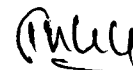


OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX
SHELTER CHHAK, CUTTACK

T E N D E R N O T I C E

The O/o the Principal Commissioner of Income Tax, Cuttack invites sealed quotations from reputed, experienced Companies/Firms/Agencies engaged in the business of providing manpower for sweeper and supervisor for cleaning service in the Aayakar Bhawan, Cuttack

Details terms and conditions for the above can be obtained from the Income Tax Officer (Hqrs), Room No. 219, located at Aayakar Bhawan, Shelter Square, Cuttack-753008 from **23.07.2018 to 13.08.2018** in the office working hours. It can also be downloaded from the websites www.incometaxindia.gov.in and www.eprocure.gov.in. The tender paper should be submitted to this Office latest by 4.00 PM 13.08.2018. The sealed quotations will be opened on **13.08.2018 at 5.00 PM** in the Conference Hall, 2nd Floor, Aayakar Bhawan, Cuttack in presence of the members of the Tender Committee. Bidders or their representatives may remain present there at the time of opening of the tenders.



(रघुनाथ सेठी/R.N. Sethy)

आयकर अधिकारी(मुख्या.)/ Income Tax Officer (Hqrs.)

कार्या.प्रधान आयकर आयुक्त/ O/o Pr. Commissioner of Income Tax





GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX
,AAYAKAR BHAWAN, SHELTER SQUARE, कटक/CUTTACK-753008,
[Email ID: cuttack.pcit@incometax.gov.in]

TENDER NO: OFFICE OF THE PR. CIT CUTTACK- 02/2018-19

TENDER DOCUMENT

**TENDER FOR SUPPLY OF SWEEPER
AT
AAYAKAR BHAWAN, SHELTER SQUARE, CUTTACK**

SCHEDULE OF TENDER:

Date & Time for obtaining of Document:-	On 23.07.2018 from 10.30AM To 13.08.2018, 03.00PM.
Date & Time for submission of Document:-	From 23.07.2018 to 13.08.2018, 04.00PM at the O/o the Pr. CIT, Aayakar Bhawan, Shelter Square, Cuttack.
Date & Time for opening of Tender Documents (Technical & Financial bid):-	13.08.2018 (Monday) at 5.00 P.M.

TENDER DOCUMENT FOR SUPPLY OF SWEEPER

01. Sealed tenders on behalf of the President of India, are invited by the O/o the Principal Commissioner of Income Tax, Shelter Square, Cuttack under Two Bid System, i.e., Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing sweeper and cleaning service in the Aayakar Bhawan, Cuttack located at the address mentioned below for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the Competent Authority and service provider, on the same terms and conditions. The present requirement is given below. However, the number may be increased or decreased at the option of the Department.



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02. PARTICULARS OF THE TENDER:

(a) NAME AND ADDRESS OF THE AUTHORITY:

The Principal Commissioner of Income Tax, Shelter Square, Cuttack, 753008

(b) PLACE OF WORK:

Services of sweepers and cleaning services will be provided at Aayakar Bhawan, Cuttack at the address given below:-

SL. NO	Name and address of the Office	No of persons to be deployed
01	O/o The Principal Commissioner of Income Tax, Shelter Square, Cuttack, 753008	12 sweepers + 1 supervisor.

(c) QUALIFICATION AND EXPERIENCE:

A. FOR SWEEPER :-

(i) A person should be at least 08th passed.

B. FOR SUPERVISOR : A person should be at least 9th Passed.

(d) AVAILABILITY OF TENDER DOCUMENT:-

The tender document will be available in the O/o the Income Tax Officer (Hqrs), Room No. 219, located at Aayakar Bhawan, Shelter Square, Cuttack-753008. It can also be downloaded from the websites www.incometaxindia.gov.in and www.eprocure.gov.in.

03. IMPORTANT DATES:-

(a) Date and time for obtaining of tender document : 23.07.2018 (10.30AM) to 13.08.2018 (05.00PM) or can be downloaded from the websites www.incometaxindia.gov.in and www.eprocure.gov.in.

(b) Last date and time of receiving tenders:- 13.08.2018 up to 04.00 PM.



(Signature)

(c) Date and time for opening tenders (Technical & Financial bid):- 13.08.2018 at 05.00 PM.

04. OTHER TERMS AND CONDITIONS:-

- (a) The interested companies/firms/agencies/may submit the tender documents complete in all respects addressed to the Income Tax Officer (Hqrs),Room no.219, 2nd floor, Aayakar Bhawan, Cuttack on or before the last date and time of submission of tender. The tenders shall not be entertained after this deadline under any circumstances whatsoever. The tender documents to be submitted should be sealed in all respect.
- (b) The Pr. CIT, Cuttack reserves the right to amend or withdraw any of the terms and conditions contained in the tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision taken by him in this regard shall be final and binding on all.
- (c) The tender submitted with less than minimum wages if any as prescribed by Government of India shall be rejected without any notice.

05. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS:-

- (a) The contract for supply of above mentioned manpower will be given for one year initially from the date of order issued by this office supply of manpower after selecting them on the basis of interview and verification of biodata. The period of the contract may be further extended beyond one year provided the requirement of the Department for the above manpower persists at that time, or, may be curtailed/ terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agency. The O/o the Pr. CIT, Cuttack reserves right to terminate this initial contract at any time after giving one month's notice to the selected service providing company/firm/agency. Pro-rata payment will be made for extension of service period or payments will be withheld pro rata for premature termination of service.
- (b) The tenders have been 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 Bids" and "Financial Bids" for supply of Sweeper to the Aayakar Bhawan, Cuttack. **Both sealed envelopes should be kept in a envelope super scribing "Tender for supply of Sweeper to the Aayakar Bhawan, Cuttack."**
- (c) The tendering companies/firms/agencies are required to enclose 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:-

(i) Registration certificate.

(ii) Copy of PAN card.



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- (iii) Copy of the IT return filed for the last three financial years.
 - (iv) Copies of the EPF and ESI certificates.
 - (v) Copies of the GST Registration certificate.
- (d) The conditional bids shall not be considered and will be outrightly rejected in very first instance.
- (e) All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form or Technical Bid Form. In such cases, the tender shall be summarily rejected.
- (f) The Bids shall be opened on the scheduled date and time at the O/o the Pr. CIT, 2nd Floor, Aayakar Bhawan, Cuttack in the presence of the representatives of the companies/firms/agencies, if any, who are present on the spot at that time.
- (g) The Pr. CIT, Cuttack reserves the right to cancel any or all bids without assigning any reason.

06. TECHNICAL REQUIREMENT FOR THE RENDERING COMPANY/FIRM/AGENCY FOR TECHNICAL BID”.

The tendering Company/Firm/Agency should fulfill the following technical specifications for Technical Bid:-

- (i) The Registered Office of the manpower Company/Firm/Agency should be either located in Odisha or at least having an office in Odisha.
 - (ii) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
 - (iii) Completion certificate from those companies to whom the manpower was provided.
 - (iv) The Company/Firm/Agency should have its own Bank Account.
 - (v) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
 - (vi) Should give an undertaking for not subletting the work to any other agency.
- 07. TECHNICAL REQUIREMENT FOR SWEEPER, TO BE DEPLOYED BY THE SUCCESSFUL FIRM/COMPANY/AGENCY.**

- a. He should possess the qualification as mentioned in Para 2(c) [A]

Note:- The candidates shall be selected after personal interview, to be conducted at the office of the ITO (Hqrs), Aayakar Bhawan, 2nd Floor, Shelter Square, Cuttack.

- 8. Cleaning, sweeping mopping and wiping of floors and staircase with use of anti infection liquids, detergent liquids, floor cleaners etc. on daily basis including Saturdays or as required by Officer-in-charge. Works should be completed by 9.00 AM every day.



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- b. Thorough cleaning of all toilets using required disinfectant toilet cleaners and also by putting naphthalene balls and air purifier in all urinals and wash basins in appropriate intervals throughout the working days (3 to 4 times a day).
- c. Cleaning and dusting of entire furniture, partitions, wooden, cabin walls, railings, doors, windows, racks, cupboards, sofas, computers, telephone, air conditioners, curtains, wall mounted fans etc. with dry/wet cloth, feather brush, duster, vacuum cleaner and with application of liquids or sprays available in the market.
- d. Glass and aluminium channels in the entire office should be cleaned daily. This will include cleaning of glass walls both from inside and outside of Aayakar Bhawan. The required equipment for cleaning the glass will be arranged by the service provider. **Separate bills for cleaning of outer glass walls/screens may be raised by the contractor as and when such cleaning works are required.**
- e. Collection and cleaning and management of waste paper baskets and dustbins placed at various places of the office on daily basis.
- f. The electrical fittings like tube lights, fans, etc. shall be cleaned once in a week.
- g. Artificial plants, door mats and carpets shall be cleaned on weekly basis.
- h. All officers' chambers shall be sprayed with room fresheners.
- i. A time chart of the cleaning work undertaken shall be prepared and kept with the initials of the housekeeper/caretaker and the supervisor in it as a mark of having completed of the cleaning operation. A column shall also be provided on the same for the Care taker of this Building for making his initials and entering his remarks on the quality of work done.
- j. Cleaning of dust and garbage and putting them in dustbin kept outside the building and also the sweepers will be held responsible for disposal of garbage from the campus.
- k. The surroundings of these buildings including car parking and two wheeler parking etc. shall be cleaned daily. They should be totally free from dead/dropped leaves and litter.
- l. Cleaning and sweeping of open area including roof tops with brooms.

