

**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT**

Office of the

Principal Commissioner of Income Tax, Vijayawada

1ST Floor, SVR Plaza, D.No. 40-6-15, Revenue Colony,
Siddhartha Public School Road, Moghalrajapuram, Vijayawada – 520 010
Phone No.0866-2478481, Fax :0866-2477062.

NOTICE INVITING TENDERS FOR HIRING OF MANPOWER SERVICES (BOTH SKILLED & UNSKILLED) FOR AAYAKAR SEVA KENDRA (ASK) CENTRE ETC AT C.R.BUILDINGS, M. G. ROAD,VIJAYAWADA, AT O/o Pr.CIT, 1ST FLOOR, SVR PLAZA, D.No. 40-6-15, REVENUE COLONY,SIDDHARTHA PUBLIC SCHOOL ROAD, MOGHALRAJAPURAM, VIJAYAWADA AND OTHE PLACES WITHIN TERIRORRIAL JURISDICTION OF PR.CIT, VIJAYAWADA CHARGE .

The undersigned invites quotations in the form of sealed tenders for the under mentioned work-

- i. Quotations are invited for hiring of manpower for rendering services at **Aaykar Seva Kendra (ASK) etc** Centre at **C.R.Buildings, M.G.Road, Vijayawada and also at other places within the territorial jurisdiction of Pr.CIT,Vijayawada charge.**
- ii. Quotations in sealed cover addressed to the Principal Commissioner of Income Tax, Vijayawada, 1ST Floor, SVR Plaza, D.No. 40-6-15, Revenue Colony, Siddhartha Public School Road, Moghalrajapuram, Vijayawada should be submitted to the under signed on or before **29.07.2021 by 05:00 PM.**
- iii. Sealed tenders will be opened in the chamber of the Principal Commissioner of Income Tax, Vijayawada, 1ST Floor, SVR Plaza, D.No. 40-6-15, Revenue Colony, Siddhartha Public School Road, Moghalrajapuram, Vijayawada in presence of such bidders who may like to be present on **30.07.2021 by 10:30 AM.**

TERMS AND CONDITIONS

1. **The bidder / applicant should have experience in providing necessary manpower to perform the required services and should have been in this line of activity for not less than 3 years, and is engaged in providing such manpower services to atleast two esteemed / reputed organizations as on 01 January 2021 with a minimum bill of Rs. 2 lakhs per month. The bidder /applicant should furnish necessary copies of the work orders / Government Orders along with the tender application evidencing allotment of such contract work by the said organization(s);**

2. The bidder to whom the contract is allotted is required to provide the manpower services of both skilled & unskilled at ASK center etc at Vijayawada and other places within the territorial jurisdiction of Pr.CIT,Vijayawada charge. The skilled persons to be hired should be graduates, having computer knowledge in MS Office and should be well acquainted in Drafting, reading and writing in English and Telugu. In case of Electrician, necessary qualifications required.
3. The successful bidder has to provide manpower services as per the requirements. The bidder shall furnish Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft / Banker's Cheque from a Commercial Bank, drawn in favor of "Zonal Accounts Officer, CBDT, Hyderabad, and Payable at Hyderabad. The EMD in respect of the agencies / vendors which do not qualify the Technical Bid (First stage) / Financial Bid (Second Competitive Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder may be adjusted towards the performance security deposit. Further, if the agency fails to render services as per the requirement within 20 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.
4. The bidder to whom the service contract is allotted, shall be well acquainted in providing such manpower who are pleasant looking, well-mannered and healthy to attend work with the prescribed uniform provided by the bidder.
5. The persons deployed by the bidder should cooperate with the department's personnel and are expected to attend to the job entrusted to them and they do not have any reservations to do the job;
6. The performance of the persons will be supervised by either an Administrative Officer or / Office Superintendent or / Income Tax Inspector (or any other departmental officials who have been deployed for this purpose) and hired persons are expected to act according to the directions of such departmental officials;
7. The contractor has to withdraw such person(s) who does not perform according to the expectations of the department and such person(s) should be replaced with an efficient person(s);
8. The contractor has to ensure that the required persons for O/o Pr.CIT, Vijayawada have to be maintained regularly and if at any point of time, any of the persons do not turn-up the bill amount shall be restricted accordingly;
9. The committee appointed for this purpose or any other officer authorized may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully co-operate during such inspections;

10. The bidder should also be prepared to retain their personnel or deploy their personnel in times of need / urgency even at short notice to attend to such exigencies in time of need; and beyond working hours;

11. The successful bidder is responsible for replacement of any of the property of the department if damaged at any time, it is noticed that damages occurred on account of negligence of the personnel of the appointed contractor;

12. The successful bidder should ensure that their personnel should be deployed from 09:15 AM till 05:45: PM in the evening, with a break for lunch from 01:15 PM to 01:45 PM. The ASK Centre would function on all working days on which the income Tax Department functions. The department follows 5 days week policy with Saturday and Sunday as closed holidays. However, on certain occasions, the department functions even on Saturday and Sunday and the successful bidder is required to depute their personnel on such occasions and not less than 26 days per month.

13. The persons deployed by the successful bidder have no claim for any Government job in the Income Tax Department and the successful bidder is solely responsible for their service conditions;

14. The department will enter into a contract with successful bidder and the contract will be valid for a minimum of two years subject to the terms and conditions contained in the detailed agreement;

15. The Principal Commissioner of Income Tax, Vijayawada is totally empowered to cancel the agreement with the contractor at any time without furnishing any reasons, if it is found that the performance of the persons deployed by the contractor is not to the satisfaction of the department;

16. The successful bidder has to submit a security deposit of Rs.1,00,000/- (Rupees One Lakh only) with the department at the time of entering into agreement. The security deposit will be refunded after three months upon successful completion of the contract after adjusting the dues, if any, which are to be recovered from the bidder for the losses / lapses as determined;

17. In the event of unilateral termination of the contract by successful bidder, the security deposit is liable to be forfeited;

18. Payments in respect of the service contract are subjected to Tax Deduction at source as per the provisions of the Income Tax Act, 1961, in respect of other statutory obligations such as PF , ESI etc., the successful bidder is solely responsible, if any irregularities in this regard are noticed;

19. The amount payable to the persons should never be less than the minimum wages as per the fixation by the District Collector / Central Government notification in respect of such places as applicable from time to time.

20. The amount of commission / margin to be retained by the bidder / applicant should be mentioned clearly in quotations.

21. The successful bidder upon allotment of the contract has to submit the bill after completion of the month i.e. on the first working day of the succeeding month and no payment in advance will be made by the department;

22. Bid quoted shall include all the charges and, no additional amount of any kind / of any manner shall be paid in excess of the amount quoted and agreed upon; and

23. It is sole responsibility of the contractor for any contingencies / exigencies / untoward incidents that may arise to the personnel of the contractor during the period of contract in force and the department will not take any responsibility for payment of any compensation or anything of such nature.

24. The bid shall consist of two parts – Annexure-I (Technical Bid) & Annexure-II (Financial Bid). Both the bids are to be placed in two sealed envelopes (clearly super scribing "Technical Bid" and "Financial Bid", complete in all aspects and kept in sealed cover together, should be super scribed as "Quotation for Manpower Services" may be dropped in the TENDER BOX marked as "Quotations Box for Manpower Services" located at O/o The Principal Commissioner of Income Tax, Vijayawada. The bids of all parties whose financial bid is not in separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith.

Closing Date and Time for submission of quotations : **29.07.2021 at 05:00 PM**

Date and time of opening of quotations : **30.07.2021 at 10:30 AM**

Place:Vijayawada.
Date :16.07.2021


(M ANIL KUMAR, I.R.S.)
Pr.Commissioner of Income Tax,
Vijayawada.

ANNEXURE – I (Technical Bid)

INCOME TAX DEPARTMENT, VIJAYAWADA – 520010

- (a) Name of the Concern.
- (b) Complete Address of the Concern (with telephone No., FAX & E-mail).
- (c) i) PAN , Service Tax Registration No., EPF Registration & ESIC registration along with photocopies.
ii) Registration certificates with labour department, PSARA license along with photocopies.
iii) Copies of I T Returns for last 3 Financial Years.
iv) Copies of Service tax assessment and returns filed for last 2 financial years.
- (d) Complete Name and Addresses of the partners / Directors / Proprietors with mobile No. (In case of Firm / Company / Proprietor ship)
- (e) Contact person(s) (with mobile Number)
- (f) Whether the concern has at least two "Satisfactory Performance Certificates" for similar services i.e. security services etc., from the renowned organizations to which it is providing such services, along with photocopies of the certificates.
- (g) Details of Earnest Money Deposit.
- (h) An undertaking with regard to compliance of Minimum Wages Act, ESI & EPF provisions should be annexed.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge and belief. In case any deviation / discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of owner or
authorized signatory
with date & stamp)

ANNEXURE – II (Financial Bid)
INCOME TAX DEPARTMENT, VIJAYAWADA – 520010

- (1) Name of the Concern.
- (2) Complete Address of the Concern (with telephone No., FAX & E-mail).
- (3) Complete Name and Addresses of the partners / Directors / Proprietors with mobile No. (In case of Firm / Company / Proprietor ship)
- (4) Contact person(s)(with mobile Number)
- (5) Permanent Account Number (Attach Copy)
- (6) GST Registration Number(Attach Copy)
- (7) Charges per month excluding statutory taxes & liabilities.
- (8) Details of minimum wages proposed to be paid along with the details of statutory payments to be made. Separate mentioned about the minimum wages proposed to be paid. Separate mentioning of minimum wages, PF, ESI, other allowances and any other payment be mentioned per person, per month and per year be mentioned.

(Signature of authorized signatory with date & stamp)

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge and belief, I further certified that I shall abide by the provisions of the minimum wages Act.

In case any deviation / discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of authorized signatory with date & stamp)