



प्रवर्तन निदेशालय

भारत सरकार

क्षेत्रीय कार्यालय, द्वितीय तल, जीवन निधि-II,
एल.आई.सी. बिल्डिंग, भवानी सिंह मार्ग, जयपुर & 302005

Directorate of Enforcement

GOVERNMENT OF INDIA

Zonal Office, Second Floor, Jeevan Nidhi - II,
LIC Building, Bhawani Singh Road, Jaipur - 302 005

Tel:- 0141-274173-75 Fax: - 0141-2744380

ई-मेल: ed_jaipurzone@nic.in

F.No. D-14/2/JPZO/2018-19

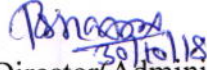
Date: 30.10.2018

Tender Notice No.4 /2018 -19

INVITATION OF TENDER FOR OUTSOURCING OF SECURITY GUARDS FOR OFFICE OF THE DIRECTORATE OF ENFORCEMENT, Jaipur.

The Assistant Director(Administration) , Directorate of Enforcement, Zonal Office, Second Floor, Jeevan Nidhi – II LIC Building, Bhawani Singh Road, Jaipur, invites quotations in sealed covers from reputed vendors/contractors recognised by the Directorate General Resettlement, Ministry of Defence, Govt. of India for security guards for Zonal Office of Directorate of Enforcement Second Floor, Jeevan Nidhi – II LIC Building, Bhawani Singh Road, Jaipur,.

2. Detailed terms and conditions of tender are attached
3. Last date for submission of completed tender forms is 19/11/2018 before 11.00 A.M. in the office of the Assistant Director(Administration) , Directorate of Enforcement, Zonal Office, Second Floor, Jeevan Nidhi – II LIC Building, Bhawani Singh Road, Jaipur. The tender will be opened on 19/11/2018 in the office of the Assistant Director(Administration) , Directorate of Enforcement, Zonal Office, Second Floor, Jeevan Nidhi – II LIC Building, Bhawani Singh Road, Jaipur at 03.00 pm in the presence of the bidders or their representative who wish to be present.


Assistant Director(Administration)
Directorate of Enforcement
II Floor Jeevan Nidhi-II LIC Building
Bhawani Singh Road Jaipur-302005.



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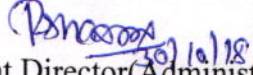
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F.No. D-14/2/JPZO/2018-19

Date: 30.10.2018

NOTICE CALLING FOR QUOTATIONS

The office of the Directorate of Enforcement intends to call for quotation for supply of security guards for the Zonal Office of this Directorate. The detailed terms and conditions can be collected from the undersigned during working hours. The interested parties may submit the quotation of the Assistant Director(Administration) , Directorate of Enforcement, Zonal Office, Second Floor, Jeevan Nidhi – II LIC Building, Bhawani Singh Road, Jaipur. The last date for submission of quotations in sealed covers is 19.11.2018 at 11.00 AM. The bid will be opened on 19.11.2018 at 03.00 P.M.


Assistant Director(Administration)
Directorate of Enforcement
II Floor Jeevan Nidhi-II LIC Building
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**DIRECTORATE ENFORCEMENT
GOVERNMENT OF INDIA**

Zonal Office, Second Floor, Jeevan Nidhi - II,
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Tel:- 0141-2741173-75 Fax: - 0141-2744380
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F.No. D-14/2/JPZO/2018-19

Date: 30.10.2018

CALLING FOR TENDERS

I. Quotation for Security guards:

Sealed Quotations are invited from reputed, registered and licensed agencies duly approved/recognized by the Directorate General Resettlement, Ministry of Defence, Govt. of India or by the Rajasthan State Govt who fulfills the eligibility criteria for supply of security guards for a period of one year which can be extended on the basis of performance and mutual agreement for further periods.

II. Eligibility Criteria:

1. The Agency should have experience of providing security guards in Central Govt., State Govt. and Public Sector for at least 3 years(attach list of said department as above along with satisfactory performance certificate from such departments).
2. The Security Agencies having not less than 50 security guards on their rolls only eligible to apply
3. The Agency should furnish attested copies of Registration Certificate under States/Central Acts in this regard.

III Scope of Work:

| S.No. | Name of the Building | Total No. of Security personnel required | Remarks |
|-------|--|--|---|
| 1. | Directorate of Enforcement IInd Floor Jeevan Nidhi-II LIC Building Bhawani Singh Road Jaipur-302005. | 03-guards | Security personnel will be used in shifts for continuous 8(eight) hours as per requirement of the Directorate |

IV. General Instructions:

1. Quotation without any documents as above is liable to be rejected
2. Quotation with false/misleading documents/information will lead to disqualification of tenders.
3. The agency should provide services of security guards round the clock including holidays.

V. Selection Criteria:

Quotation will be finalized based on the suitability of the agency with reference to the prescribed criteria and other competitiveness,

VI. Qualification of Security Guards: **The guards must be Ex-servicemen.** The guards

provided should bear good character, conduct & behavior, competent and qualified to perform the security duties for which they are deployed. They shall not be beyond the age of 55 years. This office shall have the right to ask the security agency to remove any security personnel considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again without the consent of the Directorate.

VII. Duties of the Security Guards:

1. The personal can not claim any employer employee relationship with the Department.
2. The personnel ought to be polite, courteous but firm, disciplined, physically fit, alert and smartly dressed in neat and tidy Uniform.
3. The personnel should also be capable to attend the distinguished visitors VIPs and Officers with compliments.
4. Maintain strict security of persons, material and premises and maintain Diary to not all important event/happenings/information received for passing on to the management. To be entirely responsible for thefts of easily movable items such as office records(files etc.), bathrooms fitting, fans, exhaust fans, telephone instruments, fire extinguishers, or firefighting systems, etc.
5. Not to leave the place of duty under any circumstance until and unless properly relieved i.e. signing in handing/taking over register etc.,
6. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in fire Fighting Operation and also inform the building —in-charge of that building. In case of Fire Accident before or after office hours, the Guards shall inform the nearest Fire Station, Police Station and Building-in-charge.
7. Security Guards must watch that there are no unidentified/unclaimed/suspicious objects lying or persons loitering in the building/premises.
8. The names of the security guards should always be displayed by them on their uniforms for the purpose of identification.
9. The agency should arrange for surprise checks(during day and night) to check the alertness and attentiveness of the Security Guards.
10. The security guards should check the bags/briefcase of the visitors, if considered necessary.
11. The security guards shall at all times comply with all directions and instructions of the competent authority. Non—compliance of instructions may lead to termination of agreement.

VIII. Duties and Responsibilities of the agency:

1. The security guards must be rotated from their deployment at an interval of 6 months or directed by this office.
2. The security guards deployed will be deemed as such for all purposes and the agencies shall be fully responsible for payment of wages and other dues and compliance of all labour laws applicable to them.
3. The agency, on award of the contract, should execute an agreement on Rs.100 stamp paper with Directorate of Enforcement incorporating the above terms and conditions.

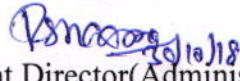
IX. Other conditions:

1. The contract which is initially for a period of one year from the date of issue of work order and can be extended further, if the agency agrees to provide the services of the same terms and conditions and the services provided by them are satisfactory. Directorate of Enforcement reserves the right to pre-maturely

terminate the agreement without assigning any reason there for by giving one month's notice before the expiry of the contract period.

2. The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate amount. Directorate of Enforcement may also increase the number of security guards required depending upon future requirement.
3. Payment:
The vendor shall submit the bill at the end of every calendar month along with a satisfactory performance of the security guards. Payment will be made as per Govt. Rules.
4. The bidder should submit quotations in sealed envelopes with superscription "Security Guards." Sealed quotations are to be deposited at the office of the undersigned Assistant Director(Administration) , Directorate of Enforcement, Zonal Office, Second Floor, Jeevan Nidhi – II LIC Building, Bhawani Singh Road, Jaipur on or before 11am dated 19.11.2018.
5. The tenders are asked to quote only wages and service charge.
6. The Directorate of Enforcement reserves the right to accept or reject any quotation on any of the above grounds or without assigning any reason whatsoever.
Notwithstanding anything contained herein, Directorate of Enforcement also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring and financial liability whatsoever to contractor
Contractor shall in no case lease/transfer/sublet/appoint care taker for services
7. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Directorate of Enforcement, Jaipur indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
8. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel's that might become applicable under Act or Order of the Govt. Directorate of Enforcement, Jaipur shall have no liability whatsoever in this regard and the contractor shall indemnify this Directorate of Enforcement against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc
9. Contractor shall ensure that the persons sent to Directorate of Enforcement wear neat and clean uniform every day while on duty and free from communicable diseases.
10. The technical bid should include a Bid Security of Rs20000/- in the form of Demand Draft in favour of Assistant Director, directorate of Enforcement Jaipur payable at Jaipur. Any of the bidders selected for bid if not provided services within time the bid security will be forfeited by the Department.
11. The agency should be registered by the Central/State Government. The agency should not be black-listed by any Govt. Department/Organization.
12. The agency should have PAN number/TAN number & GST Registration number.
13. The bidder should be registered with the Service tax/GST Department. The bidder should submit the service tax Returns for the period F.Y.2016-17.
14. The bidder should submit the proof of turnover of the company for last two financial years certified by Chartered Accountant i.e. F.Y. 2016-17 and F.Y. 2017-18.

15. The bidder should submit proof of the total number of employees working in the Firm/Company and also submit the proof of ESIC/EPF accounts of all employees alongwith copies of challans evidencing payment of ESIC and EPF deposited during last year.
16. The bidder should submit the Income Tax Return and copy of Balance Sheet for the F.Y. 2017-18.


Assistant Director(Administration)
Directorate of Enforcement
II Floor Jeevan Nidhi-II LIC Building
Bhawani Singh Road Jaipur-302005

Declaration

1. I _____ son/daughter/wife of
Shri _____ and Proprietor/Director/Authorized signatory
of _____ am competent to sign this declaration and
execute this tender document.
2. I have read and understood all the terms and conditions of the tender and under take to
abide by them.
3. The information/documents furnished along with the above application are true and
authenticate to the best of my knowledge and belief. I /We am/are well aware of the
fact that the furnishing of any false/misleading information/fabricated document
would lead to rejection of my tender at any stage.

Date:-

Place:-

Name of authorized person

Name & Seal

Annexure-III

| | | |
|-----|---|--|
| 1. | Name of the organization/firm | |
| 2. | Name(s) of the proprietors/directors | |
| 3. | Register address | |
| 4. | Telephone No. and Fax No. | |
| 5. | Whether firm is registered and license holder under contract lab our (Regulation & Abolition) Act | |
| 6. | Registration No. of the firm (copy to be enclosed) | |
| 7. | Permanent Account No., of the firm (PAN) | |
| 8. | Copy of Income Tax Clearance Certificate (ITCC) to be attached | |
| 9. | Provident Fund Number allotted by Regional Provident Fund Office | |
| 10. | CGST Registration No. | |
| 11. | Total staff/worker of the firm | |
| 12. | Name(s) of public sector/Govt. Organization to whom similar services have been provided by the firm during last three years (please attach the job order/service certificate from the Govt. Office/public sector) | |

Signature with date

Name of the Firm :

Seal:

All columns must be filled.

Annexure-IV

PROFORMA FOR FINANCIAL BID

| S.no. | Name | wages per day per security guard which should not be less than minimum wages | *ESI | *EPF | CGST | Service Charge |
|-------|----------------|--|---|------|------|----------------|
| 1 | SECURITY GUARD | | As Applicable as per central Govt Norms | | | |

Mention only wages per day per security guard and service charge because ESI, EPF and GST are fixed as per Central Govt Directions and will change time to time by Central Government.

Wages per day should not be lower than minimum wages decided by central Govt . The Minimum wages will be revised time to time when central govt. will revise minimum wages but service charge will remain fix, it will not revise.

At present minimum wages of security guard per day as per central Govt. rate is 617 per day.

No overwriting/fluid on rates will be entertained, documents submitted should uniformly be handwritten/typed (not both).

I accept all terms & conditions given in tender document. Sign copy of tender document is enclosed as proof of acceptance of terms & conditions under points .

Yours faithfully,

Signature:

Name:

Seal:

Date:

(Signature)
Seal