



भारत सरकार, आयकर विभाग

GOVERNMENT OF INDIA, INCOME TAX DEPARTMENT
अपर/ संयुक्त आयकर आयुक्त का कार्यालय, कलबुरागि रेंज, कलबुरागि
OFFICE OF THE ADDL./ JOINT COMMISSIONER OF INCOME TAX, KALABURAGI

आयकर भवन, सेडम रोड, कलबुरागि - ५८५१०५,

AAYAKAR BHAVAN, SEDAM ROAD, KALABURAGI - 585105.

फोन सं /PHONE NO. 08472-256028

फैक्स सं /FAX NO.08472-260372

F.No.81/Addl.CIT/ KLB/2019-20

Dated: 3rd December, 2019

**NOTICE INVITING TENDER FOR PROVIDING
MAN-POWER FOR HOUSE KEEPING SERVICES & SECURITY SERVICES**

Sealed tenders are invited from reputed agencies for providing of man power for Housekeeping services and Security services at Income Tax Office, Kalaburagi & Yadgir. The probable requirement is as under:-

Office	House Keeping Staff	Security Guard	Total
Income Tax Office, Kalaburagi	12	3	15
Income Tax Office, Yadgir	1	1	2

2. The total number of staff to be deployed shall be at the sole discretion of this office. The description of the responsibilities and the work to be carried out by the staff is given in the terms and conditions.

3. Interested agencies may send sealed bids in the manner specified in the tender document to the Addl. Commissioner of Income Tax, Kalaburagi Range, Kalaburagi, Aayakar Bhavan, Sedam Road, Kalaburagi, on or before **20.12.2019 up to 5.30 p.m.** The required tender documents may be obtained from the O/o Addl. Commissioner of Income Tax, Kalaburagi Range, Kalaburagi from 04.12.2019 to 20.12.2019 on any working day (from 11.00 a.m. to 5.00 p.m.) on payment of Rs.200/- (Non-Refundable) by Demand Draft of SBI, drawn in favour of The ZAO, CBDT, Bangalore. **All bidders are required to strictly comply with the specifications as instructed in Section - III & IV.** The tender details are also available on the website of Central Public Procurement Portal (e-Publishing), Government of India at www.eprocure.gov.in/epublish/app and Income Tax Department, Bengaluru's departmental website at www.incometaxbengaluru.in.

4. The sealed tenders will be opened on 23/12/2019 at 11.30 a.m. in the office of the Addl. Commissioner of Income Tax, Kalaburagi.
5. The Income Tax Department reserves the right to accept or reject any tender, qualify certain omissions/commission as curable defects and provide additional time to the bidders to rectify the same.



(NARESH SAKA, I.R.S.)
Addl. Commissioner of Income Tax,
Kalaburagi Range, Kalaburagi.

Copy to:

1. Pr. CIT, Kalaburagi.
2. ITO (PRO), O/o Pr. CCIT, Karnataka & Goa, Bengaluru with a request to upload in departmental website www.incometaxbengaluru.in.
3. The Notice Board, Income Tax Office, Kalaburagi.

SECTION-II
DOMESTIC COMPETITIVE BIDDING
(Through Tender)

Tender F.No. 81/Addl.CIT/KLB/2019-20, Dated: 3rd December, 2019

Name of the work	Contract for hiring of MAN-POWER FOR HOUSE KEEPING SERVICES & SECURITY SERVICES for Income Tax Office, Kalaburagi & Yadgir.
Last Date & Time for receipt of Bid	20.12.2019 up to 4.00 p.m.
Last Date & Time for submitting Bid	20.12.2019 up to 5.30 p.m.
Time & Date of Opening of Bid	23.12.2019 at 11.30 a.m.
Place of Opening of Bid	O/o Addl. Commissioner of Income Tax, 1 st Floor, Aayakar Bhavan, Jaya Nagar, Sedam Road, Kalaburagi - 585 105.
Office from whom the tender documents can be obtained and submitted	O/o Addl. Commissioner of Income Tax, 1 st Floor, Aayakar Bhavan, Jaya Nagar, Sedam Road, Kalaburagi - 585 105.

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, will be summarily rejected.
3. Tender forms cost is Rs. 200/- (Non Refundable) by Demand Draft of SBI, drawn in favour of ZAO, CBDT, Bangalore, Payable at Bangalore. A sum of Rs.50,000/- must be furnished as Earnest Money Deposit (EMD) through a banker's Cheque favouring AO & DDO, O/o Pr. Commissioner of Income Tax, Kalaburagi, Payable at Kalaburagi. 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 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.
5. The bid shall remain valid for 30 days from the date of opening of the bids.
6. 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 Conditions will be converted into a contract, which will be governed by the terms and conditions given in the bid document.
7. Completed tender documents along with EMD and supporting documents In SEALED cover super scribed "Tender for hiring of MAN-POWER FOR HOUSE KEEPING SERVICES & SECURITY SERVICES for Income Tax Office, Kalaburagi & Yadgir." should reach the office of the Addl. Commissioner of Income tax, "Aayakar Bhavan, Sedam Road, Kalaburgi - 585 105" before the due date. Late bids will not be entertained and will remain unopened.
8. The bid document of every bidder shall consist of the following documents:
 - (i) Information as per Annexure-1 & 2.
 - (ii) The quotations strictly as per the proforma given in Annexure -1 & 2
 - (iii) Copy of terms and conditions duly signed on every page.
 - (iv) EMD as mentioned at Para 3 above.

SECTION- IV
TERMS AND CONDITIONS APPLICABLE FOR OUTSOURCED STAFF

Sealed tenders are invited from reputed agencies for providing House Keeping staff and Security Guards on contractual basis on the following terms and conditions.

A. GENERAL TERMS AND CONDITIONS

1. The nature of duties of House Keeping staff and Security Guards:
 - a) The duties of the security guards would broadly include performing the security services round the clock.
 - b) The duties of housekeeping staff would broadly include general cleanliness & upkeep of the office. He/she has been assigned to, other non-clerical work in the office assigned and any other work assigned by the superior authority.
2. House Keeping staff and Security Guards should have the following qualifications;
 - a) The person should have fair knowledge of reading and writing in English, Hindi & Numerical System.
 - b) The age of personnel should be above 21 years with preference to younger age group.
 - c) In respect of Security Guard, the age should be between 21 years to 50 years.
 - d) The personnel should be able to work till late hours.
3. The working hours for House Keeping staff will be from 9.30 Hours to 18.00 Hours, if necessary even on holidays, with ½ hour lunch break. The work shall be done on all working days and **payment will be made on the basis of attendance.**
4. The total number of House Keeping staff and Security Guards to be deployed shall be at the sole discretion of this office.
5. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1949 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any 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.
6. The personnel, if not found working satisfactorily, must be replaced by the service provider immediately.

7. The personnel should be punctual and should complete work assigned to them promptly and meticulously.
8. The personnel should report to the office-in-charge assigned by the office.
9. All existing statutory regulations of both the State as well as the Central Government, 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. The Service Provider shall be responsible for payment of **monthly salary including leave salary, bonus, Gratuity etc.** to the personnel as applicable to them under law. The Service Provider shall ensure that salaries are paid on time every month. It is mandatory for the service provider to pay the prevailing wages prescribed by the Minimum Wages Act of the Karnataka Government to the skilled / unskilled staff.
11. The payment shall be made to the Service Provider on or before 10th of the following month. At the time of submission of bill for payment, the Contractor/Service Provider shall submit the proof for the previous payment made towards statutory liabilities. The Service Provider shall make only statutory deduction from the salary paid to the personnel.
12. Payment to the Service Provider shall be made by the **Department through the Field Pay Unit, Gulbarga, via-e-payment/NEFT/RTGS only, on presentation of the bill. Income-tax shall be deducted at source (TDS)** as per the rates notified by the Income-Tax Department.
13. The persons engaged by the Contracted Agency/Service Provider will be in the employment of the Agency/Service Provider only.
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 property of the office shall be recovered from the Service Provider.
16. The contract will be for a period of **12 months starting from 01.01.2020**. This office reserves the right to extend the contract further, on the same or enhanced terms, subject to satisfactory performance of the Service Provider.
17. No other persons except Service Provider's authorized representative shall be allowed to enter the offices.
18. Department/Office will not involve itself in any dispute between the service provider and workers of the service provider.

19. **Proper uniforms and identification cards** shall be provided by the contractor/bidder to the persons deployed as skilled/unskilled staff. The Contractor shall ensure that the same are worn at all times during the working hours.

20. The contractor/bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.

21. Any incidence of inappropriate behavior by any of the skilled/unskilled staff or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.

22. The vendor shall provide the personal particulars of the skilled / unskilled staff giving details of educational qualification. The skilled/unskilled staff are required to abide by the following rules:

- I. **Will work in the Income Tax Office premises only.**
- II. **Will not part with any information pertaining to the office.**

23. Notwithstanding anything contained herein above, this office reserves the right to terminate the services of the Contracting Agency/Service Provider at any time without giving any notice or reason whatsoever.

B. MODE OF SUBMISSION OF TENDER & CLARIFICATIONS THEREOF

1. The sealed tenders shall be addressed to “Addl. Commissioner of Income Tax, Kalaburagi Range, Kalaburagi, Aayakar Bhavan, Sedam Road, Kalaburagi” and submitted latest by 20.12.2019 up to 5.30 p.m.

2. The bidders are required to submit two bids i.e. **Technical bid (in Annexure-I)** providing details about the Agency, its address and contact details, Registration details, experience in the field, the other organizations for which the agency is providing such services, details regarding compliance of statutory laws etc and **Financial bid (in Annexure-II)** providing a quotation of his charges for rendering the service.

3. The bidders shall submit their bid in a sealed envelope super-scribing “**Tender for providing of man power for Housekeeping services and Security services at Income Tax Office, Kalaburagi & Yadgir**”, containing two separate sealed envelopes super-scribing “**Technical Bid**” enclosing the respective bids along with Annexure-I (Technical) and Annexure-II (Financial).

4. The successful bidder will have to deposit a Performance Security Deposit (Subject to revision @ 5%) at the time of placing the work order within 15 days the receipt of the formal order which shall remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the contractor.

5. Amount of Service tax, if applicable, will have to be shown separately and clearly on the bill. The Agency shall be solely responsible for depositing the service tax amount claimed in the bills into the Government account and filling returns thereof.
6. The Department has right to relax Technical Qualification in case of sufficient number of quotations are not received.
7. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
8. The service providers are required to submit the complete rates/quotations, only after satisfying each and every condition laid down in the terms and conditions.
9. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, rates indicated in figures shall prevail. All overwriting / cutting, insertions shall be authenticated and attested.
10. Rates / Quotations shall be submitted and signed by the firm with its current business address.
- 11. The bidder shall sign and stamp each page of this tender document and other enclosures appended to it as a token of having read and understood the term conditions contained herein and submit the same. Anybody who doesn't file signed tender document along with their technical bid will not be considered.**
12. The Contractors/Service Provider will have to comply with the rates/quotations specification and all terms and conditions of the contract. No deviation in terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates / quotations and accepted by the department.
13. 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.
14. The Technical bids will be opened on **23.12.2019 at 11.30 a.m.** at Addl. Commissioner of Income Tax, Kalaburagi Range, Kalaburagi, in the presence of the Tender committee and respective representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies shall consequently be opened on the same day in the presence of available representatives.
15. The tender details are also available on the **Notice Board at Income Tax Office, Kalaburagi** and on the website of Central Public Procurement Portal (e-Publishing), Government of

India at www.eprocure.gov.in/epublish/app and Income Tax Department, Bengaluru's departmental website at www.incometaxbengaluru.in.

16. Preference shall be given to those agencies which have an office locally in Kalaburagi City to manage their business operations. Agencies shall clearly mention their communication address at Kalaburagi City.

17. Agencies applying for the tender should not be declared as offenders/defaulters of any law/dues by other Government Agencies. Competent Authorities in the agency should provide a 'self declaration' regarding the same.

18. For any clarification in the matter, kindly contact the **Addl. Commissioner of Income Tax, Kalaburagi Range, Kalaburagi, Ayakar Bhavan, Seedam Road, Kalaburagi.**

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)

- 1. Name of the Party :
- 2. Address (with telephone No., Fax No. & email ID) :
 - (a) Registered Office :
 - (b) Local (Kalaburagi City) Office :
- 3. Name & address of the Proprietor / Partner Partners / Directors (with Mobile No. & E-mail) :
- 4. Contact person(s) (with Mobile No. & E-mail) :
- 5. No. of years of experience in providing Services of skilled/unskilled personnel (See Note 1) :
- 6. Permanent Account Number (See Note 2) :
- 7. GST Registration Number :
- 8. ESIC Registration No. (See Note 3) :
- 9. EPF Registration No. (See Note 4) :

DECLARATION

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

DATE :
PLACE :

Signature of the Bidder with seal

Note 1: Provide list of all existing customer along with their addresses. Enclose performance reports from customers, if any.

Note 2: Enclose computation of income, Balance Sheet & P & L A/c for F.Y.2016-17, F.Y. 2017-18, F.Y. 2018-19.

Note 3: Provide ECR filed for the months of June 2019 & July 2019.

Note4: Provide ECR filed for the months of June 2019 & July 2019.

ANNEXURE - 2 (FINANCIAL BID)

To:
The Addl. Commissioner of Income Tax,
"AayakarBhavan", Sedam Road,
Kalaburagi- 585105.

Sir,

Sub: Submission of quotations for hiring of man power for Housekeeping services and Security services at Income Tax Office, Kalaburagi & Yadgir - Reg.

Ref: F.No. 81/Addl.CIT/KLB/2019-20, Dated : 03/12/2019.

With reference to the above, I/We hereby submit the quotation for hiring of Man power for Housekeeping services and Security services at Income Tax Office, Kalaburagi & Yadgir.

Details of bid:

No.	Description (Rate per personnel per Month)	Housekeeping Staff	Security Guard
1	Basic		
2	DA		
3	Total (1+2)		
4	EPF		
5	ESIC		
6	Total (3+4+5)		
7	Contractor Service Charges		
8	Total (6+7)		
9	GST		
10	Total (8+9)		

DATE :
PLACE :

Signature of the Bidder with seal