



GOVERNMENT OF INDIA
MINISTRY OF FINANCE : DEPARTMENT OF REVENUE
OFFICE OF THE SUPERINTENDENT OF CUSTOMS
PETRAPOLE CUSTOMS CIRCLE

JAYANTIPUR : PETRAPOLE : 24 PGS (N) : WB - 743 405

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C.No. III(3)2-GL/Daily Paid Labour/CUS/PTPL/2020/236A

Date: 10.08.2021

TENDER NOTICE

**NOTICE INVITING TENDER FOR OUTSOURCING 10 (TEN) NUMBER OF UNSKILLED LABOUR
FOR PETRAPOLE CUSTOMS UNDER CC (P), WB, KOLKATA**

1. Tenders are invited for and on behalf of President of India by the Deputy Commissioner, Petrapole Customs Circle, under Commissionerate of Customs (Preventive), CBIC, Ministry of Finance, Govt. of India. Sealed Tenders are invited for hiring of 10 (Ten) Number of Unskilled Labour for providing miscellaneous services to the Office of the Deputy Commissioner, Petrapole Customs Circle, under Commissionerate of Customs (Preventive) for the period from 01.10.2021 to 31.03.2023 (18 Months).
2. The tender documents will be available on the Departmental Websites www.cbic.gov.in from 13.08.2021 and the bid forms and other details can be obtained from there.
3. The critical dates for the tender submission and processing are as under:

Start date of submission of bid	13.08.2021
Last date of submission of bid	14.09.2021 by 17:00 hours.
Technical Bid opening date	15.09.2021 by 14:00 hours.
Financial Bid opening date (Only for those bidders who have qualified in the Technical Bids)	15.09.2021 by 17:00 hours.

4. Interested bidders are advised to visit the Departmental Website www.cbic.gov.in regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.
5. In the event of any of the above-mentioned date being subsequently declared as a holiday/ closed day for the office, the tenders will be opened on the next working day.
6. The bids shall be opened in the chamber of the Deputy Commissioner, Petrapole Customs Circle, Commissionerate of Customs (Preventive) in the presence of the bidders or their authorized representatives.

Enclosures:

1. Annexure – I (Terms and Conditions)
2. Annexure – II (Job Descriptions)
3. Annexure – III (Technical Bid Format)
4. Annexure – IV (Declaration)
5. Annexure – V (Check List)
6. Annexure – VI (Financial Bid Format)

Dated. 10.08.2021

Sd/-
(SHIV SAGAR)
Deputy Commissioner of Customs
Petrapole Customs Circle

TERMS AND CONDITIONS:

Petrapole Customs Circle, under Commissionerate of Customs (Preventive), CBIC, Ministry of Finance, Govt. of India, Petrapole, invites sealed quotations for hiring of 10 (Ten) Number of Unskilled for providing miscellaneous services for the period from **01.10.2021 to 31.03.2023 (18 Months)**. The period of the contract may be extended further subject to approval of the competent authority.

1. The bids are invited under two bid system i.e. Technical and Financial Bid. The agencies are advised to submit two (02) separate sealed envelopes super scribing “Technical Bid for providing Unskilled Labour” and “Financial Bid for providing Unskilled Labour”. Both sealed envelopes should be kept in one sealed envelope super scribing “Bids for providing Unskilled Labour at Petrapole Customs Circle” addressed to the Deputy Commissioner of Customs, Petrapole Customs Circle.
2. The rates should be valid for a period of at least **18 (Eighteen)** calendar months from the date of the opening of the financial bid.
3. The placement agency/ manpower supplier should submit the technical bid and financial bid in the prescribed format enclosed herewith. Number of bids would be received/allowed after expiry of last date and time mentioned in the notice inviting bids.
4. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the presence of the bidder or their authorized representative who wish to be present at that time. Financial Bids of the technically qualified, eligible bidders meeting all the requisite criteria only shall be opened and taken into consideration.
5. **QUALIFICATION FOR THE BIDDERS:** The bidder is required to enclosed self attested photocopies of all the following documents along with the Technical Bid failing which their bids shall be summarily rejected and will not be considered any further:
 - a) Registration certificate with the labour Department
 - b) copy of Pan
 - c) Copies of EPF and ESI certificates
 - d) Copy of GST Registration Certificate
 - e) Work Experience of providing manpower during past Three (03) years in Govt./Semi Govt./Autonomous Organizations/PSUs.
6. **TECHNICAL REQUIREMENTS FOR THE BIDDERS:**
 - a) The bidders should be registered with appropriate registering authority such as Labour Commissioner, Service Tax, EPF, EST etc.
 - b) The placement Agency/Manpower supplier should possess a valid Trade License from the respective Govt. Agency.
 - c) Unskilled Labour should preferably be below fifty (50) years.
 - d) The Agency will have to comply with all legal provisions relevant for this purpose
 - e) The Agency will be required to submit every month the documentary evidences for payment of minimum wages to its works engaged for the job of the office along with bill raised.

