

आयकरअधिकारिकार्यलय  
वार्ड-1, आयकर भवन,  
एक वी मंजिल, पालकोंडा रोड  
श्रीकाकुलम-५३२००१  
ई-मैल : srikakulam.ito1@incometax.gov.in



OFFICE OF THE INCOME TAX OFFICER  
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F.No. ITO/Wd.1/SKLM/Sec Ser/2020-21

Date: 06.07.2020.

### **INVITATION OF QUOTATIONS FOR "SECURITY SERVICES"**

The Income Tax Department, Srikakulam invites sealed quotations from reputed agencies/vendors/service to provide 'SECURITY SERVICES' for the Income Tax Office, Srikakulam , on 'no work no pay' basis, for a period of **Two Years** from the date of finalization of contract i.e. from 01.08.2020. The terms and conditions are as under:

1. This Invitation of bids is open to all the reputed persons/agencies having atleast 3 years of experience of providing security services to renowned organisations/ major hospitals/MNCs. The service provider shall have at least 30 lakhs per year as turnover for the three preceding financial years.(i.e 2018-19, 2017-18, & 2016-17)
2. The bidder should possess all the statutory/non-statutory registrations, licenses, permissions, approval etc. from the competent authorities for providing the required services. The bidder should be registered with EPF and ESIC authorities.
3. The bidder should be registered under Service Tax Act. All relevant state government authorities including labour department and police department. The possession of PSARA licence is a must.
4. The bidder should submit atleast 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 Govt. Department/Organisations 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 Bidders:**

1. The tender forms comprising of eligibility and qualifications criteria Technical Bid(annexure-I) and Financial Bid( Annexure-II), duly filled and complete in all respects and in separate envelops, shall be submitted in single sealed cover to the "O/o The Income Tax Officer, Ward-1 Srikakulam either in person or by a registered post.
2. Forwarding letter should clearly indicate the list of enclosures .each page of the tender document should be signed by the bidder with the 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 should not be less than the prescribed amount by the central government as per the minimum wages Act. The photocopy of the pass book will have to be furnished to the department as evidence of payment with the bill of subsequent month.

4. The rates of statutory liability (Service Tax, ESIC, EPF, etc.) should be written separately in the financial bid for each person per month and per year as explained in the table. The contractor will have to follow the statutory laws in this regards. Within 15 days if the commencement of agreement the contractor will have to provide the name of the security staffs, identity cards issued to them, their EPF number, ESIC numbers etc. The contractor will have to furnish proof of depositing EPF/ESIC/Service Tax along with the bill of the subsequent 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 disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded.
7. 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.
8. The service charges cannot be 0% or nil. The person's bid quoting nil or 0% will be summarily rejected.
9. The guards provided by the agency must be fit for duty and neatly dressed with proper uniform.
10. The Addl. Commissioner of Income Tax, R-4, Visakhapatnam, will have the final right to elect the bidder most suited and responsive to its requirement.
11. Agency will have to seek prior permission before replacing the already deputed staff with all the requisite details.
12. For clarification on any issue related to bid or work, the bidder may visit the income tax Officer, Wd.1(DDO), Srikakulam, on any working day at office Hours.

**The terms and conditions of contract shall be as under:-**

1. The agency to whom the contract is awarded, would provide security services. This name, address and contact number of the security staff should be furnished to the Income Tax Officer, Wd.1, Srikakulam. The name, address and contact number 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 may be forfeited. In such case new tender will be floated.
3. Agency will have to pay their workers as per the provisions of minimum wages notified from time to time by the central government.
4. The contractor is required to render services of security of office premises for all days of year 365\*24\*7( including Sundays & national Holidays)

5. The ITO, Wd.1(DDO), Srikakulam 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 fulfilment of statutory obligation in respect of that bill.
6. The contract agrees and undertakes too bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the state/central Govt. Or any local body/authority.
7. Without prejudice to the preceding term of the outsourcing contract, the service provider will be liable to reimburse the ITO, Wd.1(DDO), Srikakulam. Any cost of legal liability/penalty/fine imposed on the income tax department, Srikakulam by any authority, because of any misconduct or any act of omission or commission of the contractor or any of the worker/subcontractors/agents/any other person deployed by the contractor.
8. The office shall have the right to withhold any reasonable sums from the amounts payable to the contractor under this contract, of the contractor commits breach of any of the terms and conditions with regard too payment of all statutory and dues compliances with statutory or other obligations.
9. Any charge in the constitutions or ownership if the concern of the contractor shall be notified forthwith by the contractor in writing to the Addl.CIT, R-4, Visakhapatnam within the period of seven days and such change shall not relive 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 contractor unless he/she/they agree to abide by all the instructions and terms & conditions of the contract.
10. This agreement shall be in force only for a period of Two Years from the date of execution of contract. However, the contractor's performance will be observed for the period of initial 6 months from the date of signing the contract. Based on the performance to the satisfaction of the department, the contract would be extended for remaining 18 months.
11. In case the contractor assigns or sub-contracts this contracts to some other person or attempts to do so, the Addl.CIT, R-4, Visakhapatnam shall have the right to terminate the agreement without giving any notice to the contractor.
12. The Addl.CIT, R-4, Visakhapatnam, unilaterally shall have the right to terminate the contract without specifying or giving any one reason for the same, by months' notice to the contractor.
13. On termination of the contract for any reason whatsoever, the Addl.CIT, R-4, Visakhapatnam shall be entitled to engage the services of any other person, agency or contractor to meet the requirements without prejudice to its rights including claim for damages against the contractor.
13. The contractor shall cooperate with the other contractors/service providers and their workers working in the premises/building.
14. All disputes arising out of this contract shall be subject to the jurisdiction of courts of Srikakulam. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to the Addl.CIT, Range-4, Visakhapatnam and shall not be appealable in any court of law, except on the grounds of mala fide or perversity.

15. The security staff shall be responsible for the security of Income Tax Office in Srikakulam in all respects.
16. The security staff shall maintain discipline and decorum in this office. In case any person is found deficient in performing duties or maintain discipline or on being pointed out by the office in his regard, the contractor shall replace that person.
17. The Security staff shall be fit for duty and shall wear neat and clean uniform provided by the contractor, while in office. If any security staff is not in uniform during 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.
18. Any damage caused to any equipment or article or item at the premises of the Income Tax buildings, Srikakulam due to negligence of the employees/agents of the contractor shall be on his account and he will be liable to make good the loss to the department, or the damage will be recovered/deducted from the payment due to the contractor/service provider.
19. This office reserves the right to postpone/or to extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason thereof.
20. In case of any dispute, the decision of Addl.CIT, R-4, Visakhapatnam shall be final.
21. The bidder shall furnish 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 Visakhapatnam has to be given along with the technical bid. Technical Bids without the EMD will be summarily rejected. The EMD in respect of agencies/vendors which do not qualify the technical bid/financial bid 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 any agency fails to render services as per the requirement within 15 days from the date of placing the order, the EMD shall stand forfeit without giving any further notice.
22. 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.
23. 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 return filed for the last 3 F.Ys
  - d. Registration certificate with appropriate authorities under Employees Provident
  - e. Copy of service tax registration certificate
  - f. Work experience of similar work with renowned organisations
  - g. Copy of service tax assessment and return filed by the firm for last 2 yrs. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the bidders risk and may result in rejection of the bid.
  - h. The PSARA licence copy should be filed.

24. Service tax deductions/adjustments shall be made from the bills before making the payment as per statutory provisions, if any.
25. 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 fulfilment of the contract. The bank guarantee should be executed in the form of account payee demand draft drawn in favour of the ZAO, CBDT, Visakhapatnam, payable at Visakhapatnam It should be valid till the expiry of 1yr/contract period. The bank guarantee in the proforma must be submitted within 10days from 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 contract for any reason. The performance guarantee will be renewed by the contractor, if any contract is extended after the normal expiry period of the contract.
26. The bidders shall bear all costs associated with the preparation and submission of its bid and the Income-tax department, Srikakulam will in no case be held responsible/liable for these costs, regardless of the conduct or outcome of the bidding.
27. 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.
28. The bid shall consist of two parts-Technical Bid as per Annexure-I and Financial Bid as per Annexure-II. Both the bids are to be placed in two sealed envelopes clearly superscribing "Technical Bid & Financial Bid, complete in all aspects and kept in sealed cover together, should be super scribed as "Quotation for Security Services" may be dropped in the TENDER BOX marked as Quotations Box for Security Services located at Income Tax Office, AayakarBhavan, Srikakulam, latest by 5.00 pm. on or before 13-07-2020. The bids of all parties whose financial bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith.
29. The contract of tender will be from 01/08/2020 to 31/03/2020. The bids will be **Opened on 17.07.2020 at 11.30 AM** in the chamber of Addl. CIT, Range-4, 3<sup>rd</sup> floor, Direct Taxes Building, Sector-8, MVP Colony, Visakhapatnam -17. However, Addl. Commissioner of Income Tax, Range-4, Visakhapatnam reserves the right to post pone the opening of bids and the same shall be intimated to all the bidders.



(डी.एस.दुर्गानंद D.S. DURGANAND)  
आयकर अधिकारी, Income-Tax Officer  
वार्ड-1 Ward-1, श्रीकाकुलम Srikakulam

Copy to the Notice Board.

Copy to the Web-Manager, Income Tax, Hyderabad.gov.in, Hyderabad.

**TECHNICAL BID DOCUMENT**

S. 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/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. 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 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 TAN	
10	Details of Demand Draft/Banker's cheque in respect of Earnest Money Payable at Visakhapatnam (Demand Draft/Bankers'sCheque to be enclosed)	
11	Sales Tax/GST, PF & ESI Registration 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)

**ANNEXURE-II****FINANCIAL BID DOCUMENT**

S. 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 Charge rate Claim	
9	Details of Demand Draft/Banker's Cheque in respect of Earnest money	

(Name and Signature of Authorized Signature with date)