



**OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME TAX, DELHI-06,
CENTRAL REVENUE BUILDING, I.P. ESTATE, NEW DELHI**

No. Pr. CIT-6/DDO/Outsourcing/Tender Notice/2015-16/217

Dated: 10/07/2015

Notice Inviting Tender

On behalf of the President of India, sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing 8 un-skilled person and 8 skilled persons for jobs to be performed in the Office of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi for a period of one year from the date of contract.

Schedule –

- | | |
|---|--|
| i. LastDate & time for deposit of tender bids : | 24.07.2015 upto 1:00 PM |
| ii. Date & time for opening of bids : | 24.07.2015 at 3:00 PM |
| iii. Place of opening the Bids : | Executive Lounge, Canteen, Central Revenue Building, I.P. Estate, New Delhi-110002 |

The tender documents along with instructions and terms & conditions can be downloaded from the web site www.incometaxindia.gov.in & www.eprocurement.gov.in or can be collected from Administrative Officer/DDO, Room No. 327, 3rd Floor, O/o the Pr. Commissioner of Income Tax, Delhi-6, Central Revenues Building, Indraprastha Estate, New Delhi-110002. The interested and eligible Company/Firm/Agency may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rs. Ten thousand only) drawn in favour of the "ZAO, CBDT, New Delhi. The bids received after the given date & time shall not be entertained under any circumstance.

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 reason. The decision of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi in this regard shall be final and binding on all.

**Drawing & Disbursing Officer
For Pr. CIT-06, New Delhi**

I. General Instructions for Tenders

- I. The office of the Pr. Commissioner of Income Tax, Delhi-6, New Delhi requires the services of a reputed, well established and financially sound Manpower Company / Firm / Agency for providing manpower to perform skilled and unskilled jobs.
- II. The contract is likely to commence from the date of acceptance and would continue for a period of one year. The period of the contract may be further extended after the completion of contract, provided the requirement of this office for augmenting its present manpower persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Company / Firm / Agency or induction of regular manpower in this office. This office, however, reserves right to terminate the initial contract at any time without giving any notice to the selected service providing Company / Firm / Agency.
- III. In this Office's assessment, the initial requirement seems to be for 8 un-skilled person and 8 skilled persons to perform their jobs but the number of persons may be increased or decreased as per requirement. The Eligibility is given below:

Eligibility : Age: 18-40 years

Data Entry Operator

- a) Educational Qualification: 12th pass for skilled and must know language Hindi and English.
- b) The Personnel should have good knowledge of MS Word, Window OS, MS Office (Word, Excel, PPT), Internet, Web based networking and hardware of computer as well as of English language.
- c) The Personnel should have a typing speed of at least 40 words per minute.
- d) The Personnel should be able to type directly on the computer during dictation.
- e) The antecedents should have been verified by the agency from the local police authorities and the agency has to certify the character of each person. The persons should be the citizen of India stationed / resident of Delhi or NCR only.

Multi Tasking Staff

- a) Educational Qualification: Must be 10th Pass/Matriculate.
 - b) The Multi Tasking Staff should have a fair knowledge of reading and writing English and Hindi.
- iv. The interested Company/firm/Agency may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in favour of the "ZAO,CBDT, New Delhi" in the Tender Box kept in Room No. 327, O/o DDO, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002.
- iiiv. The various crucial dates relating to Tender for providing manpower for performing skilled/unskilled jobs in the office of the Pr. Commissioner of Income tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 are as under :-
- i. Last Date & time for deposit of tender : 24. 07.2015 upto 1:00 PM
 - ii. Date & time for opening of quotations : 24.07.2015 at 3:00 PM
 - iii. Place of opening the Bids : Executive Lounge, Canteen, Central Revenue Building, I.P. Estate, New Delhi-110002
 - iv. Date and Time for opening of Financial Bids for technically qualified bidders : 24.07.2015 at 4:00 PM.
 - v. Validity of Bids: : 30 days from the date of opening of tenders.

- vi. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The interested Agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid" for providing manpower to perform skilled/ unskilled jobs to the office of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 and "Financial Bid" for providing manpower to perform skilled/unskilled jobs in the office of the Pr. Commissioner of Income tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002. Both sealed envelopes should be kept in a third sealed envelope super-scribing "Tender for providing manpower to perform jobs in the office of the Pr. Commissioner of Income tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi- 110002.
- vii. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the Agency in the form of Demand Draft/Pay Order from any of the Scheduled Commercial Bank drawn in favour of "ZAO,CBDT, New Delhi" valid for a period of at least 60 days. Technical Bids not accompanied by earnest money of the requisite amount with proper validity will be summarily rejected. The DD/PO of unsuccessful bidders would be returned immediately after award of tender to successful bidder.
- viii. The successful tendered will have to deposit a Performance Security Deposit (subject to revision) @ 5% of the total tender amount at the time of placing the work order within 15 days of the receipt of the formal order. The Performance Security Deposit will be furnished in the form of the Account Payee Demand Draft drawn in favour of "ZAO, CBDT, New Delhi" or Bank Guarantee in favour of the Pr. Commissioner of Income Tax-06, New Delhi or Fixed Deposit Receipt (FDR) from a Scheduled Bank made in the name of Service Provider Company/firm/Agency but hypothecated to Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002.
- ix. The Performance Security Deposit should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the contractor.
- x. The tendering Company/Firm/Agency is required to enclose self attested photocopies of the following documents, along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

PAN Card
Service Tax Registration Certificate
E.S.I. Registration Certificate
Details of similar contracts handled by party in last 2 years.
Affidavit on stamp paper of Rs.100/- stating that the agency is / has not been black listed by Centre / State Government / PSU etc.
Document in support of financial turnover of the agency. i.e. Copies of Profit & Loss accounts and Balance Sheets for last two years
Copy of acknowledgment of Return of income for last two years

- xi. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.

xii. 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 initiated 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.

xiii. The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the Executive Lounge, Canteen, Central Revenue Building, I.P Estate, New Delhi-110002 in the presence of the 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 shall be opened on the date & time, as indicated in presence of short listed contractors or their authorized representatives.

xiv. The competent authority of Office of the Pr. Commissioner of Income tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to annul any or all bids without assigning any reason.

xv. The bidder shall quote the technical & financial bids as per the format enclosed at **Annexure I & II.**

II. 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.
3. Service Provider Company / Firm/ Agency should have at least three years experience in providing manpower to private and/or public sector Company/ Banks/ 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 State Insurance Acts.
7. The Service Provider Company / Firm/ Agency should have completed at least one service contract of value not less than Rs.15 lakh per annum or completed at least two service contracts of value not less than Rs.10 lakh per annum related to providing human resources in a single contract.

8. 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.

Self attested documents to support above requirements should be filed with technical bid. 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.

III. TERMS AND CONDITIONS

A. General

- i. The contract is likely to commence w.e.f. 01.08.2015 or from the date of acceptance of the tender bid whichever is later and shall continue for a period of one year, unless it is curtailed or terminated by this Office owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirements of work or indiscipline.
- ii. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Agency and this Office.
- iii. The contract may be extended, on the same terms and conditions or with some addition/deletion/ modification' for a further period not exceeding one year **at the sole discretion of O/o Pr.CIT-Delhi-6, New Delhi.**
- iv. The contracting Company/ Firm/ Agency will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contracting agency will maintain proper records as required under the Law/Acts. It shall be the duty of the contracting company /agency to enhance the wages of the employees subject to any statutory obligation / raise from time to time as instructed by authorities concerned in this behalf. However such statutory enhancement shall be claimed from the department by the contracting agency on furnishing documentary proof of payment of such amount to its employees and this enhancement / raise shall be deemed to be agreed upon between the department and contracting agency/ company.
- v. The requirement of this office may further increase or decrease during the period of contract and the contracting agency would have to provide additional Attendants, if required on the same terms and conditions.
- vi. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of this Office.
- vii. The tendered will be bound by the details furnished by it to this Office, while submitting the tender or at any subsequent stage. In case any of the documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract, making the tendered liable for legal action besides the termination /cancellation of contract, legal action for damages at the sole discretion of Pr. Commissioner of Income Tax, Delhi-6 and in such eventuality, the security amount tendered shall be liable to be forfeited.
- viii. Financial bids of only those tenderers shall be evaluated who are declared technically qualified.

- ix. The Office of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to terminate the contract at any time after without giving any notice.
- x. The contracting Agency shall ensure that the manpower deployed in the Office of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 conforms to the eligibility conditions of age, education and any other qualification as specified in the contract.
- xi. The manpower employed by the Agency shall be required to work as per the Office's working timings, i.e. from Monday to Friday from 0930 hrs. to 1800 hrs. with a lunch break of ½ hour from 1330 hrs. to 1400 hrs. At times, the deployed manpower may be required to work on Saturdays, Sundays, Gazetted Holidays for which they shall be paid as per prevailing law.
- xii. The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the persons who will be deployed by it in this Department before the commencement of work.
 - a). List of persons shortlisted by Agency for deployment in the Office of the Pr. Commissioner of Income tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 containing Name, complete residential address, father's name, date of birth, marital status, educational and professional qualification, experience etc.
 - b). Bio-data of the person with photograph affixed.
 - c). Certificate of verification of antecedents of persons by local police authority.
- xiii. In case, the person employed by the successful Company/ Firm/ Agency performs any act of omission/ commission that amounts to misconduct / indiscipline/ incompetence and security risks, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Office immediately after being brought to their notice.
- xiv. The service provider shall provide identity cards to the personnel deployed in this Office carrying the photograph of the personnel and personal information including name, date of birth, address, designation etc.
- xv. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in the Office.
- xvi. The service provider shall ensure proper conduct of its personnel in office premises, maintenance of strict discipline in and around the office premises and enforce prohibition of consumption of alcoholic drinks, chewing pan, smoking, loitering without work etc. or consuming any other intoxicant substance, food or drink during the work hours / being on duty to maintain discipline and office decorum.
- xvii. The persons deployed shall be required to report for work at 9:30 hrs to the offices/ officers in proper uniform under whom they are deployed which will be intimated separately and would leave at 18:00 hrs. In case, a person deployed is absent on a particular day or comes late/ leaves early on three occasions, one day's wage shall be deducted.
- xviii. The Agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Office of the Pr. commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 so that optimal services of the persons deployed by the agency could be availed without any disruption. However the office of Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 shall be fully competent and empowered to remove any indisciplined personnel / staff from its premises if his/ her behavior is not upto the mark, immoral and / or his /her presence is prejudicial / embarrassing to the department.

- xix. The selected Agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons or being removed by this office. The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs. 100 per day (per such case) on the service providing Agency, besides deduction in payment on pro- rata basis.
- xx. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Office and this Office will have no liabilities in this regard.
- xxi. For all intents and purposes, the service providing Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Office. The persons deployed by the Agency in the Office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against the Office of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002.
- xxii. The service providing Agency shall be solely responsible for the redressed of grievances /resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever as this office shall have no concern of contract with the work force.
- xxiii. This Office shall not be responsible for any damages, losses, claims, financial or other, injury to any person deployed by service providing Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
- xxiv. The persons deployed by the service providing Agency shall not claim nor shall be entitled to be paid, perks and other facilities admissible to casual, ad hoc, regular/ confirmed employees of this Office during the currency or after expiry of the contract. That any issue of pay, perks, statutory obligations , welfare schemes or monetary benefits / internal arrangements of the employees , their personal insurance (If any) shall be looked after by the contracting agency and the department has no interference or liability of any nature in any manner whatsoever.
- xxv. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity in the office of the Pr. CIT-06, New Delhi. In brief there shall be no privacy of contract between the department and the individuals / work force provided by the service provider / contracting agency.
- xxvi. The contracting agency should communicate above conditions to all the persons deployed in this office by the contracting agency.
- xxvii. Payments shall be made only to the contracting agency on monthly basis as per actual services. The contracting agency has to raise invoices in the first week of the next month for the services rendered in the month.

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 this 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 1, 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 and other labour laws etc. in respect of the persons deployed by it in this Office as this office has no privacy of contract with these employees.
- ii. The Service provider shall also be liable for depositing all taxes, levies, Cass etc. on account of service rendered by it to the Office of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 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 made 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/ taxation liability under appropriate law and as a result thereof this Office is put to any loss,/ obligation, monetary or otherwise, this 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.10,000/- (Rupees Ten thousand only) in the form of Demand Draft/ Pay Order drawn in favour of the "ZAO, CBDT, 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. EMD of successful bidder shall be returned only after signing the contract and depositing the performance Bank Guarantee. Further, if the Agency fails to deploy manpower 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 (subject to revision) @ 5% of the total contract amount 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 Pr. Commissioner of Income Tax, Delhi-6, 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 Pr. Commissioner of Income Tax, Delhi-6, New Delhi. 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 ZAO, CBDT, Delhi, New Delhi for sanction and payment as far as possible the payment will be released after receipt from the Accounts Officer, CIT'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 concerned 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.
- viii. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Office of the Pr. Commissioner of Income tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated / appointed by Pr. Commissioner of Income Tax, Delhi-6.
- ix. The Office of the Pr. Commissioner of Income Tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

E. EVALUATION CRITERIA

- a). The evaluation committee, constituted by the Pr. Commissioner of Income Tax-06, New Delhi shall 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.

- b). Financial Proposals will remain unopened for those Agencies which are not found technically qualified. Financial Proposals shall be taken up of only those agencies which technically qualify. Thereafter these Financial Proposals shall be opened, and the total prices quoted by each bidder shall be read aloud.

**Drawing & Disbursing Officer
For Pr. CIT-06, NEW DELHI.**

ANNEXURE-I
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Providing manpower to perform skilled/unskilled jobs in the Office of the Pr. Commissioner of Income tax, Delhi-6, Central Revenue Building, I.P Estate, New Delhi

1.	Name of Tendering Company/ Firm/ Agency (Attach copy of 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.																	
5.	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last one year)																	
6.	PAN (Attach self attested copy)																	
7.	Service Tax Registration No. (Attach self attested copy)																	
8.	E.S.I. Registration No. (Attach self attested copy)																	
9.	Documents showing completing at least one service of value not less than Rs.15 Lakh per annum or at least two services of value not less than Rs. 10 lakh per annum related to providing human resources.																	
10.	<p>Give details of the major similar contracts handled by the Tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last three years in the following format.</p> <table border="1" style="margin-left: auto; margin-right: auto;"><thead><tr><th>S. No</th><th>Details of client along with address, telephone and Fax number</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> <p>(if the space provided is insufficient, a separate sheet may be attached.) Self Attested copies of work orders may also be attached.</p>	S. No	Details of client along with address, telephone and Fax number	Amount of Contract. (Rs. Lakhs)	Duration of Contract. From- to													
S. No	Details of client along with address, telephone and Fax number	Amount of Contract. (Rs. Lakhs)	Duration of Contract. From- to															
11.	Affidavit stating that the agency is / has not been black listed by Centre /State Government / PSU/Private party etc.																	

12.	Number of similar assignments; Manpower provided to Govt./private/PSU in last 3 years by the Agency (Attach Copy)	
13.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document – Annexure-III)	
14.	List of other clients.	
15.	Details of Earnest Money Deposited: DD No... .. Dated... .. Amounts :Rs... .. Bank... .. Drawn	

Signature of authorized person

Name:

Seal

Date: Place

DECLARATION

I, _____ Son / Daughter / Wife of Shri Proprietor/Director, authorized signatory of the Agency/ Firm, namely _____, am 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 enclosed in a separate sealed envelope)

For providing manpower to perform skilled/unskilled jobs in the Office of the
Pr. Commissioner of Income Tax-06, Central Revenue Building, I.P Estate, New Delhi.

Name of tendering Service Provider Company/ Firm/ Agency:

Details of Earnest Money Deposit Amount:

D.D. / P.O & Date:

Drawn on Bank:

3. Rate quoted should not be less than the minimum wages as applicable in the Minimum wages Act, 1948 applicable in NCT of Delhi & other relevant by Laws applicable (plus all statutory liabilities, taxes, levies, cess etc.)

	Component of Rate	Amount payable per person per month (Rs.)	Total Amount payable per month for 8 (skilled) and 8 (unskilled) persons (Rs.)
1	Monthly Rate (not less than Minimum Wages as applicable in NCT of Delhi.) for skilled manpower (Excluding Statutory liabilities)		
2	Monthly Rate (not less than Minimum Wages as applicable in NCT of Delhi.) for unskilled manpower (Excluding Statutory liabilities)		
3	Contractors Administrative /Services Charges (in Rs. Fraction of Rupee not allowed, including all other expenses) (Excluding Statutory liabilities)		
4	Other statutory liabilities (pl. indicate their head and amount payable) (i) (ii) (iii) (iv)		
	Total (Column 1 to 4)		

Seal:
Date:
Place:

Signature of authorized person
Full Name:

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 the duties performed by each person during the month.

ANNEXUURE-III

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We hereby certify that in last three years, we have neither failed to perform on any contract, nor have been expelled from any project or 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, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions 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 enterprise or any Government, Central or State; AND

b) We hereby certify we have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has been engaged or will be engaged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that with 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 indicted or 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 with 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.

Signature;

Name & Designation with office Seal