



PRO.  
9/18  
~~Supdt (Sd) Computer~~

भारत सरकार  
GOVERNMENT OF INDIA  
सीमा शुल्क सहायक आयुक्त का कार्यालय  
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS  
धुबड़ी सीमा शुल्क प्रभाग  
CUSTOMS DIVISION, DHUBRI

169, दक्षिणा भवन, ने.सु.पथ, पो.आ.+जिला- धुबड़ी, असम, पिन - 783301  
169, Dakshina Bhawan, N. S. Road, P.O. + Dist. - Dhubri, Assam, Pin - 783301  
फोन/PHONE: (03662) 234879, 233666, फेक्स/FAX: (03662) 234879, Email: cusdhub@gmail.com

## QUOTATION FOR HIRING OF HOUSEKEEPING STAFF

Sealed quotations are invited from reputed and eligible contractors engaged in the business of housekeeping services such as cleaning, dusting, sweeping etc. in the office premises of Customs Division, Dhubri and its field officers for the period of 01 (one) year from the date of acceptance of the Quotation. The tender notice along with nature of services to be provided and the terms and conditions can be obtained from the O/o the Assistant Commissioner, Customs Division, Dhubri on all working days during office hours from 09:15 a.m. to 05:45 p.m.

The quotations (in sealed cover) should be submitted in the O/o the Assistant Commissioner, Customs Division, Dhubri on or before 17.08.2018 (forenoon) and the same will be opened on 17.08.2018 (afternoon).

sdt

(Rajeev Ranjan)  
Assistant Commissioner

C. No. II (31) 1/ Out Sourcing / ET/ DB/ CUS/ 2016/

Date: 31.7.18

Copy to: -

2638-41

1. The Additional Commissioner, Customs for information. He is requested to kindly direct the Superintendent (System) Customs N.E.R., Shillong to publish the tender notice in the Hqrs. Website for wider circulation.
2. The Additional Commissioner of Customs and GST, CCO Shillong with request to permit uploading the said tender notice in the CCO's official website.
3. Notice Board of Customs Division, Dhubri
4. The Central Excise, GST Notice Board, Dhubri

Rajeev Ranjan  
30/7/18  
(Rajeev Ranjan)  
Assistant Commissioner

ANNEXURE I TO NOTICE INVITING TENDER FOR PROVIDING HOUSE  
KEEPING SERVICES

QUALIFYING / TECHNICAL BID DOCUMENT

1	Name of the party					
2	Address (With Tel No. Fax no.)					
3	Name & Address of the Proprietor/Partners/Directors (With Mobile No.)					
4	Contact person (s) (With mobile number)					
5	No. of years of experience in providing housekeeping services 9enclose proof such as performance reports from clients (or) TDS copies)					
6	Average Annual Turnovers (last 3 years ended 31.03.2016) Certified by chartered account					
7	Permanent Account Number (PAN)(The Evidence for filing of IT returns along with profit and loss Account & balance Sheet for the last three financial years to be enclosed) 2014-15 2015-16 2016-17 2017-18					
8	Total no. of persons to be engaged by the contractor for providing the service in the following location:					
	Sl.No.	Name of the Office	location	Building Area	External Area	Total Area
	1	O/o the Asstt.Commr.Customs Division, Dhubri.	Dhubri	4,000 sq.ft.(approx.)		4,000 sq.ft.(approx.)
	2	O/o the Supdt.North Salmara,C.P.F	North Salmara	1519 sq.ft.		1519 sq.ft.
	3	O/o the Suptd.Dalu, L.C.S.	Dalu	1313.2 sq.ft.(122m)		1313.2 sq.ft.(122m)
	4	O/o the Supdt.Hatisar L.C.S	Hatisar	450 sq.ft.(approx)		450 sq.ft.(approx)
	5	O/o the Supdt.Hallidiyaganj,C.P.F	Hallidiyaganj	1281.77 sq.ft. (119.08m)		1281.77 sq.ft.(119.08m)
	6	O/o the Supdt.(Border trade centre complex at Golokganj.	Golokganj	2400.00sq.ft.		2400.00 sq.ft.
9	Details of ESI & EPF Registration along with Evidence (Registered Before 01 <sup>st</sup> April 2012					
10	Details of GST Registration along with evidence					
11	Details of EMD					
12	Solvency Certified issued by bankers					

**ANNEXURE II**  
**ENCLOSURE TO FINANCIAL BID**

**Minimum Wage per person as prescribed by Govt.**

Name of the service provider		
Address (With Tel No., Fax No.)		
Name & Address of the Proprietor / Partners / Directors (With Mobile No.)		
Contact person (s) (with mobile number)		
Rate of wages for Housekeepers		
Basic Wage per day	:	Rs.
Variable DA per day	:	Rs.
Total Wage per day (a+b)	:	Rs.
Wages for 26 days per person		Rs.
<b>Add: Statutory Contributions</b>		
e EPF	:	Rs.
f Pension Fund	:	Rs.
ESI	:	Rs.
g Bonus	:	Rs.
<b>Add: Contractor's Service Charges</b>		
Gross Wages per person for 26 days (d+e+f+g+h)		Rs.
i Service provider's service charges per person	:	Rs.
Total Wages per person for 26 days (i+j)	:	Rs.
Rate per Sq. ft. per month as Quoted in BOC	:	Rs.

I hereby certify that 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 of estimate, I/We will be blacklisted and will not have any dealing with the department in future.

The relevant rules and regulations as notified by the Government for Outsourcing of House-keeping services from time to time would be complied.

(Signature of Authorized Signatory with Date)

ANNEXURE-III

PRICE/ FINANCIAL BID DOCUMENT

(a) Price bid undertaking

(b) Schedule of price bid in the form of BOQ\_Housekeeping.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

Office of the Assistant Commissioner,  
Central Goods & Service Tax,  
Bongangaon Division,  
Jhulhari-783301

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except GST.

Yours faithfully

Signature of Authorized Representative

## DECLARATION

I/We 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)

The following documents are to be furnished / uploaded by the Service Provider along with Technical Bid as above

- i) Signed and Scanned copy of **proof for payment of Earnest Money Deposit**
- ii) Signed and Scanned copy Certificates like PAN No, GST Registration (if applicable), ESI, EPF Registration etc.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State / UT Government institution and there has been no litigation with any government department on account of IT services.
- v) Signed and Scanned copy of **Labour Licence** obtained from Labour Commissioner.
- vi) Signed and Scanned copy of **Balance Sheets** of last 3 financial years.

3. Name and Address of the Proprietor/ Partners / Directors (with Mobile No.) :
4. Contact Person(s) (with Mobile No.) :
5. No. of years of experience in providing Housekeeping services (enclose proof such as Performance Reports from clients):
6. Permanent Account Number (PAN) :  
enclose copies of TDS / ITR
7. Details of ESI & EPF Registration along with evidence. :
8. Details of Service Tax Registration :

#### DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my / our knowledge and I/we have read and understood the terms & conditions contained in the Tender Document. I/ we 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 and seal)

PROFORMA FOR BID

SL.NO.	Name of the Formation	Name of the Station	Area	Rate
1	O/o the Assistant Commissioner Customs Division, Dhubri	Dhubri	4000 sq.feet apx.	
2.	O/o the Supdt. North Salmara, C. P. F.	North Salmara	1519 sq.feet	
3.	O/o the Supdt. Dalu L.C.S.	Dalu	1313.2 sq.feet	
4.	O/o the Supdt. Hatisar L.C.S.	Hatisar	450 sq.feet	
5.	O/o the Supdt.Hallidyagonj C.P.F.	Hallidiyaganj	1281.77 sq.feet	
6.	O/o the Supdt.(Border Tread Center complex at Golakganj )	Golakganj	2400.00 sq. feet	

Certified that the above quoted rate complies with Minimum Wages Act and all the statutory provision and rules as applicable. The above rate is inclusive of Service Tax or any other Tax payable to Government.

Signature of the bidder with name

Office Seal

PRE-QUALIFICATION REQUIRMENT FOR AWARDS OF CONTRACT FOR HOUSE KEEPING

1. Name of the party

2. Address

(With Tel.No. Fax No.)

## PROFORMA FOR TECHNICAL BID.

1	Name of the Organisation / Firm	
2	Name(s) of Proprietors / Directors	
3	Registered Address	
4	Telephone No.: Fax No.: Mobile No.: Email address (if any):	
5	Whether the firm is Registered and License holder under Contract Labour (Regulations and Abolition) Act, 1970	
6	Registration No. of the Firm (Copy to be enclosed)	
7	Permanent Account No. of the firm (PAN) (Copy to be enclosed)	
8	Provident Fund Number / ESIC Registration No. allotted by Regional Provident Fund Office, if any (Copy to be enclosed)	
9	Total Staff / Workers of the firm	
10	Name(s) of Public Sector / Govt. Organization to whom similar services have been provided by the firm during last three years.	

Signature of the bidder with Name

Office Seal



In the bid, he will submit the quotation for his charges. It should be written in bold Letter on top of the envelope as “**QUOTATIONS FOR HOUSEKEEPING 2018- 2019**” should be submitted in sealed cover duly addressed and superimposed with words on top.

The service providers will be short listed on the basis of their technical competency after opening of bids. The decision will be governed by the rates per sq. ft. per month/ per person per month and the bid with lowest quotation among the opened bids will normally be approved. However, they should also mention in their bid the number of persons to be employed for these work and their monthly wages are given in the proforma enclosed.

**7. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS 17-08-2018(FW)** bids received later than the stipulated dated and time considered under any circumstances. The tenders will be opened on 17-08-2018 at 3:00 P.M by the Tender Evaluation Committee. Whether the representative of the bidder(s) are present or not, this office reserves the right to reject any tender, even the lowest one or all the Tenders, without assigning any reasons thereof.

#### **8. TERMS OF PAYMENT:**

- i. The Contractor will submit the monthly bill in duplicate for reimbursement along with certificate of completion of works by the officer in charge. The bill will be paid after making recovery, if any.
- ii. The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.

#### **PENALTIES**

The Contractor will attract a penalty of an amount of 1,000/- in case a person fails to carry out the housekeeping services due to his absence or any other reason which shall be recovered from the bills or otherwise.

**FOR ANY CLARIFICATION IN THE MATTER AND / OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH SUPERINTENDENT (PRO) CENTRAL GST, DHUBRI/ SUPERINTENDENT OF THE RESPECTIVE FIELD FORMATION /OFFICE.**

(RAJEEV RANJAN)

Assistant Commissioner

10. No other person except Contractor's authorized, representative shall be allowed to enter the office premises for providing the contracted services.

11. Contractor shall be solely responsible for payment of wages salaries other benefits and allowances to his personal that might become applicable under any Act or Order of Government. The Department shall have no liability whatsoever in this regard and the contractor Indemnify Department against any / all claims which may arise under the provisions of various Acts, Government Orders etc.

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

13. 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.

14. The Contractor will provide his staff with the necessary uniform. The cost will be borne by the Service Provider.

15. Photographs, full address and telephone number of all housekeeping personnel should be provided for records.

16. After awarding a contract, the Contractor should furnish performance security amount of 5% to 10 % of the total contract value to the Department, Central GST, on behalf of the President, Government of India in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank. -

#### **6. MODE OF SUBMISSION OF BIDS:**

The sealed tenders should be addressed to:-

**"The Asstt. Commissioner, Customs Division, Dhubri- 783301, Assam"**

The bidders are required to submit bid in the prescribed proforma which may be obtained from the official website or from this office.

In the bid, the bidder will provide:

- (i) Details of his PAN number, Service Tax registrations and details of ESIC, PF Etc. (Photo copy to be attached)
- (ii) Details about his experience in the field, and the other organizations for which he is providing such services.
- (iii) Details regarding compliance of statutory laws, number of persons proposed to be deployed, etc.

(c) Bidders should be paying minimum wages to his employees as prescribed by the State Government.

(d) Employing local youths will be given Preference.

(e) The person employed should work on all days except Sunday.

(f) The working hours will be from 8:00 To 6.00 hrs daily except Sunday.

(g) Bidders should state the lump sum amount to be charged on monthly basis as well as rate per sq. ft. per month and also state the number of labors to be employed.

(h) Bidder should not indulge in employing child labor.

2. The Asst. Commissioner, Customs Division Dhubri reserves the right to postpone and / or Extend the date of receipt/ opening of Rates / Quotation or to withdraw the same, Without assigning any reason thereof.

3. The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.

4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initiating, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, indicated shall be authenticated and attested.

5. Rates / Quotations should be submitted and signed by the contractor or his authorized Representative with its current business address. .

6. The Contractors must comply with the Rates / Quotations, specification and all 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 the Department.

7. Notwithstanding anything contained herein, the Department reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason.

8. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him, for short duration. The service recipient shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability claim falling on department, the same shall be reimbursed / indemnified by the Contractor.

9. Contractor shall in no case lease / transfer / sublet or appoint care taker for services.

4. Shifting of furniture, files and other office equipments, whenever required.
5. Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table / chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets, fans etc.
6. Cleanings of pantry area, wiping and cleaning of wooden formica and glass surfaces, window sills and frames and removal of stagnant water.
7. Miscellaneous services such as serving of drinking water / refreshment, etc., during office hours, Conference / Meetings / Seminars and visit of assesses.
8. Internal and external cleaning of window panes, doors and fans.
9. Cleaning of venetian blinds, ceilings, walls, grills and beams.
10. Cleaning of entire floor space, glasses and pantry with detergents.
11. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
12. General maintenance and up keep of the entire office premises.
13. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office premises, its towel, chair covers, curtains etc. shall be sent to the laundry for washing, ironing and to be collected by the contractor. The charges for the same shall be borne by the contractor. Any breach of these conditions will result in the immediate termination of the contract.

### 3. JOBS TO BE CARRIED OUT WEEKLY:

- i) Cleaning of window panes with mild detergent such as Collin and any other cleaning operation assigned / required.
- ii) Vacuum cleaning dusting in the computer section, all computers in the office and the sofa-sets, twice a week.

### 4. CLEANING MATERIALS:

The cleaning material will be provided by the Department.

### 5. TERMS AND CONDITIONS:

1 (a) Bidder/s providing similar service to other Government Departments will be given preference.

(b) Bidder shall be duly registered with ESIC, Provident Fund, Service Tax and other relevant statutory authorities dealing with employment of labour/ manpower.

All existing statutory regulations of both the State as well as the Central Government shall be adhered to by the contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. Contractors not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.

ANNEXURE

**NOTICE INVITING QUOTATION FOR ANNUAL CONTRACT OF HOUSE- KEEPING FOR THE OFFICES UNDER CUSTOMS DIVISIONS DHUBRI**

1. Sealed quotation are invited from reputed service provider/contractor for cleaning and housekeeping of the buildings including constructed area and open premises of the following offices under Customs Divisions, Dhubri on Annual Contract basis.

The details are as shown below

Sl No.	Name of formation	Name of station	No. of workers required	Total area
1	2	3	4	5
1	O/o The Asst. Commr, Customs Divisions, Dhubri	Dhubri	1	4000 sq Feet apx.
2	O/o the Suptd. North Salmara, C.P.F	North Salmara	1	1519 sq. Feet
3	O/o the Suptd. Dalu L.S.C	Dalu	1	1313.2 sq Feet
4	O/o the Suptd. Hatisar L.S.C	Hatisar	1	450 sq Feet
5	O/o the Suptd. Hallidiyaganj, C.P.F	Hallidiyaganj	1	1281.77 Sq Feet
6	O/o the Suptd. ( Border Trade center complex at Golakganj)	Golakganj	1	2400.00sq Feet

Area is subjected to variation up to 10%

**2. Scope of work:**

1. Cleaning sweeping and wt mopping of the entire area.
2. Collection of all sweeping, garbage and waste material and their effective disposal.
3. Through cleaning of toilets including urinals along with attached watter tanks and wash basins, using disinfectants like Phenyl, Harpic, Vim, Surf etc, twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilet walls.

Sd/-  
(Dr. Shivendra Kumar Sinha)  
DY. CMO. CHD

School of Nursing, Central Hospital, Dhanbad

15 Aug/2018

**QUOTATION FOR HIRING OF  
HOUSEKEEPING STAFF**

Sealed Quotations are invited from reputed and eligible contractors engaged in the business of housekeeping services such as cleaning, dusting, sweeping etc. in the office premises of Customs Division, Dhubri and its field officers for the period of 01 (one) year from the date of acceptance of the Quotation. The tender notice along with nature of services to be provided and the terms and conditions can be obtained from the O/o the Assistant Commissioner, Customs Division, Dhubri on all working days during office hours from 09:15 a.m. to 05:45 p.m.

The Quotations (in sealed cover) should be submitted in the O/o the Assistant Commissioner, Customs Division, Dhubri on or before 17.08.2018 (forenoon) and the same will be opened on 17.08.2018.

Sd/-,  
Assistant Commissioner  
Customs Division, Dhubri



**National Research Centre on Pig**  
Indian Council of Agricultural Research

ANICRI, ICAR, All India Certified Institute  
Rani, Guwahati-781131, Assam



F. No: 98/NRCP/18-19/RC (Vol.VI)

Date: 27-07-2018

**NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from interested manufacturers and authorized dealers/stockiest for entering into Annual Rate