

**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
RISK MANAGEMENT CENTRE FOR CUSTOMS
DIRECTORATE GENERAL OF ANALYTICS & RISK MANAGEMENT
CENTRAL BOARD OF EXCISE & CUSTOMS
13, SIR VITHALDAS THACKERSEY MARG, OPP PATKAR HALL, NEW
MARINE LINES,
MUMBAI – 400 020.**

**Tel Nos.: 2206 1003, 2206 1006, 2219 5100, 2219 5101
FAX No.: 2206 1014**

F. No II (40)/16/2018 RMCC

Dated: 22.05.2018

Notice No: 03/2018-RMCC

NOTICE FOR INVITING TENDERS FOR HIRING 10 (Ten) PEONS

Tenders are invited from registered labour contractors supplying manpower/ service providers, having their registered offices or registered branch offices situated in the districts of Greater Mumbai, Thane and Navi Mumbai of Maharashtra State only, for providing 10 peons on contract basis. The criteria for the peons will be as per the terms & conditions as well as the nature of the work mentioned in the enclosed Annexure 'A'.

The details can be downloaded from the CPP Portal (URL: <http://eprocure.gov.in>).

Period of hiring : One year (Effective from awarding of the contract)

Date of publishing the tender on CPP portal: 22.05.2018

Last date & time of uploading the Bid : 12.06.2018 by 1500 hrs

Date & time of opening of Technical Bids : 13.06.2018 by 1500 hrs

Date & time of opening of Financial Bids : 15.06.2018 by 1500 hrs

2. The interested agencies who fulfill the conditions and are also willing to comply with the other terms and conditions as mentioned in Annexure-A to this notice may submit their technical bids in form Annexure-B and financial bid in form "Item Rate BoQ" on CPP portal, enclosed to this notice, which will be e-processed by the department.

3. The technical bids will be opened on **13.06.2018 by 1500 hrs**. The Bidders may remain present at the RMCC office at the time of opening of bids to witness the technical bid opening. The financial bids of only those who qualify in the technical bid will be opened and processed through CPP Portal. The bidders who qualify on technical evaluation may remain present on **15.06.2018 by 1500 hrs** in the Office Of The Risk Management Centre for

Customs, 13, Sir Vithaldas Thackersey Marg, Opp. Patkar Hall, New Marine Lines, Mumbai – 400 020 to witness financial bid opening.

4. Interested labour contractors / service providers may contact on phone No. 22071790 /22071194 or visit Superintendent/Asstt. Director (Admin) for any query regarding the tender.

5. The bidder shall quote the Monthly charges separately for peons while specifying the details of the proposal in their bids.

6. While quoting the bid amount in BOQ the bidder shall ensure that the bid amount quoted is compliant to all the statutory requirements regarding minimum wages as per Minimum Wages Act, 1944 (in Central Sphere), contribution towards EPF and ESIC etc. Bidder should note that for the sake of categorization of Peons under the categories viz. Unskilled/ semi-skilled/Skilled, the same shall be done as per the Minimum Wages Act, 1948 as amended of Ministry of Labour & Employment in Central Sphere. **For this tender the peon is considered as unskilled under the category of housekeeping as prescribed in Notification dated 19.01.2017.** Bidders are requested to indicate their financial quotation without Taxes/applicable Cesses. The Purchaser shall make the payment of applicable Taxes/applicable Cesses to the selected Bidder over and above the amount quoted in the Item Rate BOQ.

7. The Contractors, prior to the awarding of the contract, may be interviewed by the tender committee of the office, regarding suitability of the service providers.

8. The Additional Director General (RMCC) reserves the right to accept or reject any or all bids without assigning any reason. In case of any dispute of any kind and in any respect whatsoever, the decision of Additional Director General (RMCC) shall be final and binding.

-Sd-

Assistant Director (Admn.)
Risk Management Centre for
Customs, Mumbai

Copy to:

1. CBEC Website.
2. Departmental Notice Board, RMCC, New Marine Lines, Mumbai.
3. Departmental Notice Board, NCH, Ballard Estate, Mumbai.

ANNEXURE 'A'

(TERMS & CONDITIONS)

Services of Ten (10) peons are proposed to be hired on contract for a period of one year from the date of awarding this contract through service provider having his registered office/registered branch office situated in the districts of Greater Mumbai, Thane and Navi Mumbai of Maharashtra State only. The terms and conditions for hiring such peons are as under:

1. The persons who are engaged for services should be of good moral character, and should not have been convicted for any offence under the law. The contractor on being awarded the contract shall verify the antecedents of the persons engaged, from the appropriate government authorities and submit a certificate to that effect.
2. The contractor shall prior to the commencement of the operation of contract, make available to the department particulars of all the persons who will be deployed. Such particulars inter-alia should include age, date of birth, photograph, local and permanent address, qualification, parentage etc. of the persons so deployed. Any change or addition in this regard should be notified immediately to Superintendent (Administration), RMCC, Mumbai.
3. The persons so provided by the Service Provider shall be on the rolls of the service Provider and shall remain under the control and supervision of the Service Provider and the Service Provider shall be liable to the wages and any other claim of the persons engaged. **For this tender the peon is considered as unskilled worker.** The Service Provider should observe all the relevant laws relating to deployment of the person assigned to this office (such as those relating to payment of minimum wages, employment of child labour, provident fund, ESIC etc.) as applicable from time to time and have to submit an undertaking to that effect.
4. The Service Provider shall be responsible for fulfilling all the obligations towards the persons deployed under the law.
5. The service provider shall take all responsible precautions to prevent any unlawful/disorderly conduct or acts of the persons so deployed. He shall also be responsible for the preservation of peace and protection of persons and property. The service provider shall indemnify the RMCC from the damages / effects of all unlawful / unreasonable acts / omissions of peons supplied by him during their service hours in contract period.
6. Department reserves the right to call upon the Contractor to remove any person whom department finds unsuitable for services on account of hygiene, health or conduct or any other reason and the Contractor shall be obliged to comply with the same.
7. The service provider shall ensure availability of each deployed person on all working days for providing the service contracted for. Service providers shall ensure that at least two peons are available in the office on Saturdays and / or holidays as and when required.
8. For any absence / non-engagement, no charges will be paid. However, service provider is at liberty to provide substitute peon in place of absent employee. In failure to provide substitute peon a penalty of Rs. 200/- per day shall be levied on the contractor.
9. Department reserves the right to cancel the contract at any time if it feels that the work is not satisfactory by giving 1 week notice to the contractor.
10. If the contract is terminated before completion of a month the amount payable to the service provider for number of days worked shall be calculated on pro rata basis.
11. Contractor should be registered with Government Department, wherever applicable.

12. Contractor shall ensure that the persons so deployed do not allow any property of the department to be taken out of the premises without a Gate Pass signed by the designated official.
13. It shall be the sole responsibility of the contractor to ensure security and safety of the property and assets movable or immovable of the office. The contractor shall report promptly to the Superintendent (Administration) in case of any theft or pilferage that takes place or where any attempt is made to that effect that takes place or where any attempt is made to that effect and loss, if any shall be recovered from the contractor.
14. If required the number of peons will have to be increased to meet the exigency of situation any time during the contract period. The service provider shall in such case, provide the additional peons at the same rate which is quoted in his bid.
15. The contractor shall submit monthly bill along with the salary details of each & every peon viz. basic salary, allowances and statutory deduction PF/ESIC/Prof. tax (if any) for the services supplied by second working day of succeeding month to which bill relates.
16. It is mandatory upon the service provider to submit proof of payment of service tax and proof of deposit of PF and ESIC contribution in respect of peons supplied by him/her to the respective government departments/ authorities as and when demanded. In the event, if the contractor does not furnish the proof of deposits/payments by the specified date, the payment for the services rendered will not be made to the contractor.
17. The selected service providers during his service tenure shall ensure that the monthly wages of the peons supplied by him shall be paid punctually and regularly to them.
18. The selected Service Provider will be required to furnish performance security in the form of bank Guarantee for an amount equal to 5% of the contract value within fifteen days from the date of award of contract and the same should remain valid for a period of sixty days beyond the date of expiry of the terms of the contract.
19. 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 employment in this office or any other Government Office.
20. The service provider will increase/ scale up the salary of staff (i.e. Peons) if there is any increase/ scale up of minimum wages fixed by the Central Government/State Government.
21. **It is clarified that if a firm/Service provider quotes "NIL" charges/consideration, the bid shall be treated as unresponsive and will not be considered**, as per OM No.29(1)/2014-PPD of Ministry of Finance, Department of Expenditure, PP Division dated 28th January, 2014.

-Sd-

Assistant Director (Admn.)

Risk Management Centre for Customs
Mumbai

Annexure 'B'

Technical Bid Form for Hiring of 10 Peons
(The last date for submission is 12.06.2018 by 1500 hrs)

Sr. No	Required information	Particulars
1A.	Name of Agency/firm/ Service Provider	
1B.	Registered Address of Service Provider	
1C.	Telephone Numbers of Service Provider	
2A.	Name of the owner/ Authorized representative of the Agency/Firm/Service Provider	
2B.	Registered Address of Branch Office situated in districts of Greater Mumbai/Thane/ Navi Mumbai	
2C.	Telephone No. of Branch Office	
3.	Details of Permanent Account Number (PAN)	
4.	Name and Telephone No. of authorized signatory, if any.	
5.	The number of clients served during calendar year 2016 & 2017	
6.	Furnish break up of reply to (5) above as under	
	1.Cental/State government offices	
	2.Banks	
	3.Corporate House	
	4.Others	
6A.	Total Manpower strength on pay roll in capacity of Peon	
7.	Number of occasions in past when disqualified by client and contract terminated pre-maturely	
8.	Whether holder of GST registration certificate	*
9.	Whether holder of EPF registration	*
10.	Whether holder of registration certificate under ESI Act	*
11.	If replies to 8,9,10 above is Yes then please upload scanned copy of relevant registration certificate.	

*please reply in Yes or No.

I Mr./Ms. _____, Prop/Partner/authorised signatory of M/s.

Continue....

_____ hereby certify that the above furnished information is

correct. I also certify that I have read and understood the terms and conditions mentioned in Annexure 'A'. I understand that furnishing false information will disqualify my firm from further bidding process.

Note:- Bidders should note that the replies/inputs to information asked at Sr. No. 5,6,6A & 7 should be precise. In case reply/input is Nil or Zero it should be mentioned as '0' (Zero) or Nil. Please do not write vague reply as Yes/No/Not applicable against these Sr. Nos. Such replies can result in disqualification of the bidder in technical evaluation.