



कार्यालय प्रमुख आयुक्त, केंद्रिय वस्तु एवम सेवा कर, केंद्रिय उत्पाद शुल्क
३५-सी, न्यु जी एस टी भवन, प्रशासनिक क्षेत्र, अरेरा हिल्स, भोपाल

OFFICE OF THE PRINCIPAL COMMISSIONER

CGST & CENTRAL EXCISE

35-C, GST BHAWAN, ADMINISTRATIVE AREA, ARERA HILLS, BHOPAL (MP)

{Tele. No. (0755) 2553401, 2551771, Fax 2557816}

F.No. I(22)2/2018/Admn/Hqrs./Pt.I/8843 Bhopal, January 3, 2019

TENDER NOTICE FOR OUTSOURCING OF "SECURITY SERVICES"

On behalf of the president of India, the Office of the Principal Commissioner, CGST & Central Excise, 35-C, GST Bhavan, Administrative Area, Arera Hills, Bhopal invites Sealed Tenders under two part-bid system i.e. (i) **Technical Bid (Annexure-I)** and (ii) **Financial Bid (Annexure-III)** for providing Security Services (with Arms) at 35-C, GST Bhavan, Administrative Area, Arera Hills, Bhopal on 24x7 basis round the clock on all days including Sundays and holidays. Each period consist of 8 hrs. and total **03 (three) Security Guards (with arms)** are required for this tender.

2. The Tender document can be downloaded from the departmental website viz. www.cbic.gov.in/ [www.cbec.gov.in.](http://www.cbec.gov.in/) The sealed envelopes can be dropped in a drop box kept in front of the Control Room at Ground floor, 35-C, GST Bhavan, Administrative Area, Arera Hills, Bhopal.

Date of publishing the tender	04.01.2019
Last date of submission of Bid/Tender	25.01.2019 (12:00 hrs.)
Date of opening of the Technical Bid/Tender	25.01.2019 (14:00 hrs.)
Date of opening of Financial Bid/Tender	25.01.2019 (16:30 hrs.)

3. The Financial Bids (**as per Annexure-III**) of only those Tenderers who fulfils the Technical conditions and pre-qualification requirements as mentioned in **Annexure -I & II** will be opened on 25th January, 2019 at 16:30 hrs.

4. Technical Bid containing Technical and other details as per Annexure-I and Financial Bid as per Annexure-III, both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and sealed and be superscribed as "**Tender for providing security Guards-Technical Bid**" and "**Tender for providing Security Guards-Financial Bid**" respectively. Both the envelopes should be placed in a single sealed cover and superscribed as "**Quotation for hiring Security Guards by CGST & Central Excise, Bhopal**" and should be submitted to the Principal Commissioner, CGST & Central Excise, GST Bhawan, 35-C, Administrative Area, Arera Hills, Bhopal by due date.

5. The tenders not submitted in proper form or in due time will be rejected. Bidders or their representative may remain present there at the time of opening of the tender.

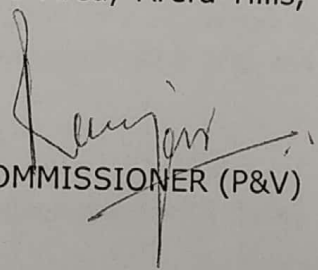
6. The Principal Commissioner, CGST, & Central Excise Bhopal reserves the right to cancel or postpone the date/time of opening of tender without assigning any reason thereof.


(RANJEET KUMAR)

JOINT COMMISSIONER (P&V)

Copy to:

- ✓ 1. The Superintendent (System), CGST & Central Excise Hqrs., Bhopal for uploading on website.
2. The Web Manager, Directorate General of Systems & Data Management, CBIC, 4th & 5th floor, Samrat Hotel, Chanyakyapuri, New Delhi-110021 for uploading on the departmental website.
3. The Chief Accounts Officer, CGST & Central Excise Hqrs., Bhopal
4. Notice board - 35-C, GST Bhawan, Administrative Area, Arera Hills, Bhopal/Paryavas Bhavan, Bhopal


JOINT COMMISSIONER (P&V)

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 on providing Security services (enclose proof such as performance reports from clients copies):
6. License No. if any, obtained under Private Security Agencies (Regulation Act, 2005. (attach photocopy of the license):
7. Date of establishment of the firm:
8. Average Annual Turnover (last 3 years ended 31.03.2018) certified by Chartered Accountant.
9. (a) Permanent Account Number (PAN)
(The evidence of filing of IT returns along with profit and loss account & balance sheet for the last two financial years to be enclosed) (F.Y. 2016-17 & 2017-18):
(b) Details of GST Registration (along with photocopy of registration certificate):
10. Details of ESI & EPF Registration Along with evidence.
11. Details of EMD:

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 Bidder/Authorized Signatory with date)

Name & address of the Tenderer.....

.....

Contact No.

specified will be rejected and the Principal Commissioner, CGST & Central Excise, Bhopal reserves the right to accept or reject any tender in part or full, without assigning any reasons thereof.

7. Earned Money Deposit (EMD) -the tender complete in all aspects is required to be submitted along with the E.M.D. of **Rs. 20,000/- (Rupees twenty Thousand only)** in the form of D. D./ Banker's Cheque drawn in favor of "**Pay and Accounts Officer, Central Excise, Bhopal**" The details of EMD in the form of DD/ Banker's Cheque should be uploaded with the Technical Bid.

Qualifying bids without EMD will be rejected. The EMD of the unsuccessful tenders will be refunded only after completion of the tender process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure-I and II are found to be incorrect /false during the tender selection process. No interest shall be paid on the returned EMD and EMD of selected bidder can be returned on furnishing performance guarantee as detailed below.

Performance Guarantee :- The successful bidder has to submit performance guarantee deposit of an amount of Rs. 50,000/- (Rs. Fifty thousand only) in the form of Demand Draft/Banker's cheque, payable at Bhopal, from a Nationalized Bank in favour of Pay and Accounts Officer, Central Excise, Bhopal before awarding the contract.

8. The service provider should have valid E. S. I., PF and GST registration. The rates in respect of Security Services are to be quoted in Rupees per month basis inclusive of

Employer's contribution towards E. S. I. & P.F. to be paid. The quoted rates should be exclusive of GST applicable. The service provider would be liable for ensuring compliance with the relevant Rules and Regulations etc and all the laws prevailing in relation to the contract labour notified by the Government of India from time to time in this regard.

9. All existing statutory regulations of both State as well as Central Government shall be adhered to by the service provider viz. Central Minimum wages Act 1948, Payment of Wages Act 1936, EPF Act 1952, ESI Act 1948, the Contract Labour (R&A) Act, 1970, Income tax Act, Service tax Act, GST Act and all other applicable Acts shall be complied with by the service provider. Any default would be viewed seriously resulting in cancellation of contract.

10. The bidder shall pay all its contractual employees payment as per the Central Government Notification No. 1/38(6)2018-LS-II dated 28.09.2018 w.e.f. 01.10.2018.
11. The bidder should have minimum **three** years of experience in providing Security Services to reputed organisations. Self attested copies of agreement/ work order from the said clients shall be provided as documentary evidence.
12. The bidder should be registered with ESI & EPF department before **30.11.2018**. Copies of the registration papers along with code numbers attached to the Agency/Firm are to be enclosed along with tender documents.
14. Documentary evidence should be enclosed regarding the GST registration and Service Tax registration and tax paid during last two financial years.
15. The bidder should be registered with Income Tax department and copy of PAN Card and balance sheet for last two years of the agency/firm are to be furnished.
16. The service provider shall arrange necessary insurance covered by persons deployed by him even for short duration. This office shall not entertain any claim arising out of any mishap, if any, that may take place during the course of work. In the event of any liability/claim falling on the office, the same if any shall be reimbursed/indemnified by the service provider.
17. The service provider person shall not claim any benefit/compensation, absorption, regularization same with this office under the provision of Industrial dispute Act 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
18. The Security Agency shall provide extra person(s) if desired by the office, during the period of this agreement at the rates already agreed in this contract.
19. The antecedents/character of all the security personnel to be provided in CGST & Central Excise Bhopal should be verified through police before deployment for work by the agency at their own cost. The department reserves the right to any further independent verification (including police verification) if needed, and the agency co-operation will be desired in this regard.
20. The bidder / service provider will attract a penalty of **Rs. 1000/-** (Rupees one thousand only) per day per person in addition to pay-cut for the day for any absence of the security guard deployed under this service contract.

