

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-05-2024 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-05-2024 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Revenue
Organisation Name/संगठन का नाम	Central Board Of Direct Taxes (cbdt)
Office Name/कार्यालय का नाम	Ddo Welfare And Staff Grievance
Item Category/मद केटेगरी	Custom Bid for Services - ----
Contract Period/अनुबंध अवधि	1 Month(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	100 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	125000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Administrative Officer
DDO WELFARE AND STAFF GRIEVANCE, Department of Revenue, Central Board of Direct Taxes (CBDT), Ministry of Finance
(Devendra Manohar Gosavi)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

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 / Public Listed Company. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
[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.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1715258104.pdf](#)

Payment Terms:[1715258111.pdf](#)

GEM Availability Report (GAR):[1715258195.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1715258203.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
21-05-2024 14:00:00	Room No. 1914, Air India Building, Nariman Point, Mumbai - 400021

Custom Bid For Services - ---- (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	----
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Devendra Manohar Gosavi	400021,PCIT CENTRAL - 2, R.NO - 1920, 19TH FLOOR, AIR INDIA BUILDING , NARIMAN POINT MUMBAI	1	N/A

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

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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The files are required to be carried in cartons, computers and printers are to be bubble wrapped and due care needs to be taken from any damages. In case particular item/items is/are damaged during shifting/transportation by the service provider, appropriate penalty/deduction from the bill amount /replacement of the damaged item will be imposed by the Department. The quantum of penalty/ deductible amount will be decided by PCIT(C)-2, Mumbai and will be final.

2. The files and folders pertaining to this charge are of confidential nature and cartons containing the files need to be properly sealed and signature of the authorised person will be taken while sealing. The list of the authorized persons shall be shared with service provider along with the work order. Further, the service provider has to submit non-disclosure affidavit at the time of entering into the contract.

3. The time limit for completing the agreed services should not be more than seven days from the date of issuance of work order, failing to adhere to timeline will attract penalty of Rs.5000/- (Rupees Five Thousand and only) per day.
4. The service provider should have head office/branch office in Mumbai. The vendor should have shop and establishment license of Mumbai. In this regard copy of valid document must be submitted.
5. The service provider should submit an undertaking stating that it has never been blacklisted by any organization.
6. The service provider should not be blacklisted or suspended or disabled by GeM portal during the last three years. In this regard, the vendor must upload the screenshot of GeM seller with ratings.
7. Accompanied by an Earnest Money Deposit in the form of Demand Draft of State Bank of India as per bid document of GeM. The validity of the Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Demand Draft shall be in favor of ZAO, Office of Principal Commissioner of Income Tax (Central)-2, Building in charge, Income-tax Department, Air India Building, Mumbai.
8. Copy of PAN card of the firm/ company /proprietor must be submitted.
9. MSME/Startup entity may be given exemption with regard to experience, turn over criteria and EMD.
10. The service provider shall upload all the documents/ certificates as per bid document. All the documents uploaded by the service providers must be self-certified/ self-signed in absence of which it shall be presumed that relevant document/documents has/have not been submitted by the service provider.
11. In case of successful service provider, the candidature of the service provider shall be cancelled and the service provider is also liable to be debarred from future tendering, if the service provider
 - (a) Fails to sign the contract in accordance with the terms of the bid document
 - (b) Fails to furnish required performance security in accordance with the terms of bid document.
 - (c) Fails or refuses to honor his own quoted prices for the services or part thereof.
 - (d) No interest shall be paid either on the Earnest Money Deposit or on the Performance Bank Guarantee.
12. During the financial evaluation of the bid, if it is found that two or more service providers have quoted the same bid amount, in such case the successful service provider shall be selected by the GeM portal on random basis.
13. Canvassing by any service provider in any form is prohibited.
14. Each and every service provider has to submit the bid documents through GeM portal only. Manual submission of bid documents shall not be entertained in any circumstances.
15. Income-tax department shall not be responsible for any disability/ injury/ death of a worker while doing work. The successful service provider shall be responsible for all safety norms and shall also be responsible for the payment of compensation or insurance claim, if any.
16. The successful service provider shall have to take all necessary steps to ensure that the secrecy of the office matters is maintained without any compromise. Any breach towards the secrecy of the matters relating to department shall be viewed seriously and it will lead to the cancellation of the contract forthwith and subsequent action as per the provisions of law.
17. "Conflict of interest": Participation by a bidding entity or any of its affiliates that are either involved in the consultancy to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding entity or their personnel have relationship or financial or business transactions with any officer/official in the office of the Pr.CIT(C)-2, Mumbai or in the office of three Members/chairman of the Tender Committee who are directly or indirectly related to tender or execution process.

2. PAYMENTS :

- 2.1. All payments shall be made only after deducting TDS, as per extant rules of the Government and as applicable from time to time.
- 2.2. Buyer shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or

other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Income Tax Department shall provide a certificate certifying the deduction so made.

2.3. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

2.4. Payment shall be made after completion of the entire work and after submission of 'Work Completion Certificate' which shall be obtained from the authorized representative of the Department appointed for this purpose.

2.5. The vendor will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.

2.6. No demand for revision of rate on any account shall be entertained during the contract period.

3 . INTEGRITY PACT:

Further, as per CVC Circular dtd. 06/05/2021, 30/06/2021 and Circular No. 05/01 / 2022 dated 25-01-2022 which requires adoption and implementation of integrity pact of the organization concerned. The Pact essentially envisages an agreement between the prospective vendors/ service providers and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/service providers, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- Promise on the part of the principal not to seek or accept any benefit, which is not legally available;
- Principal to treat all service providers with equity and reason;
- Promise on the part of service providers not to offer any benefit to the employees of the Principal not available legally;
- Service providers not to enter into any undisclosed agreement or understanding with other service providers with respect to prices, specifications, certification, subsidiary contracts, etc .
- Service providers not to pass any information provided by Principal as Part of business relationship to others and not to commit any offence under PC/JPC Act;
- Foreign service providers to disclose the name and address of agents and representatives in India and Indian Service providers to disclose their foreign principals or associates; e Service providers to disclose the payments to be made by them to agents/brokers or any other intermediary;
- Any violation of Integrity Pact would entail disqualification of the service providers and exclusion from future business dealings, as per the existing provisions of GF'R, 2017 and Prevention of Corruption Act, 1988 and other Financial Rules/Guidelines etc. as may be applicable to the organization concerned .
- As per the above integrity pact, the principal promises not to seek or accept any benefit which is not legally available and the principal also promises to treat all the service providers with equity and reason. It is requested that on the lines of above integrity pact affirmed by the principal, the service providers are requested to submit their integrity pact on the other points as mentioned above
- Service provider to disclose any transgression with any other company that may impinge on the anti corruption principle.

Disclaimer/अस्वीकरण

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.

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---