



OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX,
AAYAKAR BHAVAN, CIVIL LINES
NAGPUR

No. Pr. CCIT/NGP/Security/T-2./2014-15

Dated: -10/10/14

NOTICE INVITING OPEN TENDER FOR PROVIDING OF SECURITY GUARDS FOR AAYAKAR BHAVAN
AND INCOME TAX RESIDENTIAL COLONY, NAGPUR

The Pr. Chief Commissioner of Income Tax, Nagpur on behalf of the President of India, invites sealed quotations from reputed agencies having at least five years experience for rendering security services. The tender forms along with terms and conditions of the contract can be obtained from the ACIT (Hq.) (Admn.) O/o the Pr. Chief CIT, Aayakar Bhavan, Civil Lines, Nagpur or can be downloaded from the website www.incometaxindia.gov.in in respectively from 14/10/2014.

The last date of submission of complete sealed quotation form is on or before 27/10/2014 by 1.30 P.M.

Aakash
(AAKASH DEWANGAN) . 10/10/2014

Joint Commissioner of Income Tax (HQ.) (Admn)
O/o the Pr. Chief Commissioner of Income Tax
Nagpur



BID DOCUMENT

**FOR PROVIDING SECURITY SERVICES AT AAYAKAR
BHAVAN, CIVIL LINES, NAGPUR AND INCOME TAX
RESIDENTIAL COLONY, SEMINARY HILLS, NAGPUR**

**OPEN TENDER
NO. PR.CCIT/NGP/SECURITY/T-2/2014-15
DATED 10/10/2014**

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
PR. CHIEF COMMISSIONER OF INCOME TAX
AAYAKAR BHAVAN, NAGPUR**



OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX,
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NAGPUR

F.No. Pr. CCIT/NGP/Security/T-2/2014-15

Dated: -10/10/2014

OPEN TENDER ENQUIRY

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**OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX,
AAYAKAR BHAVAN, CIVIL LINES
NAGPUR**

F. No. Pr. CCIT/NGP/Security/T-2/2014-15

Dated 10/10/14

SECTION-I

DOMESTIC COMPETITIVE BIDDING

Name of the Work	Providing Security and watch services at Aayakar Bhavan, Civil Lines, Nagpur and Income Tax Residential Colony, Seminary Hills, Nagpur
Total No. of Security Personnel required	Aayakar Bhavan:- 11 Income Tax Residential Colony, :-09
Period of Contract	01/11/2014 to 31/10/2016 (two years)
Earnest Money Deposit	Rs.20,000/- in favour of ZAO, CBDT, Nagpur
Last Date & Time for submission of Bid	Date:-27 th October 2014, Time:- 13.30 Hrs
Time and Date of opening of Bids before Committee	Date:- 28 th October 2014 , Time:- 15.00 Hrs
Place of Opening of Bids	Conference Hall, 1 st floor, Aayakar Bhavan, Civil Lines, Nagpur
The Tender documents can be obtained from	The Assistant Commissioner of Income Tax (Hq.) (Admn.) O/o the Pr. Chief Commissioner of Income Tax, Aayakar Bhavan, Civil Lines, Nagpur OR downloaded from www.incometaxindia.gov.in
Tender documents can be submitted	The Assistant Commissioner of Income Tax (Hq.) (Admn.) O/o the Pr. Chief Commissioner of Income Tax, Aayakar Bhavan, Civil Lines, Nagpur
Tenders addressed to	The Pr. Chief Commissioner of Income Tax, Aayakar Bhavan, Civil Lines, Nagpur





OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX,
AAYAKAR BHAVAN, CIVIL LINES, NAGPUR

F. No. Pr. CCIT/NGP/Security/T-2/2014-15

Dated 10/10/14

SECTION-II

INVITATION TO BID

NOTICE INVITING TENDER

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 Aayakar Bhavan, Civil Lines, Nagpur and Income Tax Residential Colony, Seminary Hills, Nagpur for a period of two year from the date of contract i.e. 01/11/2014.

The interested and eligible Companies/Firms/Agencies may submit their tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty thousand only) which will be converted in to security deposit in case of successful bidder and other requisite documents before 27th October 2014 up to 13.30 Hrs in the O/o the Pr. Chief CIT, Nagpur. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

The tender documents along with instructions and terms and conditions can be downloaded from the website www.incometaxindia.gov.in or can be collected from the Assistant Commissioner of Income Tax (Hq.) (Admn.) O/o the Pr. Chief CIT, 1st Floor, Aayakar Bhavan, Civil Lines, Nagpur. The tender documents can be obtained from the aforesaid office during office days from 14/10/2014 to 24/10/2014 between 11.00 A.M to 16.00 P.M on payment of Rs.500/- (Rupees five hundred only) (Non Refundable) by Demand Draft drawn in favour of ZAO, CBDT, Nagpur. The tender which are downloaded shall be accompanied by a Demand Draft /Banker Cheque for Rs.500/- (Rs. Five hundred only) drawn in favour of the ZAO, CBDT, Nagpur towards cost of the tender forms.

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



A. Agarwal
10/10/2014
Joint Commissioner of Income Tax (HQ.) (Admn)
O/o the Pr. Chief Commissioner of Income Tax
Nagpur

4. The Company/firm/agency should have PAN and Service Tax No.
5. The Company/firm /agency should be registered with appropriate authorities under Employees State Insurance Acts.
6. 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.
7. The bidder is expected to examine all instructions, forms, terms and conditions and specifications in the bidding documents. Failure to furnish information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in rejection of the bid.
8. The bids are to submit in two parts in separate sealed envelopes i.e. Technical Bid and Financial Bid.
9. The Technical Bid (Section-VI) submitted by the bidder shall include the following:-

- (a) Full particulars of the Government Departments/Public Sector Undertaking/Banks and other private companies where the company/firm/agency has carried out Security Services contract in last 5 years (Self attested copies of the relevant work orders are to be enclosed.)
- (b) Copy of audited balance sheet, Profit and Loss Account. Income Tax Return particulars of the bidder for the previous three financial years (2011-12, 2012-13 and 2013-14)
- (c) A copy of PAN card, Service Tax Registration Certificates and ESI Registration No. (Attach attested copies)
- (d) Copy of Registration documents with the Labour Commissioner having jurisdiction over the territory in which the services are sought to be provided by the Company/firm/agency under this contract. In case of the Company/firm/agency is required to submit an affidavit signed by the authorized signatory of the Company/firms/agency that it is exempted and 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 nature of dispute.
- (f) Details regarding any work order that was abandoned at any state, prematurely terminated or resulted in inordinate delay along with reasons for the same. (Copies of relevant documents to be enclosed)
- (g) Earnest Money Deposit of Rs.20,000/- by means of demand draft drawn in favour of ZAO, CBDT, Nagpur payable at Nagpur.
- (h) Affidavit worth of Rs. 100/- stating that the agency is/has not been black listed by Government Departments/Public Sector Undertakings/Banks and other private companies.

10. Sealing and Marking of Bids:-

- (a) The Technical bid along with EMD instrument and requisite documents 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 super-scribed "Bid for Providing Security Services at Income Tax Department, 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, this office 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 super-scribed 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) The applicants should submit/drop their bids in separate sealed envelopes, which in turn should be placed into a sealed larger envelope in the Dispatch of the Assistant Commissioner of Income Tax, O/o the Pr. Chief CIT, Aayakar Bhavan, Nagpur. No acknowledgement in respect of receipt of any bid shall be issued.

11. Validity:-

Bids shall remain valid for 90 days after the date of bid opening prescribed by O/o the Pr. Chief CIT, Nagpur. A bid valid for a shorter period shall be rejected by this office as non responsive. No modification or substitution of the submitted application shall be allowed.

12. 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, 1st Floor, Aayakar Bhavan, Civil Lines, Nagpur in the presence of the representatives of the Company/Firm/Agencies , if any, who wish to be present on the spot at that time. The committee appointed by this office will open all Technical Bids in the first instance on the appointed date, time and venue. The Technical Bids shall be evaluated by the Committee.
- (b) During the evaluation of the bids, the O/o the Pr. CCIT, Nagpur 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 Office of the Pr. Chief CIT, Nagpur 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 this Department in its decision on bid evaluation bid comparison or work order decision will result in rejection of the bid.

13. Opening and evaluation of Financial Bids:-



- (a) Financial bids or technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on same date in presence of shortlisted contractors or their authorized representatives. The results of the bid will be communicated in writing to the qualifying bidder later.
- (b) The price bids shall comprise the price component for all the services. The price quoted by the bidders shall include all applicable taxes, wherever applicable. The bidder shall include Service Tax and surcharges etc as applicable on the services that are provided under this contract in the lump sum rates quoted and Income Tax Department would not bear any additional liability on this account.
- (c) The O/o the Pr. Chief CIT, Nagpur shall however, deducts such tax at sources as per the rules and issue necessary certificates to the Company/Firm/Agency. The prices once accepted by the Income Tax Department Nagpur shall remain valid till the contract remains in force. This department shall not entertain any increase in the prices during the period.
- (d) Rates shall include statutory obligations as may be applicable.
- (e) The rates are inclusive of all i.e. Provident Fund, ESI, Bonus, Gratuity, Paid Leave, pay for National Holidays, Uniform Allowance, Operational cost, Service Charges and all other levies that are applicable from time to time 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 lower of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the lower shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

14. 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 work will be released only after production of attendance records, log register for each security point duly certified by the respective Controlling Authorities and production of proof of payment/remittance of wages to the security personnel or payment into the bank account of the security personnel, inadequate supply of security guards will attract deduction at pro-rata basis from the work bill towards compensation. The decision of Pr. CCIT, Nagpur shall be final and binding in this regard.
- (b) If the performance of the security services by the Company/firm/Agency is not found satisfactory, the Pr. CCIT, Nagpur shall have power to terminate the contract by giving one month's notice. Upon such termination, the security deposit of the Agency shall be liable to be forfeited and shall be absolutely at the disposal of the Office of the Pr. Chief CIT, Nagpur.
- (c) If at any time during the period of contract, the Scope of Work for which this job has been awarded is deduced/abandoned, the payment value of this job order shall be reduced on pro-rata basis by the O/o the Pr. Chief CIT, Nagpur and the decision of the Pr. Chief CIT, Nagpur shall be binding on the Company/Firm/Agency.



15. 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 cutting, if any, in the Technical bid application must be signed 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.
16. The O/o the Pr. Chief CIT, Nagpur 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 by the Income Tax Department, Nagpur.
17. The Bidder shall sign his bid with the exact name of the concern to which the contract is to be awarded.
18. The Bid document filed by the bidder shall be typed or written in indelible ink. No over writing or cutting shall be permitted.
19. The O/o the Pr. Chief CIT, Nagpur reserves the right to reject the bid having deviation from the prescribed terms and conditions.
20. 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.
21. Prior to the submission of Bid, the Bidder/authorized representative shall personally inspect the Aayakar Bhavan, Nagpur and Income Tax Residential Colony , Seminary Hills, Nagpur at his own cost and under prior intimation to the Assistant Commissioner of Income Tax (Hq.) (Admn.) O/o the Pr. Chief CIT, Nagpur. This is necessary to enable the bidder to gather all the information so as they 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 documents and the scope of work prescribed therein.
22. Making misleading or false representation in the bid documents will lead to disqualification of the Bidder at any stage.
23. 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 (O/o the Pr. Chief CIT, Nagpur may out rightly reject any bid, which was not supported by adequate proof of the signatory's authority)
24. The Competent Authority of this department reserves the right to partly award the contract to some other service provider on the same terms and conditions.
25. It is explicitly made clear and understood by the contractor that the persons employed by the contractor for the above work shall be the employees of the contractor for all intents and purposes and in no case shall a relationship of employer-employee between the said persons and the Office of the Income Tax Department, Nagpur accrue implicitly and explicitly.
26. The period of contract will be commencing from 01/11/2014 to 31/10/2016 with a provision of further extension on same terms and conditions.



27. The contract will be awarded on L-1 basis i.e. financial bid with the lowest charges. However, in case of more than one bidder submitting the same lowest service charge, the tender will be awarded to the agency on the basis of technical bid comparison like ISO certificate, experience, and turn over, etc. Also, the department will have a right to choose the bidder most suited and responsive to its requirement.

Read and accepted.

Signature and stamp of Bidder or Authorized 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.20,000/- (Rs. Twenty thousand 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 O/o the Pr. Chief CIT, Nagpur to sign the contract on terms contained in the bid documents.
3. No bid will be considered unless and until all the pages/documents comprising the bid are properly signed and stamped by the persons authorized to do so.
4. 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 documents. The instruction to bidders shall also form part of the contract.
5. The terms and conditions of the contract given in Section –II and IV along with the instructions to bidders in section III shall be signed and returned in the envelope marked as Technical Bid otherwise the tender will be rejected.
6. The O/o the Pr. Chief CIT, Nagpur 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 O/o the Pr. Chief CIT, Nagpur and such change shall not relieve any former member on the concern form any liability under the contract.
8. The Company/Firm/Agency shall acknowledge along with the bid, that it has made itself fully acquainted with all the conditions and circumstances under which the services required under the contract will have to provide 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 any omission or commission then without prejudice to the Income Tax Department, Nagpur's rights and remedies to which otherwise, Income Tax Department 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 the Income Tax Department, Nagpur. The cost of such works together with all incidental charges or expenses shall be recoverable from the 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 the Income Tax Department, Nagpur 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 or the contract, it comes to the notice of Income Tax Department, Nagpur 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 whosoever, 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. The O/o the Pr. Chief CIT, Nagpur will not be liable for any loss or harm to any person within or outside Aayakar Bhavan, Nagpur and Income Tax Residential Colony, Seminary Hills, Nagpur 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. The O/o the Pr. CCIT, Nagpur 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 Income Tax Department, Nagpur, the department 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 the Income Tax Department of any cost of legal liability penalty fine imposed on the Income Tax Department by any authority, because of any misconduct, negligence, fraud, theft or any act of omission or commission, whether intentional or otherwise of the Agency or any of the workers deployed by the Agency in the course of providing any services stated in this contract.
13. It shall be the responsibility of the Agency to comply with the provision of all Labour laws. The Company/Firm/Agency shall faithfully discharge all the liabilities under the Labour laws. The Company/Firm/Agency shall indemnify the Income Tax Department, Nagpur 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. The Income Tax Department, Nagpur shall not be liable for any contravention/non compliance on the part of the Agency. Any contravention/non-compliance on the part of the Agency would be constructed as a sufficient ground for termination of the contract at the discretion of the Income Tax Department. Notwithstanding, in the event of the Income Tax Department being imposed with any penalty/fine etc., by any Company/Agency/Firm /Authority due to the non-compliance/contravention on the part of the agency to any statutory laws/rules /regulations etc, the O/o the Pr. Chief CIT, Nagpur reserves the right to recover such fine/penalty etc



from the Company/Firm/Agency by way of recovery from the bill raised by the Company/Firm/Agency or by any other means.

15. The O/o the Pr. Chief CIT, Nagpur 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 any point of time by giving a notice of at least 60 days before the intended date for discontinuation. But it will lead to forfeiture of its 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. The O/o the Pr. Chief CIT, Nagpur will have the right to claim damages, and recover them from the payments due to the agency or by any other means, in addition to forfeiting the Security Deposit of the Agency.
17. Employment Cards must be issued to the employees and their wages must be paid to them on acquaintance roll by 10th day of every month. Before submission of bills by the Agency to the O/o the Pr. Chief CIT, Nagpur for payment against the jobs carried out by him a certificate will have to be submitted by the Agency of having paid in full to the workers employed by him.
18. The Workers employed by the Agency will not be treated as the employees of the Income Tax Department for any purpose whatsoever.
19. The O/o the Pr. Chief CIT, Nagpur shall have right to periodical inspection with a view to ensuring strict adherence to deployment of guards at the designated properties and spots.
20. The agency shall comply with all statutory liabilities and obligations of State and Central Government.
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.
23. The Pr. Chief CIT, Nagpur is not bound to accept the lowest bid. The Pr. Chief Cit, Nagpur reserves the right to award the work contract in parts to two or more bidders depending upon exigencies and requirements.
24. The Pr. Chief CIT, Nagpur reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts entered into with the Pr. Chief CIT, Nagpur or with any Central or State Government.
25. The following responsibilities should also be followed by the agency/firm/company:-
 - i) The contractor should pay the guards as per minimum wages of labour laws.
 - ii) The payment of guards should be made through banking channel.
 - iii) The Contravention will attract penalty provision as per rule.
 - iv) The list of security guards along with bank account details should be provided at the time of acceptance of contract.
 - v) Further, it will attract cancellation of contract by giving notice within prescribed time.



26. Notwithstanding anything contained in aforesaid paras, the Pr. Chief CIT, Nagpur may award the work order to the successful bidder after opening of the financial bid. The work order will be issued in writing and communicated through post on the address as provided in the tender document or will be handed over to the authorized representative of the agency.

Read and accepted

Date, Signature and Stamp of the Bidder

Or Authorized Signatory, place



SECTION –V

SCOPE OF WORK

1. The agency shall provide round the clock security services at Aayakar Bhavan, Civil Lines, Nagpur and Income Tax Residential Colony, Seminary Hills, Nagpur with requisite security guards on all days including Saturdays, Sundays, and National Holidays.
2. The Agency shall provide round the clock high standard security on a 24x7x365 basis on all the days to safeguard the premises and assets of Income Tax Department, 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.
3. The agency shall ensure proper locking of premises, common area etc. In case of any theft, breakage, pilferages of any fixture and /or fitting, 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 Guards/ Guard on duty, the O/o the Pr. Chief CIT, Nagpur will have full power to recover the loss in full or adjust from the dues of the agency.
4. The amount of loss to be compensated by the Agency shall be determined by O/o the Pr. Chief CIT, Nagpur on its behalf by the authorized officer, same shall be binding on the Agency. The decision of the Pr. Chief CIT, Nagpur in the regard shall be binding on the Agency.
5. The Office of the Pr. Chief CIT, Nagpur may increase or decrease the requirement of the manpower and the agency shall be bound to provide/adjust the personnel accordingly and should be constructed as a part of Agency's performance.
6. The Agency shall submit bio data along with identity proof, address proof of each security guard duly verified, before commencement of the contract.
7. The Agency shall issue identity cards/identification documents to the security guards and supervisor which shall be countersigned by the ACIT (Hq.) (Admn.) O/o the Pr. CCIT, Nagpur and they shall be duty bound to display the identity cards at the time of duty. The Pr. CCIT, Nagpur or any other person authorized by the Pr. CCIT, Nagpur 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.
8. During surprise check by any of the authorized officers of Office of the Pr. CCIT, Nagpur 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 Office of the Pr. CCIT, Nagpur.
9. The agency shall ensure immediate communication to Controlling Authority for any reportable incidence.
10. The agency shall maintain proper register/log book of security personnel.
11. The agency shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps, torch, umbrellas, rain coats etc to Guards deployed at Aayakar Bhavan, Nagpur and



Income Tax Residential Colony, Seminary Hills, Nagpur. The expenses on uniforms other accessories, rainy wear etc. shall be borne by the Agency alone.

12. All the security guards posted shall be in sound health and between the ages of 18 to 55 years.
13. 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 with may include termination of the contract.
14. The Security guards should not accept any Registered Post, Speed Post or any signed document from couriers' agency on any working day or holidays.
15. 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 Income Tax Department; Nagpur shall accrue implicitly and explicitly.
16. The Agency shall keep the Office of the Pr. CCIT, Nagpur indemnified against all the claims whatsoever in respect of the employees deployed by the Agency at various points.
17. Besides the normal security, the other function required to be performed are
 - (a) To man security / check posts located at the various gates and any other sensitive points specified by the Department.
 - (b) Security personnel deployed by the agency shall check the material/property/public subscribers /any other outsider going out of the Buildings through the procedure of the gate pass etc. as laid down by the Department.
 - (c) To perform watch and ward functions including night patrol on the various points of deployment.
 - (d) To prevent the entry of stray dogs and cattle & anti – social elements, unauthorized persons and vehicles into the building.
 - (e) To check unauthorized cutting of trees.
 - (f) To maintain proper record of entry of vehicles and persons inside the campus.
 - (g) The contractor shall compensate in full the loss sustained by the Department on account of any theft, burglary and any other kind of intrusion in Building/ Area given for security. The amount of loss to be compensated by the contractor shall be determined by the Department or on its behalf by authorized nominee. Same shall be binding on the contractor.
18. The Agency shall submit weekly duty chart of the security personnel to the Office of the Pr. Chief CIT, Nagpur 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 which the attendance sheet is not furnished.
19. The Agency shall not replace the security personnel at random. This shall be done with the prior knowledge of Office of the Pr. Chief CIT, Nagpur and full particulars of the security personnel so deployed shall be given to the Office of the Pr. Chief CIT, Nagpur or the Officer authorized, as referred above. In case any of the security staff is found to be posted without the previous knowledge of Office of the Pr. Chief CIT, Nagpur by any authorized officer, the Office of the Pr. Chief CIT, Nagpur shall not be liable to pay for such Security Personnel.



20. 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 statutory act and with due regards to all recognized festivals days of rest and religious and other customs.
21. 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.
22. The behavior of the deployed manpower by the Agency for the Security duty so awarded shall be of decent nature and should cooperate with the officials, visiting guests. In case of report of any compliant on the issue or is found breaching this aspect, the said guard/supervisor shall be instantly removed from the duty by the Agency and the decision of Officer of the Pr. Chief CIT, Nagpur will be final and binding on the Agency.
23. No accommodation shall be provided to the security guards or supervisor inside the complex, no cooking or lodging shall be allowed at the check post and premises of the Aayakar Bhavan, and Income Tax Residential Colony. The Agency may arrange suitable accommodation for their stay in nearby area.
24. Income tax as applicable will be deducted at source from each bill for which necessary PAN No. is required to be provided.
25. No person below the age of 18 years and above 55 years shall be deployed on security work by the Agency.
26. The Agency shall have insurance coverage of their workers and follow all safety measures during the work execution. Any liabilities 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 Income Tax Department, Nagpur will not be responsible in any manner.
27. The contract will be terminated by the competent authority if the performance of the Agency is found unsatisfactory at any point of time.
28. During the contract period, the Agency shall make salary & other payments to guards and provide other things in time to them without waiting for the bill payments passed and paid by the Office of the Pr. Chief CIT, Nagpur.
29. The Agency shall have its own monitoring system to ensure that the guards are available at the designated points during their working shifts.
30. The Agency shall provide dedicated security guards and any change in the personnel supplied should be made only in very exception 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 roaster or duty schedule to the prepared in this regard. This shall exclude the half hour lunch break, turn by turn.
31. 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.



32. The security personnel should be co-operative, helpful and create a sense of comfort for the staff and visitors. They should conduct themselves in a professional manner while on duty.
33. Drugs and liquor are prohibited inside all the office premises and public places in quarters and guest houses. The entire office buildings are declared as "Smoking free zone" strict disciplinary action is to be initiated against offenders. The security personnel shall bring to the knowledge of the officer in charge of the building any such violation committed in the premises.
34. The main gate, building and portion of any other premises as may be specified by the Department shall be closed after working hours and locked in presence of the representatives of both the Agency and Department. The premises in locked conditions shall be taken over to the next day morning in the presence of representatives of the Department and the Contractor.
35. Duty hours of the security personnel will be as detailed below:-

I.	1 st Shift (8 Hours)	:- 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

Note: - Shift timings may however be determined by the Department Authority as per requirement.

36. Duties & Responsibilities of Security Staff

- (a) The security guards of the security Agency will be responsible for overall security arrangement of the Department Campus it be building, property and camp office covered in the contract.
- (b) The Security Guards will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- (c) One or two of the security guards, will take round of the entire campus. His whereabouts, while on round should be known to the security guard at Main gate, as in case of need, he shall have to be available within 10 minutes at the Main gate.
- (d) The Security Guards shall remain punctual, alert and vigilant in performance of their duty.
- (e) They should ensure that entry of all vehicles entering in the premises is made in the register. Entry of all outsiders should be made in the register.
- (f) No outsiders are allowed to enter the Building without proper entry in the register at the reception gate.
- (g) No items are allowed to be taken out without gate passes issued by the competent officers as laid down in the contract or authorized by the Departmental 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.
- (h) Department officers and officials will keep their identity cards with them for checking and allowing entry by security staff.
- (i) Security personnel deployed in the premises on holidays, Saturday & Sunday will be assessed as per actual requirement and the number of personnel will be suitably reduced.

- (j) The guard will also take round of the backside of all the important sensitive points through inspection pathway as specified by the Department.
- (k) Patrolling will be done round the clock. The guard on duty from 8.00 hrs to 8.00 hrs. i.e. 24 hours will also take care of all stores mentioned /lying within the department and Departmental/establishment cycle stand, vehicle/car parking etc run by the Department.
- (l) 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 premises. It should be at once driven out.
- (m) The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed over the premises for horticulture purpose and toilets.
- (n) It should be ensured that flowers, plants trees and grassy lawns are not damaged either by the staff or by outsiders.
- (o) The security guards should be familiar with fire fighting procedure and help the fire fighting staff in extinguishing the fire, if there is a fire or any other natural calamities.
- (p) Any other provisions as advised by the Department shall be incorporated in the agreement. The same shall also be binding on the contractor.



SECTION-VI

TECHNICAL BID

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

To
The Principal Chief Commissioner of Income Tax
Aayakar Bhavan
Nagpur

Sir,

Sub: - Hiring of Security Guard- Regarding

Ref: - Tender No..... Dated.....

I /We undertake to provide the security guards at Aayakar Bhavan, Civil Lines, Nagpur and Income Tax Colony, Seminary Hills, Nagpur as specified in the Bid/Tender documents.

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 two years are also enclosed with bids.

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

- (a) Copy of valid empanelment certificate from appropriate authority for undertaking security services contract
- (b) List of reputed clients along with documentary evidence(Self attested copies of the relevant work orders are to be enclosed)
- (c) Copy of audited balance sheet, profit and loss account of the bidder for the previous three financial years (2010-11,2011-12 and 2012-13) and Income Tax returns for the previous three financial years (2010-11,2011-12 and 2012-13)



- (d) A copy of PAN card, Service Tax Registration No. & ESI Registration No. (attach attested copies)
- (e) Copy of registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Agency under this contract. In case the agency is exempted from obtaining such Registration or approval or order from the Labour Commissioner, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their firm is exempted and is not required to obtain any such registration or approval or order from the Labour Commissioner.
- (f) Undertakers to comply with liabilities and obligations of State and Central government viz Minimum Wages Act, PF, ESIC and other statutory obligations.
- (g) Information regarding any litigation current or past in which the bidder was/is involved the opposite party and the nature of dispute.
- (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 of Rs.20,000/- By means of demand draft pay/Banker's cheque drawn in favour of ZAO, CBDT, Nagpur.
- (j) Any other documents which is to be required for running this type of Agency.
- (k) Affidavit worth Rs. 100/- stating that the agency is /has not been black listed by Government Department/Public Sector Undertakings/Banks and other Private Companies.

We do hereby undertake that upon a formal notification of award of this bid along with your written acceptance and thereof it shall constitute a binding order between us.

Declaration:-I hereby certify that the information furnished above is true and correct to the best of my /our knowledge and belief. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

Dated

Signature & Stamp

Seal

Name

Address



SECTION-VII

FINANCIAL BIDS

Hiring of Security Guard for Aayakar Bhavan & Income Tax Residential Colony, Nagpur

Signature	Name	
1	Name of the Concern	
2	Complete Address of the concern with telephone no. fax and email	
3	Name and address of the Partners/Directors /Proprietor with Mobile No. (In case of firm/company/Proprietorship)	
4	Contact Person (s) with Mobile No.	
5	Permanent Account No.	
6	Service Tax Registration No.	
7	Whether the concern possesses all the statutory/non-statutory registration, permissions, approvals etc from the competent authorities for providing required security services as per the terms and conditions of the bid documents	
8	Rate per Guard per Month (Exclusive of Service Tax) (calculation based on 365 days a year)	
9	Service Tax (Rate & Amount)	
10	Agency Charges if any	
11	Total charges including Service Tax (Value of Contract)	

Declaration:-I hereby certify that the information furnished above is true and correct to the best of my /our knowledge and belief. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

Seal /Stamp

Signature

Name



ANNEXURE-1

PROFILE OF ORGANIZATION

Sr. No.	Particulars	
01	Name of the Firm	
02	Address with email, phone, Fax, Mobile No.	
03	Name and address of Proprietor/Partners/Directors and their PAN	
04	Details of Registration Labour Commissioner having jurisdiction over the territory or exemption certificate if any	
05	Year of Establishment of the firm and experience in the execution of security services contracts	
06	PAN/TIN No. (If any) (attach copy)	
07	Service Tax No. (If any)(attach copy)	
08	Details of works executed during the last 2 years (add documentary proof of the same) with satisfactory completion certificates of the concerned organizations	
09	List of similar work undertaken/in hand at present (Proof documents)	
10	Whether sufficient number of guards in each category is available with the Applicant contractor (Furnish documentary evidence)	
11	Details of Demand Draft/Banker's cheque in respect of Earnest Money	
12	Please furnish the copy of ISO certification if the bidder have it	



13	Whether the concern possesses all the statutory/non statutory registrations including permission, approvals etc from the competent authorities for providing required security services as per the terms and conditions of the bid documents	
14	Any other information in support of the past antecedent present experience, approach & methodology of work, competency to execute contract , financial capacity etc	

Note: - Please attach extra sheet in support of your information, if space in the column is insufficient.

Declaration:-I hereby certify that the information furnished above is true and correct to the best of my /our knowledge and belief. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

Signature & Stamp

Name



ANNEXURE-2

[[FORMAT OF AFFIDAVIT]]

To
The Pr. Chief Commissioner of Income Tax
Aayakar Bhavan
Nagpur

Sir,

Sub:

I the undersigned hereby state that employees/staff deployed as per list enclosed by M/s. in Income Tax Department, Nagpur are in no way related to any of the Income Tax Department officials. In the event of any unusual or illegal or unacceptable act /incidents /accidents caused by the employees /staff working for M/s....., I take full responsibility for the lapses and misconducts on the part of employees /staff engaged by me.

Thanking You

Yours faithfully,



Signature:
Name:
Seal