



प्रवर्तन निदेशालय

भारत सरकार,
पटना क्षेत्रीय कार्यालय,
बैंक रोड, चांदपुरा प्लेस,
पटना- ८००००१

**ENFORCEMENT
DIRECTORATE**

Government of India,
Patna Zonal Office,
Bank Road, Chandpura
Place,
Patna- 800 001
Tel: 0612-2219444/441
Fax:0612-2219442
E-mail:
enfipatna@gmail.com

F.No.D-4/01/Patna/2017

Date :- 13-9-2017

The Directorate of Enforcement, Patna Zonal Office, Patna invites quotations in sealed cover from reputed vendors/contractors recognized by the Directorate General Resettlement, Ministry of Defence, Govt. of Indian for security Guards/Supervisor for Patna Zonal Office of the Directorate of Enforcement, Chandpura Place, OBC Compound, Opp. Dadi Maa Temple, Bank Road, Patna-800001.

2. Detailed terms and conditions of tender can be obtained from the office of the Joint Director, Directorate of Enforcement, Patna Zonal Office, Patna Chandpura Place, OBC Compound, Opp. Dadi Maa Temple, Bank Road, during office hours.

3. Last date for submission of completed tender forms is 27.09.2017 before 4.00 pm in the office of the Joint Director (Administration), Directorate of Enforcement, Chandpura Place, OBC Compound, Opp. Dadi Maa Temple, Bank Road, Patna. The tender will be opened on 03.10.2017 at 11.00 am in the presence of the bidders or their representative who wish to be present.

Signature
13/09/2017

ASSISTANT DIRECTOR (ADMN.)

DIRECTORATE OF ENFORCEMENT

**PATNA ZONAL OFFICE, CHANDPURA PLACE,
OPP. DADI MAA TEMPLE, BANK ROAD, PATNA**



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NOTICE CALLING FOR QUOTATIONS

The office of the Directorate of Enforcement intends to call for quotation for supply of security guards for the Patna 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 (Admn.), Chandpura Place, OBC Compound, Opp. Dadi Maa Temple, Bank Road, Patna-1. The last date for submission of quotations in sealed covers is 27.09.2017 at 4.00 PM. The bid will be opened on 03.10.2017 at 11 : 00 hrs.

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I. Scope of Work:

Sl. No.	Name of the Building	Total No. of Security personnel required	Remarks
1.	Directorate of Enforcement, Govt. of India, 1 st Floor, Chandpura Place, OBC Compound, Opp. Dadi Maa Temple, West Gandhi Maidan, Bank Road, Patna-800001	3-guards 1-supervisor	Security personnel will be used in shifts for continuous 8 (eight) hours as per requirement of the Directorate

II. General Instructions:

1. Quotation without any documents as above are 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.

III. Selection Criteria:

Quotation will be finalized based on the suitability of the agency with reference to the prescribed criteria and other competitiveness, Preference shall be given to agencies approved/recognized by Directorate General, Resettlement, Govt. of India, Ministry of Defence.

IV. Qualification of Security Guards:

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.

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V. 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 note all important event/happening/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.

Handwritten signature

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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.

VI. 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.

VII. Other conditions:

1. The contract is initially for a period of one year from the date of issue of work order and can be extended further, if the services provided by the agency are satisfactory, Directorate of Enforcement reserves the right to prematurely terminate the agreement without assigning any reason therefore by giving one month's notice before the expiry of 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.

VIII. Payment:

The vendor shall submit the bill at the end of every calendar month along with a certificate from the Assistant

Assistant

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Director (Admn.) on satisfactory performance of security guards, Payment will be made as per Govt. Rules.

- IX.** The bidder should submit quotations in sealed envelope with superscription "Security Guards", Sealed quotations are to be deposited at the office of the Joint Director, Directorate of Enforcement, Chandpura Place, OBC Compound, Opp. Dadi Maa Temple, Bank Road, Patna-800001.
- X.** The price quoted should be inclusive of all taxes including GST, as applicable.

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.

Assistant Director
13/09/2012

**ASSISTANT DIRECTOR (ADMN.)
ENFORCEMENT DIRECTORATE
PATNA ZONAL OFFICE**