



भारत सरकार **GOVERNMENT OF INDIA**  
वित्त मंत्रालय **MINISTRY OF FINANCE**  
राजस्व विभाग **DEPARTMENT OF REVENUE**

सीमा शुल्क आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
सीमा शुल्क गृह, विल्लिंगटन आईलैंड, कोच्चिन-682009  
**CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009**

Sevottam Compliant



An IS 15700 certified Custom House

Website: [www.cochincustoms.gov.in](http://www.cochincustoms.gov.in)

Control Room: 0484-2666422

E-mail: [commr@cochincustoms.gov.in](mailto:commr@cochincustoms.gov.in)

Fax: 0484-2668468

Ph: 0484-2666861-64/774/776

फा.सं. F.No. EDP/5/2017.Cus

तारीख Dated: 09.05.2017

### निविदा नोटिस TENDER NOTICE

Tenders are hereby invited from all eligible/ efficient and reputed contractors/ agencies/ firms for providing the service of an electrician at the Computer Center (EDI Section) and other sections in the Office of the Commissioner of Customs, Custom House, Wellington Island, Cochin 682009. The following documents giving details are enclosed:

1. Schedule, Terms and Conditions & Scope of work : Annexure I
2. Necessary Qualifications and Financial Bid : Annexure II

The Commissioner of Customs, Custom House, Cochin-682009 reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.

-sd-

(एस अनिल कुमार **S Anil Kumar**)  
अपर आयुक्त **ADDITIONAL COMMISSIONER**

## **Annexure I**

### **SCHEDULE OF TENDER**

The sealed tenders for providing the service of an electrician at the EDI and other sections in the Custom House with superscription **“Quotation for providing services of an electrician at EDI and other sections of Custom House, Cochin”** should be submitted to **the System Analyst-1, EDI section, Custom House, Cochin-682009 on or before 1700 hours on 30.05.2017.**

The tender shall accompany a declaration as given in ANNEXURE-II duly signed by the Bidder. Tenders will not be received after the stipulated time, whatever is the reason of such delay.

The sealed **tenders will be opened** before the **Assistant Commissioner of Customs in the Custom House at 1100 hours on 31.05.2017.** The bidders can also witness the opening of the tenders.

### **नियम एवं शर्तें TERMS AND CONDITIONS**

#### **General Terms:**

1. The contract shall be valid for a period of two years from the date of 01.06.2017 or from the date of communication of acceptance of contract, unless it is cancelled earlier. The AMC can be extended further for a period up to one year by the Department on same rates, terms and conditions if the work of the selected agency is found satisfactory. Decision of the Department will be final here.
2. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency at any time without giving any notice or reasons and without incurring any financial liability whatsoever to the service provider. The Service Provider can terminate the contract only after giving a written notice of 2 (Two) months or such time as deemed necessary by this Department for a smooth transition to new service provider.
3. The Bidder/ Service Provider should have Govt. Electrical License to do such work. The personnel deployed should be well experienced, qualified, trained adequately and of sound health. He should be disciplined and well mannered, should be provided with identity card which should be displayed prominently.
4. The Service Provider should be registered, if applicable, under the ESI & Provident Funds Acts and any other relevant statutory enactments dealing with such work. The Service Provider will comply with all the Legal Rules, Regulations, and Statutory obligations cast on him as per the Central/

State/ Municipality/ Local Bodies relating to such deployment of personnel and all records maintained shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.

5. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office 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 Office, same shall be reimbursed / indemnified by the Service provider.
6. The contractor should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office.
7. The Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged. This office shall not be liable for any damages or compensation to any personnel or third party.
8. The Electrician supplied by the agency should not have any police records / criminal cases against him. The agency should make adequate enquiries and certify about the character and antecedents of the person whom they are recommending.
9. All damages caused by the personnel to the property of this Office shall be recovered from the Service Provider.
10. No other person except Service Provider's authorised representatives shall be allowed to enter the offices.
11. Department/office will not involve in any dispute between the Service Provider and employees of the Service Provider and there shall be no claim or liability against Custom House, Cochin or any of its officers on this account.
12. PAN/Service Tax Registration should be indicated and copies furnished for records.
13. The bidder shall sign and stamp each page of this tender document and all other enclosures appended as a token of having read and understood the terms conditions contained herein and submit the same.
14. The bid received without sealed cover or without quoting the amount in the specified proforma will not be accepted.
15. The contractor should have enough experience in such services to the Government / Semi- Government Organizations based in Cochin. The

qualified electrician should be available in the office from 9.30 AM to 6.00 PM on all working days. After the office hours and on holidays, call, if any, should be attended immediately, within one hour from time of call, at no extra cost to the Department.

16. In the absence of the regular person, alternate arrangement for providing these services should be done by the Contractor.
17. There shall be a contract/ agreement between the successful Bidder and the Commissioner of Customs covering all aspects of scope of Work, responsibilities, penalty clause etc.
18. The contractor shall not sub-contract / outsource the work to any other person/Firm.
19. Interested parties can visit the Custom House on any working day prior to the last day of submission of tender on prior appointment. Any information in this regard can be had from the Superintendent (EDI) over telephone no: 0484-2668061.
20. This office reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
21. All disputes will be subject to local jurisdiction only.

### **Payment Terms:**

1. Payment to the Service Provider will be electronically credited to the Bank Accounts on presentation of the bills. The payment shall be made to the Service Provider within 15 (Fifteen) days of the receipt of such bills.
2. At the time of payment of the bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
3. The Service Provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable under law. The Service Provider should ensure that salaries are paid on time every month.
4. Quotations should be signed and submitted by the firm with its current business address and shall be inclusive of all taxes and other charges applicable. The rates will be fixed for the entire period of the contract and no upward hike will be considered for any reason.
5. Cost of any materials purchased from outside for any work will be reimbursed on production of original bill. However, tools and accessories/ consumables for preventive maintenance will not be provided by the Department.
6. All the rates must be written **both in figures and words**. Corrections, if any, are to be made by crossing out, initialling, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures

shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

7. The contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates/quotations and accepted by the department.
8. This Office shall be at the liberty to withhold any of the payments in full or in part for default in service and/ or for the loss incurred by the Department as result of theft, burglary etc.
9. In case the contractor fails to carry out the said services or fails to deliver services to the desired standards due to absence of his personnel or any other reason, penalty as decided by the Department shall have to be paid by the service provider. The decision of the Department will be final and binding on the Contractor and shall not be subject to any dispute or arbitration and the penalties so imposed will be recovered from the amount/ payment due to the Service Provider.
10. This office reserves the right to reject any tender, even the lowest without assigning any reasons thereof.

#### **कार्य का विवरण DESCRIPTION OF WORK**

1. Routine maintenance/ preventive maintenance works and repairs of electrical installations in EDI from the UPS to Distribution nodes.
2. Extension of data cables and extension of UPS lines, additional plugs and points.
3. Any other miscellaneous electrical work on weekdays during office hours.

-sd-

**(एस अनिल कुमार S Anil Kumar)**

**अपर आयुक्त ADDITIONAL COMMISSIONER**

प्रतिलिपि Copy to:

1. नोटिस बोर्ड Notice Board.
2. सीमाशुल्क गृह वेबसाइट Custom House website.
3. सीबीईसी वेबसाइट CBEC website

**ANNEXURE-II**

**Necessary Qualifications**

1	Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc.	
2	Name of the Proprietor / Partners / Directors/ Contact person with mobile nos.	
3	PAN No. of the Firm.	
3	Total strength of staff/workers available with the Service Provider	
4	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors / Firms / Agencies during the last 2 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated	
6	The Contractor should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance), Department of Labour, State Government, EPFO (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Kerala Shops & Commercial Establishments Act, 1961 (whichever applicable)	
7	The total Turnover of the Contractor	

**Declaration**

1. I/ We undertake that I/ We have carefully studied all the terms and conditions of the Tender as indicated in Annexure –I and understood the parameters of the proposed work and shall abide by them.
2. I/ We 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 shall be blacklisted and shall not have any dealing with the Department in future.
3. I/ We hereby certify that none of my/ ours relative(s) is/ are employed in the Custom House, Cochin or in the field formations of Custom House, Cochin.

I ....., hereby agree to undertake the Annual Maintenance of Electrical installations as per the terms and conditions in the Tender Notice F. No. EDP/5/2017.Cus dated 09.05.2017. I also agree to the fact that any loss arising to the department on non-compliance of the conditions will be borne by me.

The amount quoted including all taxes / charges is Rs.....per month. (In words .....).

Name and Signature:  
Date: