



प्रधान आयुक्त का कार्यालय, सीमा शुल्क सदन, मुन्द्रा

OFFICE OF THE PRINCIPAL COMMISSIONER
CUSTOM HOUSE MUNDRA

5B, Port User Building, Mundra Port, Mundra (Gujarat)
Phone:02838-271426/271423 Fax:02838-271425/271169

F. No. I/22-11/Adm/Housekeeping-CSD/2020

Date: 10.02.2020

E-TENDER NOTICE

Sub: Notice for Inviting of e-Tenders for the Outsourcing of Housekeeping Staff at Container Scanning Facility at Adani Port & SEZ under Customs Commissionerate Mundra.

1. E-Tenders (in prescribed format) are invited under two bid system (both Technical and Financial) from reputed parties for providing housekeeping, cleaning, sweeping services etc. on contract basis, for the office building located at **Container Scanning Facility, Indian Customs Mundra, near Shanti Circle, Opposite Maruti Storage Yard, Adani Port & SEZ, Mundra Distt-Kachchh (Gujarat)-370421, (Total area 3,444 sq. feet, approximately)** for the year 2020-21 from the date of execution of the agreement. **The contract shall be awarded for period of one year.**

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <https://eprocure.gov.in/eprocure/app>, and our departmental website www.mundracustoms.gov.in for reference and can be downloaded free of cost.

3. A pre-bid conference will be held and prospective bidders may submit their Queries on the tender through the e-procurement portal at <https://eprocure.gov.in/eprocure/app> and may attend conference as per the date and time indicated in the tender document.

Tender Critical Date Sheet

Tender Publishing Date & Time	10.02.2020 at 16:00 Hrs.
Bid Submission Start Date & Time	10.02.2020 at 17:00 Hrs.
Bid Submission End Date & Time	03.03.2020 at 11:00 Hrs.
Bid Opening Date & Time	05.03.2020 at 11:00 Hrs.

4. Interested bidders/Service Providers/ reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time.**

5. The Principal Commissioner, Customs Commissionerate Mundra, reserves the right to postpone/extend the date of receipt/opening of rates/quotation or to withdraw the same without assigning any reasons, thereof.

—Sd—

(Ajay Kumar)

Additional Commissioner (P&V)
Custom House Mundra



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F. No. I/22-11/Adm/Housekeeping-CSD/2020

Date: 10.02.2020

**Notice inviting e -tender for the Procurement of
Housekeeping Services through Central Public
Procurement Portal (e-Procurement Portal)**

Office of Principal Commissioner of Customs, Custom House Mundra, 5B, Port User Building, Adani Port & SEZ, Mundra Distt-Kachchh (Gujarat)-370421, invites e-Tenders under Two-Bid System Enquiry from reputed and experienced agencies for providing Housekeeping Services at the office building located at Container Scanning Facility, Indian Customs Mundra, near Shanti Circle, Opposite Maruti Storage Yard, Adani Port & SEZ, Mundra Distt-Kachchh (Gujarat)-370421, (Total area 3,444 sq. feet) **for a period of One (1) year, from the date of issuance of work order.**

2. The bidders shall submit their bids online only at CPPP website: <https://eprocure.gov.in/eprocure/app>, to follow the terms and conditions provided in the **Annexure-I And Annexure-I (A) and "Instructions to Bidder for Online Bid Submission"** provided in the **Annexure- "V"** for online submission of bids.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tender is liable to be banned.
6. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
7. Technical Bids will be opened as per date/time as mentioned in the Tender Critical Date sheet. After online opening of Technical-Bid the results of their qualification as well as Price-Bid opening will be in also indicated in the Tender Critical Date sheet.

ANNEXURE-I (A)

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

A. SCOPE OF WORK

1. The prime object of housekeeping services is to maintain the entire premises in a tip-top condition. The premises are to be maintained from hygiene point of view.
2. The broad details of work covered under the scope are enumerated as follows:-
 - a. Cleaning, sweeping and wiping of floors.
 - b. Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
 - c. Shifting of furniture and other items/stores from one place to another as required by the administration.
 - d. Any other work assigned by the controlling officer.

B. JOBS TO BE CARRIED OUT DAILY

1. Cleaning of toilets, windows, wash basin & other fittings and water coolers, removing of all dust, unwanted materials, cleaning to be done with phenyl/lyzol twice a day.
2. Cleaning of corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon.
3. Removing dust from floors, windows, doors, books, journals, furniture like tables, chairs, Visitor's chairs, sofas, almirahs, etc., fixtures, telephone, cupboard, air conditioners and other equipments, all electronic gadgets like computers, telephones, fax machines, photocopier machines etc., filling cabinets, glass panes; collecting waste paper, unwanted material and its disposal at indicated locations.
4. Cleaning of rooms by mopping floor with cloth soaked in water and disinfectants of ISI mark.

C. JOBS TO BE CARRIED OUT WEEKLY

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor on account of this.

D. MISCELLANEOUS CONDITIONS

1. Sweeping, cleaning dusting etc. shall be completed daily before 9:00 am.
2. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
3. The contractor shall, on award of the contract furnish the list containing names and addresses of the workmen sent to the Commissionerate for housekeeping services.
4. The services provided by the contractor shall be upto the satisfaction of the Commissionerate.

C. CHARGES AND PAYMENTS

Bills chargeable to the Commissionerate shall be paid after every month of services rendered, if found in order on the basis of availability of grant. In case of any complaint of non-fulfilment of any obligation under the contract, the Commissionerate reserves the right to deduct the amount, due from the contractor from monthly bill(s).

We agree to the above terms and conditions

Signature with Date _____

Name of the Firm _____

Seal _____

Annexure-II
Summary of Documents to be Submitted

A. Technical Bid:-

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of Certificates like GST Registration, ESI Registration, EPF Registration, PAN No. and experience, if any etc.
- ii) Signed and Scanned Copy of the Tender Acceptance Letter (**As per Annexure-B**) & Letter of Authorization to submit bid.
- iii) 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.
- iv) Signed and Scanned Copy of the Technical data sheet (**As per Annexure 'A'**)

B. Price Bid:-

- (a) Price bid undertaking (**As per Annexure 'C'**)
- (b) Schedule of price bid in the form of Excel sheet (**As per Annexure 'D'**)

Note: The bidders have to submit the Schedule of Price Bid (Annexure 'D') mandatorily in the form of an Excel Sheet, else their bid may be cancelled. They can also do so by converting the PDF file (Annexure 'D') in Excel format, and then submit it.

ANNEXURE - 'A'

TECHNICAL/QUALIFYING BID FORM for the Procurement of Housekeeping Services at Container Scanning Facility in Customs Commissionerate Mundra

Pre-qualification requirements for award of contract for Housekeeping (unskilled works)

01. Name of the organization / Firm
02. Name(s) of the Proprietors/Directors
03. Registered Address
04. Branch at Kachchh-Bhuj (Address)
with Telephone/Mobile/Fax No.

05. Whether firm is registered & license holder under Contract Labour (Regulation & Abolition) Act (Attach relevant documents)
06. Registration No. of the Firm (Copy to be enclosed)
07. Permanent Account No. of the firm (PAN) (Copy to be enclosed)
08. Provident fund number allotted by Regional Provident Fund Office. (Copy to be enclosed)
09. ESI Registration No. (Copy to be enclosed)
10. Valid ISO Certificate No. & Date: (Copy to be enclosed)
11. GST Registration No. (Copy to be enclosed)
12. Total staff/workers of the firm
13. Name(s) of Central Government/State Government/Public Sector Undertakings to whom similar services have been provided by the firm during last five years. (Attach relevant documents as proof of experience)
14. If the applicant firm has been terminated or blacklisted by any organization in last 5 years, full details of such termination of service or blacklisting.

Signature with Date _____

Name of the Firm _____

Seal _____

ANNEXURE - 'A (i)'

TECHNICAL BID ENCLOSURE

Name of the Housekeeping Service Provider:

Address (with Telephone & fax):

Rate of wages for House Keepers as per Central Government Rules

Basic Pay : Rs.
Variable DA : Rs.
Gross Daily Wages : Rs.

Add: Statutory Contributions (as per the rated mentioned below or as applicable)

a. EPF @ * : Rs.
b. ESI @ * : Rs.
c. Bonus @ * : Rs.
* -- as applicable

Declaration

I hereby certify that the information furnished above is true and correct to the best of 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.

Further, I hereby declare that the number of persons proposed to be deployed in Financial bid will be paid the wages as per above details.

Station:

(Signature of Authorized Signatory with date)

ANNEXURE - 'B'

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

The Assistant Commissioner (P&V),

Custom House Mundra

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website.

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure – ‘C’
PRICE BID UNDERTAKING

Date:-

From: (Full name and address of the Bidder)

To,

The Principal Commissioner of Customs,
5B, Port User Building, Adani Port & SEZ,
Mundra Distt-Kachchh (Gujarat)-370421

Sir/ Madam,

1. 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, Annexure IV inclusive of all applicable taxes except GST.

Yours Faithfully,

(Signature)

Name of Representative:-
E-Mail:-
Phone:-
Office Address:-

ANNEXURE- 'D'

FORMAT OF FINANCIAL BID

(To Be Submitted In Excel Format)

To,
The Principal Commissioner of Customs,
5B, Port User Building, Adani Port & SEZ,
Mundra Distt-Kachchh (Gujarat)-370421

Madam / Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for supply of services as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The price quoted by us for the following area (per square feet per day (for 23 days) is as under:-

S. No.	Services to be provided at	Area (in sq. ft)	Rate per square ft. per day (Excluding GST) Rs.	Total Amount (For 23 days per month) (Rs.)	Remarks	Minimum No. of persons to be Deployed
1	Container Scanning Facility, Adani Port & SEZ, Mundra Distt-Kachchh (Gujarat)-370421	3,444				

Note: (i). No extra Payment will be made other than the above mentioned amounts.

(ii). Minimum wages to be based on latest orders issued by Government of India, Ministry of Labour and amended from time to time.

(iii). Bidders must quote their rate taking into account wage components such as Basic, DA, EPF, PF, ESI etc., Leave Salary, Uniform allowance and Service charges.

2. We do hereby undertake that, in the event of acceptance of our bid, the supply of services shall be made as stipulated in the tender document and that we shall perform all the incidental services.

3. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

4. We have carefully read and understood the terms and conditions of bid document and its implications.

5. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor/constituted attorney of sole proprietor.

OR

A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the

ANNEXURE- III

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: **<https://eprocure.gov.in/eprocure/app>**.

REGISTRATION

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: **<https://eprocure.gov.in/eprocure/app>**) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature

Certificate (Class II or Class III Certificates with signing key usage) issued by any

Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

1. Rates/Quotations duly filled in, will be received up to the stipulated date and time (i.e. 27.02.2020 at 11:00 Hrs).
2. The Principal Commissioner, Customs Commissionerate Mundra, reserves the right to postpone/extend the date of receipt/opening of rates/quotation or to withdraw the same without assigning any reasons, thereof.
3. The service provider is required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
4. The bidder shall quote their rates on **"Rate per square feet per day (for 23 days)"** (in both words and figures) which should include deduction towards PF and ESI etc.
5. The contract will be awarded for the year **2020-21** from the date of commencement of contract.
6. The rates/quotations should be submitted and signed by the firm with its current business address and contact number.
7. The rates will be valid for the year **2020-21** from the date of commencement of contract.
8. **No Earnest Money Deposit is required with tender document. Hence, no party is required to submit any EMD.**
9. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
10. The personnel should attend to work punctually and complete the cleaning work of the entire office premises daily by 9:00 am. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
11. The personnel will report to the officer in charge assigned by the department i.e. Caretaker/PRO/GSO. If a particular worker is absent on any day, another person should be deployed in his place. For any absence and non-engagement, no wages shall be paid.
12. **The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act, prescribed by the Central Government.** Any breach of these conditions will be liable for termination of the contract and the same would be dealt accordingly.
13. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them.
14. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.
15. **The contractor must abide by the established laws/norms and follow all the extant guidelines issued by the Central Government, Gujarat State Government and the local District/Division Administrative authorities from time to time, with regard to the Housekeeping Services provided by him.**
16. Mode of payment will be monthly and payment to the house keeping contractor will be through online mode only. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills. There may be delay in payment to the Contractor by this

- (iv) All the sweeping, garbage and waste should be collected and disposed off in the nearest garbage collection centre.
- (v) The work of cleaning of the office should be completed before 9:00 am daily.
- (vi) In the last Saturday of every month non-routine work like removal of cobwebs in corridors, rooms chambers, and lavatories must be carried out. Rigorous cleaning of window panes, ventilators etc. should be also done on Saturday.
- (vii) Shifting of furniture and other equipments, files, photocopying machines and movement of tapal/dak should also be carried out, if required.
- (viii) Mats, Carpets, artificial and natural plants need to be attended to on a daily basis.
- (ix) Care should be exercised while cleaning electronic gadgets.
- (x) Any other work assigned by the administration/authority concerned, must be carried out.

28. It is made clear that the engagement of the service provider does not in any way, confer any right to the service provider that may be deployed by him in this office, for claiming any regular or part time employment in this office or any other Government offices.

29. ARBITRATION

- (i) In the event of any question, dispute/difference arising under this agreement or in connection with (Except as to matters the decision of which specially provided under this agreement) the same shall be referred to the sole arbitrator as approved by the Principal Commissioner of Customs, Customs Commissionerate Mundra.
- (ii) The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or unable to act for any reason, whatsoever, the Principal Commissioner of Customs, Mundra, shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from stage at which it was left by the predecessor.
- (iii) The expression Principal Commissioner of Customs, Customs Commissionerate Mundra, shall mean and include an acting/officiating Principal Commissioner of Customs, Customs Commissionerate Mundra.
- (iv) The arbitrator may from time to time, with the consent of all parties, enlarge the time for making (a publishing) the award.
- (v) The arbitrator may give interim awards and / or directions, as may be required.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____