



Office of the Income Tax Officer,
Ward-1, 2nd Floor, KKS Towers, Peddadavari Street,
R.R. Peta, Eluru – 534 002, West Godavari Dist.
Phone: 08812-249408 Fax: 08812-237193

F.No. Tenders(O.S)/ITO/Eluru/2020-21

Date: 29.06.2020

LIMITED TENDER NOTIFICATION

Subject:- Tender Notification for providing One(1) Data Entry Operator and Two(2) persons for Housekeeping jobs on Outsourcing basis for Income Tax Office at K.K.S. Towers, R.R. Peta, Eluru, W.G. District.

Sealed quotations are invited from reputed placement / vendors / service provider Agencies for supply of **One Data entry operator and Two persons for Housekeeping jobs on outsourcing basis** for the Income Tax Office at K.K.S. Towers, R.R. Peta, Eluru, W.G. District.

Placement agencies/Vendors/Service providers, (hereinafter referred to as the "service provider" also if interested, may submit their quotations **on or before 13.07.2020 latest by 5:00 PM** to the Office of the Income-tax Officer, Ward-1, Eluru at the above given address in line with the terms and conditions enumerated below:

A. The terms and conditions for providing above services shall be as under:-

1. (A) The Data entry Operator should be of –
 - (a) Age group between 25 and 50 years as on 01.07.2020.
 - (b) He should have graduate from any recognized University and should be proficiency in English typing and Computer knowledge (MS-Office)

- (B) The Housekeeping personnel should be of –
 - (a) Age group between 25 and 50 years as on 01.07.2020.
 - (b) Should have experience of 2 to 3 years in relevant field.

The above services are required on the following terms & conditions:-

1. In the proposal/quotation, rates should be indicated in both figures and words. The rates should be quoted by mentioning the gross amount inclusive of all taxes, Agency Commission, GST, ESI and EPF etc. (BREAK-UP TO BE GIVEN). **The service charge / commission of the agency providing the services cannot be quoted as 'NIL'.**
2. **All the material such as Acid, Phenol, brooms, mop sticks, naphthalene balls, etc, for efficient conduct of duty by the agency personnel shall be provided by the Service Provider only.** The outsourcing personnel shall maintain discipline and decorum in the office.
3. Initially the contract will be executed for One Year. The contract can be extended on same terms & conditions upto a period of 2 years, as decided by the competent authority from time to time. In case of exigency, the contract can also be renewed after end of the period of 2 years, with mutual consent.
4. It will be liability of the service provider to pay all the liveable taxes, surcharge, any liability etc. to the concerned Department. This Department will not make any payment of tax, surcharge, service tax, gratuity, deductions etc. either to the concerned government departments or the outsourcing personnel, so provided, directly. All the payment such as wages or salary, uniform allowance, overtime etc., to the deployed staff shall be paid by the service provider only.
5. The service provider shall be solely responsible for payment of wages / other dues payable as per Central & State Government enactments etc. as applicable to personnel deployed that might become applicable under any Act or order of the Government. This department shall have no liability whatsoever in this regard.
6. The Service provider shall comply with all applicable laws of the Central Govt./ State Govt. and be responsible for any dispute that may arise in connection with the subject service, between the service provider relating to Laws, Service Tax, Income Tax, etc or any local body.
7. The Service provider shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the department or any of its officers on this account. The service provider shall keep the department indemnified against all actions.

8. For any losses, damages caused by the personnel deployed by the service provider, to any person/properties/ equipment of the office, the service provider will have to make good such loss/damage and bear the expenses for such loss/damage as decided by the competent Authority. Further, in respect of such loss/damage, the department reserves the right to take such further action as required/provided under the law.
9. The department shall not entertain any claim, damages insurance liability, etc. arising out of mishap/accident etc to the personnel employed by the vendor. The vendor shall take such necessary action, under the various Acts/Rules/Law as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required.
10. The service provider shall in no case lease/transfer/sublet to any third party for the service rendered.
11. The service provider should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office. The service provider shall also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government office. Attested copy of such undertaking shall be submitted to the Department at the time of signing of Contract.
12. In case of any default by the Service provider in respect of any of the Terms & Conditions, (Whether General or Special), the Income Tax Officer, Ward-1, Eluru may without prejudice to any other right/remedy which have accrued or shall accrue thereafter, terminate the contract, in whole or part, without giving prior notice in writing to the service provider. The said notice shall be deemed to have been issued if a Registered Copy of Notice is sent to the address of the service provider as per the Agreement.
13. The Income Tax Officer, Ward-1, Eluru reserves the right to terminate the contract in the extraordinary circumstances with immediate effect and without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.

