

**OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)**  
**AIR CARGO COMPLEX, SAHAR, ANDHERI (EAST), MUMBAI - 99.**

**ANNEXURE- 1**

1. The Housekeeping job will cover cleaning area of **18269.02** sq. ft. (approx.) including UPSs, Appraising Hall (EDI), Drawback (EDI), cabins of the Commissioner of Customs (General), Commissioner of Customs (Import), and Commissioner of Customs (Export), Addl./ Jt. Commissioners, Conference Hall, Visitor's room (Opposite Commissioner's cabin), Library, Computer Training Hall, Appraising Hall (DEPB) and the area opposite to it, Interaction Room EDI (Admn.) and all cabins/ area where EDI terminals are placed also situated at Aawas Corporate **4<sup>th</sup> floor 'A' Wing 1544.40 sq. ft., 4<sup>th</sup> floor 'B' Wing 1544.40 sq.ft., 6<sup>th</sup> floor 'B' Wing 221.73 sq.ft., & new created Sevottam cabin 734.0 sq. ft., 15 cubicles 1321.39 sq. ft., CMC Cabins 703.10 sq. ft. ,** other rooms where Customs officials occupy and perform the duties.
2. The vendor I required to deploy 15 (Fifteen) nos. of housekeepers/ safaiwalas for the above job on a daily basis.
3. The workers provided by the Vendor for Housekeeping job in the office will be the employees of the vendor and in no case they will claim employment from this office government.
4. The vendor will be responsible to make payments and give benefits to the workers as per labour law and rules and any other Law/ Rules in force.
5. This office will not pay any claim to the Vendor/ workers other than the money payment approved through this tender.
6. The Vendor is required to provide, at his cost, dustbins, scented phenol liquid, broom, wiper, vaccum cleaner, stick brooms, special duster for computer, glass cleaner, liquid mops etc and any other materials required for cleaning.
7. The vendor should ensure that the workers report to work from Monday to Saturday at 08:00 A.M. General cleaning, moping, dusting and washing shall carried out daily and while deeper cleaning exercise of full area shall be done to fortnight.
8. The Safaiwala/ stff should be provided by the Vendor, with proper uniform identification mark of Vendor Company to identify them.
9. There shall be a review of work every 15 days and any shortcoming in service shall be immediately attended to by the Vendor, Department reserves the right to cancel the contract at any time if the work is not satisfactory.
10. The vendor has to work in co- ordination with the Officers of CHS, Air Cargo Complex, Mumbai.
11. The Safaiwala shall report daily to CHS Section who will direct their work.

12. Individual Safaiwala's personal details including photograph, detailed address with proof has to be given to CHS for record, by vendor. Any charge has to be notified immediately to CHS. Vendor will obtain identity card from MIAPL.
13. Bill of payments may be presented at the end of every month for procession payment by the department.
14. In the case of any damages/ destruction or loss to the property of Customs MIAL/ NACIL or any other person, the vendor shall compensate by way of replacement or as otherwise determined.
15. The vendor shall follow all the rules/ regulations as prescribed in labour and any other law applicable in this regard. A per office Memorandum dated 23.01.2013 vide F.No. - 14(113) Misc. RLC(Coord.)/ 2012 issued by Office of the Labour Commissioner, Ministry of Labour and Employment, Govt. of India, following mandatory conditions.
  - A. As per labour (Regulation and Abolition) Act, 1970 and central rules thereunder which provide regulation of contract labour before engagement of labour establishments.
  - B. As per Section 23 of the above mentioned act, whoever contravenes provision of this Act or of any rules made thereunder prohibiting or contravenes any condition licenses granted under this Act, shall be punishable with imprisonment for which may extend to three months, or with fine which may extend to one thousand rupees, or with both, and in the case of continuing contravention with an additional fine which may extend to one hundred rupees for every day during which such contravention continues after conviction for the first such employment of contract labour shall be punishable with imprisonment of a term which may extend to one thousand rupees, or with both and in the case of a continuing contravention with an additional fine which may extend to one hundred rupees for everyday during which such contravention continues after conviction for the first such contravention.
  - C. As per Section 23 of the above mentioned Act. If any person contravenes any of the provisions of this Act or any rules made thereunder for which no other penalty is elsewhere provided, he shall be punishable with imprisonment for annual term which may extend to three month, or with fine which may extend to one thousand rupees, or with both. Provide penalty for contravention of others offences shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to one thousand rupees, or with both.

(Rakesh Jolly)  
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CHS/ Air Cargo Complex, Mumbai.