



GOVERNMENT OF INDIA
DIRECTORATE OF REVENUE INTELLIGENCE
KOLKATA ZONAL UNIT
8, Ho Chi-Minh Sarani, Kolkata- 700071
Telephone:- (033)-2282 3321, Fax:- (033)-2282 4465

DRI. F. No. DRI/KZU/Admn/Security Guard/54/2015/

Date: 04.10.2017

**TENDER NOTICE FOR PROVIDING SIX (06) SECURITY GUARDS (UNARMED)
AT THE OFFICE OF THE ADDITIONAL DIRECTOR GENERAL, DIRECTORATE OF
REVENUE INTELLIGENCE, 8, HO CHI MINH SARANI, KOLKATA – 700 071**

The Additional Director General, Directorate of Revenue Intelligence, 8, Ho Chi Minh Sarani, Kolkata – 700 071 intends to avail of the services of a security agency for providing 06 (six) nos. of Security Guards on all working days including Saturdays and Sundays and holidays i.e. 365 days initially a year (for the period of one year) i.e. from the date of agreement/contract. The bids are invited under two bid system i.e. Technical Bid and Financial Bid.

Interested parties/agencies having work experience with Central & State Government Offices/P.S.U./Reputed Listed Companies and also willing to comply with the terms and conditions, may submit the sealed Technical and Financial bid documents in separate covers duly super-scribed with “TECHNICAL BID” and “FINANCIAL BID” respectively and both these sealed covers are to be in a bigger cover which should also be sealed and super-scribed with “Quotations for Providing six (06) nos. of Security Guards” and sent at the address given below at the earliest but **not later than 17:00 hrs. on 25.10.2017**. The technical bids shall be opened first and evaluated and after that only financial bids will be opened. The financial bids of only the technically acceptable offers shall be opened and evaluated. Proforma for technical and financial bids are named as Annexure-I and Annexure-II respectively and which are to be duly filled. The interested firms should meet all the requirements mentioned in terms and conditions.

The detailed terms and conditions along with schedule will be available on the official CBEC website (www.cbec.gov.in) and are also available with the Senior Intelligence Officer (Admin.), Directorate of Revenue Intelligence, Kolkata Zonal Unit, 8, Ho Chi Minh Sarani, 3rd floor, Suite No. 17, Kolkata – 700071, on all working days between 10:30 hrs. to 17:30 hrs.

Quotation received after the stipulated time & date will not be considered under any circumstances. However, this office also reserves the right to reject/cancel any bid without assigning any reason.

Sd/-
Deputy Director (Admn)
DRI, KZU

Copy for information:-

1. Webmaster, CBEC, New Delhi
2. Notice Board of the DRI, KZU, Kolkata

Sd/-
Deputy Director (Admn)
DRI, KZU

GENERAL TERMS AND CONDITONS FOR SECURITY SERVICES
INCLUDING SCOPE OF WORKS/DUTIES

- i) The requirement is for provision of security services for the office of the Directorate of Revenue Intelligence, Kolkata Zonal Unit, Add: 8, Ho-Chi-Minh Sarani, 2nd and 3rd floor, suite no. 16, 17 and 18, Kolkata – 700 071.
- ii) Presently, three (3) nos. of suites in the address mentioned above need security personnel round the clock as mentioned in the table below. However, the number of security guards in each shift and location may be varied / increased / decreased as per the requirement.

Premises	Shift (1) 6.00 AM to 2.00 PM	Shift (2) 2.00 PM to 10.00 PM	Shift (3) 10.00 PM to 6.00 AM	Total
Suite no. 16, 17 and 18 of 8, Ho Chi Minh Sarani, Kolkata – 71.	Two (02) security guards	Two (02) security guards	Two (02) security guards	Six (06) security guards.

- iii) The successful bidder / service provider shall deploy six (06) nos. of security guards on round the clock basis, i.e. 24 hours a day for 365 days a year.
- iv) The persons deployed as security guard should be educated, well behaved and well trained for the job and be an ex-Serviceman. They should be well built, physically fit, agile, clean shaven with proper hair cut and ever ready for standing duty. They should also smartly dressed and display a pleasant disposition. The agency will employ and provide the requisite number of un-armed security guards not below the age of 35 years and not over the age of 45 years. They should be medically and physically fit for the job and the agency will also ensure that all the workers are free from any infectious diseases before deployment for work.
- v) The security personnel/guards are expected to be deployed immediately on awarding the tender. The security guards shall be deployed in three (03) shifts of eight (08) hours each. They will be rotated from one shift to another shift at proper frequency. It will be responsibility of the agency to provide replacements and ensure un-interrupted security services on all days and on 24 X 7 days.

- vi) The antecedents of all the security personnel shall be got verified from the police by the agency before deployment for work at the agency's own cost and the agency shall submit a copy to the department. The Department reserves the right to any verification (including police verification) independently and the agency shall provide full co-operation.
- vii) The agency shall provide the security personnel with functional uniforms and equipment like whistles, laminated ID cards, proper shoes, torches and other security accessories. If any of the security personnel is found without uniform or ID card while on duty, a penalty of Rs. 500/- on each occasion will be levied by the department without any notice.
- viii) The Security personnel will conduct themselves with utmost discipline. In case any of the personnel is found unfit by the Department, he has to be replaced by the security agency immediately.
- ix) The department have the right to impose cash penalty on the agency or deduct such amounts from its Annual Maintenance Contract amount in case of default by security staff or breach in performance or if the department is put to any financial loss directly or indirectly by any act of commission or omission on the part of the security agency or its employees.
- x) The contract can be terminated by this office/department by giving one month notice without it being mandatory to assign any reason.
- i) The agency shall maintain all information obtained by it and / or provided by the Department during the actual security work as strictly confidential. The bidder/service provider shall also ensure that any details of office, operational process, confidential information, security arrangements and administrative/organizational matters are not divulged or disclosed to any person by their personnel so deployed in this office.
- ii) The bidder /service provider will attract a penalty of Rs. 500/- (Rupees five hundred only) per day per person in case the security guard deployed under this service contract fails to carry out the said services due to his absence or any other reason.

- xi) The agencies are advised to visit the work site to understand the nature of the work / quantum of duty in its true perspective.
- xii) Transportation of the persons deployed as security guard in this office shall be the responsibility of the successful bidder/service provider.
- xiii) The successful bidder / service provider should furnish a list containing the details (name, address, phone no./mobile no. etc.) of the persons who are likely to be engaged as security guard/personnel. No guard/personnel other than those whose names figure in the list, would be allowed to work in the office premises. Any change in the list should be informed to this office well in advance.
- xiv) The bidder/service provider should comply with all applicable laws of the Central / State Government and any other law from the time being in force including the Goods and Service Tax Law. This office will not be responsible for any dispute that may arise in connection with the Security Services, between the Service provider/bidder and any Central/State Government Department viz., authorities dealing with EPF, ESI, labour laws, Goods and Service Tax (GST), Income Tax etc. or any Law under any local body.
- xv) Any dispute concerning the employee of the bidder/service provider (engaged by him for providing security services to this office) whether in respect of this contract or arising from any other contract shall be settled only with the bidder / service provider and this office shall in no way be responsible for such disputes. Terms and Conditions of the employment between the bidder/service provider and his employees are matters to be settled between them and the Department shall in no way be responsible for the same.
- xvi) The bidder / service provider should specifically note that the engagement of the services under this contract would not in any way, confer any right on the service provider/bidder or on the persons deployed by him, for claiming a regular employment in this office or in any other Government offices. The service provider/bidder should also obtain in writing an undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office that they are fully aware that their deployment

to work in this office does not confer any right on them for claiming a regular employment in this office or any other Government offices.

- xvii) The bidder/service provider should have a minimum experience of 3 years for providing security to Central Govt. offices or State Govt. offices or Central Public Sector undertakings.
- xviii) The bidder/service provider should quote his charges per Security Guard per month which shall include (a) Minimum wages as per Labour Commissioner (Central) applicable norms (b) EPF (c) Service Charges (d) any Central / State Taxes/GST applicable.
- xix) The successful bidder/service provider shall not be allowed to transfer, assign or sub-contract their rights and liabilities under this contract to any other agency without the prior written consent of this office.
- xx) It is to mention that quoting of rate for security personnel should be calculated for 30 working days per month failing which it may lead to rejection of the bid. Any bidder submitting rate for days different other than 30 working days per month, will be rejected.
- xxi) It is also to mention that quoting of rate, charges and taxes below the prescribed norms as per the applicable laws in the financial bid may led to rejection of the bid.
- xxii) Minimum turnover for the last 3 financial years should be INR 50 lakhs. Proof of the same may be submitted alongwith.

CHARTER OF DUTIES AND RESPONSIBILITIES

- i) The security services includes protection of all movable and immovable assets, perimeter protection, prevention of unauthorized intrusion of personnel and material, regulating entry and exit of persons with respect to the area surrounding the premises proposed to be secured and surveillance and guarding.
- ii) Screening and gathering the details of every visitor, recording in visitor's Register.
- iii) Checking / inspecting all incoming and outgoing material by checking Invoice/Gate pass.

- iv) Alert the office staffs of this office on duty in case of fire and assist in firefighting operations if necessary.

TERMS OF PAYMENT

- i) The bidder/service provider shall submit the quarterly bill (in duplicate) for payment by 5th of the subsequent quarter for the security services rendered in the previous quarter and the same shall be paid if the services rendered are found to be in order. In case of any complaint of non-fulfillment of duty by the security guards deployed in this office, this office reserves the right to deduct the payment due from the bidder/service provider from the quarterly bill.
- ii) The bidder / service provider shall make regular and full payment of salaries, labour charges and any other payments to his employees.

Annexure – I
TECHNICAL BID for hiring of security services on monthly basis

1	Name of the organization / firm and registered address	
2.	Name(s) of the proprietors / directors along with address and phone nos.	
3	Goods and Service Tax details (a copy of the GST Registration Certificate to be enclosed)	
4	Whether the firm is registered and license holder under any Labour Regulation Act? If yes, a copy to be enclosed.	
5	Registration No./Trade License of the firm (a copy to be enclosed)	
6	ESI Registration No. (a copy to be enclosed)	
7	Permanent Account Number (PAN) (a copy should be attached).	
8	Provident Fund no. allotted by the Regional Provident Fund office (a copy of the certificate should be attached)	
9	Details of experience (05 years) in handling similar Central Government service/job. List of Clients alongwith job order/ service experience certificate from Central Govt. offices/ Department/ Ministries.	

DECLARATION

I/ We undertake that I/ We have carefully studied all terms and conditions of the contract as indicated in Annexure – I and shall abide by them. I/ We also understood the parameters of the proposed scope of work in tender and shall abide by them also.

I/ We hereby certify that the information furnished above is true 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; I/ We shall be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date_____

Name of Firm/ Company_____

Seal_____

Annexure – II

FINANCIAL BID for hiring of Security services on monthly basis

Name of the firm/bidder/service provider with telephone no.	
Rate per month per Security Guard	
Other charges/taxes like EPF, ESI, Goods & Service Tax, Service Charges etc. per Security Guard	
Total charges (inclusive all taxes/charges) of one Security Guard per month	
Total Charges (inclusive all taxes/charges) of six (06) nos. of Security Guards per month	

DECLARATION

I/ We hereby certify that the information furnished above is true 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; I/ We shall be blacklisted and will not have any dealing with the Department in future. I/ We shall not raise dispute in the areas specified.

Signature of Authorized Signatory with date_____

Name of Firm/ Company_____

Seal_____