



Office of the Addl./Joint Commissioner of Income Tax, TDS Range,
Room No. 212, 3rd Floor, Sector-2, Panchkula-134112,
Phone No. 0172-2581565 Fax No. 0172-2582565 E-mail ID-panchkula.tds@gmail.com

F.No.Addl./JCIT(TDS)Range/PKL/2021-22/ 190

27/05/2021

E-TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATERS, PEONS etc,

On behalf of the Addl./ Joint Commissioner of Income Tax, TDS Range, Panchkula online tenders are invited under Two Bid system i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Providing Companies/Firm/Agencies having valid license under contract Labour (Regulation and Abolition) Act, 1970, registered with EPFO, ESIC, GST Registration for providing 9 (Nine) unskilled manpower (Multi-Tasking Staff) subject to Enhancement/Reduction as per requirement. They will be required to perform duties in the Office of the Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula. Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission (Annexure-VI) on or before 15/06/2021 by 10:00 A.M.

SCHEDULE:-

Item	Description
Name of the Hirer	Government of India, Ministry of Finance, Department of Revenue, Office of the Commissioner of Income Tax(TDS)-2, Chandigarh, 2nd Floor, Aayakar Bhawan, Sector-2, Panchkula
Tender of Inviting Authority	Addl./ Joint Commissioner of Income Tax, TDS Range cum Chairperson Purchase Committee, 2nd Floor, Aayakar Bhawan, Sector-2, Panchkula
Tender Name	Hiring of Operational DATA ENTRY OPERATERS, PEONS etc,
Tender No. & Date	F. No.: Addl./ Joint CIT TDS PKL Outsourcing Staff/2021-22 dated 27/05/2021
Method of Selection	LI
Availability of Tender	Can be downloaded from the Department's website

Documents	www.incometaxchandigarh.org/ / www.tenderwizard.com
Date and Time of Tender Notice issuance	27/05/2021, 03.00 PM
Last date and time for bid/ Proposal submission (On or before)	15/06/2021, 10.00 AM
Bid opening Time & Date	15/06/2021, 11.30 AM
Period of hiring	1st July 2021 to 30th June 2022 (Subject to change)

2. The tender documents and detailed terms and conditions for the above can be downloaded from the Department's website www.incometaxchandigarh.org. Aspiring bidders who have not been enrolled/registered in e-Tendering portal www.tenderwizard.com/INCOMETAX should enroll/ register before participating through the website e-Tendering portal www.tenderwizard.com/INCOMETAX. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-VI regarding for online bid submission.

Publish Date	27/05/2021
Bid Document Download/ Sale Start Date	27/05/2021
Bid Submission Start Date	27/05/2021
Bid Submission End Date	15/06/2021, 10.00 AM
Bid Opening Date	15/06/2021, 11.30 AM

3. Bids shall be submitted online only at e-Tendering portal www.tenderwizard.com/INCOMETAX. Bids Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Tenderers can access Tender documents on the website, fill them with all relevant information and submit the complete Tender document into electronic Tender on website e-Tendering portal www.tenderwizard.com/INCOMETAX.
- Tenders and supporting documents shall be uploaded only through e-Tendering portal www.tenderwizard.com/INCOMETAX.
- Tenderer who have downloaded the tender from the e-Tendering portal www.tenderwizard.com/INCOMETAX shall not tamper/modify the tender form including downloaded price bid template in

any manner. In case, if the same is found to be tampered /modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

4. The tenders shall be submitted only online and in two parts viz; **Technical Bid and Financial Bid**, along with all the tender documents evidencing (i) GST Registration No. of the bidder (ii) Details of registration with PF Authorities I Details of registration with ESI and other documents as required in the Annexure II, duly signed on all the pages. The format of **Technical and Financial Bid** is mentioned in Annexure-IV & Annexure -V respectively. All the pages of bid being submitted must be signed and over-writing, if any, has to be duly initialed by the bidder and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Further, the **Terms & Conditions' (Annexure-II) & Tender Acceptance Letter (Annexure-III)** should also be duly signed on all the pages and uploaded along with other tender documents. It may be noted that, in case of non-uploading of copies of documents specified in **Annexure-II** on the **e-Tendering portal** such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the **e-Tendering portal www.tenderwizard.com/INCOMETAX** shall not be considered. No correspondence will be entertained in this matter.
5. Interested Service Providers are advised to visit **e-Tendering portal www.tenderwizard.com/INCOMETAX** regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
6. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.
7. Interested parties may also download the tender from the official website www.incometaxchandigarh.org
8. The tenderer documents along with the instructions and terms & conditions can be downloaded from the Department's web site www.incometaxchandigarh.org. The prospective tenders are advised to check the eligibility criteria thoroughly before applying for the Tender.
9. The tender should register and apply through online mode only on e-Tendering portal **www.tenderwizard.com/INCOMETAX**. No other mode of application for tender will be entertained. The online bids can be submitted through the website e-Tendering portal **www.tenderwizard.com/ INCOMETAX** on or before **10.00 AM on 15/06/2021**. Offers received beyond the specified date/ time shall not be entertained.

The decision upon the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-Tendering portal only. This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to

reject any or all tenders without giving any notice or assigning any reason. The decision of the Addl./ Joint Commissioner of Income Tax, TDS Range, Panchkula in this regard shall be final and binding on all.

Enclosures:-

- (i) Annexure-I (General Instructions)
- (ii) Annexure-II (Terms and condition)
- (iii) Annexure-III (Tender Acceptance Letter)
- (iv) Annexure-IV (Technical Bid Format)
- (v) Annexure-V (Financial Bid Format)
- (vi) Annexure-VI (Instructions for Online Bid Submission)



(GURUPARAMPAL SINGH)
Admn. Officer cum Member secretary to the Purchase/ tender
Committee for O/o CIT (TDS)-2
Chandigarh



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय
MINISTRY OF FINANCE
आयकर विभाग
INCOME TAX DEPARTMENT

Office of the Addl./Joint Commissioner of Income Tax, TDS Range,
Room No. 212, 3rd Floor, Sector-2, Panchkula-134112,
Phone No. 0172-2581565 Fax No. 0172-2582565 E-mail ID-panchkula.tds@gmail.com

F.No.Addl./JCIT(TDS)Range/PKL/2021-22/ 191

27/05/2021

**NOTICE INVITING TENDER FOR HIRING OF DATA ENTRY OPERTOARS, PEONS ETC FOR THE
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, TDS RANGE, PANCHKULA**

NIT No. : Addl./Joint CIT/TDS/PKL/2021-22/ 190

NIT Issue Date : 27/05/2021

Date, time & venue for doubts/ : 28/05/2021 to 14/06/2021 b/w 10:00 am
to 10.00 am at Aayakar Bhawan,
Sector- 2, Panchkula.

Last Date and time of Bid: 15/06/2021 at 10:00 am Submission (online
& in original)

Due Date, time & venue of opening : 15/06/2021 at 11:30 am Opening of
Technical Bids

(GURUPARAM PAL SINGH)
Admn. Officer cum Member secretary to the Purchase/ tender
Committee for O/o CIT (TDS)-2
Chandigarh

HIRING OF DATA ENTRY OPERATORS, PEONS, SWEEPER

Online tenders are invited for and on behalf of the President of India from experienced and reputed Manpower Agencies for outsourcing of the following services: for work in the O/o Addl./ Joint Commissioner of Income Tax(TDS)-2, Chandigarh at Panchkula, Aayakar Bhawan, Sector 2, Panchkula - 134112 as detailed below:-

Sr. No.	Office	No. of Persons	
		Data Entry Operators	Peon (MTS)
1.	O/o the JCIT, TDS Range Panchkula	05	04
	Total	05	04

I. Eligibility and Qualification Criteria to be meet by the contractor for Providing Requisite

Services:-

A. General Requirement

Sr. no.	Requirement	Qualification
1.	Data Entry Operators No. of Posts -05	Graduate from a recognized Board of university with good knowledge of English and proficient in computer operations with knowledge of MS Word. MS Access. MS Excel, Internet etc. Candidates should have Typing Speed of 30 wpm. Preference will be given to those candidates who have taken formal education at least one year in IT/computers as a subject at 10+2 or at higher level. Candidates will be paid wages in accordance with the minimum wages fixed by the Dy. Commissioner of Chandigarh/Panchkula.
	Peon (MTS) No. of Posts -04	Matric/10 th wages will be paid in accordance with the minimum wages fixed by the Government of Chandigarh/Panchkula.
	Age	Not below 18 years
	Experience	Minimum 01 year. Candidates who have worked in government organizations shall be preferred.
2.	Security Consideration: The persons deployed by the Agency should not have any adverse police record/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom the deploy.	
3.	The Contract is likely to be commencing from the date of acceptance and would continue for a period of one year. The period of the contract may further be extended after satisfactory completion of contract. However in the interim the man powers may be enhanced or curtailed as per operational requirement of office of the Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula on the discretion of the Competent Authority. The office of the Joint Commissioner of Income Tax, TDS Range, Panchkula reserves the right to terminate the initial contract at any time after giving one month's notice.	

4.	The manpower will have to be supplied by the Agency within 7 days of award of contract.
B. Technical Requirements:-	
1.	<p>The Tendering company/Firm/Agency is required to enclose photocopies of following documents, duly self attested:-</p> <p>a) The Manpower Agency should have an experience of not less than five years for supply of such kind of manpower in Centre/State Govt./PSU. It should be registered with the concerned Government Authority and a copy of the registration should be attached with the Technical bid.</p> <p>b) It should have PAN, GST, ESI and EPF Registration Number. A photocopy of which should be attached with the Technical bid.</p> <p>c) It should not have been blacklisted by any organization. Necessary declaration to this effect should be attached with the Technical bid.</p> <p>d) It should be willing to take up the contract on the terms and conditions mentioned at Annexure-1.</p> <p>e) Copy of ITRs for last 3 years along with copies of audited Balance sheets alongwith its enclosures.</p> <p>f) The Service Providers Company/Firm/Agency should have completed atleast one service contract of value no less then Rs. 1 Cr. Per annum. during last three financial years.</p> <p>g) The Registered Office or of the branch office of the service provider Company/Firm/Agency should be located within Chandigarh/Panchkula only.</p> <p>h) The Service provider Company/Firm/Agency must have ISO9001 certification.</p> <p>i) GST has to be charged as per applicable rates as per the GST Act. Any others statutory or legal liability should be in compliance with Labour Law, EPF/ESI/Act and any other Central/ State Laws as applicable. In case of any deviation the tender will be rejected.</p>
C. Financial Condition:-	
1.	An Earnest Money Deposit of Rs. 30,000/- (Thirty thousand only) in the form of demand draft drawn in favour of the Zonal Account Officer CBDT, Chandigarh must be submitted alongwith the technical bid, failing which the bid shall not be considered valid.
2.	The "Financial Bid" should contain only rates for supply of 05 Data Entry Operators, 04 Peon(MTS) on monthly basis for normal duty of 8 hours per day (excluding lunch of half hour) per person for five days a week (Annexure-V).
3.	The Manpower shall be paid as per the prevailing wages fixed by DC Rate Panchkula. Any change in the basic minimum wages by the DC Panchkula will automatically change the wages payable under this contract.
4.	The contractor/bidder will have to specify the amount to be charged by it towards service charges. It may be noted that in order to eliminate frivolous bids and disguised charges/ deduction from salary of personnel, service providers bidding at 0% service charges shall be disqualified.
5.	All the rates must be written both in figures and words in Indian Rupees. 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.
6.	Rates/Quotations should be submitted and signed by the firm with its current business address.
7.	The Bidder 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.

II Mode of submission of Tender and conditions there of:

1.	The tender should be submitted online only at e-Tendering portal www.tenderwizard.com/INCOMETAX .
A.	The "Technical Bid", may submit their bids online and should contain the following documents:-
(i)	<i>The Proforma at Annexure-IV, duly filled in alongwith self-attested relevant document/information.</i>
(ii)	<i>Agency profile including previous experience of manpower supply to Govt. Department, etc.</i>
(iii)	<i>Acceptance of terms conditions at Annexure-1.</i>
(iv)	<i>Demand draft of earnest money deposit.</i>
(v)	<i>All other required documents.</i>
B.	The " Financial Bid" may submit their bids online and should contain only rates for supply of 05 Data Entry Operators, 04 Peon(MTS) and 00sweeper on monthly basis for normal duty of 8 hours per day (excluding lunch of half hour) per person for five days a week (Annexure-V).
2.	It should be submitted only through online portal as TECHNICAL BID AND FINANCIAL BID and both the Bids may be submit only online which should contain of 05 Data Entry Operators, 04 Peon(MTS) and 00 sweeper. Bids shall be submitted online only at e-Tendering portal www.tenderwizard.com/INCOMETAX . Bids Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
3.	The technical bids will be opened online by the tender committee at 11:30 A.M on 15.06.2021 in the Office of the Addl./ Joint Commissioner of Income Tax, Range Panchkula, cum Chairperson Purchase committee, 2nd Floor, Aayakar Bhawan, Sector-2, Panchkula. The technical evaluation committee will assess the ability of agencies to supply requisite number of personnel in different category based on its record, profile and on such others criteria as it may fix and only those found fit will be eligible for financial bid opening. The financial bids shall be opened immediately after announcement of successful candidate at the stage of evaluation of technical bids and the Prospective tenderers are not required to be present in this office during the analysis of the bids
4.	The Department has right to relax Technical Qualification in case of sufficient number of quotations would have not received.
5.	This office reserves the right to postpone/and/ or extend the date of receipt/ opening of rates/quotations or to withdraw the same without assigning any reason thereof.
6.	The service provider are required to submit the complete rates/quotations only after satisfying each and every conditions laid down in terms and conditions.
7.	The Bidder 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.
8.	Bids received later than the stipulated date and time will not be considered under any circumstances. Late bids will be returned unopened.
9.	Earnest money deposit of Rs. <u>30,000/-</u> of the Bid Amount in the form of Demand Draft of Scheduled Bank in favour of ZAO, CBDT, Chandigarh, shall accompany the bid. 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 – A & B 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.
10.	No Bid will be considered unless and until all the pages/documents comprising the Bid are properly signed and stamped by the persons authorized to do so on behalf of the Bidder.

Annexure (II)

TERMS AND CONDITIONS

- (1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for the category.
- (2) The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the person whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proof of identity like driving license /bank account details previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Commissionerate. The Firm Agency will not charge any registration fee from each new contract (Daily wages) employee at the time of initial engagement.
- (3) The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- (4) The Service Provider shall withdraw such employees who are not found suitable by the Joint Commissioner of Income Tax, TDS Range, Panchkula for any reasons immediately on receipt of such a request from the Addl./ Joint Commissioner of Income Tax, TDS Range, Panchkula.
- (5) The service provider shall engage necessary persons as required by the Joint Commissioner of Income Tax, TDS Range, Panchkula from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month through ECS and provide a proof of doing so to the Joint Commissioner of Income Tax, TDS Range, Panchkula. The Company /Firm Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master & Servant relationship between the employees of the service provider and the Joint Commissioner of Income Tax, TDS Range, Panchkula further that the said persons of the Service Provider shall not claim any absorption in the Joint Commissioner of Income Tax, TDS Range, Panchkula on any ground whatsoever.
- (6) The service provider's personnel's shall not claim any benefit/compensation absorption/regularization of services from O/o Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula under the provision of Industrial Disputes Act. 1947 or Contract Labour (Regulation & Abolition) Act, 1970 Undertaking from the persons to this effect shall be submitted by the service provider to the Addl./ Joint Commissioner of Income Tax, TDS Range, Panchkula.
- (7) GST shall be payable on the basic amount of the wages as quoted by the Service Provider in the tender as per the rates revised by the Deputy Commissioner of

Panchkula from time to time. Any other taxable liability on account of GST shall be borne by the Service Provider. The Department shall not be responsible if any taxation authority raise any demand subsequently over and above to what Service Provider charged in his tender.

- (8) The service provider personnel shall not divulge or disclose to any person any details of office, operational process, technical know-how, security arrangements, administrative/ organizational matters as all these matters are of confidential/ secret nature.
- (9) The service provider's personnel should be polite, cordial positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this O/o Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
- (10) That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of O/o Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula.
- (11) The Addl./ Joint Commissioner of Income Tax, TDS Range, Panchkula may require the service provider to remove from the office, any person or persons employed by the service provider, who may be incompetent or for his/her/their misconduct or due to any other reason whatsoever. The service provider shall, forthwith comply with such direction and shall replace such person immediately.
- (12) The service provider has to provide Photo identity Cards to the persons deployed by them for carrying out the work. These cards are to be constantly displayed by their persons & their loss reported immediately.
- (13) The service provider shall ensure proper conduct of their persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
- (14) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
- (15) Working hours would normally be 8 1/2 hours per day from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. However, in exigencies of work, they may be required to sit late and personnel may be called on Saturday, Sunday and other gazetted holidays, if required. They may be paid extra wages as per the rates approved.
- (16) That the service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under

all related legislation as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act etc and the Addl./Joint Commissioner of Income Tax, TDS Range Panchkula shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the O/o Addl./Joint Commissioner of Income Tax, TDS Range Panchkula at Panchkula on monthly basis, along with bill submitted by them.

- (17) The service provider will submit the bill, in triplicate in respect of a particular month in the first week of the next month along with copies of receipts towards EPF/ESI/GST deposition for the previous month and copies of attendance register(s). The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
- (18) Payments to the service provider would be strictly on certification by the officer with whom the person deployed is attached that his services were satisfactory and his attendance certified as per the bill preferred by the service provider.
- (19) No wage /remuneration will be paid to any person for the days of absence from duty.
- (20) The service provider will have to provide the required number of additional persons for a shorter period also. In case of any exigencies as per the requirement of the O/o Addl./Joint Commissioner of Income Tax, TDS Range Panchkula.
- (21) The service provider shall provide a substitute in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (22) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from the O/o Addl./Joint Commissioner of Income Tax, TDS Range Panchkula to the service provider shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instructions issued by Addl./Joint Commissioner of Income Tax, (TDS) Range Panchkula, cum Chairperson Purchase committee, Panchkula in fulfillment of the contract from time to time.
- (23) The Addl./Joint Commissioner of Income Tax, TDS Range Panchkula shall not be liable for any loss, damage, theft burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- (24) That the agency on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on part of its employees, etc. if the O/o Addl./Joint Commissioner of Income

Tax, TDS Range Panchkula suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula for the same. The agency shall keep the Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula fully indemnified against any such loss or damage.

- (25) The O/o Addl./Joint Commissioner of Income Tax, TDS Range Panchkula at Panchkula shall maintain an attendance registers in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
- (26) The Service Provider has to furnish a performance Security Deposit of Rs.2,00,000/- in the form of Fixed Deposit Receipt from a commercial bank/bank guarantee from a commercial bank in any acceptable form. safeguarding the interest of O/o Addl./Joint Commissioner of Income Tax, TDS Range Panchkula. The security deposit shall remain valid for a Period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited, in case the supply of manpower is delayed beyond the period stipulated by the Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula cum Chairperson Purchase committee. Panchkula or non-compliance of the terms of agreement by the seivice provider or frequent absence from duty/ misconduct on the part of manpower supplied by the Agency.
- (27) The agreement will be valid for a period from **01.07.2021 to 30.06.2022** from the date of contract and shall continue to be in force in the same manner, unless terminated in writing. The charges quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained before expiry of the period of 12 months. However, in case the contract has been given at minimum wages, the minimum wages will be revised so that the same is not less than the minimum wages decided by the Government from time to time.
- (28) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior information in writing of this office.
- (29) The Service Provider shall disburse the monthly salary of the workers before 7th Day of the succeeding month.
- (30) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the O/o Joint Commissioner of Income Tax, TDS Range Panchkula shall be forfeited by the O/o Addl./Joint Commissioner of Income Tax, TDS Range, Panchkula.

