

**INCOME TAX DEPARTMENT
O/o THE COMMISSIONER OF INCOME TAX
(INTERNATIONAL TAXATION), BANGALORE**

**TENDER FOR OUTSOURCING OF 07 CLERICAL SUPPORT STAFF /06 MULTI TASKING STAFF IN
THE CHARGE OF CIT (INTERNATIONAL TAXATION) , BANGALORE**

Sealed tenders are invited from reputed agencies for outsourcing of 07 Clerical Support Staff and 06 Multi-tasking Staff in the Charge of CIT (International Taxation), Bangalore. Interested agencies may send sealed bids in the manner specified in the tender document to the Deputy Commissioner of Income-Tax (IT), Circle-2(1) Room No. 440 ,4th Floor, BMTC Building , 6th Block Koramangala, Bangalore, on or before 29.12.2016 upto 1.30PM.

The Tender Documents may be obtained from the Administrative Officer, GR-III, O/o.CIT (IT), Room No.404, 4th Floor, BMTC Building , 6th Block Koramangala, Bangalore- 560095 on any working day between **11.00AM** to **4.00PM**. The same can be obtained on payment of Rs.500/- which is non-refundable, by Demand Draft, drawn in favour of ZAO, CBDT, Bangalore and payable at Bangalore.

The technical bids will be opened on **29.12.2016** at **3.30PM** in Room No.440 4th Floor, BMTC Building, 6th Block Koramangala, Bangalore-560095 in the presence of representative of the interested agencies, if they make themselves available at the time.

Financial bids of technically qualified agencies will be opened on the same day at **4.00PM** in Room No. 440, 4th Floor, BMTC Building , 6th Block Koramangala, Bangalore 560095 in the presence of qualified parties if they choose to be present.



(Naresh Saka)
Additional Commissioner of Income Tax
Range-1, Bangalore.

Copy to: -

- ✓ 1. The Pulic Relation Officer, O/o Pr.CCIT, C.R.Building, Queens Road, Bangalore with a request to upload the above notice and the tender documents (enclosed herewith) in the departmental website latest by 15/12/2016
2. Notice Board of 4th Floor, BMTC Building, Koramangla.
3. DDO, O/o CIT (IT), Bangalore

BID DOCUMENT

**HIRING OF 07 CLERICAL SUPPORT STAFF (CSS) AND 06
MULTI TASKING STAFF(MTS), BY INCOME TAX DEPARTMENT,
O/O THE COMMISSIONER OF INCOME TAX (INTERNATIONAL
TAXATION), BENGALURU BY CALL OF TENDER**

**TENDER NO: 30/CIT(IT)/2016-17
DATED: 09.12.2016**

**GOVERNMENT OF INDIA,
MINISTRY OF FINANCE,
INCOME TAX DEPARTMENT,
O/O THE COMMISSIONER OF INCOME TAX
(INTERNATIONAL TAXATION), BENGALURU**

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**O/o. THE COMMISSIONER OF INCOME-TAX
(INTERNATIONAL TAXATION), BENGALURU**

SECTION - I

DOMESTIC COMPETITIVE BIDDING

(Through Tender)

TENDER NO: 30/CIT(IT)/2016-17

DATED: 09.12.2016

Name of the Service	Contract for Hiring of 07 Clerical Support Staff (CSS) and 06 Multi Tasking Staff(MTS)
Tender Information	Bidders have to download the Tender Notice and Bidding Documents from www.e-Procure.com Website or Incometaxbengaluru.in website of Income tax dept. Karanataka & Goa Region.
Officer from whom the Tender Documents to be obtained (OFF LINE)	Administrative Officer, GR-III, O/o.CIT (Intl. Taxn.), Bangalore, Room No: 404, 4 th Floor, BMTC Building, 6 th Block, 80feet road, Kormangala, Bengaluru - 560095
Last Date & Time for Receipt of the Bid	29.12.2016 at 13.30 Hours
Place / Time / Date of Opening of Bid	O/o the Deputy Commissioner of Income Tax (IT), Circle-2(1), Bengaluru Room No: 440, 4 th Floor, BMTC Building, 6 th Block, 80feet road, Kormangala, Bengaluru-560095 29.12.2016 at 15.30 Hours

Office of the Commissioner of Income Tax (International Taxation)
7th Floor, BMTC Building , 6th Block Koramangala, Bangalore,

To,
M/s.....
.....
.....
.....

