



**OFFICE OF THE COMMISSIONER OF CUSTOMS,
IGI AIRPORT, T-3, NEW DELHI -110037**

C. No. I/AirCus/PRO(G/V)House keeping/2017

Dated:-

TENDER NOTICE

The Commissioner of Customs, IGI Airport, T-3, New Delhi, invites the sealed tenders from reputed registered firms for providing total **Six Skilled Workers/ Data Entry Operators** for carrying out the work of typing of letters, assistance to officers in miscellaneous data work, downloading of circulars, notifications, trade notices etc. in the office of Commissioner of Customs, IGI Airport, Terminal-3, New Delhi **for the period of one year** from the date of awarding the contract.

The terms and conditions along with all the Annexure for the tender may be downloaded from the Customs website www.delhicutoms.gov.in , www.cbec.gov.in or collected from PRO Customs (Gen), IGI Airport, T-3, New Delhi or the Assistant Commissioner of Customs (Admin.), IGI Airport, Terminal 3, New Delhi.

The interested parties must submit their tenders in a big sealed cover containing **two small sealed covers for technical bid and financial bid separately** latest by **09/10/2017 till 1800 hrs**, to the Assistant Commissioner (Admin), Customs IGI Airport, New Delhi.

The tenders must clearly mention “*Tender for Skilled Workers/ Data Entry Operators*” on the main sealed envelope. The tenders will be opened on **10/10/2017 at 1100 hrs**. in the office of Assistant Commissioner of Customs (Admin), IGI Airport, T-3, New Delhi by the Committee in the presence of interested tenderers or their authorized representatives if they so desire.

Bidders who do not fulfil the pre-qualification requirement will not be considered for Financial Bids. Financial Bids will be opened in the presence of qualified bidders only. The Commissioner of Customs, IGIA, Terminal 3, New Delhi reserves the right to accept or reject any or all the quotations at any stage, without assigning any reason whatsoever.

Additional Commissioner (P&V)



**OFFICE OF THE COMMISSIONER OF CUSTOMS,
IGI AIRPORT, T-3, NEW DELHI -1100307**

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Dated:-

TENDER NOTICE

The Commissioner of Customs, IGI Airport, T-3, New Delhi, invites the sealed tenders from reputed registered firms for providing total **Six Skilled Workers/ Data Entry Operators** for carrying out the work of typing of letters, assistance to officers in miscellaneous data work, downloading of circulars, notifications, trade notices etc. in the office of Commissioner of Customs, IGI Airport, Terminal-3, New Delhi **for the period of one year** from the date of awarding the contract. The terms and conditions are as under:-

- a) The bidders should be registered with service tax/GST department with valid registration number and fulfil the eligibility criteria as per **Annexure-I**.
- b) The age of workers should not be less than 20 years as on 01.01.2017
- c) The skilled workers must have education qualification of intermediate and having skills of Computer proficiency, good knowledge of MS word, MS Excel and Internet and knowledge of typing with a speed of not less than 30 words per minute.
- d) The bidders should satisfy themselves before submission of the Rates/ Quotations to the Commissioner of Customs, IGI Airport, Terminal 3, New Delhi, that they meet the qualifying criteria and capability as laid down in the Annexure.
- e) The bidders must comply with all terms and conditions along with all specifications mentioned in Rates/ Quotations.
- f) The bidders must ensure that the desired number of skilled workers should remain available during the said working hours; the bidders must also make alternate arrangements in the absence of any worker, if any.
- g) The skilled workers staff will be hired on the prescribed rate of Delhi Govt. and the bidder will abide by all the rules and regulations laid down under labour act and office order issued by Govt. of NCT, Delhi, time to time for the welfare of the workers i.e. employees by bidder. This office will not be responsible for any violation thereof.
- h) The skilled workers will work between 9.30 AM to 6.00 PM with half hour lunch break, six days a week i.e. Monday to Saturday and will do the work of Data Entry/ Computer Typing work.

- i) The skilled workers provided by the bidder will be the employees of his/ their company and they will have no claim for employment in this department.
- j) The bidder will be responsible for police verification of the skilled workers deployed.
- k) The payment will be made by 10th day of next month after submitting the bill by the bidder.
- l) The payment will be made in the employees bank accounts by 7th day of next month and shall submit the proof of payment accounts by 15th of the same month. The bidder shall ensure for opening bank accounts to all its staff.
- m) The contract can be terminated at any time without assigning any reason thereof.
- n) The bidder shall in no case lease/transfer/sublet/appoint care taker for services.
- o) The bidder shall be directly responsible for any/all disputes arising between him and his personal and keep the Customs, IGI Airport, New Delhi indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- p) The bidder shall be fully responsible for theft, burglary, fire or any mischievous deed by his staff.
- q) All consumables and material used in this office shall be provided by this office only.
- r) The contract shall be terminated and the payment shall be forfeited in case the work is not found satisfactory.
- s) The contract will be awarded initially for a period of one year from the date of awarding the contract.
- t) The tender should be strictly in accordance with Rule.160 (xiv) of General Financial Rules, 2005. Further the merits of the tenderers will be taken into consideration by the nominated members of the Committee.
- u) The Commissioner of Customs IGIA, Terminal 3, New Delhi reserves the right to accept or reject any or all the quotations at any stage without assigning any reason whatsoever.
- v) The bidder will have to pay wages to all staff regardless of payments from the government for a minimum period of six months.
- w) The bidder should submit every quarterly proof of payments of ESI/EPF payments deducted from the account of skilled workers.

Two Bid Tender System - The 'Technical Bid' should contain particulars regarding eligibility criteria along with documentary evidences. The financial bid should contain all cost estimates.

The bidder should not be blacklisted by any Government department/PSU/Agency and should not have any criminal case pending against it. An undertaking in this respect should be submitted.

The interested bidders must submit their tenders in a big sealed cover containing **two small sealed covers for technical bid and financial bid separately** latest by **09/10/2017 till 1800 hrs**, to the Assistant Commissioner (Admin), Customs IGI Airport, New Delhi.

The tenders will be opened on **10/10/2017** at **1100 hrs.** in the room of Assistant Commissioner of Customs (Admin), IGI Airport, T-3, New Delhi in the presence of interested bidders or their authorized representatives if they desire so.

The office of the Commissioner of Customs, IGI Airport, Terminal 3, New Delhi, shall not be responsible for any postal delay, which may lead to non receipt/non delivery/ of bid documents. The parties who wish to be present at the time of opening of Tender may present themselves or authorize their representative's with authority letter. The technical bids will be opened and considered first and financial bids will be opened only for those bidders who emerge successful after consideration of technical bids.

The Bidder must submit Technical bid comprising of Annexure-III duly signed in token of having accepted the general terms and conditions as mentioned in Annexure-II complete in all respects.

The financial bid comprising Annexure-IV should contain the complete breakup of the charges rate viz. Basic salary, Provident fund, ESI, GST / Service Tax etc.

Contractors who do not fulfil the pre-qualification requirement will not be considered for Financial Bids. The Commissioner of Customs IGIA, Terminal 3, New Delhi reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Selection Process – After opening the technical bids, the same shall be assessed and only the bidders fulfilling the minimum eligibility criteria shall be shortlisted. The financial bids would be opened in the presence of the representatives of the bidders who qualify based on the Technical bids. The bidders with the lowest financial score would be declared successful. In case there is tie between two or more lowest financial bids, the bidder having more marks/score in the technical bid would be declared successful.

The successful bidder shall be responsible for obtaining security clearance from Bureau of Civil Aviation Security within 30 days from the date of finalization of the tender and he/she shall be responsible for making Airport Entry Passes.

Assistant Commissioner (Admin)

Copy to

1. The Administrative Officer, Customs, IGI Airport, T-3, New Delhi for information and necessary action.
2. The System Manager, Customs, New Customs House, New Delhi for placing the tender notice on department website.
3. Notice board

Assistant Commissioner (Admin)

**ELIGIBILITY CRITERIA FOR COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT FOR SKILLED WORKERS**

1. The Company/firm/enterprise/partnership intending to submit the Tender should have been providing skilled worker services for atleast one year.
2. The Company/firm/enterprise should have undertaken supply for the skilled workers services to at least one Central Government Department/Public Sector Unit (PSU), for atleast one year continuously in the last five years.
3. The successful bidder shall be responsible for obtaining security clearance from Bureau of Civil Aviation Security within 30 days or the reasonable extended period permitted by the competent authority, from the date of finalization of the tender.
4. The bidder should be registered with Service Tax / GST department. The bidder should submit the Service Tax Returns for the period F.Y 2016-17.
5. The bidder should submit the proof of turnover of the company for last two financial years certified by Chartered Accountant i.e for F.Y 2015-16 and F.Y 2016-17.
6. The bidder should submit proof of the total number of employees working in the Firm/Company and also submit the proof of EPF & ESIC accounts of all employees along with copies of challans evidencing payment of EPF and ESIC deposited during F.Y 2015-16 & F.Y 2016-17
7. If the bidder is a company, a copy of the certificate of incorporation issued by the jurisdictional registrar of companies and if the bidder is a partnership a copy of the deed of partnership should be submitted.

The bidders should give the proof of above criteria (1), (2), (3), (4), (5), (6) and (7). The bidder should also give an undertaking regarding (3) above on their official letter head.

Address where the skilled worker services are required:

OFFICE OF THE COMMISSIONER OF CUSTOMS,
IGI AIRPORT, TERMINAL-3,
NEW DELHI 110037
Phone: 011-25655729

GENERAL TERMS AND CONDITIONS FOR THE TENDER

1. Rates/Quotations duly filed in will be received up to the dates and time mentioned in the letter.
2. Commissioner of Customs (IGI Airport, New Delhi) reserve the right to postpone and/or extend the dates of receipt / opening of rates/quotations or to withdraw the same, without assigning any reason thereof.
3. The bidders are required to submit the complete rates/Quotations only after satisfying each and every condition laid down in the annexure II.
4. Rates/Quotation should be submitted and signed by the firm with its current business address.
5. The bidders should satisfy themselves before submission of the Rates/Quotations in Annexure IV that they meet the qualifying criteria as laid down in the Annexure III
6. Notwithstanding anything contained herein Office of the Commissioner of Customs, IGI Airport, New Delhi, also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring liability whatsoever to the contractor.
7. The bidder shall in no case lease/transfer/sublet/appoint caretaker of the service.
8. Within the premises of the Commissionerate the bidders personnel shall not do any private work, other than their normal duties.
9. Bidder shall be directly responsible for any /all dispute arising between him and his personnel and keep the Commissionerate indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
10. Bidder shall be solely responsible for payment of minimum wages and other benefits order of the Govt. Commissionerate shall have no liability whatsoever in' this regard and the contractor shall indemnify this Commissionerate against any/all claims which may arise under the provisions of various Acts, Orders etc.
11. The skilled workers should be good in their work otherwise Commissioner of Customs, IGI Airport, New Delhi reserves the right to terminate the contract workers.
12. Bidder shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

We agree to the above terms and conditions.

Signature with date.....

Name of the firm.....

Seal.....

Technical requirements for awarding of Comprehensive Annual Supply Contract of supply of Skilled Workers.

(Technical Bid)

1	Name of Firm/Company (in block letters)	
2	Copy of partnership deed/copy of incorporation of Company or Firm.	
3	Full Postal Address: Telephone/Fax No./E-mail:	
4	Details of experience for providing similar services in large and reputed organizations (like Govt. & PSU)	
5	Permanent Account Number (PAN) (Please attach attested copies)	
6	Income Tax Return Details (Please attach attested copies)	
7	GST/ Service Tax Registration Details(Please attach attested copies)	
8	E.S.I.C. Registration with Date(Please attach attested copies)	
9	E.P.F. Registration With Date (Please attach attested copies)	

Signature or Authorized Signatory with date

Name of the Firm _____

Seal _____

Score/ Marks for Technical Bid.

1	Details of experience for providing similar services in large and reputed organizations (like Govt. & PSU)	More than 03 Years - 25 Marks 02 to 03 Years - 15 Marks 01 to 02 Years - 10 Marks Less than 01 Year - Zero.
2.	Income Tax Return details	Turnover of More than 02 Crores - 25 Marks 01 to 02 Crores - 15 Marks 50 Lacs to 01 Crores - 10 Marks Less than 50 Lacs - Zero
3	GST/Service Tax Payment details	Payment of More than 10 Lacs - 25 Marks 05 to 10 Lacs - 15 Marks 01 to 05 Lacs - 10 Marks Less than 01 Lacs - Zero.
4	The total number of employees working strength.	More than 100 - 25 Marks 80-100 employees - 15 Marks 50-80 employees - 10 Marks Less than 50 - Zero.

Financial Bid

The rates quoted should be in the following Performa for tentative requirement of 06 no. of skilled workers. The requirement may however be increased or decreased depending on the work load.

Sl.No.	Description	Workers	Breakup of the wages
1.	1. Rate per person per month with six working days in a week. (The rate should be inclusive of all charges and benefits including minimum wages, service charges of the contractor, ESI, EPF benefits etc. No other charges shall be paid over and above this rate except GST which shall be paid over and above.)		Wages:----- ESI: EPF: Service Charge: ... Others, if any: ... Total:

DECLARATION

I hereby certify that the information furnished In Annexure-III, is true and correct to be 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 will not have any dealing with the Department in future. I also certify that, I have carefully gone through the general terms & conditions of the contract as given in Annexure-I & II and I shall be following all the terms and condition.

Signature of Authorized with date

Name of the Firm

Seal

Full address of the firm

Telephone No. & FAX No. of the firm

Email ID of the firm