



विकास आयुक्त कार्यालय  
**Office of the Development Commissioner**

कांडला विशेष आर्थिक क्षेत्र

**Kandla Special Economic Zone**

वाणिज्य तथा उद्योग मंत्रालय

**Ministry of Commerce & Industry**

गांधीधाम – कच्छ

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**Tender notice for  
Outsourcing the work of cargo management  
System at Kandla Special Economic Zone customs gate**

Tender No& Date KASEZ/Estt/38/50/2011 dated 09.6.2011  
Tender closing date/time 01.08.2011 at 1200 hours(IST)  
Tender opening date/time 01.08.2011 at 1600 hours(IST)

Kandla SEZ Administration, Government of India, Ministry of Commerce& Industry  
invites tenders for outsourcing the work of Cargo Management System at Kandla SEZ Customs gate .

Interested and experienced Service Providers in outsourcing services may apply in the prescribed format. Prescribed format and terms and conditions of the tender are available on website [www.kasez.com](http://www.kasez.com).

Joint Development Commissioner  
Kandla Special Economic Zone

Sub:- Terms and conditions for outsourcing the work of Cargo Management System  
at Kandla Special Economic Zone Customs Gate

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1. Quotations are invited in sealed envelope from Licensed/Authorised/experienced Service Providers marked "Quotation" against enquiry No.KASEZ/Estt/38/50/2011 dated 9.06..2011 for the following work initially for a period of one year.

Computer data entry of documents for inward and outward movement of cargo at Kandla SEZ Customs gate like Bill of Entry for import, DTA, Deemed Export Bill of Entry, Shipping bill, Bill of export, ARE 1, Non-benefit goods procured from Domestic Tariff Area, pre-authenticated challans for clearance of goods for sub-contracting/job work, temporary removal, vehicle entry and exit passes for inward/outward movement of vehicles and for shifting purpose by Customs and Security, Identity/ entry passes issue for entry into SEZ and any other work assigned by Deputy Customs Commissioner and superior officers related to this or other subjects.

Service needed for 24 hours on all days including Sunday, holidays etc, 2 persons in 1st shift from 0600 A.M. to 2.00 P.M, 2 persons in 2<sup>nd</sup> shift from 2.00 P.M to 10.00 P.M and 1 person during night shift from 10.00 P.M to 06.00 A.M of next day working as per instructions by officers of Customs/Security at Kandla SEZ.

Computer systems and necessary software and stationery items required will be provided by KASEZ Admn. Outsourcing Cargo Management Sytem work WILL BE ONLY for Data entry of above documents, generation of required reports, keeping back-ups of documents etc.

2. Quotations to reach this office on or before 1200 hours on 01.08.2011. Quotations received thereafter will not be considered
3. Quotations should not be written with pencil. Such quotations will be rejected. Each page of quotation should be signed by the authorized signatory
4. Quotations will be opened on 01.08.2011 at 1600 hours at KASEZ Administrative Office building. Bidders who wish to attend may remain present at their discretion.
5. The Development Commissioner, KASEZ, reserves all rights to reject any one or all tenders
6. Each bid shall be accompanied by a demand draft of Rs.20,000 towards earnest money deposit, payable in favour of Regional Pay and Accounts Officer, Ministry of Commerce, Mumbai payable at Gandhidham without which the bid will not be considered valid. In case the bidder withdraws his bid within the validity period, the earnest money shall be forfeited without assigning any reason whatsoever. EMD of unsuccessful bidder will be returned. The EMD will not bear any interest.
7. On getting intimation from KASEZ Admn., the successful bidder shall execute an agreement and furnish a bank guarantee or FDR from a scheduled bank equivalent to 10% of the total amount of the contract as Performance security Deposit within the prescribed period which will be released only after successful completion of the contract period. The EMD will be returned on receipt of the performance security deposit.

8. Penalty shall be recovered from the payment due to the vendor during the contract period such as non-supply of persons needed, lapse of performance by the person deputed such as non-availability at the work place, non-vigilance, non-completion of the work given, etc on proportionate basis equal to the amount of lapse of performance etc
9. No conditions should be added to the quotation .
10. The service provider shall be responsible for complying with all statutory requirements for providing its personnel with requisite facilities such as payment of minimum wages as per Govt. Minimum Wages Act, liability of weekly rest and leave, etc
11. Service provider shall ensure daily attendance of above said number of persons on 8 hours duty and also responsible for providing accommodation, transport, etc as may be required.
12. DC,KASEZ has the right to increase/decrease the number of personnel, reduce the contract period, increase the contract period at same rate etc.
13. The service provider should ensure police verification of character and antecedents of his staff and must furnish their identification proof like copy of election card or ration card duly attested by a Gazetted Officer and countersigned by the service provider to the Dy. Commissioner of Customs, KASEZ, at the time of actual deployment
14. Service provider shall furnish a physical fitness in respect of the personnel deployed, duly certified by a Registered Medical practitioner
15. Service provider shall ensure that the personnel deployed are in the age between 18 and 35 years
16. The persons deployed should have following minimum educational and other qualifications:-
  - 1)12<sup>th</sup> Standard pass or equivalent from a recognized Board or University,
  - 2)Thorough knowledge in computer Word and Excel
  - 3)Proficient in English language
  - 4)Minimum 1 year experience in computer and other office automation work
17. Since the persons engaged by the service provider shall be employees of the service provider, it shall be his duty to pay their wages every month and responsible for all statutory payments
18. The persons deployed shall not divulge or disclose to any person any details/documents of this office, operational process, technical know-how, security arrangements, administrative/organizational or any other office matters,
19. In case the service provided is found to be unsatisfactory the contract will be terminated by the Development Commissioner, KASEZ giving one month's notice and the security deposit/performance guarantee given in that case shall be forfeited without assigning any reason.
20. There should be regular checking of the performance of the personnel by the service provider
21. KASEZ Administration will not pay any other charges

Proforma

**Tender for outsourcing the work of Cargo management system for 8 hours duty inclusive of all applicable taxes at Kandla Special Economic Zone**

The undersigned having read and examined in detail the advertisement published in the news paper, tender documents in respect of outsourcing the work of Cargo Management Sytem at Kandla Special Economic zone on contract basis, do hereby express our interest . Our rates/details are as under:-

Name of the Company/firm  
Licensed/authorized for the service(attach copy)

Registered address of the company

Name of Proprietor/partners/Directors with contact  
address,residential address,phone numbe etc (attach copy of registrtion)

Name of the Authorised contact person with address and phone number and fax number etc

Places where services are provided by the company/firm at present

Enclose copies of work order

PAN No&details

Service tax No.& details

RATES QUOTED: ALL INCLUSIVE

8 hour duty per person per day Rs.....per day  
including Sundays and holidays

EMD Deposit DD No. .... And..... date Rs.20,000 enclosed

Declaration

We are not black-listed by any Central/State Government/Public Sector undertaking etc

The facts and information furnished by us are true to the best of our knowledge

Signature  
Name  
Designation  
Proprietor/partner/Director  
(Attach authorization letter if signed by authorized signatory)

Date

(To be executed on Rs.100/- stamp paper)

AGREEMENT

This agreement is made on this.....day of.....2011, between the Development Commissioner, Kandla Special Economic Zone (hereinafter called the first party) on one part and M/s.....on the other part (Herein after called as the second party\_ for outsourcing the work of Cargo Management system at Kandla Special Economic Zone Customs gate .

Whereas the second party has agreed to follow the terms and conditions enumerated in the Tender document N o. KASEZ/Esti/38/50/2011 dated 9.6.2011

In witness whereof the first party, through its Joint Development Commissioner and second party through.....have set their hands and seal on the day first above written.

Signed&sealed by  
Jt. Development Commissioner

Signed&sealed by  
Service Provider  
Proprietor/partner/Director

In the presence of

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