Sir,

Sub:- Tender Enquiry regarding outsourcing of 07 Clerical Support Staff
(CSS)/ 06 Multi Tasking Staff (MTS) -regarding-

Please refer to the above subject.

2. If you wish to participate in the above Tender, you are requested to collect the Tender Document containing Terms & Conditions, Proforma for Quotation etc. from Room No. 404 of this office on any working day between 11:00 AM to 4:00 PM on payment of Rs.500/- by way of Demand Draft drawn in favour of ZAO, CBDT, Bangalore and payable at Bangalore. The last date for submitting the Bids is 29.12.2016 by 01.30 pm.

Yours sincerely



(Naresh Saka)
Additional Commissioner of Income Tax (International Taxation)
Bangalore.

TENDER FOR OUTSOURCING OF 07 CLERICAL SUPPORT STAFF (CSS)
AND 06 MULTI TASKING STAFF (MTS)

Sealed tenders are invited from reputed agencies of outsourcing of 07 Clerical Support Staff (CSS) and 05 Multi-tasking Staff (MTS) on the following terms and conditions.

GENERAL TERMS AND CONDITION

1. The nature of duties of CSS and 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.
 - b) The duties of the CSS would broadly include typing from the written draft/document, taking direct dictation on the computer, cleaning and maintenance of computer, printing of documents & any other work assigned by the superior authority.
- 2A. The following qualification should be fulfilled by the CSS.
 - a) The person should be graduate with English as on subject.
 - b) The person should have minimum speed of typing at 40wpm.
 - c) The person should possess knowledge of software such as MS word, MS Excel, MS power Point etc. Web based networking, tally and hardware of computer.
 - d) The age of personnel should between 20 years to 30 years.
 - e) The personnel should able to type directly on computer during dictation.
- 2B. The following qualification should be fulfilled by the MTS.
 - a) The person should have fair knowledge of reading and writing in English, Hindi & Numerical System.
 - b) The age of personnel should between 20 years to 30 years with preference to younger age group.
 - c) The personnel should able to work till late hours.
3. The working hours for **CSS/MTS will be from 9:30 hrs to 6:00 hrs**. 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 CSS/MTS 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, 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. **It is mandatory for the service provider to pay the prevailing wages prescribed by the Minimum Wages Act, of the Karnataka Government to the CSS/MTS. The CSS will be paid the wages of clerical/non-technical staff and the MTS will be paid the wages for semi-skilled worker.**
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 should 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 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 1 year starting from **01.01.2017 to 31.12.2017**. 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 persons 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 persons deployed as CSS/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 CSS/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 vendor will provide the personal particulars of the CSS/MTS giving details of educational qualifications. The CSS/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. The successful bidder will have to make a security deposit of Rs. **50,000/-** (Rupees Twenty five thousand) with the DDO during the subsistence of the contract. This security deposit shall be forfeited in the event of violation of any of the 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 CSS/MTS.

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:

Signed by the successful bidder-----

Signature

(Name & Address)

In the presence of

1. Signature:-----

Address:-----

Description:-----

2. Signature:-----

Address:-----

On behalf of the President of India

(The Hirer)

II MODE OF SUBMISSION OF TENDER

1. The sealed tenders shall be **addressed to the Additional Commissioner of Income Tax (International Taxation), Range-1, Room No.448, 4th Floor, BMTc Building, 80 ft Road,6th Block, Koramangala, Bangalore-560095 .**

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 . In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he/she 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 charge (detailed conditions given in the Para IV). It should be written boldly on top of the both envelops as TECHNICAL BID and FINANCIAL BID. Both the envelops should be submitted in a single sealed cover duly addressed and super scribed with **QUOTATIONS FOR OPEN TENDER FOR OUTSOURCING OF CSS/MTS** on top. The service provider 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 of sufficient number of quotations would have not received.

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4. This office reserves the rights to postpone/and/or extend the date or receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

5. The service provider are required to submit the complete rates/quotations only after satisfying each and every conditions 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 shall 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 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 29.12.2016 by 1.30PM. The sealed tenders should be submitted to Deputy Commissioner of Income Tax (IT), Circle-2(1), Room No.440, 4th Floor, BMTC Building, 80 ft Road, 6th Block, Koramangala, Bangalore-560095, between 11.00 am to 4.00 pm 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.
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12. The tender will be opened on 29.12.2016 at 3.00pm in the office Deputy Commissioner of Income Tax (International Taxation), Circle 2(1), Room No.440, 4th Floor, BMTC Building, 80 ft Road,6th Block, Koramangala, Bangalore-560095 in the presence of tender committee.
 13. A sum of Rs. 500/- (Rupees One Hundred only) per application in form of Demand Draft/Postal order/Banker's cheque of Scheduled Bank in the favour of the ZAO, CBDT, Bangalore, shall accompany the qualifying bid. Qualifying bids without Demand Draft will be rejected.
 14. The successful bidder will have to make a security deposit of Rs. **50,000/-** (Rupees fifty thousand) with the DDO during the subsistence of the contract. This security deposit shall be forfeited in the event of violation of any of the 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 CSS/MTS.

15. The tender details are also available at Notice Board at 4th Floor, BMTC Building, 80 ft Road, 6th Block, Koramangala, Bangalore-560095 .

16. For any clarification in the matter and/on prior appointment may be made with Ms.S.Premila, AO,Gr-III, (International Taxation), Room No.404, 4th Floor, BMTC Building, 80 ft Road, 6th Block, Koramangala, Bangalore-560095 .

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.

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IV FINANCIAL CONDITONS

1. The Clerical Support Staff (CSS)/MTS shall be paid as per the prevailing wages prescribed by the Minimum Wages Act, of the Karnataka Government. The CSS will be paid the wages of clerical/non-technical staff and the MTS will be paid the wages for semi-skilled workers. 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 CSS/MTS as per the wages as mentioned in para 1 above. It may be noted that in order to eliminate frivolous bids and disguised charges/deduction form salary of personal, service providers bidding at 0% service charges shall be disqualified.

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name of the party :
2. Address :
(with telephone no., fax no. & e-mail ID)
3. Name & Address of the proprietor/partners/directors :
(with mobile number)
4. Contact person (s) :
(with mobile number)
5. No. of years of experience in providing services :
Of skilled/unskilled personnel (enclose proof such as
Performance reports)
6. Rate of services charges as a percentage :
To be charged on the wages payable as per
Minimum Wages Act of the Karnataka Government....%
(Exclusive of Service tax)
7. Permanent Account Number :
8. Service Tax Registration No. :
9. ESIC Registration No. :
10. EPF Registration No. :
11. Detail 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 /Department in future.

Signature of

Authorize Signatory with date

FININCIAL BID DOCUMENT

1. Name of the Bidder :
2. Address with Phone and fax No :
3. Name & Address of the proprietor/ partner/Directors
(with mobile nos.)
4. Quotes for supply of CSS/MTS :

Position	Take Home Salary per personnel (Rs)	ESI (Employee & Employer)per personnel (Rs)	PF (Employee & Employer)per personnel (Rs)	Medical Insurance per personnel (Rs)	Prof. Tax per personnel (Rs)	Total (Rs)	Prof. Charges on take home salary per personnel (Rs)	Total Invoice value (including service t)
Clerical Support Staff								
Multi Tasking Staff								

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/Will be blacklisted and will not have dealing with the Department in future.

Signature of
Authorised Signatory with date