



आयकर आयुक्त का कार्यालय (छूट) बेंगलुरु
OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS), BENGALURU
छठी मंजिल, युनिटी ब्लिडिंग एनेक्श, पी. कलिंगा राव रोड, बेंगलुरु-560027
6thFLOOR, UNITY BUILDING ANNEXE, P.KALINGA RAO ROAD, BENGALURU-560027
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No.DEO/Tender/ JCIT/Exmpt./2016-17

Date:10/08/2016

NOTICE INVITING THE TENDER FOR HIRING

THE DATA ENTRY OPERATORS

The Commissioner of Income Tax, Exemptions Charge, Bengaluru intends to hire 06 numbers (or More) of skilled /Clerical/ Stenographers/Data Entry Operators (DEOs) for a period of two years with effect from 01/09/2016 to 31/08/2016 for the Office of the Commissioner of Income Tax, Exemptions, Bengaluru for DATA ENTRY and computer related work assigned by the superior authorities. Open tender not less than Two Bid System is invited from reputed and competent parties as per the instruction, terms and conditions as under instructions and information to the bidders:-

Tender papers can be collected from this office on all working days from 12/08/2016 to 24/08/2016 till 01.30 PM on payment of Rs.200/- (Non Refundable) by Demand Draft drawn on any scheduled bank in favour of the Zonal Account Officer (CBDT), Bengaluru. The tender papers can also be downloaded from website www.incometaxbengaluru.in and may be submitted in this office along with DD of Rs.200/-. Quotes should be submitted in two bid patterns, i.e. Technical Bid containing technical and other details as per Annexure-I and Commercial Bid as per Annexure-II. Both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and sealed and super-scribed as "Tender for Hiring of Stenographers/Data Entry Operators-Technical Bid" and Tender for Hiring of Stenographer/DEOs-Commercial Bid" respectively. Both the envelopes should be placed in a single cover and super-scribed as "QUOTATION FOR HIRING 06(or More) STENOGRAPHERS/DATA ENTRY OPERATORS" and should be submitted to O/o the Commissioner of Income Tax, Exemptions *Unity Bldg. Annex, P. Kalinga Rao Road, Bengaluru – 560 027* latest by 25/08/2016 before 1.30 P.M. The bids will be opened on 25/09/2016 at 03.30 P.M in the room of O/o the Commissioner of Income Tax, Exemptions, Bengaluru *Unity Bldg. Annex, 6th floor, P. Kalinga Rao Road, Bengaluru – 560 027*. Bidders or their representatives may remain present there at the time of opening of tenders. Bid documents incomplete or deficient in any

respect will be rejected at the discretion of the Commissioner of income tax Exemptions, Bengaluru. The financial bids of the bidders, whose technical bids are found to be invalid as per consideration the Tender Committee will not be opened/considered for the purpose of short listing. The valid technical bids will be scrutinized by the Tender Committee constituted for this purpose to Shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders will be opened. The technical bid should accompany the Earnest money Deposit of Rs. 20,000/- (Rs. Twenty thousand only) in the form of Demand Draft of any scheduled bank payable at Bengaluru drawn in favour of the Zonal Account Officer, CBDT, Bengaluru. The bids without Earnest Money Deposit will be rejected.

The EMD of unsuccessful bidder will be returned after completion of tender process.

The EMD of successful bidders will be returned after submission of Bank Performance Guarantee (10% of estimated value).

Service is to be provided as per Terms and Conditions mentioned in Annexure-I. Annexure -II duly stamped and signed should accompany the technical bids.

Srisailini
(SRISAILINI)

Income Tax Officer(HQ)(E),
For C.I.T (Exemptions) Bengaluru.

Technical Bid :

Sl. No.	Particulars	To be filled by bidder
1	Name and address of the organization	
2	Name and address of the Proprietor/ Partner/ Director with Mobile Number	
3	Date of Establishment of the Service Provider	
4	Whether register with concerned Government authorities like EPFO & ESIC (Copies to be enclosed)	
5	PAN / TAN No.	
6	Service tax Registration No.(Copy to be attached)	
7	Labour Department Registration No.	
8	Specify the educational qualification and Work experience of every person to be deployed	
9	Details of EMD	
10	Whether the service provider has been Blacklisted by any government department or State or PSU or any criminal case is registered against the firm or its owner/ partner anywhere in India	
11	Experience in dealing with Government Department	
12	Additional information, if any Which is to be required for running this type of work.	

DECLARATION

I/ We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case and deviation is found in the above statement at any stage the bidder / company will be blacklisted and will not have any dealing with the O/o the CIT, Exemptions, Bengaluru in future.

Signature

Place:-

Dated:-

Name:-

ADD:-

Mob No.:-

Annexure-II

TERMS AND CONDITIONS

- 1) The personal for hiring of Skilled & clerical /stenographer The DEOs should have minimum educational qualification of XIIth standard with English as one subject. The personnel should possess fair knowledge of software such as MS Word, MS Excel; MS PowerPoint etc Web based networking and hardware of computer. The personnel should have minimum speed of typing at 40 w.p.m (English) and should be majors by age (above the age of 18 years as on the date of tender). The DEOs deployed shall work on every working day between 9:30 a.m. to 6:00 p.m. with half hour lunch time break.
- 2) The personnel should be disciplined and well mannered. The work shall be performed on all working days and the payment will be made on the basis of attendance.
- 3) The personnel, provided if found not satisfactory must be replaced by the service provider immediately. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
- 4) The service provider is responsible for payment of monthly wages including leave wages, bonus, gratuity etc to the personnel as applicable to them under law. Any damage caused by the DEOs to the property of the office shall be recovered from the service provider. The department/office should not be involved in any dispute between the service provider and DEOs.
- 5) All existing statutory regulations of both the state as well as central governments shall be adhered to by the service provider.
- 6) The contract is for a period of two year initially with effect from 01/09/2016 to 31/08/2017 which may be renewed for further period on satisfaction of the authority. This office reserves the right of termination of the service contract by giving notice of 15 days prior to termination without assigning any reasons, whatsoever.
- 7) The payment to the service provider will be made by Account payee cheque/ NEFT/ RTGS on presentation of the bill after deducting the TDS as per the sales notified by the Income Tax Department.
- 8) Documents in support of the candidate's permanent address, educational qualification etc should be provided along with the tender documents.
- 9) The service provider Agency/ Firm/ Company should be registered with the appropriate registration authority and have at least three years experience in

providing manpower to private/public sector company/ Bank and government department. The registered office or one of the Branch offices of the same is located at Bengaluru.

10) The vender shall be wholly and exclusively responsible for regular and prompt payment of wages to all persons engaged by it and compliance with all statutory obligations and regulations of the Central/State Government governing such job contracts such as Minimum wages Act, Employees provident Fund, ESI Act, etc, would be the sole responsibility of the Vender and the Department shall not incur any liability for any expenditure whatsoever in r/o the persons engaged by the Vender on account of any statutory obligations. Proof for statutory payments shall be submitted along with the monthly bills.

11) Service provider Company/ Firm/ Agency shall submit affidavit stating that the agency is / has not been blacklisted by Central government/ State government/ or any PSU.

12) The Company/ Firm/ Agency is required to enclose self attested photocopies of the following documents along with technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered for any further process.

a)	PAN Card	
b)	Service tax certificate	
c)	ESIC certificate	
d)	Details of similar contract handled by party in last three years	
e)	Affidavit on stamp paper of Rs.100/- stating that the agency is/ has not been blacklisted	
f)	Copies of P&L A/c and balance sheet of last three financial years.	
g)	Copy of acknowledgement of Return filed within three years	

13) The Department has rights to relax technical qualification in case of sufficient number of quotations would have not received. This office reserves the rights to postpone/ or extend the date of receipt/ opening/ closing or to withdraw the same without assigning any reasons thereof.

14) The Contractor/ Service provider shall sign and stand each page of this tender document. Bids received after due date and time will not be considered under any circumstances.

15) An EMD of Rs.20,000/-per application in the form of DD/ Banker cheque's of scheduled Bank in favour of the ZAO, CDBT, Bengaluru shall be accompanied with the bid. The 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 these tender bids are found to be incorrect and false during the tender selection process. No interest shall be paid on the EMD. The EMD of the successful bidder will be returned on furnishing of the Bank performance guarantee which is to be 10% of total estimated cost of tender.

16) The contracting Company/ Firm/ Agency is required to pay minimum wages as prescribed under the Wages Act-1948. The requirement of this office may further increase or decrease during the period of contract and the contracting agency would have to provide additional attendants, if required in the same terms and conditions. An undertaking must be enclosed by the bidder that he shall be abided by instructions of the Labour Department, State/Central Govt. regarding Wages Act.

17) This office shall not be responsible for any financial losses/Claims, for any damage or any injuries to any person deployed by service providing agency in this course of their performing the functions/duties or for payment towards any compensation.

18) The persons deployed by the service providing agency shall not claim or nor shall be entitled to be paid, perks, and other facilities admissible to casual, ad hoc, regular employee of this office during the period of contract or after expiry of the contract. All the matter shall be looked after by the contracting agency and the department has no interference or liability of any nature in any manner whatsoever.

19. The Department reserves the right to terminate the contract or cancel the contract by giving notice of seven days from the date of termination of contract.

Declaration: -

I/we hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

Signature

Name:-

Address:-

Mob No.:-

Place:-

Dated:-