



Government of India
Ministry of finance : Department of Revenue
Office of the Assistant Commissioner of Customs
Guru Kurpa Building, Plot No. 2116-A, Parimal Chowk,
Waghawadi Road, Bhavnagar
Phone Number : (0278) 2572123 Fax number (0278) 2570568

F. No. I/22-26/2009-10/ADM-Pt-I

Date: 04.04.2017

TENDER NOTICE

Sealed Tenders in TWO separate covers, one of Technical specifications and one of Financial Bids are invited in prescribed proforma **Annexure – IV & V** from reputed registered firms / companies engaged in the business of House Keeping to provide house keeping service, viz. cleaning of rooms, corridors, toilets, glass doors, windows, curtains, computers, printers, telephone instruments as well as clearing of Office Buildings & its premises, furnitures etc. on monthly basis for its office located at Customs House, “Guru Kurpa”, Plot No. 2116-A, Parimal Chowk, Waghawadi Road, Parimal Chowk, Bhavnagar and its lower formations, ie. (1) Customs Shore Guard, Mahuva (2) Customs Shore Guard, Jafrabad, (3) Customs Shore Guard, Talaja, (4) Customs Shore Guard, Diu, (5) Customs Preventive Unit, Amreli, (6) Custom House, Ghogha, (7) New Port, Bhavnagar. The term of contact shall be enforced for one year from the award of contract.

All the terms & conditions and other details of this Tender Notice along with details of **Annexure IV & V** can be downloaded from the website **www.jamnagarcustoms.gov.in**. The sealed tenders should reach this office latest by 05:00PM on 25.04.2017.

Sd /-
(Ratan Chakrabarty)
Assistant Commissioner,
Customs Division, Bhavnagar

ANNEXURE-I

**TOTAL AREA OF THE PREMISES/BUILDING FOR CLEANING PURPOSE
PERTAINING TO CUSTOMS DIVISION, BHAVNAGAR & LOWER FORMATIONS**

Sr. No.	Name of Office	Details of Area (in Square Mtrs.)
01	Office of the Assistant Commissioner of Customs, Custom House, "Guru Kurpa Building", Plot No. 2116-A, Parimal Chowk, Waghawadi Raod, Bhavnagar	1035.4 Sq. Mtr.
02	Office of the Superintendent of Customs, Shore Guard, Mahuva. Near Ramji Mandir, Khargate, Mahuva	92.88 Sq. Mtr.
03	Office of the Superintendent of Customs, Shore Guard, Jafrabad. Bundur Chowk, Jafrabad.	62.08 Sq. Mtr.
04	Office of the Superintendent of Customs, Shore Guard, Diu, Bundur chowk, Diu.	582 Sq. Mtr.
05	Office of the Superintendent of Customs, PU Amreli. "Jay Ambe Kurpa" behind Nagnath Temple Road, Opp LIC Office, Amreli	41.34 Sq. Mtr
06	Office of the Inspector of Customs, SG Talaja. "Gauri Kurpa" Plot No. 21, Talaja	37.81 Sq. Mtr.
07	Office of the Inspector of Customs, Customs House, Ghogha. Ghogha Jetty, Ghogha.	64 Sq. Mtr.
08	Office of the Inspector of Customs, New Port Bhavnagar.	67.46 Sq. Mtr.
	Total Area :	1982.97 Sq. Mtr

Note : The area indicated above is inclusive of built-up area and open space area (if any) shown against each premises. The tender is invited as a whole for the Total Area: **1982.97** sq. mtrs. for all premises. --Contd. Annexure – II -

Annexure-II

GENERAL TERMS AND CONDITIONS:-

1. Rates/Quotations duly filled in will be received up to the stipulated date and time (i.e 25.04.2017 upto 05:00 PM)
2. Contractor/ Service provider will ensure that the persons deployed by the firm always proper uniform with a badge showing the name of the firm, while on duty.
3. The Contractors/Service Providers are required to submit complete rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialling, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
5. Rates/Quotations should be submitted and signed by the firm with its current business address.
6. The contractor should satisfy themselves before submitting of the rate/quotations that they should meet the qualifying criteria and capability as laid down in the Annexure.
7. The Contractors must comply with the Rates/Quotations, specifications and all the terms and conditions of contract. No deviation in the terms & conditions of the contract shall be entertained unless specifically mentioned by the contractor in the rates/quotations and accepted by this office.
8. Notwithstanding anything contained therein, this office reserves the right to terminate the contract by giving a 15 days' notice in writing without assigning any reason and without incurring any financial liability, whatsoever, to the Contractor.
9. Insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act, 1948, shall be taken by the Contractor. The Contractor shall arrange necessary Insurance coverage for any persons deployed by him even for a short duration. This office shall not entertain any claim arising out of mishap. if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Contractor.
10. No other person except Contractor's authorized representative shall be allowed to enter this office.
11. Within the premises of this office, the Contractor's personnel shall not do any private work except their normal duties.
12. Contractor shall be directly responsible for any/ all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
13. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or order of the Government including the Minimum Wages Act. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt., and Orders etc.
14. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

15. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. office.
16. 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 over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules, and regulations as notified by the Government in this regard from time to time.
17. The cost of cleaning material should not be included in the rate for bidding and it would be provided by the Commissionerate.
18. The Office of the Assistant Commissioner of Customs, Custom Division, Bhavnagar reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof

We agree to the above terms and conditions.

Signature with date _____

Name of the Firm _____

Seal _____ - **contd. Annexure - III**

Annexure - III

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

A. SCOPE OF WORK

1. The prime object of housekeeping is to maintain the entire premises in a tip top condition. The premises are to be maintained from hygienic point of view.
2. The broad details of work covered under the scope are enumerated as follows.
 - a. Cleaning, sweeping and wiping of floors.
 - b. Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets which will provide by this office.
 - c. Shifting of furniture and other items/stores from one place to another as required by the administration.
 - d. Any other work assigned by the controlling officer.

B. JOBS TO BE CARRIED OUT DAILY

1. Sweeping and wet mopping of the entire office area including the lobby daily.
2. Furniture like tables, chairs, Visitor's chairs, sofas, almirahs etc. and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc. have to be dust free and dust removal has to be done daily. The doors, windows partitions including the particle board, glass and aluminium channels in the entire office should be cleaned daily.
3. Thorough cleaning of toilets including WCs and Urinals with attached water tanks and washbasins, by using disinfecting materials like Phenyl, Harpic, Vim, Surf etc. twice a day and more often if needed. And also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Vacuum cleaning of the Systems Room and all computers in the office and sofa sets twice a week.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in toilets for smooth outflow of waste water.
6. Collect all the sweeping, garbage and wastes and transport / dispose of the same to the nearest pit.
7. Maintenance and up keep of the entire office premises.
8. Shifting of furniture and other equipments and files whenever required.
9. Arrangement, proper maintenance of flower pots and other plants. Shifting of them whenever required. Maintenance, placing, folding, unfolding of carpets on floors, lifts etc. in the premises.
10. Any other work related to above scope of work as may be ordered by PRO/ ADM Section or Senior Officers.
11. In case, work is not executed satisfactorily, penalty would be imposed.

C. JOBS TO BE CARRIED OUT WEEKLY

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. If the labor is required on Sunday/ Gazetted Holiday, no extra charge will be paid to the Contractor on account of this.

D. MISCELLANEOUS CONDITIONS

1. Sweeping, cleaning dusting etc shall be completed **before 9.00 am** every day.
2. The Contractor shall refill the sanitary cubes, cakes, odonil, air purifier, naphthalene balls, chemicals, disinfectants, detergents, liquid soap, acid etc. Provided by this office from time to time and as and when required.
3. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be responsibility of the contractor to provide another workman in his place.
4. The contractor shall, on award of the contract, furnish the list containing names and addresses of the workman sent to this office for Housekeeping Services.
5. The services provided by the contractor shall be to the satisfaction of this office.

6. The contract rate shall include cost for all the essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of this office.
7. The Contractor shall have no claim against this office in respect of any work which may be withdrawn.
8. 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.
9. The personnel will render services everyday **including Saturdays except Sundays and on National Holidays i.e 26th January, 15th August, 2nd October and any other public holidays.** (which are mandatory under labor laws)
10. They will maintain cleanliness of the toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this will be made. The rate of items of schedule work includes the cost of this provision as well.

E. TERMS OF PAYMENT.

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing therein following certificate which shall be got duly certified by the officer in charge and same shall be paid thereof after making recovery, if any.
2. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the Labour Laws and Minimum Wages Act, to its personnel deputed under service contract and furnish necessary proof in this regard as and when required. Actual deployment of personnel and their attendance.
3. Proof of payments made to personnel deployed for previous months.
4. This office shall release due amount after making recoveries, if any, through crossed A/c Payee cheque in favour of Contractor/ agency.
5. In case, this office receives any complaint regarding non payment of wages to the personnel deployed, the amount payable to these personnel will be recovered from your bill and paid to such personnel.

F. PENALTIES

1. Contractor will attract a penalty of an amount equal to one day's payment, in case a person fails to carry out the housekeeping services due to his absence or any other reason.
2. In the event of failure in maintaining the housekeeping services on any day up to the desired standard, in part or full the contractor is liable to penalty @ **Rs. 250 (Rs. Two hundred and fifty only) per day**, which shall be recovered from the bills or otherwise. For the purpose of imposing penalties the decision of the Commissionerate will be final and binding on the contractor and shall not be subject to dispute or arbitration.
3. Contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/ officers of this office.

G. CHARGES AND PAYMENT

Bills chargeable to this office shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment of any obligation under the contract, this office reserves the right to deduct the amount, due from the contractor from monthly bill(s).

We agree to the above terms and conditions.

Signature with date_____

Name of the Firm_____

Seal_____

Annexure-IV

TECHNICAL BID

**:: TENDER FORM FOR HOUSE KEEPING AT CUSTOMS DIVISION, BHAVNAGAR
AND LOWER FORMATIONS ::**

01.	Name of the Tenderer	
02.	Full address and telephone Number	
03.	Details of contact persons	
04.	Details of the organization (Whether sole proprietorship/Partnership firm/Company etc.)	
05.	Registration of details of the firm (Please attach attested copies)	
06	Income Tax/Service Tax Registration Details (Please attach attested copies)	
07	Financial soundness certificate details(Please attach original letter of the Bank)	
08	Compliance of Labour laws (EPFO, ESIC, Labour Supply license and other related documents)	
09.	Experience/Details of present clients (Please attach the job order/service certificate from Govt. Office/Public Sector)	
10.	List of organizations where similar work undertaken	
11.	Manpower required as per your suggestion	

Signature with Date _____

Name of the Firm _____

Seal _____ - contd. Annexure - V

Annexure-V

FINANCIAL BID

PROFORMA FOR QUOTING RATES FINANCIAL BID

The rate per month must be quoted in the box provided below (inclusive of taxes).

Sr No.	Name of the Office	Total Area	Rate per month
1.	Office of the Assistant Commissioner of Customs, Custom Division, Bhavnagar and lower formations as per Annexure-I.	1982.97 Sq. Mtr	
	Total Area : (to be tendered as a whole)	1982.97 Sq. Mtr	

Note-1: Bidders have to bid for all premises as a whole falling under the jurisdiction of Customs Division, Bhavnagar as per Annexure – I. Bid for one or more premises as per their choice will **not be entertained**.

Note 2: No extra payment will be made other than the above mentioned amount and the tax as payable to Government will be deducted at source.

Certified that the above quoted rate complies with minimum wages Act and all the statutory provisions and rules as applicable. The above rate is inclusive of Service tax or any other tax payable to Government.

Signature with date _____

Name of the Firm _____

Seal _____
