



कार्यालय, उप निदेशक आयकर (अन्वे.)

OFFICE OF THE DEPUTY DIRECTOR OF INCOME TAX (INVESTIGATION)

Behind Judicial Complex, Sector-6, Panipat

Ph.0180-2631333, Email: dditinvpanipat@gmail.com

पत्र संख्या/उप.नि.आ. (अन्वे.)/पानीपत/2019 .20/425

दिनांक:09.05.2019

INVITING TENDER NOTICE

The Dy. Director of Income Tax (Inv.), Panipat invites sealed tenders/ quotations for providing One Data Entry Operator, Two Water Man Cum Peon, One Chowkidar/ Gardner, One Sweeper in the charge of the Deputy Director of Income Tax (Inv.), Panipat. Tenders may be submitted in sealed cover to the office of Deputy Director of Income Tax (Inv.), Panipat on working days during office hours. The Department reserves the right to accept or reject any tender and its decision shall be final. The last date of submission of the tenders is 16th May, 2019 at 11:00 AM. Bids will be opened in the office of the Addl. Director of Income Tax (Inv.), Faridabad in the presence of one representative of each of the bidders who wished to be present on 20.05.2019 at 3.00 PM.

The tender form along with terms and conditions in this regard may be obtained from the office of the Dy. Director of Income Tax (Inv.), Panipat during office hours.

Note : Tenders will be accepted in the prescribed format only otherwise the same will be rejected.

(Praveen Kumar)
Dy. Director of Income Tax (Inv.),
HOO, Panipat

TENDER FOR OUTSOURCING OF MAN POWER SERVICES

1. The Dy. Director of Income Tax (Inv.), Panipat intends to invite sealed offers from reputed parties engaged in the business of providing manpower service, for outsourcing the service of One Data Entry Operator, Two Water Man Cum Peon, One Chowkidar/ Gardner, One Sweeper on daily rate basis in the office of the Dy. Director of Income Tax (Inv.), Panipat
2. Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have done after carefully study and examination of all instructions, eligibility terms & conditions with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially.
3. **Tender Process :-** Tender is invited in simple form mentioning the current DC Rates, ESIC, PF and service charges and in a single envelope address to the Dy. Director of Income Tax (Inv.), Panipat, Aaykar Bhawan, Behind Judicial Complex, Sector -6, Panipat by 11.00 AM on 16.05.2019. The Qualifying bid will be opened on 20.05.2019 at 03:00 PM in the presence of bidder or their representative in the chamber of Addl. Director of Income Tax(Inv.), Faridabad, Income Tax Office, 1st Floor, C.G.O. Complex, N.H.IV, Faridabad. If the date of opening is declared a holiday, the quotations will be opened on next working day. The bidder, who quotes lowest rate (but not lower than the rate prescribed as per Minimum Wages Act) will be declared successful.
4. The offer submitted by telex/telegram/Fax/Email or any other manner other than specified above shall not be considered. No correspondence will be entertained on this matter.
5. If the tender are sent by post/courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. Department is not liable for the delay on account of Postal/Courier Services.
6. The Dy. Director of Income Tax (Inv.), Panipat reserves the right to reject any application(s)/quotation without assigning any reason whatsoever.
7. **Required qualification for outsourcing manpower.**
 - a) **Data Entry Operator:**
 - i. The person should have passed minimum 12th from a recognized Board with English as one subject and command over the language. Graduates will be preferred.
 - ii. The personnel should have a minimum speed of typing © 40 WPM.
 - iii. The personnel should possess knowledge of software such as Microsoft Word, Excel and Powerpoint etc. and be able to use them proficiently.

iv. The personnel should be able to type directly on computer during dictation.

b) Waterman Cum Peon:

The person should have passed minimum 10th from a recognized Board with English as one subject and command over the language. Graduates will be preferred. The person should be of good health enough to perform services in efficient manner

c) Chowkider/Gardner:

The person should have passed minimum 10th from a recognized Board with English as one subject and command over the language. Graduates will be preferred. The person should be of good health enough to perform services in efficient manner

d) Sweeper:

The person should be of good health enough to perform services in efficient manner.

8. Job Specification :

1. Data Entry Operator- The duties of the Data Entry Operator would broadly include typing from the written drafts/documents, taking direct dictation on the computer in Hindi/English), cleaning and maintenance of computer, printing of documents and any other work assigned by the superior authority etc.
2. Waterman Cum Peon- The duties of Waterman Cum Peon would broadly include proper management related to infrastructure, water, tea etc. serving and any other work given the the officer/officials.
3. Chowkidar/ Gardner- The duties of Chowkidar/ Gardner will broadly include look after the office equipments/ files security and any other work given by the officer/officials.
4. Sweeper- The duties of Sweeper will broadly include the proper cleanliness of all rooms, lobby, washrooms of the office and any other work given by the officer/officials.

9. General Terms and Conditions:

- i. The contractor shall deploy only personnel with good conduct and character. General Terms and Condition In order to ensure the same, police verification Certificate in respect of the personnel deployed shall be submitted to the O/o the Dy. Director of Income Tax (Inv.), Panipat, Aaykar Bhawan, Behind Judicial Complex, Sector -6, Panipat at the time of deploying each personnel.
- ii. The turnover of the contractor/Agency should be minimum of Rs. One Crore for the F.Y.2017-18. It would be preferred if the contractor/Agency have one local office/sub-office so that any grievances regarding services can be resolved immediately.

- iii. The personnel deployed shall work on all working day and as and when required.
- iv. Normally the working hours of persons deployed by the contractor shall be between 09.00 AM to 06.00 PM. The person deployed should invariably reach office before 09.00 AM, every day and perform duty.
- v. The contractor shall ensure that its personnel shall have identity Cards, provided by the contractor which shall be worn in such a way it is prominently displayed and visible so that any person representing the contractor can easily be identified.
- vi. The personnel shall attend to work punctually at the prefixed/determined timing and shall be well-behaved and well-mannered.
- vii. The personnel shall perform all the duties assigned by the respective Officer to whom they are attached from time to time.
- viii. The contractor is responsible for payment of salary to the personnel deployed, as also to the P.F. and other departments, as applicable.
- ix. The contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of Officers to whom they are attached.
- x. The contractor and the personnel engaged by the contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.
- xi. If in the opinion of this office, the contractor engages inadequate number of personnel or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract O/o the Dy. Director of Income Tax (Inv.), Panipat may get the work done through a third party contractor, without any notice to the contractor, the cost of which shall be recovered from the contractor from the monthly payment.
- xii. In the event O/o the Dy. Director of Income Tax (Inv.), Panipat deciding to renew this contract on the same terms as embodied or such other modified terms as it may think fit and proper, it shall communicate the decision to the contractor prior to the expiry of this agreement, in which event the parties to this agreement shall be governed by such documents for future or further transaction.
- xiii. Close liaison shall be maintained with the officer-in-charge for smooth and efficient performance of duties of the personnel.
- xiv. The contractor shall indemnify and shall keep the O/o the Deputy Director of Income Tax(Inv.), Panipat indemnified against acts ad omission or negligence, dishonesty or misconduct of the men engaged for the work and O/o the Deputy Director of Income Tax(Inv.), Panipat shall not be liable to pay any damages or compensation to such person or to third party.
- xv. The contractor shall arrange for the maintenance of all such registers ad forms as are statutorily required and/or considered necessary for the efficient performance of this contract.
- xvi. That it is clearly agreed and understood that all the personnel provided/engaged by the contractor and all disputes between the contractor and its personnel shall have no bearing on O/o the Deputy Director of Income Tax (Inv.), Panipat shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employees/Ex-employee of the contractor. The contractor is fully responsible for disciplined behaviors of its workmen.

- xvii. All damages caused by the contractor or contractor's personnel or any other personnel arising out of contractor's employees instructions shall be charged to the contractor and recovered from its dues/bills.
- xviii. Failure by the contractor to comply with any statutory requirement and/or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any further tender of the department.
- xix. In case the contractor withdraws or O/o the Deputy Director of Income Tax(Inv.), Panipat terminate the contract for violation of terms and conditions and / or deficiency in service during the period of contract, the additional expenses in hiring a new contract or temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted payment to be made.
- xx. The service charge quoted shall be inclusive of issue of Identity Cards, other expenses relating to maintenance of register, supervisory charge and other charges to be incurred by the contractor to satisfy the terms and conditions of tender.
- xxi. In case, the person deployed by the contractor is absent, suitable replacement should be given immediately with information to the O/o the Deputy Director of Income Tax(Inv.), Panipat.
- xxii. In case, complaints are received against the personnel should be replaced immediately.
- xxiii. The contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
- xxiv. The contractor will be required to pay at least the minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts. The contract will remain valid for one year or the period specified in the letter communication the acceptance, whichever is earlier, unless terminated earlier by the O/o the Deputy Director of Income Tax(Inv.), Panipat.
- xxv. The requirement of this office may further increase or decrease during the period of contract and the contractor would have to provide additional manpower, if required on the same terms and conditions.
- xxvi. The contractor shall furnish the following documents in respect of the individual manpower who will be deployed by it in this department before the commencement of work.
- a. List of persons shortlisted by the Agency for deployment at the O/o the Deputy Director of Income Tax(Inv.), Panipat containing full details i.e. date of birth, marital status, complete address etc.
 - b. Bio-data of the person.
 - c. Certificate of Verification of antecedents of persons by local police authority.
- xxvii. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements and administrative/organizational matter are not divulged to any person by its personnel deployed in this office.
- xxviii. The service provided shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan and smoking loitering without work.

- xxix. Contractor having prior experiences (More experience) of Service providing with other Government Departments/Pais/bank, will be preferred if all other conditions are same.
10. **Rate and price :** The bidder shall quote their rates per personnel deployed as "Rate per day per personnel" (both in words and figures) which shall not be less than the minimum wages stipulated by the Central Government. The payment of wages during contract period shall not be less than the minimum wages fixed by the State Govt. for the locality from time to time.
11. **Final payment :** The contractor shall submit the bill for every month by the 7th day of next month along with the statement showing number of persons deployed for number of days certified by the respective DDO. No interim bills will be entertained. Payment will be made through Cheque/ECS till 7th of every month from the end of the subsequent month in which services were provided if there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective DDO. The payment is subject to TDS applicable under the Income Tax Act, 1961.