

OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)  
CHS SECTION, JNCH, NHAVA-SHEVA, TAL URAN,  
RAIGAD, MAHARASHTRA – 400 707  
Tel: 022 27244902 Fax: 022 27243303

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F.No. S/43-326/16-17 CHS JNCH

Date: 09/05/2017

TENDER NOTICE

**e-TENDER FOR ANNUAL CONTRACT FOR PROVIDING MANPOWER  
SERVICES AT JAWAHARLAL NEHRU CUSTOM HOUSE**

The Commissioner of Customs (General), Jawaharlal Nehru Custom House, Mumbai Customs Zone-II, herein after referred to as 'the JNCH', invites online e-Tenders from the reputed service providers/ contractors for providing **24 (twenty four) unskilled man-power** on all working days to the maximum of 25 days in a month @ 8 hours per day on no work no pay basis for official purpose in the office under the jurisdiction of this office, Mumbai Zone – II, Jawaharlal Nehru Custom House, Nhava- Sheva Tal: Uran, Distt. Raigad, (Maharashtra) – 400 707 on contract basis for annual contract for providing Manpower services at Jawaharlal Nehru Custom House, in two-bid system (Technical & Financial) from authorized and reputed contractors/firms, herein after referred to as 'The Service Provider' and having minimum of one year experience in this field.

1. Application form: Annexure-A
2. Scope of the work: Annexure-B
3. Prequalification conditions: Annexure-C
4. Terms and conditions: Annexure-D
5. Format of Technical bid: Annexure-E
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7. Format of Financial bid: Annexure-G

Date:

From

To  
The Commissioner of Customs (General)  
Jawaharlal Nehru Custom House  
Nhava-Sheva, Uran,  
Raigad, Maharashtra – 400 707

**Sub: Tender for annual contract for providing Manpower services at Jawaharlal Nehru Custom House, Tal-Uran, Dist. Raigad.**

**Ref: 1) Your e-Tender id.....Dated.....  
2) EMD-DD No.....  
Date.....for Rs.....**

I/we have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We quote the rate inclusive of all taxes.

I/We will not claim any extra charges other than the price quoted.

Yours faithfully

(Signature and stamp of the tenderer,  
State legal status, Whether Prop.,Partner,  
Registered firm, Company etc.)

**SCOPE OF THE WORK:**

To do the manual jobs such as shifting, arranging, cleaning of furnitures, stores, records, stationery etc. anywhere in the jurisdiction of this office. All the odd jobs assigned to them.

The bidder will submit the bid in two parts i.e. technical bid and financial bid. The technical bid will be opened first and the financial bids of those bidders whose technical bids will satisfy all the criteria, will be opened.

**PREQUALIFICATION CONDITION:**

1. The Bidder should have minimum experience of 01 year of operation in providing unskilled manpower Services. Proof of the above shall be submitted along with the bid.
2. PAN/ Service Tax Registration No. should be indicated. Proof of same shall be submitted.
3. The Bidder should submit the certified copies of necessary licences(EPF, ESI and Shop & Establishment etc) and registration documents along with the certificate of performance from their past / present serving clients.
4. The bidder should submit the attested copies of Income tax return (ITR) of last three years and CA certificate for last 03 years turnover.
5. The firm should have registered/ branch office within 50km radius of this Custom house. Proof of the same should be attached.
6. Earnest Money Deposit (EMD) of Rs.50,000/- (Rupee Fifty thousand only), if applicable, in way of Demand Draft, in favour of 'RBI A/c of The Commissioner of Customs (General), JNCH should be sent by post/ by hand superscripting the envelope with tender no. and due date on or before the due date to this office. Tenders received without requisite Earnest Money will be rejected outrightly. EMD exemptions will be as per Central govt. rulings.
7. The Bidder should not have been disqualified by any Govt./ Semi Govt. organization for similar work in the past. An undertaking to this effect must be submitted at the time of bid submission.

**SUBMISSION OF BIDS:** Bids have to be submitted through online mode only on [www.eprocure.gov.in](http://www.eprocure.gov.in), the attested documents should be uploaded through the same online portal only. Hard copy of the bid documents (except EMD) will not be accepted in this e-Tender.

