

TENDER NOTICE

**e-TENDER FOR ANNUAL CONTRACT FOR PROVIDING SECURITY
SERVICES AT JAWAHARLAL NEHRU CUSTOM HOUSE**

The Commissioner of Customs (General), Jawaharlal Nehru Custom House, Mumbai Customs Zone-II, herein after referred to as 'the JNCH', invites online e-Tenders for annual contract for providing security services with **16 nos. security guards at Jawaharlal Nehru Custom House, and 04 nos. security guards at Phunde Village staff quarters** in two-bid system (Technical & Financial) from authorized and reputed contractors/firms, herein after referred to as 'The Service Provider' and having a minimum of five years experience in this field.

1. Application form: Annexure-A
2. Scope of the work: Annexure-B
3. Prequalification conditions: Annexure-C
4. Terms and conditions: Annexure-D
5. Format of Technical bid: Annexure-E
6. General instructions: Annexure-F
7. Format of Financial bid: Annexure-G

Date:

From

To
The Commissioner of Customs (General)
Jawaharlal Nehru Custom House
Nhava-Sheva, Uran,
Raigad, Maharashtra – 400 707

Sub: Tender for annual contract for providing security services at Jawaharlal Nehru Custom House, Tal-Uran, Dist. Raigad.

Ref: 1) Your tender Notice No. Dated
2) EMD-DD No.....
Date.....for Rs.....

I/we have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We quote the rate inclusive of all taxes and other charges.

Yours faithfully

(Signature and stamp of the tenderer,
State legal status, Whether Prop.,Partner,
Registered firm, Company etc.)

SCOPE OF WORK:

The scope of work is to provide integrated security services at Jawaharlal Nehru Custom House and Phunde Village Staff Quarters, Nhava Sheva round the clock (24x7).

The Security staff should be well versed in handling and operating security gadgets (specially X-ray baggage scanning machines).

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.

PREQUALIFICATION CONDITION:

1. The Agency would preferable be ISO 9001 certified. The Agency will submit the documentary evidence to that effect.
2. The Agency should have minimum experience of 05 years of operation in security industry. Proof of the above shall be submitted along with the bid.
3. The Agency should have filed IT returns for the last 3 years. Copies of the same shall be submitted along with the bid.
4. PAN / Service Tax Registration No. should be indicated.
5. The Agency should submit the certified copies of necessary licences and registration documents along with the certificate of performance from their past / present serving clients.
6. The firm should have registered/ branch office within 50km radius of this Custom house.
7. Security guards should be well versed in operating and handling security gadgets (specifically X-ray baggage scanning machines). Proof of same should be attached.
8. **Earnest Money Deposit (EMD)** of Rs.1,00,000/- (Rupee One Lakh only), if applicable, in way of Demand Draft, in favour of 'The Commissioner of Customs (General), JNCH should be sent by post/ by hand superscripting the envelope with tender no. and due date on or before the due date to this office. Tenders received without requisite Earnest Money will be rejected outrightly. EMD exemptions will be as per Central govt. rulings.

TERMS AND CONDITIONS:

1. Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupee One Lakh only), if applicable, in way of Demand Draft, in favour of 'The Commissioner of Customs (General), JNCH should be sent by post/ by hand superscripting the envelope with tender no. and due date on or before the due date to this office. Tenders received without requisite Earnest Money will be rejected outrightly. EMD exemptions will be as per Central Govt. rulings.
2. The prevalent taxes including Sales Tax or any other Taxes applicable on finished work like Service Tax, Works Contract Tax, etc. in respect of the contract to be entered into shall be borne by the Service Provider.
3. Preference will be given to Agencies willing to employ local youths. Selected Agency will be appointed on experimental basis for the first three months for evaluation of their performance, if not found satisfactory, their appointment will be summarily terminated.
4. Insurance cover protecting the agency against all claims applicable under the 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 The Service Provider. In the event of any liability/ claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the Service provider.
5. The Bidder should strictly follow Minimum Wages Act (Central Government) and other Allied Labour Laws in respect of wages and all the other benefits to the security guards. 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. The Service Provider would be liable for ensuring compliance with relevant rules and regulations as notified by government in this regard from time to time.
6. The Service Provider 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.
7. 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. The payment to Service Provider would be released once salaries to his employees are paid (declaration in this regard to be provided with every bill) and certified by Supdt./CHS in charge of security services.
8. No other person except Service provider's authorized representative shall be allowed to enter the Office premises.
9. Department will not be responsible for any dispute between the Service Provider and the workers of the Service Provider.
10. At the time of submission of bill for payment, the The Service Provider should submit proof for the previous payment made towards statutory liabilities like EPF, ESI, and salary paid etc. in respect of all the engaged personnel.

11. Payment to the Service Provider will be made by Account Payee Cheque only, on presentation of the Bill. Income Tax shall be deducted at source as per the rates notified by the Income Tax Department.
12. All damages caused by the personnel to the property of the Department shall be recovered from the Service Provider.
13. The contract will be for a maximum period of one year. This Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider.
14. 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.
15. The Service Providers are required to submit the complete rates / quotations only after satisfying each and every condition laid down in the terms and conditions.
16. Rates / quotations should be submitted and signed by the proprietor of the firm with its current business address.
17. The Service Provider 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.
18. The Service Provider must comply with the rates /quotations, specification and all terms and conditions of contract. No deviation in the Terms and Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the rates / quotations and accepted by this Commissionerate.
19. The Successful Bidders shall make an Agreement with the Customs as per the terms conditions along with an Indemnity Bond ensuring that any legal issues in respect of payments of employees arising out of this contract will be their responsibility and they will bear all expenses related to it.
20. The Successful Bidder is required to submit Performance Security equal to three months amount of the total bidding amount of the entire year, in the form of Bank Guarantee with Auto renewal clause from nationalized bank.
21. The Successful Bidder has to submit NOC from the Police Department certifying the antecedents of their labourers. They shall also submit the details of labourers such as name, address along with photo identity.
22. The Commissioner of Customs (General), JNCH reserves the right to accept/reject any or all tenders received without assigning any reasons thereof. Quotations received later than the stipulated date will not be entertained under any circumstances.
23. 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 the validity period. In case of withdrawal at any subsequent stage, the EMD shall be forfeited.
24. The security guards should be in proper uniform (on duty) with the company's name on it. And Penalty @ Rs.600/- per person per day will be charged if substitute is not provided in absence of any regular Security guard.
25. For any clarification, site inspection etc, bidders may contact the Superintendent of Customs, CHS Office, 1st floor, C Wing of this Custom House on any working day between 10.00 am to 5.00 pm or the Tenderer can contact through phone no. 022-2724 4903.

26. Important Dates:

Last date of bid submission : 13th March 2017 (1800 hrs)

Technical Bid opening : 15th March 2017 (1400 hrs)

Financial Bid opening : 17th March 2017 (1200 hrs)

PART-I

FORMAT FOR TECHNICAL BID

Sr. No.	Particulars	Details
1	Name of "The Service Provider"	
	Full address of the Service Provider	
	Telephone no.	
	Fax No.	
	Email:	
	Information about Company's infrastructure	
2	Work experience in Security Service	
3	Bank details with MICR & IFSC code (submit mandate form for ECS payment)	
4	PAN	
5	Maharashtra VAT TIN & CST TIN No.	
6	Service Tax No.	
7	No. of staff (attach list of names along with experience)	
8	No of assisting Staff available for this work (attach list of names along with experience)	
9	Standard list of equipments for this work	
10	ISO 9001 certification	Yes/No
11	Black listed by any PSU banks/Govt. organizations.	Yes/No

- Note:** 1. Attested Photo copies of above for proof should be attached.
2. Original copies should be provided at the time of opening tender.

PART-II

-DECLARATION-

1. I Son / Daughter /Wife of Shri
Proprietor / Partner / Director / authorized signatory of competent to
sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide to them;
3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law;
4. I understand that in case any deviation is found in the above statement at any stage, the
concern shall be blacklisted and shall not have any dealing with the Department in future.

Signature of authorized person

Name & Seal

Date:

GENERAL INSTRUCTIONS:

- The Service Provider will submit bids online only through www.eprocure.gov.in under department name "Revenue Department". All relevant documents should be attached with bid.
- EMD (Earnest Money Deposit): –The tenders should be submitted with a Demand Draft of **Rs. 1,00,000/- (Rupees One lakh only)** in the name of "The Commissioner of Customs (General) , JNCH".
- PG (Performance Guarantee): – The successful bidder should submit three months amount of the total annual value of order in form of Bank Guarantee valid till the warranty period from Nationalized Bank, in the name of "The Commissioner of Customs (General), JNCH" with Auto renewal clause.
- The Service Provider should fulfill prequalification conditions of the tender.
- The Service Provider should submit all the documents attested by authorized person with the quotation.
- The technical bid will be opened first in the presence of the Tender Committee Members and bidders. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The bidders, if they wish, may remain present.
- For any clarification/ inspection of the site, etc. the interested parties may contact the Superintendent of Customs, CHS Office, 1st Floor, 'C' Wing of this Custom House on any working day between 11:00 AM to 5:00 PM, either personally or on Tel- 02227244903.
- Tender document is available on web site <http://www.jawaharcustoms.gov.in/> , www.eprocure.gov.in and www.cbec.gov.in .
- Last date and time for accepting bids: **13.03.2017** upto **1800** hrs.
- Opening of the Bids –
 - Technical Bid – **15.03.2017** at **1400** hrs.
 - Financial Bid - **17.03.2017** at **1200** hrs.

-sd-

(Dinbandhu Diwakar)
Dy. Commissioner of Customs
Preventive (General), JNCH

Copy to:

1. The DC/EDI, JNCH for uploading on website of JNCH.
2. Notice Board.