



OFFICE OF THE INCOME TAX OFFICER, WARD-1,  
CHIKKABALLAPUR

No. 271/1, 1343, "Yeshoda Complex" 1st Floor, B.B. Road, Chikkaballapur-562101  
Phone: 08156 - 271919

F.No.3/Tender/ITO/CKB/2019-20

Date: 16/12/2019.

**NOTICE INVITING TENDER FOR PROVIDING MAN POWER FOR  
SECURITY SERVICES & HOUSE KEEPING SERVICES**

Sealed tenders are invited from reputed agencies for providing of manpower for Security Services and House Keeping Services at O/o. **Income tax Officer, Ward-1, No. 271/1, 1343, "Yeshoda Complex" 1st Floor, B.B. Road, Chikkaballapur.** The Probable requirement is as under:-

Office	Security Guard	House Keeping Staff
O/o Income Tax Officer, Ward-1, Chikkaballapur.	1 (One)	1 (One)

2. The Total Number of Staff to be deployed shall be at the sole discretion of this office. The description of the responsibilities and the work to be carried out by the staff is given in the terms and conditions.

3. Interested agencies may send sealed bids in the manner specified in the tender document to The Income Tax Officer, Ward-1, No. 271/1, 1343, Yeshoda Complex, 1st Floor, B.B. Road, Chikkaballapur **on or before 26.12.2019 upto 5.30 PM.** The required tender documents may be obtained from the O/o Income tax Officer, Ward-1, Chikkaballapur from 17/12/2019 to 26/12/2019 on any working day(from 11.00 AM to 4.00PM ) on payment of Rs.200/- (Non-Refundable) by SBI or any other Nationalized banks in favour of **ZAO, CBDT, Bengaluru payable at Bengaluru.** The Tender documents may be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.incometaxbengaluru.org](http://www.incometaxbengaluru.org). However the cost of tender document shall be payable otherwise the same shall be rejected.

4. The Technical bids will be opened on **27.12.2019 at 11.30 AM** O/o Income Tax Officer, Ward-1, Chikkaballapur, No. 271/1, 1343, "Yeshoda Complex" 1st Floor, B.B. Road, Chikkaballapur, in the presence of representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies will be opened on the same day in the presence of representatives available.

5. The Income Tax Department reserves the right to accept or reject any tender, qualify certain omissions/commission as curable defects and provide additional time to the bidders to rectify the same.

*Subramanya K.R.*  
(K R SUBRAMANYA)  
Income Tax Officer, Ward-1,  
Chikkaballapur

Copy to:

1. The Pr. Commissioner of Income-tax. Bengaluru-6, Bengaluru- For kind information.
2. The Addl. Commissioner of Income Tax, Range -6(3), Bengaluru-For kind information.
- ✓ 3. ITO(PRO). O/o Pr.CCIT, Karnataka & Goa, Bengaluru with a request to upload in departmental website [www.incometaxbengaluru.org](http://www.incometaxbengaluru.org)
4. The Notice Board, Income Tax Office, Chikkaballapur.

**TERMS AND CONDITIONS APPLICABLE FOR PROVIDING MANPOWER FOR  
HOUSE KEEPING AND SECURITY SERVICES**

Sealed Tenders are invited from reputed agencies for providing House Keeping Staff and Security Guard on contractual basis on the following terms and conditions

**A. GENERAL TERMS AND CONDITIONS**

**1. The Nature of duties of House Keeping Staff & Security Guard.**

**I) HOUSE KEEPING.**

- a) Dusting and cleaning of office Building, furniture and fixtures.
- b) Sweeping of Office premises inside rooms, common area and corridor of the office Premises.
- c) Wet mopping of entire office floor area with necessary detergent/phenol daily.
- d) Disposing of waste papers/trash/dusting of door mats on daily.
- e) Cleaning of toilets twice a day.
- f) Replacement of liquid soap/paper napkin in all the toilets.
- g) Cleaning and removing satisfactorily cobweb on walls, ceiling and surrounding areas Once in a week.
- h) Washing of towels once in a week.
- i) Cleaning of window panels, glass & ventilation blinds once in a week.
- j) Any other tasks as and when arises or as directed by the Building Incharge with in the Scope of housekeeping.

**II) SECURITY SERVICES.**

- i) The nature of duties of Security Guards:
  - a) The duties of the security guards would broadly include performing in security services round the clock.
- ii) Security Guards should have the following qualifications:
  - a) The personnel for security Guard should have the age between 21 to 50 years.
  - b) The personnel should be able to work till late hours.
  - c) The working hours for Security Guard will be 08 Hours per Personnel (1).

**The payment will be made on the basis of attendance.**

2 The working hours for House keeping staff will be from 9.30 AM to 6.00 PM during the working days with ½ hour lunch break in between. However the personnel can also be called on holidays if required. and **payment will be made on the basis of attendance.**

3. The total number of House keeping staff and Security Guards to be deployed shall be at the sole discretion of this office.
4. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this office, same shall be reimbursed/indemnified by the Service Provider.
5. The Personnel, if found not working satisfactorily, must be replaced by the Service Provider immediately.
6. The Personnel should be punctual and should complete the work assigned to the promptly and meticulously.
7. The Personnel should report to the office in charge assigned by the office.
8. The personnel should be punctual and should complete work assigned to them promptly and meticulously.
9. All existing statutory regulations of both the States as well as the Central Governments, shall be adhered to by the Service Provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
10. The Service provider is responsible for payment of monthly salary including leave salary, bonus. Gratuity etc. to the personnel as applicable to them under law. The Service Provider should ensure that salaries are paid on time every month. It is mandatory for the service provider to pay the prevailing wages prescribed by the Minimum Wages Act, of the Karnataka Government to the HOUSEKEEPING. The HOUSEKEEPING will be paid the wages of semi-skilled worker.
11. The payment shall be made to the Service Provider on or before 10<sup>th</sup> of the following month. At the time of submission of bill for payment, the Contractor / Service Provider should submit the proof for the previous payment made towards statutory liabilities. The Service provider shall make only statutory deduction from the salary paid to the personal.

12. Payment to the Service Provider will be made by the Department through the Zonal Accounts office, Bengaluru via e-payment/NEFT/RTGS only, on presentation of the bill. Income-tax & GST shall be deducted at source as per the rates notified by the Income-tax Department.

13. The persons engaged by the Contracting Agency / Service Provider will be in the employment of the Agency / Service Provider only.

14. The Contractor / Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence. Dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.

15. All damages cause by the personnel to the property of the office shall be recovered from the Service Provider.

16. The contract will be for a maximum period of **1 year starting from 01.01.2020 to 31.12.2020**. This office reserves the right to extend the contract further, on the same terms & conditions, subject to satisfactory performance of the Service Provider.

17. No other person except Service Provider authorized representative shall be allowed to enter the offices.

18. Department / Office will not involve in any dispute between the service provider and workers of the service provider.

19. Proper uniform and identification card shall be provided by the contractor / bidder to the person deployed as **Watch and Ward & Housekeeping** and it must be ensured that the same are worn during working hours & I.D. cards are displayed on person, as issued by the vendor.

20. The Contractor / bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.

21. Any incidence of Inappropriate behavior by any of the **Watch and Ward & Housekeeping** or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.

22. The vendor will provide the personal particulars of the **Watch and Ward & Housekeeping** giving details of educational qualifications. The **Watch and Ward & Housekeeping** are required to abide by the following rules:

- I. Will work in the Income Tax Office premises only.
- II. Will not part with any information pertaining to the office.

23. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency / Service Provider at any time without giving any notice or reasons whatsoever.

24. Any absent of employees is to be made good by providing substitute standby without loss of time to ensure work is uninterrupted. The concerned authority has to be informed. If standby is not provided then the bill has to be submitted accordingly by reducing the amount.

25. The Department shall not be liable /responsible for any damage/loss or injury if any caused to the life or property of any personnel of vendor or employees of the vendor deputed for the house keeping job by reason of any acts of omission or commission or negligence on the part of the personnel or any workers engaged by the vendor. The Department shall not be liable/responsible for the claims. If any of the employees of the vendor workmen's compensation Act or any other enactment law. The Vendor shall keep always the Department fully indemnified and harmless against all claims and proceedings of the employees or others, if any.

26. The vendor's personnel should be careful in handling the properties belonging to the Department and should not cause any damages to the office files and equipment such as fax, computers, telephones, partitions etc. and should not remove any properties of the Department. If any damage is caused the cost of such damage will be recovered from the Vendor.

27. Violation of terms and conditions of the contract will be viewed seriously and legal action will be initiated against the vendor.

28. All the work entrusted shall be carried out under the guidelines of the departmental official nominated from time to time.

#### **B. MODE OF SUBMISSION OF TENDER & CLARIFICATIONS THEREOF**

1. The sealed tenders shall be addressed to **THE INCOME TAX OFFICER, WARD-1, CHIKKABALLAPUR No. 271/1, 1343, "Yeshoda Complex" 1st Floor, B.B. Road, Chikkaballapur -562101.** and submitted latest by 26.12.2019 up to 5.30 PM .

2. The bidders are required to submit two bids i.e. **Technical bid (in Annexure -I)** providing details about the Agency, its address and contact details, Registration details, experience in the field, the other organizations for which the agency is providing such services, details regarding compliance of statutory laws etc and **Financial bid (in Annexure -II)**, the bidder will submit his quotation for his charges for rendering service.

3. The bidders shall submit their bid in a sealed envelope super-scribing "**Tender for providing of manpower for Housekeeping services and Security Services at Income tax Office, Chikkaballapur.**" Containing two separate sealed envelopes super scribing "Technical Bid" enclosing the respective bids along with Annexure-I (Technical) and Annexure-II (Financial).
4. The Successful bidder will have to deposit a performance Security Deposit(Subject to revision @5%) at the time of placing the work order within 15 days the receipt of the formal order which shall remain valid for a period of 60days beyond the date of completion of all the contractual obligations of the contractor.
5. The department has right to relax Technical Qualification in case of sufficient number of quotations would have not received.
5. This office reserves the rights to postpone/and/or extend the date of receipt/opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.
6. The service provider are required to submit the complete rates / quotations only after satisfying each and every condition laid down in the terms and conditions.
7. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures. The rates indicated in figures shall prevail. All overwriting / cutting, insertions shall be authenticated and attested.
8. Rates / Quotations should be submitted and signed by the firm with its current business address.
9. **The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms conditions contained herein and submit the same. Anybody who doesn't file signed tender document along with their technical bid will not be considered.**
10. The Contractors / Service Provider must comply with the rates / quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates / quotations and accepted by the department.

11. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the rights to reject any tender, even the lowest one without assigning any reasons thereof.
12. The Technical bids will be opened on 27.12.2019 at 11.30AM in the O/o Income Tax Officer, Ward-1, Chikkaballapur, in the presence of tender committee.
13. Earnest money deposit of **Rs. 25,000/- (Rupees Five Hundred only)** per application in the form of Demand Draft/Postal order/Banker's cheque of Scheduled Bank in favour of **The ZAO, CBDT, Bangalore payable at Bangalore.** shall accompany the qualifying bid. Qualifying bids without EMD will be rejected, EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidders withdraw or the details furnished in Annexure-I & II are found to be incorrect and false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned on furnishing Bank performance guarantee.
14. The tender details are also available at Office of the Income Tax Officer, Ward-1, Chikkaballapur.
15. Agencies applying for the tender should not be declared as offenders/defaulters of any law/dues by other Government Agencies. Competant Authorities in the agency should provide a 'Self Declaration' regarding the same.
16. For any clarification in the matter and/on prior appointment may be made with **The INCOME TAX OFFICER, WARD-1, CHIKKABALLAPUR No. 271/1, 1343, "Yeshoda Complex" 1st Floor, B.B. Road, Chikkaballapur-562101**

## ANNEXURE I

### TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name of the Bidder:
2. Address (with telephone no., fax no. & e-mail ID)
3. Name & Address of the proprietor/partners/directors:  
(with mobile number)
4. Contact person (s) :  
(with mobile number)
5. No. of years of experience in providing services:  
of skilled/unskilled personnel (enclose proof  
such as performance reports.)
6. Permanent Account Number:
7. Service Tax Registration No/GST Registration No. :
8. ESIC Registration Number. :
9. EPF Registration Number. :
10. Detail of EMD:

### DECLARATION

I/We -----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

Note 1: Provide list of all existing customer along with their addresses. Enclose performance reports from customers if any.

Note2. Enclose Computation of income, Balance sheet, P &L Account for F.Y 2016-17, F.Y 2017-18, & F.Y 2018-19.

**ANNEXURE-II**

**FINANCIAL BID DOCUMENT**

1. Name of the Bidder:
2. Address  
(with telephone no. and fax no.)
3. Name & Address of the proprietor/partners/Directors  
(with mobile numbers).

No	Description	Security Guard	Housekeeping staff
1	Basic		
2	DA		
3	Total(1+2)		
4	EPF		
5	ESIC		
6	Total(3+4+5)		
7	Contractor Service Charges		
8	Total (6+7)		
9	GST		
10	Total(8+9)		

Signature of  
Authorized Signatory with date

## ANNEXURE-III

To.

The Income tax Officer,  
Ward-1, Chikkaballapur.

Sir,

**Sub:** Submission of Quotations for providing Manpower for **Security Services & House Keeping services at Income tax office, Chikkaballapur** - Regarding

**Ref:** Tender Notice No F.No.3/Tender/CKB/2019-20 Date: 16/12/2019.

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With reference to the above, I / We hereby submit the quotation for providing Manpower for Security Services & House Keeping services at O/o Income Tax officer, Ward-1, Chikkaballapur.

Yours faithfully

(BIDDER)