

OFFICE OF THE COMMISSIONER OF CUSTOMS (EDI)
ELECTRONIC DATA INTERCHANGE (EDI)
NEW CUSTOM HOUSE, BALLARD ESTATE
MUMBAI 400 001.

F. NO. S/1-38/2013 EDI (Part-I)

Date:-20.04.2018

NOTICE INVITING E-TENDER

The Office of Commissioner of Customs, EDI, Mumbai Customs Zone-1, invites online quotations through E-procurement Portal of www.eprocure.gov.in in two bids – Technical and Financial Bid from reputed and experienced companies/firms/bidders for a Comprehensive Annual Maintenance work for a period of **one year from 19.05.2018 to 18.05.2019** for Electrical work and Uninterrupted Power Supply (UPS) at Appraising Hall 1st Floor (Old Building) which includes EDI Conference Hall, Departments and DC/AC's cabin , Computer Centre(1st Floor), 4 EDI Examination Centers at Docks, & EDI Service Centre (2nd Floor), Annex Bldg., New Custom House, Ballard Estate, Mumbai – 400 001. The complete tender documents are available in CBIC website: www.cbic.gov.in, www.mumbaicustomszone1.gov.in and also on www.eprocure.gov.in.

The e-tender is invited in a two-bid system, viz., Technical/ Qualifying Bid and Financial Bid. The details of work specifications, terms & conditions outlined in the Annexure to this e-tender are as under:-

1. Annexure-I Terms & Conditions
2. Annexure-II - Technical Bid form
3. Annexure-III - Financial Bid form

All prospective bidders are invited to submit their bids under Two-Bid systems for the subject work, as detailed below, in accordance with the tender documents enclosed:-

MODE OF TENDERING:	e-tendering through portal https://eprocure.gov.in
EARNEST MONEY DEPOSIT:	Rs. 50,000/- (Rupees Ten Thousand only)
LAST DATE & TIME FOR SUBMISSION OF BID:	17.05.2018 & 16.00 hrs
DATE & TIME FOR OPENING OF TECHNICAL/ QUALIFYING BID:	19.05.2018
DATE & TIME FOR OPENING OF FINANCIAL BID:	20.05.2018

Interested bidders may download the Notice Inviting e-Tender from the e-procurement portal <https://eprocure.gov.in>. The tender enquiry documents will be available on official website of CBIC (www.cbic.gov.in), official website of Mumbai Customs Zone-1 (<http://www.mumbaicustomszone1.gov.in>) and on <https://eprocure.gov.in> from 26.04.2018. In the event of any of the above mentioned dates being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

The e-Tenders should be submitted on-line on the website <https://eprocure.gov.in> in complete in all respects on or before 17.05.2018 in two separate files addressed to the

Dy. Commissioner of Customs, EDI, New Custom House, Ballard Estate, Mumbai-400001. The technical/ qualifying bid shall be opened by the e-Tender Evaluation Committee on 19.05.2018. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender evaluation committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on 20.05.2018 by the e-tender evaluation committee.

Bidders shall submit the technical as well as the financial bid through e-tendering portal (<https://eprocure.gov.in>) only. Bids submitted by courier/ post/ in person shall not be accepted in this tender.

The Bidder should clarify any doubts/queries regarding the specification from the Inspector/Superintendent of Customs, on any working day between 11.00 AM to 5.00 PM before 16.05.2018. The Bidder should fulfil pre-qualification conditions of the e-Tender and should sign each and every page of the e-tender including the annexure as a token of acceptance of all the terms and conditions contained therein and submit all documents attested by the authorized person along with the bid. The e-tender form shall be rejected if it is not complete in all respects.

-SD
(Brijendra Chowdhary)
DEPUTY COMMISSIONER OF CUSTOMS
EDI, NCH, MUMBAI.

