



Kharmahal Chariali, Police Point, Dimapur-797112, Nagaland.

Phone: 03862-226688/ Fax: 03862-226868/ Email: cusdmr@yahoo.com

C.No.VIII(48)03/CUS/PRO/C.W/DMR/2019

Dated :

NOTICE INVITING TENDERS FOR OUTSOURCING OF HOUSEKEEPING SERVICES

Sealed Tenders are invited for the hiring of House Keeping Staff to be engaged at Customs Preventive Divisional Office, Dimapur for the year 2019-20 on contract basis and the period of contract shall be for a period of one financial year. The terms & conditions and the nature of services to be provided are placed in the official website www.shillongcustoms.gov.in.

The details of the area where service is required to be provided are given as below:-

Sl.No	Name and Location of the office premises	Approximate area (in sq.ft.)
1.	Office of the Assistant Commissioner, Customs Preventive Division, Dimapur, Kharmahal Chariali, Police Point, Dimapur.	1 st Floor - 2794 sq ft. 2 nd Floor - 1509 sq. ft
	Total area to be outsourced for housekeeping services	4,303 sq. ft.

The tenders should be submitted in two sealed covers and should be superscripted as Technical Bid and Financial Bid respectively. Both the envelopes should be placed in a single sealed envelope superscripted with "Tender for providing House Keeping Staff for services to be carried out at Customs Preventive Divisional Office, Dimapur" and should be addressed to the Assistant Commissioner, Customs Preventive Division, Dimapur, Kharmahal Chariali, Police Point, Dimapur.

The last date for receipt of Tender is 13.12.2019 up to 1200 hrs. which will be opened on 13.12.2019 at 1400 hrs. in the presence of the parties or their authorized representatives who wish to be present at the time of opening of Tender/Quotation. The Tenders/Quotations received **incomplete and/or not properly sealed or filed after the due date and time** shall be summarily rejected. The Assistant Commissioner, Customs Preventive Division, Dimapur reserves the right to accept or reject any or all tenders without assigning any reasons.

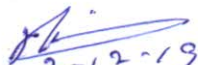
Sd/-
(IMKONG TOSHI AO)
Assistant Commissioner
Customs Preventive Division, Dimapur.

C.No.VIII(48)03/CUS/PRO/C.W/DMR/2019/1595-200

Dated : 02/12/19

Copy to:

1. The Commissioner of Customs (Prev.), NER, Shillong for kind information.
2. The Joint Commissioner, O/o the Chief Commissioner Office, GST & Customs, Guwahati Zone, GST Bhavan, 5th Floor, Kedar Road, Machkhowa, Guwahati - 781001 for kind information.
3. The Superintendent (Computer & Training), Customs Hqrs., Office, Shilong for uploading at the official website.
4. The Editor, Nagaland Post/ Nagaland Page, Dimapur for publication.
5. Notice Board


2-12-19

(IMKONG TOSHI AO)
Assistant Commissioner
Customs Preventive Division, Dimapur.

ANNEXURE-“A”
TERMS AND CONDITIONS:

1. The service provider shall provide well trained and experienced person round the clock to perform the various functions assigned to him/her by this office from time to time. The personal deployed shall be provided with suitable distinctive uniform.
2. Earnest Money Deposit (EMD) OF Rs.10,000/- (Rupees ten thousand) only per application in the form of Demand Draft of scheduled Bank drawn in favour of “Assistant Commissioner, Customs Preventive Division, Dimapur” shall accompany the Technical Bid/Qualifying Bid. Technical Bids/Qualifying Bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD may be forfeited in case the successful bidder withdraws or the details furnished in Annexure are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee.
3. Rate should be indicated in both figures and words, if there is difference between the two said rates, the rate quoted in words will prevail.
4. The service provider shall comply with all applicable laws if the Central / State Govt. and any other Law of the time being in force including the Service Tax Law. This office will not be responsible for any dispute that may arise in connection with the subject service, between the service provider and any State or Central Govt. department, e.g. authorities dealing with EPF, ESI, Labour Laws, Service Tax, Income Tax, etc or any local body.
5. The service provider would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
6. The rate shall be as per Minimum Wages Act issued by Competent Authority and subject to TDS (Tax Deduction at Source) as per the provisions of Income Tax Law.
7. The Competent Authority reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.
8. The service provider shall in no case lease/transfer/sublet/appoint caretaker for the Service endured.
9. The service provider shall ensure that the staff deployed by does not have any criminal antecedents.
10. The service provider shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the department indemnified against all actions.
11. For any loses, damages caused by the personnel deployed, to any person/property/equipment of the office, the service provider will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the Competent

Authority. Further in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the LAW.

12. The service provider shall be solely responsible for payment of wages/salaries/other benefits, allowances and all other statutory/other dues payable as per Central/State Government/Municipality Rates etc. other Laws etc as applicable to personnel deployed that might become applicable under any Act or Order of the Government. The department shall have no liability whatsoever in this regard.
13. The department shall not entertain any claim, damage, insurance liability, etc arising out of mishap/accident etc to the staff employed by the service provider. The service provider will take such necessary action, under the various Act/Rules/Laws as required to take care of the personnel deployed including medical treatment and transportation to hospital etc as and when required.
14. The service provider should specifically note that the engagement of the service provider under the contract does not in any way confer any right on the Service Provider or the person that may be deployed by him in this office for claiming any regular employment in this office or any other Government Office. The Service Provider should also obtain a written undertaking from the person deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.
15. The service provider will comply with all the legal Rules, Regulation and Statutory obligations cast on him as per Central/State Government/Municipality/Local Bodies relating to such deployment of personnel.
16. In case of any default by the service provider in respect of any of the terms and conditions, (whether General or Special), the Competent Authority may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, giving 15 days notice in writing to the service provider. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the service provider as per Agreement.
17. Manpower required for execution of the entire work daily including transport of personnel deployed to the office will be arranged by the service provider. In case, some staff are not able to attend work, it would be the responsibility of the service provider to provide another suitable workman in his place.
18. Attendance register of the staff deployed will be maintained by the Department. The number of days for rendering service shall be as per rules.
19. Tenders are invited in two parts i.e. (A) Technical Bid and (B) Financial Bid.
20. Bidders are requested to submit the tender document (Technical & Financial Bids) duly filled in with relevant information supported by relevant documents at the following address:-

The Assistant Commissioner,
Customs Preventive Division, Dimapur,
Khermahal Chariali, Police Point,
Dimapur - 797112.

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2-12-19

(IMKONG TOSHI AO)
Assistant Commissioner
Customs Preventive Division, Dimapur.

Annexure-“A”(I)

1. NATURE OF WORK

(A) GENERAL SERVICE ON DAILY BASIS

- a) Sweeping and mopping of entire floor area with disinfectant phenol to be supplied.
- b) Emptying the dustbins and garbage from the cabins of officers and pantry and dumping at DMC yard.
- c) Dusting of furniture and fixtures like table, chairs, telephones, fans, computers, air-conditioners, files etc.
- d) Cleaning of toilet blocks with disinfectant phenol to be supplied.
- e) Cleaning of washrooms, wash basins and keeping urinary cubes filled with naphthalene balls and air purifiers in the toilet provided by the department
- f) Cleaning of telephone instruments, fax machines computers, keyboards by applying dettol provided by department, wherever necessary.
- g) Cleaning of glasses with Colin and toilets by phenol and stains and chock up of washbasins. All cleaning materials will be provided by the department
- h) Switching off lights, fans and air conditioners whenever not in use.
- i) Shifting of furniture and other items/stores from one place to another as required by the administration.
- j) Watering of green plants.
- k) Miscellaneous services such as serving of drinking water/tea/refreshments etc, during conference/meetings/seminars and visits of assessees in offices as mentioned above.

(B) THOROUGH CLEANING ON WEEKLY BASIS (ON SATURDAYS)

- a) Internal and external cleaning of windowpanes
- b) Cleaning of venetian blinds, ceiling, walls, AC dust grills and beams
- c) Removal of cobwebs, polishing of brassware articles etc.
- d) Thorough cleaning of entire floors, walls, glasses with materials to be provided.

ANNEXURE 'B'
TECHNICAL BID FOR PROVIDING HOUSE-KEEPING SERVICE

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 (certified copy of RC is to be attached)	
04	PAN Card No. (certified copy of PAN Card is to be attached)	
05	GST No. (certified copy of GST Registration is to be attached)	
06	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)	
07	Details of prior experience of housekeeping and other Services	
08	Whether Earnest Money Deposited (EMP)?	

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 to be not 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 Service Provider

Seal of the Firm/Company

List of Enclosures

Attested photocopies / certified true copies of the following documents are required 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 Labour/EPF/ESI,
5. Certificate from various office(s) /organisation where the house-keeping services has already been provided satisfactorily (no. of years of providing services to be mentioned),

ANNEXURE ' C '

FINANCIAL BID FOR PROVIDING HOUSE-KEEPING SERVICES

Sl. No	Location and Address of the premises	Total area to be cleaned (in sq.ft.)	Rate per sq.ft. (exclusive of GST)	Monthly Amount (Rs.) (exclusive of GST)
1.				

Note:

1. No cutting or over-writing will be allowed. Financial Bid containing any overwriting or cutting will not be considered and will be rejected.
2. Tender submitted with less than minimum wages as prescribed by the concerned State Government shall be rejected without any notice.
3. GST will be paid on the rates as applicable.
4. Bidder shall also provide separate sheet mentioning the details of basic minimum Wages/ESIC/Insurance etc.

Signature of Service Provider
Seal of the Firm/Company