



Office of the Joint Commissioner of Income Tax, Rajamahendravaram Range
AayakarBhavan, Near Kambala Tank, Rajamahendravaram-533105 (A.P.)
Phone No.0883-2463750/Fax No.0883-2463356
e. mail: rajahmundry.addcitl@incometax.gov.in

F.No. JCIT/RJY/Security Tender/2022-23

Date: 21-12-2022.

TENDER NOTICE

The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram invites sealed quotations from reputed / authorized persons / agencies to provide **SECURITY SERVICES (FIVE SECURITY GUARDS)** at the following Income Tax Office Premises –

- (1) **Income Tax Office, Aayakar Bhavan, Near Kambala Cheruvu, Rajamahendravaram – 533105 (Own Premises)**
- (2) **Income Tax Office, 4th and 5th Floor, Shiva Towers building, Danvaipeta, Rajamahendravaram– 533105 (Rented Premises)**

for a period of one year from 01.01.2023 to 31.12.2023 or from the date of award of tender whichever is later as per the following terms and conditions :

1. This invitation of Bids is open to all the reputed persons / agencies having at least **3 years** of experience of providing Security services to renowned organizations/Govt Offices/Major Hospitals **for the three preceding financial years** (i.e. 2019-20, 2020-21 & 2021-22).
2. The bidder should possess the required statutory / non-statutory registrations/ licenses / permissions / approvals etc. from the Competent Authorities for providing the required services.
3. The bidder should be registered with EPF, ESIC, GST, labour department etc.
4. The bidder should submit at least two "Satisfactory Performance Certificates" from the organizations to which it has been rendering the security services along with the Technical Bid.
5. The Bidder should not have been blacklisted / debarred by Central / State Government Department / Organizations to whom it has been rendering security services and letter certifying the same should be submitted on duly notarized Rs.10/- stamp paper.
6. The successful bidder should carry out services as mentioned above, by deploying the required number of people as mentioned in the annexure to this document and satisfaction of the service taker.

INSTRUCTIONS TO THE BIDDER :

1. The tender forms comprising of Eligibility and qualifications criteria

(Annexure-I) and financial bid (Annexure-II) duly filled and completed in all respects and in separate envelopes, shall be submitted in single sealed cover to "The **Joint Commissioner of Income Tax, Rajamahendravaram Range, , Aayakar Bhavan, Veerabhadrapuram, Near Kambala cheruvu, Rajamahendravaram-533105**" on or before **30.12.2022 by 03:00PM. The bids will be opened on 30.12.2022 at 04.00 PM.**

2. Forwarding letter should clearly indicate the list of enclosures. Each page of the tender document should be signed by the bidder with seal of the agency / firm as a token of having read and understood the terms and conditions therein, and submit the authorization also along with the filled-in bid form.
3. The bidder has to give an undertaking that the amount of wages paid to the workers (Unarmed) should not be less than the prescribed amount by the State Government as per G.O.Ms.No.43, labour Employment Training and Factories (Lab-II), 28th May 2010. After quoting the minimum payment amount to the security personnel as mentioned in the above clause, bifurcation details, viz, the percentage of commission/ charges by the supplier and the relevant statutory taxes thereon should be clearly mentioned. The photocopy of the passbook will have to be furnished to the Department as evidence of payment with the bill of subsequent month.
4. The rates of statutory liabilities (GST, ESIC, EPF etc) should be written separately in the financial bid for each person per month.
5. The bid may be rejected if it is not complete in any respect.
6. Furnishing of false, misleading, inaccurate information of particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded.
7. The Income Tax Officer, Ward-1, Eluru will have the final right to elect the bidder most suited and responsive to its requirement.
8. Agency will have to seek prior permission before replacing the already deputed staff with all the requisite details.
9. For clarification on any issue related to bid or work, the bidder may visit the ITO, Ward-1, Eluru on any working day at office hours.
10. The bidder / its representative may visit the office premises in the working hours of any working day before the closing date of submission of tender.
11. The service charges cannot be 0% or nil. The person's bid quoting nil or 0% will be summarily rejected.
12. The guards provided by the agency must be fit for duty and neatly dressed with proper uniform.

TERMS AND CONDITIONS OF THE CONTRACT :

1. The Agency, to whom the contract is awarded, would provide Security Services, at the Income Tax Offices of Aayakar Bhavan, Kambala cheruvu and Shiva towers building (4th and 5th Floor), Danvaipeta, Rajamahendravaram. The name, address and contact number of the security staff should be furnished to the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram. The name, address and contact number of person should be furnished with whom the department / controlling officer should contact, in case of any problem faced with regard to services being provided by such agency on day to day basis.
2. In case of failure to commence the work by the Agency within stipulated time, the contract may be cancelled by the Department and security deposit may be forfeited. In such case, new tenders will be floated.
3. Agency have to pay their workers as per the provisions of minimum wages notified from time to time by the State Government/Central Govt/other statute.
4. The contractor is required to render services for all days of the year 24x7 (Including Sundays and National holidays).
5. The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram, shall make the outsourcing contract payment on monthly basis on the production of bill by the contractor. The payment shall be made to the contractor in the subsequent month after due verification of fulfillment of statutory obligations in respect of that bill.
6. The contractor agrees and undertakes to bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the State / Central Government or any local body or any other authority.
7. Without prejudice to the preceding term of the outsourcing contract, the service provider will be liable to reimburse the Joint Commissioner of Income Tax Rajamahendravaram Range, Rajamahendravaram any cost or legal liability / penalty / fine imposed by any authority, because of any misconduct or any act of omission or commission of the contractor or any of the workers / subcontractors / agents / any other persons deployed by the contractor.
8. This office shall have the right to withhold any reasonable sum from the amounts payable to the contractor under this contract, if the contractor commits any violation of the terms and conditions with regard to payment of all statutory and other dues or compliances with statutory or other obligations.
9. Any change in the constitution or ownership of the concern of the contractor shall be notified forthwith by the contractor in writing to the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram, within the period of seven days and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the contractor in respect of this contract unless he / she / they agree to abide by all the instructions and terms and conditions of the contract.
10. The agreement shall be in force only for a period of one Year from the date of execution of contract. However, the contractor's performance will be observed for

the period of initial 3 months from the date of signing the contract. Based on the performance to the satisfaction of the Pr.CIT, the contract would be extended for the remaining 9 months.

11. **In case the contractor assigns or sub-contracts this contract to some other person or attempts to do so, The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram shall have the right to terminate the agreement without giving any notice to the contractor.**

12. **The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram 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.**

13. On termination of contract for any reason whatsoever, the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram shall be entitled to engage the services of any other person, agency or contractor to meet the requirement without prejudice to its rights including claim for damages against the contractor.

14. The contractor shall co-operate with the other contractors / service providers and their workers working in the premises / building.

15. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Rajamahendravaram. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an arbitrator who will be appointed by the mutual consent of both the parties and any decision of the arbitrator will be final and binding on both parties, and shall not be appealable in any court of law, except on the grounds of mala-fide or perversity.

16. All premises are to be guarded all days of a year 24x7 including Sundays and National holidays.

17. The security staff shall be responsible for the security of Income Tax Offices and buildings in all respects.

18. The security staff shall maintain discipline and decorum in the office. In case any person is found deficient in performing duties or maintain discipline or on being pointed out by this office in this regard, the contractor shall replace that person.

19. The security staff shall be physically and mentally fit for duty and shall wear uniform provided by the contractor, while in office. If any security staff is not in proper demeanor during the office hours, it shall be treated as if he is absent on that day and deduction shall be made accordingly from the monthly payment to the contractor.

20. Any damage caused to any equipment or article or item at the premises due to negligence or the employee / agents of the contractor shall be on his account and he will be liable to make good of the loss to the Department, or the damage will be recovered / deducted from the payment due to the contractor / service provider.

21. This office reserves the rights to postpone and / or to extend the date of receipt/ opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.

22. In case of any dispute the decision of the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram shall be final.

23. The bidder shall furnish along with the technical bid Earnest Money Deposit (EMD) of Rs.10,000/- in the form of Demand Draft / Banker's Cheque from a Commercial Bank, drawn in favor of "Zonal Accounts Officer, CBDT, Visakhapatnam. The EMD in respect of the agencies / vendors which do not qualify the Technical Bid (First stage) / Financial Bid (Second Competitive Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder may be adjusted towards the performance security deposit. Further, if the agency fails to render services as per the requirement within 20 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

24. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document.

25. The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid :

- (a) Registration Certificate with labour Department.
- (b) Copy of PAN Card.
- (c) Copy of IT returns filed for previous three assessment years.
- (d) Registration certificate with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (e) Copy of the Service Tax Registration Certificate.
- (f) Work Experience of similar work with renowned organizations.
- (g) Copy of GST Registration Certificate and Returns filed by the firm for last two years.

26. GST deductions / adjustments shall be made from the bills before making the payment as per statutory provisions, if any.

27. The contractor will be required to deposit a Performance Bank Guarantee from schedule Commercial Bank @ 10% of the annual value of the contract as security for due fulfillment of contract. The Bank Guarantee should be executed in the Pro forma. It should be valid till the expiry of one year / contract period. The bank guarantee must be submitted within 10 days from the date of award of contract. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the contractor or premature termination of the contract on part of the contractor for any reason. The performance guarantee will be renewed by the contractor, if the contract is extended after the normal expiry period of the contract.

28. The bidders shall bear all costs associated with the preparation and submission of its bid and the Joint Commissioner of Income Tax, Rajamahendravaram, will in no case be held responsible / liable for these costs, regardless of the conduct or outcome of the bidding.

29. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons thereof.



(K SRUTHI)

Joint Commissioner of Income Tax
Rajamahendravaram Range,
Rajamahendravaram.

Encls: Annexure- I, II, III

Copy to:

1. The Web Manager Tor uploading the above document on the website <http://www.incometaxhyderabad.gov.in>
2. For display on the Notice Board of Office of the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram.

TECHNICAL BID

<u>S. No.</u>	<u>Particulars</u>	<u>To be filled by the Bidder</u>
1	Name of the Service Provider	
2	Detailed Office Address of the Service Provider with the office Telephone Number, Fax Number and Mobile number and name of the contact 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	Service Tax/GST 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 evidence of IT Returns along with profit and loss account & balance sheet for the last three financial years has been enclosed.	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed in token of acceptance or the same, is attached.	
12	Specify the Educational Qualification and Work Experience of the persons to be deployed.	
13	Details of Earnest Money Deposit.	

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

(Signature of Authorized Signatory with date)

FINANCIAL BID

1. Name of the Service Provider :
2. Address (with tele No. & fax No.) :
3. Name & Address of the Proprietor/partners/Directors (with Mobile Numbers):
4. Charges per month quoted for House Keeping Services excluding statutory taxes and liabilities :
5. Details of Minimum wages proposed to be paid along with the details of statutory payments to be made :

(Signature of Authorized Signatory with date)

DECLARATION

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

(Signature of Authorized Signatory with date)

FORM FOR PERFORMANCE GUARANTEE

IN CONNECTION WITH PROVIDING SECURITY SERVICES.

To
 The President of India
 Through O/o The Joint Commissioner of Income Tax,
 Rajamahendravaram Range, Rajamahendravaram.

WHEREAS _____ (Name and address of the contractor) (Hereinafter called "the contractor") undertaken, in pursuance of contract no. _____ Dated _____ to Supply/Provide Security Services (Five Security guards) to O/o. The Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram.

AND WHEREAS it has been stipulated by you in the said contract that the contractor shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the contractor such a bank guarantee:

NOW Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first writtendemand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification

This guarantee shall be valid until the _____ day of _____ 20____.

(Signature of the authorized officer of the Bank)

 Name and designation of the officer

 Seal name & address of the Bank and address of the Branch
 (Bank's common seal)