

**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME  
TAX  
SHELTER SQUARE, CUTTACK-753008**

**TENDER NOTICE**

The O/o the Principal Commissioner of Income Tax, Cuttack invites sealed quotations from experienced, eligible, reputed, registered firms/companies engaged in business of providing manpower for Security personnel for Aayakar Bhawan, Cuttack .

Detailed terms and conditions for the above can be obtained from the Income-tax Officer (Hqrs), 2<sup>nd</sup> Floor, Room no.219, Aayakar Bhawan, Cuttack from **23.05.2018** from 10:30AM to **14.06.2018**, 4:00 PM or can be downloaded from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) .The tender /paper should be submitted to this Office latest by 4:00 PM of **14.06.2018**. The sealed quotations will be opened on **14.06.2018 at 5.00 PM** in the Conference Hall, 2<sup>nd</sup> floor, Aayakar Bhawan, Cuttack in presence of the Tender Committee. Bidders or their Representatives may remain present there at the time of opening of the tenders.



(R.N. SETHY)  
21/5/2018

(R.N. SETHY)  
Income-tax Officer (Hqrs)  
O/o the Pr. CIT, Cuttack

**(R.N. SETHY)**  
Income Tax Officer (HQRS.)  
O/o-Pr. Commissioner of Income Tax  
Cuttack Charge, Cuttack

Tel: 0671-2369801/02  
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भारत सरकार / GOVERNMENT OF INDIA

कार्यालय प्रधान आयकर आयुक्त/OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX  
आयकर भवन/ ,शेल्टर चौक ,AAYAKAR BHAWAN, SHELTER SQUARE, कटक/CUTTACK-753008,  
[Email ID : [cuttack.pcit@incometax.gov.in](mailto:cuttack.pcit@incometax.gov.in)]

**TENDER NO: OFFICE OF THE PR. CIT CUTTACK- 01/2018-19**

**TENDER DOCUMENT**

**TENDER FOR SUPPLY OF SECURITY PERSONNEL  
AT  
AAYAKAR BHAWAN, SHELTER SQUARE, CUTTACK**

**SCHEDULE OF TENDER:**

Date & Time for obtaining of Document:-	On 23.05.2018 from 10.30AM To 13.06.2018, 05.00PM.
Date & Time for submission of Document:-	From 23.05.2018 to 14.06.2018 up to 04.00PM at the O/o the Pr. CIT, Aayakar Bhawan, Shelter Square, Cuttack
Date & Time for opening of Tender Documents (Technical & Financial bid):-	14.06.2018 at 5.00 P.M.

**TENDER DOCUMENT FOR SUPPLY OF SECURITY PERSONNEL**

01. Sealed tenders on behalf of the President of India, are invited by the O/o the Principal Commissioner of Income Tax, Shelter Square, Cuttack under Two Bid System, i.e., Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing, security personnel in the Aayakar Bhawan, Cuttack located at the address mentioned below for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the



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Competent Authority and service provider, on the same terms and conditions. The present requirement is given below. However, the number may be increased or decreased at the option of the Department.

02.

03. **PARTICULARS OF THE TENDER:**

(a) **NAME AND ADDRESS OF THE AUTHORITY:**

The Principal Commissioner of Income Tax, Shelter Square, Cuttack, 753008

(b) **PLACE OF WORK:**

Services of Security personnel will be provided at Aayakar Bhawan, Cuttack at the address given below:-

SL. NO	Name and address of the Office	No of persons to be deployed
01	O/o The Principal Commissioner of Income Tax, Shelter Square, Cuttack, 753008	12 on shift basis

(c) **QUALIFICATION AND EXPERIENCE:**

A. **FOR SECURITY PERSONNEL:-**

- (i) A person should be at least 10<sup>th</sup> passed.
- (ii) Should have previous working experience in reputed Public/Private institution/Central/State Government Offices.

(d) **AVAILABILITY OF TENDER DOCUMENT:-**

The tender document would be available in the O/o the Income Tax Officer (Hqrs), Room No. 219, located at Aayakar Bhawan, Shelter Square, Cuttack-753008. It can also be downloaded from the websites [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).

04. **IMPORTANT DATES:-**

- (a) Date and time for obtaining of tender document: from 23.05.2018 to 13.06.2018 from 10.30 AM to 05.00PM or can be downloaded from the websites [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).
- (b) Last date and time of receiving tenders:- till 14.06.2018 up to 04.00 PM.
- (c) Date and time for opening tenders (Technical & Financial bid):- 14.06.2018 at 05.00 PM.

05. **OTHER TERMS AND CONDITIONS:-**

- (a) The Applicant Contractor should be in possession of requisite license from the State Government or other Competent Authority for running security agency as required under the P.S.A.R. Act, (Private Securities Agencies Regulation Act 2005).



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- (b) The interested companies/firms/agencies/may submit the tender documents complete in all respects address to the **Income Tax Officer (Hqrs), 2<sup>nd</sup> Floor, Room No:219, Aayakar Bhawan, Cuttack** on or before the last date and time of submission of tender. The tenders shall not be entertained after this deadline under any circumstances whatsoever. The tender documents to be submitted should be sealed in all respect.
- (c) The Pr. CIT, Cuttack reserves the right to amend or withdraw any of the terms and conditions contained in the tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision taken by him in this regard shall be final and binding on all.
- (d) The tender submitted with less than minimum wages if any as prescribed by Government of India shall be rejected without any notice.

**06. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS:-**

- (a) The contract for supply of above mentioned manpower will be given for one year initially from the date of order issued by this office supply of manpower after selecting the personnel on the basis of interview and verification of biodata/certificates. The period of the contract may be further extended beyond one year provided the requirement of the Department for the above manpower persists at that time, or, may be curtailed/ terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agency. The O/o the Pr. CIT, Cuttack reserves right to terminate this initial contract at any time after giving one month's notice to the selected service providing company/firm/agency. Pro-rata payment will be made for extension of service period or payments will be with held pro-rata for premature termination of service.
- (b) The nature of work assigned to security personnel includes strict vigilance/guard of the properties of Aayakar Bhawan, Cuttack on 24X7 basis by engagement of sufficient number of such personnel to carry out the job effectively.
- (c) The tenders have been invited under two bid system i.e., Technical Bid and financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bids" and "Financial Bids" for supply of security personnel to the Aayakar Bhawan, Cuttack. Both sealed envelopes should be kept in a envelope super scribing "Tender for supply of security personnel to the Aayakar Bhawan, Cuttack.
- (d) The tendering companies/firms/agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summararily/out-rightly rejected and will not be considered any further:-

- (i) Registration certificate.
- (ii) Copy of PAN/FIR card.
- (iii) Copy of the IT return filed for the last three financial years.
- (iv) Copies of the EPF and ESI certificates.
- (v) Copies of the GST Registration certificate.



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- (e) The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- (f) All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application to sign the tender bids.
- (g) The Bids shall be opened on the scheduled date and time at the O/o the Pr. CIT, 2<sup>nd</sup> Floor, Aayakar Bhawan, Cuttack In the presence of the representatives of the companies/firms/agencies, if any, who are present on the spot at that time.
- (h) The Pr. CIT, Cuttack reserves the right to annual any or all bids without assigning any reason.

**07. TECHNICAL REQUIREMENT FOR THE RENDERING COMPANY/FIRM/AGENCY FOR TECHNICAL BID”.**

The tendering Company/Firm/Agency should fulfill the following technical specifications for Technical Bid:-

- (i) The Registered Office of the manpower Company/Firm/Agency should be either located in Odisha or at least having an office in Odisha.
- (ii) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
- (iii) The Company/Firm/Agency should have at least three years experience in successfully providing skilled and unskilled manpower to Public Sector Companies/Banks and Government Department, etc.
- (iv) Completion certificate from those companies to whom the manpower was provided.
- (v) The Company/Firm/Agency should have its own Bank Account.
- (vi) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- (vii) Undertaking for not subletting the work to any other agency.

**08. TECHNICAL REQUIREMENT FOR SECURITY PERSONNEL, TO BE DEPLOYED BY THE SUCCESSFUL FIRM/COMPANY/AGENCY.**

- a. He should possess the qualification as mentioned in Para 2(c) [A]

**Note:- The candidates shall be selected after personal interview, to be conducted at the office of the ITO (Hqrs), Aayakar Bhawan, 2<sup>nd</sup> Floor, Shelter Square, Cuttack.**



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# TERMS AND CONDITIONS

## GENERAL

01. The contract shall commence from the date of receipt of acceptance of the work order, which shall be accepted by the tendering Company/Firm/Agency within not more than 10 days from the receipt of the order or 15 days from the date of said order whichever is earlier and shall continue till one year unless it is curtailed or terminated by the Pr. CIT, Cuttack owing to deficiency of services, sub-standard quality of security personnel deployed, breach of contract, reduction or cessation of the requirement, etc.
02. The contract may be extended, on the same terms and condition or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and Competent authority.
03. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
04. The present requirement of Security Personnel has been mentioned in Para 2(b) of the tender document. The Department may increase or decrease the requirement of manpower the same will be informed to the tendered and they should act accordingly. All selected manpower is to hang Identity Card provided by the office every day during working hours.
05. The tendered will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract marking him/her liable action besides termination of contract.
06. The Pr. CIT, Cuttack as competent authority reserves right to terminate the contract during initial period also after giving a month's notice to the contracting agency.
07. The persons deployed shall observe all etiquette and protocol while performing duty and should be in proper formal dress.
08. The persons deployed may be in the O/o the Pr. CIT, Cuttack.

**LIABILITIES, CONTROL, ETC. OF THE PERSONS DEPLOYED** The contracting agency shall ensure that the individual security personnel deployed in this office conform to the technical specifications of educational and skill qualification prescribed in the tender document.

01. The O/o the Principal Commissioner of Income Tax, is a Central Government Office and had has five days working (i.e., Monday to Friday) in a week from 09.30 am to 06.00 pm with a lunch break of ½ hours from 01.30 pm to 02.00pm. Besides this, the Department observes the Gazetted Holidays notified by the Government of India from time to time. The security personnel are required to work all the 07 days of the week. These persons, however, may be required to attend the office as and when required on Saturday/Sunday and Gazetted Holidays on prior intimation.



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02. The contracting Company/Firm/Agency shall furnish the following documents in respects of the individual security personnel who will be deployed by it in this Department before the commencement of work.
- (a) List of persons deployed.
  - (b) Bio-data of the persons along with attested copies of the certificates.
  - (c) Attested copy of matriculation certificate containing date of birth or birth certificates.
  - (d) Identity Cards bearing photograph.
03. In case, the person employed by the successful Company/Firm/Agency commits act omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.
04. The tendering Company/Firm/Agency shall replace immediately any of its personnel who is found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct, etc., upon receiving a notice from this Department.
05. The person deployed shall be required to report for duty at 09.30am to the concerned authorities and also before leaving the office at 06.00pm. In case, person deployed is absent on a particular day or come late/leaves early on three occasions, on day wage shall be deducted.
06. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the persons deployed by the agency could be availed without any disruption.
07. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the agency in providing a substitute beyond three working days shall attract damages @ Rs. 350.00 per day on the service providing agency.
08. It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and the O/o the Pr. CIT, Cuttack.
09. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the competent authority.
10. The service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.
11. This Department shall not be responsible for any damages, losses. Claims. financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties. or for payment towards any compensation.
12. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of this Department during or after expiry of the contract.



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13. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Department.
14. The tendered shall be liable to pay the cost of IT component/s in case of the physical damage of any IT component/s supplied by this office. The cost of damage will be deducted from the bill of that month.

### LEGAL

01. The tendering agency will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc., in respect of the persons deployed by it in this Department.
02. The tendering agency shall also liable for depositing all taxes. Levies, cess, etc., on account of service rendered by it to the Department to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
03. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.
04. The TDS (Tax Deduction at Source) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
05. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.

### FINANCIAL

01. In case of breach of any terms and conditions attached to this contract, outstanding payments will be withheld besides annulment of the contract.
02. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by the ITO (Hqrs) in respect of the persons deployed in the Aayakar Bhawan, Cuttack and submit the same to the Bill section in the first week of the succeeding month. As far as possible the payment will be released at the earliest. The payment to the security personnel should be made through Account Payee cheque or through ECS.
03. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the department.
04. The amount of agreed damages calculated @ Rs. 350.00 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall



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be deducted from the monthly bills of the service providing Company/Firm/Agency in the following month.

05. The competent authority of this Department reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
06. The successful tendered will have to deposit Contract agreement duly signed as per the terms and conditions of tender along with a bank guarantee of Rs.50,000/-.
07. Bid documents must be accompanied by an Earnest Money Deposit (EMD) of Rs. 30,000/- which is required to be submitted by the bidders along with the tender documents. The EMD may be submitted in the form of crossed demand draft on any of the Nationalized /Scheduled bank drawn in favour of "Accounts Officer, Zonal Account Office, CBDT, Income Tax Department, Bhubaneswar payable at Cuttack". The EMDs shall be returned immediately after the bidding process is over except in the case of successful bidder which will be returned after the completion of the entire process.


**08. ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE TECHNICAL BID.**

01. Application – Technical Bid.
02. Certified document in support of financial turnover of the agency.
03. Certified documents in support of entries in column 12 and 13 of Technical Bid Application.
04. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

**ORDER FOR ARRANGEMENT OF DOCUMENT TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF SECURITY PERSONNEL.**

List of security personnel short listed by the O/o the ITO (Hqrs) for deployment in the office as mentioned in the document containing full details i.e., Date of Birth. Marital Status, Address. Etc.



  
(R.N. Sethy)  
Income Tax Officer (Hqrs)  
O/o the Pr. CIT, Cuttack

**(R.N. SETHY)**  
Income Tax Officer (HQRS.)  
O/o-Pr. Commissioner of Income Tax  
Cuttack Charge, Cuttack

## TECHNICAL BID

01	For providing security personnel to the Aayakar Bhawan, Shelter Square, Cuttack	
02	Name of Tendering Company/Firm/Agency (Attach Certificate of Registration)	
03	Name of Proprietor/Director of Company/Firm/Agency	
04	Full Address of Registered Office	
	Telephone No.	
	FAX No.	
	E-mail Address	
05	Full Address of Branch Office	
	Telephone No.	
	FAX No.	
	E-mail Address	
06	Banker of Company/Firm/Agency (Full Address) (Attach certified copy of statement of Account for the last three years) Telephone No. of Banker	
07	PAN/GIR No.	
08	Service Tax Registration Number (Attach attested copy)	
09	EPF Registration Number (Attach attested copy)	
10	ESI Registration Number ((Attach attested copy)	
11	Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided in insufficient)	
12	PSAR Registration Certification	

Financial Year	Amount (Rs. in Lakh)	Remarks if any
2015-16		
2016-17		
2017-18		



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13	Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format				
Sl. No.	Details of client along with address , telephone numbers	Type of manpower supplied	Amount of Contract (Rs. In Lakh)	Duration of Contract From	Duration of Contract To
1					
2					
(If the space provided is insufficient, a separate sheet may be attached)					

14	Additional information, if any (Attach separate sheet, if required)	
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Date :-

Place :-

signature of authorized person

Name

.....

Seal

## DECLARATION

01. .... Son/Daughter/Wife of Sri  
 .....signatory of the Company/Firm/Agency  
 mentioned above is competent to sign this declaration and execute this tender document.

02. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

03. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date :-

Signature of authorized person

Place :-

Name.....

Seal



*(Handwritten signature)*

## FINANCIAL BID

01	For providing Security personnel to the Aayakar Bhawan, Shelter Square, Cuttack	
02	Name of Tendering Company/Firm/Agency (Attach Certificate of Registration)	
03	All the Security personnel deployed in this department will be paid their wages on monthly basis (by cheque or by direct credit to their bank accounts in time) by the company/firm/agency.	
04	Rates are to be quoted(per day basis):	
	(a)	For Security Personnel
	(d)	Rate per person/per day inclusive of all statutory liabilities, taxes, levies, cess/education cess etc. with following break up:
SL. NO.	Component of Rate	Amount (Rs.) for Security Personnel
01	Daily Wage	
02	Employees Provident Fund	
03	Employees State Insurance	
04	<b>Total</b>	
05	Contractors Service Charge	
06	GST @% on Sl. No. 04	
07	Any other liability (Please indicate)	
08	<b>Total Column 01 to 07</b>	

Date :-

Signature of authorized person

Place :-

Name.....

Seal

**NOTES:-**

01. The rate quoted by the tendering agency should be inclusive of all statutory liabilities at the time of entering into the contract.
02. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person.



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