



OFFICE OF THE  
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,  
KARNATAKA & GOA REGION, BENGALURU,  
CENTRAL REVENUE BUILDING, No.1, QUEEN'S ROAD, BENGALURU-560 001  
Phone No: 080- 22865698 Fax:080-22868223

Tender No: 61(1)(1)/18-19/Pr.CCIT

Dated: 23-10-2018

**TWO-BID TENDER NOTIFICATION**  
**FOR PROVIDING DATA ENTRY OPERATOR , SUPERVISOR , MULTI TASKING STAFF**  
**AND SAFAIWALA**

1. The Principal Chief Commissioner of Income Tax, Bengaluru invites two bid tender [**Technical and Financial Bid**] from bidders having experience of providing Data Entry Operator, Supervisor, Multi Tasking Staff and Safaiwala. **The period of contracts shall be for a period of One year. The Contract may be renewed for a maximum period of One year, as mutually agreed upon subject to satisfactory performance.**
2. The Bidders are requested to obtain the Bid forms and other details from the Income Tax Officer (PR) Ground Floor, O/o The Principal Chief Commissioner of Income Tax, Bengaluru, from the date of publication of tender notification on all working days between 11.00 hrs and 1.30 hrs upto 14-11-2018 by payment of Rs.200/- by way of Demand Draft/ Banker's Cheque drawn in favour of ZAO, CBDT, Bengaluru.
3. The Bid forms and all other details can also be downloaded from the website <http://www.incometaxbengaluru.in>. The cost of the Bid document shall be paid separately as mentioned in the Bid document.
4. The timelines for submission and opening of bids are mentioned in the Bid document. The bid should reach O/o. Principal Chief Commissioner of Income Tax, 2<sup>nd</sup> floor, C R Building, Queens Road, Bengaluru latest by 04:00 PM on 16-11-2018. Bids received after the deadline will be treated as invalid.

**ISSUED BY:**  
INCOME TAX DEPARTMENT  
BENGALURU.

## NOTICE INVITING TENDER

To

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Sealed Tenders for providing

A.Data Entry Operator (Skilled) for O/o Principal Chief Commissioner of Income Tax, Bengaluru.

B.Supervisor (Skilled) for Multi tasking staff and Multi Tasking Staff (Semi-skilled) for Income Tax Office located at various places in Bengaluru and

C.Canteen attendant(Semi-skilled) for Income Tax Department Canteen, Bengaluru.

are invited by the Principal Chief Commissioner of Income Tax, Karnataka and Goa, Bengaluru from the bidders with experience/Financial/Infrastructure/manpower capabilities in accordance with relevant clauses of the bid document.

### 1.1 The overall guidelines are as under:

<b>1.2.1</b>	Description of Scope of Work	The Service provider is required to provide personnel for three category as follows <b>A.</b> Data Entry Operator (Skilled) <b>B. (i)</b> Supervisor for Multi tasking Staff (Skilled) and <b>(ii)</b> Multi Tasking Staff (Semi-skilled) and <b>C.</b> Canteen attendant (Semi-skilled) for Income Tax Department Canteen, Bengaluru.
<b>1.2.2</b>	Type of Bid	TWO BID- Technical and Financial Bids
<b>1.2.3</b>	Contract Period in Years	One year from the date of notification of award of Contract subject to further extension on yearly basis up to maximum of one year on same terms and conditions subject to mutual agreement.
<b>1.2.4</b>	Earnest Money Deposit	Rs.15,000/- for DEO Rs.1,20,000/- for Supervisor and Multi tasking staff Rs.10,000/- for Canteen staff
<b>1.2.5</b>	Mode/Validity of E.M.D.	Crossed DD/Pay Order/Bankers Cheque issued by Scheduled Banks drawn in favour of ' <b>ZAO, CBDT, Bengaluru</b> ' valid for at least 180 days from the date of Technical/Financial bid Opening.
<b>1.2.6</b>	Performance Bank Guarantee	5% annual value of the successful price bid
<b>1.2.7</b>	Validity of performance Bank Guarantee	180 days after expiry of Contract.
<b>1.2.8</b>	Cost of Bid Document (Non-Refundable)	Rs.200/-(Rupees Two hundred only) <b>for each category of services</b> by crossed DD drawn in favour of ' <b>ZAO, CBDT, BENGALURU</b> '

<b>1.2.9</b>	Period/Dates & Time of issue of Bid Document	24-10-2018 To 14-11-2018 from 11.00 AM to 01.30 PM During Working Days
<b>1.2.10</b>	<b>Pre bid meeting</b>	09-11-2018-11.00 AM at the 'SHARAVATHI' Hall, First floor, CR Building, No.1, Queen's Road, Bengaluru - 560 001
<b>1.2.11</b>	Date of submission of bid	On or before 16-11-2018
<b>1.2.12</b>	Date & Time of Closure of Bid	04.00 PM on 16-11-2018
<b>1.2.13</b>	Date & Time of Opening of Bid	20-11-2018 at 10.30 AM at the 'SHARAVATHI' Hall, First floor, CR Building, No.1, Queen's Road, Bengaluru - 560 001
<b>1.2.14</b>	Date & Time of opening of Financial Bid	Shall be decided later and intimated to Bidders successful in Technical Bid.
<b>1.2.15</b>	Bid Validity	180 days from final date of submission of bids
<b>1.2.16</b>	Deposit of Bid Documents	The bidders are requested to submit rates for each category of manpower separately <b>A.</b> Data Entry Operator (Skilled) for O/o Principal Chief Commissioner of Income Tax, Bengaluru. <b>B.(i)</b> Supervisor for Multi tasking staff (Skilled) and <b>(ii)</b> Multi Tasking Staff (Semi-skilled) for Income Tax Office located at various places in Bengaluru <b>B.</b> Canteen attendant(Semi-skilled) for Income Tax Department Canteen, Bengaluru. For each category of services - One Single Envelope Supersubscribed category "A" or "B" or "C" with Two Separate envelope ie [one marked as <b>Technical Bid</b> and other as <b>Financial Bid</b> ] in the Inward Section of the Office of the Principal Chief Commissioner of Income Tax, II Floor, Central Revenue Building, No:1, Queen's Road, Bengaluru-560 001.
<b>1.2.17</b>	Period of commencement of Work	Within 15 days of issue of letter of acceptance, failing which penalty per day @ 0.05% of the annualized contract value

1.3 The Bid process shall be as detailed in this Notice Inviting Tender [NIT].

1.4 The service providers are requested to study the full document before participating in the Bid process and give compliance report as per the Annexure/Forms enclosed, with signature on all the pages of the Bid document as a proof of having read it.

1.5 Adopting unethical means will debar bidder from the Bidding process besides inviting other action as per rule.

Sd/-  
Joint Commissioner of Income Tax (Hq.)(Admn.),  
O/o Principal Chief Commissioner of Income Tax,  
Karnataka & Goa, Bengaluru.

