



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX
NORTH-WEST DIVISION -7,1ST FLOOR, C.R.BUILDING, 'C' BLOCK,
DEVARAJ URS LAYOUT, DAVANAGERE - 577 006.**

सी.सं.C.No:II/22/01/2018-19

दिनांक: 08.08.2018

OPEN TENDER ENQUIRY NO.01/2018-19

The Office of the Assistant Commissioner of Central Tax North West Commissionerate Division-07 Davangere and Division-8 Haveri invites Sealed tenders/quotations under Two Bids System i.e., Part-I (Technical Bid) and Part-II (Financial Bid) from reputed Service Providers for providing Security Services on works contract basis. Preference will be accorded to those Service Providers who have sufficient experience in providing such services to various Government Departments and or Public Sector Undertakings. The period of contract shall be upto 31/08/2019.

2. Interested Service Providers may download the contents along with terms and conditions enclosed herewith from the Departmental website-<http://gstkarnataka.gov.in> or obtain the same from the Administration section located at Office of The Assistant Commissioner Of Central Tax, North-West Division-07 Davangere and Division-8 Haveri, Ground and 1st Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere -577006 between 10.00 Hrs to 17.00 Hrs on all working days.

3. The completed sealed tender documents should reach this office on or before **14.08.2018 by 17.00 Hrs.** Bids beyond the specific date/time will not be accepted the interested service providers are advised to visit the premises of provision of services **between 10.00 Hrs to 17.30 Hrs on all working days till 14.08.2018**, with prior permission in order to understand the nature/quantum of work. The Technical Bids will be opened at on **17.08.2018 at 15.00 Hrs** and the Financial Bids will be opened **on 17.08.2018 at 15.30 Hrs** in the presence of the Designated Committee at the Office Of The Assistant Commissioner Of Central Tax North-West Division -7 & 8, Ground and 1st Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere -577006. If any of the Bidders desires to participate in the tender opening process, they may be present at the venue at the aforesaid date and time. This office reserves the right to reject any application of the prospective bidders without assigning any reasons. If any information furnished by the Service Provider is found to be incorrect at a later stage, the Service Provider shall be liable to be debarred from providing the services and may also face financial consequences.

P. Nayak
08/08/18

(PRAMOD NAYAK)

ASSISTANT COMMISSIONER
CENTRAL TAX DAVANAGERE

TERMS AND CONDITIONS

1. The Office Of The Assistant Commissioner Of Central Tax North-West Division -7& 8, Ground and 1st Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere -577006. may at its discretion at any point of time during the validity of the contract require the Service provider to dismiss or remove from the site of work, any person or persons, as employed by the Service provider, who may be incompetent or for his/her/ their misconduct and the Service provider shall forthwith comply with such requirements.
2. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Office.
3. The Service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote good-will and enhance the image of the Department. The Service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. He will also provide suitable uniform so as to distinctly identify his personnel in the office at his cost and the same will be worn by the personnel at all times in the office.
4. The Service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical knowhow, security arrangements. Administrative, organizational matters as all are of confidential/ secret nature. In case the Department comes to know about any such act done by the Service provider's personnel, the Office reserves the right to cancel the contract and in that case the Security Deposit will be liable to be forfeited.
5. The Service provider's persons shall not claim any benefit/ compensation/ absorption; regularization of services with office under the provision of Industrial Disputes Act, 1947. (or contract labour regulation & abolition), 1970 Undertaking from the individual (whose services are hired from the Service providers) personnel to this effect will be required to be submitted by the Service provider to this office.
6. The persons deployed by the Service provider shall not have any claim to any 'Master & Servant' relationship against this office.
7. The Service provider's shall ensure proper conduct of his persons in the office premises, and enforce prohibition of consumption of alcoholic drinks, narcotics use, pan, smoking, loitering without work.
8. The Service provider's personnel should be in uniform and should possess Identity card when working in this office.

9. The transportation, food, medical and other statutory requirement under the various Acts/ Government, Regulations in respect of each personnel of the Service provider will be the sole responsibility of the Service provider.
10. The Service provider shall provide necessary uniforms and materials for the security personnel deployed at the premises.
11. The bidder shall be responsible for complying with all statutory requirements in execution of the contract and must abide by the Minimum Wages Act, 1948, payment of Wages Act, 1936, Workmen Compensation Act, 1923, EPF Act, 1952, payment of Gratuity Act, 1972, ESI Act, 1948, The Central Labor (R&A) Act, 1970, payment of Bonus Act, 1965, Income Tax Act, 1962, GST Act, 2017 and any other applicable Acts. The Service provider shall be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
12. The Service provider shall furnish the bill (in duplicate) towards their services during the month in the first week of the following month. Evidences for ESI/ PF benefits given to the employees should be furnished. The payments shall be made only when a certificate is produced of satisfactory work from the designated official.
13. Income tax and GST as applicable shall be deducted at source.
14. The Service provider shall not sublet, transfer or assign this contract or any part thereof to a third party under any circumstances.
15. The Service provider shall exercise proper supervision of the work turned out by the deployed persons by providing the services of a Supervisor who will be stationed in the premises throughout the day.
16. The bidders shall quote their rates as per the proforma enclosed. The rates quoted should be inclusive of all mandatory charges/levy and exclusive of Central State GST.
17. The agency should not have been black listed by any of the Government Departments public Sector Undertakings/Government Autonomous Organizations/ private or any other Organizations.
18. The agency should undertake to employ and provide the requisite number of trained personnel for the service.
19. The department will not be liable to pay anything for loss of material or manpower during the period or contract. The agency will be responsible for any loss of property etc., for the negligence of persons employed by it, including civil and criminal liability arising from the acts of its personnel and the department will not be responsible for such acts under any circumstances.

CONDITIONS TO BE FULFILLED FOR ELIGIBILITY

1. The bidder should be a registered and well established Security Agency and should have a sufficient experience in rendering such services to establishments of Central/State/Public Sector Organizations having similar infrastructure. A list indicating the departments where the bidder has contract for Security Services along with supporting documents should be submitted with the bid.
2. The bidder should have a minimum turnover of Rs. 50 Lakhs (Rupees Fifty Lakhs only) during the preceding 3 (three) financial years.
3. Only the bidders who qualify in the Technical Bid will be eligible to participate in the Financial Bid.
4. The persons deployed by the bidder should have sound medical fitness, shall be well behaved and should be well experienced and trained adequately to handle any type of Security and other works entrusted to them by the office.
5. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated officer of the office.

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DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. Profile of the company along with financial statements (Profit & Loss Account/Balance Sheet and Income Tax Returns for last 3 years) indicating the turnover of the company.
2. List of Govt Sector/ Public Sector/ Other Organizations wherein the bidder has undertaken such Security Services during the previous two years.
3. Certificate from clients for having satisfactorily completion of the work of Security.
4. Copies of PAN card, GST Registration Certificate, Certificate of Registration with the Labour Department, registration with EPF/ESI departments.

5. Earnest Money Deposit of 3945/- (Rupees Three Thousand Nine Hundred Forty Five Only) in the form a Demand Draft drawn in favour of "The Pay and Accounts Officer, Central Tax, Bengaluru" should accompany the bid. The EMD shall be returned to all unsuccessful bidders and that in respect of the successful bidder shall be retained by the Department and shall be returned on completion of the contract.
6. Any other relevant information connected with Security Services.
7. The completed sealed tender documents should reach this office on or before **14.08.2018** by **17.00 Hrs** Bids beyond the specific date/time will not be accepted. The interested Service Providers are advised to visit the premises of provision of services **between 10.00 Hrs to 17.30 Hrs on all working days till 14.08.2018**, with prior permission in order to understand the nature/quantum of work. The Technical Bids will be opened on **17.08.2018** at **15.00 Hrs** and the Financial Bids will be opened on **17.08.2018** at **15.30 Hrs** in the presence of the Designated Committee at the Office of The Office Of The Assistant Commissioner Of Central Tax North-West Division -7& 8, Ground and 1st Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere -577006.

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CONDITIONS FOR SECURITY SERVICES

The Service Provider should ensure that adequate supervision is exercised on the day to day functioning of the deployed personnel.

(a)Fitness of the Staff: The agency will employ and provide the requisite number of trained security staff, not below the age of 18 years, who are medically and physically fit for the job. The agency will also ensure that all the workers are free from any infectious diseases before deployment for the work.

(b)The antecedents of all the security personnel shall be got verified from the police department by the agency, before deployment for work at the agency's own cost. The department reserves the right to any verification (including police verification) independently and the agency shall provide full co-operation.

The service provider shall undertake all the security of the premises containing parking area also.

1. The bidder should provide security services at the premises of The Office Of The Assistant Commissioner Of Central Tax North-West Division -7& 8, Ground and 1st Floor, C.R. Building, 'C' Block, Devaraj Urs Layout, Davanagere-577006 round the clock on all days including Sundays and Holidays. The above premises cover a total area of **32,000** sq.ft., distributed in Ground & First floor (in addition Second floor occupied by Income Tax Department). The building housing the office is a furnished office with installation of expensive office equipments and furniture etc, apart from sensitive have to be deployed to guard the front and rear entries of the building.
2. The bidder should have sufficient experience in the field of providing security services to the establishments of Central/ State/ Public Sector Undertakings. A list of companies/ departments where security is being deployed by the bidder along with the relevant supporting documents has to be furnished along with the bid. The list of Government organizations where the bidder is currently providing security services is also to be provided along with the supporting documents.
3. The bidder should quote the total amount per month (Exclusive of GST) for providing Security at Central Tax, Central Tax North-West Division -7& 8, Davanagere .
4. The Security personnel deployed should have sufficient experience in providing security services with clean antecedents duly verified and be in good health, be medically fit and not above 50 years of age. The contractor shall ensure round the clock high standard security on a 24 x 7 basis on all seven days of the week to safeguard the premises and assets of the department.
5. The deployed personnel shall maintain law and order in the premises. The bidder should ensure that adequate supervision is exercised over the personnel deployed on a day to day basis.
6. The bidder should indicate the PAN/Service Tax Registration/ESI/EPF Nos. and submit the necessary registration certificates in support of the same.

7. The bidder shall be responsible for complying with all statutory requirements in execution of the contract and must abide by all the corresponding Rules and Regulations Acts etc.
8. The payment will be made to the security agency on monthly basis against bills after verification of attendance of the personnel deployed as per the agreement, by the department. Further, payment to personnel should be made before the designated officer in this department. The security agency will be responsible for payment of salaries, all statutory dues etc of the personnel engaged in security work.
9. In case of any doubt or need of any inquiry the bidder may contact the undersigned on any of the working days.

The Security Services shall be provided in the premises falling under the Jurisdiction of

“The Office Of The Assistant Commissioner Of Central Tax North-West Division -7& 8, Ground and 1st Floor, C.R. Building, ‘C’ Block, Devaraj Urs Layout, Davanagere -577006.”

The above office comprises of the following area:

| C.R.Building, Davangere | Area (approx) |
|--|---|
| C.R.Building total area is | 32,000 Sqft ie. [2787Sqm] |
| Ground Floor area 1 st Floor area Stair Case area | :5252.79 Sqft [488 Sqm] :5349.66 Sqft [497 Sqm] : 376.70 Sq.ft [35 Sq.m] [5252.79+5349.66+376.70=10979 sq.ft] =[488+497+35=1020Sqm] |
| Front vacant area Back vacant area | : 6600 Sqft [613 Sqm] : 14600 Sqft [1356 Sqm] [6600+14600=21200Sq.ft] =[613+1356=1969Sqm] |

Note: In addition to the above area, Income Tax office on the 2nd Floor shall also be covered for security.

FORMAT FOR TECHNICAL BID

| Sl No | Particulars | Details |
|-------|--|---|
| 1 | Name of the Organization/Firm | |
| 2 | Full postal address with pin code | |
| 3 | Phone Number(s) and mobile number(s) of the responsible person | |
| 4 | Fax Number and E-mail ID | |
| 5 | Name(s) of the proprietor/Director(s)/Partner(s) | |
| 6 | Firm's Registration Number (Copy of certificate to be attached) | |
| 7 | Firm's Registered Address | |
| 8 | Firm's provident Fund Registration Number (Copy of certificate to be attached) | |
| 9 | Firm's ESI Registration Number (copy of certificate to be attached) | |
| 10 | Firm's PAN Number (Copy of PAN to be attached) | |
| 11 | Firm's GST Registration Number (Copy of certificate to be attached) | |
| 12 | Registration number of the renderer/firm with other Government department, if any (Copy of certificate (s) to be attached) | |
| 13 | Total Number of Staff/workers of the Firm/Organization | |
| 14 | Firm's Activities (Separate sheet can be enclosed, if necessary) | |
| 15 | Whether the firm is registered or license holder under Contract labour (Regulation A Abolition) Act? | If yes, copy of the registration certificate to be enclosed |
| 16 | Name of the Organizations to whom the House Keeping work has been provided by the Firm during the last 2 years | Attach the job Order/Service Certificate |
| 17 | List of organizations to whom the services are being provided currently | Attach the job Order |
| 18 | Details of turnover for the firm for the preceding 3 years (Attach copy of P/L Account? Balance Sheet and Income Tax Returns filed with the IT Department) | |
| 19 | Copy of Income Tax clearance certificate (ITCC) for the last year to be attached | |
| 20 | Any other relevant information | |

Signature of the Authorized person:

Name:

Designation:

PROFORMA FOR FINANCIAL BID (For Security services)

| | | |
|---|---|------------|
| 1 | Name and Address of the Agency | |
| 2 | Rate Quoted per person per month including all mandatory charges/ levy etc. (excluding Central and State GST) | Rs. |
| 3 | Rate Quoted per guard per day including all mandatory charges/ levy etc. (excluding Central and State GST) | Rs. |
| 4 | Number of persons | Two |
| 5 | Total amount of Salary for 2 persons | Rs. |
| 6 | Agency Service Charges | Rs. |

Certified that the above quoted rate complies with the minimum wages Act and all the legal rules and regulations of the State Government and Central Government governing the works contract. The above rate is exclusive of GST.

Date:
Bengaluru

Signature of the Authorized person
Name:
Designation

UNDERTAKING

1. I / We undertake that I/We have carefully studied all the terms and conditions of the contract and understood the parameters of the proposed work and shall abide by them;
2. I / We hereby certify that none of my relative(s) is / are employed in the North West Division -7 & 8, Davangere.
3. I / We, further undertake that the information in this tender are true and correct in all respects.

Date:

Place:

Signature of the authorized person

Name:

Designation: