



OFFICE OF THE COMMISSIONER OF CUSTOMS: AIR CARGO EXPORT  
NEW CUSTOM HOUSE: NEW DELHI – 110037

C. No. VIII(12)ACE/Admn./Adv./17/2012

*2674  
in/del/16*

Dated: 10.03.2016

TENDER NOTICE NO. 01 /2016

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

**A. Skilled Workers.**

For carrying out the work of Typing of letters, assistance to officers in miscellaneous Data Work, downloading of circulars, notifications, trade notices etc.

**B. Unskilled Workers.**

For carrying out the work related with Housekeeping, cleaning, dusting etc. of the office building at Air Cargo Export, New Customs House, New Delhi.

2. The terms & conditions are as under:-

- (a) The contractor should be registered with service tax department with valid registration number and fulfil the Eligibility criteria as per **Annexure-I.**
- (b) The age of the workers should not be less than 20 years as on 01.01.2016
- (c) The workers (Skilled and Unskilled) will be hired on the prescribed rate of Delhi Govt. and the contractor will abide all the rules & regulations laid under labour act and this office will not be responsible for any violation thereof.
- (d) The Skilled workers must have education qualification of Intermediate and having Skills of Computer proficiency, goods knowledge of MS word, MS Excel & Internet and knowledge of Typing with a speed of 30 words in a minute. The Skilled Workers should possess an experience of minimum 2 years.
- (e) 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 Typing of letters, assistance to officers in miscellaneous Data Work, Downloading of circulars, notifications, trade notices etc.

- (f) 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, Almirah, loading & unloading work etc.
- (g) The workers provided by the contractor will be employees of their company and they will have no claim for employment in this Department.
- (h) The contractor is responsible for police verification of the workers deployed and a list of workers is required to be submitted to the Department.
- (i) The payment will be made by 10<sup>th</sup> day of the subsequent month after submission of the bill by the contractor.
- (j) The contract can be terminated at any time without assigning any reason thereof.
- (k) The contract shall be terminated and the payment shall be forfeited in case the work is not found satisfactory.

3.1 The interested parties may submit their tender in a big sealed cover envelope, containing therein two separate sealed covers containing therein the technical bid and the financial bid.

3.2 On the large envelopes "**Quotation for supply of Skilled/Unskilled Workers**" should be clearly written. The two smaller sealed envelopes should mention "**Technical Bid**" and "**Financial Bid**" on the top and they should be placed inside the large envelope.

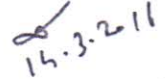
3.3 The Bidder must submit Technical Bid comprising of **Annexure-III** duly signed in token of having accepted the General terms and conditions as mentioned in **Annexure-II** complete in all accepts.

3.4 The Financial bid comprising of **Annexure-IV** should contain the complete breakup of the charges rate viz., basic salary, Provident fund, ESI, Service Tax etc.

4.1 The Bids should be submitted to the Administrative Officer (Admin), Air Cargo Export, New Customs House, New Delhi - 110037 in Room No. 230 - B, latest by 28.03.2016 till 17.00hrs. Bids received after this will not be entertained.

- 4.2 The tenders will be opened on 29.03.2016 at 15:00 PM in Room No. 248, New Customs House, New Delhi in the presence of interested tenders or their authorized representatives if they so desire.
5. The office of the Commissioner of Customs, Air Cargo Export, New Customs House, 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.
6. The tenders may also be submitted separately for both the work super-scribing on the main bid envelop "**Quotation for supply of Skilled/Unskilled Workers**" as the case may be.
7. The Commissioner of Customs, Air Cargo Export, New Customs House, New Delhi, it 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 tender.

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

  
14.3.2016  
Deputy Commissioner (Admn)

Copy to :-

1. Website manager of CBEC for placing the tender notice on cbec.gov.in.
2. The Superintendent (Hqrs), Air Cargo Export, New Customs House, New Delhi for information & necessary action.
3. The Systems Manager, Air Cargo Export, New Customs House New Delhi for placing the tender notice on department website. - EDI letter
4. Notice Board.

  
14.3.2016  
Deputy Commissioner (Admn)

## Annexure-I

### **ELIGIBILITY CRITERIA FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF UN-SKILLED AND SKILLED WORKERS**

1. The Company/firm/enterprise intending to submit the Tender shall be a reputed organization in the field of Supply for the unskilled and skilled workers for the last 3years.
2. The Company should have undertaken Supply for the unskilled and skilled workers in at least three Central Government Department/Public Sector Unit (PSU), in any of the previous three years.
3. The Company's contract should not have been terminated before the expiry of the full term, in any of the previous years or current year.

The bidders should give the proof of above criteria (1) and (2). The bidder should also give an undertaking regarding (3) above.

#### **Addresses where Supply for the unskilled and skilled workers are required:**

1. OFFICE OF THE COMMISSIONER OF CUSTOMS,  
AIR CARGO EXPORT, NEW CUSTOMS HOUSE,  
NEAR IGI AIRPORT, NEW DELHI 110037
2. Phone: 011-25656636
3. Fax: 011-25656636

