



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी

क्षेत्रीय प्रशिक्षण संस्थान,

**NATIONAL ACADEMY OF CUSTOMS, EXCISE &
NARCOTICS,**

REGIONAL TRAINING INSTITUTE,

No.40, HMT Factory Main Road,

Next to HMT School, Jalahalli,

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LIMITED TENDER NOTICE NO. 10./2016

National Academy of Customs, Excise & Narcotics, Bangalore invites sealed quotations from reputed/established Security agencies stationed at Bangalore for providing security services at its premises located at Jalahalli on 24/7 basis .

The terms and conditions of the tender are enclosed as Annexure-I.

The bid is to be submitted in two parts namely the Technical bid and the Financial bid. The Technical details may be filled in Annexure-III and submitted along with the necessary documents. The format of the Financial bid is enclosed as Annexure - IV.

The interested bidders may submit his bid within 3 P.M. on 9.11.2016 and the bids will be opened at 4 P.M. on 10.11.2016

The Principal Additional Director General, NACEN reserves the right to accept or reject one or all the bids received.

31.10.16.

(D.P. NAGENDRA KUMAR)

PR. ADDITIONAL DIRECTOR GENERAL

Date: 31-10-2016

ANNEXURE-I

General Information:

The Regional Training Institute, NACEN, Bangalore is a premier institute located in Bangalore imparting training to the officers in the department of Customs, Central Excise and Service Tax. This institute is located in the HMT Layout, closer to BEL circle, in an area measuring 3.5 acres with a total built up area of over 9000 sq.mts. It has three blocks namely, the Administrative block, the Hostel block and the Sports/Auditorium block. RTI, NACEN proposes to engage the services of an outsourced agency for security services in the aforesaid complex.

(i). Administrative and Training Block: This building of 4328.96 sq metres and consists of a basement, ground and 5 Floors which houses 6 Lecture Halls, 4 Group Discussion Rooms, 2 Computer Training Rooms, a Library, a Conference Room, Chambers for all RTI officials and underground car parking for 20 cars.

(ii). Hostel Block: This building of 3122.99 sq metres and consists of ground floor and 4 Floors having 30 Single Rooms, 36 Double Rooms, 12 AC Rooms and 5 Suites. As regards the Hostel Block, each room has separate toilet cum washroom. It has a Kitchen with dining facilities for the trainees and visiting faculty members. This block also has 2 Staff Quarters.

(iii). Sports and Auditorium Complex: This building of 1869 sq. metres has stilt parking for 26 cars and consists of Ground Floor and 3 Floors, 2 Badminton Courts, 2 Table Tennis Rooms, space for Billiards and Snooker Tables, Gymnasium, Auditorium for 264 persons, Cafeteria and Swimming Pool.

Two staircases starting from the Ground Floor/Basement up to the terrace are present in the entire three buildings one each in the front and the rear portion. Adequate number of security personnel shall have to be deployed and all of them should wear uniforms with an identity card issued by the service provider.

The terms and conditions of providing Security Personnel shall be as under:

1. The bidder shall provide trained and experienced persons to perform the various functions assigned to him by this office from time to time. The personnel deployed shall be provided with suitable distinctive uniform.

2. Rates should be indicated in both figures and words. If there is difference between the two said rates, the rates quoted in words will prevail. Rates quoted should be inclusive of all taxes, etc.
3. The bidder shall comply with all applicable laws of the Central Govt. /State Govt. and any other law for the time being in force including the Service Tax Law. This office will not be responsible for any dispute that may arise in connection with the subject service, between the vendor and any State or Central Govt. department, e.g. authorities dealing with EPF, ESI, Labour Laws, Service Tax, Income Tax, etc. or any local body.
4. The bidder would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
5. The Department reserves right to accept/reject any tender or all tenders without assigning any reason.
6. The Rates quoted by the bidder shall be as per the Central Minimum Wages Act issued by the Ministry of Labour & Employment, Government of India.
7. The Competent Authority reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.
8. The bidder shall in no case lease/transfer/sublet the services outsourced to him.
9. The bidder shall ensure that the personnel deployed by him do not have any criminal antecedents.
10. The bidder shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the department.
11. For any losses, damages caused by the personnel deployed by the bidder to any person/property/equipment of the office, the vendor will have to make good such loss/damage and bear, the expenses for such loss/damage as decided by the Competent Authority. Further, in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the Law.
12. The bidder shall be solely responsible for payment of wages/salaries other benefits, allowances and all other statutory/other dues payable as per

Central/State Government/Municipality Rates Etc., other Laws etc. as applicable to personnel deployed that might become applicable under any Act or Order of the Government. The department shall have no liability whatsoever in this regard.

13. The Department shall not entertain any claim, damages, insurance liability, etc. arising out of mishap/ accident etc. to the personnel employed by the bidder. The bidder will take such necessary action, under the various Acts/Rules/Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required.

14. The bidder should specifically note that the engagement of the service provider under the purview of this tender does not in any way confer any right on the Service Provider or the person that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office. The Service provider should also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.

15. The Service Provider will comply with all the legal rules, Regulations and Statutory obligations cast on him as per the Central/State Government/ Municipality/ Local Bodies relating to such deployment of personnel.

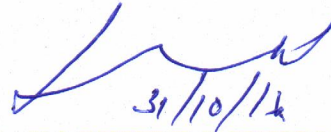
16. In case of any default by the Service Provider in respect of any of the terms and conditions, (whether general /special) the Competent Authority may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Service Provider. The said notice will be deemed to have been issued if a registered copy of notice is sent to the address of the service provider as per the Agreement entered into.

17. Manpower required for execution of the entire work daily including transport of personnel deployed to the office will be arranged by the vendor. In case some personnel are not able to attend work, it would be the responsibility of the bidder to provide another suitable workman in his place.

18. Attendance register of the personnel deployed will be maintained. The personnel will render service everyday for all 24 hours including all holidays. They will also attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made.

19. The validity of this tender will be up to 31.3.2017 from the date of acceptance of the tender and could be further renewed for a further period of maximum one year on the acceptance of both the parties. . Pr.ADG, NACEN reserves the right to terminate the contract in case the services rendered are not satisfactory by giving a notice of 15 days.

20. The Technical bid shall be accompanied with a Earnest Money Deposit of Rs. 50,000 in the form of a DD drawn in favor of the "Pay & Accounts officer, Central Excise, Bangalore". The EMD of the unsuccessful bidders shall be returned within 10 days of finalization of the Technical bid.



(D.P. NAGENDRA KUMAR)

PR. ADDITIONAL DIRECTOR GENERAL

ANNEXURE-II

SCOPE OF WORK TO BE PROVIDED BY THE BIDDER UNDER THE PURVIEW OF THIS TENDER NOTICE

- 1) The bidder shall provide security to the entire premises of NACEN, Bangalore on 24x7.
- 2) The bidder may provide 5 security guards and 1 supervisor on a 3 shift basis to man the premises. Two guards to be provided at the main entrance, one guard at the entrance of the Administrative & Training block, one guard at the entrance of the hostel block and one at the rear portion of the Academy.
- 3) The bidder may provide guards who are well experienced in the field and have a minimum experience of three years and preferably ex-servicemen.
- 4) The bidder will ensure that the guards wear uniform while on duty and possess an identity card issued by him.
- 5) The guards provided should be physically and mentally fit and between the ages of 21- 45 years.
- 6) The guards deployed should be trained in firefighting and evacuation drill to address times of emergency.

ANNEXURE —III (TECHNICAL BID)

To be submitted in a separate sealed envelope supersubscribing "Technical Bid"

1	Name of the Organization/Firms with full address With pin code, Phone No. Fax No. email etc.	
2	Name of all the Proprietor/Partners/Directors	
3(A)	PAN No. of the Firm as allocated by the Income Tax Department	
3(B)	Copy of the Income Tax Return filed for last three years And Income Tax Clearance Certificate (ITCC) for the last Year to be attached.	
4	Total strength of staff/workers available with the Service Provider	
5	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors / Firms/Agencies during the last 5 years. List of Government Organizations where the Service Provider is currently Providing services may also be indicated. (Please attach the Job order/service certificate from Govt.Office/Public Sector	
6	The Contractor should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry Of Finance), Department of Labour, State Government, Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961.	
7	Registration Number of Tenderer/Concern with Service Tax Department: (Attested Photocopy of registration certificate should be attached)	
8	Registration Number of Tenderer/Concern with other Government Departments: (Attested Photocopy of registration certificate should be attached)	
9	Any other information to be considered:	

Date

SIGNATURE OF BIDDER WITH SEAL

ANNEXURE -IV

PROFORMA FOR QUOTING RATES

Name and address of the Agency	
Rate quoted per guard in Rs.	
Rate quoted per supervisor in Rs.	
Applicable taxes	
Total value of the contract inclusive of all taxes in Rs.	

Signature of the bidder with seal