

**OFFICE OF THE COMMISSIONER OF CUSTOMS, AIR CARGO EXPORT,  
NEW CUSTOMS HOUSE, NEW DELHI.**

C.No.VIII(12)ACE/Admn./Housekeeping/29/2014 / ~~2015~~ 3827  
14/4 Dated:

**TENDER NOTICE No.01/2015**

The Commissioner of Customs, Air Cargo Complex (Export), New Customs House, IGI Airport, New Delhi invites the sealed tenders for providing the services for the under mentioned work:-

1. Housekeeping, cleaning, dusting etc. of the office building at New Custom House and Export Shed.
2. Data Entry /Computer Typing work in 12-15 Section of Air Cargo Complex (Export) Commissionerate.

The terms & conditions are as under:-

- (a) The contractor should be registered with service tax department with valid registration number.
- (b) The skilled/unskilled workers will be hired on the prescribed rate of Delhi Govt. and the contractor will abide by all the rules & 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 contractor. This office will not be responsible for any violation thereof.
- (c) The unskilled workers will work between 8:30AM to 5:00PM with half hour lunch break, six days a week i.e. Monday to Saturday and will do the work of Housekeeping, cleaning and dusting of rooms tables, chairs, almirahs, loading & unloading work etc.
- (d) The skilled workers will work between 9:30AM to 6:00PM 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.
- (e) The workers provided by the contractor will be employees of his/their company and they will have no claim for employment in this Department.
- (f) The contractor is responsible for police verification of the workers deployed and a list of workers is required to be submitted to the Department.
- (g) The payment will be made by 10<sup>th</sup> day of next month after submitting the bill by the contractor.
- (h) The contract can be terminated at any time without assigning any reason thereof.
- (i) The contract shall be terminated and the payment shall be forfeited in case the work is not found satisfactory.
- (j) The contract will be awarded initially for a period of one year.

Contd..2


The interested parties may submit their tenders in a big sealed cover containing two small sealed covers for technical bid and financial bid separately latest by 29.04.2015 till 1100 hrs. to the Administrative Officer (Admn.), Air Cargo Complex (Export), New Customs House, New Delhi-110037 in Room No. 230B. The tenders will be opened on 29.04.2015 at 1200 hrs. in Room No. 127, New Custom House, New Delhi in the presence of interested tenderers or their authorised representatives if they desire so.

The bids may be submitted in two parts **Technical** and **Financial**. 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 tenders may also be submitted separately for both the work superscribing on the main big envelop "**Tender for Housekeeping Work**" or "**Tender for Computer Typing Work**" as the case may be.

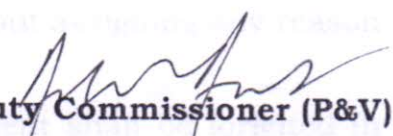
The Joint Commissioner (P&V), Air Cargo Complex (Export) reserves the right to reject any or all the tenders without assigning any reason thereof and to call for any other detail or information from any of the tenderer.

The tender notice can be downloaded from Customs websites [www.delhicustoms.gov.in](http://www.delhicustoms.gov.in)

  
**Deputy Commissioner (P&V)**

**Copy to :**

1. The Administrative Officer, Air Cargo Export, NCH, New Delhi for information & necessary action.
2. The Systems Manager, Air Cargo Export for placing the tender notice on departments website.
3. Notice Board.

  
**Deputy Commissioner (P&V)**