21. The successful bidder/service provider shall not be allowed to transfer, assign or sub-contract their rights and liabilities under this contract to any other agency without the prior written consent of this office.
22. The security guards shall perform their duties diligently ensure protection to the entire premises of the CGST & Central Excise, GST Bhawan, 35-C, Administrative Area, Arera Hills, Bhopal including the open areas, its movable and immovable properties. They will check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public /visitors and alert the concerned officer-in-charge in alarming situations, and perform such other duties as may be assigned by officers concerned from time to time. The guards should be skilled enough in traffic management, operating of water pumps, generator sets, lifts and efficient handling of fire fighting equipments in case of any fire incident. The guards should be able to read write English/Hindi and speaking local language also.
23. The security guards shall be vigilant so that no person shall carry away any articles belonging to the office, out of its premises, and in such an event, he shall immediately inform the concerned officer-in-charge and act in accordance with the instructions given by him/her from time to time.
24. The Security agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer concerned on a regular basis. In case the security guards provided by the agency to this office are found to indulge in undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this office shall be at liberty to lodge complaints before appropriate authorities. No private work should be done within the office premises.
25. In case of any theft/pilferage of any property belonging to the office, the concerned officer-in-charge shall inform the Security Agency and register complaints with the police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department.
26. The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, batons, etc. to the security guards and shall ensure that their turnout is smart in all respects. Rain boots and rain coats should be provided to them during the rainy season.

27. At any time if, department is dissatisfied with the services of any personnel deployed by the agency, the agency will replace such personnel on the request/complaint of the department immediately.
28. (i) The service provider is responsible for payment of monthly wages payable for the year to them under law thereof and any other charges applicable from time to time. The Service provider should ensure that wages are paid on time every month and proof of such payment shall be submitted every month to Admin Officer, CGST & Central Excise Hqrs., Bhopal.
- (ii) In case, this office receives any complaint regarding non-payment of wages to the personnel deployed, the amount payable to these personnel will be recovered from contractor's bill and paid to such personnel.
29. The amounts quoted should be applicable for the entire period of contract and no request for enhancement will be entertained. So the amount quoted should include future hikes in daily wages fixed by the appropriate authorities.
30. The payment would be made to the Service Provider normally within 15 (fifteen) days of submission of the bill. 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;
31. The persons engaged by the contracting agency will be the employee of the Security Agency only and not of CGST & Central Excise, GST Bhawan, 35-C, Administrative Area, Arera Hills, Bhopal.
32. The mode of payment of services will be monthly and through Electronic Clearing System. TDS shall be deducted at source as per the applicable Income Tax Rules/GST Rules from the monthly bills.
33. The Security Agency shall strictly comply with the terms and conditions of the agreement which will be executed with the successful bidder. Failure by the agency to comply with such statutory requirements and / or the terms of the agreement during the period of contract or deficiency in services will result termination of the contract.
34. In case the agency withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement shall be borne by the successful bidder.
35. Any dispute arising out of the agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Bhopal jurisdiction only.

ANNEXURE-III

(Financial Bid Document)

1. Name of the party/Service Agency
2. Address (with Telephone No & Fax No):
3. Monthly rate quoted per person per month:-

Sr. No.	Components	Rate per month
1.	Wages	
2.	EPF (employers contribution)	
3.	ESI (employers contribution)	
4.	Agency Charges (<i>Mandatory</i>)	
Total		
GST		
Grand Total		

Note 1 : If any bidder quoted NIL or left blank the column no. 4 above, i.e. "Monthly Service Charge" the bid shall be treated as unresponsive and will not be considered.

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 Bidder/Authorized Signatory
with date)

Name & address of the
Tenderer.....

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Contact No.
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