भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/ DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
क्षेत्रीय प्रशिक्षण संस्थान/ REGIONAL TRAINING INSTITUTE,
५वां तल, कैथोलिक सेंटर /5th FLOOR, CATHOLIC CENTRE,
ब्रॉडवे, कोचीन /BROADWAY, COCHIN-682 031
ईमेल/e-mail id: nacenkochi2014@gmail.com

फ़ोन /Telephone: 0484-2363430 फैक्स/Fax No: 0484 - 2355065

प.स./C.No. I/22/01/2015-16 CHN दिनांक / Date: 04.10.2016

TENDER FOR OUTSOURCING OF SEMI-SKILLED WORKERS

Sealed quotations are invited from reputed agencies / firms for outsourcing of **02(two) Semi-Skilled** Workers on contract basis to work on the terms and conditions appended, in the Office of the Additional Director General, National Academy of Customs, Excise & Narcotics, Regional Training Institute, 5TH Floor, Catholic Centre, Broadway, Cochin- 682031.

Interested agencies /firms may send sealed quotations with separate Technical and Financial Bids to the Additional Director General, National Academy of Customs, Excise & Narcotics, Regional Training Institute, **5th Floor, Catholic Centre, Broadway, Cochin-682031** on or before **20.10.2016 before 11:00 Hrs**. The technical bids will be opened at **11.00 hrs on 21.10.2016** in the presence of representatives of interested firms, who should make themselves available at that time. Financial bids will be opened thereafter which will be conveyed to the technically qualified firms. Tender forms are available at www.cbec.gov.in; www.nacen.gov.in and www.cenexcisekochi.gov.in

(M. MATHEW JOLLY)
ADDITIONAL DIRECTOR GENERAL

NOTICE INVITING TENDER

Sealed tenders are invited from reputed agencies for outsourcing of Semi-Skilled workers for assisting officers in the preparation of Course Materials, Typing Work and Upkeep and Maintenance of Office Records on contract basis for one year (**01.11.2016 to 31.10.2017**) in the O/o Additional Director General, National Academy of Customs, Excise & Narcotics, Regional Training Institute, 5th floor, Catholic center, Broadway, Cochin- 682031.

Requirement	02 Semi Skilled Workers
Qualifications	Minimum 12th Class or its equivalent
Skills	Proficiency in spoken English, Proficiency in operating EPABX systems, Computer proficiency, Knowledge of MS Office, MS Excel & Internet and knowledge of typing with a speed of 30 words per minute, familiarity with Office Automation systems and handling Networking equipments.
Age	Not below 21 years.
Experience	At least 2 years

TERMS AND CONDITIONS:

1. Notwithstanding anything contained herein, this office reserves the right to terminate the service of the Contracting Agency at anytime without giving any notice or reasons whatsoever.

2. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability /claim falling on this office, same shall be reimbursed /indemnified by the Service provider.

3. The work shall be done on all week days except Saturdays, Sundays and National holidays.

4. The working hours will be from 0930 hours to 1730 hrs daily.

5. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered. They should be provided with identity cards which should be displayed prominently. They should have fluency in the local language and English. Photo, full address and telephone number of all personnel should be provided for record.

6. The personnel should be punctual and should complete the work assigned to them promptly and meticulously and they should know operations of photocopier, LCD projectors, Fax and other office and training equipments in the lecture /class rooms and office.

7. The personnel should report to the officer-in-charge assigned by the Office. The Service Providers should be registered under the ESI, Provident Funds Acts and other relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both the State as well as the Central Governments shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.

8. PAN / Service Tax Registration should be indicated and copies furnished for records.

9. The service provider should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. Any breach of this condition will result in the immediate termination of the contract.

10. The service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them under law. The Service provider should ensure that salaries are paid on time every month.

11. The amounts quoted should be applicable for the period 01.11.2016 to 31.10.2017 and no request for enhancement will be entertained.

12. The payment shall be made to the Service Provider on or before 15th of the following month. At the time of submission of bill for payment, the contractor should submit the proof for the previous payment made towards statutory liabilities like EPF, ESI etc. in respect of all the engaged personnel.

13. Payment to the Service Provider will be made by Account Payee Cheque or electronically credited to the Bank Account on presentation of the bill. Income Tax shall be deducted at source as per the rates notified by the Income-Tax Department.

14. The persons engaged by the contracting agency will be in the employment of the Agency only and not NACEN, RTI, Cochin.

15. The contractor shall indemnify and keep this office, indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.

16. All damages caused by the personal to the property of the Office shall be recovered from the Service provider.

17. The contract will be for a maximum period of 01 (one) year starting from 01.11.2016 to 31.10.2017.

18. The service provider should have at least a minimum of 02 (two) years experience.

19. No other person except Service Provider's authorized representative shall be allowed to enter the office.

20. Department /Office will not involve in any dispute between the service provider and workers of the service provider.

MODE OF SUBMISSION OF TENDER:

1. The sealed tenders shall be addressed to the Office of Additional Director General, NACEN, RTI, 5th floor, Catholic Center, Broadway, Cochin- 682031.

The bidders are required to submit two bids, i.e. **Technical bid** and **Financial bid** in the prescribed formats i.e. **Annexure-I and II** (Available on www.cbec.gov.in; www.nacen.gov.in & www.cenexcisekochi.gov.in).

In the technical bid, the bidder will provide details about his experience in the field, the other organization for which he is providing such services, details regarding compliance of statutory laws etc. In addition, they shall also specify the educational qualifications and work experience of each of the personnel that the bidder proposes to deploy. In the Financial bid, the bidder will submit the quotations for his charges. It should be written boldly on top of the both envelopes as **TECHNICAL BID** and **FINANCAL BID**. Both the envelopes should be submitted in a single sealed cover duly addressed and super-scribed with **QUOTATIONS FOR OPEN TENDER FOR OUTSOURCING OF SEMI-SKILLED PERSONNEL** on top. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.

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

3. The service providers are required to submit the complete rates/ quotations only after satisfying each and every condition laid down in the terms and conditions.

4. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.

5. Rate /Quotations should be submitted and signed by the firm with its current business address.

6. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.

7. The contractors must comply with the rates /quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates / quotations and accepted by the department.

8. Security Consideration: The person supplied by the agency should not have any Police records /Criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending.

9. The last date for receipt of sealed tender is **20.10.2016 till 11.00 hrs.** The sealed tenders may be directly handed over to **the Assistant Director (Administration), 5th floor, Catholic Center, Broadway, Cochin-682031** between **10.00 hrs to 17.00 hrs** on all working days.

10. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons, thereof.

11. The tenders will be opened on **21.10.2016 at 11.00 hrs**. in the presence of the tender committee.

12. Earnest Money Deposit of **Rs.20,000/- (Rupees Twenty Thousand)** per application in form of Demand Draft /Banker's cheque of Scheduled Bank in favour of **"The Additional Director General, National Academy of Customs, Excise and Narcotics, Regional Training Institute, Cochin"** shall accompany the qualifying bid. Qualifying bids without EMD will be rejected; EMD will be returned to all the unsuccessful bidders who withdraws or if the details furnished in **Annexure-I and II** are found to be incorrect and false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

13. Performance Guarantee: The successful bidder has to submit performance guarantee deposit of an amount equivalent to one month's payment in the form of Bank Guarantee from a Nationalized Bank/Draft /Banker's cheque of a schedule bank drawn in favour of **"The Additional Director**

General, National Academy of Customs, Excise and Narcotics, Regional Training Institute, Cochin" before awarding contract. Performance Guarantee should remain valid for a period of 60 (sixty) days beyond the date of completion of the contract. The Performance Guarantee shall be refunded to the selected bidder without any interest on the completion of contract period.

14. The tender details are also available at NACEN's notice board & website **www.cbec.gov.in, www.nacen.gov.in & www.cenexcisekochi.gov.in.**

For any clarification in the matter and / or for inspection of the premises prior appointment may be made with Shri U. Mahesh Kumar, Assistant Director (Administration) at the office or on telephone number 0484-2363430 or Mobile number: 9895235588.

(M. MATHEW JOLLY)
ADDITIONAL DIRECTOR GENERAL

Copy to: Notice Board.

ANNEXURE -I

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1.	Name of the Party	:
2.	Address (with telephone No and Fax No)	:
3.	Name & Address of the proprietor /partners/ Director (with mobile Numbers)	:
4.	Contact person (s) (with mobile numbers)	:
5.	No.of years of experience in providing Service of semi-Skilled personnel (enclose proof such as performance report from clients or TDS copies)	:
6.	Average Annual Turnover (last 3 years Ended 31.03.2016) Certified by Chartered Accountant	:
7.	Permanent Account Number (PAN) (The evidence of filling of IT returns along with profit and loss account & balance sheet for the last three financial years to be enclosed). 2013 - 14 2014 - 15 2015 -16	:
8.	Details of ESI & EPF Registration along with evidence	:
9.	Details of Service Tax Registration (Along with photocopy of registration Certificate) in case the annual turnover exceeds the threshold limit of Rs 10 Lakh per annum.	:
10.	Details of EMD	:
11.	Specify the educational qualifications and Work experience of the persons to be deployed.	:

Declaration

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

(Signature of Authorised Signatory with date)

ANNEXURE – II

FINANCIAL BID DOCUMENT

1. Name of Party :
2. Address (with tele. No & Fax No.) :
3. Name & Address of the Proprietor /Partners /Director (with mobile Number) :

4.

Sl. No	Name and Address of the Premises	Qualification and work experience of the persons to be deployed	Monthly rate quoted per person (inclusive of all statutory payments)	Remarks, if any

Total Monthly Charges for Semi-Skilled Service :

Add: Any other Charges, if required :

Sub Total :

Add: Service Tax @ 15%+ applicable Cesses :

Grand Total :

(Rupees .....Only)

Note:- All the charges statutory or otherwise borne should be given separately,

Declaration

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

(Signature of Authorised Signatory with date)