



संयुक्त आयकर आयुक्त (टी.बी.एस) रेंज का कार्यालय, हुबल्लि
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, TDS RANGE, HUBBALLI
2nd FLOOR, C.R.BUILDING, NAVANAGAR, HUBBALLI: 580025
2 फ्लोर, सी. आर. बिल्डिंग, नवनगर, हुबल्लि- 580025
PHONE NO./ फूरमात- 0836-2221842/2221869.

फा.सं.फ. No. Contingent /JCIT/TDS Range/HBL/2020-21

Date: 31.08.2020.

NOTICE INVITING THE TENDER FOR HIRING THE SERVICES OF TWO CONTINGENT STAFF (MTS)

The Office of the Joint Commissioner of Income Tax, TDS Range, Hubballi, invites Sealed Tenders from the reputed and registered Agencies engaged in the business of providing man power for outsourcing the services of Contingent Staff (MTS) Personnel (02 nos.). The description of Scope of work, terms and conditions & duties and responsibilities and the works to be carried out by the Contingent Staff (MTS) Personnel Is given in the terms & conditions.

2. The interest Agencies/Parties are requested to obtain the Tender Forms, terms of Agreements, scope of work from the Income Tax Officer & DDO, O/o. Joint Commissioner of Income-tax TDS Range, Hubballi on the payment of Rs.575/- (Rupees Five Hundred and Seventy Five Only) (non-refundable) by Demand Draft at SBI, drawn in favour of " ZAO, CBDT, Hubballi" payable at Hubballi from 07.09.2020 to 22.09.2020 on any working day from 11.00 AM to 5.00 PM.

3. Sealed Tenders in envelopes superscribed "Tender for providing the services of Contingent Staff (MTS)", Should be submitted to this office on or before 22.09.2020 at 5:00 PM.

4. Tenders will be opened on Tuesday, the 23rd September, 2020 at 11.30 AM at the Conference Hall, 2nd Floor, Central Revenue Building Main, Navanagar, Hubballi – 580 025. The Technical bids Tenders will be first opened and who do not fulfill all the terms & conditions are liable to be rejected at that 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 Income-tax Department reserves the right to accept or reject any Tender and the decision of the Department is final and binding.

7. The Tender is invited with prior approval of the Commissioner of Income tax (TDS), Panaji.

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



(Raj Kumar Karn)
Income Tax Officer & DDO,
TDS Ward-1, Hubballi

for Joint Commissioner of Income-Tax TDS Range, Hubballi.

Copy to :

1. The Commissioner of Income Tax (TDS), Panaji-Goa.
2. The Public Relation Officer, O/o. Pr. CCIT, Central Revenue Building, Queen's Road, Bangalore with a request to upload the above notice and the tender documents (enclosed herewith) in the departmental website latest by 07/09/2020.
3. Notice Board of Income Tax Office, C.R. Building, Navanagar, Hubballi,

ANNEXURE-I

TERMS AND CONDITIONS

1. The D/o. Joint Commissioner of Income Tax, TDS Range, Hubballi, will hire services of 02 Contingent Staff (MTS) for official purposes and by inviting bids from 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 fleet of above mentioned services and duly registered with the concerned Govt. Departments viz. Labour Department, GST, PF & ESI etc. The firm/company should compulsorily enclose a copy of the latest return of income filed to the Technical bid format.
 2. 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.
 3. 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.
 4. The Department reserves the right of selection of Agency/Party/Vendor etc. and its decision in these matters is final and binding.
 5. In the event of the award of the contract to the bidder/vendor and prior to the execution of the contract, the party shall produce the photograph of the Proprietor/Partners of the Agency with whom the agreement will be entered with his/their present and permanent address, Mobile no., PAN no., Copy of Aadhar Card, and other documents as required to carry out the contract work. and EMD of Rs. 50,000/- (~~Rupees Fifty thousand Only~~) in the form of DD drawn in favour of ~~"The Joint Commissioner of Income Tax, TDS Range, Hubballi"~~ payable at HUBBALLI which is refundable after the expiry of contract/termination of contract after deducting any damages, incidental expenses incurred by the Department, the balance amount will be refunded
 6. The Agency/Party/Vendor would invariably produce all the documents as in the Technical bid document (Annexure-I). The vendor shall also submit an attested copy of Trade license, Bank statement and Bank Account No., Bank and Branch Name, Branch Code, IFSC code and MICR code in the envelope containing the technical bid documents. Bid submitted will be valid for **60 days**.
- 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;

8. In case of any violation of rules, a penalty of ~~Rs. 500/-~~ will be levied for each default. 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 Income Tax Act, 1961 shall be made by this office from every payment/credit made to the vendor.

9. During the period of the contract, no request for escalation of monthly charges will be entertained by the Department for whatsoever reasons.

10. The Department has an option to terminate the contract without assigning any reason whatsoever by giving a notice in writing 15 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 15 days in advance.

11. The Agency/Party has to ensure that the observance of proper etiquette and protocol while performing their duty. He 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.

12. 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.

13. This contract shall be effective for **TWO YEARS** with effect from **01/10/2020** to **30/09/2022** with a provision of further extension of one or more year as per the terms and conditions of the tender document and on explicit approval by the Department in this regard, unless terminated earlier for violation of any other terms and conditions mentioned herein the tender documents.

The bidder should not have blacklisted or debarred by the Income Tax Department or any Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.



16. 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.

17. The bidder shall abide by all extant laws related to taxes and levies as applicable to it. It will also comply with 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.

18. In case of any failure or omission due to 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 contractor 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 by such an event of force major provided notices as above are given and the force measure is established as provided herein above.

19. In the event of any question, disputes or differences arising between the parties, relating to the interpretation and application of the provision of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the Department. The decision of arbitration to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Department, Hubballi and the person shall not be below the rank of ACIT with the Jurisdiction the Pr. Commissioner of Income Tax, Hubballi. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.

20. Tender will be issued to only those specialised firms/contractors who comply the following eligibility criteria. Tenderers shall submit documentary proof of eligibility criteria, failing which the tender will be summarily rejected. Bidders are advised to visit the Office Campus at the address given on the first page of this document, for on-the spot assessment before submitting their bids.



(a) Bidder should be registered in India and providing Facility services as mentioned in scope of work. The Vendor should have satisfactorily completed (at least one of them should be in Central Government/Central Autonomous Bodies/Central PSU) atleast one similar work during the last 5 years ending last day of the month of March 2019. Detailed list of clients and work certificates would be required.

(b) The Contractor shall have in possession valid ISO 9001:2000 certification. Copy of certificate has to be attached with the Technical Bid.

(c) Bidder shall have at least Three years' experience in providing similar services to organizations having around 100 persons at any given point of time. Tenderer has to produce attested certificates from the employer/client-audited balance sheet duly certified by Chartered Accountant etc. along with the tender offer.

(d) Contractor shall submit Solvency certificate from nationalized bank 200% of the annualized tender value.

(e) Contractor should enclose certified copy of registration certificate under Employee Provident Fund Act and also latest proof of the same (Challans to be attached).

(f) Tenderer should enclose certified copy of registration certificate under Employee State Insurance Act and also latest proof of the same (Challans to be attached).

(g) Latest copy of license from Labour Commissioner to employee contract labour under contract labour Act.

(h) The tenderer would be required to provide certified copy of Income Tax PAN Card of the Tender.

(i) Tenderer should submit certified copy of service tax registration certificate which should be in the name of the Tenderer.

(j) Bid should be complete and covering the entire scope of job and should conform to the General and Special conditions indicated in the bid documents. Incomplete and non conforming bids will be rejected outright.

(k) No Sub contract/Joint Venture/consortium is allowed to participate in the tender process.

(l) Should not have been blacklisted by any Central/State/Govt agency.

(m) Should not have incurred any loss in more than two years during the last five years ending 31st March 2020. Financial statements should be enclosed for evidence.

(n) The bidder should have adequate infrastructure like office, telephone number, Fax machine, internet connection etc. The Dept. may consider relaxation of any of the norms mentioned above if

the bidders have exemplary previous record on quality of service from the four existing customers of the Dept. This is subject to actual verification of the credentials.



Annexure - II

SCOPE OF WORK

1. The scope of work includes providing Contingent Staff (MTS), in the O/o JCIT(TDS), Hubballi. The Contingent Staff (MTS) services are required on all the days of calendar month excluding Sundays and holidays in the Administrative Block. Timely availability of all the men, material and machinery at the building selected for contingent job/housekeeping job/MTS shall be the sole responsibility of the contractor and in the event of his/her failure to do so, the O/o JCIT(TDS), Hubballi reserve the right to get it done by his/her own ways and expenditure incurred shall be deducted from the payments due to the contractor along with penalty as deemed fit by competent authorities. The contractor shall take all necessary steps to ensure that due to contingent/housekeeping work, official work and beneficiaries are not put to inconvenience during any time and there is no safety hazard/any other hazard at workplace. Monitoring of the levels of quality of the Contingent Staff (MTS) services shall be done on regular basis by the O/o JCIT(TDS), Hubballi and in the event of quality of work of the contingent staff being found to be unacceptable, "Penalty" shall be imposed. The contractor or his employees will not be allowed to take out any item without the explicit written authority of the officer in charges or authorized representatives of the O/o JCIT(TDS), Hubballi.

2. The brief of the services includes the following:

- Sweeping and mopping of the entire area with necessary machines and consumables.
- Scrubbing the floor areas as and when required.
- Upkeep and removing satisfactorily cobweb on walls and surrounding areas
- Vacuum cleaning to be done every weekly on carpets and upholstery.
- Periodic cleaning of venetian blinds and curtains
- Wipe cleaning the office personnel's' workstation tables, display devices, racks, shelves, almirahs, telephones, computers and fixtures like bulbs, fans etc.
- Periodic sterilized cleaning of water jug/flask and refilling it with drinking water in classrooms, official's tables and in Guest Houses/ rooms when it is under occupation
- Periodic cleaning of used cups, saucers and plates in the admin block
- Wipe cleaning of corridor railing, glass and glass fixtures, windows and window shutters, glass doors and internal glass façade, door handles, wall fixtures and signage boards
- Vacuum cleaning of window shutter railings, door pivots
- Changing towels once in two days or on urgent requirement if need arises
- Mopping & Wet mopping room and balcony floor; wiping cot/chair/table/wardrobe/wardrobe mirrors/door handles, balcony railing; cleaning tea kettle, checking stock provision of Tea/Coffee/Sugar/Milk sachets/drinking water/liquid soap and replenishing it; dusting doormats, window sill, cleaning of wall paintings and telephones
- Replenish all consumables including hand towels and toilet rolls, liquid soaps in the dispensers, as required.



ANNEXURE-III
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For providing manpower to perform skilled jobs (data entry operator) In the office of Joint Commissioner of Income Tax Officer, TDS Range, Hubballi. C R Building, Navanagar, Hubballi-580025.

1. PAN/GIR No.
2. GST No.
3. ESI Registration No.
4. EPF Registration No.
5. Copy of Income Tax Returns for last two years.
6. Details of the major similar contracts handled by the tendering company/Firm /Agency on behalf of PSUs/Government Departments during the last two years.
7. Affidavit worth RS 100/- Stating that the agency has not been black listed by Centre/State Government/PUS.
8. Certified document in support of financial turnover of the agency.
9. Customer's satisfaction certification, issued by at least one Central Govt./State Govt./PSU pr any other Govt. Institutes where vendor has provided services.

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 ti rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.



Signature of authorized person
Full Name:

SEAL
Date
Place

ANNEXURE -V

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 as defined in section -B of Fraud and corrupt Practices of the Terms and Conditions of the document, 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 the provisions of the Section- B of Fraud and Corrupt Practices of the Terms and Conditions of the document 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 matter 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 Court of Law or indicated or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to 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

**ANNEXURE –IV
FINANCIAL BID**

**1. Name of the Proprietor/
Registered Firm/ Company**

**2. Address of the Concern
(with Tel No. Fax and e-mail)**

**3. Contact Personal(s)
(with mobile number)**

**4. Rate of various Contingent staff (MTS) per day
and per person with bifurcation of
each particulars (exclusive of GST)**

As per Table 1



TABLE-1

RATE PER DAY PER PERSON FOR CONTINGENT STAFF.

SL.No	Description	Rate (in rupees)
1	Basic	
2	VDA	
3	Other Charges	
4	Total(1+2+3)	
5	EPF@	
6	ESI @	
7	Total (5+6)	
8	Contractor GST charges on (Basic + VDA) @	
9	Total (4+7+8)	
10	Total rate per person per day	

(Name & Signature with seal)

Place:

Date:

