



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF CUSTOMS (PORT)
15/1, STRAND ROAD, CUSTOM HOUSE, KOLKATA -700001.

F.No. S40-15/06 EDI III (Part-III)

Dated: 12.02.2010

NOTICE INVITING TENDER

Sealed quotations are invited from reputed and experienced contractors, firms and vendors for carrying out regular dusting, cleaning of Computers / Terminals, Computer Peripherals and other attached hardware, Electrical Fittings / Equipments and pest, termite and rat control at **Mini Custom House, Haldia** on Annual Maintenance Contract (AMC) basis.

The location-wise description of the jobs is as under:

1.

Sl. No.	Job	Location
1.	Regular dusting, cleaning of EDI premises (approx. 2000 Sq. Ft.) including 25 Computers (approx) / Terminals, Computer Peripherals and other attached hardware and electrical fittings / equipments on daily basis.	Mini Customs House, Haldia.
2.	Pest, termite and Rat control on weekly basis at Customs EDI premises (Approx. 2000 Sq. ft.)	Mini Customs House, Haldia.

2. The bidders while submitting their tender should invariably write on the envelope "QUOTATION FOR CLEANING AND DUSTING AT MINI CUSTOM HOUSE, HALDIA".
3. The sealed quotations may be sent by post or dropped in the tender box till 15th March, 2010 upto 0300 PM in the office of the Asst. Commissioner of Customs, EDI Console, 1st Floor, 15/1, Strand Road, Custom House, Kolkata – 700001.
4. The Assistant Commissioner of Customs, EDI will not be responsible for non-receipt / late receipt / loss of the tender documents due to postal delay.

5. The sealed quotations will be opened on 15th March, 2010 at 0500 P.M in the office of the Joint Commissioner of Customs (EDI) / System Manager, 1st Floor, 15/1, Strand Road, Kolkata – 700001 by the tender committee and in presence of interested parties.
6. The System Manager / Joint Commissioner of Customs reserve the right to accept / reject any or all quotations without assigning any reason.
7. The interested parties are requested to inspect the above mentioned sites from 11:00 AM of 2nd March, 2010 till 5:00 P.M of 12th March, 2010 during working hours after taking permission from Superintendent of Customs, EDI, Custom House, Kolkata (Telephone No. 033-22302203) and Assistant Commissioner of Customs, N. S. Docks, Kolkata (Telephone No. 033-24391233) respectively before raising quotations for the AMC of the said work.
8. The tender Validity Period shall be two months from the date of opening of tender.

TERMS & CONDITIONS

The general terms and conditions of the offer are as under:

1. The Vendor must have past experience in performing jobs / works of similar nature. The vendor shall submit Proof of experience at the time of submitting his tender quotation clearly indicating the name and address of the organization where such job was performed as well as the duration of such experience.
2. The annual turnover of the Vendor should not be less than Three (3) lakhs for financial year 2008-09 at the time of submitting his tender quotation. The vendor shall submit Profit and Loss account of the company as proof of turnover along with Income Tax return for the Financial Year 2008-09 at the time of submitting his tender quotation. Preference shall be given to Vendors registered under Service Tax as service provider for the said service. Such vendors shall quote their Service Tax Registration Number as well as submit Service Tax payment details, if any, at the time of submitting the tender quotation.
3. The vendor shall undertake the maintenance job on “**as is where is basis**”.
4. The dusting and cleaning shall be performed with a vacuum cleaner which shall be provided and maintained by the vendor himself.
5. In case the services of the vendor are not found satisfactory, the Joint Commissioner of Customs (EDI) / System Manager shall be at liberty to

terminate the contract in the mid term after serving a notice allowing 15 (Fifteen) days time period.

6. **Payments to the vendor shall be made quarterly** on the basis of work completion certificate issued by Assistant / Deputy Commissioner of Customs, Haldia.
7. The Vendor shall under no circumstances misbehave with any of the officers of Customs.

The vendor submitting quotation for the tender notice should explicitly agree to all the conditions referred to in Sl. Nos. 1 to 7. Tenders wherein any of the particulars and conditions is not provided / fulfilled are liable to be rejected. This office reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Canvassing in any form by the tenderer will result in rejection.

The salient terms and conditions of the contract, which shall be entered into with the successful bidder :

1. The vendor shall furnish bank guarantee / security deposit for an amount equal to 10 % of the contract value which will be released on completion of the contract. The bank guarantee shall be in favour of “President of India (acting through the Commissioner of Customs (Port), Custom House, 15/1, Strand Road, Kolkata – 700001) and it shall be the responsibility of the vendor to keep this bank guarantee valid till obligations under this contract are discharged to the mutual consent of the department and the vendor.
2. In case the vendor fails to cope up with the workload or does not render satisfactory services, the contract awarded to him shall be cancelled without giving any notice or without assigning any reason whatsoever and the bank guarantee/security deposit will be encashed and payment due to him if any, shall be forfeited. In this connection, the decision of the System Manager shall be final and binding on the vendor.
3. If for any reason the vendor is not able to attend the complaint/problem, the job shall be got done from some other firm or from the open market at the cost of the bidder and the expenditure incurred shall be recovered from the vendor. This may also entail termination of the contract and encashment of the **Bank guarantee/security deposit** furnished by the vendor.

4. The vendor shall not sublet the whole or part of the works without prior written consent of the System Manager. Such consent, if given, shall not relieve the vendor from any liability or obligation under the contract and he shall be responsible for the acts, defaults, negligence of his agents, servants or workmen.
5. The vendor shall, at all times during the currency of the contract, conform to and comply with the regulations and by-laws of the Central Govt., of this office and of all other local authorities, the provisions contained in the various Labour Acts enacted by the State Legislature and Parliament in force and Workmen Compensation Act, 1923, Provident Fund regulations etc. for welfare and protection of workers or for the safety of the public and other insurance provisions.
6. The vendor shall indemnify this office against any liability for compensation due to injury to his own workmen or to any other person inside the office premises while executing the work and for any damage to the property.
7. The vendor shall provide details like Name (s) and Phone Number (s) of the contact person (s) who shall be available at all times in case any problem is encountered by the Customs Authorities regarding the Services provided by him.
8. This tender issues with the approval of System Manager.

Sd/-

(Manish Kumar Jaiswal)

Assistant Commissioner of Customs, EDI

Custom House, Kolkata – 700 001.

Copy to:

1. SCH for displaying tender on Custom House Notice Board.
2. SCP(EDI) for uploading tender on Kolkata Customs Website

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The AMC for regular cleaning and dusting of computers and its peripherals & for pest / rat control in Mini Custom House, Haldia is going to end on 10.3.10.

In this context, we may float fresh tender for the same work from the next financial year i.e. 01.04.2010 as per draft placed opposite. The alternative option is that we may extend the AMC for another year to the current AMC holder i.e. M/s. Clean.com as the current AMC holder has satisfactory service throughout the year (satisfactory Certificate are attached with all bills).

Submitted for further direction please.

SCP(EDI)

AC(EDI)

System Manager