Encl: Annexure I, II & III

Copy to

I. Notice Board

ii. e-procurement portal (<https://eprocure.gov.in>)

iii CBIC website (www.cbic.gov.in) through telex section, New Custom House, Mumbai – I

iv Mumbai Customs Zone-1 website (<http://www.mumbaicustomszone1.gov.in>)

ANNEXURE-I

TERMS & CONDITIONS

(To the Tender Notice F. NO. S/1-38/2013 EDI (Part-I) Dtd: 04.2018)

1. Description of Work:

The list of items of work for maintenance are as follows:-

Sr.No.	Location	Electrical Panel	Tube Fittings (35 watt)
1	Appraising Hall (Old Bldg)1 st floor	1(Main Panel) 2(for AC Plant)	147
2	EDI Computer Centre (1 st floor Annex Bldg)	1	63
3	EDI Service Centre (2 nd floor, Annex Bldg)	1	111
4	EDI Examination Centre (UBC ,MbPT Docks)	1	9
5	EDI Examination Centre (Frere Basin ,MbPT Docks)	1	25
6	EDI Examination Centre (MOD ,MbPT Docks)	1	30 and 32 LED

The scope of this tender for all electrical works /UPS includes positioning of qualified and trained technical skilled persons at above sites to provide services as per the terms and conditions.

2. Service Requirements:-

1. General maintenance of all electrical installations/UPS in the New Custom House and at 4 Customs EDI Customs Examination Centre in Mumbai Port Trust Docks area as mentioned above.
2. Daily UPS checking (battery voltage check up, Input/output supply test) in Computer Centre UPS Room.
3. The bidder shall render all assistance to Departmental Electrician of CPWD and co-ordinate with them and BEST in case of break down in electricity power supply and immediately rectify the technical problems.

3. Eligibility/Qualification Criteria for technical bids:

Technical/ qualifying bid shall be submitted in a prescribed format as laid down in the Annexure II. The bidder shall furnish all the documents/ information/ annexure as listed below:

1. The bidder should have annual turnover of more than Rs. 1,00,00,000/- (Rupees one crore) in last financial year, in this regard CA certified certificate & balance sheet should be submitted.

2. The bidder should furnish copy of CA certified certificate & balance sheet for last 3 financial years i.e. 2015-16, 2016-17 & 2017-18.
3. The bidder shall have to provide services required at Mumbai and should have office in Mumbai. In this regard, the bidder should have to furnish the Establishment certificate of the shop.
4. The bidder must have at least 3 years experience in similar works i.e. maintenance of electrical work and uninterrupted power supply in Central Government/State Government/Semi Govt. organizations. Copy of work orders for three different years to be enclosed in this regard.
5. The bidder must have at least five contracts for maintenance of electrical work and uninterrupted power supply, work orders are required in this regard.
6. The Bidder should be a registered Electrical Engineer having Govt. Electrical License for electrical work under PWD or CPWD or Government organization.
7. The bidder should not have been disqualified or served memorandum by any central Govt./State Govt./Semi Govt. Private Organization. If later on, it is found that any AMC holder has been disqualified or served memo, he will be banned for next five years by the department. Self declaration and NOC/ satisfactory report from at least three different organizations should be furnished in this regard.
8. The bidder should have quality management certificate ISO 9001:2015 in support of providing the qualitative services.
9. The Bidder must have the following documents:
 - a. Registration of the Agency/ under the Shops & Establishment Act
 - b. Electrical Contract License Registration under PWD or CPWD or Government organization.
 - c. GST Registration Certificate
 - d. PAN Card
 - e. AADHAAR Card
 - f. Income tax return detail of previous year.
10. Full time experienced Electricians, well qualified shall be deployed to provide service during day time one at New Custom House and one in Docks area. The electricians deployed by the bidder should possess Govt. electrical license to carry out electrical maintenance work.
11. The persons deployed for electrical maintenance work should be preferably qualified as a Diploma in Electrical from a recognized institution and having three years experience in electrical field in Central Govt./State Govt./Govt. Undertaking offices etc. will be preferred.

4. Financial Bid Requirement:-

The bidder shall submit financial bid in the prescribed format as laid down in Annexure-III. The quoted rate shall include all taxes and all other liabilities.

