

LIMITED TENDER ENQUIRY

Last date: 30.07.2025 at 04:00 P.M.

Sealed quotations are invited from bidders meeting the required eligibility criteria and other terms and conditions mentioned hereunder for supply of Closed-Circuit TV Camera System and Public Address System (PA) on hire, for conducting the Income Tax Departmental Examination for Ministerial Staff - 2025.

1. SCOPE OF WORK:

Supply of Closed-Circuit TV Camera System and Public Address System on hire (i.e., installation, commissioning, operation, maintenance and data transfer) for recording examination proceedings and making announcements during Income Tax Departmental Examination for Ministerial Staff - 2025 scheduled to be held from 01.09.2025 to 03.09.2025 is as follows:

DETAILS OF ITEMS REQUIRED:

Sr. No.	Description of Items required	No. of items required (Approx.)*
1	CCTV surveillance along with recording facility (HD quality)	80
2	43" LED Screen for live monitoring	6
3	Technical manpower for smooth operation of CCTV setup/recording	As per actual requirement
4	Digital storage device for saving recording (Pendrive/HDD)	As per actual requirement for recording & data transfer
5	Public Address System	As per actual requirement

***Number of Cameras and related peripherals may be reduced or increased as per operational requirement.**

Schedule of Time of Recording of Ministerial Staff Examination 2025 :

Day & Date of Examination	Morning Session	Afternoon Session	Venues
Monday 01.09.2025	09.30 A.M to 01.00 P.M	1.30 P.M to 5.00 P.M	Income Tax Office, Kautilya Bhavan, G Block, Bandra Kurla Complex, Mumbai - 400051
Tuesday 02.09.2025	09.30 A.M to 01:30 P.M	1.00 P.M to 4.30 P.M	
Wednesday 03.09.2025	09.30 A.M to 02.00 P.M	-	

***The venue and dates are subject to change at short notice.**

2. REQUIREMENTS:

- i. Installation and testing of CCTV cameras should be made at least one day before the examination i.e., by 12.00 noon on 31.08.2025. It should also be ensured that all the devices/instruments are in perfect working condition at all times during the entire course of the examination.
- ii. The CCTV cameras are required to be operational one hour before the scheduled time of commencement of the examination and should remain operational for half an hour after the completion of the examination.
- iii. The CCTV Cameras should be placed/installed in such a way that each and every activity of all the candidates present in the exam hall should be properly and clearly recorded.
- iv. Clarity of the image should be such as to enable identification of the individual beyond reasonable doubt. The CCTV image should help the observer to positively identify an individual. The recording should not be against sunrays or light and it should be clearly visible.
- v. The CCTV should be installed in such a manner that each candidate should be covered by atleast two cameras from two different angles.
- vi. Adequate number of trained technicians should remain present two and half hour before the actual start of the examination and should be present at the venue till completion of recording work and data transfer.
- vii. LED screens of 43" should be placed/installed at the Control Room(s) and should be ready simultaneously with the CCTV.
- viii. During the conduct of examination, Power backup facility should be invariably provided (for uninterrupted operation of cameras).
- ix. The number of Cameras and LED screens may differ as per actual requirement at the time of installation of the CCTV system.
- x. Adequate number of CCTV cameras should be available as backup in case of malfunction/emergency.
- xi. The recording of each camera should be handed over/transferred in a digital media of appropriate size immediately after conclusion of every examination session.
- xii. The vendor may visit the venue beforehand.
- xiii. CCTV, LED Screens & PA System may be removed immediately after the examination schedule is over and only after the approval by the person in-charge at the venue. No payment for periods beyond the exam schedule will be made.

The bidder is advised to visit the venue at The Income Tax Office, Kautilya Bhavan, G Block, Bandra Kurla Complex, Mumbai-400 051 before quoting bid for the tender. The bidder should co-ordinate with Shri Sandip Phutak, Caretaker of Kautilya Bhavan (Mobile No. 9969233473/8928851316) for site visit. Bidder shall

be responsible for the above mentioned scope of services and shall be the Single Point of responsibility for the end user.

Damages, if any, caused to office property shall be recovered from the performance guarantee prior to settlement of the final bill for services.

2. PAYMENTS:

- i. No advance payment would be made in any case. Payment shall be made after completion of the entire work and after submission of "Certificate of Satisfactory Services" which shall be obtained from Authorized Officer i.e. Dy. Commissioner of Income Tax (HQ), Personnel, Mumbai.
- ii. The Vendor will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.
- iii. No demand for revision of rate on any account shall be entertained during the contract period.

3. ELIGIBILITY CRITERIA:

- i. The bidder must have an experience of minimum 3 years in providing the aforementioned services in the Government Department or PSUs.
- ii. The bidder must have a minimum annual turnover of Rs.50 lakhs from supply of goods and services in relation to setting up infrastructure facilities in the last 3 Assessment Years.
- iii. The bidder should have experience of such contract with the contract value of minimum Rs 10,00,000 in any Government Organization or in any PSUs during the last three years.
- iv. Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers (i), (ii) and (iii) mentioned above.

4. OTHER TERMS & CONDITIONS OF THE CONTRACT:

1. The bid should be submitted in a big sealed envelope marked as "Tender for supply of Closed-Circuit TV Camera System and Public Address system on hire for Departmental Examination for Ministerial Staff- 2025" containing two small envelopes marked as "Technical Bid" and the other "Financial Bid". If Technical Bid and Financial Bid are not submitted in separate closed envelopes, the application may be rejected at the discretion of the Income Tax Department, Mumbai.
2. Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of the bid shall be deemed to be non-compliance of terms of contract.
3. The bids will be **valid for a period of 60 days** from the date of opening of tender.

4. The technical bid must accompany with copies of Return of Income filed for A.Y. 2022-23, 2023-24 and 2024-25 and proof of turnover in these years (Return of Income and other financial papers).
5. Rates quoted should be all inclusive of applicable taxes.
6. It should be ensured, that complete information is provided in the technical bid in respect of all the points mentioned in proforma.
7. The successful bidder should complete the work within time as mentioned above for the said contract.
8. The bidder will have to fulfill the safety rules, security rules as governed by the applicable rules/laws, for the representatives of the vendor, prevailing from time to time.
9. The bidder's Supervisor shall be responsible to supervise the job in person, ensure its smooth performance and his presence at site during the work shall be deemed compulsory.
- 10. The successful bidder will be required to immediately execute a Performance Guarantee of Rs.30,000/- through crossed cheque drawn in favour of "ZAO, CBDT, Mumbai", payable at Mumbai, as security for due fulfillment of the contract. This security shall be liable to forfeiture in the event of any breach or non - observance of the terms of the contract by the contractor or premature termination of the contract on the part of the contractor for any reason. The cheque shall be returned on satisfactory completion of the contract.**
- 11. The tenders are to be submitted in office of the Joint C.I.T. (HQ) Personnel, Mumbai in Room No.383, 3rd Floor, Aayakar Bhavan, M.K. Road, Mumbai - 400020 on or before 04:00 P.M on 30.07.2025. No bids will be accepted thereafter.**
- 12. The tenders will be opened at 4:00 p.m. on 31.07.2025 in chamber of Joint C.I.T. (HQ) Personnel, Mumbai in Room No.340, 3rd Floor, Aayakar Bhavan, M.K. Road, Mumbai-400020.**
13. The Income Tax Department, Mumbai, reserves the right to reject any or all bids without assigning any reason. The decision of the Income Tax Department, Mumbai, shall be final in all matters of selection of the contractor for providing hiring of CCTV recording with audio system services.

The bidders can contact the office of **Joint C.I.T. (HQ) Personnel, Mumbai, in Room No. 383, 3rd Floor, Aayakar Bhavan, M.K. Road, Mumbai-400020** for further details or clarifications, if any, on any working day between 3.00 p.m. to 5.00 p.m.

Annexure “A”

(To be submitted in separate sealed envelope)

**PROFORMA FOR TECHNICAL BID
FOR HIRING OF CCTV & PA (PUBLIC ADDRESS) SYSTEM
FOR INCOME TAX DEPARTMENTAL EXAMINATION FOR MINISTERIAL STAFF - 2025.**

S.No.	Details of the Bidder	
1	Name & Address of the Bidder	
2	Contact Number of Bidder	
3	PAN	
4	Existing Clients of the Bidder (List to be attached for the last 3 F.Y.)	
6	Annual Turnover (Last 3 years)	
8	Details regarding experience in the field, if any (Proof to be attached)	Name of the organization: Contract Period:
9	GST No. & Registration Certificate (Copy to be attached)	
10	Any other information applicant wants to offer:-	

DECLARATION

I/We hereby certify that the information furnished above is true & complete to the best of my/our knowledge and belief. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be disqualified and if the contract is entered, it will be terminated and will not have any dealing with the Department in future.

[Name & Signature of Authorized Signatory with date]

Annexure “B”

PROFORMA FOR FINANCIAL BID

(To be submitted in separate sealed envelope)

**Subject : Tender for Hiring of CCTV & PA (Public Address) system
for Income Tax Department Exam - 2025 Mumbai**

I/ We offer the CCTV & PA system on hire basis for Income Tax Department Exam-2025 Mumbai, as per following details:

Name of the Bidder	
Address	
Mobile No.	
Landline No.	
Email	

S. NO.	DESCRIPTION	UNIT PRICE*	UOM	GST PERCENT (If applicable)
1	Providing services of CCTV surveillance along with recording facility (HD quality) during examination		Per CCTV for 1 st day	
			Per CCTV for additional day	
2	Providing rental based service of installing 43” LEDs Screen at each centre for Live Monitoring		Per LED for 1 st day	
			Per LED for additional day	
3	Providing Technical Manpower for ensuring smooth operations of CCTV setup / recording		Per Manpower Per day	
4	Providing recorded data in appropriate digital storage device HDD/Pendrive		Per unit price	
5	Providing services of PA system on Ground floor and 10 th floor of Kautilya Bhavan.		Per PA system for 1 st day	
			Per PA system for additional day	

Note:
* Unit Price should be quoted as Exclusive of GST only. GST will be applicable as per Govt. of India norms.

(Name & Signature of the Authorized Signatory)