



OFFICE OF THE
DEPUTY DIRECTOR OF INCOME TAX (INVESTIGATION),
F-7/8, OLD SIEMENS BUILDING, SECTOR-2, ROURKELA-769006

F.No. DDIT(Inv.)/RKL/Security/Tender/2019-20 / 154

Date: 03.09.2019

**TENDER FOR OUTSOURCING OF SECURITY GUARD FOR THE
OFFICE OF THE DDIT(INVESTIGATION), SECTOR-2, ROURKELA**

Sealed limited tenders are invited from reputed agencies for outsourcing of Security Guard for the office of the DDIT(Investigation), Sector-2, Rourkela. Interested agencies may send their sealed bids in the manner specified in the tender document to the DDIT(Investigation), Sector-2, Rourkela on or before 17.09.2019 (up to 3:00 PM). These tender documents may be obtained from the office of the DDIT(Investigation), Sector-2, Rourkela. The bids will be opened on 18.09.2019 at 11:00 AM in the chamber of the DDIT(Investigation), Rourkela in the presence of representatives of the bidders, if they make themselves available at that time.

(Prateek Kumar Mishra)
Deputy Director of Income Tax
Rourkela



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Dy. Director of Income Tax (Inv.)
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Subject: Outsourcing of services/provision of security guard for the office of the DDIT(Investigation), Sector-2, Rourkela.

1. Sealed tenders under single bid system are invited from experienced and reputed manpower supplying agencies (hereinafter called 'Service Provider') for providing services of Security Guard for the office of the DDIT(Investigation), Sector-2, Rourkela.
2. The Service Provider shall provide **one security** guard to work as night watchman in the office of the DDIT(Investigation), Sector-2, Rourkela.
3. The security guard shall ensure full security to the premises and its property from pilferages and maintain the standard security norms to protect the premises.
4. The security guard shall ensure proper locking of premises, common area etc. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and the security personnel shall report the same to the Controlling Authorities immediately. If after a departmental enquiry, it is found that the loss has occurred due to the negligence of the security guard on duty, the Department will have full power to recover the loss in full or adjust from the dues of the Service Provider.
5. The Service Provider shall provide proper uniforms to the security guard at its own expense.
6. The security guard posted should be physically fit and mentally alert.
7. It is explicitly made clear and understood by the Service Provider that the persons employed by it for the above work shall be the employees of Service Provider for all intents and purposes and in no case shall a relationship of employer-employee between the said persons and Income Tax Department shall accrue implicitly and explicitly.
8. The Service Provider shall keep the Income Tax Department indemnified against all the claims whatsoever in respect of the employees deployed by it at various points.

9. The Service Provider shall be liable to make alternate arrangements in case of the



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absence of the security personnel. Similarly, it shall have to make alternate arrangements in case of the weekly off; No extra payment shall be made on this account.

10. Deployed personal should be decent and courteous with the officials and guests. In case of report of any complaint on their behaviour, the said guard/supervisor shall instantly be removed from duty by the Service Provider and the decision of the Department will be final & binding on the Service Provider.
11. Income tax as applicable will be deducted at source from each bill for which necessary PAN is required to be provided.
12. The Service Provider shall have insurance coverage for their workers and follow all safety measures during the work execution. Any liability occurring during work such as accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the Service Provider only and the Department will not be responsible in any manner.
13. The contract will be terminated by the Department if the performance of the Service Provider is found unsatisfactory at any point of time. The decision of the Department in this regard shall be final.
14. During the contract period, the Service Provider shall make salary & other payments and provide other things in time without waiting for the bill payments passed and paid by the Department.
15. The duty of Security Guard would include doing various type of physical works assigned to them by the senior officers/officials.
16. Only one Security Guard is required. However, in future, depending upon the requirement, the Service Provider may be requested to supply additional security guards at the same rates and terms and conditions, if the need arises.
17. The period of contract would be one year from the date of contract but the same may be renewed subject to satisfactory performance of the services and the requirement.
18. Eligibility criteria for Service Provider:
 - a) The Service Provider should have been in the business of manpower supply for more than 3 years.
 - b) The Service Provider should have turnover/gross receipt exceeding Rs.5 lacs per year in F.Y.2017-18 & F.Y. 2018-19. The return of income or the work completion certificate from other clients must be submitted along with the bid in support of turnover.
 - c) It should have valid PAN and should have been assessed to income tax for last 3 years.
 - d) It should be registered with Service Tax, Provident Fund, and ESI authorities. Necessary documents in this regard must be filed with the bid.
 - e) It should not have been blacklisted by any Government Organization.
 - f) It should be agreeable to other terms and conditions as at Annexure-A




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19. Eligibility of Security Guard

- Preference given to those Security Guard who have knowledge of reading and writing including English language.


20. Bidding Process:

The interested parties may submit sealed tenders in the format as per Annexure-A.

21. The last date for receipt of tenders is 17.09.2019 (upto 3 PM). The tenders shall not be entertained after this deadline under any circumstances whatsoever.

22. This office reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the competent authority, Directorate of Investigation, Bhubaneswar in this regard shall be final and binding on all.




(Prateek Kumar Mishra)
Deputy Director of Income Tax,
Rourkela

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Dy. Director of Income Tax (Inv.)
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Annexure - A

BID for supply of Security Guard for the office of the Deputy Director of Income Tax(Investigation), Sector-2, Rourkela

1. Name of Bidder/Tendering Company/Firm/Agency
(Attach self attested copy of Certificates of Regarding)
 - i. Name of Proprietor/Director of company/Firm/Agency
 - ii. Full address of Registered Office with Telephone No. Fax and E-mail
 - iii. Full address of Operating/Branch Office with Telephone No., Fax and E-mail with name of Contact Person(s) and Mobile No.
2. Providing security guard as per description. The contract amount should be exclusive of all applicable taxes & benefits to outsourcing worker i.e. provident fund and ESI etc.
These should be separately mentioned.
3. Complete Bank Account Details.
4. PAN (Attach self-attested copy)
5. Documents in support of work experience of similar nature.
6. Company Registration No.
7. P.F. Account No. (If any)
8. ESI Registration No.
9. License No. under contract
10. Service Tax Registration No.
11. Any other information

Signature of authorized person Full Name:

Seal: Place/Date


Notes: 1. The rates quoted by tendering Agency should be exclusive of all statutory/taxation liabilities in force at the time of entering into the contract. These should be separately mentioned.

2. Payment shall be make on satisfactory conclusion of work.

DECLARATION

ISon/Daughter/Wife of Shri/Smt.....hereby certify that the information furnished above is full and correct to the best of my knowledge. I understood that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)


Lateek Kumar Mishra
Director of Income Tax (Inv.)
Rourkela