

# CUSTOMS MARINE HEADQUARTERS

4<sup>TH</sup> FLOOR, TRANSPORT HOUSE, POONA STREET, MASJID (EAST), MUMBAI – 400 009.  
Telefax: 23775438, Tele: 23713505, 23782396

F.No. CSY/53/Security Guard/2019-20/

Date: .08.2019

## NOTICE INVITING e-TENDER

**SUB: CALLING FOR E-TENDERS TO AWARD SECURITY SERVICES CONTRACT TO GUARD  
CENTRAL STORES YARD PREMISES, MADH ISLAND, MADH JETTY, VERSOVA,  
MUMBAI – 400 061 – REG.**

Online e-tenders are invited from the experienced and eligible Security service providers/ Contractors/Firms for providing security services at Central Stores Yard Premises, Madh Jetty, Madh Island, Versova, Mumbai 400061. Details of the service required and other terms & Conditions relating to award contract are given in Annexure I. Interested parties, who meet the qualification criteria laid down in Annexure I, are to submit their bids as per two bid system i.e. Technical and Financial bid separately as per Annexure – ‘I’ and Annexure – ‘II’. Details of the services required and other terms and conditions relating to the award of contract are given in the Annexure – I.

The enclosed e-Tender should be submitted in the prescribed e-Tender Form only. The Contractor should go through the details and sign each and every page of e-tender including its enclosures as a token of acceptance of the terms and conditions of the e-tender.

The e-tender form for qualifying bid prescribed in Annexure –I and the e-tender form for the financial bid prescribed in Annexure – II complete in all respects shall be submitted on-line on or before 28.08.2019.

All prospective bidders are invited to submit their bids under Two Bid Systems for the subject work as detailed below in accordance with the tender documents enclosed.

MODE OF TENDERING	: e-Tendering through our portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
EARNEST MONEY DEPOSIT	: Rs.15, 000/- (Rupees fifteen thousand only)
PERIOD OF CONTRACT	: One year from the date of awarding the contract.
PRE BID MEETING (PBM)	: 12.08.2019 at 11.30 a.m.
VENUE FOR PBM	: Office of Asst. Dir (Marine), Customs Marine Headquarters, 4 <sup>th</sup> floor, Transport House, Poona Street, Masjid (East), Mumbai - 400 009
LAST DATE AND TIME FOR SUBMISSION OF BID / TENDER	: 28.08.2019 (17.00 P.M)
DATE & TIME FOR OPENING TECHNICAL / QUALIFYING BID	: 29.08.2019 (11.00 A.M)
DATE & TIME FOR OPENING FINANCIAL BID	: 30.08.2019 (11.00 A.M)

Interested bidders may download the Notice Inviting e-Tender from the portal [www.eprocure.gov.in](http://www.eprocure.gov.in) . The tender enquiry documents will be available on official website ([www.cbec.gov.in](http://www.cbec.gov.in), [www.dolcbec.gov.in](http://www.dolcbec.gov.in)) and on <http://www.eprocure.gov.in> from .08.2019. In the event of any of the above mentioned dates being subsequently declared as a holiday / closed day for this Office, the tenders will be opened on the next working day at the scheduled time.

The e-Tenders should be submitted on-line on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) complete in all respects on or before 28.08.2019 (17.00 P.M) in two separate files addressed to the Pr. Commissioner of Customs (General),

New Custom House, Ballard Estate, Mumbai-400001. The technical/qualifying bid shall be opened by the e-Tender Evaluation Committee on 30.08.2019 at 11.00 A.M. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender evaluation committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on **30.08.2019** at 11.00 AM by the e-tender evaluation Committee.

Bidders shall submit the technical as well as the financial bid through e-tendering portal only. Bids submitted by courier/post/in person shall not be accepted in this tender.

The Bidder should clarify any doubts/queries regarding the specification of the security services to be provided at the stipulated site from the Asst. Director (Marine), on any working day between 11.00AM to 5.00 PM before **23.08.2019**. Any deviation in the above schedule shall be intimated in due course. The pre bid meeting has been scheduled for **09.08.2019** at the Office of the Asstt. Director(Marine), bidders interested in visiting the site, may do so in coordination with the Asst. Director (Marine), CMHQ as per schedule. The Bidder should fulfill pre-qualification conditions of the e-Tender and should sign each and every page of the e-tender including the Annexures as a token of acceptance of having read and understood all the terms and conditions contained therein and submit all documents attested by the authorized person along with the bid. The e-tender form shall be rejected if it is not complete in all respects.

Sd/- on 02.08.2019  
**(V.S.MISHRA)**  
**ASST. DIRECTOR (MARINE)**

Copy to:

- i. Notice Board
- ii. EDI for posting on Customs website/ e-procurement portal.

## **TERMS AND CONDITIONS**

### **1. SCOPE OF THE CONTRACT:**

The prime object of the security service is to guard Central Stores Yard Premises, Madh Island, Madh Jetty, Versova, Mumbai – 400 061. Present requirement is for 3 security guards to provide security in three shifts, one guard in each shift on rotation basis.

### **2. ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:**

*Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure I to this NIT. The contractors shall provide information/documents/Annexures as listed below.*

1. Agreement will be in force for a period of one year from the date of award of contract.
2. Conditional tenders, late tender, tenders incomplete or not meeting all the tender conditions hereinafter specified will be rejected. This office reserves the right to accept or reject any tender in part or full, without assigning any reasons thereof.
3. The agency shall have minimum experience of three years in providing round the clock security services by deployment of Ex-service personnel/non-ex-service personnel. Copies of agreement/work order from clients as documentary evidence shall be provided.
4. The bid is also to be accompanied with the experience details and other relevant information the prospective bidder may like to bring to the notice of the department. Certified copies of Security work experiences. Attested copies of the services tax registration, EPF, ESI registration, valid registration with labour department of Government under Registration and abolition Act.
5. The security shall be vigilant so that no person shall carry away any articles belonging to this office out of its premises, and in such an event, he shall immediately inform the concern officer in charges and act in accordance with the instructions given by him/her from time to time. The security agency will be responsible for the discipline of the security personnel employed and 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.
6. The agency shall be solely responsible for any loss of property or material due to negligent/illegal action or malfeasance of security staff. In case of any theft/pilferage of any property belonging to this office shall inform the security agency and register complains with the police. It will be the responsibility of the security agency to pursue the matter with the police with the assistance of this department.
7. Only able bodies physically fit, well trained, disciplined and honest personnel shall be appointed for duty and the persons deployed shall not be below 21 years and not above 50 yrs. The security agency shall provide proper uniform with the required accessories to the security guards and ensure the turnout is smart in all respects.
8. The mode of payment will be monthly and through electronic clearing system. Tax shall be deducted at source as per the income tax rules from the monthly bills.
9. In case the agency withdraws or the department terminates the contract for the 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.

10. All the existing statutory regulations of both State & Central Government shall be adhered to and complied with and all records maintained thereof should be available for scrutiny by this office.
11. This office reserves the right to terminate the services of the agency at any time without giving any notice whatsoever.
12. 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 Mumbai Jurisdiction only.

3. **SUBMISSION OF BIDS:** Bids have to be submitted online in our e-tendering system ([www.eprocure.gov.in](http://www.eprocure.gov.in)). Bidders shall submit the Technical as well as Financial Bids through e-tendering portal only. Bids submitted by Courier/Post/in person shall not be accepted in this e-tender.

4. **FINANCIAL BID REQUIREMENTS:**

The contractor shall submit Financial Bid in a stipulated format as laid down in **Annexure II** to this NIT. The contractor shall mention his quotation for contract work in the form of rate (in Indian rupees to be mentioned in figures and words separately) per person per month and for total contract period i.e. for the year. The quoted rate shall include all the taxes and all other liabilities.

5. **EARNEST MONEY DEPOSIT:**

Earnest Money Deposit in the form of Demand Draft/Bank Guarantee of Rs 15,000/- (Fifteen thousand only) in original in the prescribed formats and in the manner prescribed in the bid documents should be submitted prior to bid submission in sealed envelope. However, if the bidders are unable to submit EMD in original on the due date, they may upload a scanned copy of EMD while submitting the bid electronically, provided the original EMD copy of which has been uploaded, is received by the Office of Asstt. Dir. (Marine), Custom Marine Headquarter, Masjid, Mumbai 09 within 7 days from the date of Technical/Qualifying bid opening, failing which the bid shall be rejected irrespective of their status/ranking in e-tender and notwithstanding the fact that a copy of EMD was earlier uploaded by bidder.

Only EMD/Authority/Power of Attorney shall be submitted in original in physical form on or before the bid due date.

6. **COMPLETION OF CONTRACT:**

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract i.e. one year.

7. **DATE OF OPENING OF e-TENDER APPLICATION ENVELOPES:**

Technical/qualifying Bid: - 29.08.2019 at 11:00a.m.  
Financial Bid: - 30.08.2019 at 11:00 a.m.

Any deviation in the above schedule shall be intimated in due course.

Sd/- on 02.08.2019  
**(V.S.MISHRA)**  
**ASST. DIRECTOR (MARINE)**

## **ANNEXURE I**

### **TECHNICAL/QUALIFYING BID FORM FOR e-TENDER FOR SECURITY SERVICES TO CENTRAL STORES YARD MADH ISLAND MADH JETTY VERSOVA, MUMBAI 400061**

1	NAME OF THE FIRM	
2	TYPE OF ENTITY -PROPRIETARY FIRM, PARTNERSHIP, PVT. LTD.(ATTACH PROOF)	
3	ADDRESS	
4	TEL NO./FAX NO./EMAIL ID	
5	NAME AND ADDRESS OF PARTNERS/DIRECTORS	
6	TEL. NO./MOBILE NO. OF CONTACT PERSON	
7	EMD DETAILS @ Rs.15000/-	DD NO. _____ Date: _____
8	DETAILS OF REGISTRATIONS, EPF, ESIC REG., Service Tax.	
9	VALID REGISTRATION WITH LABOUR DEPARTMENT OF Govt. of MAHARASTRA UNDER (REGISTRATION AND ABOLITION) ACT., 1970	
10	PAN CARD DETAILS	
11	EXPERIENCE IN SECURITY SERVICE WITH DETAILS OF CONTRACTS IN PREVIOUS THREE FINANCIAL YEARS (RELEVANT ANNEXURE III Attach copy of the same)	
12	NO. OF STAFF TO BE DEPLOYED FOR CONTRACT	<b>03</b>
13	ANY EMPLOYEE OF THE OFFICE OF PR. COMMISSIONER OF CUSTOMS (G)/OFFICE OF ASSTT. DIRECTOR (MARINE)ON YOUR BOARD OR SHARE HOLDER IN CONTRACTOR'S ENTITY	YES/NO, If yes, please provide details
14	HAVE YOUR ANY DIRECTOR/PARTNER/ENTERPRENUER CONVICTED UNDER LAW	YES/NO, If yes please provide details
15	HAS YOUR FIRM/COMPANY BLACK LISTED AT ANY TIME IN PAST BY ANY ORGANIZATION	YES/NO, If yes please provide details
16	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSRE)	

#### 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 found in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date:-

Place:-

Sign:-

Name:-

Design.-

Co. Name & Seal

## ANNEXURE II

### FINANCIAL BID DOCUMENT

1. Name of the Contractor :
2. Address of the Contractor :  
(With Tel. No., Fax E-Mail)
3. Name & Address of the Partners/Director :  
(With Mobile No.):
4. Contact Persons(s) (With Mobile No.) :

Grade	Wages per month per person	Monthly service charge per month	Other statutory levies such as GST. ESI etc.	Total Charges per month	Remarks
(For Ex-Defence Service Guards) i.e. Army/Navy/Air Force/Police(In three shifts one guard in each shift) for Central Stores Yard, Madh Island, Versova, Mumbai					
(For Non-Ex-Defence Service Guards) (In three shifts one guard in each shift) for Central Stores Yard, Madh Island, Versova, Mumbai					

**Total Cost in Words:** \_\_\_\_\_

Note:

1. **The rate should be inclusive of all taxes etc.**
2. The services of the above personnel are required throughout the year round the clock on rotation. The rate includes the cost of relievers for weekly off, gazetted holidays and any other leave, in addition to statutory obligations like ESI, PF, Uniform, and as per Minimum Wages Act etc.

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 and all of it is included in cost.

(Signature of authorized signatory with date)