



Ministry of Finance
Department of Revenue
NATIONAL ACADEMY OF DIRECT TAXES
Chhindwara Road, Nagpur – 440 030
(Telephone / Fax : 0712-2582106)

F.No. NADT/Security Services/2015-16

Date: 22.07.2015

CORRIGENDUM

With reference to the Bid Document for Providing Security Services at NADT, Nagpur, tender document No. NADT/Security Services/2015-16 dated 22.07.2015, the period for providing security services at NADT, Nagpur should be read as **one year, extendable for two terms of one year each upon satisfactory performance.**

(R.S. ARVINDHAKSHAN)
Deputy Director (Admn)
NADT, Nagpur.



BID DOCUMENT

FOR PROVIDING
SECURITY SERVICES,
AT
NADT, NAGPUR

OPEN TENDER
NO. NADT/SECURITY SERVICES/2015-16
DATED: 22/07/2015

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
NATIONAL ACADEMY OF DIRECT TAXES
CHHINDWARA ROAD,
NAGPUR-440030
(MAHARASHTRA)
Tel : 0712-2582106

Visit us at : www.nadt.gov.in



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OPEN TENDER ENQUIRY

Tender No. NADT/SECURITY SERVICES/2015-16

Dated : 22.07.2015

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NATIONAL ACADEMY OF DIRECT TAXES
CHHINDWARA ROAD, NAGPUR-440030
(MAHARASHTRA)
Tel : 0712-2582106
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SECTION - I

DOMESTIC COMPETITIVE BIDDING

(Through call of Open Tender)

Tender No. NADT/SECURITY SERVICES/2015-16

Dated : 22.07.2015

Name of Work	Providing Security Services at National Academy of Direct Taxes, Nagpur.
Period of Contract	For a period of Two Years from the date of contract.
Opening of sale of Tender Documents:	24/07/2015 from 11:00 hrs
Last Date & Time for receipt of Bid	10/08/2015 up to 16:00 hrs
Time and Date of Opening of Technical Bid	11/08/2015 at 16:00 hrs
Place of Opening of Technical Bid	Conference Hall in Administration Building, NADT, Nagpur
The tender documents can be obtained from :	Dy. Asstt. Director (Admin), NADT Chhindwara Road, Nagpur-440030 (Maharashtra)
The tender document can be dropped in the tender box kept with :	Dy. Asstt. Director (Admin), NADT, Chhindwara Road, Nagpur- 440 030.
Tenders addressed to :	Dy. Director (Admin) National Academy of Direct Taxes, Nagpur

NATIONAL ACADEMY OF DIRECT TAXES
CHHINDWARA ROAD, NAGPUR-440030
(MAHARASHTRA)

SECTION - II

INVITATION TO BID

Notice Inviting Tender

Tender No. NADT/SECURITY SERVICES/2015-16

Dated: 22.07.2015

On behalf of the President of India, sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing Security Services at National Academy of Direct Taxes (NADT), Nagpur for a period of two year from the date of contract.

The interested and eligible Company/Firm /Agency may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rs. One lakh only)** and other requisite documents **before 10.08.2015 up to 16.00 Hrs** in the Tender Box kept with Dy. Asstt. Director (Admin), NADT, Chhindwara Road, Nagpur- 440 030. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

The tender documents along with instructions and terms & conditions can be downloaded from the web site www.nadt.gov.in or can be collected from the Dy. Asstt. Director (Admin), NADT, Chhindwara Road, Nagpur- 440 030. Tender document can be obtained from the aforesaid office during office days from 24.07.2015 to 10.08.2015 between 11.00 Hrs to 17.00 Hrs (on 10.08.2015 between 11.00 Hrs to 13.00 Hrs only) on payment of Rs. 1,000/- (Rupees One Thousand only) (Non-refundable) by Demand Draft drawn in favour of 'ZAO, CBDT, NAGPUR'. The tenders which are downloaded shall be accompanied by a Demand Draft/Banker's Cheque for Rs. 1,000/- (Rupees One Thousand only) drawn in favour of the 'ZAO, CBDT, NAGPUR' towards cost of the tender form.

NADT reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, NADT, Nagpur, in this regard shall be final and binding on all.

Deputy Director (Admin),
National Academy of Direct Taxes,
Chhindwara Road, Nagpur- 440 030.

SECTION - III
INSTRUCTION TO BIDDERS

1. The invitation of the bids is open to the Company / Firm / Agency fulfilling the eligibility criteria as given below :

Eligibility Criteria:

- a. The Company / Firm / Agency should be registered security agency under the Private Security Agencies (Regulation) Act, 2005 and should have been in the business of providing security services and guards for a period of minimum five years to Government Departments/ Public Sector Undertakings/ Banks and other Private Companies.
- b. The Company / Firm / Agency should be enlisted under Directorate General Resettlement, Deptt. of Ex- Servicemen, Ministry of Defence, Govt. of India.
- c. The Company / Firm / Agency turnover should not be less than Rs. 1 Crore during F.Y. 2013-14 and that of Rs. 75 lakhs in F.Y. 2012-13 and 2011-12. It should have completed at least one security service contract of value not less than Rs. 20 lakh per annum or completed at least two security service contracts of value not less than Rs. 15 lakh per annum in a single contract during the financial years 2012-13 or 2013-14 (Proof to be enclosed).
- d. The Company / Firm / Agency must have provided services to at least two Govt. departments/ PSUs/ Govt. organisations like universities etc.
- e. The Company / Firm / Agency should be in possession of requisite license from State Government or other competent authority for running security services and should further possess the requisite permission for possession of arms and ammunitions in respect of armed guards from State Government or other competent authorities.
- f. Guards should have their antecedents verified from the local Police Station at the instance of the contractor and a copy of such verification reports should be submitted within 15 days from the date of contract.
- g. The armed guards should have necessary License for possession of arms and ammunitions and their antecedents verified from the local Police Station at the instance of the contractor. Proof of the verification of antecedents and necessary license for possession and operation of arms and ammunitions should be submitted within 15 days from the date of contract.
- h. The contractor should be in position to supply the requisite number of guards within 7 days of execution of agreement. In NADT's assessment, the initial requirement is for 15 guards.
- i. The contractor should be able to provide additional guards required by NADT during operation of the contract as and when required. The additional requirement may be up to 40% of the existing strength.

- j. The vendor shall not subcontract or permit anyone other than himself to perform any of the work, service or other performance required of the vendor under the contract.
 - k. Prior to the submission of Bid, the Bidder/authorized representative shall personally inspect the NADT campus at his own cost and under prior intimation to Deputy Director (Admin), NADT, Nagpur. This is necessary to enable the bidder to gather all the information, so as to prepare the Bid accurately after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of bidder having fully read and understood the tender document and the scope of work prescribed therein.
2. The Company / Firm/ Agency should be registered with the appropriate registration authority.
 3. The Company / Firm/ Agency should exist on the records of Income Tax and Service Tax Departments.
 4. The Company / Firm / Agency should be registered with appropriate authorities under Employees State Insurance Acts.
 5. The Service Provider Company / Firm / Agency shall submit affidavit stating that it is / has not been black listed by Government Departments/ Public Sector Undertakings/ Banks and other Private Companies
 6. **The Technical Bid (Section VI) submitted by the bidder shall include the following :**
 - (a) Full particular of the Government Departments/ Public Sector Undertakings/ Banks and other Private Companies where the Company / Firm / Agency has carried out Security Services Contract for a period of 5 years. (Self attested copies of the relevant work orders are to be enclosed).
 - (b) Copy of the audited balance sheet, Profit and Loss account, Income tax return particulars of the bidder for the previous three financial years (2011-12, 2012-13, 2013-14).
 - (c) A copy of PAN Card.
 - (d) Copy of the Registration document with the Labour Commissioner. In case the Company/ Firm / Agency is exempt from obtaining such Registration, the Company / Firm / Agency is required to submit an affidavit signed by the authorised signatory of the Company / Firm / Agency that it is exempted & is not required to obtain any such Registration or approval or order from the Labour Commissioner.
 - (e) Information regarding any litigation, current or during the last three years in which the bidder was / is involved, the opposite party and the disputed amount.
 - (f) Details regarding any contract that was abandoned at any state or prematurely terminated along with reasons for the same. (Copies of relevant documents to be enclosed.)

- (g) Earnest Money Deposit (EMD) of Rs. 1,00,000/- by means of demand draft drawn in favour of 'ZAO, CBDT, NAGPUR' payable at Nagpur.
- (h) Affidavit worth Rs.100/- stating that the agency is/has not been black listed by Government Departments/Public Sector Undertakings/Banks and other Private Companies.
- (i) Service Tax Registration No. & E.S.I. Registration No. (Attach attested copies)

7. **Sealing and Marking of Bids:**

- (a) The Technical Bid along with EMD instrument and requisite documents (listed in Para 5 above) shall be placed in one sealed envelope super scribed '**Technical Bid**'. The Financial Bid shall be kept in a separate sealed envelope super-scribed '**Financial Bid**'. Both the envelopes shall then be placed in one single, sealed envelope superscribed '**Bid for Providing Security Services at National Academy of Direct Taxes (NADT), Nagpur**'. The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.
- (b) Both the inner envelopes super-scribed Technical Bid and Financial Bid shall have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.
- (c) If the outer and inner envelopes are not sealed and marked as required, NADT shall assume no responsibility for the bid's misplacement or premature opening.
- (d) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope superscribed "**Technical Bid**", the Bid document will be summarily rejected in the first instance itself.
- (e) All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers.
- (f) All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.
- (g) NADT, without assigning any reasons, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the action Income-tax department.
- (h) The Bidder shall sign his bid with the exact name of the concern to which the contract is to be awarded.
- (i) The Bid document filed by the bidder shall be typed or written in indelible ink. No overwriting or cuttings shall be permitted.

- (j) NADT reserves the right to reject the bid having deviations from the prescribed terms and conditions.
- (k) Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
- (l) Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (NADT may out rightly reject any bid, which was not supported by adequate proof of the signatory's authority).
- (m) The applicants should submit/drop their bids in separate sealed envelopes, which in turn should be placed into a sealed larger envelope in the 'Tender Box' kept with Dy. Asstt. Director (Admin), NADT, Nagpur. No acknowledgement, in respect of receipt of any bid, shall be issued.

8. **Validity:**

Bids shall remain valid for **90 days** after the date of bid opening prescribed by NADT. A bid valid for a shorter period shall be rejected by NADT as non-responsive.

9. **Opening and Evaluation of Technical Bid:**

- (a) The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the Conference Hall, Administration Building, NADT, Nagpur in the presence of the representatives of the Company / Firm / Agency, if any, who wish to be present on the spot at that time. Tender Committee appointed by NADT will open all Technical Bids in the first instance on the appointed date, time and venue. The Technical Bids shall be evaluated by the Tender Committee.
- (b) During evaluation of the bids, NADT may, at his discretion, ask the Bidder for clarification of his bid. The request for clarification and response shall be in writing.
- (c) No bidder shall contact NADT on any matter relating to his bid from the time of the bid opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- (d) Any effort by a Bidder to influence NADT in its decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.

10. **Opening and evaluation of Financial bids :**

- (a) Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified on the day of opening of Technical Bids.
- (b) The Price Bid shall comprise the price component for all the services indicated in the Scope of Work. The price quoted by the bidders shall include all applicable taxes, surcharges etc. on the services that are provided under this contract in the lump sum rates quoted and NADT would not bear any additional liability on this account.

- (c) NADT shall however, deduct such tax at source as per the rules and issue necessary certificates to the Company / Firm / Agency. The prices once accepted by the NADT shall remain valid till the contract remains in force. NADT shall not entertain any increase in the prices during the period, except in the case of statutory increase in wages by Competent Authority.
- (d) Rates shall include statutory obligations as may be applicable.
- (e) The rates should be inclusive of all applicable expenses/ levies such as Provident Fund contribution, ESI contribution, Bonus, Gratuity, Paid Leave, pay for National Holidays, Uniform Allowance, Operational Cost, Service Charges etc. They shall be met within the total invoice value.
- (f) Prices shall be quoted in Indian rupees only.
- (g) Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

11. **Payment Terms:**

The contract payment shall be made as per the payment schedule mentioned below:

- (a) Monthly bills submitted in duplicate by the Company / Firm / Agency for the security services rendered in the preceding month, shall be paid after submission of bills in duplicate duly complete in all respects. The payment for the work will be released only after production of attendance records and log register for each security point duly certified by the respective Controlling Authorities and production of copies of Acquaintance rolls for proof of payment of wages to the security personnel. Inadequate supply of Security Guards will attract deduction at pro-rata basis from the work bill towards compensation. The decision of the Director General (Training), NADT, Nagpur shall be final and binding in this regard.
- (b) If the performance of the security services by the agency is not found satisfactory Addl. Director General - 1, NADT, Nagpur shall have power to terminate the contract with one month's notice. Upon such termination, the security deposit of the Company / Firm / Agency shall be liable to be forfeited.
- (c) If at any time during the period of contract, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment value of this job order shall be reduced on pro-rata basis by NADT and the decision of Director General (Training), NADT, Nagpur shall be binding on the Company / Firm / Agency.

*Read and Accepted
Signature and Stamp of
Bidder or Authorised Signatory*

SECTION - IV

TERMS AND CONDITIONS OF THE CONTRACT

1. No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. A sum of Rs. 1,00,000/- (Rupees One Lakhs Only) must be deposited as Earnest Money Deposit (EMD) by means of Bank Draft drawn in favour of Zonal Accounts Officer, CBDT, Nagpur, ' and must accompany the technical bid in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by NADT to sign the contract on terms contained in the bid document.
3. The successful tenderer will be required to deposit a Performance Bank Guarantee @ 10% of the value of the contract as security for due fulfilment of the contract. The Bank guarantee should be executed in the proforma in Annexure-2. It should be valid till the expiry of two months after the expiry of defect liability period. The bank guarantee must be submitted within 21 days from date of issue of supply order. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder during the pendency of the contract.
4. No bid will be considered unless and until all the pages documents comprising the Bid Document are properly signed and stamped by the persons authorized to do so.
5. In the event of bid being accepted, the bid will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
6. NADT does not bind itself to accept the lowest bid.
7. Any change in the constitution of the Company / Firm / Agency shall be notified forthwith by the Agency in writing to NADT and such change shall not relieve any former member of the concern from any liability under the contract.
8. The Company / Firm / Agency shall acknowledge that it has made itself fully acquainted with all the conditions and circumstances under which the services required under the contract will have to be provided and the terms, clauses and conditions, specifications and other details of the contract. The Company / Firm / Agency shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of its obligations under the contract.
9. In the event of the Company / Firm / Agency failing to fulfill or committing any breach of any of the terms and conditions of this contract or indulge in following omission or commission then without prejudice to NADT's rights and remedies to which otherwise, NADT, shall be entitled, the contract shall be terminated forthwith, forfeit the Security Deposit and to blacklist the Agency and execute the work or arrange otherwise at the

Agency's risk and at the absolute discretion of NADT. The cost of such works together with all incidental charges or expenses shall be recoverable from the Company / Firm / Agency :-

- (a) If the Company / Firm / Agency or its agents or employees are found guilty of fraud in respect of the contract or any other contract entered into by the Company / Firm / Agency or any of his partners or representatives thereof with NADT; or
 - (b) If the Company / Firm / Agency or any of its partner becomes insolvent or applies for relief as insolvent debtor or commences any insolvency proceedings or makes any composition with its/their creditors or attempts to do so; or if
 - (c) At any time during the pendency of the contract, it comes to the notice of NADT that the Company/Firm/Agency has misled it by giving false/incorrect information.
10. The Company/Firm/Agency will be responsible for the conduct of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Company/Firm/Agency or any of the workers agents and others deployed by the Company/Firm/Agency in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. NADT will not be liable for any loss or harm to any person within or outside NADT campus from any act of omission or commission of any of the workers, agents any others deployed by the Company/Firm/Agency in the course of providing any services stated in this contract.
 11. NADT shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Company/Firm /Agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at NADT . NADT shall be indemnified by the Agency for all such claims.
 12. Without prejudice to the preceding term of contract, the Company/ Firm/ Agency will be liable to reimburse NADT of any cost or legal liability penalty fine imposed on NADT by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Company/ Firm/ Agency or any of the workers deployed by the Company/ Firm/ Agency in the course of providing any services stated in this contract.
 13. It shall be the responsibility of the Company/ Firm/ Agency to comply with the provisions of various Labour Laws. The Company/ Firm/ Agency shall faithfully discharge all the liabilities under the labour laws. The Company/ Firm/ Agency shall indemnify NADT against the claims arising out of non-fulfillment of obligations by him under the various labour laws.
 14. The agency shall comply with all statutory liabilities and obligations of State and central government. NADT shall not be liable for any contravention/ noncompliance on the part of the Company/ Firm/ Agency. Any contravention/non-compliance on the part of the Company/ Firm/ Agency would be construed as a sufficient ground for termination of the contract at the discretion of NADT. Notwithstanding, in the event of NADT imposed with any penalty/fine etc., by any agency/authority due to the noncompliance/contravention on the part of the Company/ Firm/ Agency to any statutory laws/rules/regulations etc., NADT reserves the right to recover such

fine/penalty etc., from the Company/ Firm/ Agency by way of recovery from the bills raised by the Company/ Firm/ Agency or by any other means.

15. NADT may discontinue the contract at any point of time, by giving a notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Company/ Firm/ Agency or any other person.
16. The Company/ Firm/ Agency may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But it will lead to forfeiture of its his Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. NADT will have the right to claim damages, and recover them from the payments due to the Company/ Firm/ Agency or by any other means, in addition to forfeiting the Security Deposit of the Company/ Firm/ Agency.
17. Employment Cards must be issued to the employees and evidence for payment of their wages must be submitted by the Agency to NADT.
18. The agency shall comply with all statutory liabilities and obligations of State and Central government.
19. The workers employed by the Company/ Firm/ Agency will not be treated as the employees of NADT for any purpose whatsoever.
20. NADT shall have right to periodical inspection with a view to ensuring strict adherence to deployment of all categories of guards at the designated properties and spots.
21. The Company/ Firm/ Agency shall comply with requirement of additional guards within 15 days of the work order.
22. The Company/ Firm/ Agency shall be required to enter into an agreement on a non-judicial stamp Paper of not less than Rs.100/- on receiving the intimation/letter of intent and to start the work within 07 days of the signing of Deed/Agreement.

Read and Accepted

Date, Signature and Stamp of the Bidder
Or Authorised Signatory,
Place

SECTION - V

SCOPE OF WORK

1. The total number of personnel required is 15 out of which there would be 12 guards and 3 supervisors. The supervisors should be Ex-Servicemen.
2. The agency shall provide round the clock security services at NADT, with requisite security guards in various categories on all days including Saturdays, Sundays and National holidays.
3. The Agency shall provide round the clock high standard security on a 24 x 7 basis on all the days to safeguard the premises and assets of NADT, Nagpur. The agency shall ensure full security to the premises and its property from pilferages and maintain the standard security norms to protect the above premises from other insecurities.
4. The agency shall ensure proper locking of premises, common area etc. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and the security personnel shall report the same to the Controlling Authorities immediately. If after a departmental enquiry, it is found that the loss has occurred due to the negligence of the security guard/guards on duty, NADT will have full power to recover the loss in full or adjust from the dues of the agency.
5. The amount of loss to be compensated by the Agency shall be determined by NADT or on its behalf by authorized officer. Same shall be binding on the Agency. The decision of NADT in this regard shall be binding on the Agency.
6. NADT may increase or decrease the requirement of the manpower and the Agency shall be bound to provide/adjust the personnel accordingly and should be construed as a part of Agency's performance.
7. The Agency shall submit bio data along with identity proof, address proof of each security guard duly verified, before commencement of the contract.
8. The Agency shall issue identity cards/identification documents to the security guards and supervisor which shall be countersigned by the DD/AD (Admin), NADT and they shall be duty bound to display the identity cards at the time of duty. The Director General (Trg.), NADT or any other person authorized by the Director General (Trg.), NADT, shall be at liberty to carry out surprise check on the persons so deployed by the Agency to ensure that the required numbers of persons are deployed and they are doing their duty as per the agreement.
9. During surprise checks by any of the authorized officers of NADT, if a particular guard is found negligent/sleeping/drunk on duty, the agency will have to replace the guard with any other proper and fit person without questioning the decision of the officer concerned of NADT.
10. The agency shall ensure immediate communication to Controlling Authority for any reportable incidence.

11. The agency shall maintain proper register/log book of security personnel.
12. The Agency shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps torch, umbrellas, rain coats etc. to supervisor and guards deployed at NADT. The expenses on uniforms, other accessories, rainy-wear etc. shall be borne by the Agency alone.
13. All the security guards posted should be physically fit and mentally alert. A certificate of physical fitness must be submitted before the deployment of the security personnel.
14. All the guards including the civilians deployed for the services should have undergone training under any police/ Govt. approved training academy. A certificate in support of the same must be submitted before the deployment of the security personnel.
15. The Security guards should maintain utmost vigil and shall be on rounds in the duty area allotted at frequent intervals of time. Any shortcomings in this issue will be dealt with seriously and action will be initiated which may include termination of contract.
16. The Security guards should not accept any Registered Post, Speed Post or any signed document from Courier agency on any working day or holidays.
17. It is explicitly made clear and understood by the Agency that the persons employed by the Agency for the above work shall be the employees of the Agency for all intents and purposes and in no case shall a relationship of employer-employee between the said persons and NADT shall accrue implicitly and explicitly.
18. The Agency shall keep NADT indemnified against all the claims whatsoever in respect of the employees deployed by the Agency at various points.
19. Besides the normal security, the other functions required to be performed are :
 - i) To man security/check posts located at the various gates and any other sensitive points specified by NADT.
 - ii) Security personnel deployed by the agency shall check the material/property/public subscribers/ any other outsider going out of NADT/ Buildings through the procedure of the gate pass, etc. as laid down by NADT.
 - iii) To perform watch and ward functions including night patrol on the various points of deployment.
 - iv) To prevent the entry of stray dogs and cattle & anti-social elements, unauthorized persons and vehicles into the building.
 - v) To check unauthorized cutting of trees.
 - vi) To maintain proper record of entry of vehicles and persons inside the campus.
20. The Agency shall submit weekly duty chart of the security personnel to the NADT or any officer authorized at the commencement of the week. Agency shall also submit the daily attendance sheet of the security personnel for the previous working day. Failure to

do so could result in non-payments for the day/days for which the attendance sheet is not furnished.

21. The Agency shall not replace the security personnel at random. This shall be done with the prior approval of NADT and full particulars of the security personnel so deployed (including police verification of antecedents, fitness certificate & training certificate) shall be given to NADT or the officer authorized, as referred above. In case, any of the security staff is found to be posted without the previous knowledge of NADT by any authorized officer, NADT shall not be liable to pay for such Security Personnel.
22. The Agency should deploy security guards in such a way that the guards get weekly rest. The working hours/leave for which the work is taken from them should be in accordance with the provisions of Shop & Establishment Act and with due regards to all recognized festivals, days of rest and religious and other customs.
23. The Agency shall be liable to make alternate arrangements in case of the absence of the security personnel. Similarly, the contractor shall have to make alternate arrangements in case of the weekly off; no extra payment shall be made on this account. No short leave or meal relief shall be permitted to the security personnel unless the Agency provides suitable substitute without any extra payment. The Agency has to keep sufficient number of leave reserves.
24. The behaviour of the deployed manpower by the Agency for the security duty so awarded shall be of decent nature and should cooperate with the officials and visiting guests. In case of report of any compliant on the issue or breach in this aspect, the said guard/supervisor shall be instantly removed from duty by the Agency and the decision NADT, will be final & binding on the Agency.
25. No accommodation shall be provided to the security guards or supervisor inside the complex. No cooking or lodging shall be allowed at the check posts and premises of the NADT. The Agency may arrange suitable accommodation for their stay in nearby area.
26. Income tax as applicable will be deducted at source from each bill for which necessary PAN No. is required to be provided.
27. No person below the age of 18 years or above the age of 45 shall be deployed on security work by the Agency.
28. The Agency shall have insurance coverage for their workers and follow all safety measures during the work execution. Any liability occurring during work such as accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the Agency only and NADT will not be responsible in any manner.
29. The contract will be terminated by the competent authority if the performance of the Agency is found un-satisfactory at any point of time.
30. During the contract period, the Agency shall make salary & other payments and provide other things in time without waiting for the bill payments passed and paid by NADT.

31. The Agency shall have its own monitoring system to ensure that the guards are available at the designated points during their working shifts.
32. The Agency shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security guards should be provided in the event of sickness or in any other circumstances, when the guard is absent. The guards must report to duty strictly for eight hours (in each shift), seven days a week as per the roster or duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn. Necessary copy of license for possession and operation of arms and ammunition should be furnished in respect of replacement of any armed guard.
33. A log sheet, specifying daily reporting and relieving time of security guards shall be maintained for each guard. The Agency should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.
34. Duty hours of the security guards/personnel would be as detailed below :

(A) Shift Duty Hours (For All Rank)

- | | | |
|--------------------------------------|---|-------------------------|
| i) 1 st shift (8hours) | : | 06.00 Hrs to 14.00 Hrs. |
| ii) 2 nd shift (8 hours) | : | 14.00 Hrs to 22.00 Hrs. |
| iii) 3 rd shift (8 hours) | : | 22.00 Hrs to 06.00 Hrs. |
| iv) General Shift | : | 09.30 Hrs to 18.00 Hrs. |

(Shift timings may, however, be determined by NADT authority as per requirements)

(B) Duties and Responsibilities of Security Staff.

- i) The Security Supervisor of the Security Agency will be responsible for overall security arrangement of the NADT Campus its buildings, property, etc.
- ii) The Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- iii) The Security Supervisor will be available at the Quarter gate. But during this course of his duty, he will take round of the entire campus. His whereabouts, while on round, should be known to the security guard at Quarter gate, as in case of need, he shall have to be available within 10 minutes at the Quarter gate.
- iv) The Security Guards shall remain punctual, alert and vigilant in performance of their duty.
- v) They should ensure that entry of all the Vehicles entering in the premises is made in the register. Entry of all outsiders should also be made in the register.
- vi) No outsiders are allowed to enter in the Building without proper entry in the register at the reception gate.
- vii) No items are allowed to be taken out without proper gate passes issued by the competent officers as laid down in the contact or authorized by NADT authority for in/out movement of stores. Specimen signature will be available to security personnel posted along with Telephone No. at office and residence of the above officers.
- viii) NADT officers and officials will keep their identity cards with them for checking and allowing entry by security staff.

- ix) Security guards/personnel deployed in the premises on holidays and Sunday will be assessed as per actual requirement and if required the number of personnel will be suitable amended.
- x) The guard will also take round of the backside of all the important sensitive points through inspection pathway as specified by NADT authorities.
- xi) Patrolling should be done round the clock. The guards on duty will also take care of all the store(s) mentioned/lying within NADT campus and establishment's cycle stand, vehicle/car parking etc. run by NADT.
- xii) Entry of street dogs and cattle etc. into the premises, covered under the contract, is to be prevented. Not a single dog or cattle herd should be seen in campus. It should be, at once driven out.
- xiii) The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed all over the premises for horticulture purposes.
- xiv) It should be ensured that flowers, plants, trees, and grassy lawns are not damaged either by the staff or by outsiders.
- xv) The security guards should be familiar with fire fighting procedure and help the fire fighting staff in extinguishing the fire, in case such incidence or any other natural calamities takes place.
- xvi) Security guards should monitor CCTVs installed on the campus at all times.
- xvii) Mobile number and residential addresses of all the guards should be submitted before their deployment. The guard should be available at the given mobile number at all times.

SECTION - VI
TECHNICAL BID

(On the letter head of the concern submitting the bid)

To
The Director General (Training),
NADT, Nagpur.

Ref: Tender No. _____ Dated _____

Madam/Sir,

I/We hereby undertake to provide the Security Guards at National Academy of Direct Taxes, Nagpur, as specified in the Bid/tender document and agree to hold this offer open for a period of 90 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.

Certified that I/we have the experience of more than ____ years in providing security services and related works. Certified copies of at least one work-order pertaining to each of the last three years are enclosed with this bid.

A detailed profile of the organization as filled in as prescribed in the Annexure -B of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

- (a) Copy of valid Empanelment Certificate from appropriate authority for undertaking security services contract.
- (b) Empanelment Certificate from Directorate General of Resettlement.
- (c) List of reputed Clients along with documentary evidence (Self-attested copies of the relevant work orders are to be enclosed
- (d) Copy of the audited balance sheet, Profit and Loss account, Income tax return particulars of the bidder for the previous three financial years (2011-12, 2012-13 & 2013-14).
- (e) A copy of PAN Card.
- (f) Copy of the Registration document with the Labour Commissioner. In case the Company/ Firm / Agency is exempt from obtaining such Registration, the Company / Firm / Agency is required to submit an affidavit signed by the authorised signatory of the Company / Firm / Agency that it is exempted & is not

required to obtain any such Registration or approval or order from the Labour Commissioner.

- (g) Information regarding any litigation, current or during the last three years in which the bidder was / is involved, the opposite party and the disputed amount.
- (h) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same. (Copies of relevant documents to be enclosed.)
- (i) Earnest Money Deposit (EMD) of Rs. 1,00,000/- by means of demand draft drawn in favour of 'ZAO, CBDT, NAGPUR' payable at Nagpur.
- (j) Affidavit worth Rs.100/- stating that the agency is/has not been black listed by Government Departments/Public Sector Undertakings/Banks and other Private Companies.
- (k) Service Tax Registration No. & E.S.I. Registration No. (Attach attested copies)

I/we do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,
Signature and stamp of the Bidder
or Authorized signatory

Dated this ____ day of _____ of 2015

Telephone: _____

FAX _____

Address _____

E-mail _____

Company Seal.

Signature of the bidder.

SECTION - VII

FINANCIAL BID

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for providing 15 Security guards at National Academy of Direct Taxes, Nagpur in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the scope of work detailed in Section V of the bid document is as below:

1. Name, address and telephone No. :
of the Bidder/ Applicant Contractor

2. Rate Chart per Guard :

S. No.	Description	Requirement (Nos.)	Rate per Guard (inclusive of all applicable taxes & charges)	Total Charges
1	Security Guard (Male)	12		
2	Security Supervisor (Male)	3		

3. Total Charges, including Service Tax and applicable charges :
(Value of Contract)

Date:

Place:

Stamp/Seal of the Bidder

**Name and Signature of the
Authorised Signatory**

ANNEXURE - 1

PROFILE OF THE ORGANISATION

- 1 Name of the Firm Address with :
email, Phone, Fax, Mobile Nos.
- 2 Name and address of the Proprietor/ :
Partners/Directors and their PAN
- 3 Details of Registration Labour :
Commissioner or exemption certificate,
if any.
- 4 Year of Establishment of the firm :
experience in the execution of security
services contracts
- 5 PAN/TIN No: (enclose copies) :
- 6 Service Tax No: (if any) :
- 7 Details of works executed during the last :
5 years (add documentary proof of the
same) with satisfactory completion
certificates of the concerned organizations
with any two Govt. departments/ PSUs/
Govt. organizations like universities etc.
- 8 List of similar work undertaken/in hand at :
present (proof of at least one contract of Rs.
20 lakhs or two of 15 lakhs)
- 9 Whether sufficient number of guards in :
each category is available with the Applicant
Contractor (Furnish Documentary evidence)
- 10 Details of Demand Draft/Banker's Cheque :
in respect of Earnest Money

Note: Please attach extra sheet in support of your information, if space in the column is insufficient. It is requested to visit the site and ascertain the quantum of work before submitting the tender.

Signature & Seal of bidder.

ANNEXURE - 2

PERFORMANCE BANK GURANTEE

To

The President of India

WHEREAS
(name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no. Dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of

..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of....., 2015.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

(Bank's common seal)