



OFFICE OF THE  
DRAWING & DISBURSING OFFICER,  
PR. COMMISSIONER OF INCOME TAX, DELHI-7, NEW DELHI  
R.No-412(A), CENTRAL REVENUE BUILDING, I. P. ESTATE, NEW DELHI

F.No./DDO/Pr. CIT-7/Tender/Outsource/2022-23/474

Date:22.11.2022

**NOTICE INVITING E-TENDER**

The DDO O/o Pr. Commissioner of Income Tax-7, New Delhi intends to invite sealed tenders from the interested vendors/agencies engaged in the business of providing outsource manpower service, to provide 26 DEO/skilled manpower on contract, on daily wage basis for the charge of the Pr. Commissioner of Income Tax-7, New Delhi. The contract is for a period of one year i.e. from 2<sup>nd</sup> December, 2022 to 01<sup>st</sup> December, 2023.

Sealed Tenders, duly super scribed "**Tender to hiring skilled manpower**" and addressed to "**The DDO O/o Pr. Commissioner of Income Tax-7, Delhi** are invited so as to reach in Room No. 412(A), 4<sup>th</sup> Floor, C.R. Building, I.P Estate, New Delhi-110002 and sent by post to be delivered before 01.00 P.M. on 28.11.2022.

Detailed information/terms and conditions for the tender may be download from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). In case the tender document is downloaded from the Department's website, a non-refundable tender fee of Rs.500/- has to be paid by way of Demand Draft drawn in favor of ZAO, CBDT, New Delhi payable at New Delhi at the time of submission of the duly filled tender application.

Date & Time for submission of quotations would be till 28/11/2022 01.00 pm.

Date & Time of opening of quotations on 29/11/2022 at 11.30 AM.

(Ravi Kumar)  
Drawing & Disbursing Officer,  
O/o Pr.CIT, Delhi-7, New Delhi.  
Drawing and Disbursing Officer  
O/o Pr. CIT, Delhi-7  
New Delhi

Copy to:

1. Notice Board (C.R. Building, I. P. Estate, New Delhi)

Drawing & Disbursing Officer,  
O/o Pr.CIT, Delhi-7, New Delhi.





OFFICE OF THE  
DRAWING AND DISBURSING OFFICER,  
Pr. COMMISSIONER OF INCOME TAX, DELHI-7, NEW DELHI  
ROOM NO. 412(A), CENTRAL REVENUE BUILDING, I.P. ESTATE, NEW DELHI  
Ph. No. 23705622

F.No./DDO/Pr. CIT-7/Tender/Outsource/2022-23/474

Date:22.11.2022

**INVITATION TO BID**

The Pr. CIT, Delhi-7, New Delhi intends to hire 26 (Twenty Six) skilled manpower for a period of 1 (one) year from the date of award of Tender or from 02.12.2022 to 01.12.2023 for which sealed tenders are invited from experienced and reputed manpower supplying agencies (hereinafter called "Service Provider") as per the following terms and conditions:

1. **Eligibility criteria for Service Provider**

- (i) The Service Provider/bidder should have at least 3 years previous experience of deploying/supplying skilled/un-skilled manpower to Govt. Departments/Public Sector Company in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such order.
- (ii) The service provider company/firm/agency/bidder must have a turnover not less than Rs. 5 Crores per annum during the last three financial years.
- (iii) The service provider company/firm/agency/bidder should have completed at least one year contract of value not less than Rs.30 Lakh per annum related to providing similar services in a single contract.
- (iv) The Service Provider/bidder should have valid GST, PF, ESIC, Labour Department registration and PAN. Necessary documents in this regard must be filed with the technical bid.
- (v) The Service Provider/bidder should have not been blacklisted by any Government organization.
- (vi) The Service Provider /bidder should be agreeable to other terms and conditions as at Annexure- I
- (vii) Tender documents shall be accompanied by a Demand Draft/Banker's Cheque for Rs.500/- (Rupees Five hundred only) drawn in favor of the "ZAO, CBDT, New Delhi towards cost of the "Tender Fee".

  
Drawing and Disbursing Officer  
O/o Pr. CIT, Delhi-7  
New Delhi



2. Nature of duties

A. Skilled Manpower:

The duty of Skilled manpower would broadly include attending to various typing and other data entry and related jobs specific to the charge of Pr. CIT-7, Delhi and also to any other work assigned to them by the senior officers/officials.

3. SCOPE OF WORK

- (i) The workers deployed by the service provider shall be required to work as per the Office's working timings i.e. from Monday to Saturday from 9:30AM to 6:00pm with a lunch break of half an hour from 1:30PM to 2:00PM. However, due to urgencies of work, the deployed workers may be required to work on Sundays, Gazetted Holidays and beyond normal office hours on working days. They will not be entitled to claim any payment towards overtime for such urgency.
- (ii) The persons deployed shall be required to report for work at 9:30AM to the offices/officers they are posted with, in proper office attire and would leave at 6:00 PM. In case, a person deployed is absent on a particular day or reports late/leaves early on more than two occasions, one day's wage against them shall be deducted.
- (iii) The antecedents of the workers should be duly verified by the service provider from the local police authorities and the service provider has to certify the moral good character and no police record for each of the persons. Each worker required to be a citizen of India and to be stationed/ resident of Delhi or NCR only.

4. Qualification criteria for skilled workers/Data Entry Operators (DEOs):

- a) Age: between 18 to 40 Yrs.
- b) Graduate in any discipline.
- c) Typing speed of 40 words per minute in English.
- d) Conversant with Windows. MS office, Excel etc.
- e) Assisting the office/officer in generating reports and office work including typing on computers.
- f) Assisting the office staff in maintenance of files and records.

5. Bidding Process

- 5.1 An earnest money deposit (EMD) of Rs. 50,000/- (Rs. Fifty thousand only) in the form of demand Draft/bankers cheque drawn in favor of the ZAO, CBDT, New Delhi has to be furnished along with the Technical bid. Bids received without the requisite EMD will be summarily rejected. The EMD would be forfeited if



the bidder withdraws before finalization of the bids or if the details furnished in Annexure-II and IV are found to be incorrect and false during the tender selection process. The earnest money shall be refunded to the unsuccessful bidders within a month of conclusion of bid process. EMD of selected bidder will be returned only on furnishing performance guarantee within 45 days after the receipt of Letter of Intent @7% of the tendered value (Tender Value Rs.81,33,936/-) of contract i.e. Rs.5,69,375/-. The Performance Guarantee amounted Rs.5,69,375/- will be refunded to the agency on completion of contract period without interest after deducting liabilities, if any. EMD of successful bidder would be returned after 60 days from the date of commencement of agreement.

5.2 The interested parties may submit sealed tenders in two parts-technical bid and financial bid.

5.3 A. The technical bid shall contain:

- i) Profile of his/her organization & other details as per Annexure-IV, duly filled in.
- ii) Agency profile, including relevant previous experience of manpower services supply with financial capacity/turnover.
- iii) Copy of statement of accounts viz. balance sheet, P & L account, audited if applicable and Income tax return particulars of the bidder for the last three FY i.e. 2019-20, 2020-21 and 2021-22 are to be submitted.
- iv) A copy of PAN card and GST registration must be enclosed.
- v) A copy of registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the agency under this contract. In case the agency is exempted from obtaining such registration, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their firm or company is exempted and is not required to obtain any such registration or approval or order from the Labour Commissioner.
- vi) Acceptance of terms and conditions specified in Annexure-I.
- vii) The technical bid would be rejected and the concerned bidder would be excluded from further bid process if any of eligibility criteria specified in Annexure-II and Annexure-IV (related to technical bid) above are not fulfilled.
- viii) Information regarding any litigation, current or during the last three years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
- ix) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copy of relevant documents to be enclosed).
- x) Where the bid has been signed by the authorized representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (DDO O/o Pr.CIT-7, New



Delhi/competent authority may out rightly reject any bid, which was not supported by adequate proof of the signatory).

- xi) Department reserves the right to negotiate the price with the finally short listed bidder before awarding the contract. It may be noted that DDO O/o Pr.CIT-7, New Delhi will not entertain any price negotiations.

**(Note: Copy of the above asked documents must be enclosed in bid-envelope.)**

#### **5.4 Opening and evaluation of Financial bid as per (Annexure-III):**

- i) The financial bid or price bid shall comprise the price component for all the services indicated in the Annexure-III. The price quoted by the bidders shall include all applicable taxes, wherever applicable. The bidder shall include GST, Service charges and surcharges etc. as applicable on the services that are provided under this contract in the lump sum rates quoted and DDO O/o Pr.CIT-7, New Delhi would not bear any additional liability on this account.
- ii) DDO O/o Pr.CIT-7, New Delhi shall however deduct such tax at source as per the rules and issue necessary certificates to the agency. The price once accepted by the department/competent authority shall remain valid till the contract remains in force.
- iii) Rates shall include statutory obligations as may be applicable.
- iv) The skilled manpower and unskilled manpower shall be paid as per the prevailing wages prescribed by the Minimum Wages Act, of the Delhi Government. Any change in minimum wages made by the Government will automatically change the wages payable under this contract.
- v) The rates are inclusive of all i.e. Provident Fund, ESIC, Gratuity, Paid leaves, pay for national holidays, operational cost, service charges and all other levies that are applicable from time to time shall be met within the total invoice value.
- vi) Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

#### **5.5 Sealing and Marking of Bids:**

- i. Both the technical and financial bid, should be put in separate sealed envelopes marked as technical bid and financial bid respectively, and should then be placed in main sealed envelopes super scribed "**Tender for hiring skilled manpower**". This should be addressed to the Drawing & Disbursing Officer, O/o Pr. Commissioner of Income Tax-7, New Delhi.



Room No. 412(A), 4<sup>th</sup> Floor, C.R. Building, I.P Estate, New Delhi-110002 and sent by post or handed delivered before 01.00 P.M. on 28.11.2022.

- ii. Both the inner envelopes super scribed Technical Bid and Financial Bid shall have the name and address of the bidder so that if required they may be returned to the bidder without opening them.
- iii. If the outer or inner envelopes are not sealed and marked as required, the DDO O/o Pr.CIT-7, New Delhi shall assume no responsibility for the bid's misplacement or premature opening.
- iv. If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever or the Financial Bid is enclosed in the envelope super scribed "Technical Bid" the Bid document will be summarily rejected in the first instance itself.
- v. All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers.
- vi. The technical bids shall be opened by the Tender Committee at 11.30 hrs. on 29.11.2022 followed by the opening of financial bids at 11.30 am in the Room No. 191, 1<sup>st</sup> Floor, C.R. Building, I. P. Estate, New Delhi in the presence of the participating bidders who are present.
- vii. Financial bid of only those bidders would be opened whose technical bid has been successful.
- viii. The Office reserves its right to reject any or all bids at any stage of bid process without assigning any reason.

**6. Payment Terms:**

The contract payment shall be made as per the payment schedule mentioned below:

- i) Monthly bill submitted in duplicate by the agency for the services rendered in the preceding month, shall be paid after submission of bills in duplicate duly complete in all respects. The payments for the work will be released only after production of attendance records certified by the respective Controlling Authorities and production of copies of Acquaintance rolls/pay sheets for proof of payment of wages to the personnel.
- ii) Monthly bills should also be accompanied by the proof of payments of PF/ESIC and service tax challans. Inadequate supply of personnel will attract deduction at pro-rata basis from the work bill towards compensation. The decision of the Pr. Commissioner of Income Tax-7, New Delhi shall be final and binding in this regard.



- iii) If the performance of the personnel provided by the agency is not found satisfactory, the Pr. CIT-7, New Delhi shall have power to terminate the contract with one month's notice. Upon such termination, the amount of performance guarantee of the Agency/Vendor shall be liable to be forfeited and shall be absolutely at the disposal of the department.
- iv) If at any stage during the period of contract, the Scope of work for which this job has been awarded is reduced/abandoned, the payment value of this job order shall be reduced on pro-rate basis by the Pr. Commissioner of Income Tax-7, New Delhi and the decision of Pr. Commissioner of Income Tax-7, New Delhi shall be binding on the Agency/Vendor.
- v) The Vendor/Agency shall not subcontract or permit anyone other than himself to perform any of the work, service or other performance required of the vendor under the contract.



(Ravi Kumar)  
Drawing and Disbursing Officer,  
O/o Pr. CIT-7, New Delhi,  
Drawing and Disbursing Officer  
O/o Pr. CIT, Delhi-7  
New Delhi

Encls: Annexure-I, II, III & IV

Copy to:

1. The Web Manager for uploading the above document on the website <http://incometaxindia.gov.in>
2. For display on the Notice Board of C.R Building, Vikas Bhawan and Drum Shaped Building New Delhi.

Drawing and Disbursing Officer,  
O/o Pr. CIT-7, New Delhi.



*Terms and Conditions for providing services of skilled manpower*

1. All services on outsourcing basis shall be performed as per the eligibility criteria.
2. The persons supplied by the Service Provider should not have any adverse Police records/criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they provide for executing outsourced services.
3. The character and antecedents of each personnel of the Service Provider will be got verified by the Service Provider before their deployment by collecting proofs of identity like Aadhar/driving license, bank account details previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Charge.
4. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
5. The service provider shall engage necessary number of persons as required by this Commissionerate from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of their service provider to pay their salary every month. The wages cannot be lower than the amount notified by the Govt of NCT under the minimum wages Act 1948 from time to time.
6. If it is found that the service provider has paid wage to any SKILLED MANPOWER higher/lower than the rate approved in the contract or the minimum wages notified by the Labour Directorate of the Government of NCT of Delhi, then the contract will be liable to be terminated with the recoverable amount paid in excess.
7. There shall be no 'master and servant' or 'employer and employee' relationship between the employees of the service provider and Union Government and further the said persons of the service provider shall not be entitled to claim any employment or engagement or absorption in the DDO O/o Pr.CIT-7, New Delhi in future on the bass of the services to be provided under this contract.
8. The service provider's persons shall not be claim any benefit/compensation/absorption/regularization of service from/ in this charge under the provision of Industrial Disputes Act 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law of similar nature. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this charge.
9. The service provider's personnel shall not divulge or disclose to any persons any details of office operation process, technical know-how, security




arrangements, administrative/organizational matters as all are confidential/secret in nature. If any such instance of misdemeanor comes to the notice of this office, the agency shall be liable for damages.

10. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this charge. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
11. The Pr. CIT-7, New Delhi may require the service provider to dismiss or remove from the site of work any person or person employed by the service provider who may be incompetent or for his/her misconduct and the service provider shall further with comply with such requirement. The service provider shall replace immediately any of its personnel if they are unacceptable to this department because of incompetence, security risk, conflict of interest, breach of confidentiality or improper conduct upon receiving written notice from this department.
12. The service provider has to provide photo identity cards to the persons deployed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
13. The transportation, food, medical and other statutory requirements, in respect of each personnel of the service provider shall be responsibility of the service provider and the department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
14. Working hours would be normally from 9.30 A.M. to 6 P.M. during the working days a week, including half an hour lunch break in between. However, in exigency of work, they may be required to sit late and the personnel can also be called on Saturday, Sunday and other gazetted holidays, if required. For this, no extra payment shall be made to service provider or DEO/MTS-Unskilled manpower.
15. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
16. No wage/remuneration will be paid for any personnel for the days of absence from duty unless a substitute has been provided. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Department.
17. The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
18. The service provider shall be contactable at all times and message sent by phone/email/Fax/Special messenger from this department to the service




provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this department in fulfillment of the contract from time to time.

19. -The Service Provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. either supplied to the personnel or permitted to be used/operated for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. provided under this contract.
20. If the Department suffers any loss or damage on account of negligence, default or theft on the part of them employee/agents of the Service Provider, then the Service Provider shall be liable to reimburse to this department for the same. The service provider shall keep this department fully indemnified against any such loss or damage.
21. The Department will maintain an attendance register in respect of the personnel deployed by the Service Provider on the basis of which wages/remuneration will be decided in respect of such personnel at the approved rates.
22. The successful bidder will be required to enter into an agreement on a non-judicial stamp paper of not less than Rs.100/- on receiving the intimation/letter of intent and to start the work within 3 days of the signing of Deed/agreement. The agreement will be valid for a period of one year commencing from date of signing of such agreement and shall continue to be in force in the same manner unless terminated or modified in writing. The contract/ agreement is renewable subject to satisfactory performance of the Service Provider and with such amendments/modified of term and conditions as may be mutually agreed to including rise in wages/service charges taking into account the increase in minimum wages by the Govt. of NCT after the contract comes in force.
23. The agreement can be terminated by either party by giving one month's notice in advance. If the service Provider fails to give one month's notice in writing for termination of the agreement then one month's wages, etc and any amount due to the service provider from this department shall be forfeited by the department.
24. The service provider shall not assign, transfer, pledge, or sub contract the performance of service without the prior consent of this department.
25. On the expiry of the agreement, as mentioned above, the Service provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Service Provider it shall be the entire responsibility of the service provider to pay and settle the same.

  
Drawing and Disbursing Officer  
O/o Pr. CIT, Delhi-7  
New Delhi



26. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Pr. Commissioner of Income Tax-7, New Delhi whose decision shall be binding on both the parties.
27. The agency may discontinue the contract any point of time, by giving notice at least 60 days before the intended date for discontinuation. But it will lead to forfeiture of its Security deposit (EMD) or Performance Security submitted by it, In case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The competent authority/department will have the right to claim damages and recover them from the payments due to the Agency or by any other means, in addition to forfeiting the amount of performance guarantee of the Agency.
28. Employment cards must be issued to the employees and their wages must be paid to them on acquaintance roll by 10<sup>th</sup> day of every month. Before submission of bills by the agency to DDO O/o Pr.CIT-7, New Delhi for payment against the jobs carried out by him a certificate will have to be submitted by the agency of having paid in full to the workers employed by him.
29. The bills raised by the vendor would be paid as per the availability of funds. Sometimes, funds are received late. In the event of non-receipt of funds from CBDT/CCIT, the Vendor has to make arrangement at payment to the unskilled and skilled personnel at least for three months.
30. The antecedents of the personnel should have been got verified from the local police station, at the instance of the contractor and a copy of such verification report should be submitted within 30 days from date of contract.
31. The Contractor shall maintain the attendance register of its workers which shall be subject to check by the concerned office of contractor. The contract will be terminated by the competent authority if the performance of the agency is found un-satisfactory at any point of time.
32. The contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and or considered necessary for the efficient performance of the contract. The workers of the Contractor shall not have no claim whatsoever over the facilities/amenities that are extended to the officers and staff of this office.

  
(Ravi Kumar)  
Drawing and Disbursing Officer,  
O/o Pr. CIT-7, New Delhi.  
Drawing and Disbursing Officer  
O/o Pr. CIT, Delhi-7  
New Delhi



## Technical Bid

**(On the letter head of the concern submitting the bid)**

To,

The Drawing & Disbursing,  
O/o Pr. Commissioner of Income Tax, Delhi-7,  
R.No-412A, 4<sup>th</sup> Floor, C. R. Building,  
I. P. Estate, New Delhi-110002

Ref: Tender No. dated.....

Sir,

I/We hereby undertake to provide the skilled manpower at various charges under PCIT-7, New Delhi of Income Tax Department, New Delhi as specified in the Bid/tender document and agree to hold this offer for entire contract period. I/we shall be bound by a communication of acceptance issued by you.

I/We have understood the instructions to Bidders and terms & conditions of contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.

Certified that I/we have the experience of more than three years in providing manpower services and related works. Certified copies of at least one work-order pertaining to each of the last three years are enclosed with this bid.

A detailed profile of the organization as filled in as prescribed in the Annexure-IV of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

- a. Copy of valid Empanelment Certificate/Valid License from appropriate authority for undertaking manpower services contract.
- b. List of reputed clients along with documentary evidence. (Self-attested copies of the relevant work orders are to be enclosed)
- c. Copy of the audited balance sheet, Profit and loss account of the bidder for the FYs 2019-20, 2020-21 and 2021-22 audited/unaudited balance sheet and profit & loss account certified by the auditor.
- d. A copy of PAN card & GST Registration.
- e. Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the agency under this contract. In case the agency is exempted from obtaining such registration or approval or order from the Labour Commissioner, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their firm is exempted and is not required to obtain any such registration or approval or order from the Labour Commissioner.
- f. Note on compliances of liabilities and obligations of state and central government.



- g. Information regarding any litigation, current or during the last three years in which the bidder was involved the opposite party(s) and the disputed amount.
- h. Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
- i. Earnest Money Deposit (EMD) of Rs. 50,000/- (Fifty thousand only) by means of demand draft, Pay/Banker's cheque drawn in favor of Zonal Accounts Officer, CBDT, New Delhi payable at Delhi.

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between orders between us.

(Signature of Authorized Signatory with date)

  
Drawing and Disbursing Officer  
O/o Pr. CIT, Delhi - 7  
New Delhi



**FINANCIAL BID**

S. No	Description Payment	Rate for skilled personnel per month per person
1	Wages per person including VDA as per the Notification issued by Gov. of NCT	
2	<u>ESIC@ 3.25% of S.No.-1</u>	
3	<u>EPF @13% of S.No.-1</u>	
4	<u>Bonus @ 8.33% of S.No.-1</u>	
5	Total	
6	Agency Charges	
7	Grand Total (per Month)	
8	Grand Total (per Year) {\$}	
9	Number of workers {#}	
	Total YLY Charges (\$ x #)	

**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 have any dealing with the Department in future.

Signature with Date: .....

Name of the Firm/Agency: .....

.....

Seal: .....

(Signature of Authorized Signatory with date)




**Profile of Organization:**

S. No.	Particulars	To be filled by the Bidder
1	Name of the Firm/Agency/Address with Email, Phone, Fax, Mobile No(s)	
2	Name and address of the Proprietor/ Partners/Directors and their PAN:	
3	Details of Registration Labour Commissioner having jurisdiction over the territory or exemption certificate, if any	
4	Year of Establishment of the firm experience in the execution of services contracts	
5	PAN No (Enclose copy)	
6	Goods and Services Tax (Copy enclose)	
7	Details of works executed during the last 3 years (add documentary supporting) with satisfactory completion certificates of the concerned organizations	
8	List of similar work undertaken/in hand at present (proof documents)	
9	Whether sufficient number of Skilled and Un-skilled personnel in each category is available with the applicant Contractor (Furnish Documentary proof)	
10	Details of Demand Draft/Banker's Cheque in respect of EMD	
11	Any other information in support of their past antecedent, present experience, approach & methodology of work, competency to execute contract, financial capacity etc.	

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 have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

  
Drawing and Disbursing Officer  
O/o Pt. CIT, Delhi - 1  
New Delhi