5. Earnest Money Deposit:-

An Earnest Money Deposit (non-interest bearing) of Rs.50,000/- (Rupees fifty thousand only) should be submitted by the Bidders by way of Demand Draft/ Bank guarantee in favour of **"President of India (acting through the Commissioner of Customs, Export, New Custom house Mumbai-400001)"**, payable at Mumbai in original. Demand Draft/ Bank Guarantee should be sent in original to 'Deputy Commissioner of Customs, EDI, 1st floor, Annexe Building, New Custom House, Ballard Estate, Mumbai-400001.' E-Tender without Earnest Money deposit shall be rejected. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished by the bidder are found to be incorrect or false during the tender selection process. No interest of whatsoever the nature shall be payable by the department towards Earnest Money Deposit.

EMD will be exempted for Micro and Small Enterprises (MSEs), however, the bidder firm must furnish attested copy of Valid Registration/Exemption certificates, if any, in this regard.

6. Terms and Conditions:-

- I. All electrical works includes cables, MCCP and replacement of consumables like tube-lights, CFL/PL, Fluorescent tubes, switches, fuses, indicating lamps of electrical panels etc.
- II. Full time experienced Electricians, well qualified shall be deployed to provide service during day time one at New Custom House and one in Docks area. The electricians deployed by the bidder should posses Govt. electrical license to carry out electrical maintenance work.
- III. The deputed manpower / Electrician must be on the company's payroll.
- IV. The persons deployed for electrical maintenance work should be preferably qualified as a Diploma in Electrical from a recognized institution and having three years experience in electrical field in Central Govt./State Govt./Govt. Undertaking offices etc. will be preferred.
- V. The deputed Technician should have basic hardware knowledge for operation and maintenance of UPS, switch gears in LT panel, power consumption and distribution etc.
- VI. Materials needed for maintenance will be supplied by the bidder
- VII. Bidder shall not allow movement of equipment/items in or out from the Customs area without prior permissions of competent authority and shall be responsible for any items found missing or misplaced.
- VIII. If any of the item is found missing, the Bidder shall have to pay penalty against the equipment decided by the competent authority.
- IX. Rs. 500/- per person per day shall be deducted as a penalty against the absence of any deployed duty Staff by bidder without proper intimation. In the absence of regular electrician, suitable replacement should be provided by the bidder.
- X. The persons shall finish their work assigned to them timely, unreasonable delay is liable to be penalized.
- XI. Bidder shall handle the equipments very carefully. Bidder shall be penalized for the damage caused due to carelessness in handling or deficiencies in the service or manpower provided by the vendor.

- XII. The Electricians deployed by the bidder should carry out regular checks of electrical panels, electrical fittings, chokes, switches and electrical connections for loose contacts to avoid any untoward incidence i.e. short circuit etc. and to be immediately rectified. For any lapse on your part department will hold the bidder responsible.
- XIII. Sub-contracting of AMC is not allowed.
- XIV. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders in which any of the criteria is not fulfilled, without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
- XV. Successful bidder shall be responsible for the comprehensive operation and maintenance including repair/replacement and preventive maintenance, of the sites within the scope of works as outlined above of this proposal on the terms and conditions hereafter mentioned.
- XVI. The bidder will replace necessary parts, with equivalent/ branded parts, free of cost, if found defective. In case of replacement, the defective spares covered under this contract shall remain the property of this office.
- XVII. This contract comes into effect from the date of confirmation of order from this office and the agreement shall remain in force initially for a period of one year from the date of confirmation, as mutually decided.
- XVIII. **Time and Duration of Service:** The service provider will provide services at the Computer Centre and Service Centre, New Customs House, from 0800 hrs to 2000 hrs from Monday to Friday and at four Customs EDI dock sites of MbPT from 0900 hrs to 2000 hrs from Monday to Saturday & if exigencies of situation demand, the services should be provided even after office hours and on holidays. For regular & proper maintenance and for attending to the complaints received from officers, it shall be obligatory on the part of the bidder firm to depute sufficient number of qualified mechanics (minimum two) on all working days from 0800 hrs to 2000 hrs throughout the currency of the contract.
- XIX. If the services under this contract are not rendered properly/satisfactorily and/or in a time bound manner as may be decided by the Custom Authorities depending on the job to be done, the charges borne by the Customs Department for getting the services rendered by other means will be deductible / recoverable from the bidders to whom this contract is awarded.
- XX. In case the selected bidder wishes to discontinue the said AMC at any point of time, after acceptance, a notice to this effect should be given to this office at least three months in advance. The Department is however, at liberty to terminate the contract with immediate effect in case of breach of any of the terms and conditions of the said contract or if the services are not found to be satisfactory.
- XXI. If any damage is caused to the other equipment of this Department like Servers, Routers, Hubs etc., which are not covered by this tender, during the course of contract period for AMC towards electrical maintenance, then the cost of repairing or replacing those equipment will have to be borne by the successful bidder of this tender failing which the department would deduct the same from the payment to be made to them.
- XXII. Prices quoted shall be inclusive of all taxes by any government, local authority etc, as applicable to government department. No payment over and above the prices quoted shall be done by the Customs in respect of any such levies brought to the notice at a later date.

- XXIII. Charges for any major change in the scope of work should be separately quoted.
- XXIV. Commissioner of Customs (Export) reserves the right to add to the existing equipment and/or delete from the existing equipment, at any point of time. In the event of such addition/deletion per day pro-rata amount for maintenance of that equipment would either be added to or deleted from the AMC charges payable to the successful bidder from the day of such addition and/or deletion.
- XXV. Successful bidder shall submit monthly reports to the Deputy Commissioner of Customs, EDI, certifying the satisfactory working condition of the equipment.
- XXVI. The Additional Commissioner of Customs (EDI, Export) reserves the right to accept or reject any or all tenders/ bids without assigning any reason.

7. Responsibilities of the bidder:-

- a. The bidder firm, on award of contract, shall furnish names, addresses and photos along with ID proof and address proof of its personnel deployed for the contract work to EDI section.
- b. The bidder firm will have to ensure the punctuality, mannerism, good behaviour and proper conduct of the personnel it deploys for execution of contract.
- c. The bidder shall be solely responsible for regular payment of wages/ salary, other benefits and allowances to its personnel as per the prevalent labour laws and/ or any other payments that might become applicable under any Act or Order of the Central/ State Government and this office does not have any liability in this regard. The bidder shall furnish necessary proof in this regard whenever required.
- d. The bidder shall provide the safety articles/ equipment to its personnel. Safety of the personnel deployed by the bidder will be the sole responsibility of the bidder and that the department will not be responsible for any kind of hurt/ loss/ damage caused to personnel on account of any accident or mishap.
- e. The bidder shall be solely responsible for regular deposition of contribution to EPF, ESI etc. for the personnel it deploys. There shall be no liability of this department in this regard. As and when demanded the bidder shall submit the copies of such payments to the competent authority.
- f. The bidder shall pay the Govt. Dues such as GST, Service Tax, Professional tax etc. as and when required. There shall be no liability of this department in this regard. As and when demanded the bidder shall submit the copies of such payments to the competent authority.
- g. The bidder shall be liable to pay compensation to any loss to the property of the department caused by the act of omission or committed by its personnel.
- h. In case of any loss caused to the third party by way of conduct of the personnel deployed by the bidder, department shall not be responsible. The bidder shall be solely responsible to compensate the third party.
- i. The bidder and/ or its personnel shall not allow movement of equipment/ items or any property of the department in or out of the New Custom House premises without prior permission of the competent authority. The bidder shall be solely responsible if any equipment/ item or property is found missing and will have to compensate the department as decided by the competent authority of the department. The bidder shall be solely responsible for theft, burglary, fire or any other mischievous deed by its staff

8. Performance Security Deposit:-

The successful bidder shall furnish security deposit to the Office of Commissioner of Customs (Export) within 15 days of the issuance of the contract, which shall be Rs. 10% of the total annual maintenance contract value and shall be in form of Bank Guarantee from a Scheduled Bank drawn in favour of "**President of India (acting through the Commissioner of Customs, Export, New Custom house Mumbai-400001)**", payable at Mumbai, valid for the contract period and plus three months thereafter. Earnest Money Deposit of the successful bidder will be refunded only after depositing of Performance Security Deposit.

- No interest will be payable by the office of the Commissioner of Customs (Export) on Performance Security Deposit.
- In case of breach of contract or violation of any terms of contract, security deposit shall be forfeited.
- The bank guarantee shall be refunded on satisfactory completion of the contract.

9. Bidding Procedure:-

- a) Bids are invited in two bid systems, (1) Technical and (2) Financial, which shall be uploaded separately on E-procurement Portal of www.eprocure.gov.in as per annexure-II and annexure-III.
- b) The technical bids of all bidders will be opened by e-tender evaluation committee on pre-scheduled date.
- c) The financial bids of only successful bidders will be opened later.
- d) No bids will be accepted after pre-scheduled date & time under any circumstances.
- e) All relevant rules and regulations of Government of India will be final and applicable and binding on all bidders.
- f) All commercial bids must contain "**terms of payment, delivery period**", etc.

10. Terms of Payment:-

- a. The bidder shall submit the bill on quarterly basis at the end of each quarter, duly certified by EDI section and the same shall be paid thereof after making recovery, if any. No interim bills will be entertained.
- b. The bill payment will be subjected to TDS applicable under the Income Tax Act 1961. The bill payment shall be subjected to verification by EDI staff certifying the proper execution of the contract work.
- c. The payment for last quarter would, however, be made only on successfully handing over the equipment, in the condition and status not less than that in which they were taken over, to the next year's contractor. However if the defects, shortcomings noticed during next year's Handing over/Taking over are not set right by the successful bidder of this tender notice then the same will be done by the Department through other means and cost towards that would be deducted from the last quarter bill to be paid to them.
- d. Payment due to the bidder shall be made by the Office of Commissioner of Customs (Export) by ECS/NEFT. For this, the bidder is supposed to submit a mandate form to the office. In all cases, the bidder shall present his bill pre-receipted with proper revenue stamp.

11. Taxes and Duties:-

The successful bidder shall be entirely responsible for all taxes, duties, license fees, etc. until delivery of the contracted Goods and Services to the Purchaser. No tax of duty will be payable by this office.

-SD
(Brijendra Chowdhary)
DEPUTY COMMISSIONER OF CUSTOMS
EDI, NCH, MUMBAI.

ANNEXURE-II

Technical Bid Form

(To the Tender Notice F. NO. S/1-38/2013 EDI (Part-I) Dtd:-----04.2018)

Sr. no.	Name of Documents	Yes/ No	Page Nos.	Reason (If any)
1.	Documents related to the 3 years experience in maintaining electrical work			
2.	CA certified certificate and balance sheet of last three financial years.			
3.	Details of turn over etc.			
4.	Work Orders of at least 5 contracts in electrical work			
5.	Shop and Establishment certificate			
6.	GST registration certificate			
7.	Electrical Contract License certificate for registration under PWD or CPWD or Government Organization.			
8.	Quality management certificate ISO 9001:2015			
9.	Self declaration of not having been black-listed			
10	PAN card and AADHAAR card			
11.	Income tax return details of previous financial year.			
12	NOC/ Satisfactory report for not having been black listed from three different organizations			

The bidder should submit all the documents in support of Eligibility Criteria of Technical Bid and a copy of the turnover of their companies in respect of last 3 financial years (2015-16, 2016-17, 2017-18)duly certified by Chartered Accountant to be enclosed with Performa of annexure (Technical bid form). The bidder shall have to provide electrician's details along with the technical bid.

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 if any deviation is found in above statement at any stage, I/We shall be blacklisted and will not have any dealing with department in future.

I hereby confirm that I am authorized to sign the Tender Documents.

Date:

Sign:

Place:

Name:

Designation:

CO. Name & Seal:

ANNEXURE-III

Financial Bid Form

(To the Tender Notice F. NO. S/1-136/17-18 EDI Dtd. ----- .04.2018)

Sr. No.	Location/Description	Scope of work	Price quoted for per person per day	Total Rs. for two technicians (per day)	Tax	Total Price per day (inclusive of tax)
1.	New Custom House & 4 Customs EDI Docks site as mentioned in description of work	Electrical maintenance work				

(Total per Day Maintenance for above scope of work at said locations/sites in Rs.....x 365 days
= Grand Total..... (for one year)

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 if any deviation is found in above statement at any stage, I/We shall be blacklisted and will not have any dealing with department in future.

I hereby confirm that I am authorized to sign the Tender Documents.

Date:

Sign:

Place:

Name:

Designation:

CO. Name & Seal: