



CGST Audit Commissionerate, Nagpur
4th Floor, 'A' Block, CGO Complex, Nagpur – 440006
Telephone No 0712-2511222

F.No. I(22)03/2017/Admn/Audit-I

Nagpur, 15th Dec 2017

TENDER FOR OUTSOURCING OF SECURITY SERVICES

Sealed quotations are invited from registered firms/companies engaged in business of Security Service to provide security service for the office of the **Commissioner, CGST Audit Commissionerate, Nagpur.**

Interested agencies/firms may send sealed quotations with separate **Technical and Financial Bids** to the **Commissioner, O/o the Commissioner, CGST Audit Commissionerate, 4th Floor, A-Block, CGO Complex, Seminary Hills, Nagpur - 440006** by **09.01.2018 before 14.00 hrs.** The **technical bids will be opened at 16.00 hrs on 09.01.2018** in the presence of representatives of interested firms, if they make themselves available at that time. Financial bids will be opened at a later date which will be conveyed to the firms who are qualified in the Technical Bid. Tender forms are available at **www.cbec.gov.in**; **www.cenexcisenagpur.nic.in**.

(Dr. Rajesh Munde)
Assistant Commissioner (P&V)
CGST Audit Commissionerate
Nagpur



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NOTICE INVITING QUOTATIONS
FOR OUTSOURCING OF SECURITY SERVICES

Sealed quotations are invited from registered firms/companies engaged in business of Security Service to provide security service (**firms for short**) for the office of the Commissioner, CGST Audit Commissionerate, Nagpur. The details of the premises where security service is required round the clock are furnished hereunder:-

Sl. No.	Name of the Office	Address of the Premises
1	O/o the Commissioner, CGST Audit Commissionerate, Nagpur	4 th Floor (East & West Wings), A – Block, CGO Complex, Seminary Hills, Nagpur - 440006

I. SCOPE OF THE WORK.

Should look after the security of entire office premises, round the clock.

II TERMS AND CONDITIONS:

1. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the firms at any time without giving any notice or reasons whatsoever;

2. The Service Provider shall arrange necessary insurance cover for any person(s) deployed by him, even for short duration. This office shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Service provider;

3. The security service shall be provided on all days including Sundays and holidays;

4. Dress code of the staff should be specified;

5. The personnel deployed should be well experienced, adequately trained and of sound health. They should be disciplined and well mannered. They should be provided with uniforms. They should be provided with identity cards which should be displayed prominently. They should have knowledge of local language. Photo, full address and telephone number of all personnel

should be provided for record;

6. The personnel should report to the officer-in-charges assigned by the Office;

7. The Service Provider should be registered under the ESI and Provident Funds Acts and other relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the service provider and all records maintained thereof shall be made available for scrutiny by this office. 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 and the service provider shall also be liable for damages;

8. PAN/GST Registration should be indicated and copies submitted along with tender;

9. The service provider should pay the personnel a minimum wages at the prevailing rate fixed under the Minimum Wages Act. Any breach of this condition will result in the immediate termination of the contract.

10. 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;

11. Salary shall be paid by 5th of the following month and proof of such payment shall be submitted every month to CGST Audit Commissionerate, Nagpur;

12. The amounts quoted should be applicable for the entire period of contract and no request for enhancement will be entertained;

13. 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;

14. Payment to the Service Provider will be made by direct credit to their account only through RTGS. Income Tax shall be deducted at source as per the rates notified by the Income Tax Department;

15. The persons engaged by the contracting agency will be in the employment of the Agency only and not CGST Audit Commissionerate, Nagpur;

16. The contractor shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party;

17. All damages caused by the personnel of the Security Agency to the property of the Office shall be recovered from the Service provider;

18. The contract will be for a maximum period of **12 (twelve)** months starting from **01.02.2018 to 31.01.2019** as the case may be. This Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider;

19. The Service Provider should have at least a minimum of **05 (five)** years' experience, in providing a similar service;

20. No other person except Service Provider's authorised representatives shall be allowed to enter the office;

21. The Department/office will not involve in any dispute between the service provider and workers of the service provider;

III. MODE OF SUBMISSION OF TENDER:

1. The sealed tenders shall be addressed to the office of the **Commissioner, CGST Audit Commissionerate, 4th Floor, A-Block, CGO Complex, Seminary Hills, Nagpur - 440006** by **09.01.2018 before 14.00 hrs.**

2. The bidders are required to submit **02 (two)** bids, i.e **Technical bid** and **Financial bid** in the prescribed formats i.e. **Annexure-I and Annexure-II** (available on www.cbec.gov.in ; www.cenexcisenagpur.nic.in separately. In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws, number of persons proposed to be deployed, copies of Pan Card, GST Registration Certificate etc. In the Financial bid, the bidder 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 superscripted with "**QUOTATIONS FOR SECURITY SERVICE**" 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 and the bid with lowest quotations among the opened bids will normally be approved.

3. This office reserves the right to postpone or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

4. The service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions.

5. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out and rewriting with dated initials. 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.

6. Rates/Quotations should be submitted and signed by the tenderer with his current business address.

7. The tenderer shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.

8. The contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates/quotations and accepted by the department.

9. **Security Consideration:-** The persons supplied by the agency should not have any police records / criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending.

10. The last date for receipt of sealed tender is **09.01.2018 till 14.00 hrs.** The sealed tenders should be dropped in the **Tender Box** available in the **O/o The Commissioner, CGST Audit Commissionerate, 4th Floor, A-Block, CGO Complex, Seminary Hills, Nagpur - 440006** between **09.30 hrs to 18.00 hrs** on all working days.

11. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons thereof.

12. The tenders will be opened on **09.01.2018 at 16.00 hrs** in the presence of the tender committee.

13. Earnest Money Deposit (EMD) of **Rs. 40,000/- (Rupees forty thousand only)** per application in form of Demand Draft / Banker's cheque of Scheduled Bank in favour of **"The Commissioner, CGST Audit Commissionerate, Nagpur"** shall accompany the qualifying bid. Qualifying bids without EMD will be rejected; EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidders withdraws or the details furnished in **Annexure-I and II** are found to be incorrect and false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

14. **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 Audit Commissionerate, Nagpur"** before awarding the contract. Performance Guarantee should remain valid for a period of **60 (sixty)** days beyond the date of completion of the contract. The Performance Guarantee shall be returned to the selected bidder without any interest on the completion of contract period.

15. The tender details are also available at Notice Board of the CGST Audit Commissionerate, Nagpur and official website www.cbec.gov.in; www.cenexcisenagpur.nic.in.

16. For any clarification in the matter and/or for inspection of the premises prior appointment may be made with **Dr. Rajesh Munde, Assistant Commissioner (P&V), CGST Audit Commissionerate, Nagpur** at the office or on telephone on 0712-2511226.

(Dr. Rajesh Munde)
Assistant Commissioner (P&V)
CGST Audit Commissionerate
Nagpur

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. Average Annual Turnover (last 3 years
ended 31.03.2017) certified by Chartered
Accountant. :
7. (a) Organisations for which the service is being
Provided at present. :
- (b) No. of persons deployed (organization. wise) :
- (c) No. of years serving the organization :
8. 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).
2014-15
2015-16
2016-17
9. Details of ESI & EPF Registration
Along with evidence. :
10. Details of GST Registration :
along with photocopy of registration
certificate).
11. Details of EMD :
12. Specify the Number of persons to be
deployed for round the clock security and
their work experience. :

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 Authorised Signatory with date)

ANNEXURE - II

FINANCIAL BID DOCUMENT

1. Name of the party :
2. Address (with Telephone No & Fax No) :
3. Name & Address of the Proprietor/Partners :
/Directors (with mobile numbers)
4. Monthly rate quoted inclusive of GST, :
other taxes & levies

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 Authorised Signatory with date)