 pm)
Bid Submission Start Date	21 <sup>st</sup> February, 2018 (10:00 am)
Bid Document Download End Date	12 <sup>th</sup> March, 2018 (05:00 pm)
Bid submission End Date	12 <sup>th</sup> March, 2018 (05:00 pm)
Technical Bid Opening Date	14 <sup>th</sup> March, 2018 (10:30 am)
Financial Bid Opening date (for those bidders who have qualified in the Technical Bids)	14 <sup>th</sup> March, 2018 (04:00 pm)

11. Interested Service Providers are advised to visit CPPP website <http://eprocure.gov.in> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.
12. 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 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 parities liable for rejection.
13. 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.

**(T. S. Krishna Murthy)**  
Assistant Commissioner  
Customs Division, Ratnagiri

F.No. II/39/HK/RTN-SIN/13/2017-18  
Ratnagiri, the February, 2018



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केंद्रीय राजस्व भवन, जेल रोड, रत्नागिरी - ४१५६१२

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### **1. Details of work area:-**

<b>Sr. No.</b>	<b>Name of Building /Locations</b>	<b>Approximate House-keeping Area in Sq. ft.</b>
1	Customs Division Office, Sindhudurg (Situating at Kankavali)	2051
2	Customs Rest House, Kankavali	377
3	Customs Office, Vengurla	1788
4	Customs Rest House, Vengurla	375
5	Customs Office, Sawantwadi	999
6	Customs Office, Devgad	452
7	Customs Office, Vljaydurg	442
8	Customs Office, Malvan	1500
9	Customs Rest House, Malvan	538
10	Customs Office, Kiranpani	700
11	Customs Office, Redi	753
12	Customs Office, Achara	736
13	Wireless Repeater Station, Gaganbavda	496
14	Wireless Repeater Station, Amboli	500
	Total Area	11707 Sq. ft.

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**(T. S. Krishna Murthy)**  
Assistant Commissioner  
Customs Division, Ratnagiri

F.No. II/39/HK/RTN-SIN/13/2017-18  
Ratnagiri, the February, 2018

## ANNEXURE -I

### GENERAL TERMS AND CONDITIONS

Terms and Conditions are as under:-

- I. The applicants should be capable of providing services of such nature and should furnish an undertaking to the effect that all relevant labour laws are being complied with and also that they are capable of holding and controlling the man power without any legal encumbrances; the firms must be registered with the Labour Commissioner, for providing the required number of labourers, and should also possess valid PAN number, Good & Service Tax Registration (if applicable), ESI, EPF registration as applicable.
- II. They should mention in their quotations for the above said work lump sum amount to be charged on monthly basis, **quoted rate should be on per Sq. ft. per month basis only** and also state the number of contract worker to be deployed for the above said work.
- III. The deduction towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the same would not be payable by the Department over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- IV. Skeleton staff should be deployed beyond 04.30 pm on all working days to cater for emergency services.
- V. The Sweeping & Cleaning services should be provided on all days from 08.00 am to 05.00 pm for full time labour and 08.00 am to 12.30 pm for Half time labour (including lunch-break of half hour) except Sundays.
- VI. The personnel employed should attend to work punctually and complete the cleaning work of the entire office premises before 09.30 am daily. The personnel will perform all the duties assigned by the Service Provider and as specified by the Department from time to time.
- VII. The successful bidder will be required to give letter of acceptance within 3 days of being informed and enter into an agreement for the work contract.
- VIII. The Service Provider shall deploy only those personnel whose antecedents have been verified by the Police.
- IX. All the workers deployed at different locations shall be in proper uniform with ID cards displayed prominently on their person, which shall be provided by the Service Provider. This office shall not provide any accommodation/food/uniform to the housekeeping attendants.
- X. The Contractor's authorized representative carrying valid ID cards shall only be allowed to enter this office. Within the premises of the office, the contractor's personnel shall not do any private work, except their assigned duties, and will not entertain any guests/outsideers etc.
- XI. The Service Provider shall arrange necessary Insurance cover for all the persons deployed by him.
- XII. This Office shall not entertain any claim arising out of mishap, etc, if any, that may take place while discharging the duties by the personnel(s) provided by the Service Provider. In the event of any liability/ claim falling on this Office & above mentioned Formations/ Customs Offices, the same shall be reimbursed/ indemnified by the Service Provider.
- XIII. The workers engaged by the Service Provider for the said work at the above mentioned offices, will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
- XIV. The Contractor shall be fully responsible for theft, burglary, loss, breakage or fire etc. or any mischievous deeds by his staff.
- XV. The Contractor should not indulge in employing child labour.
- XVI. The Service Provider who is awarded the work by the Department is not permitted to Sub-contract the subject work.

- XVII.** The Service Provider should deploy one supervisor with mobile phone who shall be available every day in A. C. Office & above mentioned formations Customs Offices.
- XVIII.** The cleaning materials will be provided by the department.
- XIX.** There should not be overloading of work on personnel deployed.
- XX.** The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
- XXI.** The personnel will report to the officer in charge assigned by the department i.e. caretaker/PRO. If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no housekeeping charges shall be paid.
- XXII.** The service provider shall ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
- XXIII.** The Service provider shall pay wages to the labourers engaged by them for the work as per Minimum Wages Act, fixed by Central/State Government, as amended from time to time. Any anticipated increase in the wages must be factored in the rates being quoted. The department shall be in no way responsible or liable for payment of salaries, bonus, gratuity, allowances or any type of payment to them.
- XXIV.** All deductions towards PF, ESI etc. must be factored in the rates being quoted per sq. ft per month basis.
- XXV.** Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.
- XXVI.** The Service Provider shall indemnify and keep indemnified this office against any acts of omission or commission from the personnel engaged for work and this office shall not be liable to pay any damages or compensation to such person or to third party. All such damages caused by the housekeeping personnel shall be charged to the Service Provider and recovered from its dues/ bills.
- XXVII.** It will be the prerogative of the Department to decide whether the aforesaid contracts are to be given to one Contractor or to different contractors.
- XXVIII.** The contract can be terminated by the department without assigning any reason at any time. The Service provider shall not terminate the contract without giving proper notice of at least two months.
- XXIX.** Online Bidding should be done within stipulated date and time.
- XXX. TERMS OF PAYMENT**
- a) The contractor will submit the monthly bill in duplicate for reimbursement along with certificate of work completion by the officer in charge. The bill will be paid after making recovery, if any.
- b) The contractor shall make regular and full payment through e-payment to their respective bank accounts of its personnel/laborers as per the law and furnish necessary proof in this regard as and when required by the department.
- c) In case of any complaint of non-fulfillment of any obligation under contract executed between the Service provider and department, this office reserves the right to deduct the amount due from contract from monthly bills as well termination of the contract.
- XXXI. PENALTIES**
- a) The Contractor will attract a penalty of an amount of Rs. 500/- (Rs. Five Hundred Only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the housekeeping services due to his absence or any other reason, which shall be recovered from the bills or otherwise.

- b) The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.
- c) In the event of failure in maintaining the housekeeping services on any day up to desired standard, in part or full, the contractor is liable to penalty @ Rs. 2000/- (Rs. Two Thousand Only) per day, which shall be recovered from the bills or otherwise.

**XXXII. Security Deposit / Performance Security:** On acceptance of tender, the successful bidder must provide Security Deposit / Performance Security in the form of Account Payee Demand Draft or Bank Guarantee from any of the Commercialized Banks in India, equal to 5% of the value of the Contract in favour of **the Assistant Commissioner, Customs Division, Ratnagiri**. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit will be refunded only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract at the services of the contractor are found to be unsatisfactory in any respect, and /or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

**XXXIII.** The agency shall raise monthly bill for the services rendered and shall make prompt and full payment of labour charges, salaries and other payments as due as per the **Labour Laws of India** to its contract workers deployed for housekeeping work and furnish necessary proof whenever required.

**XXXIV.** The Bidder should clarify any doubt/query regarding the specification from Inspector (PRO) Customs Division Ratnagiri, Central Revenue Building, Jail Road, Ratnagiri - 415612, on any working day between 9:30 am to 6:00 pm before 11.03.2018

**(T. S. Krishna Murthy)**  
Assistant Commissioner  
Customs Division, Ratnagiri

F.No. II/39/HK/RTN-SIN/13/2017-18  
Ratnagiri, the February, 2018

## ANNEXURE -II

### TECHNICAL BID (QUALIFYING BID DOCUMENT-I)

1	Name of the Registered Firm/ Company	
2	Status of Ownership (viz. Proprietary/ Partnership/ Company)	
3	Address of the firm Company (with Tel. No. /Fax no. and E-mail)	
4	Name of Address of the Proprietor/ partner / Director with mobile numbers	
5	Contract Person(s) (With mobile numbers)	
6	Details of EMD of Rs. 15,000/-	
7	PAN No. of the firm as allocated by the Income Tax Department	
8	Goods & Service Tax Registration No. (GSTIN), if applicable	
9	Details of Registration with E.S.I. & Provident Fund	
10	Annual turnover for 3 years	
11	No. of persons deployed for contract	
12	Licence No. obtained from Labour Commissioner	
13	List of present clients along with proof of Job Order Certificate.	

### 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 Authorized Signatory with Date)**

**Note: The following documents are required to be furnished/ uploaded by the Service Provider along with Technical Bid as above:**

- i) Signed and Scanned Copy of proof for payment of **Earnest Money deposit**.
- ii) Signed and Scanned Copy of Certificates like **PAN No., Good & Service Tax Registration No.** (if applicable), **E.S.I., EPF** Registration, etc.
- iii) An **Undertaking** (self-certified) as in Annexure - IV; that the agency hasn't been blacklisted by a Central/ State/ UT Government institution(s) and there has been no litigation with any government department on account of Housekeeping Services.
- iv) Signed and Scanned Copy of **Tender Acceptance Letter** (Annexure-V) & Letter of authorization to submit Bid.
- v) Signed and Scanned Copy of **Labour Licence** obtained from **Labour Commissioner**.
- vi) Signed and Scanned Copy of **Balance Sheets of last 3 Financial Years**.
- vii) Signed and Scanned Copy of **Technical Bid Format**.



**ANNEXURE -III**

**PRICE/FINANCIAL BID DOCUMENT**

- a) Price bid undertaking
- b) Schedule of price bid in the form of BOQ\_Housekeeping.xls

**PRICE BID UNDERTAKING**

From: (Full name and address of the bidder).....

To,

The Assistant Commissioner  
Customs Division Ratnagiri,  
Central Revenue Building,  
Jail Road, Ratnagiri - 415612.

Dear Sir/Madam,

I submit the price bid for..... and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the Terms and Conditions as contained in Annexure-I of the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the Price Bid, Annexure - III inclusive of all applicable taxes except Goods & Service Tax.

Yours faithfully,

**(Signature of Authorized Signatory with Date)**

**ANNEXURE - IV**

**UNDERTAKING BY THE BIDDER**

I/We undertake that my/our firm M/s..... has not been blacklisted by any Govt. Department /Public Sector Undertaking / Autonomous Body.

2. I..... Son/Daughter/Wife of Shri..... Proprietor/Partner/Director/Authorized Signatory of M/s..... am competent to sign this declaration and execute the tender document.

3. I have carefully read and understood the Terms and Conditions of the tender and undertake to abide by the same.

4. The information / document furnished along with the above application are true and correct to the best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/we understand that in case any deviation is found in the above statement at any stage, my/our concerned Firm/Company shall be blacklisted and shall not have any dealing with the Department in future.

Date:

Signature of Authorized Signatory of the Firm/  
Company/ Organization

Place:

Office Stamp/Seal:

**ANNEXURE -V**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:-

**To,**  
**The Assistant Commissioner,**  
**Customs Division, Ratnagiri,**  
**Central Revenue Building,**  
**Jail Road, Ratnagiri - 415612.**

**Sub: - Acceptance of Terms & Conditions of Tender.**

Tender Reference No: .....

Name of Tender/Work:-

.....  
.....  
.....  
.....

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely: .....  
.....as per your Advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from page No. .... to ..... (Including all documents like annexure(s) schedule(s), etc.), which form part of the contract agreement and I/We shall abide hereby by the Terms / Conditions/ Clauses contained therein.
3. The corrigendum(s) issued from time to time by your Department / Organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents(s) / corrigendum (s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been Blacklisted/ Debarred by any Gov. Department / Public sector undertaking.
6. I/ we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department /organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**(Signature of the Bidder, with Office Seal)**

## **ANNEXURE-VI**

### **SCOPE OF WORK**

1. The sweeping and cleaning of the area under possession of Assistant Commissioner of the Customs, Division Office, Jail Road, Ratnagiri.
2. Cleaning and sweeping and wet mopping of the entire area including lobby, stair cases, corridors, passages, etc.
3. Collection of all sweeping garbage and waste material and its effective disposal.
4. Cleaning of the toilet, urinals w/c along with attached water tanks, wash basins, mirrors using disinfectants like Phenyl, Harpic, Lizol, Vim, Surf, etc and more if further required.
5. Shifting of the furniture, files and other office equipments from one place to another whenever required.
6. Dusting and cleaning of all furniture's like tables, chairs, racks, cupboards, computer tables, and electronic gadgets like computers, sofa sets, fan, windows panes, window grill etc.
7. Cleaning of pantry area, wiping and cleaning of wooden Formica, glass surfaces, window sills, frames, plant pots and removal of stagnant water. Filling of water in coolers/watering indoor plants in the office.
8. Filling of the water in coolers/ watering & cleaning indoor plants in the office.
9. Services such as serving of drinking water/ refreshment, etc. during conference / meeting Seminars and visit of assesses / guest in the office.
10. Washing and cleaning of Govt. Vehicles of Customs Offices.
11. Other similar routine/miscellaneous work in the office.

### **OTHER CONDITIONS**

1. Cleaning and Sweeping work should be done on all days expect Sunday.
2. Sweeping, Cleaning, Dusting, etc. shall be completed before 09:30 am on every working day.
3. Materials, consumables required for housekeeping shall be provided by the Department.
4. The contractor on Award of the Contract, furnish the list containing name and addresses of the workers sent by them to this office for performing Housekeeping Services.
5. The contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
6. The personnel will render services everyday including Saturday except on National Holiday. In case of emergencies, although very rarely, work may be required on Sundays also.
7. They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.

### Schedule of Price Bid in the form of BOQ\_Housekeeping.xls

The below mentioned Financial Proposal/Commercial Bid format is provided as BOQ\_Housekeeping.xls along with this tender document at <http://eprocure.gov.in>, <http://www.punecustoms.nic.in/app>. Bidders are advised to download this BOQ\_Housekeeping.xls as it is and quote their Offer/ Rates in the permitted column and upload the same in the Commercial Bid. Bidder shall not tamper/ modify 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 be banned:

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6	Customs Office, Jaigad	928		
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8	Customs Division Office, Sindhudurg (Situating at Kankavali)	2051		
9	Customs Rest House, Kankavali	377		
10	Customs Office, Vengurla	1788		
11	Customs Rest House, Vengurla	375		
12	Customs Office, Sawantwadi	999		
13	Customs Office, Devgad	452		
14	Customs Office, Vijaydurg	442		
15	Customs Office, Malvan	1500		
16	Customs Rest House, Malvan	538		
17	Customs Office, Kiranpani	700		
18	Customs Office, Redi	753		
19	Customs Office, Achara	736		
20	Wireless Repeater Station, Gaganbavda	496		
21	Wireless Repeater Station, Amboli	500		

1. The rate shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except Good & Service Tax), fees, levies, etc. and revision in the statutory taxes, fees, etc. will be the responsibility of the Bidder.
3. In case of any discrepancy/ difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Name & full Address:

Contacts No.:

Office:

**Signature of Authorized Signatory with Date**

Residence:

Office Stamp/Seal:

**Annexure-VII**

**Instructions for Online bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificate. The instructions given below are meant to assist the bidders in registering on the CPP Portal, Prepare their bids in accordance with the requirements and submitting their bids online CPP Portal.

More3 information useful for submitting online bids on the CPP Portal may be Obtained at: <http://eprocure.gov.in>, <http://www.punecustoms.nic.in/app>.

**REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal ( URL: <http://eprocure.gov.in> /eprocure/app. ) by clicking on the link "Online bidder enrolment "on the CPP Portal Which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their Valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate ( Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India ( e.g. Sify / nCode eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidder are responsible to ensure that they do not lend their DSC's to others which may lead to misuse .
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC /e- Token.