



सीमाशुल्क आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
सीमाशुल्क गृह **CUSTOM HOUSE: कोचिन COCHIN**  
टेलीफोन Tel: 0484-2666861 to 64, फैक्स Fax 0484-2668468

**निविदा सूचना TENDER NOTICE**

प्रतिष्ठित सेवा प्रदाताओं/ठेकेदारों से सीमाशुल्क आयुक्त का कार्यालय, सीमाशुल्क गृह, विल्लिंगटन आईलैन्ड, कोचिन 682009 में **अनुबंध के आधार पर** कार्यालय कार्यों के लिए सभी कार्य दिवसों में, एक माह में अधिकतम 25 दिनों की अवधि तक, *काम नहीं तो मजदूरी नहीं* आधार पर अकुशल मजदूर (अनस्किल्ड मैन-पवर) प्रदान करने के लिए मुहरबंद कोटेशन आमंत्रित किए जाते हैं। बोली खोलने की तारीख, समय और स्थान 27 फरवरी 2017 को 10.00 बजे सीमाशुल्क गृह, विल्लिंगटन आईलैन्ड, कोचिन -682009 का सम्मेलन कक्ष है। निविदायें/कोटेशन बोली लगाने वालों की उपस्थिति में खोले जाएंगे। इच्छुक बोली लगाने वालों से अनुरोध है कि वे मुहरबंद निविदाओं के खोले जाने के निर्धारित समय और तारीख में उपस्थित रहें।

Sealed quotations are invited from reputed service providers/contractors for providing un-skilled man-powers on all working days to the maximum of 25 days in a month on *no work no pay basis* for official purpose in the office of the Commissioner of Customs, Custom House, Willingdon Island, Cochin- 682 009 **on contract basis**. The place date and time of opening of bid is **10.00 hrs on 27<sup>th</sup> February 2017** in the Board Room of Custom House, Willingdon Island Cochin – 682 009. The Tenders / quotations will be opened in presence of the bidders present. Interested bidders are requested to attend the opening of the sealed tenders at the appointed time and date.

इच्छुक व्यक्तियों से अनुरोध है कि वे पूरी तरह से निबंधन और शर्तों से संतुष्ट होने के उपरान्त और श्रम एवं रोजगार मंत्रालय, नई दिल्ली द्वारा समय समय पर सेवाकर और अन्य वैधानिक कर, यदि कोई हो, को शामिल करते हुए निर्धारित की गई न्यूनतम मजदूरी को ध्यान में रखते हुए दिनांक 25 फरवरी 2017 को 1500 बजे तक अपने कोटेशन प्रस्तुत करें। मुहरबंद लिफाफे के ऊपर "कॉन्ट्रैक्ट आधार पर मजदूरों के लिए कोटेशन" अंकित किया जाना चाहिए और उसे सीमाशुल्क आयुक्त, सीमाशुल्क गृह, विल्लिंगटन आईलैन्ड, कोचिन -682009 के पते पर भेजा जाना चाहिए।

Interested concerns are requested to submit their quotations after satisfying in full the terms and conditions and considering the minimum wages as has been fixed by Ministry of Labour & Employment, New Delhi from time to time, inclusive of Service Tax and other statutory levies, if any latest by **25<sup>th</sup> February 2017 till 1500 hrs**. The sealed cover should be marked "Quotation for Contract Labourers" and addressed to the **Commissioner of Customs, Custom House, Willingdon Island, Cochin- 682 009**.

सीमाशुल्क आयुक्त, सीमाशुल्क गृह, विल्लिंगटन आईलैन्ड, कोचिन को बिना कोई कारण बताए या किसी अन्य आधार पर किसी/सभी निविदाओं को बिना ठेका दिए रद्द करने का अधिकार है और इस संबंध में किसी भी प्रकार के पत्राचार पर विचार नहीं किया जाएगा। सीमाशुल्क गृह ऐसे किसी भी प्रकार के डाक विलम्ब जिससे बोली के कागजातों के न प्राप्त/वितरित होने की स्थिति हो, उसके लिए जिम्मेदार नहीं होगा। संबंधित पात्रता का विवरण, सभी निबंधन एवं शर्तों सहित कार्य का क्षेत्र आदि के बारे में सूचना सीमाशुल्क गृह, कोचिन के जनसंपर्क विभाग से किसी भी कार्यदिवस में प्राप्त कर सकते हैं।

The Commissioner of Custom, Custom House, Cochin reserves the right to cancel any / all the tenders prior to award of contract without assigning any reason whatsoever and no correspondence in this regard will be entertained. Custom House, Cochin shall not be responsible for any postal delay, which may lead to non receipt/non delivery of bid documents. The eligibility details, scope of work along with terms and conditions are attached along with the notice and clarifications if any required may be obtained from **Public Relations Department, Custom House, Cochin** on any working day.

भवदीय Yours faithfully,

(जिम्मी जोसफ JIMMI JOSEPH)  
सहायक सीमाशुल्क आयुक्त

(निवा.)

**ASST. COMMISSIONER OF CUSTOMS (PREV.)**

F.No. S.31/50/2017-Pr.Cus

तारीख Dated: 09/02/2017

प्रतिलिपि प्रेषित Copy to:

1. Notice Board of Custom House
2. EDI, Custom House – with request for uploading in the departmental and CBEC website.

**Eligibility Criteria**

1. Labourers should be conversant with the local language and should have basic knowledge of English and Hindi.
2. Age of the labourers should be between 18 to 50 years.
3. Labourers should be residing in and around 25 Kms from Custom House, Cochin.

