



GOVERNMENT OF INDIA
INCOME – TAX DEPARTMENT
OFFICE OF THE ADDL. DIRECTOR OF INCOME TAX [INV.],
ALBUQUERQUE HOUSE, PANDESHWAR, MANGALURU – 575001, KARNATAKA
TELE FAX: 0824 2425600

F.No.68 /E-tender/Security/MNG/Addl. DIT(INV)/2019-20

Dated: 16.08.2019

NOTICE INVITING TENDERS FOR HIRING OF MANPOWER FOR SECURITY SERVICES.

Sealed tenders are invited for hiring of 3 (Three) numbers of manpower for security services at the O/o- Addl. Director of Income-tax (Investigation), Mangaluru as mentioned below:

Hiring of manpower for security services will be initially for a period of 1 (One) year which is extendable for further 1 (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 O/o- Addl. Director of Income-tax (Investigation), Mangaluru on all working days from 16.08.2019 to 30.08.2019 on payment of ₹500/- (Non-refundable) by demand draft of State Bank of India in favour of ZAO, CBDT, Panaji. The duly filled-in tender applications in a closed/sealed envelope may be submitted in the O/o- Addl. Director of Income-tax (Investigation), Mangaluru at the above address latest by 4 P.M. on 30.08.2019. The bids shall be opened on 04.09.2019 at 12 P.M. 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.org

(Parameshwara M.
Income-tax Officer (Inv.) & DDO
For Addl. Director of Income-tax (Inv.),
Mangaluru

Copy to:

1. The Public Relations Officer, O/o- the Pr.CCIT, No.1, C.R. Building Queens Road, Bangalore with a request to upload the above notice and tender document enclosed herewith on the departmental website www.incometaxbengaluru.org.
2. The notice board of Addl.DIT (inv) Office, Mangaluru.



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SECTION-II
DOMESTIC COMPETITIVE BIDDING
(Through Tender)

Tender F.No. SecurityGuards/Addl.DIT/Inv./Mng/2019-20, dated 16.08.2019

| | |
|--|---|
| Name of the work | Supply of Manpower for security services (03 Nos) (24 X 7) for Office of the Addl. Director of Income-tax (Inv.), Mangalore. |
| Last Date & Time for receipt of Bid | 30.08.2019 up to 4 P.M. |
| Last Date & Time for submitting Bid | 30.08.2019 up to 4 P.M. |
| Time & Date of Openine of Bid | 04.09.2019 up to 11.30 P.M. |
| Place of Opening of Bid | O/o- Addl. Director of Income-tax (Investigation), Albuquerque House, Opposite Forum Fiza Mall, Pandeshwar, Mangalore- 575001, Karnataka. |
| Office from where the tender documents can be obtained and submitted | O/o- Addl. Director of Income-tax (Investigation), Albuquerque House, Opposite Forum Fiza Mall, Pandeshwar, Mangalore- 575001, Karnataka. |

(Parameshwara M.)
Income-tax Officer (Inv.) &DDO,
For Addl. Director of Income-tax (Inv.),
Mangaluru.

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.500/- (Non-refundable) by Demand Draft of State Bank of India, drawn in favour of ZAO, CBDT, Panaji.
4. No bid will be considered unless the bid made for supplying Manpower for at least 1 (One) year. Any bid for supply of Manpower for duration less than 1 (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 and supporting documents in SEALED cover super scribed "**Tender for Hiring of Manpower for Security Guards for Office of the Addl. Director of Income-tax (Inv.), Mangalore**" should reach the Office of the Addl. Director of Income-tax (Investigation), Albuquerque House, Opposite Forum Fiza Mall, Pandeshwar, Mangalore- 575001, Karnataka before the due date. Late bids will not 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.

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 for a period of 12 months.
2. The agency should have obtained license from the appropriate controlling authority.
3. Guards posted in Income Tax Office premises should be literate and 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 firefighting.
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 ₹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 be deployed.
9. Close liaison should be maintained with our officer-in-charge concerned for smooth and efficient performance of duties of your security guards.
10. Income Tax will be deducted at source as per the income tax rules from the monthly bills.
11. The security guards should be covered under 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 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 felt 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 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 wage 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 with 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 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 contract 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 person by him shall visit the premises to inspect and ensure that watch and ward work is carried on in a proper manner.
22. The proprietor or any person's authorized person shall meet the Addl. Director of Income-tax (Inv.), Mangalore/D.D.O, Mangalore/Inspector of Income Tax, O/o-Addl. Director of Income-tax (Investigation), Albuquerque House, Opposite Forum Fiza Mall, Pandeshwar, Mangalore-575001, Karnataka, 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 guards engaged by the department, the department shall not be responsible for such injury, damage, etc., to the guards 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 guards 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 by 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 Manpower 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

DD No. _____ Date _____

Bank _____

This is to certify that the information furnished is true and correct. I/We also certify that I/we 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)

FORMAT FOR FINANCIAL BID

Quotation for Hiring of Manpower for Security Services (03 Nos) for the Office of Addl. Director of Income-Tax (Inv.), Mangaluru

| Sl. | Particulars | (Rate in Figure & words) |
|-----|---|--------------------------|
| 1 | Monthly wages per person including Basic+DA Per day Rs. _____ x 30 Days | Rs. Rupees:..... |
| 2 | EPF, Employers Contributions (%) on Basic+DA | Rs. Rupees:..... |
| 3 | ESI, Employers Contributions (%) on Basic+DA | Rs. Rupees:..... |
| 4 | Bonus, (%) on Basic+DA | Rs. Rupees:..... |
| 5 | Sub Total-A, | Rs. |
| 6 | Service charges (%) On Sub Total-A | Rs. Rupees:..... |
| 7 | Any other charges such as Labour license, ID cards, Badges, Uniform, & licenses for statutory compliances, etc.. (%) | Rs. Rupees:..... |
| 8 | Sub Total-B, | Rs. |
| 9 | GST (%) On Sub Total-B | Rs. Rupees:..... |
| | Grand Total | Rs. |

Grand total in words: _____ Only)

Any other points to be mentioned:

Note: Rate quoted shall be exclusive of all taxes, duties, fees, royalties, cess, etc., as applicable from time to time, which has to be shown separately.

Rate quoted for Man power shall be as per Central Minimum Wages Act as prevailing in the Centre, and inclusive of variable VDA, ESI, EPF, BONUS, EDLI, etc. as on the date of submitting the bid and should not contain any component of Management fee. The management fee should be quoted in the Abstract.

Rate quoted for Man power shall indicate separately Central Minimum Wages Act , VDA, ESI , EPF, BONUS, EDLI, etc.

Signature of Bidder:

Place:

Date:

Name of the Signatory: