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**DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE**

**PUDUCHERRY REGIONAL UNIT**

No. 42 & 43, II Cross St., Peter Nagar, Puducherry 605 013

केंद्रीय वस्तुएवंसेवाकरआसूचना महानिदेशालयपुदुच्चेरी क्षेत्रीयइकाई  
42 & 43, II क्रॉस, पीटर नगर, पुदुच्चेरी - 605 013

F.No. D.19022/1/2018/GSTI-PRU

Date: 09-05-2018

**NOTICE INVITING TENDER FOR SECURITY SERVICES**

The Office of the Deputy Director, Directorate General of Goods & Service Tax Intelligence (DGGI), Puducherry Regional Unit, Puducherry invites sealed Tenders from reputed/authorised firms/companies engaged in the business of providing security services for engaging security personnel on monthly basis for providing security to its office located at 42 & 43, Peter Nagar, Off 100 Feet Road, Puducherry 605 013 for a period from 1.6.2018 to 31.3.2019.

2. Details regarding general terms and conditions are available in the Annexure-I respectively which can also be accessed / downloaded on departmental web site [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) & [www.cbec.gov.in](http://www.cbec.gov.in).

3. The tender form in the prescribed Proforma enclosing all the Annexures, complete in all respects shall be submitted on or before **17.00 hrs on 25.05.2018**. Tenders will not be accepted after the time and date fixed for the receipt of tenders. While submitting quotations, the bidders must submit the Technical Bid (Annexure-II) in one envelope and Financial Bid (Annexure-III) in another envelope. Both the sealed envelopes should be placed in another sealed cover superscribing it as **"Quotation/Rate for Security Services."**

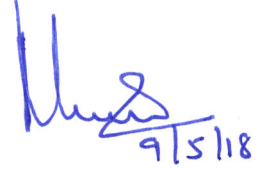
4. The tenderer shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The tenderer shall fill up the information in Annexures in clear and legible terms. Necessary documents of proof should be attached. **Prices wherever quoted should be written both in figures and words.**

5. The Service providers may inspect the aforesaid buildings on any working day, between 11 a.m. and 5 p.m with prior permission from the Senior Intelligence Officer, O/o the Deputy Director, DGGI, Puducherry Regional Unit, Chennai before submitting their bids.

6. Service providers who do not fulfill pre-qualification requirements will not be considered. Financial bids of only those Service providers /Agencies will be opened who fulfill the terms and conditions as mentioned in the Annexures. This office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

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

8. **The tenders will be opened at 15.00 hrs on the 28<sup>th</sup> May, 2018 in the Office of the Deputy Director, DGGI, Puducherry Regional Unit, Puducherry** by the approved committee in the presence of tenderers who wish to be present or through their authorised representatives.



[P.V.K. RAJASEKHAR]  
JOINT DIRECTOR

To

1. The Additional Commissioner (Systems), Central Excise, Chennai North with a request to display in [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) website.
2. [webmaster.cbec@gov.in](mailto:webmaster.cbec@gov.in) – with a request for uploading in CBEC website.
3. Notice Board.



**ANNEXURE- I**  
**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. EARNEST MONEY DEPOSIT: Earnest Money Deposit of **Rs.20,000/-** (Rupees Twenty Thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of "**The Pay and Accounts Officer, Central Excise, Chennai**" should accompany the tender. Tenders received without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process. **However, agencies who are registered with the National Small Industries Corporation Limited (NSICL) and possess valid Government Purchase Enlistment Certificate are exempted from furnishing EMD.**

**2. The agreement will be in force for a period from 01.06.2018 to 31.03.2019** subject to approval of tender proceedings by the competent authority.

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

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

5. The agency shall have a minimum experience of three years in providing round the clock security services by deployment of security personnel. Copies of Agreement/Work Order from clients as documentary evidence shall be provided.

6. The agency should have obtained a license from the Controlling Authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005.

7 (i) The agency should have been registered with GST and provide its GSTIN.

(ii) The agency should have been registered with Service Tax in the erstwhile tax regime & should have paid Service Tax / GST of at least Rs.10 Lakhs in the financial year 2017-2018. Documentary evidence in this regard shall be provided.

8. Performance Guarantee: The successful tenderer shall submit a Performance Guarantee by way of Bank Guarantee @ 5% of the value of contract within three days from the day of obtaining the contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

9. The security agency shall provide one security guard per day for 3 (three) shifts, 8 hours each, round the clock, throughout the period of contract.

10. The Security Agency shall ensure that the guards posted at the O/o. the Deputy Director, DGGI, Regional Unit, Puducherry, do not work for more than one shift of eight hours in a day except under extraordinary circumstances. It shall also be ensured that there is no absence of guards at any point of time.

11. The Security Agency shall provide extra person(s) if desired by this Office, during the period of this agreement at the rates already agreed in this contract.

12. The security guards shall perform their duties diligently and afford protection to the entire premises of the O/o. the Deputy Director, DGGI, Regional Unit, Puducherry that includes the open areas & the built up areas, its movable and immovable properties, maintain entry/exit registers, 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 of the O/o. the Deputy Director, DGGI, Regional Unit, Puducherry from time to time. The guards should be skilled in handling of fire fighting equipments. The guards should be able to read, write and speak English & Tamil.

13. The security guards shall be vigilant so that no person shall carry away any articles belonging to the O/o. the Deputy Director, DGGI, Regional Unit, Puducherry 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.

14. 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 a regular basis.

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

16. In case of any theft/pilferage of any property belonging to the Office of the Deputy Director, DGGI, Regional Unit, Puducherry, 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.



17. 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. They shall perform their duties to the satisfaction of this office.

18. 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.

19. The Agency should be registered under the ESI and Provident Fund Acts and other relevant statutory enactments relating to the employment of labour.

20. The agency should also have been licensed under The Puducherry Private Security Agencies Rules, 2009(PPSA Rules) and the guards employed should fulfill the basic physical and training requirements stipulated.

21. The wages paid to them should strictly adhere to the Minimum Wages Act, 1940 and Contract Labour (R & A) Act, 1970. Licence from Labour Department as per Section 12 of Contract Labour (R & A) Act, 1970 should be obtained for the contract work within 7 days of award of contract. The wages for the security guards should be quoted as per the minimum wages rates approved by the Chief Labour Commissioner (Central), Ministry of Labour and Employment, New Delhi. 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 O/o. the Deputy Director, DGGI, Regional Unit, Puducherry

22. Mode of payment will be monthly and through ECS payment. Income Tax shall be deducted at source as per the Income Tax Laws from the monthly bills.

23. In case the agency withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services 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 performance guarantee provided by the successful bidder.

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

25. 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 scrutiny by this office. The contractor would be liable for ensuring compliance with

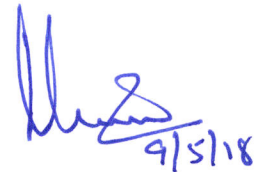
the relevant rules, and regulations as notified by the Government in this regard from time to time.

26. This office reserves the right to postpone/and/or extend the date of Receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

27. The agency must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.

28. Any dispute arising out of this 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 Puducherry jurisdiction only. The O/o the Deputy Director, DGGI, Regional Unit, Puducherry is entitled to withhold payments due to the Security Agency in case of any dispute, till it is resolved.

29. The Security Agency shall strictly comply with the terms and conditions of the agreement which will be executed with the successful tenderer. 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.



[ P.V.K. RAJASEKHAR ]  
JOINT DIRECTOR



## **ANNEXURE – II (Technical Bid)**

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- attach proof)	
4	Name & Address of the Partners / Directors (With Mobile No.) :	
5	Contact Person(s) (with mobile number) :	
6	Licence No. obtained from the controlling authority under section 7(5) of "The Private Security Agencies (Regulation) Act, 2005" (attach photocopy of the licence) :	
7	Date of establishment of the firm :	
8	List of clientele along with certificate of appreciation from at least two important clients :	
9	Permanent Account Number(PAN)	
10	a. GST Registration No. :	
	b. Service Tax Registration No.	
	c.Amount of Service Tax / GSTpaid during the Year 2017-18 (Attach proof) :	
11	No. of persons employed (Attach proof) :	
12	Annual turnover for 3 years i.e.2015-16, 2016-17& 2017-18) (attach Balance Sheets) :	
13	Details of Registration with PF authorities and ESI authorities (attach proof) :	
14	Details of EMD :	
15	Registration number obtained from the under the Puducherry Government	

### **DECLARATION:**

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

(Signature of Authorized Signatory with date)

**Annexure-III -FINANCIAL BID**

a.	Name of the Party :	
b.	Address (with Tel No., Fax & E-mail) :	
c.	Name & Address of the Proprietor/ Partners/Directors. (With Mobile Number) :	
d.	Rate per month for providing Security Services for one security person exclusive of GST (In Numbers and Words) with the following detailed break-up:	
	i) Basic Wages	Rs.
	ii) V.D.A.	Rs.
	iii) E.S.I.	Rs.
	iv) E.P.F.	Rs.
	v) Bonus	Rs.
	vi) Administrative charges	Rs.
	Total Amount	Rs.
	Taxes	