



GOVERNMENT OF INDIA

OFFICE OF THE ASSISTANT COMMISSIONER
CUSTOMS DIVISION, DHUBRI:

169, DAKSHINA BHAWAN, N.S.ROAD.DHUBRI: ASSAM: PIN783301

Phone No: - 03662- 234879 (A.C.), 03662- 234203 (A.O.) Fax No: - 03662-234879:Email:-cusdhub@gmail.com

Speed Post.

QUOTATION FOR HIRING OF HOUSEKEEPING STAFF

Sealed quotation 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 service 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 20.02.2020 (forenoon) and the same will be opened on 20.02.2020 (afternoon).

Sept (Comp/sys)
[Signature]

Sdt

(G.C.Mondal)
Assistant Commissioner

C.No II (31)1/Out Sourcing/ET/DB/CUS/2016/ 4086-89

Date: 10.02.2020

Copy to:-

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.

[Signature]
10/2/2020
(G.C.Mondal)

Assistant Commissioner

**ANNEXURE I TO NOTICE INVITING TENDER FOR PROVIDING
HOUSEKEEPING 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 No.) | | | | | |
| 5 | No. of years of experience in providing housekeeping services 9 enclose 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 years to be enclosed) 2014- 15 2015- 16 2016- 17 2017- 18 | | | | | |
| 8 | Total no. of persons to be engage 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 Asst. 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 | 1,519 sq.ft. | | 1,519 sq.ft. |
| | 3 | O/o the Supdt. Dalu, L.C.S. | Dalu | 1,313.2sq.ft. (122m) | | 1,313.2 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 | 1,281.77 sq.ft. (119.08m) | | 1,281.77 sq.ft. (119.08m) |
| | 6 | O/o the Supdt. (Border trade centre complex) at Golakganj. | Golakganj | 2400 sq.ft. | | 2400 sq.ft. |
| 9 | Details of ESI & EPF Registration along with Evidence. (Registered Before 01 st 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. |
| Add: Statutory Contributions | |
| e EPF | : Rs. |
| f Pension Fund | : Rs. |
| g ESI | : Rs. |
| h Bonus | : Rs. |
| Add: Contractor's Service Charges | |
| Gross Wages per person for 26 days (d+e+f+g+h) | Rs. |
| 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 BO | : Rs. |

I hereby certify that information furnished above is true and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement of charges, 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 Housekeeping 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,
Bongaigaon Division,
Dhubri-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 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.