**TERMS AND CONDITIONS:**

1. Earnest Money Deposit (EMD) of Rs.50,000/- (Rs Fifty thousand only), if applicable, in way of Demand Draft, in favour of 'RBI A/c of The Commissioner of Customs (General), JNCH should be sent by post/ by hand superscripting the envelope with tender no. and due date on or before the due date to this office. Tenders received without requisite Earnest Money will be rejected outrightly. EMD exemptions will be as per Central govt. rulings.
2. Labourers should not be below 18 years and above 35 years of age.
3. Working hours would be normally 8 hours between 10:00 AM to 6: 00 PM per day including half hour lunch break on daily working days.
4. Labourer can be deployed to work beyond office hours and also on Saturday/Sunday and other gazetted holidays, if so, required.
5. Arrangement of proper substitute should be made immediately in case of absence of any labourer. In case of providing the substitute, the cost of engaging a labourer will be borne by contractor. Penalty @Rs. 500/- per person per day will be charged, if substitute not provided.
6. The service provider shall provide a substitute if any labourer leaves the job due to his/her personal reason.
7. Labourers deployed by service provider should be polite, efficient, disciplined and having positive attitude towards the work.
8. If any damage other than normal wear and tear is done by the labourer engaged to this office property, the cost will be recovered from contractor.
9. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the labours. The damage caused by the labourer for the said act shall be charged to the contractor and recovered from his dues/bills.
10. The Bidder should strictly follow Minimum Wages Act, Contract Labour Act and other Allied Labour Laws and it is also the responsibility of the Bidder to subscribe to Employees Provident Fund, Insurance Scheme etc. The deduction towards EPF and ESI etc be incorporated in rates being quoted per month basis and the same would not be payable over and above rates thus quoted. This office will not be responsible for making any payment to the labourer. Contractor would be liable for ensuring compliance with relevant rules and regulations as notified by government in this regard from time to time.
11. Labourer shall have no claim for employment or absorption/regularization of services in this office.
12. The Service provider shall replace immediately any of its labourer if he is unacceptable to this office because of security risk, incompetence, breach of confidentiality or improper conduct upon receiving written notice from this office.
13. The service provider can be approached at any time and message sent by e-mail/fax/special messenger from this office to the service provider shall be acknowledged immediately on receipt on the same day.
14. This office reserve the right to terminate the contract at any time by giving one month notice to the contractor and the contractor can also terminate the contract by giving three months notice to this office.
15. Payment to the service provider will be made on monthly basis only on presentation of the wage bill along with the certificate from the Sectional Head certifying that the services rendered were satisfactory and were in accordance with the attendance register maintained by the concerned section head. Income Tax shall be deducted at source as per the rates notified by the Income Tax Department.
16. The Service Provider is responsible for payment of monthly salary including leave salary, bonus, gratuity, etc to the personnel as applicable to them under Law. The Service Provider should ensure that wages are paid on time every month. i.e. within 1st week of following month. The payment to Service Provider would be released once salaries to his employees are paid (declaration in this regard to be provided with every bill) and a certificate to this effect is produced by Service Provider.

17. The labourer will be in the employment of the Agency / contractor only. This Customs House is no way concerned.
18. All damages caused by the personnel to the property of the Department shall be recovered from the Service Provider.
19. No other person except Service provider's authorized representative shall be allowed to enter the Office premises.
20. Department will not be responsible for any dispute between Service Provider and workers of the Service Provider.
21. The contract will be for a maximum period of one year and this Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider.
22. This Office reserves the right to postpone / and / or extend the date of receipt / opening of Rates / Quotations/ to cancel the tender at any stage or to withdraw the same, without assigning any reason thereof.
23. The Service Providers are required to submit the complete rates / quotations only after satisfying each and every condition laid down in the terms and conditions.
24. The Service Provider shall read each page of this Tender document and all other enclosures appended to it. No Complaints/ representation will be entertained thereafter.
25. The Contractor must comply with the rates / quotations, specification and all terms and conditions of contract.
26. Selected service provider / contractor shall make an Agreement with the Customs as per the terms and conditions along with an Indemnity Bond ensuring that any legal issues in respect of payments of employees arising out of this contract will be their responsibility and they will bear all expenses related to it.
27. The Successful Bidder is required to submit Performance Security equal to three months amount of the total bidding amount of the entire year, in the form of Bank Guarantee with Auto renewal clause from nationalized bank.
28. Preference will be given to service provider / contractor willing to employ local youths. Selected Agency will be appointed on experimental basis for the first three months for evaluation of their performance, if not found satisfactory, their appointment will be summarily terminated.
29. For any clarification, site inspection etc., bidders may contact Superintendents of Customs (Preventive), CHS Office, 1st floor, C Wing of this Custom House on any working day between 10.00 am to 05.00 pm or the bidder can contact on phone no. **022-27244903**.
30. Last date and time for accepting tender will be 31.05.2017 at 1800 Hrs and the tenders will be opened in the presence of the Tender Committee. While the dates for bid opening are as below:

Technical Bid – 02.06.2017 at 1100 Hrs.

Financial Bid – 06.06.2017 at 1100 Hrs.

## PART-I

## FORMAT FOR TECHNICAL BID

Sr. No.	Particulars	Details
1	Name of "The Service Provider"	
	Full address of the Service Provider	
	Telephone no.	
	Fax No.	
	Email:	
	Information about Company's infrastructure	
2	Work experience in Unskilled Manpower Service	
3	Bank details with MICR & IFSC code (submit mandate form for ECS payment)	
4	PAN	
5	Maharashtra VAT TIN & CST TIN No.	
6	Service Tax No.	
7	ISO 9001 certification	Yes/No
9	Black listed by any PSU banks/Govt. organizations. (Self certification to be provided)	Yes/No

- Note:** 1. Attested Photo copies of above for proof should be attached.  
2. Original copies should be provided at the time of Award of contract.

**PART-II**

**-DECLARATION-**

1. I ..... Son / Daughter /Wife of Shri .....  
Proprietor / Partner / Director / authorized signatory of ..... competent to  
sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide to them;
3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact  
that furnishing of any false information / fabricated document would lead to rejection of  
my tender at any stage besides liabilities towards prosecution under appropriate law;
4. I understand that in case any deviation is found in the above statement at any stage, the  
concern shall be blacklisted and shall not have any dealing with the Department in future.

Signature of authorized person

Name & Seal

Date:

**GENERAL INSTRUCTIONS:**

- The Service Provider will submit bids online only through [www.eprocure.gov.in](http://www.eprocure.gov.in) under department name "Revenue Department". All relevant documents should be attached with bid.
- EMD (Earnest Money Deposit): –The tenders should be submitted with a Demand Draft of **Rs. 50,000/- (Rupees Fifty thousand only)** in the name of "RBI A/c of The Commissioner of Customs (General) , JNCH".
- **PG (Performance Guarantee):** – The successful bidder should submit three month amount of the total annual value of order in form of Bank Guarantee valid till the warranty period from Nationalized Bank, in the name of "The Commissioner of Customs (General), JNCH" with Auto-renewal Clause.
- The Service Provider should fulfill prequalification conditions of the tender.
- The Service Provider should submit all the documents attested by authorized person with the quotation.
- The technical bid will be opened first in the presence of the Tender Committee Members and bidders. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members. The bidders, if they wish, may remain present.
- For any clarification/ inspection of the site, etc. the interested parties may contact the Superintendent of Customs, CHS Office, 1st Floor, 'C' Wing of this Custom House on any working day between 11:00 AM to 5:00 PM, either personally or on Tel- 02227244903.
- Tender document is available on web site
- [www.jawaharcustoms.gov.in](http://www.jawaharcustoms.gov.in), [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.cbec.gov.in](http://www.cbec.gov.in) .
- Last date and time for accepting bids: **31.05.2017** upto **1800** hrs.
- Opening of the Bids –
  - Technical Bid - **02.06.2017** at **1100** hrs.
  - Financial Bid - **06.06.2017** at **1100** hrs.

-sd-

**(S.D.Jambotkar)**

**Dy. Commissioner of Customs  
Preventive (General), JNCH**

Copy to:

1. EDI, JNCH for uploading on website of JNCH.
2. Notice Board.