



GOVERNMENT OF INDIA  
INCOMETAX DEPARTMENT  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, KERALA  
C.R.BUILDING, I.S.PRESS ROAD, KOCHI – 682 018  
Phone-0484-2795512, Fax:0484-2396288

F.No.Pr.CC/CHN/PR/Geen-13 Security Guards/2015-16

Date: 24.04.2015

INVITING NOTICE FOR TENDER

For and on behalf of the President of India, the Principal Chief Commissioner of Income Tax, Kerala invites sealed tenders from the agencies registered under Private Security Agencies Regulation Act-2005 (PSAR-2005) in the two bid system for providing round the clock security for Income Tax wing of the Central Revenue building, machinery and equipments at I S Press Road, Kochi, as per the terms and conditions of the bid document.

The technical bid forms and financial bid forms in the prescribed proforma, complete in all respects, sealed separately, and kept in a sealed cover together, supercribed as "Tender for Security Services" should be submitted to the Office of the Principal Chief Commissioner of Income Tax, Kerala, 2<sup>nd</sup> floor, C R Building, I S Press Road, Kochi-682018.

The tender documents along with instructions and terms and conditions can be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) (Tab Tenders) or can be collected from the office of the Principal Chief Commissioner of Income Tax, Kerala, 2<sup>nd</sup> floor, C R Building, I S Press Road, Kochi from 27<sup>th</sup> April,2015.

Last date of sale of tender forms 07<sup>th</sup> May, 2015 till 5.00 P.M

Last date & time for submission of quotations is 5.00 P.M on 14<sup>th</sup> May,2015

Date &time of opening of quotations at 11.00 A.M. on 15<sup>th</sup> May,2015.

Sd/-

Income Tax Officer( PR)

O/o the Principal Chief Commissioner of Income Tax, Kerala.

**PROVIDING SECURITY PERSONNELS FOR THE SECURITY TO RECORDS AND OFFICE EQUIPMENTS IN THE INCOME TAX OFFICE AT C.R.BUILDING,I.S PRESS ROAD, KOCHI**

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TERMS AND CONDITIONS

1. Requirement of guards : Eight Guards
2. Place of duty : Income tax Office at C R Building, I S Press Road, Kochi-18
3. Quantum of payment : As per agreement
4. Duty hours : 08 hours- 8.00 am onwards round the clock on all days of every month.
5. Due date of payment : On or before 10<sup>th</sup> of the following month
6. The agency should have been registered under PSAR ACT-2005, and the contractor should have minimum 1 year experience in providing security to any Government Organization . Proof should be produced.
7. The contractor should furnish a Bank Guarantee for Rs.50,000/- valid for 12 months along with the agreement.
8. The contractor should comply with all the labour rules and regulations in force in the state of Kerala. A self declaration should be filed to that effect.
9. The contractor should submit both Technical and Financial bid in two separate closed covers. The covers must be superscribed "Technical Bid and Financial Bid". The Technical Bid which does not qualify technically will not considered for opening of Financial Bid.
10. The monthly payment shall be made by way of ECS to the contractor.
11. The security agency while employing a person as a security guard, should give preference to Ex-service man, who has served in i) Army, ii) Navy, iii) Air Force, iv) any other armed forces of the Union. The guards should possess good physique and background and their age should be below 60.
12. The guards should possess good behaviour.
13. If any of the guard is on leave, substitute should be provided by the contractor.
14. The guard shall be responsible to safeguard the property/building where he is deployed for duty.
15. All statutory payments such as EPF, ESI etc. Will be borne by the contractor only. As per the details filed by the contractor, the quantum of payment referred to the above, includes provision of these requirements.
16. The person slated for duty should be in uniform provided by the contractor with "Identity Card".

17. The guards shall be employees of the contractor and they will not have any employer-employee relationship with the Income Tax Department.

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18. The contractor is to submit photograph and photocopy of Passport/Election ID card/ Pan card of security guards in advance.

19. The guard should be alert on duty and that they will carry out effective watch on all incoming and outgoing persons, goods and materials.

20. The duty of guard will also include regulation of traffic within the premises of building where duty is assigned.

21. The duty timings of the security can be altered by the Income Tax Department by giving 5 days notice.

22. As far as outgoing of goods are concerned, the guards should ensure that they are properly supported by gate passes issued by the officers concerned.

23. The guard deployed should maintain a visitor's register at the main entrance for recording entry and departure of assesses/visitors on all working days.

24. They should also maintain register for staff members attending duties as per office orders during holidays.

25. This agreement is valid for a period of one year from 01.05.2015 and is renewable at the instance of both the parties.

26. The agreement entered to can also be terminated at the instance of both the parties by giving one month's notice.

27. Tax deduction at source shall be made as per Rules while making payments.

28. The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.

29. In the event of any question, disputes or differences arising between the parties relating to the interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the Principal Chief Commissioner of Income Tax, Kerala. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.

30. The settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be O/o the Principal Chief Commissioner of Income Tax, Kerala, 2<sup>nd</sup> floor, C R Building, I S Press Road, Kochi-682018.

Place:

Signature of Authorized

Date:

Person of the Agency

**TECHNICAL BID**

[ To be signed and submitted to the Principal Chief Commissioner of Income Tax, Kerala]

**PROVIDING SECURITY PERSONNELS FOR THE SECURITY TO RECORDS AND OFFICE EQUIPMENTS IN THE INCOME TAX OFFICE AT C R BUILDING, I S PRESS ROAD, KOCHI**

- 1. Name and address of registered agency :
- 2. Name and address of owner :
- 3. PAN & Service Tax Registration :  
(copies to be annexed)
- 4. Details of previous experience in Govt. :  
Department/ Public Sector Units/ others with  
due certificates issued by concerned  
authorities.
- 5. Number of employees in the agency :
- 6. Any other remarks :
- 7. Check list of documents to be attached :  
(please tick if attached)

- (a) Copy of PAN Card & Service Tax registration :
- (b) Copy of certificates as per item 4 above :
- (c) Copy of items and conditions duly signed (all pages) as a token of :   
ability to Perform condition in the event of awarding of contract.
- (d) Self declaration stating that all the labour Rules & Registration in force in :   
The State of Kerala have been complied with

Signature of Authorized Signatory-----

Full Name -----

Name of the Agency-----

Place: Phone: Land line-----

Date: Mobile -----

**DECLARATION**

I hereby certified that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future

**(Signature of Authorized signatory with date)**

**FINANCIAL BID**

[ To be signed and submitted to the Principal Chief Commissioner of Income Tax, Kerala]

**PROVIDING SECURITY PERSONNELS FOR THE SECURITY TO RECORDS AND OFFICE EQUIPMENTS IN THE INCOME TAX OFFICE AT C R BUILDING, I S PRESS ROAD, KOCHI**

- 1. Name and address of registered agency :
- 2. PAN & Service Tax Registration :
- 3. Number of employees in the agency :
- 4. Name of contact person with mobile No. :
- 5. Total Bid amount :
- 6. Give break-up of details of bid amount

Sl.No.	Personnel to be employed	No. of persons	Cost of manpower for
			8 Hrs.
1	Security personnel		
2	Service Tax		
3	Any other charges		
4	Grand total		

- 7. Any other remarks

Signature of Authorized Signatory-----

Full Name -----

Name of the Agency-----

Place: Phone: Land line-----

Date: Mobile -----

**DECLARATION**

I hereby certified that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future

**(Signature of Authorized signatory with date)**