



OFFICE OF THE ADDITIONAL COMMISSIONER OF CUSTOMS
INLAND CONTAINER DEPOT, WHITEFIELD,
BANGALORE - 560 066.

C.No. II/39/02/2015 Cus ICD Accts 748/13

Dated 24.02.2015

LIMITED TENDER INQUIRY



Sealed Limited tenders are invited from eligible House Keeping Service Providers for providing the housekeeping services in accordance with the Rule 180 of GFR, (Rule 150 and 151) as mentioned in the Annexure -I in the premises of the Office of the Additional Commissioner of Customs, Inland Container Depot, Whitefield, Bangalore for upkeep of the following Division located as detailed below :

Office of the Additional Commissioner of Customs, Inland Container Depot, Whitefield, Bangalore situated on the above said address comprising of chambers and sections situated in other building viz Export Shed, Import Shed, EODC & Baggage Record Room, JCC in old Airport Road/Marigold, CWC with an area of about 3500 Sq.ft.

Interested parties may obtain the same from the Administration Section located at the above mentioned address.

Preference will be accorded to those Service Providers who have sufficient experience in providing House Keeping Services to various Government Departments, Public Sector Undertaking and Government Autonomous Organizations.

The nature of work to be attended to and other details are enclosed in the Annexure. The Tenders should be submitted in sealed cover for quotations with materials and without materials and super scribed "Tender for Housekeeping Services" and should be addressed to the undersigned. The completed sealed tender documents should reach this office by 1700 Hrs. on or before 12.03.2015 at the following address.

**OFFICE OF THE ADDITIONAL COMMISSIONER OF CUSTOMS
INLAND CONTAINER DEPOT, WHITEFIELD,
BANGALORE - 560 066.**

Bids beyond the specified date will not be accepted. This office reserves the right to reject any application without assigning any reasons. If any information furnished by the agency is found to be incorrect at a later stage, the agency shall be liable to be debarred from the tendering process.

Encl: As above.


(रीना शेटी/Reena Shetty)

(संयुक्त आयुक्त/Joint Commissioner)

PROFORMA FOR FINANCIAL BID

1.	Name & Address of the Agency	
2.	Details of rate quoted	Rs..... ..per sq.ft.
3.	Amount quoted per month for 3500 Sqft. (approx..)	Rs.
4.	Amount quoted per annum for 3500 Sqft. (3pprox...)	Rs.

Certified that the above quoted rate complies with the Minimum Wages Act and all the legal rules and regulations of the State Government and Central Government governing the work contract. The above rate is inclusive of service Tax or any other tax payable to the Government.

(Signature of the Authorized)

Date:

Name :

Place:

Designation:

CONDITIONS TO BE FULFILLED FOR ELIGIBILITY

1. The bidder should be a registered and well established housekeeping agency and should have a sufficient experience in rendering such services to establishments of Central/State/Public Sector Organisations. A list indicating the departments where the bidder has contract for housekeeping services along with supporting documents should be submitted with the bid.
2. The bidder should have a minimum turnover of Rs.50 Lakhs during the previous 3 financial years.
3. The persons deployed by the bidder should have sound medical fitness well behaved and should be well experience and trained adequately to handle any type of cleaning/housekeeping and other works entrusted to them by the department.
4. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated officer of the department.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. Profile of the company along with financial statements indicating the turnover of the company.
2. List of Govt. Sector/Public Sector/Organisation wherein the bidder has undertaken such housekeeping services during the previous two years.
3. Certificate from clients for having satisfactorily completed the work of housekeeping.
4. Copies of PAN Card, Service Tax Registration, Certificate of registration with the labour department, registration with EPF/ESI department.
5. Earnest Money deposit Rs.10,000/- in the form of Demand Draft drawn in favour of "The Pay and Accounts Officer, Central Excise and Customs, Bangalore" should accompany the bid. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be returned on furnishing of a Performance Guarantee deposit equivalent to contract rates for one month.
6. Any other relevant information connected with such services.

TERMS AND CONDITIONS

1. The office of the Additional Commissioner of Customs, Inland Container Depot, Whitefield, Bangalore may at its discretion at any point of time during the validity of the contract require the service provider to dismiss or remove from the site work, any persons or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
2. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.
3. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote good-will and enhance the image of the Deptt. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. He will also provide suitable uniform so as to distinctly identify his personnel in the office at his cost and the same will be worn by the personnel at all times in the office.
4. The service provider's personnel shall not divulge or disclosed to any person, any details of office, operational process, technical know-how, security arrangements, administrative, organizational matters as all are of confidential/secret nature. In case the Department comes to know about any such act done by the Service Provider's Personnel, the office reserves the right to cancel the contract and in that case the Security Deposit will be liable to be forfeited.
5. The service provider's persons shall not claim any benefit/compensation/absorption, regularization of services with office under provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the individual (whose services are hired from the Service Providers) persons to this effect will be required to be submitted by the service provider to this office.

6. The persons deployed by the service provider shall not have any claim to any 'Master & Servant' relationship against this office.
7. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
8. The service provider's personnel should be in uniform and should possess identity card during the office hours.
9. The transportation, food, medical and other statutory requirement under the various Acts/Government Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
10. Complying with the legal rules and regulations of the Central/State governing such housekeeping contracts would be the sole responsibility of the contractor. The agency shall comply with the statutory provisions of the labour laws like, minimum wages, bonus, etc.
11. The service provider shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month. Evidences for ESI/PF benefits given to employees should be furnished.
12. Income tax as applicable shall be deducted at source.
13. The service provider shall not submit transfer or assign this contract or any part thereof to a third party without the prior approval of the Additional Commissioner of Customs, ICD , Bangalore.
14. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.

ANNEXURE - I

DETAILS OF HOUSEKEEPING/CLEANING DUTIES REQUIRED BY THE DEPARTMENT

The Service Provider should ensure that adequate supervision is exercised on the day to day functioning of the deployed personnel.

The Service Provider shall undertake all types of work viz cleaning, dusting, moping etc. general and the following works in particular -

1. Dusting and Cleaning of office fixtures and furniture, etc.
2. Sweeping/wet mopping of office premises/cleaning papers/trash on day to day basis with necessary disinfectant materials.
3. Serving of tea/coffee to office staff.
4. Cleaning of all glass panes of windows and cleaning doors, etc.
5. Cleaning of partitions/almirah and all formica surfaces.
6. Housekeeping services such as movement of files/equipments/records within the office and periodical cleaning and dusting and maintenance of records in the record room.
7. Locating and finding the required records from the record room and photocopying of office records whenever required.
8. Cleaning of fans, light and electric equipments telephone instruments/computers and Removing of cobwebs.
9. Washing and cleaning of office vehicles.
10. Cleaning of office equipments i.e photocopier machine, computer, printer, telephone, fax etc.
11. Any other related work assigned by the Officers of this office.

List of Service Providers

1. M.N.MAYANNA GOWDA
No.290, 3rd Cross, 10th Main,
Manjunath Nagar, Bangalore - 560010.
2. M.Ramesh
(Govt. Licenced B.B.M.P & South Western Railway Contractor)
No.668, 22nd Cross,
22nd 'A' Main, H.S.R.Layout,
2nd Sector, Bangalore - 560034.
3. Sri Mathru Enterprises
No.6, Nenapu, 9th Cross,
50 Feet Road, Muneshwara Layout,
Laggere, Bangalore - 560058.
4. Security & Protection Services
#59, Manirathma Complex,
11th Cross, S.P.Extn.,
Malleshwarm, Bangalore - 560003.
5. CARE POINT
No.49, 11th Cross, 2nd Main,
Muneshwara Layout, Laggere,
Bangalore - 560058.
6. Akanksha Enterprises (P) Ltd.
No.229, HSR Extension,
Agara, Bangalore - 560034.
7. Sri S.R.Enterprises
#181, 3rd Cross, Muneshwara Block,
Geleyarabalaga, Mahalakshmpuram,
Banglore - 560086
8. Black Panther Security Services
#101, 2nd main, munnikallapa garden,
R.S.Palya, Kammanahalli Main Road,
Kammanahalli Main Rd, Inasappa Layout,
Kammanahalli, Bangalore, Karnataka 560084

✓ 9. The Superintendent (Systems), City Customs Commisariat, C.R. Building -
for uploading the Tender notice at customs website.