



भारत सरकार (राजस्व विभाग)
आयकर निदेशालय (वसूली)
छठी मंजिल, मयूर भवन, कॅनाट सर्कस,
नई दिल्ली- 110001
दूरभाष : 01123414395
फैक्स: 01123413218 व 23417681

**GOVERNMENT OF INDIA
DEPARTMENT OF REVENUE
DIRECTORATE OF INCOME-TAX
(RECOVERY)**

6th Floor, Mayur Bhawan,
Connaught Circus, New Delhi-110001

Ph. No. 23414395,

Fax No. 23417681 & 23413218

Email: addl.dit.recovery@gmail.com

F. No. DIT(R)/Misc./2014-15/

Dated: 11.12.2014

TENDER NO. 1/2014-15

Office of the Directorate of Income Tax (Recovery)
Mayur Bhawan, Connaught Circus, New Delhi-110001
TENDER DOCUMENTS

Sealed quotations are invited from reputed agencies/firms for outsourcing of 8 Multi Tasking Staff (Semi-Skilled) and Un-skilled workers for a period of one year on contract basis to work in the Income Tax Department at the office of the Director of Income Tax (Recovery), New Delhi-110001. The technical and financial bids will be opened at 13:00 hrs on 18.12.2014 in the presence of representatives of interested concerns firms, if they make themselves available at that time.

Last date for submission of Tender Form : 18.12.2014 by 12:00 hrs.

Tender Opening date & Time : 18.12.2014 at 13:00 hrs.

Venue: Room No. 613-614, 6th Floor, Mayur Bhawan, New Delhi-110001

Tender form and details can also be downloaded from www.incometaxindia.gov.in

Yours faithfully,

(Anant Parkash)

Joint Director of Income Tax (Recovery)(Admn.)

Copy to Data Base Cell for uploading it on Official Website of the Department.

Joint Director of Income Tax (Recovery)(Admn.)

Directorate of Income Tax (Recovery)
6th Floor, Mayur Bhawan, Connaught Circus New Delhi-110001

F. No. DIT(R)/2014-15/

Dated: 08.12.2014
11

LIMITED TENDER INQUIRY

Subject:- Hiring of Multi Tasking Staff (Semi-skilled) and Un-skilled Workers for the Directorate of Income Tax (Recovery), 6th Floor, Mayur Bhawan, New Delhi for a period of one year.

Directorate of Income tax (Recovery) intends to hire Multi Tasking Staff (Semi-skilled) and Un-skilled Workers for a period of one year as per the following terms and conditions:-

General Conditions

The educational qualification and nature of duties in respect of Multi Tasking Staff (Semi-skilled) and Un-skilled Workers are given below-

A) Multi Tasking Staff (Semi-skilled)

- i) The minimum qualification of all the Multi Tasking Staff shall be 10th standard pass/Matriculate.
- ii) The duties of the Multi Tasking Staff may include maintenance of cleanliness in office, non-clerical work, watch and ward duties, outdoor work such as delivery of dak, files etc., and any other work assigned by the office/superior authority from time to time.
- iii) The contractor/bidder shall be required to provide Multi Tasking Staff having a fair knowledge of reading and writing English and Hindi.

B) Un-skilled Workers

- i) The minimum qualification of all the Un-skilled workers shall be non-matriculate/below 10th standard.
- ii) They should be proficient in Hindi language.
- iii) They shall be responsible for maintenance of cleanliness in office.

Terms and conditions

- i) The contractor/bidder should have previous experience of deploying/supplying Un-skilled workers and Multi Tasking Staff to Govt. Departments in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such order in the last two years.
- ii) The contractor/bidder should have valid service tax, PF,ESI, CST/AT/TIN, TAN, Service Tax and PAN which is to be quoted in the sealed quotation.

- iii) The rates per month for supply of Unskilled workers and Multi Tasking Staff shall be quoted by the bidders in **their financial bid**.
- iv) The amount quoted should be applicable for the entire period of contract and no request for **enhancement will** be entertained. **However, in** case the applicable wages/taxes/PF/ESI etc. are changed statutorily, effect to the same would be given by the Directorate of Income-tax(Recovery).
- v) The contractor/bidder shall be liable to pay the minimum rates of wages revised from time to time by the Govt, of National Capital Territory of Delhi, New Delhi. The bills not accompanied **with the copies of the orders issued by the Govt, of National Capital Territory of Delhi, New Delhi** regarding the revised rates shall not be entertained for payment.
- vi) Copy of necessary documents/certificates with respect to the eligibility of all the Un-skilled workers and Multi Tasking Staff shall be submitted before their deployment.
- vii) The relationship between the customer/Directorate of Income Tax (Recovery) NewDelhi and the contractor/bidder would be that of the Customer and a service provider and none of the employees or agents of the contractor/bidder shall ever be treated or deemed to have been the employee of the Income-tax Department. The contractor/bidder shall explain this nature of relationship to all his employees or agents before deploying them for services to be rendered to the customer/Directorate of Income-tax (Recovery), New Delhi. As a token of their agreement for such a relationship, a signed declaration by the employee/agent shall be obtained by the contractor/bidder from his employees and/ or agents and be produced-as and when called upon to do so by the customer/Directorate of Income-tax (Recovery) New Delhi.
- viii) The contractor/bidder would be liable to ensure that all the statutory payments, like **ESIC, PF, gratuity, minimum wages, bonus etc.**, if applicable, are paid by him, **in time** as applicable to them under law. The evidence of compliance to this effect shall be submitted to the customer/Directorate of Income tax (Recovery) New Delhi by the contractor/bidder every quarter alongwith the bill, failing which payment of the bill may be withheld or stopped. The customer/Directorate of Income-tax (Recovery) New Delhi will, in no way be responsible for or associate itself with payment of any statutory liabilities or the salary paid or payable to the personnel engaged by the contractor/bidder.
- ix) The contractor/bidder shall be liable to submit No dues pending from workers.
- x) **The contractor bidder shall specify all amounts chargeable towards any head** clearly in the bill; any deviation is not permitted
- xi) The contractor/bidder shall be duty bound to immediately replace any Un-skilled worker and Multi Tasking Staff whose services are not found satisfactory by this Directorate.
- xii) The payment for **the** services provided shall be made on **or before 15th of the following** month on presentation of bill and after approval of this Directorate,
- xiii) The contractor/bidder should ensure that the salaries/wages are paid to the workers on **7th of every month without** deduction of **any other** service charge of any kind from minimum wages. Only statutory deduction can be done after consent of work force deployed.

- xiv) The deployment/supply of Un-skilled workers and Multi Tasking Staff shall be completed within one week of placing the order. Time is of essence in this context and therefore, in case of any failure on the part of the successful bidder to deploy/supply eligible Un-skilled workers and Multi Tasking Staff within the specified time a penalty @ Rs.250 per day may be levied if the Un-skilled workers and Multi Tasking Staff is not deployed/supplied within two weeks of placing the order. This Directorate shall have the power to cancel the order and call for fresh tender, at risk and cost of the supplier, without any further reference to the successful bidder.
- xv) The contractor/bidder shall deploy total 08 numbers of Semi-skilled/Un-skilled Multi Tasking Staff from 9:00 A.M. to 5.30 P.M. for five days in a week except Saturday and Sunday for the Services mentioned above. Immediate replacement shall be provided in case of absence of any worker.
- xvi) The payment will be made on the attendance of the persons and pro-rata deduction shall be made for absence of any person on any day and/or part of a day.
- xvii) In case so required, some/all workers can be asked to work on declared holidays/saturdays/sundays for which they will be paid the rates as per contract. In case of specific requirement, some/all workers can be asked to work beyond the office hours for which they will be paid for extra hours as per the contract.
- xviii) The Directorate reserves the right to increase or decrease the number of Un-skilled workers and MTS to be deployed by the service provider as per the requirement of Directorate of Income-tax (Recovery)
- xix) Proper identification card shall be provided by the contractor/bidder to the persons deployed as Un-skilled workers and Multi Tasking Staff. It must be ensured that the same are worn while at work and that I.D. cards are displayed on person.
- xx) The contractor/bidder shall ensure that deployed workers maintain discipline of the highest order and that they restrict themselves to their assigned work only.
- xxi) The workers shall not use the information/data provided to them or handled by them in any unauthorized manner. If any instance of such unauthorized use comes to the notice of this Directorate, the agency shall be liable for damages,
- xxii) Any incidence of inappropriate behavior by any of the Un-skilled workers and Multi Tasking Staffer any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.
- xxiii) The customer/Directorate of income tax(Recovery) New Delhi shall not be responsible, in any way, with regard to any injury, damage or mishap which may happen to any of the employees or agents of the contractor/bidder, during or after the duty hours in the premises of the customer/Directorate of income-tax(Recovery), New Delhi,
- xxiv) None of the employees of the contractor/bidder, deployed on any service to be rendered by the latter to the customer/Directorate of Income-tax(Recovery) New Delhi, shall have any right or claim against the customer/Directorate of income-tax (Recovery). New Delhi or the Income-tax Department to absorption or job with the Income-tax Department on the basis of any such services rendered by him.
- xxv) Any damage caused to any equipment/or article or item available at the premises of the customer/Directorate of Income-tax (Recovery), New Delhi due to negligence of the employees/agents of the contractor/bidder shall be on his account and he will be liable to make good the loss to the customer/Directorate of Income-tax(Recovery) New Delhi. The amount involved, if any, may at the discretion of the customer/Directorate of Income-tax (Recovery) New Delhi, be recovered/deducted from the payment due to the contractor/bidder.

- xxvi) The work of the contractor/bidder shall be reviewed every two months by the Committee recommending this contract.
- xxvii) If the customer/Directorate of Income-tax (Recovery) either at his own or on report by the committee finds that the work/services rendered by the contractor/bidder are extremely unsatisfactory, he may, without any notice to the contractor/bidder, terminate the contract forthwith. The letter communicating such termination of the contract shall be served on the contractor/bidder in person or by registered post at the address mentioned in this contract or on the last known address.
- xxviii) without prejudice to the right of the customer/Directorate of Income Tax (Recovery) New Delhi for termination of the contract as mentioned in the preceding paragraph, this contract may be terminated by either party by giving one month's written notice to the other party.
- xxix) In case of any dispute the decision of this Directorate shall be final.
- xxx) The contracts/bidders are required to submit two bids i.e. technical bid and financial bid in the prescribed format i.e. Annexure -I and Annexure-II respectively. Both the bids should be submitted in a single sealed cover duly marked as Tender for Semi-skilled/Un-skilled workers and Muli Tasking Staff located at Room No. 617A, 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 by 1200 hours on 18/12/2014. No bid shall be received after 1200 hours. The technical bids shall be opened at 1300 hours on the same day followed by the opening of financial bids at 1430 Hours in Room No. 613 - 614, 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi in the presence of interested bidders, who may wish to be present.
- xxxi) All the rates chargeable must be written both in figures and in words. All overwriting/cutting, insertions shall be authenticated and attested.
- xxxii) Rates/quotations should be signed by the Vendor with its current business address and PAN and income proof.
- xxxiii) The Tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.
- xxxiv) Financial bids of only those bidders, which are technically qualified, will be opened thereafter in the presence of interested bidders, who may wish to be present.

Sd/-
Director of Income-Tax (Recovery)

BIDDER'S PARTICULARS

1. Name of the Bidder _____
2. Full address of the bidder _____
3. Name of the Authorized Signatory _____
4. Name & address of the officer to whom all references shall be made regarding this tender
 - (a) Telephone _____
 - (b) Fax No. _____
 - (c) E-mail _____
 - (d) Mobile _____
5. Contact person: (a) Telephone no. _____
(b) Mobile No. _____
(c) Email ID _____
6. Background and experience for last two years in providing services of for Un-skilled workers and Multi Tasking Staff with full particulars.
7. Client list
8. Financial status i.e. evidence of filling of IT Returns along with final accounts for the FYs 2011-12, & 2012-13 & 2013-14.
9. Service Tax Registration no. with evidence
10. CST/VAT/TIN No with evidence
11. Trade Tax Registration No.
12. PAN number with evidence
13. Labour Department Registration No. with evidence

14. PF Registration No. with evidence

15. ESI Registration No. with evidence

16. Specify the educational qualifications and work experience of every person to be deployed

DECLARATION

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

(Signature of Authorized Signatory with date and seal)