



आयकर निदेशालय (आयकर और लेखा परीक्षा)
DIRECTORATE OF INCOME TAX (INCOME TAX & AUDIT)
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue
पाँचवी मंजिल, मयूर भवन, कनाट सर्कस, नई दिल्ली - 110001
5th Floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001

F. No.A-55/DIT(IT&A)/Outsourcing/DEO/2015-16

Dated: 03.08.2015

Notice for Inviting Open Tender

On behalf of the Directorate of Income Tax (IT) New Delhi, open tenders are invited for providing 19 Data Entry Operators from licensed & reputed parties/ firms/ companies/ agencies well experienced in providing Data Entry Operator in Govt./Semi-Govt. offices for the offices of Directorate of Income Tax (IT), 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001.

Tender documents shall be accompanied by a Demand Draft/Banker's Cheque for Rs.1,000/- (Rupees One Thousand only) drawn on any Nationalized Bank in favour of the Addl. Director of Income Tax (Admn.), O/o the Directorate of Income Tax (IT), New Delhi towards cost of the tender form. Tender is invited in two parts, i.e. (1) qualifying bid and (2) financial bid. The tender form for qualifying bid in the pro-forma prescribed in Annexure-I and the tender form for the financial bid in the pro-forma prescribed in Annexure-II, complete in all respects, sealed separately, and kept in sealed cover together, should be super scribed as "Quotation for Data Entry Operator" and should be submitted to the AADIT (Admn.) O/o The Directorate of Income Tax (IT) New Delhi, Room No-522A, 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001. **(IN SEALED BOX KEPT IN ROOM NO. 522A)**

The Tender documents alongwith instructions, scope of work and terms & conditions can be downloaded from the web site www.incometaxindia.gov.in. OR www.E.Procurement.gov.in or can be collected from the O/o AADIT (Admn.) O/o The Directorate of Income Tax (IT) New Delhi, Room No-522A, 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001.

1. Last date of sale of tender from **24.08.2015 till 3 P.M.**
2. Date & Time for submission of quotations up to **25.08.2015 till 3 P.M.**
3. Date & Time of Opening of Quotations **26.08.2015 till 11.30 A.M.**

Place of Opening of Tender Bids – Conference Hall, 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001.

Incomplete tender/tender received beyond date/time notified above shall be out rightly rejected.

S/d.
(ANITA JAMNAL)
Addl. Asstt.DIT(ADMN.)
On behalf of DIT (EXAM)
Mayur Bhawan, New Delhi
Phone No. 011-23417368

INSTRUCTIONS FOR TENDER

- i.** The office of the Directorate of Income Tax (IT) New Delhi, requires open tenders from licensed reputed parties/ firms/ companies/ agencies well experienced in providing Data Entry Operator in Govt./Semi-Govt. offices for the office of Directorate of Income Tax (IT & Audit), 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi.
- ii.** The contract is to be for **One Year w. e. f.** _____. The period of the contract may be further extended after the completion of contract at that time if this office requires to continue with the present arrangement for providing Data Entry Operator and is satisfied with the service of Data Entry Operators or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of service by the selected Company / Firm / Agency. This office, however, reserves right to terminate the initial contract at any time after giving one week's notice to the selected service providing Company / Firm / Agency.
- iii.** The tendering Company/Firm/Agency is required to enclose photocopies of the documents, **duly attested by a Gazetted Officer only**, as per the requirements of Technical Bid as given in the Annexure-I, failing which their bids shall be summarily / out rightly rejected and will not be considered any further.
- iv.** Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
- v.** All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.
- vi.** The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the Conference Hall, 5th Floor office of the Directorate of Income Tax (IT) Mayur Bhawan, Connaught Circus, New Delhi-110001 in the presence of the duly authorized representatives of the Company / Firm / Agency, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Technical Evaluation Committee. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.
- vii.** The competent authority of Office of the Directorate of Income Tax (IT) New Delhi, 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 reserves the right to annul any or all bids without assigning any reason.
- viii.** The bidder shall quote the technical & financial bids as per the format enclosed at Annexure I & II.

- ix.** All documents furnished shall be numbered at the bottom of each page and such relevant page nos. must be mentioned in the Annexure-I i.e. Technical Bid.

A. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY / FIRM/ AGENCY

The tendering Service Provider Company / Firm / Agency should fulfill the following technical specifications:

1. The Registered Office or one of the Branch Offices of the Service Provider Company / Firm / Agency should be located within the National Capital Territory of Delhi.
2. The Service Provider Company / Firm/ Agency should be registered with the appropriate registration authority with regard to providing manpower to the Government offices.
3. Service Provider Company / Firm/ Agency should have at least five years experience in providing similar services to private and/or public sector Company/ Banks and Government Departments etc.
4. Service Provider Company / Firm / Agency should have its own Bank Account.
5. Service Provider Company / Firm/ Agency should exist on the records of Income Tax and Service Tax Departments.
6. Service Provider Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
7. The Service Provider Company / Firm/ Agency should have completed at least one service contract of value not less than Rs.10 lakh or two service contract of 5 lakh each per annum related to providing similar services in a single contract.
8. The Service Provider Company / Firm / Agency must have a turnover of Rs. 25 lakh per year during the last three financial years.
9. The Service Provider Company / Firm / Agency shall submit affidavit stating that the agency is / has not been black listed by Central Government / State Government / any PSU.
10. Attested copy of satisfaction certificate from the present office(s) in which the Service Provider Company/Firm/Agency is providing similar services has to be enclosed separately.

Non compliance with any of the above conditions by the Service Provider Company / Firm / Agency will amount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.

B. FRAUD AND CORRUPT PRACTICES

- i. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- ii. Without prejudice to the rights of this Office under Clause i. hereinabove, if an Applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by this Office during a period of 2 (two) years from the date such Applicant is found by the Office

to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

iii. For the purposes of this clause i, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) "Corrupt practice" means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;
- b) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;
- d) "undesirable practice" means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and
- e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

C. LEGAL

- i. **The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, Service Tax and any other Laws/ Taxes/ Acts/ Rules etc. Governing the matter/ issues etc. If at any point of time it is noticed that the Contractor is meeting out any procedures/ taxes/ Acts/ Rules then that will be met out, out of the Performance Security Deposit made by the contractor.**
- ii. The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office of the Directorate of Income Tax (IT) 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- iii. The Service provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.
- iv. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.

- v. In case, the tendering Agency fails to comply with any statutory provision/ taxation liability under appropriate law and as a result thereof the Office is put to any loss,/ obligation, monetary or otherwise, the Office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

D. FINANCIAL

- i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.2,00,000/- (Rupees Two lakh only) in the form of Demand Draft/ Pay Order drawn in favour of the “**Addl. Director of Income Tax (Admn.), O/o the Directorate of Income Tax (IT), New Delhi**” **failing which the tender shall be rejected out rightly.**
- ii. The EMD in respect of the Agency which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. **However, the EMD in respect of the successful tenderer shall be returned after submission of the Performance Security Deposit towards the Performance Security Deposit. Further, if the Agency fails to provide services against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
- iii. **Bids, offering rates which are lower than the minimum wages (as applicable for the NCT of Delhi) for the pertinent category, would be rejected.**
- iv. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 2,00,000/- (Rupees Two Lacs only) at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of the **ADDL. DIRECTOR GENERAL (EXAM), CBDT New Delhi** or Fixed Deposit Receipt (FDR) from a scheduled Bank made in the name of Service Provider Company/ Firm/ Agency but hypothecated to the Directorate of Income Tax (IT) New Delhi, 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier. The Department shall not pay any interest on the Performance Security Deposit.
- v. In case of breach of any terms and conditions stipulated in the contract, the performance security Deposit of the Agency will be liable to be forfeited by this Office besides annulment of the contract.
- vi. The Agency shall raise the bill, in triplicate, along with attendance sheet to the Division under whom the outsourced personnel has been deployed in the first week of the succeeding month. The concerned office/officer will send the bills duly verified to the office of Directorate of Income Tax (IT), 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 for sanction and payment. As far as possible the payment will be released after receipt from the Accounts Officer, DIT's Field Pay Unit, New Delhi.
- vii. The Claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the previous month bill. A requisite portion of the bill/ whole of the bill amount shall be held up till the proof is furnished, at the discretion of this

Office. The copies/ tax receipts/ tokens deposited in respective offices should be shown to this office on monthly basis.

- viii. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Office of the Directorate of Income Tax (IT) 5th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated / appointed by the Director of Income Tax (IT), New Delhi and he /she shall not be a person below the rank of DIT (Director Income Tax)/CIT (Commissioner of Income Tax).
- ix. The Office of the Directorate of Income Tax (IT) New Delhi, 5th Floor, Mayur Bhawan, Connagut Circus, New Delhi-110001 reserves the right to withdraw/ relax any of the terms and conditions mentioned in the tender document so as to overcome any the problem encountered at any stage.

E. EVALUATION CRITERIA

Technical Bid Parameters:-

Sl. No.	Parameters	Marks
1	Experience with Government Agencies/ PSUs/Pvt. Agencies	100

Weightage - 0.6

Minimum score of 70 is a must.

- a) The Tender Committee will be constituted by the Office to evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying due criteria. A Proposal shall be rejected at this stage if it does not respond to important aspects of the Technical Proposal, and particularly the criteria or sub-criteria or if it fails to achieve the minimum technical score.
- b) Financial Proposals will remain unopened for those Agencies which fail to achieve the minimum technical scores. Financial Proposals shall be taken up only for those agencies who meet the minimum qualifying mark and will then be inspected to confirm that they have remained sealed and unopened. Thereafter these Financial Proposals shall be opened, and the total prices read aloud and recorded.
- c) The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times F\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

The formula for determining the financial scores is the following:

$Sf = 100 \times Fm / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are-

Technical (T) = 0.6, and Financial (F) = 0.4

- d) No negotiation will be undertaken with any tenderer except the highest points achiever.

Evaluation of Technical and Financial Bid will be as per the formula given in Annexure-IV

SCOPE OF WORK OF THE DATA ENTRY OPERATOR

1) PERSONNEL REQUIRED:

1.1) The personnel to be deployed should have sound medical fitness, good physique, moral character, experience and training to handle any type of Data Entry Operator works.

1.2) Proper uniform and identification cards must be provided to the Data Entry Operators and Supervisor. If any.

2) DUTIES OF DATA ENTRY OPERATORS:

The Contractor shall undertake all types of work viz., Data Entry, Typing, Stenography work etc.

(2.1) EMERGENCY WORK/ WEEKEND WORK:

The Contractor shall provide the required Data Entry Operator to this office as and when required by the authority. He also provide Data Entry Operator on Saturday, Sunday and any other Gaz. Holidays. If required by any offices under Directorate of Income Tax (IT & Audit).

TERMS AND CONDITIONS OF THE CONTRACT:-

I) TERMS AND CONDITIONS:

1. The contractor/bidder should have previous experience of deploying / supplying DEOs to Govt. Departments within the last five years and the sealed quotations should be accompanied with necessary proof of execution of such order.
2. The contractor/bidder should have valid Service Tax/ Labour Department Registration, PAN, ESI and PF Registration as per Law. Copies of the same should be furnished for office record.
3. The minimum qualification of all DEOs should be 10+2. In case qualification of DEO is Graduation and above separate rate of wages are applicable as per law. This aspect should be considered while quoting bid, accordingly.
4. The DEOs should have minimum typing speed of 50 wpm (English) and 40 wpm in (Hindi) with 90% accuracy.
5. The DEOs should also be proficient in MS office.
6. The rates of payment shall be determined on the basis of per day rate as per Government of NCT / Delhi and shall conform to the changes made by Government of NCT / Delhi from time to time.
7. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary Insurance cover for any persons deployed by him ever for short duration. This office shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this Office, same shall be reimbursed/indemnified by the Service provider.
8. The work shall be done on all working days and payment will be made on the basis of attendance of persons, and pro-rata deduction shall be made in absence of any person on any day/part of the day.
9. The working hours will be from 09.30 hours to 06.00 hrs daily, with ½ hrs lunch time break.
10. If necessary due to special circumstances, the contractor/bidder shall provide DEOs on holidays. Proportionate payment shall be made by the Directorate for the services rendered on those days. The additional payment will be at the above daily rate as applicable for the rest part of the month.
11. The personnel deployed should be skilled and of sound health. They should be disciplined, have an impeccable integrity and be well mannered. They should restrict themselves to the work assigned to them only and they should not use the information/data provided to them or handled in any unauthorized manner. If any instance of such unauthorized use comes to the notice of this Directorate, the agency will be liable for damages. They should be provided with identity cards which should be displayed prominently of themselves. Photograph, full address, telephone number and copies of necessary documents/certificates with respect to the eligibility of all DEOs shall be submitted before their deployment. The personnel should be punctual and

should complete the work assigned to them promptly and meticulously. The personnel should report to the office-in-charge assigned by the office.

12. The relationship between the customer/Directorate of Income Tax (IT & Audit), New Delhi and the contractor/bidder would be that of the Customer and a Service Provider and none of the employees or agent of the contractor/bidder shall ever be treated as deemed to have been the employee of the Income Tax Department. The contractor/bidder shall explain this nature of relationship to all his employees or agents before deploying them for services to be rendered to the customer/Directorate of Income Tax (IT & Audit), New Delhi. As a token of their agreement for such a relationship, a signed declaration from the employee/agent shall be obtained by the contractor/bidder and be produced as and when called upon to do so by the customer/Directorate of Income Tax (IT), New Delhi.
13. All existing statutory regulations of both the State as well as the Central Governments, if applicable, should be strictly adhered to by the Service Provider and paid by him in time on his own account. The evidence of compliance to this effect shall be submitted to the customer/Directorate of Income Tax (IT) New Delhi by the contractor/bidder every quarter along with the bill, failing which the payment of the bill may be withheld or stopped. The customer/Directorate of Income Tax (IT) New Delhi will, in no way be responsible for or associate itself with payment of any statutory liabilities or the salary paid or payable to the DEOs by the contractor/bidder. 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 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.
15. The bill should be put up by the service provider to this Directorate by the 3rd of the following month. The payment shall be made to the Service Provider only after submission of the bill and the receipt of cheque in this office from the Govt. Accounts office. The contractor/bidder shall be liable to submit along with the bills, the certified copies of Bank pass books reflecting therein entries of the payment made to the DEO in accordance with the Minimum Wages Act prescribed by the Govt. Bills not accompanied with the copies of the pass books shall not be entertained for payment. Non compliance to this effect may even lead to termination of services and agreement thereof.
16. Payment to the Service Provider will be made by Account Payee Cheque only. TDS shall be deducted as per the rates notified by the Income Tax Department.
17. The contractor/Service Provider shall indemnify and keep this office indemnified against all acts of 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.
18. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.
19. The contractor/bidder shall be duty bound to immediately replace any DEO whose services are not found satisfactory by this Directorate. In case any DEO is absent, the contractor should provide an immediate substitute failing which the payment will be deducted accordingly.

20. No other person except the Service Provider's authorized representatives shall be allowed to enter the offices.
21. Department/office will not involve in any dispute between the service provider and workers/employees of the service provider.
22. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency/Service Provider at any time after giving a notice of one month. The letter communicating such termination of the contract shall be served on the contractor/bidder in person or by registered post at the addressed mentioned in the contract or at the last known address.
23. In order not to prejudice the interest of the service provider, the service provider/contracting agency has the right to terminate its services after giving a notice of one month.
24. In case of any dispute, the decision of the Directorate will be final.
25. The number of DEO may increase or decrease on requisition of the Authority.

PAYMENT OF BILL:

The Contractor shall furnish the bill (in duplicate) towards his services during the month in the first week of the following month.

REPORTING OF DATA ENTRY OPERATOR:

The personnel deployed by the contractor shall report to the officer designated by the Directorate of Income Tax (IT) New Delhi in charge of Data Entry Operator work and shall follow the instructions in respect of allocation of work on a day to day basis.

MISCELLANEOUS:

Complying with the legal rules and regulations of the State Government and Central Government governing the work contract would be the sole responsibility of the contractor.

The contractor shall ensure that the required work would be completed even in the absence of the person(s) he deploys for the same.

The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.

S/d
(ANITA JAMNAL)
Addl. Asstt.DIT(ADMN.)
On behalf of DIT (EXAM)
Mayur Bhawan, New Delhi
Phone No. 011-23417368

ANNEXURE-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Providing Data Entry Operator in Office of Directorate of Income Tax (IT)

S.No.	Particulars	Page No.
1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2.	Name of proprietor/Director of Company/Firm/Agency	
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail with name of the Contact Person(s) and Mobile No.	
5.	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last three years)	
6.	PAN/GIR No. (Attach attested copy)	
7.	Service Tax Registration No. (Attach attested copy)	
8.	E.P.F. Registration No. (Attach attested copy)	
9.	E.S.I. Registration No. (Attach attested copy)	
10.	Documents showing completing at least one service of value not less than Rs.10 Lakh per annum or 2 contracts of Rs. 5 lakh per annum related to providing similar services in a single contract.	

11.	Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of Government Departments, PSUs and other Private sector, during the last five years in the following format. (Attach attested copies).																		
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Details of client alongwith address, telephone and Fax numbers.</th> <th>Amount of Contract. (Rs. Lakhs)</th> <th>Duration of Contract. From to</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Details of client alongwith address, telephone and Fax numbers.	Amount of Contract. (Rs. Lakhs)	Duration of Contract. From to														
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	(If the space provided is insufficient, a separate sheet may be attached.)																		
12.	Certificate of appreciation/satisfactory certificate from the last two major clients (preferably Govt./ PSUs)																		
13	Copy of registration with relevant authority for providing manpower to the Government offices.																		
14.	Total No. of years of experience in providing Data Entry operators with the list of clients year wise.																		
15.	Income declared in I.T. returns for F.Y. 2011-12 & 2012-2013, 2013-14 (enclose copy of I T Returns acknowledgement for the relevant assessment years).																		
16.	Total Service Tax Remitted in F.Y. 2011-12 & 2012-2013, 2013-14																		
17.	Total Turnover of the business in F.Y. 2011-12 & 2012-2013, 2013-14																		
18.	Total No. employees in the service providing company/agency/firm																		
19	Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU (Attach attested copy)																		
20.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document – Annexure-III)																		
21.	Details of Earnest Money Deposited: DD No.....Dated..... Amounts:Rs..... Drawn Bank.....																		

Signature of authorized person

Date:
Place:

Name:
Seal:

DECLARATION

I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Partner/Director, authorized
signatory of the Company/Agency/ Firm, mentioned above, is competent to sign this
declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide to them;

3. The information / documents 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:

FINANCIAL BID

(To be kept in a separate sealed envelope)

For Providing Data Entry Operator in Office of The Directorate of Income Tax (IT)

1. Name of tendering Service Provider
Company / Firm/ Agency:
2. Details of Earnest Money Deposit
Amount :
D.D. / P.O & Date :
Drawn on Bank :
3. **CONTRACT RATES PER MONTH :**
(Rates are to be quoted in accordance with Minimum Wages Act, 1948, applicable in the NCT of Delhi and all other bye-laws applicable (inclusive of all statutory liabilities, taxes, Levys, cess etc.)

01	Work Contract charges for Data Entry Operator Along with usage of capital equipments and manpower to be utilized at Mayur Bhawan, New Delhi. (The contract amount has to be inclusive of all the applicable taxes, viz. Service Tax, ESI, PF, Minimum Wages Act etc.)	Rs.
02	Salary of any Individual DEO inclusive of all the applicable taxes, viz. Service Tax, ESI, PF, Minimum Wages Act etc.	Rs.
03	Details of wages of any Individual DEO and other taxes (viz. Service Tax, ESI, PF, Minimum Wages Act etc.) separately.	Rs.
	TOTAL	

DEDUCTIONS: Income tax as applicable shall be deducted at source. The Service Providing Company/Agency/Firm shall be responsible for meting out all the tax implications as per Rules of other Government Departments.

Signature of authorized person
Full Name:
Seal:
Place:

Date:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by the Service providing Company/Agency/Firm during the month.

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority on a judicial pronouncement or arbitration award, nor been expelled from any project of contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that;

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice or restrictive practice as defined in Section-B of Fraud and corrupt practice on the General Instructions for tender of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprises on any Government, Central or State; and
- b) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section-B of Fraud and Corrupt practice of the terms and conditions of the documents, no person acting for us or on our behalf has engaged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our associates have not been convicted by a Court of law or indicated of adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/ Managers/ Employees.

DECLARATION-

I hereby certify that 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 any dealing with the Department in future.

(Signature of Authorized Signatory with date)

EVALUATION CRITERIA (Technical bid-Data Entry Operators)

Technical Bid Parameters

1. Experience with Government Agencies/PSUs/Private Agencies (Marks 100).

In allowing marks, bidder having maximum experience will be allowed full 100 marks and others will be allowed marks proportionately.

Suppose there are four bidders with following experience :-

(i)	A	18 Years
(ii)	B	15 Years
(iii)	C	10 Years
(iv)	D	08 Years

Score (Formula) $S(E) = 100 \times H/TH$

TH : Highest Number of years of experience quoted by a bidder of all the bidders.

H : Number of years of experience quoted by the bidder under consideration.

A.	=	100 (being highest)
B.	=	$100 \times 15/18 = 83.32$
C.	=	$100 \times 10/18 = 55.55$
D.	=	$100 \times 08/18 = 44.44$

EVALUATION CRITERIA (Financial bid)

Name of the Party	Financial Proposal
A.	Rs.5,000/-
B.	Rs.6,000/-
C.	Rs.7,000/-
D.	Rs.8,000/-

Financial Score **(Formula) Sf. = 100 x Fm/F**
Fm : Lowest price quoted by a bidder of all the bidders.
F : Price quoted by the bidder under consideration.

A.	=	100 (being lowest)
B.	=	$100 \times 5,000/6,000/- = 83.33$
C.	=	$100 \times 5,000/7,000/- = 71.42$
D.	=	$100 \times 5,000/8,000/- = 62.5$

Technical Score

A.	100
B.	91.66
C.	67.77
D.	42.22

Weight-age for Technical and financial proposals.

Technical (T)	= 0.6
Financial (F)	= 0.4

NOW, TOTAL SCORES OF THE BIDDERS (Tech + Financial)

Name of the party Total	<u>Technical (T)</u>	<u>Financial (F)</u>
	6 x Tech. Score/10	4 x Fin. Score/10
A. 100	6 x 100/10 = 60	4 x 100/10 = 40
B. 83.32	6 x 83.32/10 = 49.99	4 x 83.33/10 = 33.33
C. 61.89	6 x 55.55/10 = 33.33	4 x 71.42/10 = 28.56
D. 51.66	6 x 44.44/10 = 26.66	4 x 62.5/10 = 25

Bids of C & D will be rejected straightaway as their Technical score is less than the minimum mandatory score of 70 out of 100.

Highest score of 100 obtained by Party A, therefore, contract may be given to Party A.