



## **TENDER DOCUMENT**

### **FOR**

### **"SUPPLY OF MANPOWER FOR OPERATING LIFTS"**

#### **AT**

**(i) AAYAKAR BHAVAN, BASHEERBAGH, HYDERABAD.**

**(ii) INCOME-TAX TOWERS, AC GUARDS, HYDERABAD.**

<b>LAST DATE FOR SUBMISSION</b>	<b>::</b>	<b>21.04.2021 UP TO 02.30 PM</b>
<b>OPENING OF TECHNICAL BID</b>	<b>::</b>	<b>21.04.2021 AT 3.00 PM</b>
<b>OPENING OF FINANCIAL BID</b>	<b>::</b>	<b>26.04.2021 AT 3.00 PM</b>
<b>PLACE OF OPENING THE BIDS</b>	<b>::</b>	<b>10<sup>TH</sup> FLOOR, 'A' BLOCK, I.T. TOWERS, AC GUARDS, HYDERABAD.</b>

**PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX,**

**ANDHRA PRADESH & TELANGANA**

**10<sup>TH</sup> FLOOR, 'C' BLOCK, INCOME TAX TOWERS,**

**AC GUARDS, HYDERABAD.**

Telephone: +91 2342 5482 Fax: +91 2323 6778

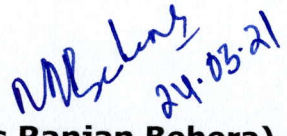
Website: [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)



**PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX,  
ANDHRA PRADESH & TELANGANA**

**NOTICE FOR INVITING TENDER**

S.No	Particulars	Remarks
01	Scope of work	Supply of manpower (09 lift operators) for operation of lifts at (i) Aayakar Bhavan, Basheerbagh (ii) Income- tax Towers, AC Guards, Hyderabad.
02	Tender No.	Pr.CCIT/AP & TS/WEL /Lifts/2020-21
03	Contract period	Two years (02 years)
04	Earnest money deposit (EMD)	Rs.50,000/- (Rupees Fifty Thousand only)
05	Tender Documents	Can be downloaded from <a href="http://www.incometaxhyderabad.gov.in">www.incometaxhyderabad.gov.in</a>
06	Submission of tender documents	<i>Tenders in Sealed Cover to be submitted in the box provided in Ground Floor of Income-tax Towers, Masab Tank, Hyderabad.</i>

  
(Manas Ranjan Behera)  
Income-Tax Officer (H.qrs) (Welfare),  
O/o. Pr.CCIT AP & TS, Hyderabad.





प्रधान मुख्य आयकर आयुक्त का कार्यालय  
Office of the Principal Chief Commissioner of Income Tax,  
आन्ध्र प्रदेश एवं तेलंगाना / Andhra Pradesh & Telangana,  
10 वी मंजिल, 'डी' ब्लॉक, आयकर शिखर /10<sup>th</sup> Floor, 'C' Block, Income tax Towers,  
एसीगार्ड्स, हैदराबाद / AC Guards, Hyderabad.  
Ph.No. 040 23425482 :: Fax. No.040-23236778

**-: NOTICE FOR INVITING TENDER FOR SUPPLY OF MANPOWER  
FOR OPERATING LIFTS :-**

Income-tax Department, Hyderabad is having its own buildings at (i) Aayakar Bhavan, Basheerbagh, Opp: LB Stadium, Hyderabad and (ii) Income-tax Towers, Masab Tank, Hyderabad. Both the buildings are multi-storied and commuting of staff and visitors is being provided through lifts in both the buildings for which man-power is required to operate these lifts.

The undersigned, for and on behalf of the Pr. Chief Commissioner of Income-tax, Andhra Pradesh & Telangana, Hyderabad, invites sealed tenders under Two Bid System i.e., Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for **providing skilled (9 lift operators)** for jobs to be performed in the Income-tax Office Buildings located in 'Aayakar Bhavan', Basheerbagh and 'Income-tax Towers', AC Guards, Hyderabad.

**SCHEDULE –**

(i)	Last Date & time for submission of tender Bids.	Date 21.04.2021 up to 02:30 PM
(ii)	Date & time for opening of Technical Bids	Date 21.04.2021 at 3.00 P.M
(iii)	Date & time for opening of Financial Bids	Date 26.04.2021 at 3.00 P.M
(iv)	Place of Opening the Bids	10 <sup>th</sup> Floor, 'A' Block, I.T.Towers, A.C.Guards, Masab Tank, Hyd.

2. The tender documents along with instructions and terms and conditions can be downloaded from the website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in) or can be collected from the Income-Tax Officer (H.Qrs)(Welfare), 10<sup>th</sup> floor 'D' Block, I.T. Towers, A.C. Guards, Masab Tank, Hyderabad on all working days. The interested and eligible Companies/Firms/Agencies may submit their tender document complete in all respects along with Earnest Money Deposit(EMD) of Rs.50,000/- (Rupees Ten thousand only) drawn in favour of the 'ZAO CBDT' payable at Hyderabad. The bids received after the given date and time shall not be entertained under any circumstances.

*Handwritten signature and date: 21.03.21*

3. The office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or, all tenders without giving any notice or assigning any reason. The decision of the Commissioner of Income-tax (H.qrs)(Admn&TPS), Hyderabad in this regard shall be final and binding on all.

*Manas Ranjan Behera*  
*24.03.21*

**(Manas Ranjan Behera)**  
**Income-Tax Officer (H.qrs) (Welfare),**  
**O/o. Pr.CCIT AP & TS, Hyderabad.**



## **INSTRUCTIONS FOR THE BIDDER / SERVICE PROVIDER**

1. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. The bid document can be seen and downloaded from website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in).
3. **Criteria of Eligibility:** Bidder who fulfill the following requirement shall be eligible to apply:

i	Bidder must be a firm/company/Proprietary concern that should have been duly registered.
ii	Bidder should have at least <b>03 years</b> of experience during the last three financial years in providing manpower services to Government Departments (Central or State)/ public sector undertaking.
iii	Preference shall be given to the bidder having similar experience in Govt. departments.
iv	Bidder must have <b>registration under GST</b>
v	Bidder should have <b>EPF and ESI registration</b> with competent authority – Proof in support should be enclosed
vi	Bidder must have <b>PAN/GST card</b> - Proof in support should be enclosed.
vii	Bidder must have a <b>valid Labour License – Certificate should be enclosed.</b>
viii	Should have satisfactorily completed similar works as mentioned above during the last three years ending 31.03.2020.
ix	Bidder should have office under the limit of Greater Hyderabad Municipal Corporation (GHMC).

Kindly enclose all supporting documents as per criteria of eligibility failing which the bidder may be disqualified.

#### **4. EMD Payment:**

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs.50,000/- (Rupees Fifty Thousand only)** by way of demand drafts or Bank Guarantee only. The demand drafts shall be drawn in favour of "ZAO, CBDT, Hyderabad". The EMD of the successful bidder shall be returned after the submission of Bank Guarantee/ Security Deposit. The EMD of unsuccessful bidder(s), would be returned after completion of the bidding process. The demand draft for EMD must be delivered to the Commissioner of Income-tax (Admn & TPS), 10<sup>th</sup> Floor, 'C' Block, Income-tax Towers, AC Guards, Hyderabad along with technical bid documents on or before last date/time of Bid Submission.

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24.03.21



5. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case, the Bidder fail to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.

6. The EMD of unsuccessful Bidders shall be retained by Commissioner of Income-tax (Admn & TPS), Hyderabad till the finalization of the tender. No interest will be payable by Commissioner of Income-tax (Admn & TPS), Hyderabad on the EMD.

7. The Hard Copy of original instruments in respect of earnest money deposit must be delivered to the Commissioner of Income-tax (Admn & TPS), Hyderabad on or before last date/time of Bid Submission as mentioned above. The bid without EMD will be summarily rejected.

8. **Submission of Tender:**

(a)	The tender shall be submitted in <b>two parts, viz., 'technical bid' and 'financial bid'</b> . All the pages of bid document must be signed and sequentially numbered by the bidder irrespective of nature of content.
(b)	The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

9. To become eligible for issue of tender, the tenderer shall have to furnish an affidavit as under:

*"I/We undertake and confirm that similar work(s) has / have not been executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/ We shall be debarred for tendering in the Income-tax Department in future forever. Also, if such a violation comes to the notice of Department before the date of start of work, the Commissioner of Income-tax (Admn & TPS) shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee (Scanned copy to be uploaded at the time of submission of bid)."*

**10. DOCUMENTS COMPRISING THE BID:** The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial bid:

**(I) Technical Bid:**

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document: **Tender for operation of lifts at Income-tax Buildings, Hyderabad.**



(a)	Duly filled format of Technical Bid as per Annexure – A.
(b)	Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.

11. The tendering Company/Firm/Agency is required to enclose self attested photocopies of the following documents, along with the Technical Bid, failing which their bids shall be summarily / out- rightly rejected and will not be considered for future participation:

S. N	Details of Documents of Technical Bid	Enclosed or not
1	EMD details- Drawn on (Bank), DD No., Date.	
2	Affidavit on letter head or Judicial Stamp Paper for the Acceptance of Tender Terms & conditions	
3	Signed & stamped copy of tender (Total pages)	
4	Work experience certificates (Attach copies of Works completion certificate of last 3 years in chronological order.	
5	Incorporation certificate of organization.	
6	Minimum annual Turnover of Rs. 25 lakhs Per annum. (During F.Ys. 2017-18, 2018-19 & 2019-20)	
7	Contact details of establishment – Mob No. & Email	
8	Copy of PAN (Self attested)	
9	Copy of GST Registration	
10	Copy of EPF registration	
11	Copy of ESI registration	
12	Copy of registration under Contract Labour (Regulation and Abolition Act , 1970)	
13	Proof of registered office	
14	Bidder should have office under the limit of Greater Hyderabad Municipal Corporation (GHMC) & proof of local address to be enclosed.	
15	All pages are to be serially numbered	YES/NO

## (II) Financial Bid:

Financial bid Form is to be submitted as per Annexure B - Price must be quoted as per format specified; failing which tender shall be summarily rejected.

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24-03-21

## **12. BID EVALUATION METHOD**

The criteria of selection as well as rejection.

i. The bidder should fulfill eligibly criteria mentioned above of this document to be able to qualify for consideration at the stage of technical evaluation: i.e. only those Bid(s) shall be treated as responsive bid(s) which fulfills all the criterion/parameters

ii.. Incomplete tenders would be rejected.

iii. Selection of the bidder would be made after taking into account together all the relevant factors like past performance, credentials, responsible business practices, financial capacity to pay timely salary/wages to guards, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and other conditions.

iv. Evaluation of these parameters shall be based on the documents and information submitted by the bidder(s) without recourse to extrinsic evidence.

### **v. Technical Bid Evaluation Criteria:**

Technical criteria are classified under 5 heads as given below:

Prior Experience and Credentials with respect to providing required services. (10 Marks for managing Govt./PSU guest house for 1 year, 08 marks for Corporate Guest House for 01 year )	30
FSSAI/EPF/ESI registration certificate	30
Income Tax Returns with audited balance sheets and profit & loss accounts for A.Y. 2018-19, 2019-20, 2020-21.	15
Evaluation of competency done by Tender committee.	25
Total	100

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24-03-21



vi. Computation Methodology:

Cut - Off score for technical bid will be 70 marks or the top score in case none of the bidders reaches the cut-off.

vii. **Financial Bid Evaluation Criteria:**

It may be noted that commercial bids will be subjected to following evaluation process.

- a) Based on the technical evaluation criteria, each bidder will be given certain marks. Only those bidders scoring 70% (70 marks out of 100) or above in the technical evaluation will be short-listed for commercial evaluation.
- b) In a normal situation, the contract shall be awarded to the lowest responsive bidder. However, mere lowest rate is not the sole criteria of selection. Income Tax Department, Hyderabad is not bound to accept the lowest rates.
- c) Without affecting the sanctity of the above criterion, Income Tax Department, Hyderabad reserves rights to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and if the situation so warrants in the interest of the department.
- d) Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001, in case of same rates.
- e) Income Tax Department, Hyderabad reserves the right to accept or reject any or all bids without assigning any reasons
- f) Income Tax Department, Hyderabad also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.

13. The successful bidder will have to submit ePBG (Bank Guarantee) of 3% of the value of contract within 15 days of receipt of the work order. The ePBG from any of the scheduled commercial bank drawn in favour of "ZAO CBDT, Hyderabad is to be submitted with a validity of 26 months from date of issue of work order.
14. The Performance Bank Guarantee should remain valid for a period 60 days beyond the date of completion of all the contractual obligations of the contractor.
15. The Company/Firm/Agency, to whom the contract is awarded would provide the name, address and contact number of person with whom the department/Controlling Officer should contact, in case of any problem faced with regard to services being provided by such agency on day to day basis.
16. In case of failure to commence the work by the Company/Firm/Agency within the stipulated time, the contract may be cancelled by the Department and security deposit may be forfeited. In such cases, new tenders will be floated.
17. The Company/Firm/Agency will have to pay their workers as per the provisions of Minimum Wages as notified by Labour Laws / Labour Commissioner from time to time by the Central Government / other statute. The payment should be remitted to the bank accounts of the respective employees accounts by 5<sup>th</sup> of every month.
18. The rates of minimum wages payment shall be governed by the relevant order of the Central Government. In case, there is any increase in the rates of minimum wages, then the same increase shall also be applicable to this contract from the date of intimation by the Contractor to the Commissioner of Income-tax (Hqrs)(Admn & TPS) and contractor shall be entitled to wages at enhanced rates from the office including increased statutory liabilities applicable to personnel only.
19. The contractor is required to provide services for six days a week (Monday to Saturday) (except Sunday and closed holidays) in a month.
20. The Commissioner of Income-tax (Hqrs)(Admn&TPS), Hyderabad shall make the outsourcing contract payment on monthly basis on the production of bill by the contractor. The payment shall be made to the contractor in the subsequent month after due verification of fulfillment of statutory obligations in respect of the bill.

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24.03.21



21. The Contractor agrees and undertakes to bear all taxes, rates charges, levies or claims whatsoever as may be imposed by the State/Central Govt. or any local body or any other authority.
22. Without prejudice to the preceding term of the outsourcing contract, the service provider will be liable to reimburse the Commissioner of Income-tax (Hqrs)(Admn & TPS), Hyderabad any cost or legal liability/penalty fine imposed on the Income Tax Department, Hyderabad by any authority, because of any, misconduct or any act of omission or commission of the contractor or any of the workers / subcontractors / agent / any other persons deployed by the contractor.
23. The office shall have the right to withhold any reasonable sums from the amounts payable to the contractor under this contract, if the contractor commits breach of any of the terms and conditions with regard to payment of all statutory and other dues or compliances with statutory or other obligations.
24. Any change in the constitutions or ownership of the concern of the contractor shall be notified forthwith by the contractor in writing to the Commissioner of Income-tax (Hqrs)(Admn & TPS) Hyderabad within the period of seven days and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the contractor in respect of this contract unless they agree to abide by all the instructions and terms and conditions of the contract.
25. This agreement shall be in force for a period of **two years** from the date of execution of contract and may be extended for a further period of time after a review of Contractor's performance at the sole discretion of Commissioner of Income-tax(Hqrs)(Admn&TPS), Hyderabad on the same terms and conditions.
26. In case, the Contractor assigns or sub-contracts this contract to some other person or attempts to do so, the **Commissioner of Income-tax (Hqrs) (Admn&TPS)**, Hyderabad shall have the right to terminate the agreement without giving any notice to the contractor and also to initiate legal action against the Contractor.
27. The intending Tenderers are advised to inspect and examine the offices and its surroundings and satisfy themselves before submitting their tenders as to the nature of site, the means of access to the site, the accommodation they may require and, in general, shall themselves obtain all the necessary information as to the risks, contingencies and other circumstances which may influence or affect their tender. The tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for

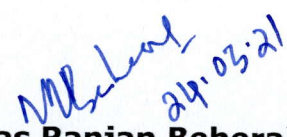


arranging and maintaining at their own cost all materials, tools required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he/it has read this notice and all other contract documents and has made himself/itself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc., will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

28. The Commissioner of Income-tax (Hqrs) (Admn & TPS) Hyderabad shall have the right to unilaterally terminate the contract without specifying or assigning any reasons for the same, by giving one month notice to the Contractor.
29. On termination of contract for any reason whatsoever, **the Commissioner of Income-tax(Hqrs)(Admn & TPS) Hyderabad** shall be entitled to engage their services of any other person, agency or Contractor to meet the requirements without prejudice to its rights including claim for damages against the Contractor.
30. The Contractor shall co-operate with the other contractors/service providers and their workers working in the premises/building.
31. The Competent Authority on behalf of the President of India does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
32. Canvassing whether directly or indirectly in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
33. The Competent Authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
34. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Hyderabad. However, no dispute shall be taken by either of the parties to the contract, to any other law without first referring it to an arbitrator, who will be appointed by the mutual consent of both the parties and any decision of the arbitrator will be final and binding on both the parties and shall not be appealable in any court of law, except on the grounds of malafide or perversity.



35. Personnel deployed should be in office by 09.00 AM and the lifts should be functional from 09.15 AM onwards till 5.45 PM, everyday.
36. The lift operating personnel shall maintain discipline and decorum in the office. In case any worker is found deficient in performing duties or maintain discipline or on being pointed out by the office in this regard, the contractor shall replace that worker.
37. The lift operating personnel shall wear neat and clean uniform provided by the contractor, while in office. If any lift operating staffs is not in uniform during office hours, it shall be treated as if he is absent on that day and deduction shall be made accordingly from the monthly payment to the contractor.
38. Any damage caused to any equipment or article or item in the premises of the Income Tax buildings, Hyderabad due to negligence of the employees/agents of the contractor shall be on his account and he will be liable to reimburse the loss to the Department, or the damage will be recovered/deducted from the payment due to the contractor/service provider.
39. This office reserves the rights to postpone/and/ or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
40. In case of any dispute, the decision of the Commissioner of Income-tax (Hqrs)(Admn&TPS) Hyderabad shall be final.
41. The bidders shall bear all costs associated with the preparation and submission of its bid and the Income Tax Department, Hyderabad will in no case be held responsible/liable for these costs, regardless of the conduct or outcome of the bidding.
42. 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.

  
**(Manas Ranjan Behera)**  
**Income-Tax Officer (H.qrs) (Welfare),**  
**O/o. Pr.CCIT AP & TS, Hyderabad.**

**(ANNEXURE-A)**  
**TECHNICAL BID DOCUMENT**

1	Name of the firm/Company	
2	Address (With Tel. No. & Fax No.) :	
3	Contact person(s) with Designation: (With Mobile No.& Email id, if any)	
4	Details of GST No. : along with evidence	
5	Permanent Account Number (PAN)	
6	Earnest Money Deposit (EMD) Details i.e., D.D. no, Date & Name of Bank.	
7	Previous work experience along with the existing contractual work order along with necessary supporting documents.	
8	Year wise turnover for the past three years along with audited balance sheets & P&L A/c (if any)	
9	Any other point you want to mention	

**DECLARATION**

I/We ..... hereby certify that the 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, my/our Earnest Money Deposit (EMD) forfeited and that I/we will not have any dealing with the Department in future.

(Signature of Authorised Signatory with date)

*N. B. S. Chandel*  
24.05.21



**(ANNEXURE - B)**  
**FINANCIAL BID DOCUMENT**

(It should be kept in a separate sealed cover- To be filled in BLUE INK)

Name & Address of Service Provider : .....  
: .....

Sl. No	Heads	Total Cost (in Rs.)
1	## Wages per month	## Rs..... (Per month excluding GST)
2	** Service Charges per month	** Rs..... (Per month excluding GST)
3	Total charges per month	Rs..... (Per month excluding GST)

➤ Monthly payment is enclosed as schedule - A to tender document.

## The bid with less than the minimum wages as per Minimum Wages Act and other applicable statutory payments will be summarily rejected.

\*\* 1) Service charges include contractor's profit and all kinds of over head cost.  
2) The bids quoting zero or negative charges will be summarily rejected.

**Note:** Statutory taxes/duties, if any, will be applicable as per Central & State Government(s) guidelines.

(Signature of Authorized Signatory with date)

**DECLARATION**

I/We ..... hereby certify that the 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, my/our Earnest Money Deposit (EMD) will be forfeited and that I/we will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

*NR Shinde*  
24.03.21

**(SCHEDULE - A)**

**Calculation Sheet of monthly payment as per Wages Act.**

Minimum rates of wages and variable Dearness Allowance payable w.e.f. 01.10.2020 as per Government of India, Ministry of Labour & Employment, Chief Labour Commissioner(C)'s order in F.No. 1/20(2)/2020-LS-II dated 12-10-2020. The services for lift operations are required at an average of 26 days per month and the break-up is given as below:

**1. Lift Operators (Skilled)**

Total 9 Lift operators (6 at IT Towers and 3 at Aayakar Bhawan)

Particulars	Wages per person per month (in Rs.)
Rates of wages including V.D.A. per day	534
Wages for 26 days @ above rates	13,884.00
Add: EPF @ 12%	1666.08
Add: ESI @ 3.25%	451.23
Total charges per person per month (excluding GST at applicable rates)	16,001.31

Total charges for 09 persons per month (Rs.16,001.31 X 9)	1,44,011.79
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*MR. Chandra*  
24.03.21