

 <p>भारतसरकार / Government of India वित्तमंत्रालय / Ministry of Finance राजस्वविभाग / Department of Revenue</p>		 <p>दूरभाष / Telephone: 22560406 फैक्स / Fax : 22561445 ईमेल / Email: pcommr7acc-cuschn@gov.in</p>
<p>प्रधान आयुक्त सीमा शुल्क का कार्यालय (विमानमाल) <b>OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (AIR CARGO)</b> नवीन सीमाशुल्क भवन, विमान माल परिसर, मीनमबाक्कम, चेन्नई, 600 016 <b>NEW CUSTOM HOUSE, CHENNAI-VII COMMISSIONERATE,</b> <b>AIR CARGO COMPLEX, MEENAMBAKKAM, CHENNAI 600 016</b></p>		

**F.NO. I/(22)/OTH/613/2021-CHS**

Date: 11.06.2024

**E-Tender No. 02/2024**

**NOTICE INVITING e-TENDER FOR ANNUAL CONTRACT OF HOUSEKEEPING SERVICES AT NEW CUSTOM HOUSE AND SHEDS & UB (WITHIN THE PREMISES OF CARGO COMPLEX, AAI), MEENAMBAKKAM, CHENNAI- 600 016.**

The Office of the Principal Commissioner of Customs, Air Cargo Commissionerate (Chennai-VII), New Custom House, Meenambakkam, Chennai-600 016 invites e-tender from reputed / authorized firms / companies engaged in such nature of business of housekeeping services to provide Housekeeping of the buildings including constructed area, parking / surrounding area under possession of New Custom House and Sheds & UB (within the premises of Cargo Complex, AAI) measuring an area of **74,042** sq ft includes, cleaning of rooms, cleaning of floors, corridors, toilets, compactors, glass doors, windows, curtains, computer peripherals, telephone instruments, etc., for NEW CUSTOM HOUSE premises, at Air Cargo Complex, Meenambakkam, Chennai – 600 016 and Sheds & UB (within the premises of Cargo Complex, AAI) for a period of 12 months from 01.07.2024 to 30.06.2025.

**1. Document Download:**

Tender documents may be downloaded by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by the Controller of Certifying Authority (CCA), Government of India and which can be traced up to the chain of trust to the Root Certificate of CCA, from CPPP site <https://eprocure.gov.in/eprocure/app>, [www.chennaicustoms.gov.in](http://www.chennaicustoms.gov.in) and from as per the TIME SCHEDULE given below:

**TIME SCHEDULE OF TENDER**

S.No.	Particulars	Date	Time
1.	Tender e-Publish Date	12.06.2024	15:00 Hrs
2.	Document download start date	12.06.2024	15:05 Hrs
3.	Start date for seeking clarification	13.06.2024	11:00 Hrs
4.	Last date for seeking clarification (on-line)	22.06.2024	14:00 Hrs
5.	Pre-bid meeting	14.06.2024	11:30 Hrs
6.	Bid submission start date	12.06.2024	15:15 Hrs
7.	Bid submission last date	25.06.2024	15:00 Hrs
8.	Tender opening date (Technical)	26.06.2024	15:05 Hrs

## **2. Bid Submission:**


- (a) Tenderer/contractor are requested to submit their Bids only online by the following CPP portal <https://eprocure.gov.in/eprocure/app>.
- (b) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. All uploaded bid/supporting documents should be clear, visible, and legible for evaluation purpose, failing which the bid/tender shall be rejected.
- (c) Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance with father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- (d) Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected, and their Earnest Money Deposit would be forfeited and tenderer is liable to be banned from doing business with this office.
- (e) Intending tenderers are advised to visit CPPP <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum / amendment.
- (f) The rates shall be quoted in Indian Rupees only. (The rates will be inclusive of all financial obligations of the Bidders, excluding GST.
- (g) In case of any discrepancy/difference in the amount indicated in figures and words the amount in words will prevail and will be considered.
- (h) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason (except the revision in statutory labour obligations Viz. Minimum Wages, PF, ESI, and Bonus, etc... & other taxes & levies).
- (i) Tenders shall remain valid for **120** days from the date for submission of tender.
- (j) A mandatory pre-bid meeting will be held on 14.06.2024 (Thursday) at 11.30 AM at Party Hall, Second Floor, New Custom House, Meenambakkam, Chennai - 600 016. The prospective bidders have to compulsorily visit the premises of New Customs House and Sheds & UB (within the premises of Cargo Complex, AAI) to attend the pre-bid meeting to understand the requirements of this office. Bids submitted without attending pre-bid meeting will be summarily rejected.

The bidders may seek clarifications if any from Superintendent, CHS UNIT, Ground Floor, New Custom House, Air Cargo Complex, Meenambakkam,

Chennai – 600 016, from Monday to Friday between 11.00 A.M to 04.00 P.M  
till three days before the last date of submission of Bids/Tender i.e.  
22.06.2024.

Contact Numbers: 044 – 22569578, 22561945.

**The Competent Authority reserves the right to postpone the date of opening of the Tender or to reject any or all the bids/quotations without assigning any reason.**

  
**ADDITIONAL COMMISSIONER  
CHS-ACC  
CHENNAI -VII(AIR CARGO)  
NEW CUSTOM HOUSE, CHENNAI-16.**

सी. त्यागराजन, भारासे  
अपर आयुक्त सीमा शुल्क  
C. THIYAGARAJAN, I.R.S  
ADDITIONAL COMMISSIONER OF CUSTOMS

 <p>भारतसरकार / Government of India वित्तमंत्रालय / Ministry of Finance राजस्वविभाग / Department of Revenue</p>		 <p>दूरभाष / Telephone: 22560406 फैक्स / Fax : 22561445 ईमेल/Email:pcommr7acc-cuschn@gov.in</p>
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The Office of the Principal Commissioner of Customs, Air Cargo Commissionerate (Chennai-VII), New Custom House, Meenambakkam, Chennai-600 016 invites e-tender from reputed / authorized firms / companies engaged in such nature of business of housekeeping services to provide Housekeeping of the buildings including constructed area, parking / surrounding area under possession of New Custom House and Sheds & UB (within the premises of Cargo Complex, AAI) measuring an area of **74,042** sq ft includes, cleaning of rooms, cleaning of floors, corridors, toilets, compactors, glass doors, windows, curtains, computer peripherals, telephone instruments, etc., for NEW CUSTOM HOUSE premises, at Air Cargo Complex, Meenambakkam, Chennai – 600 016 and Sheds & UB (within the premises of Cargo Complex, AAI) for a period of 12 months from 01.07.2024 to 30.06.2025.

Tender is invited in two parts – (1) Technical Bid and (2) Financial Bid. The tender form for Technical Bid in proforma prescribed in **Annexure -III - A, III - B, III - C, & III-D** and the tender form for the Financial Bid in proforma prescribed in **Annexure - IV** shall be completed in all respects and may be submitted online on the CPPP portal <https://eprocure.gov.in/eprocure/app> on or before **25.06.2024, 15:00 HRS**. The Technical Bids will be opened at **15:05 Hrs on 26.06.2024**. Bid documents incomplete in any respect shall be summarily rejected. The valid Technical Bids shall be scrutinized by the Tender Committee to short list the eligible bidders, thereafter the financial bids of the short-listed bidders shall be scrutinized. Late submission of tenders/any documents shall not be entertained. Bidders should take into account the Corrigendum / Addendum published in above said portals from time to time before submitting the bids online. The decision of the Tender Committee will be final.

The Tender documents contains the following Annexure -

Sl_ No.	Description
1.	Annexure - I [Scope of Tender & Scope of Work]
2.	Annexure - II [Terms & Conditions - Schedule A & B]
3.	Annexure - III [Technical Bid Annexures A, B, C & D]
4.	Annexure - IV [Financial Bid]

**ANNEXURE - I**

**I. Scope of the Tender**

- (a) The Principal Commissioner of Customs (Air Cargo) (hereinafter referred to as the Buyer), invites e-tenders/Bids for "Providing Housekeeping Services for its Offices located at New **Custom House**, and Sheds & UB (within the premises of Cargo Complex, AAI) as defined in the tender documents (hereinafter referred to as the "Service") from eligible reputed / authorized firms / companies engaged in such nature of business of house-keeping services to provide Housekeeping of the buildings including constructed area, parking / surrounding area under possession of New Customs House and Sheds & UB (within the premises of Cargo Complex, AAI), measuring an area of **74,042** sq ft for a period of 12 months from **01.07.2024 to 30.06.2025**.

(b) **Duration of the Contract:**

The contract is for a period of 12 months. The contract is extendable at the same Terms & Conditions and at the same rates up to a maximum of one more year subject to providing of services to the satisfaction of Department, which is at the sole discretion of the Competent Authority.

(c) **Area:**

S. No.	Name of the Office	Address	Approximate Area (in Sq. ft.)
1.	<b>New Custom House, Chennai-600016.</b>  (Administration Building)	New Custom House,  Meenambakkam,  Chennai-600016.	64531
2.	<b>SHEDS &amp; UB (Within the premises of Cargo Complex, AAI), Near New Custom House, Chennai-600016.</b>  [DC/AC(Imp.Examination),  Transshipment, Export Examination, Import Heavy & Light Shed, Security Section, Courier, APSO and UB]	SHEDS & UB(Within the premises of Cargo Complex, AAI), New Custom House,  Meenambakkam,  Chennai-600016.	9511
<b>TOTAL</b>			<b>74042</b>

(d) **Cleaning Schedule:**

The contractor's cleaning schedule shall be planned to include Daily, Weekly and monthly cleaning activity. The contractor shall periodically review and revise the cleaning schedule in consultation with this office and submit a copy of the same to the Officer - in - charge. The cleaning schedule should be made for the area as specified above.

- (e) The Areas to be cleaned and Terms & Conditions are specified under Scope of Work and in ANNEXURE - II respectively.

**2. SCOPE OF WORK:**

**(A) OFFICE SPACES:**

1. All the office floor area including officers' chambers, staff halls, visitors' rooms, form stores, record rooms, facilitation counter etc shall be cleaned and mopped once daily and scrubbed and vacuum-cleaned once in a week. They shall do extra mopping at entrance of this building on rainy days to avoid slippage. These areas shall be cleaned using a scrubber machine once in a week.
2. Furniture like tables, chairs, visitors' chairs, computer tables, almirahs etc, and electronic gadgets like computers, telephones, fax machines, Photocopier machines etc., installed in the above-mentioned areas have to be kept dust-free and dust removal shall be done daily. The compactors, doors, windows, partitions, venetian blinds and curtains shall also be kept clean by wiping them daily. The sofas are to be cleaned by using vacuum cleaner once a week.
3. All records are kept in compactors / almirahs / racks, and dust gets accumulated over it. Such dust shall be cleaned by using vacuum cleaner once in a fortnight. This work shall be done only on a working day in the presence of the officer who is in possession of such records or his designated official.
4. The lobby at the entrance shall be spick and span and the mopping shall be done constantly to ensure that the entire area is spotlessly clean, free from any dirt, stain or foot marks. Further all items installed at the lobby to be wiped off daily at regular intervals to ensure dust free.
5. Conference Room and Auditorium shall be cleaned before and after every meeting that is organized there.
6. All name boards must be kept clean. All brass boards have to be polished with brass polish provided by the service provider once in 15 days without fail.
7. The electrical fittings like tube lights, fans etc shall be cleaned once in a week without fail. It is the responsibility of the service provider that proper care should be taken by their contract labours while cleaning and the Department shall not hold any responsibility for any causality.
8. Due care shall be taken that the gadgets are neither tampered nor any damage is caused during the cleaning operation.
9. Artificial plants, door mats and carpets are to be cleaned daily. Regular watering of indoor plants in the office must be carried out.
10. All officers' chambers shall be sprayed with room fresheners and where automatic dispensers are installed the contractor shall follow a schedule for timely replacement of empty refills and provide account for refills supplied by this office.
11. A Duty chart with details of the daily cleaning work undertaken by all the housekeeping assistants deployed by the contractor shall be prepared by the contractor and maintained with the initials of the supervisor in it

as a mark of having completed the cleaning operation. A column shall also be provided on the same for the designated officer of this building for making the initials and entering his remarks on the quality of work done.

12. Collection of all sweeping garbage and waste materials and its effective disposal.
13. All rubbish and waste items that gets accumulated have to be removed periodically to the dumping point set up by the Corporation of Chennai and there shall be no left over at the end of the day.
14. **LIFT MACHINE ROOM:** It is the whole responsibility of the Service Provider to take due care and to provide proper kit(s) while deploying their contract labours for housekeeping activity in the above said areas, that they should perform the cleaning work under the supervision of CPWD technical personnel only. The Department shall not hold any responsibility for any causality.
15. The weekly report on cleaning the above said area (Point No. 14) should be submitted to the officer-in-charge without fail.

**(B) TOILETS:**

1. The entire New Custom House campus has about 16 common toilets and 5 attached toilets. In the common toilets, urinals, commodes, wash basins, mirror, tap fittings etc., shall be cleaned every two hours once and always the toilet floors to be kept dry.
2. The attached toilets shall be cleaned twice a day (morning & during lunch hour).
3. With due care the electrical fittings like tube lights, exhaust fans and ozonisers, etc., and have to be cleaned once in a week.
4. Care shall be taken that the cleaning operation does not obstruct the use of toilets for a very long time.
5. Toilet fresheners, naphthalene balls and urinals cubes shall be used reasonably in all toilets. Where automatic dispensers (air freshener / liquid soap) are installed, the contractor shall follow a schedule for timely replacement of empty refills and provide account for refills supplied by this office.
6. Any leakage in the toilets, faulty tape and valves etc, shall be brought to the notice of the officer concerned without fail.
7. A time chart of the cleaning work undertaken shall be kept at the rear side of all the toilet doors with the initials of the housekeeper and the supervisor in it as a mark of having completed the cleaning operation as per the guidelines. A column shall also be provided on the same for the designated officer of this building for making his initials and entering his remarks on the quality of work done.
8. All rubbish and waste items that gets accumulated at the toilets have to be removed periodically to the dumping point set up by the Corporation of Chennai and there shall be no left over at the end of the day.
9. All items put to use at toilets like brooms, mops, cleaning liquid bottles, etc shall not be left at the place of use and these items shall be totally out of sight.
10. A separate number of dedicated personnel should be deployed for toilet cleaning exclusively.

**(C) COMMON AREA:**

1. The corridor area, staircases and its railings, lifts must be cleaned and mopped on daily basis. The corridors and staircases shall also be cleaned using scrubber machines once in a week.
2. The electrical fittings like tube lights, fans etc., in the corridor, staircases and lifts shall be cleaned once in a week.
3. The doors, windows, glass partitions, walls, skirting, artificial plants, door mats, carpets, paintings, name boards, sign boards, fire extinguishers etc, in the corridors and staircases have also to be wiped clean daily.
4. Apart from periodic cleaning, if stains, spills or footmarks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.
5. Natural potted plants must be placed in the corridors at regular intervals with a gap of 25 feet. It shall be ensured that these potted plants remain bright and lively by replacing them periodically.
6. Honey combs if found or reported anywhere shall be removed immediately.
7. The open area and car park area shall be cleaned thrice daily.
8. All rubbish and waste items that get accumulated at the corridors and staircases have to be removed periodically to the dumping point set up by the Corporation of Chennai and there shall be no left over at the end of the day.
9. All waste for disposal shall be segregated into organic and inorganic (Plastics, thermo cool, metal, coconut shells, rubber etc) as per the norms set by the Corporation of Chennai. The containers / carry bags for segregation and storage of waste and the like will be provided by this Department. The cost of disposal of such waste through collection agents or Corporation of Chennai shall be met by the contractor.

**(D) SHEDS & UB (WITHIN THE PREMISES OF CARGO COMPLEX, AAI):**

- I. It is mandatory that the housekeeping personnel should be deployed to clean the Sheds & UB (Within the premises of Cargo Complex, AAI) including wash rooms, staircase etc and other areas within the mentioned site daily in the morning, afternoon and evening. Cleaning material for the purpose will be provided by the Customs Department. Non deployment of cleaning personnel for the said location will be viewed seriously and the penalty will be levied on each occasion as decided by the Competent Authority.
- II. The attendance showing the time-in and time-out of the contract labours deployed in Sheds & UB (Within the premises of Cargo Complex, AAI) should be maintained and to be presented duly certified by the officer in-charge to the Superintendent (CHS) in-charge once in 15 days without fail.

**3. (A) EARNEST MONEY DEPOSIT:**

Earnest Money Deposit (EMD) of Rs.4,50,000/- (Rupees Four Lakhs Fifty Thousand only) in the form of Demand Draft drawn in favour of "Principal Commissioner of Customs, Air Cargo Commissionerate, Chennai" have to be submitted to the Superintendent CHS Unit, Ground Floor, New Custom House, Air Cargo Complex, Meenambakkam, Chennai, on



or before **25.06.2024, 15:05 Hrs** without which the Bid will not be considered. The EMD amount will be returned to the unsuccessful bidders. No bank commission or interest will be paid on the earnest money deposit. Earnest Money Deposit for other Tenders will not be adjustable with this Tender.

**(B) PERFORMANCE SECURITY:**

The successful bidder shall submit Performance Security in the form of Bank Guarantee / Fixed Deposit Receipt (in original) from any Nationalised / Scheduled Bank amounting to **3%** of Total Contract Value in favour of "**Principal Commissioner of Customs, Air Cargo Commissionerate, Chennai**". Performance Security / Fixed Deposit Receipt should remain valid for a period of **180 days** beyond the date of completion of all contractual obligations of the Service Provider with auto Renewal Clause and the same shall be returned only if all the contractual obligations are completed by the contractor. The Bank Guarantee / FDR is liable to be enforced, if during the period of contract, the service provider is found to be unsatisfactory in any respect, and / or if any of the conditions of the contract is contravened / breached, and / or towards any, damage caused due to negligence of the Service Provider or his personnel. The enforcing of Bank Guarantee / FDR will be in addition to any action by the Buyer that the service provider may invite upon themselves due to any of the reason specified above.

**4. ELGILITY CRETIERIA - CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:**

- a) Bidders should have their Office at Chennai and necessary proof should be submitted along with the Bid. The bidder must provide valid address proof (i.e.) in case owned by the bidder, copy of the registration with ROC recent property tax receipt and then the copy of the land line telephone bills for the last three months for having Office at Chennai and the same should be uploaded along with Technical Bid and in case of rented office in Chennai the bidder must upload the relevant valid proof for Registration with ROC, Rental Agreement and along with the copy of the land line telephone bills for the last three months for having office at Chennai should be uploaded along with Technical Bid, failing which, their bids will be rejected.
- b) As on **31.03.2024**, the bidders should have 5 Five years of experience and having successfully completed similar works in providing Housekeeping Services to various Central/State Government Organizations / Public Sector Undertakings / Educational Institutions like IIT, IIM, NIT, Universities recognized by the Government and Reputed Private Sectors.
- c) Similar works means - Providing Housekeeping Services/Contract.
- d) Copies of the work order/agreement and work completion certificate for the work completed with Audited Financials to be uploaded along with bid documents.
- e) Bidder should have Average Annual Turnover of Rs.10,00,00,000/- (Rupees Ten Crores only) during the last 03 (Three) Financial Years (i.e.) 2021-2022, 2022-2023 and 2023-2024. Copies of Audited Financials for the Financial Years 2021-2022, 2022-2023 and 2023-2024 duly certified by Chartered Accountant should be uploaded along with Technical Bid.
- f) Copies of ITR for the Assessment Year 2021-2022, 2022-2023 and 2023-2024 should be uploaded.

g) List of clients with copies of recent two (02) work orders for carrying out the Housekeeping Services in Central/State Government Organizations / Public Sector Undertakings / Educational Institutions like IIT, IIM, NIT, Universities recognized by the Government should be uploaded.

h) The bidder should have completed similar service contracts and should have completed three (03) similar works each costing not less than the amount equal to Rs.1,00,00,000 (Rupees One Crores only) during last three (03) years ending 31.03.2024. Upload the supporting documents of the respective contracts.

i) The bidder must have ESI, EPF & GST Registrations and must have obtained Permanent Account Number (PAN) under Income Tax Act.

j) The bidder must upload a Solvency Certificate from their banker for an amount not less than Rs. 1 Crore (Rupees One Crore only). Solvency Certificate should be obtained specifically for this Tender and addressed to THE PRINCIPAL COMMISSIONER OF CUSTOMS (AIR CARGO), New Custom House, Chennai after the date of publishing of tender. Solvency Certificate obtained during earlier period will not be accepted, concerned bid shall be rejected and no correspondence shall be entertained.

k) The bidder must have an unblemished record of providing Housekeeping Services and should not have any legal issue with any Government Departments/any other Agency.

#### **5. GENERAL CONDITIONS:**

- a) The uploaded Technical Bid will be evaluated based on the details uploaded under Technical Bid in the prescribed formats to ascertain whether the bidders qualify. After evaluation of technical bid, the Financial Bid, of only those firms who technically qualify will be decrypted and opened online.
- b) In the event of any of the mentioned date being subsequently declared as a holiday / closed day for the office, the tenders will be opened on the next working day at the scheduled time.
- c) In case of more bidders quoting same rate, the Competent Authority of Air Cargo Commissionerate, Chennai-VII, New Custom House, Chennai reserves full rights to select the vendor.
- d) The Tender documents are not transferable.
- e) This office reserves the right to postpone / and or extend the date of receipt / opening of quotations or to withdraw the same without assigning any reasons.
- f) The bidder should sign all the pages of the Tender Documents by the authorised signatory with date and affix their official stamp, as a token of having read and understood the terms & conditions contained and should be uploaded along with the Technical Bid, if any discrepancies noticed the bids shall be rejected.
- g) Bidder should upload all the details in the prescribed proforma and as per the requirements set out in the tender documents. Incomplete Bids/Tenders will be rejected.
- h) No negotiation shall be entertained with any of the bidders/tenderers.
- i) The bidder should submit a write-up along with the Technical Bid, explaining their understanding of the project, proposed action plan and the number of Housekeeping employees to be deployed location wise as per Annexure -III.

- j)** Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government. After the deduction of TDS @ 4% (IT TDS @ 2% & GST TDS @ 2%) the net amount payable by the New Custom House to the service provider excluding service charges and applicable GST thereupon shall not fall below rates as per the Central Minimum Wages Act, 1948).

(In case of tie, the criteria for final decision shall be taken as per the following order.

Number of years of experience from commencement by the contractor / agency for having done similar type of contracts.

Number of outsourcing contracts undertaken/ completed by the contractor/ agency during the last two financial years in Central/ State Organizations Central/ State PSU's.

- k)** The increase in wages on account of increase in Dearness allowances, as announced by the Government of India every year, shall be paid to all the housekeeping staff by the contractor and this amount will be compensated to the service provider by the Department.
- l)** The "Technical/qualifying Bids" will be processed first. Service providers who do not fulfil pre-qualification requirements will not be considered for Technical Bid evaluation. The Financial bid should be downloaded separately from the CPP Portal and filled in the BoQ format of Annexure IV. Financial bids of only those service providers who fulfil the "Pre-Qualification Requirements", who accept the "Terms and Conditions" of the tender notice and who qualify in the technical bid evaluation, will be opened. The Service provider, who has quoted the lowest amount in the Financial Bid, will be awarded the contract, subject to the bidder being qualified in all aspects of the Terms and Conditions. Care may be taken to ensure that the financial bid's details are not visible along with the technical bid. In case the financial bid of any bidder is visible along with the technical bid, that bid will be liable to be rejected.
- m)** The bidder shall quote their rates for the services to be provided in Rupees per sq. feet per month in respect of Housekeeping Services. The amount should include Employer's contribution towards PF, ESI, Bonus etc. and the Service provider's profit margin. All the personnel who are deployed should be paid the annual bonus amounting to 8.33% of their yearly Basic +DA, by the service provider. This bonus will be paid by the service provider every 3 months on pro-rata basis. So, the quoted amount should include this monthly pro-rata bonus amount also. The cost of cleaning material should not be included in the rate for bidding as it will be provided by the Department. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government, in this regard, from time to time.
- n)** The wages of the deployed personnel pertaining to a particular month should be paid on or before the 7<sup>th</sup> day of the next month. Even if there is any delay of payment by the Department, the Contracting Agency should never delay the payment to the deployed personnel and it should be paid before the 7<sup>th</sup> day of the next month without fail.

The decision of the Tender Committee duly constituted by the Competent Authority in this regard will be final.

**6. COST OF TENDERING:**

The bidder shall bear all costs associated with the preparation and submission of their tenders and the department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process or the cancellation, if any, or tender by the Competent Authority of Air Cargo Commissionerate, New Custom House, Air Cargo Complex, Meenambakkam, Chennai-600 016.

**7. REJECTION OF TENDER DOCUMENTS:**

(a) The bidder shall read and understand the contents of the tender documents carefully. Failure to comply with the requirements of tender submission will be liable for rejection. Tenders, which are not responsive to the requirements of the tender conditions, will be rejected.

(b) It is mandatory that, the tenderer/bidder should digitally sign the tender documents including all supporting documents submit the same along with the Technical Bid. The tenderers/bidder should fill up the information in all the annexures and must be digitally signed. The tender forms and supporting documents should be complete in all respect, failing which the bid/tender will be rejected.

(c) No Additions / Modifications / Deletions in the tender documents and other related supporting documents shall be entertained during the tender process. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD will be forfeited, and Bidder is liable to be banned from doing business with this office. The decision of the Tender Committee will be final and no correspondence in this regard will be entertained.

(d) Only those bidders, who visit the premises, assess the requirements and affix their signature in the register placed at the Caretaker's Room/CHS for this purpose, prior to the submission of their bids, will be considered for evaluation of the Technical bid. Bids submitted without visiting New Customs House, Meenambakkam premises will be summarily rejected.

(d) The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, EPF contributions, service charges, all kinds of taxes/charges etc. The offers of those prospective bidders who do not meet the statutory requirements of Applicable Minimum Wages, ESI, PF & Bonus in respect of manpower deployment proposed by them are liable to be rejected.

Note: "With regard to Service Charges bidders are advised to adhere to GENERAL CONDITIONS 5 (j) above. Bids not complying with the same shall be treated as unresponsive and will not be considered".

(e) If any other discrepancy is noticed by the Tender Committee, the tender/bids shall be rejected.

(f) The decision of the Tender Committee will be **FINAL**.

## **8. AMENDMENTS TO TENDER DOCUMENTS:**

(1) At any time prior to the deadline for uploading the response to clarification, the Competent Authority, Air Cargo Commissionerate, New Custom House, Air Cargo Complex, Chennai may for any reason, Suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addendum / corrigendum etc.,)

(2) Any amendments (addendum / corrigendum etc.,) thus issued will be hosted on the CPPP website prior to the closing date of the Notice Inviting Tender and all the bidder who have downloaded the Bid document shall verify if any such amendments have been issued by this department, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder. No separate notice / intimation of amendments will be sent to the bidders.

## **9. CORRECTION OF ERRORS (IN FINANCIAL BID)**

The Tenderer/Bidder shall quote the rates both in figures as well as words. The cost of individual items shall also be worked out and mentioned in the financial bid (both in figures and words). On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:

- I. If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
- II. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and
- III. If there is a discrepancy between words and figures, the amount in words shall prevail.
- IV. Such a discrepancy in an offer should be conveyed to the tenderer asking him to respond by a target date and if the tenderer does not agree to Procuring Entity's observation, the tender is liable to be rejected.

## **10. DOCUMENTS COMPRISING THE TENDER:**

The Bids/Tender submitted by the bidder shall comprise the following and should be read in conjunction with any Amendments / corrigendum issued in accordance with **Sl. No.8** above.

- (a) Documents to be uploaded with (Technical Bid Documents).
- (b) Scanned copy of entire tender document including all supporting documents should be uploaded along with Technical Bid.
- (c) A self-attested undertaking as per **ANNEXURE - III D - TECHNICAL BID.**
- (d) Technical Bid – **Annexure - III A, Annexure - III B, Annexure - III C & Annexure - III D.**
- (e) **Annexure IV Financial Bid Format.**

- (f) Any other documents as specified in the Tender Documents.
- (g) (Financial Bid) – Financial Bid Document in the form of BoQ.xls

**ANNEXURE - II**

**TERMS & CONDITIONS: - SCHEDULE - A**

- I. The applicants should be capable of providing services of such nature and should be in possession of certificates to the effect that all relevant labour laws are being complied with and be capable for holding and controlling the manpower without any legal encumbrances that the firm is registered with the local labour Commissioner (Chennai), for providing the required number of labours. They should have valid Permanent Account Number (PAN), GST, ESI & EPF Registrations as applicable.
- II. The contractor shall quote their rate **only on per square feet basis** and not based on the number of persons to be deployed or per person basis.
- III. Cleaning / sweeping work should be done on all days except Sunday.
- IV. The working hours will be from 09:00 A.M to 05:30 P.M daily including lunch break of half an hour.
- V. At least 25% of the Housekeeping Personnel(s) should be available beyond 05:30 P.M up to 07:00 P.M on all working days. Accordingly, the contractor should deploy their personnel(s). No such manpower provided by the contractor shall be on 'Part time' basis. The contractor shall deploy sufficient manpower for this purpose. No overtime charges shall be paid separately.
- VI. Attendance of Housekeeping personnel(s) will be maintained by the Service Provider at the O/o the Caretaker/Superintendent (CHS) Unit and copy of the same shall be provided along with the monthly bill to the Customs Department on 1<sup>st</sup> working day of the following month.
- VII. Food arrangements for the Housekeeping Personnel(s) will not be provided.
- VIII. The successful bidder will be required to give letter of acceptance within 5 days of being informed and enter into an agreement for the work contract.
- IX. After awarding a contract, the contractor shall give Performance Security in the form of Bank Guarantee / Fixed Deposit Receipt from any Nationalised / Scheduled bank amounting to 3% of Total Contract Value (TCV) in favour of "Principal Commissioner of Customs", Chennai. The same should remain valid for a period of 180 days beyond the date of completion of all contractual obligations of the Service Provider with auto Renewal Clause.
- X. The contractor shall maintain the Bio-data with recent photograph in respect of their contract labour(s) and provide the details to the officer-in-charge. The contractor shall deploy only those personnel who antecedents have been verified by the police.
- XI. All contract personnel engaged by the Service Provider should be **in proper uniform**, which shall be provided by the contractor.
- XII. All contract labours should be sincere, physically fit, active, and energetic. The contractor should ensure that the workmen are free

from any communicable diseases. No minor should be engaged for the said work.

- XIII. The contract personnel engaged by the service provider / contractor / agency / firm for the said housekeeping work at New Customs House, Meenambakkam and Sheds & UB(Within the premises of Cargo Complex, AAI) will not have any right / claim whatsoever, for direct recruitment or temporary or permanent employment in the Government of India services.
- XIV. Sub-contracting of the work of any sort will not be allowed.
- XV. The Agency / contractor / service provider shall pay wages to the contract labours engaged by them for the work as per Minimum Wages fixed by Central Government.
- XVI. The deduction towards PF and ESI be factored in rates being quoted on per square feet per month basis and the same would not be payable over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- XVII. Whenever Minimum Wages is revised by the respective Labour Authorities, it shall be the duty of the contractor to immediately pay such revised minimum wages to the contract personnel deployed and the same will be compensated by the Department to the Service Provider.
- XVIII. No escalation in price whatsoever would be allowed during the pendency / currency of the contract except the revision in statutory labour obligations Viz. Minimum Wages, PF, ESI, Bonus, etc... & other taxes & levies.
- XIX. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, PF contributions, Bonus, service charges and all kind of taxes etc but excluding GST.
- XX. The offers of those prospective bidders who do not meet the statutory requirements of Applicable Minimum Wages, ESI, PF, Bonus, etc., in respect of Manpower deployment proposed by them are liable to be rejected.
- XXI. The Contractor shall be solely responsible and liable for all payments due to his employees including wages, overtime wages, if any, statutory payments, contributions to Provident Fund and Employees State Insurance, bonus, supply of uniforms / identity cards and all other payments of whatsoever nature.

**TERMS & CONDITIONS: - SCHEDULE - B**

- I. Cobwebs, honeycombs, etc., if found or reported anywhere, shall be removed immediately.
- II. The contractor has to make their own arrangement to provide/deploy all equipment, machines and vacuum cleaners. They shall use the latest cleaning machine for cleaning the common area and rooms.
- III. In the areas under consideration above which are to be cleaned daily, the first cleaning operation in all aspects shall be completed

and made fit to use before **09:45 A.M** [Office opening time for regular staff] at any cost. The Office closes at **05:45 P.M.** and hence all subsequent cleaning operations as per the contract shall be executed continuously till the closing hours.

- IV. The schedule of weekly and fortnightly cleaning operation to be undertaken shall be submitted to the designated officer on the last working day of the previous month and shall strictly adhere to the schedule. All weekly and fortnightly cleaning operation [other than dust removal on records through vacuum cleaning] shall be undertaken on Saturdays and holidays or at the convenience of the officer occupying the chamber.
- V. The personnel shall be deployed from 09:00 A.M to 05:30 P.M on all days except Sundays and National Holidays.
- VI. All cleaning items like brooms, mops, cleaning liquid bottles, cleaning machines, vacuum cleaners, scrubbers etc shall not be left at the place of use and these items shall be totally out of sight.
- VII. The Contractor shall ensure that their personnel shall have identity cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible, so that any person can identify the individual representing the Contractor. These identity cards shall have magnetic codes inscribed in it so as to provide the time-in and time-out details of the personnel. The necessary equipment shall be provided by the contractor.
- VIII. The contract personnel shall attend to work punctually at the prefixed / determined timings and shall be well behaved and mannered.
- IX. The contractor shall provide adequate sets of uniforms to their personnel engaged for housekeeping services. The personnel shall have uniform attire and wear it daily without fail. Any discrepancies found, a penalty of **Rs. 100/- per person per day on each occasion** will be levied by this department without any notice. The contractor agrees to ensure that its personnel present themselves clean and tidy and in proper attire whenever they carry out the work covered by this agreement.
- X. The personnel shall perform all the duties assigned to the contractor and as specified by the Department from time to time. The personnel shall report to the officer-in-charge assigned by the Department.
- XI. The contract personnel deployed by the contractor shall not accept any gratitude or reward in any shape.
- XII. All cleaning materials and consumables will be provided by the Department.
- XIII. The contractor shall provide sufficient number of supervisors equipped with mobile phones and they shall be in-charge for the overall act of cleaning in respect of that building and to facilitate quick and smooth remedial action.



- XIV. The contractor shall be responsible for the supervision of the activities of their personnel and their conduct at the premises of the Department on all working days.
- XV. Licence from Labour Department as per Section 12 of Contract Labour (R&A) Act, 1970 shall be obtained for the contract work within seven days after the award of contract.
- XVI. In terms of the Contract Labour (R&A), Act, 1970 the contractor shall pay to their personnel a minimum wage at the prevailing rate as fixed under the Minimum Wage Act, 1948 before 05<sup>th</sup> day of every month [Central Government rates] and any breach of this condition shall be liable for termination of the contract and the same would be dealt with accordingly.
- XVII. The deduction towards ESI and PF be factored in rates being quoted on per square feet per month basis and the same would not be payable over and above the rates thus quoted. The ESI and PF per head at the current rate shall be paid by the contractor every month as per the existing rules. The contractor would be liable for ensuring compliance with the relevant rules and regularities as notified by the Government in this regard from time to time.
- XVIII. The contractor shall produce proof / receipts for the statutory payments such as ESI, EPF paid to the concerned authorities along with bills for the succeeding English Calendar month, without fail.
- XIX. The contractor shall submit the bills for the current month by the first day of the next month to enable the Department to process their bill for payment.
- XX. Tax shall be deducted at source as per the Income Tax / GST Rules from the monthly bills.
- XXI. The contractor shall ensure that the work undertaken by their personnel is carried out efficiently and to the satisfaction of the Department.
- XXII. The contractor and the employees engaged by him shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.
- XXIII. If in the opinion of the Department the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or not in accordance with the terms & conditions of the contract, the Department may resort to immediate termination of the contract and get the work done through a third-party contractor, without any written notice to the contractor, the cost of which shall be recovered from the contractor from the monthly payment. A penalty of Rs. 5,000/- would be levied by the department on each occasion if the contractor found to have failed in his contractual obligations.
- XXIV. In the event of the Department deciding to renew this contract on the same terms & conditions as embodied or such other modified terms as it may think fit and proper, it shall communicate the decision of the Department to the contractor prior to the expiry of this Agreement, in which event the parties to this agreement shall be governed by such documents for future or further transactions.

- XXV. Close liaison shall be maintained with our officers-in-charge concerned for smooth and efficient performance of duties of the house keeping personnel.
- XXVI. The contractor shall provide all the manpower for all days, in case of any absentee the contractor must provide a suitable substitute and failing which the proportionate amount would be deducted from the bill amount.
- XXVII. In the event of any exigencies that may arise from time to time, it shall be open to the Department in the exercise of its discretion to call upon the contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this Agreement.
- XXVIII. It shall be the responsibility of the contractor to comply with the service conditions of their employees including fixation and payment of their wages. However, to keep the Department informed, for the purposes of the Department's statutory responsibilities if any, as may be applicable from time to time, the contractor shall intimate the Department, the details of wages paid to the workmen and if the need arises to depute its representative to be present at the time and place of disbursement of wages by the contractor and inspect relevant records if any. The Department shall verify such payments made in the wage register maintained by the contractor.
- XXIX. The contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of their personnel engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to their party.
- XXX. The contractor shall always, indemnify the Department against any claim which could arise under the Workmen's Compensation Act, 1953, and / or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained to any of the workmen engaged by the contractor or other persons whose entry into the Department premises has been authorized by the contractor. The contractor shall insure all the personnel engaged for this job and such policy shall be produced to the Department on demand.
- XXXI. In the event of increase in GST in future applicable under this contract, the Department shall bear the same.
- XXXII. That the contractor shall arrange for the maintenance of all such registers and forms that are statutorily required and / or considered necessary for the efficient performance of this contract.
- XXXIII. That it is clearly agreed and understood that all persons provided / engaged by the contractor shall be the employees of the contractor and all disputes between the contractor and its personnel shall have no bearing on the Department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee / ex-employee of the contractor. The contractor is fully responsible for disciplined behaviour of its workmen.
- XXXIV. Any loss / damages caused by the contractor or by their employees or by any other personnel arising out of its employees'

instructions, shall be charged against the contractor and the same shall be recovered from their dues/ bills

XXXV. Failure by the contractor to comply with any mandatory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

XXXVI. In case the contractor withdraws, or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against from the amount of 3% of the total contract value secured towards Performance Guarantee / FDR provided by the successful bidder.

XXXVII. 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, failing which the dispute will be subject to Chennai jurisdiction only.

XXXVIII. **Besides the above, as per Annexure - III -D, Self-Attested undertaking in the prescribed format should be uploaded along with Technical Bid, failing which their bid will be rejected.**

***The Competent Authority, reserves the right to accept or reject any or all tenders/bids without assigning any reasons.***



(C. THIYAGARAJAN)  
ADDITIONAL COMMISSIONER OF CUSTOMS (CHS)  
AIR CARGO COMMISSIONERATE(CHENNAI-VII).

Seen the notice inviting e-Tender Documents and may be uploaded in the Central Public Procurement Portal of Government e-Procurement System.

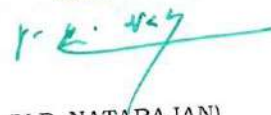
अवर आयुक्त सीमा शुल्क  
C. THIYAGARAJAN, I.R.S.  
ADDITIONAL COMMISSIONER OF CUSTOMS



(R. SURESH)  
SUPDT-CHS  
MEMBER



(NEERAJ KUMAR)  
AO-CIU  
MEMBER



(V.P. NATARAJAN)  
AC-CHS  
MEMBER

**ANNEXURE - III- A**  
**TECHNICAL BID**

Page 1/2

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES AT NEW CUSTOM HOUSE, AND  
SHEDS & UB (Within the premises of Cargo Complex, AAI),  
CHENNAI - 600 016.

1.	Name of the Registered Firm/Company	
2.	Address of the Company (with Telephone No. & E-mail id) <b>(Note-Upload Self-Attested proof for having office at Chennai address)</b>	
3.	Status of Ownership (Proprietary / Partnership / Company) [Upload self-attested satisfactory evidence]	
4.	Name & Address of the Partners / Directors with mobile no. Details to be provided.	
5.	Details of authorized person to Contact. Provide name and mobile number.	
6.	Date of establishment of the Company. (Upload Self-Attested copy as proof)	
7.	Details of experience in providing Housekeeping Services. Self attested proof for the same may be uploaded.	
8.	Permanent Account No. (PAN) GST RC Details. (Upload self-attested copy for both)	
9.	Details of EPF / ESI (Upload self-attested copy for both)	
10.	Licence No. Under Contract Labour (Regulation & Abolition Act)& Licence No. obtained from Labour Commissioner. (All licences are to be in force.) (Upload self-attested copy as evidence)	
11.	As on <u>31.03.2024</u> , whether the bidder(s) have 5 (Five) years of experience and having successfully completed similar works in providing Housekeeping Services to various Central/State Government Organizations / Public Sector Undertakings / Educational Institutions like IIT, IIM, NIT, Universities recognized by the Government and Reputed Private Sectors? Upload self-attested details as per the format specified under serial no. 20.	
12.	Whether having Average Annual Turnover of Rs.10,00,00,000/- (Rupees Ten Crores Only) during the last 03 (Three) Financial Years (i.e.) -2021-2022, 2022-2023, 2023-2024. Copy of the certificate duly certified by Chartered Accountant and with self-attested by the bidder uploaded.	
13.	Whether the bidder have completed three (03) similar works each costing not less than the amount equal to Rs. 1,00,00,000 (Rupees One Crore only during last three (03) years ending 31.03.2024. Upload self-attested supporting documents of the respective contracts.	

Date: **Signature and stamp of the Owner / bidder / Authorized Signatory**

Place:

**ANNEXURE - III - A****TECHNICAL BID**

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES AT NEW CUSTOM HOUSE, AND SHEDS & UB (Within the premises of Cargo Complex, AAI), CHENNAI - 600 016.

14.	List of clients with copies of recent two (02) work orders for carrying out the Housekeeping Services in Central/State Government Organizations / Public Sector Undertakings / Educational Institutions like IIT, IIM, NIT, Universities recognized by the Government uploaded?			
15.	Whether copies of Income Tax Return for the Assessment Years 2020-2021, 2021-2022 and 2022-2023, Audited Balance Sheet, Profit & Loss Account and Average Annual Turnover for the Financial Years 2021-22, 2022-2023 and 2023-2024 duly certified by the Chartered Accountant uploaded?			
16.	Whether Solvency Certificate as per 4(j) issued by Bankers is uploaded?			
17.	Details of EMD			
18.	Whether all pages of Notice Inviting Tender for Housekeeping services duly signed by the Authorized Signatory with date, Company/Firm/Agency stamp (seal), as a token of having read and understood the terms & conditions of the Tender documents & uploaded?			
19.	Upload undertaking as per ANNEXURE - III -D.			
20.	Provide details of Housekeeping Contract executed in last 5 years as on 31.03.2024, in a separate attachment in the following format duly signed by the authorized signatory. [Copies of the work order/agreement and work completion certificate for the work completed with Audited Financials to be uploaded along with bid documents.]			
Sl.No.	Organization Name with Address	Period of Execution	Total Contract Value	Completion Certificate

**All relevant documents should be uploaded along with Technical Bid and required details should be provided as against the columns in the above said Annexure.**

Date: Signature and stamp of the Owner / bidder / Authorized Signatory

Place:

**ANNEXURE -III B - TECHNICAL BID**

**TABLE "A"**

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES AT NEW CUSTOM HOUSE, AND  
SHEDS & UB (Within the premises of Cargo Complex, AAI),  
CHENNAI - 600 016.

**MINIMUM WAGE DETAILS FOR HOUSEKEEPING SERVICE CONTRACT:**

Sl.No.	Particulars	Semi-Skilled (Rs. P.)	Un-Skilled (Rs.P.)
1.	Wages per head/day fixed by the Chief Labour Commissioner (Central) as applicable to "Housekeeping Services" [Basic + VDA] per head per day.		
2.	Wages for 26 days		
3.	PF @ 13% of Sl.No. 2 Per Month/Head. Subject to maximum ceiling of Rs. 15,000/-		
4.	ESI @ 3.25% of Sl. No. 2 Per Month/Head. Subject to maximum ceiling of Rs. 21,000/- (Rounding off to next higher rupees)		
5.	Bonus, @ 8.33% of Basic + VDA		
6.	Subtotal (2+3+4+5) Per Month/Head.		
7.	No. of Persons		
8.	Total wages per person each category per month. (Multiply serial no. 6 by serial no. 7 ) (Excluding Service Charges & GST)		

*Write in Rupees for each category per month/head from serial no.8 from the above table.*

<b>SEMI-SKILLED</b>	(Rupees)
<b>UNSKILLED</b>	(Rupees)

**Signature and stamp of the Owner / bidder / Authorized Signatory**

**Date:**

**Place:**

**ANNEXURE -III- C -TECHNICAL BID**

**TABLE "B"**

TENDER FORM FOR PROVIDING HOUSKEEPING SERVICES AT NEW CUSTOM HOUSE, AND  
SHEDS & UB (Within the premises of Cargo Complex, AAI),  
CHENNAI - 600 016.

**Proposed Manpower Deployment Category Wise:**  
**PROPOSED MANPOWER DEPLOYMENT - (No. of persons proposed to be deployed)**

SL_NO	LOCATION	NO. OF PERSONS TO BE DEPLOYED CATEGORY WISE	
		Semi-Skilled	Un-Skilled
1.	New Customs House (Including Toilet Cleaning for entire New Custom House.)		
2.	Sheds & UB (Within the premises of Cargo Complex, AAI)		
Total Personnel under each category:			

**NOTE:**The Skilled and Semi-Skilled is Common for entire New Custom House and Sheds & UB ( Within the premises of Cargo Complex, AAI), Chennai - 600 016.

**TABLE ' C '**

**1.Total Wages (Excluding Service Charge and GST) in respect of Proposed Manpower Deployment Category Wise:**

SL_NO.	CATEGORY	PER MONTH WAGE / HEAD (Rs. P)	NO. OF PERSONS (Refer TABLE 'B')	TOTAL WAGE (Excluding Service Charge & GST) <b>D = B x C</b> (Rs. P)
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
2.	SEMI-SKILLED			
3.	UNSKILLED			
Total Wage for all Category excluding Service Charge & GST (Rupees)				

[The per month wage per head should be taken from serial no. 6 of Table 'A']

Date: \_\_\_\_\_ Signature and stamp of the Owner / bidder / Authorized Signatory

Place: \_\_\_\_\_

**ANNEXURE - III D - TECHNICAL BID**

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES AT NEW CUSTOM HOUSE, AND  
SHEDS & UB (Within the premises of Cargo Complex, AAI),  
CHENNAI - 600 016.

**UNDER TAKING BY THE BIDDER:**

I/We undertake that our/my firm M/s. \_\_\_\_\_

\_\_\_\_\_ has not been blacklisted by any Government  
Departments/Ministries/Public Sector Undertaking/Autonomous Body/Any Agencies.

I/We undertake that no case is pending with the Police / Legal Proceedings in Court of Law  
against the Proprietor / Firm / Partner or the Company / Agency and contract labour engaged  
by our firm/company/agency.

- III. I \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor / Partner / Director / Authorized  
Signatory of M/s. \_\_\_\_\_ is competent  
to sign this declaration and execute this tender document.
- IV. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
- V. I/We undertake to pay the minimum wages to the employees as per the Notifications of Chief  
Labour Commissioner (Central Government) Government of India issued from time to time  
along with other statutory payments like EPF/ESIC, etc.,
- VI. I/We undertake to produce the evidence like Wages credited into Housekeeping Staff's Bank  
Account, Applicable Payment of GST, Applicable Remittance of ESI/EPF/EPS/EDLI etc into  
the respective accounts on monthly basis (on salary) and on quarterly basis (for ESI, EPF &  
GST contribution) along with monthly bill.
- VII. 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;
- VIII. I/We understand that in case any deviation is found in the above statements at any stage, the  
contract will be terminated by the Department, my Concern/Firm/Company, shall be  
blacklisted, the performance guarantee will be forfeited and shall not be entitled to have any  
dealing with the Department in future.
- IX. If we are entrusted with the work, we assure you that we will undertake the work  
properly, without any delay.
- X. We here by certify that the information furnished by us is true and correct to the best of  
our knowledge. We understand that in case if any of the information/details furnished  
by us is found to be false or incorrect at any stage, our company will be liable for being  
blacklisted for future transaction with the Department.

Date: \_\_\_\_\_ Signature of the authorised signatory of the Firm/Company/Organisation Office  
Stamp / Seal

Place: \_\_\_\_\_

**[ALL BIDDER/TENDERERS SHOULD PROVIDE THE ABOVE SAID UNDERTAKING IN  
THEIR COMPANY/FIRM/AGENCY LETTER HEAD DULY SIGNED WITH DATE AND AFFIX  
THEIR OFFICIAL STAMP]**



**ANNEXURE - IV - FINANCIAL BID**

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES AT NEW CUSTOM HOUSE, AND  
SHEDS & UB (Within the premises of Cargo Complex, AAI),  
CHENNAI - 600 016.

1. Name of the Registered Firm / Company (Proof having office at Chennai should be uploaded)
2. Address (with Telephone No. & Email id:
3. PAN NO:
4. Name & Address of the proprietor, Partners / Directors (with contact details)

Name of the Proprietor, Partners / Directors	
Address of the Proprietor, Partners / Directors	
Contact Details	

5. Financial Details: **Quote should be made only in BoQ (BILL OF QUNATITY)**

Sl_ No.	Particulars	Amount (Rs. P.)	Amount in Words (Rupees)
1.	Contractors Service Charges per month in respect of all categories.		
2.	Total Wage for all Category - (as quoted in <b>TABLE 'C'</b> ) <b>excluding GST.</b>		
3.	Grand Total		
4.	Rate Per sq. ft. Per month		

**Date:** \_\_\_\_\_ **Signature and stamp of the Owner / bidder / Authorized Signatory**

**Place:** \_\_\_\_\_

File No.1/7(1)/2024-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 01/03/2024  
04

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 186(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance for the employees employed in **Agriculture** w.e.f. **01.04.2024** on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024:-

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	'A'	'B'	'C'
Unskilled	164	151	149
Semi-Skilled/Unskilled Supervisory	178	164	152
Skilled/Clerical	194	178	164
Highly Skilled	214	200	178

Therefore, the minimum rates of wages including the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2024 to the employees working in Agriculture shall be as under:-

Category of worker	Rates of wages including V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	333+164=497	303+151=454	300+149=449
Semi- Skilled/Unskilled Supervisory	364+178=542	335+164=499	307+152=459
Skilled/Clerical	395+194=589	364+178=542	334+164=498
Highly Skilled	438+214=652	407+200=607	364+178=542

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

*Onkar Sharma*

(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)

F.No.1/7(2)/2024-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 01/03/2024  
61

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 2413(E) dated 28<sup>th</sup> July, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024:-

Rates of Variable Dearness Allowance for employees employed in employments in Gypsum Mines, Barytes Mines, Bauxite Mines, Manganese Mines, China Clay Mines, Kyanite Mines, Copper Mines, Clay Mines, Magnesite Mines, White Clay Mines, Stone Mines, Steatite Mines (including the mines producing Soap Stones and Taic), Ochre Mines, Asbestos Mines, Fire Clay Mines, Chromite Mines, Quartzite Mines, Quartz Mines, Silica Mines, Graphite Mines, Felspar Mines, Laterite Mines, Dolomite Mines, Red Oxide Mines, Wolfram Mines Iron Ore Mines, Granite Mines, Rock Phosphate Mines, Hematite Mines, Marble and Calcite Mines, Uranium Mines, Mica Mines, Lignite Mines, Gravel Mines, Slate Mines and Magnetite Mines.

Category of worker	Rates of V.D.A. (in Rs.) per day	
	For work above ground	For work below ground
Unskilled	172	214
Semi-Skilled/Unskilled	214	255
Supervisory		
Skilled/ Clerical	255	296
Highly Skilled	296	330

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance Payable w.e.f. 01.04.2024 will be as under:-

Category of worker	Rates of wages including V.D.A. (in Rs.) per day	
	For work above ground	For work below ground
Unskilled	350+172=522	437+214=651
Semi-Skilled/ Unskilled	437+214=651	523+255=778
Supervisory		
Skilled/ Clerical	523+255=778	610+296=906
Highly Skilled	610+296=906	683+330=1013

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

*Onkar Sharma*

(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)

F.No.1/7(3)/2023-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 03/01/2024

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024;-

The rates of Variable Dearness Allowance for employees employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	255	214	172
Semi-Skilled/Unskilled Supervisory	283	240	200
Skilled/Clerical	311	283	240
Highly Skilled	335	311	283

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2024 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+255=778	437+214=651	350+172=522
Semi-Skilled/Unskilled Supervisory	579+283=862	494+240=734	410+200=610
Skilled/ Clerical	637+311=948	579+283=862	494+240=734
Highly Skilled	693+335=1028	637+311=948	579+283=862

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

*Onkar Sharma*

(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)

F.No.1/7(4)/2023-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 01/03/2024  
04

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 192(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024;-

Rates of VDA for employees employed in loading and unloading in (i) Goods sheds, Parcel Offices of Railways, (ii) Other Goods-Sheds, Go-downs, Warehouses and other similar employments; (iii) Docks and Ports; and (iv) Passengers and Goods and Cargo Carried out at Airports (both international and domestic).

Therefore, the minimum rates of wages including the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2024 to the employees shall be as under:-

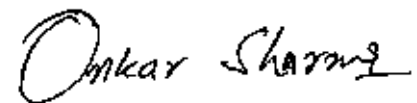
AREA	RATES OF V.D.A. PER DAY (IN RS.)
'A'	255
'B'	214
'C'	172

Therefore the minimum rates of wages showing the basic rates and variable Dearness Allowance payable w.e.f. 01.04.2024 shall be as under:-

AREA	RATES OF WAGES PLUS V.D. A. PER DAY			
	Basic Wages (Rs.)		V.D.A. (Rs.)	Total (Rs.)
'A'	523	+	255	778
'B'	437	+	214	651
'C'	350	+	172	522

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure 1 for ready reference.



(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)

No.1/7(5)/2024-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 01/03/2024  
24

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 190(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024:-

**RATES OF V.D.A.FOR EMPLOYEES EMPLOYED IN "Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993".**

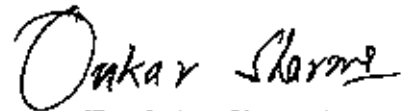
AREA	RATES OF V.D.A. PER DAY (in Rs.)
A	255
B	214
C	172

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.04.2024 shall be as under:-

AREA	RATES OF WAGES PLUS V.D.A PER DAY				
	Basic Wages (Rs.)	V.D.A (Rs.)	Total (Rs.)		
A	523	+	255	=	778
B	437	+	214	=	651
C	350	+	172	=	522

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.



(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)

File No.1/7(6)/2024-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 03/03/2024  
24

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 191(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024:-

I. RATES OF VDA for employees employed in WATCH & WARD (without arms) shall be as under:-

AREA	RATES OF V.D.A. PER DAY (in Rs.)
A	311
B	283
C	240

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.04.2024 to employees employed in WATCH AND WARD (without arms) shall be as under:-

AREA	RATES OF WAGES PLUS V.D.A PER DAY		
	Basic Wages (Rs.)	V.D.A. (Rs.)	Total (Rs.)
A	637	+ 311	= 948
B	579	+ 283	= 862
C	494	+ 240	= 734

II. RATES OF VDA for employees employed in WATCH AND WARD (with arms) shall be as under:-


AREA	RATES OF VDA PER DAY (in Rs.)
A	335
B	311
C	283

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.04.2024 to employees employed in WATCH AND WARD (with arms) shall be as under:-

AREA	RATES OF WAGES PLUS VDA PER DAY		
	Basic Wages (Rs.)	VDA. (Rs.)	Total (Rs.)
A	693	+ 335	= 1028
B	637	+ 311	= 948
C	579	+ 283	= 862

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

  
(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)

File No.1/7/(7)2024 LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 01/03/2024  
01

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 189(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 399.70 from 385.97 as on 31.12.2023 (Base 2016=100) and thereby resulting in an increase of 13.73 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2024;-

Rates of VDA for employees employed in "STONE MINES" shall be as under:-

Item of work	Rates of Variable Dearness Allowance as on 01.04.2024
1. Excavation & removal of over burden with 50 meters lead/ 1.5 meters lift. *	
(i) Soft Soil	Rs.175
(ii) Soft Soil with rock	Rs.259
(ii) Rock	Rs.343
2. Removal and stacking of rejected stones with 50 metres lead/ 1.5 Metres lift. *	Rs.140
3. Stone breaking or Stone Crushing for the Stone size of:-	
1.0 inch to 1.5 inches	Rs.1041
Above 1.5 inches to 3.0 inches	Rs.890
Above 3.0 inches to 5.0 inches	Rs.525
Above 5.0 inches	Rs.433



Therefore, the minimum piece rate wages showing the basic and Variable Dearness Allowance payable w.e.f. 01.04.2024 to the employees employed in Stone Mines shall be as under:-

Category	Basic Wages	VDA	Total
1. Excavation & removal of over burden with 50 meters Lead/1.5 Meters lift. *			
(i) Soft Soil	Rs.351 +	Rs.175 =	Rs. 526
(ii) Soft Soil with rock	Rs.531 +	Rs.259 =	Rs. 790
(iii) Rock	Rs.703 +	Rs.343 =	Rs.1046
2. Removal and stacking of rejected stones with 50 meters lead/ 1.5 meters lift. *	Rs. 283 +	Rs.140 =	Rs.423
3. Stone Breaking or Stone Crushing for stone size of category **			
	Basic Wages	VDA	Total
(i) 1.0 inch to 1.5 inches	Rs.2171 +	Rs.1041 =	Rs.3212
(ii) Above 1.5 inches to 3.0 inches	Rs.1857 +	Rs.890 =	Rs.2747
(iii) Above 3.0 inches to 5.0 inches	Rs.1088 +	Rs.525 =	Rs.1613
(iv) Above 5.0 inches	Rs.893 +	Rs.433 =	Rs.1326

The workers employed on minimum guaranteed time rate of wages per day shall be entitled to time rate of minimum wages plus special allowance, if any, for unskilled category of above ground workers revised from time to time by the Central Government in respect of scheduled employment in stone mines.

\* Per 2.831 cube meters (100 cubic feet)

\*\* Per truck load of 5.662 cubic meters (200 cubic feet)

*Onkar Sharma*

(Dr. Onkar Sharma)  
Chief Labour Commissioner(C)