

Section -1

Subject: Tender for hiring of personnel for Cleaning & other related works/ Typist cum DEO / Mali /peon/ Security Guard for the offices located under the jurisdictions of the Pr. CIT –I, Jabalpur and the Pr. CIT–II, Jabalpur, i.e. Jabalpur, Sagar, Chhindwara, Katni, Satna, Seoni, Balaghat Damoh , Narsinghpur, Mandla , Bina, Rewa, Singrouli, Shabdol, Umaria, and other places.

This Tender is invited for **hiring of personnel for Cleaning & other related works/ Typist cum DEO / Mali /Peon/ Security Guard** for various Income Tax offices located in M.P. under jurisdiction of the Pr. CIT-1 Jabalpur and the Pr.CIT-2 Jabalpur (hereinafter referred to as “Jabalpur charge”).

1. The Tenderers are advised to study this Tender Document with all annexure carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender Documents with full understanding of its implications.

2. Sealed bids should be submitted in the office of the Pr. Commissioner of Income tax, Jabalpur (hereinafter referred to as “the Client”) not later than **27/11/2017 by 01:00 pm.**

3.

a. All bids must be accompanied by a bid security of Rupees 25,000/- (Rupees Twenty Five Thousand only) in the form of “Account Payee Demand Draft only” in favour of Pr Commissioner of Income Tax-I, Jabalpur.

b. Performance guarantee of Rs. 2,00,000/- (Rupees Two Lakhs only) has to be provided by the successful bidder in the form of Bank Guarantee.

c. Bids security shall be returned to unqualified bidders after following necessary procedure.

d. Every page of the Tender document has to be signed by the Tenderer.

4. **The Tender documents are not transferable.**

5. Schedule for invitation to Tender :-

a. Name of the Client: The Pr. Commissioner of Income Tax-I,& II Jabalpur

b. Addressee and Address at which Tender to be submitted:

The Pr. Commissioner of Income Tax-I, & II, Jabalpur Aayakar Bhawan, C.R. Building, Napier Town, Jabalpur.

c. Time & date by which tenders must be submitted:

On or before 27/11/2017 by 01:00 pm

d. Place, time and Date of opening of the Technical Bids: Conference Hall, C.R. Building, Napier Town, Jabalpur **on 27/11/2017 at 04:00 pm.**

e. Place, time and Date of opening of the Commercial Bids (only those who qualify in technical bid): Conference Hall, C.R. Building, Napier Town, Jabalpur **on 29/11/2017 at 04:00 pm.**

f. Date till which the tender is **valid 01.12.2017 to 30.11.2018.**

Note: The Client shall not be responsible for non-receipt/non-delivery of the Bids documents due to any reason whatsoever.

6. Scope of work/ service:

Office of Pr.CIT-I, Jabalpur

S.No.	Name of of Office	Data Entry Operator	Peon	Cleaning Person	Mali	Security Guard	Total
1	Pr. CIT-I,Jabalpur	01	03	01	01	04	10
2	TRO(Astt.)-I, Jabalpur						
3	ITO(IAP)-I, Jabalpur						
4	JCIT, Range-I,Jabalpur	04	04	04	00	03	15
5	ACIT, Cir -1(1), Jabalpur						
6	ITO, Ward, 1(1), Jabalpur						
7	ITO, Ward, 1(2), Jabalpur						
8	ITO, Ward, 1(3), Jabalpur	00	01	00	00	00	01
9	Valuation Officer						
	Total	05	08	05	01	07	26

Office of Pr.CIT-I, Jabalpur (Charge)

S.No.	Name of of Office	Data Entry Operator	Peon	Cleaning Person	Security Guard	Total
1	JCIT, Range- Sagar	1	2	2	3	8
2	JCIT, Range- Chhindwara	0	2	2	3	7
3	ITO, Ward-Bina	0	1	1	3	5
4	ITO, Ward-Damoh	0	1	1	3	5
5	ITO, Ward-Seoni	0	1	1	3	5
6	ITO, Ward-Balaghat	0	1	1	3	5
7	ITO, Ward-Narsinghpur	0	1	1	3	5
8	ITO, Ward-Mandla	1	1	1	3	6
	Total	02	10	10	24	46

Office of Pr.CIT-II, Jabalpur

S.No.	Name of of Office	Data Entry Operator	Peon	Cleaning Person	Total
1	Pr. CIT-II,Jabalpur	01	03	01	05
2	TRO(Astt.)-II, Jabalpur				
3	ITO(IAP)-II, Jabalpur				
4	JCIT, Range-II,Jabalpur	03	04	01	08

5	ACIT, Cir -2(1), Jabalpur				
6	ITO, Ward, 2(1), Jabalpur				
7	ITO, Ward, 2(2), Jabalpur				
8	ITO, Ward, 2(3), Jabalpur				
9	ITO, Ward, 2(4), Jabalpur				
10	ITO, Ward, 2(5), Jabalpur				
	Total	04	07	02	13

Office of Pr.CIT-II, Jabalpur (Charge)

S.No.	Name of of Office	Data Entry Operator	Peon	Cleaning Person	Security Guard	Total
1	JCIT, Range- Katni	01	02	01	03	07
2	JCIT, Range- Satna	00	02	01	03	06
3	ITO, Ward-Rewa	01	00	00	03	04
4	ITO, Ward-Shahdol	00	01	01	03	05
5	ITO, Ward-Umariya	00	01	01	03	05
6	ITO, Ward-Singhroli	00	01	01	03	05
	Total	02	07	05	18	32

Office of CIT-(A) I, Jabalpur

S.No.	Name of of Office	Data Entry Operator	Peon	Cleaning Person	Security Guard	Total
1	CIT (Appeal)-1, JBP	02	02	00	00	04

The prospective bidders shall provide qualified and competent personnel for various Income Tax offices located in M.P. under Jabalpur charge. Their work will be attending to the tasks:

6.1 Given by the officer and offices in connection with office work, upkeep of the office room and sections, helping officers and officials in discharge of official duty, etc. and any other task given at the office from time to time.

6.2 The prospective bidder shall provide qualified and competent personnel for doing relevant works of Cleaning, Peon, Typist cum DEO, Security Guard & other related work which is required at the respective officers of Income tax Department.

6.3 The prospective bidder shall also provide qualified and competent typist/ data entry operator having necessary qualification certificates from recognized institutions for doing work at the various Income Tax Offices under Jabalpur charge. Their work shall be making data entry in computers work AST, ITBA and in MS offices etc. daily data entry and any other related work assigned to in English and Hindi by the officers and officials of the client department.

7. **Procedure for submission of Bids**

7.1 It is proposed to have a two (2) cover system for this tender, that is

- a. Pre-Qualification Requirements (Technical Bid), in one cover (Cover-I)
- b. Commercial Bid, in another cover (Cover-II)

7.2 Copy of Pre-qualification Requirement (Technical Bid) of the Tender should be covered in a separate sealed cover super-scribing the wordings “**Pre-Qualification Requirements**”

Please Note that rates/ Prices should not be indicated in the Pre-Qualification Requirements.

7.3 Copy of Commercial Bid of the Tender should be covered in a separate sealed cover super scribing the wordings “**Commercial Bid**” including the daily wages skilled, semi skilled and unskilled worker separately inclusive of all charges such PF, ESI, GST etc. The payment by the client will be paid to the contractor on the basis of number of days worked in a month by daily wager in the allotted offices. The allotted office/officer will issue a certificate to the contractor for the number of days worked or surplus provided by the skilled or non skilled person. The Total amount for all daily wagers will be paid to the contractor on receiving evidence of deposits of PF, ESI & GST of preceding month and availability of fund under OE head in the office of the Pr. CIT-I,& Pr. CIT- II, Jabalpur.

7.4 Commercial Bid should indicate the daily rate/ charges of daily wager for services. Payment should clearly be shown separately for each head like amount payable to worker/ daily wagers, PF, ESI, Service tax & service charges of service provider and it should be separately mentioned for unskilled, semiskilled, skilled workers and security guards. The P.F. E.C.I. & GST should be at prevailing rate.

7.5 **The amount payable to contract personnel should not be less than the rate fixed by the Central Govt. as on 01.10.2017 for ‘B’ and ‘C’ class cities, as applicable. Please furnish documentary evidence regarding minimum labour charges per day fixed by the Central Government.**

Head City*	Unskilled Personnel		Semiskilled Personnel		Skilled Personnel		Security Guard	
	B	C	B	C	B	C	B	C
Amount Payable to daily wager on per day basis								
PF								
ESI								
GST								

Service charges Contractor	of							
Total Amount payable to Contractor								

***Note: In Jabalpur charge, Jabalpur is class ‘B’ city, whereas rest of the cities are class ‘C’.**

7.6 **The amount payable in a month to the daily wagers shall be paid to him/ her in their respective bank account through Cheque, RTGS or by Transfer only.**

7.7 Both the pre-Qualification Requirements cover and the Commercial cover, prepared as above, are to be kept in a single sealed cover super scribed with Tender Number, Due Date & Time and the wordings “**DO NOT OPEN BEFORE 27/11/2017 at 4:00 PM**”.

7.8 The cover thus prepared should also “indicate clearly the name address and mobile number of the tender to enable the Bid to be returned unopened, in case it is declared “Late”.

8. Cost of Tender

9.1 The Tenderer shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the client and the Client, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

9. Condition for Pre-Qualification of Tenderers

9.1 The Tenderers engaged in providing office workers, security guards to various agencies and government departments who fully meet the following qualifying requirements, should only submit their bid.

- i. The Tenderers must be a reputed firm/ concern having at least 5 (five) years experience of providing services related to providing security guards, office workers and manpower services.
- ii. Annual Turn-over of the Tenderer should be more than or equal to **Rs. five crore** for any one year of the preceding three Financial Years. The Tenderer must enclose the audited balance-sheet or Financial Statement for the last three years.
- iii. Consent for providing verification of Character and antecedent at the time of engagement of personnel is to be given by the qualified bidder.

- iv. The Tenderer should also be registered with government in respect of the following.
 - a. Registration of the organization.
 - b. Registration with Labour Department (Central Government).
 - c. Registration under PSRA, 2005.
 - d. Registration of GST.
 - e. Registration with Income Tax (PAN No.)
 - f. Training centre facilities for security guards.

Self attested copies of 'a to f' above AND also of the following documents, which are the essential condition of tender.

- Compliance of EPF for last three years (2014-15 & 2015-16, 2016-17).
 - Compliance of ESIC for last three years (2014-15 & 2015-16, 2016-17).
 - Copy of PAN Card and copy of last Return of Income filed with P&L account and Balance Sheet.
 - Work experience in supply of Contract service.
- v. The Tenderer must be able to provide the manpower on the date of initiation of Contract i.e. on 01.12.2017.

9.2 Documentary evidence in respect of the above mentioned Pre-Qualification requirements should be submitted in Cover I. Bids submitted by the Tenderers not fully meeting the above Pre-Qualification requirements or without the documentary evidences of same shall be rejected as '**no-responsive**'.

10 Sealing and Marking of Bids

10.1 The Tenderers shall seal and mark the copy of the **pre-Qualification Requirements(Technical bid) and Commercial Bid**.

10.2 If the outer cover of the bid is not sealed and marked, the Client will assume no responsibility for the bid's misplacement or premature opening.

11. Last Date for Receipt of Bids:-

11.1 The client may, at its discretion, extend the last date for the receipt of bids by amending the Tender Document in which case all rights and obligations of the Client

and Tenders previously subject to the last date will thereafter be subject to the last date as extended.

12. Late Bids

12.1 Any bid received by the Client after the last date for receipt of bids prescribed by the Client, will be rejected and/ or returned unopened to the Tender.

13. Address for Correspondence

13.1 The bidder shall designate the official mailing address and place to which all correspondence shall be sent by the Client. The bidder shall also provide the current mobile number.

14. Opening of Bids by Client

14.1 On the basis of information given in the Pre-Qualification Requirements, Tenderers will be Pre-Qualified. The Commercial bids of Tenderers, who have not qualified, will not be opened.

14.2 Commercial bids of only pre-qualified Tenderers will be opened.

15. Clarification

15.1 When deemed necessary, the client may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderers to charge and cause any change in the substance of the tender submitted as quoted.

15.2 The price bid shall be unconditional. The conditional tender will be rejected.

15.3 Every page of the tender document shall be signed by the Tenderer.

16. Preliminary Examination

16.1 The client will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

16.2 Arithmetical errors will be rectified in such a way that if there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality, the unit price shall prevail and the total price shall be corrected. If the service provider does not accept the corrections of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

16.3 A bid determined as not substantially responsive will be rejected by the Client and may not subsequently be made responsive by the Tenderers by correction of the nonconformity.

16.4 The Client may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tenderer.

17. Verification Reference Installations:

17.1 The client may conduct verification of references, if considered necessary, to satisfy itself on the performance of the Tenderer with reference to its requirements.

17.2 The Client will satisfy itself on the veracity of the references with reference to performance indicators relevant to the scope of work specified.

18. Contacting the Client

18.1 No Tenderer shall contact the Client on any matter relating to its bid, from the time of the bid opening to the time the services are assigned.

18.2 Any effort by a Tenderer to influence the Client's bid evaluation, bid comparison or the decisions to assign the services, may result in the rejection of the Tenderer's bid.

19. Post qualification

19.1 In addition to the pre-qualifications, the Client will determine to its satisfaction whether the Tenderer selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Services.

19.2 The determination will take into account the Tenderer's financial & technical capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer.

20. Award Criteria

20.1 That Client will assign the services to the successful Tenderer(s) whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid or as finalized by the Client.

21. Client's Right to Vary Quantities at the time of Award.

21.1 The Client reserves the right at the time of assigning the services to increase or decrease the volume of data specified in the Volume of Work/ Services without any change in price of other terms and conditions.

22. Client's Right to Accept Any Bid and to Reject Any or All Bids.

22.1 The Client reserves the right to accept any bid, and to annul the Tender process and reject all bids at any time prior to assigning the job, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Client's action. The Client shall however, abide by the relevant provisions of prevailing laws/rules of the government.

23. Services:

23.1 Providing cleaning & other related work and Data Entry Operators, security guards at the various Income Tax Offices Located under Pr. CIT-1/2, Jabalpur charge.

24. In case of any dispute the decision of the Commissioner of Income Tax-1& II, Jabalpur will be final.

SECTION II

GENERAL CONDITIONS OF CONTRACT

1. Definitions

1.1 In this Contract, following terms shall be interpreted as indicated:

- a) "The Client" means the President of India acting through the Pr. Commissioner of Income Tax-I & II, Jabalpur or any person authorized by the department.
- b) The "Vendor" means the person or the firm or the company on whom the order for carrying out the relevant work and other allied jobs is placed and shall be decided to include the Vendor's successors, representatives (approved by the Client), heirs, executors, administrators and permitted assigns, as the case may be.
- c) "Authorized Representative" means the officer authorized by the Pr. Commissioner of Income Tax- I & II, Jabalpur for signing the acceptance of bid and includes any officer who has authority to render the relevant services on behalf of the Client.
- d) "Service" means the jobs to be accomplished by the vendor as per the scope of the work and also as enshrined in this tender document. The service also includes other incidental work involved in providing the services.
- e) "Acceptance of Bid" means the letter/fax of any memorandum communicating to the Tenderer the acceptance of its bids and include an advance acceptance of its bids.

2. General.

- 2.1 The Vendor shall not, disclose the type of work assigned to him/her or any provision there of, or any specification, plan, pattern, sample of information furnished by or on behalf of the Client in connection therewith, to any person other than a person employed by the Vendor in the performance of the services.
- 2.2 The Vendor shall not make use of any document or information except for the purposes of performing the services.
- 2.3 All documents shall remain the property of the Client and shall be returned to the Client on completion of the Vendor's performance of the services.
- 2.4 The Vendor shall not have or may claim exclusive rights whatsoever against the Client to be the only Vendor mentioned herein above and the Client, as its absolute and sole discretion, shall be entitled to as many Vendors for the purposes as may be necessary or expedient.
- 2.5 The Vendor shall carry on the jobs entrusted to them as the Vendor in accordance with the stipulations, instructions and directions given by the Client from time to time.

- 2.6 It is agreed and declared that the Vendor shall describe itself as “ Vendor” for the jobs entrusted and under no other descriptions of nomenclature.

2.7 The Client shall hold full and absolute title to the documents entrusted or that may be received by the Vendor in their capacity as Vendor of the Client. The Vendor shall have no right, title or interest in the aforesaid documents and shall have no claim or lien whatsoever on any of them. The Vendor shall, at any time, either during the subsistence of the service or otherwise as and when called upon by the Client in writing, forthwith return to the client or its authorized representative or otherwise dispose of the documents, papers etc., and other writings and materials in accordance with the directions of the Client.

2.8 Notwithstanding what is stated herein above either party may terminate or discontinue the services by giving to the other party 30 days previous notice in writing.

2.9 Any notice required to be given to the Vendor shall be deemed to have been sent and received by the Vendor on the third day from the date on which the same was dispatched if forwarded by Registered Post or under Certificate of Posting at the last known postal address of the Vendor.

2.10 Upon termination of the services from any cause whatsoever or at any time prior to such termination at the request of the Client, the Vendor shall promptly return to the Client all the documents, papers and magnetic media, Records whatsoever, in the possession of the Vendor and relating to the Client which may be in possession and control of the Vendor shall also be delivered to the Client.

2.11 The Vendor shall comply with all applicable laws, whether State or Central in the performance of their obligations. It also includes payment of PF (contribution) ESI wages, payment of Service Tax etc. the Vendor further agrees to hold harmless and indemnify the Client against any loss or damage or third party claims of any nature whatsoever that may be caused to the Client by the act, deed or omission on part of the Vendor.

2.12 The Vendor shall at no time hold or represent itself as the representative of the Client nor shall do any act or thing liable to be calculated to induce others to believe that they are the authorized representatives of the Client. The Vendor shall under no circumstances impose or attempt to impose any contractual or other obligation on the Client.

2.13 The relationship between the Client and the Vendor shall be that of between principal and independent Vendor and nothing contained herein shall constitute or deemed to be intended to constitute the Vendor a employees of the Client. The Vendor shall not be entitled therefore, to any rights privileges or amenities to which an employee, who is in the employment of the Client, would be or become entitled to.

3. The Vendor, should mandatorily have PAN, Service Tax Registration Number and Municipal Registration Number.
4. The Vendor or his/ her family member should not be an employee of the Income tax Department. Also the employee or his/ her family member should not have any substantial interest in the business / affairs of the concern/ firm participating in the bid/contract.

5. The Vender should be in the field of providing relevant services on contract successfully for the last 3 years.
6. The department reserves the right to alter/add any conditions(s) at any time during the currency of the contract.
7. If the successful bidder does not provide satisfactory service as per contract, Earnest money deposit shall be forfeited.
8. The manpower supplied by the vendor shall be competent for the relevant work.
9. The photograph, Identity Card, PAN, Educational Qualification, other relevant certificates etc in respect of the manpower supplied be provided to the client well before their supply.
10. The manpower supplied by the agency should not be suffering from any critical illness and are required to be clean, wearing clean dress and are supposed to maintain high level of cleanliness and hygiene.
11. The manpower supplied should not have any criminal record or any pending criminal and Civil Court proceeding in any court in India or out of India.
12. He/She shall be punctual and (a) the office time shall be from 9.00am to 6.15pm for office workers, (b) the office time shall be from 8.00am to 6.15pm for cleaning personnel (c) the office time shall be from 9.30am to 6.15pm for data entry operators and (d) Security Guards shall be provided on 24x7 basis. They shall work in three shifts of eight hours each.
13. The manpower shall be made available during Saturdays and Sundays as required but the aggregate days shall not be more than 26 days in a month.
14. Whenever any personnel is absent, the vendor will have to provide the substitute without any charge/ pay and delay.
15. No payment shall be made for the days of absence of the contract wagers.
16. The manpower supplied by Vendor shall keep the office decorum and secrecy etc. to the highest degree.
17. The staff of the Agency shall abide by the rules and regulations of the Office as regard to conduct and discipline and will maintain utmost discipline while on duty. Files, Papers, any other documents, machines and other assets shall not be removed/ damaged by the staff. In case of any infringement of rules by the manpower supplied by the Agency, they shall have to be removed immediately by the Vendor.
18. **TDS/Service Tax will be deducted as per the provisions of the Law.**
19. The Vendor will have to provide contact/Phone/ Mobile number, name and address of the manager(s) who will be looking into the requirements, complaints of the client and its redressal on day to day basis.
20. **Qualification/ Educational Qualification:**
 - (i) The manpower supplied should be able to understand the instructions given to him/her in Hindi/ English.
 - (ii) Office workers should be a matric and should be able to read and write in Hindi and English.
 - (iii) Typist/Data entry operator should be a graduate in any discipline and should have a minimum speed of 8000 key depression per hour. He/ She should understand, read and write English and Hindi, should be able to take dictation on computer work on computer (MS office programmer). The Vendor should first assess and examine the suitability of the manpower, verify the qualification/documents and then provide the documents to the clients too for verification.
 - (iv) Security personnel should have minimum high school qualification, working knowledge of English and Hindi languages, at least 5 years experience of rendering security services and knowledge of fire fighting. They should be below 60 years of age.
 - (v) The service provider shall provide suitable and clean uniforms to the security personnel engaged by him. It should also be ensured that the uniforms are in good condition and should be washed and ironed daily.

(vi) Security personnel should wear complete uniform with all accessories –cap, belt, badge, insignia, black shoes, socks warm clothing etc. They should also display their photo identity cards all the time while on duty.

21. In case of cleaning consumables, materials, (Jhadoo, Acid, Phenyl, Harpic etc.) gadgets, cleaning equipments shall be provided by the client.

22. If the manpower supplied by the vendor is found to be inefficient, disobedient and not able to perform the work assigned as desired, then he/she will have to be replaced immediately otherwise the payment for the same will not be made by the client. If any contract wager found absent in duty place then he/she will have to provide other contract wager immediately.

23. **Payment**

23.1 The pre-receipted bills in triplicate shall be submitted by the Vendor in the first week of following month. Payments shall be made against the bills submitted only after ascertaining the actual services rendered and accepted by the Client. It shall be the responsibility of the Vendor to ensure that a certificate, duly attested regarding “satisfactory rendering of services” from the Client of any person authorized by the Client is given on the body of the per-receipted bill (s), The format of the certificate shall be as given below:

“Certified that the services covered under this bill have been provided to the entire satisfaction as per the Agreement. It is also certified that the amount covered in this bills has not been included in the previous bills”

23.2 The Vender shall ensure payment to the daily wagers on contract, by 10th of the following month without waiting for the bills to be passed from the Client.

23.3 The client will ensure that the duly submitted bills get passed within 15 days of the receipt of the same. However, in case the bills could not be passed due to any reason whatsoever, the vendor shall ensure the timely payment to the daily wagers on contract for atleast two consecutive months.

23.4 The Client shall reserve the right to impose suitable penalty on the vendor in case of non performance by provided manpower, poor services or delay in services. The decision of the Client in this regard shall be final and binding on the vendor.

24. **Currency of Payment**

24.1 Payment shall be made in Rupees only.

25. **Change Orders**

25.1 The Client may at any time, by a written order given to the Vendor make changes within the general scope of the Services.

26. **Delays in the Vendor’s Performance**

26.1 Performance of the service obligations shall be made by the Vendor in accordance with the time schedule decided in consultation with the Client.

26.2 An UN-excused delay by the Vendor in the performance of its delivery of Services or obligations shall render the Vendor liable to any or all of the following sanctions:

- a) Forfeiture of its performance guarantee.
- b) Imposition of suitable penalty as deemed fit by the client.

c) Termination of the Services for default.

26.3 If at any time during performance of service, the Vendor encounters conditions impeding timely performance of services, the Vendor shall promptly notify the Client in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after of the Vendor's notice, the Client shall evaluate the situation and may at its discretion extend the Vendor's time for performance.

27. Deductions

27.1 Payments shall be subject to the deductions of the proportionate amount depending upon the quantum of service rendered by the vendor as per the provisions of this document.

A- PRE-QUALIFICATION REQUIREMENT

BID PARTICULARS FOR TENDER NO

1. Name of the Bidder

2. Address of the Bidder

3. Bidder's proposal number and date

4. Name & address of the officer to whom

all reference shall be made regarding this
tender

Telephone

Fax No

Witness:

Signature.....

Signature

Name.....

Name.....

Address.....

Designation.....

.....
Company.....

Date.....

Date.....

Company Seal

Annexure - II

Bid Letter

To,

**Pr. Commissioner of Income tax-I& II,
C.R. Building, Napier Town, Jabalpur**

Ref: Tender No.01/ 2017-18.....

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Sir,

I /We declare:

- i) That I/We am/ are experienced in providing manpower related to cleaning personnel, office workers and typist/ date entry operators to various agencies and Government departments.
- ii) That I/We am/are equipped with adequate infra structural facilities in terms of manpower and that our establishment is open for inspection by the representation of the Commissioner of Income tax-I& II, Jabalpur.

2. I/We hereby offer to supply the service at the prices and rates mentioned in the Commercial Bid at Annexure –VII.

3. PERIOD OF DELIVERY

I/We do hereby undertake that in the event of acceptance of our bid, the services shall be provided as stipulated in the Tender Terms and conditions.

4. I/We agree to abide by our office from the date of opening of Pre-Qualification Requirements and that we shall remain bound by a communication of acceptance within that time.

5. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the services applicable to the tender and I/We do hereby undertake to render/supply as per these terms and conditions. The commercial Deviations are only those mentioned in Annexure-VIII.

6. I/We have also carefully read & understood the penal clause/s & in case of any short coming, deviation from the work of non performance, we are subject to the penalties mentioned in the terms & conditions.

7. Certified that the Tenderer is:-

a sole proprietorship firm and the person signing the tender is the sole proprietor/ constituted

a sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the proprietor,

or

a partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of their partnership by virtue of the partnership agreement/by virtue of general power of attorney.

or

a company and the person signing the letter is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)

Dated:

Signature of Tenderer.....

Full Address

.....

Telephone/Mobile No.....

Fax No.

Details of enclosures

Company Seal

PROPOSED METHODOLOGY TO UNDERTAKEN THE WORK/SERVICES

DETAILS OF SERVICES :

Dated:.....

Signature of Tenderer.....

Full Address

.....

Telephone/Mobile No.

Fax No.

Company Seal

Annexure-III

STATEMENT OF DEVIATIONS FORM TENDER TERM AND CONDITIONS

Dear Sirs,

Following are the deviations from the Terms and Conditions of the Terms and Conditions of the Tender. These deviations and variations are exhaustive. Except these deviations and variations, all other Terms and Conditions of the Tender are acceptable to us.

Dated:.....

Signature of Tenderer

Full Address

.....

Telephone/Mobile No.

Fax No.

Company Seal

STATEMENT OF DEVIATION FROM SCOPE OF WORK

Dear Sirs,

Following are the deviation and variations from scope of work. These deviations and variations are exhaustive. Except these deviation and variations, the entire work shall be performed as per your specifications and documents.

Dated:.....

Signature of Tenderer

Full Address

.....

Telephone/Mobile No.

Fax No.

Company Seal

VENDOR PROFILE

a) General Information (As Per proforma):

Sr. No.	Description	Details (To be furnished by the vendor)
i	Location of Corporate Head Quarters:	
ii	Experience of providing cleaning personnel, office workers & typist/data entry operators (in terms of No. of years)	
iii	Turnover	
iv	Average turnover for immediate preceding three financial years (attach audited balance sheet)	
v	List of assignments executed during each of the last three financial years (attach documentary proof)	
vi	Total manpower provided by your concern to clients	
vii	No. of workers in current employment	

b) Detail information. (As per proforma)

SL. No.	Customer and address	Contact Person's Name, Designation Phone/Fax Nos.	Services Provided	Value of Contract

Date:

Signature of Tenderer -----

Name-----

Full Address-----

Telephone/mobile No.-----

Company seal

B- COMMERCIAL BID

BID PARTICULARS FOR TENDER NO

1. Name of the Bidder

2. Address of the Bidder

3. Bidder's proposal number and date

4. Name & address of the officer to whom

all reference shall be made regarding

this tender

.....
.....

Telex

Telephone

Fax No

Witness:

Signature

Name

Address

Date

Signature

Name

Designation

Company

Date

Company Seal

PRICE QUOTATION

(To be enclosed with Commercial Bid)

Details of Cost of Services offered as per Para 7.5 of Section-1

Head	Unskilled workers (sweeper)	semi skilled worker (Peon)	skilled workers (Typist/ Data entry operator)	Security Guards
Amount Payable to daily wager on per day basis				
PF				
ESI				
GST				
Service charges of Contractor				
Total Amount payable to Contractor				

**** The number of manpower as per requirement from time to time.

NOTE: If any discrepancies in the unit prices between the prices in figures and in words, the prices quoted in words will be taken as authentic.

Date:

Signature of Tenderer -----

Name-----

Full Address-----

Telephone/mobile No.-----

Fax No. -----

Company seal

COMMERCIAL DEVIATIONS

(To be enclosed with Commercial Bid)

Dear Sirs,

Following are the Commercial deviations and variations from the exceptions to the specification and documents for the Tender. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be performed as per your specification and documents.

Dated:.....

Signature of Tenderer

Full Address

.....

Telephone/Mobile No.

Fax No.

Company Seal