



Government of India

कार्यालय प्रधान मुख्य आयकर आयुक्त, पश्चिम बंगाल एवं सिक्किम

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM

आयकर भवन, P-7, CHOWRINGHEE SQUARE, 1ST FLOOR, कोलकाता - 700 069

Tel No. (033) 2213 6150

Fax No. : (033) 2213 6989

F.No. Genl/131/Contract Labour/2015-16/ 3568

Dated: 19.10.2015.

TENDER NOTICE

The Income Tax Department, Kolkata intends to hire services of adequate man power for round the clock services consisting of cleaning, dusting, housekeeping and cooking services through an outside agency for its guest houses situated at Aayakar Bhawan, 9th floor, P-7, Chowringhee Square, Kolkata – 700 069, 3, Govt. Place (West), Kolkata; RTI Building, Aayakar Bhawan Poorva, Shanti Pally, Kolkata – 700 110, Income Tax Guest Houses at Salt Lake, GB Block, Flat No. 1/5 & 2/5, Salt Lake, Kolkata and Qtr. No. 36, 7th floor, Block A-2, Type-V, Income Tax Residential Accommodation, 16/1, Dover Lane, Kolkata. The required details for the said job are given hereunder:-

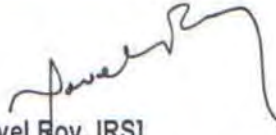
1.	Period	Initially for 01 year – further extendable (subject to satisfaction of the Competent Authority of the Department)
2.	Security considerations	The persons to be supplied by the agency should not have any police records/criminal cases against them. The agencies should get the character and antecedents of each personnel verified through Police/District Authorities before their deployment in the Department and a certificate to this effect should be submitted to the Department in the form of an affidavit. The persons should be conversant in English, Bengali and Hindi (working knowledge)
	Age of Personnel	Not exceeding 35 years.
3.	Period within which the Manpower is to be supplied	Within 15 days of award of contract
4.	Adherence to Labour Laws/Rules	The firm/contractor shall comply with all existing Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by the Government of West Bengal from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour Act as applicable. The payment of wages by the contractor to its employees shall be made through cheque only and a certificate in the Firm's letterhead is to be furnished to the Department every month along with a copy of Acquaintance Roll duly signed by the concerned employee in confirmation of payment of minimum wages in each case.
5.	Terms and conditions	The terms and conditions are given in Annexure-I
6.		The bidder will fill up the Financial information in Annexure-II consisting of rates inclusive of all charges/service tax etc. The envelope shall also be inscribed as "Quotation for providing Services of Contract Labour". Before quoting the rates, the interested Vendors may visit the sites for on the spot inspection regarding the volume of work and no. of labourer(s) required to be supplied for round the clock service, after obtaining approval from the office of the undersigned.



7.	The Non-enlisted Vendors should also deposit earnest money of ₹75,000/- (Rupees seventy five thousand) in the form of Demand Draft in favour of SBI TR-6 A/c. (Esplanade Branch) along with their applications. Non-submission of Earnest Money by the non-enlisted Vendor will be treated as incomplete application and will not be considered as valid application.
8.	It may specifically be indicated as to whether the rate(s) quoted is/are inclusive/exclusive of Service Tax. The rate should also be quoted Guest House-wise. The L-1 bidder of each guest houses will be awarded the contract if the Vendor complies with all other requirements as mentioned in this Tender Notice. The quotation, in a sealed cover, must reach the office of the undersigned latest by 4.00 p.m. of 30 th October, 2015 positively. The bids will be opened in the chamber of the Chairman, Tender Committee of the office of the Pr. CCIT, WB & Sikkim in the presence of the representative of the participating Vendors, whomsoever may like to be present.
9.	The Income Tax Department, Kolkata reserves the right to reject/accept any tender/quotation without assigning any reason whatsoever.

Encl.: As above.




[Novel Roy, IRS]
Dy. Commissioner of Income Tax,
Hqrs. (Admn. & Vig.), Kolkata
For Pr. CCIT, WB & Sikkim.



Annexure-I

TERMS AND CONDITIONS

1. The Income Tax Department may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or may not conduct himself/herself properly and the service provider shall forthwith comply with such requirements.
2. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported to immediately. They should also provide liveries to its employees as per choice (colour and quality of cloth) of the Department.
3. All services shall be performed by persons qualified and skilled in performing such services.
4. The service provider shall replace immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, etc.) upon receiving written notice from the Department.
5. The Income Tax Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the service provider.
6. The service provider's personnel should be polite, cordial, prompt and efficient, while handling the assigned work and their actions should promote good will and enhance the image of this Department. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed by him.
7. The service provider shall not assign, transfer, pledge or sub-contract the performance of services of the deployed personnel without the prior consent of this office.
8. The Personnel deployed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements/ administrative/ organizational matters and other such matters which may be of confidential/secret nature.
9. The Personnel deployed by the service provider shall not claim any benefit/compensation/ absorption/regularization of services with office under provision of Industrial Disputes Act, 1947 or Central Labour (Regulation & Abolition) Act, 1970. Undertaking to this effect from the person will be required to be submitted by the service provider to the Department.
10. The person(s) deployed shall not claim any Master & Servant relationship against this.
11. The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request. The character and antecedents of each personnel of service provider will be verified by the service provider through Police/District Authorities before their deployment and a certification to this effect submitted in the form of an Affidavit.
12. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work etc.
13. The service provider shall engage the necessary person(s) as required by the Department from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary and other dues every month.



14. The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
15. The service provider will provide the required personnel for a shorter period also, in case of exigencies as per the requirement of this office.
16. The service provider will provide a substitute well in advance if there is a probability of the person leaving the job due to his/her personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.
17. The service provider shall be responsible for contribution towards **Provident Fund and Employees State Insurance, wherever applicable.**
18. The service provider will submit the bill in triplicate in the 1st week of the following month for payment and payment will be released accordingly.
19. Payments to the service provider shall be made on monthly basis on production of satisfactory report from the officers, with whom the service provider's persons are attached, regarding their attendance and services. The said certificate, in original, will be attached to the monthly bill for claiming payment. The Agency's workers will work under the overall supervision and direction of the authorized officers of the Department.
20. The service provider shall be contactable at all time and message sent by e-mail/fax/special messenger from the Department to the service provider shall be acknowledged immediately on receipt on the same day.
21. The agency should be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation, etc. **wherever applicable** and copies of the registration should be submitted, along with the bid. The service provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970, if any, at his own part and cost.
22. The Agency should submit a copy of its PAN and Sales Tax/Registration Number Cards.
23. Escalation clause will not accepted on any grounds during the period the contract is in force.
24. The award of the contract will be subject to the fulfillment of the conditions laid down in GFR, 2005 as amended from time to time.
25. Any dispute arising out of the contract shall be subject to the jurisdiction of Kolkata High Court.
26. **The Income Tax Department, Kolkata reserves the right to accept/reject any tender/quotation without assigning any reason whatsoever.**
27. **The Income Tax Department, Kolkata reserves the right to split the contract and award the same to two or more than two service providers.**
28. The Income Tax Department, Kolkata, if dissatisfied with the work of the Service Provider, **may terminate the contract at any time without assigning any reason whatsoever by giving 15 days Notice of termination.**



Annexure-II

FINANCIAL BID

To
The Dy. Commissioner of Income Tax,
Hqrs. (Admn. & Vig.), Kolkata,
Aayakar Bhawan,
P-7, Chowringhee Square, 1st Floor,
Kolkata – 700 069.

Sir,

Sub : Quotation for award of contract for providing the services of Contract Labour – Reg.

With reference to your tender Notice No. _____ Dated _____ on the above mentioned subject, I/We quote the rate for above mentioned work as under:-

Name of the guest house	Rate per month for providing round the clock services (cooking, cleaning, sweeping, housekeeping and security) as mentioned in the tender Notice (inclusive of all charges, service tax, etc.)
Aayakar Bhawan Guest House	
3, Govt. Place (West) Guest House	
RTI guest House at Aayakar Bhawan Poorva	
Salt Lake Guest Houses (old & new)	
Dover Lane Guest House	
Total	

2. I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)
(with name/designation & contact no.)