

TELEPHONE No. : 28250782  
TELE-FAX No. : 28250782



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX, CENTRAL - 2  
108, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034

C.No.86/Casual Labour/2016-17

Dated: 04/05/2016

**NOTICE INVITING TENDER FOR PROVIDING CASUAL WORKERS**

The O/o Principal Commissioner of Income Tax, Central - 2, Chennai invites sealed offers from reputed PARTIES engaged in the business of providing manpower services, for outsourcing services of Casual workers, on need basis for the period from 01-May-2016 to 30-Apr-2017. Tender forms along with terms and conditions can be obtained from Administrative Officer of this office on payment of Rs.100/- (Non-refundable) in the form of DD. Tender document can also be downloaded from the web site: [www.tnincometax.gov.in](http://www.tnincometax.gov.in) and the last date for receipt of filled in tender forms is 18-May-2016.

Sd/-  
(G. KOTHANDNAN)  
Administrative Officer  
O/o Pr.CIT, Central - 2, Chennai



**GOVERNMENT OF INDIA  
INCOME-TAX DEPARTMENT**

**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX, CENTRAL - 2  
108, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034**

**TENDER DOCUMENT**

**OUTSOURCING OF SERVICE OF  
CASUAL WORKERS FOR  
OFFICE OF PRINCIPAL COMMISSIONER  
OF INCOME TAX, CENTRAL - 2, CHENNAI  
108, MAHATMA GANDHI ROAD,  
NUNGAMBAKKAM,  
CHENNAI - 600 034**



**GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX, CENTRAL - 2,  
108, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034**

C.No.86/Pr.CIT, Cent-2 /2016-17

Dated: 04/05/2016

**NOTICE INVITING TENDER FOR PROVIDING CASUAL WORKERS**

The O/o Principal Commissioner of Income Tax, Central - 2, Chennai invites sealed offers from reputed PARTIES engaged in the business of providing manpower services, for outsourcing services of Casual labours, approximately 10 nos on need basis for the period from 01-May-2016 to 30-Apr-2017.

**I. TENDER PROCESS**

1. Tender is invited in two parts i.e. **(1) Qualifying bid and (2) Financial bid**. The tender form for Qualifying bid in proforma prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects shall be submitted in **two separate sealed covers** addressed to the Administrative Officer, O/o Principal Commissioner of Income Tax, Central - 2, Chennai, 108, M.G.Road, Nungambakkam, Chennai - 600 034, by **5:30 p.m.** on **18-May-2016**. The sealed covers should be super scribed with "**Qualifying Bid - Contract for Providing Casual Workers**" and "**Financial Bid - Contract for Providing Casual Workers**" respectively. Qualifying Bids will be opened on **20/05/2016** at **4:30 p.m.** in the presence of bidders at Room No.302, 3<sup>rd</sup> Floor, New Building, 108, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted.

2. If the tenders are sent by post / courier, it should be ensured that the cover should be intact at the time of reaching destination without any damage or

loss. Department is not responsible for the delay on account of Postal / Courier Services.

3. **Earnest Money Deposit of Rs.10,000/-** (Rupees Ten Thousand only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of **The Administrative Officer, O/o The Principal Commissioner of Income Tax, Central-2, Chennai-34** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit 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 bidder withdraws or the details furnished in Annexures - I & II are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be retained as performance guarantee during contract period.**

4. **Performance Guarantee:** The successful bidder has to submit Rs.10,000/- (Rupees Ten Thousand only) as performance guarantee deposit in the form of **Demand Draft / Banker's cheque of a schedule bank drawn in favour of "The Administrative Officer, O/o The Principal Commissioner of Income Tax, Central - 2, Chennai-34"** before awarding contract. The performance guarantee along with earnest money deposit shall be refunded to the selected bidder without any interest on the completion of contract period.

5. **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 along with the qualifying bid.** The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or its authorized signatory.

6. The tender forms shall be rejected if it is not complete in any aspect.

7. The tender documents are not transferable.

## **II. TERMS AND CONDITIONS**

**1) Conditions to be satisfied in the qualifying bid:**

- a) Bidder should have minimum three years of experience in providing man power services to various organizations.
- b) The bidder must have ESI Registration, EPF Registration, registered before 01-Apr-2014. The bidder must also have Service Tax Registration.
- c) The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
- d) The evidence for filing of returns along with Income and Expenditure Account and Balance Sheet for past three financial years 2012-13, 2013-14 & 2014-15 (Assessment years 2013-14, 2014-15 & 2015-16) should be enclosed along with the qualifying bid.
- e) The bidder must have in receipt of gross contractual receipts of Rs.10 Lakhs and above during the financial year 2015-16. A statement showing list of clients along with evidence for contractual receipts should be enclosed along with the qualifying bid.

**2. The scope of service includes the following:-**

- a) Attending the bell of the officers.
- b) Ensuring that sitting arrangement in the officer's room is hygienic and clean  
before the commencement of office hours.
- c) Ensuring that visitor's lounge/place is kept clean and in order before the commencement of office hours.
- d) Bringing and serving water, beverages and lunch to the officers and also to

- the visitors if so desired by the officers.
- e) Distribution of tapal in different offices.
  - f) Operating and maintaining photocopier machine and preparing sets.
  - g) Shifting of furniture within office premises when ever required.
  
  - h) Any other work assigned.
3. The personnel employed shall work on all days except Sundays and National Holidays.
  
  4. The working hours for person employed by the contractor shall be between 09.00 AM to 06.00 PM.
  
  5. The contractor shall ensure that its personnel shall have identity cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual representing the contractor.
  
  6. The personnel shall attend to work punctually at the prefixed / determined timings and shall be well-behaved and mannered.
  
  7. The personnel shall have uniform attire and wear it daily without fail.
  
  8. The personnel shall perform all the duties assigned to the contractor and as specified by the respective HODs / AOs from time to time.
  
  9. The contractor is responsible for payment of salary to the personnel employed.
  
  10. The contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of HODs / Administrative Officers
  
  11. The contractor and the employees engaged by the contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.

12. If in the opinion of this office, the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, O/o The Principal Commissioner of Income Tax, Central-2, 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.

13. In the event O/o The Principal Commissioner of Income Tax, Central 2, Chennai deciding to renew this contract on the same terms as embodied or such other modified terms as it may think fit and proper, it shall communicate the decision to the contractor prior to the expiry of this agreement, in which events the parties to this agreement shall be governed by such documents for future or further transactions.

14. Close liaison shall be maintained with our officers-in-charge concerned for smooth and efficient performance of duties of the personnel.

15. The contractor shall indemnify and shall keep the O/o The Principal Commissioner of Income Tax, Central-2, Chennai indemnified against acts or omission or negligence, dishonesty or misconduct of the men engaged for the work and O/o The Principal Commissioner of Income Tax, Central - 2, Chennai shall not be liable to pay for any damages or compensation to such person or to third party.

16. In the event of increase in Service Tax by State / Central Government in future applicable under this contract, the Department shall bear the same.

17. That the contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and / or considered necessary for the efficient performance of this contract.

18. That it is clearly agreed and understood that all the persons provided / engaged by the contractor shall be the employees of the contractor and all disputes between the contractor and its personnel shall have no bearing on O/o The Principal Commissioner of Income Tax, Central - 2, Chennai. O/o The Principal

Commissioner of Income Tax, Central - 2, Chennai shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee / ex-employee of the contractor. **The Contractor is fully responsible for disciplined behaviour of its workmen.**

19. All damages caused by the contractor or that of the contractor's employees or by any other personnel arising out of its employees' instructions shall be charged to the contractor and recovered from its dues / bills.

20. Failure by the contractor to comply with any statutory requirement and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the Department.

21. In case the contractor withdraws or O/o The Principal Commissioner of Income Tax, Central - 2, Chennai terminates the contract for violation of terms and conditions and/or deficiency in services during the period of contract, the additional expenses in hiring a new contract on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against payments to be made.

**1. Rate and prices:**

The bidders shall quote their rates for personnel employed as "Rate per day per employee" (in both words and figures).

**2. Final Payment:** The contractor shall submit the bill for every month by the 7<sup>th</sup> day of next month along with the statement showing number of persons employed for number of days certified by the respective Administrative Officers. No interim bills will be entertained. Payment will be made through cheque within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officer. The payment shall be made either by O/o The Principal Commissioner of Income Tax, Central - 2, Chennai or respective



Drawing Disbursing Officer (DDO). The payment is subject to TDS applicable under the Income Tax Act, 1961.

The tenderer should ensure that the following documents are part of the Qualifying bid:

- a) Annexure-I (duly filled-in) along with necessary enclosures.
- b) Rs.100/- Demand Draft / Banker's Cheque drawn in favour of "The Administrative Officer, O/o The Principal Commissioner of Income Tax, Central - 2, Chennai " towards the cost of Tender Document.
- c) EMD for Rs.10,000/- Demand Draft / Banker's Cheque drawn in favour of " The Administrative Officer, O/o The Principal Commissioner of Income Tax, Central - 2, Chennai ".
- e) Tender Document (all pages signed)

The Financial Bid:

- a) Duly filled-in Annexure-II

Sd/-

(G. KOTHANDAN)  
Administrative Officer,  
O/o Pr.CIT, Central - 2, Chennai

Encl.:

1. Qualifying Bid Document (Annexure-I)
2. Financial Bid Document (Annexure-II)

**ANNEXURE - I**

**QUALIFYING BID DOCUMENT**

1. Name of the party :
2. Address :  
(with Tel No., Fax No.)
3. Name & Address of the Proprietor / Partners / Directors :  
(with Mobile No.)

4. Contact Person(s) (with mobile number) :
5. No. of years of experience in providing Manpower Services :
6. List of clients along with evidence for gross contractual receipts of Rs.10 lakhs and above in the Financial year 2015-16. :
7. Permanent Account Number (PAN) (The evidence for filing of IT returns along with Income and Expenditure Account & Balance Sheet for last three Assessment years to be enclosed). :
8. Details of ESI & EPF Registration along with evidence (Registered Before 01-Apr-2015). :
9. Details of Service Tax Registration along with evidence :
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 of Authorized Signatory with date)

**ANNEXURE - II**

### **FINANCIAL BID DOCUMENT**

1. Name of the Party :
2. Address (with Tel No., Fax No.) :
3. Name & Address of the Proprietor / Partners / Directors (with Mobile No.) :
4. Contact Person(s) (with mobile number) :

5. Rate per employee per day (Both in words and figures) :

**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 Authorized Signatory with date)