



भारत सरकार  
GOVERNMENT OF INDIA  
आयकर विभाग  
INCOME TAX DEPARTMENT

प्रधान आयकर आयुक्त (आरईएसी) (वीयू) -1 का कार्यालय, मंगलुरु  
OFFICE OF THE PR. COMMISSIONER OF INCOME TAX(ReAC)(VU)-1,  
MANGALURU

पता: सी.आर. बिल्डिंग, अत्तावर, मंगलुरु -5750011 Address: C.R. Building, Attavar, Mangaluru -575 001.

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फा संख्या/F.No Tender/Security/PCIT/ReAC/Addl.CIT/R-1/MNG/2020-21

Dated: 01.02.2021

**NOTICE INVITING TENDER FOR PROVIDING SECURITY GUARD SERVICES**

(Classified as Skilled)

The O/o Pr. Commissioner of Income Tax (ReAC) (VU)-1, Mangaluru invites sealed offers from reputed PARTIES engaged in the business of providing manpower services, for supply of Security Guards, approximately 5 Nos. initially for the Offices located at Central Revenue Building, Attavara, Mangaluru and for the Staff Quarters at "Income Tax Enclave", Babugudda, Attavara, Mangaluru {Central Revenue Building (Round the clock) - 3 Nos./Quarters (8 hours) - 1 No./Office on working days for 8 hours - 1 No.} and which is likely to increase or decrease on need basis for a period of one year. The description of the responsibilities and the work carried out by the Security Guards is given under terms and conditions. The Tender application forms and conditions may be obtained from the Office of the Principal Commissioner of Income Tax, (ReAC) (VU)-1, Mangaluru on all working days from 02.02.2021 to 15.02.2021 on payment of Rs. 575/- (non refundable) by Demand Draft of SBI in favour of The Zonal Accounts Officer, CBDT, Panaji.

**1. TENDER PROCESS**

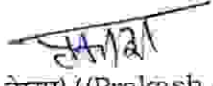
Tender is invited in two parts i.e. (1) Qualifying Bid and (2) Financial Bid. The tender form for Qualifying bid in proforma prescribed in ANNEXURE-I and the tender form for the Financial Bid in proforma prescribed in ANNEXURE-II complete in all respects shall be submitted in two separate sealed cover addressed to the Income Tax Officer (HQ), O/o.Pr. CIT (ReAC) (VU)-1, C.R. Building, Attavara, Mangaluru-575 001, by 4.30 PM on 18.02.2021. Late submission of tender shall not be accepted. The sealed cover should be super scribed with "Qualifying Bid-Contract for Providing Security Guard Services" and "Financial Bid-Contract for Providing Security Guard Services", respectively. Tenders will be opened on 22.02.2021 at 4.45 PM in the presence of bidders at O/o.Addl. Commissioner of Income Tax, Range-1, Mangaluru, 2<sup>nd</sup> Floor, C.R. Building Annexe, Attavara, Mangaluru-575001. If the date of opening is declared a holiday, the quotations will be opened on next working day at the designated time. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the department to short list in the eligible bidders.

2. If the tenders are sent by post/ courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. Department is not responsible for the delay on account of postal/Courier Services

3. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Qualifying Bid. The tenderer would fill up the information in the ANNEXURE-I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURE shall also have to be signed and stamped by the bidder of its authorized signatory.

4. The tender forms shall be rejected if it is not complete in any respect.

5. The department reserves the right to accept or reject any tender.

  
(प्रकाश जे.बी. डेसा) / (Prakash J.B. D'Sa)  
प्रशासनिक अधिकारी ग्रे-II/ Admn. Officer, Gr-II,  
प्रधान आयकर आयुक्त (आरईएसी) (वीयू)-1 के लिये,  
For Pr. Commissioner of Income Tax (REAC) (VU)-1,  
मंगलुरु / Mangaluru

Copy To:

(1) The Public Relation Officer, O/o. Pr.CCIT, Karnataka and Goa Region Bengaluru with the Request to place the above tender notification on the Website of the department and also publish in the Central Procurement Portal.

(2) The Notice Board for display.

SECTION-II

DOMESTIC COMPETITIVE BIDDING

(Through Tender)

Tender F.No.Tender/Security/PCIT/ReAC/Addl.CIT/R-1/MNG/2020-21, Dated: 28.01.2021

Name of the Work	Supply of Man Power for <b>Security Guards</b> (5 Nos) for Central Revenue Building, Attavara, Mangaluru and Income Tax Enclave, Babugudda, Attavara, Mangaluru
Last date & Time for receipt of Bid	18-02-2021/4.30 PM
Last date & Time for submitting of Bid	18-02-2021/4.30 PM
Time & Date of Opening of Bid	22-02-2021/4.45 PM
Place of Opening of Bid	O/o. the Addl. Commissioner of Income Tax, Range-1, Mangaluru, 2 <sup>nd</sup> Floor, C.R. Building Annexe, Attavara, Mangaluru-575 001
Office from whom the tender documents can be obtained and submitted	Admn. Officer, O/o the Pr. Commissioner of Income Tax (ReAC) (VU)-1, 2 <sup>nd</sup> Floor, C.R. Building, Attavara, Mangaluru-575001

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## SECTION-III

### INSTRUCTION TO BIDDERS

1. No alteration should be made in any of the Terms and Conditions of the bid document by scoring out any part thereof.
2. In the submitted bid, no variation or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Section-IV, will be summarily rejected.
3. Tender form cost is Rs.575/- (Non Refundable) by Demand Draft of SBI, drawn in favour of ZAO, CBDT, Panaji. A sum of Rs. 40,000/- must be furnished as Earnest Money Deposit (EMD) through a banker's Cheque favouring the ZAO, CBDT, Panaji. The EMD must accompany the bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the Hirer, to sign the contract on terms contained in the bid document or fails to execute the order within the stipulated time. The earnest money of the successful bidder will be refunded after signing the contract. For other bidders, the Earnest money instrument will be returned within 15 days of the completion of bid evaluation. No interest will be payable on this deposit.
4. At the time of signing the Contract, the successful bidder is required to give a Bank Guarantee of Rs. 50,000/- (Rupees Fifty Thousand Only) towards Performance Security Deposit, which shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
5. No bid will be considered unless the bid made for supplying Man Power at least one year. Any bid for supply of manpower for duration less than one year will not be considered.
6. No bid will be considered unless and until all the pages/ documents comprising the bid are properly signed and stamped by the persons authorized to do so on behalf of the bidder.
7. The bid shall remain valid for 30 days from the date of opening of the bids.
8. The bidder who's bid is accepted by the Hirer shall be successfully bidder. In the event of bid beginning accepted, the quotation (ANNEXURE-2) and the terms and condition(Section-IV) will be converted into a contract, which will be Governed by the terms and condition given in the bid documents.
9. Completed tender documents along with EMD and supporting document in **SEALED** cover super scribed "Tendering for Hiring of Man Power for Security Guard" . should reach the Office of the Income Tax Officer (HQ),O/a,Pr. CIT (ReAC) (VU)-1, C.R. Building . Attavara, Mangaluru-575 001 before the due date. Late bids will not be entertained and will remain unopened .
10. The bid documents of every bidder shall consists of the following documents:
  - i) Information as per Annexure-1
  - ii) The quotation strictly as per the proforma given in Annexure-2
  - iii) Copy of terms and conditions (Section-IV) duly signed on every page.
  - iv) EMD as mentioned at Para 3 above.

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SECTION -IV  
TERMS AND CONDITION OF THE CONTRACT

The agency will be considered for award of contract/work order only if they agree to abide by the following terms and conditions.

1. The number of Guards required per shift and total guards required for round the clock at the office premises at Central Revenue Building, Attavara, Mangaluru are three. In addition 1 Guard is required for 8 hours per day on all working days at the above office premises. One Security Guard is required for 8 hours per day on all the days at "Income Tax Enclave", Babugudda, Attavara, Mangaluru. The rate per security guard on 8 hours duty per month exclusive of GST which is as per minimum wages fixed by the Government of India and the rate will be paid as per the Government of India Notification. This agreement shall be period of 12 months.
2. The agency should have obtained license from the appropriate licensing authority.
3. Guards posted in Income tax Office premises and Staff Quarters should be literate experienced. They will perform their duties diligently and afford adequate protection to the movable and immovable properties including checking of two wheelers, cars, maintenances of entry registers and such other duties they may be assigned by our officers concerned from time to time.
4. The minimum wages will be applicable as per central government rates in force during the period of agreement.
5. The Vendor/Contractor will be responsible for mandatory police verification of each personnel deployed.
6. The Guards should be skilled in traffic and fighting.
7. The Security personnel will work on 8 hours shift basis and if any one becomes absent alternate arrangement should be made immediately. An amount of Rs.320/- (Three Hundred and Twenty only) subject to rates in force per person per day for unauthorized absence of security personnel will be levied/deducted from the monthly payment of service charges made to the agency. Under no circumstances security personnel posted should be allowed to go out of the premises without prior permission.
8. The security personnel should be in standard uniforms, leather shoes, identity badges, torches, baton, rainwear and such other material required watch and ward of the premises.
9. Wireless connectivity either by way of cell phone or walkie-talkie has to be provided at all places where security personnel are deployed.
10. Close liaison should be maintained with our Officer in charge concerned for smooth and efficient performance of duties of your security guards.
11. Income Tax and GST will be deducted at source as per the rules from the monthly bills.
12. The Security guards should be covered ESI and EPF schemes with no liability whatsoever to the Income Tax department in this regard.
13. The agency will be responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the security personnel as applicable to them.
14. In the event of any damages or losses caused by way of theft or pilferage of Office properties the Officer in charge of security shall hold a preliminary enquiry and send a report to the officer of the department at concerned place. If it is left necessary to report the case to the police a complaint will be lodged accordingly and assistance shall be rendered to police with a view to trace the accused and recover the property and process the case to the court of law. If any loss to government property is caused due to negligence or otherwise on the part of the security personnel the agency should make up for such loss.

15. License from Labour Department/appropriate Licensing Authority should be obtained for the contract work.
16. The agency should pay their personnel a minimum wages at the prevailing rate as fixed under the minimum wages act, 1948 and any breach of this condition will be liable for termination of contract/work order and the same should be dealt accordingly.
17. Security personnel should be given weekly off, bonus etc., as per the laws in force.
18. Proof of ESI/PF contributions effected by way of Challan should be produced every month for verification before the officer in charge.
19. Failure by the contractor to comply with any statutory requirements and / or terms of the agreement during the period of contract shall result in termination of the contract/work order and subsequent disqualification from participation in any future tender of the department.
20. In case the contractor withdraws or the department terminates the contract for violation of terms and conditions or deficiency in services during the period of contract, the additional expenses, in hiring a new contract, on the temporary agreement till the time of appointing a regular contractor through a similar tender process, will be adjusted, against amount due to vendor/performance guarantee provided by successful bidder.
21. No negotiation will be undertaken with any tender except the lowest qualified bidder.
22. The Proprietor/Director or any person's authorized by him shall visit the premises to inspect and ensure that watch and ward is carried on in a proper manner.
23. The proprietor any person's authorized person shall meet the Addl. Commissioner of Income Tax, Range-1, Mangaluru/DDO Mangaluru/Inspector of Income tax/Officer, Central Revenue Building, Attavara, Mangaluru-575001, whenever summoned over telephone and receive/take instructions for proper watch.
24. In the event of any unfortunate and unforeseen event of any injury, death or any damage to the guard's engaged for the department duty, the department shall not be responsible for such injury, damage, etc., to the guard's during the course of their performing duty and the contractor alone shall be responsible for any medical facilities bill, compensation etc., to be made available to the guard's as per law.
25. If any deficiency is found in the watch and ward of the premises the work order contract is liable to be revoked by giving intimation in writing in the form of a letter.
26. Besides the above, an undertaking in the following format should also be furnished along with the signature of the authorized signatory with the Agency's seal. "The contractor hereby agree to undertake that he shall abide and confirm to various provisions in so far as they relate to him as specified in the Contract/Labour; (R&A) Act, 1970".

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**ANNEXURE-I**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

01	Name of the Bidder	
02	Address (with Mobile No, Tele No, Fax no, E-mail ID)	
03	Name & Address of the Proprietor/Partners/Directors	
04	Contact Person(s) (with mobile number)	
05	No. of years of experience in providing services: skilled/unskilled ,security experience (enclose proof such as performance reports.)	
06	Permanent Account Number(PAN)	
07	GST Registration No:	
08	ESIC Registration Number:	
09	EPF Registration Number:	
10	Detail of EMD:	

**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 & seal

**ANNEXURE-II**

**FINANCIAL BID DOCUMENT**

1. Name of the Bidder :
2. Address(with Mobile No, Tele No, Fax no, E-mail ID):
3. Name & Address of the Proprietor/Partners/directors:  
(with mobile numbers).
4. Quotes for supply of Data Entry Operator/Typist as per Central Govt. Labour Act:

Position	Basic Pay (Rs.)	VDA (Rs.)	Bonus (Rs.)	EPF (Rs.)	ESI (Rs.)	Total (Rs.)	Service Charges per personnel (Rs.)	Total invoice value (excluding GST) for 1 DEO
Security Guard								

**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 & Seal



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ANNEXURE-III

To,

Pr. Commissioner of Income Tax (ReAC) (VU)-1,  
Mangaluru.

Sir,

Sub : Submission of Tender for supplying of Data Entry Operators-Reg.  
Ref : Tender Notice in F.No.Tender/DEO/PCIT/ReAC/Addl.CIT/R-1/MNG/2020-21. Dated: 28.01.2021.

With reference to the above, I/We hereby submit the quotation for supplying of Data Entry Operators/Typist for the Office of the Pr. Commissioner of Income Tax (ReAC) (VU)-1, Mangaluru at Mangaluru and O/o the Addl. Commissioner of Income Tax, Range-1, Mangaluru at Mangaluru.

Yours faithfully,

(BIDDER)