



भारत सरकार/Government of India
वित्त मंत्रालय/Ministry of Finance
आयकर विभाग/Income Tax Department

कार्यालय प्रधान आयकर आयुक्त, सैक्टर- 2, पंचकूला
O/o Pr. Commissioner of Income Tax, Sector-2, Panchkula
Ph.: 0172-2566756, Email: Panchkula.pcit@incometax.gov.in

F.No. Pr.CIT/PKL/Tender/2020-21/

Date: 04.08.2020

NOTICE INVITING TENDERS

The office of the Pr. Commissioner of Income Tax, Panchkula invites tender from financially sound and reputed parties engaged in the business of providing manpower service, having experience of 10 years and 15 Crore turnover in the same services to provide tentatively 06 DEOs, 03 Peon, 03 Sweeper and 01 Mali on contract basis for the O/o the Pr. Commissioner of Income Tax, Panchkula. The Contract would be awarded for a period of one year which is likely to be extended by one year at the administrative convenience of the Pr. Commissioner of Income Tax, Panchkula.

Tenders duly super scribed "Tenders for providing DEOs , Peon, Sweeper and Mali and addressed to the Pr. Commissioner of Income Tax, Panchkula are invited so as to reach the O/o the Pr. Commissioner of Income Tax, Panchkula not later than 11:00 hours on 13.08.2020. Tenders received after stipulated date/time shall not be entertained.

Detailed information/terms and conditions for the purpose either be downloaded from <https://incometaxchandigarh.org/> or may be collected from O/o the Pr. Commissioner of Income Tax, Sector-2, Panchkula on working days during office hours i.e. 9:30 AM to 6:00 PM. Tendering parties also suggested that eligibility criteria shall be carefully read before presenting tender.


(Shakti Bala)

Income Tax Officer, (HQ)
O/o the Pr. Commissioner of Income Tax,
Panchkula



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**NOTICE FOR PROCUREMENT HIRING OF SERVICES OF DATA ENTRY OPERATORS
PEON/SWEEPER/MALI THROUGH CONTRACTORS**

The office of the Pr. Commissioner of Income Tax, Aayakar Bhawan, Sector-2, Panchkula invites sealed offers from financially sound and reputed parties engaged in the business of providing services of data entry operators for a period of minimum one year as detailed below:

Category of workers	Number required
Data Entry Operator	6
Peon	3
Sweeper	3
Mali	1

1. GENERAL TERMS AND CONDITIONS FOR DATA ENTRY OPERATORS/TYPISTS:

The following qualification should be fulfilled by the Data Entry Operators/Typists :

- The personnel should preferably be graduate with English as one the subject.
- The personnel should have minimum speed of typing at 40 wpm in English and same speed in Hindi preferably though not compulsory. Also persons who have shorthand knowledge be preferably deployed.
- The person should possess hand on working knowledge of software such as MS Word, MS Excel, MS Power Point etc. Web based networking, Tally and hardware of computer.
- The age of personnel should be between 20 years to 35 years.

2. THE NATURE OF DUTIES OF DATA ENTRY OPERATORS/TYPISTS IS GIVEN BELOW:

The duties of the Data Entry Operators and Typists would broadly include:

- Typing on MS Word and preparing reports on MS Excel preparing presentation on MS power point.
- Taking dictation and drafting and working in word/excel/any other software used in department.
- Cleaning and keeping in good working condition of computers, printer, fax machine, copies, scanner or any other office equipments being used by them, printing of documents and any other work assigned by the superior authority.

- (d) Any other work assigned to them like assistance to regular staff in carrying of files & other papers with in the building. Physical Maintenance of records of the section, General Cleanliness and upkeep of the section/unit, Assisting in routine office work like, diary, dispatch etc. including on computer, photocopy, sending of Fax etc., Other non-clerical work in the section/unit.
- 3. GENERAL TERMS AND CONDITIONS FOR PEON/SWEEPER/MALI :**
- (a) The personnel should preferably have passed matriculation.
- (b) The age of personnel should be between 20 years to 35 years.
- (c) The Personnel should have complete knowledge of their work.
4. The normal working hours of the DEOs/Peon/Sweeper/mali will be from 9:30 hrs to 6:00 hrs, if necessary even on holiday, with ½ hrs lunch time break. The work shall be done on all working days and payment will be made on the basis of attendance. Where necessary DEOs/Peon/Sweeper/Mali be required to work even on Saturday, Sunday and any other holidays, as ordered by controlling office
5. The total number of DEOs/Peon/Sweeper/Mali deployed shall be at the sole discretion of this office.
6. The personnel, if not found working satisfactorily, must be replaced by the Service provider immediately.
7. The personnel should be punctual and should complete the work assigned to them promptly and meticulously.
8. The personnel should report to the officer in charge assigned by this office.
9. The service provider is responsible for payment of monthly wages to the personnel to be engaged by it in compliance of all the statutory obligations under all related and applicable laws to it from time to time including Contract Labour Act, Minimum wages Act, Employees Provident Fund, ESI Act, Etc. The Service provider should ensure that wages are paid on or before 7th of following month irrespective of the fact that the bill for the month is pending for payment. It is mandatory for the service provider to pay the prevailing DC rates to the deployed DEOs/Peon/Sweeper/Mali.
10. All existing statutory regulations of Central Government 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.
11. The bill shall be submitted by the Service Provider on or before 7th of the following month. At the time of submission of bill for payment, the contractor/service provider should submit the proof for the previous payment made towards statutory liabilities. The Service provider shall make only statutory deduction from the wage paid to the personnel.
12. The persons engaged by the Contracting Agency/Service Provider will be in the employment of the Contracting Agency/Service Provider only. There will not be any employer-employee relationship between the persons deployed by the contractor and the Income Tax Department.

13. The Contractor/Service provider shall indemnify and keep this office indemnified against all acts or 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.

14. All damages caused by the personnel to the property of the office shall be recovered from the Service Provider.

15. This office reserves the right to extend the contract further, on the same terms and conditions subject to satisfactory performance of the Service Provider.

16. No other person except Service Provider's authorized representative shall be allowed to enter the offices.

17. Department/office will not involve in any dispute between the service provider and workers of the service provider.

18. Aadhaar/PAN Numbers of each DEOs/Peon/Sweeper/Mali will be verified by the service provider and they will be allowed to work in this office only after proper police verification. Proper identification card shall be provided by the contractor/bidder to the person deployed as DEOs/Peon/Sweeper/Mali and it must be ensured that the same are worn to work & ID Cards are displayed on person.

19. The contractor/ bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.

20. Any incidence of inappropriate behavior by any of the DEOs/Peon/Sweeper/Mali will lead to breach of agreement and will be sufficient cause for termination of agreement if such person is not removed immediately.

21. 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.

22. The contractor will have to issue wearable photo identity cards of its persons & the DEOs/Peon/Sweeper/Mali will be required to display it all time while in office failing which the person may be asked to leave the premises & penalty of Rs.100/- on each instance of failure will be levied.

Conditions to be satisfied by the contractor :

- The contractor should be resident of Tricity i.e. Chandigarh/Panchkula/Mohali as on date of tender and proof in this regard must be attached with technical bid failing which the bid will be rejected.
- The Service Provider should have at least 5 years similar experience in any government office and the experience certificates should be attached with technical bid. Only Work Completion certificate showing good performance of work need to attached, not the copies of previous agreement made with other departments/ PSUs/Autonomous bodies.

- The Service provider should have turnover of at least INR 15 Crore per annum (Receipts under section 194C of Income Tax Act) for last three financial years (FY 2016-17 to 2018-19). The Service Provider must have executed at least a single tender of at least Rs. 25 Lakh or two tenders of each above Rs. 15 Lakh in F.Y. 2016-17 to F.Y. 2018-19. Form 26AS should also be attached in support of this. **It may please be noted that the receipts in Form -26AS under section 194C will only be treated for the purpose of turnover.**
- The contractor should be registered for compliance of ESI, EPF and Service Tax/GST and Proof needs to be submitted.
- The bidder should have sound financial capacity and minimum capital of Rs. 50 Lakh as on the date of tender in bank account. A proof in the form of bank statement showing such bank balance must be attached alongwith the technical bid.
- Any financial bid containing zero percent commission rates will be rejected to avoid any fictitious bidder.
- It would be the responsibility of the contractor to make alternate arrangement if for some reason workers/staff is not available. **In case the manpower is not available, no payment will be made for the day for that person; rather a penalty equivalent to cost per day of manpower will be levied and deducted from the monthly bill.**
- The bills have to be submitted along with the acknowledgement/proof of payment. The contractor should also maintain all relevant registers, records and accounts & produce the same to this office as and when required.
- The workers have to be paid for only the number of days they have worked.
- In case there are complaints against any DEOs/Peon/Sweeper/Mali, he/she should be replaced immediately.
- This office could ask the contractor to increase or reduce workers depending on the need on same terms and conditions.
- There shall not be deducted any amount from the payments of data entry operator other than statutory required deductions like PF, ESI etc. Any contractor found asking money in the form of commission or in any other form from data entry operators/typist/peon will be blacklisted and his contract will be terminated. Also any non-statutory deduction from the payments of DEOs/Peon/ Sweeper/Mali will lead to termination of contract.

II MODE OF SUBMISSION OF TENDER

1. The tenders shall be submitted on Pr. Commissioner of Income Tax, Panchkula
2. The bidders are required to submit two bids, i.e. Technical bid and financial bids, in the prescribed formats i.e. Annexure-I and II. In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws etc. In the Financial bid, the bidder will submit the quotation for his charges. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those

bidder, who is short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.

3. The department has right to relax Technical Qualification in case of sufficient number of quotations are not received.

4. This office reserves the rights to postpone/and or extend the date of receipt/opening of dates/Quotations or to withdraw the same, without assigning any reason thereof.

5. The service providers are required to submit the complete rates/ Quotations only after satisfying each and every condition laid down in the terms and conditions.

7. All the rates must be written both in figures and words. 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.

8. Rates/quotations should be submitted and signed under the seal by the firm with its current business address.

9. The contractor/ service provider 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 conditions contained herein and submit the same along with Technical Bid.

10. The contractor/Service provider 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.

11. The last date for receipt of tender is 13.08.2020 upto 11:00 A.M.

12. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the rights to reject any tender, even the lowest one without assigning any reasons thereof.

13. The Technical Bid and Financial Bid will be opened on 14.08.2020 at 03:00 P.M. in the O/o Pr. Commissioner of Income Tax, Sector-2, Panchkula in the presence of tender committee.

14. Tender Fee (non-refundable) of Rs. 1000/- (One Thousand Only) per application in form of separate Demand Draft/Banker's Cheque of Scheduled Bank in favour of ZAO, CBDT, Panchkula shall accompany the qualifying bid. Qualifying bids without tender fee will be rejected.

15. The tender details are also available at Notice Board.

16. For any clarification in the matter and/or prior appointment may be made with ITO (HQ)(Admn), O/o the Pr. Commissioner of Income Tax, Panchkula.

17. In case any successful bidder is found paying lesser than minimum wages, defaulter of EPF/ESI/Income-tax/Labour laws, his contract will be terminated and that bidder will be blacklisted.

III. TECHNICAL CONDITIONS

1. The contractor/bidder should be registered with the appropriate registration authority with regard to providing manpower to the Government offices i.e. State/Union Territory's Labour Department (Enclose copy of registration certificate or Labour License).
2. The contractor /bidder should have at least **five year** experience in providing similar services to public sector company/Banks/Government Departments. (Enclose documentary evidence. A work completion certificate with good feedback from the past service availing departments must be enclosed as proof.
3. The contractor/bidder should have valid service tax registration/ GST and PAN/TAN which is to be quoted in the sealed quotation and it should never be defaulter to make the above payment.
4. The contractor/bidder should be registered with ESIC & EPF authorities and the attested copies of proof thereof should be provided along with the technical bid.
5. The Annual Turnover of the service provider/contractor should not be less than rupees 15 Crore for each of last three Financial Years 2016-17,2017-18 and FY 2018-19 and Form 26AS, a certified copy of balance sheet and profit and loss account must be enclosed as proof.
6. The Service provider/Contractor must submit copy of income Tax Returns for F.Y. 2016-17, 2017-18 and 2018-19.

IV. FINANCIAL CONDITIONS

1. The contractor will have to specify the amount to be charged by it towards Service charges/commission for providing the DEOs/Peon/Sweeper/Mali. It may be noted that in order to eliminate frivolous bids and disguised charges/deduction from wages of personnel, service providers bidding at 0% commission shall be disqualified
2. In case multiple bidders quoting same rates the competent authority will decide the allocation based upon their capital position and past contract experience with own and other government department/s.

IMPORTANT NOTE

Bidder should ensure that the following documents are part of the **QUALIFYING-cum-TECHNICAL BID:**

1. Annexure -1 (Technical Bid) duly filled. Any column left blank or filled with irrelevant words like "attached" or "Enclosed" instead of exact data asked will make the bid liable for rejection and no claim thereafter will be entertained.

2. Certified Copy of PAN CARD.

3. Certified Copy of Service Tax/GST Registration Certificate.

4. Certified Copy of Registration Certificate with EPF and ESI.

5. Copy of Work Completion certificate/s as Proof of Experience

6. Tender Document (all pages signed with seal).

7. Proof of resident of Chandigarh/Panchkula/Mohali in case of individual applicants and in case of firms/companies, proof of registered address/branch address in Chandigarh must be enclosed with application failing which bid will be rejected. All those with PAN jurisdiction in Chandigarh will be treated as residents of Chandigarh while others must enclose the proof of address in Chandigarh in support of their claim in technical bid.

8. Certified Copy of audited Balance Sheet and Profit and loss account for F.Y. 2016-17, 2017-18 and FY 2018-19 must be enclosed with the technical bid.

9. Copy of bidder's bank statement showing capital position of Rs. 10 Lakhs as on the date of tender must be enclosed with the technical bid. (This condition is kept to make sure that the bidder is capable of paying salaries to engaged staff in time and deposit EPF/ESI or other statutory liabilities in time).

FINANCIAL BID:

(a) Duly filled in Annexure II and its enclosure.

RATES AND PRICES: The bidder shall quote their PERCENTAGE COMMISSION rates for personnel to be employed per month **(in both words and figures)**.


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QUALIFYING-CUM-TECHNICAL BID DOCUMENT

Sl. No.	Particulars	
1	Name of the Party	
2	Complete Address (With Tel No., Fax No.)	
3	Name and Addresses of the Proprietor/ Partners/ Directors (with mobile/Contact no.)	
4	Contact Persons (with mobile no.)	
5	Whether the applicant is resident of Chandigarh/Panchkula/Mohali as on date of tender? State Yes or No? (Proof Required to be attached if Yes)	
6	No. of years of experience in providing Data entry services (enclose proof such as performance Reports/ Experience Certificate from clients showing good performance)	
7	Whether the applicant has prior experience of providing data entry services to government office? If yes, enclose proof.	
8	Details of Turnover for last three financial years (Enclose copy of balance sheet and profit and loss account and Form 26AS showing receipts under section 194C at least 15 Crore and single contract receipts of not less than Rs. 25 Lakhs or Two contract receipts of value not less than 15 Lakhs each): F.Y. 2016-17, 2017-18 and FY 2018- 19	
9	Permanent Account Number (PAN) (enclose copies of TDS/ITR)	
10	Details of ESI & EPF registration along with evidence	
11	Details of Service Tax/GST Registration along with evidence.	
12	Whether the bidder has capital of Rs. 10 Lakhs as on date? If yes, attached bank statement as proof.	
13	Details of Tender fee : DD/Banker Cheque No. : Bank Name :	Date :
14	Details of EMD : DD/Banker Cheque No. : Bank Name :	Date :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my knowledge/our knowledge and I have read and understood the terms and conditions contained in the Tender Document. 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 and seal)

ANNEXURE-II

FINANCIAL BID DOCUMENT (To be uploaded in attached excel sheet only)

S. No.	Particulars to be furnished	
1	Name of the Party	
2	Address (with Tel No., Fax No.)	
3	Name of the office/Location for Which quoted	
4	Total Percentage of total cost of manpower as Commission (exclusive of Service tax/GST) per month	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my knowledge/our knowledge and I have read and understood the terms and conditions contained in the Tender Document. 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 and seal)