



भारत सरकार
GOVERNMENT OF INDIA

सत्यमेव जयते
आयकर विभाग

INCOME TAX DEPARTMENT

कार्यालय: प्रधान आयकर आयुक्त-1, आयकर भवन, दूसरी मंजिल, हिमालय मार्ग, सेक्टर-17 ई, चंडीगढ़ 160017 (यू.टी)
Office of the Pr. Commissioner of Income Tax-1, Aayakar Bhawan, Second Floor, Himalaya Marg,
Sector-17 E, Chandigarh - 160017 (U.T.) Tel.: 0172-2544284 Fax: 0172-25442842,

F.No. Pr.CIT-I/CHD/Tender/2018-19/ 2066

Date: 17/10/2018

**NOTICE FOR PROCUREMENT HIRING OF SERVICES OF DATA ENTRY OPERATORS
TYPISTS/PEON/FARASH/CHOWKIDAR THROUGH CONTRACTORS**

The office of the Pr. Commissioner of Income Tax-1, Aayakar Bhawan, 2nd Floor, Chandigarh invites sealed offers from financially sound and reputed parties engaged in the business of providing services of data entry operators for a period of minimum one year as detailed below :

Category of workers	Number required
Data Entry Operator/Typist/	24
Peon/Frash/Chowkidar	17

1. GENERAL TERMS AND CONDITIONS FOR DATA ENTRY OPERATORS/TYPISTS :

The following qualification should be fulfilled by the Data Entry Operators/Typists :

- The personnel should preferably be graduate with English as one the subject.
- The personnel should have minimum speed of typing at 40 wpm in English and same speed in Hindi preferably though not compulsory. Also persons who have shorthand knowledge be preferably deployed.
- The person should posses hand on working knowledge of software such as MS Word, MS Excel, MS Power Point etc. Web based networking, Tally and hardware of computer.
- The age of personnel should be between 20 years to 35 years.

2. THE NATURE OF DUTIES OF DATA ENTRY OPERATORS/TYPISTS ARE GIVEN BELOW :

The duties of the Data Entry Operators and Typists would broadly include :-

- Typing on MS Word and preparing reports on MS Excel preparing presentation on MS power point.
- Taking dictation and drafting and working in word/excel/any other software used in department.

- (c) Cleaning and keeping in good working condition of computers, printer, fax machine, copies, scanner or any other office equipments being used by them, printing of documents and any other work assigned by the superior authority.
- (d) Any other work assigned to them like assistance to regular staff in carrying of files & other papers with in the building, Physical Maintenance of records of the section, General Cleanliness and upkeep of the section/unit, Assisting in routine office work like, diary, dispatch etc. including on computer, photocopy, sending of Fax etc, Other non-clerical work in the section/unit.

3. GENERAL TERMS AND CONDITIONS FOR PEON/FARASH :

- (a) The personnel should preferably have passed matriculation.
- (b) The age of personnel should be between 20 years to 35 years.

4. THE NATURE OF DUTIES OF PEON/FARASH ARE GIVEN BELOW :

- (a) Dusting and cleaning of the officer's/staff room to whom attached.
- (b) To attend all official calls of the office staff and other to whom attached.
- (c) To take files from the officer to office and vice versa.
- (d) To take Diary, Log Books, etc. to the desired places as and when required by Officers/Assistants/Section Officers/Diarist, etc.
- (e) To attend to any other official duties as and when required by his official superiors.

5. GENERAL TERMS AND CONDITIONS FOR CHOWKIDAR :

- (a) The personnel should preferably be middle school pass.
- (b) The age of personnel should be between 20 years to 35 years.
- (c) The personnel must be fit and in good health.

6. THE NATURE OF DUTIES OF CHOWKIDAR GIVEN BELOW :

- (a) Duty to close the office after office hours and to ensure the safety of the office and the Government properties.
- (b) To keep vigil on entry and exit of visitors.
- (c) To attend any other official duties as & when required by superiors.

