



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS
GUWAHATI CUSTOMS DIVISION
NILAMONI PHUKAN PATH, CHRISTIANBASTI, GUWAHATI-781005
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NOTICE INVITING TENDER

Sealed quotations are invited from registered security agencies for hiring of private security guards for one year for Custom House, Nilamani Phukan Path, Christianbasti, Guwahati - 781005.

The interested parties are requested to submit their bids in the specified proforma quoting the rates per guard per month. The tender documents are to be submitted to the Office of the Deputy Commissioner of Customs, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005.

The top of the envelope should be superscripted by “Tender for hiring of private security guards for Custom Division, Guwahati”.

Specified proforma alongwith all terms and conditions are enclosed herewith.

Last date of submission of tenders is 20.08.2018 upto 13:30 hrs which will be opened on the same day at 16:30 hrs. in presence of the parties or their authorized representative who wish to be present at the time of opening the tender. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

sd/

(Annu Darin)
Deputy Commissioner
Customs Division, Guwahati.

C.NO. I(22)4/Adm/Security/Cus/Ghy/2017/

Date: 30/7/18

Copy to the-

1. Administrative Officer, Customs Division, Guwahati.,
2. Notice board.
3. Superintendent (Comp & Trg.), Customs Hqrs.,
NER, Shillong for upload on the official website.

Annu Darin
30/7/18

(Annu Darin)
Deputy Commissioner
Customs Division, Guwahati.

TERMS AND CONDITIONS

1. The Office of the Deputy Commissioner, Customs Division, Guwahati hereinafter referred to as "the Department" intends to hire 06 (six) Security Guards and they should be of the following category:

Sl. No	Type of Guards	Category	No of Guards
1	Security Guards (Unarmed) at Custom House, Guwahati	Civilian	3
2	Security Guards (Unarmed) at Seized vehicle parked at Chandrapur.	Civilian	3
Total			6

2. Security guards are proposed to be hired for a period of 1 year (on 7 days a week basis and in three shifts) with the provision of extending it at the discretion of the Commissioner of Customs (Preventive), N.E.R., Shillong.
3. Eligibility Criteria:
- a. The Applicant Contractor (security agency) should have been in the business of recruitment and supply of civilian security guards for minimum three years.
- b. The Applicant Contactor should be in possession of necessary license from government authorities for running security agency.
- c. Civilian Guards should have their antecedents verified from the local Police Station, at the instance of the Contractor and a copy of such verification reports should be submitted before commencement of the contract.
- d. The Applicant contractor should have complied with all the legal provisions pertaining to his/ its line of business.
4. The Applicant Contractor should be in a position to supply the requisite number of security guards by 01.09.2018
5. The Contractor shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security guards should be provided in the event of sickness or in any other circumstances, when the guard is absent. The guards must report to duty strictly for eight hours (in each shift), seven days of a week as per the roster or duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn. In case of weekly off, substitute security guard should be the same person and any change should be made with intimation to the Public Relation Officer, Customs Division, Guwahati.

6. Payment of minimum hire charges, as agreed upon and subject to TDS, shall be made on monthly basis on submission of bill after completion of the month.
7. The expenses on uniforms, other accessories, rainy-wear etc. shall be borne by the contractor alone.
8. The liability on account of P.F., gratuity, insurance, medical and other dues as per Labour Laws if any, of the security guard would, solely and wholly, be the responsibility of the contractor and the department will not bear any liability apart from the hiring charges.
9. The security guards will be deployed in three shifts and at the discretion of the controlling officer of the department.
10. The contract for hiring of security guards can be cancelled with a notice period of two months, from either side, without assigning any reason.
11. The Contractor should be registered with the concerned authorities of the State or Central Government and should fulfill the conditions laid down by such authorities.
12. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the Public Relation Officer, Customs Division, Guwahati.

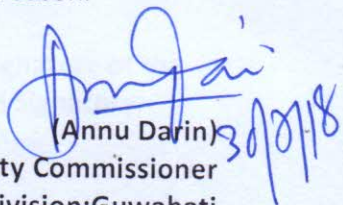
The penalty for some of the defaults is as under:-

Sl. No.	Nature of default	Penalty in Rs.
1.	Late Reporting	Rs.100 per day
2.	Non reporting	Rs.200 per day
3.	Refusal of duties	Rs. 200 per instance
4.	Non-observance of Dress code	Rs.100 per instance
5.	Change of security guard without prior permission	Rs.500 per instance

On reporting of default of any type mentioned in this column on more than 3 occasions, the contract is liable to be cancelled

13. A log sheet, specifying daily reporting and relieving time of security guards shall be maintained for each guard. The contractor should submit the duly filled in log sheet, signed by the Public Relation Officer, Customs Division, Guwahati, along with the bill, on monthly basis.

14. The security guards hired should satisfy the following conditions:-
 - a) Guards should wear the uniform neat, clean & ironed, while on duty, prescribed by the contractor.
 - b) Guards should have undergone proper training on all security related issues, should be decent and well behaved.
 - c) Once the Guard has been allotted a spot/site he/she shall remain in the same position till he / she is shifted.
15. In case of security guard remaining absent from duty, a substitute shall be provided by the contractor immediately. In case a substitute is not provided, proportionate contract charges are liable to be deducted from the contract charges payable. In addition to the above, the penalty may also be levied for late reporting/ non-reporting of guards as stipulated in Para 12 above.
16. Bid once submitted shall not be allowed to be withdrawn and any default, after acceptance of bid, shall be deemed to be non-compliance of terms of contract and would be liable to levy of penalty.
17. In case of failure to supply the stipulated number of security guards for hiring by the contractor for the intended period, the contract may be cancelled by the Department.
18. In case of any dispute, during tender process, the decision of the Assistant Commissioner, Customs Division, Guwahati would be final and binding.
19. The Agency shall enter into contract with the Deputy Commissioner, Customs Division, Guwahati as soon as decision in this regard is taken on non-judicial stamp paper of Rs.100/- (Rs. One Hundred Only) and execute an Indemnity Bond on non-judicial stamp paper of Rs.100/- indemnifying the Office of the Deputy Commissioner, Customs Division, Guwahati against all claims disputes, damages, costs etc. more particularly with regard to employees deployed by the Agency.
20. The Deputy Commissioner, Customs Division, Guwahati reserves the right to accept or reject any part of the tender or whole of the tender, without assigning any reason.


(Annu Darin)
Deputy Commissioner
Customs Division:Guwahati

ANNEXURE A

FORMAT OF TENDER DOCUMENT FOR HIRING OF SECURITY GUARDS

1. Name, address and telephone No. :
of the Bidder/Applicant Contractor
2. Permanent Account No. (PAN) :
3. Name and address of the Proprietor/ :

Partners/Directors and their PAN

4. List of reputed Clients (minimum 3) :
5. Rate Chart per Guard :
(Exclusive of GST)

S.No.	Description	Requirement In Numbers	Rate Guard per month	Total Charges
1	Civilian Security Guards	6		
TOTAL				

5. Agency Charges, if any :
6. Total Charges, including GST :
(Value of Contract)

Date: Place:
Stamp/Seal of the Bidder

Name and Signature of the
Authorized Signatory

Annexure B

CHECK LIST

S. No.	Documents Enclosed	Yes/No
1.	A brief note on antecedents of the Company/Firm/Business concern.	
2.	Copy of PAN Card	
3.	Documents on Sufficient No. of Guards on the roll of Contractor, including ex-servicemen.	
4.	Whether proper and valid License is available for running security agency and whether the same is valid for next Two Years.	
5.	Copy of Income Tax Return/ITR-V (If e-filed) along with copy of Audit Reports, B/S & Profit & Loss Account for F.Y. 2007-08 to 2009-10	
6.	List of Reputed Clients along with name & contact no. of controlling Officer alongwith documentary evidence.	
7.	Copy of Certificate of Incorporation of Company/Firm/Proprietary Business.	
8.	Copy of Registration Certificate/ License of the Private Security Agency as required the Assam Private Security Agencies Rules, 2008 OR under any other law, which is in force as on date.	

Name and Signature of the
Authorized Signatories