



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. S/22-05/2015/Adm

Date: 03.05.2016

TENDER FOR HOUSEKEEPING

**NOTICE INVITING TENDER/QUOTATIONS FOR CLEANING AND MAINTENANCE OF
THE BUILDING**

Sealed tenders are invited from reputed registered firms for cleaning and house-keeping service of office premises with cleaning materials. The tender should be submitted in sealed covers addressed to the Additional Commissioner (P&E), Office of the Commissioner of Custom, Custom House, Kandla on or before 17.05.2016 up to 16:00 hrs.

Details regarding general terms and conditions, pre-qualification requirement for awarding of contract, and proforma of technical bid, can be obtained for Administrative officer (Adm), office of the Commissioner of Customs, Custom House, Kandla, during office hours on any working days or can be download from departmental website (www.kandlacustoms.gov.in). The following documents giving details are enclosed.

- | | | |
|----|--|---------------|
| 1. | Terms & Conditions | -Annexure-I |
| 2. | Technical Bid | -Annexure-II |
| 3. | Financial Bid (Proforma for quoting rates) | -Annexure-III |
| 4. | List of Consumables | -Annexure-IV |

Contractors interested in taking up this work may inspect the premises and submit the details in Annexure-I, II, III & IV. The Technical Bid (Prequalification requirements) should be placed in one envelope and financial Bid (Proforma for quoting rates) should be placed in another envelope. Both the sealed envelopes be placed in another sealed cover Superintendent scribing "**Quotation/Rates for House Keeping/ Maintenance of office premises of Custom House, Kandla, New Kandla**" and the same may be forwarded to the Additional Commissioner (P&E), Custom House, Kandla, Near Balaji Temple, Kandla, so as to reach by 16:00 Hrs. on 17.05.2016

Contractors who do not fulfill pre-qualification requirements will not be considered. Financial bids of only those contractors/ Agencies will be opened who fulfill the terms and conditions. This office reserves the right to accept or reject any or all the quotations without any reason whatsoever.

(Manpreet Arya)
Additional Commissioner (P&E)
Custom House, Kandla

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

1. Rates/Quotations dully filled in, **as per Sq. Foot per month, and include the rate of consumable**, will be received up to the stipulated date and time (i.e. 17.05.2016, up to 1600 hrs).
2. The Custom House building is having three floors and compound area comprising total area of around, Approx. 124700 Sq. Feet.
3. The office of the Commissioner of Custom, Kandla, reserves the right to postpone and /or extend the date, without assigning any reason thereof.
- 4 The contractors/Service providers are required to submit complete rates i.e consideration the deduction of PF and ESI etc, only after satisfying each and every condition laid down in the annexure enclosed.
5. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, 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.
6. Rates/Quotations should be submitted as per Sq. foot rate and signed by the firm with its current business address.
7. 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.
8. 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.
9. 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.
10. Insurance cover projecting 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. The office shall not entertain any claim arising out of mishap. If any, that may take place. In the event of any liability/claim failing on this office, the same shall be reimbursed/indemnified by the Contractor.
11. No other person except Contractor's authorized representative shall be allowed to enter this office.
12. Within the premises of this office, the Contractor's personnel shall not do any private work except their normal duties.
13. 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.

14. 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.

15. Contractor shall be fully responsible for theft, Burglary, fire or any mischievous deeds by his staff.

16. All consumables and materials required shall be provided by this office.

17. 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 government office.

18. Contractor/ Service Provider will ensure that the persons deployed by the firm always wear proper uniform with a badge showing the name of the firm, while on duty.

We agree to the above terms and conditions.

Signature with date _____

Name of the firm _____

Seal _____

ANNEXURE-II

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

A. SCOPE OF WORK

1. The prime object of house keeping 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 toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
 - 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. Cleaning of toilets, windows, wash basins and other fittings and water coolers, removing all dust, unwanted materials, cleaning to be done with phenyl/ lyzol or other required disinfectant twice a day.
2. Cleaning of corridors staircase and common area once with disinfectant in the morning and with plain water in afternoon.
3. Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipments, cupboard filing cabinets glass panes[collecting waste paper unwanted 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. labour work, assigned by the controlling officer.

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 and dusting etc. shall be completed before 9.00 am 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 one reason or other, 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 addresses of the workman sent to this office for Housekeeping Services.
4. The services provided by the contractor shall be up to the satisfaction of this office.

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 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.
8. The personnel will render services everyday including Saturdays except on National Holidays i.e 26 January, 15 Augusts, 2nd October and any other holidays/ public holidays. (Which are mandatory under labour laws).
9. 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.
10. 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 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.
 - 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 Commissioner (RPFC) etc., for the payments made towards applicable 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 favor 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 housekeeping 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 office behave courteously and decently with the employees/ officers of this office.

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 _____

ANNEXURE-IV

List of Consumables required on monthly basis for Custom House, Kandla

Sr. No.	Particulars	Requirements
01	Soap Oil	
02	Phenyl	
03	Floor Cleaner	
04	Table Cloth	
05	Colin or Glass Cleaner	
06	Duster Cloth	
07	Soft Broom	
08	Coconut Broom	
09	Harpic	
10	Air Freshner Odonil	
11.	Urinal Cakes	
12.	Naphthalene Balls	
13.	Garbage Bag	
14.	Toilet Brush	
15.	Squeezer	
16.	Scrub Pad	
17.	Buckets	
18.	Dust Pan	

ANNEXURE-II

TECHNICAL BID

Pre-qualification requirements for award of contract for House Keeping:-

Sr. No.	Details	
01.	Name of the Registered Firm/ Company (enclose Attested Copy of deed)	
02.	Address of the company with Telephone No. Fax and Email	
03.	Name and address of the Partner/Directors with Mobile No.	
04.	Pan No. (Enclose attested copy)	
05.	Service Tax Registration No. (Enclose attested copy)	
06.	ESI Registration No. (Enclose attested copy)	
07.	No. of Persons Employed	
08.	Provident fund No. allotted by Regional Provident fund office (Enclose attested copy)	
09.	Name of the Govt. Organization/ Prominent Private Sector to whom similar services have been provided by the firm during the last 03 years (attach relevant documents)	
10.	Last 03 years service tax proof and PF proof (attach relevant document)	

ANNEXURE-III

FINANCIAL BID

PROFORMA FOR QUOTING RATES

01.	Name & Address of the Contractors, Firm/Agencies	
02.	Name of the Proprietor/Partners/Director	
03.	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 employers)	

Note: No extra payment will be made other than the above mentioned amounts.

Signature of Authorized person with date

Name & Full Address:

Telephone No:

Office:

Residence:

Fax No:

Email:

Seal: