



**Govt of India, Income Tax Department, O/o Joint Commissioner of Income Tax,  
ReFAC(AU)-1(3), Hisar at Rewari.**

File No. Joint. CIT/REWARI/TENDER/2021-22/ 314

Dt. 30/09/2021

To,

The Deputy Commissioner of Income Tax (HQ.) (Admn.)  
O/o The Pr. Chief Commissioner of Income Tax  
Aayakar Bhawan, Sector-17E  
NWR, Chandigarh

Sir,

Subject: Uploading tender and its enclosure for hiring of outsourcing staff (1 Sweeper & 2 Security Guard) on website of O/o the Pr. CCIT, NWR, Chandigarh i.e. on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)- Regarding-

Please refer to the subject mentioned above.

In this regard, it is submitted that this office proposes to invite quotation/tender for hiring of outsourcing staff for ReFAC(AU)-1(3), Hisar at Rewari. As per guidelines of the department, it is necessary to upload the same on the website of O/o Pr. CCIT, NWR, Chandigarh. It is therefore requested to kindly upload this notice and its enclosures at the earliest.

(D.S. Rathi)

Joint. Commissioner of Income Tax  
ReFAC(AU)-1(3), Hisar at Rewari

**Encl.**

1. Notice Inviting Tender
2. Technical Bid & Financial Bid

**INVITE TENDER NOTICE FOR HIRING OF OUTSOURCING STAFF**

The Joint Commissioner of Income tax, ReFAC(AU)-1(3), Hisar at Rewari invites sealed quotation for 1 (One) Sweeper & 2 (Two) Security Guard on contract basis for Rewari office. Quotation may be submitted by 03.00 PM on 04.10.2021 in sealed envelope to the office of Asstt. Commissioner of Income Tax, (HOO), Rewari on working days during office hours within the time stipulated above. The department reserves all right to accept or reject any tender and its decision shall be final. Bids will be opened in the office of Asstt. Commissioner of Income Tax, (HOO), Rewari at 04:00 PM on 04.10.2021.

Dated: 30. 09. 2021



(D.S. Rathi)

Joint. Commissioner of Income Tax  
ReFAC(AU)-1(3), Hisar at Rewari

**FINANCIAL BID**

(To Be Attached / Uploaded In Excel Format Only) For providing manpower for security related jobs in the office of the Joint Commissioner of Income Tax, ReFAC(AU)-1(3), Hisar at Rewari.

1. Name tendering Service Provider Company/Firm/ Agency
2. Details of Earnest Money Deposit Amount :  
DD/PO & Date: Drawn  
Bank :
3. Rate quoted should not be less than the minimum wages as applicable in the Minimum wages Act, applicable in State of other relevant by Laws applicable (plus all statutory liabilities, taxes, levies, cess etc.)

Sr. No	Component of Rate	Total amount payable per person Per month
1.	Monthly Rate ( not less than Minimum Wages.	
2.	Contractors Administrative / Services Charges (including Uniform charges)	
3.	Other statutory liabilities (pl. indicate their name and amount payable) (i) (ii) (iii) (iv)	
4.	Taxes as applicable	

Total ( Column 1 to 4) -----

Seal:

Date:

Place:

Signature of authorized person

Full name:

4. The Eight Hours Shift will normally commence from 0800 hrs to 1600 hrs, 1600 hrs to 00 hrs and 00 hrs to 0800 hrs and would be called morning, evening and night shift respectively. The manpower may also be called upon to perform duties beyond normal shift hours on working days and even on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays.

**Notes:**

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made un conclusion of the calendar month only on the basis of duties performed by each person during the month.
3. The Service Contractor shall not quote services charges at zero margins and shall not pay wages below the minimum prescribed rates.
4. The service charges should not be less than 1% in case of individuals and 2% for Firma/Companies/others i.e. rate of TDS as per Income Tax Act, 1961) In case of sere/lesser services charges the offer will not be considered and the offered bid will be directly rejected as the time of price evaluation GST/Service Tax may be charged as applicable

**TECHNICAL BID**

(To Be Attached/Uploaded In Excel Format Only) For Providing manpower for Sweepers & Security Guard related jobs in the O/o Joint Commissioner of Income Tax, Aayntar Bhawan, Rewari.

1	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)		
2	Name of proprietor/Director of Company/Firm/Agency		
3	Full Address of Registered Office with Telephone No., FAX and E Mail		
4	Full address of operating/ Branch Office with Telephone no., FAX and EMail.		
5	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last three years)		
6.	Whether the applicant is resident of <u>Rewari</u> as on date of tender ? State Yes or No ? [Proof required to be attached, if Yes]		
7.	PAN/GIR No. (Attach attested copy)		
8.	GST Registration No. (Attach attested copy)		
9.	E.S.I. Registration No. (Attach attested copy)		
10.	Whether the bidder has capital of Rs. 10 Lacs as on date. If Yes, attached bank A/c Statement as proof.		
11.	Documents showing completing at least one service of value not less than Rs.25 Lakh per annum or at least two services of value not less than Rs. 15 lakh per annum related to providing human resources in a single contract.		
12.	Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last three years in the following format with documentary evidence. Turnover over in the year ending on 31st March of 2018, 2019 & 2020 may be mentioned with documentary evidence.		
	S.No.	Details of client alongwith address, telephone and Fax numbers.	Amount of Contract. (Rs. Lakh)
			Duration of Contract. From to
13.	Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU (Attach copy)		
14.	Number of similar assignments; Manpower provided to Govt./private/PSU in last 5 years by the Agency (Attach Copy)		
15.	List of other clients		
16.	Details of Tender fee : DD/Banker Cheque No. : Date : Bank Name :		
17.	Details of Earnest Money Deposited: DD No ..... Dated ..... Amounts: Rs ..... Drawn Bank		

**Signature of authorized person**

**Seal**

**Date:**

**Place:**

## DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that in last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

### **We declare that:**

- (a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; AND
- (b) We hereby certify we have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/ managers/ employees.

Signature: Name & Designation with office

Seal

## DECLARATION

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director, authorized signatory of the Agency / Firm, mentioned above, is competent to sign this declaration and execute this tender document; I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

2. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person**

**Full Name:**

**Seal:**

**Date:**

**Place:**