



**OFFICE OF THE
ADDL. COMMISSIONER OF INCOME TAX,
TDS RANGE, NASHIK**

ROOM No. 201, KENDRIYA RAJASWA BHAVAN, GADAKARI CHOWK,
OLD AGRA ROAD, NASIK-422002.

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No.Nsk/Addl.CIT/TDS-R/Labour Contract/2019-20/1117

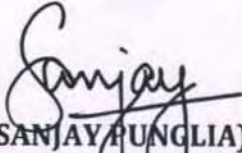
Date: 12/03/2020

TENDER NOTICE

Sealed quotations are invited from reputed agencies/firms for outsourcing **03 unskilled workers** on contract basis to work in the office of The Addl. Commissioner of Income Tax, TDS Range, Nashik at A-201, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik.

Interested agencies/firms may send sealed quotations with separate Technical and Financial Bids so as to reach the office of The Addl. Commissioner of Income Tax, TDS Range, Nashik **latest by 03.00 PM on 26.03.2020**. The technical bids and financial bids will be **opened at 04.30 PM on 27.03.2020** at the office of The Addl. Commissioner of Income Tax, TDS Range, Nashik at A-201, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik.

Interested agencies/firms are requested to send their authorized representative to remain present at the time of opening of the quotations. Tender forms are available at official website www.incometaxindia.gov.in.


(SANJAY PUNGLIA)
Addl. Commissioner of Income Tax,
TDS Range, Nashik

NOTICE INVITING TENDER

Sealed tenders are invited from reputed agencies for outsourcing of 03 workers for Attending Bells, Cleaning of Officers Table, etc.

I) TERMS AND CONDITIONS:

1. The contract will be for a maximum period of 12 months (1ST April 2020 to 31ST March 2021). 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 currency of the contract, the services of the service provider are found to be unsatisfactory, the contract may be terminated by The Addl. Commissioner of Income Tax, TDS Range, Nashik 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 09.30AM to 06.00 PM. The person deployed should invariably reach office before 09.00 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. They should 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. The worker, if not found working satisfactorily, must be replaced by the Service Provider on notice of three working days.
7. The personnel should report to the officer-in-charges assigned by the Office.

8. 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 thereof 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.
9. PAN/Service Tax Registration of the service provider should be indicated and copies furnished for records.
10. 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.
11. 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.
12. The amounts quoted should be applicable for entire year and no request for enhancement will be entertained.
13. The payment shall be made to the service provider on or before 7th of the following month. At the time of submission of bill for payment, the service provider should submit the proof for the previous payment made towards statutory liabilities like EPF, ESI etc in respect of all the engaged personnel in the Form X of Minimum Wages (Central) Rules, 1950.
14. Payment to the Service Provider will be made by Account Payee Cheque only, on presentation of the bill. Income-tax shall be deducted at source as per the rates notified by the government.
15. The persons engaged by the service provider will be in the employment of the service provider only.
16. 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.
17. All damages caused by the personnel to the property of the Office shall be recovered from the Service provider.

18. Department/office will not involve itself in any dispute between the service provider and workers of the service provider.
19. The service provider will be reimbursed the variable dearness allowance by the government departments on production of proof of payment of revised variable dearness allowance to the workers as the minimum rates of wages prevailing at the time of calling the present tender is bound to increase because of revision of VDA by the Chief Labour Commissioner (Central), New Delhi in the month of April and October.

II) MODE OF SUBMISSION OF TENDER:

1. The sealed tenders shall be addressed to The Addl. Commissioner of Income Tax, TDS Range, Nashik at A-201, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik.
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 (available on 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, initialling, 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 about the character and antecedents of the persons whom they are recommending.
10. The last date for receipt of sealed tender is **26.03.2020 till 03.00 PM**. The sealed tenders will be accepted by office of The Addl.Commissioner of Income Tax, TDS Range, Nashik at A-201, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik between 10.00 AM to 06.00 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 27.03.2020 at 04.30 PM** in the chamber of The Addl.Commissioner of Income Tax, TDS Range, Nashik at A-201, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik.
13. The tender details are also available at Notice Board, O/o. The Addl.Commissioner of Income Tax , TDS Range, Nashik at A-201, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik.

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, everyday.
- 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) 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.

ANNEXURE-I

TECHNICAL BID (QUALIFYING BID DOCUMENT)

- 1 Name of the Party:
2. Address
(with telephone No and Fax No) :
3. Name & Address of the proprietor: /partners/Directors
(with mobile numbers)
4. Contact person (s) : (with mobile numbers)
5. No. of years of experience in :
Providing services of unskilled
personnel (enclose proof such as
performance reports from clients
or TDS copies)
6. Average Annual Turnover (last:3 years)
(enclosed proof)
7. Permanent Account Number:
(PAN) (the evidence of filing of IT
returns along with profit and loss
account & balance sheet for the
last three financial years to be enclosed).
8. Details of ESI & EPF Registration:
along with evidence.
9. Details of Service Tax Registration:
along with photocopy of registration certificate)
10. Specify the educational qualifications
and Work experience of the persons to be deployed.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I We will be blacklisted and will not have any dealing with the Department in future

(Signature of Authorized Signatory with date)

ANNEXURE-II

FINANCIAL BID DOCUMENT

1. Name of the party :
2. Address (with tele. No & Fax No) :
3. Name & Address of the Proprietor:
/Partners /Directors (with mobile number)
4. Sl. No.
Name and address of the Premises

Qualification and work experience of the persons
to be deployed

Daily Rate quoted per Person

Remarks, if any

Total Daily charges for Unskilled services:

Add: Any other charges, if required:

Sub Total:

Add: GST :

Grand Total: (Rupees only)

Note: All the charges statutory or otherwise borne should be given separately.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)