



भारत सरकार

Government of India

वित्त मंत्रालय, राजास्व विभाग

Ministry of Finance, Department of Revenue

सीमा शुल्क आयुक्त (निवारक) का कार्यालय

Office of the Commissioner of Customs (Preventive)

110, महात्मा गांधी रोड, पूर्वोत्तर क्षेत्र, शिलांग 793001-, मेघालय

110, Mahatma Gandhi Road, NER, Shillong - 793001, Meghalaya

फोन/Phone:0364-222597/2225325/2229005/2210103.फैक्स/Fax:0364-2223440/2229007.email: cusshg@gmail.com

**NOTICE FOR SEALED QUOTATIONS REGARDING OUTSOURCING OF SECURITY SERVICES FOR THE OFFICE PREMISES & AT HIRED PREMISES WHERE SEIZED VEHICLES ARE KEPT BY THE DEPARTMENT.**

Office of the Commissioner of Customs (Preventive), NER, Shillong invites sealed tender under **two-bid** system from reputed, experienced and registered agencies for providing round the clock Security at the above stated premises. The interested agencies are required to submit the "Technical Bid" and "Financial Bid" separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover bearing the words "**Tender for Security Services**" and should be dropped at the tender box kept at the O/o The Commissioner of Customs (Prev), M.G Road, NER, Shillong on or before **29.01.2018** at 1700 Hrs. The bids shall be opened on **30.01.2018** at **1400 Hrs**. The tender document containing eligibility criterion, scope of work, terms & conditions can be obtained from the **Superintendent (Hqrs)/PRO** of this office on any working day between **11.00 hrs. to 1700 hrs.** The Commissioner of Customs (Preventive), NER, Shillong reserves the right to reject all / part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained. Any future clarification and/or corrigendum(s) shall be communicated through the **Superintendent (Hqrs)/PRO**.

Encl: Annexure-A & B

C.No. II(35)01/CUS/HQRS/SECURITY/PRO/SH/2017

Copy to :-

- (i) Notice Board of the Office of the Customs Hqrs Office.
- (ii) Superintendent, Computer Cell for uploading in the website.
- (iii) Notice Boards of CGST Hqrs Office/ Shillong Customs Division/GPO/DC Office.

  
-21/18  
(Tashi TN Bhutia)

Superintendent (HQRS)

Dated: **12 JAN 2018**

  
-12/18  
(Tashi TN Bhutia)

Superintendent (HQRS)

**ANNEXURE 'A'**  
**GENERAL TERMS & CONDITIONS**

1. The bidder should provide security services by providing 04 (four) nos of Security Personnel at office premises and the hired premises round the clock on all days including Sundays and holidays.
2. The bidder should have sufficient experience in the field of providing security services preferably to the establishments of Central /State Govt Public Sector undertakings or reputed Private Sectors. A List of companies/departments where security is being deployed by the bidder along with relevant supporting documents may be furnished along with the bid. List of Government organizations where the bidder is currently providing services may also be indicated.
3. The bidder should quote the total amount per month and inclusive of all statutory taxes for providing security services.
4. The Security personnel deployed should have clean antecedents duly verified by police and be in good health, be medically fit and not above 50 years of age. The bidder should ensure that the personnel deployed by them at the premises are adequately trained in the field and are kept abreast of the happenings in the city /state/country with regard to security angles.
5. The deployed personnel shall maintain law and order in the premises. The bidder should ensure that adequate supervision is exercised over the personnel posted on round the clock basis.
6. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
7. If any lapses are reported/noticed on the part of the deployed personnel in providing adequate services at the premises, the bidder shall be held responsible and penalized.
8. The Agency shall keep the PRO/APRO, Customs Hqrs Office informed of all the matters of security and co-operate in the investigation of any incident relating to security.
9. The bidder should indicate their registration certificate as security service provider **/PAN /GST Registration /ESI/EPF Nos** and submit the necessary registration certificates in support of the same.
10. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc relating to security personnel deployed in said premises. The Commissioner of Customs (Prev), NER, Shillong shall have no liability in this regard.
11. The bidder shall be responsible for complying with all statutory requirements in execution of the contract and must abide by all the corresponding rules and regulations, Acts etc.

12. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. office.
13. The agency should hold certificate from the Police Authorities for performing Security Services.
14. The payment will be made to the security agency on monthly basis against bills after verification of attendance Register of the personnel deployed as per the agreement by the department. The security agency will be responsible for payment of salaries etc of security personnel engaged in security work.
15. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc shall be borne/supplied by the Agency at its cost.
16. Taxes if any will be deducted at source only in cases where applicable by law.
17. In case of any doubt or need of any inquiry the bidder may contact the Superintendent (Hqrs), Customs Hqrs Office, Shillong, on any of the working days on above address.

**ANNEXURE 'B'**  
**TECHNICAL TERMS & CONDITIONS**

1. The Agency should be in the business of Security at least for the last 2 years.
2. The agency should have a minimum experience of two years in providing security service out of which at least for two years they should have handled the entire security system of a reputed Government Organization and a reputed Public Sector Company.
3. The Agency must provide satisfactory service certificate from at least two Central Government/ State Organizations (Ministries, Government Department, PSU etc.).
4. The Agency should be registered with the GST Department and should submit copy of GST Registration Number.
5. The Agency should submit valid Income Tax clearance certificate>Returns for last one year.
6. The Agency should submit Copy of PAN Number.
7. The address of the Agency with telephone No. and Fax Nos. in Shillong should be given.
8. Technical bid shall include documentary proof in respect of each of the above points of Technical Terms & Conditions. Financial bids of a firm who fails to fulfill any of the above conditions would not be considered.

The firms meeting the above technical terms & conditions only should submit their Quotations in sealed cover.

## TECHNICAL BID

All columns must be filled.

|    |                                                                                                                                                         |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1  | Name of the Organization / firm                                                                                                                         |  |
| 2  | Name (s) of the proprietors / Directors                                                                                                                 |  |
| 3  | Registered Address                                                                                                                                      |  |
| 4  | Telephone No. Mobile No. Fax No. e-mail ID                                                                                                              |  |
| 5  | Whether firm is registered and license holder under Contract Labour (Regulation & Abolition) Act.                                                       |  |
| 6  | Registration No. of the firm ( copy to be enclosed )                                                                                                    |  |
| 7  | Permanent Account No. of the firm (PAN)                                                                                                                 |  |
| 8  | Provident Fund Number allotted by the Regional Provident Fund Office                                                                                    |  |
| 9  | ESI Regn No                                                                                                                                             |  |
| 10 | GST Registration No                                                                                                                                     |  |
| 11 | Total staff / worker of the firm                                                                                                                        |  |
| 12 | Name (s) of the public sector / Govt. organization to whom similar services have been provided by the firm during last five years.(please attach proof) |  |

Signature with Date \_\_\_\_\_

Name of the firm \_\_\_\_\_

Seal

**FINANCIAL BID**

All columns must be filled.

| Sl No | Description of charges                                                                        | Rate per month (in Rs) |
|-------|-----------------------------------------------------------------------------------------------|------------------------|
| 1     | Total charges per personnel inclusive of all charges/taxes (viz. Adm charges, ESIC, EPF, GST) | Rs<br>(In words)       |
| 2     | Total amount for 4 security personnel.                                                        | Rs<br>(In words)       |

Signature with Date \_\_\_\_\_

Name \_\_\_\_\_

Name of the firm \_\_\_\_\_

Seal