

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)**  
**JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA**  
**TAL. URAN, DIST. RAIGAD, MAHARASHTRA – 400 707**

**F.No. S/43-313/2015 CHS JNCH**

**Date : 30 .11.2015**

**TENDER NOTICE NO. 30 /2015**

Sealed tenders are invited from reputed Security Service Agencies having capacity to provide integrated security services with 16 Nos. of uniformed / trained / licensed manpower along with necessary electronic and other surveillance equipments (if required) for maintaining the security at the Jawaharlal Nehru Custom House, Nhava Sheva round the clock (24×7) for a period of one year through open tendering system.

**SCOPE OF WORK:**

The scope of work is to provide integrated security services at Jawaharlal Nehru Custom House, Nhava Sheva round the clock (24×7).

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 :**

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 10 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.

## **FINANCIAL BID:**

Security Service Agencies is having capacity to provide integrated security services with 16 numbers of uniformed/trained/licensed manpower along with necessary electronic and other surveillance equipments for maintaining the security at the Jawaharlal Nehru Custom House, Nhava Sheva round the clock (24x7). The Agency shall quote their bid on per person per month basis.

## **TERMS AND CONDITIONS :**

1. Earnest Money Deposit (EMD) @ 2% of the quoted value (entire amount of the bid amount) in way of Demand Draft, in favour of 'The Principal Commissioner of Customs (General), JNCH, should be submitted with the Commercial Bid and vender should write clearly in the Financial Bid that EMD has been enclosed. The Tenders received without EMD shall be liable to rejection.
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 contractor. 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 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.

6. 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.

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 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 contractor should submit proof for the previous payment made towards statutory liabilities like EPF, ESI, 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 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.

18. The Contractors 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 Bidders is required to submit Performance Security equal to three months of the total bidding amount of the entire year, in the form of Bank Guarantee.

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 Principal 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. Sealed Tenders duly addressed to the Assistant Commissioner of Customs, Preventive (General)-II, Jawaharlal Nehru Custom House, should be submitted to the Superintendent (C.H.S.), JNCH, Nhava Sheva. Tenders Forms can be obtained from Customs House Superintendent's office on any working day between 11.00 am to 5.00 pm can be downloaded from the websites <http://www.jawaharcustoms.gov.in>. Tenders received after the prescribed time limit will not be entertained.

25. The sealed Tenders should be dropped in the Tender Box available in the Office of the Superintendent of Customs, CHS, 1st Floor, Jawaharlal Nehru Custom House, Nhava Sheva between 11.00 hrs to 17.00 hrs on all working days.

26. For any clarification, site inspection etc, bidders may contact the Superintendent of Customs, (Preventive), 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 3248.

27. Last date and time for accepting tender will be opened on 22.12.2015 at 1400 Hrs in presence of Tender Committee. While opening of the Bids the Bidders are also requested to be present:-

Technical Bid – 22.12.2015 at 1600 Hrs.

Financial Bid – 29.12.2015 at 1600 Hrs.

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**(S.P.PABALKAR)**

**ASSISTANT COMMISSIONER OF CUSTOMS  
PREVENTIVE (GENERAL)-II, JNCH**

**Copy to :**

1. Notice Board, JNCH.
2. 2. AC/EDI with request for uploading the Tender Notice on JNCH website.

**TENDER FORM FOR SECURITY SERVICES WORK AT  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA, TAL. URAN, DIST. RAIGAD.**

- 1 Name of the Tenderer :
- 2 Full address and Telephone Nos:  
(Mobile No. and Landline No.)
- 3 Details of contact persons :
- 4 Details of the Organization:  
(whether sole proprietorship /  
partnership firm / company  
etc)
- 5 Registration of details of the:  
firm (please attach copies)
- 6 Income Tax / Service Tax/ P F:  
Registration No. / ESIC Code  
No ( Please attach PAN  
Card and other documents  
duly attested)
- 7 Financial soundness certificate:  
details (please attach original  
letter of the Bank)
- 8 Experience / Details of present:  
clients
- 9 List of Organization where:  
similar work undertaken
- 10 Manpower required :
- 11 Machine and material:  
proposed to be used for the  
day to day work
- 12 Bid amount on per person per: Rs.  
month

- 13 Total cost per month : Rs.
- 14 Total cost per annum : Rs.
- 15 Amount of Earnest Money: Rs.  
deposited (2% of the total  
amount of Bid amount per  
annum)
- 16 Details of Demand Draft / Pay:  
Order, amount and issuing  
Bank.

SIGNATURE OF THE BIDDER WITH STAMP