

TENDER CALL NOTICE

- 1) Sealed tenders are invited from the registered Organisation / Agency/ Company in the proforma prescribed below to provide 6(six) number of security personnel. The number of personnel can be changed by this department as per the need. The security personnels should be of sound physique. They are to be deployed in the office of the Commissioner of Commercial Taxes, Odisha, Cuttack at “Banijyakar Bhawan”, Old Secretariat Cuttack. The Organization /Agency shall have been registered under Private Security Agency (Regulation) Act 2005/ Odisha Private Security Agencies Rule 2009.
- 2) All the tenders should be addressed to the Addl. Commissioner of Commercial Taxes(Administration), Office of the Commissioner of Commercial Taxes, Odisha, Cuttack and on the cover/envelop “Tender for Security Personnel” should be clearly mentioned. Sealed tenders shall be received during the office hours only and tenders received after the stipulated date and time will not be accepted. Tender in the prescribed proforma shall accompany with a Bank Draft for ₹ 5,000/- (Rupees five thousand)only drawn in favour of the Commissioner of Commercial Taxes, Odisha, Cuttack payable at any Nationalised Bank located in Cuttack City towards security. Security in shape of Bank Draft shall be refunded to the unsuccessful bidders in due course.
- 3) As a guarantee towards due performance and compliance of the contract work, the successful bidder(agency)shall submit a Bank Guarantee equal to 10% of Annual Contract value towards Security Deposit with a validity equal to the period of contract.
- 4) The such Security Deposit shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
- 5) The Technical bids would first be taken into consideration by the Tender Evaluation Committee and only those bidders who qualify in the Technical bid

would be considered for the Financial Bids. The lowest bidders (L1) in the financial bid would be considered. In case the lowest bidder(L1) is disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the committee.

6) In case of any loss that might be caused to the Commercial Tax Organisation due to lapse on the part of the security personnel discharging security responsibilities, such loss will be borne by the Agency and in this connection, the Commercial Tax Organisation shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to the Commercial Tax Organisation besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, C.C.T.(Odisha) shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

7) In the event of any security personnel being on leave /absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve and provide the same under intimation to the Addl. Commissioner of Commercial Taxes(Administration).

8) As and when required for additional security strength on temporary or emergent basis, the agency will provide such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the Addl.C.C.T(Administration). Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Addl. C.C.T(Administration) shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.

9) The office shall provide a desk/booth at the main gate, which the agency shall maintain through its security personnel.

10) The daily shift-wise attendance of the security personnel deployed by the agency shall be maintained by the “Biometric Attendance System” installed in the office.

11) The agency shall maintain daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time manually and submit the photocopy of the same at the time of production of monthly bill.

12) The Addl. C.C.T.(Administration) shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.

13) The authority reserves the right to cancel /reject the tender or any part of the tender without assigning any reason thereof. Further the security agencies who have already been black listed by the Govt. of Odisha shall not participate in this tender.

14) The tender form can be downloaded from the Commercial Tax Department website www.odishatax.gov.in. In case the tender form is downloaded from the website the submission of such tender forms should be accompanied by a draft of ₹200/- + VAT @ 4% payable in favour of Commissioner of Commercial Taxes, Odisha, Cuttack towards the cost of the tender paper.

15) The tender papers duly filled in shall be deposited in the office of the Commissioner of Commercial Taxes, Odisha, Cuttack on or before 22.10.2013 (2.00P.M) and the same shall be opened on the same day at 4 P.M. The intending bidders may visit “Baniyakar Bhawan” at Old Secretariat premises on any working day to visit the area to be watched and ward before submission of tender.

TENDER FORMS

[To be furnished in a sealed cover]

1. Name and address of the Company/ Organisation/ Agency with Telephone Nos./e-Mail/telephone Nos. and Mobile of contact person.
2. Name(s) of the Proprietor/ Partner/ Director(s) of the Organisation/ Company.
3. Status of the organization whether Proprietorship/ Partnership/ Pvt. Ltd. etc. (Copy of the partnership deeds or other relevant documents should be enclosed).
4. Certificate of registration under Private Security Agency (Regulation) Act 2005/ Private Security Rules, Odisha 2009.
5. Service Tax registration No. issued by the Central Excise Authorities.
6. Valid license No. issued under Contract Labour (Regulation and Abolition) Act.(Authenticated copy to be enclosed).
7. Valid license No. under Employees Provident Fund Act(Authenticated copy to be enclosed).
8. Valid license of Employees State Insurance Act(Authenticated copy to be enclosed).
9. Experience/ Performances if any (Certificates/ Testimonials on the past performance of at least three years to be furnished).
10. Client to whom services are being provided at present.
(A)Total man power being deployed at present
(B)Name of the client
(C)Nos. of personnel engaged
11. Whether the agency has any exemption u/s 16(2) of the EPF Act.
12. Authorisation that no criminal cases is pending against the Company/ Organisation/ Agency at present.
13. Financial credibility (A copy of the audited annual financial statement for last two years to be furnished).
14. Evidence in support of providing Security personnel with or without arms(Copy of the arms license to be provided in respect of Security Personnel with arms).

15. Rates for each category

(Consolidated payment per month per person which includes all taxes and EPF obligations of Central and State Govt., Service tax and cess if any.

The quoted rate should not be less than the minimum wages as fixed by the State Govt..

A). Security Guard (Un-armed) - 6 nos.

Date:-

Signature of the Bidder

Place:-

FINANCIAL BID

(In sealed Cover-II super scribed “Financial Bid”)

Sl. No.	Particulars of the Person to be engaged	No. of personnel as per the requirement.	Rate per person/per month (In ₹) inclusive of all statutory dues	Amount in Rupees
1.	Security Guards	6		
Total		6		
GRAND TOTAL -				

Signature of the Bidder

TECHNICAL REQUIREMENTS FOR THE SERVICE PROVIDER

- The service provider should fulfill the following Technical Specification:-
- 1) The registered office or one of the branch offices of the Service Provider should be located within Cuttack.
 - 2) The Service Provider should be registered with appropriate registration authorities like, Income Tax and Service Tax Department, Employees Provident Fund, Employees State Insurance Acts etc.
 - 3) The service provider should have its own Bank Account.
 - 4) The Service Provider should have a minimum of three years experience in supplying Security Personnel to Government/bodies buildings.
 - 5) The Service Provider should not be black listed by the Government of Odisha.
 - 6) The Service Provider should have Service Tax Clearance Certificate for the year 2012-13.

**OFFICE OF THE COMMISSIONER OF COMMERCIAL TAXES,
ODISHA, CUTTACK**

Tender Call Notice

Sealed tenders are invited from interested registered Organisation/ Agency / Company for providing **6(Six) numbers** of security personnel. The tender completed in all respect shall be deposited in the office of the Commissioner of Commercial Taxes, Odisha, Cuttack on or before **22.10.2013 by 2 P.M.** The Application Form of tender containing General Bid Information & Terms and Conditions will be available with the Office of the Commissioner of Commercial Taxes, Odisha, Cuttack on payment of ₹ 100/- from **Dt. 03.10.2013 to Dt. 22.10.2013** or can be downloaded from the website of Commercial Tax Department **<https://odishatax.gov.in>** from **Dt. 03.10.2013 to Dt. 22.10.2013**. In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount of ₹ 100/-(Rupees One Hundred) only towards the cost of application along with the application.

**Commercial Tax Department
Odisha, Cuttack**