

	<p style="text-align: center;">Office of the Commissioner of Customs, Customs (Preventive), Jamnagar सीमा शुल्क भवन , विक्टोरिया ब्रिज के समीप ,जामनगर-361001 <i>Seema Shulk Bhavan, Nr. Victoria Bridge, Jamnagar PIN: 361001</i> Phone0288-2772701 : Fax2772702 -0288 : Email ID:-commr-custjmr@nic.in</p>
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F.No.I/22-02/ADM/Security-Tender/HQ/2022-23

Date: 08.12.2022

GEM BID NOTICE

Subject: Notice for inviting tender for providing Security Services at the office of the Commissioner of Customs (Prev), Jamnagar

The office of the Commissioner, Customs (Prev), Jamnagar invites bid (in prescribed format) from registered Agency/Contractor for providing services of Unarmed Security Guards for the Office of Customs (Prev), Jamnagar, Sheema Shulka Bhawan, Near Victoria Bridge, Jamnagar-Rajkot Highway, Jamnagar (hereinafter referred to as the "Said Office" for a period of 1 (One) year.

02. The complete tender document containing general terms & conditions, pre-Qualification requirements etc. are available on <http://gem.gov.in> and can be downloaded free of cost.

03. The interested Service providers who comply with the terms and conditions and scope of work of this tender provided in the ANNEXURE-I & ANNEXURE-II may submit their bids in the prescribed format with all necessary documents online with digital signature at <http://gem.gov.in> on or before bid submission closing date & time.

04. Bidder who has downloaded the tender from the <http://gem.gov.in> shall not temper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and bidder is liable to be banned.

05. Intending bidders are advised to visit <http://gem.gov.in> regularly till the closing date of submission of tender for any corrigendum/addendum/amendment.

06. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words the amount in words will prevail and will be considered as final.

07. The quoted rate shall remain firm/unchanged throughout the tenure of the contract and no revision is permissible for any reasons.

08. Submission of Bid:-

- a. **The bid shall be submitted online in two parts viz. Technical Bid in Annexure-III and Financial Bid in Annexure-IV.**
- b. **All the pages of bid being submitted must be signed and numbered sequentially by the bidder irrespective of nature of content of the documents before uploading.**
- c. **The offers submitted by Fax/email/post will not be considered. No correspondence will be entertained in this matter.**
- d. **The bidder is required to submit an undertaking in the Proforma place at Annexure-V.**

(Chuna Ram)
Additional Commissioner (P&V)

ANNEXURE-I

Terms & Conditions:

A. GENERAL

1. The agreement shall be valid initially for a period of One Year and thereafter, it may be extended for a further period as may be necessary on mutual agreement based on terms and conditions of contract.
2. The Security Service personnel provided by the Agency should be 10th Pass with good physique without any communicable disease.
3. The Security service personnel provided by the Agency must wear a tidy uniform and should hold identity card issued by the agency.
4. The outsourced security service personnel should not have any past criminal record. His antecedent should have been verified by the agency from the local Police Authorities.
5. The Security personnel provided by agency should submit character certificate from two Gazetted officers of Central/State Governments.
6. The agency should be required to provide substitute security service personnel in case any of the deployed personnel gets sick/proceeds on leave. This office shall have the right to deduct proportionate daily wages for the period of his absence in case of non-replacement.
7. The personnel engaged by the tenderer shall have no right to claim any privilege from the said office and shall work as staff of the contractor of the said agency. The Contractor will be directly responsible for the administration, general discipline and behaviour of outsourced employee.
8. The payment will be made directly to the agency/contractor on monthly basis for the no. of personnel whose services provided during the month. Accordingly, the offer/bid should also be on monthly basis. Pro-rata or

- applicable deduction in payment shall be made for absentee.
9. The agency will be fully responsible to compensate the losses caused by its deployed employee to the department such as damage caused to the office documents / equipment, in case personnel provided by agency are found responsible for said loss.
 10. Security personnel should be so deployed on 8 hourly shift basis to cover the security of the premises by total 05 personnel during the 24 hours period.
 11. The Service Provider Agency will wholly and exclusively responsible for payment of wages to the deployed service personnel. He will also be responsible for compliance of all statutory obligations under Minimum Wages Act, Employees Provident Fund, ESI Act, etc. The department will not be responsible for making any payment to the Security Service Personnel.
 12. The Service Personnel provided by the service provider shall have no right/claim directly or indirectly for any employment in the said office/department.
 13. The service provider shall ensure the maintenance of attendance-cum-duty roster in respect of the service personnel so deployed by the Agency.
 14. The Service Personnel during course of his work shall be privy to certain classified documents/information which he is not supposed to divulge to third parties. In view of this, he shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person concerned liable for penal action under relevant Sections of the IPC, CrPC or any other law for the time being in force.
 15. The departmental security/officer shall have the right to search the Service Personnel at any time while going out of the office premises and there shall be no grievance expressed/felt on this account either by the Service Provider Agency or its employees.
 16. In case of failure to provide the requisite Service Personnel, within the time frame prescribed for the purpose, the said office would be free to engage other Personnel from any other agency. The expenses of the same would be borne by the Service Provider Agency.
 17. In case, the said office has to pay more than the normal agreed upon amount, the difference shall be recovered from the agency from the unpaid bills etc., or by any other means if no such bill is outstanding.
 18. The Service Provider Agency shall no assign or further outsource contract to any other person or party without obtaining prior written permission of the designated authorities of the said office who shall have every liberty to refuse such request.
 19. The Service Provider Agency should comply with all the statutory regulations that are in force and which may come in future from time to time, in all matters relating to the agreement/contract and matter arising there from and should certify so.
 20. In case of any dispute, the decision of the Principal Commissioner, Customs (Preventive), Jamnagar shall be final and binding on all parties concerned.
 21. For termination of the agreement two month notice will be required from the Service Provider Agency side in writing. The said office authorities can however terminate this contract on a notice of thirty (30) days without assigning any reasons whatsoever.
 22. The department will bear no responsibility in the event of any accident/death

and in any case and any claim being enforced by the Court, the department will not bear any financial liability as the contractor shall bear all expenses in such cases.

23. The bidder is required to submit an undertaking in the proforma placed at Annexure-V.
24. The Service Provider Agency shall make available the extract of the ESI and EPF statements in respect of the hired personnel as and when sought by the said office.
25. In case of breach of terms and conditions mentioned herein, the competent authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by the said office in that event.
26. Actual date of agreement will be communicated within one week before entering the agreement.

B. TECHNICAL:

1. If the Agency has any previous experience of providing security services to Government/PSU/Corporate Offices they should provide requisite documents to support this claim for verification.
2. The Agency should be registered with the GST Department and should submit a copy of GST Registration Certificate.
3. The Agency must submit a copy of their Income Tax PAN.
4. Registration Certificate of the Agency alongwith address of the Office and telephone number should be furnished.
5. The agency should have trade license issued by the concerned authority.
6. The performance of the manpower provided by the contractor will be observed by the department to assess the quality of work. Only the Agency meeting the above technical terms and conditions should submit their quotations. Technical bid shall include documentary proof in respect of each of the above points of technical terms and conditions. Financial bids of Agencies, who fail to fulfil any of the above conditions, will not be considered.
7. The Technical Bid may be quoted in the Proforma placed in Annexure-III.

C. FINANCIAL:

1. The Tenderer shall mention the rate per Security Service Personnel (Unarmed) per month including Saturdays, Sundays and Holidays. Security Personnel should be deployed on 8 hourly shift basis so as to cover the security of the premises by total 05 personnel during the 24 hours period.
2. The rate may be quoted separately in provided BOQ (Bill of Quantity) Format only.
3. The rates will be inclusive of all taxes (except GST) fees, levies etc. and any revision in the statutory taxes, fees etc. will be responsibility of Bidder.
4. The rates quoted above shall remain valid during the entire contract period and no enhancement whatsoever shall be claimed by the Tenderer in excess of the rate agreed upon.
5. The selected agency will have to enter into a service agreement within seven days from the date of receipt of the work order.

Annexure-II**SCOPE OF WORK**

- A. To provide security of office building and its fixtures, security of office equipment like vehicles (Departmental and detained/seized), Photocopier, Fax, Computer, Furniture, Office documents/records and Goods (detained/seized) etc.
- B. For the said security to maintain the register of visitors.
- C. Any other job as assigned by the authorities of the said office from time to time for providing security service.
- D. The personnel engaged should be mentally and physically sane/fit for duty and shall be away from the vices like addiction to drinking, gambling or other misconduct.
- E. Any other terms and conditions as applicable under various laws/orders for Contract labour for the time being in force, will be ***followed mutantis mutandis.***

Annexure-III**Technical Bid for hiring of Security Services**

1	Name of the Agency/Company/Firm	
2	(a)Detailed Office address of the Agency.	
	(b)Office Telephone Number/Mobile No. & Email Id.	
	(c) Name of the contact person and mobile number	
	(d) Complete Local Address with PIN Code, Telephone/Mobile No. and name of the contact person Telephone No.	
3	PAN/TAN Number (Attach Certificate)	
4	GSTIN (Attach Certificate)	
5	EPF Registration No. (Attach Certificate)	
6	ESI Registration No. (Attach Certificate)	
7	Trade Licenses No & Validity (Attach Certificate)	
8	Registration No. of firm (Attach Certificate)	

9	License under Contract Labour Act, 1970 & validity (Attach Certificate)	
10	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/ Partner anywhere in India (Attach Certificate)	
11	No. of years of experience in the field.	
12	Experience, in dealing with Govt. Department (indicate the names of the Govt. Department (Please attach self attested copies).	
13	List of other clients	

Note:- Please indicate the relevant Page Number (P/N) where the documents are attached

DECLARATION

I/We hereby certify that the information furnished above is true 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, I/We be blacklisted and will not have any dealing with the department in future.

Signature of authorized person

Date: Full Name & Address

Place: Seal

ANNEXURE-IV

**To avail security services for Customs (Preventive),
Jamnagar**

Financial Bid

To be submitted only in BOQ format separately

1. Tender inviting Authority: Principal Commissioner, Customs (Preventive), Jamnagar.
2. Name of Work: To avail security services for Customs (Preventive), Jamnagar.

3. Name of the Bidder / Bidding Firm / Company:

PRICE SCHEDULE

Sr. No.	Item Description	Rate per security personnel	Units	Basic wages per month per security personnel (Amount in Rs.)	Monthly EPF per security personnel (Amount in Rs.)	Monthly ESI per security personnel (Amount in Rs.)	Monthly service charge per security personnel (Amount in Rs.)	Total amount per month per security personnel (Amount in Rs.)
1	2	3	4	5	6	7	8	9
	To avail security services for Customs (Preventive), Jamnagar							

ANNEXURE-V

UNDERTAKING BY THE TENDERER

I/We certify that I/We have read the terms and conditions of the tender as well as the provisions as mentioned in the service agreement I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salary, which in any case shall not be less than the minimum wages as fixed or prescribed under the Minimum Wages Act, 1948 alongwith all other statutory dues such as Employees Provident Fund, Employees State Insurance, Employee Deposit Ling Insurance etc. to the employees. I/We undertake to observe the compliance of all the relevant Labour Laws as applicable viz. payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, State Contract Labour/R&A Rules 1974, EPF Act 1952, ESI Act 1948, as applicable and as amended from time to time by the Central or State Government and or any other authority constituted or any other law, for the category of persons deployed by me/us.

Certified that I/We have read over the tender document containing the nature and scope of work, terms and conditions and have understood the contents.

I/We undertake to abide by the terms and conditions as laid down in the tender document and the service agreement in case the work order is

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allotted to me/us in near future.

Place:

Date:

Signature of Tenderer:

Name of the Tenderer:

Address: