

**OFFICE OF THE  
PRINCIPAL COMMISSIONER CUSTOMS, GST & CENTRAL EXCISE,  
NAGPUR-I COMMISSIONERATE**

Post Box No.81, Civil Lines, Telangkhedi Road, Nagpur – 440 001.

Tel. (0712) 2564292 / 2551317

**F.No.I(22)02/2018/Admn./N-I/**

**Nagpur, dated 23.02.2018**

Sub: Providing Security Services on Contract basis

Office of the Principal Commissioner of Customs, GST & Central Excise, Nagpur-I, invites sealed tenders under two-bid system from reputed and experienced agencies for providing round the clock Security at i) the office premises of Principal Commissioner, GST & Central Excise, Nagpur-I situated at Telangkhedi Road, Civil lines, Nagpur-440001 and ii) the Guest House at Central Excise Residential Colony, situated near Balaji Temple, Seminary Hills, Nagpur-440006 by deploying required numbers of Security Personnel.

2. The quotations submitted by the bidders should be in two parts (a) Technical Bid comprising of (b) Annexure I duly signed in token of having accepted the General Terms and Conditions, Annexure II duly signed in token of having read and understood the scope of work and (c) Annexure-III i.e. “pre-qualification requirement for award of contract for Security services” complete in all respects, in one envelope and (ii) Financial Bid (Annexure IV) in another envelope. Once again its emphasized that the technical bid and financial should be in separate envelopes.

In the technical bid, the tenderer will provide (i) Details of his PAN, Service Tax registration and details of ESIC, PF etc. (attach photo copies). (ii) Details about his experience in the field, and the other organizations for which he is providing such services. (iii) Details regarding compliance of statutory laws, number of persons proposed to be deployed, etc. iv) Valid license issued from the respective State Controlling Authority (attach photo copies).

In the financial bid he will submit the quotation for his charges.

It should be written boldly on top of both the envelopes as 'TECHNICAL BID' and 'FINANCIAL BID'. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words '**QUOTATIONS FOR SECURITY SERVICES 2018-2019' on top** and should reach this office at the above mentioned address **before 16.00 hrs. on or before 14th March 2018.** The technical bids shall be opened on **16th March 2018 at 16.00 P.M.** The Tenderers who wish to be present at the time of opening of tender may present themselves or authorize their representatives with authority letter. **The bid security (EMD) of Rs. 40,000/-** (Rupees Forty thousand only) should be paid by Demand Draft in favour of Assistant Chief Accounts Officer, GST & Central Excise, Nagpur-I payable at Nagpur. No other method of payment shall be accepted.

3. The Financial Bids of only those Tenderers will be opened who fulfill the Technical conditions as mentioned in Annexures – I, II & III.

4. The Principal Commissioner of GST & Central Excise, Nagpur-I, reserves the right to postpone / and / or extend the date of receipt /opening of quotations or to withdraw the same, without assigning any reason thereof.

Encl: Annexure - I to IV

**ASSISTANT COMMISSIONER (P&V)  
GST & CENTRAL EXCISE, NAGPUR-I**

**TECHNICAL BID**

**Annexure -1**

**GENERAL TERMS AND CONDITIONS OF THE TENDER**

1. The service provider shall provide round the clock security service i.e 24 hours day for 365 days a year. A single shift will have normal duration job of eight hrs. Normally there shall be three shifts of eight hours each.

The security services and provision for the required manpower shall be as under

Shift	Name of the premises	Numbers of security guards required in each shift.	Name of the premises	Number of security guards required in each shift
Three Shift of eight hrs. Round the clock.	Office of the Principal Commissioner GST & Central Excise, Nagpur-I	One each.	For guest house of Central Excise Residential colony, Seminary Hills, Nagpur	Three each.
General Shift		Four`		
	Total	07		09

2. The Security personnel should be educated and trained preferably by Ex-Army. They should be well built, physically fit and ever ready for standing duty. They should be smartly dressed and display a pleasant disposition, always alert and agile in their duty. The security personnel should be present in smart discipline and follow all the rules and regulations. They should be available on duty as per duty schedule strictly and extend courtesy to all officers in the office and Guest House.

3. The contract would be preferably awarded to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender. However, to safeguard against failure by this agency to provide the services as per terms and conditions of the tenderer, the competent Authority reserves the right to empanel other tenderers who are prepared to provide the services as per same terms and conditions as that of L-1 tenderer by giving one month notice.

4. 1 a) Tenderers providing similar service to other Government Departments will be given preference.
- b) Tenderers should be paying minimum wages to their employees in time, as prescribed by Govt. of India Ministry of Labour & Employment Office of the Deputy Chief Labour Commissioner (Central), Nagpur -440 006 (MS) issued vide letter No. N-92(I) /2015/MW dated 17/10/2016 (**Copy enclosed (Para - VI).**
- c) It shall be mandatory for the Tenderers to be duly registered with ESIC, Provident Fund, GST and other relevant statutory authorities dealing with employment of labour as per Central Government. Govt. of India Ministry of Labour & Employment Office of the Deputy Chief Labour Commissioner (Central), Nagpur -440 006 (MS) issued vide letter vide letter No N-92(I) /2015/MW dated 17/10/2016 ( Copy enclosed (Para vi)order in file.

Apart from the above all existing statutory regulations of both the State as well as the Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office every quarter. 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.

- d) Tenderers employing local youths will be given preference.
  - e) The person employed should work on all days.
  - f) Tenderer should not indulge in employing child labour.
  - g) The security personnel shall be between the age group 20 yrs. to 50 yrs. only with good physical fitness.
- 5) The Principal Commissioner of GST & Central Excise, Nagpur-I, (hereinafter referred to as the Commissionerate) reserves the right to postpone and/or extend the date of receipt/ opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
- 6) The Tenderers are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down with breakup of wages to be paid to each employee month wise and nos. of person to be employed.
- 7) All the rates must be written both in figures and in 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.
- 8) Rates/Quotations should be submitted and signed by the authorized representative of the Tenderers with its current business address.
- 9) The Tenderers must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the tenderer in the Rates/Quotations and accepted by the Commissionerate.
- 10) Notwithstanding anything contained herein, the Commissionerate serves the right to terminate the contract by giving 1 (one) month's notice in writing.
- 11) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the Tenderers. The Tenderers shall arrange necessary insurance cover for all persons deployed by them. The Commissionerate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Commissionerate, the same shall be reimbursed/indemnified by the Tenderers.
- 12) Tenderers shall in no case lease/transfer/sublet or appoint another care taker for services.
- 13) No other person except the Tenderer's authorized representative shall be

allowed to enter the premises of the Commissionerate.

- 14) Tenderer shall be solely responsible for payment of wages/salaries other benefits and allowances to the personnel that might become applicable under any Act or Order of the Govt. The Commissionerate shall have no liability whatsoever in this regard and the Tenderer shall indemnify this Commissionerate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
- 15) Tenderers shall be fully responsible for theft, burglary, fire or any mischievous deeds by their staff. Any loss due to any of above reasons shall be compensated by the Tenderers.
- 16) It is made clear that the engagement of any service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.
- 17) The Tenderer will provide his staff with the necessary uniforms, the cost of which shall be borne by the service provider.
- 18) Photographs, full address and telephone number of all security personnel should be provided for records. The Police verification of all personnel should be completed in all respects.
- 19) No private work should be done within the office premises.
- 20) Valid license issued from the respective State Controlling Authority (attach attested copies).
- 21) The quotations should be accompanied by an earnest money of **Rs. 40,000/-(Rupees Forty Thousand Only)** in the form of Demand Draft (DD) only in the name of the Assistant Chief Accounts Officer, the Commissioner of GST & Central Excise, Nagpur-I, **unless otherwise exempted under GFR, 2005**. Cash and cheque will not be accepted. **Quotations received without earnest money shall be summarily rejected.** The earnest money shall be returned to the unsuccessful Tenderer after the finalization of the contract. With respect to the Tenderer whose quotation is finally accepted, the earnest money deposited with the Tender Document will be adjusted towards performance security amount of 5% of the total contract value.

## **22. FINAL PAYMENT :**

The contractor shall submit the bill for every month by the 10<sup>th</sup> day of next month–duly certified by the caretaker. No interim bills will be entertained. Payment will be made through Cheque provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective caretaker. The payment is subject to TDS applicable according to the Income Tax Act, 1961.

## **PENALTY :**

In addition to cutting of wages at the rates for the time being in force, an additional penalty of Rs. 500/- per day per person will be imposed, in case the person fails to carry out the services due to his absence or any other reason.

**23. Mode of submission of bids:**

The sealed tenders should be addressed to:-

“The Principal Commissioner of GST & Central Excise, Nagpur-I, Kendriya Utpad Shulk Bhavan, Telangkhedi Road, Civil Lines, Nagpur - 440001.”

The tenderers are required to submit two bids, i.e., Technical bid and Financial bid in the prescribed proforma which may be obtained from the website. In the Technical bid, the tenderer will provide (i) Details of his PAN, GST registration and details of ESIC, PF etc. (attach duly attested by authorized signatory copies). (ii) Details about his experience in the field, and the other organizations for which he is providing such services (**In original**). (iii) Valid license issued from the respective State Controlling Authority (attach duly attested by authorized signatory copies). (iv) Details regarding compliance of statutory laws, number of persons proposed to be deployed, etc. In the financial bid he will submit the quotation for his charges. It should be written boldly on top of both the envelopes as 'TECHNICAL BID' and 'FINANCIAL BID'. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words 'QUOTATIONS FOR SECURITY SERVICES 2018-19' 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.

**24. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS before 16.00 hrs. on or before 14th March 2018.** Bids received later than the stipulated date and time will not be considered under any circumstances. The tenders will be opened on **16th March 2018 at 16.00 P.M** by the Tender Evaluation Committee, where the representative of the Tenderers are requested to be present.

**25.** The tender details are available on [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in) and [www.cbec.gov.in](http://www.cbec.gov.in)

FOR ANY CLARIFICATION IN THE MATTER AND/OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH SUPERINTENDENT(ADMN.), GST & CENTRAL EXCISE, NAGPUR-I, CIVIL LINES TELANGKHEDI ROAD, NAGPUR- 440 001  
TELEPHONE NO. : 0712 – 2549646.

**ASSISTANT COMMISSIONER (P&V)  
GST & CENTRAL EXCISE NAGPUR-I**

F.No.I(22)02/2018/Admn./N.I/

Nagpur, dated 23.02.2018

Copy to:

1. Notice Board.
2. The Web Manager, Directorate General of System & Data Management, 4<sup>th</sup> & 5<sup>th</sup> floor, Samrat Hotel, Chanakyapuri, New Delhi – 110021 for wide publicity through departmental website.7
3. The Commissioner, GST & Central Excise, Nagpur-II for information please.
4. The Commissioner, GST & Central Excise, Nagpur-I, for information please
5. The Commissioner(CUSTOMS), Air Customs Unit, Nagpur, for information please

## **Annexure II**

### **SCOPE OF WORK**

1. Screening and recording details of every visitor in a register viz. Name, Address, Mobile No. Time of Visit, Purpose of Visit etc.
2. Checking / inspection and recording of all incoming and outgoing material & transaction through gate passes / challans / bills etc.
3. Proper Security Surveillance and close watch in public areas, detect unsocial elements, like pick pocketers etc.
4. Supervise and look after the sanitation, hygiene and pesticide operation etc.

We have read and understood the scope of the work

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

### **Annexure III**

Pre-Qualification requirement for award of contract for Security Services.

1. Name of the Firm with telephone, FAX and complete address
2. Registration details of the firm (attach attested copies)
3. Service Tax registration details (attach attested copies)
4. Permanent Account Number (PAN) (attach attested copies)
5. Details of ESIC & EPF registration along with evidence (attach attested copies)
6. Shop Act Licence No. & Date
7. Contract Labour Act Licence No. &  
Date & its validity period
8. Financial soundness certificate details. The solvency certificate should not have  
been take prior to one month from the date of issuance of tender notice.  
(attach original letter of the Bank)
9. Experience of Min 2 years/ details of present clients  
(attach job order / service certificate from Government Office / PSUs)
10. Valid license issued from the respective State Controlling Authority (attach  
attested copies)

#### **DECLARATION:**

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicted in Annexure I and shall abide by them. I/We also understood the parameters of the proposed scope of work in Annexure II and shall abide by them also.

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

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:



**Annexure IV**

**FINANCIAL BID**

1. Name of the Tenderer :
2. Full address (with Telephone & FAX Number) :
3. Total amount to be paid per Month :-  
(including all Taxes, amounts to be  
paid under various Statutory Acts and  
Commission charged, if any)
4. Validity period of rates :-

Rates should be indicated in both figures and words. If there is any difference between the two said rates, the rates quoted in words will prevail.

**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 shall be blacklisted and will not have any dealing with the department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Signature of Authorized Signatory with date :

Name of the Firm:

Seal: