



भारत सरकार/Government of India  
वित्त मंत्रालय, राजास्व विभाग/Ministry of Finance, Department of Revenue  
सीमा शुल्क सहायक आयुक्त का कार्यालय  
Office of the Assistant Commissioner of Customs Preventive)  
Customs Division:Guwahati

Nilamoni Phukan Path, Christian Basti, Guwahati - 781 005

फोन/PHONE: (0361) 2340510/511/512/513/703 फेक्स/FAX: (0361) 2341510 Email: cusgau@yahoo.com

## **NOTICE INVITING TENDER FOR OUTSOURCING OF SECURITY SERVICES**

Sealed quotations are invited from reputed, experienced and registered agencies for providing round the clock Security for Darranga LCS at Border Trade Centre, Darranga, Baksa, District, BTAD, Assam. The tender is invited in two parts i.e. **(1) Technical Bid – as per Proforma 'A'** **(2) Financial Bid – as per Proforma 'B'**. The valid Technical bids shall be scrutinized by this office to short list the eligible bidders. Thereafter, the Financial Bids of the shortlisted bidders who have qualified in Technical Bid will be opened. The copy of the tender document alongwith terms and conditions may be obtained from the PRO, Customs Division, Guwahati between 10.30 am to 4.30 pm on working days or from the departmental website [www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in).

The sealed tenders should be submitted to the Assistant Commissioner (by name), Customs Division, Guwahati, Custom House, Nilamoni Phukan Path, Christianbasti, Guwahati, PIN-781005 in a sealed envelope marked clearly on top "**Tender for hiring of private security guards for Darranga LCS at Border Trade Centre, Darranga**" enclosing two separate sealed envelopes for Technical and Financial Bids marked clearly on top as '*Technical Bid*' and '*Financial Bid*'. The sealed quotations should reach this office or must be dropped in the Tender Box latest by 27.02.2019 up to 13:30 hrs. Tenders received after due date and time shall be summarily rejected.

Last date of submission of tenders is 27.02.2019 up to 13:30 hrs which will be opened on the same day at 14:30 hrs. in presence of the parties or their authorized representative who wish to be present at the time of opening of the tenders. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Enclo.:- Proforma 'A' & 'B'

Sdf

(संजीत कुमार/Sanjeet Kumar)

सहायक आयुक्त/Assistant Commissioner

C.NO. VIII(48)1/CUS/MISC/DARRANGA/ACG/2014/Pt.-II/ 7842 (B)

Date: 12/02/2019

Copy to the-

1. Commissioner of Customs (Preventive), NER, Shillong for information.
- ✓ 2. Superintendent (Comp. & Trg.), Customs Hqrs. Office, Shillong with a request to upload the Tender in the Departmental Website.
3. Notice Board, Customs Division, Guwahati.
4. Administrative Officer, Customs Division, Guwahati.

संजीत कुमार

12/02/2019

(संजीत कुमार/Sanjeet Kumar)

सहायक आयुक्त/Assistant Commissioner

## TERMS AND CONDITIONS

1. The Office of the Assistant Commissioner, Customs Division, Guwahati hereinafter referred to as "the Department" intends to hire 03 (three) Security Guards and they should be of the following category:

Sl. No	Type of Guards	Category	No of Guards
1	Security Guards (Unarmed) at Border Trade centre, Darranga	Civilian	3

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 01.03.2019
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 Assistant 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 Assistant 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.

संजीत कुमार  
12/02/2019  
(Sanjeet Kumar)

Assistant Commissioner  
Customs Division:Guwahati

**Proforma 'A'**

**PROFORMA FOR SUBMISSION OF TECHNICAL BID :-**

Note :- Any violation of the terms and conditions in submitting the TECHNICAL BID will lead to rejection of the same.

1	Name & address of the Tenderer Organization/Agency with Name, Phone No., Mobile No. & Email address.	
2	Whether firm is registered and License holder under Contact Labour (regulation & Abolition) Act.	
3	Registration No. of the Firm	
4	License of the Private Security Agency as per the Assam Private Security Agencies Rule, 2008 or under any other law, which is in force as on date.	
5	PAN/TAN of the Firm .	
6	Provident Fund Number allotted by the Regional Provident Fund Office	
7	ESI Registration No.	
8	GST Registration No.	
9	Name (s) of the Organisation(s) where similar services have been provided by the Firm during the last 3(three) years (documents to be attached)	

**DECLARATION BY THE TENDERER**

This is to certify that I/We before signing the ANNEXURE-'A' of the tender as "TECHNICAL BID" as per the tender have read and fully understood the same. Further, I/We hereby certify that the information furnished above ANNEXURE-'A' as TECHNICAL BID of the tender is complete and correct to the best of my/our knowledge.

**Signature of authorized Signatory with date:-**

**Name :-**

**Name of the Firm:-**

**Address :-**

**Seal :-**

**N.B.: Self-attested copies of all the documents/certificates should be submitted along with the Technical Bid.**

**Proforma 'B'**

**PROFORMA FOR SUBMISSION OF FINANCIAL BID**

1. Name of the party/Service Agency :-
2. Address (with telephone) :-
3. Monthly rate quoted per person per month :-

Sl.No.	Components	Rate per month (in Rs)
1	Wages	
2	EPF(employers contribution)	
3	ESI (employers contribution) Non-implemented area.	
4	Agency Charges (mandatory)	
Total		
GST		
Grand Total		

**Note:- If any bidder quotes NIL or leaves blank in the Sl.no. 4 above, i.e. "Monthly Agency Charges", the bid shall be treated as unresponsive and will not be considered.**

**Declaration**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Bidder/Authorized Signatory with date)

Name & address of the Tenderer.....

Contact No. ....