



OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS DAPOLI
DIVISION, "RAVIUDAY" BUILDING, FAMILY MAL, DAPOLI, DIST. RATNAGIRI 415712.
Tel. No. 02358-282579 (Tele-Fax), 02358-282479, 02358-282079

E-TENDER NOTICE

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 the Office	Approximate Housekeeping Area in Sq. ft
1	Office of the Assistant Commissioner, Customs Division Dapoli	6000 sq.ft.
2	Office of the Superintendent Customs, Customs House Bankot	3415 sq.ft.
3	Office of the Superintendent Customs, RCP Office Mandangad	860 sq.ft.
4	Office of the Superintendent Customs, Port Office Harnai	1020 sq.ft.
5	Paj Customs Chowkey under the office of the Superintendent of Customs Harnai Port	483 sq. ft.
6	Office of the Inspector of Customs, Port Office Kelshi	800 sq.ft.
7	Uttambar Customs Chowkey under the office of the Inspector of Customs Kelshi	2000 sq.ft.
8	Office of the Inspector of Customs, Customs House Palshet	1240 sq.ft.
9	Office of the Inspector of Customs, Customs House Boria	870 sq. ft.
10	Burundi Customs Chowkey, under office of the Deputy Commissioner of Customs Division Dapoli	3000 sq.ft.
11	Office of the Superintendent Customs, Port Office Dabhol	2000 sq.ft.
12	Kolthare Customs Chowkey under the office of the Superintendent of Customs Dabhol	1090 sq.ft.
13	Office of the Inspector of Customs, RCP Khed	633 sq.ft.
14	Office of the Superintendent of Customs, RCP Chiplun	2389 sq.ft.
15	Office of the Inspector Customs, RCP Office Mahabaleshwar	2319 sq.ft.
	Total Area	28119 sq.ft.

- 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 **12.03.2019**.
- 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.
- 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.

6. **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 Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, drawn in favour of Deputy/Assistant Commissioner, Customs, Pune. **The Hard Copy of original documents in respect of Earnest Money, must be delivered to the Assistant Commissioner, Customs Division Dapoli, District: Ratnagiri- 415 712, 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.

7. **The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal).**
8. **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.**
9. **The Critical Dates for the Tender Submission and processing are as under:**

Published Date	12 th March., 2019 (10:00 A.M.)
Bid Document Download Start Date	12 th March., 2019 (10:00 A.M.)
Bid Submission Start Date	12 th March., 2019 (11:00 A.M.)
Clarification regarding the RFP (Request for proposal) Start Date & Time (excluding holidays)	12 th March., 2019 (11:00 A.M to 6:00 P.M)
Clarification regarding the RFP (Request for proposal) End Date	13 th March ,2019 (05:00 P.M)
Premise(s) Visit	26 th March., 2019 (11:00 A.M. to 06:00 P.M)
Bid Document Download End Date	26 th March., 2019 (10:00 A.M.)
Bid Submission End Date	26 th March., 2019 (11:00 A.M.)
Technical Bid Opening Date	27 th March, 2019 (11:00 A.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	28 th March, 2019 (11:00 A.M.)

10. 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.
11. 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.

12. 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.


(Pancratius Kiro)
Assistant Commissioner
Customs Division Dapoli

F. No. Cus/Adm/HK/78 /2018-19
Pune, the 12th March, 2019,