



कार्यालय सहायक आयुक्त, केंद्रीय वस्तु एवं सेवाकर संभाग-जी, सीकर
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL GOODS AND SERVICE TAX,
DIVISION-G, SIKAR

सेक्टर-सी, तोदी नगर, सीकर (राज.)/ Sector-C, Todi Nagar, Sikar (Raj.)-332001

फा.सं.: I-16(01)प्रशा./Sikar/2019/Part-I/

दिनांक:-

कार्यालय के लिए सुरक्षा गार्डों हेतु ई-टेंडर निविदा आमंत्रण

On behalf of the President of India online e-Tenders are invited from reputed Parties/ Agencies for annual contract for EX-SERVICEMEN FOR SECURITY GUARD services for the office buildings at the locations tabled below for the period till **31st March, 2020**. Interested parties / agencies who have experience in Security Guard services to a Government office and also willing to comply with the terms and conditions annexed to this notice, may submit their bids online before **9th November, 2019** by **11:59 AM**.

1. Details of Work area:-

क्रम संख्या	भवन का नाम	सुरक्षागार्डों की संख्या
1	केंद्रीय वस्तु एवं सेवाकर संभाग-जी, सीकर	3
	कुल संख्या	3

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in> and <http://cgstjaipur.gov.in/> from **20.10.2019**

3. **Bid Submission:** Bids shall be submitted **online only** at CPPP website:<https://eprocure.gov.in/eprocure/app> Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the CPP Portal Helpdesk.

4. Service Providers have to follow the **“terms and conditions” provided in Annexure-I, “Requirements of Bidder for Online Bid Submission” i.e. Technical/Financial Bids” provided in the Annexure-II & Annexure-III, an undertaking as prescribed under Annexure-IV, tender acceptance letter as prescribed under Annexure-V and Instructions for Online Bid Submission under Annexure-VI.** Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The tender shall be submitted online in two parts viz. **technical bid and financial bid**. All the pages of bid being submitted must be signed and sequentially numbered by the bidder Irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

** You are directed to submit the relevant documents precisely. If any irrelevant document will be found in your documents it will lead your disqualification from the bidding process.

5. **Earnest Money Deposit (EMD)** or bid security of Rs. 10,000/- (Rs. Ten Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft/ Banker Cheque from any of the Nationalized/Commercial Banks in India, drawn in favor of The

Administrative Officer (DDO), Central Goods & Service Tax Division-G, Sikar. The Hard Copy of Earnest Money must be produced, on or before Technical bid opening date/time as mentioned in critical date sheet.

Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid. The EMD will be forfeited if the firm refuses to provide its services after found successful in the e-tender due to any reason.

6. The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal) and can be submitted there.
7. A Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.
8. The Critical Dates for the Tender Reference no I-16(02)प्रशा./Sikar/2019 for bid Submission and processing are as under:

Publishing Date	19 th October, 2019 (10:00 Hrs)
Document Download/Sale Start Date	20 th October, 2019 (10:15 Hrs)
Seek Clarification Start Date	--
Seek Clarification End Date	---
Bid Submission Start Date	20 th October, 2019 (10:20 Hrs)
Bid Submission Closing Date	9 th November, 2019 (11:59 Hrs)
Technical Bid Opening Date	11 th November, 2019 (13:00 Hrs)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	14 th November, 2019 (13:30 Hrs)

9. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
10. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.
11. In the event of any of the above-mentioned date being subsequently declared as a holiday or closed day for this office, the tenders will be opened on the next working day at the scheduled time.


17-11-19

सहायक आयुक्त
केंद्रीय वस्तु एवं सेवाकर संभाग-जी

सहायक आयुक्त
केंद्रीय माल एवं सेवाकर संभाग-जी
सीकर (राज.)

GENERAL TERMS AND CONDITIONS

1. Terms and Conditions are as under:-

1. The agency shall ensure that the security personnel deputed are Ex-serviceman only, healthy and not more than 50 years of age. The agency will get their antecedent, Character and conduct verified.
2. The firm must be registered with the Labour Commissioner, for providing the required number of labourers, and should also possess valid PAN number, GST Registration (if applicable), ESI, EPF registration as applicable.
The service provider should have experience of minimum 3 years. Bidder should enclose Balance Sheet of Last three years. Details of deductions with ESI and PF Challan of minimum 50 contract employees with bank receipt along with technical bid for one year from period September 2018 to October 2019 prior to bid publication date.
3. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to the department along with testimonials before they are actually deployed for the Job.
4. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the department at any time without assigning any reason whatsoever.
5. The representative of Agency will carry out periodically inspection of security personnel on duty to ensure discipline and efficiency.
6. 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 security personnel will work 8 hours per day according to shift system.
7. The agency shall deploy security guards trained in all facets of security work, including fire fighting.
8. The visitor shall be regulated as per Department's procedure and records their of maintained as stipulated. Further, the visitors shall be attended with due courtesy.
9. The agency shall ensure that any replacement of the personnel, as required by the department for any reason specified or otherwise, shall be effected promptly without any additional cost to the Department. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Department at agency's own cost.
10. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Department/Government of India/any State/ or any Union Territory.
11. The day to day functioning of the services shall be carried out in consultation with and under direction of the Department. Proposals for efficient functioning of the security systems shall be discussed considered and implemented from time to time by the agency with approval of the Department.
12. The agency shall be solely responsible for compliance to the provisions of wages, EPF, ESI etc. Relating to personnel deployed by it or for any accident caused to them and the Department shall not be liable to bear any expense in this regard. The agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill

to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Department for whatever reason. The security agency shall specifically ensure compliance of various Laws/Acts.

13. In case of any theft or pilferages, loss or others offences, the agency will investigate and submit a report to the department and maintain liaison with the police. FIR will be lodged by the Department, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
14. In case of any loss that might be caused to the Department due to lapse on the part of the security personnel, discharging security responsibilities will be borne by the agency and in this connection, Department shall have the right to deduct appropriate amount from the bill of contraction agency to make good such loss to the Department besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, the Department shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
15. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence on immediate basis.
16. As and when the Department requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Department shall deduct the requisite amount at the pro-rata rates form the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
17. The agency shall arrange to maintain at the security desk, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The agency shall submit to the Department an attested photocopy of the attendance record and enclosed the same with the monthly bill.
18. There would be no increase in rates payable to agency during the contract period except whenever the rate of pay and allowances are revised by the Government, the same will be effective from the date of issue of orders and accordingly bill shall be prepared.
19. The security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk whenever required and also to write their names in the attendance registrar and mark their arrival and departure by signing in the register.
20. The decision of the Department in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the agency.
21. In case of any dispute between the agency and the Department, the Department shall have the right to decide.
22. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference.
23. The Bidder should clarify any doubt/query regarding the specification from Administrative Officer (DDO), Central Goods & Service Tax Division-G, Sikar, on any working day between 11:00 am to 5:00 pm **before 09.11.2019.**

Note :- If any cases are pending in respect of Service Tax/GST/ESI/PF and other departmental against the service provider, they are not entitled for the said contract.

2. TERMS OF PAYMENT

- a) The contractor will submit the monthly bill in duplicate for reimbursement along with certificate of work completion by the officer in charge. The bill will be paid after making recovery/TDS deduction etc., if any.
- b) Service provider will provide a certificate every month that it has made full payment to its personnel/ laborers as per minimum wages act and has complied the rules and regulations of PF/ ESI and GST Provisions. Service Provider will submit the Challan regarding "PF/ ESI" to this office.
- c) In case of any complaint of non-fulfillment of any obligation under contract executed between the Service provider and department, this office reserves the right to deduct the amount due from contract from monthly bills as well termination of the contract.
- d) If this office is informed that service provider is not making payment at the desired minimum wages, then the due payment will be recovered from the Bill and the remaining balance will be provided to Service Provider.

3. PENALTIES

- a) **The Contractor will attract a penalty of an amount of Rs. 1000/- (Rs. One Thousand Rupees Only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the security guard services due to his absence or any other reason, which shall be recovered from the bills or otherwise.**
- b) The contractor would ensure that all its personnel deployed with this office be have courteously and decently with the employees/officers of this office.

4. SECURITY DEPOSIT/ PERFORMANCE SECURITY

On acceptance of tender, the successful bidder must provide Security Deposit/Performance Guarantee in the form of Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized/Commercial Banks in India, **equal to 5% value of the Contract in favour of The Administrative Officer (DDO), Central Goods & Service Tax Division-G, Sikar.** Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit/Performance Guarantee will be refunded without any interest only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

DECLARATION

I undertake that I have read all the general terms and conditions and will abide by the same.

(Signature of Authorized Signatory with date and seal)

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1	Name of the Registered Firm / Company	
2	Status of ownership Proprietary /Partnership / Company	
3	Address of the Firm / Company (with Tel. no./ Fax no. and Email)	
4	Name & Address of the Proprietor / Partners / Director with mobile numbers	
5	Contact Person (s) (with mobile number)	
6	Details of EMD of Rs. 10,000/-	
7	PAN No. of the firm as allocated by the Income Tax Department	
8	GST Registration Number, last years GST returns	
9	Details of registration with E.S.I & Provident Fund	
10	Annual turnover for 3 years	
11	Provident Fund No. allotted by Regional Provident Fund Office	
12	last three years work experience (Enclose Office Order/Certificate of Govt./ PSU)	
13	List of Present Contracts	
14	Whether firm is registered under contract(Regulation & Abolition) act (Reg. Copy enclose)	
15	Total No. of Staff/ Employee	

DECLARATION

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

(Signature of Authorized Signatory with date)

The following documents are to be furnished/ uploaded by the Service Provider along with **Technical Bid** as above:

- i) Signed and Scanned copy of proof for payment of Earnest Money Deposit
- ii) Signed and Scanned copy Certificates like PAN No, GST Registration (if applicable), ESI, EPF Registration etc.
- iii) Signed and Scanned Copy of Tender Acceptance Letter & Letter of authorization to submit bid.
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central/ State/UT Government institution and there has been no litigation with any government department on account of IT services.
- vvi) Signed and Scanned copy of Balance Sheets of last 3 financial years.
- vii) Signed and Scanned Copy of **Technical Bid Format**.

PRICE/ FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_Securityguard.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,
The Assistant Commissioner,
Central Goods & Service Tax Division-G,
Sector-C, Todi Nagar, Sikar.

Dear Sir/Madam,

I submit the Price Bid for _____ and related
Activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes except GST.

--Yours faithfully

**Signature of
Authorized Representative**

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm M/s..... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2. I Son/Daughter/Wife of Shri..... Proprietor/Partner/Director/Authorized signatory of M/s am competent to sign this Declaration and execute this tender document.

3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

4. The information / documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:
Place:

Signature of the authorized Signatory of the firm/
Company/Organization
Office Stamp/Seal:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Assistant Commissioner,
Central Goods & Service Tax Division-G,
Sector-C, Todi Nagar, Sikar..

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the website(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-VI

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate(Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail incase there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the form as provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

Sl.	Item Description	Yes/No	Bid Reference
1	Earnest Money Enclosed		
2	Tender Acceptance Letter		
3	Letter of authorization to submit bid.		
4	An undertaking that the agency has not been blacklisted		
5	Financial/Price Bid Undertaking		
6	Balance sheet of last three Financial years		
7	GST registration		
8	Copy of PAN card		
9	Copy of ESI registration		
10	Copy of EPF registration		
11	Copy of Labour License		
12	Copy of Last three years Experience certificate		