



भारत सरकार

GOVERNMENT OF INDIA

प्रधान आयकर आयुक्त का कार्यालय

Office of the Principal Commissioner of Income Tax

डॉ.आम्बेडकर रोड, सिविल होस्पिटल के सामने, बेलगावी

Dr. Ambedkar Road, Opp. Civil Hospital, Belagavi.

दूरवाणी / Phone : 0831-2404150

फैक्स न/Fax No : 0831-2404156

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फ.सं./F.No.Tender/skilled & unskilled/Pr.CIT/BGV/2016-17

दिनांक/Dated:8.11.2016

NOTICE INVITING TENDER FOR PROVIDING SKILLED & UNSKILLED STAFF

Sealed tenders are invited from reputed agencies for outsourcing of skilled and unskilled staff in the charge of Principal Commissioner of Income Tax, Belagavi, for the deployment in the offices coming under the territorial jurisdiction of Principal Commissioner of Income Tax, Belagavi. The probable station-wise requirement is as under:-

Location	Skilled			Unskilled		
	STENO/ TYPIST	DEO	GUNMAN	MTS/PEON	SWEEPER	SECURITY GUARD
Belagavi	2	16	00	16	03	06
Nipani	00	01	00	00	01	03
Gokak	00	01	00	00	01	03
Vijayapura	00	05	03	05	02	03
Bagalkot	00	02	00	02	01	03
Total	02	25	03	23	08	18

02. The total number of skilled and unskilled staff to be deployed shall be at the sole discretion of this office. The description of the responsibilities and the work to be carried out by the skilled and unskilled staff is given in the terms and conditions.

03. Interested agencies may send sealed bids in the manner specified in the tender document to the Income Tax Officer (HQ)-2, O/o. Principal Commissioner of Income Tax, Belagavi, 1st Floor, M/s. Khimjibhai Building, Dr. B.R. Ambedkar Road, Belagavi, on or before **18.11.2016 upto 4.00 P.M.** The required tender documents may be obtained from the ITO(HQ)-2, O/o. PCIT, Belagavi, on payment of Rs.100/- (non-refundable) by Demand Draft drawn in favour of ZAO/CBDT, Bengaluru payable at Bengaluru, from 9.11.2016 to 18.11.2016 (upto 12.00 noon) on any working day. Alternatively, the tender documents may be downloaded from www.incometaxbengaluru.in

All bidders are required to strictly comply with the specifications as instructed in ANNEXURE-I & ANNEXURE-II.

04. The Technical bids will be opened on **22.11.2016 at 11.30 A.M.** at O/o. Principal Commissioner of Income Tax, Belagavi, in the presence of the Tender Committee and respective representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies shall consequently be opened on the same day in the presence of representatives available.

05. The Income Tax Department reserves the right to accept or reject any Tender, qualify certain omissions/commission as curable defects and provide additional time to the bidders to rectify the same.

(एस. के. मिरजवाले)
(S.K.MIRAJWALE)
INCOME TAX OFFICER (HQ)-2

आयकर अधिकारी (मु)-2
for Pr. Commissioner of Income Tax, Belagavi
कृते प्रधान आयकर आयुक्त, बेलगावी

Copy to : The Notice, Board, O/o. PCIT, 1st Floor, Khimjibhai Building, Dr. B.R. Ambedkar Road, Belagavi.

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INCOME TAX OFFICER (HQ)-2

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for Pr. Commissioner of Income Tax, Belagavi
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TERMS AND CONDITIONS APPLICABLE FOR OUTSOURCED STAFF

Sealed tenders are invited from reputed agencies for providing skilled and unskilled staff on contractual basis on the following terms and conditions.

GENERAL TERMS AND CONDITIONS

1. The nature of duties of skilled and unskilled staff:
 - a) The duties of the skilled staff viz Data Entry Operators would broadly include typing from the written drafts/ documents, taking direct dictation on the computer, cleaning and maintenance of the computer, printing of documents and any other related work assigned by the authority with whom they are attached.
 - b) The duties of unskilled staff viz MTS/Sweepers 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 the work assigned by the superior authority. The duties of security guards will be as per the security norms.

2.A Stenographers/Typist/Data Entry Operators (skilled staff) should have the following qualifications:

- a) The person should have a PUC/Plus Two/Bachelor's Degree with English as one subject with knowledge in English typing.
- b) The person should have a minimum typing speed of 40 words per minute.
- c) The person should possess knowledge of Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Power Point etc.
- d) The age of the person should be between 21 years to 40 years.
- e) The personnel should be able to type directly on computer during dictation.

Note: The department will conduct a skill test for the candidates provided by the agency.

2.B MTS/Sweepers etc (unskilled staff) should have the following qualifications;

- a) The person should be 10th standard pass.
- b) The person should have fair knowledge of reading and writing in English, Hindi & Numerical System.
- c) The age of personnel should be between 20 years to 40 years with preference to younger age group.
- d) In respect of Security Guard, the age should be between 21 years to 50 years.
- e) The personnel should be able to work till late hours.

3. The working hours for skilled / unskilled staff will be from **9.30 Hours to 18.00 Hours**, if necessary even on holidays, with ½ hour lunch time break. The work shall be done on all working days and payment will be made on the basis of attendance.
4. The total number of skilled / unskilled staff to be deployed 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, 1949 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 Government, 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 shall be responsible for payment of monthly salary including leave salary, bonus, Gratuity etc. to the personnel as applicable to them under law. The Service Provider shall ensure that salaries are paid on time every month. It is mandatory for the service provider to pay the prevailing wages prescribed by the Minimum Wages Act of the Karnataka Government to the skilled / unskilled staff.
11. 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/Service Provider shall submit the proof for the previous payment made towards statutory liabilities. The Service Provider shall make only statutory deduction from the salary paid to the personnel.

12. Payment to the Service Provider shall be made by the **Department through the Zonal Accounts Office, CBDT, Belagavi**, via-e-payment/NEFT/RTGS only, on presentation of the bill. **Income-tax shall be deducted at source (TDS)** as per the rates notified by the Income-Tax Department.
13. The persons engaged by the Contracted 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 period of **2 year starting from 1.12.2016**. This office reserves the right to extend the contract further, on the same or enhanced terms, subject to satisfactory performance of the Service Provider.
17. No other persons except Service Provider's authorized representative shall be allowed to enter the offices.
18. Department/Office will not involve itself in any dispute between the service provider and workers of the service provider.
19. **Proper uniforms and identification cards** shall be provided by the contractor/bidder to the persons deployed as skilled/unskilled staff. The Contractor shall ensure that the same are worn at all times during the working hours.
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 skilled/unskilled staff or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.
22. The vendor shall provide the personal particulars of the skilled/unskilled staff giving details of educational qualifications. The skilled/unskilled staff 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 above, this office reserves the right to terminate the services of the Contracting Agency/Service Provider at any time without giving any notice or reason whatsoever.
24. The successful bidder will have to deposit a **Performance Security Deposit (subject to revision @ 5%)** at the time of placing the work order within 15 days of the receipt of the formal order. The Performance Security Deposit will have to be furnished in the form of the an Account Payee Cheque/Demand Draft or Bank Guarantee drawn in favour of "**Principal Commissioner of Income Tax, Belagavi, payable at Belagavi**" or Fixed Deposit Receipt (FDR) from a Scheduled Bank made in the name of Service Provider Company/firm/Agency but hypothecated to Principal Commissioner of Income Tax, Belagavi. The Performance Security Deposit should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the contractor. This security deposit shall be forfeited in the event of violation of any terms and conditions of this tender by the bidder or in the event of any verifiable complaint of non-payment of minimum wages as per law to the DEOs/MTS.

MODE OF SUBMISSION OF TENDER & CLARIFICATIONS THEREOFF

1. The sealed tenders shall be addressed to "**The Income Tax Officer (HQ)-2, O/o. Principal Commissioner of Income Tax, 1st Floor, Khimjibhai Building, Dr. B.R. Ambedkar Road, Opp. Civil Hospital, Belagavi, and submitted latest by 18-11-2016 upto 4.00 PM.**
2. The bidders are required to submit two bids i.e. **Technical bid (in ANNEXURE-1)** providing details about the Agency, its address and contact details, Registration details, experience in the field, the other organizations for which the agency is providing such services, details regarding compliance of statutory laws etc and **Financial bid (in ANNEXURE-II)** providing a quotation of his charges for rendering the service.
3. **Technical bid should be accompanied by a sum of Rs.10,000/- as Earnest Money Deposit (EMD) through a bank draft favouring 'Principal Commissioner of Income Tax, Belagavi, payable at Belagavi. The EMD must accompany the bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidders fail within the time fixed by the by the Department, to sign the contract on terms contained in the bid document. The earnest money of the**

successful bidder will be refunded after the signing the contract. For other bidders, the Earnest Money instrument will be returned within 15 days of the completion of bid evaluation. No interest will be payable on this deposit.

4. The bidders shall submit their bid in a sealed envelope super-scribing **“Tender for Outsourcing of skilled and unskilled labourers in the territorial jurisdiction of Principal Commissioner of Income Tax, Belagavi, indicating particular station”**, containing two separate sealed envelopes super-scribing **“Technical Bid”** and **“Financial Bid”** enclosing the respective bids along with Annexure-I (Technical) and Annexure-II (Financial)
5. The successful bidder will have to deposit a **Performance Security Deposit (subject to revision @ 5%)** at the time of placing the work order within 15 days of the receipt of the formal order which shall remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the contractor.
6. Amount of **service tax**, if applicable, will have to be shown separately and clearly on the bill. The Agency shall be solely responsible for depositing the service tax amount claimed in the bills into the Government account and filing returns thereof.
7. The Department has right to relax Technical Qualification in case of sufficient number of quotations would have not received.
8. 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.
9. The service providers are required to submit the complete rates/quotations, only after satisfying each and every conditions laid down in the terms and conditions.
10. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.
11. Rates/Quotations shall be submitted and signed by the firm its current business address.

12. The bidder 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 term conditions contained herein and submit the same.
13. The Contractors/Service Provider will have to comply with the rates/quotations specification and all terms and conditions of the contract. No deviation in 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.
14. 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.
15. The Technical bids will be opened on **22-11-2016 at 11.30 AM** at O/o. PCIT, Belagavi, 1st Floor, Khimjibhai Building, Opp. Civil Hospital, Dr. B.R. Ambedkar Road, Belagavi, in the presence of the Tender Committee and respective representative of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies shall consequently be opened on the same day in the presence of available representatives.
16. The tender details are also available on the Notice Board at O/o. PCIT, Belagavi.
17. Preference shall be given to those agencies which have an office locally in Belagavi City to manage their business operations. Agencies shall clearly mention their communication address at Belagavi City.
- 18. Agencies having minimum annual business turnover of Rs.75 lakhs per annum should apply for the tender.**
19. For any clarification in the matter, kindly contact the **Income Tax Officer (HQ)-2, O/o. Principal Commissioner of Income Tax, 1st Floor, Khimjibhai Building, Dr. B.R. Ambedkar Road, Belagavi.**

ANNEXURE-I (TECHNICAL BID)

1. Name of the Party :
2. Address (with telephone No., Fax No. & email ID) :
 - (a) Registered office :
 - (b) Local (Belagavi City) office :
3. Name & address of the Proprietor/Partner Partners/Directors (with Mobile No. & E-mail) :
4. Contact person(s) (with Mobile No. & E-mail) :
5. No. of years of experience in providing Services of skilled/unskilled personnel (enclose proof such as performance reports) :
6. Permanent Account Number (Enclose computation of Income , Balance Sheets and Profit & Loss A/c for A.Y. 2013-14, 2014-15 & 2015-16) :
7. Service Tax Registration Number :
8. ESIC Registration No (Enclose return for the current period (i.e. 1st April, 2016 onwards) :
9. EPF Registration No. (Enclose return for the current period (i.e. 1st April, 2016 onwards) :

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge, I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

ANNEXURE-II (FINANCIAL BID)

1. Name of the Party :
2. Address (with Tel No., Fax No.) :
3. Name & Address of the Proprietor/ :
Partners/Directors
(with Mobile No. & E-mail)
4. Contact Person(s) :
(with Mobile No, & E-mail)
5. Rate per personnel per day :
(Both in words and figures)

No.	Description	Rate per day per person for skilled staff	Rate per day per person for unskilled staff
1	Basic		
2	DA		
3	Other charges, if any		
4	(1+2+3)		
5	EPF		
6	ESI		
7	Bonus		
8	(8+9)		
9	Contractors Service Charges Rs.		
10	(8+9)		
11	Service Tax _____% on		
12	Total cost per labour per day (10+11)		

DECLARATION

I/w _____
Hereby certify that the information furnished above is true and correct to the best of my /our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I /We will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)