14. If the personnel deployed is not able to attend work or his services are not found satisfactory, it would be the responsibility of the service provider to provide another suitable substitute in his place.
15. Attendance register of the personnel deployed shall be maintained by the service provider. The personnel provided for Data Entry Operator during office hours i.e., from 9.15 A.M. to 5.45 P.M. from Monday to Friday (5 days in a week) and Housekeeping jobs shall render service i.e., from 9.15 A.M. to 5.45 P.M (6 days in a week). They shall also attend to any exigency of work, if necessary at any time for which no extra payment shall be made.
16. The Service provider shall conduct periodical inspection of their personnel on duty to ensure discipline, punctuality and efficiency.
17. In the proposal, the service provider shall mention his firm's complete address, phone/fax/mobile numbers, work experience, service tax registration number, PAN, turnover of last 3 years, and name of his major/important clients. The copies of relevant certificates are to be enclosed.
18. No transport, TA/DA, insurance, medical facility shall be provided by the department to the personnel deployed for the work.
19. These terms and conditions are only explanatory as after finalization of quotations by the department, a written agreement detailing the specific terms and condition shall be executed between the department and service provider.
- 20. The sealed tender/quotation (both Technical Bid & Financial Bid in a separate sealed covers) addressed to the Income Tax Officer, Ward-1, 2nd Floor, KKS Towers, R.R. Peta, Eluru scribed by "Bid for Data Entry Operator / Housekeeping Personnel" must reach this office on or before 13.07.2020 by 5:00 PM.**
21. The Income Tax Officer, Ward-1, Eluru has right to cancel the tender process at any stage without assigning any reasons and decision of the Income Tax Officer, Ward-1, Eluru is final for all purposes.
22. Furnishing of false, misleading, inaccurate information of particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded.

23. For clarification on any issue related to bid or work, the bidder may visit the O/o Income Tax Officer, Ward-1, Eluru on any working day during office hours.

B. Eligibility Criteria:

- (i) The applicant tenderer should be having workforce of at least 40 persons every year continuously for last three financial years. Proof for the same shall be submitted along with technical bid.
- (ii) The applicant tenderer should have experience of at least 5 years in this field. The applicant should also have experience of providing personnel for Data Entry operating works/Housekeeping Jobs to minimum 5 Government Departments / Public sector enterprises. A list of such clients along with the nature and value of work done and number of personnel deployed shall be submitted along with technical bid. Further, the bidder should submit at least two "Satisfactory Performance Certificates" from the organizations to which it has been rendering the personnel along with the Technical Bid.
- (iii) The applicant tenderer's annual turnover should not be less than Rs.30 lakhs for the last three financial years i.e., F.Y.s 2017-18, 2018-19 & 2019-20 will be considered. Applicant has to furnish copies of returns for the relevant assessment years along with copy of audit report, with technical bid.
- (iv) The applicant tenderer should be having ESI, PF, Service tax registration numbers, PAN and TAN and necessary proofs shall be submitted along with the Technical Bid. Further, registration certificate from Labour Department and Service Tax returns shall also be submitted along with technical bid.
- (v) The applicant tenderer should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi Government or Local Body Agencies. An undertaking to this effect shall be submitted.

C. Earnest Money Deposit (returnable if the bid is not successful) of Rs. 10,000/- (Rupees Ten Thousands only) in the form of demand draft/banker's cheque in favour of "Zonal Account Officer, CBDT, Visakhapatnam" has to be given along with the technical bid. **Technical Bids without the EMD will be summarily rejected.**

D. The tenderers are requested to submit their offer in two bid system, i.e., Technical Bid and Financial Bid. Both the envelopes should be properly sealed, super scribing thereon the "Bid for Data Entry Operators/Housekeeping Jobs Technical Bid/ Financial Bid" as the case may be. The name, address and telephone numbers of the authorized contact person(s) should be clearly mentioned on the outer-side of the sealed envelopes.

E. Technical Bid

- (i) The technical bid shall be as per Annexure A and shall be supported by the documents indicated in the said Annexure.
- (ii) The Demand Draft/Banker's Cheque in respect of "Earnest Money Deposit" shall be submitted with the Technical Bid.
- (iii) The undertaking along with proof in the eligible criteria as mentioned in point-B shall be attached to the Annexure-A.

F. Financial Bid

- (i) The tender document, marked as Annexure-B, itself is a 'Financial Bid'.
- (ii) Initially the technical bids will only be opened. The financial bid will be opened, only if, the applicant tenderer is selected in the technical bid qualifying in all aspects as per the eligibility criteria and evidence to thereof enclosed to the technical bid. Rates quoted should be all inclusive with proper break-up and no separate claims will be entertained.

G. The technical & financial bids will be opened on 14.07.2020 at 3:30 p.m. at O/o Income Tax Officer, Ward-1, 2nd Floor, KKS Towers, R.R. Peta, Eluru. However, the Income Tax Officer, Ward-1, Eluru reserves the right to postpone the opening of bids and the same shall be intimated to all the bidders.

H. Terms of payments: Payment shall be made on monthly basis after certified attendance sheet is produced by the tenderer.

I. The applicant shall submit their bids in sealed envelopes to the Income Tax Officer, Ward-1, 2nd Floor, K.K.S Towers, R.R. Peta, Eluru, W.G. District by 13.07.2020 before 05:00 P.M.

J. A copy of this document is to be signed by the principal officer of the tenderer in token of acceptance of terms and conditions and to be deposited along with technical bid.

