



सत्यमेव जयते

भारत सरकार

Government of India

कार्यालय Office of the

सहायक निदेशक आयकर(अन्वेष.)/ Asstt. Director of Income Tax(Inv.)

कमरा नं. 16, आयकर भवन, रानी बाजार, बीकानेर

Room No. 16, Aayakar Bhawan, Rani Bazar, Bikaner

Ph./Fax - 0151-2200744

TENDER FOR OUTSOURCING OF DATA ENTRY OPERATORS AND PEON/CLEANING STAFF/ATTENDANTS

Sealed quotations are invited from reported agencies/firms/individuals for outsourcing of 01 Data Entry Operator and 01 Peon/Cleaning Staff/Attendant to work in the office of investigation Wing, Bikaner.

Interested agencies/firms/individuals may send sealed quotations with separate Technical & Financial Bids to the Asst. Director of Income Tax (Inv.), Bikaner by 12.09.2016 before 10:30 AM. The technical bids will be opened at Room No 16, Aayakar Bhawan, Rani Bazaar, Bikaner on 12.09.2016 at 11:00 AM in the presence of representatives of the interested firms/individuals, if they make themselves available at that time.

Financial bids of technically qualified firms/individuals will be opened at 11:30 AM on 12.09.2016 at Room No 16, Aayakar Bhawan, Rani Bazaar, Bikaner in the presence of representatives of the interested firms/individuals, if they make themselves available at that time.

Tender forms are available with the Office of the Asst. Director of Income Tax (Inv.), Bikaner, at Room No 17 (Inspector's Room).

(B. Sashi Kanth)

Asst. Director of Income Tax (Inv.)

Bikaner

No. ADIT(Inv.)/Bikaner/2016-17/ 444

Dated: 01st Sept, 2016

Copy to Web Manager, Income Tax India, Aayakar Bhawan, Vaishali, Ghaziabad for uploading above mentioned tender.

(B. Sashi Kanth)

Asst. Director of Income Tax (Inv.)

Bikaner

NOTICE INVITING TENDER

Sealed tenders are invited from reputed agencies for outsourcing of 01 Data Entry Operator and 01 Peon/Cleaning Staff/Attendant for working in the offices of Investigation Wing, Bikaner.

l) **Terms and Conditions :**

1. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency/Service Provider at any time without giving any notice or reasons whatsoever.
2. The service provider is responsible for payment of monthly salary/wages as per law. It shall be also to be the duty of the service provider to make all statutory compliances in respect of the personnel provided by them. The service provider should ensure that salaries/wages are paid on time every month.
3. Insurance cover protecting the agency 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 provided/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.
4. The work shall be done on all working days and payment will be made on the basis of attendance of persons, and pro-rata deduction shall be made in absence of any person on any day/part of the day. 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.
5. The working hours will normally be from 09.30 hours to 06.00 hrs daily, with ½ hrs lunch time break. However, in case of specific requirements of work, the working hours can be changed as per discretion of the Asst. Director of Income Tax (Inv.), Bikaner.
6. The personnel provided/deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered. They should be provided with identity cards which should be displayed prominently. They should have good knowledge of local language and English, in addition to knowledge of MS Office & hardware of computer. The personnel having capability of working on departmental ITD software will be preferred. Photo, full address and telephone number of all personnel should be provided for record.
7. The personnel, if not found working satisfactorily, must be replaced by the Service Provider on notice of three working days.

8. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
9. The personnel should report to the office-in-charge assigned by the office.
10. 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.
11. PF/ESI/PAN/TAN/Service Tax/ Labour Department registration of the Service Provider should be indicated and copies furnished for records.
12. That amount quoted should be applicable for the entire period of contract and no request for enhancement will be entertained. However, in case the applicable wages/taxes/PF/ESI are changed statutorily, effect to the same would be given by the department.
13. The payment shall be made to the Service Provider in following month. At the time of submission of bill for payment, the Contractor/Service Provider should submit the proof for the previous payment made to the personnel and towards statutory liabilities.
14. The 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 Income Tax Department.
15. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Agency/Service Provider only.
16. The Contractor/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. The contract will be for a maximum period of 6 months starting from the date of agreement. This Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider.
19. No other person except Service Provider's authorized representatives shall be allowed to enter the offices.
20. Department/office will not involve in any dispute between the service provider and workers of the service provider.

