



**OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME TAX,
KAKINADA RANGE, KAKINADA**

3rd Floor, Sri Deepthi Towers, Main Road, Kakinada- 533 001

Telephone:0884-2374946, Fax:0884-2356936

F.No.17/ADDL.CIT/KKD RANGE/KKD/Security Guard/2019-20 Dt. 16-02-2021.

TENDER NOTIFICATION

Sub:- Request for uploading of tender proforma calling for tenders in respect of two Security Guard Personnel for office of the Addl. Commissioner of Income Tax, Kakinada Range, Kakinada – Calling for fresh quotations – Reg.

The Income tax Department, Kakinada invites sealed quotations from reputed agencies/firms to provide two Security personnel to work in the office of the Addl. Commissioner of Income Tax, Kakinada Range, Kakinada for the period from 01-03-2021 to 28-02-2022.

The interested parties may submit the quotations to the Office of the Addl. Commissioner of Income-tax, Kakinada Range, Sri Deepthi Towers, Main Road, Besides Chandana Brothers, Kakinada-533003, East Godavari District, Andhra Pradesh. The terms & conditions can also be downloaded from the Department's websites i.e., www.incometaxindia.gov.in and www.incometaxhyderabad.org. The last date for submission of duly filled in quotations in a sealed cover is **4th March, 2021**.

Last date of receipt of tender: 04-03-2021

Date of opening of financial bids: 04-03-2021

Sd/-

[SUMAN MALIK]

Addl. Commissioner of Income Tax
Kakinada Range, Kakinada

TERMS AND CONDITIONS OF THE CONTRACT

1. The Income Tax Department, Kakinada intends to utilize services of security personnel through service providers at its disposal for a period of 12 months as per the following terms and conditions.
2. This office requires two Security personnel to work in the office of the Addl. Commissioner of Income Tax at Kakinada for the period from 01-03-2021 to 28-02-2022.
3. Insurance covers protecting the agency against all claims applicable under the Workmen's compensation Act. 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary Insurance cover for all persons deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this office, same shall be reimbursed/indemnified by the Service provider.
4. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency/Service Provider at any time without giving any notice or reasons whatsoever.
5. The relationship between the Income Tax Department and the contractor /bidder would be that of the customer and a Service Provider and none of the employees or agent of the contractor/bidder shall ever be treated or deemed to have been the employee of the Income-tax Department. The contractor/bidder shall explain this nature of relationship to all his employees or agents before deploying them for services to be rendered to the Income Tax Department as a token of their agreement for such a relationship, a signed declaration by the employee/agent shall be obtained by the contractor/bidder from his employees and/or agents and be produced as and when called upon to do so by the Income Tax Department.
6. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Agency/Service Provider only.
7. The personnel should be punctual, well behaved and should complete the work assigned to them promptly and meticulously.

8. The personnel should report regularly to the office-in-charge assigned by the office.
9. All existing statutory regulation of both the state as well as the Central Governments, shall be adhered to by the Service Provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
10. PAN/Service Tax Registration and all other statutory obligations should be indicated and copies furnished for records.
11. The service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them under law. The service provider should ensure that salaries are paid on time every month.
12. The amounts quoted should be applicable for the entire period and no request for enhancement will be entertained except in the event of any increase/decrease as notified by the Government authorities concerned in the minimum wages or charges by any statute.
13. Income-tax shall be deducted at source as per the rates notified by the Income-tax Department.
14. The Contractor/Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.
15. All damages caused by the personnel to the office shall be recovered from Service provider.
16. The contract will be for a maximum period of 12 months starting from **01-03-2021 to 28-02-2022**. This office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider with mutual consent.
17. Department/office will not involve in any dispute between the service provider and workers/employees of the service provider.

18. The personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.

19. The contractor shall abide by the Minimum Wages Act 1948 (Govt. of India, Act No.11 of 1948 dated 15.03.1948) and other applicable enactments, rules and regulations. In case of variation in minimum wages, the contract amount will be modified to the extent of setting off the increase in the wages payable by the contractor to its workers under this contract.

20. The Contractor shall be solely and exclusively liable and responsible to its workers for the following:

(a) The payment of wages, allowances and other benefits as per provisions of Minimum Wages Act or any other applicable act or enactments in force from time to time.

(b) The payment of compensation under the Workman's Compensation Act or any other applicable acts or enactments in case of injury or death of any of its worker.

(c) Any other allowances or benefits as admissible under different laws, rules and enactments to employees, including weekly rest / off day's leave, national holidays etc.

21. Preference will be given to the Service Providers based in Kakinada.

22. The Contractor shall co-operate with the other Contractors/Service providers and their workers working in the campus.



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Addl. Commissioner of Income Tax
Kakinada Range, Kakinada

1. Tender document can be downloaded from the Department's websites i.e., www.incometaxindia.gov.in and www.incometaxhyderabad.org from **23-03-2021**. Quotes should be submitted in two bid patterns, i.e. Technical Bid as per **Annexure-I** and Financial Bid as per **Annexure-II**. Both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and sealed and superscribed as "Tender for two security personnel - Technical Bid" and "Tender for two security personnel – Financial Bid" respectively. Both the envelopes should be placed in a single cover and superscribed as **"QUOTATION FOR TWO SECURITY PERSONNEL"**. The same should be sent by registered post or handed over to the Income Tax Officer, Ward-1 & DDO, O/o the Addl. Commissioner of Income Tax, Kakinada Range, 3rd Floor, Room No.6, Sri Deepthi Towers, Main Road, Kakinada, East Godavari District, AP latest by **4th March, 2021 before 5:30PM**. However, the Addl. Commissioner of Income Tax, Kakinada Range, Kakinada reserves the right to postpone the opening of bids and the same shall be intimated to all the bidders.
2. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the Addl. Commissioner of Income Tax, Kakinada Range, Kakinada.
3. The Service Provider / bidder should be agreeable to other terms and conditions.
4. Initially, the technical bids will only be opened. The financial bids 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 with proper break-up and no separate claims will be entertained except GST.
5. The successful bidder shall have to execute the Contract as decided by the Department.
6. The Addl. Commissioner of Income Tax, Kakinada Range, Kakinada reserves right to reject any or all bids at any stage of bid process without assigning any reason.
7. The contract shall be awarded to the vendor/service provider with the lowest bid for the above security personnel as per the terms & conditions mentioned in the tender documents.

ANNEXURE-I**TECHNICAL BID**

1.	Name of the Proprietor/ Registered Firm/ Company	:	
2.	(a) Address of concern	:	
	(b) Telephone Numbers	:	
	(c) Fax Numbers	:	
	(d) E. Mail	:	
	(e) Mobile Numbers	:	
3.	Name, address and contact Nos of the partners/ Directors (in case of firm / company).	:	
4.	No. of years of experience in providing services	:	
5.	Enclose the attested copies of trade license and Bank statement containing the details of bank account No., Bank and Branch name, Branch code, IFSC code and MICR code.	:	
6.	Permanent Account Number (Please attach Photocopy of PAN card and latest I.T. return)	:	
7.	GST Registration No.	:	

DECLARATION

I/ We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case and deviation is found in the above statement at any stage, the bidder / company will be blacklisted and will not have any dealing with the O/o. the Addl. Commissioner of Income Tax, Kakinada Range, Kakinada in future.

Place:

Signature of the Applicant

Date:

(Name of the Applicant)

FINANCIAL BID

1.	Name and Address of the concern	:		
2.	Contact person's Mobile No. & E. Mail address	:		
3.	Amount quoted for each security personnel in detail per day and per month: (i) Wages (Basic +VDA) (ii) ESI (iii) EPF (iv) Bonus (v) Service Charges	:	Per day	Per month
4.	GST (%) charges	:		

Note: Bid will be finalized on the basis of amount quoted against Sl.No.3 only and the basic rates and variable DA payable to the employees employed in watch and ward (without arms) for area-c per person per day will be followed as per the minimum rates of wages.

DECLARATION

I/ We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case and deviation is found in the above statement at any stage, the bidder / company will be blacklisted and will not have any dealing with the O/o. the Addl. Commissioner of Income Tax, Kakinada Range, Kakinada in future.

Place:

Signature of the Applicant

Date:

(Name of the Applicant)