



**GOVERNMENT OF INDIA**

**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX (CENTRAL)  
5<sup>TH</sup> FLOOR, KANDAMKULATHY TOWERS, M.G. ROAD, ERNAKULAM - 682 011.**

**Telephone: 0484-2360584/2364189**

**F. No.cr.161/estt/CIT(C)/2016-17.**

**Dated: 19-12-2016.**

### **TENDER NOTICE**

Sealed quotations are invited from reputed agencies/firms for outsourcing 3 unskilled workers on contract basis to work in the O/o Principal Commissioner of Income Tax (Central), 5<sup>th</sup> Floor, Kandamkulathy Tower, M G Road, Kochi.

Interested agencies/firms may send sealed quotations with separate Technical and Financial Bids so as to reach the O/o Principal Commissioner of Income Tax (Central), Kochi latest by 04.30 PM on 26.12.2016. The technical bids and financial bids will be opened at 03.30 PM on 27.12.2016 at O/o Principal Commissioner of Income Tax (Central), 5<sup>th</sup> Floor Kandamkulathy Tower, M G Road, Kochi.

Interested agencies/firms are requested to send their authorized representatives to remain present at the time of opening of the quotations.

Tender forms can be downloaded from official website of the department [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or collected from the O/o Principal Commissioner of Income Tax (Central), 5<sup>th</sup> Floor, Kandamkulathy Tower, M G Road, Kochi.

(J.SREELATHA)

Assistant Commissioner of Income tax (H)  
O/o the Principal Commissioner of Income Tax (Central), Kochi

## **NOTICE INVITING TENDER**

Sealed tenders are invited from reputed agencies for outsourcing of 03 unskilled workers for attending bells, cleaning of office furniture etc.

### **I) TERMS AND CONDITIONS:**

1. The contract will be for a maximum period of 12 months. This Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider. However, if at any time during the course of the contract, the services of the service provider are found to be unsatisfactory, the contract will be terminated by the Principal Commissioner of Income Tax (Central) Kochi after giving 15 days notice to the concerned service provider.
2. Insurance cover protecting the service provider 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 even 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.
3. The work shall be done on all working days and payment will be made on daily basis. In case so required, some/all workers can be asked to work on declared holidays/Saturday/Sunday, for which they will be paid the daily rates as per contract.
4. The working hours will be from 08.30 AM to 05.30 PM. The person deployed should invariably reach office before 08.30 AM, every day and perform the duties assigned.
5. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered. They should be provided with uniforms by the Service Provider. They should also be provided with identity cards which should be displayed prominently. Photo, full address and telephone number of all personnel should be provided for record.
6. The personnel should be punctual and should complete the work assigned to them promptly and meticulously. Any worker, if found to be not working satisfactorily, must be replaced by Service Provider on notice of three working days.
7. The Service Provider will have to seek prior permission from the O/o Principal Commissioner of Income Tax (Central) Kochi before replacing any deployed worker.
8. The personnel should report to the officer-in-charges assigned by the Office.

9. The Service Providers should be registered under the ESI & Provident Funds Acts and other relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the service provider and all records maintained there of shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
10. The Service Provider shall bear all taxes, rates, charges, levies or claims whatsoever direct or indirect as may be imposed by the State/Central Govt. or any local; body or any other authority.
11. PAN/Service Tax Registration of the service provider should be indicated and copies furnished for records.
12. As per the existing guidelines of Govt. of India, the service provider should pay minimum wages to the outsourced workers and cannot quote the rate below the minimum wages prescribed by the Central Government.
13. 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.
14. The amounts quoted would be applicable for entire year and no request for enhancement will be entertained.
15. The Principal Commissioner of Income Tax (Central) Kochi shall have the right to withhold any reasonable sums from the amounts payable to the contractor under this contract, if the contractor commits breach of any of the terms and conditions with regard to payment of all statutory and other dues or compliances with statutory or other obligations.
16. Payment to the Service Provider will be made only in the mode of e-payment, on presentation of the bill. Income-tax shall be deducted at source as per the rates notified by the government.
17. The persons engaged by the service provider will be the employee of the service provider only.
18. The 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.
19. All damages caused by the personnel to the property of the Office shall be recovered from the Service provider.

20. In case of any worker/s being not in a position to attend to work for a period of more than a day, then substitute/s for those worker/s shall be provided by the Service Provider. In case of absence of any worker/s for a day or part of a day, the entire payment for those worker/s for that day shall be deducted from the payment to the Service Provider.
21. Any change in the constitutions or ownership of the concern of the contractor shall be notified forthwith by the contractor in writing to the Director of Income Tax, Kochi within the period of seven days and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the contractor in respect of this contract unless he/they agree to abide by all the instructions and terms and conditions of the contract.
22. This agreement shall be in force only for a period of one year from the date of execution of contract and may be extended for a further period of twelve months at a time after a review of Service Provider's performance at the sole discretion of Principal of Income Tax, Kochi maximum two extensions can be granted.
23. In case the Service Provider assigns or sub-contracts this contract to some other person or attempts to do so, the Principal Commissioner of Income tax (Central), Kochi shall have the right to terminate the agreement without giving any notice to the Service Provider.
24. The Principal Commissioner of Income Tax (Central), Kochi shall have the right to unilaterally terminate the contract without specifying or assigning any reasons for the same, by giving a 30 day's notice to the Service Provider.
25. On termination of contract for any reason whatsoever, the Principal Commissioner of Income tax (Central), Kochi shall be entitled to engage the service of any other person, agency or Service Provider to meet the requirements without prejudice to its rights including claim for damages against the Contractor.
26. The Service Provider and his employees/workers shall co-operate with the other contractors/service providers and their working in the campus.
27. Department/office will not involve itself in any dispute between the service provider and workers of the service provider.
28. Number of workers can be increased/decreased at the discretion of the Principal Commissioner of Income tax (Central), Kochi. If more numbers of workers are to be deployed then the same rates as in this tender/contract would apply. If number of workers is decreased by the Principal Commissioner of Income tax (Central), Kochi, then payment for such reduced number of workers would only be made to the Service Provider.

## **II) THE SCOPE OF SERVICE INCLUDES THE FOLLOWING:**

- (i) Attending the Officers.
- (ii) Ensuring that the office is clean and kept in hygienic condition before the commencement of office hours, every day.
- (iii) Ensuring that visitor's lounge/place is kept clean and is in order before the commencement of office hours, every day.
- (iv) Serving drinking water, beverages and lunch to the Officers and also to the visitors, if so desired by the officers.
- (v) Distribution of tapal (dak/records) to various offices.
- (vi) Operation and maintenance of Fax & Photocopier machine and preparation of sets.
- (vii) Shifting of furniture within the office premises whenever required.
- (viii) Any other work assigned.

## **III) MODE OF SUBMISSION OF TENDER:**

1. The sealed tenders shall be addressed to the Principal Commissioner of Income (Central), 5<sup>th</sup> Floor Kandamkulathy Tower, M G Road, Kochi.
2. The service provider are required to submit separate two bids, i.e. Technical bid and Financial bids in the prescribed formats i.e. Annexure –I and “(available on [www.incomeindia.gov.in](http://www.incomeindia.gov.in)). In the technical bid, the service provider will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws etc. In addition, they shall also specify the educational qualifications and work experience of each of the personnel that the service provider proposes to deploy .In the Financial bid, the service provider will submit the quotations for his charges. It should be written boldly on top of the both envelopes as ‘TECHNICAL BID’ and ‘FINANCIAL BID’. Both the envelopes should be submitted in a single sealed cover duly addressed and super scribed with “QUOTATIONS FOR OPEN TENDER FOR OUTSOURCING OF UNSKILLED PERSONNEL” on top .The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those service providers, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.

3. This office reserves the right to postpone/and /or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
4. The service providers are required to submit the complete rates/ quotations only after satisfying each and every condition laid down in the terms and conditions.
5. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.
6. Rates/Quotations should be submitted and signed by the service provider with its current business address.
7. The service provider shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms conditions contained herein and submit the same
8. The service provider must comply with the rates /quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates /quotations and accepted by the department.
9. Security Consideration: The persons supplied by the service provider should not have any police records / criminal cases against them. The service provider should make adequate enquiries and certify and certify about the character and antecedents of the persons whom they are recommending.
10. The last date for receipt of sealed tender is 26-12-.2016 till 04.30 PM. The sealed tenders will be accepted by O/o Principal Commissioner of Income Tax (Central), 5<sup>th</sup> Floor Kandamkulathy Tower, M G Road, Kochi. Between 11.00 AM to 04.00 PM on all working days.
11. Bids received after the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons thereof.
12. The tenders will be opened on 27-12-2016 at 03.30 PM in the chamber of Principal Commissioner of Income tax (Central), 5<sup>th</sup> Floor, Kandamkulathy Tower, M G Road, Kochi.

13. The tender details are also available at Notice Board, O/o .Principal Commissioner of Income tax (Central), 5<sup>th</sup> Floor, Kandamkulathy Tower, M G Road, Kochi.
14. The bid may be rejected if it is not complete in any respect.
15. Furnishing of false, misleading, inaccurate information of particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded.
16. Principal Commissioner of Income tax (Central), Kochi will have the final right to select the suitable bidder most suited and responsive to its requirement.

ANNEXURE I

**Technical Bid for Providing Unskilled Workers**

1	Name of the concern	
2	Complete Address of the concern (with telephone No. Fax & E-mail)	
3	Complete Name and Addresses of the Partners/Directors/Proprietor with mobile no. (in case of firm/company/proprietorship)	
4	Contact person(s) (with mobile number)	
5	Whether the concern has experience of providing such services. If yes kindly provide proof.	Yes/No
6	Permanent Account Number (PAN), details of ESI & EPF and Service Tax Registrations along with evidence.	
7	Educational qualifications, work experience and the Character Certificate of the persons to be deployed	
8	Details of income and turnover for last three years.	

**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. In case any deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of Authorized Signatory with date)

ANNEXURE II

**Financial Bid for Providing Unskilled Workers**

1	Name of the concern	
2	Complete Address of the concern (with telephone No. Fax & E-mail)	
3	Complete Name and Addresses of the Partners/Directors/Proprietor with mobile no. (in case of firm/company/proprietorship)	
4	Contact person(s) (with mobile number)	
5	Permanent Account Number (attach copy)	
6	Service tax Registration Number (attach copy)	
7	a) Rate per person per Month (inclusive of PF and ESI contribution etc.)& complying with central Govt. Minimum wages Rules. b) Service tax GRAND TOTAL Note: Any other the charges statutory or otherwise should be included in the above rate.	

**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I further certify that I shall abide by the provisions of the Minimum Wages Act. In case any deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of Authorized Signatory with date)