



Office of the
Principal Commissioner of Income Tax,
Delhi-16, New Delhi.

E-Mail: delhi.cit16@incometax.gov.in
Phone No.-011-23379028, Fax: 23379290

F. No. Pr. CIT-16/DDO/MTS/2018-19/ 616

Dated: 30th Jan., 2019

26 Mar

“Notice Inviting Tender for Outsourcing of Multi Tasking Staff (MTS)”

On behalf of the Pr. CIT-16, New Delhi, sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Providing Companies/Firms/Agencies having valid license under Contract Labour (Regulation and Abolition) Act, 1970, registered with EPFO, ESIC, Service Tax Registration for providing **11 (eleven) un-skilled manpower (Multi Tasking Staff)** subject to Enhancement/Reduction as per requirement. They will be required to perform duties in the Office of the Pr. Commissioner of Income Tax - 16 at Drum Shape Building, I P Estate, New Delhi – 110002 or any other place in Delhi for a period of one year from the date of the contract.

SCHEDULE:—

1. Posting of tender on website for downloading: 27.3.19 from 11:30 A.M.
2. Last Date & time for submission of tender: 22.4.19 till 4:00 P.M.
3. Date & time for opening of tender: 22.4.19 at 11.30 A.M.
4. Venue of Bid Opening: Hall No.209, Second floor, Drum Shape Building, New Delhi.
5. Period of contract: One year extendable by another year on successful completion of first year's service (at the discretion of this office)
6. Bid Type Two bid system (Technical Bid and Financial Bid)

Tender documents shall be accompanied by a Demand Draft/Banker's Cheque for Rs. 1500/- (Rs. One Thousand five hundred only, non-refundable) drawn in favour of 'The Accounts Officer, ZAO, CBDT, New Delhi' towards tender processing fee.

S. N. PANDEY, I.R.S.

The tender documents along with instructions and terms & conditions can be downloaded from the web-site www.incometaxindia.gov.in. The interested and eligible Company/Firm/Agency may submit their tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs.80,000/- (Rs. Eighty thousand only) and other requisite documents till _____ by 4.00 PM. in the office of the ITO(Hqrs.), O/o Pr. CIT – 16 at Room No.103, First Floor, Drum Shape Building, New Delhi.

This office reserves the right to amend / withdraw any of the terms and conditions in the Tender Documents 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-16, Drum Shape Building, I. P. Estate, New Delhi - 110002 in this regard shall be final and binding on all.

Part-I

ELIGIBILITY AND QUALIFICATION CRITERIA TO BE MET BY THE CONTRACTOR FOR PROVIDING REQUISITE SERVICES

A. General Requirements for the Tendering Company/Firm/Agency:-

- i. The office of the Pr. Commissioner of Income Tax, Delhi-16, New Delhi requires the services for a period of one year from the reputed, well established and financially sound Manpower Providing Company / Firm / Agency for providing manpower support to perform skilled jobs.
- ii. The contract is likely to be commencing from the date of acceptance and would continue for a period of one year. The period of the contract may be further extended for another year after the satisfactory completion of contract. However, in the interim, the manpower may be enhanced or curtailed as per operational requirement of this office on the discretion of the Competent Authority. This office reserves the right to terminate the initial contract at any time after giving one month's notice.
- iii. The tendering company/Firm/Agency is required to enclose photocopies of the following documents, duly attested by a Gazetted Officer:-

1. PAN/GIR No.
2. GST/Service Tax Registration No.
3. E.S.I. Registration No.
4. E.P.F. Registration No.
5. Copy of Income tax Returns for last two years
6. Documents showing having completed one year of regular service worth Rs. 1 Crore in any reputed organization.
7. Details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs/ Government Departments during the last two years.
8. Affidavit worth Rs.100/- stating that the agency is / has not been black listed by Centre / State Government / PSU.
9. Certified document in support of financial turnover of the agency.


S. N. PANDEY, I.R.S.

10. Customer's satisfaction certificate, issued by at least one Central Govt./State Govt./PSU or any other Govt. Institutes where vendor has provided services.

B. Technical requirements for the tendering Company/Firm/Agency:-

The Service Provider tendering Company/Firm/Agency should be fulfilling the following Technical specifications:-

- i. 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 only.
- ii. The Service Provider Company/Firm/Agency should be registered with the appropriate registration authority.
- iii. Service Provider Company/Firm/Agency should have at least three year's experience in providing manpower to private and/or public sector Company/ Banks and Government Departments, etc.
- iv. Service Provider Company/Firm/Agency should be filing Income Tax Returns for the last three years.
- v. Service Provider Company/Firm/Agency should be registered with appropriate authorities under Employees State Insurance Act and Employees Provident Fund Act.
- vi. The Service Provider Company/Firm/Agency should have completed at least one service contract of value not less than Rs. 1 Crore per annum.
- vii. The Service Provider Company/Firm/Agency must have a turnover of Rs. 5 Crores per annum during the last three financial years.
- viii. The Service Provider Company/Firm/Agency shall submit affidavit stating that the agency has not been black listed by the Central Government / State Government / any PSU. Non compliance with any of the above conditions by the Service Provider/ Company/Firm/ Agency will tantamount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.
- ix. Financial Proposals will remain unopened for those Companies/Firms/Agencies which fail to meet eligibility requirement.
- x. Financial Proposals shall be opened in case of only those Companies/Firms/Agencies who fulfill all eligibility criteria.
- xi. The contracting Company/Firm/Agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of the Govt. of India/ Delhi State Govt. The contracting Company/Firm/Agency will maintain proper records as required under the Law/Acts. It shall be the duty of the contracting company/Firm/Agency to enhance the wages of the employees subject to any statutory obligation /rise from time to time, as instructed by authorities concerned in this behalf. However, such statutory enhancement shall be claimed from this office by the contracting company/Firm/Agency on furnishing the documentary proof of payment of such amount to it employees and this enhancement / raise shall be deemed to be agreed upon between this office and contracting Company/ Firm/Agency.
- xii. The deciding criteria will be consolidated manpower cost per person/per month (inclusive of all kinds of taxes, dress allowance, other allowances, Provident fund, ESI etc.). i.e. the Company/Firm/Agency will have to quote **THERE SHOULD BE ONLY ONE PRICE TO DECIDE THE L-1 VENDOR. HOWEVER THERE WOULD BE A DETAILED BREAK-UP OF REACHING THAT PRICE (exclusive of taxes like Service Tax, CESS etc. levied by the Govt. from time to time).**

Part-II - SCOPE OF WORK

- i.) The manpower deployed by the Company/Firm/Agency shall be required to work as per the Office's working timings, i.e. **from Monday to Saturday from 09:30 AM. to 06:00 PM** with a lunch break of ½ hour from 1:30 PM to 2:00 PM. However, due to urgencies of work, the deployed manpower may be required to work on Sundays, Gazetted Holidays and beyond normal office hours on working days.
- ii.) The persons deployed shall be required to report for work at 9:30 AM to the offices/officers they are posted with, in proper office attire and would leave at 06:00 PM. The place of posting would be decided by this office, which shall be intimated separately. **In case, a person deployed is absent on a particular day or reports late/ leaves early on more than two occasions, one day's wage against them shall be deducted.**
- iii.) The required educational qualification and job description of the manpower are here as under:-

(Multi tasking Staff)

Eligibility

- a) Age eligibility between 18 to 40 yrs
- b) Under Matriculate.

Job Description

- c) Dusting and cleaning of officers room
- d) Attend the door bell
- e) Any other work assigned by officers

Part-III -INSTRUCTIONS TO THE BIDDERS

- i. Validity of Bids: 120 days from the date of opening of tender.
- ii. 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" and "Financial Bid" for providing manpower to perform Unskilled jobs to the office of the Pr. Commissioner of Income Tax, Delhi-16, Drum Shape Building, I P Estate, New Delhi -110002. Both sealed envelopes should be kept in a third large sealed envelope super-scribing "**Tender for providing manpower to perform unskilled jobs**" and be submitted in the office of the ITO (Hqrs.), O/o Pr. CIT-16, at Room No. 103, Drum Shape Building, I P Estate, New Delhi - 110002.
- iii. The Earnest Money Deposit (EMD) of Rs 80 000/- (Rs Eighty thousand only) refundable (without interest), should necessarily be accompanied with the Technical Bid of the Company/Firm/Agency in the form of Demand Draft/Pay Order from any of the Scheduled Commercial Bank drawn in favour of "The Accounts Officer, ZAO, CBDT, New Delhi"

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valid for a period of 120 days. Bids not accompanied by Earnest Money Deposit of the requisite amount with proper validity will be summarily rejected.

- iv. The successful Tenderer will have to deposit a Performance Security Deposit i.e.5% of the tender value (subject to revision) 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 or Bank Guarantee drawn in favour of "Pr. Commissioner of Income Tax, Delhi-16, 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-16, Drum Shape Building, I. P. Estate, New Delhi -110002.
- v. The Performance Security Deposit i.e.5% of the tender value (subject to revision) should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the contractor.
- vi. Bids sent through Fax/Mail/Conditions shall not be considered and will be out rightly rejected at the very first instance.
- vii. 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 signed by the person authorized to sign the tender bids.
- viii. The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the Hall No.209, second floor, Drum Shape Building, New Delhi 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 Tender Committee. Financial bids of technically qualified, eligible bidders, meeting all the requisite criteria only shall be opened on a date and place to be notified later in presence of technically qualified contractors or their authorized representatives.
- ix. The bidder shall quote the Technical & Financial bids as per the format enclosed at Annexure I & II.
- x. This Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Company/Firm/Agency during the course of their performing the functions/ duties or for payment towards any compensation.

(Signature)
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Part-IV - TERMS AND CONDITIONS OF THE CONTRACT

A. General:

- i. The tenderer shall abide 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 tenderer liable for legal action besides the termination / cancellation of contract, legal action for damages at the sole discretion of the Pr. Commissioner of Income Tax, Delhi-16, New Delhi and in such eventuality, the Earnest Money Deposit shall be liable to be forfeited.
- ii. 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.
- iii. Financial bids of only those tenderers who are declared qualified technically shall be evaluated by the Technical Evaluation Committee.
- iv. The Office of Pr. Commissioner of Income Tax, Delhi-16, Drum Shape Building, I P Estate, New Delhi - 110002 reserves the right to terminate the contract at one month's notice.
- v. The contracting Agency shall ensure that the manpower deployed in the office of the Pr. Commissioner of Income Tax, Delhi-16, Drum Shape Building, I P Estate, New Delhi - 110002 conforms to the eligibility conditions of age, educational qualification and any other qualification as specified in the contract.
- vi. The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the persons who will be deployed by it in the office of the Pr. Commissioner of Income Tax, Delhi-16, New Delhi before the commencement of work:-
 - a) List of persons shortlisted by Company/Firm/Agency for deployment.
 - b) Bio-data of the person with photograph affixed.
 - c) Character certificate from a Gazetted Officer of the Central/ State Government.
 - d) Certificate of verification of antecedents of persons by local police authority.
- vii. 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 this Office immediately after being brought to their notice.
- viii. The service provider Company/ Firm/ Agency shall provide Identity cards carrying the photograph of the personnel and their information including their name, date of birth, designation and identification mark etc. and uniform to the employed personnel deployed in this Office.

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- ix. 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 this Office.
- x. The service provider shall ensure proper conduct of its personnel in office premises, maintain 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 working hours / being on duty to maintain discipline and office decorum.
- xi. 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-16, Drum Shape Building, I P Estate, New Delhi-110002 so that optimal services of the persons deployed by the Company/ Firm/Agency could be availed without any disruption. However, the office of Pr. Commissioner of Income Tax, Delhi-16, New Delhi, shall be fully competent and empowered to remove any indiscipline personnel / staff from its premises if his/ her behavior is not up to the mark, immoral and / or his /her presence is prejudicial / embarrassing to this Office.
- xii. The selected Company/Firm/Agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. The delay by the Company/ Firm/Agency in providing a substitute beyond two working days shall attract liquidated damages @ Rs.200 per day (per such case) on the service providing Company/Firm/ Agency, besides deduction in payment on pro- rata basis.
- xiii. It will be the responsibility of the service providing Company/Firm/Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it in this Office and this Office will have no liabilities in this regard.
- xiv. For all intents and purposes, the service providing Company/Firm/Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Office.
- xv. The service providing Company/Firm/Agency shall be solely responsible for the redressal 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 privity of contract with the work force.
- xvi. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/ confirmed employees of this Office during the period of contract 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 Company/Firm/Agency and this Office has no interference or liability of any nature in any manner whatsoever.
- xvii. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Company/Firm/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 brief there shall be no privity of contract between this Office and the individuals/work force provided by the service provider / contracting Agency.
- xviii. The contracting Agency should communicate above conditions to all the persons deployed in this Office by the contracting Agency.

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20/11/2018

(NAVEEN ANAND)

- xix. Payments shall be made only to the contracting Agency on monthly basis as per actual services. The contracting Agency has to raise invoice in the first week of the next month for the services rendered in the month. The minimum wages rates must be required as per latest/revised order notified by the Ministry of Labour & Employment and should be remitted directly into workers' bank account latest by 7th day of every month.
- xx. Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

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, this Office may reject any 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) herein above, 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 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 as the case maybe.
- iii. For the purpose of this clause 1, the following terms shall have 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 letter of authorization (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 Letter of Authorization 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

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(NAVEEN ANAND)
Income Tax Officer
Ward-47(3), Drumshape Bldg..

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 State Insurance, Employees Provident Fund and other Labour laws etc. in respect of the persons deployed by it in this Office as this office has no privity of contract with the employees.
- 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 Pr. Commissioner of Income Tax, Delhi-16, New Delhi, to concerned tax collection authorities from the 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 Service Provider 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 deducted as per the provisions of Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the Service Provider by this Office.
- v. In case, the tendering Company/Firm/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 (without interest), of Rs.80,000/- (Rupees Eighty thousand only) in the form of Demand Draft/ Pay Order drawn in favour of the "Accounts Officer, ZAO, CBDT, New Delhi" failing which the tender shall be rejected out rightly.
- ii. The Earnest Money Deposit in respect of the Company/Firm/Agency, which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. Earnest Money Deposit of successful bidder shall be returned only after signing the contract and depositing the Performance Bank Guarantee. Further, if the Company/Firm/Agency fails to deploy manpower against the initial


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(NAVEEN ANAND)
Income Tax Officer

- requirement within 15 days from date of placing the order, the Earnest Money Deposit shall stand forfeited without giving any further notice to the Company/Firm/Agency.
- 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 i.e.5% of the tender value (subject to revision) 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 or Bank Guarantee drawn in favour of "Pr. Commissioner of Income Tax, Delhi-16, 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-16, Drum Shape Building, I. P. Estate, New Delhi -110002.
 - v. 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 supplier. This Office will not pay any interest on the Performance Security Deposit.
 - vi. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Company/Firm/Agency will be liable to be forfeited by this Office besides annulment of the contract.
 - vii. The Company/Firm/Agency shall raise the bill, in triplicate, along with attendance sheet to the office under which the outsourced manpower has been deployed in the first week of the succeeding month. The concerned office/officer will send the bills duly verified to the o/o the Pr. Commissioner of Income Tax, Delhi-16, New Delhi, for sanction and payment as far as possible, the payment will be released after receipt from the Accounts Officer, Field Pay Unit, New Delhi.
 - viii. The Claims in bills regarding Employees State Insurance, Employees Provident Fund, Service Charges and Service Tax, etc. if any, should be necessarily accompanied with documentary proof pertaining to the concerned month's 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.
 - ix. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of New Delhi. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an Arbitrator, who will be appointed by the o/o the Pr. Commissioner of Income Tax, Delhi-16, New Delhi.
 - x. The Office of the Pr. Commissioner of Income Tax, Delhi-16, New Delhi 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.

(Manoj Kumar)
Income Tax Officer (Hqrs.)
O/o Pr. CIT-16, New Delhi


(SUNAINA SHARMA)
Income Tax Officer (Hqrs.)
CIT-6, New Delhi

ANNEXURE-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For providing manpower to perform skilled jobs in the Office of the Pr. Commissioner of Income Tax, Delhi-16, Drum Shape Building, New Delhi-110002.

1. PAN/GIR No.
2. GST/Service Tax Registration No.
3. E.S.I. Registration No.
4. Employee Provident Fund Registration No.
5. Copy of Income tax Return for last two years.
6. Documents showing having completed one year of regular service worth Rs. 1 Crore in any reputed organization.
7. Details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last two years.
8. Affidavit worth Rs.100/- stating that the agency is / has not been black listed by Centre / State Government / PSU.
9. Certified document in support of Financial turnover of the Company/Firm/Agency.
10. Customer's satisfaction certificate, issued by at least one Central Govt./State Govt./PSU or any other Govt. Institutes where vendor has provided services.

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri-_____ Proprietor/Director/Authorized signatory ofthe Company/Firm/Agency, 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;

(SUNAINA SHARMA)
Income Tax Officer (Hqrs.)


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:


(SANJAY SALUJA)
Income Tax Officer (Hqrs.-IAP)
CIT (Audit)-1, Room No. 314,
Drumshape Building, New Delhi

ANN EXURE-II

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing manpower to perform skilled jobs in the office of the Pr. Commissioner of Income Tax, Delhi-16, New Delhi.

1. Name of tendering Service Provider Company/ Firm/ Agency:
2. Details of Earnest Money Deposit: Amount: ----- D.D./P.O.No. -----& 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.)
4. **THERE SHOULD BE ONLY ONE PRICE TO DECIDE THE L-1 VENDOR. HOWEVER THERE WOULD BE A DETAILED BREAK-UP OF REACHING THAT PRICE (exclusive of taxes like Service Tax, Cess etc. levied by the Govt. from time to time).**

Signature of authorized person Full Name: Seal:

Date: -----

Place: -----

NoteNo.1 :- The rates quoted by the tendering Company/Firm/Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.

Note No. 2 :-The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month



(SANJAY SALUJA)
Income Tax Officer (Hqrs.-IAP)
CIT (Audit)-1, Room No. 314,
Drumshape Building, New Delhi

ANNEXURE-III

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

(Declaration should be mentioned on a stamp Paper of Rs.100/-)

We certify that in 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 or a judicial pronouncement or arbitration award, nor 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 the Agreement entered into with the Authority or Govt. of India, State Govt. and any other Public Sector Enterprises from time to time.
- b) We hereby certify that 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 engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- c) 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 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.
- d) 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.
- e) We certify that no penalty has ever been imposed in respect of services rendered by us in any organization/Ministry/Department.

Signature; Name & Designation with office Seal

(SANJAY SALUJA)
Income Tax Officer (Hqrs.-IAP)
CIT (Audit)-1, Room No. 314,
Drumshape Building, New Delhi