



सत्यमेव जयते

**OFFICE OF THE
Pr. COMMISSIONER OF INCOME TAX-17
E-2, BLOCK,DR. S.P.M CIVIC CENTRE,
MINTO ROAD,NEW DELHI-11002**

F.No. CIT-17/MISC/2016-17/456

Dated: 07/03/2017

**TENDER FOR OUTSOURCING OF DATA ENTRY OPERATORS
(DEO) IN THE CHARGE OF Pr.CIT-17, NEW DELHI, CHARGE.**

Sealed tenders are invited from reputed agencies for outsourcing of Data Entry Operators (DEOs) in the charge of Pr. Commissioner of Income Tax-17, New Delhi. Interested agencies may send sealed bids in the manner specified in the tender document to the DDO, Pr. Commissioner of Income Tax-17, New Delhi, Room No.-1608, 16th Floor, E-2 Block, Civic Centre, Minto Road, New Delhi-110002 on or before **20/03/2017 upto 04.00 P.M.** Documents may be obtained from the DDO, Pr. Commissioner of Income Tax-17, New Delhi or from the official website www.incometaxindia.gov.in.

The technical bids will be opened on **24/03/2017 at 03.00 P.M.** at Room No.-1608, 16th Floor, E-2, Block, Civic Centre, Minto Road, New Delhi-110002 in the presence of representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies will be opened on the same day at 04.00 P.M. at Room No. 1608, E-2, Block, Civic Centre, Minto Road, New Delhi-1 10002 in the presence of qualified parties if they chose to be present.

Sd/-
(Ashok Kumar Tanwar)
Drawing & Disbursing officer
Pr. CIT-17, New Delhi.

Copy to:

1. The Web manager, www.incometaxindia.gov.in with the request that the above notice is placed on the website of the Department.
2. Notice Board, New Delhi.

Sd/-
Drawing & Disbursing officer
Pr. CIT-17, New Delhi

LIMITED TENDER NOTICE

NAME OF WORK: Hiring technical support of Data entry operator for the Office of the Pr.Commissioner of Income Tax, Delhi -17, New Delhi.

DESCRIPTION:

- ◆ Knowledge of MS Office with good typing speed on computer of atleast 30 words per minutes.
- ◆ Graduate with any Discipline for recognized university.
- ◆ Age above 18 years & less than 45 years of age.
- ◆ Proper knowledge of English
- ◆ Payment shall be made as per wages approved by the Labour Deptt. Govt. of NCT of Delhi, alongwith taxes applicable.
- ◆ The hiring of Data entry operator is initially up to March-2018 starting from -1st April-2017.
- ◆ 13 (Thirteen) Data entry operator required.

Sealed quotations are invited from reputed/ established registered firms/ Companies/ Agencies/ Contractors for the above mentioned work.

Terms and conditions for Venders for supply of Data entry operator

1. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
2. The bidder shall bear all costs associated with the preparation and submission of its bid and department of INCOME TAX hereinafter referred to as "the Client", will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
3. A prospective Bidder requiring any clarification of the bidding documents may notify the Client in writing . The following personnel may be contacted for these purposes:-

Name of the Officer	Designation	Contact particulars
Ashok Kumar Tanwar	Drawing & Disbursing Officer O/o Pr.CIT, Delhi - 17, Room No. 1608, 16 th floor E -2 , Pratyakshkar Bhawan Civic Centre New Delhi-110002.	011-23233902 (Contact in working hours only, 9.30 a.m. to 6 p.m.)

4. At any time before the deadline for submission of bids, the Client may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document.
5. If required in order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Client, reserves the rights to extend the deadline for the submission of bids.
6. The Bidder must have prior experience of supply of Data entry operator.
7. The total number of DEOs deployed shall be approximately 13 (Thirteen), which may increase or decrease at the sole discretion of this office.
8. The personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.
9. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
10. The service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them under law. The Service provider should ensure that salaries are paid 'on time every month. It is mandatory for the service provider to pay the prevailing wages prescribed by the Minimum Wages Act of the Delhi Government to the DEOs. The DEOs will be paid the wages of clerical/non-technical staff.
11. All existing statutory regulations of both the State as well as the Central Governments, 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.
12. The payment shall be made by 'Service Provider to the DEOs 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 salary paid to the personnel.

13. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.
14. The contract will be for a maximum period of 12 months starting from 01.04.2017 to 31.03.2018. This office reserves the right to extend the contract further, on the same terms, subject to satisfactory performance of the Service Provider.
15. Department/office will not involve in any dispute between the service provider and workers of the service provider.
16. Proper uniform and identification card shall be provided by the contractor/bidder to the person deployed as DEOs and it must be ensured that the same are worn to work & ID cards are displayed on person.
17. The contractor/bidder shall ensure that workers deployed by it maintain confidentiality to the work of the office and to work assigned to them.
18. The contractor/bidder shall ensure that workers deployed by it maintain integrity of the highest order.
19. Any incidence of inappropriate behavior by any of the DEOs or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contact, if need be.
20. 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.
21. The contractor/bidder will have to specify the amount to be charged by it towards Service charges for providing the DEOs. It may be noted that in order to eliminate frivolous bids and disguised charges /deduction form salary of personal, service providers bidding at 0% or negligible service charges shall be disqualified .
22. The service of the Data entry operator should be available for 5 (five) days in a week. If required, they may need to come on Saturday, excluding Gazetted holidays. The working hours of the Data entry operator would be between 9:30am to 6.00pm.
23. The successful bidder will stand guarantee for the good and efficient conduct of the he/she Data entry operator. In the event of any absence, the contractor will provide immediate and suitable substitutes.

24. The Bidder must be registered with Service-Tax Department and should give a copy of the Registration Certificate.
25. The Bidder should have PAN of the Income tax Department and enclose duly self attested documentary evidence in this regard.
26. The Bidder should be regularly filing its Return of Income and should enclose a copy of the Acknowledgement of the Return filed for F.Y. 2014-15 and F.Y. 2015-16.
27. The Bidder should not have been blacklisted/debarred by Central/State Govt. Departments/ Organisations and letter certifying the same should be submitted on duly notarized Rs. 100/- Stamp Paper.
28. The Bidder should Supply the Skilled workers within 03 days from the date of work order received by him, if he is shortlisted for this purpose.
29. The Bidder should ensure that the person Data entry operator should not have any criminal activities.
30. The service provider shall provide Employee provident fund card to each Data Entry Operator so that he/she is aware of the amount standing to his/her credit as on date & a confirmation in this regard is to be submitted in the office of the Pr.CIT-17, New Delhi.
31. The Bidder should provide the copy of ID, and residential proof of (Delhi)(duly signed/certified by person and the contractor) of Data entry operator, if he/she is shortlisted for this purpose.
32. Income tax deductions/adjustment shall be made from the bills before making the payment as per statutory provisions if any.
33. The Bidder shall furnish Earnest Money Deposit (EMD) of Rs. 1000/- in the form of Demand Draft/Banker's cheque from a Commercial Bank, drawn in favour of Pr.Commissioner of Income tax, Delhi-17, New Delhi, payable at Delhi.
34. Demand Draft/Banker's cheque towards EMD would be returned to those bidders within fifteen days of the issue of work order, who would be shortlisted for awarding the tender.
35. All the documents, as specified above and draft/Banker's cheque for EMD should be put together with the Bidding Envelope.
36. The Bid shall remain valid for 90 days after the date of bid opening prescribed by the client. The Client holds the rights to reject a Bid for a period shorter than 90 days.

37. The contractor must mandatorily ensure that all the minimum wages of Data entry operator will be paid as per the rate of the Department of Labour, Delhi Govt. of NCT of Delhi fixed from time to time.
38. The Bid has to be submitted in the form of printed document in prescribed proforma. The tender form for the qualifying financial bid in the proforma prescribed in **Annexure-I**, and the tender form for the financial bid in the proforma prescribed in **Annexure-II** complete in all aspects, and kept in sealed cover should be super scribed as '**Data entry operator**' and should be submitted to the Drawing & Disbursing Officer, Office of the Pr.Commissioner of Income tax, Delhi-17, New Delhi, Room no. 1608, 16th Floor, E -2 Block , Pratyakshkar Bhawan Civic Centre New Delhi-110002.

Date and time for submission of quotation; **20/03/2017 up to 4 p.m.**
Date and time of opening of quotations: **24/03/2017 at 03.00 p.m.**

Sd/-
(Ashok Kumar Tanwar)
Drawing & Disbursing Officer
Pr.CIT Delhi-17, New Delhi

FINANCIAL BID
(To be kept in separate sealed envelop)

For providing of DEOs/Skilled Workers /Unskilled casual workers/MTS/Peon for the office of the Pr. Commissioner of Income Tax, Delhi-17, New Delhi.

1. Name of Bidder :
Company/Firm/Agency

2. Details of Earnest Money Deposit :
Amount

D.D./P.O. & Date
Drawn on Bank

3. Financial Quotation for providing Peon/MTS :
as per Description the Contract
amount should be exclusive of all
applicable taxes. These should be
separately mentioned.

Signature of authorized person

Full Name:

Seal:

Place:

Date:

Notes:

1. The rates quoted by the tendering Agency should be exclusive of all statutory/taxation liabilities is force at the time of entering into the contract. Theses should be separately mentioned.
2. Payment shall be made on satisfactory conclusion of work.

DECLARATION:

I Son/Daughter/Wife of Shri.
..... hereby certify the the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have dealing with the Department in future.

(Signature of Authorized Signatory with Date)

TECHNICAL /NON-TECHNICAL BID
(To be enclosed in a separate sealed envelop)

Requirement of DEOs/Skilled Workers/Unskilled casual workers/MTS/Peon for the office of the Pr. Commissioner of Income Tax, Delhi-17, New Delhi.

1.	Name of Tendering Company/ Firm/ Agency (Attach self attested copy of Certificate of Registration)	
2.	Name of Proprietor/Director of the Company/ Firm/Agency	
3.	Full Address of Registered Office with Telephone No. Fax and Email	
4.	Full Address of Operating/Branch Office with name of Contact person(s) and Mobile No.	
5.	Banker of Company/Firm/Agency with full address and mention Account No. also.	
6.	PAN No. (Attach self attested copy)	
7.	Documents showing completing at least one similar order.	
8.	Details of Earnest Money Deposited: DD No. Dated..... Amount Rs. Drawn on Bank	

Signature of authorized person.

Date: Name:

Place: Seal:

DECLARATION

1. I _____ Son/Daughter/Wife of Shri _____
Proprietor /Partner/ Director, authorized signatory of the Company/Firm/Agency,
mentioned above, is competent to sign this declaration and executive this tender
document.
2. I have carefully read and understand all the terms and conditions of the tender and
undertake to abide by them.
3. The information / document furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person:

Full Name:

Seal:

Date:

Place: