
 OFFICE OF THE COMMISSIONER CENTRAL GOODS AND SERVICE TAX, VADODARA-I GST BHAWAN, RACE COURSE, VADODARA- 390007	 NATIONAL TAX MARKET
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NOTICE INVITING QUOTATION FOR OUTSOURCING OF SECURITY SERVICES

Tender Reference No : 09/2018-19 VADODARA-I
Start Date: 14/04/2018
Last Date: 24/04/2018

F No I/Tender Security Sec./Vadodara-I/2018-19

Dated: - 13/04/2018

The office of the Commissioner of Central Tax, Vadodara-I invites sealed offers for providing Security services on contract basis at Vadodara-I Commissionerate office premises, Anand office premises and Nadiad office premises for the period from **1st June, 2018 to 31st March, 2019**.

The address for which security service required is as follows:

(1) **DETAILS FOR VADODARA-I OFFICE PREMISES :-**

Sl. No	Name of the Office	Address of the premises
1	OFFICE OF THE COMMISSIONER, CENTRAL TAX, VADODARA-I COMMISSI ONERATE	GST Bhavan, Opp. Chakli Circle, Race Course, Vadodara- 390 007.

SCOPE OF SERVICE :-

Sr. No.	Description of the Service	No. of Points	Nos. of Security Guards required
1	Required 24 Hrs. Security Service	03	09
2	Required 08 Hrs. Security Service	03	03
	Total Security Guards Required		12

(2) **DETAILS FOR ANAND DIVISION OFFICE PREMISES :-**

Sl. No	Name of the Office	Address of the premises
1	OFFICE OF THE DY/ASSISTANT COMMISSIONER, CENTRAL TAX, ANAND DIVISION, VADODARA-I COMMISSI ONERATE.	CGST Building, Juna Dadar Road, Near Railway Station, Anand – 388 001.

SCOPE OF SERVICE :-

Sr. No.	Description of the Service	No. of Point	Nos. of Security Guards required
1	Required 24 Hrs. Security Service	01	03
	Total Security Guards Required		03

(3) **DETAILS FOR NADIAD DIVISION OFFICE PREMISES :-**

Sl. No	Name of the Office	Address of the premises
1	OFFICE OF THE DY/ASSISTANT COMMISSIONER, CENTRAL TAX, NADIAD DIVISION, VADODARA-I COMMISSI ONERATE.	CGST Building, PIJ Road, Nadiad.

SCOPE OF SERVICE :-

Sr. No.	Description of the Service	No. of Point	Nos. of Security Guards required
1	Required 24 Hrs. Security Service	01	03
	Total Security Guards Required		03

- The office is using services of e-Procurement platform of NIC for the purpose of this tender. The tenderers who wish to participate in the e-Tender will have to register themselves in the e-Procurement platform <https://eprocure.gov.in/eprocure/app> which is free and complete necessary formalities as prescribed by NIC.
- The Tender Document and other detailed terms & conditions are available at <https://eprocure.gov.in/eprocure/app> (for reference and online tendering).
- Tender shall be electronically submitted (on-line through internet) within the prescribed date and time as mentioned in the tender document and e-Procurement portal. **Submission of Hard copy of the tender documents instead of electronic submission will not be accepted.**
- Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-submission of the tenders online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'
- The critical datesheet for start and last date for online bid submission is as below:-

Tender publishing	14/04/2018
Start date and time for downloading tender document	14/04/2018 at 10:00 Hrs.
Last date and time for Submission of Online Bid	24/04/2018 at 18:00 Hrs.
Name of Person for Communication	Superintendent (Admin)
Contact Number	0265-2340110

- The prospective Tenderers are advised to refer to the website <https://eprocure.gov.in/eprocure/app> for any modification to the tender Document and the tenderer shall ensure that the tender Documents submitted by them shall contain such modifications, failing which the tenders are liable to be rejected. Scanned copies of all relevant documents should be attached with the bid.

Bids submitted by Courier/Post/in-person shall not be accepted in this tender.

- The Tenderers shall deposit along with the Technical Tender Demand Draft / Banker's cheque an amount of **INR 50,000 (Rupees Fifty Thousand only)** towards Earnest Money of scheduled Bank drawn in favour of the **Commissioner of Central Excise & Customs, Vadodara-I**. The scanned copy of Demand Draft / Banker's cheque of Earnest Money Deposit shall be uploaded along with the Technical Tender and the **original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission**. Qualifying bids without Earnest Money Deposit 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 bidder withdraws or the details furnished in Annexure are found to be incorrect or false during the tender selection process.** No interest shall be paid on the Earnest Money Deposit. Earnest money deposit of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. Earnest money will be refunded to the successful bidder on receipt of performance security.
- The successful bidder has to submit **10% of the bid value as performance guarantee deposit** in the form of Bank Guarantee from Nationalized Bank drawn in favour of **Commissioner of Central Tax, Vadodara-I** before awarding contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- Provisions in respect of Tax Deducted at Source (TDS) provided under Section 51 of the Central GST Act, 2017 at the prescribed rate, on payments made, will be applicable to this tender as and when the said provisions are made effective by the Government

11. The office reserves the right to reject any or all the tenders and / or cancel the Tender enquiry at any stage without assigning any reason.

12. The short listed tender along with the documents will be submitted to the Commissioner, Central Tax, Vadodara-I and upon approval by the Commissioner, Central Tax, Vadodara-I the successful bidders will be intimated about the award of contract to them.

13. In case of any queries, please contact Superintendent, (Admin section), on Phone No.: 0265-2340110. Email ID : cgstvad1.adm@gmail.com.



(Shankhesh Mahta)
Deputy Commissioner (P&V)
Central Tax,
Vadodara-I.

(A) TENDER PROCESS

- (a) Tender is invited in two parts i.e. (1) Technical Bid and (2) Financial Bid separately.

The tenderer / bidder is requested to go through the instructions given in **Annexure-II** for online Bidding process and submit their all relevant details/documents online on the CPP portal.

- (b) Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)** per application in the form of Demand Draft / Banker's cheque of scheduled Bank drawn in favour of the **Commissioner of Central Excise & Customs, Vadodara – I** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit 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 bidder withdraws or the details furnished in Annexure – I is found to be incorrect or false during the tender selection process.** No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.
- (c) **Performance Guarantee:** The successful bidder has to submit **10% of the bid value as performance guarantee deposit** in the form of Bank Guarantee from Nationalized Bank drawn in favour of **Commissioner of Central Tax, Vadodara – I** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest on the completion of the contract period. The performance guarantee shall be refunded to the selected bidder without any interest on completion of the period of 60 days after the contract period. Performance Security should valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (d) **The tenderer shall sign and stamp each page of this 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 along with the qualifying bid.** The tenderer would fill up the information in the Annexure I enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.
- (e) The tender forms shall be rejected if is not complete in any aspect.
- (f) The tender documents are not transferable.
- (g) The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.

(B) TERMS AND CONDITIONS:**ELIGIBILITY CRITERIA:****1) CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:**

- I Bidder should have minimum three years of experience in providing security guards services to various organization; and should have completed at least two such works with an Annual Contract Value of 10 lacs in the similar activity, in the last three years ended 31.03.2017.
- II The bidder must have ESI Registration, EPF Registration, registered before 1st April 2010. The bidder must also have registered with GST department and have GSTIN.
- III The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
- IV The agency should have obtained a license from the Controlling Authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005. The contractor should have Licence from Ministry of Labour & Employment Department as per Section 12 of Contract Labour (R & A) Act, 1970 for the contract work and also licence should remain in force.

(C) OTHER TERMS AND CONDITIONS:

- 1 The bidder should read carefully office wise requirement of security guards shown in "SCOPE OF SERVICE" on front page of the Tender Notice. **The deployment of all security guards will decide by this office only.**
- 2 The Security Agency shall ensure that the guards posted at the office premises / Residential premises, do not work for more than one shift of eight hours in a day except under extraordinary circumstances. It shall also be ensured that there is no absence of guards at any point of time.
- 3 The Security Agency shall provide extra person(s) if desired by this Office, during the period of this agreement at the rates already agreed in this contract.
- 4 The security guards shall perform their duties diligently and afford protection to the deployed on points of the premises that includes the open areas & the built up areas, its movable and immovable properties, assist in 'Access Control', 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 of the office premises or residential premises from time to time. The guards should be skilled in traffic management and handling of fire fighting

equipments.

- 5 The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
- 6 If a particular worker is absent on any day another person should be deployed in his/her place.
- 7 The personnel will report to the Officer-in-charge assigned by the Department i.e. Caretaker.
- 8 The contractor should deploy one full time Supervisor with mobile phone who shall report to the Caretaker daily. One 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.
- 9 In case the security guards provided by the agency to this Office are found to indulge in any undesirable 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.
- 10 In case of any theft/pilferage of any property belonging to the Office premises / Residential colony 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.
- 11 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.
- 12 Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider.
- 13 The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by the Chief Labour Commissioner (Central). Any breach of this condition will be liable for 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 contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to this office. **In case of revision of minimum wages by the statutory authority, no extra payment will be made to the contractor. The contractor while submitting his bid should factor in any further revision of wages. In case the contractor default the payment of P.F., that the same would be deducted from their pay and deposit to EPF office.**
- 14 The bidder/tenderer should give their personal attention at the time of offering of bid rates and take into consideration that the bid rates should effective with

existing Minimum Wages with Variable Dearness Allowance as declared by the Ministry of Labour and Employment, O/o Chief Labour Commissioner (Central), New Delhi.

- 15 The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
- 16 The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the service provider agency will be in the employment of the service provider agency only and not of the Central Taxes Department.
- 17 **Mode of payment will be monthly and payments to the Security Service Provider/Contractor will be through ECS Payment only. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills. Further if the total no of monthly working hours are not adhered to the proportionate shortfall will be deducted from the monthly bill.**
- 18 No other person except Service provider's authorized representative shall be allowed to enter the Office premises. **The security service provider must provide the uniform to all its workers for safe guarding the security aspect.**
- 19 All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the security contractor and all records maintained thereof should be available for scrutiny by this office. The Security Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.
- 20 The contract will be in force for a period of **upto 31st March, 2019** from the date of award of contract. The Commissioner of Central Taxes, Vadodara – I reserves the right of terminate the contract at any time without any advance notice to the contractor. This 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.
- 21 The bidder/tenderer can be visit the premises, office building as well as residence colony for preparation of valuation of contract and if any doubt, so meet to the Superintendent (Admn.) within office hours from 10:00 Hrs. to 16:00 Hrs. on office working days. Being a Central Government office, all Saturday and Sunday will close holiday.

A. Rate and Prices:

The bidders shall quote their rates as per BoQ sheet along with Tender Notice which should include deduction towards PF and ESI etc and the same would not be payable over and above the rates thus quoted.

B. Final Payment:

The contractor shall submit the bill for every month by the 1st day of next month – duly certified by the caretaker. No interim bills will be entertained. Payment will be made through ECS payment within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective caretaker. The payment is subject to TDS applicable the Income Tax Act, 1961.

Technical bid:

- a) Annexure -I (duly filled in) along with necessary enclosures.
- b) EMD for **Rs. 50,000/- (Rupees Fifty Thousand Only)** as applicable for each category by Demand Draft / Banker's Cheque drawn in favour of "**Commissioner of Central Excise & Customs, Vadodara – I**", payable at Vadodara.
- c) Tender Document (all pages signed)

The Financial Bid: Rates to be uploaded on CPP Portal in BoQ Sheet.

Pre-qualification requirements for award of contract for Security Service

(On official letter pad of the company / firm)

1	Name of the Organization/Firm	
2	Name(s) of the Proprietors/Partners/Directors	
3	Registered Address	
4	Telephone & Mobile No. Fax No. & Email ID.	
5	Whether the firm is registered and license holder under Contract Labour (Regulations and Abolition) Act and The Private Security Agencies (Regulation) Act, 2005 (Copy enclosed)	
6	Registration No. of the Firm(Copy to be enclosed)	
7	Permanent Account No. of the firm (PAN)	
8	Copy of Income Tax clearance Certificate (ITCC) to be attached	
9	GSTIN No. Certificate	
10	Provident fund number allotted by Regional Provident Fund Office.	
11	ESI Registration No.	
12	Total Staff/workers of the firm	
13	Name(s) of Public Sector / Govt. Organization to whom similar services have been provided by the firm during last five years. (Please attach the job order/service certificate from Govt.	
14	Whether the firm has been blacklisted earlier	
15	Details of EMD submitted	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of knowledge. I have read and understood the terms and conditions contained in the Tender Documents and submit the same along with qualifying bid. 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 with date
Name of the Firm
Seal

Annexure-II

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS.

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.