



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX
THANJAVUR RANGE, THANJAVUR
NO. 100, NANJIKOTTAI ROAD, THANJAVUR- 613006.

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TENDER DOCUMENT

OUTSOURCING OF **SECURITY SERVICE** FOR THE INCOME TAX OFFICE,
OFFICE OF JOINT COMMISSIONER OF INCOME TAX,
THANJAVUR RANGE, THANJAVUR- 613006



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S.F No.

Date: 11 .03.2016

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

The Office of the Joint Commissioner of Income Tax, Thanjavur Range, No. 100, Nanjikottai Road, Thanjavur-613006 invites, sealed offers from reputed PARTIES engaged in the business of providing Security Services, to provide round the clock security service in the Office premises located as detailed below, for a period of one year. (The effective date of commencing the work will be intimated on finalization of the bidding process)

DETAILS OF LOCATIONS FOR SECURITY SERVICES

Sl.No	Name & Address of the office premises	Persons to be deployed	Remarks
1.	Office of the Joint Commissioner of Income Tax, No.100, Nanji Kottai Road, Thanjavur	3 (for 8 hours) 2 (for 12 hours)	Round the clock Security Services for office.

I TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

(1) CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID

1. The Bidder should have minimum three years of experience in providing security services to various organizations like Government offices/Public sector office etc. Self attested copies of agreement/work order from two of such clients shall be provided as documentary evidence.
2. The Bidder must have ESI Registration, EPF Registration. They must also have Service Tax Registration. Copies of Registration Certificates shall be provided.
3. The Bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of PAN shall be provided.
4. Within one month from the date of awarding the contract the Successful Bidder shall obtain a License under the Contract Labour (R&A) Act, 1970.

OTHER TERMS AND CONDITIONS

1. The firm should provide round the clock security and the guard should go around the premises at regular intervals and will maintain the registers or a record for this purpose.
2. The firm should ensure that the security is arranged on all the 24 hours in a day.
3. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
4. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by the Chief Labour Commissioner (Central), any breach of this condition will render this contract liable for immediate termination without any prior notice and the same would be dealt with accordingly.
5. Besides ESI and PF per head at the prevailing rate should be paid by the contractor every month as per the existing rules and copies of paid up challans should be submitted. They should also maintain all relevant registers, records and accounts and produce the same to this office as and when demanded.
6. Service Provider should adhere to all the relevant statutory enactments dealing with the Employment of Labour. All existing statutory regulations of both State and Central Government should be adhered to by the service provider. Any failure to comply with any of the regulations will be liable for termination of the contract in addition to the action proposed to be initiated by the statutory bodies.
7. The Contractor is responsible for payment of monthly salary to the personnel as applicable to them.
8. The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the security agency will be in the employment of the service provider only and not of Income –tax Department.
9. Engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government Office.

10. The Department will not involve in any dispute between the service provider and workers of the service provider.
11. Payments to the contractor will be through ECS Payment only on monthly basis. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.
12. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party.
13. This office reserves the right to terminate the services of the contractor at any time without giving any notice whatsoever.
14. The service provider shall strictly comply with the terms and conditions of the agreement which will be executed with the successful bidder. Failure by the contractor to comply with the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
15. No escalation of price whatsoever would be allowed during the pendency/currency of the contract.
16. The service provider shall submit the bill for every month by first day of the following month to the officer in charge for his certification. No interim bills will be entertained.
17. Any dispute arising out of this agreement or that which may arise in future shall be resolved by taking recourse to mutual settlement, extant arbitration/conciliation proceedings, failing which the dispute will be subject to Tiruchchirappalli jurisdiction.

III TENDER PROCESS

1. Tenders are invited in two parts i.e. (1) Qualifying bid (2) Financial bid
2. The tender form for Qualifying bid in proforma prescribed in Annexure I and the tender form for Financial bid in proforma prescribed in Annexure III, complete in all aspects, shall be submitted in **two separate sealed covers** addressed to the Joint Commissioner of Income-tax, No.100, Nanjikottai Road, Thanjavur on or before **16.00 hrs. of 28.03.2016**. The sealed covers should be superscribed with “**Qualifying Bid – Contract for providing Security Services**” and “**Financial Bid- Contract for providing Security Services**” respectively.
3. Qualifying bids will be opened on **30.03.2016 at 15.00** hours in the presence of bidders at the Office of the Joint Commissioner of Income-Tax, Thanjavur – 6.
4. If the tenders are sent by post/courier, it should be ensured that cover should be intact at the time of reaching destination without any damage/loss. Department is not responsible for the delay on account of postal/courier services.
5. Each page of this tender document and all other enclosures appended to it shall be signed by the bidder by affixing their seal, as a token of having read and understood the terms and conditions contained therein and submit the same along with the Qualifying bid. The bidder would fill up the information in Annexure I and III enclosed at the end of this document in clear and legible terms. Wherever required the rate quoted shall be written in figures and words as well. The tender documents are not transferrable.
6. The bidders shall quote their rates as **RATE PER PERSON PER MONTH (in both words and figures)** which should include deduction towards PF and ESI etc. and the same would not be payable over and above the rates thus quoted.
7. This office reserve the right to postpone/and/or extend the date of receipt/opening of bids or to withdraw the same without assigning any reason thereof.
8. This office 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 or any obligations to inform the affected bidder or bidders of the grounds for such action.
9. Incomplete bid document shall be rejected. The valid qualifying bids shall be scrutinized by the Department to shortlist the eligible bidders. **The financial bids of the shortlisted bidders will ONLY be opened later.** Late submission of tenders shall not be accepted. The shortlisted tender along with documents shall be submitted to the competent authority and upon approval by the competent authority the successful bidders will be intimated about the award of contract to them.
10. **Performance Guarantee:** The successful bidder has to submit an amount equal to one month’s payment as performance guarantee deposit in the form of Bank Guarantee from a Nationalized Bank/Fixed Deposit Receipt before awarding contract. The Performance Guarantee shall be released to the selected bidder within one month from the completion of the contract period.
11. The contract will be in force for a period of 12 months from the commencement of Contract which will be declared on completion of tender process. However, three months from the date of award of contract will be treated as probation period and if the performance of the contractor is not satisfactory during the period of probation, the services of the contractor will be terminated without further notice. This office reserves the right to extend the duration of the contract for further period subject to the satisfactory performance and on mutually agreed terms & conditions. The contract can be terminated by the contractor by giving full 3 months notice.

IMPORTANT NOTE:

1. Bidder should ensure that the following documents are part of the **QUALIFYING BID**:

QUALIFYING BID:

1. Annexure -1 (duly filled in)
2. Copy of PAN CARD
3. Copy of Service Tax Registration Certificate
4. Copy of Registration Certificate with EPF
5. Copy of Registration Certificate with ESI
6. Any other proof required in the tender document.
7. Tender Document (all pages signed with Seal)

FINANCIAL BID:

- (a) Duly filled in Annexure III and its enclosure for each office/location separately.

RATES AND PRICES: The bidders shall quote their rates as **RATE PER PERSON PER MONTH** (in both words and figures).

Sd/-

(V.NANDAKUMAR)

JOINT COMMISSIONER OF INCOME-TAX

- Encl.: i) Annexure I (Qualifying Bid)
ii) Annexure III (Financial Bid)

ANNEXURE – I**QUALIFYING BID DOCUMENT**

1. Name of the Party :
2. Address :
(with Tel.No., Fax No.)
3. Name and Address of the Proprietor/
Partners/Directors (with mobile no) :
4. Contact Person(s) (with mobile no) :
5. No. of years of experience in providing
security services (enclose proof such as
Performance Reports from clients) :
6. Permanent Account Number (PAN) :
enclose copies of TDS / ITR
7. Details of ESI & EPF Registration along with
Evidence :
8. Details of Service Tax Registration along with
Evidence :

DECLARATION

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

(Signature of Authorized signatory with date and seal)

ANNEXURE III

FINANCIAL BID DOCUMENT

1. Name of the Party :
2. Address (with Tel No., Fax No.) :
3. Name of the Office/Location for which quoted :

Area	Monthly Rate per person (Rs.)	Total Amount (Rs.)
Monthly service charges (____%)		
Service Tax		
Grand Total		

(Rupees in words:

DECLARATION

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(Signature of Authorized signatory with date and seal)

FINANCIAL BID ENCLOSURE

RATE OF WAGES FOR PER SECURITY REQUIRED	
For per day	
Basic Pay	
Variable DA	
Gross Daily Wages	
Add: Statutory Contributions	
a.EPF (12%)	
b. Pension Fund (1.61%)	
c.ESI (4.75%)	
Add: Contractor's Service Charges (% of Gross Wages)	