



Office - (0253) 2582967

Fax - (0253) 2574364

GOVERNMENT OF INDIA
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX
Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road,
NASHIK – 422 002 (Maharashtra)

No.NSK/CCIT/Contract Labour/2011-12/2424

Date: 19/10/2011.

TENDER FOR OUTSOURCING

Sealed quotations are invited from reputed agencies/firms for outsourcing of **98 unskilled workers** on contract basis to work in the Income Tax Department at the following stations:

1) Nashik	-	67
2) Aurangabad	-	03
3) Malegaon	-	07
4) Jalgaon	-	13
5) Nanded	-	01
6) Dhule	-	07

Interested agencies/firms may send sealed quotations with **separate Technical and Financial Bids** to the Asstt. Commissioner of Income Tax (Hqrs), Room No-A-106, 1st Floor, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik-422002 by **04/11/2011 before 17.00 hrs**. The technical bids will be opened at **15.30 hrs on 08/11/2011** in the presence of representatives of interested firms, if they make themselves available at that time. Financial bids will be opened on a later date which will be conveyed to the technically qualified firms. Tender forms are available at **www.incometaxindia.gov.in**.

Sd/-

(V.S. MUNDHE, I.R.S.)

Asstt. Commissioner of Income Tax (Hqrs),
For Chief Commissioner of Income Tax, Nashik.

Copy to:

- 1) The Web Manager of www.incometaxindia.gov.in with the request that the above notice is placed on the website of the department.
- 2) For display on the Notice Board.

(V.S. MUNDHE, I.R.S.)

Asstt. Commissioner of Income Tax (Hqrs),
For Chief Commissioner of Income Tax, Nashik.

NOTICE INVITING TENDER

Sealed tenders are invited from reputed agencies for outsourcing of 98 Unskilled workers for Attending Bells, Cleaning of Officers Table etc.

I) TERMS AND CONDITIONS:

1. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the Contracting Agency at any time without giving any notice or reasons whatsoever.
2. 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 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.
4. The working hours will be from 09.00 hours to 18.00 hrs daily.
5. A skeleton staff of 01 personnel at this office should be provided beyond 18.00 hours on all working days to cater to any emergency work that may arise.
6. 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. They should have fluency in the local language & English. Photo, full address and telephone number of all personnel should be provided for record.
7. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
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 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.
10. PAN/Service Tax Registration should be indicated and copies furnished for records.

11. The service provider should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. Any breach of this condition will result in the immediate termination of the contract.
12. 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.
13. The amounts quoted should be applicable for entire year and no request for enhancement will be entertained.
14. The payment shall be made to the Service Provider on or before 10th of the following month. At the time of submission of bill for payment, the contractor should submit the proof for the previous payment made towards statutory liabilities like EPF, ESI etc in respect of all the engaged personnel.
15. 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.
16. The persons engaged by the contracting agency will be in the employment of the Agency only.
17. The contractor 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.
18. All damages caused by the personnel to the property of the Office shall be recovered from the Service provider.
19. The contract will be for a maximum period of 12 months starting from 15.11.2011 to 14.11.2012. This Office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider.
20. The Service Provider should have at least a minimum of twenty years experience.
21. No other person except Service Provider's authorised representatives shall be allowed to enter the offices.
22. 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 **Asstt. Commissioner of Income Tax (Hqrs), Room No-A-106, 1st Floor, Kendriya Rajaswa Bhavan, Gadkari Chowk, Nashik-422 001.**
2. The bidders are required to submit two bids, i.e. Technical bid and Financial bids in the prescribed formats i.e. Annexure-I and II (available on www.incomeindia.gov.in). In the technical bid, the bidder 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 bidder proposes to deploy. In the Financial bid, the bidder 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. 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. 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 firm with its current business address.
7. The tenderer 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 contractors 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 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.

10. The last date for receipt of sealed tender is **04/11/2011 till 17.00 hrs**. The sealed tenders should be submitted to Asstt. Commissioner of Income Tax (Hqrs), Room No-A-106, 1st Floor, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik-422 001 between 10.00 hrs to 17.00 hrs on all working days.
11. Bids 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.
12. The tenders will be opened on **08/11/2011 at 15.30 hrs** in the presence of the tender committee.
13. Earnest Money Deposit of **Rs. 100/- (Rupees One Hundred only)** per application in form of Demand Draft / Banker's cheque of Scheduled Bank in favour of "The A. O. DDO (Hqrs), Nashik 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 withdraws or the details furnished in Annexure-I, II & III 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.
14. The tender details are also available at Notice Board, 1st Floor, Kendriya Rajaswa Bhavan, Nash4ik & web sites www.incometaxindia.gov.in.
15. For any clarification in the matter and/or prior appointment may be made with Shri V.S. Mundhe, ACIT (Hqrs), O/o CCIT, Nashik at the office or on telephone on 0253-2582972.

(V.S. MUNDHE, I.R.S.)
Asstt. Commissioner of Income Tax (Hqrs),
For Chief Commissioner of Income Tax, Nashik.

Copy to: Notice Board.

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 skilled/unskilled
personnel (enclose proof such as
performance reports from clients
or TDS copies)
6. Average Annual Turnover (last :
3 years Ended 31.03.2011)
certified by Chartered Accountant.
7. Permanent Account Number :
(PAN) (the evidence of filing of IT
returns alongwith profit and loss
account & balance sheet for the
last three financial years to be
enclosed).
2008-09
2009-10
2010-11
8. Details of ESI & EPF Registration :
along with evidence.
9. Details of Service Tax Registration :
along with photocopy of registration
certificate)
10. Details of EMD :
11. 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 Authorised 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 numbers)
- 4.

Sl. No	Name and address of the Premises	Qualification and work experience of the persons to be deployed	Monthly rate quoted per person	Remarks, if any
		Attending Bells, Cleaning, Sweeping, etc.		

Total Monthly charges for Unskilled services:

Add: Any other charges, if required:

Sub Total:

Add: Service Tax @ 10.3%:

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 Authorised Signatory with date)



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No.NSK/CCIT/Contract Labour/2011-12/

Date: 19/10/2011.

TENDER NOTICE

Sealed quotations are invited from reputed agencies/firms for outsourcing of **98 Unskilled Workers** on contract basis to work in the Office of Chief Commissioner of Income Tax, Nashik. The nature of services to be provided and the terms and conditions are detailed in the Annexure and placed on the official website- www.incometaxindia.gov.in.

The quotations in the sealed cover should reach this office on or before **17.00 hrs. on 04/11/2011** and it will be opened at **15.30 hrs on 08/11/2011**.

(V.S. MUNDHE) I.R.S.
ACIT(HQ), Nashik.