TENDER No.01/2021

Sub:- Tender For Security Guards of 24 Hours (3 Shifts 8 Hours per shift) on outsourcing basis at DGGSTI, Bhubaneswar, zonal Unit Bhubaneswar..Reg

The office of the Directorate General Of Goods and Service Tax intelligence, Bhubaneswar Zonal Unit Bhubaneswar at plot no. 27, Saheed Nagar, Bhubaneswar invites sealed quotations from experienced and eligible contractors with good track record for providing Security Guards of 24 Hours (3 Shifts 8 Hours Per shift) on outsourcing basis for the office of the DGGSTI, Bhubaneswar Zonal unit, plot No-27, Saheed Nagar, Bhubaneswar for one (1) Year from 06.03.2021 to 05.03.2022 or date of acceptance of the tender subject to further extension on rendering of satisfactory services.

2. The tender notice along with
   (i) General Instructions-as Annexure-I;
   (ii) Terms & Conditions as Annexure-II;
   (iii) Bid Form-as Annexure-III;
   are enclosed herewith.

The bidders are requested to read it carefully before submitting / participating in the proposed bidding process. The Tender from complete in all respects shall be submitted in two separates sealed covers. Both the sealed envelopes should placed in another sealed cover super scribing it Security Guards of 24 hours (3 shifts 8 Hours per shift) on outsourcing basis addressed to the Additional Director, Director General of GST Intelligence, Zonal Unit Bhubaneswar located at Plot No. 27 Saheed Nagar, Bhubaneswar-751007.

3. Interested bidders shall submit both the technical bid and the financial bid separately as per the above Annexure. Only the bids complete in all respects and received in stipulated time and date will be considered. The tenders will be opened in the presence of bidders on 26th Feb at 16.00 Hrs. in the chamber of
Additional Director, Directorate General of Goods & Service Tax Intelligence, Bhubaneswar Zonal Unit located at plot No. 27, Saheed Nagar.

4. If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for delay on account of postal /courier services.

5. The bidders shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.

Schedule of the tender process is as under:-

1. Last date and time of receipt of Tender:- 26.02.2021, 15.00 Hrs.

2. Date and time of opening of Tender:- 01.03.2021, 16.00 Hrs.

3. Address for submitting Tender:- Shri Pranaya Dhal, Senior Intelligence Officer, O/o The Additional Director General, DGGI, Bhubaneswar Zonal Unit, Bhubaneswar.

Encl: As above

Santosh Ku. Mohanty, I.R.S.
Additional Director, DGGI, Bhubaneswar

Copy to:-

C.No.DGGI/BbZU/GL/03/2017

Dated:-

1. Webmaster, CBIC for upload to webpage of CBIC.
2. Notice Board, DGGI, Bhubaneswar Zonal Unit, Bhubaneswar.
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The office of Additional directorate, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar, Plot No. 27, Saheed Nagar, Bhubaneswar. Pin-751007 invites sealed offers from reputed /authorized firms/companies engaged in the business of providing security service for providing security to the said office for a period of one (1) Year from 01.02.2021 to 31.01.2022.

2. The tender form in the Performa prescribed in annexure-I, complete in all respects, should be submitted to the Additional Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar, Plot No. 27, Saheed Nagar, Bhubaneswar, by 15.00hrs on 25.01.2021. The sealed covers are to be super scripted as ‘Tender for provision of Security Services’. The terms & conditions and the nature of service to be provided are mentioned in the Annexure-II is enclosed. The Sealed tender documents will be opened at 27.01.2021 at 16.00Hrs.

3. The bidder shall sign and stamp on each page of this tender document as a token of having read and understood the terms and conditions herein and submit the same along with the Tender. The bidder shall fill up the information in Annexure I, II & III, are enclosed at the end of this document in clear and legible terms. Necessary documents of proof should be attached. Prices wherever quoted should be written both in figures and words. The annexure shall be signed and stamped by the firm as mentioned above.

4. The security agency shall provide one security guard without arm for hrs duration for 08 Hrs shift (total 3 shifts in a day) for all days including Saturday, Sunday & Holydays. The rates shall be quoted accordingly. The rates should be exclusive of Goods & Service Tax.

5. The security agency should pay the personnel a minimum wage at the rate prescribed by the Ministry of Labour & Employment, New Delhi or designated authority by the said Ministry. Any breach of this condition will result in the immediate termination of the contract. Accordingly, the Gross amount (bid + service charges) quoted less than the Central Minimum Wages Act per person proposed will be summarily rejected.

6. Inspection if the premises can be made between 10 A.M and 5 P.M on any working day during the above period.

7. Tenders will not be accepted after time and date fixed for the receipt of tenders.

Read and understood the above general instructions

(Signature of the Authorized Signatory with date)
ANNEXURE-II

TERMS AND CONDITIONS:

The agency shall be considered for award of contract only if it agrees to abide by the following terms and conditions:

1) The agreement will be in force for a period of one Year from the date of award of contract. The office reserves the right to extend the duration of the contract for a further period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.

2) Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions hereinafter specified will be rejected.

3) This reserves the right to accept or reject any tender in part or full, without assigning any reasons thereof.

4) The agency shall have a minimum experience of three Years in providing security services. Copies of agreement/work Order from clients as documentary evidence shall be provided.

5) The agency should have obtained a license from the controlling authority under Section 7(5) of “The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]”.

6) The agency should have registered with Goods and Service Tax (GST).

7) The security agency shall provide extra person(s) if desired by the office, during the period of this agreement at the rates already agreed in this contract.

8) The security agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer concerned on regular basis.

9) Only able bodied physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 Years and not above 50 Years.

10) The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, batons, etc to the security guards and shall ensure that their turnout is smart in all respects. Rain boots and rain coats should be provided to them during the rainy season.
11) The security guards shall perform their duty diligently and afford protection to the entire premises of the Additional Director General, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar, Plot No. 27, Saheed Nagar, Bhubaneswar. Pin-75001007 that includes the open areas & the built up areas, its movable and immovable properties, check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the concerned officer-in-charge in alarming situations, apart from attending to such other duties as may be assigned by officers concerned from time to time.

12) The security guards shall be vigilant so that no person shall carry away any articles belonging to the office, out of its premises, and in such an event, he shall immediately inform the concerned officer-in-charge and act in accordance with the instructions given by him/her from time to time.

13) The guards should be skilled in traffic management and handling of fire fighting equipments and should have basic knowledge of English, Odia & Hindi.

14) In case the security guard provided by the agency to this office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all consequences and this office shall be at liberty to lodge complaints before appropriate authorities.

15) In case of any theft/pilferage of any property belonging to the office of the Additional Director General, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar, Plot No. 27, Saheed Nagar, Bhubaneswar. Pin- 751007, the concerned officer-in-charge shall inform the Security Agency and register complaints with the police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department.

16) The agency should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the security agency will be in the employment of the Security Agency only and not of the DGGSTI.

17) Mode of payment will be monthly and through Electronic Clearing System. The Agency should provide necessary documents in this regard like bank account, mandate form etc. Tax shall be deducted at source as per the income Tax Rules from the monthly bills.

18. In case the agency withdraws or the department terminates the contract for violation of terms and conditions and/or deficiency in service during the period of contract, the additional expenses in hiring a new contractor on
temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against the dues to the agency.

19. This office reserves the right to terminate the services of the agency at anytime without giving any notice whatsoever.

20. All the existing statutory regulations of both State & Central Governments shall be adhered to & complied with and all records maintained thereof should be available for security by this office.

21. The Security Agency shall strictly comply with the terms and conditions of the agreement which will be executed with the successful bidder. Failure by the agency to comply with such statutory requirements and/or the terms of the agreement during the period of contract or deficiency in services shall result in termination of the contract.

22. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Bhubaneswar jurisdiction only. The office of the Additional Director, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar, Plot No.27, Saheed Nagar, Bhubaneswar. Pin- 751007 is entitled to withhold payments due to the Agency in case of any dispute, till it is resolved.

UNDEARTAKING BY THE BIDDER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature with date

Name of the Firm

Address & Seal of the Firm
ANNEXURE-III

BID FORM

1. Name of the Registered Firm / Company : 
2. Address of the company (with Tel No., Fax & E-mail) : 
3. Status of ownership (Proprietary/Partnership/Company) : 
4. Name & Address of the partners / Directors (with contact Nos.): 
5. Contact person(s) (with contact Nos.) : 
6. Date of establishment of the firm : 
7. Valid License No. obtained from the controlling Authority under sec.7 (5) of “The Private Security Agencies (Regulation) Act,2005” (with copy of license) : 
8. List of clients along with certificate of appreciation 
   From at least two important Clients : 
9. Goods & Service Tax (GST) Registration No. (Attach proof) : 
10. Annual turnover for 3 Years (attach Balance Sheets or return field) : 
11. Details of Registration with PF and ESI Authorities: 

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our Knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

(Signature of the Authorized Signatory with date)

RATES QUOTED

Rate per month per security Guard for Providing security services:=Rs. ____________________

(Signature of the Authorized Signatory with date)