



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, INCOME TAX DEPARTMENT
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, THANJAVUR RANGE
No.100 Nanjikkottai Road, Thanjavur

NOTICE INVITING SEALED TENDER

Sealed tenders are invited from reputed agencies/firms/Individuals to provide **3 (Three) Housekeeping persons, 3 (Three) Security guards and 1 (One) Gardener for the Income tax office, Thanjavur** for the period of one year from **01.06.2019 to 31.05.2020**, in two separate sealed envelopes containing technical bid and financial bid. The contract shall be initially for a period of one year which may be extended for further period at the discretion of the Joint Commissioner of Income Tax, Thanjavur.

Tender forms along with terms and conditions can be obtained from the Drawing and Disbursing officer, Income tax office, Thanjavur on payment of **Rs. 250/- (Non- Refundable)** by DEMAND DRAFT OF SCHEDULED Bank in favour of ZAO, CBDT, Trichy payable at SBI, Main Branch, Trichy. The last date for receipt of filled in tender form in sealed cover is **20.05.2019 by 05.00 PM**. The official website is www.tnincometax.gov.in.

The bids shall be opened on **21.05.2019 at 02.30 P.M.** in the presence of the undersigned at **No.100, Nanjikkottai Road, Thanjavur**. The Joint Commissioner of Income Tax reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

Sd/-

(J. PAVITRAN KUMAR)
Joint Commissioner of Income Tax,
Thanjavur Range, Thanjavur.



**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX
THANJAVUR RANGE, THANJAVUR
No. 100, NANJIKKOTTAI ROAD, THANJAVUR PIN 613006.
Phone: (04362)270713.**

PdI.No.12/JCIT/TNJ/2019-20

Date: 07/05/2019

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

The Office of the Joint Commissioner of Income Tax, Thanjavur Range, Thanjavur No. 100, Nanjikkottai Road, Thanjavur, Pin 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 LOCATION 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, Nanjikkottai Road, Thanjavur , Pin 613006	3 (for 8 hours)	Round the clock Security Services for office.

TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

(1) CONDITION 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 Services Tax and GST 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 guard should go around the premises at regular intervals and will maintain the register 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 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, record 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 provisions of the 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 any damages or compensation to such person or to third party.
13. This office reserves the right to terminate the service 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 this 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 proceeding. Failing which the dispute will be subject to Thanjavur jurisdiction.

III. TENDER PROCESS

1. Tender 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 tender form for Financial bid in Proforma prescribed in Annexure II complete in all aspects, shall be submitted in **two separate sealed covers** addressed to **The Joint Commissioner of Income Tax, Thanjavur Range, No. 100, Nanjikkottai Road, Thanjavur, Pin 613006** on or before 5.00pm. of 20.05.2019. 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 21.05.2019 at 2.30pm in the presence of bidders at the Office of the Joint Commissioner of Income-Tax, Thanjavur.
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 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 II 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 reserves 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/ GST 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 II and its enclosure for each office/location separately.

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

QUALIFYING BID DOCUMENT

1. Name of the party :
2. Address(with Tel No., Fax No.) :
3. Name & Address of the Proprietor/
Partners / Directors
(with mobile No. & E-mail) :
4. Contact Person(s)
(with mobile No. & E-mail) :
5. No. of years of experience in providing
Manpower for Security Services :
6. Details of ESI & EPF Registration along
with evidence :
7. Details of GST EPF Registration along with
evidence :
8. Permanent Account Number(PAN) :

DECLARATION

I/We _____ S/o _____ hereby certify that the 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)

FINANCIAL BID DOCUMENT

1. Name of the Bidder :
2. Address of the Bidder :
(with Tele No., FaxNo.)
3. Name & Address of the Proprietor :
/Partners/Directors.
(with mobile No. & E-mail)
4. Contact Person(s) :
(with mobile No. & E-mail)
5. Minimum Wages per day per person :
(As per Minimum Wages Act)
(both in words and figures)

No.	Description	Applicable % or Amount	Rate Per Day Per Person
A	BASIC		
B	DA		
C	HRA		
D	Conveyance Allowance		
E	Washing Allowance		
F	Other Allowances, if any		
G	(A+B+C+D+E+F)		
H	EPF (Employers Contribution)		
I	ESI (Employers Contribution)		
J	Bonus		
K	(G+H+I+J)		
L	Contractor Service Charge		
M	(K+L)		
N	GST (on M)		
O	Total cost per labour per day (M+N) (Billing Amount)		

DECLARATION

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(Signature of Authorized Signatory with date)

I. Terms and Conditions :-

1. The Contract under consideration is towards House keeping and Cleaning service of office space, Toilets and Common Area pertains to the Office of the Joint Commissioner of Income tax, Thanjavur.
2. The Contractor shall undertake the cleaning and mopping of office floor area, cleaning of tables, chairs and other equipment viz., computers, telephones, fax machines, fans, lights fitting etc in all the Officer's room and staff hall and clearing of waste on daily basis as per schedule of work mentioned below:-

(A) OFFICE SPACE:-

- (i) The Office floor area including Officer's chambers, staff halls, visitors rooms and record rooms shall be cleaned and mopped twice a day. These areas shall also be cleaned using a scrubber machine once in a week.
- (ii) Furniture like tables, chairs, visitors chairs, sofas, computer tables, almirah etc and the electronic gadgets like computers telephones, Fax machines, Photocopier Machines etc installed in the above mentioned areas shall be dust free and dust removal shall be done daily. The compactors, doors, window partitions, venetian blinds and curtains shall be kept clean by wiping them daily.
- (iii) All records are kept in the compactors / almirahs / racks and dust gets accumulated over it shall be vacuum once in a fortnight. This work shall be done on a working day in the presence of the Officer who is in possession of such records or his designated Official.
- (iv) The lobby at the Main Building shall be spick and span and the mopping shall be done as and when any dirt, stain of foot marks appear and make it spotlessly clean. Further all items installed at the lobby viz., tables, glass doors, partitions, kiosk, fish tank outer glass, wall panels, paintings etc shall be wiped off dirt at regular intervals.
- (v) All name boards shall be wiped clean once in a week. All brass boards shall be polished with brass polish.
- (vi) The electrical fittings like tube lights, fans, etc shall be cleaned once in a week.
- (vii) An hourly chart of the cleaning work undertaken shall be exhibited at the rear side of the door and shall have the initials of the housekeeper and the supervisor in it as a mark of having completed the work.

- (viii) Conference room and Auditorium shall be cleaned before and after meeting that is organized there.
- (ix) Artificial plants, door mats and carpets shall be cleaned daily.
- (x) Care shall be taken that the gadgets are not tampered with during the cleaning operation.

(B) COMMON AREA:

- (i) The corridor area, staircases and its railing shall be cleaned and mopped twice a day. The corridors and staircase shall also be cleaned using a scrubber machine once in a week.
- (ii) The electrical fittings like tube lights, fans, exhaust fans, etc in the corridor, staircases and lift shall be cleaned once in a week. Due care should be taken while cleaning electrical appliances.
- (iii) The doors, windows, glass partitions wall, skirting, artificial plants, door mats, carpet paintings, name boards, fire extinguishers etc in the corridors and staircases shall also be wiped clean daily.
- (iv) Apart from periodic cleaning, if stains, spills or footmarks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.
- (v) The surroundings of these buildings including driver's room, car- parking area shall be cleaned daily.
- (vi) All rubbish and waste items that gets accumulated at the corridors and staircases shall be located periodically to the dumping point set up by the Corporation of Thanjavur and there shall be no left over's at the end of the day.
- (vii) The open area in the campus should be cleaned to the free from debris, rubbish fallen leaves and other garbage and must remains spick and span all the time.
- (viii) Common area in the adjoining Income Tax quarter should be free from debris, rubbish fallen leaves and other garbage.

(C) MISCELLANEOUS:-

1. Cobwebs, honey combs, etc if found or reported anywhere shall be removed immediately.
2. Periodically measure shall be undertaken to prevent rodent menace.

3. In the areas under consideration above which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use before 09:15 am (Office opening time for regular staff) at any cost.
4. The schedule of weekly and fortnight cleaning operation to be undertaken shall be submitted to designated officer on the last working day of the previous month and shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations (other than dust removal on records through vacuum cleaning) shall be undertaken on Saturdays and holidays or at the convenience of the Officer occupying the chamber.
5. The personnel employed shall work on all days except Saturdays, Sundays and National Holidays.
6. No cleaning items put to use like brooms, mops, cleaning liquid bottles, cleaning machines, vacuum cleaners, scrubbers etc shall not be left at the place of use and these items shall be totally out of sight.
7. The personnel shall attend to work punctually at the prefixed / determined timing and shall be well behaved.
8. The personnel shall have uniform attire and wear it daily without fail.
9. The personnel shall perform all the duties assigned to the contractor as specified by the department from time to time.
10. In terms of the Contracts Labour (R&A) Act, 1970 the contractor shall pay to their personnel at the prevailing rate fixed under the Minimum Wage Act, 1940 any pay breach of this condition shall be liable for termination of the contract and the same would be dealt with accordingly. Besides ESI and PF per head at the current rate shall be paid by the contractor every month, as per the existing rules.
11. The contractor is responsible for payment of monthly salary to the personnel as applicable to them.
12. The Contractor shall produce proof / receipts for the statutory payments such as ESI, EPF etc paid to the concerned authorities along with the bills for succeeding English calendar month without fail.
13. The Contractor shall submit the bills for the current month by the first day of the next month so as to enable the Department to process the same and pay the contractor.
14. Tax shall be deducted at source as per the Income - Tax rules from the monthly bills.
15. The Contractors shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the department.
16. The Contractor and the employees engaged by the contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.

17. If in the opinion of the Department the Contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract the Department may get the work done through a third party contractor, without any written notice to the Contractor, the cost of which shall be recovered from the Contractor.
18. The Contractor shall provide at the cost of the contractor, a Manager who shall be responsible for all acts personnel of the contractor on the premises of the Department on all days and who shall be responsible for the supervision and conduct of the personnel working under the Contractor.
19. Close liaison shall be maintained with our Officers- in-charge concerned for smooth and efficient performance of duties of the house keepers.
20. It shall be the responsibility of the Contractor to comply with the service conditions of its employees including fixation and payment of their wages. However, in order to keep the Department informed, for the purposes of the Department's statutory responsibilities and liabilities if any, as may be applicable from time to time, the Contractor shall intimate the Department, the details of wages paid to the workmen and if the need arises to depute its representative to be present at the time and place of disbursement of wages by the Contractor and inspect relevant records if any. The Department shall verify. Such payments made in the wage register maintained by the Contractor.
21. The Contractor shall ensure that its personnel themselves are clean and tidy and in proper attire whenever they carry out the work covered by this agreement.
22. The Contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonest or misconduct the men engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to third party.
23. The Contractor shall at all times, indemnify the Department against any claims which could arise under the workmen's Compensation Act, 1953 and / or under any statutory notification thereof or otherwise in respect of any damages of compensation in consequence of any accident, injury sustained to any of the workmen engaged by the Contractor or other persons whose entry into the Department premises has been authorized by the Contractor. The Contractor shall insure all the personnel engaged for this job and such policy shall be produced to the Department on demand.
24. The Department has not fixed any parameters in respect of the number of personnel to be employed at the areas of operation. However, in the event of any exigencies that may arise from time to time, it shall be open to the

Department in the exercise of its discretion to call upon the Contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplating in the Agreement.

25. In the event of increase in Service Tax by State / Central Government in future applicable under this contract, the Department shall bear the same. The Contractor shall submit proof for having remitted the Service Tax every month along with the statutory liabilities for ESI and PF along with the bill to be produced every month.
26. That the Contractor shall arrange for the maintenance of all such registers and are statutory required and / or considered necessary for the efficient performance of this contract.
27. That it is clearly agreed and understood that all the persons provided / engaged by the Contractor shall be the employees of the Contractor and all disputes between the Contractor and its personnel shall have no bearing on the Department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay amount to any employee / ex-employee of the Contractor. The Contractor is fully responsible for disciplined behavior of its workmen.
28. All damages caused by the Contractor or that of the Contractor's employees or by any other personnel arising out of its employees instructions shall be charged to the contractor and removed from its dues / bills.
29. Failure by the Contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in deduction from the bill at the rate fixed by the department for each lapse and / or termination of the contract and subsequent disqualification from participation in any tender of the Department.
30. In case the Contractor withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be recovered from the contractor.

"The Contractor hereby agrees to undertake that he shall abide and confirm to the various provisions in so far as they relate to him as specified in Contract Labour (R&A) Act, 1970".

OTHER TERMS AND CONDITIONS PERTAINING TO HOUSE-KEEPING SERVICE :-

1. The physical and mental fitness level of the House-Keeping workers should be upto the required standards as demanded by the nature of duty.
2. They should not be alcoholic, drugs addicted etc.,
3. The House-Keeping workers should immediately bring to the notice of the Care-taker and Service provider if any untoward incident observed during their tenure duty.
4. The House-Keeping workers should not indulge in any other activity with any workers / employees in the premises.
5. It is the responsibility of the Service Provider for the replacement of the House-Keeping workers who goes on leave or whose performance is not satisfactory.
6. All House-Keeping workers, while on duty, must wear the uniform properly provided by the House-Keeping Agent.
7. The House-Keeping workers will report directly to the Caretaker / ITO / DDO of the Office of the Joint Commissioner of Income-Tax, Thanjavur.
8. The Income Tax Department reserves the right to cancel the contract at any point of time without giving prior notice and without assigning any reason.
9. The Contractor should disburse the wages to the workers in the presence of the Inspector of Income Tax attached to this office and maintain a proper register for the same.
10. Any dispute shall be subject to Civil Court having jurisdiction over Thanjavur.
11. The payment will be disbursed after deducting TDS at the applicable rates.
12. Bill for every month should be submitted on 1st working day of the following month without fail.
13. The duration of work shall be eight hours per day (excluding lunch time) for the House-Keeping workers. They shall come at or before 07:00 am and leave at 04:00 pm.
14. No. of House-Keeping workers needed is 3 (excluding supervisor who is to be provided at the cost of the Contractor).

QUALIFYING BID DOCUMENT

1. Name of the party :
2. Address(with Tel No., Fax No.) :
3. Name & Address of the Proprietor/
Partners / Directors :
(with mobile No. & E-mail)
4. Contact Person(s) :
(with mobile No. & E-mail)
5. No. of years of experience in providing :
Manpower for Security Services
6. Details of ESI & EPF Registration along :
with evidence
7. Details of GST EPF Registration along with :
evidence
8. Permanent Account Number(PAN) :

DECLARATION

I/We _____ S/o _____ hereby certify that the 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)

FINANCIAL BID DOCUMENT

1. Name of the Bidder :
2. Address of the Bidder :
(with Tele No., FaxNo.)
3. Name & Address of the Proprietor :
/Partners/Directors.
(with mobile No. & E-mail)
4. Contact Person(s) :
(with mobile No. & E-mail)
5. Minimum Wages per day per person :
(As per Minimum Wages Act)
(both in words and figures)

No.	Description	Applicable % or Amount	Rate Per Day Per Person
A	BASIC		
B	DA		
C	HRA		
D	Conveyance Allowance		
E	Washing Allowance		
F	Other Allowances, if any		
G	(A+B+C+D+E+F)		
H	EPF (Employers Contribution)		
I	ESI (Employers Contribution)		
J	Bonus		
K	(G+H+I+J)		
L	Contractor Service Charge		
M	(K+L)		
N	GST (on M)		
O	Total cost per labour per day (M+N) (Billing Amount)		

DECLARATION

I/We _____ S/o _____ hereby certify that the 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)