



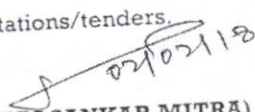
भारत सरकार / GOVERNMENT OF INDIA
 OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS
 सीमा शुल्क मंडल / CUSTOMS DIVISION
 D.No.70-3-48/4, ABC, रमण पेठा, वैद्य नगर, काकिनाडा - 533 004
 D.No.70-3-48/4, ABC, RAMANAYYA PETA, VAIDYA NAGAR, KAKINADA - 533 004
 फोन नं.0884-2375546 फेक्स नं.0884-2375546

C.No.1/22/07/2016-Admn.CPD.

Dated 02.02.2018

TENDER NOTICE

The Assistant Commissioner of Customs, Customs Division, Kakinada invites quotations/tenders from agencies for engaging persons for house-keeping work of its Office premises. 2 workers are required for the area of 5700 Sq. Ft. (Ground Floor + 2 Floors) to work for 8 hours a day from 08.00 hrs to 12.00 hrs and 14.00 hrs to 18.00 hrs. The rate is to be quoted per Sq. Ft. per month basis. The rate quoted should include the minimum wages payable to the workers, EPF, ESI and other taxes. The application and detailed "Terms and Conditions" may be obtained from the Superintendent (Admn.), Customs Division, Kakinada on payment of Rs.1,000/- (non-refundable) by way of Demand Draft to be obtained in the name of "Commissioner of Customs, Office of the Commissioner of Customs (Preventive), Vijayawada". The tender applications may also be downloaded from website of the Department "www.cbec.gov.in". If bidder downloads the application from the said website, then he/she should enclose the application amount of Rs. 1000/- by way of demand draft along with the Technical Bid. The sealed tenders/quotations, duly filled in all respects, should be submitted before **17.00 hrs. on 12.02.2018**. Two separate envelopes should be submitted (One for Technical Bid and the other for Financial Bid) super scribed "TENDER/QUOTATION FOR HOUSE KEEPING WORK (TECHNICAL / FINANCIAL BID)" and should be addressed to " The Assistant Commissioner of Customs, Customs Division, Kakinada. The Commissioner of Customs, Office of the Commissioner of Customs (Preventive),Vijayawada reserves the right to cancel, postpone or accept the quotations/tenders.


 (RABI SANKAR MITRA)
 ASSISTANT COMMISSIONER
 CUSTOMS DIVISION
 KAKINADA

Submitted to the Commissioner of Customs, Office of the Commissioner of Customs (Preventive), Vijayawada. //By name to Supdt. (Admn.)//

NOTICE INVITING TENDERS FOR HOUSE-KEEPING

1. The tender shall be 2 bid system. The technical bids will be opened first. After screening of the technical bids, the financial bids of qualified bidders only will be opened. The prescribed proforma in which information has to be given in Technical and Financial Bid are enclosed. Apart from the prescribed information/documents, any other information/documents can also be submitted.

TECHNICAL BID

2. It is mandatory to have PF, ESI & GST Registrations. Without registrations no quotations would be valid.
3. The registrations required are:-
 - a. Firm Registration; b) PF Registration; c) ESI Registration; d) GST Registration; e) Central Labour Licence with renewal; f) PAN Card Registration; g) TDS Registration; h) If not, Proprietary concern, PAN Card of Partners/Owners; i) TIN Registration; j) Trade Licence of the firm.
4. Experience: Minimum 5 years experience in house-keeping is required. Work Orders copies to be enclosed. Experience in house-keeping to be preferred and not in any other related work such as Security services. Preference would be given for the bidders who are doing House-keeping work in Central Govt. Departments.
5. Copies of returns for the last 3 years should be submitted along with Technical Bid, i.e., PF Returns, ESI Returns, GST Returns, Income Tax returns and Work order copies.

FINANCIAL BID

6. The rate quoted must be on per Sq. Ft. per month basis and not on the number of persons to be deployed or performed basis. However, while arriving the rates per sq. ft. basis bidder shall consider the minimum wages as per law for those persons. The commission to be added is as per the discretion of the bidder.
7. The cost of cleaning material shall not be included in the rate quoted as it will be supplied by the Department.
8. The rate quoted shall be inclusive of minimum wages as per law and Employees' contribution of PF, ESI, GST, TDS and other taxes as per applicable rates.
9. Thus, the contractor shall make regular and full payment of labour wages which should not be less than fixed under Minimum Wages Act.

GENERAL

10. Application cost is Rs.1,000/- may be deposited by way of DD drawn in favour of Commissioner of Customs, Office of the Commissioner of Customs(Preventive), Vijayawada. An EMD amount of Rs.10,000/- may be deposited as Demand Draft in favour of Commissioner of Customs, Office of the Commissioner of Customs (Preventive), Vijayawada at the time of submission of Technical Bids. The DD would be returned to the un-successful bidders.
11. In case of successful bidder, the earnest money deposit of Rs.10,000/- will be adjusted towards performance security amount.

GENERAL CONDITIONS

12. The Supervisor through the vendor shall keep reporting to the Administrative Officer of the Department as there will not be direct handling of the contingent staff by Departmental Officers.
13. As the price quoted is in accordance with the minimum wages prescribed as Minimum Wages Act, any increase by the Government of Andhra Pradesh with reference to minimum wages would be under consideration.
14. At the time of giving salaries to be employees, the employee shall contribute PF @12% and ESI @1.75% from his/her salary. After deducting the administration charges of 1%, the contribution from the employer @12% and contribution from the employee of 12% would add upto 24% into the PF A/c of each employee.
15. The employer shall not deduct any other amount from the salary of employee except PF and ESI.

ANNEXURE FOR TECHNICAL BID

1	Name of the Organization/ Firm	
2	Name(s) of the Proprietor(s)/Director (s)	
3	Firm Registration Number	
4	Firm Registered Address	
5	Firm Provident Fund Registration Number	
6	Firm ESI Registration Number	
7	Firm PAN Number	
8	Firm GST Registration Number	
9	Firm TDS Registration Number	
10	Total Number of Staff/workers of the Firm/Organization	
11	Firm Activities (Separate sheet can be enclose, if necessary)	
12	Whether the firm is registered or license holder under Contract Labour (Regulation & Abolition) Act?	If yes, copy of the registration certificate to be enclosed
13	Name of the Organizations to whom the House Keeping work has been provided by the Firm during the last 5 years	Please attach the Job Order/Service Certificate
14	Attach the Last 3 years Firm Income Tax Returns	
15	Attach the Last 3 years Firm PF, ESI, GST Challans and Returns	

Signature with Date

Name of the Firm and Seal