



भारत सरकार  
GOVERNMENT OF INDIA

प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER  
जीएसटी एवं केन्द्रीय उत्पादशुल्क आयुक्तालय, गुवाहाटी  
GST & CENTRAL EXCISE COMMISSIONERATE, GUWAHATI  
केदार रोड, माछखोवा, गुवाहाटी - 781001



**GST Bhawan, Kedar Road, Machhkhowa,  
Guwahati - 781001**

0361-2466017, Fax: 0361-2465191/2452816 email: cceghy@nic.in/cetech94@gmail.com

C. No. : 1(22)07/Security Service/GST/PRO/GHY/2023/

Date: -

### **E-TENDER NOTICE FOR OUTSOURCING 'SECURITY SERVICE'**

1. On behalf of the president of India, the Office of the Principal 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 (**based at Guwahati**) 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.

#### **Tender Critical Date Sheet**

Tender Publishing Date & Time	07.08.2023 at 17.00 Hrs.
Bid submission start Date & Time	07.08.2023 at 17.30 Hrs.
Bid submission end Date & Time	27.08.2023 up to 14.00 Hrs.
Bid opening Date & Time	28.08.2023 at 14.00 Hrs.

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/aap>, and can be downloaded free of cost.
3. Demand draft/bankers cheque of Rs. 40,000/- as Earnest Money Deposit 'EMD' in favour of 'the Commissioner, CGST, Guwahati is to be submitted along with the bid otherwise the bid shall be out rightly rejected.
4. The bidders shall submit their bids online only at CPPP website, following the terms and conditions provided in the Annexure – I.
5. The bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
6. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or their close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to

tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

7. The bidder who has downloaded the Tender from the Central Public Procurement Portal CPPP website <http://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and tender is liable to be banned.

8. Interested bidders are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app>, regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

9. Submission of Tender:-

(a) The tender shall be submitted online in two part, viz., Technical Bid and Financial Bid.

(b) All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

*(Dinesh Kumar)*  
7/8/2023

(Dinesh Kumar)  
Assistant Commissioner (PRO)

Encl: As above.

C. No. : 1(22)07/Security Service/GST/PRO/GHY/2023/

*3422-24*

Date: *7* AUG 2023

Copy to:-

1. Uploading on CPPP website <http://eprocure.gov.in/procure/app>.
2. ~~The Superintendent (system) for uploading in the website of CBEC.~~
3. Office Notice Board

*(Dinesh Kumar)*  
7/8/2023

(Dinesh Kumar)  
Assistant Commissioner (PRO)

## ANNEXURE-I

### TERMS AND CONDITIONS:

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.
2. The security service 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 06.00hrs	02	
During Working Hrs	09.00hrs to 18.00hrs	02	01 will be deployed at entrance (reception area) & 01 will be deployed in parking area ensuring proper parking & security of vehicles.

3. 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.
4. 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.
5. Inspection of the office premises by the potential bidders can be made between 10a.m and 5p.m on any working day.
6. 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.
7. 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 should be uploaded with the Technical Bid. Qualifying bids will be rejected. The EMD of unsuccessful tenders will be refunded only after completion of the tender process. However, the EMD shall be fortified in case the successful bidder withdraws or the details furnished in

Annexure-II and III 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.

8. 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.
9. 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.1 & P.F. and bonus to be paid. The quoted rates should 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.
10. 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.
11. 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.
12. The bidder should be registered with ESI & PF department. Copies of the registration papers along with code numbers attached to the Agency/Firm are to be enclosed along with tender documents.
13. Documentary evidence should be enclosed regarding the GST registration and tax paid during last two financial years.
14. The bidder should be registered with Income Tax department and copy of PAN Card and balance sheet for at last two years of the agency/firm are to be furnished.
15. 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.
16. 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.
17. 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 of any absence of the security guard deployed under this service contract.
18. The successful bidder/service provider shall not be allowed to transfer, assign or sub-contract their rights and liabilities under this contract to any agency without the prior written consent of this office.
19. 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 speak local languages also.

20. The security guards shall maintain and check proper functioning of the CCTV camera system and peripherals located in the control room. They shall not, however temper with or mishandle the CCTV camera system and peripherals with their own will or under the direction from any unauthorized person or agency. No footage of any recorded video shall be shared in media or with any unauthorized person or official or any agency. The security guards on duty shall be responsible for safekeeping of the CCTV camera system and under 24\*7 watch. Any non-functioning or mal functioning of the camera system shall be brought to the notice of the department immediately.
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, walkie-talkie, 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 the Department is not satisfied with the services of any personnel deployed by the agency, the agency will replace such personnel on the request/complain 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 the submission of the bill. At the time of submission of bill of payment, the contractor should submit the proof for the previous payments made towards statutory liabilities like EPF, ESI etc in respect of all 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 on violations 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. In case of any dispute of any kind and in any respect whatsoever, the decision of the Principal Commissioner, GST, Guwahati shall be final and binding.
34. The EMD of the bidders will be refundable within 30 days after the completion of the process. No interest would be payable on amount of EMD. The EMD will be forfeited in case the bidder asks for modification in his/their bids or do not accept the Contract after being awarded the same.

We agree to the above terms and conditions.

Signature of authorized signatory with date: \_\_\_\_\_

Name of the Firm & Address: \_\_\_\_\_

Seal : \_\_\_\_\_

**Financial Bid**

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

SI. No.	Components	Rate Per month(Rs}
1.	Wages	
2.	Bonus	
3.	EPF (employer's contribution)	
4.	ESI (employers contribution)	
5.	Service Charges	
Total		
GST(as applicable)		
Grand Total		

## Declaration

I hereby certify that 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 authorized signatory with date: \_\_\_\_\_

Name of the Firm & Address : \_\_\_\_\_

Seal : \_\_\_\_\_

**Technical Bid**

1	Name of the Service provider	
2	Address	
3	Name and address of the partners/Director/Proprietor (With mobile number)	
4	Contact Person(s) (with mobile number)	
5	Number of Years of experience in providing Services to Central/ State Government offices (Copies of contract letters are to be enclosed).	
6	License No. if any, obtained under Private Security Agencies Regulation Act, 2005.(attach photocopy of the license)	
7	Details of GSTIN (Goods & Services Tax Identification Number)	
8	Details of GST payment for the last one year	
9	PAN No. of the agency/firm must be enclosed (attach copies of last two Income Tax	
10	Details of EMD/Cheque	
11	Average Annual Turnover (last 3years) certified by Chartered Accountant.	

**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 the above statement at any stage, the concern will be blacklisted and barred without any notice from having dealing with the department in future.

(Signature)

(Date &amp; Seal)