



भारत सरकार
GOVERNMENT OF INDIA
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी
CENTRAL GST COMMISSIONERATE, GUWAHATI



File No. I(22)06/TENDER/PRO/GST/GHY/2018/3106-08 Dated 12/9/2018.

NOTICE INVITING E-TENDER FOR OUTSOURCING 'SECURITY SERVICES'

On behalf of the president of India, the Office of the Commissioner, CGST, Guwahati, invites E- Tender under two-bid system i.e (i) **Technical Bid (Annexure-i)** and (ii) **Financial Bid (Annexure-III)** from reputed and authorized Security agencies engaged in the Security Services business for providing **total 08 (eight) security guards** at GST Bhawan, Kedar Road, Guwahati on 24x7 basis (as detailed in para.1 of Annexure-II) for a period of one year from the date of agreement/contract.

2. The Tender document can be downloaded from the Central Public Procurement Portal (CPPP) www.eprocure.gov.in or www.cbec.gov.in . All the information /updates will be uploaded on the portal and no physical enquiry will be entertained at office in this regard.

CRITICAL DATE SHEET

| | |
|---|----------------------|
| Date of publishing the tender | 12.09.2018 (1500hrs) |
| Bid/Tender document download start date | 12.09.2018 (1600hrs) |
| Last date of upload of Bid/Tender on portal | 05.10.2018 (1200hrs) |
| Date of opening of the Technical Bid/Tender | 05.10.2018 (1400hrs) |
| Date of opening of Financial Bid/Tender | 08.10.2018 (1600hrs) |

3. The Financial Bids (as per Annexure-III) of only those tenderers will be opened on **08th Oct, 2018** at **04.00 PM** who fulfills the Technical conditions and pre-qualification requirements as mentioned in Annexures –I & III.

4. The Commissioner, Central GST & Central Excise, Guwahati reserves the right to cancel or postpone the date of opening of quotations without assigning any reason thereof.

ममता सैनी
12/19/2018
(Mamta Saini)

Deputy Commissioner

Copy to :

3106-08
12/19/18

- ✓ 1. The Superintendent (System), CGST, Guwahati for uploading on website.
2. Admin Officer, CGST, Guwahati.
3. Notice Board.

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 Security services (enclose proof such as performance reports from clients or TDS 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) :
(c) Amount of Service Tax paid during the Year 2015-16, 2016-17 (Attach proof of payment of Service Tax) :
(d) Details of GST payment for last one year.
11. Details of ESI & EPF Registration Along with evidence.):
- 12.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/Authorised Signatory with date)

Name & address of the Tenderer.....

Contact No

Annexure-II

Pre-qualifications and Terms & Conditions of the Tender for Outsourcing of Security Service

1. The service provider shall provide 08 security guards for round the clock security service i.e 24 hours a day for 365 days a year. Normally there shall be three shifts of eight hours each. **The security service shall be provided on all days including Sundays and holidays.**

The security services and deployment of the required manpower shall be as under:

| Shift | Time | Number of security person required in each shift | Scope of Work |
|--------------------|---------------------|--|--|
| First Shift | 06.00 to 14.00 hrs | 02 | Should look after the security of entire office premises, round the clock. |
| Second Shift | 14.00 to 22.00 hrs | 02 | |
| Third Shift | 22.00 to 06.00 hrs | 02 | |
| During Working Hrs | 09.00hrs to 1800hrs | 02 | 01 will be deployed at entrance (reception area) & 01 will be deployed in parking area ensuring proper parking & security of vehicles. |

4. The security agency shall provide total 08(eight) security guards who will be deployed as detailed above as per the direction and supervision of the aforesaid office.
5. Preferably Ex-Servicemen, able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty.

Persons so deployed shall not be below 21 years and not above 55 years. They shall perform their duties to the satisfaction of this office. The Security personnel should be educated and 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.

6. Inspection of the office premises by the potential bidders can be made between 10 a.m. and 5 p.m. on any working day.
7. The agreement will be in force for a period of one year from the date of award of contract. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions hereinafter specified will be rejected and the Commissioner, CGST, Guwahati reserves the right to accept or reject any tender in part or full, without assigning any reasons thereof.
8. **Earnest Money Deposit (EMD)** The tender complete in all aspects is required to be submitted along with the E.M.D. of Rs. 40,000/- (Rupees Forty Thousand only) in the form of D.D./Banker's Cheque drawn in favour of "**Commissioner, Goods & Services Tax**" payable at "**Guwahati**". 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 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.
9. **Performance Guarantee:-** The successful bidder has to submit performance guarantee deposit of an amount equivalent to one month's payment in the form of Bank Guarantee from a Nationalised Bank in favour of "The Commissioner, CGST, Guwahati" before awarding the contract. Performance Guarantee should remain valid for a period of 90 (Ninety) days beyond the date of completion of the contract.
10. 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. and bonus 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.

11. All existing statutory regulations of both State as well as Central Government shall be adhered to by the service provider and the wages paid to the security personnel should strictly adhere to the Minimum Wages Act, 1948 and Contract Labour (R&A) Act, 1979 and Bonus Act. Any default would be viewed seriously resulting in cancellation of contract.
12. The bidder should have minimum three years of experience in providing Security Services to at least any one of the Govt. organizations/Public Sector Undertakings/Large Corporate offices. Self attested copies of agreement/work order from the above mentioned clients shall be provided as documentary evidence.
13. The bidder should be registered with ESI & PF department before 25.09.2018. Copies of the registration papers along with code numbers attached to the Agency/Firm are to be enclosed alongwith 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 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.
17. The antecedents/character of all the security personnel to be provided in GST Bhawan 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.

18. The bidder /service provider will attract a penalty of Rs. 500/- (Rupees five hundred 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 .
19. 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.
20. The security guards shall perform their duties diligently and ensure protection to the entire premises of the GST Bhawan, Kedar Road Guwahati including the open areas, built up 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 and write English/Hindi and speaking local language also.
21. 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.
22. 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 any 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.

23. In case of any theft/pilferage of any property belonging to 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.
24. 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.
25. At any time if, department is not satisfied with the services of any personnel deployed by the agency, the agency will replace such personnel on the request/complaint of the department immediately.
26. The service provider is responsible for payment of monthly salary, gratuity, leave salary, bonus payable for the year included in the monthly salary, gratuity, etc. (if any), payable to them under law thereof and any other charges applicable from time to time. The Service provider should ensure that salaries are paid on time every month and proof of such payment shall be submitted every month to Admin Officer, Hqrs. CGST, Guwahati;
27. 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.
28. 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;

29. The persons engaged by the contracting agency will be the employee of the Security Agency only and not of Central Goods & Services , Guwahati;
30. 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 from the monthly bills.
31. 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 in termination of the contract.
32. 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.
33. 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 Guwahati jurisdiction only.

ANNEXTURE –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

| Sl No. | Components | Rate Per month (Rs.) |
|--------------------|-------------------------------|----------------------|
| 1. | Wages | |
| 2. | EPF (employer's contribution) | |
| 3. | ESI (employers contribution) | |
| 4. | Service Charges | |
| Total | | |
| GST(9%+9%) | | |
| Grand Total | | |

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/Authorised Signatory with date)

Name & address of the Tenderer.....

Contact No