



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

## 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

Date: 19.09.2018

### Tender Notice No.2 /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 12/10/2018 before 4.00 pm 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 15/10/2018 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 11.00 am in the presence of the bidders or their representative who wish to be present.

राजेश शर्मा  
19/09/18

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



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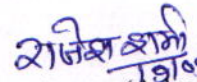
ई-मेल: ed\_jaipurzone@nic.in

Date: 19.09.2018

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

### 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 12.10.2018 at 4.00 PM. The bid will be opened on 15.10.2018 at 11.30A.M.

  
19/09/18  
Assistant Director(Administration)  
Directorate of Enforcement  
II Floor Jeevan Nidhi-II LIC Building  
Bhawani Singh Road Jaipur-302005.



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### 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 reputed organizations preferably in Central Govt., State Govt. and Public Sector for at least 3 years(attach list of clients as above along with satisfactory performance certificate from such clients).
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:

Sl.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:

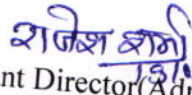
1. The personal can not claim any employer employee relationship with the Department.
2. The personnel ought to be polite, courteous but firm, disciplined, physically fit, alert and smartly dressed in neat and tidy Uniform.
3. The personnel should also be capable to attend the distinguished visitors 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.
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.
- X 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.
- XI. 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.
- XII The price quoted should include Minimum Wages, ESI, EPF, GST and Service Charge as applicable.
- XIII 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.

  
13/10/18  
Assistant Director(Administration)  
Directorate of Enforcement  
II Floor Jeevan Nidhi-II LIC Building  
Bhawani Singh Road Jaipur-302005

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 five 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**

SI no.	Name	Rate per month per person for SECURITY GUARD Company Rate per Staff which may not be lower than Minimum wages rate- for Central Government	*ESI	*EPF	CGST	Service Charge	Total Amount per month for each person	Grand Total for all person
1	SECURITY GUARD							

Discount,if any =

Total amount (including all taxes) in words:

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