



**OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS  
CUSTOMS PREVENTIVE DIVISION: SAVITHA EDIFICE: 3<sup>rd</sup> & 4<sup>th</sup> FLOORS: D.NO.10-1-  
42/A: WALTAIR UPLANDS: VISAKHAPATNAM-530003.**

सहायक आयुक्त सीमा शुल्क सीमा शुल्क निवारक प्रभाग के कार्यालय: सविता भवन: 3 & 4

फर्श: D.NO.10-1-42/A: WALTAIR उपजाने: विशाखापट्टनम-530003


C.No.I/16/017/2017-CPD.

Dated: 02.02.2018

**E-TENDER / QUOTATION NOTICE**

The Assistant Commissioner of Customs, Customs Preventive Division, Visakhapatnam invites E-tenders for engaging persons for housekeeping work at the above office premises. 2 workers are required for the area of 3916 sq. Ft. 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 worker, EPF, ESI and other taxes. The application and detailed "Terms & Conditions" may be downloaded from the website of the department "[www.cbec.gov.in](http://www.cbec.gov.in)". The sealed Tenders/quotations duly filled in all respects, should be submitted before 02.02.2018. Two separate documents should be submitted (One for technical bid and other for financial bid) and should be addressed to "The Assistant Commissioner of Customs, Customs Preventive Division, Savitha Edifice, 3<sup>rd</sup> & 4<sup>th</sup> Floors, D.No.10-1-42/A, Waltair Uplands, Visakhapatnam-530003. The Commissioner of Customs (Preventive), Vijayawada reserves the right to cancel, postpone or accept the quotations/tenders.

Date: 02.02.2018.

  
(K. RAMA RAO)  
ASSISTANT COMMISSIONER

## 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. An EMD amount of Rs.10,000/- may be deposited as Demand Draft in favour of Commissioner of Customs, Customs Preventive Commissionerate, Vijayawada at the time of submission of Technical Bids. The DD would be returned to the unsuccessful bidders.
11. In case of successful bidder, the earnest money deposit of Rs.10,000/- will be adjusted towards performance security amount.