



प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER  
केंद्रीय वस्तु एवं सेवा कर तथा केन्द्रीय उत्पाद शुल्क, अहमदाबाद दक्षिण  
CENTRAL GOODS & SERVICES TAX AND CENTRAL EXCISE, AHMEDABAD SOUTH  
जीएसटी भवन, राजस्व मार्ग, अंबावाड़ी, अहमदाबाद – 380015  
GST BHAWAN, REVENUE MARG, AMBAWADI, AHMEDABAD – 380015  
ई-मेल/E-Mail : commr-cexamd1@nic.in

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## **Annexure – II** **SCOPE OF WORK**

### **GENERAL**

1. The personnel at this office employed should work on all days. The personnel shall report to the officer in charge.
2. The prime object of security service is to safeguard the building.
3. The guards shall check, control and restrict entry of Staff/Workers/ Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate pass, challan) and time keeping. Issue of Gate passes for stores/material coming in and going out of the premises/building after authentication from the Competent Authority.
4. The guards must watch that there is no unidentified/unclaimed/suspicious object/ person in the building/premises.
5. To permit the entry of visitors only after confirming from the designated Officers of Institute that the entry is for the official purpose and to ensure issue of visitors pass by maintaining the necessary records thereof.
6. Maintain parking of employees / officers / visitors in the designated parking area and inquire for unauthorized parked vehicles and getting them to the correct location.
7. To permit entry of private vehicles bringing materials in the Institute only after confirming from the designated officers of the Institute.
8. Entry of Officers/Staff during the Holidays and before/ after working Hours: Security persons will be responsible to maintain a record of the incoming and outgoing staff/officials/material on working days and on holidays. A register would be maintained for entry of the staff/officials who are coming to offices during holidays. Entry would also be made in a register about the details of the official vehicles and their timings of entry/exit during holidays and before and after working hours.
9. The guards need to be polite but firm, disciplined, physically fit and alert, smartly dressed in uniform and should be able to attend visitors, with compliment. The Institute gets a number of distinguished visitors, VIP's and officials from within India and tax payers who are to be treated very carefully/ courteously.
10. The guards shall not leave the place of duty under any circumstance until and unless required to do so by the competent authority or properly relieved.
11. In case of fire, the Security Guard will immediately alert the Officer in Charge and assist in Fire Fighting Operation. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station.
12. This Office shall, however, be free to ask the Agency to withdraw any particular Guard(s) without disclosing any reason for the same. The Agency will not change any Guard without prior permission of this office.
13. The Agency shall immediately submit bio-data with relevant documents of all security guards with attested photographs who will be posted in premises.
14. This office shall not provide any transport, canteen, medical or living facility to the deployed Security Guards.
15. The Agency and its Security Guards shall be responsible for the security of all the incoming and outgoing materials and for maintaining records of such materials in the registers to be provided by this office and for keeping the keys in safe custody. Lathis, torches, whistles, umbrella and

other articles which are essential for maintaining security will be provided to the security personnel by the Agency.

## • TERMS OF PAYMENT

1. The contractor will submit the monthly bill for reimbursement in duplicate, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
2. Mode of payment will be monthly and the payments to the Contractor will be through Electronic Clearing Service (ECS) only. TDS shall be deducted as per the Income Tax Act and GST Act from the monthly bills.
3. The payment of the bills is subject to availability of funds.
4. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to his/her personnel deputed under services contract and furnish necessary proof whenever required.
5. Payments will be based on the actual deployment of personnel & their attendance.
6. Any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

## • PENALTY

1. The Contractor will attract a penalty of Rs.1000/-(Rs. One Thousand only) per day, per person in case the person fails to carry out the Security services due to his absence or any other reason.
2. In the event of failure in maintaining the Security services on any day up to the desired standard, in part or full the contractor is liable to be penalized @ Rs.1000/- (Rupees One thousand only) per day shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Office of Principal Commissioner, Central GST Ahmedabad South will be final and binding on the contractor and shall not be subject to dispute or arbitration.

## • CHARGES AND PAYMENTS

1. Bills chargeable to the Office of Principal Commissioner, Central GST Ahmedabad South shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Office of Principal Commissioner, Central GST Ahmedabad South reserves the right to deduct the payments due from the contractor from monthly bill(s).

Joint Commissioner (Adm)  
CGST Ahmedabad South