



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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No.41-Admn (1)/2014

Dated: 29.09.2014

Subject: - Security arrangement for deployment of seven private Security Guard - inviting Sealed Quotations – regarding

Sir,

The Directorate General of Shipping intends to deploy 07 (seven) security guards for the security of its Office premises and to maintain the entry of visitors to the office premises. The interested agencies may submit the sealed quotations for the said purpose. The terms and conditions for the said purpose are given as under-

- (i) The security Guards must be trained in his duties and must be of robust health.
- (ii) The security Guard must be provided with a standard Security Guard uniform and a Lathi/baton.
- (iii) The 04 (four) numbers of security guards would be deployed at new office premises of Directorate General of Shipping (DGS), 9th floor, Beta Building, I-Think Techno Campus, Kanjurmarg (East), Mumbai for a period of one year and 03 (three) numbers of security guards would be deployed at "Jahaz Bhavan", Ballard Estate, Mumbai up to handing over of the said premises for demolition.
- (iv) The Security Guards should be present on all days. In the absence of any personnel, a suitable replacement should be provided by the agency immediately. The absence and the replacement must to be intimated to DG Shipping immediately.

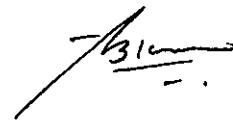
- (v) In case no replacement is provided, an amount of Rs.300/- per day per person will be deducted from the bill.
 - (vi) The security guards would be deployed for twenty four hours on rotational basis, every day and the contract shall be for one year from the date of signing the contract.
 - (vii) The mode of payment would be on monthly basis through e-payment or Government cheque only on satisfactory performance of the work. No interest would be payable on delay in the payment.
 - (viii) Once quotation is accepted, no request for change in the rate of contract will be entertained by this office at any circumstances during the period of contract.
 - (ix) If felt necessary, the interested agencies may inspect both the above mentioned premises.
 - (x) The Directorate reserves the right to reject the quotations without assigning any reason.
 - (xi) The successful bidder would be responsible for deduction and deposit of all the statutory dues of the employees such as Provident fund, ESIC etc along with its own contribution. All the statutory obligations should be complied with by the successful bidder.
 - (xii) The bidder should ensure timely payment of the salaries to its security guards and failure to do so may result in termination of contract.
 - (xiii) The Basic Salary plus Dearness allowance payable to the security guards must not be less than Rs.10,890/- per month, which is the Minimum Wages prescribed by the Central Govt for the Year 2014-15.
- (2) The quotation must be submitted in two separate envelopes containing the Technical Bid & the Financial Bid, failing which the tender will be disqualified.

(3) The technical bid must contain the following:-

- (a) A copy of Provident Fund Registration A/c. No.
- (b) A copy of Professional Tax Registration No.
- (c) A copy of ESIC Registration No.
- (d) A copy of PAN card
- (e) A copy of Certificate of Registration under Section 69 of the Finance Act, 1994 (32 of 1944)
- (f) A copy of Registration Certificate of Establishment under Bombay shops and Establishment Act, 1948.
- (g) A copy of License to engage in the Business of Private Security Agency issued by the State Government.
- (h) Details of past experience.
- (i) A copy of the audited profit and loss account statement along with the Income Tax return for the FY 2011-12 and FY 2012-13.
- (j) The annual turnover of the bidder in the FY 2011-12 and FY 2012-13 each must be Rs.2.5 Crores or more.
- (k) A copy of work experience for two or more Central / State Government Organization in last two years. A certificate to that effect should be submitted.
- (l) Earnest Money Deposit (EMD) of Rs.20,000/- as a bid security in favour of Directorate General of Shipping, Mumbai in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the commercial banks. The bid security will remain valid for a period of 45 days and bid securities of the unsuccessful bidders will be returned on or before the 30th day after the award of the contract.

(4) The Financial bid should be given in a separate envelope and must indicate the entire salary structure of the security guards including the basis pay, all the allowances, provident fund, ESIC contribution, any other statutory payments along with the agency charges and the applicable taxes. The rate should be quoted for per person per month basis.

- (5) The successful bidder will have to submit bank guarantee of 10% of the value of the contract as a performance security deposit in favour of Directorate General of Shipping, which will be refundable on completion of contract. The security deposit shall be arranged to be refunded to the contractor after three months on the successful completion of the contract period (including the extended period, if any). The period of bank guarantee must be up to 60 days from the date of completion of the contract.
- (6) The successful bidder will have to enter into an agreement with DGS on a non-judicial stamp paper of Rs.100/-.
- (7) The contract will be terminated at any point of time without assigning any reason. This Directorate reserves the right to modify/amend or delete any of the terms and conditions.
- (8) The interested bidders are requested to submit financial bid and technical bid a separate sealed envelope, failing which the bids will stand disqualified. The bidders may be clearly write **"Quotation for security arrangement for deployment of seven private Security Guard"** on the envelope along with details address and telephone/mobile number. The quotation should reach the undersigned at the Directorate General of Shipping on or before **27.10.2014 by 1700 hrs.** The quotation received after date shall not be accepted and quotation received shall be opened on **28.10.2014 at 1500 hrs,** in the presence of the bidders present.



[Dr. Amol B. Kirtane]
Dy. Director General of Shipping

Copy to:-

Computer Cell for up load of our DGS website.