

**CUSTOMS DIVISION: PORBANDAR, OPP.CIVIL AIRPORT,  
SANDIPANI ASHRAM ROAD, PORBANDAR-360 577**

**NOTICE INVITING TENDERS FOR HOUSEKEEPING SERVICES**

**TENDER DOCUMENT**

The Assistant Commissioner of Customs, Customs Division Office, Porbandar, invites '**Sealed Bids**' for housekeeping services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at **Annexure-I** The job specifications and scope of work are given in **Annexure-II**. The contract period will initially be for a period of one year .

The bids are to be sent in two parts - one sealed enveloped superscribed as '**Techno-Commercial Bid**' giving details in the format as per Annexure-I, and second envelope superscribed as '**Financial Bid**' in the format at Annexure-II. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**BID FOR HOUSEKEEPING SERVICES**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

**The Assistant Commissioner**  
**Customs Division**  
**Nr. Civil Air Port,**  
**B/H N.K.Mehta Hospital**  
**Porbandar Ph. No. 0286-2222524**

3. The sealed bids will be received by Customs Division Porbandar on or before **16.01.2017** Any bid Customs Division Porbandar received after the prescribed deadline shall not be considered irrespective of rates. The Techno-Commercial bids will be opened on the same date **17.01.2017** in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed prequalification criteria will be notified separately.
4. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.
5. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

**6. RATES AND PRICES**

- 6.1 Bidders should quote the rates in the format given at Annexure-II. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 6.2 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and including all taxes whatsoever may be. No additional Tax/Duties would be payable. Any variation in rates, prices or terms during validity of the offer shall require forfeiture.
- 6.3 No additional freight or any other charges, etc, would be payable.

**7. TERMS OF PAYMENT**

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Administration Wing that the services provided during the month are satisfactory.

#### 8. LIQUIDATED DAMAGES

Assistant Commissioner of customs Porbandar reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by or pending bill or by raising a separate claim.

9. Assistant Commissioner Customs Porbandar reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of action.

10. Assistant Commissioner Customs Porbandar reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

11. Any clarification on the documents may be obtained from:-

<b>Shri.Tuhin Kumar Malot</b> <b>The Assistant Commissioner,</b> <b>Customs Division</b> <b>Nr. Civil Air Port, B/H N.K.Mehta</b> <b>Hospital Porbandar Ph. No. 0286-</b> <b>2222524</b>	<b>Shri. M.D.Kharadi</b> <b>The Adm officer (Customs.)</b> Office of <b>The Assistant</b> <b>Commissioner, Customs Division</b> <b>Nr. Civil Air Port, B/H N.K.Mehta</b> <b>Hospital Porbandar Ph. No. 0286-</b> <b>2221004</b>
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12. Afterwards of LOA, the Contractor is required to enter into a contract with the Assistant Commissioner of Customs Division Porbandar on the terms & conditions as detailed in the tender document.

#### **JOB SPECIFICATIONS AND SCOPE OF WORK**

##### **A. AREA COVERAGE FOR HOUSEKEEPING SERVICES**

As Per Annexure-II

##### **B. BROAD DETAILS OF SCOPE OF WORK:**

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Friday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.

2. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC

4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.

5. Lifting, carrying and disposing the dead bird's animals, rats, insect's etc. if found in and around the office building.

6. Clearing of any choking's in the drainages, manholes etc.

7. Removal of beehives and cobwebs/honey webs from the office building and its premises.

8. Cleaning and sweeping of open area including balconies and roof tops with brooms.

9. Maintenance of lawns & surroundings, cutting of hedges, cutting/shaping of plants by mali and removal of garbage from the office building and its premises.

10. The bidder shall also be responsible for **pest control** in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at above offices .

11. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.

12. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to NVS.

12. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the NVS officer-in-charge at regular intervals and finally at the end of each month.

13. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by NVS.

### **C. JOBS TO BE CARRIED OUT DAILY**

- i) Cleaning of general toilets at least two time daily (at 8.30 AM, & 3.30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls airpurifier; toilet rolls/paper rolls and liquid

soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.

- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
- iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.
- v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vii) Cleaning of carpets by soft brush.
- viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.
- x) Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- xi) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- xii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- xiv) Cleaning of carpets in rooms by vacuum cleaners.
- xv) Cleaning of lift walls with silver/brass liquid cleaner.
- xvi) Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark. Special scanted purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception, conference halls lifts lobby, lifts etc.
- xviii) Maintenance of lawns & surroundings, cutting of hedges, cutting / shaping of plants by mali and removal of garbage from the office building and its premises.

ANNEXURE-I

HOUSEKEEPING SERVICES – PREQUALIFICATION BID

**Annexure –I**  
**(Technical Bid )**

Pre Qualification requirement for House Keeping Services

(To be submitted in a separate sealed envelope super scribing "Technical Bid")

<b>Sr. No.</b>	<b>Particulars</b>	
1	Name of the Organization /Firm	
2	Name(s) of the Proprietors /Directors	
3	Registered Address with telephone No and Fax	
4	Registration No. of the Firm (copy to be enclosed )	
5	PAN No of the Firm (Copy to be enclosed )	
6	Service Tax Registration No.(If Any )	
7	Name(s) of Public Sector /Govt Organization to whom similar services have been provided by the firm in during last 02 Years (Attach Relevant Certificate)	
8.	No of Employee working in The Firm along with Qualification &Experience (Experience will be given due importance )	

Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**Annexure -2**

Sr No.	Office located at	Description	Non Comprehensive rate	Amount
1	Office located on Sandipani Ashram Road, Behind N.K.Mehta hospital, Porbandar and its lower Formation i.e.	Office Building.		
i	Custom House, Porbandar.	Office Building.		
ii	<u>New Jetty, Porbandar.</u>	Office Building.		
iii	<u>Customs Shore Guard, Madhavpur.</u>	Office Building.		
iv	<u>Custom Shore Guard, Mangrol,</u>	Office Building.		
v	<u>Custom House, Veraval.</u>	Office Building.		
vi	<u>Customs Shore Guard, Veraval.</u>	Office Building.		
vii	<u>Customs Shore Guard, Kodinar.</u>	Office Building.		
viii	<u>Custom House, Kotada.</u>	Office Building.		
ix	<u>Custom House, Madhvad.</u>	Office Building.		
x	<u>RCP Junagadh.</u>	Office Building.		