



भारतसरकार

GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

कार्यालय उप आयकर निदेशक (अन्वे) पटियाला

तीसरी मंजिल, आयकर भवन, पटियाला

E-mail: patiala.ddit.inv@incometax.gov.in

फा.स.उप: आ: नि: (अन्वे)/ पटियाला /2020-21/ 427

O/o Dy. Director of Income Tax (Inv.) Patiala,

3rd Floor, Aayakar Bhawan, Patiala.

Phone & Fax No: 0175-2213170

दिनांक: 31/07/2020

To

The Dy. Commissioner of Income Tax (Hq.)(Admn.)
O/o the Pr. Chief Commissioner of Income Tax,
NWR, Chandigarh.

Madam,

Sub: Upload of tender and its enclosures for hiring of One Data Entry Operator and two MTS on website of O/o the Pr. CCIT, NWR, Chandigarh i.e. www.incometaxchandigarh.org

Kindly refer to the above mentioned subject.

2. In this regard, it is submitted that this office proposes to invite quotation/ tender for hiring of One Data Entry Operator and two MTS. As per guidelines of the department, it is necessary to upload the same on the website of O/o the Pr. CCIT, NWR, Chandigarh. It is therefore requested to kindly upload this notice and its enclosures at the earliest.

Yours faithfully,

Anmoldeep Singh
(Anmoldeep Singh, IRS)

Dy. Director of Income Tax (Inv.),
Patiala



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TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATOR AND MTS

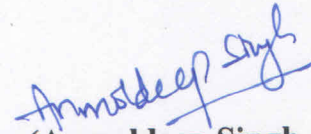
The Dy. Director of Income Tax (Inv.), Patiala on behalf of the President of India invites quotations in a sealed over from reputed person/contractors latest by 11:00 A.M of 21/08/2020, to be opened on 21/08/2020 at 03:30 P.M for hiring of one Data Entry operator and two MTS for the period from 01/09/2020 to 31/07/2021.

The tender documents alongwith the instructions and terms and conditions can be downloaded from the Department's web site incometaxchandigarh.org. The prospective tenders are advised to check the eligibility criteria thoroughly before applying for the Tender. The opening date of bids is 21/08/2020, and the bids can be submitted on or before 21/08/2020 by 11:00 A.M after which no bids shall be entertained. The bids should be strictly as per the Annexure II and III. Technical bid will be opened on 21/08/2020 at 03:30 P.M in the O/o The Joint Director of Income Tax (Inv.), Ludhiana by the purchase committee duly constituted. The interested vendors may present at above time and date. The financial bid of the successful vendors will be opened on the same day immediately after the announcement of technically qualified vendors by the purchase committee. For any clarification regarding terms and conditions of the tender, bidders may contact O/o The Dy. Director of Income Tax (Inv.), Patiala. The contact number of the office is 0175-2213170.

The Technical bid and financial bid should be sealed by the bidder in separate covers duly super scribed "TECHNICAL BID- Supply of Man Power" and "FINANCIAL BID- Supply of Man Power" respectively and both the sealed covers are to be put in a bigger cover which should be sealed and duly super scribed as

"Tender for Supply of Man power" addressed to The Dy. Director of Income Tax(Inv.), Patiala

The office reserves the right to amend/withdraw any of the terms and conditions in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason: The decision of the Dy. Director of Income Tax(Inv.), Patiala in this regard shall be final and binding on all.



(Anmoldeep Singh, IRS)
Dy. Director of Income Tax(Inv.),
Patiala

HIRING OF DATA ENTRY OPERATOR AND MTS

Sealed 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 the O/o The Dy. Director of Income Tax (Inv.), Patiala, as detailed below:

Requirement	Qualification
Data Entry Operator (No. of Posts-01)	Intermediate qualification or 10+2 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. Candidate 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. Graduate candidates will be paid wages in accordance with the minimum wages fixed by the Government.
MTS (No. of Posts-02)	Not less than Middle School
Age	Not below 18 years
Experience	Minimum 03 year. Candidates who have worked in government organizations shall be preferred.

1.	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 they deploy.
2.	The initial period of contract would be for a period of 11 months i.e. from 01/09/2020 to 31/07/2021 which may be further extended by the Directorate maximum for 1 year subject to satisfactory performance of the Agency, with the approval of the competent authority.
3.	The manpower will have to be supplied by the Agency within 7 days of award of contract.
4.	Terms and conditions: As per Annexure I.
5.	Only those bidders who fulfil the following minimum eligibility criteria, should submit their bids: a) The Manpower Agency should have an experience of not less than five years for supply of such kind of manpower from the date of opening the tender. b) It should be registered with the concerned Government Authority and a copy of the document/certificate should be attached with the Technical bid. c) It should have PAN and Service Tax Registration Number. A photocopy of which should be attached with the Technical bid. d) It should not have been blacklisted by any organization. Necessary declaration to this effect should be attached with the Technical bid. e) It should be willing to take up the contract on the terms and conditions mentioned at Annexure-I.
6.	An Earnest Money Deposit of Rs.10,000/- (Ten thousand only) in the form of

	demand draft drawn in favour of the Zonal Account Officer, CBDT, Patiala must be submitted alongwith the technical bid, failing which the bid shall not be considered valid.
7.	The tender should be submitted in two sealed cover.
A.	The first sealed cover super scribed as "Technical Bid", should contain the following documents:- <ul style="list-style-type: none"> i. The Proforma at Annexure-II, duly filled in alongwith self-attested relevant document/information. ii. Agency profile including previous experience of manpower supply to Govt. Department etc. iii. Acceptance of terms conditions at Annexure-I iv. Demand draft of earnest money deposit. v. All other required documents.
B.	The second sealed envelope super scribed as "Financial Bid", should contain only rates for supply of 01 Data Entry Operator and 02 MTS on per day basis for normal duty of 8 hours per day (excluding lunch of half hour) per person on five days a week (Annexure-III).
C.	Both the sealed covers should be placed in the main sealed envelope super scribed "Tender for supply of 01 Data Entry Operator and 02 MTS. This should be addressed to the Dy. Director of Income Tax (Inv.), Patiala, Aayakar Bhawan, 3rd Floor, Patiala-147001 and sent by post or by hand delivered latest by 11:00 A.M on 21/08/2020.
8.	The technical bids will be opened by the purchase committee at 03:30 P.M on 21/08/2020 in the office of the Joint Director of Income Tax (Inv.), Ludhiana. One member of each participating bidder may be present at the time of opening of bids. The 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.

Anmoldeep Singh
(Anmoldeep Singh, IRS)

**Dy. Director of Income Tax (Inv.),
Patiala**

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 identify like driving license/bank account details previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Directorate. 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 Dy. Director of Income Tax (Inv.), Patiala for any reasons, immediately on receipt of such a request from the Dy. Director of Income Tax (Inv.), Patiala.
5. The Service provider shall engage necessary persons as required by this Directorate 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 Directorate. 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 Dy. Director of Income Tax (Inv.), Patiala and further that the said persons of the service provider shall not claim any absorption in the O/o Dy. Director of Income Tax (Inv.), Patiala, on any ground whatsoever.
6. The service provider's personnel shall not claim any benefit/ compensation/ absorption/ regularization of services from/ in the O/o Dy. Director of Income Tax(Inv.), Patiala under the provision of Industrial Disputes Act, 1957 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the Dy. Director of Income Tax (Inv.), Patiala.
7. The service providers personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/ organisational matters as all these matters are of confidential / secret nature.
8. The service provider's personnel should be polite, cordial positive and efficient, while handing the assigned work and their actions shall promote goodwill and enhance the image of O/o the Dy. Director of Income Tax (Inv.), Patiala. The service

- provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
9. 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 the Dy. Director of Income Tax (Inv.), Patiala.
 10. The Dy. Director of Income Tax (Inv.), Patiala may require the service provider to remove from the office, any person or persons, employed by the service provider, who may be incompetent or his 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.
 11. 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.
 12. The service provide shall ensure proper conduct of their persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
 13. 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.
 14. Working hours for Data Entry Operators would be normally 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 gazette holidays, if required. They may be paid extra wages as per the rates approved.
 15. That the agency 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, Employee Provident Fund Act, ESI Act etc. and the Dy. Director of Income Tax (Inv.), Patiala 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 Dy. Director of Income Tax (Inv.), Patiala on monthly basis, alongwith bill submitted by them.
 16. 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/Service Tax 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.
 17. Payments to the service provider would be strictly on certification by the officer with whom the person deployed is attached that his service were satisfactory and his attendance certified as per the bill preferred by the service provider.
 18. No wage/remuneration will be paid to any persons for the days of absence from duty.

19. 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 this office i.e. the Dy. Director of Income Tax (Inv.), Patiala.
20. The service provider shall provide a substitute well 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.
21. The service provider shall be contactable at all times and message sent by phone/ e-mail/ whatsapp/ special messenger from the Dy. Director of Income Tax(Inv.), Patiala to the service provider shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instruction issued by the Dy. Director of Income Tax (Inv.), Patiala in fulfilment of the contract from time to time.
22. The Dy. Director of Income Tax (Inv.), Patiala 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.
23. That the agency on its part and through its own resources shall ensure that the goods, materials and equipments 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 Dy. Director of Income Tax (Inv.), Patiala 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 Dy. Director of Income Tax (Inv.), Patiala for the same. The agency shall keep the Dy. Director of Income Tax (Inv.), Patiala fully indemnified against any such loss or damage.
24. The Dy. Director of Income Tax (Inv.), Patiala 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.
25. The successful bidder shall furnish a performance Security Deposit of Rs.10,000/- 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 the Dy. Director of Income Tax (Inv.), Patiala. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited, in case of supply of manpower is delayed beyond the period stipulated by the Dy. Director of Income Tax (Inv.), Patiala or non compliance of the terms of agreement by the service provider or frequent absence from duty/ misconduct on the part of manpower supplied by the Agency.
26. The successful bidder will enter into an agreement with this Directorate for supply of suitable and qualified manpower as per requirement of this Directorate on these terms and conditions. The agreement will be valid till 31/07/2021 from the date of agreement and shall continue to be in force in the same manner, unless terminated in writing. The charges quoted by the agency (Sr.No3 of Annexure-III) shall be fixed for the period of agreement and no request for any change/modification shall be entertained before expiry of the said period. 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 for Patiala from time to time. The contract will be awarded @ DC rate fixed from time to time. The service charge 2% of basic wages/charge will be allowed to the vendor.
27. The service provider shall not assign, transfer, pledge or sub contact the performance of services without the prior written consent of this Directorate.
 28. The agency shall disburse the monthly salary of the worker before 7th day of the succeeding month.
 29. 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 Dy. Director of Income Tax (Inv.), Patiala shall be forfeited.
 30. 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.
 31. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Dy. Director of Income Tax (Inv.), Patiala whose decision shall be binding on both the parties.
 32. The agency shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure of it will attract forfeiture of outstanding dues 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.
 33. No interest will be paid to the agency if the payment is delayed from this office.
 34. In case of deficiency of services a penal charge @1000 per day for per person will be deducted from the payment.
 35. The agreement has been entered into for a period of 11 months and renewal will be subject to satisfactory service. However, the agreement can be terminated by the department, if the service is not satisfactory by giving 30 days notice in advance to the vendor. Similarly, the vendor can also terminate this agreement by giving notice in 30 days in advance to the Department. The agreement may be renewed based services of the vendor and good conduct of staff.
 36. Any other matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the competent authority of the Department, whose decision shall be final and conclusive.

Annexure-II

Sr. No	Particulars	To be filled by the tendered
1.	Name of the Agency	
2.	Details of EMD	
	Amount	
	Draft No.	
	Date	
	Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the agency with office telephone number, Fax number and Mobile Number and name of the contact person.	
5.	Whether registered with all concerned Government Authorities (copy of all certificates of registration to be enclosed)	
6.	PAN (copy of enclosed)	
7.	Service Tax Registration Number (copy to be enclosed)	
7A.	Registration/License No. under contract labour (Regulation & Abolition) Act, 1970	
8.	Whether the firm is blacklisted by any government Department or any criminal case is registered against the firm and its owner/partners anywhere in India (if No, an undertaking to this effect is to attached in this regard)	
9.	Length of experience in the field.	
10.	Experience in dealing with Govt. Departments (indicate the names of the Department and years of dealing with those Departments and attaché copies of contracts orders placed on the agency)	
11.	Whether a copy of their terms and conditions (Annexure-I,) duly signed, in token of acceptance of the same, is attached.	
12.	Whether agency profile is attached?	
13.	List of other clients	

(Signature) with date

1. Name of the tendering company/Firm/ Agency:

2. Details of Earnest deposit Rs.10,000/-:

DD/PO No. & Date:

Name of the Bank & Branch :

3. Rates per person per month (8 hours excluding ½ hour lunch) is :

Rs. for Graduate, Rs. for Matric, and Rs. for lesser than matric

S.No	Component of Rate	Amount in Rupees		
		Graduate	Matric	Lesser than matric
1.	Daily wage rate (Not less than minimum wages as per MWA, 1948.			
2.	Employees Provident Fund as per applicable rates.			
3.	Employees State Insurance as per applicable rates.			
4.	Service Tax Liability as per applicable rates.			
5.	Any other statutory or legal liability (Please indicate)			
6	Contractors Admn/Service charge			

Total (Column 1 to 6 above)

Signature of authorized person

Full Name:

Office Seal

Date :

Place:.....