



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

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NOTICE INVITING E-TENDER FOR 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 E- tender under **two-bid** system from reputed, experienced and registered agencies for providing round the clock Security at the above stated premises.

Sl No	Name of the office with address	Description of the security personnel	No of security personnel required.
1	O/o The Commissioner of Customs (Preventive), NER, 110, MG Road, Shillong	As detailed in the terms and conditions	Four (04)

The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website www.eprocure.gov.in/eprocure/app and also from shillongcustoms.gov.in as per the schedule as given in the DATE SHEET as under:

e-Tender Publishing Date	05.03.2020
Start Date & Time for downloading Tender Document	05.03.2020 from 18:00 hrs onwards
Last Date and Time for Submission of Online Bid	15.03.2020 up to 18:00 hrs.
Bids Opening Date and Time	16.03.2020 at 11:00 hrs.

MODE OF SUBMISSION OF BIDS:

1. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> under two bid systems i.e. (i) Technical/Qualifying bid and (ii) Financial bid in the prescribed proforma. All the self-attested documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. **Tender sent by any other mode will not be accepted.**

2. 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. All the rates must be mentioned both in figures and words. In case of discrepancy between the words and figures the rates indicated in figures shall prevail.

3. Rates/Quotations should be submitted and signed by the firm with its current business address.

4. The Contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the rates/quotations and accepted by this office.

5. THE LAST DATE FOR SUBMISSION OF TENDER IS 15.03.2020 up to 18:00 hrs.

This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.

6. The tenders will be opened on **16.03.2020 at 11:00 Hrs** in the presence of the Tender Committee, at the O/o the Commissioner of Customs (Preventive), NER, Shillong, 110 M.G. Road, Shillong -793001.

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.

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.

