



भारत सरकार /GOVERNMENT OF INDIA

आयकर विभाग/INCOME TAX DEPARTMENT

प्रधान मुख्य आयकर आयुक्त का कार्यालय, तमिलनाडु,
O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TAMILNADU
121, महात्मा गाँधी रोड, नुंगम्बाक्कम, चेन्नै 1, चेन्नै
121, Mahatma Gandhi Road, Nungambakkam, Chennai-600 034.
Phone No 044-28338318 Fax No 28338596
Website: www.tninetax.gov.in E mail : itstateschn.tn@nic.in

NOTICE INVITING TENDER

The Income Tax Department, Chennai invites sealed tenders only from reputed **Firms / Companies** engaged in the business of **SECURITY SERVICES** to provide Security Personnel for various Income Tax Offices in Chennai City (as per Annexure III) for a period of one year and the contract can be renewed for further period. Tender forms along with terms and conditions can be obtained from the Office of the Chief Commissioner of Income Tax (Hall No.5) Ground Floor, Aayakar Bhawan, Main Building, 121, Mahatma Gandhi Road, Chennai-34 on payment of ₹ 500/- in Cash upto 5:00 PM on 28/11/14. Tender document can also be downloaded from the website: www.tninetax.gov.in.

Last Date :
Submission of Tender: 01/12/2014 4.30 PM
Opening of Tender : 02/12/2014 2.30 PM

-Sd-

(M MATHIVANAN)
ADDL. COMMISSIONER OF INCOME TAX (H.Q)(ADMN.)
FOR CHIEF COMMISSIONER OF INCOME TAX, CHENNAI.

NOTICE INVITING TENDER
PROVISION OF SECURITY GUARDS

The Income Tax Department invites sealed tenders only from reputed / authorised firms / companies engaged in the business of providing security services to engage 126 trained civilian security guards and 3 trained Assistant Security Officers / Supervisors on monthly basis for various Income Tax Offices located at Chennai City (as per Annexure III) for the period of one year (renewable for further period on performance appraisal)

The income tax department also reserves the right to accept or reject any bid and to annul the bidding process at any time without thereby incurring any liability to the affected Bidder or Bidders.

TENDERING PROCESS:

Tender is invited in two parts i.e. **(1) Qualifying / Technical bid and (2) Financial bid**. The tender form for Quality / Technical bid prescribed in **Annexure-I** and the tender form for the financial bid in proforma prescribed in **Annexure-II** complete in all respects should be submitted at the Estates Section in two separate sealed covers addressed to the Additional Commissioner of Income Tax (H.Q)(Admin.), O/o PrCCIT Tamilnadu, by 4:30 PM on 01/12/2014. The sealed covers may be superscribed with **“Qualifying Bid – Contract for provision of Security guards”** and **“Financial Bid – Contract for provision of security guards”** respectively. It will be opened by the undersigned on 02/12/2014 at **02:30 p.m** in the presence of bidders. Incomplete bid document will be rejected. The valid qualifying bids will be scrutinised by the Department to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the undersigned on a subsequent date. Late submission of tenders will not be accepted.

Earnest Money Deposit of ₹.50,000/- (Rupees fifty thousand only) per application in the form of Demand Draft / Banker’s Cheque of Scheduled Bank drawn in favour of The DDO, O/o the Principal Chief Commissioner of Income Tax, Tamil Nadu, Chennai – 34 should accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process.

The successful bidder of the contract has to submit a Performance Guarantee either by way of fixed Deposit or Bank Guarantee Receipt of ₹.5,00,000/-(Rupees five lakhs only) within three days from the day of obtaining the contract.

The tenderer shall sign and seal each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure I,II,III and IV enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexure will also have to be signed and stamped by the firm through its authorised signatory.

Tender quotation should contain the rates per guard and supervisor / ASO per eight hour duty per month, separately. The rate should be exclusive of Service Tax. The rates quoted shall be as per the Central Government Minimum Wages Act only.

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

Eligibility Criteria

The invitation for bids is open to agencies fulfilling the eligibility criteria as per below:

1. The applicant contractor shall have a regular office at Chennai.
2. The applicant contractor shall have a license certificate as per Private Securities Regulation Act.
4. The bidder must have ESI Registration, EPF Registration and Service Tax Registration as on the date of submission of tender.
5. The applicant contractor should have provided minimum 200 guards to a single site at a time in the financial year 2012-13 or 2013-14. A certificate from the organisation has to be enclosed along with technical bid.
6. The Applicant contractor (Security agency) should have been in the business of providing security guards and services for a minimum 3 years i.e Since FY 2011-12.
7. The annual turnover of the Applicant contractor should not be less than ₹.3.00 Crore in the financial year 2011-12, 2012-13 and 2013-14.

8. The Applicant contractor should be in possession of requisite license from State Government or other component authorities for running security agency.
9. The security Agency should have registered in Central / State Government for engaging a minimum of 200 Security Guards.
10. The applicant contractor should have a reputed client list. (details to be furnished)
11. The applicant contractor should be in a position to supply the requisite number of guards within 7 days of execution of agreement.
12. The applicant contractor should be able to provide additional guards required by the department during the currency of the contract.

Terms and Conditions:

1. No bid will be considered unless all the pages of documents comprising the bid or properly signed and stamped by the persons authorised to do so.
2. In the event of bid being accepted, the bid will be converted into a contract which will be governed by the terms and conditions given in the bid document.
3. The Income Tax Department does not bind itself to accept the lowest bid.
4. The agency shall acknowledge that it has made itself fully acquainted with all the conditions and circumstances under which this service is required under the contract will have to be provided and the terms clause and conditions specifications and other details of the contract The agency shall not be plead ignorance of any matter as an excuse for deficiency in service or failure to perform with a view to asking for increase of any rates agreed to in the contract or for evading any of its obligations under the contract.
5. In the event of agency failing to fulfil or committing any breach of any of the terms and conditions of this contract or indulging in following omission or commission then without prejudice to the Income Tax department is white and remedies to which otherwise, the Income Tax Department, shall be entitled, the contract shall be terminated forthwith, forfeit a security deposit and to blacklist the agency and execute the work or arranged otherwise to agencies have an idea or discussion of Income tax Department. The cost of such works shall be recoverable from the agency.

(a). If the agency or its agents or employees or found guilty of fraud in respect of the contract or any other contract entered into by the agency or any of its partners representative thereof with the Income Tax Department.

(b) If the agency or any of its partner becomes insolvent or applies for relief as insolvent data or commences in the insolvency proceedings or makes any composition with its or their creditors or attempts to do so or if

(c) At any time during the pendency of this contract, it comes to the notice of Income Tax department that the agency has misled by giving false or incorrect information.

6. The agency will be responsible for the conduct of all workers deployed by it and will be legally liable for any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the agency or any of the workers agents and others deployed by the agency in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. Income Tax Department will not be liable for any others deployed by the commission of any of the workers, agents any others deployed by the agency in the course of providing any services stated in the contract.

7. The Income Tax Department shall not be liable for any compensation, claims or damages etc due to any accident, injury or harm to any person deployed by the agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with the duties and Income Tax Department shall be indemnified by the agency for all such claims.

8. Without prejudice to the proofreading terms of the contract, the agency will be liable to reimburse Income Tax Department of any cost or legal liability penalty fine imposed on the Income Tax Department by any authority, because of any misconduct or any omission or commission whether intentional or otherwise, after agency or any of the workers deployed by the agency in the course of providing any services stated this contract.

9. It shall be the responsibility of the agency to comply with the provisions of various labour laws. The agency shall faithfully discharge of the liabilities under the labour laws. The agency shall indemnify the Income

Tax Department against the claims arising out of non-fulfilment of obligations by him under the various labour laws.

10. The agency shall comply with all legal obligations of State and Central Government. The Income Tax Department shall not be liable for any contravention or non-compliance on the part of the agency. Any contravention or non-compliance on the part of the agency would be construed as a sufficient ground for termination of the contract at the discretion of Income Tax Department. Notwithstanding, in the event of Income Tax Department being imposed with any penalty or fine etc by any agency to any authority due to any statutory law, rules or regulations etc the Income Tax Department reserves the right to recover such fine or penalty etc from the agency from the agency by way of recovering from the bills varies by the agency or by any other means.

11. The Income Tax Department may discontinue the contract at any point of time, by giving notice of at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to agency or any other person.

12. The agency shall discontinue the contract at any point of time by giving notice at least 60 days before the intended date of discontinuance. But it will amount to forfeiture of its security deposit submitted by it in case of discontinuation without notice and notice less than 60 days prior to the intended date of discontinuation. Income Tax Department will have the right to claim damages and recover them from the payments due to the agency or by any other means in addition to forfeiting a security deposit of the agency.

13. Employment card must be issued to the employees and the wages must be paid on them on acquaintance roll by the tenth day of every month. Before submission of bills by the agency to Income Tax department for payment against the jobs carried out by him a certificate will have to be submitted by the agency of having paid in full to the workers employed by them.

14. The workers employed by the agency will not be treated as employees of the Income Tax Department for any purpose whatsoever.

15. The Income Tax department shall have a right to periodical inspection with a view to ensuring state and hence to deployment of all categories of guards at the designated properties and spots.

16. The agency shall be required to enter into an agreement on a non-judicial stamp paper of not less than rupees 100 on receiving the

intimation of letter of intend and to start work within seven days of the signing of a deed of agreement.

17. A bio metric attendance recorder shall be installed by the service provider in the campus at 121 M G Road, Nungambakkam Chennai 34 and the data shall be linked to the Estate Section at 121 M G Road.

Scope of Work:

1. The agency shall provide security services and the various officers of Income Tax Department as per **Annexure III**, with requisite security guards in various categories on all days including Saturdays, Sundays and National holidays.

2. The personnel deployed shall be capable of handling the CCTV Cameras that have been installed / to be installed in various premises.

3. The agency shall provide around the clock high standard security on a 24 x 7 basis on all the days to safeguard the devices and assets of the Income Tax Department. The agency shall ensure full security to the premises and its property from pilferages and maintain the standard security norms to protect the above premises from other insecurities.

4. The agency shall ensure proper locking of the premises, common area etc. In case of any theft, breakage, pilferage of any furniture or fittings, furniture, equipment etc, the responsibility shall be of the security personnel and the security personal shall report the same to the controlling authorities immediately. If after departmental enquiry it is found that the loss occurred due to the negligence of the security guard on duty, the income Tax department will have full powers to recover the loss in full or adjust from the dues of the agency or by any other means.

5. Income Tax Department may increase or decrease the required number of manpower and the agency shall be bound to provide or at just the person accordingly and should be constructed as part of agency's performance.

6. The agency shall submit bio data along with identity proof, and as proof of its security guards duly verified before commencement of the contract.

7. The guards deployed should have attended the required training programme and relevant certificates shall be produced before deployment.

8. During surprise checks by any of the authorised officers of Income Tax Department, if a particular guard is found negligent or sleeping or drunk on duty or indulging in the abuse of habit forming substance is, the

agencies will have to replace the guard with any proper and fit person without questioning the decision of the officer concerned of the Department.

9. The agency shall ensure immediate identification and proper handling of unclaimed material or goods lying in nearby premises.

10. The agency shall ensure immediate communication to controlling authority of any reportable incidents as.

11. The agency shall maintain proper register or logbook of security personnel.

12. The agency shall maintain proper uniform, Identity cards, badges, whistle, lathi, emergency lamps, torch, umbrellas raincoats etc to supervisor and guards deployed at the premises of the Income tax Department.

13. All the security guards posted shall be in sound health.

14. The rotation of duties shall be effected at various locations. They should note on the entry and movement of the vehicles, men and material. They should collect a pass or delivery challans issued by the officer in charge for the outgoing and incoming materials or items.

15. The security guards should maintain utmost vigil and shall be on rounds in the duty areas allotted at frequent intervals of time. Any shortcomings in this issue will be dealt with seriously and action will be initiated which may include termination of contract.

16. The security guards should not accept any registered post, speed post or any signed a document from Courier agency on any working day or holidays.

17. The behaviour of the deployed manpower by the agency for the security duty so order shall be of decent nature and should cooperate with the officials, visiting guests. If in case of a report of any complaint on the issue or is found breaching this aspect, this guard or supervisor shall be instantly removed from the duty by the agency and the decision of the controlling authorities, will be final and binding on the agency.

18. No accommodation shall be provided to the security guards or supervisor inside the complex.

19. The agency shall arrange a suitable accommodation for the stay in nearby areas if required so.

20. The performance guarantee shall be kept in the custody of Income Tax Department till the expiry of the contract and will bear no interest. The performance guarantee will be refunded to the agency after deducting any financial liabilities, which the agency owes Income tax department. If the financial liabilities are more than performance guarantee, the agency will be legally bound to pay the balance liability within seven days from the date of issue of notice for discontinuance of the contracts awarded.

21. Income Tax as applicable will be deducted at source from each bill for which necessary PAN is required to be provided.

22. The work shall be executed as per the directions and to the satisfaction of the officer in charge.

23. The guards should be in the age group of 25 to 45 years.

24. The guards should have an educational qualification of at least 10th pass.

25. The agency shall have insurance coverage for the workers and follow all safety measures during the work execution. Any liability occurring during work such as accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the agency only and the Income Tax Department will not be responsible in any manner.

26. The contract will be terminated by the competent authority if the performance of the agency is found unsatisfactory at any point of time.

27. During the contract period, the agency shall make salary and other payments and provide other things in time without waiting for the bill payments passed and paid by the Income Tax department. **In case it is seen that the payments of salaries have been withheld for the reason that the same have not been paid by the department, the service provider shall be debarred from participating in the next tender to be floated by the department.**

28. The agency shall have its own monitoring system to ensure that the guards are available at the designated points during their working shifts.

29. The contractor shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security guards should be provided in the event of sickness or in any other circumstances when the guard is absent. The guards must report to duty strictly for eight hours. Seven days a week as per the roaster or duty schedule to be prepared in this regard. This shall exclude the half-an-hour lunch break, turn by turn.

30. The expenses on uniforms, other accessories rain wear etc shall be borne by the contractor alone.

31. A log sheet specifying daily reporting and relieving time of security guards shall be maintained by each guard. The contractor should submit the dully filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.

32. The security guards hired should satisfy the following conditions:

a. Guards should wear the uniform, while on duty, prescribed by the contractor.

b. Guards should have undergone proper training on all security related issues, should be decent and well behaved.

c. Once the guard has been allotted a spot / site he shall remain in the same position till he is shifted.

33. In case of security guard remaining absent on duty, a substitute shall be provided by the contractor immediately. In case a substitute is not provided, proportionate contract charges are liable to be deducted from the contract charges payable. In addition to the above, the penalty may also be levied for late reporting / non-reporting of guards.

34. In case of non-compliance of the poor terms and conditions of the contract, the penalty may be levied on the basis of certificate signed by the controlling authority. There is a penalty for some of the defaults are as under

Serial number	Nature of default	Penalty rupees
1	Late reporting	100 per day
2	Non reporting	500 per day
3	Refusal of duties	500 per instance
4	Non-observation of a dress code	100 per instance
5	Change of security guards without permission	100 per instance

Technical Bid:

The Technical bid submitted by the bidder shall include the following and the financial bids will be opened only on submission of the following along with the tender document.

1. A detailed profile of the organization to be submitted as prescribed in **Annexure IV** in the tender document.

2. Details of clients where more than 200 security guards were employed in a site in the FY 2012-13 or 2013-14. Certificate to be enclosed.

3. Full particulars of Govt. or other organizations, where the agency has carried out security services contract for a period of more than two years (Self attested copies of the relevant work orders are to be enclosed.

4. Copy of Audited Balance Sheet Profit and Loss Account and Income Tax return particulars of the bidders for the Financial years 2011-12, 2012-13 and 2013-14 (Assessment years 2012-13, 2013-14 and 2014-15) are to be submitted.

5. Copy of the Private Securities Regulation Act License / Certificate issued by the Inspector General of Police Tamilnadu

6. A copy of PAN Card.

7. Copy of Registration with the Labour Commission having jurisdiction over the territory in which services are sought to be provided by the Agency under this contract. In case the agency is exempted from obtaining such registration, the agency is required to produce an affidavit signed by the authorised signatory of the agency that their agency is exempted and is not required to obtain any such registration or approval or order from the labour Commissioner.

8. A statement of remittance made to ESI and PF for the FY 2013-14 for all the contracts that are running during the financial year 2013-14 should be submitted. ESI should have been paid with 21 days of the month following in which the wages fall due. EPF should have been remitted with 15 days from the close of every month In case of failure to submit this statement, the tenderer will be disqualified and the Financial Bid will not be opened. Further if it is noticed that there is frequent delay in remittances, the financial bids of such tenderer will not be opened.

9. Information regarding any litigation, current or during the last three years in which the bidder was / is involved, the opposite parties(s) and the disputed amount.

10. Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with

the reasons for the same (copies of the relavant documents to be enclosed). As undertaking to the above to be submitted.

11. During the evaluation of the bids, the income Tax Department may at its discretion ask the bidder for clarification of its bid.

Place : Chennai

Date :

-Sd-
(M.MATHIVANAN)
ADDL. COMMISSIONER OF INCOME TAX (HQ)(ADMIN)
FOR THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX TAMILNADU

QUALIFYING/TECHNICAL BID

To
The Principal Chief Commissioner of Income Tax,
Tamilnadu

Ref:
Tender for providing security services – Reg.

Sir,
I / We hereby undertake to provide security guards at various premises of Income Tax Department, Chennai as specified in the Bid / Tender document. I / We shall be bound by a communication of acceptance issued by you.

I / We have understood the instructions to a bidders and terms and conditions of contract as specified in the tender document and have thoroughly examined the specifications of services to be rendered and are fully aware of the nature of the services to be rendered and my / our offer is to provide the services strictly in accordance with the requirements.

Certified that I / We have the experience of more than 3 years in providing security services and related works. Certified copies of atleast two years are enclosed with the bid.

Certified that my / our annual turnover is not less than 3 crore in the FY 2011-12, 2012-13 and 2013-14.

Certified that we have a regular office at Chennai.

A detailed profile of the organisation as prescribed in **Annexure IV** in the tender document is enclosed with the bid. Other details required to be submitted with the bid as per the bid document are also enclosed as follows:

(a) Copies of Valid Empanelment Certificate from the appropriate authority for undertaking security service contract.

(b) List of reputed clients along with documentary evidence (Self attested copies of the relevant work orders are to be enclosed)

(c) Certificates to the effect that we have employed more than 200 guards in one site in the FY 2012-13 OR 2013-14.

(d) Copy of audited balance sheet, profit and loss account of the bidder for the previous three financial years 2011-12, 2012-13 and 2013-14.

(e) Copy of the Private Securities Regulation Act License / Certificate.

(f) A copy of PAN Card.

(g) Copy of Registration with labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the agency under this contract. In case the agency is exempted from obtaining

such Registration or approval or order from the Labour Commissioner, the agency is required to produce an affidavit signed by the authorised signatory of the agency that their firm is exempted and is not required to obtain any such registration or approval or order from the Labour Commissioner.

(h) Note on compliance of liabilities and obligations of State and Central Government.

(i) Information regarding any litigation current or during the last three years in which the bidder was / is involved, the opposite party(s) and the disputed amount.

(j) Details regarding any work order that was abandoned at any stage prematurely terminated or resulted in inordinate delay along with reasons for the same (Copies of relevant documents to be enclosed)

(k) Earnest Money Deposit of ₹. 50,000/- by means of Demand Draft / Pay Order drawn in favour of the DDO, O/o The PrCCIT Tamilnadu payable at Chennai.

Yours faithfully

Signature and Stamp of the bidder or
Authorised signatory

Dated thisday of of 2014
Telephone..... Email.....
Fax.....
Address
.....
.....
.....

Company Seal

Signature of bidder

FINANCIAL BID DOCUMENT

1. Name of the Registered Firm/ Company:
2. Address of the Company
(with Tel No., Fax & E-mail) :
3. Name & Address of the Partners / Directors
(With mobile No.)
4. Contact Persons(s) (with mobile number) :

5. Rate per person on eight hour duty per month: (as per Central Government Minimum Wages Act only)

S.No	Details	Per Guard for 30 man days	Per ASO for 30 man Days
1	Basic		
2	DA		
3	Total		
4	HRA		
5	Conveyance Allowance		
6	Washing Allowance		
7	ESI		
8	Provident Fund		
9	Bonus		
10	Gratuity		
11	Leave Encashment		
12	Reliever charges		
13	Labour Welfare Fund		
14	Clothing		
15	Total (3) to (14)		
16	Agency Commission		
17	Total		

Total Charges

For guards for 30 man days ₹

For ASO for 30 man days ₹

Total value of contract for 12 months excluding service Tax ₹

(Signatory of the Authorised Signatory with date)

List of places where security services are to be provided

S. No	Place	ASO I Shift	ASO II Shift	ASO III Shift	Total
1	121 M G Road, Nungambakaam Chennai 34	1	1	1	3
	Total	1	1	1	3

S.No	Place	Guards for I shift	Guards for II shift	Guards for III shift	Total
1	121 M G Road, Nungambakaam Chennai 34	18	18	11	47
2	46 M G Road, Nungambakaam Chennai 34	3	3	3	9
3	Munduchur Road, Tambaram	1	1	1	3
4	Ramakrishna Street, Tambaram	2	2	2	6
5	Income Tax Office, Kancheepuram	0	1	1	2
6	Income Tax Office, Vellore	0	1	1	2
7	Residential area M G Road Nungambakkam	2	2	2	6
8	Residential Area SAF Games Quarters Koyambedu	1	1	1	3
9	Residential Area C R Colony Anna Nagar	8	8	8	24
10	Residential area Bazullah Road	2	2	2	6
11	Residential area Baracca Road	3	3	3	9
12	AR Property at L B Road, Adayar Chennai	1	1	1	3
13	AR Property at 109 & 110 Anna Salai Chennai 2	1	1	1	3
14	AR Property at 36 Venkatraman Street T Nagar Chennai 17	1	1	1	3
	Total	43	45	38	126

PROFILE OF THE ORGANISATION

S.No	Description	
1	Name of the organisation	
2	Address (at Chennai) with email, phone, fax, and mobile numbers	
3	Details of Registration with Labour Commissioner having jurisdiction over territory or exemption certificate if any	
4	Year of establishment of the organisation	
5	Years of experience in execution of security contracts (as Firm or Company)	
6	PAN / TIN No (Copies to be enclosed)	
7	Service Tax No (Copies to be enclosed)	
8	ESI and EPF registration numbers	
9	Details of work executed in the last 2 years (documentary evidence to be provided) with satisfactory certificate from any two clients	
10	List of organisations where 200 or more security guards have been deployed in one site in the FY 2012-13 OR 2013-14.	

Signature and Seal of the Authorised Signatory