

**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III)
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA
TAL-URAN, DISTT. – RAIGAD, MAHARASHTRA-400707, TEL: 022-27241816**

F. No. S/V-30/Misc-34/2018-19 CSD JNCH

Date: 17/01/2019

E-TENDER NOTICE NO. 01 /2019

TENDER ID. NO. 2019_DREV_431233_1

**NOTICE FOR INVITING E- TENDER FOR SECURITY CUM QUEUE MANAGEMENT
AT DRIVE THROUGH SCANNER FOR THE PERIOD OF ONE YEAR IN THE OFFICE
OF THE COMMISSIONER OF CUSTOMS (NS-III), JNCH, NHAVA SHEVA**

The Commissioner of Customs (NS-III), Jawaharlal Nehru Custom House, NhavaSheva, Tal.-Uran, Distt.-Raigad, Maharashtra-400 707, for and on behalf of President of India invites e-tender under two bid system for hiring of adequate manpower (minimum requirement of Four persons in one shift) for security cum queue management of Containers at Drive Through Scanner for one year from date of commencement of contract.

E-Tendering Process:

The Tender is invited in two covers i.e. (i) Technical Bid/Qualifying Bid and (ii) Financial Bid. The E-Tender as prescribed in **Annexure ‘A’** (Eligibility Criteria and Terms and Conditions), **Annexure ‘B’** (Technical Bid), **Annexure ‘C’** (Financial Bid) and the E-Tender form for the financial bid prescribed in BOQ Excel Sheet duly completed in all respects shall be submitted online on www.eprocure.gov.in before the schedule date & time in two separate files addressed to the Assistant Commissioner of Customs, Container Scanning Division, Jawaharlal Nehru Custom House, NhavaSheva, Raigad-400707.

The detailed terms and conditions is enclosed as **Annexure – “A”** along with Technical Bid (**Annexure ‘B’**) and Financial Bid (**Annexure ‘C’**) to this tender notice. In case of any query, you may contact the Assistant Commissioner of Customs, Container Scanning Division, Jawaharlal Nehru Custom House, NhavaSheva, Raigad-400707. Mobile No. 9594592565 on any working day during office hours on or **before 08.02.2019 (17.00 HOURS)**. The tender details can be downloaded from the official website of the department <http://jawaharcustoms.gov.in> and <http://cbec.gov.in>. The same is also available on Central Public Procurement Portal <http://eprocure.gov.in>.

Submission of bids:

Bids have to be submitted online through E-Tender website portal i.e. www.eprocure.gov.in before the schedule date & time. Bidders should submit the Technical as well as Financial Bids through e-tendering portal only. 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.

Earnest Money Deposit:

Earnest Money Deposit (EMD) in the form of demand draft/Pay Order of requisite amount of Nationalized Bank in favour of “RBI A/c Commissioner of Customs (NS-III), JNCH, NhavaSheva” in original in the prescribed format and in the manner prescribed in the bid documents should be submitted prior to bid submission in sealed envelope. However, if the bidders are unable to submit EMD in original on the due date, they may upload a scanned copy of EMD while submitting the bid electronically, provided the original EMD Copy of which has been uploaded, is received by the Office of Commissioner of Customs, NS-III, Container Scanning Division, JNCH, NhavaSheva, Raigad-400707 within 7 days from the date of Technical/Qualifying bid opening, failing which the bid shall be rejected irrespective of their status/ranking in tender and notwithstanding the fact that copy of EMD was earlier uploaded by bidder. Only

EMD/Authority/Power of Attorney shall be submitted in original in physical form on or before the bid due date.

SCOPE OF WORK

The scope of work is to provide adequate uniformed manpower (minimum requirement of Four persons in one shift) for queue management and lane discipline at Drive Through Container Scanner, NhavaSheva round the clock (24 x7). Security Service Agencies is having capacity to provide adequate manpower (minimum requirement of Four persons in one shift for 24x 7) for security cum queue management along with necessary equipments as mentioned in terms and conditions of Annexure 'A' for maintaining security cum queue management at Drive Through Container Scanner, NhavaShevaround the clock (24 x7). They will be responsible for arrangement of 24x7 uniformed security for managing queue of trailers meant for scanning at Drive Through Scanner from 'Y' junction (entry) till exit side of Scanner. They are also responsible for installation of Boom barriers on both sides of entry as per the instructions of the department. They are required to install token booth/handheld printer to issue to tokens containing details such as Token No., Vehicle No. and Date and time to trailers on first cum first service basis.

The bidder will submit the bid in two parts i.e. technical bid and financial bid. The technical bid will be opened first and the financial bids of those bidders, whose technical bids will satisfy all the criteria, will be opened.

TECHNICAL BID

The format of the "Technical Bid" is enclosed as **Annexure "B"**. The said format is available on the official website of the department <http://jawaharcustoms.gov.in> & <http://cbec.gov.in>. The same is also available on Central Public Procurement Portal <http://eprocure.gov.in>.

FINANCIAL BID

The format of Financial Bid is enclosed at **Annexure 'C'**. The Agency shall quote their bid on per person per month basis. Financial bid shall be submitted as per BOQ document attached. It should contain only the prices without any condition whatsoever.

The interested bidders/Service providers who comply with the terms & conditions mentioned at Annexure 'A' of this tender notice may submit their bids under two bid systems for the subject service on CPP portal ([www. Eprocure.gov.in](http://www.Eprocure.gov.in)), which will be e-processed by the department. The schedule of the subject E-tender is as follows:

Critical Date Sheet:

Date of publishing tender on CPP Portal	17.01.2019 (1700 Hrs)
Bid/Tender document download start date	17.01.2019 (1700 Hrs)
Last date of submission of Bid/Tender	08.02.2019 (1700 Hrs)
Date of opening of the Technical Bid/Tender	15.02.2019 (1500 Hrs)

The Commissioner of Customs (NS-III), Jawaharlal Nehru Custom House, NhavaSheva reserves the right to accept or reject any or all tenders without assigning any reasons thereof. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of Customs (NS-III), NhavaSheva shall be final and binding.

Sd/-

(V.L.PANDAY)

Asstt. Commissioner of Customs
Container Scanning Division, JNCH

Encl.: Annexure 'A', 'B', and 'C'

Copy To:

1. Notice Board JNCH for wide publicity.
2. Superintendent, EDI, JNCH with a request to upload the tender details on the website www.jawaharcustoms.gov.in

ANNEXURE – “A”

ELIGIBILITY CRITERIA:

1. The Bidder should be holding valid licence issued under Section 4 of the Private Security Agencies (Regulation) Act, 2005.
2. The bidders should be having experience of at least two (02) years in this field. He should provide supportive documents in this regard.
3. He should be registered under GST& having a valid PAN (Firm/Party Name).
4. The tender shall be enclosed by EMD of Rs.10,000/- only of a nationalized bank in the form of demand draft/pay order drawn in favour of 'RBI A/c Commissioner of Customs (NS-III), NhavaSheva'. Tender without EMD will not be processed further. The EMD of successful bidder will be converted into Security Deposit. EMD of unsuccessful bidders will be returned as early as possible.

TERMS AND CONDITIONS:-

1. Arrangement of 24/7 uniformed Security for managing queue of trailers meant for scanning at Drive through Container Scanner from 'Y' junction (entry) till exit side of scanner (including trailer management at the holding area till exit).
2. To install Boom barrier on both sides of Entry as per instructions of the department.
3. Install token booth/handheld printer at the dedicated scanner lane near JNCH and issue token to trailers on first cum first service basis. The token will contain following details:
 - (a) Token No. (System Generated)
 - (b) Vehicle No. (Manual Entry)
 - (c) Date and Time (System Generated)
4. Ensure lane discipline and single queue management at entry side, lane discipline at holding yard and exit side also.
5. Disciplined lane parking with marking at Entry Lane, Exit Lane and holding area.
6. Placing barricade alongside dedicated lane.
7. Sufficient man power for queue management on 24 x 7 basis. Minimum requirement of 4 persons per shift should be made available at any given time.
8. **They should submit a “strategy/proposed plan” of queue management. This office reserves the right to choose the best strategy during technical evaluation of bids.**
9. The prevalent taxes or any other taxes applicable on the finished work like Service Tax, Work Contract Tax in respect of the contract to be entered into shall be borne by the Service Provider.
10. Insurance Cover protecting the agency against all claims applicable under Workmen’s Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary Insurance cover for any persons

deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place while discharging the duties by the labour provided for outsourcing by the contractor. In the event of any liability/claim/ falling on this Commissionerate, the same shall be reimbursed/ indemnified by the Service Provider.

11. The Bidder should strictly follow Minimum Wages Act (Central Government) and other Allied Labour Laws in respect of wages and all other benefits to the House Keeping Workers. It is also the responsibility of the Bidder to subscribe to Employees Provident Fund, Insurance Scheme, etc. The deduction towards EPF and ESI etc be factored in rates being quoted. He should submit the details every month before the release of payment, else payment would not be released till compliance.
12. The Contractor shall indemnify and keep this office indemnified against all acts of 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.
13. The Service Provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them under Law. The Service Provider should ensure that wages are paid on time every month. i.e. within 1st week of following month.
14. The rates including benefits to the employee should be quoted in terms of the complete period of the month.
15. Basic calculation sheet for arriving at the rates of daily wages should be enclosed.
16. The agency should ensure & furnish a certificate supported documentary proof while claiming the bill every month they are paying at least minimum wages to the engaged person and also deposit the PF, ESI, Service Tax etc. to the concerned agencies as fixed by the Department of labour.
17. All cutting / omissions/overwriting on the rates should be sealed and signed by the representatives agencies who is authorized to sign quotation.
18. The terms & Conditions, if any should be clearly mentioned by the agency.
19. Payment will released by ECS only, after the completion of every month beginning from the date of acceptance after satisfaction of work on producing the bill in duplicate. No advance payment will be made under any circumstances.
20. Intimation of unsuccessful tender/quotation will not be given to concerned firms and the tender / quotations shall have no claim of any nature on this office.
21. Department will not be responsible for any dispute between the Service Provider and Workers of the Service Provider.
22. The agency shall be responsible for any loss/damage/theft of the property of Department during the contract period and the undersigned have right to recover full loss of such amount from the agency.
23. The department will not be responsible for any injury sustained to the workers during the performance of their duties and also any damage or compensation due to any dispute between the agency & workers. In case any expenditure incurred by the department to face the situation arising out of act of his workers the agency should bind for payment of the same expenditure.

24. The agency shall be responsible for the conduct, behaviour of the person who is engaged for this work by the agency contact. The agency providing the services should produce police verification certificate about their conduct within 15 days from the date of order.
25. The Contract will be for a maximum period of one year. This office reserves the right to extend contract further, subject to satisfactory performance of the Service Provider.
26. This office reserves right to terminate the contract period without assigning any reasons by issue of notice of not more than 05 days.
27. This office reserves the right to postpone/and/or extend the date of receipt/opening of rates/Quotations or to withdraw the same, without assigning any reason thereof.
28. The Service Providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in terms and conditions.
29. The Tenderer shall sign and stamp each of this Tender document and 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 qualifying bid.
30. The Contractors must comply with the rates/quotations, specifications in all terms and conditions of contract. No deviation in the Terms and Conditions of contract shall be entertained unless specifically mentioned by the Service Provider in the rates/quotations and accepted by the department.
31. The successful bidder shall make an agreement with the Customs as per terms and conditions along with an indemnity bond ensuring that any legal issues in respect of payment of employees arising out of this contract will be their responsibility and they will bear all expenses related to it.
32. The successful bidder is required to submit Performance Security equal to three months of the total bidding amount of the entire year in the form of a Bank Guarantee.
33. The Commissioner of Customs, NS-III, JNCH reserves the right to accept/reject any or all tenders received without assigning any reason thereof. Quotations received later than the stipulated date will not be entertained under any circumstances.
34. Tenders shall be valid for a period of ninety days from the date of opening of the tenders and the bidder shall not withdraw his tender prior to the expiry of validity period. In case of withdrawal at any subsequent stage, the EMD shall be forfeited.
35. E-Tender Notice can be downloaded from the website <http://jawaharcustoms.gov.in>. Tenders received after the prescribed time limit will not be entertained.

ANNEXURE "B"

TECHNICAL BID

1. Name, address & telephone number of the service provider :
2. Name and address of the Proprietor / Partner / Director:

QUALIFYING CRITERIA FOR TECHNICAL BID:

3. We have valid licence issued under issued under Section 4 : YES/NO
of the Private Security Agencies (Regulation) Act, 2005
4. We have enclosed EMD of Rs. 10,000/- of a nationalized : YES/NO
bank in the form of demand draft/pay order drawn in
favour of 'RBI A/c Commissioner of Customs (NS-III),
NhavaSheva
5. We have valid GST registration : YES/NO
6. We have attached copy of GST registration certificate : YES/NO
7. We have attached copy of IT returns duly certified by the : YES/NO
Chartered Accountant , for the last two financial years
8. We have valid PAN(Firm/Party Name) : YES/NO
9. We have attached copy of PAN : YES/NO
10. Shop & Establishment Number : YES/NO
11. Having experience 2 years of Security and Queue management: YES/NO
If Yes, Credential certificates to that effect.
12. We have registration with PF and ESI Authorities : YES/NO
13. We have ISO Certification : YES/NO
14. We have submitted "strategy/proposed plan" of queue : YES/NO
management

ADDITIONAL EVALUATION CRITERIA

15. Any employee of the O/o the Pr. Commissioner of Customs(NS-III) on your
Board or shareholder in contractor's entity : YES/NO
(If yes, please provide details)
16. Have your firm/company black listed at any time in past by any : YES/NO
Organization?
17. Have your any director/partner/entrepreneur :YES/NO
Convicted under any law?

DECLARATION:

I/We hereby certify that information furnished above is true and to the best of my/our knowledge. I/we understand that if any deviation is of and in above statement at any state, I/We shall be blacklisted and will not have any dealing with department in future. I/We have read the terms and conditions of the Tender Notice along with its Annexures.

I hereby confirm that I am authorized to sign the Tender Document.

Signature & Name of the authorized Signatory
Seal / Stamp

Date:

Place:

ANNEXURE 'C'
FINANCIAL BID

BIDDER NAME:

PRICE SCHEDULE (QUOTATION):

Sr. No.	Item Description	Quantity (Number of Persons deployed)	Rate per person month
1.	SECURITY CUM QUEUE MANAGEMENT FOR DRIVE THROUGH SCANNER FOR ONE YEAR IN THE OFFICE OF COMMISSIONER OF CUSTOMS, NS-III, JNCH, NHAVA SHEVA		