



**OFFICE OF THE  
CHIEF COMMISSIONER OF INCOME TAX , VISAKHAPATNAM  
2<sup>ND</sup> FLOOR, AAYAKAR BHAVAN, DABAGARDENS, VISAKHAPATNAM  
ANDHRA PRADESH - 530 020  
Ph. No. 0891-2713444, Fax0891-2713198/410/2854728**

F. No.112 /CCIT/VSP/Tendering/2016-17.

Dated: 06.04.2017

**NOTICE INVITING TENDER**

**Subject:- Hiring of Security Services (With out Arms) for the O/o Chief Commissioner of Income Tax, Visakhapatnam, 2<sup>ND</sup> Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam - 530 020 for a period 1 year (01.04.2017 to 31.03.2018).**

Sealed quotations are invited from reputed placement/vendors/service providers Agencies for the supply-of 11(Eleven) Nos. Security personnel for this office on "no work no pay" basis. 5 for Aayakar Bhavan, 3 for Direct taxes Buildings, and 3 will be for Income Tax Office, Infinity Towers, located at Visakhapatnam.

Placement agencies/Vendors/Service providers,(herein after referred to as the "service provider' also) if interested, may submit their quotations on or before 21-04-2017 latest by 15.00 hrs to the Office of the Chief Commissioner of Income-tax, 2<sup>nd</sup> Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam in line with the terms and condition 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 to perform the 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 inclusive of taxes, surcharge, Service charge, service tax, ESI and PF etc.
3. Initially the contract will be executed for One Year. The contract can be extended on same terms & condition 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 issued by the Central Government .

4. 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 the security personnel, so provide, 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.
5. The service provider shall be solely responsible for payment of wages/other dues payable as per Central/State Government / Municipality Rates etc., other laws etc. as applicable to personnel Deployed that might become applicable tinder any Act or order of Government. This department shall have no liability whatsoever in this regard.
6. The Service provider shall comply with all applicable laws of the Central Govt., state be responsible for any dispute that may arise in connection with the subject service, between the service provider relating to Laws, Service Tax, IncomeTax, etc or any local body.
7. 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 actions.
8. 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.
9. 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.
10. The department shall not entertain any claim, damages. insurance liability, etc. arising out of mishap/accident etc to the personnel employed by the vendor. The vendor shall take such necessary action, under the various Acts/Rules/Law as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required.
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 in 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 payment 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 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. 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 service provider.

21. The deployment of security guards will be cleared by a committee appointed by the Chief Commissioner of income-tax, Visakhapatnam. Only those guards will be allowed to perform duty who are selected by the committee.
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. 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.
24. The Sealed tender/quotation/proposals addressed to Income-tax Officer(PR & Co-ord), O/o the Chief Commissioner of Income tax, Visakhapatnam, 2<sup>nd</sup> Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam, Andhra Pradesh-530020 Scribed by "Bid for Security Personnel" must reach this office by on or before 15.00 hrs. on or before 21-04-2017.

**B. Eligibility Criteria:**

- (i) The applicant tenderer should be having workhrce of at least 40 persons every year continuously for F.Y-2014-15,2015-16&2016-17. Proof for the same shall be submitted alongwith technical bid.
- (ii) The applicant tenderer should have provided minimum 15 guards to various govt./Semi Govt. department 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 Financial Years 2014-15,2015-16 &2016-17 will he considered. Applicant has to furnish copies of returns 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 numbers, PAN and TAN no. necessary proof shall be submitted along with 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 under taking to these effects(on all the above points) shall accompany the technical bid.

C. Earnest money deposit (returnable if the bid is not successful) of Rs. 10,000/- (Rupees Ten Thousands only) in the form of demand draft/banker's cheque in favour of "Zonal Account Officer, CBDT, Visakhapatnam" Payable at Jaipur has to be given along with the technical bid. Technical Bids without the CMD will be summarily rejected.

D. The tenderers are requested to submit their offer in two hid 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 authorized contact person should be clear 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 hid 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:-** Payment 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 in the Income tax officer(PR&Co-ord), O/o Chief Commissioner of Income-tax, Visakhapatnam, Aayakar Bhavan, 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 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 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 tender 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.

## SELF CERTIFICATE

(To be enclosed to Technical Bid Annexure-A)

I/We hereby declare that-

- (i) I/We have employee 40 persons for a year continuously for F.Y 2014-15,2015-16 & 2016-17 Proof is enclosed.
- (ii) I/We have provided 5 guard to a single department at a time. Certificate from the department is enclosed.
- (iii) I/We have 5 Year of experience in this field and have experience of providing security guards to Govt. Department/ public sector department/govt. dept. 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 Financial Years mentioned in the eligibility. I/We have enclosed the copies of returns of income filed/ P&L Account, Balance Sheet for the Financial years 2014-15,2015-16 & 2016-17.
- (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 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.
- (ix) I/We have service tax registration number and also have ESI&PF. Proof enclosed.
- (x) I/We/am/arc having regular office in Visakhapatnam for the last three years and deployed more than guards in Visakhapatnam during the last three years.

Place:

Date:

(Signature of Authorized Signatory  
with Stamp and Date)

# TECHNICAL BID DOCUMENT

## ANNEXURE-A

<u>Sr. no.-</u>	<u>Particulars</u>	<u>Details</u>
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/or Directors of the Concern with Tel. No.	
4	Name and address of the Concern/Department Where at least 40 guard 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 2014-15,2015-16 & 2016- 17 (Copy of Return of income filed along with P&L A/c, Balance Sheet etc. should be enclosed as evidence)S	
8	List of your 5 reputed clients (alongwith 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) <u>and TAN</u>	
10	Details of Demand Dratl/Banker's cheque in respect of Earnest Money Payable at Jaipur(Demand Draft/Banker's Cheque to be enclosed)	
1	1 ST/PF & ESI <u>Registration</u> Number	

### DECLARATION

I/We hereby certify that the information furnished above is full corrected 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 Department in future.

(Name and Signature of Authorized Signature with date)

## FINANCIAL BID DOCUMENT

### ANNEXURE-B

Sr. No.	Particulars	Details
1	Name of the Proprietor/Registered Firm/Company/Society	
2	Address of the concern(with Tel.no. Fax & e-mail)	
3	Authorized contact person(s) with mobile no.	
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 <u>Charge</u> rate Claim	
9	Details of Demand Draft/Banker's Cheque in respect of Earnest Money	

(Name and Signature of Authorized Signature with date)