

**CHIEF COMMISSIONER OF INCOME TAX(CCA)
A.C.GUARDS, MASABTANK, HYDERABAD.**

e-mail: proithyderabad@Yahoo.com

F.No.CCAP/PR/88/2013-14.

Dated 28.02.2014

**NOTICE INVITING TENDER FOR PROVIDING
SECURITY SERVICE TO INCOME TAX DEPARTMENT, HYDERABAD.**

The Chief Commissioner of Income tax(CCA), Hyderabad (herein after referred to as CCIT) invites sealed quotations from reputed agencies rendering security services. Tender forms along with terms and conditions can be obtained in person from the Office of the Chief Commissioner of Income-tax(CCA), Income Tax Towers, A.C. Guards, Masabtank, Hyderabad during 28-02-2014 to 21-03-2014 on all working days between 10.00 AM and 05.00 PM on payment of Rs.1000/- (Rs.One Thousand Only) by means of Demand Draft in favour of the DDO, O/o the Chief Commissioner of Income Tax(CCA),Hyderabad or it can also be downloaded from the website www.incometaxindia.gov.in. If the tender form is downloaded from web site, then Bank Draft of Rs.1000/- in favour of the DDO, O/o the Chief Commissioner of Income Tax(CCA),Hyderabad may invariably be attached with the tender at the time of submission. The completed tender form shall be submitted to PRO, O/o CCIT-1, Hyderabad latest by 02.00 pm on **21.03.2014**. The quotations received will be opened on **21.03.2014** at **03.00** pm in the presence of the Committee constituted for the purpose by the Chief Commissioner of Income-tax(CCA), Hyderabad.

(J.SHIVAJI YADAV)

Incometax Officer (Hqrs) (PR)
O/o CCIT, Hyderabad-1

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e-mail: proithyderabad@yahoo.com

F.No.CCAP/PR/88/2013-14.

Dated: 28.02.2014

**NOTICE INVITING TENDER FOR HIRING OF
SECURITY PERSONNEL FOR CCIT(CCA), HYDERABAD**

The Chief Commissioner of Income tax(CCA), A.P. Hyderabad (hereinafter referred to as CCIT(CCA), Hyderabad) invites sealed quotations from reputed agencies who are engaged in the business of providing security services.

I. SCOPE OF WORK

1.1 Brief on office premises and security outline:

- i. The bidders are required to provide 24 x 7 x 365 days security of Income tax Department properties at Hyderabad.
- ii) The Income tax premises are at i) I.T. Towers, A.C. Guards, Masab tank, Hyderabad ii) Aayakar Bhavan, Basheerbagh, Hyderabad iii) Income tax Guest houses at Hyderabad iii) Income tax Quarters at Road No. 10 and Road No. 12, Banjara Hills, Hyderabad . iv) Open land at Shaik pet and flat at business towers, Hyderabad.
- iii). To facilitate remote monitoring of the premises, the already installed Closed Circuit Television Cameras [CCTV] have to be monitored closely at strategic points within and outside the buildings covering all corners of the premises. The entry into the Income tax Towers, Aayakar Bhavan and Income tax Quarters and other Income Tax properties in Hyderabad are to be closely monitored. Parking facilities are to be restricted only to persons who have been issued 'identity card' or the 'security pass'. The entry into Guest house and Quarters are also restricted in access to only persons identified by the Officer / officials. However, there are no such restrictions imposed for movement within the quarters.
- iv. All properties / premises of the Income tax Department are to be safeguarded throughout the year. Security passes are to be issued to the out sourcing personnel and contract labor.

1.1.1 Security Outline

To ensure proper and adequate security to all the Income Tax Assets, the following procedures are to be followed.

- a) Set up written Admittance and gate protocols
- b) Visitors entry protocol for the buildings
- c) Vehicle entry protocol for the buildings
- d) Contractor admittance procedure.
- e) Security guard patrolling procedures
- f) Security guard reporting system
- g) Random check function of security guard
- h) Perimeter security rounds at night
- i) Monitoring of CCTV System and report
- j) Up-dating visitors data

k) Material IN / OUT gate – pass

1.1.2 The scope of work for the bidders includes the following tasks:

1. Manning the main campus entrance gate 24 hours x 7days a week x 365 days a year by regulating, monitoring and recording the entry of all persons, materials and vehicles coming in and going out of the each premises.

2. Watch sensitive areas through CCTV and manual patrol. The following are considered sensitive areas:

- a. PRO room and Guard room with CCTV
- b. Main IN / EXIT Gate
- c. Admin block basement
- d. Drive ways
- e. HT yard
- f. Rear sides of the buildings
- g. Sub stations and Fire pump rooms
- h. STP & Organic Waste converter Plant
- i. Lift lobbies.
- j. Terraces

3. Security team 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.

4. Security personnel have to carefully guard and monitor full-fledged Fire Fighting systems of the buildings/ premises and assist Fire Department in case of Emergency

5. Preventing unauthorized carrying in and out weapons of any kind or of any material from the premises by physically frisking all persons and vehicles belonging to the Facility management service providers and other persons notified by the officer in-charge at I.T Towers, Aayakar Bhavan and other premises.

6. Maintaining logbook of events noticed or un-authorized materials found in possession while frisking of persons and vehicles of Facility management service providers and other persons notified by the officer in-charge at I.T Towers, Aayakar Bhavan and other premises.

7. Ensuring incoming/outgoing materials with gate pass issued by authorized signatory. Otherwise materials should neither be allowed inside nor allowed to go out of the premises.

8. Maintenance of copy of all gate passes of material movements in appropriate files.

9. Admittance of personnel other than Income tax officers / officers, Outsourced Employees inside the building shall be at the discretion of Income tax Officer incharge of Security Services. The security personnel should ascertain the authorization of visitors, vendors and customers, etc by telephonically calling the Income tax officials for authorization of their entry.

10. Upon authorization, the security guard will request the above mentioned to enter the visitors book with contact particulars and full address.

11. All vehicles entering the gate shall be subjected to thorough check and with Under chassis mirror.
12. Vehicle speed inside the premises is restricted to 15 km / hr. Disciplinary action, in the form of not allowing in the building thereafter, shall be taken against vehicles / drivers exceeding the speed limit.
13. Gate protocols for visiting dignitaries such as, govt. officials, distinguished guests of Department shall be done with liaison officer as designated by the concerned representative.
14. Issuance of access card to the entry into the building premises after office hours and on holidays, at special request from officers of the Department , will be done after capturing full particulars of the person in the software.
15. 24 x 7 monitoring of CCTV camera images and taking immediate appropriate remedial action like personal inspection of the spot where there is any unusual movements or images noticed during the monitoring and other related actions.
16. Required to take periodic backup of the stored CCTV images in removable data storage devices and secure it safely for future retrieval as and when need arises. The protocol for this should be finalized after discussion with CCIT(CCA).
17. Drugs & 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 to be initiated against offenders.
18. Ensuring officers/staff/others do not consume eatables or drinks while using pathways, driveways, Lift lobbies and in building areas.
19. Ensuring staffs do not enter the unauthorized areas such as Electrical LT room, DG rooms, Fire plant room and HT yard.
20. Reporting on malfunctions of Departmental assets, shortfalls noticed in facility management services or notice of untoward incidents to the officer-in-charge or the designated Helpdesk.
21. Manning the reception desk of I.T. Towers and Aayakar Bhavan between 9:30 am to 06:00 pm on all working days of the Department . The duties at the reception desk include:
 - a. Computerized registration process of all training participants and visitors to all premises.
 - b. Programming and Issue of 'smart card' or 'access card', after entering their personal particulars in the software, to all those who are required to enter building premises like I.T. Towers and Aayakar Bhavan.
 - c. Keeping total control of the access cards and its related equipments.
 - d. Collecting back and deactivation of cards from all those who quit the premises after their training or at the end of their official assignment.
 - e. Monitoring the CCTV images through the monitor kept at the reception desk during office and non-office hours.
 - f. Managing the reception desk display board data through computer based on message received from the Officer in-charge at I.T. Towers and Aayakar Bhavan.
 - g. Answering all queries from visitors and telephone enquiries.

- h. Permit access to basement parking area to those who have surrendered their access card by monitoring through the 'look at me' camera.
 - i. Managing fire alarm, fire announcing, and fire fighting equipments system in an emergency during office and non-office hours.
 - j. Maintenance of complaint log book
 - k. Checking of material movement out of the main office premises with respect to the gate pass issued by the authorized officials and maintenance of such data in register (Computerized & Manual)
- l. Switching off the lights in unoccupied areas.

1.2 Equipments to be provided

The basic equipment requirement for the security staff deployed should be as follows;

1. Baton [6 nos]
2. Forehead fastened battery operated powerful search light [3 nos]
3. Hand held search light/torch [3 nos]
4. Under chassis inspection mirror [1 nos]
5. Metal detectors [2 nos]
6. Walky-talky for communication between the guardroom and the patrolling guard [1 set]
7. First Aid Kit [1 set]

1.3 The qualification requirement of the manpower deployed should be as follows:

General

The personnel to be deployed by the bidder should have the following:

1. Should have passed at least Secondary School or equivalent exam.
2. Should be between 25-55 years of age.
3. Should have at least 5 years experience of the job in some reputed institution.
4. Should be medically fit for the job.
5. Should have knowledge of fire fighting and basic operation of computer and electronic surveillance gadgets.
6. Should have good character.
7. They should have been on the employment roll of the bidder for a minimum of six months before their deployment to the Departmental premises.
8. They should also satisfy the qualification requirement laid down in the 'Scope of work'.

Special:

A.Reception Desk

1. The reception desk personnel should be able to read, write and speak in English with fluency. Knowledge of Telugu and Hindi / English is desirable.
2. Should have good working knowledge on computer and should be capable of handling any computer program, access control, CCTV and fire fighting equipments with reasonable training.
3. Should be young, having pleasing personality and should be smartly dressed (Uniform as approved by the CCIT(CCA)).

B. Security gate

1. Personnel at security gate should be able to communicate in English and Hindi or Telugu language.
2. Should be able to work with computer, monitor and control CCTV cameras, handle fire fighting equipments with reasonable training from authorized persons.
3. Should be trained in self- defense, to attack, disarm, disable and capture any intruder
4. One of the security staff during the daytime should be a lady personnel for frisking female staff members of the Facility management service and other outside agencies.

1.4 Manpower requirement

Location	No of security Personnel)	No of security Supervisor	No. of shifts	Total no of personnel(for three shifts)
Security Guard at entrance gate	20	01	03	21
Reception desk	6	--	01	06
Security Guard at Office building and quarters patrolling	40	02	03	42
Armed Guard	06	-	03	06
Total	72	03		75

Manpower classification	Category
Security entrance gate / Quarters/ Office Building / premise patrolling / Reception desk	Security Guard with out Arms
Armed Guard / Supervisor	Security Guard with Arms

1.5 Shift Timings

During the day shift the personnel deployed should include one lady personnel.

Category	Job Nature	Shift-1	Shift-2	Shift-3	Timeline for reporting
security personnel and patrolling	Security	20	20	20	07.00, 15.00, 23.00
Armed Guard	Security	02	02	02	07.00, 15.00, 23.00
Security supervisor	Security supervising	01	01	01	07.00, 15.00, 23.00
4Receptionist Reception desk	Reception desk	06	-	-	09.30 to 18.00

1.6 Control register & Charts maintenance

Type of chart/Registers	Periodicity of change	Timeline
Manpower deployment register	Yearly	Entry by 0700/1500/2300 hrs daily
Visitors register	Yearly	As and when they come and leave
Asset damaged/lost reporting register	Yearly	As and when incident happen
Asset fault repair reporting register	Yearly	As and when incident happen
Material movement register	Yearly	Placed before the officer in-charge every day.
Un-authorized carrying of assets in & out of the campus noticed while frisking register	Yearly	Placed before the officer in-charge every day.
Vehicle movement record	Yearly	Yearly Placed before the officer in-charge every day
Rule violation recording Register	Yearly	Yearly Placed before the officer in-charge
CCTV footage backup recording register	Yearly	Yearly Placed before the officer in-charge every fortnight
Access card issue register	Yearly	Yearly Placed before the officer in-charge once a week
Incoming and outgoing telephone register	Yearly	Placed before the officer in-charge once a week
Salary disbursement register	Yearly	disabused before the officer in charge every month
Patrol monitoring chart [Basement vehicle parking/STP/Pump house/Hostel south east corner/FM toilet area/ Gas bank/Hostel & Admin Block rooftop	Weekly	0600/0800/1000/1200/1400/1600/1800/2000/2200/2300/2400/0100/0200/0300/0400/0500 hrs
Random check incident reporting register	Yearly	As and when incident happen

2. TERMS AND CONDITIONS

A. General

- i. Security personnel are required on contract basis for the buildings/premises of IT Towers, Aayakar Bhavan, Income tax quarters and Mehdi Manzil Guest Houses, at Hyderabad. The successful bidder will have to enter into an agreement for the services to be rendered.
- ii. Terms of Agreement: For **Two years**, extendable with the consent of CCIT(CCA) and based on performance and other factors for a maximum period of one year. The contract is tentatively proposed to be entered into with effect from **01/04/2014**.
- iii. The entire work included in the contract shall be executed by the successful bidder and shall not, directly or indirectly, be transferred, assigned or underlet or any part shared nor shall they take a new partner without the written consent of CCIT(CCA).
- iv. A person deployed for any shift on a particular day shall not be put to duty on any other shift on the same day at any site of the bidder. If it is found that the same person is deployed for more shift(s) on the same day at any building / premises of the bidder, it will be deemed that no person has been deployed and also a penalty of Rs.500/- will be levied for each such default.
- v. The bidder should possess all the required statutory licenses and permissions to run such service.
- vi. A single room guardroom cum office will be provided for the legitimate use by the successful bidder for execution of the work under the contract. The successful bidder is responsible for any lapse in maintaining the accommodation. Penalty of Rs.1000/- per incident will be imposed for any occupancy by outsiders in the accommodation. An EPABX telephone with direct dialing facility and a direct line telephone will be provided by CCIT(CCA) for official use. A suitable place has been earmarked for the successful bidder for keeping his materials or use as a change room in the ground floor / basement of the main buildings..
- vii. The Department reserves the right to terminate the agreement or recover the losses in the event of any failure or lapse on the part of the bidder. The CCIT(CCA), Hyderabad is the final authority for determining the losses or the lapse on the part of the bidder.
- viii. Security apparatus like hand-held metal detectors, Search lights, Under-chassis mirror, Communication system [walky-talky] etc shall be arranged by the successful bidder himself and shall always be in working condition. **A minimum of two hand held metal detectors and handheld walky-talky communication device shall be provided by the successful bidder and forehead fastened search lights for all security personals on night shift.** The successful bidder shall arrange the required apparatus before commencement of the agreement period. In case of failure to deploy such equipment will attract a penalty of Rs.100/- per day.
- ix. The Department may increase/decrease number of persons required from time to time. If any person is to be deployed as per the requirement of the department, the bidder is under obligation to provide such personnel including technical personnel required for the security services.

x. The performance of the successful bidder will be continuously monitored by the Officer In-Charge, or any other officer appointed by the CCIT(CCA).

B. Staff related

i. The successful bidder shall provide uniform with personal protective equipment [PPE] i.e hand gloves, shoes, goggles, head gear, raincoats, winter protection jackets etc., required as per the categories of work to the guards. All the staff, supervisors and manager should sport their photo identity card prominently on their uniform. Above uniform will be supplied by the successful bidder at his own cost in sufficient members to ensure cleanliness & hygiene and successful bidder should ensure that the staff is on duty at all times in neat and clean uniform. No relaxation on wearing of uniform on any day, including holidays will be entertained by the CCIT(CCA).

ii. The color and pattern of the uniform, shall be got approved by CCIT(CCA) before procurement. A penalty of Rs. 50/- per day per guard shall be deducted for non wearing of uniform at all premises.

iii. The bidder supplying the persons is responsible for the conduct of the personnel provided by it.

iv. The bidder shall obtain a valid labor license under the Contract Labor (R&A) Act 1970 and the Contract Labor (R&A) Central Rules 1971, before commencement of the work a copy of which he shall submit to **CCIT(CCA),Hyderabad**. He shall continue to have a valid license until the completion of work. The bidder shall also abide by and comply with the provisions of the Child Labor (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947, Maternity benefits Act 1961 and Apprentices Act, 1961 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The bidder is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/risks in relation to employees to be engaged by him. Provisions of EPF and Misc. Provisions Act 1952 & Employees Provident Fund Scheme 1952 shall be followed by the bidder in respect of staff engaged by them for performing the works of Income tax Department properties. The persons deployed by the bidder shall always carry the proof that they have been covered under ESI, PF. Mere proof of furnishing the code number of the bidder is not sufficient. The proof of compliance shall be included in the monthly bill without which it will not be processed.

v. The wages payable for the staff deployed in all the offices / premises shall be paid as per the rates communicated by the Chief Labour Commissioner (C), Ministry of Labour & Employment, Govt. of India, New Delhi vide F.No.1/11(7)/2013-LS-II dated 19-09-2013 or any subsequent notifications issued by the said authority and as prescribed under other central Government Acts governing payment of EPF,ESI etc. and the disbursement shall be made in the presence of the Officer in charge office of CCIT(CCA).

The bidder shall submit financial bid consisting of two components (a) Minimum wages payable and (b) administrative overheads. Enhancement in percentage of Administrative/Service charges, on any ground will not be entertained during the tenure of the contract.

vi. The Security personnel deployed shall be employees of the bidder and all statutory liabilities shall be paid by the bidder.

vii. The persons deployed for security purposes by the bidder will have no claim for regular Government job.

viii. The successful bidder shall indemnify Income tax Department against payments to be made under and for the non-observance of the laws (if any).

ix. The successful bidder shall furnish the name, qualification, proof of identity and effective verification of investigation into the background, antecedents, past conduct and character of each person the bidder proposes to deploy in the premises of the Income tax Department, Hyderabad. Only upon furnishing these details and on satisfaction of the CCIT(CCA) will the bidder be allowed to deploy such persons. In case of any disagreement or doubt, CCIT(CCA) can seek replacement of any such security personnel and the bidder will provide an alternative within 24 hours.

x. The successful bidder and/or his staff shall neither use nor spend any part of their duty hour on recreational or entertainment activities.

xi. The successful bidder will ensure that their staffs employed do not loiter in the corridors, chit chat, chew pans or smoke beedies, cigarettes etc. A penalty of Rs.50/- will be imposed for each incidence of breach of this clause.

xii. The successful bidder will ensure that its staff employed, other than supervisory rank staff (do not carry their mobile phones or any other gadgets to the premises. Any communication while on duty, from the family or friends to the staff members employed within the campus shall be routed through the supervisory staff of the successful bidder. A penalty of Rs.50/- will be imposed for each incidence of breach of this clause.

xiii. The staff of the successful bidder should leave the premises immediately after completion of their job on the premises. They should not be found on the office loitering or otherwise.

xiv. While on duty, the staff deployed by the successful bidder shall not use any room for their personal conveniences. In addition to imposition of penalty of Rs.50/- for each incident, breach of this clause may lead to the termination of the contract. A separate facility is earmarked in the guardroom for this purpose.

xv. Quarterly health checkup of all personnel to be carried out by a registered medical practitioner and the medical report submitted to the Officer in-charge of the CCIT(CCA). This is to ensure that no personnel deployed are carriers of any infectious and /or contagious diseases.

C. Start of services

i. The successful bidder shall present himself for signing the contract along with the Performance Security in the form of bank guarantee immediately after receipt of communication of successful bid from CCIT(CCA), Hyderabad.

ii. Start of services shall be made by the successful bidder immediately on receipt of work order with full strength of staff from the date of award of contract.

iii. Start of services shall be made by the successful bidder in accordance with the time schedule specified in the work order. In case the service is not started on the stipulated date as indicated in the work order, CCIT(CCA), Hyderabad reserves the right to cancel the work order and/or recover liquidated damage charges. The cancellation of the work order shall be at the risk and responsibility

of the successful bidder and CCIT(CCA), Hyderabad reserves the right to award the work at the risk and cost of the defaulting successful bidder.

iv. The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date. Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive CCIT(CCA) of its right to recover liquidated damages as per Clause below.

v. Should the successful bidder fail to start services, CCIT(CCA), Hyderabad shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by Department in making alternative arrangements along with penalty of Rs.2500 per day for the delay period.

vi. Near relatives of all Income Tax Department employees, either directly recruited or on deputation, is prohibited from participation in tenders and execution of works. In this regard certificate should be given as per **ANNEXURE-1**

vii. For the scope of this tender near relations are defined as under

1. Member of Hindu Undivided Family

2. They are husband and wife.

3. The one is related to the other in the manner as father, mother, sons(s) & son's wife (daughter in law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & Sister's husband (brother in-law).

D. Performance evaluation

i. The successful bidders performance will be evaluated on day to day basis based on Key Performance Indicator [KPI] carried out by the office in charge or any of the officers appointed for this purpose by the CCIT(CCA), Hyderabad as per **Annexure-4**. The result will be compiled periodically, but not less than one month and communicated to the successful bidder. If the performance of the contract fails to meet the standard/grade set under KPI of 80 points out of 100, the Security Agency will be required to take corrective steps to improve its rating thereafter above the minimum standard fixed. Failing to achieve the minimum standard/grade consecutively for two months will not only attract imposition of penalty of Rs.1000/- per month under the contract, but also liable for termination of the contract.

E. Extension and Termination of Contract

i. The CCIT(CCA), Hyderabad reserves the right to terminate the contract in part or in full at any time with one month's notice without assigning any reasons thereof for which no letter of reason/explanation can be sought for by the successful bidder. The CCIT(CCA), Hyderabad will also have the right to extend this contract on the same rates, terms and conditions at one time or in spells of lesser time period up to a cumulative maximum period of one year or till an alternate arrangement is made whichever is earlier. Any further extension on the same rates, terms and conditions will be mutually agreed upon.

ii. The CCIT(CCA), Hyderabad may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder terminate the contract,

a. If the successful bidder fails to provide the services as per the terms and conditions of this contract on the dates and on the specified times as requisitioned by CCIT(CCA), Hyderabad.

- b. If the successful bidder fails to perform any other obligations(s) under the contract.
- c. If the successful bidder, in either of the above circumstances does not remedy his failure within a period as authorized by CCIT(CCA) in writing after receipt of default notice from CCIT(CCA), Hyderabad.
- d. If the successful bidder fails to achieve standards set as per the Key Performance Indicator [KPI] for consecutive two months.
- e. In the event of termination of contract in pursuant of above the CCIT(CCA), Hyderabad may take the same services upon such terms and manner as it deems appropriate and the successful bidder shall be liable to Department for any excess cost for the said service during the remaining period for which contract is terminated.
- iii. The CCIT(CCA), Hyderabad may at any time terminate the contract by giving written notice to the successful bidder without compensation to the successful bidder if the successful bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy, which has accrued, or will accrue thereafter to the CCIT(CCA).
- iv. The successful bidder shall not be permitted to sub-contract any of the services.

F. Arbitration

- i. In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the CCIT(CCA), Hyderabad or in case his/her designation is changed or his/her office is abolished then in such case to the sole arbitration of the officer for the time being entrusted, whether in addition to the functions of the CCIT(CCA), Hyderabad or by whatsoever designation such officer may be called (hereinafter referred to as the said officer) and if the CCIT(CCA), Hyderabad or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the CCIT(CCA), Hyderabad the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- ii. There will be no objection to any such appointment that the arbitrator is a Government servant or that he/she has to deal with the matter to which the agreement relates or that in the course of his/her duties as Government Servant he/she has expressed views on all or any of the matters under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his/her office or being unable to act for any reasons whatsoever such CCIT(CCA) or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his/her predecessors.
- iii. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

iv. The venue of the arbitration proceeding shall be the office of the Chief Commissioner of Income Tax, Hyderabad or such other places as the arbitrator may decide.

G. Force Majeure

i. Neither successful bidder nor CCIT(CCA) shall be liable for any delay, default or failure under this agreement if such delay, default or failure arose as a direct consequences of force majeure including strikes, lock out, war and civil unrest.

H. Court Jurisdiction

i. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Hyderabad and only courts in Hyderabad shall have jurisdiction to determine the same.

I. Penalty

i. In case of breach of any conditions of the contract and for all types of losses caused by the successful bidder, CCIT(CCA) shall levy penalty and make deductions as deemed suitable or as specified in the contract, and deduct the same from the bills preferred by the successful bidder. However the amount of the penalty will not be more than 25% of the amount of the bill raised by the successful bidder. However total penalty of the duration for the tender must not exceed 100% of total amount of contract. The penalty will be over and above the 'no work no payment' principle.

ii. Nature of penalty leviable under this contract is summarized as under the convenience.

a	Deployed guards continuously for more than one shift	Rs.500/- per incident
b	Occupancy of outsiders in guardroom and in space allocated for guard equipment storage	Rs.1000/- per incident
c	Failure to deploy equipments as per the contract	Rs.100/- per day
d	Non-wearing of approved uniform while on duty	Rs.50/- per person/ incident
e	Found chit-chatting, smoking, chewing pan, unwarranted loitering in corridors etc	Rs.50/- per incident
f	Found in possession of personal mobile on person while on duty other than for supervisor	Rs.50/- per incident
g	Found using rooms other than allocated for personal conveniences	Rs.50/- per incident
h	Delay in commencing the service	Rs.2500/- per day
i	Failure to improve performance evaluation grade after notification	Rs.1000/- per month

K. Payment.

i. The successful bidder's monthly bills should be supported by muster rolls/attendance for the respective month, all daily and monthly inspection sheets of beats undertaken. These should be duly certified by the Security supervisor. If agreed manpower is not deployed, then proportionate labour wages will be deducted from the monthly bill.

ii. The successful bidder shall prefer bills of the actual work done every month by 1st of the following month along with the supporting document as mentioned in para above with proof of ESI and PF payment. The bills will be paid within 4 [four] weeks thereafter, by A/c payee cheque, payable at Hyderabad and will be sent to the company address by registered post or received personally.

However, any deterioration in service or non-payment of wages to its staff will not be acceptable on the plea of delay in receipt of payment.

iii. The CCIT(CCA) shall recover at source, Income Tax on the gross bill value, payable per month to the successful bidder at the rates prescribed and remit the same to the concerned authorities.

iv. Penalties, damages, and contract non-compliance recoveries quantified, if any, will be recovered from the monthly bill payments.

v. The CCIT(CCA) shall have the right to deduct from the money due to the successful bidder, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non-fulfillment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations. The successful bidder shall indemnify CCIT(CCA), Hyderabad against payments to be made under and for the observance of the laws.

vi. The regulation aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.

vii. In the event of any failure in this regard or any loss/damages caused directly or indirectly to building premises, the same will be payable by the successful bidder along with such penalty as may be decided by CCIT(CCA), Hyderabad.

viii. The successful bidder shall not petition for revision of rates tendered by him under any circumstance at any stage of work, either during execution or when the final claims are settled. The only exception to this will be on account of any statutory rules and laws governing tax rate or wage revisions.

3. TENDER PROCESS AND AWARD OF CONTRACT

Quotation should be submitted in two sealed envelopes. One envelope should contain Prequalification **cum Technical** Bid [ANNEXURE-5]. The documents mentioned in the check list (Annexure – 7) should be enclosed to the Technical bid along with duly signed Check list. The second envelope shall contain the financial bid [ANNEXURE-6]. The envelopes shall be marked accordingly on the top. Both the envelopes should be put in another envelope marked '**TENDER FOR HIRING OF SECURITY PERSONNEL FOR INCOME TAX DEPARTMENTAL PROPERTIES at Hyderabad**' addressed to the Chief Commissioner of Income tax(CCA), 10th Floor, A.C. Guards, Hyderabad **and should be submitted latest by 02.00 pm on 21-03-2014. The bids will be opened by the committee constituted by the CCIT(CCA), Hyderabad on 21-03-2014 at 03.00 pm in the presence of the bidders. Incomplete Bid document will be rejected. The valid qualifying bids will be scrutinized by the Department to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the committee on the same day or on a subsequent day. Late submission of tenders will not be accepted.**

3.1 Pre-qualification criteria:

The agency shall satisfy the following conditions to participate in the tender process.

(Documentary proof shall be enclosed)

(a) The bidder (as on the date of filing the tender document) is engaged in security services contract with at least **03 (three)** reputed organizations.

(b) At least **100** or more guards in the aggregate should have been employed by the reputed organizations for each of the last three years in at least three reputed organizations.

c) **Legal Valid Entity:** The bidder shall necessarily be a legally valid entity either in the form of a company registered under the companies ACT,1956 or a limited liability partnership or a partnership firm or a proprietary concern or an association of persons. A proof for supporting the status of the bidder shall be submitted. i.e copy of certificate of incorporation or partnership deed etc.,

d) **Financial Capacity:** The bidders should have the minimum annual turnover of Rupees **1.25 (Rs.One Crore Twenty Five Lakh only)** Crores each in the last **three** financial years **2010-11, 2011-12 & 2012-13** individually or consortium.

e) **Registered Firm:** The Bidder should be registered with the Income tax and also registered under labor laws, Employees Provident Fund Organization, Employees, Employees State Insurance Corporation. Relevant proof in support shall be submitted.

f) **Experience:** The Bidder should have experience in the similar field of providing security services in the big organizations and or Government Departments/PSU for the last five years. Relevant proof by way of experience certificates issued by the said organisations shall be submitted.

g) **Man Power:** The Bidder should have on its roll a minimum of **100** manpower engaged in the similar nature of security services as on the last date of submission of the bid. Relevant proof by way of the latest ESI / EPF returns shall be submitted.

h) **Training Facilities:** The Security Agency should have their own training facility for the man power being provided and able to provide training capsules on security aspects, including Fire fighting, QRT etc.

i) **Availability of Equipment/Trained Dogs:** Should be able to provide various equipment on rental being used by the security staff including Dog squad and to be listed in the bid.

3.2 Other Terms & Conditions:

i. The quotations should reach this office latest by 02.00 pm on 05.12.2013.

ii. The Department reserves the right to reject any or all the tenders without assigning any reason whatsoever.

iii. At any time prior to the date of submission of bids, CCIT(CCA) may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.

iv. The amendments shall be intimated in writing, e-mail or by FAX to all prospective bidders on the address intimated at the time of obtaining of bid document from the CCIT(CCA), Hyderabad and these amendments will be binding on them.

v. In order to afford reasonable time to the prospective bidders to take the amendments into account in preparing their bids, the CCIT(CCA), Hyderabad may, at its discretion, extend the deadline for the submission of bids suitably.

vi. An evaluation of the firm for its reputation, infrastructure, system management & capability to provide experts for the job etc. will be done by the department before finalizing the tender..

vii. **The successful bidder has to submit a Performance guarantee @ 5% of the Annual value of the contract in the form of Bank Guarantee within ten days after receipt of communication of successful bid. The security should be in the form of irrevocable Bank Guarantee issued by a nationalized bank in favour of Chief Commissioner Income tax (CCA), Hyderabad and valid for a period of 26 months from the date of execution of agreement of contract in the form provided in the Tender document at ANNEXURE-2. Such Guarantee shall remain in force for the period of the contact. In case the contract is extended as per mutual agreement the period**

of validity of the Bank Guarantee should be for up-to two months following the period of contract.

viii. In the event of termination of the contract by the successful bidders without notice and before the contractual period, the Bank Guarantee is liable to be forfeited.

ix. The Department shall return the Bank Guarantee after the expiry of the agreement period after adjusting the dues, if any, which are to be recovered from the bidder for the losses/lapses as determined by the CCIT(CCA).

x. The tenders shall be opened on 21.03.2014 at 03.00 pm in the presence of bidders or their authorized representatives who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening. In the event of the date being a closed holiday, the tender would be opened on the next working day at the same time. Unsealed tenders shall neither be opened nor considered. Such unsealed tenders shall be returned to the concerned bidder after received their written request. The Tender Opening Committee [TOC] shall open the sealed tenders.

xi. Compliance Report on all the terms and conditions of the contract must be submitted by the bidder as per the ANNEXURE-3

xii. The Pre-qualification and technical bids will be evaluated for satisfaction of the terms of the tender.

xiii. Conditional tenders are liable to be rejected.

xiv. If on check there are differences between the rates quoted by the bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed.

(1) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder, shall be taken as correct.

(2) When the bidder does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, then the rate quoted by the bidder in words shall be taken as correct.

(3) When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.

xv. The CCIT(CCA), Hyderabad is not bound to accept the lowest bid. The CCIT(CCA), Hyderabad reserves the right to award the work to more than one agency depending upon exigencies and requirements.

xvi. The CCIT(CCA), Hyderabad reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts entered into with CCIT(CCA), or with any central or state government.

xvii. The CCIT(CCA), Hyderabad reserves the right to award the work on experimental basis for a period of not less than 2 weeks and not more than 12 weeks, to see and evaluate the performance of the bidder, before formal award of the tender. The bidder will do the work as per the terms and conditions of the tender.

xviii. Notwithstanding anything contained in aforesaid paras, CCIT(CCA), Hyderabad may award the work order to the successful bidder immediately on opening of the financial bid. The work order will be issued in writing and communicated through e-mail as provided by the successful bidder and sent by post to the address as provided in the tender document.

xix. The timelines for submission of 'Bank Guarantee' and start of service will commence from the date of receipt of communication of successful bid.

[FORMAT OF AFFIDAVIT]

ANNEXURE-I

Sir,

Sub:

Authority:

I, the undersigned hereby state that employees/staff working [As per list enclosed] for M/s. _____ in Income tax Department, Hyderabad .(CCIT(CCA), Hyderabad) 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 misconduct on the part of employees/staff engaged by me.

Thanking You

Yours faithfully,

Signature:

Name:

Seal

ANNEXURE-2

[FORMAT PERFORMANCE SECURITY GUARANTEE BOND FORM]

1. In consideration of the Chief Commissioner of Income tax(CCA), Hyderabad having agreed to exempt _____(hereinafter called the said Contractor) from the demand under the terms and conditions of an agreement/ No._____dated _____made between _____ and _____for two year for the work of _____(hereinafter called the said Agreement), of security deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a bank guarantee for _____we (name of the Bank) _____(hereinafter referred to as 'the Bank') at the request of _____(contractor) do hereby undertake to pay to the CCIT(CCA) an amount not exceeding _____against any loss or damage caused to or suffered or would be cause to or suffered by the CCIT(CCA) by reason of any breach by the said Contractor of any of the terms or conditions contained in the said agreement.

2. We (name of the Bank _____)do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the CCIT(CCA), Hyderabad stating that the amount claimed is due by way of loss or damage caused to or suffered by the CCIT(CCA), Hyderabad by the reason of breach by the said contractor of any terms or conditions contained in the said Agreement or by reason of the contractor's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the CCIT(CCA), Hyderabad on these count shall be final and binding on the bank. However our Liability under this guarantee shall be restricted to an amount not exceeding_____

3. We undertake to pay to the CCIT(CCA), Hyderabad any money so demanded not being withstanding any dispute or dispute raised by the contractor/supplier(s) in any suit or proceeding

pending before any court or tribunal relating thereto; our liability absolute and unequivocal. The payment so made by us under this bond shall be valid discharge or our liability for payment there under and the contractor/suppliers(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Department under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till CCIT(CCA) certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee. Unless a demand or claim under the guarantee is made on us in writing on or before the expiry of 24 months from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (Name of the Bank) _____ further agree with the CCIT(CCA) that the CCIT(CCA), Hyderabad shall have the fullest liberty without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the CCIT(CCA), Hyderabad against and said contractor and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor or for any forbearance, act or omission on the part of the CCIT(CCA) or any indulgence by the CCIT(CCA) to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor/supplier(s).

7. We (name of the Bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the CCIT(CCA), Hyderabad in writing.

Dated the day of for
(Indicate the name of the Bank)

ANNEXURE-3

[FORMAT OF TENDER COMPLIANCE REPORT]

To

Sub: Regarding tender for providing “providing security services” for Income Tax Departmental Properties in Hyderabad.

Dear Sir,

I have gone through the complete terms and condition of the Tender for providing security services at Income tax Department properties at Hyderabad and accept the same.

Place:

Date:

Signature of Bidder
Name:

Key Performance Indicator

Manpower deployment

ANNEXURE-4

Category	Job Nature	Shift-1	Shift-2	Shift-3	Timeline for reportting	Priority
Security personnel and patrolling	Security entrance and patrolling	20	20	20	07.00, 15.00, 23.00	Critical
Security Supervisor	Supervision	01	01	01	07.00, 15.00, 23.00	Critical
Skilled	Reception Desk	06	-	-	09.30A.M to 06.00 P.M	Critical
Armed Guard	Security	02	02	02	07.00, 15.00, 23.00	Critical

Machinery Deployment

Sl. No.	Machines to be used	Equipment Make & brand	Quantity	Timeline for Deployment	Priority
01	Baton		8	1 day from signing contract	Critical
02	Forehead fastened battery operated search light		8	--do--	High
03	Hand held search light torch		5	--do--	High
04	Metal detectors		4	--do--	High
05	Walky-talky for communication between the guardroom and the patrolling guard		4	--do--	Low
06	First Aid Kit 1 set -do-Medium		4Set	--do--	Medium

Control register & Charts maintenance

Type of chart/Registers	Periodicity of change	Timeline	Priority
Manpower deployment register	Yearly	Entry by 0800/1700/2300 hrs daily	Critical
Visitors register	Yearly	As and when they come and leave	Critical
Asset damaged/lost reporting register	Yearly	Yearly As and when incident happen Critical	Critical
Asset fault repair reporting register	Yearly	As and when incident happen	Critical
Material movement register	Yearly	Placed before the officer incharge every day	Medium
Un-authorized carrying of assets in and out of the campus noticed while frisking register	Yearly	Placed before the officer incharge every day	Medium
Vehicle movement record	Yearly	Placed before the officer incharge every day	Medium
Rule violation recording register	Yearly	Placed before the officer incharge every day	Medium
CCTV footage back up recording register	Yearly	Placed before the officer incharge every day	Medium
Access card issue Register	Yearly	Placed before the officer incharge Once a week	Medium
Incoming and outgoing telephone register	Yearly	Placed before the officer incharge every week	Low
Salary Disbursement Register	Yearly	Disbursed before the officer incharge every month	Critical
Patrol monitoring chart	Weekly	0600/0800/1000/1200/1400/1600/1800/2000/2200/2300/2400/0100/0200/0300/0400/0500 hrs	Critical
Random check incident reporting register	Yearly	Yearly As and when incident happen	Critical

Random check for function evaluation list

Incident reported	Priority
Sleeping on duty	Critical
Slackness on duty	High
Absent from place of duty	Critical
Not conducting rounds	Critical
Not filling the logs in time	High
Communicating with un-authorized persons	Critical
Gambling, smoking, consuming liquor and drug abuse on duty, etc	Critical
Gate protocols	Critical
Dress code & turn out	Medium

Performance of the contract is measured by the above matrix. The Service provider to complete as per the prescribed manner all tasks as per the timelines stated against each task. In case not complied as evidenced by the prescribed control charts or upon receipt of call from Helpdesk, the same will have to be resolved as per the priority mentioned against each task. The timelines for the various priorities fixed are as under:

Critical: To be resolved within 15 minutes of report

High : To be resolved within one hour of report

Medium: To be resolved within 24 hrs of report

Low: To be resolved within 7 days of report

KEY PERFORMANCE CHART (For Security Performance)

Vendor Performance Scorecard			
Rating Legend			Vendor:
5	Excellent [] (please provide score range out of 100)		Date Completed:

4	Very Good [] (please provide score range out of 100)		Submitted by:		
3	Good [] (please provide score range out of 100)		Site: IT Towers, Aayakar Bhavan, Income tax quarters and guest houses		
2	Average [] (please provide score range out of 100)		For the Month of :		
1	Poor [] (please provide score range out of 100)				
		Weight age	Points	Score	Comments
1	Staffing/Attendance Adequacy of staff Attendance at duty Staff meeting the contractual obligations Punctuality	10			
2	Quality Of Manpower/Professional Knowledge Communication and writing skills in English Professional Training/knowledge. Background verification. Grooming Physical fitness, Personality & Bearing	10			
3	Training On Site/In Academy Induction Orientation. Briefing and Awareness on company's security Standard Operating Procedure	10			

	Periodic Trainings & classes Adherence to training schedule				
4	Managing Process Quality of frisking both Human and Vehicle Daily Briefings at Shift Changes Response to emergencies Visitor Management Traffic Control	15			
5	General Vigilance Regular Rounds to all Vulnerable Points/Areas. Surprise visits / checks / Night rounds by central teams. Surprise visits / checks / Night rounds by Operation manager/Branch Manager. Apprehending trespassers Prevention of unauthorized entry	15			
6	Documentation/Record 5 Maintenance Accuracy & Updating Reviews & analysis. Maintenance of Registers Material Movement documentation	5			
7	Timely Reporting Monthly/Daily/Weekly deployment pattern Send all reports on	5			

	time Escalation				
8	Statutory Compliance Fulfils statutory requirements / local laws. Salaries Paid on time. PF/ESI Documents Produced Adheres to min wages. Grants leave to personnel	5			
9	Availability of Equipment Proper Uniforms Batons/whistles Wireless communication set Emergency lights/torches. First Aid kits	5			
10	Response to incidents and alarms Timely reporting of incidents Managing incidents Escalation process Emergency handling Awareness of procedures.	20			
	Total	100			

For Key Performance Indicator evaluation chart,

5 point: If job is completed within the timelines with full satisfaction in service provided (i.e. No complaint received in Helpdesk)

4 Point: If job is completed within the timelines with partial satisfaction in service provided (As per complaint received in Helpdesk and rectified fully and satisfactorily)

3 Point: If job is originally not done but after receiving complaint is complied with full satisfaction within the given priority timeline.

2 Point: If job is originally not done but after receiving complaint is complied with partial satisfaction within the given priority timeline.

1 Point: If job is originally not done but after receiving complaint is compiled without satisfaction or not complied and there are repeated complaints.

PRE QUALIFICATION CUM TECHNICAL BID APPLICATION

Sl. No.	Description / Particulars	Details / Remarks
01	Name of the Organisation / Company / Firm / Individual	
02	Address of the above concern (with telephone No., Fax & E mail) For out station Agencies Address of Registered local branch office and contact Nos.	:
03	Status	
04	PAN NO.	
05	ESI Registration No.	
06	EPF Registration No.	
07	Copy of Certificate of incorporation Partnership Deed	
08	Number of Guards as on date (Enclose documentary proof by way of latest return filed with EPF/ESI authorities)	
09	Name and address of the Partners / Directors: with mobile no. (In case of firm/company)	:
10	Contact person(s) (with mobile number)	:
11	<u>Turnover from the business providing security services (Rs. In Crores.)</u> <u>F.Y. 10-11</u> <u>F.Y. 11-12</u> <u>F.Y. 12-13</u>	
12	Furnish the certified copies of Income tax returns along with audited Profit and Loss Account and Balance sheet for the Financial Years from 2008-09 to 2012-13	

**13. Details of deployment of Guards in at least three reputed organizations:
(please enclose copies of certificates from the respective organizations in this regard)**

Sl. No.	Name of the Organisation	No.of Guards deputed to the Organisation Financial year wise			Yearly Bill amount Financial year wise		
		10-11	11-12	12-13	10-11	11-12	12-13
1							
2							
3							
4							
5							
Total							

14. Whether you have security contract in force with at least three reputed organizations as on date, please furnish the following details: (Please enclose copies of the relevant contracts)

Sl. No	Name & address of the organization	No. of persons engaged as on date	Date from which contract entered	Valid till
1				
2				
3				
4				
5				

15	No. of years of experience in providing security services	
16	Do you have own training facilities for the security personnel deployed by you	
17	Are you able to provide various equipment on rental being used by the security staff including Dog squad. If so, please furnish the details there of	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized Signatory with date)

Financial bid

Sl. No	Description / Particulars			
1	Name of the Organisation / Proprietor / Registered Firm / Company			
2	Address of the above concern (with telephone No., Fax & E mail)			
3	Status			
4	Permanent Account Number :			
5	Service Tax Registration Number			
6	Name and address of the Partners / Directors: with mobile no. (In case of firm/company)			
7	Contact person(s) (with mobile number)			
8	Charges for each security Guard per month. (PART – A) Minimum Wages	Category	Charges per Month for Security Guard with out Arms (Security Guard at Entrance gate / Office Building and Quarters patrolling/ Reception desk) (in Rs.)	Charges per Month for Security Guard with Arms (Armed Guard & Security Supervisor) (in Rs.)

		(a) Minimum Basic wage per month (including Sundays and paid holidays) as per the Minimum Wages Act at present rates prescribed by Central Govt.		
		(b) VDA		
		(c) Basic + VDA		
		(d) ESI Contribution (Contractor's) @4.75% of (c) above		
		(e) EPF Contribution (Contractor's)@13.61% of (c) above (but limited to a maximum of Rs.6500)		
		(f) Gross Wage(c+d+e)		
		(g) Relieving Charges 1/6 th of Gross Wage		
		(h) Minimum Wages (f+g)		
9	(PART-B) Administrative overheads as a percentage of Minimum Wages payable [(h) above]			
10	(PART- C) Total of Part- A & Part- B Above			
11	Service Tax payable @ 12.36% of PART- C			
12	Total Charges per Month Per person (in Rupees)			
13	No. of persons to be deployed		66	9
14	Total charges per month for all the persons to be deployed (SI.No.12 >< SI.No.13)			
15	Total charges per year (SI.No.14 >< 12)			
16	Total charges including Minimum Wages, Administrative over heads and taxes applicable for the total number of security personnel required as per the tender (in words and figures) :			

D E C L A R A T I O N

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized Signatory with date)

ANNEXURE- 7

CHECK LIST

Sl.No	Qualifying criteria / copy of document	Remarks (Tick Yes / No)
1	Copies of ITRs of past five years	Yes / No
2	Copies of Audited P&L and Balance Sheets of the past five years	Yes / No
3	Experience certificates of past five years	Yes / No
4	Copy of certificate of incorporation / partnership deed	Yes / No
5	Copies of latest ESI / EPF Returns reflecting the no. of employees for a year exceeding 100 or not	Yes / No
6	Copies of contracts in force with three reputed organisations	Yes / No
7	Annexure- 1	Yes / No
8	Annexure- 3	Yes / No
9	Annexure- 5	Yes / No

(Signature of authorized Signatory with date)