



GOVERNMENT OF INDIA
INCOME TAX OFFICE, Ward-1, GUDIVADA
Opp: Bhaskar Theatre, Aayakaar Bhavan, Railpet, Gudivada-521301

Date: 05/03/2018

NOTICE INVITING TENDER

The Income tax Department, Gudivada Andhra Pradesh invites sealed quotations from reputed agencies/firms/individuals to provide 03 Security Guards(Unarmed) to work in the Income tax Office, Gudivada. Interested parties may send quotations in sealed envelope with separate Technical Financial Bids to the Income tax Officer, ward-1, Gudivada, Opp: Bhaskar Theatre, Aayakaar Bhavan, Railpet, Gudivada. Tender forms along with terms and conditions can be obtained from this office and also the tender forms can be downloaded from www.incometaxindia.gov.in and www.eprocure.gov.in. The check list, bid forms i.e., Technical Bid and Financial Bid are available as Annexure-I, Annexure-II and Annexure-III respectively. The last date of receipt of tender is 27.03.2018 up to 4.00 p.m. Time of opening of qualifying bids: 27.03.2018 at 5.00pm

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Income Tax Officer.
Ward-1. Gudivada.



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Section-I
General Instruction to Tenders

Sealed tenders in conformity with detailed tender call notice are invited from Security Agencies/ Firms having

(A) Valid Registration of firm

(B) Registration with the Regional Labour Commissioner

(C) EPF Registration

(E) Service Tax Registration

(F) PAN Card and

(G) similar line of business for three or more than three years towards out-sourcing uniformed trained manpower for the security services in Central Govt Establishments/Semi Govt Establishments/ Govt Undertaking/ Attached offices of Govt/ Autonomous Bodies under Govt of India/ reputed public or private organizations. The service providers should have local Offices at Gudivada to ensure satisfactory fulfilment of contractual obligations.

2. The Security Agencies /firms Having good track record, manpower capacity and relevant experience are eligible to apply .they should produce satisfactory work completion certificate/ proof of similar nature of work executed/being executed for Central Govt Establishments/Semi Govt Establishments/ Govt Undertaking/ Attached offices of Govt/ Autonomous Bodies under Govt of India/ reputed public or private organizations.

3. **The tender document can be downloaded from official Website www.incometaxindog.gov.in and www.eprocure.gov.in . or a hard copy can be obtained from office of Office of the Income Tax officer ward-1, Gudivada, Opp: Bhaskar Theatre, Aayakaar Bhavan, Ralipet, Gudivada.**

4. The tenders should be submitted in ONE SEALED ENVELOP in the following manner.**(A) The first sealed cover should be superscribed “Technical Bid” and should contain –**

I. Checklist of documents to be submitted. Refer **Annexure-I**.

II. The Proforma at Annexure-II duly filled in by the bidder.

III. Agency profile including previous experience of manpower Services/Security services to Central Govt Establishments/ Semi Govt Establishments/ Govt Undertaking/ Attached offices of Govt/ Autonomous Bodies under Govt of India/ reputed public or private organizations.

IV. Earnest Money Deposit (EMD) will be accepted in Demand Draft only.

V. All other required documents.

(B) The second sealed envelopes super scribed ' Financial Bid' should contain detailed break-up of wages for the services along with all taxes(Service Tax, GST, SGST) which are to be filled as per proforma given at Annexure- III.

(C) *Both the sealed cover should be placed in the ONE SEALED ENVELOPE super scribed" BID FOR SECURITY SERVICES"*. This should be addressed to Office of the Income Tax officer ward-1, Gudivada, Opp: Bhaskar Theatre, Aayakaar Bhavan, Ralipet, Gudivada and sent by post or hand delivered **latest by 4.00 P.M. on 27th March, 2018 and the technical bid shall be opened on the same day at 5.00 p.m.** in the presence of the bidders or their authorized representatives(along with authorisation letter from the bidder). In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received/opened on the next working day at the same time and venue.

5. Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.

6. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and documents submitted as per Annexure I and Annexure II.

7. The bidders are required to submit EMD along- with the attested copies of valid Registration Certificate, EPF Registration, ESI Registration, PAN-Card and Service Tax Clearance along-with the bid documents failing which the tenders shall be declared as non- responsive and thus liable for rejection.

8. Submission of more than one tender paper by a bidder for a particular work will render the bid liable for rejection.

9. As per the estimation, Income Tax Office, Gudivada requires three **Security Guards in shift system of 8 hours .**

10. The rates for the proposed services shall be the rates of minimum wages prescribed by the Government from time to time.

11. The charges consisting of wages, statutory dues and other allowances etc. Under the labour law and other laws payable by the employer (the bidder) should be indicated in detail in the breakup of the quotes in the financial bid. Additional Service Charges for the work and applicable taxes are also to be mentioned.

12. The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no paper costs shall be returned to the bidder(s).

13. The bidders while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document including EMD. Conditional tenders will not be accepted under any circumstances by the authority. EMD deposit of unsuccessful bidders will be refunded within 30 days after finalization of Tender without interest.

14. The Bank Draft produced in relation to this tender should be drawn on any Nationalized Bank in favour of the " **ZAO, CBDT, Hyderabad**", The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

15. If the bidder does not accept the offer, after issue of letter of award by Income Tax Department within days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

16. **RIGHT TO ACCEPTANCE OR REJECTION OF TENDERS:**

(A) The tender is liable to be rejected inter-alia:

- a) If it is not in conformity with the instructions and proforma mentioned in the tender paper.
- b) If it is not properly signed by the bidder.
- c) If it is received by telex or telegram.
- d) If it is received after the expiry of the due date and time.
- e) If it is not accompanied by the requisite EMD and proper documents.

(B) **This office reserves the right to:**

- a) Accept/Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add modifies, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- d) Reject any or all the tenders in part or full without assigning any reason thereof.
- e) Award contracts to one or more bidders for the items covered by the tender.

17. **SCOPE OF WORK:** To provide Security Services in the Income Tax Office premises and quarters of the Income tax department during the period of contract.

DESCRIPTION OF SECURITY SERVICES TO BE RENDERED

1. The Security Agency will be responsible for overall security arrangements of the building and personnel at Income Tax Office premises and various quarters of the Income tax department situated at Gudivada station.

2. Security Agency will ensure that all instructions of Income Tax Department management are strictly followed and there is no lapse of any kind.

3. In order to adequately protect people and property, security guards must know and enforce rules and regulations to prevent criminal activity before it happens.

4. No items should be allowed to be taken out without proper Gate Passes issued by the competent officials.

5. Deployment of Security Guards will be as per the instructions of Income Tax Department from time to time and the security agency will be responsible for their optimum utilization.

6. The Guards on duty will also take care of the security of the vehicles parked in the parking sites located within the premises.

7. The security Guards should be trained to extinguish fire with help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fighting staff in extinguishing the fire or in any other natural calamities.

8. The Security Guards on duty shall not leave the premises until his reliever reports for duty.

9. During and after working hours and on holidays, they should maintain surveillance of the building by patrolling the premises.

10. They will investigate and report signs of damage or unlawful entry as it occurs. Such report may have to be provided to the management in verbal and /or written form.

18. Any other duties/responsibilities, related to Security Services, would also be assigned by Income Tax Department and would be binding on the security agency.

19. EARNEST MONEY DEPOSIT: The bidders shall enclose with the Tender EMD amounting to Rs.20,000/- (Rupees Twenty Thousand only) for the services to be quoted, in the form of Bank draft drawn on any Nationalized Bank in favour of the “**ZAO, CBDT, HYDERABAD**”.

20. PERIOD OF CONTRACT: The initial period of contract would be for 12 months, extendable for further period of 1 year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Service charges/ rates quoted by the agency would be fixed for a period of 12 months and any statutory increase in wages/DA etc. Is to be extended for further period of 1 year on renewed terms and conditions with mutual agreement in compliance with statutory regulations. In case performance is not satisfactory, the contract will be terminated after giving one month prior notice to the party.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Security Services by the agency should commence within 7 days of award of contract.

2. The Security persons deployed should be qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
3. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending, The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
4. The service provider shall engage necessary persons as required by this office from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment/ arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The bidder will have to bear cost of providing personnel for this work load/duty hours or weekly off. **The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider and it shall be the duty of the service provider to pay their salary every month, will give Salary slip and also deduction made in PF/ESIC etc as agreed upon.**
5. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office.
6. The Service provider's person shall not claim any benefit/compensation/ absorption/regularization of services from/in this office under the provision of Industrial Disputes Act.,1947 or Contract Labour (Regulation & Abolition)Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
7. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical Know- how, security arrangements and administrative/ organizational matters as all are of confidential/secret nature.
8. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from begin intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this

office. The decision of the officer in charge upon any matter arising under the clause shall be final and binding on the agency.

9. That the persons engaged shall not be below the age of 18 years or above the age of 55 years and they shall not interfere with the duties of the employees of this office.

10. The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative/ Technical control will be with the Agency.

11. This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace, immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

12. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

13. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.

14. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. And this office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require providing particulars of EPF, ESI of its employees engaged in this office. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.

15. The service provider will submit the bill in triplicate to THE INCOME TAX OFFICE GUDIVADA in respect of a particular month in the first week of the next month. The payment will be released by the third week of the month after production of documentary evidence towards P.F/ESI/Service tax of its staff for the previous month. Tax if any shall be deducted at source as per the relevant Act.

16. Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.

17. No wage/remuneration will be paid to deployed persons for the days of absence from duty.
18. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
19. The service provider shall be provide a substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
20. The service provider shall be contactable at all times and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Council in fulfilment of the contract from time to time.
21. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the service provider.
22. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. Are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/casualty occurred during the course of working to any staff engaged by the Agency; the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.
23. This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates.
24. **The successful bidder will enter into an agreement with this office for the offer of services on these terms and conditions on non judicial Rs.100/- stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement.**
25. The service provider shall not assign, transfer, pledge or sub contract the services without the prior written consent of this office.

26. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the Service Provider from the office shall be forfeited.

27. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

28. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.

30. This officer reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.

32. EPE and ESI contribution to be paid for personnel employed by bidder shall be the responsibility of the bidder.

33. The service provider shall provide Police Verification of all Contractual labourers.

35. The following undertaking is to be made by the bidder in the technical bid along with the copies of certificates/documents mentioned in the checklist.

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertaken myself/ourselves to abide by them.

Signature of the Bidder with Seal

Name :

Designation :

Address :

Phone No :

(ANNEXURE-I)

CHECKLIST OF DOCUMENTS to be submitted along with Technical Bid

S.No	Documents to be submitted	Submitted Not submitted	Remarks
1	Copy of Registration of firms		
2	Copy of Registration Certificate of EPE		
3	Copy of Registration Certificate of ESI		
4	Copy of Labour license		
5	Copy of Income Tax Return for last 3Years		
6	Copy of Service Tax Registration		
7	Copy of PAN/TAN Card		
8	List of clients indicating period of work executed with them		
9	Proof of experience		
10	Details of EMD deposited		
11	Copy of VAT clearance Certificate.		
16	Undertaking as per Sr.No.34 of GCC		

Signature of Bidder

Seal of Establishment

Full Name of Bidder with address & Date

PROFORMA FOR TECHNICAL BID

S.No	Particulars	To be filled in by the bidder
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency With Office Telephone Number, Fax Number and Mobile Number and Name Of the contact person.	
5	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970. (Copies of all certificates of registration to be enclosed.)	
5A	Registration number for license to provide Security services.	
6	PAN/TAN Number (copy to be enclosed)	
7	Labour License Number (copy to be enclosed)	
8	Service Tax Registration Number (copy to be enclosed)	
9	EPF Registration Number (copy to be enclosed)	
10	ESI Registration Number (copy to be enclosed)	
11	Whether the firms is blacklisted by any Government	
12	Length of experience in the field (with proof). Please arrange in descending order from 2015	
13	Experience in dealing with Govt. Departments (Indicate the name of the Departments and years of dealing with those Departments and attach copies of contracts orders	

	placed on the agency.)	
14	Whether a copy of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
15	Whether agency profile is attached?	
16	List of other clients	

(Signature of Bidder)

(Seal of Establishment)

(Full Name of Bidder with address)

Date:

PROFORMA FOR FINANCIAL BID

Name of Bidder:**Date:****For Watch & Ward (without Arms) Services****Table (A) Break up of Wage Charges**

S.No	Details	<u>One Security Guard (without arms)</u> per month (Rs)
1	Minimum wages(basic Wages) (Rs.)	
2	EPF (as applicable *)	
3	ESI (as applicable *)	
4	Subtotal (A) (Sr. No. 1+2+3)	
5	Reliever Charges (as per applicable rule*)	
6	Sub Total(B)(Sl.No.4+5)	
7	Service Charge (Minimum 1% of sub total of B)	
8	Sub Total (C) (sl. No.6+7)	
9	Service Tax (as applicable)	
10	Total Charges (Sub Total A+B+C)	

*All applicable provision under the rules are to be enclosed with the breakup of wage charge (Table A)

Note: Any variation from applicable rates would liable the financial bid as unresponsive and will be summarily rejected.