



**OFFICE OF THE COMMISSIONER OF CUSTOMS:
CUSTOM HOUSE: KANDLA.
NEW CUSTOMS BLDG, NR. BALAJI TEMPLE
KANDLA, KUTCH, GUJARAT
PHONE : 02836-271468-469 FAX : 271467**

F.No. KCL/35/PER/12-13 pt -6

Date: 05.09.2016

**NOTICE INVITING TENDER/QUOTATIONS FOR PERIPHERAL WORK OF
CUSTOMS LABORATORY KANDLA**

Sealed tenders/quotations are invited for and on behalf of the Commissioner of Customs, Kutch Commissionerate, from registered/ Established contractors for peripheral work of Customs Laboratory situated in Custom House Building at New Kandla.

Rates should be submitted for Five (05) workers for assisting the laboratory staffs, Two of them should be Computer literate and other three should be willing to clean the glassware.

Interested parties would be required to enter into a written agreement with the department under certain terms and conditions as prescribed by this office.

Interested parties should submit their Tenders/Quotations in a sealed cover, addressing to the Additional Commissioner (P&V), Custom House, Kandla, Kutch Commissionerate, on or before 20.09.2016

Date: 05.09.2016
Place: Kandla

(P.M. Rao)
Additional Commissioner (P&V)
Custom House, Kandla

Copy to:

1. The website of Custom House, Kandla.
2. Notice board.

ANNEXURE-III
Peripheral Work in Custom House Laboratory, Kandla

01.	Washing and cleaning of Glassware
02.	Dusting and cleaning of lab space and equipments
03.	Cleaning working bench, washbasin/ sink, Table top kept in about 2000 sq. feet
04.	Shifting of glassware, equipment, cylinders and other lab items
05.	Packing of samples/equipments
06.	Grinding and mixing of samples
07.	Working as messenger in intra laboratory routine work
08.	Day to day photocopy work in lab
09.	All selving work of books in the library three times in a day
10.	All Waste sample disposal work twice in a day
11.	Any other work assigned by Head/ and any other officers laboratory

ANNEXURE-II

SPECIAL TERMS AND CONDITIONS FOR PERIPHERALS WORK.

A. SCOPE OF WORK

1. The prime object of peripherals services 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 enumerated as follow:
 - a) Cleaning, sweeping and wiping of floors
 - b) Through cleaning of sinks, washbasin using required detergents, by putting .
 - c) Shifting of equipment/furniture and other items/ stores from one place to another as required by the chemist.
 - d) Any other work assigned by the lab in charge/officers.

B. JOBS TO BE CARRIED OUT DAILY

1. Cleaning of sinks, windows, washbasins and other fittings, removing all dust, unwanted materials, cleaning to be done with phenyl/ lyzol or other required disinfectant twice a day.
2. Cleaning of glassware and other equipments as and when required.
3. Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipments, material and its disposal at indicated locations.
4. cleaning of rooms by moping floor with cloth soaked in water and disinfectant of ISI mark.
5. Any other misc. labor work assigned by the controlling officer.

C. JOBS TO BE CARRIED OUT WEEKLY

1. Washing / dusting of floors/glass with surf/Vim / Soap solution and water or any other cleaning operation in supervision of laboratory assistant.
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. Washing, cleaning and dusting etc. shall be completed before 09:00 A.M everyday.
2. 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 any reason, it would be responsibility of the contractor to provide another workman in his place.
3. The contractor shall on award of the contract, furnish the list containing names and address of the workman sent to this office for peripheral work.
4. The services provided by the contractor shall be up to the satisfaction of this laboratory for peripheral services.
5. 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.
6. The Contractor shall have no claim against this office in respect of any work which may be withdrawn.
7. The personnel will render services everyday including Saturdays except on National Holidays i.e, 26 January, 15 August, 2nd October and any other holidays/public holidays. (Which are mandatory under labor laws).
8. 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 provisions as well.
9. Materials, consumables, appliances and tools shall be provided by the office.

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.
 - a) The contractor shall make regular and full payment of labor charges, salaries and other payment as due, as per the Labor Laws and Minimum Wages Act, to its personnel deputed under service contract and furnish necessary proof in this regard as and when required.
 - b) Actual deployment of personnel and their attendance.
 - c) Proof of payments made to personnel deployed for previous months.
 - d) Proof of challan/receipt issued by Regional Provident fund E.S.I & E.D.L.I for the previous month and proof of payment towards compliance of other statutory provision like bonus for the previous month.
2. This office shall release due amount after making recoveries, if any, through crossed A/c Payee cheque in favour of Contractor/agency.
3. 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 contractor's bill and paid to such personnel.

F. PENALTIES

1. Contractors will attract a penalty of an amount of Rs. 200/-, in case any person fails to carry out the peripherals services due to his absence or any other reason 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.

2. Contractor would ensure that all its personnel deployed with this laboratory behave courteously and decently with the employees/officers of this laboratory.

G. CHARGES AND PAYMENT

Bill 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