



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
क्षेत्रीय प्रशिक्षण संस्थान,
**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
REGIONAL TRAINING INSTITUTE,
No.40, HMT Factory Main Road,
Next to HMT School, Jalahalli,
Bengaluru-560 013
Email- nacen.bangalore@nic.in**

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C.No. IX/17/04/2017- NACEN(BZ)

Date: 07.04.2017

LIMITED TENDER ENQUIRY NO. 11/2017

National Academy of Customs, Excise & Narcotics, Bangalore invites sealed quotations from reputed/established service providers stationed at Bangalore in two bid system i.e. Technical bid and the Financial bid in separately for outsourcing of 01 Semi-Skilled Worker at its premises located at Jalahalli on work contract basis

Interested agencies/firms may send sealed quotations with separate Technical and Financial Bids to the Principal Additional Director General, National Academy of Customs, Excise & Narcotics, Regional Training Institute, No. 40, HMT factory Main Road, Next to HMT School, Jalahalli , Bangalore-560 013. by 17.04.2017 before 1500 Hrs.

The tender documents may be downloaded from the following websites.

www.cbec.gov.in

www.nacen.gov.in

www.centralexcisebangalore.gov.in

The Principal Additional Director General, NACEN reserves the right to accept or reject one or all the bids received.

**(D.P.NAGENDRA KUMAR)
PR.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 Computers on contract basis for one year (01.04.2017 to 31.03.2018) in the O/o Principal Additional Director General, National Academy of Customs, Excise & Narcotics, Regional Training Institute, No.40, HMT Factory Main Road, Next to HMT School, Jalahalli, Bangalore - 560013.

Requirement	01 Semi Skilled Worker
Qualifications	Minimum Intermediate/PUC.
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 20 years.
Experience	At least 2 years

I TERMS AND CONDITIONS:

1. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency at any time 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 Saturday and Sundays.
4. The working hours will be from 0930 hours to 1800 hrs daily.

5. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered.
6. They should be provided with identity cards which should be displayed prominently. They should have fluency in the local language & English. Photo, full address and telephone number of all personnel should be provided for record.
7. 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 and other office and training equipments in the lecture/class rooms and office.
8. The personnel should report to the officer-in-charges assigned by the Office.
9. 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.
10. PAN/Service Tax Registration should be indicated and copies furnished for records.
11. 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.
12. 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.
13. The amounts quoted should be applicable for the period 01.04.2017 to 31.03.2018 and no request for enhancement will be entertained.
14. 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.

15. Payment to the Service Provider will be made by NEFT/RTGS electronically credited to the Bank Accounts on presentation of the bill. Income-tax shall be deducted at source as per the rates notified by the Income-Tax Department.
16. The persons engaged by the contracting agency will be in the employment of the Agency only and not NACEN, RTI, Bengaluru.
17. 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.
18. All damages caused by the personnel to the property of the Office shall be recovered from the Service provider.
19. The contract will be for a maximum period of 01 year starting from 01.04.2017 to 31.03.2018. This Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider.
20. The Service Provider should have at least a minimum of two years experience.
21. No other person except Service Provider's authorised representatives shall be allowed to enter the offices.
22. Department/office will not involve in any dispute between the service provider and workers of the service provider.

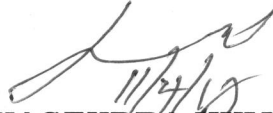
MODE OF SUBMISSION OF TENDER:

1. The sealed tenders shall be addressed to the Office of the Principal Additional Director General, NACEN, RTI, No.40, HMT Factory Main Road, Next to HMT School, Jalahalli, Bangalore – 560013.
2. The bidders are required to submit two bids, i.e Technical bid and Financial bids in the prescribed formats i.e. Annexure-I and II (available on www.cbec.gov.in; www.nacen.gov.in & www.centralexcisebangalore.gov.in). In the technical bid, the bidder will provide details about his experience in the field, the other organizations 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 FINANCIAL BID. Both the envelopes should be submitted in a single sealed cover duly addressed and super scribed with QUOTATIONS FOR TENDER FOR OUTSOURCEING 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. Finance 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.

3. This office reserves the right to postpone/ and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
4. 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.
5. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialling, 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.
6. Rates/Quotations should be submitted and signed by the firm with its current business address and shall be inclusive of all taxes.
7. 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 conditions contained herein and submit the same.
8. 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.
9. Security Consideration: The persons 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
10. The last date for receipt of sealed tender is 17-04-2017 till 1500 hrs. The sealed tenders may be handed over at NACEN, RTI, No.40, HMT Factory Main Road, Next to HMT School, Jalahalli, Bangalore - 560013 between 1000 hrs to 1700 hrs on all working days.

11. 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.
12. The bid should be accompanied with an Earnest Money deposit of Rs. 25,000 (Rupees Twenty Five Thousand) in the form of a D.D. drawn in favour of "Pay & Accounts officer, Central Excise, Bangalore". The EMD of the unsuccessful bidder will be returned within 10 days of opening of the Technical bid. The EMD of the successful bidder shall be returned on furnishing of security deposit.
13. The bidder shall not engage any person with a criminal record / conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.



(D.P. NAGENDRA KUMAR)
PR. ADDITIONAL DIRECTOR GENERAL

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/
Directors (with mobile numbers) :-
4. Contact person (s) (with mobile numbers) :-
5. No. of years of experience in providing
services of semi skilled personnel(enclose
proof such as performance reports from
clients or TDS copies) :-
6. Average Annual Turnover (last 3 years
Ended 31.03.2013) certified by
Chartered Accountant. :-
7. Permanent Account Number (PAN) :-
(the evidence of filing 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).
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 the party :-
2. Address (with tele. No & Fax No) :-
3. Name & Address of the Proprietor/Partners :-
/Directors (with mobile numbers)

4.

Sl. No	Name and address of the Premises	Qualification and work experience of the persons to be deployed	Monthly rate quoted per person	Remarks, if any
		Clerical Work and data work on computers	(inclusive of all taxes and statutory payment)	

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)