



GOVERNMENT OF INDIA, MINISTRY OF FINANCE,
DEPARTMENT OF REVENUE, CENTRAL BOARD OF EXCISE & CUSTOMS,
OFFICE OF THE JOINT COMMISSIONER OF CUSTOMS, IGI AIRPORT, TERMINAL-3,
NEW DELHI.

C.NO.I/ Air Cus/PRO (G/V)/DeEO/13/

19352
10/12

Date: 10.12.2013

TENDER NOTICE

Sealed tenders / quotations are invited from interested parties, hereinafter referred to as bidders for providing 06 (six) Data Entry Operators / Typist for one year on contract basis in the office of Joint Commissioner of Customs, IGIA, Terminal-3, New Delhi – 110037.

Interested parties should submit their sealed tenders / quotations to the Deputy Commissioner of Customs (Admn.), IGI Airport, Terminal-3, New Delhi latest by **23 .12.2013 upto 16:00 Hrs.** Tenders will be opened on **24.12.2013 at 12:30 Hrs** in the Office of the **Deputy Commissioner of Customs (Administration), IGI Airport, Terminal-3, New Delhi** in the presence of the parties or their authorized representative who wish to be present at the time of opening of the quotations. This Office will not be responsible for any delay in transit or damage or loss of tender documents sent through post. This Office reserves the right to accept the tender or reject any or all of the tenders without assigning any reasons. "Terms and Conditions" for submitting the quotation/tender is also annexed with this notice.



(Sandeep Kumar Rawal)
Deputy Commissioner (Admn.),
IGI Airport, T-3, New Delhi.

TERMS AND CONDITIONS

1. The Data Entry Operators / Typist shall be available for work between 1000 Hrs to 1830 Hrs on all working days and also as and when required.
2. The Data Entry Operators / Typist deployed shall be of good moral character and should not have been convicted.
3. The Data Entry Operators / Typist provided should possess suitable physique to perform their assigned duties. They should also be physically fit and free from any communicable disease.
4. You will ensure availability of a minimum of six persons performing the services of contracted as per Tender Notice.
5. The Bidder should have experience in providing Data Entry Operator/ Typist to Government formations.
6. The bidder should ensure that the Data Entry Operator/ Typist report for duty along with the valid Airport Entry Pass. Any delay in reporting for duty will be considered absent from duty for the day.
7. The Data Entry Operator/ Typist should clear the test conducted by this office.
8. The Data Entry Operators / Typist employed by you should be your employee and shall remain under your control and supervision. You shall be liable for the wages and any other claim of the person so engaged.
9. This office shall pay at the rates quoted by you, subject to satisfactory performance of the services rendered. No payment shall be made to you over and above this amount on any count including taxes that may be leviable. You will submit bill for current months in the following month by the 5th working day of the month.
10. The contract can be terminated even before the expiry of the contract period of one year specified above if the service provided by you is not found satisfactory, at the sole discretion of the Customs Authority in- charge without assigning any reason.
11. If the contract is terminated in the middle of a month, the amount payable to you will be calculated for the number of days worked on the working days basis per person for the part of the month.
12. You will observe all the relevant and applicable laws relating to employment of the persons assigned to this premises (such as those relating to payment of minimum wages, employment of child labour etc.).
13. The persons deployed for the Data Entry services shall not be changed frequently and whenever such a change becomes necessary, the same shall be brought to the notice of the Assistant Commissioner / Deputy Commissioner of Customs (Admn.), IGI Airport, T-3, New Delhi Seven days in advance. You shall ensure that all the persons deputed to duty remain present during working hours and in case any of the person(s) so deputed

does / do not attend to the work or remain absent, you will be required to provide a suitable substitute, so that the quality of service to this office is not affected adversely. If you fail to provide such a substitute, deduction shall be made from the sum payable to you on the working day basis. In order to monitor the attendance of the persons deployed for providing Data Entry service, an Attendance Register shall be maintained by you which shall remain in the Administrative Office. The attendance register shall be signed by the person deployed by you on daily basis. Daily attendance of Data Entry Operators / Typist be got certified from the section in charge where an individual is deployed to perform duties.

14. In the event of any untoward incident, Customs Authorities will not be responsible.
15. This office will not be held responsible for any dispute that may arise between you and any Central or State Government Department or the authorities dealing with E.P.F., E.S.I., Labour Law, Service Tax, Income Tax etc. or any other Authority / local body;
16. While accepting the contract you are also directed to furnish your PAN to enable this office to issue the TDS certificate in respect of the at source deduction of Income Tax, well in time.
17. It is made absolutely clear that your engagement vide the subject does not, in any way confer any right on you or on the persons that may be deployed by you in this office for claiming any regular employment in this office or any other Government office.
18. In case of any dispute whatsoever, the decision of the Department shall be final, conclusive and binding.
19. During the period, any matter of this agreement which has not been specifically covered therein shall be decided by the Department which shall be final and conclusive.
20. The department reserves the right to cancel the agreement without any reason at any time.


(Sandeep Kumar Rawal)

Deputy Commissioner of Customs

Copy to:

1. The Administrative Officer, IGI Airport, T-3, New Delhi for information.
2. Notice Board, IGI Airport, Terminal-3, New-Delhi
3. Notice Board, New Customs House, New-Delhi
4. The Deputy Commissioner of Customs, EDI, I&G, NCH, New Delhi for uploading to the departmental website "www.delhicustoms.gov.in".


(Sandeep Kumar Rawal)

Deputy Commissioner of Customs