- K.** The contractor will be required to deposit a Performance Bank Guarantee from Schedule Commercial bank @ 10% of the annual value of the contract as security for due fulfilment of contract. The Bank Guarantee should be executed in the Proforma. It should be valid till the expiry of one year /contract period. The bank Guarantee must be submitted within 10 days from date of award of contract. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the contractor or premature termination of the contract on part of the contractor for any reason. The performance guarantee will be renewed by the contractor, if the contract is extended after the normal expiry period of the contract. Bank guarantee shall be submitted within 15 days of awarding contract. This bank guarantee will be released to the vendor after completion of contract after deducting dues, if any arises during contract period.
- L.** In case of any dispute, during the tender process, the decision of the Income Tax Officer, Ward-1, Eluru would be final and binding.
- M.** The Income Tax Officer, Ward-1, Eluru reserves the right to accept or reject any part of the tender or whole tender, without giving any reason.
- N.** Any dispute with regard to the tender is subject to the jurisdiction of courts in Eluru only.


(P.V. RAMACHANDRA)
Income Tax Officer,
Ward-1, Eluru

TECHNICAL BID DOCUMENT**ANNEXURE-A**

Sl.No	Particulars	Details
1.	Name of the Bidder	
2.	Complete address of the concern along with Tel. No., Fax No. and e-mail id	
3.	Name(s) and address(s) of the proprietors/or Directors of the Concern with Tel. No.	
4.	Name and address of the Concern/Department where at least 10 DEO/HKJ were provided during in a year. The bidder should submit at least two " Satisfactory Performance Certificates " from the organizations to which it has been rendering the security services along with the Technical Bid.	
5.	Details of contact person(s) Name and Address of the person Telephone No./Mobile	
	a)	
	b)	
	c)	
6.	A brief note on the related contracts carried out by your concern in the last 3 years (not to exceed 100 words) Separate sheet to be attached)	
7.	Annual Turnover during the F.Y.s 2017-18, 2018-19 & 2019-20 (Copy of Return of income filed along with P&L A/c, Balance Sheet etc. should be enclosed as evidence)	
8.	Permanent Account No. (PAN) and TAN	
9.	Details of Demand Draft/ Banker's Cheque in	

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	respect of Earnest Money Payable at Visakhapatnam (Demand Draft/ Banker's Cheque to be enclosed)	
10.	Service Tax, EPF & ESI Registration Numbers. To furnish necessary document evidence for the same apart from copies of service tax return and registration certificate from Labour Department to be enclosed).	

DECLARATION

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

(Name and Signature of authorized person with date & stamp)

SELF CERTIFICATE

(To be enclosed with Technical Bid Annexure-A)

I/We hereby declare that-

(i)	I/We have employee ____ persons for a year continuously for FYs: 2017-18, 2018-19 & 2019-20 (Proof is enclosed).
(ii)	I/We have provided 5 DEO/HKP to a single department at a time. Certificate from the department is enclosed.
(iii)	I/We have 5 years of experience in this field and have experience of providing personnel for DEO/HEJ to Govt. Department/ public sector department/ govt. dept. I/We have enclosed list of 5 reputed clients with the nature and value of work done. I am also enclosing herewith the "Satisfactory Performance Certificates" issued by two Organisations to which we have rendered Services.
(iv)	My/Our annual turnover is not less than Rs.30 lakhs for the last 3 financial years as per the Financial Years mentioned in the eligibility. I/We have enclosed the copies of returns of income filed/P&L Account, Balance Sheet for the Financial Years 2017-18, 2018-19 & 2019-20
(v)	I/We have enclosed the Demand Draft/ Banker's Cheque in respect of Earnest Money Deposit.
(vi)	I/We have signed every page of the tender document and submitted the same along with the Annexure-A in token of having read the contents of the tender document.
(vii)	I/We/am/are not blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi government or local body agencies.
(viii)	I/We have service tax registration number and also have ESI & PF. Proof enclosed.
(ix)	I/We/am/are having regular office in Eluru for the last three years and deployed personnel more than ____ in Eluru during the last three years.

Place:

Date:

(Signature of Authorized Signatory
with Stamp and Date)

FINANCIAL BID DOCUMENT**ANNEXURE-B**

Sl. No.	Particulars	Details	
		For Date Entry Operator	For Housekeeping Personnel
1.	Name of the Proprietor/ Registered Firm/ Company/ Society		
2.	Address of the concern (with Tel. No. Fax & e-mail ID)		
3.	Authorized contact person(s) with mobile no.		
4.	Wages payable per personnel per month		
5.	Provident fund rate claim (should not be less than minimum rate fixed by Central Govt. Rules)		
6.	ESI rate claim (should not be less than minimum rate fixed by Central Govt. Rules)		
7.	GST (should not be less than minimum rate fixed by Central Govt. Rules)		
8.	Service Charge / Commission		
9.	Gross total (per month per personnel)		
10	Charges for cleaning material per month	Not applicable	
11	GROSS TOTAL (Per annum)		
10.	Details of Demand Draft / Banker's Cheque in respect of Earnest Money		

(Name and Signature of Authorized Signatory with date & stamp)