



Government of India
Office of the Pr. Commissioner of Income-tax,
Faizabad]

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F.No. Security Guard/Pr.CIT/FZD/2018-19/

Dated- 19.07.2018

Notice Inviting Tender for outsourcing of services of security Guard.

Sealed quotations are invited from reputed agencies for providing services of 72 security gaurds for *the Income Tax Office at Faizabad, Jaunpur, Ambedkar Nagar, Gonda, Bahraich, Basti, Sultanpur, Raebareli, Amethi, Pratapgarh and Siddharth Nagar.*

Interested agencies may send sealed quotations with separate Technical and Financial Bids (as per Annexure II&III) to *the DDO, O/o Pr. Commissioner of Income Tax, Hotel Krishna Palace Anexee, Civil Lines Faizabad* by date **17.08.2018 till 4 PM**. The details are also available on departmental website www.incometaxindia.gov.in. The same may also be obtained from the *DDO, Faizabad* during the office working hours on any of the working days.

The interested agencies which can provide all the above services i.e. security gaurds' will be eligible for tender.

The technical bids will be opened at **11:30 AM on 20.08.2018** at office of the *DDO, Faizabad* in the presence of representatives of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies will be opened on the same day at office of *the DDO, Faizabad.*

Sd/-
Drawing & Disbursing Officer
O/o Pr. Commissioner of Income Tax
Faizabad

Copy to:

1. The Web Manager of www.incometaxindia.gov.in with the request that the above notice is placed on the website of the department.
2. For display on the Notice Board of *Income Tax Office Building, Faizabad.*

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Notice Inviting Tender
For Outsourcing of Security Guard

On behalf of the President of India, sealed tenders are invited under two Bids System i.e. Technical Bid and Financial Bid from well reputed, experienced and financially sound Manpower Companies/Firms/Agencies having valid license under Contract Labour (Regulation and Abolition) Act, 1970, registered with EPFO, ESIC, GST Registration for providing seventy two Security personnel for *the Office of the Faizabad, Jaunpur, Ambedkar Nagar, Gonda, Bahraich, Basti, Sultanpur, Raebareli, Amethi, Pratapgarh and Siddharth Nagar (Twelve Armed Security Guards for Income Tax office, Faizabad and Six Armed Security Guards for each Income Tax Office at Jaunpur, Ambedkar Nagar, Gonda, Bahraich, Basti, Sultanpur, Raebareli, Amethi, Pratapgarh and Siddharth Nagar) for a period of one year from the date of contract.*

SCHEDULE:-

1.	Starting date & time of sale of tender documents	From 11.30 AM on 19.07.2018
2.	Last Date & time of sale of tender documents	16.08.2018 till 4 PM.
3.	Date & Time for deposit of tender	17.08.2018 till 4 PM.
4.	Date & Time for opening of bids	20.08.2018 at 11:30 AM
5.	Venue of tender opening	Office of the DDO, Faizabad
6.	Contract Period	One Year (01) initially and may be extended further for a period of one year (at the discretion of this office)
7.	Bid Type	Two Bid system (Technical and Financial)
8.	Whether online or offline	Offline

Tender documents shall be accompanied by a **Demand Draft/Banker's Cheque for Rs.1,000/- (Rs. One Thousand only, non-refundable)** drawn in favour of **The ZAO Lucknow** towards cost of the tender documents.

The tender documents along with instructions and terms & conditions can be downloaded from the *website www.incometaxindia.gov.in or can be collected from the Administrative Officer/DDO, Faizabad.* The interested and eligible Company/Firm/Agency may submit their tender documents complete in all respect along with **Earnest Money Deposit(EMD) of Rs. 10,000/- (Rs. Ten Thousand only)** and other requisite documents **17 .08.2018 till 4 PM** in the office of *DDO, Faizabad.* The tenders shall not be entertained after this deadline under any circumstances whatsoever.

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 *Principal Commissioner of Income Tax, Faizabad* in this regard shall be final and binding on all.

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O/o Pr. Commissioner of Income Tax
Faizabad

Special terms and conditions for security:

1. Total seventy two security Guards (including supervisor) are required. The Agency shall provide round the clock service. They should maintain a register of the visitors to the office. The Information required to be included in the register shall be made in consultation with the officer- in charge.
2. ***Validity of Bids: 120 days from the date of opening of tender.***
3. 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 Bid” for providing Security Personnel to the office of ***the Income Tax Office, Faizabad & various offices under its charge*** and “Financial Bid” for manpower to perform for providing Security Personnel to the office of ***the Income Tax Office, Faizabad & various offices under its charge***. Both sealed envelopes should be kept in a third large sealed envelope super-scribing **“Tender for providing Security Personnel to the office of the Pr. Commissioner of Income Tax Faizabad and various offices under its charge.”**
4. ***The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) refundable*** (without interest) should be necessarily accompanied with the Technical Bid of the Agency in the form of Demand Draft/Pay Order from any of the Scheduled Commercial Bank drawn in favour of **“ZAO, Lucknow”** valid for a period of 120 days. Bids not accompanied by earnest money of the requisite amount with proper validity will be summarily rejected.
5. The Successful tenderer will have to deposit ***a Performance Security Deposit for a sum of Rs.2,50,000/- (Rupees two lacs fifty thousand only)*** subject to revision at the time of placing the work order within ***15 days of the receipt of the formal order***. The Performance Security Deposit will be furnished in the form of the Account Payee Demand Draft drawn in favour of **“ZAO, Lucknow”** or Fixed Deposit Receipt (FDR) from a scheduled Bank made in the name of Service Provider Company/firm/Agency but hypothecated to ***the Principal Commissioner of Income Tax, Faizabad.***
6. ***The Performance Security Deposit*** of a sum of ***Rs. 2,50,000/- (Rupees two lacs fifty thousand only)*** would remain ***valid for a period of 60 days*** beyond the date of completion of all the contractual obligations of the contractor.
7. There shall be 3 shifts and each shift shall be manned by two security guards and shall perform 8 hours duty per shift (Day or Night time) and the supervisor (Skilled) for a

General shift agency shall give 30 day as month. The agency shall provide additional security guard as reliever to perform the duties in shift on weekly off days. The agency shall provide gunmen as and when required by the office at the same rates quoted by them. On week off days like Saturday, Sunday, closed/RH Holidays, should a lady officer/staff need to attend office, the Security Agency shall in addition to male security guard deploy a lady Security Guard for said day(s). So however that no lady security guard shall be deployed if a female officer/staff is not in position; under no circumstances lady Security Guard shall be deployed singly or otherwise or alone during night shift under any circumstances.

8. The Agency shall provide Security Services for 30 days a proper uniform consisting of full pants, shirts, cap, lanyard with whistle, belt, shoes, badges, torch lights, walky talky, Identity Cards etc to the security guard shall ensure that their turnout is smart in all respect.
9. The contracting Company/Firm/Agency shall furnish the following documents in respect of the persons who will be deployed by it in this office before the commencement of the work:-
 - a) List of persons shortlisted by Agency for deployment to ***the Income Tax Office, Faizabad*** & various offices under its charge containing full details i.e. date of birth, marital status, address, educational and professional qualification, experience etc. of the deployed manpower.
 - b) Bio- Data of the person with photograph affixed.
 - c) Character of verification of antecedents of persons by local authority and the agency to certify the moral good character and police record for each of the persons. The each manpower required to be a citizen of India and to be ***stationed/resident of Uttar Pradesh only.***
 - d) Certificate of verification of antecedents of persons by local police authority and the agency to certify the moral good character and no police record for each of the persons. The each manpower required to be a citizen of India and to be ***stationed/resident of Uttar Pradesh only.***
10. The Agency will be responsible for the discipline of the Security Personnel employed by them as per Conduct Rules and Regulations.
11. The Agency shall provide extra security guards and gunmen if desired by the office, during the period of this agreement at the rates already agreed in this contract.
12. Subject to the provisions contained herein to safeguard the documents, appliances, fitting materials and property of the entire office of the Principal Commissioner of Income Tax, Faizabad and offices under its charge by posting its men in such manner and at such points as may be necessary.
13. Only able bodied, physically fit, well-trained disciplined and honest personnel shall be appointed for duty. ***Persons so deployed shall not be below 21 years and above 55 years.*** They shall perform their duties to the satisfaction of the office. A representative of the

Security Agency will report at least once in a week for coordination with the concerned officer-in-charge.

14. The security guard shall be vigilant so that no person carry away any articles belonging to the offices housed in ***Principal Commissioner of Income Tax, Faizabad and offices under its charge out of its building***, and on finding such events, he immediately inform the concerned officer-in-charge and act in accordance with the instructions given by him/her from time to time.
15. Senior Officer of the Agency should visit and check the Security staff periodically in different shifts and monitor their performance.
16. The Agency shall accept the responsibility for all acts or omission of its employees in relation to assets directly handed over and personally guarded by the security staff. In cases of any theft/ pilferage of any property belonging to the offices, housed in offices building situated at different places, the concerned officer-in-charge will immediately register complaints with the police and inform the Security Agency for immediate follow –up investigation. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department(S).
17. The security guards provided by the agency to the department are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the agency will solely be responsible for all the consequences apart from the liberty of department to lodge complaints before appropriate authorities.
18. Security personnel should not smoke or indulge in any unhygienic activities at any public place which is prohibited under the law.
19. The contractor is solely responsible for the statutory payment such as ESI, EPF etc. to the concerned authorities. Proofs of such payments have to be produced, as and when required, or shall be produced at the time of submission of bill.
20. The Security personnel deployed by the contractor for the work/service as specified in this document shall be the employees of the contractor/service provider for all intents and purposes and in no case shall a relationship of employer and employee between this office and said persons shall accrue implicitly/explicitly.
21. The contractor agrees and undertakes to bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the State/Central Govt., or any local body or any other authority.
22. (i) In the event of any dispute or difference between parties hereto, such disputes or differences shall be resolved amicably by mutual consultation and the decision of ***the Principal Commissioner of Income Tax, Faizabad*** shall be final in this regard and binding on the other party. The matters of dispute, if any, shall be settled only via ***Arbitration via sol Arbitrator (to be nominated Principal Commissioner of Income Tax, Faizabad under provisions of Arbitration and Conciliation Act, 1996 (No.26 of 1996)***, which shall be applicable to the arbitration under this clause & the cost of such processes shall be borne exclusively by the service provider. The provisions of relevant clause of notice inviting tender shall come to play/be invoked (Venue of such arbitration shall be in ***Faizabad*** and the

languages of arbitration proceedings shall be English). The arbitration shall make a reasoned award (the “award”), which shall be final and binding on the parties.

(ii) Subject to the provisions of this clause, the Courts at *Faizabad* shall have exclusive jurisdiction from matters arising out of Arbitration as per provisions of Arbitration and Conciliation Act, 1996 (No.26 of 1996). It’s reiterated by way of clarification, no dispute shall be taken by either of the parties to the contract, to any court of law, without first referring the dispute to an arbitrator as stated supra.

23. **The office of the Principal Commissioner of Income Tax, Faizabad** reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered in view of administrative exigencies.

The technical bid shall contain:

- i) The Performa at **Annexure-II**, duly filled in.
- ii) Agency profile, including relevant previous experience of manpower services supply with financial capacity/turnover.
- iii) Acceptance of term and condition at Annexure-1
- iv) ***Demand draft for earnest money deposit .10,000/- (Rs. Ten thousand only).***

Eligibility Criteria for Technical Bidder:-

- i). The service provider company/firm/agency should have should have at least Five years' experience in providing Similar Services.
- ii). Income Tax Return of 3 Years along with copies of Balance Sheet and Profit and Loss Account for the relevant year should be enclosed.
- iii). The service provider company/firm/agency should have should also furnish copies of all the registration certificates under the various rules & regulations as applicable in its case such as EPF, ESI with all the latest receipts (challans).
- iv). The service provider company/firm/agency should have Goods and Services Tax Registration with all the latest receipts (challans).
- v). The service provider company/firm/agency shall submit affidavit stating that the agency is / has not been black listed by Central Government / State Government / any PSU.

The Financial bid as per (Annexure-III) should contain the following:

- a) Amount to cover cost of monthly salary/wages that would be paid by the service provider to each security Guard, Skilled, unskilled), including statutory levies like PF/ESI etc.
- b) The wages shall be paid as per the prevailing wages prescribed by the minimum wages Act, of the Uttar Pradesh Government. Any change in minimum wages made by the Government will automatically change the wages payable under this contract.
- c) The contractor/bidder will have to specify the amount to be charged by it towards Service Charges for providing as per the wages as mentioned in clause (b) above. ***It may be noted that in order to eliminate frivolous bids and disguised shares/deduction from salary of personnel provided, service providers bidding at 0% or absurdly low Service Charges shall be disqualified.***

The lowest bidder shall be decided on the basis of amount in **clause- c** above. It may be clarified that goods and services tax, as applicable, will be separately paid with each monthly bill on actual basis.

Both the technical and financial bid, should be put in separate sealed envelopes marked as technical bid and financial bid respectively, and should then be placed in main sealed

envelopes super scribed tender for outsourcing Security Guard. This should be addressed to the **DDO O/o Principal Commissioner of Income Tax, Faizabad**, and sent by post or hand delivered till **4 PM on 17.08.2018**

The technical bid will be **opened at 11:30 AM on 20.08.2018 in office of the DDO, Faizabad** in the presence of the participating bidders who will be present.

The financial bid of those bidders whose technical bid has been successful in respect of all three qualifications would be opened on a date and time intimated each of them in advance. The successful bidder shall have to execute the contract within 3 days of the offer and furnish performance guarantee amount as per **Annexure-1**

The Principal Commissioner of Income Tax , Faizabad however, reserves its rights to reject any or all bids at any stage of bid process without assigning any reason.

Encls :- Annexure-I,II & III

Sd/-
Drawing & Disbursing Officer
O/o Pr. Commissioner of Income Tax
Faizabad

Copy to:

1. The Web manager for uploading the above document on the website www.incometaxindia.gov.in
2. For display on the Notice Board of *Income Tax Office Building, Faizabad*

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ANNEXURE-II**TECHNICAL BID:-** Security Guard,

S.No.	Particulars	To be filled by the Bidder
1	Name of the Service Provider	
2	Detailed office address of the Service Provider with office Telephone Number, Fax Number and mobile Number and name of the contract person	
3	Date of establishment of the Service Provider	
4	Whether registered with concerned Government Authorities like EPF & ESI(Copies of certificates of registration to be enclosed)	
5	PAN/TAN Number(copy to be enclosed)	
6	Goods and Services Tax Registration Number(Copy of registration certificate to be enclosed)	
7	Whether the Service Provider has been blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India	
8	Length of experience in the field	
9	Experience in dealing with Govt. Department(Indicate the names of the Department and attach copies of contracts order placed on the Service Provider)	
10	Whether a copy of the terms and conditions(Annexure-I), duly signed in token of acceptance or the same, is attached	
11	Whether Service Provider profile is attached	
12	Details of Earnest Money Deposit	

Signature of Authorized Person

ANNEXURE-III

FINANCIAL BID:- Security Guard.

S.No.	Particulars	Amount
1	Name and address of the party.	
2	Minimum wages as per U.P. State Labour Department	
3	PF	
4	ESI	
5	Service Charge	
6	Service Tax	
7	Total	

DECLARATION

I/We hereby certify that the information furnished in Annexure-I,II & III is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above information at any stage I/We will be blacklisted and will not have any dealing with the Department in future.

**Signature of Authorized Person
With date.**

DECLARATION

I/We hereby certify that the information furnished in Annexure-I,II & III is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above information at any stage I/We will be blacklisted and will not have any dealing with the Department in future.

**Signature of Authorized Person
With date.**