



सत्यमेव जयते

कार्यालय

प्रधान मुख्य आयकर आयुक्त

उ. प्र. (पश्चिम) एवं उत्तराखण्ड

16/69, आयकर भवन, सिविल लाइन्स, कानपुर

दूरभाष 2304490, 2331827, Fax 2306091 & 2304418

निविदा सूचना

दिनांक: 04.06.2018

विषय:- सुरक्षा कर्मियों हेतु निविदा [टेंडर] के संबंध में -

आयकर विभाग के कानपुर स्थित विभिन्न कार्यालयों/रिहायशी परिसरों में, 02 वर्षों के लिए 35 सुरक्षा कर्मियों (निशस्त्र) (प्रति सुरक्षाकर्मी 8 घंटे ड्यूटी शिफ्ट के अनुसार) को तैनात करने हेतु सक्षम एजेन्सियों/कम्पनियों/फर्मों से सीलबंद निविदा आमंत्रित की जाती है।

निविदा संबंधी नियम एवं शर्तों व निविदा फार्म तथा कोटेशन डालने के संबंध में अन्य जानकारी के लिए अधोहस्ताक्षरी के कार्यालय में किसी भी कार्यदिवस में 11 बजे से 04 बजे के बीच संपर्क किया जा सकता है। निविदा सूचना, प्रस्तावित Terms & conditions व निविदा फार्म (Technical & Financial) विभागीय वेबसाइट www.incometax.india.gov.in एवं केन्द्र सरकार की निविदा संबंधी वेबसाइट www.eprocurement.gov.in पर भी देखा/डाउनलोड किया जा सकता है। इसे कार्यालय के नोटिस बोर्ड पर भी चस्पा कर दिया गया है।

सीलबंद निविदा अधोहस्ताक्षरी के कार्यालय में निम्नांकित पते पर दिनांक 05.07.2018 तक स्पीड पोस्ट/रजिस्टर्ड डाक से प्राप्त होने पर ही मान्य होगी:-

आयकर अधिकारी (मुख्यालय)

कार्यालय प्रधान मुख्य आयकर आयुक्त,

आयकर भवन, 16/69, सिविल लाइन्स, कानपुर - 208 001

निविदा संबंधी मुख्य लिफाफे के उपर "Tender for deployment of Security Guards" तथा निविदाकर्ता का नाम, पता, एवं मोबाइल नं./फोन नं. स्पष्ट रूप से लिखा होना चाहिए।

[शैलेन्द्र अवस्थी]

आयकर अधिकारी [मुख्यालय]

कार्यालय प्रधान मुख्य आयकर आयुक्त,

उ. प्र. [पश्चिमी] एवं उत्तराखण्ड परिक्षेत्र,

कानपुर

प्रतिलिपि सूचनार्थ:-

1. दि चेयरमैन/सदस्य लोकल इम्प्लीमेंटेशन कमेटी।
2. दि वेबमास्टर # 7008, आयकर भवन, वैशाली, गाजियाबाद, उ. प्र. को विभागीय वेबसाइट www.incometaxindia.gov.in में अपलोड करने के अनुरोध सहित।
3. नोटिस बोर्ड/गार्ड फाइल



सत्यमेव जयते

**OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
Aayakar Bhawan, 16/69 Civil Lines, Kanpur-208 001
Telephone 2304490, 2331827, FAX-2306091, & 2304418**

