



**GOVERNMENT OF INDIA**  
**OFFICE OF THE**  
**COMMISSIONER OF INCOME TAX (LARGE TAX PAYER UNIT)**  
**29<sup>TH</sup> FLOOR, CENTRE No. 1, WORLD TRADE CENTRE,**  
**CUFFE PARADE, MUMBAI -400 005.**

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**NOTICE INVITING TENDER**

1. On behalf of the President of India, the Commissioner of Income - Tax Department (Large Taxpayer Unit), Mumbai, invites tenders under the two bid system, for hiring of Security Personnel (Unarmed) [ 09 Security Personnel from licensed private security agencies for providing Watch and Ward services in the premises of Commissioner of Income-tax Department (Large Taxpayer Unit) located at Cuffe Parade, Mumbai, as per the schedules and details specified in the TERMS & CONDITIONS and SCOPE OF WORK.

1.1 The contract is for the period starting from the date of commencement of contract to 31 st March, 2021, which may be extended for a further period of 1 year at the discretion of the Income-tax Department.

2. Sealed Tenders, duly superscribed "Tender for Hiring of 09 (nine) Security Personnel" and addressed to "The Commissioner of Income-tax (Large Taxpayer Unit), Mumbai" shall be submitted to office of the Commissioner of Income Tax (LTU) 29<sup>th</sup> Floor, World Trade Center-1, Cuffe Parade, Mumbai-400005. not later than 14:00 hours on 2<sup>nd</sup> Day of July 2018. Tenders received after stipulated date/ time shall not be accepted. The tenders will be opened on the same day at 15:30 hours in the presence of the Bidders or their authorized representative (s) who may wish to be present.

3. Detailed information / terms and conditions can be downloaded from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in) or can be obtained from office of Commissioner of Income Tax (Large Taxpayer Unit), 29<sup>th</sup> Floor, World Trade Centre 1, Cuffe Parade, Mumbai-400 005 on all working days up to 18th Day of June 2018 from 11:00 hours to 17:00 hours.

Dated: 12th June 2018.



  
(VINOD KUMAR)  
Income-tax Officer (HQrs) to  
CIT(LTU), Mumbai.  
**विनोद कुमार / VINOD KUMAR**  
आयकर अधिकारी (मुख्या)  
कुले आयकर आयुक्त (ब.क.ई.), मुंबई  
Income Tax Officer (HQ)  
to C.I.T. LTU, Mumbai



**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE**

**BID DOCUMENT DATED 12.06.2018**

**TENDER  
FOR  
HIRING OF SECURITY PERSONNEL**

**Last Date for Submission of Bid: 14:00 Hours on Date Date of 02.07.2018**

**Opening of the Technical Bid: 15:30 Hours on 02.07.2018**



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**SECTION-I**  
**DOMESTIC COMPETITIVE BIDDING**  
**( Through call of Tenders)**

**Tender No. Pr. CCIT/Mum/Securiy/T-2/2018-19**

**dated: 12.06.2018**

Nature of Work	Providing 09 (nine) Security Personnel for watch and ward of the premises of Income Tax Department (Large Tax Payer Unit), Mumbai.
Period of Contract	From the date of commencement of contract to 31.03.2021 with a provision of further extension of one year at the discretion of the Income Tax Department (LTU), Mumbai.
Earnest Money Deposit	Rs. 1,00,000/- (Rupees One Lakh only)
Last Date & Time for receipt of Bid	2 <sup>nd</sup> Day of July 2018 Time: 14:00 Hrs
Time and Date of Opening of Technical Bid	2 <sup>nd</sup> Day of July 2018 Time: 15:30 Hrs
Place of Opening of Technical Bid	29 <sup>th</sup> Floor, World Trade Centre 1, Cuffe Parade, Mumbai-400 005
The tender documents can be obtained from:	29 <sup>th</sup> Floor, World Trade Centre 1, Cuffe Parade, Mumbai-400 005 <a href="http://www.incometaxindia.gov.in">www.incometaxindia.gov.in</a> or <a href="http://www.incometaxmumbai.gov.in">www.incometaxmumbai.gov.in</a> .
Submission of Bid under Two Bid System	The Technical Bid should be submitted in a separate sealed cover and the Financial Bid in another sealed cover, and both should be correctly superscribed. These two sealed covers are to be put in a bigger cover which should also be sealed and superscribed " <b>Tender for Hiring of 09 (nine) Security Personnel</b> " and addressed to Commissioner of Income-tax, (LTU), Mumbai. The bidder's name, telephone number, Email Id and mailing address shall be indicated on the OUTER cover.

## SECTION-II

### INVITATION TO BID

**Tender No. CIT(LTU)/Mum/Security/T-2/2018-19 dated: 12.06.2018**

1. On behalf of the President of India, the Income - tax Department, Mumbai Invites sealed tenders from the eligible licensed ISO 9001:2008 and above certified private security agencies for providing **09 (nine)** unarmed Security Personnel to provide watch and ward of the premises of the Income-tax Department (Large Tax Payer Unit) in Mumbai as per the schedules and details specified in the **TERMS & CONDITIONS and SCOPE OF WORK.**
2. The scope of work include providing round the clock security services to all the Premises under the jurisdiction of Income-tax Department (LTU) in Mumbai along with requisite number of Security Personnel on all days including Saturdays, Sundays and National holidays. The successful bidder will ensure high standard security services at the assigned areas as per the standard security protocol through trained and uniformed Security Personnel working under proper supervisory control of facility management services.
3. All the Security Personnel shall be in uniform all the time and shall be equipped with Flash Lights (for night duty).
4. Attendance Register/Sheet for all the Security Personnel deployed at the office premises shall be signed by the Contractor's supervisor everyday. Subsequently, all the Attendance Registers/Sheets shall be handed over to the Authorized Person of the Department on the same day, without fail.
5. The Earnest Money Deposit (EMD)/Bid Security (Refundable, without interest, if the bid is not successful) of **Rs. 1,00,000/- (Rupees one Lakh only)** in the form of Demand Draft/Banker's Cheque in favour of **Commissioner of Income Tax (LTU), Mumbai** payable at Mumbai, shall be deposited along with Technical Bid forms by all the bidders except Micro and Small Enterprises (MSEs) registered under Single Point Registration Scheme of National Small Industries Corporation (NSIC). The Demand Draft/Banker's Cheque/Pay Order towards the Earnest Money Deposit should bear the date after the date of the Notice Inviting Tender (NIT).
6. The contract is for a period starting from the date of commencement of contract to 31st March 2021 which may be extended for a further period of 1 year at the discretion of the Department.
7. The bid documents may be downloaded from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in).
8. The Income tax Department (LTU) reserves the right to accept or reject any bid, and to annul the bidding process at any time, without incurring any liability to the affected Bidder or Bidders.
9. For all the purpose of this document-
  - (a) the word 'Contractor' refers to the person (concern) to whom the work is awarded.
  - (b) 'the Department' refers to the Income-tax Department (LTU), Mumbai.

10. The sealed tenders completed in all respect shall be submitted to office of the Commissioner of the Income Tax (LTU), 29<sup>th</sup> Floor World Trade Center 1, Cuffe Parade, Mumbai- 400005 not later than 14:00 hours on 2<sup>nd</sup> Day of July 2018 and the technical bids will be opened at 15:30 hrs on the same day at the given address.

11. The bidders, conforming to the eligibility criteria and having required documents, instructions to the Bidders and compliance of terms and conditions shall only be allowed to participate in the bid.

*Read and accepted.  
Signature and stamp of  
Bidder or Authorized Signatory*

## SECTION-III

### INSTRUCTIONS TO BIDDERS

1. This Invitation to Bid is open to all the licensed Private Security Agencies (hereinafter referred to as "PSAs" or "Bidders") fulfilling the eligibility criteria who are engaged in providing security services to various organizations. For the Bidders to qualify technically, criteria at *Clause 1.1* below shall be applied. For this purpose Bidders shall submit documentary evidence along with the tender and those not conforming to any of these parameters as on the last date for submission of bids will not qualify. Bidders not conforming to any of these following parameters will not qualify:

#### **1.1 Eligibility Criteria :**

1. The bidder should be an Indian concern having its object to provide Security personnel to provide watch and ward of the premises of the Income Tax Department (Large Tax Payer Unit), Mumbai as per terms and conditions specified in the terms and conditions and scope of the work. The security personnel will work under the supervision of the supervisor of the Facility Management Services.
2. The Bidder should have minimum 3 years. of experience in providing security Services (Copy of the self certified work orders for the period from 01.04.2015 on onwards to be submitted).
3. The Bidder should have been awarded with one single contract with minimum value of Rs. 50 lakhs or above in any of the last 5 (five) years immediately preceding current financial year 2018-19.
4. The Bidder should not have been blacklisted by any Government or PSU Enterprise.
5. The Bidder should possess a valid Registration of GST and PAN Card for the payment of statutory taxes/duties.
6. The Bidder should have the following accreditations / certifications which should be valid as on the date of issue of this RFP - ISO 9001:2008 or above.
7. The average turnover of the Bidder should not be less than 1 (one) crore for past 3 consecutive financial years i.e. 2014-15, 2015-16 & 2016-17).
8. The agency shall have registered office or branch office in Mumbai for its Administrative control.
9. The preference will be given to the Government or Semi-Government Organization.
10. The Bidder should have its own well established infrastructure for training of their Security Personnel.
11. The Bidder should have documents proving compliance to the Minimum Wages Act, 1948 and other labour laws and rules (Copy of wage slips of employees (minimum five employees) to be submitted along with photo copies of bank statement or passbook showing relevant entries of wage remittances to its employees for the last two months (March & April 2018).
12. The Bidder should have a valid certificate from ESI Corporation and should have been

13. The Bidder should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the Bidder should have been submitting EPF contribution online for a wage month (Copy of ECR of EPF for the last two months (March & April 2018) to be submitted).
14. The Bidders should have Valid License under The Bombay/Maharashtra Shops and Establishment Act, 1948 as amended from time to time.
15. The Bidders should be in possession of Certificate of Registration from Registrar of Companies or Registrar of Firms or Letter of Proprietorship.

**2. The tender comprises of:-**

**A. Technical Bid**

**B. Financial Bid (Non-Comprehensive only)**

The Applicants intending to bid should fulfill and abide by the terms & conditions of contract for providing Security Personnel Facility Services. The Contactor/ Bidder should submit two sealed envelopes separately super-scribed as 'Technical Bid' & 'Financial Bid' and both these covers are to be put in a bigger cover which should also be sealed and duly super-scribed.

- A. In Technical Bid** – The bidder should submit the Technical bid in a separate sealed envelope in the enclosed format as per **Annexure-“T”** along with supporting documents as under :-
- a. Names of reputed clients to whom such services have been provided, including Govt. Organizations with No. of years of experience of providing Security personnel (*Work/Experience Certificate should be attached*).
  - b. Permanent Account Number & Goods & Service tax number along with evidential proof.
  - c. Copy of Income Tax Returns filed for the last three consecutive assessment years i.e. 2014-15, 2015-16 & 2016-17. The returns of income for these assessment years should be furnished with a complete set of return, Profit & Loss Account, Balance Sheet along with Audit Report.
  - d. The Bidder shall submit all the necessary documentary evidence to establish the required qualification for bid.
  - e. The Bidder mandatorily has to furnish an “Affidavit” on Stamp paper of Rs. 500/- affirming that he has not been debarred by any of his client/s in past three years immediately preceding the current financial year.
  - g. The Bidder shall manage the services as per the requirement of this office setup.
  - h. The EMD of Rs. 1,00,000/- (Rupees one lakh) in the form of Demand draft / Pay Order should be enclosed as specified the terms & conditions of this tender.

**If any of the above details are not submitted, the tender shall not be entertained.**

*(The successful bidder shall have to provide the details of security personnel being provided 10 days before commencing the service contract and also present himself to sign an agreement, as and when called for).*

**B In Financial Bid** – The Bidder should submit the financial bid in a separate sealed envelope in a enclosed format as per **Annexure-“F”**. The bidder shall quote single projection proposal for 1 month considering the proposed quotation for all the 36 (thirty-six) months of the service period excluding applicable taxes with due consideration to the Minimum Wages Act of the State/Central Government. The aforesaid quoted rates will be applicable throughout the service period of contract without any increase over and above. This bid will be opened only if the applicant fulfills the stipulated terms of technical bid. The selected bid (projections) would also be subject to negotiations being made by the Tender Opening Committee either in services or contract amount or both, if required and the recommendations will be made accordingly to the Competent Authority for approval.

The Competent authority reserves the right to assess the capability of the Bidders considering overall terms and factors to make the final selection. As far as bid amount is concerned, the same will be calculated on annual basis taking average of all the three years with due consideration to Minimum Wage Act. The Tender Opening Committee reserves the right to select the appropriate Bidder for negotiation as per requirement of this office setup without assigning any reason thereof to any person other than the Competent Authority. The agreement of the above contract will be signed by both the parties only after obtaining the necessary approval of the Competent Authority. The contract period will get postponed if there is any delay on account of final approval from the Competent Authority.

This office reserves the right to cancel or modify the terms of this notice any time without assigning any reason whatsoever. The tenders will be opened in the presence of bidders who wish to be present for bidding. The final allotment of service contract to the successful bidder would be subject to the approval of Competent Authority, after which necessary agreement will be entered for awarding contract.



## TERMS AND CONDITIONS OF CONTRACT

1. The Large Taxpayer Unit (LTU), Mumbai is a Government department having administrative control of the Commissioner of Income-tax (LTU), Mumbai. The office is situated on 8th (half wing), 28th and 29th floor of World Trade Centre No. 1 at Colaba, Mumbai.
2. Considering the above layout of the LTU, the bidder should provide or may arrange Security personnel through agents / sub-agents / Consultants / advisors etc, for round the clock security of the office premises. If necessary, the bidders may inspect the office premises on working days between 11.00 a.m. to 5.00 p.m. with prior permission of the controlling authority.
3. The Bidder should possess all the expertise, necessary infrastructure and experienced and trained security personnel for round the clock security of the office premises.
4. The term of this contract will be of 3 years with further immunity of 1 extra year on the agreed terms of contract if the services are found to be satisfactory.
5. The tender should be accompanied by a Demand draft / Pay Order as non-interest bearing Earnest Money Deposit of Rs. 1,00,000/- drawn in favour of "Commissioner of Income-tax (LTU), Mumbai.  
  
The non-successful bidders will be returned the said instrument received as EMD without encashing, however, the EMD of the successful bidder will be returned on receipt of a Bank Guarantee through the same instrument without being encashed. If the EMD is not enclosed, the Income-tax authority reserves right to reject the bid.
6. The successful bidder will have to give Bank Guarantee at the time and date specified by the Income-tax authority, for the respective region. The EMD would be returned thereafter.
7. The Bidder should submit the fee structure exclusive of applicable taxes thereon in **Annexure-I** attached herewith this notice. All the payment of fees shall be subject to applicable TDS. The Fee Structure may be modified by the parties with mutual consent in writing, whenever required with the prior approval of the controlling authority. State Taxes if any, shall be charged as per applicability and the prevailing rates during the period of bills.
8. The bidder shall have to submit the fee structure for single month as per **Annexure-II** attached herewith this notice excluding the applicable taxes for the proposed period of 36 months with due consideration to the Minimum wage Act during contract period. This aforesaid rates will be applicable throughout the service period of contract without any increase over and above the quoted rates. The successful bidder shall submit monthly bills accordingly for the contract period. The bidder shall have to consider the hypothetic and anticipated prospective amendment under the Minimum Wages Act, while projecting the quotation, so as to ensure the disbursement of wages as per Minimum Wages Act of the State/Central Government notifications. No further increase over and above the amount quoted other than the rates of applicable taxes, due to retrospective or prospective amendments in the concerned Act will be entertained during the contract period.
9. Bidder shall quote the rates in the Financial Bid in Indian Rupees only.
10. Conditional bids/offers will be summarily rejected.
11. If a bidder quotes Rs. Nil / Zero for any item or Service Charge in reference to the Financial Bid (Section VII), the bid will not be considered and the bidder will be disqualified in financial evaluation straightway in terms of the Office Memorandum dated 28th January 2014 issued by the Ministry of Finance, Department of Expenditure

through No. 29(1)/2014-PPD read with the circular dated 17th September 2014 of Ministry of Commerce (GA Section) issued through No. 31/14/1000/2014-GA.

12. If there is any discrepancy between the emoluments per Security Personnel and the total price obtained by multiplying the number of Security Personnel to the emolument per personnel, the emolument per Security Personnel will prevail and the total price will be recalibrated accordingly.
13. The Lowest Evaluated Bidder, whose bid has been found to be most responsive, will be considered further for placement of contract after complete clarification and price negotiations as decided by the Income-tax Department, Mumbai.
14. The Income-tax Department, Mumbai does not bind itself to accept the lowest bid.
15. A bidder shall be debarred if he has been convicted of an offence –
  - (a) Under the Prevention of Corruption Act, 1988; or
  - (b) The Indian Penal Code or any other law for the time being in force for causing any loss of life or property or causing threat to public health as part of execution of the contract
16. It will be mandatory for successful bidder to submit the GST paid challan charged in the monthly bill after each quarter end of the financial year.
17. The successful bidder shall have to file an "Affidavit" duly notarized indemnifying to ensure and abide the terms and periodical amendments made under Minimum Wage Act of the state/Central Government.
18. In case the services provided by Contractor do not meet with the agreed service standard in terms of quality, timeliness, accuracy, etc. Income Tax Department, Large Taxpayer Unit, Mumbai shall reserves right to make recovery of any additional expenses and cost for carrying out such activities to its satisfaction and/or impose penalty with the ceiling of 1% of the total cost of executed work. The Income-tax Department, Large Taxpayer Unit, Mumbai shall have right to deduct such cost/penalty and expenses out of its monthly bill payable. Both the parties may from time to time review the amount of penalty before execution of specific work. The same will form an integral part of the agreement.
19. The Contractor shall take all the required measures/steps to prevent any loss to the office premises and intimate to the Income Tax Department (LTU) i.e. on expiry or termination of the contract.
20. The Contractor shall perform its duties and obligations with highest standard integrity and fairness and shall act in an ethical manner in all its dealings with Income-tax Department, Large Taxpayer Unit, Mumbai, its clients, associates, vendors concerned and it will not take up any activities which are likely to be in conflict with its own interest and the interest of the Income Tax, (Large Tax Payers Unit).
21. The Income-tax authorities reserves the right to carry out capability assessment of the Bidders and their decisions shall be final in this regard without assigning any reasons thereof.
22. The Income-tax authorities intend to award the business on a lowest bid basis, so contractors are encouraged to submit the bid competitively. The decision for recommendations shall depend on the cost competitiveness across multiple lots, quality, delivery and bidder's capacity, in addition to other factors that the Income-tax authorities may deem relevant.
23. The contractor shall provide dedicated staff as mentioned in Annexure-II and any change in such services should be made only in very exceptional circumstances. Replacement of the staff (Security Personnel) so provided should be in the event of genuine reasons. The Contractor shall submit complete details of each staff ( Security Personnel ) so provided confirming "No police records".

24. The Contractor will indemnify for any loss/ damage of property or life of either of the employees because of negligence of the provided staff or poor services or due to an accident.
25. The Contractor shall ensure a standard uniform for their staff (Security Personnel) provided with prior approval of the Income-tax authorities.
26. The Contractor shall provide the standard mobile numbers at their own cost to their staff to ease the communication in case of emergency or urgency.
27. The deputed staff should be decent, well behaved, and literate and should not have any criminal cases against him/her.
28. The bid once submitted shall not be allowed to be withdrawn.
29. The Commissioner of Income-Tax, LTU, Mumbai reserves right to accept or reject any part of the tender or whole tender without assigning any reason.
30. The Commissioner of Income-tax, LTU, Mumbai reserves right to terminate the contract without assigning any reason with a month notice to the contractor.
31. The Income Tax Department reserves right to modify the term and condition of the tender without assigning any reason.

**ANNEXURE-I**

**(Security personnel Services)**  
**On monthly basis**

**FEE STRUCTURE**

1. Minimum required working strength shall be as under:-

A.	Security personnel  <i>(Daily Services – for 24 hours in three shifts of 8 hours duty)</i>	9
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1. Thorough check to provide proper security in the building through check work force by supervisor for uniform, appearance, cleanliness and attendance.
2. Providing security round the clock at the main entrance of the office on 28<sup>th</sup>, 29<sup>th</sup> and 8<sup>th</sup> floor of the premises.
3. The security personnel will work under the supervision of facility management services supervisor who will work under the control of the Department.

## ANNEXURE - "T"

### TECHNICAL BID FOR SECURITY PERSONNEL

1.	Name, address and telephone number of the Bidder i.e. the Applicant / Contractor.	
2.	Whether you are eligible as per the "Eligibility Criteria of Notice inviting Tender. (State Yes / No)	
3.	Whether Government, Semi Government Private Company.	
4.	Permanent Account No. (PAN)	
5.	If Company, Registration No. / Any other case substantial evidence.	
6.	Goods & Service Tax No.	
7.	No. of years experience of rendering Security Services to the Govt. Department or PSU and the value of contract $\leq$ Rs. 50 lakhs in a year. (Please state with documentary evidence)	
8.	Whether blacklisted or debarred by any Government or PSU Enterprise. (Please state "Yes" or "No". If No, furnish affidavit on stamp paper worth Rs. 500/-)	
9.	Whether Bidder posses valid accreditation Certifications as on date of REP. (Attach copies of certificates as per point No.5 of the Eligibility Criteria)	
10.	Annual Turnover during for last three years i.e. F.Y. 2014-15, 2015-16 & 2016-17. (Please attach Audit reports for all the three years along with copy of P&L and Balance Sheet)	F.Y. 2014-15 = Rs. F.Y. 2015-16 = Rs. F.Y. 2016-17 = Rs.  Average value of contract = Rs.
11.	Do you have Registered Office/s or Branch Office/s in Mumbai. Please state the address/es.	
12.	Details of Earnest Money Deposit	