



सीमा शुल्क (निवारक) के आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE) COMMISSIONERATE

55-17-3 , सी -14 , 2 तल , औद्योगिक एस्टेट, ऑटो नगर , विजयवाड़ा - 520,007

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C.No. I/22/30/2016-Admn.

Date: 22.11.2016.

TENDER NOTICE FOR INVITING RATES/ QUOTATIONS FOR SECURITY SERVICES TO CUSTOMS PREVENTIVE COMMISSIONERATE HQRS. OFFICE, VIJAYAWADA.

#### GENERAL INSTRUCTIONS

1. The office of Commissioner of Customs (Preventive) Commissionerate , D.No. 55-17-3, C-14, 2<sup>nd</sup> Floor, Industrial Estate, Autonagar, Vijayawada – 520007 invites sealed offers from reputed / authorized firms / companies engaged in the business of providing security service for providing one night security guard to the said office for a period of one year with effect from 01.01.2017 or for a year upto 31.12.2017.
2. The tender form in the proforma prescribed complete Annexures in all respects should be submitted to the Administrative Officers (Hqrs,) of the office of Commissioner of Customs (Preventive) Commissionerate , D.No. 55-17-3, C-14, 2<sup>nd</sup> Floor, Industrial Estate, Autonagar, Vijayawada –7 by 12.30 pm on 13.12.2016. The sealed covers are to be super scribed 'Tender for Provision of Security Services'. The terms & conditions and the nature of service to be provided are mentioned in the Annexure I. The technical bid (Annexure II) for security services along with Annexure-I will be opened on 14.12.2016 at 11.30hrs in the presence of bidders. Financial bid under Annexure-III of those Agencies which fulfill the terms and conditions of (Annexure-I and II) will only be opened on 14.12.2016 at 17.00 hrs in the presence of the bidders. This office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
3. The bidder shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the Tender. The bidder shall fill up the information in Annexure I, enclosed at the end of this document in clear and legible terms. Necessary documents of proof should be attached. Prices wherever quoted should be written both in figures and words. The annexure shall be signed and stamped by the firm as mentioned above.
4. The security agency shall provide One security guard for 8 hours during the night for all 30/31 days of the month. The rates shall be quoted accordingly. Service Tax if applicable, may be quoted separately.
5. The contractor should pay the personnel a minimum wage at the rate fixed Govt and also comply the other legal requirements. Any breach of this condition will result in the immediate termination of the contract. Accordingly, the Gross amount quoted less than the Central Minimum Wages Act per person proposed will be summarily rejected.
6. Inspection of the premises can be made between 10 a.m. and 5 p.m. on any working day during the above period.
7. Tenders will not be accepted after the time and date fixed for the receipt of tenders

Encl.: Annexure I( Terms and conditions),

II ( Technical bid)and III (Financial bid)

Date:

  
(G.S.MURALIDHAR)  
ASST.COMMISSIONER (P&V)

## ANNEXURE – I

### TERMS AND CONDITIONS:

- 1.The agency, shall be considered for award of Contract only if it agrees to abide by the following terms and conditions:
- 2.The agreement will be in force for a period of one year from the date of award of contract. The Office reserves the right to extend the duration of the contract for a further period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.
- 3.Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions hereinafter specified will be rejected.
- 4.This Office reserves the right to accept or reject any tender in part or full, without assigning any reasons thereof.
- 5.The agency shall have a minimum experience of three years in providing round the clock security services by deployment of security personnel. Copies of Agreement/Work Order from clients as documentary evidence shall be provided.
- 6.The agency should have obtained a license from the controlling authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]". The agency should preferably have an all India network.
- 7.The agency should have registered with Service Tax, if applicable.
- 8.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.
- 9.The security guards shall perform their duties diligently and afford protection to the entire premises of **the Office of the Commissioner of Customs Preventive Commissionerate, 55-17-3, C-14, 2<sup>nd</sup> Floor, Industrial Estate, Autonagar, Vijayawada – 520007** that includes the open areas & the built up areas, its movable and immovable properties, 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, apart from attending to such other duties as may be assigned by officers concerned from time to time. The guards should be skilled in basic electrical skills of operating pumps and gensets etc and handling of fire fighting equipments. The guards should be able to read and write English and speaking local language.
- 10.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.
- 11.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.
- 12.In case the security guards provided by the agency to this Office are found to indulge in any undesirable or illegal 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. Further, the agency shall be solely responsible for any loss of property or material due to negligent/illegal action or malfeasance of deployed personnel.
13. In case of any theft/pilferage of any property belonging to 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.
14. Only 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 50 years. They shall perform their duties to the satisfaction of this office.
- 15.The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, 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.

16. The Agency should be registered under the ESI and Provident Fund Acts and other relevant statutory enactments relating to the employment of labour.
17. Licence from Labour Department as per Section 12 of Contract Labour (R & A) Act, 1970 should be obtained for the contract work within 7 days of award of contract. The agency should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the security agency will be in the employment of the Security Agency only and not of the Customs Preventive Commissionerate, Vijayawada.
18. Mode of payment will be monthly and through Electronic Clearing System. Tax shall be deducted at source as per the Income Tax Rules from the monthly bills.
19. In case the agency withdraws or the department terminates the contract for violation 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 till the time of appointing a regular contractor through a similar tender process, shall be adjusted against performance guarantee provided by the successful bidder.
20. This office reserves the right to terminate the services of the agency at anytime without giving any notice whatsoever.
21. All the existing statutory regulations of both State & Central Governments shall be adhered to and complied with and all records maintained thereof should be available for scrutiny by this office.
22. 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 shall result in termination of the contract.
23. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Vijayawada jurisdiction only.



(G.S.MURALIDHAR)

ASST.COMMISSIONER(P&V)

**ANNEXURE – II (Technical Bid)**

1. Name of the Registered Firm / Company :
2. Address of the company (with Tel No., Fax & E-mail) :
3. Status of ownership (Proprietary/Partnership/Companyattach proof) :
4. Name & Address of the Partners / Directors (With Mobile No.) :
5. Contact Person(s) (with mobile number) :
6. Licence No. obtained from the controlling authority under section 7(5) of "The Private Security Agencies (Regulation) Act, 2005" (attach photocopy of the licence) :
7. Date of establishment of the firm :
8. List of clients along with certificate of appreciation from at least two important clients :
9. PAN No. :
10. a) Service Tax Registration No. :  
b) Amount of Service Tax paid during the Year 2014-15 /2015-16(Attach proof) :
11. No. of persons employed (Attach proof) :
12. Annual turnover for 2 years (attach Balance Sheets) :
13. Details of Registration with PF authorities and ESI authorities (attach proof)

**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 company/firm will be blacklisted and will not have any dealing with the Department in future.

(Signature of the Authorized Signatory with date)

ANNEXTURE –III (Financial Bid)

Rate Security Guard for providing security

S.N o.	Description of staff	No of persons	Amount per month* (Rs)
1	Night Security Guards	1	

Total Amount Rs ..... ( Rupees.....)

(\*exclusive of Service tax)

(Signature of the Authorized Signatory with date)