



**OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS,**  
CUSTOMS DIVISION, NEAR LEUVA PATEL HOSPITAL,  
MUNDRA ROAD, BHUJ – 370001  
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230558

F. No. I/20-1/2012-13/Part-III

Dated : 09/01/2018

**NOTICE INVITING TENDER/QUOTATIONS**  
**FOR HOUSE KEEPING WORK**

Sealed quotations are hereby invited from the parties/firms for supply of casual labor for the work of office cleaning, toilet cleaning & water fetching etc. at customs divisional office Bhuj and its lower formation stations namely Shore Guard Mandvi, Jakhau, Naliya, Tuna, Koteswar, R.C.P. Gaduli, Check Post Bhachau, Land Customs Khavda & Lakhpatri.

Service Providers, who have experience of at least 03 (Three) years of providing services to various Central Government Departments, Public Sector Undertakings and Central Government Autonomous Organizations may send the sealed quotation to O/O the Assistant Commissioner of Customs, Customs Division Bhuj, Near Leuva Patel Hospital, Mundra Road, Bhuj (Kutch) through register post A.D./by hand on or before 15/02/2017.

The period of contract shall be from **01.03.2018 to 28.02.2019**. The completed sealed tender documents should reach this office by **15.02.2018 before 14.00 hrs**. Bids beyond the specific date & time will not be accepted. The sealed bids will be opened on 16/02/2017 at 12:00 Hrs in divisional office Bhuj. All the parties if interested may present at the time of opening of tenders/quotations.

The office reserves the right to reject any tender without assigning any reason. If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be debarred from the tendering process and black listed for the future.

(U B Rakhe)

**Additional Commissioner (P&V)**  
**Customs House, Kandla**

Copy:

1. Notice Boards.
2. The web site of Custom House, Kandla

**Terms & Conditions:-**

1. The Price should be inclusive of all taxes & other charges.
2. The Price will be valid for a period of one year from the date of commencement.
3. This office reserves the right to reject the incomplete tender or in case information submitted is found to be incorrect.
4. There should not be any deviation in terms and condition as have been stipulated in the tender document.
5. Service provider must have the experience of minimum 03 (Three) years of providing house-keeping services to various Central Government Departments, Public Sector Undertakings and Central Government Autonomous Organizations.
6. The Service Provider shall undertake all types of House-keeping work viz., cleaning, dusting, toilet cleaning etc. in general and the following works in particular at all the offices mentioned as below:-


**No. Details of works to be performed by the unskilled workers in closed/open area**

- 01 Dusting and cleaning of Office fixtures and furniture etc.,
  - 02 Sweeping/wet mopping of office premises/clearing papers/trash on day to day basis
  - 03 Cleaning of toilet with toilet cleaners and deodorants etc.,
  - 04 Cleaning of all glass panels of windows and cleaning doors etc.,
  - 05 Cleaning/dust removal of partitions/Elmira.
  - 06 Cleaning of paintings, maps, etc.
  - 07 House-keeping services such as movement of files/ equipment/records within the office premises.
  - 08 Cleaning of fans, light and electronic equipments, telephone instruments/computers/Photo Copiers/CPU/Printers/Stabilizers, etc.
  - 09 Periodical cleaning and dusting and maintenance of records in the record room
  - 10 Locating and finding the required records from the Records Room.
  - 11 Photocopying of the office records as and when required
  - 12 Watering of plants each day (2-3 times)
  - 13 Removing the cobwebs
  - 14 Miscellaneous service such as serving of drinking water/refreshment in the office in meetings/officer's cabins.
  - 15 Shifting of furniture & other equipment and files, delivery of Dak Bill, Cheques, letters and other documents to the concerned person/authority, whenever required.
  - 16 Other related work ordered by Senior Officers.
7. The office of the Asstt. Commissioner of Customs, Customs Division, Bhuj may, at its discretion, at any point of time, during the validity of the contract, require to dismiss or remove from the site of work, any person or persons, as employed by the Service Provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.



8. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality of improper conduct upon receiving written notice from the office/ officer.
9. The Service Provider's personnel should be polite cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the Department. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
10. The Service Provider shall furnish the full details regarding residential address, age, qualification, parentage etc. along with photographs & telephone number of all housekeeping personnel for record.
11. **Complying with the legal rules and regulations of the Central/State Government, governing such House-keeping contracts would be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labor laws like Minimum Wages, Bonus, EPF, ESIC etc. They should have registration with EPF, ESIC etc. and enclose the proof of registration with the bid documents.**
12. The Service Provider shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month. Evidences for ESIC/EPF benefits given to the employees should be furnished.
13. Income Tax as applicable shall be deducted at source and the liability of payment of taxes; Service Tax, etc. shall be on the service provider.
14. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.
15. The Service Provider should be registered and well established House-Keeping firm/agency and should have a sufficient experience in rendering such services to establishment of Central/State /Public Sector Organizations. A list indicating the Departments where the bidder has contract for House-keeping services along with supporting documents should be submitted with bid.
16. Being a Central Government Office, no security Deposit/advance payment will be paid. The quotes of bidders who insists on advance deposit may not be considered for further evaluation.
17. It is necessarily required to have a Service/Branch office of the service provider/bidder located in Municipal limits of Bhuj City and the proof of address of the office in Bhuj would have to be furnished along with certificate issued by Municipality office as a part of the tender. Quotations with non-adherence to the said clause will not be considered.
18. No tender will be accepted by fax, email, telex or any other such means.
19. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
20. The party desirous of remaining present at the time of opening of tenders may attend at the above mentioned time and date.
21. **The contract shall be awarded for a period of one year from the date of execution of the agreement, which may be liable to be extended if found satisfactory.**
22. **All the consumable cleaning & house-keeping material will not be provided by this Commissionerate. All such materials will have to be arranged by the service provider itself.**

23. This office reserves the right to postpone/extend the date of receipt/opening of Rates/Quotations or to withdraw the same or reject all or any tender without assigning any reason thereof. If any disagreement or dispute arising between the vendor and the Government under or in connection with the terms and conditions, they shall make every effort to resolve amicably by direct informal negotiation, even then, if any disagreement or dispute arising between them shall be settled under the Court of Law within its jurisdiction at Bhuj. The resultant contract will be interpreted under Indian Laws.



(U B Rakhe)

**Additional Commissioner (P&V)**  
**Customs House, Kandla**

**TENDER DOCUMENTS  
FOR PROVIDING HOUSE-KEEPING SERVICES TO  
O/O THE ASSTT. COMMISSIONER, CUSTOMS DIVISION BHUJ**

The tender consists of two parts:

Part A - Technical bid

Part B – Financial bid

Both Part A and B should be sealed in separate envelopes and super-scribed in bold letters:

a. "Technical bid for providing house-keeping services" to O/O THE ASSTT. COMMISSIONER, CUSTOMS DIVISION BHUJ

b. "Financial bid for providing house-keeping services" O/O THE ASSTT. COMMISSIONER, CUSTOMS DIVISION BHUJ

Both these envelopes should be then placed in a single sealed cover super-scribed "**Tender for providing house-keeping services**" O/O THE ASSTT. COMMISSIONER, CUSTOMS DIVISION BHUJ

**PART A  
TECHNICAL BID FOR PROVIDING HOUSE-KEEPING SERVICES**

01	Full particulars of the service provider; (i) Name of the firm/company: (ii) Full address of office: (iii) Telephone No./Mobile No. (iv) Tele Fax: (v) E-Mail Address:	
02.	Full particulars of person(s) offering the house-keeping and other services and submitting the tender:	
03	Year of registration/incorporation of firm/company (certified copy of RC is to be attached)	
04	PAN Card No. (certified copy of PAN Card is to attached)	
05	Copy of Income Tax clearance (ITCC) to be attached	
06	GST Registration No. (Copy of GST Registration is to be attached)	
07	Number of unskilled House-keeping workers that will be provided by the bidder/service provider	
08	Details of the offices where the house-keeping and other services has been/are being provided; 1) Name/Address of the office(s) 2) No. of years for which service has been/is being provided (certificate from the office (s) mentioned above regarding the house-keeping service is to be attached (at least 05 years)	
09	Total staff / workers of the firm	



10	Has any of your Director/ Partner/ Entrepreneur ever been convicted under law?	YES/NO If yes, please provide details.
11	Details of EPF Certificate (attach copy)	
12	Details of ESIC Certificate (attach copy)	
13	Has your firm/company ever been Black listed at any time in the past by any organization?	YES/NO If yes, please provide details.
14	Any other information contractor may like to furnish	

#### Declaration

(i) I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars for providing house-keeping services are true and correct as per my knowledge and belief and in the event of any of the same being found not to be true. I/We shall be liable to such consequences/lawful action as the Department may wish to take.

(iii) It is hereby declared that the service provider is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

(iv) It is hereby declared that the service provider is not black-listed by any Central/State Government/ Public Sector Undertaking in India.

(Signature of Authorized Signatory with date)

#### List of Enclosures:

Attested photocopies/certified true copies of the following documents are compulsorily to be annexed with the Technical Bid. Technical Bids received without these documents are liable to rejection. Originals of these documents/certificates shall be produced at the time of execution of the Agreement /Contract.

1. Certified copy of the registration certificate of the firm/Company,
2. Certified copy of PAN Card,
3. Certified copy of GST Registration,
4. Certified copy of registration with Ministry of Labor/EPF/ESIC.
5. Certificate from various office(s) where the house-keeping services has been provided satisfactorily (no. of years of providing services shall be mentioned).

## PART B

### FINANCIAL BID PROVIDING HOUSE-KEEPING SERVICES

#### PROFORMA FOR QUOTING RATES

1.	Name & Address of the Contractors, Firm/Agencies	
2.	Name of the Proprietor/Partners/Director	
3.	Rates quoted per month (inclusive of all taxes/ charges/Levies including service tax payable under finance Act,1994). (it is mandatory to comply with minimum wages rule, paid to their employees)	

#### 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 Authorized Signatory with date)