TERMS AND CONDITIONS

GENERAL

01. The contract shall commence from the date of receipt of acceptance of the work order, which shall be accepted by the tendering Company/Firm/Agency within not more than 10 days from the receipt of the order or 15 days from the date of said order whichever is earlier and shall



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- continue till one year unless it is curtailed or terminated by the Pr. CIT, Cuttack owing to deficiency of services, sub-standard quality of Sweepers/ supervisor deployed, breach of contract, reduction or cessation of the requirement, etc.
02. The contract may be extended, on the same terms and condition or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and Competent authority.
 03. 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 Department.
 04. The present requirement of Sweeper has been mentioned in Para 2(b) of the tender document. The Department may increase or decrease the requirement of manpower the same will be informed to the tendered and they should act accordingly. All selected manpower is to hang Identity Card provided by the office every day during working hours.
 05. The tenderer will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract marking him/her liable action besides termination of contract.
 06. The Pr. CIT, Cuttack as competent authority, reserves right to terminate the contract during initial period also after giving a month's notice to the contracting agency.
 07. The persons deployed shall observe all etiquette and protocol while performing duty and should be in proper formal dress.

LIABILITIES, CONTROL, ETC. OF THE PERSONS DEPLOYED.

01. The contracting agency shall ensure that the individual Sweeper deployed in this office confirm to the technical specifications of educational and skill qualification prescribed in the tender document.
02. The O/o the Principal Commissioner of Income Tax, is a Central Government Office and has five days working (i.e., Monday to Friday) in a week from 09.30 am to 06.00 pm with a lunch break of ½ hours from 01.30 pm to 02.00pm. Besides this, the Department observes the Gazetted Holidays notified by the Government of India from time to time. The Sweeper are required to work all the 06 days in a week including saturday. These persons, however, may be required to attend the office as and when required on Sunday and Gazetted Holidays on prior intimation.



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03. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Sweeper who will be deployed by it in this Department before the commencement of work.
- (a) List of persons deployed.
 - (b) Bio-data of the persons along with attested copies of the certificates.
 - (c) Attested copy certificate containing date of birth or birth certificates.
 - (d) Identity Cards bearing photograph.
04. In case, the person employed by the successful Company/Firm/Agency commits act omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.
05. The tendering Company/Firm/Agency shall replace immediately any of its person who is found unacceptable to this Department because of incompetence, conflict of interest, improper conduct, etc., upon receiving a notice from this Department.
06. The persons deployed shall be required to report for duty at 7.00 AM to the concerned authorities and shall remain in the Office till the closure of Office. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, a day's wage shall be deducted.
07. The agency shall employ a supervisor who would be responsible for interaction with the competent authority so that optimal services of the persons deployed by the agency could be availed without any disruption.
08. The selected 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 agency in providing a substitute beyond three working days shall attract damages @ Rs. 500.00 per day on the service providing agency.
09. It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in the O/o the Pr. CIT, Cuttack.
10. For all intents and purpose 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 Department. The persons deployed by the agency in the Department shall not have

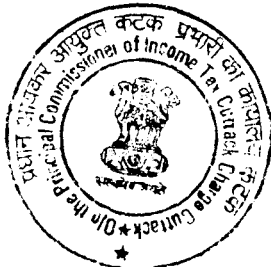


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- claims of Master and Servant relationship nor have any principal and agent relationship with or against the competent authority.
11. The service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.
 12. This Department 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.
 13. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of this Department during or after expiry of the contract.
 14. 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 of any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Department.

LEGAL

01. The tendering agency will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc., in respect of the persons deployed by it in this Department.
02. The agency shall also liable for depositing all taxes. Levies, cess, etc., on account of service rendered by it to the Department to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
03. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.
04. The TDS (Tax Deduction at Source) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
05. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.