## **CHAPTER-1**

### **1. SCOPE OF WORK**

#### **(A) DATA ENTRY OPERATOR(DEO)-SKILLED**

The Service provider is required to provide Data Entry Operator. The Approximate requirement of DEOs would be 10 to 15 nos.

The duty of DEO would be attending to various typing work, documentation, taking dictation, printing of documents, photocopying and any other clerical work assigned by the superior authority.

The requirement of personnel may increase or decrease during the period of contract and the bidder would have to provide additional personnel or reduce the personnel, if required, on the same terms and conditions

#### **Qualification Criteria :**

- i. The Personnel should possess minimum of 10+2 pass with English as one subject
- ii. The Personnel should have good knowledge of Windows OS, MS Office (Word, Excel, PPT), Internet.
- iii. The personnel should have typing speed of at least 40 words per minute.
- iv. The personnel should be able to type directly on the computer during dictation.
- v. The age of the personnel should be between 20 years to 40 years.
- vi. The documentary evidence of each of the essential eligibility criteria must be submitted after the successful bid.
- vii. The working hours of DEO will be from 09.30 AM to 06.00 PM with ½ hour lunch break and if necessary to work after office hours
- viii. The personnel may be called on Saturday, Sunday and other gazette holidays, if required, for which they will be compensated with holiday

#### **(B) SUPERVISOR(SKILLED) FOR MULTI TASKING STAFF AND MULTI TASKING STAFF(MTS)-(SEMI-SKILLED)**

**(i) SUPERVISOR(SKILLED):** The Service provider is required to provide **One** Skilled personnel. To manage day to day affair of Multi Tasking staff.

The duty includes maintenance of discipline, punctuality, attendance, behavior, etiquette, cleanliness among Multi Tasking staff. To Monitor whether outsourced MTS wear uniform, badges/ID card, Maintenance of register of Attendance, Pay, EPF, ESI, Penalty if any, of MTS. Complaints on MTS to be attended. Visiting periodically various offices where MTS is posted and any other work assigned by the superior authority.

The requirement of personnel may increase or decrease during the period of contract and the bidder would have to provide additional personnel or reduce the personnel, if required, on the same terms and conditions

#### **Qualification Criteria:**

- i. The minimum qualification of Supervisor shall be 10 +2 pass.
- ii. The Supervisor should have a fair knowledge of reading and speaking English, Hindi and Kannada.
- iii. The age of the personnel should be between 20 years to 40 years.
- iv. The documentary evidence of each of the essential eligibility criteria must be submitted after the successful bid.
- v. The working hours of DEO will be from 09.30 AM to 06.00 PM with ½ hour lunch break and if necessary to work after office hours
- vi. The personnel may be called on Saturday, Sunday and other gazette holidays, if required, for which they will be compensated with holiday

**(ii) MULTI TASKING STAFF(MTS)-(SEMI-SKILLED):** The Service provider is required to provide Multi Tasking Staff/Unskilled personnel. Approximate requirement of MTS would be 150 to 200 for Income Tax office located at various premises in Bengaluru.

The duty includes general cleanliness of office, non clerical work, arranging and moving of files, office equipments, dak etc., opening and closing of office, operating photocopier machine/Fax etc., maintaining records in proper order, bringing food, beverages and water for officers and staff of Department, serving of refreshment during meetings/Conference, thereafter cleaning conference/meeting hall and any other work assigned by the superior authority.

The requirement of personnel may increase or decrease during the period of contract and the bidder would have to provide additional personnel or reduce the personnel, if required, on the same terms and conditions

**Qualification Creteria:**

- i. The minimum qualification of MTS shall be 10<sup>th</sup> pass/matriculate.
- ii. The MTS should have a fair knowledge of reading and speaking English, Hindi and Kannada.
- iii. The age of the personnel should be between 20 years to 40 years.
- iv. The documentary evidence of each of the essential eligibility criteria must be submitted after the successful bid.
- v. The working hours of MTS will be from 09.30 AM to 06.00 PM, break. if necessary after office hours, with ½ hour lunch break. The working hours may be extended on a particular day, as per administrative requirement.
- vi. The personnel may be called on Saturday, Sunday and other gazette holidays, if required, for which they will be compensated with holiday

**(C) SAFAIWALA-SEMISKILLED.**

The service provider is required to provide Canteen attendant (Semi-skilled) for Income Tax Department Canteen, Bengaluru. The requirement of Safaiwala is **Ten.**

The duty of Canteen attendant carryout work assigned by canteen Manager, help in cleaning and cutting of vegetables, greens etc., to collect the used cups/plates & utensils etc. within the canteen premises and clean, Cleaning/dusting table, chair and other furniture in canteens, cleaning slabs and area where food is cooked and also in serving counter and any other work assigned by the superior authority.

The requirement of personnel may increase or decrease during the period of contract and the bidder would have to provide additional personnel or reduce the personnel, if required, on the same terms and conditions

**Qualification Criteria:**

- i. The minimum qualification shall be Higher secondary school.
- ii. The age of the personnel should be between 20 years to 40 years.
- iii. The documentary evidence of each of the essential eligibility criteria must be submitted after the successful bid.
- iv. The 8 hours duty per day (5 days in a week), if necessary after office hours, with ½ hour lunch break. The working hours may be extended on a particular day as per the administrative requirements
- v. The personnel may be called on Saturday, Sunday and other gazette holidays, if required, for which they will be compensated with holiday.

## **CHAPTER-2**

### **2. INSTRUCTIONS TO BIDDERS**

**2.1** The Bid documents (non-transferable) can be seen at Website [www.incometaxbengaluru.in](http://www.incometaxbengaluru.in) and the same can be downloaded, however, the cost of Bid document as mentioned in **1.2.8** shall be payable separately for each of the category, otherwise the same shall be rejected.

### **2.2 ELIGIBILITY CRITERIA (TECHNICAL CRITERIA)**

#### **The bidder must fulfill the following conditions.**

- a)** Bid Document will be issued to only those specialised firms/contractors/service providers who comply the following eligibility criteria. **The Bidder shall submit the documentary proof of eligibility criteria, failing which the tender will be summarily rejected.** The bidders are requested to seek necessary clarifications during the pre-bid meeting.
- b)** The bidder should be registered in India and providing manpower as mentioned in scope of work.
- c)** The bidder should have suitable experience in providing manpower to Central/State Government Institutions/ PSUs /Autonomous Government Institution during previous three year period from F.Y 2015-16, 2016-17 & 2017-18.
- d)** The bidder should provide the list of the top five clients served during the period from F.Y. 2015-16, 2016-17 & 2017-18, along with the details of the address of the premises, period of service and work certificate from the concerned client in this regard.
- e)** Bidder shall submit Solvency Certificate from any nationalised bank for 40 lakhs.
- f)** The average annual business turnover of the Agency in the last 3 financial years should be more than 1 Crore. Certified financial statements should be enclosed for evidence. Copies of the IT Return filed for the latest three AYs ie 2015-16, 2016-17 & 2017-18, should be furnished along with a certified copy of the PAN card.
- g)** The bidder should comply with all other relevant laws and regulations like Employee Provident Fund Act, Labour Commissioner License, Employee State Insurance Act etc. The necessary proof of the same has to be produced. All the members of work force will be governed by the Shop and Establishment Act of Government of Karnataka.
- h)** The bidder should submit certified copy of Goods and Services Tax registration certificate.
- i)** No Joint Venture/consortium is allowed to participate in the bid process.
- j)** INCOME TAX DEPARTMENT, BENGALURU may reserve the right to relax any of the norms mentioned above if the bidders have exemplary previous record on quality of service from the four existing customers of it. This is subject to actual verification of the credentials.

### **2.3. BID IS IN TWO PARTS.**

- (i) Technical Bid** containing details of general nature viz. Demand Draft for Cost of bid document, E.M.D., details required for Eligibility Criteria, Experience of Service provider as asked for in the bid. (as per the relevant Annexure).
- (ii) Financial Bid** Shall contain Schedule of rates duly filled, signed and stamped on each page.

- The above two envelopes should be separately sealed and superscribed as “**Envelope No.1-Technical Bid**” and as “**Envelope No.2-Financial Bid**” and enclosed in a **larger Envelope** superscribing as techno-financial Bid with Tender Notice No., category of manpower and addressed to the **Principal Chief Commissioner of Income Tax,Bengaluru.**
- Financial bid of only those bidders whose technical bid are found acceptable, in order and complete in all respects shall be opened by constituted committee in this office on notified time, date, place in presence of Qualified bidders or their duly nominated representatives and financial bid of bidders who do not qualify as per contents of the technical bid shall be returned to them along with their E.M.D. and financial bid (without opening).
- Any deviation from the clauses hidden/intentional/unintentional shall be considered as contravention of the clauses of Bid document and same shall also be grounds of rejection.
- The bidder shall quote taking into cognizance the Central Minimum Wages Act/Rules, ESI,EPF & Bonus relevant for each category of manpower provided. The bidder have to Quote for each category separately and bidder will be selected based on the lowest quote for each category separately.
- **The Bidder will have to specify the amount to be charged by it towards Service Charges for providing manpower. It may be noted that in order to eliminate frivolous bids and disguised share/deduction from salary of personnel provided, the Service providers bidding at 0% or absurdly low Service charges shall be disqualified.**
- The Bid form should be legibly written or typed quoting all in words as well as figures duly signed by bidder with Seal of Agency/Firm.
- The Bid document is not transferable. Each bidder shall submit only one bid as per scope of work. No bidder shall have any cause of action or claim against INCOME TAX DEPARTMENT, Bengaluru, for rejection of his bid.
- The Bid documents submitted should be signed and stamped by the authorised signatory of the Agency/Firm on each page of the documents which are **serially numbered**, the failure to do so will be treated as non-fulfillment of the Bid conditions and the bid shall be summarily rejected.
- INCOME TAX DEPARTMENT, BENGALURU reserves all rights to extend the deadline for submission of bids.

#### **2.4 PRECAUTIONS WHILE FILLING THE BIDS.**

The bidders should take care of the following while filling the Bids.

- Overwriting/correction should be duly signed by the bidder.
- A consolidated rate should be quoted along with its break up showing various items of charge. The bidder has to comply with the provisions of the Minimum wages Act of Central Govt. in respect of all employees engaged. The rates quoted shall be firm and final.
- The rates should be quoted in figures as well as in words and should mention all charges, surcharges, taxes, duties etc., separately. The consolidated figure shall also to be quoted.

- INCOME TAX DEPARTMENT, BENGALURU holds no liability to increase the rates after their acceptance due to any reason whatsoever except when wages are revised statutorily by the Central Government.
- Any attempt at influencing the evaluation of the bid will cause the bidder to be excluded from consideration. The bidder signing the bid should clearly specify whether he/she is signing as sole proprietor, partner, under power of attorney or as Director/Manager/Secretary etc., as the case may be. Copies of the document authorising the signatory to sign the bid on behalf of such Company/Firm and Persons, should be attached with the bid.

## **2.5 CONTENT OF BIDDING DOCUMENT**

The services required, bidding procedures and contract terms are described in the bidding document. In addition to the Invitation for Bids, the Bid document shall include:

Annexure 1 : Bid submission proforma.

Annexure 2 : Bid submission agreement proforma.

Annexure 3 : Proforma of authorisation letter for attending pre-bid meeting and tender opening.

Annexure 4: Affidavit to take full responsibility for lapses of employees of the Service Provider.

Annexure 5: Undertaking from personnel employed by service provider

Annexure 6: Tender Compliance report

Annexure 7: Proforma of Performance Bond Bank Guarantee.

Annexure 8: Format for Technical Bid

Annexure 9: Format for Financial Bid

The Service Provider is expected to study carefully all the instructions; failure to furnish all information required by the Bid document will be at the Service provider risk. Bid not complying with Bid conditions and not confirming to Bid specifications will result in the rejection of its bid without seeking any clarifications.

## **2.6 PREPARATION OF BID**

### **Language and signing of Bid**

**2.6.1** The bid prepared by the Service provider and documents relating to the bid shall be written in English language. Supporting documents and printed literature furnished by the Service provider may be in any other language provided they are accompanied by an accurate translation of the relevant passages in English.

**2.6.2** Bid shall be submitted in the prescribed bid Proforma. The prescribed Proforma duly filled in and signed should be returned intact.

**2.6.3** In the event of the space on the bid Proforma being insufficient for the required purpose additional pages may be added. Each such additional page must be numbered consecutively, showing the tender number and should be duly signed, in such cases reference to the additional page (s) must be made in the bid.

**2.6.4** The Service providers are advised in their own interest to ensure that all the points brought out in the checklist are complied within their bid failing, which the offer is liable to be rejected.



**2.6.5** The Service providers should indicate at the time of quoting against this bid their full postal addresses and fax number.

**2.6.6** The Power of Attorney or Authorisation, or any other document consisting of adequate proof of the ability of the signatory to bind the Service provider, shall be annexed to the bid.

**2.6.7** Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

**2.6.8** The Service provider shall complete the Financial bid format furnished in the bidding document, indicating the rate in Indian Rupees only.

**2.6.9** The Service provider shall index all the documents/proforma enclosed and number the pages chronologically.

## **2.7 CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS**

The Service provider are advised to ensure that their bids are complete in all respects and confirm to terms, conditions laid down in the bid. Bid not complying with the requirement of the bid documents are liable to be rejected summarily.

## **2.8 INCOME TAX LIABILITY**

The Service provider will have to bear all Income Tax liability both corporate and personal Tax/Liability of the wages etc. for the personnel deployed by him.

## **2.9 PERIOD OF VALIDITY OF BIDS**

The Bid shall be valid for acceptance for the period as indicated in the "Invitation for Bid" (hereinafter referred to as validity period) and shall not be withdrawn on or after the opening of bids till the expiration of the validity period or any extension agreed to thereof. In exceptional circumstances, prior to expiry of the original bid validity period, the Competent Authority of INCOME TAX DEPARTMENT, BENGALURU may request the Service provider for specific extension in the period of validity. The requests and the responses shall be made in writing. The Service provider will undertake not to vary/modify the bid during the validity period or any extension agreed to thereof.

