NOTICE FOR PROCUREMENT OF SECURITY SERVICES THROUGH E-PROCUREMENT (CENTRAL PUBLIC PROCUREMENT PORTAL)

The office of the Commissioner of GST & CE, Daman Commissionerate, invites online tender/bids from reputed service providers for providing Security Services in the office buildings of GST & CE, Daman Commissionerate situated at Vapi and Silvassa under two bid system as per details below:-

<table>
<thead>
<tr>
<th>Nature of work and location</th>
<th>Earnest Money Rs.</th>
<th>Tender for the period</th>
<th>Last date &amp; time of submission of bid</th>
<th>Date &amp; time of opening of bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security services for the office of the Commissioner, GST &amp; CE, Daman Commissionerate and its two other jurisdictional Offices situated at Vapi &amp; Silvassa.</td>
<td>Rs. 10000/-</td>
<td>01/04/2020 to 31/03/2021</td>
<td>26th March 2020 (up to 17.00 PM)</td>
<td>27th March 2020 (12.00 AM)</td>
</tr>
</tbody>
</table>

The following documents, giving full details, are enclosed:

1. Undertaking/Declaration by Tenderer
2. Scope of Security Services Required
3. Other terms and conditions
4. Pre-qualification requirements for award of Contract (Technical Bid)
5. Financial Bid

This tender is being processed through e-procurement system. The bids are invited in a two-bid system i.e. Technical (Annexure-IV) and Financial (Annexure-V) from established service providers. The Service providers/firms fulfilling the requirements, as specified under the terms & conditions of this notice, shall be eligible to apply.

The Tender enquiry documents will be available on official websites http://eprocure.gov.in, www.cbic.gov.in, http://www.damancgst.gov.in/ from 13.03.2020. Any clarification and/or due date of extension or corrigendum/addendum shall be issued on e-tendering website only and shall not be issued in print media.

The bidders are requested to quote rates only on THE SERVICES PROVIDED PER MONTH basis. This rate shall be inclusive of salary as per the Minimum Wages Act,1948 and all statutory deductions & Levies towards EPF, ESI, etc.
It may be noted that, in case of non-uploading of copies of documents specified in the Technical Bid on the CPPP, such technical bid, shall be summarily rejected.

(V.V. Pandit)
Additional Commissioner,
GST & CE,
Daman Commissionerate

Copy to:

1. Notice Board, Daman Commissionerate, Daman
<table>
<thead>
<tr>
<th>Published Date</th>
<th>13th March, 2020 (06:00 P.M.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document Download Start Date</td>
<td>13th March, 2020 (06:30 P.M.)</td>
</tr>
<tr>
<td>Bid Document Download End Date</td>
<td>18th March, 2020 (06:00 P.M.)</td>
</tr>
<tr>
<td>Clarification regarding the RFP (Request for proposal) Start Date &amp; Time (excluding holidays)</td>
<td>19th March, 2020 (02:00 PM)</td>
</tr>
<tr>
<td>Clarification regarding the RFP (Request for proposal) End Date</td>
<td></td>
</tr>
<tr>
<td>Bid Submission Start Date</td>
<td>21st March, 2020 (11:00 A.M.)</td>
</tr>
<tr>
<td>Bid Submission End Date</td>
<td>26th March, 2020 (12:00 P.M.)</td>
</tr>
<tr>
<td>Technical Bid Opening Date</td>
<td>27th March, 2020 (12:00 P.M.)</td>
</tr>
<tr>
<td>Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)</td>
<td>27th March, 2020 (02:00 P.M.)</td>
</tr>
</tbody>
</table>

(V.V. Pandit)
Additional Commissioner,
GST & CE,
Daman Commissionerate
Annexure-I

Declaration by the Tenderer:-

This is to certify that I/we have furnished the above information accurately and truthfully. I have signed this tender after reading and fully understanding the Scope of Work and all the Terms and Conditions contained in the tender Document and undertake myself/ourselves to abide by them.

Encl:- 1. Scope of Work and Terms & Conditions (must be signed and sealed)

2. Financial Bid
### ANNEXURE-II

**SCOPE OF SECURITY SERVICES REQUIRED:**

1. The service provider shall provide round the clock security service i.e 24 hours a 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:

<table>
<thead>
<tr>
<th>Shift Nature</th>
<th>Name of the Premises</th>
<th>Shift Period</th>
<th>Number of Security Guards required in each shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift Round the Clock</td>
<td>Main Building (Gate No. 01)</td>
<td>06:00 – 14:00 Hrs.</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14:00 – 22:00 Hrs.</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22:00 – 06:00 Hrs.</td>
<td>01</td>
</tr>
<tr>
<td>General Shift</td>
<td>Main Building (Gate No. 02)</td>
<td>09:30 – 18:00 Hrs.</td>
<td>01</td>
</tr>
<tr>
<td>General Shift (Night)</td>
<td>Main Building (Control Room)</td>
<td>09:30 – 18:00 Hrs.</td>
<td>01</td>
</tr>
<tr>
<td>General Shift (Night)</td>
<td>Main Building (Whole Compound &amp; Building)</td>
<td>22:00 – 06:00 Hrs.</td>
<td>03</td>
</tr>
<tr>
<td>General Shift (Night)</td>
<td>Hani’s Landmark Building, Vapi</td>
<td>22:00 – 06:00 Hrs.</td>
<td>01</td>
</tr>
<tr>
<td>General Shift (Night)</td>
<td>H.R. House, Silvassa</td>
<td>22:00 – 06:00 Hrs.</td>
<td>01</td>
</tr>
</tbody>
</table>

**TOTAL:** 10

### DAILY SERVICES:

1. 24×7 security to the Office Complex/Building, Office Materials, Vehicles Parked.
2. Preventing the Trespassers to Office premises.
3. Preventing the movement of anti-social elements.
4. Allowing the Assessee/Public/Guest of the staff to the Office Complex after noting their Identity by making proper entries in the Registers.
5. Vehicles entering into the Office premises should be noted down in Register (IN-OUT with time) exclusively maintained for that purpose.
6. Parking of private vehicles in the Office Complex should not be allowed.
7. Gate should be kept under lock and key from 22:00 hours to 06:00 hours on all working days and Holidays.
8. Security Personnel should go around the office building to ensure the safety of the Government properties. Any untoward incident/suspicious action and exigencies causing any damage to Government property should be brought to the notice of the PRO/AC/Superintendent without fail.
9. No Vendors or unauthorized persons should be allowed to carry out any business/Canvassing/Enquiry inside the office premises.
10. No belongings of the Government should be allowed to be taken outside without a gate pass signed by the proper officer.
11. Particulars of the Departmental Officers staying at the Guest/Transit Hostel within the Campus are to be gathered everyday and they may be allowed without causing any problem to them.

12. Urgent messages meant for the staff received during off-hours are to be informed to the Control Room Officers/Nodal officer of the concerned building for conveying the same to the persons concerned by quickest means possible.
Annexure-III

OTHER TERMS AND CONDITIONS:

1. The Office of the Commissioner, GST & CE Commissionerate, Daman may at its discretion at any point of time during the validity of the contract require the service provider to dismiss or remove from the site of work, any persons, deployed by the service provider, who may be incompetent or for his misconduct/misbehavior and the service provider shall forthwith replace such security personnel.

2. The service provider shall replace immediately any of its security personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.

3. The service provider shall be responsible for any act of indiscipline on the part of security persons deployed and also provide suitable uniform and I-card issued by the Service Provider at their cost and the same will be worn by the personnel at all times in duty, so as to distinctly identify the security personnel in the office.

4. The security persons deployed by the service provider shall not divulge or disclose to any person, any details of office, security arrangements, details of officers, administrative organizational matters as all are or confidential/secret nature. In case the Department comes to know about any such act committed by the service provider's personnel, the office reserves the right to cancel the contract and in that case the security deposit will be liable to be forfeited and appropriate action will be initiated.

5. The Service Provider shall ensure proper conduct of his security persons in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

6. The transportation, food, medical and other statutory requirements under the various Government's Rules and Regulations in respect of all the security personnel deployed, will be the sole responsibility of the service provider.

7. Complying with the legal rules and regulations of the Central/State Govt. governing security contract would be the sole responsibility of service provider. The security agency shall comply with the statutory provisions of the labour laws like minimum wages, bonus working hours etc.

8. The security persons employed should work on all days, round the clock, including national holidays.

9. The security personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered.

10. The security personnel should be punctual in attending the security work.

11. The security personnel deployed should be in proper uniform prescribed by the Security Agency and should possess identity card issued by the Security Agency.

12. The security personnel supplied by the Security Agency are employees of the such security agency and shall have no legal right to seek employment in the department and no legal proceedings would entertained by this department in this connection.
13. The Security Agency shall maintain an attendance register of its security personnel which shall be subjected to checks by the concerned Department.

14. The Security Agency should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by Office of The Chief Labour Commissioner (Central) and any breach of this condition will lead to termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Security Agency every month as per the existing rules and copies of paid cash challans should be submitted every month to the Office Concerned.

15. All existing statutory regulations of both the State/UTs as well as Central Governments, shall be adhered to by the Security Agency and all records maintained thereof shall be available for scrutiny by the Office Concerned. 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.

16. The security personnel should inform their arrival and departure to the Officer in Charge.

17. The contractor having his own Head Office/Branch Office locally i.e. in Daman/Vapi should only apply.

18. PAN/GST No. should be indicated.

19. The Contractor is responsible for payment of monthly salary to the security personnel as applicable to them under law. The Contractor should ensure that wages are paid in time every month before 5th of the subsequent month.

20. Payment of the Security Agency/Contractor will be made online through net-banking/PFMS, on presentation of the bill. Tax shall be deducted at source as per the rates notified by the Income Tax Department.

21. The Security Agency/Contractor shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the security personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.

22. All damages caused by the Security Personnel to the property of the Department shall be recovered from the Security Agency.

23. This office reserves the right to terminate the services of the Security Agency/Contractor at any time without giving any notice or reasons whatsoever.

24. The contract will be in force for a period of one year from the date of award of contract. This office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.

25. The service provider should have at least minimum of two years of experience and should have served at least two Central Government Offices/PSUs.
26. Any dispute arising out of this agreement shall be resolved by taking course to mutual settlement, arbitration/conciliation clauses formulated by International Center of Alternative Dispute Resolution (ICADR), falling which the dispute will be subject to jurisdiction of Daman Courts.

27. In acceptance of the Tender or otherwise, the decision of this office is final.
1. (a) Name & Address of the Tenderer Agency with phone number
(b) Name and Telephone/Mobile Number of contact person

2. Experience in the work of providing services of Security Services **(Attach copies of work order)***. This shall cover the details of works of similar nature carried out during the last 2 years with two Central Government Offices/PSUs.

3. (a) Name(s) of Organization with complete address and telephone numbers to whom services provided by the Tenderer Agency.

3.(b) Number of Security guards supplied to each such organisation

4. (a) Is the Tenderer Agency Registered under Goods and Service Tax (GST)? If so, please provide the Goods and Service Tax Registration Number and copy of last return of Service Tax. **(Please attach self attested copy)***

4.(b) Do you have Labour license? If yes, **please attach self attested copy***

5. Are you covered under Labour Legislations such as ESI, EPF and Gratuity Act, etc? If yes **please attach self attested copy** of respective certificates.

6. Are you governed by minimum wages rules of the Govt. of India? If yes, please give details.

7. PAN No. **(Please attach self attested copy)***

8. Trade License No. **(Please attach self attested copy)***
1. Profile of the company along with financial statements indicating the turnover of the company.

2. List of Govt. Sector/Public Sector/Private Sector/organization wherein the bidder has undertaken such Security services during the previous two years.

3. Certificate from clients for having satisfactorily completed the work of Security Services.

4. Copies of Pan Card, GST Registration, Certificate of registration with the labour department, registration under Shops and Establishment Act, registration with EPF/ESI departments.

5. Earnest Money Deposit of Rs.10,000/- in the form of a Demand Draft drawn in favour of "The Pay and Accounts Officer, CBIC, Vapi" should accompany the bid. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be returned on furnishing of a Performance Guarantee deposit equivalent to contract rates for one month.

6. Any other relevant information connected with such services.

(V.V. Pandit)
Additional Commissioner,
GST & CE,
Daman Commissionerate