7. The normal working hours of the DEOs/Typist/Peon/Farash will be from 9:30 hrs to 6:00 hrs, if necessary even on holiday, with ½ hrs lunch time break. The work shall be done on all working days and payment will be made on the basis of attendance. Where necessary DEOs/Typist/Peon/ Farash will be required to work even on Saturday, Sunday and any other holidays, as ordered by controlling office and in case of chowkidar there will be day and night shifts.

8. The total number of DEOs/Typist/Peon/ Farash /Chowkidar deployed shall be at the sole discretion of this office.

9. The personnel, if not found working satisfactorily, must be replaced by the Service provider immediately.

10. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.

11. The personnel should report to the officer in charge assigned by this office.

12. The service provider is responsible for payment of monthly wages to the personnel to be engaged by it in compliance of all the statutory obligations under all



related and applicable laws to it from time to time including Contract Labour Act, Minimum wages Act, Employees Provident Fund, ESI Act, Etc. The Service provider should ensure that wages are paid on or before 7th of following month irrespective of the fact that the bill for the month is pending for payment. It is mandatory for the service provider to pay the prevailing DC rates to the deployed DEOs/Typist/Peon/Farash /Chowkidar.

13. All existing statutory regulations of Central Government shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.

14. The bill shall be submitted by the Service Provider on or before 7th of the following month. At the time of submission of bill for payment, the contractor/service provider should submit the proof for the previous payment made towards statutory liabilities. The Service provider shall make only statutory deduction from the wage paid to the personnel.

15. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Contracting Agency/Service Provider only. There will not be any employer-employee relationship between the persons deployment by the contractor and the Income Tax Department.

16. The Contractor/Service provider shall indemnify and keep this office indemnified against all acts or omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.

17. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.

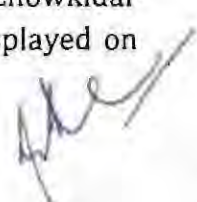
18. This office reserves the right to extend the contract further, on the same terms and conditions subject to satisfactory performance of the Service Provider.

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20. No other person except Service Provider's authorized representative shall be allowed to enter the offices.

21. Department/office will not involve in any dispute between the service provider and workers of the service provider.

22. Aadhaar/PAN Numbers of each DEOs/Typist/Peon/ Farash /Chowkidar will be verified by the service provider and they will be allowed to work in this office only after proper police verification. Proper identification card shall be provided by the contractor/bidder to the person deployed as DEOs/Typist/Peon/ Farash /Chowkidar and it must be ensured that the same are worn to work & ID Cards are displayed on person.



23. The contractor/ bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.

24. Any incidence of inappropriate behavior by any of the DEOs/Typist/Peon/ Farash /Chowkidar will lead to breach of agreement and will be sufficient cause for termination of agreement if such person is not removed immediately.

25. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency/Service provider at any time without giving any notice or reasons whatsoever.

26. The contractor will have to issue wearable photo identity cards of its persons & the DEOs/Typist/Peon/ Farash /Chowkidar will be required to display it all time while in office failing which the person may be asked to leave the premises & penalty of Rs.100/- on each instance of failure will be levied.

Conditions to be satisfied by the contractor :

- The contractor should be resident of Tricity i.e. Chandigarh/Panchkula/Mohali as on date of tender and proof in this regard must be attached with technical bid failing which the bid will be rejected.
- The Service Provider should have at least 5 years similar experience in any government office and the experience certificates should be attached with technical bid. Only Work Completion certificate showing good performance of work need to attached, not the copies of previous agreement made with other departments/PSUs/Autonomous bodies.
- The Service provider should have turnover of at least INR 50 lacs per annum (Receipts under section 194C of Income Tax Act) for last three financial years (FY 2015-16 to 2017-18). The Service Provider must have executed at least a single tender of at least Rs.25 lacs or two tenders of each above Rs.15 lacs in F.Y. 2016-17 to F.Y.2017-18. Form 26AS should also be attached in support of this. **It may please be noted that the receipts in Form -26AS under section 194C will only be treated for the purpose of turnover.**
- The contractor should be registered for compliance of ESI, EPF and Service Tax/GST and Proof needs to be submitted.
- The bidder should have sound financial capacity and minimum capital of Rs.10 lacs as on the date of tender in bank account. A proof in the form of bank statement showing such bank balance must be attached alongwith the technical bid.
- Any financial bid containing zero percent commission rate will be rejected to avoid any fictitious bidder.
- It would be the responsibility of the contractor to make alternate arrangement if for some reason workers/staff is not available. **In case the manpower is not available, no payment will be made for the day for that person, rather a penalty equivalent to cost per day of manpower will be levied and deducted from the monthly bill.**
- The bills have to be submitted alongwith the acknowledgement/proof of payment. The contractor should also maintain all relevant registers, records and accounts & produce the same to this office as and when required.

- The workers have to be paid for only the number of days they have worked.
- In case there are complaints against any DEOs/Typist/Peon/ Farash /Chowkidar he/she should be replaced immediately.
- This office could ask the contractor to increase or reduce workers depending on the need on same terms and conditions.
- There shall not be deducted any amount from the payments of data entry operator other than statutory required deductions like PF, ESI etc. Any contractor found asking money in the form of commission or in any other form from data entry operators/typist/peon will be blacklisted and his contract will be terminated. Also any non-statutory deduction from the payments of DEOs/Typist/Peon/ Farash /Chowkidar will lead to termination of contract.

II MODE OF SUBMISSION OF TENDER

1. The e-tenders shall be submitted on website i.e. www.tenderwizard.com/INCOMETAX.

2. The bidders are required to submit two bids, i.e. Technical bid and financial bids, in the prescribed formats i.e. Annexure-I and II. In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws etc. In the Financial bid, the bidder will submit the quotation for his charges. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.

3. The department has right to relax Technical Qualification in case of sufficient number of quotations would have not received.

4. This office reserves the rights to postpone/and or extent the date of receipt/opening of dates/Quotations or to withdraw the same, without assigning any reason thereof.

5. The service provider are required to submit the complete rates/ Quotations only after satisfying each and every conditions laid down in the terms and conditions.

6. All the rates must be written both in figures and words. Correction if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.

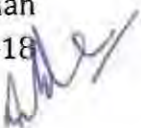
7. Rates/quotations should be submitted and signed under the seal by the firm with its **current business address**.

8. The contractor/ service provider shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms conditions contained herein and submit the same along with Technical Bid.

9. The contractor/Service provider must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates/quotations and accepted by the department.
10. The last date for receipt of e-tender is 12.11.2018 upto 11:00 A.M.
11. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the rights to reject any tender, even the lowest one without assigning any reasons thereof.
12. The Technical Bid will be opened on 15.11.2018 at 11:00 A.M. and Financial Bid on 15.11.2018 at 03:00 P.M. or at a notified date and time in the O/o Pr.Commissioner of Income Tax-1, 2nd Floor, Chandigarh in the presence of bidders and tender committee.
12. Tender Fee (non-refundable) of Rs.1000/- (One Thousand Only) per application in form of separate Demand Draft/Banker's Cheque of Scheduled Bank in favour of ZAO,CBDT, Chandigarh shall accompany the qualifying bid. Qualifying bids without tender fee will be rejected.
13. The tender details are also available at Notice Board.
14. For any clarification in the matter and/or prior appointment may be made with ITO HQ, (Admn), O/o the Commissioner of Income Tax-1, Chandigarh.
15. In case any successful bidder is found paying lesser than minimum wages, defaulter of EPF/ESI/Income-tax/Labour laws, his contract will be terminated and that bidder will be blacklisted.

III. TECHNICAL CONDITIONS

1. The contractor/bidder should be registered with the appropriate registration authority with regard to providing manpower to the Government offices i.e. State/Union Territory's Labour Department (Enclose copy of registration certificate or Labour License).
2. The contractor /bidder should have at least five years experience in providing similar services to public sector company/Banks/Government Departments. (Enclose documentary evidence. A work completion certificate with good feedback from the past service availing departments must be enclosed as proof.
3. The contractor/bidder should have valid service tax registration/ GST and PAN/TAN which is to be quoted in the sealed quotation and it should never be defaulter to make the above payment.
4. The contractor/bidder should be registered with ESIC & EPF authorities and the attested copies of proof thereof should be provided along with the technical bid.
5. The Annual Turnover of the service provider/contractor should not be less than rupees fifty lacs for each of last three Financial Years 2015-16, 2016-17 and FY 2017-18



and Form 26AS, a certified copy of balance sheet and profit and loss account must be enclosed as proof.

6. The Service provider/Contractor must submit copy of income Tax Returns for A.Y. 2015-16, 2016-17 and AY 2017-18.

IV. FINANCIAL CONDITIONS

1. The contractor will have to specify the amount to be charged by it towards Service charges/commission for providing the DEOs/Typist/Peon/Frasher/Chowkidar. It may be noted that in order to eliminate frivolous bids and disguised charges/deduction from wages of personnel, service providers bidding at 0% commission shall be disqualified

2. In case multiple bidders quoting same rates the competent authority will decide the allocation based upon their capital position and past contract experience with own and other government department/s.

IMPORTANT NOTE

Bidder should ensure that the following documents are part of the **QUALIFYING-cum-TECHNICAL BID**:

1. Annexure -1 (Technical Bid) duly filled. Any column left blank or filled with irrelevant words like "attached" or "Enclosed" instead of exact data asked will make the bid liable for rejection and no claim thereafter will be entertained.

2. Certified Copy of PAN CARD.

3. Certified Copy of Service Tax/GST Registration Certificate.

4. Certified Copy of Registration Certificate with EPF and ESI.

5. Copy of Work Completion certificate/s as Proof of Experience

6. Tender Document (all pages signed with seal).

7. Proof of resident of Chandigarh in case of individual applicants and in case of firms/companies, proof of registered address/branch address in Chandigarh must be enclosed with application failing which bid will be rejected. All those with PAN jurisdiction in Chandigarh will be treated as residents of Chandigarh while others must enclose the proof of address in Chandigarh in support of their claim in technical bid.

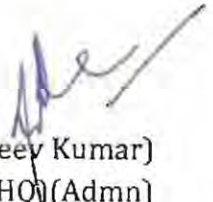
8. Certified Copy of audited Balance Sheet and Profit and loss account for F.Y. 2015-16, 2016-17 and FY 2017-18 must be enclosed with the technical bid.

9. Copy of bidder's bank statement showing capital position of Rs.10 Lacs as on the date of tender must be enclosed with the technical bid.(This condition is kept to make sure that the bidder is capable of paying salaries to engaged staff in time and deposit EPF/ESI or other statutory liabilities in time).

FINANCIAL BID:

(a) Duly filled in Annexure II and its enclosure.

RATES AND PRICES: The bidder shall quote their PERCENTAGE COMMISSION rates for personnel to be employed per month **(in both words and figures)**.



(Sanjeev Kumar)

Income Tax Officer, (HQ) (Admn)

O/o the Pr. Commissioner of Income Tax-1, Chandigarh

QUALIFYING-CUM-TECHNICAL BID DOCUMENT

SI. No.	Particulars	
1	Name of the Party	
2	Complete Address (With Tel No., Fax No.)	
3	Name and Addresses of the Proprietor/ Partners/ Directors (with mobile/Contact no.)	
4	Contact Persons (with mobile no.)	
5	Whether the applicant is resident of Chandigarh/Panchkula/ Mohali as on date of tender? State Yes or No? (Proof Required to be attached if Yes)	
6	No. of years of experience in providing Data entry services (enclose proof such as performance Reports/ Experience Certificate from clients showing good performance)	
7	Whether the applicant has prior experience of providing data entry services to government office? If yes , enclose proof.	
8	Details of Turnover for last three financial years (Enclose copy of balance sheet and profit and loss account and Form 26AS showing receipts under section 194C at least 50 Lacs and single contract receipts of not less than Rs.25 Lacs or Two contract receipts of value not less than 15 Lacs each): FY 2017-18 FY 2016-17 FY 2015-16	
9	Permanent Account Number (PAN) (enclose copies of TDS/ITR)	
10	Details of ESI & EPF registration along with evidence	
11	Details of Service Tax/GST Registration along with evidence.	
12	Whether the bidder has capital of Rs. 10 Lacs as on date? If yes, attached bank statement as proof.	
13	Details of Tender fee : DD/Banker Cheque No. : Bank Name .	Date :
14	Details of EMD : DD/Banker Cheque No. : Bank Name :	Date :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my knowledge/our knowledge and I have read and understood the terms and conditions contained in the Tender Document. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.
Signature of Authorized signatory with date and seal)



ANNEXURE-I1

FINANCIAL BID DOCUMENT

Sl. No.	Particulars to be furnished	
1	Name of the Party	
2	Address (with Tel No., Fax No.)	
3	Name of the office/Location for Which quoted	
4	Total Percentage of total cost of manpower as Commission (exclusive of Service tax/GST) per month	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my knowledge/our knowledge and I have read and understood the terms and conditions contained in the Tender Document. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory with date and seal)





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INCOME TAX DEPARTMENT

कार्यालय: प्रधान आयकर आयुक्त-1, आयकर भवन, दूसरी मंजिल, हिमालय मार्ग, सेक्टर-17 ई, चंडीगढ़ 160017 (यू.टी.)

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F.No. Pr.CIT-I/CHD/Tender/2018-19/ 2666

Date: 17/11/2018

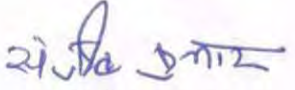
निविदा सूचना

इस कार्यालय के निविदा सूचना F.No. Pr.CIT-I/CHD/Tender/2018-19/419 दिनांक 05.10.2018, जोकि 08.10.2018 को प्रकाशित किया गया था, के माध्यम से इस कार्यालय हेतु लगभग 24 डाटा एंट्री ऑपरेटर/टाईपिस्ट व लगभग 17 चपरासी, फ़राश एवं चौकीदार के लिए वित्तीय तौर पर समर्थ एवं प्रतिष्ठित पार्टियों जो श्रमशक्ति उपलब्ध कराने के व्यवसाय में कार्यरत हों, से सीलबंद लिफाफे में आवेदन आमंत्रित किए गये थे।

प्रशासनिक कारणों से निविदा प्राप्ति की अंतिम तिथि को बढ़ा कर 12.11.2018 सुबह 11:00 बजे एवं तकनीकी निविदा खोलने की तिथि को बढ़ा कर 15.11.2018 सुबह 11:00 बजे एवं वित्तीय निविदा खोलने की तिथि को बढ़ा कर 15.11.2018 अपराहन 03:00 बजे कर दिया गया है।

टेंडर के दस्तावेज़, निर्देश एवं नियम व शर्तें विभाग की वैबसाइट www.incometaxindia.gov.in से डाऊनलोड किए जा सकते हैं। टेंडर प्रस्तुत करनेवाली पार्टियों को सलाह दी जाती है कि टेंडर प्रस्तुत करने से पहले अपनी योग्यता के आधार की पूर्णतया जांच कर लें। अब निविदाएँ केवल ई-टेंडरिंग के माध्यम से ही प्राप्त की जाएंगी। जिन निविदाकारों ने अपनी निविदा पहले ही जमा करवा दी है, उन्हें भी अपनी निविदाएँ ई-टेंडरिंग के माध्यम से दोबारा जमा करवानी होंगी। निविदाकारों को ई-टेंडरिंग पोर्टल www.tenderwizard.com/INCOMETAX पर रजिस्टर करवा कर ऑनलाइन टेंडर करना होगा। किसी भी दूसरी विधि से दिये गये टेंडर पर विचार नहीं किया जाएगा। ऑनलाइन निविदाएँ ई-टेंडरिंग पोर्टल www.tenderwizard.com/INCOMETAX पर दिनांक 12.11.2018 को सुबह 11:00 बजे तक जमा करवानी होंगी।

निविदाओं पर सक्षम अधिकारी द्वारा दिनांक 15.11.2018 को अपराहन 03:00 बजे निर्णय लिया जाएगा, जिसकी सूचना निविदाकारों को ऑनलाइन ई-टेंडरिंग पोर्टल के माध्यम से दी जाएगी। यह कार्यालय बिना किसी सूचना या कारण बताये टेंडर दस्तावेज़ के किसी भी नियम व शर्त को सुधार या खत्म करने एवं किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है। इस संबंध में प्रधान आयकर आयुक्त-1, चंडीगढ़ का निर्णय सभी निविदाकारों के लिये अंतिम एवं बाध्य होगा।


(संजीव कुमार)

आयकर अधिकारी (मुख्या)(प्रशा)-कम-सेक्रेटरी
स्थानीय खरीदारी समिति
कार्यालय प्रधान आयकर आयुक्त-1, चंडीगढ़



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सत्यमेव जयते
आयकर विभाग

INCOME TAX DEPARTMENT

कार्यालय: प्रधान आयकर आयुक्त-1, आयकर भवन, दूसरी मंजिल, हिमालय मार्ग, सेक्टर-17 ई, चंडीगढ़ 160017 (यू.टी.)
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F.No. Pr.CIT-I/CHD/Tender/2018-19/ 2666

Date: 12/10/2018

NOTICE INVITING TENDERS

Vide this office Tender Notice bearing F.No. Pr.CIT-I/CHD/Tender/2018-19/419 dated 05.10.2018 published on 08.10.2018, this office had invited sealed tenders from financially sound and reputed parties engaged in the business of providing manpower service, to provide tentatively 24 DEOs/Typists and 17 Peon/Farash/Chowkidar on contract basis for the O/o the Pr. Commissioner of Income Tax-1, Chandigarh.

Due to administrative reasons, last date of receipt of bids has been extended to 12.11.2018 (11:00 A.M.) and technical bids will be opened on 15.11.2018 (11:00 A.M.) and financial bid on 15.11.2018 (03:00PM).

The tender documents alongwith the instructions and terms & conditions can be downloaded from the Department's web site www.incometaxindia.gov.in. The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender. Now, bids will be received through e-tendering only. The bidders who have already submitted their bids will also be required to re-submit their bids through e-tendering.

The tenderer should register and apply through online mode only on e-Tendering portal www.tenderwizard.com/INCOMETAX. No other mode of application for tender will be entertained. The online bids can be submitted through the e-Tendering portal www.tenderwizard.com/INCOMETAX up to ~~12~~11.2018 till 11:00 AM.

The decision upon the bids received shall be taken upon by the Competent Authority on 15.11.2018 (03:00 P.M.) and the same will be communicated to the bidders through online e-Tendering portal only. This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons. The decision of the Pr. Commissioner of Income Tax-1, Chandigarh in this regard shall be final and binding on all.

(Sanjeev Kumar)

Income Tax Officer, (HQ)(Admn)-cum-Secretary
Local Purchase Committee
O/o the Pr.Commissioner of Income Tax-1, Chandigarh