GENERAL RULES AND CONDITIONS FOR SUBMISSION OF TENDER

1. The tender should be submitted through two bid system, i.e. Technical bid and Financial bid. Technical and Financial bids should be sealed separately and addressed to the Principal Chief Commissioner of Income Tax, U.P.[West] & Uttarakhand Region, Aayakar Bhawan, 16/69, Civil Lines, Kanpur. The bidders are required to submit duly filled **Technical Bid** and **Financial Bid** (forms) as per Annexure-III & IV. It should be written in bold on the top of the envelope (separate envelope each) as "**Technical Bid for deployment of security guards**" or "**Financial Bid for deployment of security guards**" as the case may be. Both the envelopes and other relevant documents/forms should be submitted in a single sealed cover envelope duly addressed to the Income Tax Officer (Hq.) O/o the Principal Chief Commissioner of Income Tax, U.P.[West] & Uttarakhand Region, Aayakar Bhawan, 16/69, Civil Lines, Kanpur and superscribed with '**Tender for deployment of security guards**'. Bidder's/Tenderer's [company/agency/firm etc.] **name, address and contact [Phone/Mobile] no. should also be mentioned clearly on the main envelop of the bid.** The bidder will be shortlisted on the basis of their competence after opening the Technical Bid.

Technical Bid:- The technical bid should be as per **Annexure-III** and should be supported by the documents as indicated in the said Annexure.

Financial Bid:- The tender document, marked as **Annexure-IV**, itself is a 'financial bid'.

Initially only the technical bid will be opened. The financial bid of only those bidders, who are shortlisted on the basis of technical bid, will be opened and the bid with lowest quotation amongst the open bids will be approved.

2. The sealed tenders should be submitted to **the Income Tax Officer [Hq.] O/o the Principal Chief Commissioner of Income Tax, Aayakar Bhawan, 16/69, Civil Lines, Kanpur** through Speed Post/Registered Dak before/by **05.07.2018**.
3. The last date of receipt of sealed tender is **05.07.2018**. The tenders will be opened before Tender Committee on **11.07.2018** at **03:00 P.M.** in Aayakar Bhawan, 16/69, Civil Lines, Kanpur in the presence of such applicants or their authorized representative duly accompanied with valid authorization letter from the concern bidder/tenderer along with valid photo identity card.
4. If, in case of unforeseen circumstances or administrative requirements, the tender cannot be opened on the above mentioned date and time, the same will be opened on a subsequent date as would be informed to the tenderers.

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5. Tenders submitted late will not be considered in any circumstances.
6. An Earnest Money Deposit [EMD] (returnable if the bid is not successful) of Rs.25,000/- [Rupees Twenty Five Thousand only] through demand draft favouring the ZAO, CBDT, Kanpur, should be enclosed with the Technical bid. No interest will be payable on the EMD. The EMD of the successful bidder will be retained till the completion of the contract. In case the successful bidder fails to sign the contract or does not start the assigned work in stipulated time, the EMD will be forfeited.
7. The tender details are also available at Notice Board of Aayakar Bhawan, 16/69, Civil Lines, Kanpur and also in the departmental website www.incometaxindia.gov.in and on e-procurement website of Central Government: www.eprocurement.gov.in.
8. The Wages for workers engaged should strictly be in accordance with the latest provisions of Minimum Wages Act, as given in Order No.1/10[6]/2018-LS-II dated 03.04.2018 of Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner [Central], New Delhi, which has also to be followed while quoting the rates in financial bid.
9. During the period of execution of work, the request for change of wages rates will be considered as applicable, as per the wages rate prescribed by the Central Government from time to time.
10. **This office reserves the right to postpone and/or extend the date of receipt/ opening of bids or to withdraw the same without assigning any reason thereof.**
11. The quoted rates per security guard [unarmed] per month (including all expenses, wages, charges, duties, levies, all types of taxes, etc. including GST @ 8 hours duty per guard per day) must be written both in figures and words. Correction, if any, is to be made by crossing out, signing initial, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in **figures** shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
12. Quotation/Rates should be submitted and signed by the bidder/tenderer with its current business address.
13. The bidder shall sign and stamp each page of this bid document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and shall submit the same alongwith tender documents.
14. The bid may be rejected at any advance stage if it is not complete in any respect. Furnishing of false misleading, inaccurate information or particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder/tenderer at any stage or time. It shall also lead to termination of the contract, even if awarded.
15. The License under the PSAR Act, 2005 from the Uttar Pradesh Government is mandatory for the tenderer/bidder for deployment of security guards.
16. The bidder must furnish PAN, registration no. of ESIC, EPFO and GST and also must state whether the firm is registered or not.
17. The bidder must have local office at Kanpur. The address of local office along with phone no. / mobile no. may be given.

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18. The bidder must submit copy of acknowledgement of I T returns for last three years.
19. The bidder should submit all forms alongwith relevant documents, annexed herewith from Annexure – I to IV duly filled and signed after going through it thoroughly.
20. The Principal Chief Commissioner of Income Tax, Kanpur will have the final right to elect the suitable bidder/tenderer most suited and responsive to its requirements.
21. In case of rates tie with more than one bidder [in case of lowest bid as L1], the preference will be given to the bidder/tenderer, who is having high turnover.
22. The tenderer/ bidder should have experience of minimum three years for providing the continuous services in office of Central Government/State Government/PSU organization.
23. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by this office whose decision shall be final and conclusive.
24. In case of any dispute of any kind and in any respect whatsoever, the decision of this office shall be final and binding.
25. This office has the right to amend, rectify, alter and relax any conditions referred above for this tender without assigning any reasons.
26. The vendor/company/firm/concern will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reason.
27. The bidder must comply with the rates/quotations, specifications and all terms & conditions of the contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the bidder in the rate/quotation and accepted by the Department.

[Shailendra Awasthi]
Income Tax Officer[Hq]
O/o the Pr. Chief Commissioner of Income Tax,
U.P.[West] & Uttarakhand Region,
Kanpur

We agree to the above terms and conditions.

Signature with date _____

Name of the firm _____

Seal _____

Sd/-
04/6/18-



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Telephone 2304490, 2331827, FAX-2306091, & 2304418

TERM AND CONDITIONS FOR DEPLOYMENT OF SECURITY GUARDS

1. The License under the PSAR Act, 2005 from the Uttar Pradesh Government is mandatory for the tenderer for deployment of Security Guards.
2. It is mandatory for the tenderer to have PAN, GST No., EPFO No. and ESIC No.
3. The local office at Kanpur is mandatory for the tenderer for deployment of Security Guards.
4. Three years working experience with State Government/Central Government is also mandatory for the tenderer.
5. Wages for per Security Guard, per month should also be clearly mentioned in the Financial Bid.
6. The bidders are required to submit duly filled Technical Bid and Financial Bid (Annexure-III & IV). It should be written boldly on the top of the envelope (each separate envelope) as technical or financial bid.
7. The List of deployed security guards alongwith their Character Certificate provided/duly signed by the Gazetted Office are to be submitted compulsorily in this office, by the contractor whom the contract is awarded.
8. The wages for Security Guard should be in accordance with the provisions of Minimum Wages Act, as given in Order No.1/10[6]/2018-LS-II dated 03.04.2018 of Chief Labour Commissioner [Central], New Delhi, which has to be followed while quoting the rates in financial bid.
9. The tenderer to whom the above work awarded should deploy the Security Guards within 10 days of the receipt of the tender awarding letter.
10. The deployed Security Guards should have in proper uniform and for the purpose of security they have a torch and lathi etc. They must be adult. Employment of child labour will lead to the termination of the contract. He must have AADHAR card as well as he must have Identity card issued by the company/firm/agency during the office hours.
11. The presence of unauthorized persons should be prohibited in the premises where they are deployed.
12. If any mishappening regarding entrance of unknown persons/animals is found in the premises where the Security Guard was deployed the Security Guard has full responsibility for the above lapses.
13. It is the duty/responsibility of the Security Guard to inform the undersigned immediately, if any mishappening/accident occurs or within 24 hours in the case of holiday.
14. The **contract will initially be for a period of Two Years (02 years)** extendable for further period on rendering satisfactory services, subject to approval of competent authority.

Sd,
07/6/18

15. It is unbecoming of a Security Guard to drink/gamble or found asleep during the duty hours. The Department should have all powers to take necessary action/deduct the payment from the tenderer if any negligence is found during the duty hours by the security guards.
16. Any matter regarding negligence of duty is found during the duty hours by the Security Guard, the matter shall be decided by the department whose decision will be final and conclusive.
17. The agreement between the Department and the tenderer can be cancelled at any time without giving any notice by the Department. However, the tenderer is liable to give a notice of 30 days for cancellation of agreement to the department.

[Shailendra Awasthi]
Income Tax Officer[Hq]
O/o the Pr. Chief Commissioner of Income Tax,
U.P.[West] & Uttarakhand Region,
Kanpur

We agree to the above terms and conditions.

Signature with date _____

Name of the firm _____

Seal _____

sd.
04/6/18



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OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
Aayakar Bhawan, 16/69 Civil Lines, Kanpur-208 001
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Annexure-III

TECHNICAL BID PROFORMA

(in case space is insufficient, attach separate sheet duly signed and stamped)

1. Name of the Bidder :
2. Registered Office Address(with telephone no.) :
3. Address of Local office at Kanpur(with telephone no.) :
4. Name, address of the partners/directors/proprietor in Case of firms/companies and proprietorships
5. Copy of Valid License from UP Govt. under PSAR Act 2005, to operate Security Services is enclosed?(**Yes/No**) :
6. Details of Security Services experience[minimum three years in Central/State Govt. organization (evidence is enclosed)] (**Yes/No**) :
7. Name and address of concerns to whom security Services are presently being provided and enclose Satisfactory performance Certificate from them. (**Yes/No**) :
8. Permanent Account No.(**PAN**)
9. **Goods and Service Tax Registration no.**(along with attested copy of Goods and Service Tax registration letter/certificate) (**Yes/No**) :
10. **EPF registration No.**(alongwith attested copy of PF registration letter/certificate).(**Yes/No**) :
11. **ESIC No.**(alongwith Attested copy of ESIC registration Letter/certificate).(**Yes/No**) :
12. Whether the required number of security guards and Supervisor is available for deployment within 10 days. (**Yes/No**)

Declaration

I/we hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I possess all the statutory/non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite security services, whether or not mentioned in this tender document. I also certify that I shall abide by the provisions of the Minimum Wages Act as given Order No.1/10[6]/2018-LS-II dated 03.04.2018 of Chief Labour Commissioner [Central], New Delhi. In case of any deviation/discrepancy is found at any stage, the contract will be terminated immediately and the concern will be black listed.

(Signature of authorized signatory with date)

Dated:

Name:

Address:

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OFFICE OF THE

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
Aayakar Bhawan, 16/69 Civil Lines, Kanpur-208 001
Telephone 2304490, 2331827, FAX-2306091, & 2304418

Annexure-IV

FINANCIAL BID PROFORMA

(No separate sheet to be enclosed)

1. **Name of the Bidder** :
 2. **Registered Office Address**(with telephone No.) :
 3. **Local office at Kanpur address** (with telephone No.) :
 4. **Wages for one Security Guard (Unarmed/per month):** Wages :
(including all expenses, wages, charges, duties, levies, all
types of taxes including GST, etc. @ 8 hours duty
shift per guard per day) GST &
other
Taxes :
Duties :
Levies :
- Total :**
- :
5. **Amount in Words (Rupees)**
(NO OVER-WRITING, CUTTING, ERASURES)

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I shall abide by the provisions of the Minimum Wages Act as given in Order No.1/10[6]/2018-LS-II dated 03.04.2018 of Chief Labour Commissioner [Central], New Delhi. In case any deviation/discrepancy is found at any stage, the contract will be terminated immediately and the concern will be black listed. I/We have neither been ever blacklisted by any Central or State Government department/agency nor was contract terminated prematurely. I/We certify that the bid amount has been quoted after taking into consideration the wages payable under the Minimum Wages Act as given in Order No.1/10[6]/2018-LS-II dated 03.04.2018 of Chief Labour Commissioner [Central], New Delhi for the state of Uttar Pradesh and other statutory payments including ESI and EPF.

(Signature of authorized signatory with date)

Dated:

Sd.
04/6/18

Name:

Address:

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