



OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME-TAX
"Shree Towers", No.565/A, A1, Hadadi Main Road,
DAVANGERE - 577 002.

PHONE: (08192) 234920. FAX: (08192) 270557.

Email : davanagere.pcit@incometax.gov.in

F.No.78/E-tender/Pr.CIT/DVG/2019-20

Dated: 05/07/2019

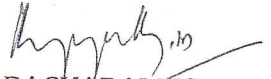
NOTICE INVITING TENDERS FOR HIRING OF MAN POWER FOR SECURITY SERVICES

Sealed tenders are invited for hiring of 12 Nos Man Power for Security Services at O/o Pr.CIT, Davangere & Sub-ordinate offices at Chitradurga, Haveri and Shivamogga as mentioned below:

Hiring of Man Power for Security Services will be initially for a period of one year which is extendable for further one year at the discretion of the Department subject to satisfactory services by the Service provider/Contractor. The details are mentioned in the tender document under the head "General Terms and Conditions". The tender application forms with terms and conditions may be obtained from the office of The Principal Commissioner of Income Tax, Davangere on all working days from 08-07-2019 to 17-07-2019 on payment of Rs.575/- (non refundable) by Demand Draft of SBI in favour of ZAO, CBDT, Bengaluru. The duly filled in tender applications in a closed/sealed envelope may be submitted in the office of The Principal Commissioner of Income Tax Office, Davangere at the above address latest by 4:00 PM on 17-07-2019. The bids shall be opened on 19-07-2019 at 12:00 PM in the presence of such bidders who wish to be present.

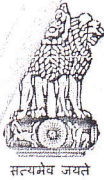
All bidders are required to strictly comply with the specifications as instructed above. In case, the tender committee does not get suitable quotes, then it shall be free to invite others/local vendors considering the essential nature of requirement within the overall financial limits prescribed by the competent authority.

The tender details are also available on website of Income Tax Department at www.incometaxbengaluru.in.


(BAGYARAM)
Income-tax Officer(HQ-1),
for Pr. Commissioner of Income Tax,
Davangere.

Copy to:

1. The Public Relations Officer, Office of the Pr.CCIT, No.1, C.R. Building Queens Road, Bangalore with a request to upload the above notice and tender document enclosed herewith in the departmental website www.incometaxbengaluru.in.
2. The notice board of Income Tax Office, Davangere.



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F.No.78/E,tender/Pr.CIT/DVG/2019-20

Dated: 05/07/2019

SECTION-II
DOMESTIC COMPITITIVE BIDDING
(Through Tender)

Tender F.No. Security Guards/Pr.CIT/DVG/2019-20, Dated: 05/07/2019

Name of the work	Supply of Man power for security Services (03 Nos) (24 X 7) for Office of the Pr. Commissioner of Income Tax Office, <i>Davangere-3 Nos</i> for the F.Y. 2018-19 & subordinate offices situated at <i>Haveri-3 Nos, Shivamogga-3 Nos and Chitradurga-3Nos.</i>
Last Date & Time for receipt of Bid	17.07.2019 up to 4.00 PM
Last Date & Time for submitting Bid	18.07.2019 up to 4.00 PM
Time & Date of Opening of Bid	19.07.2019 at 12.00 PM
Place of Opening of Bid	O/o Principal Commissioner of Income Tax, "Shree Towers", No.565/A, A1, Hadadi Main Road, Davangere-577002.
Office from whom the tender documents can be obtained and submitted	O/o Principal Commissioner of Income Tax, "Shree Towers", No.565/A, A1, Hadadi Main Road, Davangere-577002.

(BAGYARAJ M)
Income-tax Officer(HQ-1),
for Pr. Commissioner of Income Tax,
Davangere.

SECTION -III (FEE DETAILS)
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, Bengaluru. A Sum of Rs.40,000/- must be furnished as Earnest Money Deposit (EMD) through a banker's Cheque favouring the ZAO, CBDT, Bengaluru. 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. No bid will be considered unless the bid made for supplying Man Power for at least one year. Any bid for supply of Man Power for duration less than one year will not be considered.
5. 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.
6. The bid shall remain valid for 30 days from the date of opening of the bids.
7. The bidder whose bid is accepted by the Hirer shall be the successful bidder. In the event of bid being accepted, the quotations (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 document.
8. Completed tender documents along with EMD and supporting document In SEALED cover super scribed "***Tender for Hiring of Man Power for Security Guards for Office of the Pr. Commissioner of Income Tax, Davangere***" Should reach the office of the Pr. Commissioner of Income Tax, No.565/A, Shree Towers, Hadadi Road, Davangere-577002" before the due date. Late bids will be entertained and will remain unopened.
9. The bid document of every bidder shall consist of the following documents.
 - i) Information as per Annexure-1
 - ii) The quotations 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.

SECTION -IV
TERMS AND CONDITIONS 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 a day are three. The rate per security guard on 8 hours duty per month inclusive 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 in form. This agreement shall be period of 12 months.
2. The agency should have obtained license from the appropriate controlling 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 maintenance 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 Guards should be skilled in traffic and fire fighting.
6. 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/(Rupees 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.
7. The security personnel should be in standard uniforms, leather shoes, identity badges, torches, baton, rainwear and such other material required for watch and ward of the premises.
8. Wireless connectivity either by way of cell phone or walkie-talkie has to be provided at all places where security personnel would deploy.
9. Close liaison should be maintained with our officer- in charges concerned for smooth and efficient performance of duties of your security guards.
10. Income Tax will be deduced at source as per the Income tax rules from the monthly bills.
11. The security guards should be covered ESI and EPF schemes with no liability whatsoever to the Income tax department in this regard.

12. The agency will be responsible for payment of monthly salary including leave salary, bonus, gratuity etc to the security personnel as applicable to them.
13. In the event of any damagers 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 felt necessary to report the case to the police, a complaint will be lodged accordingly and assistance shall be rendered police with a view to trace the accused and recover the property and process the case in 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 such loss.
14. License from Labour Department should be obtained for the contract work/ work order within 7 days of award of contract.
15. The agency should pay to 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 would be dealt accordingly.
16. Security personnel should be given weekly off bonus, etc. As per the laws in force.
17. Proof of ESI/PF contributions effected by way of challan should be produced every month for verification before the officer in charge.
18. 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.
19. 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 contractor on the temporary agreement till the time of appointing a regular contractor through a similar tender process, will be adjusted against performance guarantee provided by successful bidder.
20. No negotiation will be undertaken with any tender except the lowest qualified bidder.
21. The proprietor or any person's authorized by him shall visit the premises to inspect and insure that watch and ward work is carried on in a proper manner.
22. The proprietor or any person's authorized person shall meet the Pr. Commissioner of Income Tax, Davangere/D.D.O, Davangere/Inspector of Income Tax, O/o Pr. Commissioner of Income tax, No.565/A, Shree Towers, Hadadi Road, Davangere-577002, whenever summoned over telephone and receive/take instructions for proper watch.

23. In the event of any unfortunate and unforeseen event of any injury, death or any damage to the guard's engaged by the department, 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.

24. If any deficiency is found in 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.

25. 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 agrees 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."

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:-

Signed by the successful bidder _____

(Name & Address)

In the presence of

1. Signature:
Address:
Description:

2. Signature:
Address:
Description:

On behalf of the president of India (The Hirer)

ANNEXURE -1 (TECHNICAL BID)

DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for hire of Man power for Security Services (03 Nos)

1. Name of the Bidder: _____
2. Address of the Bidder: _____
3. Telephone Landline/Mobile: _____
4. Details of EMD: _____
5. PAN (enclose copy): _____
6. GST Registration: _____
(Enclose proof)

Amount Rs. _____
DD No. _____ Date _____
Bank _____

This is to certify that the information furnished is true and correct. I/We also certify that I/we have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Bidder with seal

ANNEXURE -2 (FINANCIAL BID)

To:
The Pr. Commissioner of Income Tax,
Davangere ,
No.565/A, Shree Towers, Hadadi Road,
Davangere - 577002.

Sir,

Sub: Submission of quotation for hiring of Man Power for Security Services (03 nos) for
of the Pr. Commissioner of Income Tax. Davangere -reg.
Ref: F.No. Security Guards/Pr.CIT/RCR/2019-20, Dared: 03/07/2019.

With reference to the above, I/We hereby submit the quotation for hiring of Man Power
for security Services (03 nos) for the office of the Pr. Commissioner of Income Tax,
Davangere

Details of bid:

SI. No.	Particulars	Amount (Rs.) per person	No. of persons	Total Amount
1			03	

Signature of the Bidder with seal

DATE:
PLACE:

(*The bid will ordinarily be decided on the basis of the quote as per Serial No.1 and in case of tie, quote as per Serial No.2 will be considered).