TERMS AND CONDITIONS (GENERAL):

1. The contractor will, prior to the commencement of the operation of the contract, make available to the department, particulars of all the employees who will be employed. Such particular inter-alia should include age, date of birth, photograph, local and permanent address, qualification etc. of the employees so deployed. Any change or addition in this regard should be notified immediately to the Deputy Commissioner, Petrapole Customs Circle.
2. The Deputy Commissioner of Customs, Petrapole Customs Circle reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever. The decision of the Deputy Commissioner in this regard in this regard shall be final and binding on all.
3. If at any stage it is found that any of the details/documents furnished by the bidder is false/misleading/fabricated, his/her bid would be liable for rejection.
4. If the tenders are sent by post/courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for delay on account of postal/courier services.
5. The Bidder shall sign and stamp each page of the tender document and all other enclosures appended to it as a token having read and understood the terms and conditions contained therein and submit the same along with the technical bid.

6. The contract may be curtailed or terminated by this office owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements of work.
7. The Contract maybe extended further by the mutual consent of contracting agency and this office subject to approval by the Government.
8. The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
9. The successful bidder will be required to pay prescribe minimum wages to the manpower supplied as prescribed under the minimum wages act 1948, as revised from time to time and as notified by the Government of India with provident Fund, and Employees State Insurance etc. in respect of the person deployed by it in this office. The successful bidder will maintain proper records as required under the Law/Acts.
10. The successful bidder will be bound by the details furnished by him/ her while submitting the bid or at subsequent stage. In case, any of such documents furnished by him/ her is found to be false/ misleading at any stage, it would be deemed to be a breach of contract making him/ her liable for cancellation.
11. The successful bidder shall ensure that the man power conforms to the technical specifications, qualification and experience prescribed in the bid documents.
12. The service provider shall ensure that any details of office, operational process, confidential information, security arrangements, and administrative/ Organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
13. In case, the person employed by the successful bidder commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including their removal form site of work, immediately on being brought to his / her notice.
14. The Unskilled Labour should be well conversant with for doing miscellaneous work, as required by the department. The Unskilled Labour deployed should be neat in appearance, courteous but firm and meet presented physical standards for discharging miscellaneous functions.
15. For all intents and purposes, the successful bidder shall be the "Employer" within the meaning of different labour legislation in respect of manpower so employed and deployed in this office for contractual services. No person (s) assigned by the bidder shall have any claim for regular or ad-hoc employment/ absorption whatsoever in the CBIC Department.
16. The successful bidder shall be solely responsible for any damages, losses, claims, financial or other injury to any person deployed in the course of their performing the functions/ duties, or for payment towards any compensation. The CBIC Department shall not be liable for payment of any compensation or damages.
17. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular/ confirmed employees of this office, during the contract or after expiry of the contract.

TERMS AND CONDITIONS (LEGAL):

1. The successful bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Employee Provident Fund, Employees State Insurance etc. in respect of the person deployed by it in this office.
2. The successful bidder shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
3. In case, the successful bidder fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof this office is put to any loss/ obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bill to the extent of the loss or obligation in monetary terms.

TERMS AND CONDITIONS (FINANCIAL):

1. The agency shall raise the bill, in duplicate, along with attendance sheet duly verified by the concerned officer of Office of the Deputy Commissioner of Customs, Petrapole Customs Circle in respect of the person deployed and submit the same to the Deputy Commissioner, Petrapole

Customs Circle in the first week of the succeeding month. The same shall be paid to the contractor after making recovery, if any.

2. The Deputy Commissioner, Petrapole Customs Circle reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
3. The Contractor shall make regular and full payment of labour charges, salaries and other payments as due by 7th of each month as per the labour law to its personnel deputed under service contract and furnish necessary proof whenever required.
4. The contractor will be required to furnish proof of payments made to the following authorities:
 - i. Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for payment made towards applicable Provident Funds, EST and EDLI for previous month and proof of payment towards compliance of other statutory provision for previous month.
 - ii. The Petrapole Customs Circle shall release the due amount to contractor after making recoveries, in any, through ECS in favour of contractor.
 - iii. In case, this office receives any complaint regarding non-payment of wages to personnel, the amount payable to these personnel will be recovered from Agency/ Contractor bill and paid to such personnel.

