



GOVT.OF INDIA
MINISTRY OF FINANCE: DEPARTMENT OF REVENUE
CENTRAL REVENUE BUILDING
MANCOTTA ROAD, DIBRUGARH
OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME-TAX,
DIBRUGARH. 0373-2319811/0373-2317038

TENDER FOR SECURITY SUPERVISORS AND SECURITY PERSONNEL.

DETAILS PAGES

Sl. No	Type of Document	Page No./Annexure
1	Tender Notice [General Conditions]	Page-1 & 2
2	Terms & Condition	Annexure-I
3	Technical Bid Document	Annexure-II
4	Financial Bid Document	Annexure-III
5	Duties to be performed under housekeeping contract	Annexure-IV

Date : 29.09.2015



GOVERNMENT OF INDIA
MINISTRY OF FINANCE: DEPARTMENT OF REVENUE
OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME - TAX,
DIBRUGARH: 0373-2315021/2310387.

SHORT LIMITED TENDER NOTICE

Dated, Dibrugarh the 29th September, 2015.

Sealed quotations are hereby invited by the Principal Commissioner of Income-tax, Dibrugarh from reputed Registered Contractors/ Firms/Companies etc., who have following valid licenses/documents/Registrations etc. and willing to provide **Security Supervisors [Not less than 2 and Security Personnel [Not less than 9(nine)] w.e.f. 01.11.2015** to different offices under the administrative control of Principal Commissioner of Income-tax, Dibrugarh, may submit their quotation duly filled in addressed to the **Pr. Commissioner of Income-tax, Dibrugarh latest by 13th October, 2015 upto 12.00 Noon sharp.**

The particulars, which are required to be submitted along with Quotation are :

1. License under Contract labour [Regulation & Abolition] Act, 1970 and Contract labour [Regulation & Abolition] central Rules , 1971
2. Trade License etc.
3. Registration Certificate under ESI Act, 1948 and EPF Act, 1952.
4. Registration Certificate under Service Tax Act.
5. PAN Card allotted by the Income-tax department etc.
6. License under PSAR ACT, 2005.

The rates should be quoted **PER PERSON PER MONTH** inclusive of all charges as applicable under labour laws and any other Laws in force.

The contract shall be initially for a period of 1 (one) year, after the expiry of the said period of one year , the contract may, at the sole discretion of the Pr. Commissioner of Income-tax, be extended for further period of one year on the same terms and conditions. However, the contract may be terminated at any time without assigning any reason thereof by giving Service Provider [Contractor] one month's prior notice of his intention to terminate the contract.

The quotations shall be received by the undersigned **latest by 13th October, 2015 upto 12.00 Noon sharp** and the same shall be opened **at 3.30 PM** on the same date. **Interested Tenderer may download the copy of the Tender from the Income-tax website [www.incometaxindia. gov.in or may collect the copy from the Office of the undersigned on or before the specified date and time as mentioned above]**. The envelope containing the quotations shall be properly sealed and should be addressed to the Principal Commissioner of Income-tax, P.O. C.R. Building, Dibrugarh-786003. Envelope containing the quotation shall be super-scribed as **"Quotation for Supply of Security Personnel"**.

Contd..2/-

The quotations should be accompanied by **earnest money of Rs. 1,000/- (Rupees One Thousand) only in the form of fixed deposit/call deposit/NSC, etc. in favour of Principal Commissioner of Income-tax, Dibrugarh.** The said earnest money will be retained by the O/o the undersigned as security deposit during the period of agreement in respect of successful bidder only. In the case of others, the same will be returned forthwith. In the event of breach of any of the terms and conditions of the contract, the security deposit of the contractor shall be forfeited and no correspondences in this regard will be entertained.

The quotation/tender should be accompanied by the documents specified above or else the same shall be treated as null and void and any correspondences in this regard will not be entertained.

The Principal Commissioner of Income-tax, Dibrugarh or any other persons(s) authorised by him on his behalf reserves the right to accept whole or in part, or reject any or all the quotations or to postpone or cancel the tenders without assigning any reason thereof and no further correspondences in this regard shall be entertained.



[P. Jamir]

Addl. Commissioner of Income-tax,
Range-1,Dibrugarh
Chairman, Tender Committee,
Dibrugarh

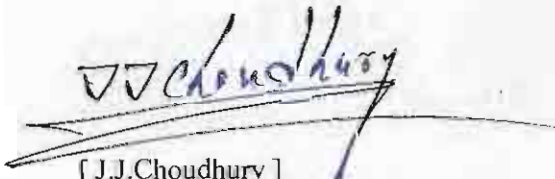
Memo No. A/E-31/Pr.CIT/DBR/2015-16/

4241

Dated 29.09.2015

Copy to :-

2. E-tendering [Income-tax website –www.incometaxindia.gov.in] for wide publicity.



[J.J.Choudhury]

Administrative officer
O/o Pr. Commissioner of Income-tax,
Dibrugarh
Member of the Tender Committee,
Dibrugarh

ANNEXURE-I

TERMS AND CONDITIONS

1. Contractor/Service Provider should have license/registration in the State of Assam.
2. The contract shall be initially awarded for a period of one year only.
3. The contractor shall be solely liable for payment of service taxes and all other taxes and levies as may be subsequently imposed.
4. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for **office Security**. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Department and to the Labour department.
5. The contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Bonus, Gratuity, Leave, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. In any eventuality, if the contractor failed to remit employee/ employer's contribution towards PF subscription etc. within the stipulated time, the Department is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the contractor.
6. The Department shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his/her duty.
7. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
8. The successful bidder shall liable to provide a non-judicial stamp of Rs.50/- for preparing contract agreement.
9. The contractor shall be liable to replace immediately the **Security Personnel**, if anybody, is found involved in any mischievous activities.
10. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

Contd..2/-

11. The contractor will **provide minimum 02 (two) and Maximum 05(five) Security Supervisors and minimum 09 (nine) and maximum upto 15(fifteen) numbers of Security Personnel** as per this office requirement .
12. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered Minimum Wages Act, (Contract Labour Regulation & abolition Act, 1970), ESI ACT and EPF ACT, etc. with regard to the **Security Personnel** engaged by them to this office.
13. The agency will ensure availability of **Security Personnel** even if some of them are off duty on account of leave or otherwise.
14. The **Security Personnel** deployed by the contractor shall be smartly dressed in neat and clean uniform having identity card containing Photo, Name & Address, failing which the fine will be imposed on each occasion.
15. The agency shall ensure provision for proper uniform to the **Security Personnel** deployed for **Office Security** and all the expenses incurred on them shall be borne by the contractor.
16. There will be quarterly meetings between the contractor and officers of the Income Tax Department so that any deficiency pointed out is promptly addressed.
17. In the event of absence of any **Security Personnel** under unavoidable circumstances, the agency shall promptly replace the personnel.
18. The agency will have to deploy **Security Personnel** as per our requirement and within a week of signing of the contract.
19. The bill for service charges as per the contract should be presented on monthly basis and payment will be made within reasonable time as well as on availability of fund under the said head after deducting TDS as applicable. No interest is payable by the department in bill amount in any circumstances.
20. Failure by contractor to comply with the statutory requirement and/or the terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the Department.
21. No. negotiation will undertake with any tenderer except the lowest qualified bidder.

22. No request for increase of rates will be entertained for whatsoever reason during the contract.
23. The contract period initially will be for a period of 12 months and the contract may, at the sole discretion of the Pr. Commissioner of Income-tax, be extended for further period of one year on the same terms and conditions.
24. Either party shall have option for termination of the contract with one months' prior notice in writing.
25. The agency will be liable to pay penalty of Rs. 100/- per day for default in deployment of **Security Personnel**, as per the terms and conditions.
26. Differences will be mutually solved and the decision of the **Pr. Commissioner of Income Tax, Dibrugarh** will be final.
27. There will no extra charges for conveyance of the **Security Personnel** and the contract value will be inclusive of all taxes and charges. Service Tax will be paid by the client department.
28. The cost of services will be fixed for one year and after successful completion of contract for one year if the contract is renewed then in that case there will be 5% increased of cost of services and the basic pay of the **Security Personnel**.
29. All disputes will be settled mutually and in case of any differences the decision of the **Pr. Commissioner of Income-tax, Dibrugarh** will be final and binding to all.
30. The tender document should be complete in all respect and submitted on or before the due date and time as mentioned in the tender notice.
31. The contractor will maintain a register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, should be shown to Income Tax Authority.
32. The contractor shall be responsible for any misconduct, indiscipline, unpunctuality and theft or destroy of any Govt. properties and equipment by the **Security Personnel** deployed by them.
33. The Contractor/firm/vendor shall have at least three years of Service experiences in the field of providing **Security Personnel** to any Govt./PSU/reputed company etc.
34. **Security Personnel** engaged by the contractor shall not take part in any staff union and association activities.


[I. Jamir]

Addl. Commissioner of Income-tax,
Range-1, Dibrugarh
Chairman, Tender Committee,
Dibrugarh

ANNEXURE –II

TECHNICAL BID DOCUMENT

1.	Name of the Proprietor/Registered Firm/Company	:	
2.	Address of concern (with Tel. No.,Fax & E-mail)	:	
3.	Name and address of the Partners/Directors (with mobile No.) (In case of firm/company)	:	
4.	Contract persons(s) with mobile No.	:	
5.	No. of years of experience	:	
6.	Permanent Account Number	:	
7.	Service Tax Registration No.	:	
8.	License number under Contract Labour (R&A) Act 1970.	:	
9.	Details of EMD	:	
10.	Licence No. under PSAR ACT,2005	:	

DECLARATION

I, hereby, certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

[Signature of Tenderer with date]

**ANNEXURE -III
FINANCIAL BID DOCUMENT**

1.	Name of the Proprietor /Registered/ Firm/Company	:	
2.	Address of the concern (with Tel. No. FAX & E-mail.)	:	
3.	Contract persons(s) with Mobile No.	:	
4.	CONTRACT RATE FOR PER PERSON PER MONTH INCLUSIVE OF ALL CHARGES i.e. EPF, ESI, EDLI,GSLI,SERVICE TAXES AND CHARGES UNIFORM ETC. AS APPLICABLE	:	

[Signature of the Tenderer with date]

ANNEXURE-IV

DUTIES AND RESPONSIBILITIES OF SECURITY SUPERVISORS UNDER SECURITY CONTRACT

Security Officer/ Supervisor Duties

The security supervisors deployed by the contractor shall perform the following functions:

The primary role of security officers is to provide protect the property, buildings and grounds and the people do business there. To execute their duties properly, security guards work in a team. A security officer supervisor coordinates all of the team's activities, such as scheduling shifts and training. He ensures that all the daily security operations run smoothly and effectively. Apart from the management role, the security officer supervisor also carries out patrol and other security duties himself.

Managing the Security Team :A security officer supervisor makes sure all the officers have reported to work and are assigned duties. He also organizes the work schedule, including the security personnel rotations and breaks. At the beginning of the shift, the security officer supervisor inspects the team to ensure they are wearing their uniforms properly and have all of their equipment. He briefs the security team at the beginning of a new shift to update them on developments since the last shift and shares information about any security concerns.

Writing and Submitting Reports :A security officer supervisor documents all the daily occurrences within the security department. This includes recording all the people who visited the property, with the time they came in and when they left. The security officer supervisor also receives verbal and written reports from subordinates and takes any follow up actions that are needed. He also uses this information to compile comprehensive security reports for department.

Provision of Security: The primary role of a security officer supervisor is to protect the property and people. He does this by conducting routine patrols with his team, looking out for any suspicious persons, fires, vandalism or hazards. He also ensures that all the doors and windows are locked to prevent any unlawful entry and responds to any distress calls and alarms. It is his duty to ensure all the security systems, such as the CCTV and burglar alarms, are working properly and reports any breakdowns of the security systems to department.

Maintaining Law and Order :A security officer supervisor investigates any suspicious activities that take place. He reports unlawful activities such as theft or vandalism to law enforcement officers for further action. If he finds any trespassers or criminals during routine patrols, he detains them and calls the police and the department.

Contd..2/

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF UNDER SECURITY CONTRACT

The security staff deployed by the contractor shall perform the following functions:

- i. To perform watch and wards functions including night petrol on the various points of deployment.
- ii. To prevent the entry of stray dogs, cattle's, antisocial elements, unauthorized persons and vehicles into the building premises.
- iii. To prevent unauthorized entry. The security personnel should be able to categorize the legitimate visitors without causing any embarrassment to them.
- iv. To allow entry to visitors, only after an entry has been made in the registrar at the entry gate.
- v. The security guards will also help the fire fighting staff in extinguishing the fire, if there is a fire or any other natural calamities.
- vi. The contractor will be responsible for overall security arrangement. He will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
- vii. And any other security related works deemed to be a part of security and not stated above.

DUTY HOURS OF THE SECURITY SUPERVISORS AND SECURITY PERSONNEL:

Duty Hours

- i. Ist shift – 06.00 hours to 14.00 hours
- ii. 2nd shift – 14.00 hours to 22.00 hours
- iii. 3rd shift – 22.00 hours to 06.00 hours


आई. जमीर (भा.रा.से)
अतिरिक्त आयकर आयुक्त
रेंज-१, डिब्रुगढ़
I. Jamir (I.R.S)
Addl. Commissioner of Income-tax
Range-1, Dibrugarh