



GOVERNMENT OF INDIA  
INCOME-TAX DEPARTMENT  
**OFFICE OF THE DIRECTOR OF INCOME TAX(Investigation),**  
46, MAHATMA GANDHI ROAD,NEW BUILDING., 2ND Floor, CHENNAI-600 034.

F.NO.253/DI/2014-15

Dated: 17th Oct. 2014

**NOTICE INVITING TENDER**

**Sub:** Tender for non-skilled workers

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The O/o Director of Income-tax, Investigation, Chennai invites sealed tenders from reputed agencies/firms/individuals/service providers for providing of (nineteen) no's of non-skilled workers(cleaning staff/office attendants) to work in the office of the Director of the income-tax(investigation),46,M.G road, Chennai for the period from 01/11/2014 to 31/10/2015 as per the terms and conditions mentioned in the tender notice.

Sd/-  
**(B.Sundarmoorthy),**  
**Administrative officer,**  
**O/o the DIT(Inv.).**

## NOTICE INVITING TENDER FOR NON SKILLED WORKERS

Sealed quotations are invited from reputed agencies /firms/individual service providers for providing of 19 (nineteen ) nos. of non skilled workers (cleaning staff /office attendants) to work in the Office of the Director of Income tax (Investigation), 46 M G Road, Chennai 600 034 for the period from 01/11/2014 to 31/10/2015.

### TERMS AND CONDITIONS:

The workers to be deployed should be of sound health and have minimum working experience of 6 months in Central Government Offices with adequate training in the related area. They should be disciplined and well mannered. They should be provided with uniforms which should be worn without fail and identity cards which should be displayed prominently. They should have fluency in the local language. Photo, full address and telephone number of all the workers should be provided for record.

The scope of service includes the following.


- a) Attending the bell of the officers.
- b) Ensuring that the officer's room is clean and kept hygienic before the commencement of office hours everyday.
- c) Ensuring that visitor's lounge / place is kept clean and is in order before the commencement of office hours everyday.
- d) Bringing and serving water, beverages and lunch to the officers and also the visitors, if so desired by the officers.
- e) Distribution of tapal to various offices.
- f) Operation and maintenance of Photocopier machine and preparation of sets.
- g) Shifting of furniture within the office premises whenever required.
- h) Handling of files to the officer's room
- i) Any other work assigned.

1. 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.
2. The service provider is responsible for payment of monthly salary / wages as per law. It shall also be the duty of the service provider to make all statutory compliances Viz., Provident fund, ESI, in respect of all the workers provided by them. The service provider should ensure the salaries/wages and statutory dues are paid on time every month.
3. 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 provided / 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.
4. **Performance Guarantee :** The successful bidder has to submit a performance guarantee deposit in the form of **Demand Draft / Banker's Cheque of a Schedule bank drawn for Rs.50000/- in favour of "The Administrative Officer, O/o The Director of Income tax (Inv), Chennai 34** before awarding

- successful completion of contract period. No interest shall be paid on the Performance Security placed with the Department by the successful bidder. The Performance Guarantee will be forfeited in the event of withdrawal of contract by the contractor before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.
5. The personnel deployed shall work on all days except Sundays and National Holidays.
  6. The working hours for persons deployed by the contractor shall be between 09.00 am to 06.00 p.m. The person deployed should invariably reach office before 09.00 a.m. every day and perform the duties assigned.
  7. The Worker, If not found working satisfactorily, must be replaced by the Service Provider on notice of three working days.
  8. The workers should be punctual and should complete the work assigned to them promptly and meticulously.
  9. The worker should report to the office in charge assigned by the office.
  10. All existing statutory regulations of both the state as well as the Central Governments, shall be adhered to by the Service Provider and 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.
  11. PF/ESI/PAN/TAN/SERVICE TAX/Labour Department registration of the service Provider should be indicated and copies be furnished for records.
  12. The bidders shall quote their rates per personnel deployed as "Rate per day per personnel" (in both words and figures) which shall not be less than the minimum wages stipulated by the Central Government. The payment of wages during the contract period shall not be less than the minimum wages fixed by the Central Government from time to time. In case the applicable taxes /PF/ESI are changed statutorily, effect to the same would be given by the department.
  13. The payment shall be made to the Service Provider on or before 10<sup>th</sup> 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 to the Worker and towards statutory liabilities such as PF/ESI etc.
  14. Payments to the Service Provider will be made on presentation of the bill. Income tax shall be deducted at source as per the rates notified by the Income tax Department.
  15. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Agency/Service Provider only.
  16. The Contractor /Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the workers engaged and this office shall not be liable for any damages or compensation to any Worker or third party.
  17. All damages caused by the worker to the property of the Office shall be recovered from the Service provider.

Contract will be for a maximum period of one year starting from  
1/2014 to 31/10/2015.  
No other person except Service Provider's authorized representatives shall  
be allowed to enter the offices.  
20. Department/office will not involve in any dispute between the service  
provider and workers of the service provider.

For any clarification on the above, prior appointment may be made with the  
undersigned during normal working hours.

  
(B . SUNDARAMOORTHY)  
Administrative Officer  
O/o Director of Income tax(Inv),  
Chennai 600 034.

## II MODE OF SUBMISSION OF TENDER:

1. The sealed tenders shall be addressed to the 'The Income Tax Officer, O/o Director of Income tax(Inv), Room No 214, II floor, 46 M G Road, Chennai 600034.
2. The bidders are required to submit two bids, i.e. Technical bid and Financial bid in the prescribed formats i.e. Annexure I and II. In the technical bid the bidder will provide details about his /its experience in the field, names of the other organizations for which he /it is providing such services, with number of non skilled workers details regarding compliance of statutory laws such as registration no. Of provident fund, ESI, Service tax etc.  
In the Financial bid, the bidder will submit the quotations for his /its charges. It should be written boldly on top of both envelopes as "TECHNICAL BID" and "FINANCIAL BID". Both the envelopes should be submitted in a single sealed cover duly addressed and superscribed with **QUOTATIONS FOR OPEN TENDER FOR NON-SKILLED WORKERS** on top. The Workers service providers will be shortlisted on the basis of their technical competency after opening of technical bids. Finance bids of only those bidders who are shortlisted 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 right to postpone/and /or extend the date of receipt/opening of Rates/Quotations or to withdraw the tender, without assigning any reason thereof.
5. The service providers are required to submit the final complete rates /quotations in clear terms and without any condition satisfying each and every condition laid down in the terms and conditions.
6. All the rates must be written 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.
7. Rates/ Quotations should be submitted and signed by the firm with its current business address and PAN.
8. 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 and 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.

**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.

11. The last date for receipt of sealed tender is 10/10/2014 before 11.30 hrs. The sealed tenders can be submitted to The Income tax Officer (H.Qrs), O/ o The Director of Income tax (Investigation), 46 M G Road, Chennai 600 034., between 10.00 hrs to 16.00 hrs on all working days up to the closing date and time.
12. 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 therof.
13. The technical bids will opened at 15.00 hrs on 31/10/2014 at Room No 214, II floor O/o The DIT(inv), 46 M G Road, in the presence of representatives of the interested firms/ individuals, if they make themselves available at that time. Financial bids of technically qualified firms/ individuals will be opened at 16.00 hrs on 31/10/2014 at Room No 214, II floor O/o The DIT(inv), 46 M G Road, in the presence of representatives of the interested firms/ individuals, if they make themselves available at that time.
14. Earnest Money Deposit of Rs.5000/- (Rupees Five Thousand only) per application in form of Demand Draft / Banker's cheque of Scheduled Bank in favour of "**The Administrative Officer, O/o The Director of Income tax(Inv), Chennai 34** " 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 or II 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 during the currency of contract.
15. If in the opinion of this office, the contractor engages inadequate number of personnel or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, O/o The Director of Income tax (Inv), Chennai, may get the work done through a third party contractor, without any written notice to the contractor, the cost of which shall be recovered from the contractor from the monthly payment.
16. The service charges quoted shall be inclusive of cost of uniform of two sets to each labour per year, issue of identity cards, other administrative expenses relating to maintenance of register, supervisory charges and other charges to be incurred by the contractor to satisfy the terms and conditions of tender.

## BIDDER FORM FOR OFFICE OF DIT(INVESTIGATION), CHENNAI

### ANNEXURE –I

#### TECHNICAL BID(QUALIFYING BID DOCUMENT)

- 1 Name of the Organisation :
- 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 Background and experience in providing services of unskilled workers to Central Government Department, State Govt Department, with full particulars.
- 6 Client list for last two years for providing services on non skilled man power.
- 7 PAN number with evidence:
- 8 Financial status (i.e) evidence of filing IT returns alongwith final accounts for the F.Y 2011-12, 2012-13 & 2013-14
- 9 PF Registration Number with Registration :
- 10 ESI Registration Number with evidence:
- 11 Service Tax Registration number with evidence :
- 12 Labour Department Registration Number with evidence :
- 13 Details of EMD, i.e. bank draft number, date, amount and bank:
- 14 Specify the educational Qualifications and Work experience of every person 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 in the above statement at any stage , I /We will be blacklisted and will not have any dealing with the Department in the future.

(Signature of the Authorised signatory)

## ANNEXURE – II

### FINANCIAL BID DOCUMENT

( for Non-skilled workers)

1. Name of the party :
2. Address (with Tel.No and Fax. No):
3. Name & Address of the Proprietor /Partners/Directors (with mobile numbers):
4. Rate per personnel per day (Both in words and figures) :

S.No	Item	Rate per day per person
A	Basic	
B	DA	
C	Other charges, if any	
D	(A+B+C)	
E	EPF	
F	ESI	
G	Bonus	
H	D+E+F+G	
I	Contractors service charges _____ % on D	
J	H+I	
K	Service tax <del>10.3%/12.36% on (J)</del> 3.09%	
L	Total cost per labour per day (J+K)	

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 the Authorised Signatory with date)