

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-12-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-12-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Revenue
संगठन का नाम/Organisation Name	Central Board Of Direct Taxes (cbdt)
कार्यालय का नाम/Office Name	Cit Dr Aar New Delhi
वस्तु श्रेणी /Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:The Bidder should have minimum 3 Nos Projects with contract value not less than 10 Lacs per project in last 3 Years.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:The Bidder should have mi

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful

bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1763726007.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1763726017.pdf](#)

Scope Of Work For the Service:[1763726421.pdf](#)

Competent Authority Approval for the additional conditions:[1763726693.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to60 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	Driver's License
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Uttam	110021,6th Floor, NDMC Building, Yashwant Place, Chanakyapuri, New Delhi	3	<ul style="list-style-type: none"> Tenure/ Duration of Employment (in months) : 24 Basic Pay (Minimum daily wage) : 710 Provident Fund (INR per day) : 65 EDLI (INR per day) : 0 ESI (INR per day) : 3.75 EPF Admin charge (INR per day) : 0 Bonus (INR per day) : 0 Optional Allowance 1 (in Rupees) : 0 Optional Allowance 2 (in Rupees) : 0 Optional Allowance 3 (in Rupees) : 0 Number of working days in a month : 30

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The tendering Company/ Firm/ Agency should be fulfilling General & Mandatory Requirements:-

1. The bidder Firm/ Company should have valid registration with appropriate Authority in Delhi. Submit the copy of proof (Shop & Establishment).
2. Option Clause: The purchaser reserves the right to increase or decrease the quantity to be ordered up to 25% at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
3. The Firm/ Company must have their Principal office in the Delhi and same must be mentioned on the GST registration.
4. The bidder should have valid ESIC registration Certificate. Submit copy of latest ECR.
5. The bidder should have valid EPF registration Certificate. Submit copy of latest ECR.
6. The bidder should have valid GST registration Certificate. Submit copy of latest Return.
7. The bidder should have Valid PAN/ TAN Number. Submit copy of the same.
8. ISO Certifications must cover Security Manpower Service in the Scope of Work/ Activities.
9. Bidder Firm/ Company must possess ISO 9001:2015 Certification.
10. The Bidder Firm/ Company must have 3 Years experience continuously of providing Security Manpower Service in Income Tax Department (Delhi Region).
11. The Services Provider Company/ Firm/ Agency should have successfully completed one similar experience (Security Manpower Services) of Rs. 20 Lacs. In any Central Government/ State Government during the F.Y. i.e. 2024-25 (Copy of work order with completion certificate to be submitted).
12. Bidder/ Service Provider must have Financial Turnover amounting to Rs. 50 Lacs per annum during the last three consecutive financial years ending 31st March 2025 duly certified by a registered Chartered Accountant. Attach Audited copy of Profit & Loss Accounts, Balance Sheets, ITRs for the last 3 years ending March 2025.
13. Bidder must submit Bank Solvency of Rs. 1.5 Crores and Bank solvency must not be older than 6 months with respect to tender publication.

14. The Service Provider Company/ Firm/ Agency must submit an affidavit stating that agency is/ has not been blacklisted by Central Government/ State Government/ PSU's etc. with respect to tender documents.
15. The Services Provider Company/ Firm/ Agency must upload **Annexure- 'A'** duly signed by the DDO O/o CIT-DR (BAR)- I & II, New Delhi. Relevant proof must be uploaded with the bid document. Along with affidavit for the same with respect to tender documents.
16. The Services Provider Company/ Firm/ Agency is required to qualify all the aforesaid Term & Conditions. Any Bidder, not qualifying in any of the aforesaid term and conditions will be summarily rejected.
17. Bidder is to submit latest non blacklisting certificate on stamp paper not earlier than January, 2024 only.
18. If any commercial quote (Conditional) is mentioned in the technical bid then the bid will be rejected.
19. The decision of tender committee/ technical evaluation committee shall be final with regard to technical bids.
20. Bidder is to submit Non-Disclosure/ Confidentiality Agreement between Vendor and buyer on stamp paper as per **Annexure 'B'**.
21. The bids of only those bidders will be entertained who will submit their bids with duly filled and signed Annexure 'A' with counter signature of the DDO, O/o CIT-DR(BAR)-I & II, New Delhi. Site visit can be done between 11:00 AM to 02:00 PM on 24.11.2025 to 26.11.2025 Further, Annexure 'A' shall be signed by the DDO only when the bidder produces a self declaration on stamp paper not earlier than 2024 stating that the service provider will manage the expenses of 03 Security Guards for at least (4) Four Months on their own without waiting for the payment from the buyer's side.
22. The contract will be for period of Two Years from the date of taking up of supply of manpower in pursuance of contract with the provision that this Department will have the option to extend the contract on yearly basis (maximum two years) on the basis of satisfactory reports of users.

Annexure - A

We _____ have visited the site for 3 (Three) Contractual Security Manpower Services in office of the DDO, O/o Commissioner of Income Tax-DR (Board for Advance

Ruling)- I & II, Room No. 7, 6th Floor, NDMC Building, Yashwant Place, Chanakyapuri, New Delhi - 110021 on _____ date at _____ time. We assessed the actual situation and nature of the site. We have also assessed the nature of services required in the office for tendered contract before submitting our offer.

(Signature & Seal of Service Provider)

(Counter Signed & Seal of Official at site)

ANNEXURE-B

Confidentiality Agreement/ Non Disclosure Agreement

1. This declaration is entered into as of the day of signing by _____ (“Receiving Party”)

2. Whereas, it is anticipated that the receiving party may get access to confidential information with respect to their agreement with Buyer “Disclosing Party” for the purpose of Hiring of Security Manpower Services in Buyer (“Purpose”).

3. For the purpose of this declaration “Confidential Information” shall mean any and all information and data, including but not limited to any kind of any product, service, process, invention, improvement or development carried on or used, discoveries, ideas, concepts, know-how (whether patentable or copyrightable or not), research, development, designs, specifications, drawings, blueprints, tracings, diagrams, models, samples, flow charts, computer programs, algorithms, etc.

gorithms, marketing plans or techniques budget, costs, profits, prices, discounts, mark-ups, strategies, tenders or any price sensitive information, whether or not labeled as “Confidential Information” and disclosed in connection with the purpose, irrespective of the medium in which such information or data is embedded. Confidential Information shall include any copies, abstracts, reports, work products or any derivatives made or derived there from.

4. All the confidential information disclosed pursuant to this declaration shall be used exclusively for the purpose of this declaration and the receiving party shall be permitted to use confidential information disclosed only for such sole purpose and for no other purpose unless otherwise expressly agreed to in writing by disclosing party

a. Shall not be distributed disclosed or disseminated in any way or from by the receiving party to anyone except parties who have the reasonable need to know the confidential information and who are bound to confidentiality by their employment agreement

b. Shall not be disclosed to any other third party without the prior written approval from disclosing party

c. Shall not be used for make abridged version copies summaries or extract in any form nor will remove any confidential information from the place of business unless authorized by the disclosing party

5. It is understood that no right of use or any other right of use or any other right in respect of the Confidential Information is granted or conveyed by this Declaration. The disclosure of the Confidential Information and materials shall not result in any obligation to grant the receiving party any such rights therein.

6. Receiving party agrees that it shall treat Confidential Information disclosed under this Declaration as strictly confidential perpetually.

7. All confidential Information disclosed pursuant to this declaration shall either be returned to disclosing party or be destroyed upon cessation of engagement.

8. In the event of a breach or threatened breach of this declaration by or any one acting on behalf of the Receiving party, without prejudice to other rights and remedies which disclosing party may have in this regard, disclosing party shall be entitled to seek any equitable relief, specific performance or any such applicable relief from any court of competent jurisdiction.

9. This declaration shall be governed by laws of India.

10. If any term, clause, or provision of this declaration shall be judged to be invalid for any reason whatsoever, such invalidity shall not affect the validity or operation of any other term, clause or provision of this declaration and such invalid term clause or provision shall be deemed to have been deleted from this declaration.

11. The provisions of this declaration may not be modified, amended, not waived, except by a written instrument duly executed by the parties hereto. The requirement of written form can only be waived in writing.

I agree to have read and abide by the above declaration.

Name:

Aadhar:

(Signature & Seal of Service Provider)

6. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

7. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

8. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

9. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or

bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---