



**GOVERNMENT OF INDIA  
DIRECTORATE OF VALUATION  
SOUTHERN ZONAL UNIT,  
ROOM NOS.10 TO 11 & 14 to 16, 5<sup>TH</sup> FLOOR,  
ANNEXE BUILDING (KAVERI BLOCK), CUSTOM HOUSE,  
NO.60, RAJAJI SALAI, CHENNAI.  
TELEFAX -044-2524 5544; TEL : 044-2524 4464**

**F. No. VAL/SZU/ADMN/05/2016**

**Date:13/04/2016**

**TENDER NOTICE FOR PROVIDING CONTINGENT WORKER**

1. Directorate General of Valuation, Southern Zonal Unit, Room Nos.10 To 11 & 14 To 16, 5<sup>th</sup> Floor, Annexe Building(Kaveri Block), Custom House, No.60, Rajaji Salai, Chennai, invites sealed tenders under Two-bid system from experienced and eligible Contractors for deploying **1 (one) Contingent Worker** in the above-mentioned office for a period of one year from **01-06-2016 to 31-05-2017**.
2. The interested agencies are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover bearing the words "Tender for Contingent Worker" and should reach Assistant Commissioner of Customs, Directorate General of Valuation, Southern Zonal Unit, Room Nos.10 To 11 & 14 To 16, 5<sup>th</sup> Floor, Annexe Building(Kaveri Block), Custom House, No.60, Rajaji Salai, Chennai **on or before 29/04/16**. Formats of Technical Bid and Financial Bid are available at Annexure-I and Annexure-II of this document respectively.
3. The Scope of Work and the Terms and Conditions are provided at Annexure-III of this document.
4. A complete set of tender documents along with terms and conditions can be obtained free of cost from Directorate General of Valuation, Southern Zonal Unit, Room Nos.10 To 11 & 14 To 16, 5<sup>th</sup> Floor, Annexe Building(Kaveri Block), Custom House, No.60, Rajaji Salai, Chennai on all working days. Softcopies of the formats at Annexures I & II in Microsoft Word format can also be requested by sending email to supdtval@gmail.com. Further these can be accessed on the departmental Website www.cbec.gov.in. Any inquiries in the matter may be made during office working hrs. at Ph. No. 044-2524 5544.
5. Tenders can also be sent by registered post / speed post or dropped in the Tender Box to be kept at this office. **The last date for submission of tender is 29/04/16 at 14:00 hrs.** Tender Box will be opened at 15:00 hrs on the same day for collecting the sealed envelopes containing the tenders and the same would be forwarded to DGOV Headquarters, Mumbai without opening the seal, for subsequent processing and acceptance. Bidders may choose to remain present at the office of this Zonal Unit during the opening of the Tender Box.

6. The tenders/quotations received without proper seal and/or filed after the said due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation at DGOV, Headquarters, Mumbai may represent themselves or authorize their representatives with an authority letter. The Directorate General of Valuation, Mumbai reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/-

(D.DINESH)  
Assistant Commissioner of Customs  
Directorate of Valuation, SZU, Chennai

Encl.: (1) Format for Technical Bid and Financial Bid (Annexure-I & II)  
(2) Scope of Work and Terms and Conditions (Annexure-III)

Copy to:

1. The Additional Commissioner (Admn.), DGOV Mumbai for information
2. [www.cbec.gov.in](http://www.cbec.gov.in)
3. [www.dov.gov.in](http://www.dov.gov.in)
4. [www.tenders.gov.in](http://www.tenders.gov.in)
5. The Superintendent of Customs, CHS, Custom House, Chennai for displaying the Tender Notice on the Custom House Notice Board

Sd/-

(D.DINESH)  
Assistant Commissioner of Customs  
Directorate of Valuation, SZU, Chennai

**Annexure-I**  
**TECHNICAL BID**

1.	(a)Name & Address of the Tenderer Agency with phone number (b)Name and Telephone/Mobile Number of contact person.	
2.	Experience in the work of providing services of Contingent Worker ( <b>Attach copies of work order</b> )*. This shall cover the details of works of similar nature carried out during the last 2 years.	
3.	Name(s) of Organization with complete address and telephone numbers to whom services provided by the Tenderer Agency	
	Number of Contingent workers supplied to each such organization	
4.	a) Is the Tenderer Agency Registered under Service Tax? If so, please provide the Service Tax Registration Number and copy of last return ( <b>please attach copy</b> )* b) Do you have Labour license? If yes <b>please attach copy</b> *	
5.	Are you covered under Labour Legislations such as ESI, EPF and Gratuity Act etc.? If yes <b>please attach copy</b> * of respective certificates	
6.	Are you governed by minimum wages rules of the Govt. of India? If yes, please give details	
7.	PAN No.( <b>please attach copy</b> )*	
8.	VAT No.( <b>please attach copy</b> )*, if applicable	
9.	Trade License No.( <b>please attach copy</b> )*	

\* = **Must attach copy of documents mentioned in Column 2, 4, 5, 7 & 9.**

**Declaration by the Tenderer:-** This is to certify that I/We have furnished the above information accurately and truthfully. I have signed this tender after reading and fully understanding the Scope of Work and all the Terms and Conditions contained in the tender Document and undertake myself/ourselves to abide by them.

Encl: 1. Scope of Work and Terms & Conditions (**must be signed and sealed**)

2. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O)/Mobile No.:

## **Annexure – II**

### **FINANCIAL BID (Attach Relevant Documents)**

- 1. Name of the Firm/Company :**
- 2. Address (with Telephone No. & Fax No.) :**
- 3. Name and Address of the Proprietor / Partners/  
Directors (with Mobile No.) :**
- 4. Service Tax Registration No.**

<b>Sl.No.</b>	<b>Category</b>	<b>Rates in Rs.</b>
1.	Rate per Contingent worker per month@Rs._____	
2.	Service Charges	
3.	Service Tax	
4.	ESI	
5.	EPF	
6.	Any other payments/charges (specify details)	
	<b>Grand Total</b>	

\*Rates of all Taxes/Charges should conform to the current rates prescribed/applicable under the relevant Laws. Please mention the applicable rates in the second column.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O):

### **Annexure – III**

**Scope of Work to be done at Directorate General of Valuation, Southern Zonal Unit, Room Nos. 10 to 11 & 14 to 16, 5<sup>TH</sup> FLOOR, ANNEXE BUILDING, (KAVERI BLOCK), CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI 600 001.**

1. Cleaning, sweeping, washing and wiping of floors of all the rooms in the office.
2. Outdoor office work, operating Xerox machine and assisting office staff in day to day work.
3. Dusting and cleaning of all furniture like table, chairs, racks, almirahs, sofa sets, fans, applying liquid cleaner to telephones/fax, wiping and cleaning of wooden and glass surfaces, artificial plants and periodic cleaning of computers and peripheral and other electronic equipments. Collecting / disposing of garbage.
4. Preparing and serving of tea/coffee, drinking water, refreshment etc. Bringing food items and snacks from outside/canteen as and when required.
5. Cleaning and arranging of files, stationeries, water dispensers, teapots, kettle, dishes, crockeries and other office items, as and when required.
6. Cleaning of the sign board and brass letters on the sign board of the office with Brasso and other cleaning solutions provided by the office.
7. Opening / Unlocking and closing / locking of the office including switching on/off the power switches, air conditioners, computers etc.
8. Spraying room fresheners provided by the office from time to time
9. Other miscellaneous work as arises in the office from time to time.
10. To be present at the office by 9:00 AM and to remain present till 6:00 PM.

### **Terms and Conditions**

1. Bidder/s providing similar service to other government departments will be given preference.
2. Bidder/s shall be duly registered with all the required statutory authorities, and should ensure compliance with the relevant rules & regulations as notified by the Government.
3. Bidder/s should at least pay minimum wages to his employees as prescribed by the Central/State government or local body as the case may be. If during the tenure of the contract such minimum wages are enhanced it will be the responsibility of the contractor to pay such /additional differential wages.

4. Bidders employing locals will be given preference.
5. Bidder should indicate the breakup of the quoted rates as per Annexure-II.
6. Bidder should not indulge in employing child labour.
7. The bidder would be liable for ensuring compliance with the relevant rules and regulations as notified by the government in this regard from time to time. This includes compliance with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970.
8. Bidder should be registered under Labour Laws, Service Tax and with EPFO/ESIC authorities. The bidder should have valid (as on date) Service Tax Registration Certificate, EPF license, ESI license, Trade license & PAN card. The self attested copies of the same are required to be produced in the bid documents and will form part of the Technical Bid.
9. The bidder must ensure that all legally entitled social security benefits are extended to the person deployed under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the schemes framed there under. Bidder must also ensure that health related security under ESIC is provided to the person deployed.
10. Bidder should issue Wage Slip to the Contingent Worker showing break-up of his wage
11. Directorate General of Valuation (hereinafter referred to as "The Directorate") reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
12. The bidders are required to submit the complete rates / quotations only after satisfying each and every condition laid down.
13. The rates quoted must be written both in figures and in words and should indicate leviable taxes, if any. Corrections, if any, are to be made only by crossing out, initialing, dating and clearly rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
14. Rates/Quotations should be submitted and signed by the authorized person of the bidding firm with its current business address, telephone numbers and email ID (if available).
15. The bidders must comply with the rates/quotations, scope of work and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract and Scope of Work shall be entertained unless specifically mentioned by the bidder in the rates/quotations and accepted by the Directorate. At no point of time, the rates can be hiked during the tenure of the contract and no request would be entertained for that purpose.

16. The bidder should have a minimum experience of 2 years in the same field.
17. Notwithstanding anything contained herein, the Directorate reserves the right to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason. The amount payable during the notice period shall be worked out on per day basis arrived at by dividing monthly charges by 30 days.
18. The Directorate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate, the same shall be reimbursed/indemnified by the Contractor. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the successful bidder. The successful bidder (Contractor) shall arrange necessary insurance cover for any person deployed by him.
19. Bidder shall in no case lease/transfer/sublet/appoint care taker for services agreed to be provided to the Directorate.
20. No other person except Bidder's authorised representative shall be allowed to enter the premises of the Directorate.
21. Bidder shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Directorate shall have no liability whatsoever in this regard and the Contractor agrees to indemnify this Directorate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc. Bidder shall ensure compliance with all labour laws/other laws applicable. He shall pay at least the minimum wages to the person deployed in accordance with applicable rules and regulations issued by the Central Govt. and/or any other Authority/Govt./Body.
22. In case, on any working day, the Contingent Worker fails to be present at the office of the Directorate for any reason whatsoever, the successful bidder (Contractor) shall assign an alternate Contingent Worker under intimation to this office, failing which the pro-rata rate for the day (total quoted rate ÷ Number of working days in the month) + 5% penal charges will be deducted for that day from the monthly payable amount.
23. The Contractor should ensure that the contingent worker deployed by them should be of good moral character and should not have been convicted for any offence under the law.
24. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deed committed by his staff and shall be liable to pay for any damage of goods arising out of the negligence of the contingent worker.
25. All consumables and materials to be used by the contingent worker towards his discharge of duty at this Directorate shall be provided by this

Directorate. The cost of cleaning material and other such articles should not be included in the rate for bidding as it would be provided by the Department.

26. It is made clear that the engagement of the Contingent Worker does not in any way confer any right to the Contractor or the person(s) who may be deployed by him in this office as contingent worker for claiming any regular or part time employment in this office or in any other Govt. Office.
27. The contractor will provide his staff with the necessary identity cards at all times. The cost will be borne by the contractor.
28. Brief Bio-Data including Photo, age, name of parent, full address and telephone number of the engaged Contingent Worker should be provided to the Directorate for records
29. This agreement comes into effect from 01.06.2016 and will remain in effect till 31.05.2017. Thereafter, if mutually agreed, the agreement shall be renewed/extended first for a period of 12 months and for further 12 months after completion of the extended period.
30. Payment will only be made to the contractor through Bank Transfer by ECS. The successful bidder will have to provide their Bank Account Number, Branch name, IFSC Code, PAN Number and a copy of their Mandate Form with cancelled cheque to the Directorate for the purpose of making payment.
31. In case the successful bidder wishes to terminate the contract before completion of contract period, two months prior notice shall be given. The amount payable during the Notice period shall be worked out on per day basis arrived at by dividing monthly charges by 30 days.
32. Non compliance of any of the terms and conditions of the agreement, will amount to breach of contract and the Directorate would be free to take appropriate action as deemed fit, including termination of the agreement.

**I/We hereby agree to all the Scope of Work and Terms and Conditions mentioned above.**

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O):