



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
सीमा शुल्क आयुक्त का कार्यालय

नं.1, विल्लियम्स रोड, कन्टोनमेंट, तिरुच्चिरापल्लि & 620 001-

**OFFICE OF THE COMMISSIONER OF CUSTOMS**

NO.1 WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI - 620 001.

फोन / Phone: 0431 - 2410672

फेक्स / Fax : 0431- 2412204

### NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES

The Office of the Commissioner of Customs, Trichy, invites sealed Quotations from experienced/reputed and eligible Contractors engaged in the business of providing housekeeping services for outsourcing of housekeeping of various office /premises of Hqrs., Office/Divisional offices/Formation offices, located in different places of the State of Tamil Nadu, for the period **from 01.04.2016 or the date of award of contract whichever is later to 31.03.2017**. The tender documents together with the terms and conditions, scope of work and tender process, etc. may be obtained from the Administrative Officer (Establishment), Customs Hqrs. Office, No.1, Williams Road, Cantonment, Trichy-1, by making a written request in this regard on all working days **between 10.00 A.M to 5.00 P.M** before **15.03.2016**.

Tender document can also be downloaded from departmental websites [www.cbec.gov.in](http://www.cbec.gov.in), [www.tender.gov.in](http://www.tender.gov.in), [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.customstrichy.gov.in](http://www.customstrichy.gov.in).

The last date for receipt of filled in tender forms is **16.03.2016 up to 02:00 p.m. The qualifying bids will be opened immediately thereafter.**

The rate of housekeeping charges should be quoted as **charges per sq.ft on monthly basis**.

(Issued in file C.No.II/39 /01/2016-Estt.(Cus) dated 12.02.2016)

*V. Sivakumar*  
(V.SIVAKUMAR)  
JOINT COMMISSIONER(P&V)



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
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(Issued in file C.No.II/39 /01/2016-Estt.(Cus) dated **12-02.2016**)

Encl: Copy of Tender Document.

V. Sivakumar  
12/02/2016

(V.SIVAKUMAR)  
JOINT COMMISSIONER(P&V)

To:

1. Directorate of Systems to upload in the websites of [www.cbec.gov.in](http://www.cbec.gov.in), [www.tender.gov.in](http://www.tender.gov.in), [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. The Web Master, i/c of [www.cbec.gov.in](http://www.cbec.gov.in) website, Directorate General of Systems, New Delhi publishing in the official website.
3. The Deputy/Assistant Commissioner of Customs, Customs Division, Cuddalore/Trichy/Nagapattinam/Tuticorin.
4. The Superintendent (Computer), IAD Section, Customs Hqrs., Trichy.—for publishing in the official website.
5. The Superintendent –PRO, Customs & Central Excise, Hqrs. Office, Trichy—for displaying in the Notice Boards.
6. The Superintendent, CIU Section, Customs Hqrs., Trichy.
7. The Superintendent of Customs, Legal Cell (T) @ Chennai.

C.No. II/39/01/2016-Estt (Cus)

Date: | 2.02.2016

**NOTICE INVITING TENDER FOR PROVIDING HOUSE-KEEPING SERVICES**

The Office of the Commissioner of Customs, Trichy-1, invites, -

Sealed offers in Bid Forms(TWO BIDS) i.e. (i) Qualifying Bid prescribed in Annexure-I and (ii) Financial Bid prescribed in Annexure-II, from experienced/reputed PARTIES engaged in the business of providing housekeeping services, for outsourcing the services of housekeeping in its Hqrs Office/Divisional office/Formation office premises located in various places as detailed below. The Contract period is from the date of award of contract up to 31.03.2017. The approximate area for which housekeeping is required is given as under:

Sl. No	Name and Address of the Office for which requirement received from Divisions	Area in Sq.ft.
<b>Customs Division, Cuddalore</b>		
1	Office of the Superintendent of Customs Customs Preventive Unit, Beach Road, <b>Portnovo</b> – 608502	1684
2	Office of the Superintendent of Customs, Customs Preventive Unit, No.40.C.M.Illam, <b>Thirumullaivasal</b> , Sirkali (TK) – 609113	804
3	(i) Office of the Assistant Commissioner Customs Division, <b>First Floor</b> , No.60 Mohan Singh Road, <b>Cuddalore</b> .	2152
	(ii) Office of the Assistant Commissioner Customs Division, <b>Second Floor</b> , No.60 Mohan Singh Road, <b>Cuddalore</b> .	2152
<b>Customs Division, Trichy</b>		
4	Office of the Superintendent of Customs Customs Preventive Unit, No.A.Agaharam Street, <b>Aranthangi</b> – 614616	2685
5	Office of the Superintendent of Customs, Customs Preventive Unit, No.9/52, <b>Agraharam Street, Manamelgudi</b> – 614620	1294
6	Office of the Superintendent of Customs Customs Preventive Unit, No.1441-A Elgi Building, <b>Trichy Road, Coimbatore</b> – 641018.	360
7	Office of the Superintendent of Customs, Customs (Retail Shop, No.1, <b>Williams Road, Cantonment, Trichy-1</b>	1376
8	O/o. the Asst. Commr. of Customs, <b>Cus. Division, Trichy. (including Legal &amp; Review Sections of Hqrs. Office)</b>	4148
<b>Customs Division, Tuticorin</b>		
9	Office of the Assistant Commissioner Customs Division, No.66, Beach Road, <b>Tuticorin</b> .	14257
10	Office of the Superintendent of Customs, Customs Preventive Unit, O/o the Commissioner of Central Excise, <b>CR Building, Bibikulam, Madurai</b> – 625002	2850
11	Office of the Superintendent of Customs Customs Preventive Unit, 6/63, <b>Kovalam Road, Kanyakumari</b> – 629702.	6430
12	Office of the Superintendent of Customs, Customs Preventive Unit, 375/86, D1 A, <b>Joe Daniel Street, K.P. Road, Nagercoil</b> – 629001	1550
<b>Customs Division, Nagapattinam</b>		
13	Office of the Assistant Commissioner Customs, <b>Customs Division, Nagapattinam</b> .	23887
14	Office of the Superintendent of Customs, Customs Preventive Unit, No.6, <b>Godown Road Street, Thoputhurai</b> – 614809	2250
15	Office of the Superintendent of Customs, Customs Preventive Unit, No.7, <b>East Street, Point Calimere</b> – 614807	3000
<b>Customs Hqrs. Office, Trichy</b>		
16	<b>Customs Hqrs. Office, No.1, Williams Road, Cantonment, Trichy.</b>	1500
17	<b>Dog Kennels – Two numbers, at Customs Airport/Customs Airport (round the clock)</b>	1440
18	<b>Office of the Superintendent of Customs, Legal Cell(T) at Chennai</b>	1553

-: 3 :-

TENDER DOCUMENT

FOR

OUTSOURCING OF HOUSEKEEPING SERVICES

FOR 2016-17

THE VARIOUS OFFICE PREMISES OF TIRUCHIRAPPALLI CUSTOMS  
COMMISSIONERATE

HQRS. OFFICE / DIVISIONAL OFFICES / FORMATIONS

FOR THE PERIOD

FROM THE DATE OF AWARD OF CONTRACT UP TO 31/03/2017

Contd...Page-4

## SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR

The Contractor to be engaged is herein referred to as "HOUSEKEEPING CONTRACTOR" ('HKC' for short)

The persons provided for getting the work done are collectively referred herein as 'STAFF'

### DAILY SERVICES:

1. Daily sweeping and wet mopping of the entire area including the area in front of the Lift in all floors.
2. Furniture like Tables, Chairs, Visitor's Chairs, Sofas, Almirahs, etc., and all the Electronic Gadgets like Computers, Telephones, Fax Machines, Photo Copier Machine etc., have to be cleaned daily. The Doors, Windows, Partitions including the Particle board, Glass and Aluminum Channels in the entire office should be cleaned daily.
3. Deep cleaning of the Toilets including Water Closets and Urinals with attached water and Washbasins by using disinfecting materials like Phenyl, Harpic, Vim, Surf, Soap Powder, etc., twice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Vacuum cleaning of the Systems Room and all computers in the office and sofa sets twice a week. Vacuum cleaner to be provided by the 'HKC'.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth drainage of wastewater.
6. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
7. Maintenance and upkeep of the entire office premises.
8. Shifting of furniture and other equipments and files whenever required.
9. Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor repairs whenever required.
10. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
11. All Name Boards, Wall Panels, Painting etc., should be wiped off dirt at regular intervals. All Brass Boards have to be polished with brass polish.
12. Care should be taken that the gadgets are not tampered with during the cleaning operation.

### WEEKLY SERVICES (Saturdays)

1. Removal of cobwebs in the Office Rooms, Corridors and Lavatories.
2. Removal of dust accumulated on the walls, windows, window panes and ventilators in the toilets.
3. Thorough washing, rubbing and cleaning of corridors using Scrubber machine. Scrubber machine to be provided by House Keeping Contractor.
4. All name boards, wall panels paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.

The bidder is requested to inspect the areas under consideration for housekeeping at the respective premises between 10 A.M. and 5 P.M. (Monday to Friday) and submit their Quotes thereafter. Any clarification in this regard may be sought from the Administrative Officer (Estt), Customs Hqrs., No.1, Williams Road, Trichy-620001. Telephone No.0431-2410231.

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**TENDER PROCESS**

1. Tenders are invited in two parts –**Two Bids** i.e. (1) Qualifying Bid & (2) Financial Bid.
2. The Tender Form for the “Qualifying Bid” in the Proforma prescribed in **Annexure – I** and the Tender Form for the “Financial Bid” in Proforma prescribed in **Annexure – II** shall be complete in all aspects and is to be submitted in **two separate sealed covers** addressed to the Joint Commissioner of Customs (P&V), O/o the Commissioner of Customs, No.1 Williams Road, Cantonment, Trichy - 620 001 on or before **16.03.2016** up to **02:00 P.M.** and Qualifying Bids will be opened **immediately thereafter**, in the presence of bidders at the Customs Headquarters Office, No.1 Williams Road, Cantonment, Trichy – 620 001.
  - (i) (a)The Sealed Covers for Qualifying Bid should be super-scribed as **“Qualifying Bid – for providing Housekeeping Services- for various office premises of Customs Commissionerate, Tiruchirappalli for 2016-17”** and  
(b)sealed covers for Financial Bid should be super-scribed as **“Financial Bid – for providing Housekeeping services for various office premises of Customs Commissionerate, Tiruchirappalli for 2016-17”** respectively. The late submission of Tenders shall not be accepted.
  - (ii) Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders. The financial bids of the short listed bidders will be opened later. The date and time of opening of “Financial Bids” will be intimated to bidders present, if any, after opening the Qualifying Bids. Absence of bidders shall not annul the above process and the bids would be processed with the remarks “Bidders absent”.
3. If the tenders are sent by post/courier, it should be ensured that cover are intact at the time of reaching destination without any damage or loss. Damaged/unsealed cover will not be taken up for process. Department is not responsible for the delay on account of postal/courier services.
4. **Earnest Money Deposit(EMD) of Rs.50000/- (Rupees Fifty Thousand only) per application** in the form of Demand Draft / Banker’s Cheque of a Scheduled Bank drawn in favour of The Commissioner of Customs, Customs Commissionerate, Trichy-1, shall accompany the Qualifying Bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure – I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.
5. **Performance Guarantee:** The Successful bidder has to submit an amount equal to one month’s payment as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank / Demand Draft / Banker’s cheque of a Scheduled Bank drawn in favour of “The Commissioner of Customs, No.1 Williams Road, Cantonment, Trichy – 620 001”** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest within one month from the completion of contract period.
6. **The Bidder shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the Qualifying Bid.** The bidder shall fill up the information in the Annexure I & II enclosed with this document in clear and legible terms. The tender documents are not transferable.
7. **The tenderer shall quote their rates for the Housekeeping service to be provided as “Rate per Sq.Foot per month.” (In both words and figures)** which should include deduction towards EPF, PF and ESI etc. and the same would not be payable over and above the rates thus quoted.

8. This office reserves the right to postpone / and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same/amend the period of contract, without assigning any reason therefore.

9. 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 for such action.

10. Incomplete Bid Documents shall be summarily rejected without assigning any reasons therefor. The valid Qualifying Bids shall be scrutinized by the Department to shortlist the eligible Bidders. The financial Bids of shortlisted Bidders will be opened on intimating the shortlisted Bidders. Late submission of Tenders shall not be accepted. The shortlisted Tenders along-with the documents will be submitted to the "Competent Authority" and upon approval by the "Competent Authority" the successful Bidders will be intimated about the award of contract to them.

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### I. TERMS AND CONDITIONS:

#### A. CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:

1. Bidder should have minimum three years of experience in providing housekeeping services to various organization; and should have completed at least two such works with an Annual Contract Value of **Rs.20 lakhs** in the similar activity, in the last three year ended 31.03.2015.
2. The bidder must have E.S.I. Registration, E.P.F. Registration, registered before 1<sup>st</sup> April 2012. The bidder must also have Service Tax Registration.
3. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
4. Availability of proof for filing Income Tax returns for the past three financial years 2012-13, 2013-14 & 2014-15 should be mentioned in the Qualifying Bid (**Annexure-I**).
5. The bidder shall submit self declaration along with the Qualifying Bid (**Annexure - I**) that they do not have any litigation with any Government or Private Agency where their services are utilized.
6. Income Tax returns with Profit & Loss account and Balance Sheet for the past 3 years certified by Chartered by Accountant, should be enclosed with Financial Bid (**Annexure -II**).
7. The bidder must have an Annual Average Turnover of not less than **Rs.20 lakhs** during the last three financial years 2012-13, 2013-14 & 2014-15 and the same should be certified by a Chartered Accountant.
8. The bidder should not have incurred loss in any two years during the last three years as on **31.03.2015**.
9. The bidder must produce a **solvency certificate** from his banker for an amount not less than the **AMOUNT OF THE CONTRACT FOR THE PERIOD** from the date of award of contract up to 31.03.2017 within one month from the date of awarding of the contract.
10. The Bidder shall produce copy of licence under the Contract Labour (R & A) Act, from the licensing authority within one month from the date of awarding of contract.
11. The total number of STAFF to be provided by the Bidder location-wise should be indicated in the "Qualifying Bid" (Annexure-I) by the Bidder.

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#### B. CONDITIONS TO BE SATISFIED IN THE FINANCIAL BID:

The "Qualifying Bids" will be processed first. The "Financial Bids" of Bidders who fulfill the terms and conditions specified for "Qualifying Bids" will alone be considered for further process. The House Keeping Contract (HKC) who has quoted the lowest amount in the 'Financial Bid' will be awarded the work subject to negotiation with the bidder who has quoted least amount.

**C. WORKING TERMS AND CONDITIONS:**

1. The persons employed should work on all days except Sundays and National holidays.
2. The working hours will be from 08.30 a.m. to 4.30 p.m. daily.
3. The STAFF deployed should be well experienced 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 English also.
4. If any STAFF is absent on any day another STAFF should be deployed in his/her place.
5. The STAFF should attend to work punctually and complete the cleaning work of the entire office premises before 9.15 a.m. daily. The STAFF will perform all the duties assigned to the HKC and as specified by the department from time to time.
6. The STAFF will report to the Officers-in-charge assigned by the Department.
7. In case of emergency and residual situations the "HKC" has to make the STAFF available to cater for emergency services and urgent works entrusted by this office as and when need arises at the same rate.
8. The "HKC" should pay their STAFF a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by office of the Chief Labour Commissioner (Central). Any breach of this condition will be liable for termination of the contract without any Prior Notice and the same would be dealt with accordingly. Besides, ESI, EPF and PF per head at the current rate should be paid by the "HKC" every month as per the existing rules. The Service Provider should also maintain Pay Roll of each staff containing the above details and copies of the paid challans should be submitted every month to this office.
9. The "HKC" is responsible for payment of 'Monthly Salary' including 'Leave Salary,' 'Bonus', 'Gratuity' etc., to the STAFF as applicable to them. The workers should be provided with a salary slip every month.
10. The "HKC" should ensure that there is no scope for any grievance from the STAFF on delayed payment of wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and **not of the Customs Department.**
11. Mode of payment will be monthly and payments to the "HKC" will be through Account Payee Cheques or Direct Bank Transfer as applicable under the rules. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.
12. The "HKC" 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 STAFF shall be charged to the "HKC" and recovered from its dues/bills.
13. This office reserves the right to terminate the services of the "HKC" at any time without giving any notice whatsoever.
14. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the "HKC" and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the Tender Documents. Failure by the "HKC" to comply with such statutory requirements and/or the terms of the Tender Document during the contract period which causes deficiency in services shall result in termination of the contract.



15. The contract will be in force from date of award of contract up to 31.3.2017. This office reserves the right to extend the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.

16. The Service Provider should specify the material to be supplied for the house keeping services. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet Cleaner, Floor Cleaner, Toilet fresheners, Urinal Cakes, Cleaning Powder, Phenyl, Hand Wash Liquid, Toilet cleaning brush, Cleaning / Dusting Cloth, Water wipers, Dust bins, Garbage bins, Rooms spray, Scrubbing pads, Naphthalene balls, Glass cleaner etc., as required to execute the above jobs will be supplied by this office (Service Receiver).

17. No escalation of price whatsoever would be allowed during the pendency / currency of the contract except in the increase in minimum wages, if there has been increase in wages by the Statutory Authority empowered to do so. The increase has to be intimated immediately to this office by the Service Provider.

18. If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced / abandoned, or if the number of persons employed by "HKC" is reduced from the stipulated number for any period, the payment / value of this job order shall be reduced on pro-rata basis by this office and would be binding on the "HKC" (Service Provider).

19. The "HKC" shall submit the bill for every month by the 1<sup>st</sup> day of the following month along with the statement showing the area cleaned, mopped, etc. certified by the officers concerned in the Department. No interim bills will be entertained. Payment will be made through "Account Payee Cheque" or "Direct Bank Transfer" as applicable under the rules within a month from the date of submission of Bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the Officer concerned in the Department. The payment is subject to TDS applicable as per Income Tax Act, 1961.

20. 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 Tiruchirappalli jurisdiction only.

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

**Qualifying Bid:**

- a) Annexure – I (duly filled in and all pages signed) along with necessary enclosures.
- b) EMD for Rs.50000/- (per application) Demand Draft / Banker's Cheque drawn in favour of "The Commissioner of Customs, No.1 Williams Road, Cantonment, Trichy – 620 001".
- c) Tender Document (all pages signed) and

**The Financial Bid**

**Annexure – II with enclosures (duly filled in and all pages signed).**

V. Sivakumar  
12/02/2016  
(V. SIVAKUMAR)  
JOINT COMMISSIONER(P&V)  
CUSTOMS HQRS. TRICHY

Encl:

1. Qualifying Bid Document – House Keeping (Annexure-I)
2. Financial Bid Document-House Keeping- (Annexure-II with enclosures)

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ANNEXURE - I

**TO NOTICE INVITING TENDER FOR PROVIDING  
"HOUSE-KEEPING SERVICES"**

**QUALIFYING BID DOCUMENT**

1	Name of the Service Provider	
2.	Address (with Tel No., Fax No. Email id.)	
3	Name & Address of the proprietor /Partners/Directors (with Mobile No.)	
4	Contact person (s)name (with mobile number)	
5	No. of years of experience in providing Housekeeping Services (enclose proof such as Performance Reports from clients (or) TDS copies)	
6	Average Annual Turnover (in last 3 Years ended 31.3.2015) certified by Chartered Accountant	
7	Permanent Account Number (PAN) (The Evidence for filing of IT returns along with Profit and Loss Account & Balance Sheet for the last three financial years i.e. 2012-13, 2013-14 & 2014-15 to be enclosed)	
8	Details of ESI & EPF, Pension Fund, Registration along –with evidence (registered before 1 <sup>st</sup> April, 2012)	
9	Details of Service Tax Registration along-with evidence	
10	Details registration under Contract Labour Act during the last year.	
11	Details of EMD & whether enclosed	
12	Details of Solvency Certificate issued by Bankers (whether enclosed)	
13	Total number of persons to be deployed by the contractor for providing the service (location-wise) in the following locations	

ANNEXURE -I (continued)

**TO NOTICE INVITING TENDER FOR PROVIDING  
"HOUSE-KEEPING SERVICES" 2015-2016**

**QUALIFYING BID DOCUMENT**

Sl. No	Name and Address of the Office for which requirement received from Divisions	Area in Sq.ft.
<b>Customs Division, Cuddalore</b>		
1	Office of the Superintendent of Customs Customs Preventive Unit, Beach Road, Portnovo – 608502	1684
2	Office of the Superintendent of Customs, Customs Preventive Unit, No.40.C.M.Illam, Thirumullaivasal, Sirkali (TK) – 609113	804
3	(i) Office of the Assistant Commissioner Customs Division, <b>First Floor</b> , No.60 Mohan Singh Road, Cuddalore.	2152
	(ii) Office of the Assistant Commissioner. Customs Division, <b>Second Floor</b> , No.60 Mohan Singh Road, Cuddalore.	2152
<b>Customs Division, Trichy</b>		
4	Office of the Superintendent of Customs Customs Preventive Unit, No.A., Agaharam Street, Aranthangi – 614616	2685
5	Office of the Superintendent of Customs, Customs Preventive Unit, No.9/52, Agraharam Street, Manamelgudi – 614620	1294
6	Office of the Superintendent of Customs, Customs Preventive Unit, No.1441-A Elgi Building, Trichy Road, Coimbatore – 641018.	360
7	Office of the Superintendent of Customs, Customs ( Retail Shop, No. 1, "B" Wing, Williams Road, Cantonment, Trichy-1	1376
8	O/o. the Asst. Commr. of Customs, Cus. Division, No.1, "B" Wing, Third Floor, Williams Road, Cantonment, Trichy-1 (including Legal & Review Sections of Hqrs. Office)	4148
<b>Customs Division, Tuticorin</b>		
9	Office of the Assistant Commissioner Customs Division, No.66, Beach Road, Tuticorin.	14257
10	Office of the Superintendent of Customs, Customs Preventive Unit, O/o the Commissioner of Central Excise, CR Building, Bibikulam, Madurai – 625002	2850
11	Office of the Superintendent of Customs Customs Preventive Unit, 6/63, Kovalam Road, Kanyakumari – 629702	6430
12	Office of the Superintendent of Customs, Customs Preventive Unit, 375/86, D1 A, Joe Daniel Street, K.P. Road, Nagercoil – 629001	1550
<b>Customs Division, Nagapattinam</b>		
13	Office of the Assistant Commissioner Customs, Customs Division, Nagapattinam.	23887
14	Office of the Superintendent of Customs, Customs Preventive Unit, No.6, Godown Road Street, Thoputhurai – 614809	2250
15	Office of the Superintendent of Customs, Customs Preventive Unit, No.7, East Street, Point Calimere – 614807	3000
<b>Customs Hqrs. Office, Trichy</b>		
16	Customs Hqrs. Office, No.1, Williams Road, Trichy.	1500
17	Dog Kennels – Two numbers, at Customs Airport/Customs Airport round the clock	1440
18	Office of the Superintendent of Customs, Legal Cell(T) at Chennai	1553

**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We 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 signatory with date)

Name:

Seal:

ANNEXURE – II

**TO NOTICE INVITING TENDER FOR PROVIDING “HOUSE KEEPING SERVICES”**  
**FINANCIAL BID DOCUMENT**

1. Name of the party :
2. Address (with Tel No., Fax No. & E.Mail id.):
3. Name & Address of the proprietor /  
Partners/Directors (with Mobile No.) :
4. Contact Person(s) Name  
(with Mobile No.) :

Sl.No.	Name of the Office & Address	Area in (Sq.ft.)	Monthly Rate per Sq.ft. (Rs.)	Total Amount Per month (Rs.)	Proposed Manpower Deployment (Nos.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
Total Monthly Charges					
Service Tax & Swatch Bharat Cess					
<b>Grand Total</b>					

(Rupees in words : )

**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge; I/We 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 signatory with date)

Name:

Seal:

**ENCLOSURE TO FINANCIAL BID**  
**(to be furnished for each placewise)**

Name of the Office :

Area of the Office (in Sq.ft.) :

RATES OF WAGES (Description)	Amount in Rupees
Basic Pay	
Variable DA	
Gross Daily Wages	
<b>Wages for working days of the month (26 days- excluding holidays)</b>	
<b>Add: Statutory Contributions</b>	
a. EPF (12%)	
b. Pension Fund (1.61%)	
c. ESI (4.75%)	
d. BONUS (8.33%)	
<b>Add: Contractor's service charges (% of Gross Wages)</b>	
<b>TOTAL</b>	
Wage Rate per square foot per Day (Rupees.....)	
Wages for 26 Days (Rupees.....)	

(Signature of Authorized signatory with date and seal)

Name:

Seal:

END