## **2.10 DEADLINE FOR SUBMISSION OF BIDS**

The Bid must be submitted at the address specified in Invitation for Bids not later than 04.00 PM on the notified date of closing of the Bid. Offers sent by hand delivery should be submitted in the Inward section of the Office of the Principal Chief Commissioner of Income Tax, II Floor, Central Revenue Building, No.1, Queen's Road, Bengaluru-560 001 and obtain acknowledgement not later than 04.00 PM. on the specified date. All outstation bid, if sent by post, should be sent under registered cover.

## **2.11 LATE BIDS**

Any bid received after dead line for submission of bid, will be rejected and returned unopened.

## **2.12 AMENDMENT OF BID DOCUMENT**

**2.12.1** At any time prior to the date of submission of bids, INCOME TAX DEPARTMENT, BENGALURU, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.

**2.12.2** The amendments shall be intimated in writing, e-mail or by FAX to all prospective bidders on the address intimated at the time of obtaining of bid document from the INCOME TAX DEPARTMENT, BENGALURU and these amendments will be binding on them.

**2.12.3** In order to afford reasonable time to the prospective bidders to take the amendments into account in preparing their bids, the INCOME TAX DEPARTMENT, BENGALURU may, at its discretion, extend the deadline for the submission of bids suitably.

### **2.13 OPENING OF BIDS**

The bids shall be opened on 20-11-2018 at 10.30AM in the presence of bidders or their authorized representatives who wish to be present at the time of opening of bids on due date.

### **2.14 UNSOLICITED POST TENDER MODIFICATIONS**

Unsolicited post-bid modification will straight away lead to rejection of the offer.

### **2.15 EVALUATION OF BID**

Evaluation and comparison of bids will be done as per provisions of Financial Bid Format.

### **2.16 EXAMINATION OF BID**

The committee constituted by competent authority will examine the bids to determine whether they are complete and in order.

### **2.17 NON CONFIRMATION TO STIPULATIONS OR SPECIFICATIONS**

The Service provider must note that his/her Bid will be rejected in case the bid stipulations are not complied with strictly. The lowest Bid will be determined from among those Bids, which are in full conformity with the required specifications.

### **2.18 CRITERIA FOR THE AWARD OF CONTRACT**

INCOME TAX DEPARTMENT, BENGALURU will award the contract to the successful Service provider whose bid has been determined to be **in full conformity to the bid documents** and has been determined as the lowest evaluated bid for each of the category separately.

**2.19** COMMITTEE DULY CONSTITUTED BY COMPETENT AUTHORITY OF INCOME TAX DEPARTMENT, BENGALURU, RESERVES THE RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

Committee duly constituted by Competent Authority of INCOME TAX DEPARTMENT, BENGALURU, reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Service provider or Service providers or any obligation to inform the affected Service provider or Service providers of the ground for its actions and decisions. INCOME TAX DEPARTMENT, BENGALURU, also reserve to itself the right to accept any bid in part or split the order between two or more Service providers.

### **2.20 NOTIFICATION OF AWARD (NOA)**

Prior to the expiration of the period of bid validity, INCOME TAX DEPARTMENT, BENGALURU, will notify the successful Service provider in writing that its bid has been accepted and work

order will be issued. The timelines for submission of 'Performance Bank Guarantee' and start of service will commence from the date of receipt of communication of successful bid and unsuccessful service provider will be returned and discharge their bid securities.

## **2.21 MOBILISATION PERIOD**

**Successful bidder shall be required to mobilise for commencement of services on date notified by the Department in NOA, failing which penalty as specified in 2.28.2 shall be imposed.**

## **2.22 SIGNING OF CONTRACT**

The successful bidder shall present himself for signing the contract along with the 'Performance Bank Guarantee' immediately after receipt of communication of successful bid from INCOME TAX DEPARTMENT, BENGALURU. The successful Service provider is required to sign a formal detailed agreement with INCOME TAX DEPARTMENT, BENGALURU, within a maximum period of 45 days of date of NOA. Until the contract is signed, the LOI shall remain binding amongst the two parties.

## **2.23 PERFORMANCE BANK GUARANTEE**

**2.23.1** Within *15 (fifteen) days* of the receipt of notification of award (NOA) from the INCOME TAX DEPARTMENT, BENGALURU, the successful Service provider shall furnish the Performance Bank Guarantee in accordance with the conditions of the bid. The Bank Guarantee issued by a nationalized bank in favour of the Principal Chief Commissioner of Income Tax, Bengaluru and valid for a period of 30 months from the date of execution of agreement of contract.

**2.23.2** The performance Bank Guarantee shall be discharged/returned on expiry and successful completion of the contract, **within a period of 2 months**. In case of non-execution of the contract, in part or in full, the performance security shall be forfeited, after giving due notice to the Service provider in respect of the defective/improper performance/execution or breach of any of the terms of the contract etc.

**2.23.3** Any sum of money due or payable to the Service provider, including the performance security refundable to him under the contract, may be apportioned by this office, against any amount of loss/penalty/caused/imposed on the Service provider, which the Service provider may owe to INCOME TAX DEPARTMENT, BENGALURU, under this contract or any other contract or transactions.

**2.23.4** Failure of the successful Service provider to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid Earnest Money Deposit, in which event the INCOME TAX DEPARTMENT, BENGALURU may make the award to the next lowest evaluated bid.

## **2.24 REPRESENTATION FROM THE BIDDER**

The Service provider(s) can submit representation(s) bearing reference to tender number in connection with the processing of the bid directly to the INCOME TAX DEPARTMENT, BENGALURU.

## **2.25 START OF SERVICES**

Start of services shall be made by the successful bidder immediately on receipt of work order as per the date indicated in the contract.

## **2.26 DELAYS IN SERVICE PROVIDER PERFORMANCE**

Start of services shall be made by the successful bidder in accordance with the time schedule specified in the work order. In case the service is not started on the stipulated date, INCOME TAX DEPARTMENT, BENGALURU reserves the right to cancel the work order and/or recover liquidated damage charges. The cancellation of the work order shall be at the risk and

responsibility of the successful bidder and INCOME TAX DEPARTMENT, BENGALURU reserves the right to award the work at the risk and cost of the defaulting successful bidder.

## **2.27 LIQUIDATED DAMAGES**

**2.27.1** The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date. Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive INCOME TAX DEPARTMENT, BENGALURU of its right to recover liquidated damages as per clause below.

**2.27.2** Should the Service Provider fail to start services, INCOME TAX DEPARTMENT, BENGALURU shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by INCOME TAX DEPARTMENT, BENGALURU in making alternative arrangements along with penalty.

## **2.28 PENALTY**

**2.28.1** In case of **breach of any conditions** of the contract and for all types of losses caused by the successful bidder, **INCOME TAX DEPARTMENT, BENGALURU shall levy penalty and make deductions** as deemed suitable or as specified in the contract, and deduct the same from the bills preferred by the Service Provider.

**2.28.2** For convenience various penalties enforceable on breach of contract terms as per this table

<b>Sl.No.</b>	<b>Nature of breach</b>	<b>Penalty</b>
1	Delay in start of service	Penalty per day @0.05% of the annualised contract value
2	Failure to comply with Department authorised officer even after two notice	Rs.2000/- per month
3	Non-wearing of approved uniform and ID card	Rs.100/- per day per person for the first three times of lapse. The penalty will be doubled after every three such lapses.
4	Failure to report loss/damage to property to Concerned authority.	Rs.100/- per incidence
5	Any deviation in deployment of manpower as agreed upon	Rs.500/- per lapse. More than two such lapses will lead to termination of the contract.

## **2.29 LABOUR REGULATIONS**

**2.29.1** The Service provider shall at his own cost comply with the provision of labour laws, rules, orders and notifications whether Central or State or local as applicable to him or to this contract from time to time. These Acts/Rules include without limitation to the followings:

The Central Minimum Wages Act/ The Workmen's Compensation Act/The payment of Gratuity Act/ The Shops and Establishment Act/The Payment of Bonus Act/The Employees Provident Fund & Miscellaneous Provisions Act/The Employees State Insurance Act/ All other Acts/Rules/Bye-laws; orders notifications, etc., present or future applicable to the Service provider from time to time for performing the contract job.

**2.29.2** The Service provider shall pay wages to various category of manpower provided as per the prevailing wages prescribed by the Central Minimum wages Act. The Service provider shall maintain proper records under minimum wages Law/Acts. Any statutory enhancement in wages by notification shall be claimed from the Department by the Service Provider by furnishing documentary proof and get the rate approved by the Department for payment to its employees.

**2.29.3** The Service Provider is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/risks in relation to employees to be engaged by him.

**2.29.4** In the event of any failure in this regard or any loss/damages caused directly or indirectly to INCOME TAX DEPARTMENT, BENGALURU, the same will be payable by the Service provider along with such penalty as may be decided by INCOME TAX DEPARTMENT, BENGALURU.

**2.29.5** The personnel employed by service provider shall not claim any employment or engagement or absorption or otherwise in the Department in the future. All employees of the Service provider shall be employees of the Service provider. The Service provider shall explain this nature of relationship to all his employees before deploying them. A signed undertaking to the effect shall be obtained from the employees by the service provider with photograph of employee shall be submitted to the Department in original on deployment of personnel. (Format as per **ANNEXURE-5**)

**2.29.6** The Service provider shall have a valid license obtained from Licensing Authority under the Contract labour (Regulation & Abolition) Act, 1970.

**2.29.7** The Service provider shall submit the EPF code number obtained from the authorities concerned under the Employees provident Fund and Miscellaneous Provisions Act, 1952.

**2.29.8** The Service provider shall maintain all records/registers required to be maintained by him under various labour laws mentioned above and produce the same before the Statutory Authorities when required. These shall among other things include the following:

- i. Muster Roll
- ii. Register of Wages
- iii. Register of Deductions
- iv. Register of Fines
- v. Wage Slip
- vi. Register of Advances

**2.29.9** The Service provider shall also submit periodical reports/returns to the various statutory authorities such as the Contract labour (Regulation & Abolition) Act, 1970, Employees Provident Fund Act, etc.

**2.29.10** If any of the persons engaged by the Service provider misbehaves with any of the officials of the INCOME TAX DEPARTMENT, BENGALURU, or any tax payers/public visiting INCOME TAX DEPARTMENT, BENGALURU, commit any misconduct with regard to the property of the INCOME TAX DEPARTMENT, BENGALURU, the Service provider shall replace them immediately. In case Authority of INCOME TAX DEPARTMENT, BENGALURU, feel that the conduct of any of Service provider's employees is detrimental to the interests of INCOME TAX DEPARTMENT, BENGALURU, the INCOME TAX DEPARTMENT, BENGALURU shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons, etc., while on or off the job.

The SERVICE PROVIDER shall comply with any such request to remove such personnel at SERVICE PROVIDER's expense unconditionally. The SERVICE PROVIDER will be allowed a maximum of FIVE working days to replace the person by competent qualified person at SERVICE PROVIDER's cost.

**2.29.11** The Service provider shall not engage/employ persons below the age of 18 years.

**2.29.12** The Service provider shall issue appointment letters to the persons engaged by him for deployment under this contract, a copy of which should be submitted to INCOME TAX DEPARTMENT, BENGALURU, for record.

**2.29.13** Any increase in Statuary benefits like ESI/EPF be reimbursed to the Service provider after providing documentary evidence.

**2.29.14** The Service provider shall provide proper identification cards to his employees to be deputed by him for work, duly signed by the Service provider. The Service provider should ensure that I.D card is worn by personnel employed in the premises.

**2.29.15** The Service provider shall ensure that personnel employed should not have any adverse police/criminal cases against them. The service provider should make adequate enquires about the character and antecedents of the persons whom they provide for executing outsourced services

**2.29.16** Supervisor shall be equipped with mobile phones. The mobile number shall be made available to the Department to facilitate quick and smooth remedial action.

## **2.30 SAFETY REGULATIONS**

During the execution of work by personnel employed, unless otherwise specified, the Service provider shall ensure that no damage, injury or loss is caused or is likely to be caused to any person or property.

## **2.31 STATUS OF THE SERVICE PROVIDER AND ITS STAFF MEMBERS**

**2.31.1** The Service Provider shall accept liability due to its negligence or that of its staff members, agents or persons employed by it or its agents for sickness, injury, damages or death of persons provided by the Service provider including on duty travel.

**2.31.2 No employee shall be employed on direct or indirect recommendation made by any of the employees of the Income Tax Department or their relations.**

## **2.32 EXTENSION AND TERMINATION OF CONTRACT AND INCREASE OR DECREASE OF MANPOWER**

The INCOME TAX DEPARTMENT, BENGALURU, reserves the right to terminate the Service provider in part or in full at any time with one month's notice without assigning any reasons thereof for which no letter of reason/explanation can be sought for by the Service provider. The INCOME TAX DEPARTMENT, BENGALURU, will also have the right to extend this contract on the same rates, terms and conditions at one time or in spells of lesser time period up to a cumulative maximum period of six months or till an alternate arrangement is made whichever is earlier. Any further extension on the same rates, terms and conditions will be mutually agreed upon.

The requirement of this Department may further increase or decrease during the period of agreement and the Service Provider would have to provide additional manpower , if required on the same terms and conditions.

## **2.33 TERMINATION FOR INSOLVENCY**

INCOME TAX DEPARTMENT, BENGALURU, may at any time terminate the contract by giving written notice to the Service provider without compensation to the Service provider, if the Service provider becomes bankrupt or otherwise insolvent as declared by the competent court

provided that such termination will not prejudice or affect any right of action or remedy, which has accrued, or will accrue thereafter to the INCOME TAX DEPARTMENT, BENGALURU.

## **2.34 SUB-CONTRACTING AND POST AGREEMENT CONDITIONS**

The Service Provider shall not be permitted sub-contract any of the services.

## **2.35 PAYMENT**

### **2.35.1 Payment procedure:**

The Service provider shall submit monthly bills to INCOME TAX DEPARTMENT, BENGALURU, with the following documents for verification and payment.

- i. Proof of deposition of statutory levies like EPF/ESI etc. (with a list of individual names and amount deposited in their accounts.
- ii. Proof of payment to his personnel for the jobs completed during the previous month.
- iii. The monthly bills should be supported by muster rolls/attendance for the respective month. These should be duly certified by the concerned authority.

**2.35.2** The Service provider shall produce the invoice of the actual work done every month within the fifth working day of the following month along with the supporting document as mentioned in para above. The bills will be paid by A/c payee cheque, payable at Bengaluru or by way of e-payment. However, any deterioration in service or non-payment of wages to his staff will not be acceptable on the plea of delay in receipt of payment.

**2.35.3** The INCOME TAX DEPARTMENT, BENGALURU, shall deduct at source, Income Tax on the gross bill value, payable per month to the Service provider at the rates prescribed.

**2.35.4** Penalties, damages, and contract non-compliance recoveries quantified, if any, will be recovered from the monthly bill payments.

**2.35.5** The Service provider shall not petition for revision of rates tendered by him under any circumstance at any stage of work, either during execution or when the final claims are settled. The only exception to this will be on account of any statutory rules and laws governing tax rate or wage revisions.

**2.35.6** Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Service provider in accordance with the provisions of the relevant Acts as applicable.

**2.35.7** The service Provider should produce proof of remittance of Goods and Services Tax paid to Government along with the monthly bill (Separately paid against the bill submitted to the Department)

## **2.36 ARBITRATION**

**2.36.1** In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is the Dy. Commissioner of Income Tax(HQ)(Admn.), O/o Principal Chief Commissioner of Income Tax, Bengaluru, or in case his/her designation is changed or his/her office is abolished then in such case to the sole arbitration of the officer for the time being entrusted, whether in addition to the functions of the Dy. Commissioner of Income Tax(HQ)(Admn), O/o Principal Chief Commissioner of Income Tax, Bengaluru, or by whatsoever designation such officer may be called. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

**2.36.2** There will be no objection to any such appointment that the arbitrator is a Government servant or that he/she has to deal with the matter to which the agreement relates or that in the course of his/her duties as Government Servant he/she has expressed views on all or any of the matters under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his/her office or being unable to act for any reasons whatsoever such the Dy.Commissioner of Income Tax(HQ)(Admn), O/o Principal Chief Commissioner of Income Tax, Bengaluru or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his/her predecessors.

**2.36.3** The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

**2.36.4** The venue of the arbitration proceeding shall be the office of the Dy.Commissioner of Income Tax(HQ)(Admn), O/o Principal Chief Commissioner of Income Tax, Bengaluru or such other places as the arbitrator may decide.

### **2.37 FORCE MAJEURE**

Neither Service provider nor INCOME TAX DEPARTMENT, BENGALURU, shall be liable for any delay, default or failure under this agreement if such delay, default or failure arose as a direct consequences of force majeure including strikes, lock out, war and civil unrest.

### **2.38 COURT JURISDICTION**

All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Bengaluru and only courts in Bengaluru shall have jurisdiction to determine the same.

## **CHAPTER-3**

### **OTHER OPERATIONAL CONDITIONS**

**3.1** The Service Provider or his supervisor should report in person to the concerned authority on a daily basis, to review the day to day shortcomings, complaints etc.

**3.2** The Service Provider shall make sure that he or/she and his supervisor are available during working hours for receiving and implementing the instructions.

**3.3** The Service Provider shall provide uniform with and ID card. All the staff and supervisors should wear uniform supplied by the Service provider at its own cost in sufficient numbers to ensure discipline, orderliness and decorum of office.

**3.4** The Colour and pattern of the uniform, shall be got approved by INCOME TAX DEPARTMENT, BENGALURU, before procurement.

**3.5** The persons engaged by the Service Provider shall also be subjected to check by the security and other personnel authorised by the INCOME TAX DEPARTMENT, BENGALURU.

**3.6** Any changes in manpower must be informed to the Department. Verification of antecedents of the personnel by local police authority shall be carried out before employing. the



## **CHAPTER -4**

### **4.1 PERFORMANCE APPRAISAL**

The performance shall be reviewed by the concerned authority on the first working day of every month, only after which the Service Provider shall submit the monthly bill for receiving the payments due.

**ANNEXURE -1**

**BID SUBMISSION PROFORMA**

Tender No. ....

To,

The Office of the Principal Chief Commissioner of Income Tax,  
Bengaluru.

Dear Sir,

1. I/We hereby offer to supply the services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the price given in the said schedule and agree to hold this offer open till \_\_\_\_\_.
2. I/We have understood and complied with the "Instructions to Bidders" and accepted the "Terms and Conditions" for providing services and have thoroughly examined and complied with the specifications, drawings, Special Conditions of Contract and/or pattern and am/are fully aware of the nature of the service required and my/our offer is to provide services strictly in accordance with the requirements.
3. Bid submission Agreement as per Performa at **Annexure 2** has been duly signed and submitted herewith.
4. The following pages have been added to and form part of this tender (if needed to be filled and added).

Yours faithfully,

Signature of Bidder  
Address

Dated  
Signature of witness  
Address

Dated

Note: This form should be returned along with offer duly signed.

**BID SUBMISSION AGREEMENT**

Dated: .....

No. \_\_\_\_\_

To

The Office of the Principal Chief Commissioner of Income Tax,  
Bengaluru.

**Sub: PURCHASE OF BIDDING DOCUMENTS**

**Ref: TENDER NO. \_\_\_\_\_.**

The Office of the Principal Chief Commissioner of Income Tax, Bengaluru, and the Bidder agree that the Notice Inviting Tenders (NIT) is an offer made on the condition that the Bid would be kept open in its original form without variation or modification for a period of (state the number of days from the last date for the receipt of tenders stated in the NIT) days AND THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT. They further agree that the contract consisting of the above conditions of NIT as the offer and the submission of Bid as the Acceptance shall be separate and distinct from the contract which will come into existence when bid is finally accepted by the Office of the Principal Chief Commissioner of Income Tax, Bengaluru. The consideration for this separate initial contract preceding the main contract is that the Office of the Principal Chief Commissioner of Income Tax, Bengaluru, is not agreeable to sell the NIT to the tenderer and to consider the bid to be made except on the condition that the bid shall be kept open for (so many) days after the last date fixed for the receipt of the bids and the Bidder desires to make a bid on this condition and after entering into this separate initial contract with Office of the Principal Chief Commissioner of Income Tax, Bengaluru, promises to consider the bid on this condition and agrees to keep the bid open for the required period. These reciprocal promises form the consideration for this separate initial contract between the parties.

If Bidder fails to honour the above terms and conditions, Office of the Principal Chief Commissioner of Income Tax, Bengaluru, shall have unqualified, absolute and unfettered right to encash /forfeit the bid security submitted in this behalf.

**Authorized Signatory**

**Authorized Signatory**

**(BIDDER)**

**(Income Tax Department, Bengaluru)**

(One copy of this agreement duly signed must be returned along with offer.)

**PROFORMA OF AUTHORISATION FOR ATTENDING BID MEETING  
AND TENDER OPENING**

To

Sub:Authorisation for attending bid opening on.....(date) in the tender for providing DEO,MTS, Supervisor,Asst .Halwai and Safaiwala”

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below:-

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
I.		
II.		

Alternative Representative

Signature and seal of the bidder

Or Person(s) authorised to sign the bid Documents on behalf of the bidder

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**FORMAT OF AFIDAVIT TO TAKE FULL RESPONSIBILITY FOR LAPSES OF EMPLOYEES  
OF THE SERVICE PROVIDER**

I, the undersigned hereby state that employees working [As per list enclosed] for M/s. \_\_\_\_\_ in the Income Tax Offices at Bengaluru, Agreement dated: \_\_\_\_\_ are free from all adverse antecedents. In the event of any unusual or illegal or unacceptable act / incidents / accidents caused by the employees working for M/s. \_\_\_\_\_.

I take full responsibility for the lapses and misconduct on the part of employees engaged by me.

Place:

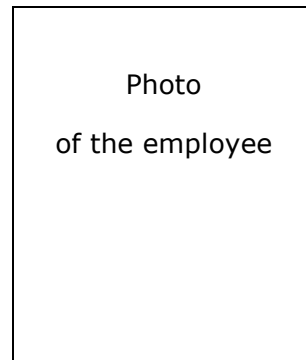
Signature of Bidder

Date:

Name:

**FORMAT OF UNDERTAKING FROM PERSONNEL EMPLOYED BY THE SERVICE PROVIDER(to be submitted to the Department on deployment of new personnel)**

I, the undersigned hereby undertake that I will not be claiming any benefit/compensation/absorption/regularization of service from /with the Department under the provision of Industrial Disputes Act,1947 or Contract labour (Regulation & Abolition Act,1970 or any other law of similar nature.



Place:

Signature of Employee

Date:

Name:

Certified that above said employee Mr/Ms/Mrs\_\_\_\_\_S/o or  
D/o \_\_\_\_\_ residing at \_\_\_\_\_ is  
employed in Income tax Department from\_\_\_\_\_

Place:

Signature of Service provider

Date:

M/s

**FORMAT OF TENDER COMPLIANCE REPORT**

To

Sub: Regarding tender for providing DEO, MTS, Supervisor, Asst.Halwai and Canteen attendant-

Dear Sir,

I have gone through the complete terms and condition of the Tender for Providing DEO, MTS, Asst.Halwai and canteen attendant for Income Tax Department, Bengaluru.

Place:

Signature of Bidder

Date:

Name:

**FORMAT PERFORMANCE SECURITY GUARANTEE BOND FORM**

1. In consideration of the Office of the Principal Chief Commissioner of Income Tax, Bengaluru, having agreed to exempt \_\_\_\_\_(hereinafter called the said Service provider from the demand under the terms and conditions of an agreement dated \_\_\_\_\_made between \_\_\_\_\_ and \_\_\_\_\_for **One** year for providing \_\_\_\_\_(hereinafter called the said Agreement), of security deposit for the due fulfillment by the said Service provider of the terms and conditions contained in the said Agreement, on production of a bank guarantee for \_\_\_\_\_we (name of the Bank) \_\_\_\_\_(hereinafter referred to as 'the Bank') at the request of \_\_\_\_\_(Service provider do hereby undertake to pay to Office of the Principal Chief Commissioner of Income Tax, Bengaluru, an amount not exceeding \_\_\_\_\_against any loss or damage caused to or suffered or would be cause to or suffered by Office of the Principal Chief Commissioner of Income Tax, Bengaluru, by reason of any breach by the said Service Provider of any of the terms or conditions contained in the said agreement.

2. We (name of the Bank \_\_\_\_\_do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from Office of the Principal Chief Commissioner of Income Tax, Bengaluru, stating that the amount claimed is due by way of loss or damage cause to or suffered by the Office of the Principal Chief Commissioner of Income Tax, Bengaluru, by the reason of breach by the said Service provider of any terms or conditions contained in the said Agreement or by reason of the Service provider failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of Office of the Principal Chief Commissioner of Income Tax, Bengaluru, in these count shall be final and binding on the bank. However our Liability under this guarantee shall be restricted to an amount not exceeding\_\_\_\_\_.

3. We undertake to pay to Office of the Principal Chief Commissioner of Income Tax, Bengaluru, any money so demanded notwithstanding any dispute or dispute raise by the Service provider in any suit or proceeding pending before any court or tribunal relating there to our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge or our liability for payment there under and the Service provider shall have no claim against us for making such payment.

4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the dues of Office of the Principal Chief Commissioner of Income Tax, Bengaluru, under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Office of the Principal Chief Commissioner of Income Tax, Bengaluru, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee. Unless a demand or claim under the guarantee is made on us in writing on or before the expiry of 24 months from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (Name of the Bank)\_\_\_\_\_ further agree with Office of the Principal Chief Commissioner of Income Tax, Bengaluru, that Office of the Principal Chief Commissioner of Income Tax, Bengaluru, shall have the fullest liberty without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by Office of the Principal Chief Commissioner of Income Tax, Bengaluru, against and said Service provider and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Service provider or for any forbearance, act or omission on the part of Office of the Principal Chief Commissioner of Income Tax, Bengaluru, or any indulgence by



Office of the Principal Chief Commissioner of Income Tax, Bengaluru to the said Service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service provider.

7. We (name of the Bank)\_\_\_\_\_lastly undertake not to revoke this guarantee during its currency except with the previous consent of Office of the Principal Chief Commissioner of Income Tax, Bengaluru, in writing.

Dated the                      day of    for

(Indicate the name of the Bank)

**FORMAT FOR TECHNICAL BID**

The Technical Bid should be as given below and should be supported by the documents indicated in the said Annexure. The demand Draft/bankers' Cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical bid'

1	Name and address of the Service provider	
2	Name of Proprietor/Director of Company/Firm/Agency	
3	Date of establishment of Service provider	
4	Telephone No./ Fax No./Mobile No	
5	Website/e-mail address	
6	Banker of company/Firm/Agency with full address	
7	Permanent Account No.(PAN)( Enclose copy)	
8	Date of registration of the concern (provide the proof of the same.)	
9	Details of Demand Draft/Banker's Cheque in respect of EMD	
10	Labour license Number(Copy to be enclosed)	
11	GST Registration Certificate(copy to be enclosed)	
12	EPF registration Number(Copy to be enclosed)	
13	ESI registration Number(Copy to be enclosed)	



## FORMAT FOR FINANCIAL BID

(A) Quote for Category: Data Entry Operator(Skilled)

Sl.	Particulars	(Rate in Figure & words)
1	Monthly wages per person including Basic+DA Per day Rs. _____ x 26 Days	Rs. Rupees:.....
2	EPF, Employers Contributions (           %) on Basic+DA	Rs. Rupees:.....
3	ESI, Employers Contributions (           %) on Basic+DA	Rs. Rupees:.....
4	Bonus, (           %) on Basic+DA	Rs. Rupees:.....
5	Sub Total-A,	Rs.
6	Service charges (           %) On Sub Total-A	Rs. Rupees:.....
7	Any other charges such as Labour license, ID cards, Badges, Uniform, & licenses for statutory compliances , etc.. (           %)	Rs. Rupees:.....
8	Sub Total-B,	Rs.
9	GST (           %) On Sub Total-B	Rs. Rupees:.....
	Grand Total	Rs.

Grand total in words: \_\_\_\_\_ Only)

**Any other points to be mentioned:**

Note:

- Rate quoted shall be exclusive of all taxes, duties, fees, royalties, cess, etc., as applicable from time to time, which has to be shown separately.
- Rate quoted for Man power shall be as per Central Minimum Wages Act as prevailing in the Centre, and inclusive of variable VDA, ESI, EPF,BONUS,EDLI, etc.as on the date of submitting the bid and should not contain any component of Management fee. The management fee should be quoted in the Abstract.
- Rate quoted for Man power shall indicate separately Central Minimum Wages Act , VDA, ESI , EPF, BONUS, EDLI, etc.

**Place:**

**Signature of Bidder:**

**Date:**

**Name of the Signatory:**

## FORMAT FOR FINANCIAL BID

**(B)(i) Quote for Category: Supervisor for MTS (Skilled)**

SI.	Particulars	(Rate in Figure & words)
1	Monthly wages per person including Basic+DA Per day Rs. _____ x 26 Days	Rs. Rupees:.....
2	EPF, Employers Contributions (       %) on Basic+DA	Rs. Rupees:.....
3	ESI, Employers Contributions (       %) on Basic+DA	Rs. Rupees:.....
4	Bonus, (       %) on Basic+DA	Rs. Rupees:.....
5	Sub Total-A,	Rs.
6	Service charges (       %) On Sub Total-A	Rs. Rupees:.....
7	Any other charges such as Labour license, ID cards, Badges, Uniform, & licenses for statutory compliances , etc.. (       %)	Rs. Rupees:.....
8	Sub Total-B,	Rs.
9	GST (       %) On Sub Total-B	Rs. Rupees:.....
	Grand Total	Rs.

Grand total in words: \_\_\_\_\_ Only)

**Any other points to be mentioned:**

Note:

- Rate quoted shall be exclusive of all taxes, duties, fees, royalties, cess, etc., as applicable from time to time, which has to be shown separately.
- Rate quoted for Man power shall be as per Central Minimum Wages Act as prevailing in the Centre, and inclusive of variable VDA, ESI, EPF, BONUS, EDLI, etc. as on the date of submitting the bid and should not contain any component of Management fee. The management fee should be quoted in the Abstract.
- Rate quoted for Man power shall indicate separately Central Minimum Wages Act , VDA, ESI , EPF, BONUS, EDLI, etc.

**Place:**

**Signature of Bidder:**

**Date:**

**Name of the Signatory:**

## FORMAT FOR FINANCIAL BID

**(B)(ii)Quote for Category: Multi Tasking Staff (Semi-Skilled)**

Sl.	Particulars	(Rate in Figure & words)
1	Monthly wages per person including Basic+DA Per day Rs. _____ x 26 Days	Rs. Rupees:.....
2	EPF, Employers Contributions (       %) on Basic+DA	Rs. Rupees:.....
3	ESI, Employers Contributions (       %) on Basic+DA	Rs. Rupees:.....
4	Bonus, (       %) on Basic+DA	Rs. Rupees:.....
5	Sub Total-A,	Rs.
6	Service charges (       %) On Sub Total-A	Rs. Rupees:.....
7	Any other charges such as Labour license, ID cards, Badges, Uniform, & licenses for statutory compliances , etc.. (       %)	Rs. Rupees:.....
8	Sub Total-B,	Rs.
9	GST (       %) On Sub Total-B	Rs. Rupees:.....
	Grand Total	Rs.

Grand total in words: \_\_\_\_\_ Only)

**Any other points to be mentioned:**

Note:

- Rate quoted shall be exclusive of all taxes, duties, fees, royalties, cess, etc., as applicable from time to time, which has to be shown separately.
- Rate quoted for Man power shall be as per Central Minimum Wages Act as prevailing in the Centre, and inclusive of variable VDA, ESI, EPF,BONUS,EDLI, etc.as on the date of submitting the bid and should not contain any component of Management fee. The management fee should be quoted in the Abstract.
- Rate quoted for Man power shall indicate separately Central Minimum Wages Act , VDA, ESI , EPF, BONUS, EDLI, etc.

**Place:**

**Signature of Bidder:**

**Date:**

**Name of the Signatory:**

## FORMAT FOR FINANCIAL BID

**(C) Quote for Category: Safaiwala for Income Tax Dept.Canteen  
(Semi-Skilled)**

Sl.	Particulars	(Rate in Figure & words)
1	Monthly wages per person including Basic+DA Per day Rs. _____ x 26 Days	Rs. Rupees:.....
2	EPF, Employers Contributions (       %) on Basic+DA	Rs. Rupees:.....
3	ESI, Employers Contributions (       %) on Basic+DA	Rs. Rupees:.....
4	Bonus, (       %) on Basic+DA	Rs. Rupees:.....
5	Sub Total-A,	Rs.
6	Service charges (       %) On Sub Total-A	Rs. Rupees:.....
7	Any other charges such as Labour license, ID cards, Badges, Uniform, & licenses for statutory compliances , etc.. (       %)	Rs. Rupees:.....
8	Sub Total-B,	Rs.
9	GST (       %) On Sub Total-B	Rs. Rupees:.....
	Grand Total	Rs.

Grand total in words: \_\_\_\_\_ Only)

**Any other points to be mentioned:**

Note:

- Rate quoted shall be exclusive of all taxes, duties, fees, royalties, cess, etc., as applicable from time to time, which has to be shown separately.
- Rate quoted for Man power shall be as per Central Minimum Wages Act as prevailing in the Centre, and inclusive of variable VDA, ESI, EPF, BONUS, EDLI, etc. as on the date of submitting the bid and should not contain any component of Management fee. The management fee should be quoted in the Abstract.
- Rate quoted for Man power shall indicate separately Central Minimum Wages Act , VDA, ESI , EPF, BONUS, EDLI, etc.

**Place:**

**Signature of Bidder:**

**Date:**

**Name of the Signatory:**