



**OFFICE OF THE  
CHIEF COMMISSIONER OF INCOME TAX, RAJKOT**

Tender No. CCIT/RJT/Man-power/2018-19

Date: 28/05/2018

**TENDER DOCUMENTS**

**Hiring of Man Power  
For**

**Office assistance, Data Entry & Typing work,**

**Security Personnel &**

**for Miscellaneous work**

**at various offices under the Charge.**

The Chief Commissioner of Income Tax, Rajkot, invites quotations in sealed cover from reputed vendors/agency/ person Agency (hereinafter referred to as 'the Service Provider') latest by 5:30 PM of 18/06/2018, for supply of man power to carry out typing work, miscellaneous work and security personnel at various offices stationed at Rajkot, Jamnagar, Junagadh, Morbi, Bhuj, Gandhidham, Veraval, Amreli, Porbandar, Dwarka and any other office under the charge of the Chief Commissioner of Income Tax, Rajkot. The general terms and conditions and other details are enclosed as per Annexure I to VI which is as under:

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2. The Tender forms can be obtained from the office of the Income-tax Officer (HQ-Tech)-2, Room No. 301, at 3<sup>rd</sup> floor or the Addl. CIT, Range 1(1), Rajkot, Room No. 522 at 5<sup>th</sup> Floor, Aayakar Bhavan, Race Course Ring Road, Rajkot, on payment of Tender Fees of Rs. 2500/- (Non refundable) through demand draft drawn in favour of the ZAO, CBDT, Rajkot payable at Rajkot during office hours, on or before 11:30 AM of 18/06/2018. The tender forms can also be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). In case of tender forms downloaded, the bid should be submitted in physical form only along with the Tender Fee (non-refundable) of Rs. 2,500/- for each category (Skilled, Semi-Skilled and Unskilled) through demand draft drawn in favour of the ZAO, CBDT, Rajkot payable at Rajkot.
3. Any person may submit bid for supply of man power for any work or all three type of work viz. Office assistant, Data Entry & Typing work, Miscellaneous work and Security. But the bid form should be separate for each type of work. It is hereby made clear that tender fee is payable only once even if the person is filing bid for all three types of work. The Service Provider should submit the bid/rates/quotation/tender complete in all respects after satisfying all the qualifying conditions as laid down in the Annexure-I.
4. The bid shall consist of two parts – technical bid and financial bid. Both bids are to be placed in two separate sealed envelopes (clearly super scribing “Technical Bid” and “Financial Bid”), which in turn are to be placed in one

sealed cover super scribed as “Quotation for Supply of Man Power For \_\_\_\_\_”. (Office assistance, Data Entry & Typing work / Miscellaneous work / Security, as the case may be) The bids in the prescribed manner should be submitted in the manner so that the same reach to the Secretary Room No. 301, or the Addl. CIT, Range 1(1), Rajkot, Room No. 522, Aayakar Bhavan, Race Course Ring Road, Rajkot on or before 18/06/2018 by 05.30 PM.

5. Bid of any party whose financial bid is not found in separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith.
6. The rates must be written both in figures and words. Corrections, if any, should be authenticated with dated signature of the authorized person of the Service Provider. If any discrepancy is found, the amount written in words will be treated and accepted as final. Rates/quotations/tender should be submitted showing the current business address and contact numbers of all authorized persons of the Service Provider.
7. All the bidders should quote rates with as well as without cleaning material wherein it should be specified that only standard cleaning material should be included and Acid for cleaning should not be used as it damages the water proofing.
8. The bid shall be opened at 4.00 PM on 20/06/2018 in Conference Hall, Room No. 701, Aayakar Bhavan, Race Course Ring Road, Rajkot in presence of one representative of each of the bidder who wishes to be present. The Financial Bid of only those parties shall be opened thereafter whose Technical Bids are found to be eligible.
9. The Chief Commissioner of Income Tax (hereinafter referred to as the CCIT) reserves the exclusive right to postpone and/or extend the date for receiving/opening the quotations/tender and/or to withdraw the same, without assigning any reasons therefore.
10. The Service Provider should not have been blacklisted by any public sector/Govt. Organization or public authority, while rendering services or for any other activity.

11. The contract shall be awarded for a period of one year. However, there would be periodical review of the performance of services being rendered, on quarterly basis. Continuation of contract will be at the absolute discretion of the CCIT, subject to satisfactory performance of the Service Provider.
12. The tender must be submitted along with an EMD of Rs.1,00,000/- (non-interest bearing) by demand draft/pay order drawn in favour of '**ZAO, CBDT, Rajkot**'. Tender submitted without EMD will summarily be rejected. The EMD of unsuccessful bidders shall be refunded after completion of the bidding process.
13. Every successful bidder shall be required to make a security deposit of Rs.2,00,000 (non-interest bearing) **within seven days from awarding the contract** by way of demand draft. The EMD of Rs. 1,00,000/- can be adjusted against such security deposit. If the bidder fails to deposit the security deposit within 10 days, the committee has a right to award the contract to other successful bidder.
14. Every Security Deposit shall be refunded on successful completion of the work after adjustment of any dues or penalty levied by the Department. The Security Deposit of Rs.2,00,000/- is subject to forfeiture in case of termination of the contract due to failure on the part of the Service Provider to abide by any of the terms and conditions of the contract.
15. Any violation of the terms & conditions as expressly written in this document as well as other Annexure hereto may lead to terminating the contract without any prior notice period.
16. Notwithstanding anything contained herein, the CCIT reserves the right to terminate the contract without assigning any reasons and without incurring any financial liability, whatsoever, to the service receiver. The CCIT reserves the right to add / alter/ waive any term and condition or clause of this document before execution of the work contract without assigning any reasons and without incurring any financial liability, whatsoever, to the service receiver.

## **ANNEXURE – I**

### Eligibility of Service Provider

- 1) The Service Provider must have at least 3 years' experience of rendering satisfactory services to government/semi-government offices and/or reputed institutes and should produce certificates to that effect from the Heads of Offices/Institutes.
- 2) The Service Provider must be registered as Manpower supply and security service agency with the GST Department.
- 3) The Service Provider must have a valid Labour License issued by Labour Commissioner of the State of Gujarat.
- 4) In case bid is being made for supply of man power for security, the bidder should be in possession of a valid license from the State Controlling Authority as per Gujarat Private Security Agencies Rules, 2007 read with PSAR Act, 2005.
- 5) The average turnover for last 3 years for the work done by the Service Provider should not be less than Rs.1 crore per year.
- 6) The Service Provider must have not less than 70 workers for each category of work on his payroll since last three years.
- 7) The Service Provider should not be directly related to any practicing CA / Tax Consultant and the officials of the Income Tax Department.
- 8) The Service Provider will not influence in any way or contact any person/authority of the department for awarding the contract in his favour. If found so, the tender of such Service Provider will be rejected.
- 9) The parties from Gujarat having a local office in Rajkot shall be given preference.

## **ANNEXURE – II**

### **General terms & conditions**

- 1) The Service Provider is unconditionally responsible for payment of monthly wages to the personnel deployed as per law. It shall also be the duty of the service provider to make all statutory compliances in respect of the personnel provided including adherence to provisions of Minimum Wages Act, labour laws and various other statutory provisions applicable and submit a certificate in this regard on a quarterly basis within ten days from end of the relevant quarter.
- 2) The Service Provider shall unconditionally ensure that wages are paid to personnel deployed on time every month and submit necessary information in prescribed Form Enclosure-2, certifying that they made actual payment of wages to the personnel, sum of contributions to the relevant welfare funds and taxes to the Government account as pertaining to the preceding month. However, the office of Chief CIT, Rajkot shall not be liable for making payment of wages to personnel deployed or any other liability on the aforesaid accounts, in case of any failure on the side of the Service Provider.
- 3) Insurance cover protecting the Service receiver against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. A copy of the relevant policy or document shall be submitted to the service receiver within 15 days from commencement of work. The service provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. The office of Chief CIT, Rajkot shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on the Service receiver, same shall be reimbursed/indemnified by the Service Provider, failing which the same will be deducted from the sum payable to the Service provider including security deposit.

- 4) All existing statutory regulations of both the State Government as well as the Central Government shall be adhered to by the Service Provider and all records maintained thereof shall be available for scrutiny by the office of Chief CIT, Rajkot as and when called for. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
- 5) Service Provider shall be responsible for fulfilling all its obligations under various laws and Acts, such as Minimum Wages Act, EPF Act, ESI Act, Bonus Act, GST Act etc. and / or any other act of central or state government that may become applicable in the future and whichever is applicable in its case and under any other statutory requirements as applicable to the Govt. of Gujarat/Govt. of India and the rules/regulations as amended from time to time, in respect of the manpower deployment and also to present the relevant documents as and when required or asked for by this office.
- 6) The Service Provider shall submit a certificate of compliance in prescribed Form Enclosure -3 on quarterly basis, to the Service Receiver in respect of their adherence to provisions of Minimum Wages Act, EPF Act, ESI Act, Bonus Act, labour laws, GST Act etc., and all other statutory Act/ Law/ Rules and / or regulations of the State Government, the Central Government or any other statutory authority; whichever and when ever applicable in their case as well as amended from time to time. Besides, they shall certify that they have made actual payment of wages to the personnel, sum of contributions to the relevant welfare funds and taxes to the Government account. The prescribed Form Enclosure -3 may be amended from time to time by the CCIT office as and when required.

- 7) The work shall be done on all working days. Payment will be made for working days on the basis of attendance of persons. In case so required, some/all workers by an order in writing can be asked to work on declared holidays/Saturday/Sunday on account of heavy workload for which they will be paid the daily rates on pro rata basis as per contract. Pro-rata deduction shall be made in absence of any person on any day/part of the day.
- 8) Every personnel shall be provided one day rest in a week by the Service Provider.
- 9) The working hours will normally be from 09.30 AM to 06.00 PM during office days, with ½ an hour lunch-break.
- 10)
  - (i) The personnel deployed shall be well experienced and trained adequately. They shall be disciplined and well mannered.
  - (ii) The service provider shall provide photo identity proof, address proof and telephone number of all personnel to this office for record.
  - (iii) The personnel deployed should have passed at least 10<sup>th</sup> standard. They shall be capable to read and understand Hindi and English languages.
  - (iv) The age of the persons put on duty shall not be less than 18 years.
  - (v) The person deployed should have minimum 2 yrs of experience in this field.
  - (vi) The contract person must know cycling for outdoor duties.
  - (vii) The contract person should be of sound health and medically fit for discharge of his duties.



- 11) The Service Provider shall be wholly and exclusively responsible for any loss arising out of any theft occurring on the Service Receiver's premises.
- 12) The personnel shall be punctual and shall complete the work promptly and meticulously as assigned to them.
- 13) The personnel, if not found working satisfactorily, shall be replaced by the Service Provider. Normally, the Service Provider shall not *suo-moto* change a personnel deployed without the approval of the department.
- 14) The Service Provider shall rotate its personnel from one office to another office as and when directed by the CCIT office or any competent authority.
- 15) The personnel shall report to the officer-in-charge assigned by the office for daily attendance. If any personnel remain absent during office duty hours, necessary alternate arrangement for replacement shall be made by the Service Provider. In the case of his failure in doing so, the payment for such personnel for that particular day or part of the day will be deducted.
- 16) No other personnel except Service Provider's Authorized Representative shall be allowed to enter the premises. Further, within the premises, the personnel deployed shall not do any private work other than assigned duties.
- 17) The persons engaged by the Service Provider shall be in the employment of the Service Provider only. They shall not be considered employees of the Income Tax Department or the Service Receiver. There will be no obligation on the part of the department towards such personnel. In no case, a relationship of employer and employee between the Service Receiver and the said manpower/persons shall accrue implicitly or explicitly.

- 18) The personnel deployed by the Service Provider shall maintain high level of secrecy and shall not disclose any information, details, data, document to any unauthorized person. They shall maintain office decorum and decency.
- 19) The Service Provider shall indemnify and keep the office of Chief CIT, Rajkot indemnified against all acts of omission, negligence, dishonesty, criminal act misconduct or claim of employment with the Service Receiver by the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party on account of such act of the personnel deployed or of the Service Provider. All such claims shall be the exclusive responsibility of Service Provider only.
- 20) Any damage to the property caused due to the carelessness of the personnel deployed shall be borne by the Service Provider and such loss shall be brought to the notice of this office by the Caretaker/in charge Maintenance or/ and by the Service Provider.
- 21) The Service Provider shall, in no case, appoint sub-Service Provider for the work and shall not transfer/assign his right to any other person.
- 22) The number of personnel, depending upon requirement, can be increased or decreased after intimation to the Service Provider. The Service Provider shall be required to provide the casual workers as per the requirement of the department within three days from receipt of such intimation from this office.
- 23) The contract can be terminated by the Service Provider by giving 60 days prior notice in writing to office-in-charge of the office of Chief CIT, Rajkot. The contract can be terminated by the office of Chief CIT, Rajkot in case of poor

performance or non-compliance of terms and conditions without any notice period.

- 24) In case, any of the personnel so deployed by the Service Provider are not found upto the mark in terms of general discipline, maintenance of protocol or do not perform their duty properly or indulge in any unlawful activity including riots or disorderly conduct, the Service Provider on the order of the officer in charge shall immediately withdraw such person(s) from the office premises.
- 25) The Service Provider or the personnel deployed by it will not do any act which hampers the functioning of the office. The personnel deployed by Service Provider shall not do any private work in the office premises other than the assigned duties.
- 26) The Service Provider shall ensure that none of his workers/personnel are indulging in smoking and chewing of tobacco, pan masala in the office premises.
- 27) Within the premises, the Service Provider's personnel shall not do any private work and/or any unlawful act other than the assigned duties.
- 28) The Service Provider shall submit details of the actual deployment of personnel and their attendance-sheet to the respective officer in-charge on a daily basis.
- 29) The Service Provider shall be directly responsible for resolving any/all disputes arising between him and the personnel/workers employed by him. The Service Provider shall keep the CCIT, Rajkot indemnified against any losses, damages, expenses and claim whatsoever arising out of such disputes. The sole responsibility of solving any grievance of the personnel deployed shall lie on the Service Provider.
- 30) The Income Department, the CCIT, Rajkot office and/or the Service Receiver shall not entertain any grievance of any personnel deployed regarding

payment of wages, contribution to welfare fund, uniform, bonus, attendance, work(job) or any other kind of liability of the Service Provider.

- 31) The Service Provider shall nominate an official who would co-ordinate with the respective Range Heads and shall ensure that work performed is up to the mark and satisfactory level. The services provided shall be to the satisfaction of such nominated officers and to the officer In-charge.
- 32) It shall be the duty of the Service Provider to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person creates, any disruption/hindrance/problem of any nature in the aforesaid office premises of the Service receiver.
- 33) The Service Receiver shall have right to make inquiry and call for records from the Service Provider to check adherence to above mentioned terms and conditions at any point of time.
- 34) The Service Provider shall ensure rotation of its staff deployed from one office to another office as and when asked by the respective building In-charge(s), failing which it will attract penalty.
- 35) The Chief Commissioner of Income-Tax, Rajkot will be the final authority to make any alteration, addition, subtraction or interpretation to the terms & conditions to the tender/contract.
- 36) (i) In the event of any question of dispute/difference arising under the agreement or in connection herewith the same shall be referred to the Chief Commissioner of Income Tax, Rajkot or his nominee.  
(ii) Decision of the Chief Commissioner of Income Tax, Rajkot shall be final and binding on the parties.  
(iii) The Chief Commissioner of Income Tax, Rajkot may issue interim directions, as may be required.

## **TERMS OF PAYMENT.**

- 1) The Service Provider shall submit his/its pre-receipt & stamped monthly invoice for payment in triplicate in the office of the Chief Commissioner of Income-Tax, Rajkot or any other designated office, as the case may be, after completion of the respective month, latest by 5<sup>th</sup> of the following month giving sufficient time for processing the bills so as to ensure that the bills can be submitted to the ZAO,CBDT in time. Any bill received there after may be processed in the next month only.
  
- 2) Along with the invoice, the Service Provider shall submit –
  - a) a copy of the attendance register for the month duly certified by the Officer in-Charge.
  - b) details in Enclosure 1 clearly specifying the amount of wage to be paid to each personnel, sum deducted from wage towards contribution to Provident Fund and other welfare funds, employers' contribution to Provident Fund and other welfare funds / statutory charges / taxes to be paid, his service charges and GST, etc.
  - c) details in Enclosure 2 duly signed by the authorized person to the effect that they had paid the wages and other statutory liabilities for the previous month.
  - d) a copy of the challan as evidence for statutory payments towards PF, ESI, GST, Professional Tax or any other statutory liability should be submitted to the office of Chief CIT, Rajkot or any other designated office, as the case may be.
  - e) A copy of necessary evidence for payments of wages for the previous month to the deployed each personnel.

- 3) The Service Provider shall submit an Enclosure 3 along with invoice for every March, June, September and December, certifying that necessary compliance towards statutory obligation has been made.
- 4) The Service Provider shall produce a certificate from Chartered Accountant giving status of compliance of all statutory obligations and payment of wages, contribution towards welfare funds, GST and any liability as per any Act, Rule and / or law as applicable on the relevant date. Such certificate for the end of financial year should be produced by 30<sup>th</sup> September of every year.
- 5) Payment shall be released only on submission of the monthly invoice along with prescribed enclosures along with required details after deducting charges for any damages/penalties and deduction of tax at source (TDS).
- 6) Normally bills are processed and payment is directly credited to the Bank Account of the Service Provider within 10 days. However, non-receipt of payment of their bills in the service provider's Bank Account, which may some times be delayed due to non-availability of sufficient grant or any other administrative reasons, should never be a reason for not making timely and regular payment of wages/salary to their workers/personnel and statutory liabilities. Besides, the Service Receiver shall not be liable for interest on any delayed payment of bill arising on account of any reason mentioned herein above.
- 7) The CCIT office and/or the Income Tax Department shall release due amount after making recoveries, if any, through ECS by direct credit to the bank A/c of the Service Provider for which a cancelled cheque may have to be furnished by the Service Provider.
- 8) The Service Provider shall make regular, prompt and full payment of labour charges/ wages and other payments as may be due to the workers/ personnel deployed for the work under service contract and should furnish necessary

proof whenever required as per the Labour Laws. The Service Provider shall have to make payments to its workers/ personnel deployed for the service under the contract as per the minimum wages declared from time to time by the Labour Commissioner.

- 9) As mentioned hereinabove, it shall be the responsibility of the Service Provider to comply with all statutory obligations under the Payment of Minimum Wage Act, Labour Laws, Service Tax Rules, Professional Tax, Employees' Provident Fund, Employees State Insurance Scheme etc. or any other law. Therefore, the Service Provider shall indemnify the CCIT, Rajkot for any statutory liability as per any law.
- 8) The Department shall have the right to recover any amount from the Service Provider's pending dues, EMD and by any other means, if such recovery is necessary for the department.

## **CONFIDENTIALITY**

- a. The Service Provider shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client's business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Client. The obligation is not limited to any scope and the Service Provider shall be held responsible in case of breach of the confidentiality of Client's information.
- b. If the Service Provider receives enquiries from Press / News / Media/ Radio / Television or other bodies / persons, the same shall be referred by the Service Provider to Client immediately on receipt of such queries.
- c. The service provider shall maintain high level of secrecy and shall not depart with any information, details, data, document to any unauthorized person. They should not take any data or information physically or on CD, pen drive, floppy or on any other kind of electronic media out of the office.

## PENALTIES

- 1) In case any lapse in the work is noted or services provided are not upto the mark, it will result in appropriate penal deduction from the bills/ security deposit of the Service Provider. The penalty shall be decided by the office in-charge depending upon nature of lapse and other relevant factors. In case of any dispute, the matter shall be referred to the Chief Commissioner of Income Tax, 6<sup>th</sup> Floor, Aayakar Bhavan, Race Course Circle, Rajkot or his nominee, whose decision shall be final in this regard.
- 2) In the event of failure on the part of the Service Provider in maintaining the services on any day, up to the desired standard, in part or full, as per the terms and conditions, the Service Provider shall be liable to be penalized as specified below, which shall be recovered from the bills, or otherwise. In this regard, the decision of the Chief CIT, Rajkot shall be final and binding on the Service Provider and shall not be subject to any dispute or arbitration.

SN	Nature of Default	Penalty Rs.
1.	Late reporting to work	Rs 100/- per day per person
2.	Non attendance to work	Rs 200/- per day per person
3.	Non wearing of uniform/Identity Card	Rs 100/- per day per person
4.	Non satisfactory attitude towards work reported by officer/official	Rs 300/- per default
5.	Failure to rotate the deployed staff	Rs 5000/- per default.
6.	Departing with or disclosing of any information to any other unauthorized person.	Minimum Rs 10000/- per default and / or criminal proceedings also depending on the severity of the complaint.
7.	Taking out any data out of office either physically or on electronic media.	Minimum Rs 10000/- per default and / or criminal proceedings also depending on the severity of the complaint.



8.	Non-production of certificate of compliance of statutory obligation to be submitted on quarterly and annual basis.	Rs 100/- for every day during which the failure continues.
9.	Any other complaints received regarding office work assigned, not defined above.	Rs 100/- to Rs 500/- depending on the severity of the complaint.

- 3) The Service Receiver also reserves the right to levy any penalty (including forfeiture of the security deposit, deduction from the monthly bills of the Service Provider) for breach of any of the conditions/contract by the Service Provider. In case of any dispute, the matter shall be referred to the Chief Commissioner of Income Tax, Rajkot, whose decision shall be final in this regard.
- 4) The security deposit shall stand forfeited if the contract is terminated due to failure to abide by terms and conditions mentioned herein by the service provider.

I/We agree to abide by and adhere to the above terms and conditions.

Signature with date \_\_\_\_\_

Name & Address of the  
Authorized Person of the bidder \_\_\_\_\_

SEAL

## ANNEXURE – III

### SCOPE OF WORK

1. The personnel deployed shall carry the job as mentioned below which is an indicative list of duties such as –

#### Man power for Office assistance, Data Entry & Typing work –

- a) Shall take dictation from the officer in the department and get that typed on computer,
- b) The personnel should be well conversant with Microsoft Office and its modules like Word, Excel, PowerPoint and Access.
- c) Any other work of clerical nature either on computer or otherwise as assigned by the concerned authority.
- d) Operation of any kind of office equipment and or machine used by the Service Receiver.

Note: The above list of duties is only illustrative and not exhaustive. This office may add duties of similar nature ordinarily performed by steno, typist or clerk.

#### Man power for miscellaneous work –

- a) Cleanliness & upkeep of the chamber of the Officers, staff sitting area, office premises, roof, ducts, toilet and urinals, etc.
- b) Carrying of files & other papers within the building.
- c) Photocopying, sending of fax etc.
- d) Other non-clerical work in the office.
- e) Delivering of dak including outside the building.
- f) Watch & ward duties.
- g) Opening & closing of rooms
- h) Dusting of furniture, glasses and window panes, etc.

- i) Upkeep of parks, lawns, potted plants etc.
- j) Any other work assigned by the superior authority.

Note: The above list of duties is only illustrative and not exhaustive. This office may add duties of similar nature ordinarily performed by Peon, Jamadar, Farash, Chowkidar, Safaiwala, Mali etc. No claim for separate payment for any of such job shall be entertained.

#### Man power for security –

The personnel deployed shall carry the job as mentioned below, being an indicative list of duties such as –

- a) Watch & ward duties.
- b) Allowing entry in office premises after proper identification of visitor and entry of incoming and outgoing timing in the visitors' book.
- c) Shall monitor proper parking of vehicles including staff cars and two wheelers.
- d) Control on entry and parking of vehicles in office premises by trespassers.
- e) Control on mob in the office premises tactfully with decency, as and when directed to do so.
- f) To frisk any person, as and when specifically directed by the competent authority.
- g) The Agency shall be responsible for ensuring safety & security of movable & immovable assets at the entrusted premises.

Note: The above list of duties is only illustrative and not exhaustive. This office may add duties of similar nature ordinarily performed by watchman or security personal etc. No claim for separate payment for any of such job shall be entertained.

- 2) They will perform designated tasks and will attend to any unforeseen jobs as per the exigency of work. No extra payment for this shall be made on the basis of type of work.
  
- 3) They shall maintain high level of secrecy and shall not depart with any information, details, data, document to any unauthorized person. They should not take any data or information physically or on CD, pen drive, floppy or on any other kind of electronic media out of the office.

Signature with date

\_\_\_\_\_

Name & Address of the

\_\_\_\_\_

Authorized Person of the bidder

SEAL

## **ANNEXURE – IV**

*(To be printed on Bidder's letterhead)*

### **BID SUBMISSION FORM**

*Date:*

### **LETTER OF BID**

To

The Chief Commissioner of Income Tax,  
Rajkot.

Ref: Tender No. CCIT/RJT/Man-power/2018-19 dated 28/05/2018

With reference to the above, We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing **required MANPOWER for \_\_\_\_\_ in the OFFICES under the charge of the** Chief Commissioner of Income Tax, Rajkot.
3. We have acquainted ourselves with the scope of work for this bid.
4. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
5. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
6. We also declare that Government of India or any other Government body/PSU has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

7. We also declare that we and / or our concern is not directly related to any practicing CA / Tax Consultant and the officials of the department.

8. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that your office is not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

9. We are duly in possession of a valid license from the State Controlling Authority as per Gujarat Private Security Agencies Rules, 2007 read with PSAR Act, 2005. (Applicable to bidders for supply of man power for security.)

Yours sincerely,

Signature with date

\_\_\_\_\_

Name & Address of the  
Authorized Person of the bidder

\_\_\_\_\_

SEAL

## ANNEXURE – V

### TECHNCAL BID

#### Pre-qualification for Awarding Contract for Miscellaneous work

1.	Name of the Organization/firm	
2.	Names of the Proprietor/Partners/ Director	
3.	Registered Address along with local address in Rajkot	
4.	Telephone No, Mobile No. Fax No.& E-mail ID:	
5.	Whether firm is registered & license Holder under Contract Labour (Regulation & Abolition) Act ? If so, Registration No. of the Firm (Copy to be enclosed)	
6.	Income Tax Permanent Account Number.	
7.	Furnish last 3 years Income-tax Return copy (AY 2015-16, 2016-17 & 2017-18)	
8.	Provident Fund Number allotted by Regional Provident Fund Office(Copy to be enclosed)	
9.	ESI Registration No. (Copy to be enclosed)	
10.	GST Registration No. (Copy to be enclosed)	
11.	Professional Tax Registration No. (Copy to be enclosed)	
12.	Details of license issued by the Gujarat State Authority as appointed under PSAR Act, 2005.	
13.	Total No. of staff/workers of the firm as on 31.03.2018. (No. of staff/workers not be less than 70).	

14.	Name(s) of the Public Sector/Govt. Organization to which similar services have been provided by the firm during last three years. (Please Attach the job order/service certificate from Govt. Office/Public Sector/Private Sector)	
15.	Has the firm/organization being Black listed by any public sector/ Govt. Organization, while rendering services, during last 3 years. Please submit an affidavit to this effect.	
16.	Registration Number with Employment Exchange (Copy to be enclosed)	
17.	Last three years' ( i. e F.Y. 2015-16, 2016-17 & 2017-18) turnover in the Manpower Supply business (figures of turnover for each year may be indicated separately and an attested certificate by a Chartered Accountant to be attached)	
18	Undertaking/Certificate stating that all statutory obligations as are applicable to the contractor under the relevant Rules have been duly complied and payments for the period up to 31 <sup>st</sup> March 2018 have been duly made in respect of GST, Professional Tax, EPF & ESI. contributions etc to other service Receivers.	
19.	Earnest Money Deposit Particulars (DD/IPO No. and date) to be enclosed.	
20.	Tender fee of Rs. 2,500/- in case of downloaded forms for each categories (Skilled, Semi-skilled and Unskilled personnel)	

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.



2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
  
3. I/We give the rights to the competent authority of the office of the Chief Commissioner of Income tax, Gujarat, Rajkot to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
  
4. I/We hereby undertake to provide the composite housekeeping services as per the directions given in the tender document/contract agreement.

**Place:**

Signature

\_\_\_\_\_

**Date:**

Name & Address of the \_\_\_\_\_

Authorized Person of the bidder

SEAL

**ANNEXURE-VI**

**FINANCIAL BID**

**HIRING OF MANPOWER FOR \_\_\_\_\_.**

**Station :**

**Name of the bidder :**

	Particulars	Amount per month (Say 26 working days in a month)	Detailed breakup / working or justification of cost arrived at
	1	2	3
A	Basic wages		
B	PF		
C	ESI		
D	GST		
E(i)	Other cost and charges (in figures)		
E(ii)	Other cost and charges (in words)		

1. Monthly wage should be computed as per daily wage multiplied by 26 days. It is hereby made clear that number of working days in a month may vary as per the actual working days of service obtained in a particular month. Please enclose supporting document for basic wage (Such as the Labour Commissioner's Order).
2. PF, ESI and GST should be computed at the applicable rates as per the relevant law. Such rates (in percentage) should be mentioned in Column 3.

Authorised signatory

3. Service charges, commission or any other charges must be mentioned in row E (Other cost and charge) clearly giving detailed basis and working of cost arrived at. Sum of E must be mentioned in words and figures both in appropriate space.

**Place:** Signature \_\_\_\_\_

**Date:**  
Name & Address of the  
Authorized Person of the bidder \_\_\_\_\_

SEAL



**Govt. of India,**

**Office of the Chief Commissioner of Income-tax,  
Aayakar Bhavan, Race Course Ring Road,  
Rajkot.**

**Tender Notice**

Sealed tenders are invited from bonafide parties for supply of man power for typing work, miscellaneous works and security personnel in Income Tax offices at Rajkot, Jamnagar, Junagadh, Morbi, Bhuj, Gandhidham, Veraval, Amreli, Porbandar, Dwarka and any other office under the charge of the Chief Commissioner of Income Tax, Rajkot for the period of one year which may be extendable for further period, as the case may be. The parties from Gujarat having a local office in Rajkot shall be given preference.

Tender forms can be obtained from the Secretary, Room No. 301, 3rd Floor, Aayakar Bhavan, Race Course Ring Road, Rajkot or the Addl. CIT, Range-1(1), Rajkot, Room No. 522, 5th Floor, Aayakar Bhavan, Race Course Ring Road, Rajkot on payment of Tender Fees of Rs. 2500/- (Non refundable) through demand draft drawn in favour of the ZAO, CBDT, Rajkot payable at Rajkot during office hours, on or before 11.30 AM of 18/06/2018. The tender forms can also be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The last date for submission of completed tender form is 18/06/2018 before 5:30 PM in a sealed cover before the Secretary, Room No. 301, 3rd Floor, Aayakar Bhavan, Race Course Ring Road, Rajkot or the Addl. CIT, Range-1(1), Rajkot, Room No. 522, 5th Floor, Aayakar Bhavan, Race Course Ring Road, Rajkot. The received bids will be opened at 4.00 PM on 20/06/2018 in Conference Hall, 7th Floor, Aayakar Bhavan, Race Course Ring Road, Rajkot in presence of bidders or their representatives.

Date : 28/05/2018.

(L P Yadav), Secretary,  
Committee for Hiring of Man Power,  
for Chief Commissioner of Income-tax, Rajkot.

**Details of wages and other charges for hiring of manpower for \_\_\_\_\_.**

(To be submitted every month along with the invoice for services rendered)

For the month of \_\_\_\_\_, 2018.

(Wage of Rs. \_\_\_\_\_ per day per person)

SN	Name of person	No. of working days	Basic wages (Rs)	Employee's contribution		Employer's contribution		Service Charges (Rs)	Total (Rs.)	Service Tax (Rs.)	Remark/ Days of absence/ Reduction
				PF (Rs)	ESI (Rs)	PF (Rs)	ESI (Rs)				
1	2	3	4	5			6	7	8	9	10
<b>TOTAL</b>											

Authorised signatory

\* Basic wage = No. of working days X wage

\*\* In case ESI is not applicable to a particular station, the same is not payable.

**Details of wages and other charges paid for the last month (hiring of manpower for \_\_\_\_\_).**

(To be submitted every month along with the invoice for services rendered)

For the month of \_\_\_\_\_, 2018.

(Wage of Rs. \_\_\_\_\_ per day per person)

SN	Name of person	No. of working days	Basic wages (Rs)	Employee's contribution		Employer's contribution		Service Charges (Rs)	Total (Rs.)	Service Tax (Rs.)	Remark/ Days of absence/ Reduction
				PF (Rs)	ESI (Rs)	PF (Rs)	ESI (Rs)				
1	2	3	4	5			6	7	8	9	10
<b>TOTAL</b>											
<b>Date of Payment</b>											

Authorised signatory

**Certificate regarding compliance of statutory (hiring of manpower for \_\_\_\_\_).**

(To be submitted along with the invoices of March, June, September and December for services rendered)

In the quarter ending on \_\_\_\_\_, 2016.

- 1) It is certified that payment of monthly wages for all three months of the quarter has been made to the personnel deployed as per the provisions of Minimum Wages Act.
- 2) It is certified that payment of contribution of employees' and employer's towards PF, ESI, service tax, bonus and any other payments in adherence to the labour laws and various other statutory provisions applicable for all three months of the quarter has been made.
- 3) It is certified that necessary insurance cover protecting the Service receiver against all claims applicable under the Workmen's Compensation Act, 1948 has been taken and I / we hereby indemnify the Income Tax Department /Service receiver, in the event of any liability/claim falling on the Income Tax Department /Service receiver.
- 4) It is certified that no any person of minor age has been deployed.

Authorised signatory