


 <p>सत्यमेव जयते</p>	<p>भारतसरकार/GOVT. OF INDIA          वित्तमंत्रालय :: राजस्वविभाग          MINISTRY OF FINANCE : DEPARTMENT OF REVENUE          सहायक आयुक्त का कार्यालय          OFFICE OF THE ASSISTANT COMMISSIONER          जीएसटी और उत्पाद शुल्क प्रभाग./GST &amp; CENTRAL EXCISE DIVISION          सीआर बिल्डिंग: सर्किट हाउस रोड : सिलचर -788001          C.R. BUILDING : CIRCUIT HOUSE ROAD : SILCHAR- 788001          ☎-91-3842-237780 / ✉- 91-3842-236418 ✉- cexsilchar@gmail.com</p>	
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C.No.II (39)2/ET/S.Guard/ACS/2017/107

Date: 20/06/2019

**NOTICE INVITING TENDER FOR HIRING OF SECURITY GUARDS IN CGST AND CENTRAL EXCISE DIVISION, SILCHAR FOR THE YEAR 2019-20**

Sealed afresh Tenders are invited from reputed placement agencies for the supply of 03 (Three) numbers of Security Guards for the **Financial Year 2019-20** on 'no work no pay basis' for the Office of the Assistant Commissioner of CGST & Central Excise, Silchar. The detailed terms and conditions are in **Annexure "A"** which can be downloaded from the website [www.centralexciseguawahati.gov.in](http://www.centralexciseguawahati.gov.in) or can be taken from the Assistant Public Relation Officer, CGST & Central Excise Division, Silchar. The interested Service providers are requested to submit their Tender documents duly signed and stamped, in a sealed cover to the Assistant Public Relation Officer, Office of the Assistant Commissioner of CGST & Central Excise, Silchar. The Tenders can also be sent by Registered Post/AD. Tenders will be received on or before **10.07.2019 up to 12:00 hrs.** Tenders shall be opened on the same day at **16:00 hrs.** The parties who wish to be present at the time of opening of Tenders may represent themselves or authorize their representatives with an authority letter. The Assistant Commissioner of CGST & Central Excise, Silchar reserves the right to accept or reject any or all tenders without assigning any reasons.

  
 (बी.बी. कर्मकार/ B.B. Karmakar)

सहायक आयुक्त / Assistant Commissioner


TERMS AND CONDITIONS

1. The vendor shall provide well trained and experienced person round the clock to perform the various functions assigned to him by this office from time to time. The personnel deployed should be provided with suitable distinctive uniform.
2. Rate should be indicated in both figures and words. If there is difference between the two said rates, the rate quoted in words will prevail. Rates quoted should be inclusive of all taxes, etc.
3. The vendor shall comply with all applicable laws of the Central Govt., State Govt. and any other Law of the time being in force including the GST Law. This office will not be responsible for any dispute that may arise in connection with the subject service, between the vendor and any State or Central Govt. department, e.g. authorities dealing with EPF, ESI, Labour Laws, GST, Income Tax, etc or any local body.
4. The vendor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
5. The Rate shall be as per Minimum Wages Act issued by Government of India.
6. The Competent authority reserves the right to terminate the contract, by giving **30 days** notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.
7. The vendor shall in no case lease/transfer/sublet/appoint caretaker for the Service endured.
8. Vendor shall ensure that the guards deployed by him do not have any criminal antecedents.
9. Vendor shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the department indemnified against all actions.
10. The Contractor will provide his staff with the necessary uniform. The cost will be borne by the service provider. Contractor is required to verify the antecedents of persons employed including past police records, before deploying the persons in this office.
11. For any loss, damages caused by the personnel deployed, to any person/property/equipment of the office, the vendor will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the Competent Authority. Further in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the Law.



12. Vendor shall be solely responsible for payment of wages/salaries/other benefits, allowances and all other statutory/other dues payable as per Central Government Rates, as applicable to personnel deployed that might become applicable under any Act or Order of the Government. The department shall have no liability whatsoever in this regard.
13. The department shall not entertain any claim, damage, insurance liability, etc arising out of mishap/accident etc to the personnel employed by the vendor. The vendor will take such necessary action, under the various Act/Rules/Laws as required to take care of the personnel deployed including medical treatment and transportation to hospital etc as and when required.
14. The vendor should specifically note that the engagement of the service provider under the contract does not in any way confer any right on the Service Provider or the person that may be deployed by him in this office for claiming any regular employment in this office or any other Government Office. The Service provider should also obtain a written undertaking from the person deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.
15. The vendor will comply with all the legal rules, Regulations and Statuary obligations cast on him as per Central/State Government/Municipality/Local Bodies relating to such deployment of personnel.
16. In case of any default by the vendor in respect of any of the terms and conditions, (whether General or Special), the Competent Authority may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, giving **30 days** Notice in writing to the vendor. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the vendor as per Agreement.
17. Manpower required for execution of the entire work daily including transport of personnel deployed to the office will be arranged by the vendor. In case some personnel are not able to attend work, it would be the responsibility of the Vendor to provide another suitable workman in his place.
18. Attendance register of the staff deployed will be maintained. The personnel will render service every day for all 24 hours including all holidays. They will also attend to any unforeseen jobs as well as exigency of Work. No extra payment for this shall be made.
19. Tenders are invited in two parts i.e. (A) Technical Bid and (B) Financial Bid.

20. The tender format for Technical and Financial bid are as per Annexure 'B' and 'C' respectively are to be submitted in two separate sealed cover addressed to the Public Relations Officer , Office of the Assistant Commissioner of CGST & Central Excise, Circuit House Road, Silchar-788001.
21. Sealed tenders addressed to the Public Relations Officer, Office of the Assistant Commissioner of CGST & Central Excise, Circuit House Road, Silchar-788001, super scribed "**Bid of Placement Agencies for Security Personnel**" must reach this office by 10.07.2019 up to 12:00 hrs and shall be opened on the same day at 16:00 hrs.


  
(बी.बी.कर्मकार/ B.B. Karmakar)

सहायक आयुक्त / Assistant Commissioner

C.No.II(39)2/ET/S.Guard/ACS/2017/  
Copy to: 10/14-16

Date : 20/06/2019

1. The Commissioner, GST Commissionerate, Guwahati, "GST Bhawan", Kedar Road (Near A.T. Road Flyover), Machkhowa, Guwahati-781001 for favour of kind information.
- ✓ 2. The Superintendent (Hqrs. Systems), CGST & Central Excise Commissionerate, Guwahati, "GST BHAWAN", Kedar Road (Near A.T. Road Flyover), Machkhowa, Guwahati-781001. He is requested to arrange for upload the tender in the official website.
3. Notice Board.

  
(बी.बी.कर्मकार/ B.B. Karmakar)

सहायक आयुक्त / Assistant Commissioner

ANNEXURE – ‘B’

**Proforma for Technical Bid**

- |     |   |   |
|-----|---|---|
| 1]  | Name of the Party   | : |
| 2]  | Postal address  | : |
| 3]  | Telephone No  | : |
| 4]  | Mobile No   | : |
| 5]  | Name of Contact Person / Authorized   | : |
| 6]  | Mobile No. of Authorized Person   | : |
| 7]  | Permanent Account Number (PAN)  | : |
| 8]  | GST Registration No   | : |
| 9]  | Employees Provident Fund<br>Registration No   | : |
| 10] | Employees State Insurance<br>Corporation Registration No  | : |
| 11] | Name & address of Customer to whom<br>Security Services Provided.<br>(Copy of work order of govt. Department may<br>be submitted, if any) | : |
| 12] | Number of years of experience   | : |
| 13] | Copy of last ITR  | : |
| 14] | Total staff / Workers of the firm   | : |

(Note: Attach attested photo copies  
of all the above Documents.)

**Declaration**

I/ We, hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in above statement at any stage, the company/ firm will be blacklisted and will not deal with the department in future.

[Signature of Authorized Person along with Stamp]

ANNEXURE – 'C'

(FINANCIAL BID)

Sl. No.	Financial Bid	Rates for one staff
1	Minimum Wage	
2	EPF	
3	ESIC	
4	GST	
5	Service Charges	
6	Other charges, if any	
7	TOTAL	

[Signature of Authorized Person along with Stamp]