



भारत सरकार
GOVERNMENT OF INDIA
आयकर विभाग
INCOME TAX DEPARTMENT

प्रधान आयकर निदेशक(अन्वे.) का कार्यालय

OFFICE OF THE PRINCIPAL DIRECTOR OF INCOME TAX (INV.)

3 तल (राइट विंग), 'Tristar' बिल्डिंग, ईडीसी परिसर, Patto प्लाजा, पणजी, गोवा 403001
3rd Floor (Right Wing), 'Tristar' Building, EDC Complex, Patto Plaza, Panaji,
Goa - 403001.

टेली/Telephone : 0832-2438524/2438526

फ़ैक्स / Fax : 0832-2438546

F.No.45/MTS/Pr.DIT(Inv)/PNJ/2020-21

Dated: 09/09/2021.

NOTICE INVITING THE TENDER FOR MULTI TASKING STAFF

The Pr. Director of Income Tax (Inv.), Panaji, invites tender from the reputed and registered agencies engaged in the business of providing man power for outsourcing the services of **MULTI TASKING STAFF (MTS)** requirement **6 Nos.** for Office of the Pr. Director of Income Tax, (Inv.), 3rd Floor, Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-Goa 403001. The hiring shall be initially for a period of **one year** from the date of commencement, and would be extendable for further years at the discretion of the Competent Authority, if services are found satisfactory. The description of scope of work, duties and responsibilities and the work to be carried out by the Multi Tasking Staff/Personnel is given in the terms & conditions.

2. The interested agencies/parties are requested to obtain the Tender Form, Terms of Agreement, from the Office of the Pr. Director of Income Tax, (Inv.), 3rd Floor, Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-Goa from 15.09.2021 to 28.09.2021 on any working day between 10.30 AM and 01:30 PM or download the same from the website of Central Public Procurement Portal (e-Publishing), Government of India at www.eprocure.gov.in/epublish/app and Income Tax Department, Bengaluru website at www.incometaxbengaluru.org.


3. The tender forms must accompany with an Earnest Money Deposit (EMD) of Rs. **70,000/-** (Rupees Seventy Thousand Only) (Refundable) by Demand Draft of SBI or any Nationalized bank, drawn in favor of **Zonal Account Officer (CBDT), Panaji Goa, Payable at Panaji**. Tenders in sealed envelopes superscribed "**Tender for providing MTS, Technical Bids and Financial Bids, for office of the Pr. Director of Income Tax (Investigation), Panaji**" containing separate sealed covers for each service superscribed on covers "**Technical Bid** and "**Financial Bid** should be submitted to this office on or before 28/09/2021 at 01:30 PM, either by post or by hand to the office of Deputy Director of Income Tax (Inv.)(HQ), Panaji- Goa.

4. Tenders will be opened on ~~Wed~~, the 29/09/2021 at 11.30 AM at the Office of Deputy Director of Income Tax (Inv.)(HQ), 2nd Floor, Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-Goa. The technical bids tenders will be opened first and those who do not fulfill all the terms and conditions are liable to be rejected at this stage only and their application will not be considered for Financial Bids.

5. In case, the Tender Committee does not get suitable quotes, then it shall be free to invite others/ local vendors considering the essential nature of requirement within the overall financial limits prescribed by the Competent Authority.

6. The Deputy Director of Income Tax (Inv.)(HQ), Panaji- Goa. reserves the right to accept or reject any Tender and the decision of the Department is final and binding.

7. The tender details are also available on the website of Central Public Procurement Portal (e-Publishing), Government of India at www.eprocure.gov.in/epublish/app and Income Tax Department, Bengaluru website at www.incometaxbengaluru.gov.in.


(त्वरा मिश्रा, बी. रा. से. / Tvara Misra, I.R.S.)
(उप आयकर निदेशक (मुख्यालय)
Deputy Director of Income Tax (HQ)
प्र.आयकर निदेशक(अन्वे) का कार्यालय, पणजी

O/o Pr. Director of Income Tax(Inv), Panaji-Goa



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OFFICE OF THE PRINCIPAL DIRECTOR OF INCOME TAX (INV.)
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Dated: 09-09-2021.

IMPORTANT DATES AND INFORMATION

(Through Tender)

**TENDER FOR HIRING OF MULTI TASKING STAFF FOR THE
O/o Pr. DIT(INV)**

Name of the Work	Contract for providing Multi Tasking Staff for for the O/o Pr. DIT (Inv) & JDIT (Inv), Panaji (6 Nos.)
Date of publishing Tender	15.09.2021
Document download/Sale Start Date	15.09.2021
Last Date & Time for receipt of Bid	28.09.2021 up to 01.30 PM
Date of clarification	From 16.09.2021 at 11.00 AM upto 27.09.2021 05.00 PM
Time and Date of Opening of Bid	29.09.2021 at 11.30 AM
Place of Opening of Bid	O/o The Pr Director of Income Tax (Inv.),3 rd Floor, Tristar Building, Patto Panaji.
Officer from whom the tender documents can be obtained	The Administrative Officer, Gr-III O/o The Pr Director of Income Tax (Inv.),3 rd Floor, Tristar Building, Patto Panaji


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(उप आयकर निदेशक (मुख्यालय))

Deputy Director of Income Tax (HQ)

प्र.आयकर निदेशक(अन्वे) का कार्यालय, पणजी

O/o Pr. Director of Income Tax(Inv), Panaji-Goa

CHAPTER - 01
INSTRUCTION TO BIDDERS

1. No alteration should be made in any of the terms and conditions of the bid document by striking out any part thereof.
2. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid.
 - a) Technical Bid consisting of all technical details along with commercial terms and conditions; and
 - b) Financial bid indicating item-wise price for the items mentioned in the technical bid.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed as "**Technical Bid**" & "**Financial Bid**" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed as "**Tender for providing Multi Tasking Staff (MTS), Technical Bids and Financial Bids, for office of the Pr. Director of Income Tax (Investigation), Panaji-Goa**". The technical bids shall be opened by the tender committee members at the first instance and evaluated by the tender committee and the bidders who do not fulfill all the terms and conditions prescribed in technical bids are liable to be rejected at this stage only and their application will not be considered. At the second stage, financial bids of only the technically accepted bids shall be opened in the ranking like L1, L2, L3, L4, L5 etc., of the financial bids will be made by the tender committee for those whose technical bids are accepted before awarding the contract.
4. Complete tender documents along with Earnest Money Deposit (EMD) and supporting documents should reach the office of the Deputy Director of Income Tax (Investigation) (HQ), 3rd Floor, Right Wing, Tristar Building, Plot No. 13-B, EDC Complex, Patto, Panaji-Goa before the due date. Late bids (i.e. bids received after the specified date and time for receipt of bids) will not be considered.
5. Bid sent through Fax/e-Mail shall not be considered and will be rejected out rightly.
6. In the submitted bid, no variation or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Chapter-02, will be summarily rejected.


7. The Technical Bid should necessarily accompany with the **Earnest Money Deposit (EMD) for the Rs.70,000/- (Rupees Seventy Thousand Only) through a Demand draft favoring 'Zonal Account Officer (CBDT), Panaji-Goa'**. The Technical Bids not accompanied by Earnest Money Deposit of the requisite amount will be summarily rejected. The said Earnest Money Deposit amount will be forfeited, if the successful bidder fails to sign the contract on terms contained in the bid document, or fails to execute the agreement within the stipulated time fixed by the Hirer. The Earnest Money Deposit for unsuccessful bidders will be returned to them on or before the 30th day after the award of the contract. The Earnest Money of the successful bidder will be refunded after the expire or terminate of the awarded contract No interest will be payable on this deposit.
8. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. Such tenders shall be summarily rejected.
9. **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.**
10. The bid normally shall remain valid for **45 days to 60 days** from the date of submission of the bids.
11. The bidder whose bid is accepted by the Hirer shall be the successful bidder. In the event of bid being accepted, the quotation as per Chapter – 06 and the Terms and Conditions mentioned in Chapter - 02 will be converted into a contract, which will be governed by the terms and conditions given in the bid document.
12. The bid document of every bidder shall consist of the following documents:
 - a) Technical Bid Information as per format mention in Chapter – 05.
 - b) The Financial Bid Quotations strictly as per the pro-forma given in Chapter – 06.
 - c) Copy of terms and conditions as per Chapter - 02 duly signed on every page.
 - d) Affidavit on bond paper of Rs.100/- (Rupees One Hundred Only) stating that the bidder has not been black listed by any by Centre/State Government/PSU.

- e) Document to the effect that the bidder has provided similar service to Government Department/State Government/PSU at least for two years.
- f) The bidder should have **minimum turnover of Rs.50,00,000/- per annum** for the last three years. Photo copy of Income Tax Return for last three assessment years should be enclosed.

13. If a firm/agency/bidder quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

Date : 09/09/2021

Place : Panaji



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(उप आयकर निदेशक (मुख्यालय))

Deputy Director of Income Tax (HQ)

प्र.आयकर निदेशक(अन्वे) का कार्यालय, पणजी

O/o Pr. Director of Income Tax(Inv), Panaji-Goa

Chapter 2

TERMS AND CONDITIONS

Sealed tenders are invited from reputed agencies for providing Semi skilled staff on contractual basis on the following terms and conditions :-

1. Multi Tasking Staff (Semiskilled staff) should have the following qualifications:
 - a) The person should be a matriculate,
 - b) The person should have fair knowledge of reading and writing in English, Hindi and Numerical system.
 - c) The age of personnel should be between 20 years to 40 years with preference to younger age group.
 - d) The personnel should be able to work till late hours.
2. The working hours for semiskilled staff will be from 09.30 AM to 06.00 PM, if necessary even on holidays, with half hour lunch time break. The work shall be done on all working days and payment will be made on the basis of attendance.
3. The Pr. Director of Income Tax (Inv.), Panaji will hire services of Six (6) Multi Tasking Staff personnel, for office of the Pr. Director of Income Tax (Inv.), Panaji for official purposes and by inviting bids from the prospective parties / vendors for such purpose. The bidder/tenderer should be well established and an experienced agency/ firm/individual having minimum Three years of experience in the same line of business and having a sufficient number of staff/personnel for the above mentioned services and duly registered with the concerned Government Department viz. Labour Department, Service Tax Department, PF & ESI etc. The firm/company should have minimum turnover of Rs. 50 lakhs or more and copy of the latest return of income filed has to be enclosed compulsorily to the Technical bid format.
4. The bidder/tenderer should not be an employee or ex-employee of the Department. Similarly, bidder should not be a firm in which substantive interest lies with the employee or ex-employee of the Department.
5. If the successful Agency/Party expresses his/its inability or fails to supply the services required as above, the offer will be made to the suitable bidder as deemed fit by the Committee.
6. The Department reserves the right of selection of Agency /Party /Vendor etc. and its decision in these matters is final and binding.

7. The Agency/Party/ Vendor would invariably produce all the documents as in the Technical Bid document (Chapter 05). The vendor shall also submit an attested copy of Trade license, Bank statement and Bank account No., Bank and Branch Names, Branch Code, IFSC code and MICR code in the envelope containing the technical bid documents.
8. The Agency/Vendor/Contractor should make the payment/ credit the salary / wages to their bank account of their employees on or before 10th of every month. This office should not receive any type of complaints from the employees who are taken on hire from their agency regarding non-payment of salary/or any type of dues. In such circumstances, this office will enforce the Agency to make the salary payment failing which dues will be deducted from their monthly bills and make the payment to the concerned persons and balance, if any, will be credited to the Party's account.
9. In case of any violation of rules, a penalty of Rs. 500/- will be levied for each default.
10. The agency / party shall raise the bill on a monthly basis and submit this office in duplicate latest by 5th day of the month following the month for which the service was given. In case of broken period of a month, pro-rata charges will be payable. The vendor shall maintain attendance register and periodically get it signed by the representative of the Department. The bills shall be prepared on the basis of attendance register entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the I.T. Act, 1961 shall be made by this office from every payment/ credit made to the vendor.
11. During the period of the contract, no request for escalation of monthly charges will be entertained by the Department for whatsoever reasons.
12. The department has an option to terminate the contract without assigning any reason whatsoever by giving a notice in writing 30 days prior to the termination without any compensation to the vendor. The vendor can also terminate the contract by giving proper application in writing and a notice of 30 days in advance.
13. The Agency / Party has to ensure that the observance of proper etiquette and protocol while performing their duty. He/She shall be neatly dressed, should wear uniform to be provided by the Vendor and be well spoken. Without proper authorization from controlling officer, the Agency / Party should not take any decision in the Departmental matters.
14. The Agency / Party shall be bound to carry out the instructions of the Department as well as of the officers to whom the man power is given.

15. This contract shall be effective for one year from the date of commencement and further extension may be granted at the sole discretion of the Pr. Director of Income Tax (Inv.), Panaji.
16. The bidder should not have blacklisted or debarred by the Income Tax Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to the effect.
17. The applicant bidder (s) and their representatives, employees, agents and advisors shall observe the highest standard of ethics during the bidding process, notwithstanding anything to the contrary contained therein, the Department may reject an application without being liable in any manner, whatsoever, to the applicant, if it determines that the applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice in the bidding process.
18. The bidder shall abide by all extent laws related to taxes and levies as applicable to it. It will also comply will all existing Government regulations in respect of engaging of services as mentioned above. All legal obligations, in respect of the man power, i.e. minimum wages as per government regulation, social security etc. shall be the responsibility of the contractor. Any penalty levied by any authority during the contract period shall be borne by the Contractor/Vendor.
19. In case of any failure or omission due to the natural calamities, hurricanes or due to any statute or regulations of the Government or because of any lock outs, strikes, riots, embargos of any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the department or contract will give notice to other party at the earliest of the occurrence of such incidents that on account of the above event the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence of default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long as the event of force major continues and to the extent their performances is affected.


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Deputy Director of Income Tax (HQ)

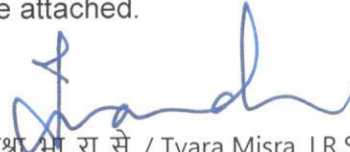
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O/o Pr. Director of Income Tax(Inv), Panaji-Goa

CHAPTER - 3

MINIMUM ELIGIBILITY CRITERIA

1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion.
2. Bid Security (EMD) : EMD for Rs. 70,000 (Rs. Seventy Thousand only) of yearly contract amount is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of "**the Zonal Account Officer (C.B.D.T.), Panaji-Goa,**" payable at Panaji.
3. The agency shall be a Limited Company or a Private Limited Company registered under the Companies Act 1956/partnership firm or a proprietorship. For proof, self attested/attested copy of Certificates of Incorporation/partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, self-declaration or self-certificate supported by PAN in the proprietor name would suffice. The bidder should have a valid PAN issued by the Income Tax department. Bidder shall have valid GST Registration.
4. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation. Attested copies of relevant document in this regard should be attached in the tender document.
5. The agency should have minimum three years experience in providing Multi Tasking Staff services consecutively in the Government departments/Public sectors (Central or State)/Private Limited Company at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document.
6. Income Tax Return of the company/firm/proprietor for the past three years should be enclosed.
7. GST Return of the company/firm for the past three years should be enclosed.
8. EPF (monthly return) of the previous two months should be attached.



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CHAPTER - 04

SCHEDULE/SCOPE OF REQUIREMENTS/WORKS

1. The staff/manpower will be hired on calendar month basis with the working hour 09.30 AM to 06.00 PM, if necessary even on holidays, with half hour lunch time break. The work shall be done on all working days and payment will be made on the basis of attendance.
2. The staff/manpower if called for duty on holidays, additional charges will be paid.
3. **Duties/Functions of the Multi Tasking Staff**
 - (a) Watch and Ward duties
 - (b) Developing and upkeep of lawns/garden/flower pots in the office premises and potted plants etc.
 - (c) Cleaning of building furniture and fixtures etc.
 - (d) General cleanliness and upkeep of the section/units.
 - (e) Dusting of furniture.
 - (f) Opening and closing of rooms.
 - (g) Physical maintenance of record of the section/office
 - (h) Making available of record as and when required.
 - (i) Placing of paper in relevant files.
 - (j) Attending to the Officers.
 - (k) Carrying of files and other papers within the building
 - (l) Operating and maintaining Photocopier machine and sending of FAX etc.
 - (m) Other non-clerical work in the Section/Unit/Office.
 - (n) Assisting in routine office work like dispatch etc.
 - (o) Delivering of Dak (outside the building).
 - (p) Any other work of official nature, specifically assigned.
4. The staff/manpower shall understand Hindi, English languages.
5. The staff/manpower shall wear a proper uniform provided by the bidder/agency/tenderer.



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CHAPTER - 05

TECHNICAL BID DETAILS

DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for hiring of housekeeping personnel)

1. Name of the Party :

2. Address (with telephone No., Fax No. & email ID) :

(a) Registered Office :

(b) Local Office (Panaji City) With Proof :

3. Name & address of the Proprietor / Partner Partners / Directors (with Mobile-No. & E-mail) :

4. Contact person(s) (with Mobile No. & E-mail) :

5. No. of years of experience in providing Services of skilled/unskilled personnel :

6. Permanent Account Number :

7. Service Tax Registration Number/GST Registration Number:

8. ESIC Registration No:

9. EPF Registration No :

10. PAN (enclosed copy)

11. Annual Turnover details :

12.. Details of EMD of Rs. 70,000/- :

Amount Rs. _____

DD No. _____ Date _____

Bank _____

Documents to be enclosed:

- a. Photo copy of Income Tax Return for last three assessment years.
- b. Document to the effect that the bidder has provided similar service to Government Department/State Government/PSU at least for three years.
- c. Affidavit on bond paper of Rs.100/-stating that the bidder has not been black listed by any by Centre/State Government/PSU or not been indulged with any fraud practice as per chapter-08.

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____ Proprietor/Director/Authorized signatory of _____ the Company/Firm/Agency, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

SEAL

(Signature of Authorized Signatory with date)

CHAPTER - 06
FINANCIAL BID DETAILS

1. Name of the Party
2. Address (with telephone No., Fax No.-)
3. Name & address of the Proprietor /
4. Partners / Directors (with Mobile No. & E-mail)
5. Contact person(s) (with Mobile No. & E-mail)
6. Rate per personnel per day (Both in words and figures)

No.	Description	Security Guard
1.	Basic	
2.	DA	
3.	Other Charges (*Washing Allowance)	
4.	Total (1+ 2+3)	
5.	EPF	
6.	ESIC	
7.	Bonus	
8.	Total (5+6+7)	
9.	Leave	
10.	Gratuity	
11.	Total (9+10)	
12.	Total (4+8+11)	
13.	Contractor Service Charges	
14.	Total (12+13)	
15.	Service Tax/GST	
16.	Total (14+15)	
17.	Net payable to MTS	

*Applicable for Semiskilled Multi Tasking Staff.

DECLARATION

I/ We _____ hereby certify that information furnished above is true and correct to the best of my / our knowledge. I/we understand that in case any deviation is found in the above statement at any stage. I/we will be blacklisted and will not be permitted to have any dealing with We Department in future.

(Signature of Authorized Signatory with date)

Date :

Place :

*The bid will ordinarily be decided on the basis of the quote as per Serial No. 1 and in case of tie, quote as per Serial No. 2 will be considered.

CHAPTER - 07

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

(Declaration should be mentioned on a stamp Paper of Rs. 100/-)

We certify that in last three years, we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, not been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that: -

- a. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by the Agreement entered into with the Authority or Govt. of India, State Govt. and any other Public Sector Enterprises from time to time.
- b. We hereby certify that we have taken steps to ensure that in conformity with no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice undesirable practice or restrictive practice.
- c. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- d. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by Court of law. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/Employees.
- e. We certify that no penalty has ever been imposed in respect of services rendered by us in any organization/Ministry/Department.

Signature: Name & Designation with office seal