- (31) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues, In case of any dispute on account of the termination of employment or non- employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same,
- (32) In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Commissioner of Income Tax (TDS)-2, Chandigarh whose decision shall be binding on both the parties.
- (33) The Service Provider shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure of it will attract forfeiture of the performance security deposit as well as the termination of their contract and getting the work done through some outside agency at their cost and risk, during the remaining period of contract.'

ANNEXURE-V**(To be uploaded in attached excel file only)****ANNEXURE-V****FINANCIAL BID**

Sr. No.	Particulars	To be filled by the Tendered
1	Name of the tendering Company/Firm/Agency	
2	Details of EMD Rs. 30,000/-	
	Amount	
	Draft No.	
	Date	
	Issuing Bank	
3	Component of Rate- Rates per person per month (8 hours excluding 1/2 hour lunch)	
a)	Daily wage rate (Not less than minimum wages as per MWA, 1948.	
	For Graduate	
	For Matric	
	For Middle	
b)	Employees Provident Fund as per applicable rates.	
c)	Employees State Insurance as per applicable rates.	
d)	Any other statutory or legal liability (Please indicate	
e)	Contractors Admn./Service charge	
f)	GST as per applicable rates.	

DECLARATION

GST has to be charged as applicable as per GST Act. In case of any deviation offered bid will be directly rejected at the time of price evaluation.

The rates quoted by the tendering agency should be inclusive of all statutory/ Taxation liabilities in force at the time of entering into the contract.

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.

ANNEXURE-III (TENDER ACCEPTANCE LETTER)

To

The Addl./Joint Commissioner of Income Tax (TDS)-Cum
Chairperson Purchase committee,
TDS Range, Panchkula

Sir/Madam,

Subject:- Acceptance of Terms & Conditions of tender.

Tender Reference No: _____

Name of Tender/Work: _____

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the web site(s) namely _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s) the pages of the terms & condition. I/we shall abide by the terms/conditions/ clauses therein.
3. The corrigendum(s), issued from time to time by your department have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that we have not been blacklisted/ debarred by any Gov. Department/ Public sector undertaking.
6. I/We certify that all information furnished by me/us/our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Your Sincerely

Name & signature with stamp (if any) of Bidder.

Annexure-VI

INSTRUCTIONS FOR ONLINE BID SUBMISSION (On Tenderwizard Portal)

The bidders are required to submit soft copies of their bids electronically on the Tender wizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender wizard Portal. More information useful for submitting online bids on the CPP Portal may be obtained at www.tenderwizard.com/INCOMETAX.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Public Procurement Portal (URL: <https://www.tenderwizard.com/INCOMETAX>) with clicking on the link "Online bidder Registration" on the Tender wizard Portal by paying the Registration fee of Rs. 2360/- year charge.
- 2) As part of the enrolment process, the bidders will be required to choose an unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- 7) The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the tender wizard Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Department Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the tenderwizard Portal.
- 2) Once the bidders have selected the tenders they are interested in, you can pay the the form fee by DD only and processing fee(NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective "IN-Progress" Tab. This would enable the tender wizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPEG formats. Bid Original documents may be scanned with 100 dpi with Coloured option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "Documents Library" available to them to upload such documents. These documents may be directly submitted from the "Documents Library" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “DD” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using

buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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- 9) Upon the successful and timely submission of bids click "Submit tender" (i.e. after Clicking "Upload Bid and Submit tender" in the portal), the portal will give a successful Tender submission acknowledgement. A bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to tenderwizard Portal in general may be directed to the 24x7 tender wizard Portal Helpdesk. The contact number for the helpdesk is "011-49424365, 805462881. 9257209340".