



**GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (AP & ACC)
CUSTOM HOUSE, 15/1, STRAND ROAD, KOLKATA -01**

**NOTICE INVITING TENDER FOR SUPPLY OF ASSISTANTS FOR DOG HANDLERS OF
CANINE SQUAD AT NSCBI AIRPORT, KOLKATA**

E-quotations are invited in two bid system from reputed suppliers to supply manpower to assist the dog handlers of canine squad of Indian Customs at NSCBI Airport, Kolkata under the Chief Commissioner of Customs, Kolkata for the period of **One Year from 01.03.2021 to 28.02.2022.**

WORK LOCATION
NSCBI AIRPORT, KOLKATA

The Technical Quotation and Financial Quotation are to be submitted separately at **www.eprocure.gov.in**.

ANNEXURE - I

I TENDER PROCESS

1. e-Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid. The e- Tender for Technical Bid in proforma prescribed in Annexure - II and the e-tender form for the Financial Bid in proforma prescribed on e-procurement website www.eprocure.gov.in complete in all aspects, shall be submitted to e-procurement website: www.eprocure.gov.in by enrolling himself. Incomplete bid documents shall be rejected. The valid Technical bids shall be scrutinized by this office to short list the eligible bidders. Thereafter, the Financial Bids of the shortlisted bidders who have qualified in Technical Bid will be opened.

2 .The e- tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid. The tenderer would fill up the information in the Annexure II enclosed at the end of these documents in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or his authorized signatory. **The tenderer shall quote their rates for the service to be provided at “Rate per person per month” (in both words and figures)** which should include deduction towards PF and ESI, bonus , service tax and the same would not be payable over and above the rates thus quoted.

3. This office reserves the right to postpone / and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same without assigning any reason thereof.

4. This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action.

5. The e-tender forms may be rejected if it is not complete in any aspect.

6. The short listed e- tender and the successful bidders will be intimated about the award of contract to them.

7. Late submission of e-tenders will not be accepted by the website.

8. No bidder shall quote rates which are below the Central Government approved daily wage of labour, financial bids quoted less than the minimum wage will be rejected without any liability on this office.

II. TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

A) Bidders should have minimum three years of experience in providing services or supplying manpower to a central government organization or PSU's or a state government office and should have completed at least two such works in the similar activity in the last three years. Evidence for the same should be provided.

B) The bidder must have ESI Registration, EPF Registration and GST Registration. Registration certificate copies should be enclosed.

C) The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of the same should be enclosed.

D) The bidder must have obtained a solvency certificate from his banker for an amount not less than AMOUNT OF THE CONTRACT FOR THE PERIOD OF 01 (ONE) YEAR. Copy of the same should be enclosed.

E) Bidder must have license under the contract labour (R&A) Act from the licensing authority. Copy of the same should be enclosed.

F) All the critical dates are mentioned on e-procurement website.

III OTHER TERMS AND CONDITIONS

1. The service providers should quote their rate only on **per person per month basis** for a total of 03 (three) number of persons to be deployed.

2. The agency will have to provide a replacement in case any worker is not able to attend duty at their own cost.

3. The three workers will be deployed continuously (one by one) everyday such that 1 worker is continuously available for service. If the person is unable to attend duty for a period of 6 hours or more then the contractor will be charged a penalty at the rate of Rs 1200/per period of 6 hours which will be adjusted in the monthly bill.

4. The selected service provider will have to provide an earnest money deposit in form of bank guarantee having amount equal to 1 month's bill having validity during the period of contract and will have to be submitted to this office within 21 (Twenty One) days of receiving the AOC(Award of Contract).

5. The personnel deployed by the service provider should be well experienced, pet friendly and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably Hindi/ English also.

6. The personnel should attend to work punctually and If a particular person is absent on any day another person should be deployed in his/her place.

7. No other persons except the persons authorized by the service provider shall be allowed to enter the office premises.

8. The Contractor shall communicate the names, parentage, residential address, age etc. of the persons so deployed along with photo ID.

9. The personnel will report to the Officer-in-charge assigned by the Department i.e. APRO/PRO at airport as directed by the concerned officer.

10. Suitable insurance cover protecting the agency against all claims applicable under the workmen's compensation act, 1948 shall be taken by the service provider. The service provider shall arrange necessary insurance cover for any persons even for short duration. This office shall not be liable to any claim arising out of mishap, if any that may take place while discharging the services. In the event of any liability/claim falling on the Commissionerate in this regard, the same will be reimbursed/indemnified by the Service Provider.

11. The service provider should be registered under the ESI & Provident Fund Acts and other relevant statutory enactments for the employment of labour and for GST as per the orders & circulars of Ministry & Labour & Employment.

12. The service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them. The workers should be provided with a salary slip every month. The tenders will be summarily rejected if the rates quoted do not factor in the minimum wages prescribed by the Government of India as on date. The service provider is responsible for the **payment of minimum wages as prescribed by the Government of India under Minimum Wages Act,1948** in this regard. Besides, ESI and EPF per head and other statutory requirements at the current rate should be paid by the service provider every month as per the existing Rules. The service provider should also maintain Pay Roll containing the above details. Additionally the agency should adhere to the provisions of The Contract Labour (regulation and abolition) act, 1970 in respect of labourers engaged. The Commissioner of Customs (A&A) (in this respect the Customs Department) will in no way be responsible for violation of any laws by this agency or its employees.

13. The service provider should ensure that there is no scope for any grievance from the personnel on delayed payment of wages or there is any decrease in their applicable wages. The employees engaged by the service provider will be in the employment of the Service provider only and not of the Office of the Principal Commissioner of Customs (A&A). The staff provided by the service provider shall have no right to claim/seek employment in the department based on the service rendered or on any other basis and it is purely a contractual responsibility through the service provider.

14. The payment will be made on pro-rata basis and Mode of payment will be monthly and payments to the service provider will be through NEFT/RTGS only.

15. The service provider shall indemnify and shall keep this Office indemnified against acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the personnel shall be charged to the service provider and recovered from its dues/bills.

16. This office reserves the right to terminate the services of the service provider at anytime without giving any notice whatsoever.

17. All existing statutory regulations of both State & Central Governments shall be adhered to and complied with by the Service provider and all records maintained thereof should be available for scrutiny by this office. The service provider shall strictly comply with the terms and conditions of the agreement which will be executed with the successful service provider. Failure by the Service provider to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.

18. The contract will be in force for a period of 12 months from the date as mentioned in the award of contract letter and can be renewed or extended with mutual consent.

19. Service provider shall submit the bill for every month in the following month after carrying out the work satisfactorily. No interim bills will be entertained.

20. No escalation of price whatsoever would be allowed during the pendency/currency of the contract, for whatever reason.

21. If at any time during currency of JOB the SCOPE OF WORK for which this job has been awarded is reduced/ abandoned, the payment/ value of this job order shall be reduced on prorata basis by this office and would be binding on the service provider.

22. Any dispute arising out of this agreement or that which may arise in future shall be resolved by taking recourse to mutual settlement arbitration/conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR) failing which the dispute will be subject to the sole arbitration of the Chief Commissioner of Customs, Kolkata or his nominee.

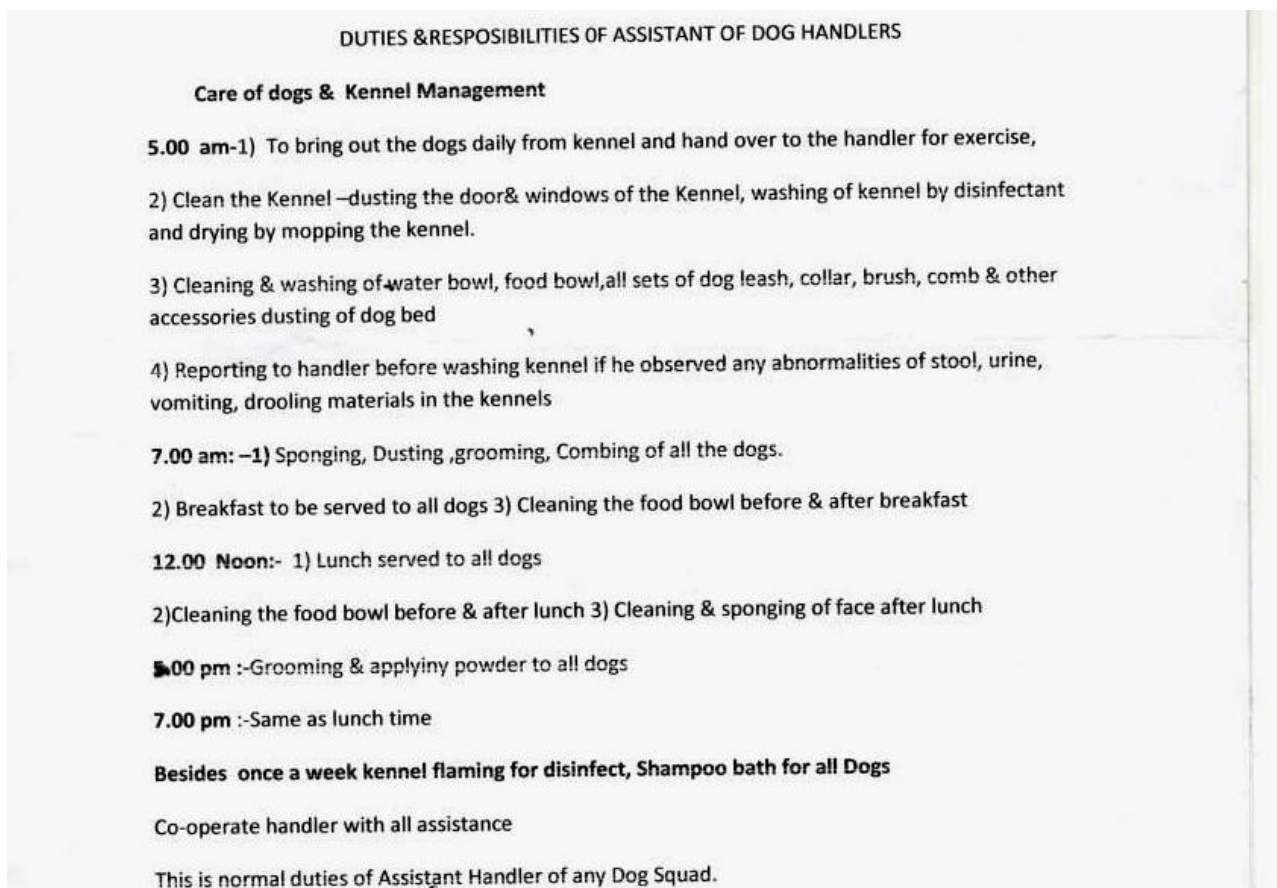
IV. Rate and Prices

The bidders shall quote their rates for personnel employed as “**Rate per person per month**”(in both words and figures) which should include deductions towards EPF,ESI, other statutory payments, GST and any other taxes as applicable as mentioned in the financial bid, BOQ.

V. Final Payment

The Service provider shall submit the bill along with Attendance Sheet of persons deputed as Assistant of Dog handlers for every month in the following month. Attendance Sheet should be certified by Reporting Officer. No interim or uncompleted bills will be entertained. Payment will be made through ECS after submission of bill provided if there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Superintendent (SCH).

VI. Scope of Work - Duties and responsibilities of Assistant of Dog Handlers



The assistant will look after the remaining dogs in the kennel when the Dog Handler is out on round and that's why at any given point of time an assistant should be present.

The bidder should ensure that the following documents are part of:-

a. The Technical Bid

1. Annexure II (duly filled in) along with necessary **self attested** enclosures.
2. Annexure IV on company letter head.
3. Tender Document (all pages signed)
4. Attested copy of registration agency with labour department
5. Attested copy of PAN Card
6. Attested copy of GST Registration Certificate
7. Attested copy of PF registration letter/Certificate
8. Attested copy of E.S.I. registration letter/ Certificate
9. Experience certificate
10. Solvency certificate from Bank

2. The Financial Bid

- a) Duly filled in Annexure III (Part I & II)

This issues with the approval of Pr. Commissioner of Customs (AP & ACC).

Assistant Commissioner of Customs (SCH)
Customs House, Kolkata

Encl:

1. Technical Bid Document (Annexure-II)
2. Financial Bid Document (Annexure-III)
3. Undertaking by the Bidder (Annexure-IV)
4. Tender Acceptance Letter (Annexure-V)

Copy to:

1. Computer cell (for uploading on website)
2. Hindi cell (for Translation)
3. Notice Board

Assistant Commissioner of Customs (SCH)
Customs House, Kolkata

Annexure - II

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR SUPPLY OF ASSISTANTS FOR DOG HANDLERS OF CANINE SQUAD AT NSCBI AIRPORT, KOLKATA FOR A PERIOD OF ONE YEAR FROM 01.03.2021 to 28.02.2022.

01.	Name of the Service Provider	
02.	Address of the Service Provider with Contact Number	
03.	Name & Address of the Proprietor/ Partner/Directors/(with Contact Number)	
04.	No. of years of experience in providing relevant Services (Enclose proof such as Performance Reports from clients)	
05.	Copy of registration agency with Labour Dept. (R&A)	
06.	Copy of Permanent Account Number(PAN)	
07.	Details of ESI&EPF Registration along with copy of registration certificate	
08.	Details of GST registration along with copy of registration certificate and the copy of GST returns filed for the 2019-20 along with tax payment challan.	
09.	Money solvency Certificate issued by bankers	

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized person

Date:

Full name:

Place:

Seal:

Annexure - III

1. Name of the Company/Firm/Agency:

2. Address (with Tele& Fax No.):

3. It is certified that wages to be paid shall not be less than the prescribed minimum rate of wages under the Minimum Wages Act, 1948 as revised from time to time and as notified by the Govt. of India.

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Date:

Place:

Signature of Authorized person

Full name:

Seal:

Annexure - IV

UNDERTAKING BY THE BIDDER

1. I/We undertake that my/our firm/Company M/s
.....not been blacklisted by any Govt. Department/ Public sector
Undertaking/Autonomous Body.

2. ISon/Daughter/Wife of
Shri..... Proprietor/ Partner /Director/
Authorized signatory of M/s.am
competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the term and conditions of the tender and
undertake to abide by them.

4. The information / documents furnished along with the above application are true and
correct to the best of my knowledge and belief. I/We am/are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection
of my tender at any stage besides liabilities towards prosecution under appropriate
law.

5. I/We understand that in case any deviation is found in the above statement at any
stage, my/our concern/firm/company shall be blacklisted and shall not have any
dealing with the Department in future.

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized person

Date:

Full name:

Place:

Seal:

Annexure - V

TENDER ACCEPTANCE LETTER

(To be given on Company letter Head)

Date:

To,

The Pr. Commissioner of Customs (A&A),

SCH Unit, Custom House,

15/1, Strand Road, Kolkata-700001

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work:-

.....

Dear Sir,

1. I/We have download/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No..... to (Including all documents like annexure(s), schedule(s), etc.), which from part of the contract agreement and I/we shall abide hereby by the terms/conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)