

कार्यालय
OFFICE OF THE
प्रधान मुख्य आयकर आयुक्त : राजस्थान
PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, RAJASTHAN
केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल, जनपथ, जयपुर
CENTRAL REVENUE BUILDING, STATUE CIRCLE, JANPATH, JAIPUR-302005

क्रमांक : प्र.मु.आ.आ./डीडीओ/सुरक्षा निविदा/2017-18/696 दिनांक: 16.05.17.

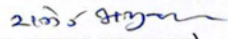
सुरक्षा प्रहरियों हेतु निविदा

आयकर विभाग, जयपुर को जयपुर में स्थित विभिन्न कार्यालयों के लिए ठेके पर 44 सुरक्षा प्रहरियों (दो सशस्त्र प्रहरी) व 01 सुरक्षा पर्यवेक्षक की आवश्यकता है। इच्छुक संस्थाओं से इस संबंध में मुहरबंद निविदाएं आमंत्रित की जाती हैं। निविदा प्रपत्र प्रशासनिक अधिकारी, कार्यालय प्रधान मुख्य आयकर आयुक्त, राजस्थान, जयपुर, कमरा नं. 107, नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल, जयपुर से कार्यालय समय में 500/-का भुगतान करके प्राप्त किया जा सकता है।

निविदाएं दिनांक 09.06.2017 को सायं 05.00 बजे तक प्राप्त की जाकर दिनांक 13.06.2017 को प्रातः 11.00 बजे उपस्थित निविदाकर्ताओं के समक्ष कमरा नं. 202, द्वितीय तल, हुडको भवन, ज्योति नगर, जयपुर-302005 में खोली जाएगी। अधिक जानकारी के लिए www.incometaxindia.gov.in का अवलोकन करें।

किसी भी निविदा को स्वीकार/अस्वीकार करने का पूर्ण अधिकार प्रधान मुख्य आयकर आयुक्त, राजस्थान, जयपुर का होगा।

भवदीय,


(राजेन्द्र कुमार अग्रवाल)
आयकर अधिकारी (मुख्या.)
एवं सदस्य सचिव

कार्यालय
OFFICE OF THE
प्रधान मुख्य आयकर आयुक्त, राजस्थान
PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, RAJASTHAN
केन्द्रीय राजस्व भवन जनपथ रोड जयपुर
NEW CENTRAL REVENUE BUILDING, JANPATH. ROAD, JAIPUR
Phone/Fax: 0141-2385321

NOTICE INVITING TENDER

Sealed quotations are invited from reputed placement services / vendors/ service providers agencies for the supply of atleast 44 (Forty four including 02 armed security personnel) security personnel (which may be revised subsequently depending upon the requirement) for this office on "no work no pay" basis for providing security to the various Income tax offices and residential premises located in Jaipur. One Security Officer is also required for over all supervision of security guards. Security Officer should be an ex-serviceman of the rank of Captain or above.

Tender form may be obtained from the Administrative Officer, O/o The Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur, R.No.-107, NCRB, B.D Road, Statue Circle, Jaipur on payment of Rs.500/- during working hours. Persons who are downloading form from internet have to attach demand draft/ banker's cheque of Rs.500/- (drawn in the name of The Administrative Officer, O/o the Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur,) alongwith technical bid, in absence of form cost technical bid will not be entertained.

Placement agencies/vendors/service providers, (herein after referred to as the "service provider" also) if interested, may submit their quotations on or before **09.06.2017** latest by **17.00** hrs to the Administrative Officer, O/o The Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur, R.No.-107, NCRB, B.D Road, Statue Circle, Jaipur, in line with the terms and conditions enumerated below.

A. The terms and conditions of providing Security Personnel shall be as under:-

- 1 The service provider shall provide uniformed, trained and experienced personnel of not more than 50 years of age, preferably Ex-serviceman, to perform the various functions mainly related to security assigned to him by this office from time to time. The service provider shall deploy security guards trained in all facets of security work including fire fighting.
- 2 The service personnel deployed by the agency shall have atleast the minimum elementary knowledge of reading and writing.
- 3 In the proposal/quotation, rates should be indicated in both figures and words. The Rates should be quoted by mentioning the gross amount inclusive of taxes, surcharge, service charge, service tax, ESI and PF.
- 4 Initially the contract will be executed for 1 year from **23-06-2017**. In case of exigency, contract can be extended on same terms & condition for a period of one year, as decided by the competent authority, from time to time, with mutual consent. The Rates shall be valid for a period of **one** year from execution of initial contract or for an extended period with mutual consent. The rates shall be as per the order No. SO-2288 dated 18-9-2012 issued by

Government of India, Ministry of Labour & Employment under Minimum Wages act, 1948, in respect of minimum wages of security guards with and without arms, subject to further revision, if any, by the competent authority from time to time.

- 5 It will be liability of the service provider to pay all the leviable taxes, surcharge, any liability etc to the concerned department. This Department will not make any payment of any tax, surcharge, service tax, gratuity, deductions etc. either to the concerned government departments or the security personnel, so provided, directly. All the payment such as wages or salary, uniform allowance, overtime etc. to the deployed staff shall be paid by the service provider only. The service provider shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Department for whatever reason.
- 6 The service provider shall be solely responsible for payment of wages/salaries, insurance of its personnel, other benefits, allowances and all other statutory/ other dues payable/ deductions such as ESI,P.F. etc. as per Central/ State Government/ Municipality Rates etc., other laws etc. as applicable to personnel deployed that might become applicable under any Act or Order of the Government. This department shall have no liability whatsoever in this regard.
- 7 The Service provider shall comply with all applicable laws of the Central Govt., State Govt. and any other law for the time being in force including the Service Tax Law. This Office will not be responsible for any dispute that may arise in connection with the subject service, between the service provider relating to Laws, Service Tax, Income Tax, etc. or any local body.
- 8 The Service provider shall be solely responsible for any/ all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the department or any of its officers on this account. The service provider shall keep the department indemnified against all actions.
- 9 Service provider shall ensure that the personnel deployed by him do not have any criminal antecedents, should be of sound health and not more than 50 years of age.
- 10 For any theft /losses /damages caused by the personnel deployed by the service provider, to any person/ property/ equipment of the office, the service provider will have to make good such loss/ damage and bear the expenses for such theft/loss/ damage as decided by the Competent Authority. Further, in respect of such loss/ damage, the department reserves the right to take such further action as required/ provided under the Law.
- 11 The department shall not entertain any claim, damages, insurance liability, etc. arising out of mishap/ accident etc. to the personnel employed by the service provider. The service provider shall take such necessary action, under the various Acts/ Rules/ Law as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required.
- 12 The service provider shall in no case lease/ transfer/ sublet/ appoint caretaker for the services rendered.
- 13 The service provider should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the Service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office. The Service provider shall also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming

- any regular employment in this office or any other Government Office. Attested copy of such undertaking shall be submitted to the Department at the time of signing of Contract.
- 14 In case of any default by the Service provider in respect of any of the Terms & Conditions, (Whether General or Specific), the Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur may without prejudice to any other right/ remedy which have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the service provider. The said notice shall be deemed to have been issued if a Registered Copy of Notice is sent to the address of the service provider as per the Agreement.
 - 15 The Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur reserves the right to terminate the contract in the extraordinary circumstances with immediate effect and without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.
 - 16 Manpower required for execution of the entire day to day work including transport of personnel deployed to the office shall be arranged by the service provider if the personnel's are not able to attend work or his services are not found satisfactory, it would be the responsibility of the service provider to provide another suitable workman in his place.
 - 17 Attendance register of the personnel deployed shall be maintained by the Service provider. The personnel shall render service everyday for all 24 hours (3 Shifts of 08 hours each) including all holidays. They shall also attend to any exigency of work for which no extra payment shall be made.
 - 18 The visitors shall be regulated as per Department's procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
 - 19 The Service provider shall conduct periodical inspection of security personnel on duty to ensure discipline, punctuality and efficiency.
 - 20 In the proposal, the service provider shall mention his firm's complete address, phone/fax/mobile numbers, work experience, Service Tax Registration number, PAN, turnover of last 3 years, and name of his major/ important clients.
 - 21 No transport, TA/DA, insurance, medical facility shall be provided by the department to the personnel deployed for the work.
 - 22 These terms and conditions are only explanatory as after finalization of quotations by the department, a written agreement detailing the specific terms and condition shall be executed between the department and service provider. Appropriate stamp paper shall be purchased by the service provider for executing this contract.
 - 23 Medical Certificate and identification certificate for each guard shall be furnished to the office of the Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur before their actual deployment.
 - 24 Department reserves right to accept/reject any tender or all tenders without assigning any reason.
 - 25 The Sealed tender/ quotation/ proposals addressed to Administrative Officer, O/o The Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur, R.No.-107, NCRB, B.D. Road, Jaipur super scribed by "Bid for Security Personnel for 2017-18" must reach this office on or before **09.06.2017** by 17.00 hrs. The tenders will be opened by the Committee constituted for this purpose on **13.06.2017** at 11.00 hrs. in room No.202, IInd Floor, Hudco Bhawan, Jyoti

Nagar, Jaipur. Interested service providers are requested to attend the opening of the Sealed Bids/ Proposal/ quotations at the appointed date and time.

B. Eligibility Criteria:

- (i) The applicant tenderer should necessarily be having workforce of atleast **200** persons every year continuously in **Rajasthan** for F.Y.- **2014-15 & 2015-16 & 2016-17**. Proof for the same shall be submitted alongwith technical bid.
- (ii) The applicant tenderer should have experience of atleast 5 years in this field. The applicant should also have experience of providing security guards to other Government Departments **in Rajasthan only**. A list of such clients along with the nature and value of work done and number of guards deployed shall be submitted alongwith the technical bid.
- (iii) The applicant tenderer's annual turnover should not be less than Rs.2.00 Crores for the Financial Years **2014-15 & 2015-16 & 2016-17** will be considered. Applicant has to furnish copy of returns for the relevant assessment years alongwith copy of audit report, with technical bid. In case return is not filed for the A.Y.- **2017-18 (F.Y. 2016-17)**, then a certificate from the Principle Office Bearer alongwith copy of P&L account should be filed.
- (iv) The applicant tenderer should have valid ISO certification for their organization. Copy of Certificate shall be enclosed with technical bid.
- (v) The applicant tenderer should be having ESI, PF, Service tax registration numbers, PAN and TAN no. Necessary proof shall be submitted along with technical bid.
- (vi) The applicant tenderer should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi Government or Local Body Agencies. An undertaking to this effect shall be submitted.
- (vii) The tenderer should have trained security guards approved by the Government agencies for training.
- (viii) The tenderer should be having regular office in Jaipur for the last three years .
- (ix) The tenderer should have Valid license from State Controlling Authority & undertaking in respect of compliance with the Private Security Agencies (Regulation) Act-2005

An undertaking to these effects (on all the above points) shall accompany the technical bid.

C Earnest money deposit (returnable if the bid is not successful) of Rs. 50,000/- (Rupees Fifty Thousands only) in the form of demand draft/ banker's cheque in favour of **"Administrative Officer (DDO), Office of the Principal Chief Commissioner of Income Tax, Rajasthan, Jaipur"** payable at Jaipur has to be given along with the technical bid. Technical Bids without the EMD will be summarily rejected. The unsuccessful tenderers in the process will have to get their earnest money deposit without any interest amount.

D The tenderers are requested to submit their offer in two bid system, i.e., Technical Bid and Financial Bid. Both the envelopes should be properly sealed, super scribing thereon the **"Bid for security personnel technical Bid/ Financial Bid "** as the case may be.

The name, address and telephone numbers of the authorized contact person should be clearly mentioned on the outer side of the sealed envelopes.

E Technical Bid

- (i) The technical Bid shall be as per Annexure A and shall be supported by the documents indicated in the said Annexure.
- (ii) The Demand Draft/Banker's Cheque in respect of 'Earnest Money Deposit' shall be submitted with the Technical Bid.
- (iii) The undertaking alongwith proof on the eligible criteria as mentioned in point- B shall be attached to the Annexure-A.

F Financial Bid.

- (i) The tender document, marked as Annexure-B, itself is a 'Financial Bid'.
- (ii) Initially only the technical bids will be opened. The financial bid will be opened, only if, the applicant tenderer is selected in the technical bid qualifying in all aspects as per the eligibility criteria and evidence to thereof enclosed to the technical bid.
- (iii) Rates quoted should be all inclusive and no separate claims will be entertained.

G Terms of payment: payment shall be made on monthly basis after certified attendance sheet is produced by the tenderer. The payments shall be made by the Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur.

H The applicant shall submit their bids in sealed envelopes in the office of the Administrative Officer, O/o The Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur, R.No.-107, NCRB, B.D. Road, Jaipur.

I A copy of this document is to be signed by the principal officer of the tenderer in token of acceptance of terms and conditions and to be deposited alongwith technical bid.

J Successful vendor has to submit bank guarantee of Rs.2,00,000/- in favour of Principal Chief Commissioner of Income-tax, Rajasthan, Jaipur valid for the period of contract. Bank guarantee shall be submitted within 15 days of awarding contract. This bank guarantee will be released to the vendor after completion of contract after deducting dues, if any arises during contract period.

K In case of any dispute, during the tender process, the decision of the Principal Chief Commissioner of Income Tax, Rajasthan, Jaipur would be final and binding.

L The Principal Chief Commissioner of Income-tax, Rajasthan Jaipur reserves the right to accept or reject any part of the tender or whole tender, without giving any reason.

M Any dispute with regard to the tender is subject to the jurisdiction of courts in Jaipur only.

ANNEXURE- A
TECHNICAL BID DOCUMENT

1	Name of the Bidder	
2	Complete address of the concern along with Tel. No., Fax No. and e-mail id	
3	Name(s) and address(es) of the Proprietors/ Partners and / or Directors of the concern with Tel. No.	
4	Name and Address of the Concern/ Department where at least 200 guards were provided during the year	
5	Details of Contact person (s)	
	Name and Address of the person	Telephone No./ Mobile
a)		
b)		
c)		
6	A brief note on the security related contracts carried by your concern in the last 3 years (not to exceed 100 words) (separate sheet to be attached)	
7	Annual Turnover during the F.Y. 2016-17, 2015-16, 2014-15 (copy of Return of Income filed along with P&L A/c, Balance Sheet etc. should be enclosed as evidence)	
8	List of your Govt. clients & PSUs (along with documentary evidence) with nature and value of job done.	
9	Permanent Account No. (PAN) and TAN	
10	ST/ PF & ESI Registration Number	
11	Details of Demand Draft/ Banker's Cheque in respect of Earnest Money payable at Jaipur (Demand Draft/ Bankers Cheque to be enclosed)	
12	ISO Certificate number (Copy of certificate to be enclosed)	
13	Valid License from State Controlling Authority with respect to compliance with the provisions of the Private Security Agencies (Regulation) Act-2005	

DECLARATION

I / We hereby certify that the information furnished above is full and correct to the best of my/ our knowledge and belief. I / We 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.

(Name and Signature of Authorized Signature with date)

SELF CERTIFICATE

(To be enclosed to Technical Bid Annexure- A)

I / We hereby declare that –

- (i) I / We have employed **200** persons for a year continuously for F.Y. **2014-15, 2015-16 & 2016-17**. Proof is enclosed.
- (ii) I / We have provided **200** guards to Government department at a time. Certificate from the department is enclosed.
- (iii) I / We have 5 years of experience in this field and have experience of providing security guards to the Government Departments in Rajasthan.
- (iv) My / Our annual turnover is not less than Rs. 2 Crores for the last 3 financial years as per the Financial Years mentioned in the eligibility criteria. I / We have enclosed the copies of returns of income filed/ P&L A/c., Balance Sheet for the F.Y. **2014-15, 2015-16 & 2016-17..**
- (v) I / We have valid ISO Certificate for our concern and enclosed a copy of certificate.
- (vi) I / We have enclosed the Demand Draft/ Banker's Cheque in respect of Earnest Money Deposit.
- (vii) I / We have signed every page of the tender document and submitted the same along with the Annexure-A in token of having read the contents of the tender document.
- (viii) I / We have service tax registration number and also have ESI & PF. registration number Proof enclosed.
- (ix) I / We am/ are not blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, semi government or local body agencies.
- (x) I/ We am/ are having regular office in Jaipur for the last three years.
- (xi) I/ We am/ are having Valid License from state Controlling Authority & undertaking in respect of compliance with the Private Security Agencies(Regulation) Act-2005.
- (xii) I / We shall produce the monthly bill in two copies till 5th of the month. I / We shall be paid after deduction of TDS as per Income tax Act provisions.
- (xiii) I / We shall pay our security guards as per applicable rates. If any complaint is received by Income tax Office from the security guards then the Income tax Office may deduct the amount payable to the security guard and the balance amount may be paid to me / us after deduction.

Place:

Date:

(Signature of Authorized Signatory with
Date and stamp)

ANNEXURE – B
FINANCIAL BID DOCUMENT

- 1 Name of the Proprietor/ Registered Firm/
Company / Society :
- 2 Address of the concern
(With Tel. no. Fax & e-mail) :
- 3 Authorized contact person(s)
With mobile no. :
- 4 Wages per guards for 8 hours per day. :
- 5 Wages for Security Officer :
- 6 Details of Demand Draft/ Banker's Cheque
In respect of Earnest Money :

**(Signature of Authorized Signatory with
Date and stamp)**