

Office of the
Director of Income tax
Transfer Pricing-I
New Delhi

MTS
F. No. DIT(TP)-I/2011-12/10


Dated:- 11.04.2012

TENDER FOR OUTSOURCING

Sealed quotations are invited from reputed agencies for outsourcing of 12 un-skilled workers (MTS) to do the duties broadly include general cleanliness & upkeep of the office he/she has been assigned to, other non-clerical work in the office assigned and any other work assigned by the superior authority), Drum Shaped Building, IP Estate, New Delhi.


Interested agencies may send sealed quotations with separate Technical and Financial Bids(as per Annexure 1 & II) to the DDO, International Taxation, Room No. 409-A Drum Shaped Building, IP Estate New Delhi by 24.04.2012 before 16:00Hrs. It may also be obtained from the DDO, DIT, Transfer Pricing, Room No. 409-A, Drum Shaped Building, IP Estate, New Delhi. Tenders forms are available at www.incometaxindia.gov.in.

The tender will be opened on 26/04/2012 in room no.216, 2-nd Floor, Drum Shape Building, I P Estate, New Delhi, in the presence of tender committee at 03:00 PM.


(Manohar Lal)
Drawing & Disbursing Officer
O/o DIT(TP)-I, New Delhi.

Copy to:-

1. The Web Manager 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 of Drum Shaped Building, CR Building, Vikas Bhawan, New Delhi.


(Manohar Lal)
Drawing & Disbursing Officer
O/o DIT(TP)-I, New Delhi.

TWO BID TENDER FOR OUTSOURCING OF MULTI TASKING STAFF

Sealed tenders are invited from reputed agencies for outsourcing of Multi Tasking Staff (MTS) on the following terms and conditions:

I. GENERAL TERMS AND CONDITIONS

1. The nature of duties of MTS are given below
 - A. The duties of the **MTS** would broadly include general cleanliness & upkeep of the office he/she has been assigned to, other non-clerical work in the office assigned and any other work assigned by the superior authority.
2. The following qualification should be fulfilled by the MTS:
 - A. The person should have fair knowledge of reading and writing in English, Hindi & Numerical Systems.
 - B. The age of personnel should be between 20 years to 40 years with preference to younger age group.
 - C. The personnel should be able to work till late hours.
3. The working hours for MTS will be from 09.30 hrs to 06.00 hrs, with ½ hr lunch time break. The work shall be done as per the requirement of this office and payment will be made on the basis of attendance.
4. The total number of MTS deployed & the number of days deployed for shall be at the sole discretion of this office.
5. 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.
6. The personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.
7. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
8. The personnel should report to the office in charge assigned by the office.
9. 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. 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.
11. The payment shall be made to the Service Provider on or before 5th of the following month. At the time of submission of bill for payment, the

- Contractor/Service Provider should submit the proof for the previous payment made towards statutory liabilities for the working MTS staff.
12. 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.
 13. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Agency/Service Provider only.
 14. 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.
 15. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.
 16. The contract will be for a maximum period of 11 months starting from 01.05.2012 to 31.03.2013. This office reserves the right to extend the contract further, on the same terms, subject to satisfactory performance of the Service Provider.
 17. No other person except Service Provider's authorized representative shall be allowed to enter the offices.
 18. Department/office will not involve in any dispute between the service provider and workers of the service provider.
 19. Proper uniform and identification card shall be provided by the contractor/bidder to the person deployed as MTS and it must be ensured that the same are worn to work & I.D. cards are displayed on person.
 20. The contractor/bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.
 21. Any incidence of inappropriate behavior by any of the MTS or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contact, if need be.
 22. The MTS are required to abide by the following rules:
 - i) Will work in the Income Tax Office premises only.
 - ii) Will not part with any information pertaining to the office.
 23. 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.
 24. There shall be no Master and Servant or Employer and Employees relationship between the employees of the services provider and the Union Government and further the said persons of the service provider shall not claim any employment or engagement or absorption in the Income Tax Directorate in future on the basis of services to be provided under this contract.
 25. If it is found that the service provider has paid wage to any DEO lower than the rate approved in the contract or the minimum wages notified by the Labour Directorate of the Government of NCT of Delhi whichever is higher, then the contract will be liable to be terminated.

26. The service provider's persons shall not claim any benefit/compensation/absorption regularization of service from/in this Directorate 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 Directorate.

II MODE OF SUBMISSION OF TENDER

1. The sealed tenders shall be addressed to the Drawing & Disbursing Officer, room no. 409, O/o The Director of Income Tax [Transfer Pricing], 4th Floor, Drum Shape Building, I P Estate, New Delhi.
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.incometaxindia.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 (detailed conditions given in Para III). In the Financial bid, the bidder will submit his quotation for his charges (detailed conditions given in the Para IV). 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 MTS 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 rights to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
5. The service provider are required to submit complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions.
6. All the rates must be written both in figures and words. Correction, if any, are to be made by crossing out, initialing, 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 Contractor/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.
9. The Contractors/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.
10. The last date for receipt of sealed tender is 25/04/2012. The sealed tenders should be submitted to Drawing & Disbursing Officer, O/o The Director of Income Tax [Transfer Pricing], room no. 409, 4th Floor, Drum Shape Building, I P Estate, New Delhi, 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 rights to reject any tender, even the lowest one without assigning any reasons thereof.
12. The tender will be opened on 26/04/2012 in room no. 216, 2-nd Floor, Drum Shape Building, I P Estate, New Delhi, in the presence of tender committee at 03:00 PM.
13. Earnest money deposit of `500/- (Rupees Five Hundred only) per application in form of Demand Draft/Banker's cheque of Scheduled Bank in favour of the The DDO, DIT [Intl. Taxation]-I, New Delhi 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 & 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 on ground floor of Drum Shaped Building. I.P. Estate, New Delhi and Website of the Income Tax Department i.e. www.incometaxindia.gov.in
15. For any clarification in the matter and/on prior appointment may be made with Shri. Manohar Lal , DDO.

III TECHNICAL CONDITIONS

- 1 The contractor/bidder should have previous experience of deploying/supplying personnel to Government Departments for two years and the sealed quotation should be accompanied with necessary proof of execution of such order within the last two years.
2. The contractor/bidder should have valid service tax, trade tax registration and PAN/TAN which is to be quoted in the sealed quotation.
3. The contractor/bidder should be registered with ESIC & EPF authorities and the proof thereof should be provided along with the technical bid.

IV**FINANCIAL CONDITIONS**

1. The MTS shall be paid as per the prevailing wages prescribed by the Minimum Wages Act, of the Delhi Government. The MTS will be paid the wages for un-skilled worker. Any change in the minimum wages made by the Government will automatically change the wages payable under this contract.
2. The contractor/bidder will have to specify the amount to be charged by it towards Service charges for providing the MTS as per the wages as mentioned in para 1 above.

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 persons(s) :
(with mobile numbers)
5. No. of years of experience in providing services :
of skilled/unskilled personnel (enclose proof
such as performance reports).
6. Permanent Account Number:
7. Service Tax Registration No.
8. ESIC Registration No.
9. EPF Registration No.
10. Details of EMD :

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
Date

FINANCIAL 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. Rate of services charges as a percentage
to be charged on the wages payable as per
Minimum Wages Act of the Delhi Government : %
(Exclusive of service tax)

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

Date