

केन्द्रीय कर के प्रधान आयुक्त का कार्यालय, जीएसटी आयुक्तालय बेंगलूर पूर्व  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX  
GST COMMISSIONERATE, BENGALURU EAST  
ट्रैफिक एण्ड ट्रांसिट मैनेजमेंट सेंटर: बी.एम.टी.सी बस स्टैंड:  
TRAFFIC & TRANSIT MANAGEMENT CENTRE: BMTC BUS STAND:  
ओल्ड एयरपोर्ट रोड: दोमलूर: बेंगलूर- 560 071  
HAL AIRPORT ROAD: DOMMALURU: BENGALURU - 560 071

C.No.I/22/15/2017 B.East Admin

Date: 14.09.2017

### OPEN TENDER ENQUIRY

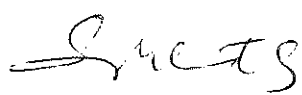
The office of the Principal Commissioner of Central Tax, GST Commissionerate, Bengaluru East, invites tenders /quotations from the reputed service providers for providing the Security Services in the premises of 'The Office of the Principal Commissioner of Central Tax', GST Commissionerate, Bengaluru East BMTC (Traffic and Transit Management Center) building, Old Airport Road, Domlur, Bengaluru, 560071.

2. Interested parties may download the contents along with terms and conditions enclosed herewith, from the Departmental website <http://centralexcisebangalore.gov.in>, [www.cbec.gov.in](http://www.cbec.gov.in) or obtain the same from the Administrative Officer (Admn) of the Commissionerate.

Preference will be accorded to those Service Providers who have sufficient experience in providing such services to various Government Departments, Public Sector Undertaking and Government Autonomous Organizations. The period of contract shall initially be for a period of one year extendable each time at the discretion of the Department, by a term of one year.

3. The tenders should be super scribed "Tender for Security Services" and shall be submitted in two sealed covers i.e., Technical bid(Annexure -I) and Financial bid (Anenxuren -II), addressed to the Commissioner of Central Tax, GST Commissionerate, Bengaluru East, BMTC (Traffic and Transit Management Center) building, Old Airport Road, Dommaluru, Bengaluru - 560071 with an EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of PAO, Central Excise, Bangalore. Tenders without EMD will be summarily rejected. The completed sealed tender documents should reach the office by 28.09.2017 before 17.00 Hrs. Bids beyond the specific date / time will not be accepted. The bids will be opened at 4PM on 04.10.2017 in the presence of the designated committee. The service providers will be shortlisted on the basis of their technical competency, eligibility, past credentials, testimonials, references and suitability after opening of technical bids. Financial bids of only those bidders who are short - listed on the basis of Technical bid will be opened. If any of the bidders like to participate in tender opening process, they may be present at the venue, at aforesaid time. The Office reserves the right to reject any prospective application without assigning any reasons. If any information furnished by the agency is found to be incorrect at a later stage, the agency shall be liable to be debarred from providing the services and may also face financial consequences.

Encl: As above

  
(H. SOIKHANTHANG)  
JOINT COMMISSIONER  
GST COMMISSIONERATE  
BENGALURU EAST

## GENERAL CONDITIONS

1. The bidder should provide security services at the office of the Principal Commissioner of Central Tax, GST Commissionerate, Bengaluru East, BMTC Building, above BMTC Bus Stand, Domlur, Bengaluru, 560071 round the clock on all days including Sundays and holidays. The above premises is of six floors having three entrances /exits – two in the ground floor and the other in the 3<sup>rd</sup> floor. The building housing the GST Commissionerate, Bengaluru East office is a furnished one with installation of expensive office equipments like Computers/Photocopiers/furniture etc. Sufficient number of guards and supervisors have to be deployed to guard the front and rear gates of the building.
2. The bidder should have sufficient experience in the field of providing security services to the establishments of Central /State Govt. Public Sector undertakings. **A List of companies/departments where security is being deployed by the bidder along with relevant supporting documents has to be furnished along with the bid. List of Government organizations where the bidder is currently providing services is also to be provided along with supporting documents.**
3. **The bidder should have an annual turnover of Rs. 1 Crore during the previous 3 years from provision of security services. Profile of the company along with Profit-Loss statement in support of the indicated turnover may be furnished.**
4. The bid should be accompanied with the earnest money deposit of Rs. 10000/- in the form of demand draft in favour of the Pay and Accounts Officer, Central Excise, Bangalore at the time of submission of tender.
5. The Security personnel deployed should have sufficient experience in providing security services with clean antecedents duly verified and be in good health and be medically fit. The contractor shall ensure round the clock high standard security on a 24 x 7 basis on all the seven days of the week to safeguard the premises and assets of the department.
6. 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 a day to day basis.
7. The bidder should indicate the PAN /Service Tax Registration /ESI/EPF Nos and submit the necessary registration certificates in support of the same.
8. 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.
9. The payment will be made to the security agency on monthly basis against bills after verification of attendance of the personnel deployed as per the agreement by the Department. The security agency will be responsible for payment of salaries, all statutory dues etc. of security personnel engaged in security work.
10. Taxes if any will be deducted as per rules at source.
11. The Office of the Principal Commissioner of Central Tax, GST Commissionerate, Bengaluru East may at its discretion at any point of time during the validity of the contract require the service provider to dismiss or remove from the site of work, any person or persons, as deployed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
12. The Service provider shall, upon receiving written notice from the office, replace immediately any of its personnel, if they are unacceptable to the office because of

security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct.

13. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote good-will and enhance the image of the Dept. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
14. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative; organizational matters as all are of confidential/secret nature. In case the Department comes to know about any such act done by the Service Provider's Personnel, the Office reserves the right to cancel the contract and in that case the Security Deposit will be liable to be forfeited.
15. The service provider's persons shall not claim any benefit/ compensation / absorption; regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the individual (whose services are hired from the Service Providers) persons to this effect will be required to be submitted by the service provider to this office.
16. The persons deployed by the service provider shall not have any claim to any 'Master & Servant' relationship against this office.
17. The work performance should be satisfactory.
18. He will also provide uniforms for the Security staff so as to distinctly identify his personnel in the office at his cost. The service provider's personnel should be in uniform at all times in the office and should possess Identity card during the office hours.
19. The transportation, food, medical and other statutory requirement under the various Acts/Government. Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
20. The service Provider shall comply with the statutory provisions of the Labour Laws like minimum wages, bonus etc and shall pay the personnel deployed, the minimum wages as per the Central Minimum Wages Act. Complying with the legal rules and regulations of the Central/State Govt. governing such Security contracts would be the sole responsibility of the contractor.
21. The service provider shall furnish the bill (in duplicate) towards his services for the month in the first week of the following month. Evidences for ESI / PF benefits given to employees should be furnished.
22. Income tax as applicable shall be deducted at source.
23. The Service provider shall not sublet, transfer or assign this contract or any part thereof to a third party without the prior approval of the Commissioner of Central Tax, GST Commissionerate, Bengaluru East, Bangalore.
24. For any damage which occurs while carrying out the work, the contractor shall bear responsibility. Violation of the terms and conditions of the contract will be viewed seriously and legal action will be initiated against the contractor. In case of any absence of contractor's personnel, he should deploy other persons / manpower to undertake the

25. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

26. Tenders received either by post or courier service or in person after the specified time will not be opened or considered:

27. Tenders sent by post, if delivered by the post after the expiry of the specified time will only be recorded but not opened or considered. Such tenders will be opened when a request is made by the tenderer to return any Demand Draft/ Bank Guarantee/Pay Order enclosed as EMD/BID SECURITY. In such cases, the DD/Bank Guarantee/Pay Order will be returned in original. The other documents will be recorded and not returned. The Commissioner, GST Commissionerate, Bengaluru East, Bengaluru is not bound to accept the lowest tender and reserves the right to reject any or all the tenders, without assigning any reasons whatsoever;

28. The Commissioner, GST Commissionerate, Bengaluru East, Bengaluru reserves the right to negotiate with lowest of the Tenderers for finalization of the same;

29. Tender will be accepted and contract will be finalized only with those of the Tenderer who in the opinion of the Commissioner, GST Commissionerate, Bengaluru East, Bengaluru are having the capacity and resources to execute the assigned work in the prescribed time;

30. The successful Tenderer, after depositing the required Security Deposit will have to execute an agreement in non-judicial stamp paper of Rs.100/- and cost of stamp paper is to be borne by the contractor and he shall be bound by the terms and conditions in the agreement, which in turn will be the same terms and conditions as mentioned in the tender document;

31. The contractor should certify and affix his signature on each and every page of the tender document and return it along with his acceptance of each of the condition specified on each page of the tender document:

32. Any counter conditions from the contractor other than those specified in the tender document will not be accepted:

**EMD :**

The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity;
- b) The tenderer will be disqualified and EMD forfeited in case of any reference as 'defaulter' by any enforcement authorities:

## **TENDER SCHEDULE / QUOTATION:**

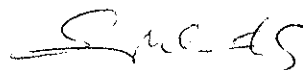
1. The tenderer will quote the rate both in figures as well as in words **in the Proforma given at Annexure II**. If there is difference in the rates mentioned in words and figures the rate quoted in the word will prevail. If the rates quoted by any Tenderer are less than the Minimum wages including statutory payment, prescribed by Central Government, such Tenders will be rejected outright. All columns in the Proforma are to be filled up. In case some columns are not applicable, full justification with documentary proof is to be submitted. Decision of the Commissioner, GST Commissionerate, Bengaluru East in this regard is final & binding;
2. In case of any variation / revision of taxes after agreement and during the operation of the agreement, the Dept/GST Commissionerate, Bengaluru East shall REVISE THE RATE accordingly w. e. f. the date of such revision;
3. After awarding the contract, the contractor has to produce copies of wage sheets, the details of paid receipt to the concerned organizations like EPF/ESI/SERVICE TAX;
4. Half yearly returns of ESI in Form No. 6;
5. Annual returns of EPF in Form No. 6A;
6. The contractor should remit EPF/ESI amount every month as per the rules in force and he has to submit a certificate showing EPF/ESI Account No....., Name of the employee, wages paid, employers & employees share and total and it should be supported by the copy of the receipted challans;

### **REGISTRATION WITH LABOUR COMMISSIONER:**

Successful Tenderer shall register themselves with the Assistant Labour Commissioner(Central) as per Central Labour Act 1972 and Contract Labour Rules 1971 as applicable within 30 DAYS of receipt of letter of acceptance of tender

### **APPLIICABLE LAW AND JURISDICTION ;**

All matters connected with this contract shall be governed by the state law both substantive and procedural. for the time being in force and shall be subject to the exclusive jurisdiction of state Courts at Bengaluru.



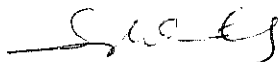
**(H. SOIKHANTHANG)  
JOINT COMMISSIONER  
GST COMMISSIONERATE  
BENGALURU EAST**

## **CONDITIONS TO BE FULFILLED FOR ELIGIBILITY**

1. The bidder should be a registered and well established security agency and should have a sufficient experience in rendering such services to establishments of Central/State/Public Sector Organizations. A list indicating the departments where the bidder has contract for security services along with supporting documents should be submitted with the bid.
2. The bidder should have a minimum turnover of ₹ 1 Crore (Rupees One Crore only) during the previous 3 (three) financial years.
3. The persons deployed by the bidder should have sound medical fitness well behaved and should be well experienced and trained adequately to handle any type of security service entrusted to them by the department.
4. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated officer of the department.

## **DOCUMENTS TO BE SUBMITTED ALONGWITH THE TECHNICAL BID**

1. Profile of the company along with financial statements indicating the turnover of the company
2. List of Govt Sector/Public Sector/ Private Sector/organization wherein the bidder has undertaken such security services during the previous two years.
3. Certificate from clients for having satisfactorily completed the work of security services .
4. Copies of PAN card, GST Registration, Certificate of registration with the labour department, registration with EPF /ESI departments.
5. Earnest Money deposit of ₹10,000/- in the form of Demand Draft drawn in favour of "The Pay and Accounts Officer, Central Excise, Bangalore" should accompany the bid. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be returned on furnishing of a Performance Guarantee deposit equivalent to contract rates for one month.
6. Authenticated copy of partnership deed in case of partnership firm and power of attorney to the representative of the firm to operate the tender;
7. Any other relevant information connected with such services.

  
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JOINT COMMISSIONER  
GST COMMISSIONERATE  
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ANNEXURE-I

SECURITY SERVICES – TECHNO-COMMERCIAL BID

**1. THE FIRM**

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_

c) Address of Office at Bangalore \_\_\_\_\_

d) Contact Person's -

i) Name & Design. \_\_\_\_\_

ii) Address \_\_\_\_\_

Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Email ID \_\_\_\_\_

**2. Type of Firm:** Private Ltd./Public Ltd./ Cooperative/ NGO/PSU  
(Please tick and enclose copy of Memorandum/ Articles of Association/  
Certificate of Incorporation)

\_\_\_\_\_ enclosed. (Pl. specify)

**3. PAN/GIR No. :** \_\_\_\_\_

(Please enclose photocopy)

**4. TIN No. :** \_\_\_\_\_

(Please enclose photocopy)

**5. Service Tax Regn.No. :** \_\_\_\_\_

(Please enclose photocopy)

**6. EPF Registration No. :** \_\_\_\_\_

(Please enclose photocopy)

**7. ESI Registration No. :** \_\_\_\_\_

(Please enclose photocopy)

**8. Annual Turnover for the last 3 years:**

(Should be more than **Rs. 1 crore**) 2015-16 \_\_\_\_\_

2014-15 \_\_\_\_\_

2013-14 \_\_\_\_\_

(Please enclose copies of ITR/audited balance sheet and P&L A/c /etc.)

\_\_\_\_\_ enclosed (Pl. specify)

**9. Experience of similar work in the field during the last three years:**

[Please submit copies of documentary evidence e.g. work order, corresponding satisfactory job completion certificates from clients specifying value and period of work

-----enclosed (Pl. specify)

**10. Earnest money details :** DD No. \_\_\_\_\_ Date: \_\_\_\_\_

Amount Rs.10000/-

Drawn On \_\_\_\_\_

**Signatures of authorized signatory**

Name

ANNEXURE-II

SECURITY SERVICES – FINANCIAL BID

Sl. No	Details of Scope of Work	Amount/Rs. Per month (lump sum inclusive of all)
1	Carrying out the Security work (The rates quoted should include deductions Towards ESI, EPF etc., for the personnel deployed)	Rs. _____
2	Any other Taxes / charges (if any) Please specify	Rs. _____
	Total	Rs. _____

In word (Rupees \_\_\_\_\_ )  
\_\_\_\_\_ )