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FINANCIAL

01. In case of breach of any terms and conditions attached to this contract, outstanding payments will be withheld besides annulment of the contract.
02. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by the ITO (Hqrs) in respect of the persons deployed in the Aayakar Bhawan, Cuttack and submit the same to the Bill section in the first week of the succeeding month. As far as possible the payment will be released at the earliest. The payment to the Sweeper should be made through Account Payee cheque or through ECS.
03. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the department.
04. The amount of agreed damages calculated @ Rs. 500.00 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company/Firm/Agency in the following month.
05. The competent authority of this Department 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.
06. The successful tendered will have to deposit Contract agreement duly signed as per the terms and conditions of tender along with a bank guarantee of Rs.50,000/-.
07. Bid documents must be accompanied by an Earnest Money Deposit (EMD) of Rs. 30,000/- which is required to be submitted by the bidders along with the tender documents. The EMD may be submitted in the form of crossed demand draft on any of the Nationalized /Scheduled bank drawn in favour of "Accounts Officer, Zonal Account Office, CBDT, Income Tax Department, Bhubaneswar" payable at Cuttack. The EMDs shall be returned immediately after the bidding process is over except in the case of successful bidder which will be returned after the completion of the entire process.
08. ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE TECHNICAL BID.

01. Application – Technical Bid.



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02. Certified document in support of financial turnover of the agency.
03. Certified documents in support of entries in column 12 and 13 of Technical Bid Application.
04. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

ORDER FOR ARRANGEMENT OF DOCUMENT TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF SWEEPER.

List of Sweeper short listed by the O/o the ITO (Hqrs) for deployment in the office as mentioned in the document containing full details i.e., Date of Birth. Marital Status, Address. Etc.

01. Bio-Data of all persons along with copy of certificates.
02. Contract agreement duly signed.
03. Data Sweeper Certificate

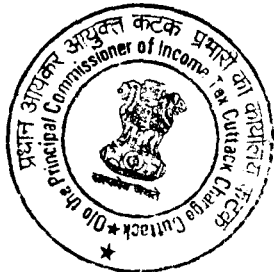


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TECHNICAL BID

01	For providing Sweeper and supervisor to the Aayakar Bhawan, Shelter Square, Cuttack	
02	Name of Tendering Company/Firm/Agency (Attach Certificate of Registration)	
03	Name of Proprietor/Director of Company/Firm/Agency	
04	Full Address of Registered Office	
	Telephone No.	
	FAX No.	
	E-mail Address	
05	Full Address of Branch Office	
	Telephone No.	
	FAX No.	
	E-mail Address	
06	Banker of Company/Firm/Agency (Full Address) (Attach certified copy of statement of Account for the last three years) Telephone No. of Banker	
07	PAN/GIR No.	
08	Service Tax Registration Number (Attach attested copy)	
09	EPF Registration Number (Attach attested copy)	
10	ESI Registration Number ((Attach attested copy)	
11	Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided in insufficient)	
12	EMD Details	

Financial Year	Amount (Rs. in Lakh)	Remarks if any
2015-16		
2016-17		
2017-18		



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13	Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format				
Sl. No.	Details of client along with address , telephone numbers	Type of manpower supplied	Amount of Contract (Rs. In Lakh)	Duration of Contract From	Duration of Contract To
1					
2					
(If the space provided is insufficient, a separate sheet may be attached)					

14	Additional information, if any (Attach separate sheet, if required)	
----	---	--

Date :-

Place :-
person

signature of authorized

Name

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DECLARATION

01.Son/Daughter/Wife of Sri
.....signatory of the Company/Firm/Agency
mentioned above is competent to sign this declaration and execute this tender document.

02. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

03. 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 state besides liabilities towards prosecution under appropriate law.

Date :-

Signature of authorized person

Place :-

Name.....

Seal



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FINANCIAL BID

01	For providing Sweeper and supervisor to the Aayakar Bhawan, Shelter Square, Cuttack		
02	Name of Tendering Company/Firm/Agency (Attach Certificate of Registration)		
03	All the Sweeper and supervisor deployed in this department will be paid their wages on monthly basis (by cheque or by direct credit to their bank accounts in time) by the company/firm/agency.		
04	Rates are to be quoted(per day basis):		
	(a)	For Sweeper	
	(b)	For Supervisor	
	(c)	Rate per person/per day inclusive of all statutory liabilities, taxes, levies, cess/education cess etc. with following break up:	
SL. NO.	Component of Rate	Amount for Sweeper (in Rs.)	Amount for supervisor (in Rs)
01	Daily Wage		
02	Employees Provident Fund		
03	Employees State Insurance		
04	Total		
05	Contractor's Service Charge		
06	GST on Sl. No. 04		
07	Any other liability (Please indicate)		
08	Total Column 01 to 07		

Date :-

Signature of authorized person

Place :-

Name.....

Seal

NOTES:-

01. The rate quoted by the tendering agency should be inclusive of all statutory liabilities at the time of entering into the contract.
02. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person.



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