

OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS DIVISION DAPOLI "RAVI UDAY
BUILDING FAMILY MAL" DAPOLI DIST: RATNAGIRI 415712

TENDER NOTICE

INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSEKEEPING FOR THE AREA UNDER POSSESSION OF 16 OFFICES SITUATED IN THE FOLLOWING AREAS FALLING UNDER THE JURISDICTION OF CUSTOMS DIVISION DAPOLI AND DIVISION OFFICE AS DETAILED BELOW FOR THE FINANCIAL YEAR 2016-17

Sr.No.	Name of the Office
1	Office of the Assistant Commissioner of Customs Division Dapoli
2	Office of the Inspector of Customs, Customs House Palshet
3	Office of the Superintendent Customs, Port Office Dabhol
4	Office of the Inspector of Customs, Customs House Boria
5	Office of the Superintendent Customs, Customs House Bankot
6	Office of the Superintendent Customs, RCP Office Mandangad
7	Office of the Inspector of Customs, Port Office Kelshi
8	Office of the Inspector of Customs, RCP Khed
9	Office of the Superintendent of Customs, RCP Chiplun
10	Office of the Superintendent Customs, JSP Centre Dabhol
11	Office of the Inspector Customs, RCP Office Mahabaleshwar
12	Office of the Superintendent Customs, Port Office Harnai
13	Uttambar Customs Chowkey under the office of the Inspector of Customs Kelshi
14	Burundi Customs Chowkey under the office of the Deputy Commissioner of Customs Division Dapoli
15	Kolthare Customs Chowkey under the office of the Superintendent of Customs Dabhol
16	Paj Customs Chowkey under the office of the Superintendent of Customs Harnai Port


Sealed Quotations / tenders are hereby invited from eligible reputed registered firms / Companies engaged in such nature of business for providing housekeeping of the above offices under possession of Customs Division, Dapoli for the period of one year from **01.04.2016 to 31.03.2017**.

The Tender Notice along with detailed terms & conditions of the tender is available on the official web site which can be downloaded from www.punecustoms.nic.in OR can be obtained free of cost from the **Superintendent Customs Division, Ravi Uday Building, Family Mal, Dapoli District- Ratnagiri- 415712** on any working day between **27.01.2016 to 29.01.2016** at **09.30 am to 6.00pm**.

Fully completed forms (Tender) in sealed envelope may be submitted between **01.02.2016 to 04.02.2016** during the office hours i.e. 09.30 am to 06.00 pm on any working day in the Office of the Assistant Commissioner of Customs, Dapoli.

The Technical bids will be opened at 11.00 am on **05.02.2016** in the Office of the Assistant Commissioner of Customs, Dapoli.

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


Assistant Commissioner
Customs Division, DAPOLI



OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS DIVISION DAPOLI "RAVI UDAY BUILDING FAMILY MAL"
DAPOLI DIST: RATNAGIRI 415712

E.No. VIII/Cus/DPD/195/Tender Notice (LO)/2016

Dated:- 20.01.2016

INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE-KEEPING FOR AREA UNDER POSSESSION OF 17 OFFICES SITUATED IN THE FOLLOWING PLACES OF CUSTOMS DIVISION DAPOLI AND DIVISION OFFICE AS DETAILED BELOW

FOR THE FINANCIAL 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 following offices falling under the jurisdictions of Customs Division, Dapoli for the period of one year from **01.04.2016 to 31.03.2017**

Sr.No.	Name of the Office
1	Office of the Assistant Commissioner of Customs Division Dapoli
2	Office of the Inspector of Customs, Customs House Palshet
3	Office of the Superintendent Customs, Port Office Dabhol
4	Office of the Inspector of Customs, Customs House Boria
5	Office of the Superintendent Customs, Customs House Bankot
6	Office of the Superintendent Customs, RCP Office Mandangad
7	Office of the Inspector of Customs, Port Office Kelshi
8	Office of the Inspector of Customs, RCP Khed
9	Office of the Superintendent of Customs, RCP Chiplun
10	Office of the Superintendent Customs, JSP Centre Dabhol
11	Office of the Inspector Customs, RCP Office Mahabaleshwar
12	Office of the Superintendent Customs, Port Office Harnai
13	Uttambar Customs Chowkey under the office of the Inspector of Customs Kelshi
14	Burundi Customs Chowkey under the office of the Deputy Commissioner of Customs Division Dapoli
15	Kolthare Customs Chowkey under the office of the Superintendent of Customs Dabhol
16	Paj Customs Chowkey under the office of the Superintendent of Customs Harnai Port

The tender document along with detailed terms and conditions can be obtained from the Superintendent Customs Division, "Ravi Uday Building, Family Mal" Dapoli District -Ratnagiri- 415712 on any working day of **27.01.2016 to 29.01.2016** between **09.30 am to 6.00 pm**. It may be also downloaded from the website 'www.punecus.nic.in'

Fully completed forms (Tender) in sealed envelope may be submitted between **01.02.2016 to 04.02.2016** during the office hours i.e. 09.30 am to 06.00 pm on any working day in the Office of the Assistant Commissioner of Customs, Dapoli

The technical bids will be opened at 11.00 am on **05.02.2016** in the presence of representatives of interested Firms / Companies / Individuals, if they make themselves available at that time. Financial bids will be opened on later date which will be conveyed to the technically qualified firms.

It contains following documents:-

1. Terms and Condition- **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-II should be placed in one sealed envelope super-scribed as "Technical Bid" and Financial Bid (Proforma for quoting rates)- Annexure-III should be placed in another sealed envelope super-scribing as "Financial Bid". Both the sealed envelope be placed in another sealed cover super-scribing "**TENDER FOR ANNUAL CONTRACT OF HOUSE-KEEPING FOR AREA ALLOTTED TO THE 16 OFFICES SITUATED IN CUSTOMS DIVISION DAPOLI AND DIVISION OFFICE, DAPOLI- 418712, DISTRICT -RATNAGIRI FOR THE YEAR 2016-17**" and the same should reach in the Administration Section of Customs Division, Ravi Uday Building, Family Mal, Dapoli District- Ratnagiri- 415712 by 06.00 p.m. of **01.02.2016 & 04.02.2016**.

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


Assistant Commissioner
Customs Division Dapoli

Copy to: The Chief Commissioner Central Excise & Customs Pune Zone.

The Commissioner Customs Pune.

Notice Board of Customs Division Dapoli



OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS DIVISION DAPOLI
"RAVI UDAY BUILDING FAMILY MAL" DAPOLI DIST: RATNAGIRI 415712

ANNEXURE-I

NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT OF HOUSE-KEEPING
FOR 17 OFFICES SITUATED IN THE FOLLOWING AREAS UNDER POSSESSION OF CUSTOMS DIVISION DAPOLI AND
DIVISION OFFICE DAPOLI FOR THE FINANCIAL YEAR 2016-17

1. Sealed quotations / tenders are hereby invited from eligible reputed registered firms / Companies / Agencies engaged in such nature of business for providing housekeeping services for the following offices under possession/occupation of Customs Division, Dapoli for the period of one year from **01.04.2016 to 31.03.2017**. The details are as under:-

Sr.No.	Name of the Office	Place of work	Area in Sq. Feet
1	Office of the Deputy Commissioner of Customs Division Dapoli Dist- Ratnagiri	Dapoli	6000 Sq. ft.
2	Office of the Inspector of Customs, Customs House Palshet	Palshet	1248 Sq. Ft.
3	Office of the Superintendent Customs, Port Office Dabhol	Dabhol	2000 Sq. Ft.
4	Office of the Inspector of Customs, Customs House Boria	Boria	870 Sq. Ft.
5	Office of the Superintendent Customs, Customs House Bankot	Bankot	3415 Sq. ft.
6	Office of the Superintendent Customs, RCP Office Mandangad	Mandangad	359 Sq. ft.
7	Office of the Inspector of Customs, Port Office Kelshi	Kelshi	300 Sq. ft.
8	Office of the Inspector of Customs, RCP Khed	Khed	1840 Sq. ft.
9	Office of the Superintendent of Customs, RCP Chiplun	Chiplun	2100 Sq. ft.
10	Office of the Superintendent Customs, JSP Centre Dabhol	Dabhol	800 Sq. ft.
11	Office of the Inspector Customs, RCP Office Mahabaleshwar	Mahabaleshwar	2313 Sq. ft. & Garden
12	Office of the Superintendent Customs, Port Office Harnai	Harnai	1513 Sq. ft. & Garden
13	Uttambar Customs Chowkey under the office of the Inspector of Customs Kelshi	Uttambar	2000 Sq. ft.
14	Burundi Customs Chowkey under the office of the Deputy Commissioner of Customs Division Dapoli	Burundi	3000 Sq. ft.
15	Kolthare Customs Chowkey under the office of the Superintendent of Customs Dabhol	Kolthare	100 Sq. ft.
16	Paj Customs Chowkey under the office of the Superintendent of Customs Harnai Port	Paj	1500 ft.


2. a) The scope of work for Housekeeping of office building is as under:-
- Cleaning, sweeping and wet mopping of the area including the lobby, Stair-cases, Corridors, passages etc
 - Collection of all sweeping garbage and waste materials and its effective disposal.
 - Cleaning of toilets, urinals, w/c along with attached water tanks, washbasins, mirrors using disinfectants like phenyl, Harpic, lizol, Vim, Surf, etc. Twice a day and more times if further required.
 - Shifting of furniture, files and other office equipments from one place to another whenever required
 - Dusting and cleaning of all furniture like table, chairs, racks, cupboards, computer, tables and electronic gadgets like computer, sofa sets, fan etc.
 - Filing of water in coolers / watering & cleaning indoor plants in the office.

- vii. Services such as serving of drinking water / coffee / tea / refreshment, etc during Conference / meetings seminars and visit of assesses / guests in the office.
- viii. Washing & Cleaning of Govt. Vehicles of Customs offices under Dapoli Division & Division office.
- ix. Other similar routine / cleaning / sweeping / dusting miscellaneous work in office.

3. Term and Condition:-

- i. The applicants should be capable of providing services of such nature and should be in possession of 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 that the firm is registered with the local labour Commissioner (Ratangiri), for providing the required number of labours. They should have valid Income Tax number / service tax registration, EBI,EPF registration as applicable.
- ii. They should mention in their quotations for the above said work a:-
 - a) lump sum amount to be charged on monthly basis as well as rate per Sq. Foot per month b)
 - b) Also state the number of labours to be deployed.
- iii. The bids should be submitted along with **Bid Security amount of Rs. 25,000/-** in the form of accounts Payee Demand Draft, Fixed Deposit, Receipts, Bankers Cheque or bank guarantee from any of the Commercial Banks in the name "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 Honourable Commissioner of Customs, Pune Commissionerate 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 personal 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.
 - i) Name of the laborers :.....
 - ii) Date of Birth :.....
 - iii) Residential Address :.....
 - iv) Education Qualification :.....
- x. The agency shall deploy only those personnel whose antecedents have been verified by police.
- xi. Department/Office will not involve in any dispute between the service provider and labourers of the service provider.

- xii. All the labourer should be in proper uniform, which shall be provided by the agency.
- xiii. 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 claims 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 Customs Division, Ravi Uday Building, Family Mal, Dapoli & places of lower formation offices 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 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 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.


(D.P. SHETYE)
Assistant Commissioner
Customs Division
Dapoli

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. 15,000/-		

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.)

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. Mtrs. Per

month and also state the number of labours proposed to be deployed for the services at a) and b) are as under:-

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

Sr. No.	Name of the Office & Address	Nos. of labour deployed	Area in Sq. Ft.	Rate per Sq. Ft. Per month	Amount per Month
1	Office of the Deputy Commissioner of Customs Division Dapoli Dist Ratnagiri		6000 Sq. ft.		
2	Office of the Inspector of Customs, Customs House Palshet		1248 Sq. Ft.		
3	Office of the Superintendent Customs, Port Office Dabhol		2000 Sq. Ft.		
4	Office of the Inspector of Customs, Customs House Boria		870 Sq. Ft.		
5	Office of the Superintendent Customs, Customs House Bankot		3415 Sq. ft.		
6	Office of the Superintendent Customs, RCP Office Mandangad		859 Sq. ft.		
7	Office of the Inspector of Customs, Port Office Kelshi		300 Sq. ft.		
8	Office of the Inspector of Customs, RCP Khed		840 Sq. ft.		
9	Office of the Superintendent of Customs, RCP Chiplun		2100 Sq. ft.		
10	Office of the Superintendent Customs, JSP Centre Dabhol		800 Sq. ft.		
11	Office of the Inspector Customs, RCP Office Mahabaleshwar		2319 Sq. ft. & Garden		
12	Office of the Superintendent Customs, Port Office Harnai		1518 Sq. ft., & Garden		
13	Uttambar Customs Chowkey under the office of the Inspector of Customs Kelshi		2000 Sq. ft.		
14	Burundi Customs Chowkey under the office of the Deputy Commissioner of Customs Division Dapoli		3000 Sq. ft.		
15	Kolthare Customs Chowkey under the office of the Superintendent of Customs Dabhol		100 Sq. ft.		
16	Paj Customs Chowkey under the office of the Superintendent of Customs Harnai Port		1500 Sq. ft.		

[The table above is indicated. 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 Nos.: 1. Office.....



2. Residential.....