II) Mode of submission of Tender:

1. The sealed tenders shall be addressed to the Asst. Director of Income Tax (Inv.), Bikaner.
2. The bidders are required to submit two bids, i.e. Technical bid and Financial bid in the prescribed formats i.e. Annexure-I and II. In the technical bid, the bidder will provide details about his/its experience in the field, the other organizations for which he /it is providing such services, details regarding compliance of statutory law etc. In the Financial bid, the bidder will submit the quotations for his/its 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 SKILLED LABOUR on top. The service providers will be short listed on the basis of their technical competency after opening of technical bids, Finance bids of only those bidders, 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. The department has right to relax Technical Qualification in case sufficient number of quotations are not received.
4. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/ Quotations or to withdraw the tender, without assigning any reason thereof.
5. The service provider are required to submit the final complete rates/quotations in clear terms and without any condition satisfying each and every condition laid down in the terms and conditions.
6. 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.
7. Rates/Quotations should be submitted and signed by the firm with its current business address.
8. The tender 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.
9. The Contractors/Service Provider must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms conditions of the contract shall be entertained unless specifically

mentioned by the service provider in the rates/quotations and accepted by the department.

10. Security Consideration: the persons supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending.
11. The last date for receipt of sealed tender is 12.09.2016 before 10:30 AM. The sealed tenders can be submitted to the Asst. Director of Income Tax (Bikaner) between 10 AM to 5PM on all working days up to the closing date.
12. Bid received later than 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.
13. The technical bids will be opened at 11:00 AM on 12.09.2016 at Room No 16, Aayakar Bhawan, Rani Bazaar, Station Road, Bikaner in the presence of representatives of the interested firms/individuals, if they make themselves at that time. Financial bids of technically qualified firms/Individuals will be opened at 11:30 AM on 12.09.2016 at Room No 16, Aayakar Bhawan, Rani Bazaar, Station Road, Bikaner in the presence of representatives of the interested firms/individuals, if they make themselves available at that time.
14. Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand Only) per application in form of Demand Draft/Banker's Cheque of scheduled Bank in favour of "The Asst. Director of Income Tax (Inv.), Bikaner" shall accompany the qualifying bid. Qualifying bids without EMD will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidders withdraw or the details furnished in Annexure-I & II are found to be incorrect and false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned on furnishing performance guarantee and Bank guarantee of equal amount during the currency of contract.
15. For any clarification in the matter and / or prior appointment may be made with the undersigned during normal working hours.

ANNEXURE-I

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name of the Organization:
2. Address with telephone No. And Fax No:
3. Name & Address of the proprietor / partners / Director (with mobile numbers):
4. Contact person (s) with mobile numbers):
5. Background and experience in providing services of skilled/Unskilled personal:
6. Client list:
7. Financial Status i.e. evidence of filling of IT Return along with final accounts for the F.Y. 2012-13, 2013-14, 2014-15:
8. PAN number with evidence:
9. PF Registration No. with evidence:
10. ESI Registration No. with evidence:
11. Service Tax Registration No. With evidence:
12. Labour Department Registration No. with evidence:
13. Details of EMD, i.e. bank draft no., date, amount and bank:
14. Specify the education Qualification 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)

ANNEXTURE-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 numbers) :
4. Bid :

S.No.	Item	Amount (Rs.)
(A)	Total Daily Charges	
(B)	PF Contribution @ 13.61%	
(C)	ESI Contribution @ 4.75%	
(D)	Total	
(E)	Service charges quoted by the service provider (in % up to 2 decimal points)j on amount in (D)	
(F)	Add Service Tax as applicable	
(G)	Grand Total (D) + (E) + (F)	

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

* For Rates Purpose.

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)