



भारतसरकार

GOVERNMENT OF INDIA

मुख्यआयकरआयुक्तकाकार्यालय

OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX

रेसकोर्सरोड641018-कोयम्बतूर ,

63, RACE COURSE ROAD, COIMBATORE-641018

C.No.7/Manpower/CCIT/Cbe/2020-21

Date: 27-01-2021

NOTICE INVITING TENDER

**Semi Skilled Cook – Minimum Wage wise by
Office of the Chief Commissioner of Income
tax, Coimbatore**

The Chief Commissioner of Income Tax, Coimbatore invites sealed offers from reputed parties engaged in the business of providing Manpower Services, for outsourcing service of Semi Skilled Cook on monthly Minimum Wage basis for one year starting from **10.02.2021** to **09.02.2022** for use in Canteen functioning in the office of Chief Commissioner of Income Tax, Coimbatore.

Tender forms along with terms and conditions are available as part of this document, which may also be obtained from the office of the Deputy Commissioner of Income tax (HQ)(Admn), O/o Chief Commissioner of Income tax, Coimbatore. 4th floor, Annex Building, Income Tax Department, No.63, Race Course Road, Coimbatore. Bids should be given for requirement of two Semi Skilled cook in two separate closed covers: one Technical bid and one Financial bid and addressed to 'The Deputy Commissioner of Income Tax(HQ)(Admn), O/o.the Chief Commissioner of Income Tax, Room No.414, 4th Floor, 63, Race Course Road, Coimbatore-641018.

The last date for receipt of filled in tender form in sealed covers is **04.02.2021** on or before 4.00 pm.

The Technical Bids will be opened on **05.02.2021** at 11.00 am in the conference hall, first floor, Main Building, 63, Race Course Road, Coimbatore-641018. Financial Bids of qualified bidders will be opened subsequently. The Chief Commissioner of Income Tax, Coimbatore reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

(ज. राजशेकरन/ J.RAJASEKARAN)


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TERMS AND CONDITIONS FOR HIRING:

1. The Chief Commissioner of Income Tax, Coimbatore [hereinafter referred to as CCIT] reserves the right to postpone or extend the date of receipt/opening rates/quotations or to withdraw the same, without assigning any reason thereof.
2. Rates/Quotations duly filled in, will be received upto the date and time mentioned in the Notice Inviting Tender/advertisement given in the Website.
3. The agency will not contact in any way, any person/authority, for availing the contract. If found so, the tender of the agency doing so, will be rejected.
4. The minimum wages charges should be specified (exclusive of GST) for two semiskilled Cook on monthly basis.
5. The awarding of contract for Manpower Outsourcing Service is subject to the satisfaction of the Chief Commissioner of Income Tax, Coimbatore with regard to quotation filed commensurate with nature of quality of service provided, experience of the service provider, past records etc.
6. It is compulsory that quotations should be given for two Semi Skilled Cook.
7. If the quotations are equal in all aspects, selection will be done at the sole discretion of the Chief Commissioner of Income Tax, Coimbatore.
8. Documents required from the Seller:\
 - i) Turnover Criteria Minimum 50.00 lakhs: The supporting documents to prove his eligibility must be submitted.
 - ii) Bidder should have minimum three years of experience in providing manpower services to various organizations.
 - iii) Bidder must have One year experience in providing Cook services for a Govt. Offices.
 - iv) The Applicant Contractor should be in possession of requisite license from State government or other competent authorities for running an agency to provide manpower services.
 - v) The rates quoted by the bidder for the basic pay as well as benefits such as PF, ESIC, etc. should be as per the prevalent Minimum Wages Act, 1948 and if in case, the vendor quotes less rates than that of minimum Wages Act, the bid of that vendor will be summarily rejected. The bidder must have ESI Registration, EPF Registration, registered before 01-Apr-2014. The bidder must also have Goods and Service Tax Registration.
 - vi) The Applicant contractor should have complied with all the legal provisions pertaining to his/its line of business. The Applicant contractor should have a reputed client list.
 - vii) An office of the Service Provider must be located in Coimbatore. Documentary evidence to be submitted.
 - viii) Applicant must have dedicated/toll free Telephone No. for Service Support.
 - ix) Bidder/Applicant must provide Escalation Matrix for Service Support.

9. The scope of service includes the following:-
- i) Preparation of breakfast with minimum two items.
 - ii) Preparation of North/South Indian Meals.
 - iii) Preparation of two times snacks morning and evening for the menu directed by this office.
 - iv) Ensuring the cleanliness and hygiene of Kitchen area.
 - v) Any other work assigned related to Kitchen.
10. The personnel employed shall work on all working days of the department except Sundays and National Holidays.
11. The working hours for person employed by the contractor shall be between 09.00 AM to 06.00 PM.
12. The personnel shall attend to work punctually at the prefixed /determined timings and shall be well-behaved and mannered.
13. The personnel shall perform all the duties assigned to the contractor and as specified by the respective HODs / AOs / Officers from time to time.
14. The contractor is responsible for payment of salary to the personnel employed.
15. The contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of HODs / Administrative Officers.
16. 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.
17. The contractor will be responsible for loss/damage to property or life because of negligence of Personnel Employed.
18. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under;
- a) Late reporting Rs.100/- per day
 - b) Non reporting Rs.500/- per day
 - c) Refusal of duties Rs.500/- per instance
19. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.20,000/- (Rupees twenty thousand only) within **one week of award of contract**. The deposit shall be interest free. Performance guarantee may be given by way of an irrevocable Bank Guarantee of equivalent amount.
20. The successful bidder shall enter in to a contract with the Department.
21. The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.


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(To be submitted in a separate sealed cover with a mention "TECHNICAL QUOTATION" at top of the sealed cover)

ANNEXURE - I

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION

1	Name of the Service provider	
2	Address & Contact No. of the Service Provider	
3	PAN Number	
4	GST Number	
5	i) Service Specific Experience in years, along with copies of appreciation certificate ii) List of Clients with Evidence iii) Turnover in FY 2018-19 and 2019-20 along with copies of IT returns filed	

Date :

Station :

Signature
(Name with seal)

(To be submitted in a separate sealed cover with a mention "FINANCIAL QUOTATION" at top of the sealed cover)

ANNEXURE - II

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION

- 1) Name of the Service provider :
- 2) Address (Please enclose the documentary proof) :
- 3) Name of the contact person :
- 4) Mobile / Contact No. :
- 5) PAN :
- 6) GST No :

(Quotation should be given for 2 Semi Skilled Cook)

Sl No.	Description of payment	Rate per Month (22 days) per person	Total Rate for two Semi Skilled Work
1	Wages per person as per the Notification issued by Central Government under the Minimum Wages Act		
2	ESIC as per the rules@		
3	EPF as per the rules@		
4	Tax as applicable		
5	Total		
6	Administrative/ Service Charges		
7	Any other charges (please specify their nature)		

DECLARATION

I hereby declare that the details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide the same.

Date:

Signature :

Station:

NAME with seal: