

OFFICE OF THE  
INCOME TAX OFFICER, WARD-1, VIKARABAD.

**NOTICE CALLING FOR QUOTATIONS**

Sealed quotations are invited by the Incometax Officer, Ward-1, Vikarabad for supply of Security Guards for the Income Tax Office, Ward-1, Vikarabad, Pathisrinadham Complex, Ramaiahguda Road, Vikarabad – 501 101. The interested parties may submit the quotations to the Income Tax Officer, Ward-1, Pathisrinadham Complex, Ramaiahguda Road, Vikarabad – 501 101. The terms and conditions can also be downloaded from the Departmental Official Website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in). The last date for submission of quotations in sealed covers is 15.03.2021 by 4:00 PM.

[Suresh Pallakonda]  
Incometax Officer, Ward – 1,  
Vikarabad.



Office of the Income Tax Officer, Ward-1,  
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*F.No.Estt.Security/ITO VKB/2020-21.*

*Dt. 04.03.2021*

Sub: Supply of security guards for Income Tax Office, Ward-1, Vikarabad –  
Calling for sealed quotations – Regarding.

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I. Quotation for security Guards:

Sealed Quotations are invited from reputed, registered and licensed agencies who fulfil the eligibility criteria for supply of security guards for a period for one year w.e.f. 01.04.2021 which can be extended on the basis of performance and mutual agreement for further periods.

II. Eligibility Criteria

1. The agency should have experience of providing security guards in reputed organisations, preferably in government and public sector undertakings for atleast three years (attach list of clients as above along with satisfactory performance certificate from such clients).
2. The security agencies having not less than 100 security guards on their rolls only eligible to apply.
3. The agency should furnish attested copies of the following documents.
  - a. Registration Certificate under State/Central Acts.
  - b. PAN Card.
  - c. Audited Balance Sheet for the last 3 years along with copy of acknowledgement of submission of Return of Income.
  - d. EMD of Rs.30,000/- [Rupees Thirty Thousand Only] in the form of demand draft from Nationalised Bank drawn in favour of Income Tax Officer & DDO, Ward-1, Vikarabad and payable at Vikarabad.

III. Scope of Work

Sl. No.	Name of the Building	Total No. of Security personnel required	Remarks
1	Office of the Income Tax Officer, Pathisrinadham	3 (Three)	Security personnel will be used in shifts

	Complex, Ramaiahguda Road, Vikarabad – 501 101		for continuous 8(eight) hours as per requirement of the department.
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IV. General Instructions:

1. Quotation without all/any documents as above are liable to be rejected.
2. Quotation with false/misleading documents / information will lead to disqualification of tenders.
3. The Agency should provide services of security guards round the clock including holidays.

V. Selection Criteria:

Quotation will be finalised based on the suitability of the agency with reference to the prescribed criteria and other competitiveness, preference shall be given to agencies approved/recognised by Directorate General, Resettlement, Govt of India, Ministry of Defence.

VI. Qualification of Security Guards:

The Guards provide should bear good character, conduct & behaviour, Competent and qualified to perform the security duties for which they are deployed. They shall not be beyond the age of 55 years. This office shall have the right to ask security agency to remove any security personnel considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again without the consent of Income tax Department.

VII. Duties of the Security Guards:

1. The personnel cannot claim any employer-employee relationship with Department.
2. The personnel ought to be polite, courteous but firm, disciplined, physically fit, alert and smartly dressed in Uniform.
3. The personnel should also be capable to attend the distinguished visitors, VIPs and officers with compliments
4. The personnel should check control and restrict entries of staff/workers/authorised personnel of outside organisations/firm and others by checking of valid passes and/or searching. If required, movement of vehicles and incoming/outgoing materials (with gate passes/challans) and time keeping.
5. Maintain strict security of persons, material and premises and maintain diary of all important events/ happenings/information received for passing

on to the management. To be entirely responsible for thefts of easily movable items such as office records (files etc.), bathrooms fitting, fans, exhaust fans, telephone instruments, fire extinguishers or fire fighting systems, etc.

6. Will stand by the management during emergency like Gherao, Picketing, Strike, etc. and security of department from any assaults whatsoever.
7. Not to leave the place of duty under any circumstance until and unless properly relieved i.e. signing in handing/taking over register, etc.
8. In case of fire, the Security Guard will immediately alert the staff on duty and assist in the fire fighting operation and also inform the building-in-charge of that building. In case of fire accident before or after office hours, the Guards shall inform the nearest Fire Station, Police Station and Building-in-charge.
9. The security guards shall ensure that all the electrical equipment/instruments/lights fans are switched off at the time of closure of the office or part of the office.
10. The security guards must watch that there are no unidentified/unclaimed/suspicious objects lying or persons loitering in the building/premises.
11. The security personnel must be in proper neat and tidy uniform.
12. The names of the security guards should always be displayed by them on their uniforms for the purpose of identification.
13. The agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the Security Guards.
14. The security guards should check the bags/briefcase of the visitors, if considered necessary.
15. The security guards shall at all times comply with all directions and instructions of the competent authority. Non-compliance of instructions may lead to termination of agreement.

VIII. Duties and Responsibilities of the agency.

1. The agency should provide a uniform, whistle, torch and lathi to the security guards on duty.
2. The security guards must be rotated from deployment at an interval of 6 months
3. If it is found that any property of the Income Tax department is lost/damaged due to the negligence or connivance of the security guards, the same shall be made good to the depreciated value of the property damaged/lost from the security agency's bill.
4. The agency shall furnish the names, addresses and photographs of the security guards posted in the office premises of the Income Tax Department. The same is also applicable in case of any change in security guards. A photo identity card of the deputed security personnel must be provided by the agency and that should be worn by the on-duty security personnel.
5. The agency shall submit a monthly report of compliance and happenings in the premises to the building-in-charge.

6. The security guards deployed will be deemed as such for all purposes and the agencies shall be fully responsible for payment of wages and other dues and compliance of all labour laws applicable to them.
7. The agency, on award of the contract, should execute an agreement in 100 rupees stamp paper with Income Tax Department incorporating the above terms and conditions.

IX. Performance Guarantee.

The successful bidder shall be required to furnish a Performance Security in the form of Security Deposit within 15(fifteen) days of receipt of "Letter of Award" for an amount of one month contract value in the form of an Account Payee Demand Draft/Pay Order/Banker Cheque issued from any Nationalised/Commercial Bank. The successful bidder can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The performance security/security deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of performance security shall stand automatically extended further, the validity of performance security shall stand automatically extended.

X. Other Conditions:

1. The contract which is initially for a period of 1 year from the date of issue of work order and can be extended further, if the agency agrees to provide the services on the same terms and conditions and the right to pre/maturely terminate the agreement without assigning any reason there for by giving one month's notice before the expiry of the contract period.
2. The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate amount. Income tax department may also increase the number of security guards required depending upon future requirement.
3. Any dispute arising out of contract shall be resolved under the jurisdiction of Hon'ble Telangana High Court.

XI Payment:

The vendor shall submit the bill at the end of every calendar month along with a certificate from the respective building-in-charge on the satisfactory performance of security guards. Payment will be made as per government rules.

- XII. The bidder should submit quotations in sealed envelopes with superscription "Security Guards". Sealed quotations are to be deposited at the office of the ITO, Vikarabad between 10:00 AM to 4:00 PM on all

working days upto 15.03.2021. The quotations will be opened on 15.03.2021 at 05.00 PM. However the Income Tax Officer, Ward-1,Vikarabad reserves the right to postpone the opening of bids and same shall be intimated to all the bidders.

XIII. The Income Tax Department reserves the right to accept or reject any quotation on any of the above grounds or without assigning any reason whatsoever.

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Vikarabad.