**Scope of Work - Daily Services**

The broad details of the work covered under the scope are enumerated as follow:

1. Housekeeping and Upkeep of the properties of the Department/ offices in Custom House, outside the Custom House Building such as Wharfs, Airport, Air Cargo Complex etc.
2. Upkeep and maintenance of the Customs Transit Guest House at Willingdon Island, Cochin.
3. House-keeping in the EDI sites at Custom House, Docks and CFSs etc.
4. Maintaining the gardens at the Custom House, Staff Quarters Premises and Commissioner's Bungalow.
5. Maintenance and up keep of the entire office premises.
6. Any other work entrusted by the department.

**Terms and Conditions:**

1. The department intends to engage 18 un-skilled man-powers on contract basis for official purpose in the office of the Commissioner of Customs, Custom House, Cochin on all working days to the maximum of 25 days in a month on no work no pay basis. However, department reserves the right to increase or decrease the requirements.
2. The contract shall be valid for one year from the date of Award of Contract with an option of extension for a further period of one year if agreed by the contractor and Custom House on the same rate, terms and conditions.
3. The department reserves the right to terminate the contract within the period without any prior intimation / notice if the service / conduct of the contractor / labourers are found far from satisfactory.
4. Bidders should not indulge in employing child labour.
5. Custom House, Cochin reserves the right to postpone and/or extend the date of receipt/ opening of tenders or to withdraw the same, without assigning any reasons thereof.
6. Notwithstanding anything contained herein, Custom House, Cochin reserves the right to terminate the contract by giving 01 (one) months notice in writing without

- assigning any reason and without incurring any financial liability whatsoever to the contractor.
7. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Contractor. The Contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. Custom House, Cochin shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability / claim falling on this Custom House, Cochin, the same shall be reimbursed /indemnified by the Contractor.
  8. Contractor shall in no case lease/transfer/sublet or appoint care taker for services.
  9. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Custom House, Cochin indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
  10. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act, or Order of the Government. Custom House, Cochin shall have no liability whatsoever in this regard and the Contractor shall indemnify this Custom House, against any/all claims which may arise under the provisions of various acts, Govt. Orders etc.
  11. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff. Any loss due to any of above reasons shall be compensated by him in full.
  12. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.
  13. The Contractor will provide his staffs with the necessary uniform and the same is to be compulsorily worn by them all the time when on duty. The cost of the uniform will be borne by the Service Provider.
  14. The Contractor should furnish the full details regarding residential address, age, qualification, parentage etc along with Photographs & telephone number of all personnel for records, after awarding of contract.
  15. The duty hours of the personnel engaged would be decided by the Custom House, Cochin.
  16. The Contractor will be responsible for the good conduct and high degree of discipline of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Contractor or any of the workers/subcontractors/agents/any others deployed by the Contractor in the course of providing any services stated in this contract and will bear full responsibility and cost of the same.
  17. The Contractor should possess Service Tax Registration and should register the details of his employees in Employees State Insurance Corporation and Employees Provident Fund Organization. Any liability such as Service Tax, EPF, ESI etc. shall be borne by the service provider and shall be deposited by the service provider with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.
  18. After the award of Contract, the Contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
  19. The service providers/contractors are required to submit the complete rates / quotations only after satisfying each and every condition laid down and the eligibility criteria.
  20. Rates / quotations should be submitted and signed by the authorized representative of the contractor and his full name and status should be indicated below his signature along with its current business address. The over writing/erasures in the bid made by the bidder shall be signed by the person signing the bid. Rates should be mentioned both in words and figures, however if there is discrepancy between words and figures the amount in words shall prevail.
  21. The rate should be inclusive of all taxes and other charges. The revision of rates shall not be entertained during the contract period than to one quoted in the bid.
  22. The sealed Tender should be submitted to the undersigned **on or before 1500 hrs on 25<sup>th</sup> February 2017 positively.**

23. The sealed Tender/ quotations received after stipulated date and time will not be entertained under any circumstances.
24. Payment of any service shall be done only after the commissioning of the service and upon the satisfactory completion of the work every month.
25. If needed, according to the situation, required number of workers will be retained after office hours till such work is over or finished. No extra charges will be paid.
26. Labourers may be shifted from Custom House to Airport or Airport to Custom House without any notice to them. No conveyance charges will be paid to them.
27. During the working hours no food will be provided by the department, labourers have to make their own arrangements.
28. Labourers must carry a mobile with them, no charges will be paid to them in this regard.
29. If department finds anytime that any one of the labourers is not discharging his duties, the contractor owns the liability to change the same immediately.
30. If any disagreement or dispute arising between the contractor and the Government under or in connection with the terms and conditions, they shall make every effort to resolve amicably by direct informal negotiations, even then, if any disagreement or dispute arising between them shall be settled under the Court of Law within its jurisdiction at Cochin. The resultant contract will be interpreted under Indian laws.
31. Custom House reserves the right to counter offer price against price quoted by the bidder.

**(जिम्मी जोसफ JIMMI JOSEPH)**

**सहायक सीमाशुल्क आयुक्त**

**(निवा.)**

**ASST. COMMISSIONER OF CUSTOMS (PREV.)**

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