



OFFICE OF THE
CHIEF COMMISSIONER OF INCOME TAX, VISAKHAPATNAM
2ND FLOOR, AAYAKAR BHAVAN, DABAGARDENS, VISAKHAPATNAM
ANDHRA PRADESH- 530 020

F.No.101(1)/CCIT/VSP/Tendering/2019-20

Dated: 04.12.2019

NOTICE INVITING TENDER

Sub: Hiring of private security services (without arms) for the O/o Chief Commissioner of Income Tax, Visakhapatnam, 2nd Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam-530 020 for a period 1 year, i.e. from **01.01.2020 to 31.12.2020**.

Sealed quotations are invited from reputed placement/vendors/service providers/agencies for supply of 11 (Eleven) number of security personnel for this office on 'no work no pay' basis. The break-up for the said total requirement is as under:

(i)	Aayakar Bhavan, Dabagardens, Visakhapatnam	: 5 persons
(ii)	Pratyakshakar Bhavan, M.V.P. Colony, Visakhapatnam	: 3 persons
(iii)	Infinity Towers, Sankaramatam Road, Visakhapatnam	: <u>3 persons</u>
Total		: <u>11 persons</u>

Placement agencies/vendors/service providers, herein after referred to as the 'Service Providers', if interested, may submit their quotations in **sealed covers** on or before **20-12-2019** latest by **15.00 hrs.** to the Office of the Chief Commissioner of Income Tax, 2nd Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam in line with the terms and conditions enumerated below:

A) The terms and conditions of providing Security Personnel shall be as under:-

1. The service provider shall provide uniformed, trained and experienced personnel preferably Ex-service men to perform various functions mainly related to security assigned to him by this office from time to time.
2. In the proposal/quotation, rates should be indicated in both figures and words. The rates should be quoted by mentioning the gross amount excluding GST but inclusive of other taxes viz.,

surcharge, service charge, ESI, PF etc. A break-up for the same including the amounts payable to the security personnel and the commission/service charge amount of the service provider has to be given.

3. Items of equipment, head gears, torches, lathis, uniforms including rain coats, jerseys, identity cards etc., for efficient conduct of duty by the personnel shall be provided by the service provider only and shall be in good, neat and usable condition. The security guards shall maintain discipline and decorum in the office.
4. Initially the contract will be executed for a period of one year. The contract can be extended on same terms & conditions up to a period of 2 Years, as decided by the competent authority from time to time. In case of exigency, the contract can also be renewed after end of period of 2 years, with mutual consent. The rates shall also adhere to the Minimum Wages Act, 1948 issued by the Central Government.
5. It will be liability of the service provider to pay all the liveable taxes, surcharge, any liability etc., to the concerned department. This Department will not make any payment of any tax, surcharge, service tax, gratuity, deductions etc., either to the concerned government departments or to the security personnel, so provided, directly. All the payment such as wages or salary, uniform allowance, overtime etc., to the deployed staff shall be paid by the service provider only.
6. The service provider shall be solely responsible for payment of wages/other dues payable as per Central/State Government/Municipality Rates and other laws etc., as applicable to personnel deployed that might become applicable under any Act or Order of Government which is in force. This department shall have no liability whatsoever in this regard.
7. The service provider shall comply with all applicable laws of the Central Government/State Government or any local body and he shall be responsible for any dispute that may arise in connection with the subject service, between the service provider relating to Laws, Service Tax, Income Tax, or any other applicable law.
8. The service provider shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the department or any of its officers on this account. The service provider shall keep the department indemnified against all such actions.
9. The service provider shall ensure that the personnel deployed by him do not have any criminal antecedents, should be of sound health and below the age of 60 years.
10. For any losses, damages caused by the personnel deployed by the service provider, to any person/properties/equipment of the office, the service provider will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the competent Authority. Further, in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the law.

11. The service provider shall in no case lease/transfer/sublet/appoint caretaker for the service rendered.
12. The service provider should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government office. The service provider shall also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government office. Attested copy of such undertaking shall be submitted to the Department at the time of signing of Contract.
13. In case of any default by the Service provider in respect of any of the Terms & Conditions, (Whether General or Special), the Chief Commissioner of Income Tax, Visakhapatnam, may, without prejudice to any other right/remedy which have accrued or shall accrue thereafter, terminate the contract, in whole or part, without giving prior notice in writing to the service provider. The said notice shall be deemed to have been issued if a Registered Copy of Notice is sent to the address of the service provider as per the Agreement.
14. The Chief Commissioner of Income Tax, Visakhapatnam, reserves the right to terminate the contract under the extraordinary circumstances with immediate effect and without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.
15. Manpower required for execution of the entire day work including transport of personnel deployed to the office shall be arranged by the service provider. If the personnel deployed is not able to attend work or his services are not found satisfactory, it would be the responsibility of the service provider to provide another suitable workman in his place.
16. Attendance register of the personnel deployed shall be maintained by the service provider. The personnel shall render service every day for all 24 hours (3 shifts of 08 hours each) including all holidays. They shall also attend to any exigency of work for which no extra payments shall be made.
17. The service provider shall conduct periodical inspection of security personnel on duty to ensure discipline, punctuality and efficiency.
18. In the proposal, the service provider shall mention his firm's complete address, phone/fax/mobile numbers, work experience, service tax registration/GST number, PAN, turnover of last 3 years, and name of his major/important clients.
19. No transport, TA/DA, insurance, medical facility shall be provided by the department to the personnel deployed for the work.

20. No transport, TA/DA, insurance, medical facility shall be provided by the department to the personnel deployed for the work.
21. These terms and conditions are only explanatory as after finalization of quotations by the department, a written agreement detailing the specific terms and condition shall be executed between the department and the service provider.
22. Medical Certificate and identification certificate for each guard shall be furnished to the office of the Chief Commissioner of Income Tax, Visakhapatnam, before their actual deployment.
23. The Sealed tender/quotation/proposals addressed to Income-tax Officer (PR & Co-ord), O/o the Chief Commissioner of Income Tax, Visakhapatnam, 2nd Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam, Andhra Pradesh-530020, super scribed as "**BID FOR SECURITY PERSONNEL**" must reach this office by **15.00 hrs.** on or before **20-12-2019**.


B) Eligibility Criteria:

- i) The applicant tenderer should be having workforce of at least 40 persons every year continuously for FY 2016-17, 2017-18 & 2018-19. Proof for the same shall be submitted along with technical bid.
- ii) The applicant tenderer should have provided minimum 15 guards to various Govt./Semi-Govt. departments in Visakhapatnam district. A certificate from that department should be enclosed with technical bid.
- iii) The applicant tenderer should have experience of at least 5 years in this field. The applicant should also have experience of providing security guards to minimum 5 Government Departments/Public sector enterprises. A list of such clients along with the nature and value of work done and number of guards deployed shall be submitted along with technical bid.
- iv) The applicant tenderer's annual turnover should not be less than Rs.30 lacs for the FYs. 2016-17, 2017-18 & 2018-19. Applicant has to furnish copies of returns of income for the relevant assessment years along with copy of audit report, with technical bid.
- v) The applicant tenderer should be having ESI, PF, Service tax registration/GST numbers, PAN and TAN Nos. Necessary proof shall be submitted along with the technical bid.
- vi) The applicant tenderer should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi Government or Local Body Agencies. An undertaking to this effect shall be submitted.
- vii) The tenderer should have trained security guards approved by the Government agencies for training. An undertaking to the effect (on all the above points) shall accompany the technical bid.

- C) Earnest Money Deposit (EMD), returnable if the bid is not successful, of Rs.10,000/- (Rupees Ten Thousands only) in the form of Demand Draft/Banker's cheque drawn in favour of "Zonal Account Officer, CBDT, Visakhapatnam" Payable at Visakhapatnam has to be given along with the technical bid. Technical Bids without EMD will be summarily rejected.

- D) The tenderers are requested to submit their offer in two bid system, i.e. Technical Bid and Financial Bid. Both the envelopes should be properly sealed, super scribing thereon the "**BID FOR SECURITY PERSONNEL TECHNICAL BID/FINANCIAL BID**" as the case may be. The name, address and telephone numbers of the authorised contact person should be clearly mentioned on the outer side of the sealed envelopes.
- E) Technical Bid :
- (i) The technical Bid shall be as per 'Annexure-A' and shall be supported by the documents indicated in the said Annexure.
 - (ii) The Demand Draft/Banker's Cheque in respect of "Earnest Money Deposit" shall be submitted with the Technical Bid.
 - (iii) The undertaking along with proof in the eligible criteria as mentioned in point-B shall be attached to the 'Annexure-A'.
- F) Financial Bid
- (i) The tender document, marked as 'Annexure-B', itself is a 'Financial Bid'.
 - (ii) Initially only the technical bids will be opened. The financial bid will be opened, only if, the applicant tenderer is selected in the technical bid qualifying in all aspects as per the eligibility criteria and evidence to thereof enclosed to the technical bid. Rates quoted should be all **INCLUSIVE** and no separate claims will be entertained.
- G) Terms of payments: payments shall be made on monthly basis after certified attendance sheet is produced by the tenderer.
- H) The applicant shall submit their bids in sealed envelopes to the Income Tax Officer (PR & Co-ord), O/o Chief Commissioner of Income-tax, Visakhapatnam, AayakarBhavan, Dabagardens, Visakhapatnam, Andhra Pradesh- 530020.
- I) A copy of this document is to be signed by the Principal Officer of the tenderer in token of acceptance of terms and conditions and to be deposited along with the technical bid.
- J) Successful vendor has to submit bank guarantee of Rs.10,000/- in favour of 'Zonal Account Officer, CBDT, Visakhapatnam' valid for the period of contract. Bank guarantee shall be submitted within 15 days of awarding of contract. This bank guarantee will be released to the vendor after completion of contract after deducting dues, if any, arises during contract period.
- K) In case of any dispute, during the tendering process, the decision of the Chief Commissioner of Income-tax, Visakhapatnam would be final and binding.

- L) The Chief Commissioner of Income-tax, Visakhapatnam reserves the right to accept or reject any part of the tender or whole tender, without giving any reason.
- M) Any dispute with regard to the tender is subject to the jurisdiction of courts in Visakhapatnam only.


(M.V.B. SUBRAMANYAM) 04-12-2019
Income Tax Officer (P.R. & Co-ord.)
O/o Chief Commissioner of Income Tax,
Visakhapatnam

Copy to:

1. The Zonal Accounts Officer, CBDT, Visakhapatnam.
2. The DD(Systems), O/o CCIT, Visakhapatnam with a request to display the notice on the Income-tax Department sites (<http://www.incometaxhyderabad.gov.in> & www.incometaxindia.gov.in).
3. Notice Board.
4. Office Copy.

SELF CERTIFICATE

(To be enclosed to Technical Bid Annexure- A)

I/We hereby declare that-

- (i) I/We have employed 40 persons for a year continuously for FY2016-17,2017-18 & 2018-19
Proof is enclosed.
- (ii) I/We have provided 5 guards to a single department at a time. Certificate from the department is enclosed.
- (iii) I/We have 5 Years of experience in the field and have experience of providing security guards to Govt. Departments/Semi-Govt. Departments/Public Sector Organisations. I/We have enclosed list of 5 reputed clients with the nature and value of work done.
- (iv) My/Our annual turnover is not less than Rs.30 lacs for the last 3 financial years as per the FY mentioned in the eligibility. I/We have enclosed the copies of returns of income filed/P&L Account, Balance Sheet for the F Y 2016-17, 2017-18 & 2018-19
- (v) I/We have enclosed the Demand Draft/Banker's Cheque in respect of Earnest Money Deposit.
- (vi) I/We have trained guards approved by the Govt. agencies for training. Copy of approval given by Government to train security guards is enclosed.
- (vii) I/We have signed every page of the tender document and submitted the same along with the 'Annexure-A' in token of having read the contents of the tender document.
- (viii) I/We am/are not black listed or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi-Government or Local Body agencies.
- (ix) I/We have service tax registration number and also have ESI & PF. Proof enclosed.
- (x) I/We/am/are having regular office in Visakhapatnam for the last three years and deployed more than 40 guards in Visakhapatnam during the last three years.

Place:

Date:

(Signature of Authorized Signatory with Stamp and Date)

TECHNICAL BID DOCUMENT

Sl. No.	Particulars	Details
1	Name of the Bidder	
2	Complete address of the concern along with Tel. No. Fax No. and e-mail ID	
3	Name(s) and address(s) of the Proprietors/Directors of the Concern/Partners of the Firm/Members of the Society etc., with Tel. Nos.	
4	Name and address of the Concern/Department where at least 40 guards were provided during in a year	
5	Details of contact person(s) Name and Address Of the person Telephone No./Mobile a) b) c)	
6	A brief note on the security related contracts carried by your concern in the last 3 years(not to exceed 100 words) Separate sheet to be attached)	
7	Annual Turnover during the F.Y. 2016-17, 2017 -18 & 2018-19 (copy of Return of income tax along with P&L A/c, Balance sheet etc., should be enclosed as evidence	
8	List of your 5 reputed clients (along with documentary evidence) with nature and value of job done (at least 5 should be public dealing Dept. by and large	
9	Permanent Account No. (PAN) and Tax deduction At source No. (TAN)	
10	Details of Demand Draft/Banker's cheque in respect of Earnest Money Deposit (EMD) payable at Visakhapatnam (Demand Draft/Bankers's Cheque to be enclosed)	
11	Sales Tax/GST, PF & ESI Registration Number	

DECLARATION

I/we hereby certify that the information furnished above is full and correct to the best of my/our knowledge and belief. I/We 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 Income-tax Department in future.

(Name and Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

Sl. No.	Particulars	Details
1	Name of the Proprietor/Registered Firm/ Company/Society etc.	
2	Full postal address of the concern (with Tel. No. Fax No. & e-mail ID)	
3	Authorized contact person(s) with Mobile No(s).	
4	Wages paid per guard for 8 hours per day (Should not be less than minimum wages fixed by Central Govt. Rules)	
5	Provident fund rate claim (Should not be less than minimum rate fixed by Central Govt. Rules)	
6	ESI rate claim (Should not be less than minimum rate fixed by Central Govt. Rules)	
7	Service Tax Rates Claim (Should not be less than minimum rate fixed by Central Govt. Rules)	
8	Service Charge rate claim	
9	Details of Demand Draft/Banker's Cheque in respect of Earnest Money Deposit (EMD)	

(Name and Signature of Authorized Signatory with date)