Annexure-II

A. JOB TO BE CARRIED OUT DAILY

1. Cleaning of office desks, Computer & Office machines, Office premises, Almirah, toilets, windows, wash basin and other fittings, water coolers with Phenyl/Lysol twice a day. Opening and closing office. Providing Hospitality services for guest officers, BSF officers etc.
2. Cleaning of corridors, rooms, staircase, lift and common area with disinfectant in morning and with plain water in the afternoon.
3. Removing dust from floors, windows, doors, books, journals, furniture, telephones, computers, Amirah, cabinets etc. and collecting waste papers, cleaning garbage, unwanted materials etc. and its disposal at indicated locations.
4. Cleaning of floors by mopping floors with cloth soaked in water.
5. Refill/replace liquid soap, naphthalene balls and deodorant blocks in the toilets.
6. The contractor should refill replace and sanitary cubes, cakes, odonil, air purifier, all fresheners, naphthalene balls, disinfectants, chemicals, detergents, acid etc. (provided by the office) time to time and as and when required.
7. Miscellaneous services such as serving of drinking water/refreshments etc., during conference/meetings/seminars and visit of Assesse.
8. General services such as serving of the entire office premises.
9. The contractor shall be responsible for the proper sweeping, mopping, cleaning of the work place.
10. The personnel employed may have to work Five to Six days a week depending on the requirement and nature of work.

B. JOB TO BE CARRIED OUT WEEKLY

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. Cleaning of windows pane with mild detergent and any other cleaning operation required/ assigned.
3. Vacuum cleaning in the computer section, all computers in the office and the sofa sets twice a week.
4. In the labour is required on Saturdays/Sundays/Gazetted holidays, no extra charge will be paid to the contractor.

C. JOB RELATED OTHER CONDITIONS:

1. Sweeping, cleaning, dusting, multitasking shall be completed before 9:00 am every day.
2. The working hours will be from 8:00 am 16:30 pm daily including lunch break of half an hour.

Annexure-III
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For proving Unskilled Labour in Petrapole Customs Circle

1	Name of Organization/Firm	
2	Name(s) of Proprietress/Directors	
3	Registered Address	
4	Telephone No/Mobile No/ E-mail ID (if any)	
5	Whether the firm is registered and license holder under Contract Labour (Regulations and Abolition) Acts.	
6	Registration No of the firm (copy to be enclosed)	
7	PAN No (copy to be enclosed)	
8	EPF No and ESI No (copy to be enclosed)	
9	Total No of labour of the firm	
10	Name(s) of Public sector/ Govt. Organizations/ Reputed Private firm/ Corporate offices to whom similar service have been provided by the firm during the last Three years.	
11	Rate quoted whether complies with the Minimum Wages Act of the Government with all statutory provisions.	
12	List of clients indicating quantum of work executed with them.	
13	Length of experience in the field (Minimum Five years).	
14	Whether Company has ISO certificate (YES/NO)	

*Latest documents should be submitted.

Place:

Date:

Name:

Signature of Authorized Person

Seal:

DECLARATION

Annexure-IV

1. I, _____ son / Daughter / Wife of shri _____ proprietor/ Director/ Authorized Signatory the agency/ Firm mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all time terms and conditions of the tender and undertake to abide by the same.
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 / misleading information fabricated documents would to rejection of tender at any stage.

Place:

Date:

Name:

Signature of Authorized Person

Seal:

Annexure-V
CHECKLIST FOR SUBMISSION DOCUMENTS WITH THE TECHNICAL BID

1	Application Technical Bid as per annexure-III of bid Documents	
2	Attested copy of registration of agency with Labour Department	
3	Attested copy of PAN card	
4	Attested copy of EPF certificate	
5	Attested copy of ESI certificate	
6	Attested copy of GST certificate	
7	Experience certificate (for details of similar contracts handled by the tendering company/Firm/Agency for Government Departments/PSUs/Banks/Reputed private firm/Corporate offices during past Three years.)	
8	Signed declaration as given on Annexure-IV of the bid documents	

Annexure-VI
FINANCIAL BID
(To be enclosed in a separate sealed envelope)

1. Name of bidder Company/Firm/Agency:
2. Address (with Tele & Fax No.):
3. It is certified that wages to be paid shall not be less than prescribed minimum rate of wages under the Minimum Wages Act, 1948, as revised from time to time and as notified by the Govt. of India.
4. Per Month (Consist of 26 days) Quotation Details of 10 (Ten) nos. of Unskilled Labour.

(Figure in Rupee)

Grade of Labour	No of Persons	Minimum Wages per labour per day	EPF as applicable on Sl. No. (3)	ESI as applicable on Sl. No. (3)	Service on Sl. No. (3,4,5 & 6)	GST on Sl. No. (3,4,5 & 6)	Total wages per labour per day	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Incomplete Financial Bid/ Part calculation will not be accepted at all. No calculation will be carried out by this office to finalize the total charges payable by the Department for the 1st month.

If require, separate calculation sheet may also be attached for better understanding.

Place:
Date:

Name:

Signature of Authorized Person

Seal: