



भारत सरकार
GOVERNMENT OF INDIA
आयकर विभाग
INCOMETAX DEPARTMENT
प्रधान आयकर आयुक्त कार्यालय
OFFICE OF THE Pr.COMMISSIONER OF INCOME TAX
पब्लिक लाईब्ररी बिल्डिंग, शास्त्री रोड, कोट्टयम -686001
Public Library Building, Shastri Road, Kottayam-686001
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Pr.CIT/KTM/Estt.63/2018-19

14/11/2018

निविदा सूचना

आयकर विभाग, कोट्टयम, केरल मानव संसादन सेवा प्रदान करने में लगे संस्था/ ऐजन्सी से आयकर कार्यालय, पब्लिक लाईब्ररी बिल्डिंग, कोट्टयम में संविदा के आधार पर 10 बहु कार्य कार्मिक एवं 5 हाउस कीपिंग स्टाफ़ (पुरुष & महिला) प्रदान करने के लिए मुहरबंद निविदाएं आमंत्रित किए जाते हैं। संविदा सामान्य रूप से एक वर्ष के लिए है, जो आगे बढ़ाई जाएगी।

2. मुहरबंद निविदाओं के लिफाफों पर "आयकर विभाग, कोट्टयम कार्यालय में बहु कार्य कार्मिक & हाउस कीपिंग सेवाएं प्रदान करने के लिए निविदाएं" लिखा होना चाहिए और लिफाफा प्रशासनिक अधिकारी, प्रधान आयकर आयुक्त कार्यालय, पब्लिक लाईब्ररी बिल्डिंग, शास्त्री रोड, कोट्टयम -686001 को संबोधित हो। निविदाएं दिनांक 15.11.2018 को पूर्वाह्न 11.30 तक स्वीकार की जाएंगी। निर्धारित तारीख के बाद प्राप्त निविदाएं स्वीकार नहीं की जाएंगी। निविदाएं अगला कार्यदिवस अपराह्न 03.00 बजे बिडरों या उनकी प्रतिनिधियों की उपस्थिति में खोली जाएंगी।

3. इस संबंध में विस्तृत सूचना / निबंधन एवं शर्तें www.incometaxindia.gov.in से डाउनलोड कर सकते हैं अथवा उपर्युक्त कार्यालय से कार्यदिवसों में कार्यालय समय पर अतः 10.00 A M से 05.30 P M तक प्राप्त कर सकते हैं।


(सजी थोमस)

आयकर अधिकारी (मुख्या. & टी पी एस)
कृते प्रधान आयकर आयुक्त, कोट्टयम



आयकर विभाग

INCOME TAX DEPARTMENT

कार्यालय: प्रधान आयकर आयुक्त, पहली मंजिल, पब्लिक लाइब्रेरी,
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Office of the Pr. Commissioner of Income-Tax,
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F.No. Pr.CIT/KTM/Estt.63/2018-19

दिनांक/Dated:14/11/2018

NOTICE INVITIG TENDER

1. The Income Tax Department, Kottayam, Kerala invite sealed tenders from firms / agencies engaged in the business of providing manpower service to provide tentative 10 MTS & 5 House Keeping Staff (Males & Females) on contract basis, for the office at Income Tax Office, Public Library Building, Kottayam. The contract will be normally for one year which may extended further.
2. Sealed Tenders, duly super scribed "*Tenders for Providing MTS & House Keeping Services at Income Tax Office, Kottayam*" and addressed to "The Administrative Officer at above address are invited so as to reach not later than 11.30 am on ~~15-12~~ 2018. Tenders received after stipulated date/time shall not be entertained. The tenders will be opened on next working day at 3.00 pm in the presence of the Bidders or their representatives who may like to be present.
3. Detailed information / terms and conditions for the purpose either be downloaded from www.incometaxindia.gov.in or Tender documents and Terms & Conditions may be collected from the above said office on working days during office hours i.e. 10.00 AM to 05.30PM.

(Saji Thomas)

Income Tax Officer (Hq & TPS)

For Principal Commissioner of Income Tax
Kottayam

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 GST Registration No. 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 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	GST Registration No. (attach copy)	
7	a) Rate per person per day (inclusive of PF and ESI contribution etc.)	
	b) Goods and Services tax	
	GRAND TOTAL (Note: Any other 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 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)

TENDER FOR MULTI TASKING STAFF

1. Eligibility criteria for Service Provider

- (i) The Service Provider/bidder should have previous experience of deploying/supplying Multi Tasking Staff/House Keeping workers to Govt. Departments in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such order.
- (ii) The service provider/bidder should have valid TAN/PAN. Necessary documents in this regard must be filed with the technical bid.
- (iii) The service provider/bidder should not have been blacklisted by any Government organisation.
- (iv) The Service Provider/bidder should be agreeable to other terms and conditions as Annexure-I

2. Nature of duties

Multi Tasking Staff

The duty of MTS/ Manpower would broadly include general cleanliness of the office, non-clerical work, watch and ward duties, outdoor work such as delivery of dak, files etc. and any other work assigned by the senior officers/ officials.

3. Eligibility criteria

Multi Tasking Staff

- (i) The minimum qualification for the Multi Tasking Staff shall be 10th pass/Matriculate.
- (ii) The Multi Tasking Staff should have a fair knowledge of reading and writing English and Malayalam.
- (iii) The age of the personnel should be between 20 years to 45 years with Preference to younger age group.
- (iv) The personnel should be a resident in the locality of Kottayam Municipal Area.

4. At present 10 Multi Tasking Staff/Manpower is required. The requirement of this office of DEOs and MTS may further increase during the period of contract and the bidder would have to provide additional personnel, if required, on the same terms and conditions.

House Keeping workers

- (i) The minimum qualification for the House Keeping workers shall be 8th standard.
- (ii) The House Keeping workers should have a fair knowledge of reading and writing English and Malayalam.
- (iii) The age of the personnel should be between 20 years to 50 years with Preference to younger age group.
- (iv) The personnel should be a resident in the locality of Kottayam Municipal Area.

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- (v) At present 5 House Keeping workers /Manpower is required. The requirement of this office of House Keeping workers may further increase during the period of contract and the bidder would have to provide additional personnel, if required, on the same terms and conditions.

5. Bidding Process

5.1. The interested parties may submit sealed tenders in two parts-technical bid and financial bid.

A. The Technical bid shall contain:

- (i) The profoma at Annexure-II, duly filled in.
- (ii) Agency profile, including relevant previous experience of manpower services supply with financial capacity.
- (iii) Acceptance of terms and conditions at Annexure-I.

5.2. The technical bid would be rejected and the concerned bidder would be excluded from further bid process if any of eligibility criteria relating to technical bid are not fulfilled.

B. The Financial bid as per Annexure-III should contain the following:

- (i) Amount of wages that would be paid to the Multi Tasking Staff/ House Keeping workers including Taxes etc. per day.
- (ii) The lowest bidder shall be decided on the basis of the amount quoted and conditions satisfied by the committee constituted for this purpose.

5.3. Both the technical and financial bids, should be filled completely and put in separate sealed envelopes marked as technical bid and financial bid respectively, and should then be placed in main sealed envelope superscribed "**Tender for hiring Multi Tasking Staff/House Keeping workers**". This should be addressed to the Pr. Commissioner of Income Tax , Public Library Building, Sastri Road, Kottayam-686001.

6. The final decision on the bid will be taken by the Pr.CIT, Kottayam after the recommendation of the Committee constituted for this purpose.

7. The successful bidder shall have to execute the contract within 3 days of finalization of the bid.

Encl: Annexure-I, II, III

Annexure-I

Terms and Conditions for providing services of Multi Tasking Staff/House Keeping workers.

1. All services on outsourcing basis shall be performed as per the eligibility criteria.
2. The persons supplied by the Service Provider should not have any adverse Police Records/criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they provide for executing outsourced services.
3. The character and antecedents of each personnel of the Service Provider will be got verified by the Service Provider before their deployment by collecting proofs of identity like driving License, bank account details previous work experience, proof of residence and recent Photograph and a certification to this effect submitted to this Charge.
4. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
5. The service provider shall engage necessary number of persons as required by this office from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of their service provider to pay their salary every month.
6. If it is found that the service provider has paid wages to any MTS/House Keeping workers lower than the rate approved in the contract or the minimum wages notified by the Government, whichever is higher, then the contract shall be liable to be terminated.
7. There shall be no 'master and servant' or 'employer and employee' relationship between the employees of the service provider and Union Government and further, the said persons of the service provider shall not be entitled to claim any employment or engagement or absorption in the Income Tax Department in future on the basis of the services to be provided under this contract.
8. The service provider's persons shall be not claim any benefit/compensation/Absorption/regularization of service from/ in this charge under the provision of Industrial Disputes Act 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law of similar nature. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this charge.
9. The service provider's personnel shall not divulge or disclose to any persons any details of office operation process, technical know-how, security arrangements, administrative/organizational matters as all are confidential/secret in nature. If any such instance of misdemeanour comes to the notice of this office, the agency shall be liable for damages.
10. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image

of this charge. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

11. The persons deputed shall not interfere with the duties of the employees of the Department.

12. The Pr. Commissioner of Income tax, Kottayam may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her misconduct and the service provider shall further comply with such requirement. The service provider shall replace immediately any of its personnel if they are unacceptable to this department because of incompetence, security risk, conflict of interest, breach of confidentiality or improper conduct upon receiving written notice from this Department.

13. The service provider has to provide uniform and photo identity cards to the persons deployed by him/her for carrying out the work. These uniform/ID cards are to be constantly worn/displayed & the loss of ID card reported immediately.

14. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

15. The transportation, food, medical and other statutory requirements, in respect of each personnel of the service provider shall be responsibility of the service provider and the department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.

16. Working hours would be normally from 8.45 A.M. to 5.45 P.M. for Multi Tasking staff and House Keeping workers for 7.00 A.M. to 4.00 P.M. during the working days in a week, including half an hour lunch break in between. However, in exigencies of work, they may be required to sit late and the personnel can also be called on Saturday, Sunday and other gazetted holidays, if required. For this extra payment shall be paid by the department to the service provider .

17. The Service Provider will be wholly and exclusively responsible for timely and regular payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, GST, ESI Act etc. and this department shall not incur any liability for any expenditure whatsoever on the person employed by the Service Provider on account of any obligation. The Service Provider will be required to provide particulars of PF, Group Insurance of its employees engaged in this Department.

18. The service provider will submit the bill, in triplicate, in respect of a particular month on or after the 5th of the following month along with confirmation/certificate of expenditure incurred by the service provider by way of wages to the Data Entry Operator and MTS/House Keeping workers and other statutory obligations for the month in respect of which the bill is submitted. The payment will be released within 15 days of submission of bill, subject to the availability of fund, after deduction of taxes deductible at source under the laws in force.

19. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.

20. No wage/remuneration will be paid for any personnel for the days of absence from duty unless a substitute has been provided.

21. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Department.

22. The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

23. The service provider shall be contactable at all times and message sent by phone/email/Fax/Special messenger from this department to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this department in fulfilment of the contract from time to time.

24. This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

25. The Service Provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. either supplied to the personnel or permitted to be used/operated for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. provided under this contract.

26. If this Department suffers any loss or damage on account of negligence, default or theft on the part of them employee/agents of the Service Provider, then the Service Provider shall be liable to reimburse to this Department for the same. The service provider shall keep this Department fully indemnified against any such loss or damage.

27. This department will maintain an attendance register in respect of the personnel deployed by the Service Provider on the basis of which wages/ remuneration will be decided in respect of such personnel at the approved rates.

28. The successful bidder will enter into an agreement with this department for supply of suitable and qualified manpower as per requirement of this department on all these terms and conditions. The agreement will be valid for a period specified and shall continue to be in force in the same manner unless terminated or modified in writing. The contract/agreement is renewable subject to satisfactory performance of the Service Provider and with such amendments/modified of term and conditions as may be mutually agreed to including rise in wages/service charges taking into account the increase in minimum wages by the Govt. after the contract comes in force.

29. The agreement can be terminated by either party by giving one month's notice in advance. If the Service Provider fails to give one month's notice in writing for termination of

the agreement, then one month's wages etc. and any amount due to the service provider from this Department shall be forfeited by the Department.

30. The service provider shall not assign, transfer, pledge, or sub-contract the performance of service without the prior consent of this Department.

31. On the expiry of the agreement, as mentioned above, the Service provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Service Provider it shall be the entire responsibility of the Service Provider to pay and settle the same.

32. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Pr. Commissioner of Income Tax , Kottayam whose decision shall be binding on both the parties.