



**GOVERNMENT OF KARNATAKA**  
**COMMERCIAL TAXES DEPARTMENT**  
**OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES**  
**(VIGILANCE), “VTK-2”,**  
**3<sup>rd</sup> Floor, 80 feet road Rajendranagara,**  
**KORAMANGALA, BANGALORE-560047.**  
**TEL: 080-25704962, e-mail:jcctvigi@gmail.com**

No.JCCT(VIG)/G/CR-01/2021-22

Dated :27-07-2021.

**SHORT TERM E-TENDER NOTIFICATION**

The Joint Commissioner of Commercial Taxes (Vigilance) Department of Commercial Taxes, Koramangala, Bangalore. To The Departmental building and Commercial Tax Checkpost property. Is inviting Tender through e-Procurement portal for providing service of Scavengers/Cleaner Security Guards in this Division, for 07 months (01.09.2021 to 31-03-2022) under two cover system/two parts (Techno Commercial Bid and Financial Bid) from reputed manpower supply agencies, registered in Karnataka State, operating from KARNATAKA State who have adequate financial resources and experience.

Sl. No.	Name of the service and providing Security Guards	No. of Personnel
1	Attibele Checkpost (In)	1
2	Old Madras Road (Out) Checkpost	2
3	Mudigere Checkpost,	1
4	Bagepalli Checkpost,	1
5	Tumkur Road (In) Checkpost	1
6	Mysore Road Checkpost	1
7	Dabaspeth-Tumkur Road Checkpost	4
8	Commercial Tax Officer, (Enf.), Devanahalli	4
9	The Assistant Commissioner of Commercial Taxes (Enforcement), Tumkuru.	4
10	The Assistant Commissioner of Commercial Taxes (Enforcement), Kolar	2
11	The Assistant Commissioner of Commercial Taxes (Enforcement), Ramnagar	2
12	Old Madras Road (In) Checkpost	2

Sl. No.	Name of the service and providing Scavengers/Cleaners	No. of Personnel
1	Commercial Tax Officer, (Enf.), Devanahalli	1
2	The Assistant Commissioner of Commercial Taxes (Enforcement), Tumkuru.	4
3	The Assistant Commissioner of Commercial Taxes (Enforcement), Kolar	1
4	The Assistant Commissioner of Commercial Taxes (Enforcement), Ramnagar	1
5	Commercial Tax Officer, (Enf.), Tipturu	1

1. (a) **EMD: Rs.100000/- (Rupees One Lakhs only)**
2. The participating bidders will have to pay Earnest Money Deposit (EMD) through e-Procurement portal by any of the four modes, i.e. Credit Card, Internet Bank, NEFT or OTC.
3. **Price Bid:** The Service Provider should quote service of Scavengers/Cleaner Security Guards allowance as per Minimum Wages Act including all statutory payments, service charges and applicable GST for providing the service of Scavengers/Cleaner Security Guards.
4. The bidder can view the tender details from the websites – <http://eproc.karnataka.gov.in>, For further information, please contact help desk phone number 080-25704962, 080-25704961
5. The Soft copies of the Bid documents can be downloaded from e-Procurement portal consisting of Pre-Qualification Requirements (PQR) and eligibility criteria of bidders, scope of the service to be provided, terms and conditions of contract to be complied with by the agency/by the bidders registered with e-Procurement for Tendering through e-procurement portal.
6. For more details, visit the web site <http://eproc.karnataka.gov.in>
7. Both the Technical & Financial Bidding is through e-procurement portal. The bidders shall upload all the documents as per PQR for technical evaluation along with financial evaluation through Online only. The qualified Technical Bidders only will be considered for Financial Bids.

**Calendar of events:**

i)	Designation and address of the procuring entity	Joint Commissioner of Commercial Taxes, (Vigilance), VTK-2, 3 <sup>rd</sup> floor, 80 Feet Road, Rajendranagara, Koramangala, BANGALORE-560047.
i)	Designation and address of the tender inviting authority	Joint Commissioner of Commercial Taxes, (Vigilance), VTK-2, 3 <sup>rd</sup> floor, 80 Feet Road, Rajendranagara, Koramangala, BANGALORE-560047.
ii)	Designation and address of the tender accepting authority	Joint Commissioner of Commercial Taxes, (Vigilance), VTK-2, 3 <sup>rd</sup> floor, 80 Feet Road, RajendraNagara, Koramangala, BANGALORE-560047.
a)	Closing date for uploading the technical / financial bids.	12.08.2021 17:00 hrs
b)	Opening of technical bids.	13.08.2021 17:10 hrs
c)	Opening of financial / price bids.	16.08.2021 11:00.hrs

Joint Commissioner of Commercial Taxes  
(Vigilance) Bangalore,

### Schedule-I

#### 1. **Pre-qualification requirements of Agencies/Bidders [PQR conditions]:**

(i) The Agencies should have provided at least 50 Security Guards and 50 Scavengers/Cleaner personnel to one or more State/Central Government Departments/ organizations/ undertakings/ corporations for the last two financial years and should have rendered services satisfactorily. (Documentary proof in the form of certificate issued by the department /organization /undertaking for satisfactory services rendered shall be scanned and uploaded. The office of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore, In this Division will verify the documents with the concerned wherever necessary. However, documents like service agreements work orders etc., will not be considered for the purpose).

(ii) The annual turnover of the Agency shall not be less than **Rupees 1 Crore** in any one of the last two financial years i.e. 2019-20 and 2020-21. The agency shall upload a copy of the Balance Sheet and profit and Loss Account.

(iii) The agency shall have the following Registration and shall upload the copies of the Certificates:

- a) Registration Certificate of the establishment Government of Karnataka, Department of Labour.
- b) Certificate of Registration under the Employees State Insurance Act (ESI)-Previous half yearly and yearly statements/returns submitted to ESI authorities for each employee.
- c) Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner- Previous statement of yearly returns submitted to PF authorities for each employee
- d) GST Registration Certificate Copies of last 12 Months tax paid challans should be uploaded.
- e) Certificate of Registration under Professions Tax issued by the Profession Tax Officer, Government of Karnataka Copies of last 12 Months tax paid challans should be uploaded.
- f) Copy of the PAN card of the agency.
- g) Any other registrations required as per the existing laws relating to providing manpower services. (Copies of certificates should be uploaded).
- h) Certificate of Registration i.e. license issued by Department of Police, Government of Karnataka.

(iv) The EMD shall be payable in e-payment through Credit Card, Internet Bank, NEFT or OTC.

(v) Agencies whose contracts have been terminated / foreclosed by any company/firm during the last 3 years due to non-fulfillment of contractual obligations are not eligible to bid. The agency should clearly specify and submit

letter in writing separately stating that they do not fall under this category.

- (vi) Supplier should be an ISO Certified Agency
- (vii) Agencies should have local ESI Code
- (viii) Agencies working at Bangalore within Bangalore District only shall apply.  
(The Agencies having local offices situated only are eligible to participate in the Tender proceeding)
- (2) The agencies shall submit a check list with details of documents on which reliance has to be laid by the Department to ensure fulfillment of PQR conditions prescribed herein (i.e. for the points mentioned in the 1 (a) to 1(h) above).
- (3) The financial bids of the agencies which do not meet the Pre-Qualifying Requirements (Technical Bids) will not be considered.
- (4) The Joint Commissioner of Commercial Taxes (Vigilance) Bangalore shall Cause Examination of the PQR documents of the agencies and on that basis a list of qualified bidders will be prepared and intimated to the Agencies concerned.
- (5) The second bid containing financial bid of the qualified bidders only will be opened

**1(A). SCOPE OF SERVICE:**

To give full security to this goods vehicles detained under the GST Act Office Building and Vehicles, Generator Set, Assets and other valuable papers, to avoid misuse of office belongings, to restrict miscreants from entering the building and cause nuisance and also to give security to the officials of this office.

- 1(B) Qualification of Security Guards:** Security Guards to be deployed by the agency must be literate and know how to operate Diesel Generator Set. Their age must be between **21 and 50 years**. They must be physically fit enough to keep strict vigil over the security of the department. Suitability of the Security Guards will be decided by the Joint Commissioner of Commercial Taxes (vigilance) Bangalore.

**1(C) Remuneration and Statutory Payments:-**

- (a) **The Service Provider (Bidder) will pay the Remuneration to the Security Guards as per Minimum Wages Act. The successful bidder shall provide ESI and EPF facilities to the Security Guards, Scavengers/Cleaner as per law.**
- (b) The Service Provider (Bidder) shall separately mention the remuneration payable to the Security Guards, commission charges and applicable GST.
- (c) Any change in statutory levies/contributions in respect of EPF, ESI, GST, etc. is to be suitably modified.
- (d) The payments of take home remuneration, EPF, ESI & GST shall be confirmed by the Service Provider / Agency on a monthly basis by providing documentary proof.

2. The Agency shall submit a check list with details of documents on which reliance has to be laid by the Department to ensure fulfillment of PQR conditions prescribed herein (i.e. for the points mentioned in the (i) to 1(vi) above).
  3. The Financial bids of the agencies which do not meet the Pre-Qualifying Requirement (Technical Bids) will not be considered.
  4. The Joint Commissioner of Commercial Taxes (Vigilance) Bangalore, shall cause examination of the PQR documents of the agencies and on that basis a list of qualified bidders will be prepared and intimated to the Agencies concerned.
  5. The second cover containing financial bid of the qualified bidders only will be opened.
- .....

## **SCHEDULE – II**

### **Self-confirmation of the tenderer for PQR Evaluation**

1. Confirmation for having experience of providing Scavengers/Cleaner Security Guards services for minimum period of 2 year (Please tick whichever is applicable) : Yes / No
2. List of department/organization/undertaking/corporation where services of Scavengers/Cleaner Security Guards personnel have been provided during the last 2 years
  - a) Name & Address of the department/organization/ Undertaking/corporation :
  - b) Designation of official certifying the service :
  - c) Last two years details :

Year	No. of Scavengers/Cleaner Security Guard personnel provided	Nature of duty	Approximate bill value in Rs.	Whether reflected in the balance sheet
2020-21				
2021-22				

**Note :** If services are provided for more than one organization, give details for all in the above format.

3. Confirmation for providing Scavengers/Cleaner & Security Guards personnel  
a) Minimum 50 Security Guards 50 Scavengers/Cleaner personnel provided : Yes/No
4. **Office details including the :  
name of the contact person, designation  
e-mail ID & Telephone number**

Contractor signature(with seal)

**Schedule - III**  
**GOVERNMENT OF KARNATAKA**  
**COMMERCIAL TAXES DEPARTMENT,**  
**OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES**  
**(VIGILANCE), BANGALORE.**

**Amount payable by CTD:**

Price Bid for deploying Security Guards

Sl. No	Particulars	Zone-wise	Zone-wise
		Remuneration per Security Guards per month.	Total Remuneration for per Security Guard for 07 month.
1.	Total remuneration per Security Guards per month.		
2.	ER EPF@ on Rs.(Employer's share)		
3.	ERESI@onSl.No.1.(Employer's share)		
4.	Service Tax as applicable		
5.	Service charges for the supplier agency will be extra (inclusive of service Tax, etc, thereon)- Mandatory-to be quoted in percentage only.		
6.	<b>Total:Amount per month (1+2+3+4+5)</b>		

**Amount payable by CTD:**

Price Bid for deploying Scavengers

Sl. No	Particulars	Zone-wise	Zone-wise
		Remuneration per Scavenger per month.	Total Remuneration per Scavengers per 07 month.
1.	Total remuneration per Security Guards per month.		
2.	ER EPF@ on sl.(Employer's share)		
3.	ERESI@onSl.No.1.(Employer's share)		
4.	Service Tax as applicable		
5.	Service charges for the supplier agency will be extra (inclusive of service Tax, etc, thereon)- Mandatory-to be quoted in percentage only.		
6.	<b>Total:Amount per month (1+2+3+4+5)</b>		

Date:

Place:

Seal and Signature of Bidders/Agency

**Note:** bidder shall enter the application charges and applicable GST for months in e-Procurement Port

**FINANCIAL BID FORMAT**

**Schedule-I(a)**

OFFICE OF THE COMMERCIAL TAXES DEPARTMENT, GOVERNMENT OF  
KARNATAKA OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL  
TAXES(VIGILANCE),BANGALORE-560047

**Price Bid deploying Security Guards**

Sl. no	Particulars	<b><u>ZONE WISE</u></b> Rate per person (Security Guard) per Month	Total Amount for 01 persons for 07 months	Total Amount for 25 persons for 07 months
01	Amount payable to the security guard per month including all amounts payable towards ESI, PF and Statutory contributions/benefits and all amounts to be deducted/remitted towards stator			
02	Service charge of the Agency (minimum 1% mandatory)			
03	Applicable GST			
	Total (Amount in words also)			

Date:

Place:

Seal & Signature of Bidder/Agency/Contractor

Note: Bidder shall enter the application charges and applicable GST for 07 Months in e-Procurement Port

## GENERAL INFORMATION

1. Tenders shall be valid for a period of 90 days from the date of opening of second cover(Financial bid)
2. Alternative tender will not be considered
3. Conditional tenders are liable for rejection
4. Tenders without or insufficient amount of EMD will be rejected
5. Intending tenderers have detailed information from the office during office hours
6. The Joint Commissioner of Commercial Taxes (Vigilance) Bangalore Reserves the right to reject any or all tenders without assigning any reason.
7. The successful tenderer shall enter into a contract agreement on a non-judicial stamp paper of **Rs.200/- (Rupees Two Hundred Only)**in the format given in **Annexure-I** in accordance with the terms and conditions as specified in **Annexure-II** of the tender document.
8. Security Deposit as prescribed in the contract document would be collected at the time of Entering into agreement.
9. The rates quoted should be the rate of service charges payable per Scavenger/Cleaner Security Guard per month to the Agency including Profession Tax, PF, ESI and other statutory requirements.
10. The statement showing earnings and disbursal of take home remuneration, remittance of EPF and ESI for a particular month should be submitted by the Agency with bills of next month to the office of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore to be eligible for payment along with documentary proof of payment of profession tax and GST as prescribed in **Annexure-3A, 3B, 3C and 3D.**
11. The successful bidder shall provide the **Scavenger/Cleaner Security Guard** to premises of Department for Security of Assets of the department.
12. Payment by the service provider/agency to his/her personnel working in the Office of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore shall be made crediting the amount to the individual Security Guard's account. No other mode of payment will be accepted by the office of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore The statement of disbursal of salaries/remuneration for a particular month duly certified by the Bank Remittance

of ESI, PF and GST challan should be submitted by the Agency with bills of next month to the office of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore and to be eligible for payment.

13. In case more than one agency stands L1, firstly, ISO Certified Agencies will get preference over others. Secondly, the Agencies having higher turnover will get preference over others.
14. The duration of the contract is for 07 months, extendable for any other period by mutual consent with the same terms and conditions of the agreement executed. However, the contract can be terminated by their party on three month's notice.
15. The Agency should not sublet the contract. If the Agency is found to have Sublet the contract, the contract will be terminated at the risk and cost of the Contractor concerned.
16. The Agency shall furnish pay slip to all its employees indicating Net Salary/Wages after deduction of statutory payments.
17. The Agency shall be responsible to fulfill all statutory obligations such as remittances of GST. Profession Tax, ESI/PF etc., in respect of each Scavenger/Cleaner Security Guard deployed under this contract.
18. Working hours of the Security Guards should be round the clock i.e., in three shifts and one persons in each shift.
19. The security personnel deployed by the Agency shall not have any Connections with the employees of the Department. The Agency shall be responsible to any unauthorized Acts of the Security Guards and to any damage/ injury sustained by them in course of their work/duty

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**ANNEXURE-1**

(To the tender document No. JCCT(VIG)/G/CR-01/2021-22, Date : 27.07.2021)

**FORM OF CONTRACT AGREEMENT**

The agreement entered to this ..... day of ..... 2021 between Shri....., (hereinafter referred to as the “Contractor”) which term shall include their successors and legal representative and The Joint Commissioner of Commercial Taxes(vigilance) Bangalore.(here in after referred to as the “Joint Commissioner”) which terms shall include its successors and assigns as well as authorized representatives.

**WHERE AS**

1. The bid of .....(Contractor’s name) submitted for the supply 25 (Twenty Five) Security Guards and 8 Scavenger/Cleaner(Eight)was accepted by the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore subject to the Terms and Conditions detailed in the Tender Document No. JCCT(VIG) /G/CR-01/2021-22, Dated:27.07.2021.
2. The supplier having accepted the order was required to execute agreement and to furnish the Bank Guarantee towards the Security Deposit for the due fulfillment of the agreement.
3. The Contractor has furnished a Bank Guarantee bearing no.....dated:.....in favour of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore for a 20% of contract value towards the Security Deposit, for the fulfillment of agreement from the ..... (bank name) and has further agreed to renew it to the extent required to cover the full guarantee period under the agreement.
4. Now, this indenture witnessed and it is hereby agreed and declared as follows, that is to say, in consideration of payments to be made to the “ Contractor” by the Joint Commissioner, the Contractor hereby covenants with the Joint Commissioner, that the Contractor shall duly provide 25 (Twenty Eight) Security Guards and 08 (Eight) Scavengers for the price of Rs.....(Rupees.....) with educational and other qualifications in accordance with the terms and conditions as specified in **ANNEXURE-2** forming part of this agreement.

In witness whereof the parties to this agreement have signed this indenture in the presence of following witnesses.

Contractor’s signature  
(with seal)

Contractee signature  
(with seal)

**WITNESSES:**

- 1.
- 2.

## ANNEXURE-2

### **GENERAL TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SCAVENGER/CLEANER SECURITY GUARD TO OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES (VIGILANCE), KORMANGALA, BANGALORE.**

1. The expression “service”, “job” or “duty” used shall mean that Scavenger/Cleaner Security Guard services, required by the office of the Joint Commissioner of Commercial Taxes (vigilance) Bangalore.
2. The “Department” means the office of the Commissioner of Commercial Taxes Karnataka.
3. The “Agency/Contractor” means the Agency to whom the work of providing Scavenger/Cleaner Security Guard is awarded.
4. Scavenger/Cleaner Security Guards” means, Security Guards deployed by the Agency.
5. “Notice in Writing” shall mean a notice written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by courier/ registered post to the declared business address of the Agency.
6. “Deficiency in service” means, not deploying the full contingent of the personnel requisitioned on time, non-replacement of personnel who are found to be unsuitable, failure to provide suitable replacement to the absentees, non-payment of wages within the time prescribed, short payment of wages, short remittance of statutory payments, failure to submit the relevant details of the personnel deployed to the Department, failure to submit/file statutory statements/returns as per the requirement of the applicable laws and violation of any of the condition in the contract agreement.
7. “Premises of Department” means the office of the Check Post Building & Property under the control of office of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore. Whenever in this contract the words “Directed”, “Required”, “Ordered”, “Desired”, “Considered”, “Necessary”, or like words are used, it shall be under stood as the directions, requirements, permissions, order, etc. of the Joint Commissioner of Commercial Taxes(vigilance) Commercial Tax Department Koramangala Bangalore. Whenever in this contract the words “Directed” Required, “ordered” “ Desired” , “ Considered” Necessary “, or like words are used, it shall be understood that the directions, Requirement, permissions, order etc. of The Joint Commissioner of Commercial Taxes (Vigilance) Bangalore or other authorized officers of the Department, as the case may be.

8. The numbers & Scavenger/Cleaner, & Security Guards required can be increased/decreased at the dis creation of Department at any point of time during the period of contract as per law. The rate payable/ deducted on such increase/decrease shall be at the same rate as per the contract/existing rate. It is mandatory on the part of the Agency either to increase/decrease the number of Scavenger/Cleaner and Security Guards and when directed immediately.
9. **Qualification of Security Guards:** Security Guards to be deployed by the agency must be literate and know how to operate Diesel Generator Set. Their age must be between **21and 50 years**. They must be physically fit enough to keep strict vigil over the security of the department. Suitability of the Security Guards will be decided by the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore,
  - 9(A). **SCOPE OF SERVICE:**

To give full security to this Office Building and Vehicles, Generator Set, Assets and other valuable papers, to avoid misuse of office belongings, to restrict miscreants from entering the building and cause nuisance and also to give security to the officials of this office.
  - 9(B). **Remuneration and Statutory Payments**
    - (a) **The Service Provider (Bidder) will pay the Remuneration to the Security Guards as per Minimum Wages Act. The successful bidder shall provide ESI and EPF facilities to the Security Guards, as per law.**
    - (b) The Service Provider (Bidder) shall separately mention the remuneration payable to the Scavenger/Cleaner Security Guards, commission charges and applicable GST.
    - (c) Any change in statutory levies/contributions in respect of EPF, ESI, GST, etc... are to be suitably modified.
    - (d) The payments of take home remuneration, EPF, ESI & GST shall be confirmed by the Service Provider / Agency on a monthly basis by providing documentary proof.
    - (e) For all the matters arising out of this contract either between the agency and the company or between the personal deployed by the agency with the company/agency, the jurisdiction of the court shall be at Bangalore.
10. The Scavenger/Cleaner Security Guards deployed by the Agency shall be the employees of the Agency concerned and they shall not have any connections with the employees of the Department. The Department will not be responsible for any un-authorized acts of the Scavenger/Cleaner Security Guards and for any damage/injury sustained by the Security Guard in the course of his work/duty.
11. The Contractor shall make the payment of wages/salaries to Scavenger/Cleaner Security Guards deployed through individual Bank Account only and shall arrange to remit all statutory deductions like Profession Tax, ESI/PF to the designated

authorities along with the Agency's contribution as per law, at the applicable rates within the stipulated time limits.

12. The agency will be fully and solely responsible for any violations under the above statutes. If it failed to do so, it will be a breach of contract and the Corporation at its discretion can cancel the contract. The Agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws.
13. The Agency shall submit the PF and ESI remittance challans of the Security Guard deployed under this contract separately with specific remittance details of PF and ESI contributions to the statutory authorities at the agreed rates along with the subsequent monthly bills. The agency shall also submit the copy of remittance of GST to the appropriate authorities along with the bills.
14. The Agency shall disburse the salary to its personal deployed as quoted in Schedule-III annexed to the tender documents. The Agency shall further agree that it would make timely payment of wages to its employees without un-authorized deductions and shall also be responsible to fulfill all statutory obligations such as remittance of PF/ESI etc. In respect of its Scavenger/Cleaner Security Guards posted under this contract. If it fails to do so, it will be a breach of contract and the Corporation at its discretion can cancel the contract. The Agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws.
15. The Agency shall furnish half yearly/yearly returns, employee wise, showing details of amount of statutory payments such as ESI & PF remitted to the concerned authorities.
16. The agency shall issue Photo ID cards to all its employees with the agency's Logo & Name and Designation of the employee, uniform deployed and Uniform, Shoes, Cap, Torchlight, Whistle within a period of 15 days.
17. The Agency shall maintain proper record pertaining to the Scavenger/Cleaner Security Guards deployed including the wage slip, disbursement of wages, remittances of statutory payments to the various statutory authorities and present the same to the Department/Officers of the concerned authorities whenever called for.
18. The agency shall maintain the acquaintance/pay roll and other relevant particulars pertaining to deployed Scavenger/Cleaner Security Guards and shall be made available for inspection by the officer of the Department and other statutory authorities as and when so required.
19. If any personnel employed by the Agency are considered undesirable by the Department, it shall be the responsibility of the Agency to remove the said person or persons from the work. Such persons cannot be re-deployed by the Agency for

any other work of the Department without the specific permission of the Department.

20. The Agency should not sublet the contract, if the Agency is found to have sublet the contract, the contract will be terminated at the risk and cost of the contractor concerned.
21. In case of any ambiguity or doubts with regard to the terms, clauses used in the tender documents, clarifications should be sought in writing, before submitting the tenders, failing which, the decision of the Department in all such matters shall be final and binding on the Agency.
22. The agencies shall like care while submitting the rates to each Scavenger/Cleaner Security Guard by incorporating prevailing minimum wages, applicable statutory payments, uniform etc. Administrative expenses.
23. The agency shall remain liable for payment of all wages or other costs due to its employees under the minimum wages Act, Work Mens Compensation Act, PF Act, ESI Act etc.
24. The Department shall not be held responsible or called upon to make good any losses/costs incurred by Agency on account of factors beyond its control such as legal impediments, accidents, illegal actions of the Security Guards deployed, etc., or for any reason whatsoever.
25. The scope of service is liable for alteration by way of deletions or additions at the discretion of the Department at any time.
26. The Department including the authorized officers of the Department shall have the power to issue notice in writing and to instruct/direct the Agency to make alterations/variations in the assigned work/change the deployed staff.
27. The Agency shall obey all relevant Central, State and local regulations and enactments pertaining to contract personnel and the Joint Commissioner of Commercial Taxes (Vigilance) shall have the right to enquire into and decide all complaints on such matters.
28. All compensations or other sums of money payable by the Agency to the Department under the terms and conditions of this contract may be deducted from its security depositor from any sums that may be due or may become due to the Agency by the Department on any account whatsoever and in the event of security deposit being reduced by reasons of any such deduction the Agency shall, within 10 days thereafter make good the shortfall in the security deposit referred to above.

29. If the Agency fails to provide the Scavenger/Cleaner Security Guards services satisfactorily during the currency of the contract, the Department shall have the power to enter upon and take possession of the works and engage any other person, firm or agency to complete the work. Any extra cost incurred by the Department due to such failure on the part of the Agency shall be recovered from the Agency.
30. The antecedents of the personnel deployed by the Agency should be verified through local police or by any other Government Agency, and shall be responsible for the good conduct of its staff while on duty as well as off duty in Department's premises and the staff shall behave like responsible persons at all times. The staff should not be found developing familiarity with the employees of the Department.
31. The Agency will be held responsible for all the acts of the Scavenger/Cleaner Security Guards with all risks arising from carelessness, negligence or damage or loss by theft, pilferage etc. And the agency shall undertake to compensate the losses arising from such acts Scavenger/Cleaner Security Guards to all the concerned including Commercial Taxes Department.
32. The Agency shall arrange a training program/workshop to the Scavenger/Cleaner Security Guards at the beginning of the contract to make them understand the nature of work they shall carry by inviting the experts in the field and officers of the Commercial Taxes Department.
33. The Agencies should have provided at least 50 Security Guards to one or more State/Central Government Organizations undertakings/Corporation for the last two years and should have rendered services satisfactorily.

## **CONFIDENTIALITY**

### **34. BREACH OF TERMS AND CONTRACT**

The following acts on the part of the Agency will constitute breach of contract:

- (a) Failure to deploy the required number of Scavenger/Cleaner Security Guards within the prescribed time limit.
- (b) Failure to make/submit details/proof of Salary, PF, ESI, and other statutory remittances in respect of any of the personnel deployed by the agency at the prescribed rate within the prescribed time limit.
- (c) Deduction from the salary payable to the personnel deployed, of any amount not being any statutory levy or contribution, and collection of any amount either directly or indirectly from the personnel deployed as commission or fee or any

other amount either before their deployment or any time during their deployment in the Department.

- (d) Failure to submit the relevant documents/registers pertaining to the Security Guards deployed under the contract for inspection either to the statutory authorities or to Commercial Taxes Department when such request is made.
- (e) Deficiency in service, like not replacing the persons in place of absentees, under performers, persons suspected of carrying out fraudulent transactions etc. Whenever such requests are made by the Department within 7 days.

**It is open to the Department to initiate the following penal actions against the Agency on breach of any of the above terms:**

- (a) At first instance to issue warning notice clearly narrating the incident of breach Asking the Agency to submit its explanation and the action the Agency is proposing to avoid repetition of such incident
  - (b) On the second instance to impose a penalty not exceeding **Rs.20,000/- (Ten Thousand Only)**.
  - (c) On subsequent instances to impose of penalty of **Rs.50,000/-(Fifty Thousand Only)**. If the same persists further, the contract will be terminated and the agency will be blacklisted after forfeiting EMD/SD.
  - (d) This does not preclude the Department from recovery of the directly attributable losses on account of the actions of an employee of the agency from any available legal options including forfeiture of security deposit.
- 35.** The successful Agency shall furnish the address of such office with particulars of telephone number and details of contact person before entering into Agreement. The Department reserves the right to inspect/check the particulars so furnished.
- 36.** The personnel deployed under this contract shall have good personality and should be presentable and pleasant in their manners. They should be able to identify important officers of the Department. The age of the Scavenger/Cleaner Security Guards posed by the agency should within age of **21 to 45** years. The Security Guards deployed should be properly briefed by the agency regarding the activities of the Department and the scope of service expected from them and the same shall be checked periodically if need be, with occasional visits by the senior officers of the Agency for their effective functioning.

37. It is the responsibility of the Agency to thoroughly check the antecedents of the Scavenger/Cleaner Security Guards deployed under this contract and the Agency alone shall be responsible for the good conduct of its staff while on duty as well as off duty.

**38. REPLACEMENT:**

The Agency will provide replacement for the person who is found unsuitable/remains absent in the event of sickness, etc. at its own cost.

**39. DURATION AND TERMINATION OF CONTRACT:**

The duration of the contract is for a period of 07 months, extendable for further period not exceeding one year by mutual consent. However, the contract can be terminated by either party on three month's written notice.

**40. PREMATURE TERMINATION OF THE CONTRACT:**

If the services of the Scavenger/Cleaner and Security Guards deployed by the Agency are found not satisfactory and if any one of the conditions of the contract agreement is violated, the Department reserves the right to terminate the contract prematurely without assigning any reason therefor. In case of any dispute the jurisdiction of the court shall be at Bangalore. The Agency should carefully examine the risks and responsibilities involved and offer the rates. Once the rates are accepted, the Department will make payment to the Agency at the same rate and will not entertain any other claim of agency for any reason of whatsoever.

**41. SCOPE OF SERVICE:**

To give full security to this heritage Office Building and Vehicles, Generator Set, Assets and other valuable papers, to avoid misuse of office belongings, to restrict miscreants from entering the building and cause nuisance and also to give security to the officials of this office.

42. The Department shall cause to examine the PQR documents of the agencies and on that basis list of qualified bidders will be prepared and intimated to the Agencies concerned.

43. The financial bid containing price quotations of the qualified bidders only will be opened in the presence of available qualified bidders, on the specified date

44. To Maintain the cleanliness of the department building , toilet on day to day basis. The scope of Service is liable for alteration by way of deletions or additions at the discretion of the department.

**45. SECURITY DEPOSIT/PERFORMANCE SECURITY**

The successful Agency should pay Security Deposit@20% of the value of the contract amount put to tender for due performance of the contract. As security deposit/performance security in the form of Bank Guarantee/Deposit at the time of

entering into agreement. The same shall be refunded to the Agency after successful completion of service contract assignment.

46. The Department agrees to make payment to the Agency against monthly service bill provided the same is correct in all respects, within 15 days from the date of submission of bill by the Agency.
47. In case any dispute or difference arises between the Department or its representative and the Agency on any matter within the scope of this contract, then either party shall forth with give written notice of such dispute or difference to the other party and such dispute or difference shall be referred to the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore. whose decision will be final.
48. To prevent disputes and litigations, it shall be accepted as an inseparable part of this contract that in matters regarding work, interpretation of contract, mode of procedure and carrying out the work, the decision of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore in this Division shall be final and binding on the Agency.
49. The Department reserves the right to extend or fore close the contract depending upon the Agency and the Agency shall continue to provide Scavenger/Cleaner & Security Guards on the same terms and conditions of the contract during the extended period in the event of any extension given.
50. If any loss or damage is caused to the Department by non-compliance of the obligations under this agreement by the Agency, the Agency is liable to make good such losses and the Department shall be entitled to recover the same from the Agency.
51. The arrangement between the agency and the Department is on Principal to Principal basis and neither of them shall be treated as the agent of the other.
52. The Agency should supply Uniform, Torch, Sweeter and Shoes & etc., as per the law & give the strict direction to wear uniform.

Contractor's signature  
(with seal)

Contractee signature  
(with seal)

**WITNESSES:**

- 1.
- 2.

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**ANNEXURE – 3(A)**

Statement showing the details of payment of take home remuneration of Security  
Guard & Scavengers/Cleaner

Security Guard & Scavengers/Cleaner for the month of .....  
(to be furnished every month with bills)

Name and address of the Service provider Agency :

Sl. No.	Name of the Security Guards	Earnings	Deductions	Take home remuneration paid	Individual Bank A/c No. with name of the bank	Dates of payment made
a	b	c	d	e	f	g

Total take home remuneration paid for the month of ..... Rs.....

This is to certify that the details furnished above are true and correct.

Contractor's signature  
(with seal)

(Documentary proof from the Bank for having remitted the above payments should be enclosed)

**ANNEXURE – 3(B)**

Statement showing the details of payment of EPF contribution of Security Guard &  
Scavengers/Cleaners

Security Guards & Scavengers/Cleaners for the month of .....  
(to be furnished every month with bills)

Name and address of the Service provider /Agency :

EPF Registration No. :

Sl. No.	Name of the Security Guards & Scavengers/Cleaners	EPF A/c No.	EPF Contribution Paid		EPF payment challan no. and date
			Employee Contribution	Employer's Contribution	
a	b	c	d	e	f

Total amount of EPF contribution paid for the month of ..... Rs.....

This is to certify that the details furnished above are true and correct.

Contractor's signature  
(with seal)

(Documentary proof from the Bank or EPF Authorities for having remitted the above payments should be enclosed)

### ANNEXURE – 3(C)

Statement showing the details of payment of ESI contribution of Security Guard & Scavengers/Cleaners

Security Guards & Scavengers/Cleaners for the month of .....  
(to be furnished every month with bills)

Name and address of the Service provider /Agency :

ESI Registration No. :

(Amount in Rs.)

Sl. No.	Name of the Security Guards & Scavengers/Cleaners	ESI A/c No.	ESI Contribution Paid		ESI payment challan no. and date
			Employee Contribution	Employer's Contribution	
a	b	c	d	e	f

Total amount of ESI contribution paid for the month of ..... Rs.....

This is to certify that the details furnished above are true and correct.

Contractor's signature  
(with seal)

(Documentary proof from the Bank or ESI Authorities for having remitted the above payments should be enclosed)

**ANNEXURE – 3(D)**

Statement showing the details of payment of GST of Security Guard&  
Scavengers/Cleaners

Security Guards& Scavengers/Cleaners for the month of .....  
(to be furnished every month with bills)

Name and address of the Service provider / Agency :

GST Registration No. :

(Amount in Rs.)

Sl. No.	Name of the Security Guards& Scavengers/Cleaners	GST Amount	GST payment challan No. and date
a	B	C	d

Total amount of GST paid for the month of ..... Rs.....

This is to certify that the details furnished above are true and correct.

Contractor's signature  
(with seal)

(Documentary proof from the Bank or GST Authorities for having remitted the above payments should be enclosed

**GOVERNMENT OF KARNATAKA**  
**COMMERCIAL TAXES DEPARTMENT**  
**OFFICE OF THE JOINTT COMMISSIONER OF COMMERCIAL TAXES**  
**(VIGILANCE), KORMANGALA, BANGALORE-560047.**  
**Telephone: 080-25704962, e-mail: jcctvigi@gmail.com**

**PART –I**

Tenders in two cover system duly uploaded by the Registered Manpower supply Agencies will be received by the Joint Commissioner of Commercial Taxes(Vigilance) Bangalore for the following:

**1. Nature of Service: PROVIDING SCAVENGER/CLEANER SECURITY GUARDS TO THE OFFICE OF DEPARTMENT OWN Land/BUILDING.**

Sl. No.	Name of the service and providing Security Guards	No. of Personnel
1	Attibele Checkpost (In)	1
2	Old Madras Road (Out) Checkpost	2
3	Mudigere Checkpost,	1
4	Bagepalli Checkpost,	1
5	Tumkur Road (In) Checkpost	1
6	Mysore Road Checkpost	1
7	Dabaspeth-Tumkur Road Checkpost	4
8	Commercial Tax Officer, (Enf.), Devanahalli	4
9	The Assistant Commissioner of Commercial Taxes (Enforcement), Tumkur.	4
10	The Assistant Commissioner of Commercial Taxes (Enforcement), Kolar	2
11	The Assistant Commissioner of Commercial Taxes (Enforcement), Ramnagar	2
12	Old Madras Road (In) Checkpost	2

Sl. No.	Name of the service and providing Scavengers/Cleaners	No. of Personnel
1	Commercial Tax Officer, (Enf.), Devanahalli	1
2	The Assistant Commissioner of Commercial Taxes (Enforcement), Tumkur.	4
3	The Assistant Commissioner of Commercial Taxes (Enforcement), kolar	1
4	The Assistant Commissioner of Commercial Taxes (Enforcement), Ramnagar	1
5	Commercial Tax Officer, (Enf.), Tiptur	1

**2. (a) EMD: Rs.1,00,000/- (Rupees One Lakhs only)**

3. The bidders can view the tender details from the websites – <http://eproc.karnataka.gov.in> and <http://ctax.kar.nic.in> For any other information, please contact phone number 080-25704962
4. The participating bidders will have to pay Earnest Money Deposit (EMD) of Rupees Fifteen thousand to be paid through e-Procurement portal through any 04 modes i.e. Credit Card, Internet Bank (Direct Debit), NEFT(National Electronic Fund Transfer) or OTC(remittance at the bank counter).
5. The validity of the offer shall remain open for a period of ninety days from the date of opening of tenders (financial bids) If any tenderer withdraws his tender before the said period or makes any modifications in the terms and the conditions of the tender, then the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore. In this Division shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
6. Final acceptance of the tender rests with the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore who reserves the right to accept or reject any or all tenders without assigning any reason therefor.
7. Submission of the tender by the Agency implies that these conditions of contract have been read and is aware of the scope of the service and the number of Scavenger/Cleaner & Security Guards to be deployed.
8. Tenders will be opened in the presence of tenderers or their authorized representatives, on the date & time specified here in.
9. Tenders not submitted in the prescribed form will be rejected. Tenders which propose any Alterations in the service specified or containing other conditions of any sort will be rejected.
10. The tender shall abide by the provisions of Employees Provident Fund and Miscellaneous Provisions Act and Rules there under, ESI Act, the Contract Labour (R&A) Act, etc., and enroll eligible employees working with the agency, and ensure timely remittance of all statutory contributions at applicable rates to the authorities regularly.
11. **Security Deposit:** The successful Agency should pay Security Deposit @ **5%** of the value of the contract amount put to tender for due performance of the contract.
12. The successful agency is liable to comply with all laws applicable, including labour laws.
13. The successful tenderer shall attend the office on a date to be fixed and intimated to him for executing agreement etc. failure on the part of the successful tender to execute the contract agreement within 30 days from the receipt of written

communication of letter of acceptance to this effect, would entail rejection of tender and forfeiture of EMD

14. Applicable taxes, as per rules in force will be deducted from the bills payable to the agency.
15. Rejected Bidder's EMD shall be refunded.

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**GOVERNMENT OF KARNATAKA  
COMMERCIAL TAXES DEPARTMENT  
OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES  
(VIGILANCE), BANGALORE.**

Telephone: 080-25704962, e-mail: [jcctvigi@gmail.com](mailto:jcctvigi@gmail.com)

**PART-II**

To:

**The Joint Commissioner of Commercial Taxes (Vigilance),  
“VTK-2”, 3<sup>rd</sup> floor,  
80 Feet Road, Rajendranagar,  
Kormangala, Bangalore-560047.**

Sir,

**TENDER FOR PROVIDING SCAVENGERS/CLEANER & SECURITY GUARD TO  
THE OFFICE OF THE  
THE JOINT COMMISSIONER OF COMMERCIAL TAXES (VIGILANCE), “VTK-2”,  
3<sup>rd</sup> floor  
80 Feet Road, Rajendra nagara,  
Kormangala, Bangalore-560047.**

I/We .....do hereby tender for providing services of Scavenger/Cleaner & Security Guards to the office of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore as per the quoted rates and in all respects in accordance with the conditions applicable.

**NATURE OF SERVICE: PROVIDING SCAVENGER/CLEANERS & SECURITY GUARD TO THE OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES (VIGILANCE), BANGALORE.**

Sl. No.	Name of the service and providing Security Guards	No. of Personnel
1	Attibele Checkpost (In)	1
2	Old Madras Road (Out) Checkpost	2
3	Mudigere Checkpost,	1
4	Bagepalli Checkpost,	1
5	Tumkur Road (In) Checkpost	1
6	Mysore Road Checkpost	1
7	Dabaspeta-Tumkur Road Checkpost	4
8	Commercial Tax Officer, (Enf.), Devanahalli	4
9	The Assistant Commissioner of Commercial Taxes (Enforcement), Tumkuru.	4
10	The Assistant Commissioner of Commercial Taxes (Enforcement), Kolar	2

11	The Assistant Commissioner of Commercial Taxes (Enforcement), Ramanagar	2
12	Old Madras Road (In) Checkpost	2

Sl. No.	Name of the service and providing Scavengers/Cleaners	No. of Personnel
1	Commercial Tax Officer, (Enf.), Devanahalli	1
2	The Assistant Commissioner of Commercial Taxes (Enforcement), Tumkur.	4
3	The Assistant Commissioner of Commercial Taxes (Enforcement), Kolar	1
4	The Assistant Commissioner of Commercial Taxes (Enforcement), Ramanagar	1
5	Commercial Tax Officer, (Enf.), Tiptur	1

working under the control of in this Division.

I/We have paid an amount of **Rs.1,00,000/- (Rupees One Lakhs only)** through Credit Card/Internet Bank/NEFT/OTC towards EMD. I /we are aware that the EMD will not bear any interest. Should my/our tender is accepted; I/ we agree to pay 5% of contract value towards security deposit for the due fulfillment of the contract.

If this tender is accepted, I/we agree to abide by and fulfill all the terms and conditions of the contract or in default there of pay to the Commercial Taxes Department the sum of money mentioned in the said contract without prejudice to any other right of the Commercial Taxes Department.

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions and I/we have made examination of contract documents and locations where the Scavenger/Cleaner Security Guards are to be provided.

I/We distinctly agree that I/we would hereafter make no claim or demand upon The Commercial Taxes Department based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address given herein.

I/We fully understand the terms and conditions of the contract to be entered into between me/us and The Commercial Taxes Department and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and The Commercial Taxes Department.

Dated this .....day of .....2021.

**AGENCY/CONTRACTOR**

To:

**The Joint Commissioner of Commercial Taxes (Vigilance),  
“VTK-2”3<sup>rd</sup> floor,  
80 Feet Road, Rajendranagara,  
Kormangala, Bangalore-560047.**

Sir,

**DECLARATION**

(To be given by the Agency/ Contractor at the time of uploading the completed tender)

**NATURE OF SERVICE: PROVIDING SCAVENGER/CLEANER & SECURITY GUARD TO THE OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES (VIGILANCE), BANGALORE.**

I/We have read the Tender documents and related matters carefully and diligently and that I /We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Joint Commissioner of Commercial Taxes (Vigilance) Bangalore, under department own Check Post building.

**AGENCY/CONTRACTOR**