

कार्यालयप्रधानआयकरआयुक्त, जालन्धर-
I,
सी.आर.बिल्डिंग, माडलटाऊनरोड,
जालन्धर-144001
दूरभाष : 0181-2459692
फैक्स : 0181-2223010



OFFICE OF THE PR.
COMMISSIONER OF INCOME TAX ,
JALANDHAR-1,
C.R. BUILDING, MODEL TOWN
ROAD, JALANDHAR-144001
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F.No. Pr. CIT-1/Jal/Tender-DEO/2021-22/___

Dated: 16.07.2021

Notice Inviting Tender

This office invites tender in sealed envelope for providing services of Data Entry Operators (DEOs) for the officers of the Pr. Commissioner of Income Tax-1 located at Jalandhar (C.R. Building, Near Skylark Hotel, Jalandhar) and for the offices located at Hoshiarpur, Nawanshahar and Dasuya, Nakodar, kapurthala and Phagwara. The interested parties having at least three years experience in providing such services may submit tenders in sealed cover to the undersigned by 05.00P.M. of/on 26.07.2021. The terms and conditions are as below:-

- i) The contract would be commencing from 01.08.2021, for period of one year and extendable thereafter on the mutual consent of both parties.
- ii) The bidder would have to provide the following number of workers from the date of commencement of contract and more workers could be sought on the same terms and conditions at a later date depending on requirement.

Category of worker	Number required
Data Entry Operators	33

2. Conditions to be satisfied by the contractor

1. The workers would be paid at the rates fixed before the execution of agreement by the 7th day of the following month.
2. The contractor should be registered for compliance of ESI, EPF, GST /Service Tax Rules and it's proof needs to be submitted.
3. The contractor should have a prior experience of at least three year of having provided Data Entry Operator Services.
4. It would be the responsibility of the contractor to make alternate arrangement, if for some reason contractual worker is not available.
5. The bills have to be submitted along with the acknowledgement/proof of payment of salary to the said contractual workers and compliance of ESI, EPF, GST/Service Tax conditions in respect of these contractual workers.
6. The contractual workers shall not claim any absorption in the department, in future. They shall be the employees of the contractor and shall never be considered as employees of the department i.e. there will be no Master & servant relationship between the employees of the contractor and the Department.

- 7 The workers have to be paid for only the number of days they have worked.
8. Any damages to assets of the Department by the workers need to be reimbursed by the contractor.
- 9 In case there are complaints against any worker, he/she should be replaced immediately.
- 10 The workers supplied by the vendor should not have any police/criminal record. The vendor should make adequate enquiries about the antecedents of the persons whom they are deploying.
- 11 Close liaison needs to be maintained with PRO/ITO (Hq.)(Admn) for smooth running of the contract.
- 12 This office could ask the contractor to increase or reduce the number of workers depending on the need, on same terms and conditions.
- 13 The vendor has to deposit an FDR of Rs. One lakh as performance guarantee in favour of the ZAO, CBDT, Jalandhar within 7 days of entering the contract.

3. Conditions for workers

- The contractual workers have to be physically fit to carry out the work.
- The contractual workers have to be neatly and formally dressed.
- The contractual workers may be asked to sit late hours sometimes, if required, in case of exigencies of official work, without any extra payment.
- The contractual workers may be required to work on Saturdays/Sundays as per needs and requirement of department.

4. Scope of work

- The scope of work shall be Data Entry Work including Typing, processing of Returns etc. and any other related work to be assigned by Administrative Authorities.
- The DEOs are required to be punctual and observe office working hours.

5. General conditions of the tender

- The tender needs to be submitted in two parts- Technical Bid and Financial Bid.
- In the Technical Bid, the contractor needs to provide proof of registration with ESI,EPF, GST/ServiceTax Departments and also proof of having worked with government offices in the past. Without fulfillment of these conditions, the bid would be out rightly rejected.
- In the Financial Bid, the rate of commission chargeable by the contractor on the gross payment needs to be quoted. The bid would be awarded to the person quoting the lowest commission subject to fulfillment of other conditions.

6. Other conditions

- This office reserves the right to terminate the contract with a prior notice of 30 days, in case the work is found unsatisfactory.

- The antecedents of the workers should have been properly verified by the contractor and he should be in possession of all the necessary documents.
- Attendance & continuation of contractual workers/staffs engaged by the contractor would be monitored by the PRO/ITO(HQ) who will also ensure the dress code, I-cards and police verification etc. and will make surprise visit to verify compliance.
- That if the work and conduct of any personnel deputed for services under this agreement by the contractor is not found to be satisfactory (with regard to skills, output, conduct or for any other reason), no payment in respect of services of such personnel shall be made by the department and the contractor shall provide immediate replacement to the satisfaction of the Department, who shall not be required to state reasons or grounds for seeking replacement, as aforesaid.
- That in the event of not providing replacement as above, an amount equal to the amount payable for a day in respect of services of such personnel shall be deducted by the Department by way of penalty.
- The contractor shall be responsible for any loss caused to the department by acts of omission or commission by the personnel provided for rendering contractor services. Consequently Department shall have the right to deduct amount for such loss from the payments due to the contractor.
- The personnel through whom contractual services are provided by the contractor shall not take copies in any form of any information available to such personnel while rendering services to the department and such personnel shall not divulge or disclose any information relating to the Department to any person.
- In case performance of personnel provided by the contractor is found to be unsatisfactory or there is misconduct (including misconduct referred in above clauses) on the part of any personnel or violation of the terms and conditions of the agreement, when entered, the Department may terminate the agreement with immediate effect.
- If the job is not found to be satisfactory, penalty will be imposed on the contractor subject to a minimum of 10% of the part payment, which may go up to 30% as maximum penalty, as the case may be.
- For information or inspection of site, interested parties may contact the office of the undersigned at Room no. 101, 1st Floor (New Wing), Aayakar Bhawan, Jalandhar.
- Interested parties/persons/concerns may submit their quotations to the office of the undersigned in a sealed cover super scribed as "**Quotations for Data Entry Operators**" in the prescribed format, comprising the Technical and Financial Bids in the office of undersigned **by 05:00 PM on 26.07.2021** positively. The quotations would be opened by the Purchase Committee **on 27.07.2021 at 03:00 P.M.**

Unsealed quotation will be rejected out rightly. This office reserves the right to reject any quotation without assigning any reason whatsoever.



(Rakesh Sharma)
Income Tax Officer(Hq)(Admn.)-1,
O/o the Pr.CIT-1, Jalandhar.

Copy to:-

1. Notice Board of the office.
2. Web Manager, www.incometaxindia.gov.in with a request to upload the same on website.
3. On the web page <https://incometaxchandigarh.org> of Pr.CCIT, Chandigarh.

PROCESS

1. The bidder has to submit both Technical and financial Bids in separate sealed covers marking 'Technical' or 'Financial' and it is to be addressed to the Pr. Commissioner of Income Tax-1, Jalandhar. Bids will be accepted upto 05:00 P.M. on **26.07.2021**. Bidders should submit technical bid as well as financial bid in Annexure-II & III with prescribed self-attested supporting documents. The bids will be opened at 03:00 PM. on **27.07.2021**.
2. The bidder may remain present at the time of opening of the tender by the Purchase Committee. The financial bids of only those bidders who technically qualify, will be opened.
3. Where the bid is received after the due date (including on account of reasons of postal delay), the same will not be considered.
4. The successful bidder has to enter into a formal contract with the Pr. Commissioner of Income Tax-1, Jalandhar or any officer designated by her on her behalf.
5. The income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
6. The rate quoted by the vendors should be duly signed with seal. Rate should be written both in figure and words. Any overwriting/corrections in rate should be attested by the vendors with seal.

Technical Bid

S.No.	Particulars	Details			
1.	Name Address & Telephone No.				
2.	Income Tax assessment particulars Ward & PAN/TAN				
3.	The Number of years of experience in the field alongwith proof				
4.	Turnover in the past three years alongwith documentary evidence	F.Y	2015-16	2016-17	2017-18
		Turnover			
5.	Details of reputed clients	Name and address of client			
6.	Proof of ESI, EPF and Service Tax registrations				
Name and signature of the authorized signatory					

Financial Bid

S.No.	Particulars	Details
1.	Name of the Party (M/s)	
2.	Address of the party	
3.	Name of the Contact Person	
4.	Contact No.	
5.	Rates of commission on the gross payment for workers in percentage	

Declaration

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

Date:

Signature:

Name: