



**GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX  
No.3, GANDHI ROAD, SALEM – 636 007.**

Dated: 01.12.2016

**NOTICE INVITING TENDER**

The Income tax Department, Salem invites sealed quotations from reputed agencies/firms/individuals to provide Data Entry Operators, Office Assistants, House Keeping personnels and Security personnels to work in the Income tax Office, Salem, Namakkal, Krishnagiri, Dharmapuri and Hosur from 01-01-2017 to 31-12-2017. The requirements are as under:

<b>OFFICE</b>	<b>D.E.O</b>	<b>O.A</b>	<b>H.K</b>	<b>SECURITY</b>	<b>TOTAL</b>
SALEM	5	9	8	4	26
NAMAKKAL	4	2	2	2	10
HOSUR	1	2	1	2	6
KRISHNAGIRI	1	1	1	2	5
DHARMAPURI	0	1	1	2	4
<b>TOTAL</b>	<b>11</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>51</b>

Interested parties may send quotations in sealed envelope with separate Technical and Financial Bids to the Principal Commissioner of Income-tax, Income-tax Office, No.3, Gandhi Road, Salem – 636 007. Tender forms along with terms and conditions can be obtained from Income tax Officer,(HQ&TPS), Room No.209, Income-tax office, Salem on all working days till 18-12-2016, also the tender forms can be downloaded from [incometaxindia.gov.in](http://incometaxindia.gov.in) and [tincometax.gov.in](http://tincometax.gov.in).

**Last date of receipt of tender : 23.12.2016**  
**Date of opening of Financial bids : 27.12.2016**

Sd/-  
(RAJAKRISHNAN.C)  
Income-tax Officer (HQ & TPS)  
SALEM



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**TENDER FOR PROVIDING DATA ENTRY OPERATORS**

**Tendering process:**

Tenders are invited in two parts i.e. (1) Qualifying bid and (2) Financial bid. The Tender form for qualifying bid prescribed in Annexure – I and the tender form for the financial bid in proforma prescribed in Annexure – II complete in all aspects should be submitted to the Principal Commissioner of Income Tax, Salem, on or before **23.12.2016**. The sealed covers may be superscribed with “Qualifying bid – Contract for providing Data Entry Operators” and “Financial bid - Contract for providing Data Entry Operators” respectively. For Office Assistants, House keeping personnel and Security personnel also separate sealed covers superscribed accordingly should be submitted separately. Incomplete bid documents will be rejected. The valid qualifying bids will be scrutinized by the Department to short list the eligible bidders. There after, the financial bid of the short listed bidders will be opened by the under signed on **27.12.2016** at 03.00 P.M in the presence of the bidders who are present at income-tax office, Salem. Late submission of tenders will not be accepted.

The successful bidder of the contract has to submit a performance guarantee either by way of Fixed Deposit or Bank Guarantee receipt of **Rs.2,00,000/-** (Rupees Two lakhs only) within three days from the day of obtaining the contract.

The tenderer is requested to submit their quotes. Any clarification in this regard may be sought from the Income tax Officer (HQ & TPS), O/o the Principal commissioner of Income Tax, Salem.

The tenderer should sign and stamp each page of this tender document 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, the prices to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

The tender forms shall be rejected if it is found to be incomplete in any aspect.

Salem

1<sup>st</sup> December 2016

Sd/-

(RAJAKRISHNAN.C)  
Income-tax Officer(HQ & TPS)  
Salem.

## TERMS AND CONDITIONS OF THE CONTRACT

The Income Tax Department, Salem intends to utilize services of Data Entry Operators, Office Assistants, House keeping personnel and security personnel through service providers, at its disposal for a period of 12 months as per the following terms and conditions.

1. The job specification includes data entry of Income Tax returns, typing, working in MS Office and any other work assigned by the authority.
2. This office requires 11 numbers of Data Entry Operators, 15 numbers of Office assistants, 13 numbers of house keeping personnel (Sweepers) and 12 security personnel for Salem, Namakkal, Krishnagiri, Dharmapuri and Hosur for the above said period.
3. The following qualification should be fulfilled by the personnel deployed by the Service Provider as Data entry operators.
  - (i) The person should be a Graduate in any subject with English as one subject.
  - (ii) The person should have a minimum speed of typing @ 40 Words per minute.
  - (iii) The person should possess knowledge of software such as Microsoft Word, Excel and Power Point etc., web based networking & hardware of computer.
  - (iv) The person should be able to type directly on computer during dictation.
  - (v) The age of personnel should be between 20 Years to 55 Years.
  - (vi) The person should have knowledge of maintenance of computer, printing of Documents etc.
  - (vii) Preference will be given to persons having experience in Income-tax related data entry work.
4. The work shall be done on the basis of requirements of the office and payment will be made on the basis of attendance of persons, and pro-rata deduction shall be made in absence of any person on any day/part of the day.
5. Insurance covers 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 all 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. 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.

7. The relationship between the Income Tax Department and the contractor /bidder would be that of the customer and a Service Provider and none of the employees or agent of the contractor/bidder shall ever be treated or deemed to have been the employee of the Income-tax Department. The contractor/bidder shall explain this nature of relationship to all his employees or agents before deploying them for services to be rendered to the Income Tax Department as a token of their agreement for such a relationship, a signed declaration by the employee/agent shall be obtained by the contractor/bidder from his employees and/or agents and be produced as and when called upon to do so by the Income Tax Department.
8. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Agency/Service Provider only.
9. The personnel should be punctual, well behaved and should complete the work assigned to them promptly and meticulously.
10. The personnel should report regularly to the office-in-charge assigned by the office.
11. All existing statutory regulation 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.
12. PAN/Service Tax Registration and all other statutory obligations should be indicated and copies furnished for records.
13. 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.
14. The amounts quoted should be applicable for the entire period and no request for enhancement will be entertained except in the event of any increase/decrease as notified by the Government authorities concerned in the minimum wages or charges by any statute.
15. The payment shall be made to the Service Provider on or before 10<sup>th</sup> of the following month subject to the submission of bill in time. At the time of submission of bill for payment, the Contractor/Service Provider should submit the proof for the payment made towards statutory liabilities.

16. Income-tax shall be deducted at source as per the rates notified by the Income-tax Department.
17. 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.
18. All damages caused by the personnel to the office shall be recovered from Service provider.
19. The contract will be for a maximum period of 12 months starting from **01.01.2017 to 31.12.2017**. This office reserves the right to extend the contract further, subject to satisfactory performance of the Service Provider with mutual consent.
20. Department/office will not involve in any dispute between the service provider and workers/employees of the service provider.
21. The personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.
22. The contractor shall abide by the Minimum Wages Act 1948 (Govt. of India, Act No.11 of 1948 dated 15.03.1948) and other applicable enactments, rules and regulations. In case of variation in minimum wages, the contract amount will be modified to the extent of setting off the increase in the wages payable by the contractor to its workers under this contract.
23. The Contractor shall be solely and exclusively liable and responsible to its workers for the following:
  - a. The payment of wages, allowances and other benefits as per provisions of Minimum Wages Act or any other applicable act or enactments in force from time to time.
  - b. The payment of compensation under the Workman's Compensation Act or any other applicable acts or enactments in case of injury or death of any of its worker.
  - c. Any other allowances or benefits as admissible under different laws, rules and enactments to employees, including weekly rest / off day's leave, national holidays etc.
24. Preference will be given to the Service Providers based in Salem.

25. The Performance Bank Guarantee will be released by the O/o the Principal Commissioner of Income Tax, Salem on the expiry of the contract only if all the articles have been handed over to the O/o the Principal Commissioner of Income Tax, Salem the equipment and property under the security of the Contractor have not been damaged. In case of any damage to the articles, equipment or property attributable to contractor, an amount equivalent to the damages will be intimated to the contractor and will have to be paid by the contractor before the Performance Bank Guarantee is released. In case of delay of more than 15 days in payments, O/o the Principal Commissioner of Income Tax, Salem may, at its discretion, recover the same amount from the Performance Bank Guarantee.
26. The Contractor shall co-operate with the other Contractors/service providers and their workers working in the campus.
27. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Salem.
28. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an arbitrator, who will be appointed by the O/o the Principal Commissioner of Income Tax, Salem and any decision of the arbitrator will be final and binding on both parties, and shall not be appealable in any court of law, except on the grounds of malafide or perversity.

Sd/-  
(RAJAKRISHNAN.C)  
Income-tax Officer(HQ & TPS)  
Salem.

**QUALIFYIN G BID DOCUMENT (TECHNICAL)**

<b>S.No</b>	<b>Description</b>	
1.	Name of the organization	
2.	Address with email, phone, fax and mobile number	
3.	Details of registration with Labour Commissioner having jurisdiction over territory or exemption certificate if any	
4.	Years of establishment of the organization	
5.	Years of experience in execution of data entry operators contracts	
6.	PAN / TIN No. (Copies to be enclosed)	
7.	Service Tax No. (Copies to be enclosed)	
8.	Details of works executed in the last 2 years (documentary evidence to be provided) with satisfactory certificate from any two clients.	
9.	List of organizations where 50 or more data entry operators have been deployed in the last two years	

**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)



**FINANCIAL BID DOCUMENT**

1.	Name of the Party	
2.	Address with email, phone, fax and mobile numbers	
3.	Name & Address of the Proprietor/Partners/Directors (email, phone, fax and mobile number)	
4.	Qualifications and work experience of the personnel to be deployed	
5.	Cost of each manpower per month  Add: Any other charges, if required Add: Service Tax, if applicable  Grand Total	

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 Authorized Signatory with date)

### **Technical Bid:**

The Technical Bid submitted by the bidder shall include the following and the financial bids will be opened only on submission of the following along with the tender document.

1. The Service provider shall have an office at Salem.
2. A detailed profile of the organization to be submitted as prescribed in the tender document.
3. Details of organizations where more than 50 persons were employed in the FY.2015-16 and 2016-17.
4. Full particulars of Govt. or other organizations, where the agency has carried out contracts for a period of more than two years (Self attested copies of the relevant work orders are to be enclosed).
5. Copy of Audited Balance Sheet, Profit and Loss Account and Income tax return particulars of the bidders for the Financial Years 2014-15 and 2015-16 are to be submitted.
6. A Copy of PAN Card.
7. Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Agency under this contract. In case the agency is exempted from obtaining such registration, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their agency is exempted and is not required to obtain any such registration or approval or order from the Labour Commissioner.
8. Information regarding any litigation, current or during the last three years in which the bidder was/is involved, the opposite parties (s) and the disputed amount.
9. Details regarding any work order that was abandoned at any stage prematurely terminated or resulted in inordinate delay along with the reasons for the same (copies of the relevant documents to be enclosed). An undertaking to the above to be submitted.
10. During the evaluation of the bids, the Income tax department may at its discretion ask the bidder for clarification of its bid.