

**OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS, CENTRAL EXCISE &
SERVICE TAX, DIVISION – AMRAVATI**

**Address: CENTRAL EXCISE BHAVAN, V.M.V. ROAD, NAVSARI,
AMRAVATI -444604 Ph. No. 0721-2531863, 2531765 Email :- ascocentral@bsnl.in**

F.No.I (22) 08 / 2016 / Admn /

Amravati dtd. 03 /06/2016

TENDER NOTICE FOR SECURITY SERVICES

Office of The Assistant Commissioner of Customs, Central Excise&Service Tax Division Amravati invites sealed tenders under Two-bid system from reputed and experienced agencies for providing Security at The office premises of the Assistant Commissioner ,Central Excise situated at Navsari Amravati -444 604 by deploying One security Guard within Timing 22.00 hrs to 08.00 hrs.for the period from 01/07/2016 to 31/03/2017.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing 'Technical Bid' and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover bearing the words "Tender for Security Services" and should reach this office by hand at the above mentioned address on or before **20/06/2016 at 15.00 Hrs** The technical bids shall be opened on **21/06/2016 at 11.00 Hrs**.

The tender document containing eligibility criterion, scope of work, terms & conditions can be obtained from the Administrative Officer of this office on any working day between 09.30 hrs. To 18.00 hrs. the bid security (EMD) of Rs.5000/- (rupees Five Thousand Only) should be paid by Demand Draft in favour of ADMINISTRATIVE OFFICER,CENTRAL EXCISE,DIVISION, AMRAVATI payable at Amravati.

This Office would not be responsible for any delay or loss of the tender documents sent through mail or otherwise.

The Assistant Commissioner, Central Excise, Amravati reserves the right to reject all/part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained.

Any future clarification and / or corrigendum(s) shall be communicated through The Administrative Officer, tender section on the Customs & Central Excise, Nagpur website www.cenexcisenagpur.nic.in.

(B.J.DONGRE)

Encl: Annexure- A, B & C.

Assistant Commissioner

1. The Assistant Commissioner (Systems) Central Excise Hqrs., Nagpur with a request to publish above advertisement on official website of Commissioner at <http://cenexcisenagpur.nic.in>.
2. Notice Board Central Excise Division Amravati.

(B.J.DONGRE)

Assistant Commissioner

Central Excise Division- Amravati

TENDER DOCUMENT

OFFICE OF THE ASISTANT COMMISSIONER OF CUSTOMS & CENTRAL EXCISE
,AMRAVATI.QUOTATION FOR PROVIDING SECURITY SERVICES TO OFFICE OF THE
ASISTANT COMMISSIONER OF CUSTOMS & CENTRAL EXCISE ,AMRAVATI

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

1.	Name &Address of the Tenderer Organization /Agency with phone number, Email and name and telephone /mobile number of contact person				
2.	Experience in the work of providing Security Services, Particulars of experience (Attach Certificates, testimonials).this shall cover the details of works of similar nature, approximate Magnitude and duration carried out and /or on hand for last 2 years along with a certificate From the agency where the job was carried out.	In following format			
	Name of Organization With complete address and telephone numbers to whom services provide	From	To	Contracted Amount (Rs per Month)	Reason for Termination
3.	a) Is the Establishment registered in the Government, please give details with document/evidence. Service Tax Registration No.(Please attach Copy) b) Do you have labour licence.				
4.	Are you covered by the labour Legislations, Such as ESI,EPF,Gratuity Act etc.				
5.	Are you governed by minimum wages rules of the Govtof Maharashtra. If yes, please give Details.				
6.	PAN No.(Please attach copy)				
7.	VAT No. (Please attach copy)				
8.	Trade Licence No. (Please attach copy)				
9.	Details of the DD/Pay Order of Rs.5,000/-Towards bid security (EMD) DD/PO No. Date: Drawn on:				

Declaration by the Tenderer :

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.

Encls:1 .DD/Pay ORDER No.-----

2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

FINANCIAL TERMS & CONDITIONS

1. The quotations should be accompanied by an earnest money of Rs.5,000/- (Rupees Five Thousand Only) in the form of Bank Draft or in the form of Bank Guarantee in the name of Administrative Officer, Central Excise, Amravati. Cash and cheque will not be accepted. **Quotations received without earnest money shall be summarily rejected, without the Financial bid being opened.** The earnest money shall be returned to the successful and unsuccessful bidder, after the finalization of the contract.
2. The Agency whose quotation is finally accepted shall have to deposit a sum equivalent to 10% of the contract amount as performance Security in the form of Bank Guarantee in the favour of Administrative Officer, Central Excise, Amravati. The Bank Guarantee should be valid for a period of Sixty days beyond the date of completion of all contractual obligation of the successful bidder. The security Deposit will be released after satisfactory completion of the contract. On Submission of Security Deposit, earnest money will be refunded.
3. The Agencies meeting the above financial terms & conditions only should submit their quotation in a sealed cover. The agency who fails to fulfil any of the above conditions will be disqualified.

ANNEXURE-B

TECHNICAL TERMS & CONDITIONS

1. The Agency Should be in the business of Security at least for the last 5 years.
2. The agency should have a minimum experience of two years in providing security service out of which at least for two years they should have handled the entire security system of a reputed Government Organization and a reputed Public Sector Company.
3. The agency must provide satisfactory service certificate from at least two Central Governments /State Governments Organizations
4. The Agency should be registered with the Service Tax Department and should submit copy of Service Tax Registration Number.
5. The Agency should submit valid Income Tax clearance certificate /Returns for last three years.
6. The Agency should submit Copy of PAN Number.
7. The address of the Agency With telephone No. And Fax Nos.in Amravati should be given.
8. Technical bid shall include documentary proof in respect of each of the above points of Technical Terms &Conditions. Financial bids of a firm who fails to fulfil any of the above conditions would not be considered.

The firms meeting the above technical terms & conditions only should submit their Quotations in sealed cover.

FINANCIAL BID

(In sealed Cover-II super scribed “ Financial Bid”)

**PROVIDING SECURITY SERVICES TO OFFICE OF THE ASISTANT
COMMISSIONER OF CUSTOMS & CENTRAL EXCISE ,AMRAVATI -444 604**

Sr.No.	Particulars		Rate per Person/per Month (In * Rs)
1.	Security Guards		
2.	Service Tax	@ 14.5%	
3.	Any other Tax/Charges		
	Total Amount Rs.		

*Break-up of the rate may also be provided along with the copy of the Govt Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt.

Declaration by the Tenderer:

This is 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.

Note: i) No other charges would be payable by Customs & Central Excise, Amravati.

ii) There would b no increase in rates during the Contract period except provision under the terms and conditions.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

