



OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME – TAX, MYSURU  
(Address : 55/1, SHILPSHREE, VIDYARANYA COMPLEX, VISHVESHWARA  
NAGAR MYSURU - 570008)

Phone No: 0821-2482799

Fax:0821-2480042

F.No. 388/Pr.CIT/Mys/2016-17

Dt :05.07.2016

**TENDER NOTIFICATION FOR SECURITY SERVICES**

1. The O/o. Principal Commissioner of Income Tax, Mysuru invites two bid tender[Technical and Financial Bid] from bidders having experience of providing security services to reputed concerns for its office premises located at Residency Road, Nazarbad, Mysuru for a period of one year. The no. of security persons required to be deployed is 2 per shift for the day shift and 2 more security persons for night shift and thus, total no. of security persons to be deployed is 4.
2. The Bidders are requested to obtain the Bid forms and other details from the Income Tax Officer(Hq-2), O/o The Principal Commissioner of Income Tax, Mysuru from the date of publication of tender notification on all working days between 11.00 hrs and 4.30 hrs upto 25.07.2016 by payment of Rs.200/-only by crossed demand draft drawn in favour of ZAO, CBDT, Bengaluru.
3. The Bid forms and all other details can also be downloaded from the website [www.incometaxbangalore.in](http://www.incometaxbangalore.in) & [www.eprocedure.gov.in](http://www.eprocedure.gov.in). The cost of the Bid document shall be paid separately as mentioned in the Bid document.
4. The timelines for submission and opening of bids are mentioned in the Bid document.

**ISSUED BY:**

INCOME TAX DEPARTMENT,

MYSURU.

Copy submitted to:-

1. Chief Commissioner of Income-tax, Bengalur-1, Bengaluru
2. The Public Relations Officer, O/o.Principal Chief Commissioner of Income-tax, Karnataka&Goa, Central Revenue Building, Queens Road, Bengaluru with a request to upload the above notice and tender documents in the departmental website and on [www.eprocedure.gov.in](http://www.eprocedure.gov.in).
3. Notice Board

Page 1

आयकर अधिकारी (मुख्य)-२  
INCOME TAX OFFICER (HQ)-2  
कृपे ३. आयकर आयुक्त  
FOR OFFICE OF Pr.COMMISSIONER OF INCOME TAX  
मैसूर / MYSURU

NOTICE INVITING TENDER

To

Sealed Tenders for engagement of Security Services for Income Tax Department for the premises located at Residency Road, Nazarbad, Mysuru are invited by the O/o. Principal Commissioner of Income Tax, Mysuru from the Bidders with experience in providing security services in accordance with relevant clauses of the Bid Document.

1.1 The overall guidelines are as under:

1.2.1	Description of Scope of Work	Providing Security to 1. Income Tax Department located at Residency Road, Nazarbad, Mysuru
1.2.2	Type Of Bid	TWO BID- Technical and Commercial Bids
1.2.3	Contract Period in Years	One year from the date of notification of award of Contract subject to further extension on yearly basis on same terms and conditions subject to mutual agreement by both the parties, renewable for a maximum tenure of 3 years.
1.2.4	Earnest Money Deposit	Rs.25,000/-
1.2.5	Mode/Validity of E.M.D.	Crossed DD /Pay Order/ Bankers Cheque issued by Scheduled Banks drawn in favour of 'ZAO, CBDT, Bengaluru' valid for at least 180 days from the date of Technical/Commercial Bid Opening.
1.2.6	Performance Bank Guarantee	5% of the successful price bid
1.2.7	Validity of performance Bank Guarantee	180 days after expiry of Contract
1.2.8	Cost of Bid Document (Non-Refundable)	Rs.200/- only by crossed DD drawn in favour of 'ZAO, CBDT, BENGALURU'

Page 2

*N. S. Srinivas*  
आयकर अधिकारी (मुख्य)-२  
INCOME TAX OFFICER (HQ)-2  
कुमु प्र. आयकर अनुसंधान  
FOR OFFICE OF P. COMMISSIONER OF INCOME TAX  
मैसूरु / MYSURU


1.2.9	Period/Dates & Time of issue of Bid Document	From the date of publication of bid upto 25.7.2016 From 11.00 AM to 04.30 PM During Working Days
1.2.10	Date & Time of Closure of bid	26.7.2016 up to 1.00 P.M
1.2.11	Date & Time of Opening of bid	26.7.2016 at 04.00 PM at the Commerce Hall, Ground Floor, Residency Road, Nazarbad, Mysuru
1.2.12	Date & Time of opening of Commercial Bid	-----
1.2.13	Bid Validity	180 days from final date of submission of bids
1.2.14	Deposit of Bid Documents	One Single Envelope with Two Separate envelope i.e. [one marked as <b>Technical Bid</b> for providing Security Services and other as <b>Commercial Bid</b> for providing Security Services ] and deposit in the Inward Section of the Office of the Principal Commissioner of Income Tax, Residency Road, Nazarbad, Mysuru.
1.2.15	Period of commencement of Work	Within 5 days of issue of letter of acceptance, failing which penalty per day @0.05% of the annualized contract value

1.3 The bid process shall be as detailed in this Notice Inviting Tender (NIT).

1.4 The service providers are requested to study the full document before participating in the bid process and submit the Bid Forms enclosed, with signature on all the pages of the bid document as a proof of having read it.

1.5 Adopting unethical means will debar the bidder from the bidding process besides inviting other action as per rule.

  
 INCOME TAX OFFICER(HQ-2)  
 O/O PRINCIPAL COMMISSIONER OF INCOME TAX  
 MYSURU

  
 INCOME TAX OFFICER(HQ-2)  
 O/O PRINCIPAL COMMISSIONER OF INCOME TAX  
 MYSURU

## Chapter-1

### I. SCOPE OF WORK

#### 1.1 Brief on campus:

The Security Agency is required to provide 24 x 7 security to Income-tax Office, Residency Road, Nazarbad, Mysuru as under:

Sl.No.	Security Service to be provided for location at Mysuru	No. of Security Personnel required
1	Income Tax Offices at Residency Road, Nazarbad, Mysuru	2 per shift for 2 Shifts i.e. morning shift and night shift= Total 4 Nos

*The Department holds the right to seek any number of security personnel on a short-term or long-term basis as and when required.*

#### 1.1.2 Security Outline

To control the function of building / campus security the following overall procedures are to be followed:

- Establish written protocols for entry/admittance into the premises and implement the same.
- Establish protocols for Material IN / OUI - Gate Pass, etc.
- Night patrol of the premises to prevent the entry of stray dogs/cattle, unauthorized persons etc.
- Develop SOP for handling emergency situations.
- Considering the sensitivity of the Office, implement high standards of security to the premises.

**The scope of work for the Security Agency includes the following tasks:**

- Manning the main entrance of the Income Tax Department, Residency Road, Nazarbad, Mysuru
- Security personnel should be professional, co-operative, helpful and create a sense of comfort for the Officers/staff and visitors
- Ensuring incoming/outgoing materials to have authorised signatory and gate pass. Otherwise materials are neither to be allowed inside nor be allowed to go out. Maintenance of copy of all gate passes of material movements in appropriate files.

*N. Saini*  
SECRETARY (HQ)-2  
INCOME TAX OFFICER (HQ)-2  
मुने ए. जयवर्धन आयुक्त  
FOR OFFICE OF P. COMMISSIONER OF INCOME TAX  
मैसूरु / MYSURU

- d) Admittance of tax payers, Authorised Representatives, visitors etc., should be allowed after entering the Name, Contact number, Purpose of visit, time of entry , time of exit and Signature.

**1.1.3 The qualification requirement of the manpower deployed should be as follows:**

**General**

The personnel to be deployed by the Security Agency should have the following:

1. Should have passed at least Secondary School or equivalent exam.
2. Should be between 25-50 years of age.
3. Should have at least 5 years of experience in this line of job in some vital institutions/reputed concerns.
4. Should be medically fit for the job.
5. Should have good character and antecedent, well dressed and behaves well with Officers/Staff members.
6. Should be able to communicate in Kannada , Hindi and English.
7. They should have been on the employment roll of the Security Agency for a minimum of six months before their deployment to the Income Tax Department.

*(The necessary proofs of the above have to be submitted/demonstrated at the time of deployment)*

**2. TERMS AND CONDITIONS**

**2.1 General**

- a) The entire work included in the contract shall be executed by the Security Agency and shall not, directly or indirectly, be transferred, assigned or underlet or any part shared nor shall they take a new partner without the written consent of O/o Principal Commissioner of Income Tax, Mysuru. Any lapse in this regard will lead to the termination of contract.
- b) A person deployed for any shift on a particular day shall not be placed on duty on any other shift on the same day by the Security Agency. If it is found that the same person is deployed for more shift(s) on the same day, it will be deemed that no person has been deployed and also a penalty of Rs.500/- will be levied for each such default. The penalty amounts shall double at the end of every three such defaults.

---

N. Saini  
आयकर अधिकारी (मुख्य)-२  
INCOME TAX OFFICER (HQ)-2  
कुपे प्र. आयकर विभाग  
FOR OFFICE OF P. COMMISSIONER OF INCOME TAX  
मैसूर / MYSURU

- c) The Security Agency shall provide uniform along with photo identity card to security personnel at its own cost and should ensure that the staff is on duty at all times in neat and clean uniform. The colour and pattern shall be got approved by O/o.Principal Commissioner of Income-tax, Mysuru. A penalty of Rs. 500/- per day per guard shall be deducted for non-wearing of uniform. The penalty amounts shall double at the end of every three such defaults.
- d) The Security Agency should have suitable experience in providing Security personnel to reputed organizations/Public and Government institutions during the last 3 years ending 31<sup>st</sup> March 2016. Necessary proof to this effect has to be submitted.
- e) The Security Agency should submit certified financial statements and IT returns of the last three financial years. The average yearly gross billings from the business during the said period should have been above Rs.20 lakhs.
- f) The Security Agency should have obtained a valid labour license under the Contract Labour (R&A) Act 1970 the Contract Labour (R&A) Central Rules 1971, Payment of Wages Act 1936, Minimum Wages Act 1948, The shops and establishment Act, The Employees Provident Fund & Miscellaneous Provisions Act/ The Employees state Insurance Act, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947; orders, notifications, etc., present or future applicable to Security Agency from time to time for providing Security.
- g) The wages payable for the staff deployed by the Security Agency in the Income Tax Department, Mysuru shall be as per the guidelines of the Minimum Wages Act subject to rates fixed by the Government of Karnataka from time to time on this matter. The security agency has to make statutory payments to E.S.I./P.F. every month on the wages payable to staff deployed in Income-tax Department and necessary proof regarding payment of wages to staff/E.S.I./P.F. has to be submitted to the O/o.Principal Commissioner of Income-tax, Mysuru by 5<sup>th</sup> of following month.
- h) The Security Agency shall be responsible to provide immediate replacement for any security personnel who is not available for duty at the place of posting.
- i) The Security Agency shall indemnify Income Tax Department, Mysuru against payments to be made under and for the non-observance of the laws (if any).

- j) The Security Agency should furnish the name, qualification, proof of identity and effective verification of investigation into the background, antecedents, past conduct and character of each person the Security Agency proposes to deploy. The Security Agency and/or his staff shall neither use nor spend any part of their duty hour on recreational or entertainment activities.
- k) The Security Agency will ensure that their staff employed do not loiter in the corridors, chit chat, chew pans or smoking etc. A penalty of Rs.50/- will be imposed for each incidence of breach of this clause. The penalty amounts shall double at the end of every three such defaults.
- l) The staff of the Security Agency should leave the campus immediately after completion of their job on the campus. They should not be found on the campus loitering or otherwise.
- m) The Agency shall nominate a Coordinator not less than the level of a Manager, who shall be the single-point coordinator with the Income Tax Department on a daily-basis. In this regard the Nodal Officer of the Department shall be the Income Tax Officer (Hq-2), O/o Principal Commissioner of Income-tax, Mysuru

## **2.2 Start of services & period of contract**

- a) Terms of this Agreement is for one year, extendable with the consent of Principal Commissioner of Income Tax, Mysuru based on performance and other factors on yearly basis for a maximum period of 3 years..
- b) Start of services shall be made by the Security Agency within 5 days from date of signing of agreement.
- c) In case the service is not started on the stipulated date, Income Tax Department reserves the right to cancel the work order/agreement and/or recover liquidated damage charges. The cancellation of the work order shall be at the risk and responsibility of the Security Agency and Income Tax Department reserves the right to award the work at the risk and cost of the defaulting Security Agency.
- d) Should the Security Agency fail to start services, the Income Tax Department shall be entitled to recover liquidated damages to the extent of the difference in charges incurred in making alternative arrangements along with penalty of Rs.2500 per day for the delay period.

*N. Sait*  
आपकर अधिकारी (मुख्य)-२  
INCOME TAX OFFICER (HQ)-2  
कुम. प्र. आपकर आयुक्त  
FOR OFFICE OF PR.COMMISSIONER OF INCOME TAX  
मैसूरु / MYSURU

### 2.3 Performance evaluation

- a) The Security Agency performance will be evaluated on day to day basis by the Nodal Officer. If the performance of the Agency fails to meet the required service standard, the Agency will be required to take corrective steps to improve. Even after three warnings if the Agency fails to correct the course, a penalty of Rs.1000/- per month under the contract. The Department also reserves the right to terminate the contract for such reasons.

### 2.4 Termination of Contract

- a) The Income Tax Department, Mysuru reserves the right to terminate the contract in part or in full at any time with one month's notice without assigning any reasons thereof.


### b) 2.5 Arbitration

- a) In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Joint/Addl. Commissioner of Income Tax, Range-1, Mysuru. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

- b) There will be no objection to any such appointment that the arbitrator is a Government servant or that he/she has to deal with the matter to which the agreement relates or that in the course of his/her duties as Government Servant he/she has expressed views on all or any of the matters under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his/her office or being unable to act for any reasons whatsoever the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his/her predecessors.

- c) The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

Page 8

  
आयकर अधिकारी (मुख्य)-२  
INCOME TAX OFFICER (HQ)-2  
कु.प्र. आयकर आयुक्त  
FOR OFFICE OF P. COMMISSIONER OF INCOME TAX  
मैसूरु / MYSURU



d) The venue of the arbitration proceeding shall be the office of the Joint/Additional Commissioner of Income Tax, Range-1, Mysuru or such other places as the arbitrator may decide.

#### **2.6 Force Majeure**

Neither Security Agency nor Income Tax Department, Mysuru shall be liable for any delay, default or failure under this agreement if such delay, default or failure arose as a direct consequences of force majeure including strikes, lock out, war and civil unrest.

#### **2.7 Court Jurisdiction**

All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Mysuru and only courts in Mysuru shall have jurisdiction to determine the same.

#### **2.8 Penalty**

For convenience various penalties enforceable on breach of contract terms as per are summarized as under the convenience.


Deployed same guards continuously for more than one shift	Rs.500/- per incident. The penalty amounts shall double at the end of every three such defaults.
Non-wearing of approved uniform while on duty	Rs.500/- per person/incident. The penalty amounts shall double at the end of every three such defaults.
Found chit-chatting, smoking, chewing pan, unwarranted loitering in corridors etc	Rs.50/- per incident. The penalty amounts shall double at the end of every three such defaults.
Delay in commencing the service	Rs.2500/- per day

#### **2.9 Performance guarantee**

The Security Agency has submitted a Performance guarantee @ 5% of the Annual value of the contract in the form of Bank Guarantee.

The performance security shall be discharged/returned on expiry and successful completion of the contract, within a period of 2 months. In case of non-execution of the contract, in part or in full, the performance security shall be forfeited, after giving due

Page 9

  
आयकर अधिकारी (मुख्य)-२  
INCOME TAX OFFICER (HQ)-2  
कुपे प्र. आयकर अधुक्त  
FOR OFFICE OF P. COMMISSIONER OF INCOME TAX  
मैसूरु / MYSURU

notice to the Security Agency in respect of the defective/improper performance/execution or breach of any of the terms of the contract etc

Any sum of money due or payable to the Security Agencies, including the performance security refundable to him under the contract, may be apportioned by this office, against any amount of loss/penalty/caused/imposed on the Security Agency, which the Service Provider may owe to Income Tax Department, under this contract or any other contract or transactions.


#### **2.10 Payment**

- a) The Security Agency shall prefer invoices of the actual work done every month by 5<sup>th</sup> of the following month, along with the supporting documents such as muster rolls/attendance sheets/remarks of the Nodal Officer and the actions taken thereon, etc., along with proof of ESI and PF payments. The invoices shall be submitted after getting the same attested by the Nodal Officer.
- b) The bills will be paid within 4 [four] weeks thereafter, by A/c payee cheque, payable at Mysuru or by e-payment. However, any deterioration in service or non-payment of wages to its staff will not be acceptable on the plea of delay in receipt of payment.
- c) The Income Tax Department, Mysuru shall recover at source Income Tax on the gross bill value, payable per month to the Security Agency at the rates prescribed and remit the same to the concerned authorities.
- d) Penalties, damages, and contract non-compliance recoveries quantified, if any, will be recovered from the monthly bill payments.
- e) The Income Tax Department, Mysuru shall have the right to deduct from the money due to the Security Agency, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non-fulfillment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations.
- f) The Security Agency shall not petition for revision of rates tendered by him under any circumstance at any stage of work, either during execution or when the final claims are settled. The only exception to this will be on account of any statutory rules and laws governing tax rate or wage revisions

---

g) Any notice under this agreement shall be sent by either party to the other party in connection with this agreement by registered post or by fax or by personal delivery or by courier at the address given below:

INCOME-TAX OFFICER(HQ-2), O/O.PRINCIPAL COMMISSIONER OF INCOME-TAX,  
MYSURU

  
INCOME-TAX OFFICER(HQ-2)  
O/O.PRINCIPAL COMMISSIONER OF INCOME-TAX  
MYSURU

**TECHNICAL BID**

1.	Name of the Organisation /Firm /agency	
2.	Date of incorporation / establishment <i>(Please provide proof)</i>	
3.	Address (with Telephone no, Fax no. and E-mail, Website)	
4.	Name and address of the Partners/Directors with mobile no.(In case of Firm /Company)	
5.	Details of top 3 clients in terms of number of personnel deployed during the FY 2013-14 to FY 2015-16.  <i>(Provide the work certificate with the details of the number of personnel deployed along with the addresses of the premises of each client.)</i>	
6.	List of reputed clients along with the proof of the same. <i>[Year -wise as required by Clause 2.1(d) ]</i>	
7.	Total number of employees in the organisation during the FY 2013-14 to 2015-16 <i>(Provide proof for the same)</i>	
8.	ESI Registration No (Copy of registration to be enclosed).	
9.	Contract License issued by the Labour Commissioner (Copy of registration to be enclosed).	
10.	PAN card number (Copy of PAN card to be enclosed).	
11.	Provident Fund Account No.	

---

12	Certified financial statement and IT returns. / As per Clause 2.1(e)).
13	Details of demand draft/banker's cheque enclosed in respect of EMD
14	Date of registration of the concern and provide proof of the same
15	Service Tax Registration number

DECLARATION

I hereby certify 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/concern will be blacklisted and will not have any dealing with the Department in future.

Date:

Signature:

Place:

Name:

**FINANCIAL BID**

1	Name of the Organisation /Firm /agency
2	Address (with Telephone no., fax no. and E-mail, Website)
3	Name and address of the Partners/Directors with mobile no. (in case of Firm /Company)

Sl.No.	Item	Rs. / Per month
1	Billing for each security personnel per shift. <i>(Break up of basic, VDA, ESI, EPF, other allowances, etc.)</i>	
2	Other charges like management fee, service charges, etc.	
3	Applicable taxes. <i>(Provide the breakup of the different taxes)</i>	
4	Gross Amount/Grand Total payable per personnel per shift.	

**DECLARATION**

I hereby certify 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/concern will be blacklisted and will not have any dealing with the Department in future.

Date:

Signature:

Place:

Name:

---

ANNEXURE-I

FORMAT OF TENDER COMPLIANCE REPORT

To

Sub: Regarding tender for providing "Security personnel" to Income Tax Department, Bengaluru

Dear Sir,

I have gone through the complete terms and condition of the Tender for providing "Security personnel" to Income Tax Department, Mysuru and accept the same.

Place:

Signature of Bidder

Date:

Name: