



OFFICE OF THE PRINCIPAL DIRECTOR OF INCOME TAX (INV.) PANAJI  
प्रधान आयकर निदेशक (अन्वेषण) का कार्यालय, पणजी/3<sup>rd</sup> floor, Right Wing, Tristar Building, Plot  
No.13-B, EDC Complex, Patto, Panaji,-403 001.Goa  
तीसरा तल, दाया विंग, ट्राई स्टार भवन, भूखंड संख्या-13-B ई.डी.सी. परिसर, पट्टो, पणजी-४०३००१, गोवा  
Phone/फ़ोन: (0832) 2438449. Fax/ फ़ैक्स: (0832) 2438449

F.No. /PDIT(Inv)/PNJ/2020-21

Dated:19/05/2020

**NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES**

Sealed tenders are invited from reputed agencies for providing of Security Services at Office of Principal Director of Income Tax(Inv.), 3<sup>rd</sup> Floor. Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-403001. The probable requirement is as under :-

| OFFICE PREMISES   | REQUIREMENT |
|---|-------------|
| Principal Director of Income Tax(Inv.), 3 <sup>rd</sup> Floor.<br>Right Wing, Tristar Building, Plot No. 13-B, EDC<br>Complex, Patto, Panaji-403001 | 6(Six)      |

- 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 Security service is given in the terms and conditions.
- Interested agencies may send sealed bids in the manner specified in the tender document to the Pr. Director of Income Tax(Inv.), Panaji —403001 on or before 15/06/2020 up to 5.30 PM. The details of tender documents required may be obtained from the O/o Pr Director of Income Tax(Inv.), 3<sup>rd</sup> Floor. Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-403001 from 26/05/2020 to 15/06/2020 (up to 01.00 PM) on any working day. Alternatively, the tender documents may be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in). All bidders are required to strictly comply with the specifications as instructed in ANNEXURE-I & ANNEXURE-II.
- The Technical bids will be opened on 17/06/2020 at 11.30 AM at the O/o Pr Director of Income Tax(Inv.), 3<sup>rd</sup> Floor. Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-403001 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 representatives available.
- The Income Tax Department reserves the right to accept or reject any tender qualify certain omissions/commission as curable detects and provide additional time to the bidders to rectify the same.

  
19/05/2020  
(रोहित नगर, भा. रा. स. / Rohit Nagar, I.R.S.)

(सहायक आयकर निदेशक (मुख्यालय)  
Asst. Director of Income Tax (HQ)  
प्र.आयकर निदेशक(अन्वे.) का कार्यालय, पणजी  
O/o Pr. Director of Income Tax(Inv), Panaji.

## TERMS AND CONDITIONS APPLICABLE FOR SECURITY SERVICES

Sealed tenders are invited from reputed agencies for providing Security Services on contractual basis on the following terms and conditions.

### A. GENERAL TERMS AND CONDITIONS.

1. The nature of duties of Security Guards:

a) The duties of the security guards would broadly include performing the security services round the clock.

2. Security Guards should have the following qualifications:

- a) The Personnel for Security Guard should have the age between 21 to 50 years.
- b) The Personnel should be able to work till late hours.

3. The working hours for Security Guard will be 08 Hours per Personnel ( i.e. 8 hour X 3 personnel = 24 Hours ). The duty days will be 365 Days round the clock. The personnel who has completed his 8 hours duty shift, should not be allowed to continue in the next shift. **The payment will be made on the basis of attendance.**

4. The total number of 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 basic, bonus, gratuity etc** to the personnel as applicable to them under law. The service provider to pay the prevailing wages prescribed by the **Minimum Wages Act of the Government of India** to the skilled / unskilled staff.

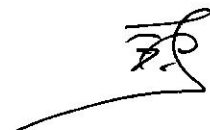


11. The payment shall be made to the Service Provider on or before 10th of the following month. At the time of submission of bill for payment, the Contractor/Service Provider shall submit the proof for the previous payment made towards statutory liabilities. The Service Provider shall make only statutory deduction from the salary paid to the personnel.
12. Payment to the Service Provider shall be made by the **Department through the Zonal Accounts Office, Panaji**, via-e-payment/NEFT/RTGS only, on presentation of the bill. **Income-tax shall be deducted at source (TDS) & CGST & SCST** as per the rates notified by the Income-Tax Department and GST 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 **one year from the date of agreement executed**. 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 with shoes, identification cards, Torch and Stick** shall be provided by the contractor/bidder to the persons deployed as Security Guards (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 Security Guards (skilled/unskilled) 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 staffs 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 **"Joint Director of Income Tax(Inv.), 3<sup>rd</sup> Floor. Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-403001"** and submitted latest by **15/05/2020 up to 4.00 PM**
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, at the office of A DIT( Inv.) Panaji, 3<sup>rd</sup> Floor. Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-403001.
3. The bidders shall submit their bid in a sealed envelope super-scribing **"Tender for providing of Security Services at Assistant Director of Income Tax(Inv.), Panaji"**, 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 or 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. **The bidder 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 term and conditions contained herein and submit the same. Anybody who doesn't file signed tender document along with their technical bid will not be considered.**
11. 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.



12. 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.

13. The Technical bids will be opened on 17.06.2020 at 11.30 AM at Joint Director of Income Tax, Panaji 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 ADIT(Inv.), Panaji**

16. Preference shall be given to those agencies which have an office locally in Panaji City to manage their business operations. Agencies shall clearly mention their communication address at Panaji 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 Assistant Director of Income Tax(Inv.), 3<sup>rd</sup> Floor, Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-403001.

A handwritten signature in black ink, consisting of stylized, cursive letters, likely representing the name of the Assistant Director of Income Tax mentioned in the text.

**ANNEXURE -1 (TECHNICAL RID)**

Name of the Party

Address (with telephone No., Fax No. & email ID)

(a) Registered Office

(b) Local (Panaji 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. Service Tax Registration Number/GST Registration Number:

8. [ESIC Registration No. (See Note 3)

9. EPF Registration No. (See Note 4)

[P17 Re2istration 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.

(Signature of Authorized Signatory with date)

**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 & I, A/c for F.Y.2017- 18. F.Y. 2018-19. 1...Y. 2019-20.

**Note 3:** Provide ECR filed for the months of March 2020 & April 2020.



**ANNEXURE (FINANCIAL BID)**

1. Name of the Party
2. Address (with telephone No., Fax No.-)
3. Name & address of the Proprietor /
4. Partners / Directors (with Mobile No. & E-mail)
5. Contact person(s) (with Mobile No. & E-mail)
6. Rate per personnel per day (Both in words and figures)

| No. | Description                        | Security Guard |
|-----|------------------------------------|----------------|
| 1.  | Basic                              |                |
| 2.  | DA                                 |                |
| 3.  | Other Charges (*Washing Allowance) |                |
| 4.  | Total (1+ 2+3)                     |                |
| 5.  | EPF                                |                |
| 6.  | ESIC                               |                |
| 7.  | Bonus                              |                |
| 8.  | Total (5+6+7)                      |                |
| 9.  | Leave                              |                |
| 10. | Gratuity                           |                |
| 11. | Total (9+10)                       |                |
| 12. | Total (4+8+11)                     |                |
| 13. | Contractor Service Charges         |                |
| 14. | Total (12+13)                      |                |
| 15. | Service Tax/GST                    |                |
| 16. | Total (14+15)                      |                |
| 17. | Net payable to Security Guard      |                |

\*Applicable for unskilled security guard.

**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 We Department in future.

(Signature of Authorized Signatory with date)

