



सेवा कर आयुक्तका कार्यालय, चेन्नै

OFFICE OF THE COMMISSIONER OF SERVICE TAX II CHENNAI

न्यूरी टावर्स, सं. 2054 - 1, II एवेन्यू, अण्णा नगर, चेन्नै 600 040

2054-1, NEWRY TOWERS, II AVENUE ANNA NAGAR CHENNAI - 600040

C.No. I/22/21/2016-ADMN.PF

Date: 30.11.2016

TENDER NO. 02 /2016

NOTICE INVITING BIDS FOR PROVIDING SKILLED ASSISTANTS ON CONTRACT BASIS  
FOR SERVICE TAX - II COMMISSIONERATE, CHENNAI

Sealed Tenders are invited from reputed Manpower Supply Agencies for providing **Fifteen "Skilled Assistants"** with Computer knowledge on contract basis at the Service Tax Commissionerate - II, Newry Towers, 2054/I, II Avenue, Anna Nagar, Chennai 40.

2. The terms & conditions of the tender are enclosed as Annexure to this tender. The Tender documents can be obtained from the undersigned on any of the working days between 10.00 AM to 4.00 PM from 01.12.2016 to 21.12.2016 or can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in) / [www.servicetaxchennai.gov.in](http://www.servicetaxchennai.gov.in).

Eligible bidders may send their sealed offers super-scribed "Tender for providing Skilled Assistants on contract basis for Service Tax- II Commissionerate, Chennai" in the prescribed format. The offers [Technical and Financial Bids separately], in the prescribed format, must reach the office of "The Commissioner of Service Tax - II, Chennai, 2054-1, Newry Towers, II Avenue Anna Nagar, Chennai - 600040" either by post or in person on or before 03.00 PM on 21.12.2016. No tender will be accepted by FAX or email or Courier or any such other means.

3. For further details, Ms.S.Varalakshmi, I.R.S. Deputy Commissioner (Admn) may be contacted at 044-2614 2710.

Date & Time of opening of Technical Bids / Tenders : 29.12.2016 at 11.30 hrs.

Venue of opening Technical Bids : Conference Room, IIIrd Floor of aforesaid address.

**NOTE:** The Department reserves the right to postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

(S. VARALAKSHMI)

DEPUTY COMMISSIONER

Service Tax II Commissionerate  
Chennai.

30/11/16

## **ANNEXURE – I**

### **TERMS AND CONDITIONS**

1. The Service Tax Commissionerate – II Chennai requires the services of 15 (Fifteen) Skilled Assistants with Computer knowledge towards attending to various areas of work allotted by different Sections of the office. In addition, they have to attend to miscellaneous work / data entry / typing /secretarial work as may be assigned to them and also assist the office procedures/officials.

### **TECHNICAL BID**

2. The Service Provider should be highly experienced in the field of manpower supply and should have supplied Skilled Assistants with Computer knowledge on contract basis to reputed Public and Private organization and the Government Departments. Certificates from clients for having satisfactorily completed the work requirements should be enclosed to the quotation.

3. (i) The tendering Companies/ Firms/ Agencies are required to enclose photocopies of the following documents duly attested along with technical bid, failing which their bids shall be summarily rejected and will not be considered.

(a) Registration Certificate under the Companies Act

(b) Copy of PAN Card

(c) Copy of the Income Tax return filed for the last three financial years

(d) Copy of the Service Tax registration certificate (ST-2)

(ii) The Service Provider must be registered under the Provident Fund Act, ESI Act etc. Copy of the registration papers along with code numbers attached to the Agency/ Company shall be enclosed.

(iii) Profile of the Company along with financial statements indicating a minimum turnover of Rs.25 lakhs in each of the last two years on account of deployment of manpower for data entry or for similar tasks to be furnished.

4. The bidder should furnish an Earnest Money Deposit (E.M.D.) amount of Rs. 10,000/- in the form of a Demand Draft payable to the Pay and Accounts Officer, Central Excise, Chennai. The E.M.D. of the unsuccessful bidders shall be returned without any interest.

5. The above details along with other particulars have to be furnished in form Annexure-II with relevant documents as proof.

**FINANCIAL BID**

6. The rate exclusive of service tax, if any, should be quoted by the Service Provider in Annexure III duly signed. No amount in excess of the quoted amount will be paid.

**GENERAL CONDITIONS**

7. The Skilled Assistants provided should have a minimum qualification of Graduation level preferably in Commerce discipline with good knowledge of English, excellent communication skills with computer knowledge with capacity to type 70 key strokes per minute and should be good in data processing work with well versed working knowledge in MS Office, Ms Excel / Webpage and aptitude in assisting the officials in all types of office related work.

8. (i) The Personnel deployed for service shall be of good moral character and should not have been convicted for any offence under law. The personnel deployed should be of good health, sound mind, obedient, honest and sincere.

(ii) The Personnel employed shall be an employee of the Service Provider and shall be under his control and supervision. The Skilled Assistants and / or agency shall have no right to claim for engagement / employment with the Department under any circumstances. During the period of contract with this office, the personnel shall carry out any work of Data Entry as assigned by his Controlling Officers in the Service Tax Commissionerate – II, Chennai.

9. The Service Provider / Personnel employed by him have to maintain absolute secrecy of the information relating to the departmental data made available for entry. No third party should be provided any information. No information should be taken out of the office in any form. In case any such instance comes to the knowledge of the Department, strict action will be taken as per the provisions of the relevant laws in force.

10. (i) Initial screening of the candidate should be done by the Service Provider, so as to ensure that the deployed personnel meet the requirement of the Service Tax Commissionerate – II, Chennai.

(ii) The Service Provider shall ensure that the personnel employed shall handle the office equipments properly and any loss or damages caused shall be recovered from the amount due to the Service Provider, The Service Provider should furnish the full details of the personnel deployed for the work along with their address, age, qualification etc., after undertaking due verification of their background and satisfying himself of their antecedents.

(iii) The Service Provider shall ensure that the personnel provided by him should be available to the Department on all working days as per the service contract. The onus of monitoring the attendance/ punctuality of the deployed personnel shall rest solely with the Service Provider.

(iv) The Service Provider should provide Identity cards to the Skilled Assistants.

11. If any Skilled Assistant deployed by the Service Provider to this office is unable to attend on any particular day, the Service Provider should make alternate arrangements so that the work is not hampered. If any Skilled Assistant has not attended office their salary will be deducted accordingly.

12. The Service Provider shall be responsible for correction of the data, if not entered correctly. The awarded work shall have to be completed to the satisfaction of the concerned authorities every month from the date of issuance of the work order. In the event of delay / non-performance on the part of the contractor, the Commissioner, Service Tax Commissionerate – II, Chennai may impose a penalty @ 1% of the contract value per week of delay.

13.. The Primary responsibility for correctness of data will be of the Service Provider. The Service Provider shall ensure that adequate supervision is exercised over the deployed manpower and the data entered is verified for 100% accuracy. However, the designated officer will verify about 5% of the total work and in case the number of erroneous records exceeds 0.5% at the time of verification, the Service Tax Commissionerate – II, Chennai reserves the discretion to levy penalty for inadequate supervision and necessary deductions per week of inefficient performance shall be made from the Services Providers' bill. The decision of the Service Tax Commissionerate – II, Chennai shall be final on these matters.

14. The Service Provider or his personnel shall not use the systems / telephones provided for any personal use or work which is outside the ambit of the tender.

15. The normal working hours would be from 9.30 A.M. to 06.00 P.M. at Service Tax Commissionerate II, Newry Towers, 2054/1, II Avenue, Anna Nagar, Chennai - 40

16. The bill furnished by the Service Provider shall be accepted and passed by the payment only in the event of successful completion of the allotted monthly target and on the basis of certification made by the competent authorities.

17. The payment shall be made to the Service Provider on a monthly basis against bills raised by him after verification of the attendance of the employed personnel.

**ESI and PF per head at the current rate will be paid by the service provider every month as per the existing rules and the proof of such remittance may be provided to the Office. This Office will settle the Service Provider's Bill only on submission of proof of payment made with respect to ESI and EPF of the previous month to the appropriate authorities. The service provider will ensure wages paid are proper and take the signature of Skilled Assistant for the exact amount disbursed only. Also, they should ensure that there is no grievance on the part of the Personnel deployed on account of delayed payment of wages or any decrease in their applicable wages.**

18. The successful bidder should furnish a Performance Security @ 10% of the value of the contract in the form of Bank Guarantee of Fixed Deposit Receipt in favour of the Commissionerate and should be valid for a period of ninety days beyond the date of completion of all contractual obligations for the Service Provider. The performance Security in the form of Bank Guarantee or Fixed Deposit receipt shall be returned on satisfactory completion of the contract with the Department. If the performance is not satisfactory at any stage, the said Security amount will be forfeited towards completion of the Contract by getting the work from other manpower agency.

19. The Service Tax Commissionerate II, Chennai will not bear any cost / compensation in the event of personal/fatal accident occurring out of the office premises in respect of the Skilled Assistants hired from the agency.

20. The Service Tax Commissionerate II, Chennai reserves the right to terminate the contract any time without assigning any reason to the agency.

21. Working space and requisite hardware such as Computer, Printers and Stationery etc. shall be provided by the Department.

22. The technical and financial bids should be sealed in two separate envelopes. The envelope containing the technical bid should be properly marked as TECHNICAL BID FOR SKILLED ASSISTANTS in bold capital letters. Similarly, the envelope containing the financial bid should be marked as FINANCIAL BID FOR SKILLED ASSISTANT. Both these sealed envelopes should be further placed in a third envelope which should be marked on the top in bold capital letters as QUOTATION FOR SKILLED ASSISTANTS and this envelope should be despatched to this office in sealed condition.

23. (i) The Service Tax Commissionerate II, Chennai takes no responsibility for delay, loss or non receipt of tender documents sent by post.

(ii) Incomplete bid/ bids received after the prescribed date and time shall be summarily rejected.

(iii) Sub-contracting of the work of any sort will not be allowed.

24. The Service Tax Commissionerate II, Chennai shall reserve the right to accept or reject all or any of the bid in part or full without assigning any reasons whatsoever.

25. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Chennai jurisdiction only. The Service Tax Commissionerate II, Chennai is entitled to withhold payments due to the Service Provider in case of any dispute, till it is resolved.

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**ANNEXURE – II**  
**TECHNICAL BID**

TENDER FORM FOR PROVIDING SKILLED ASSISTANTS AT SERVICE TAX  
COMMISSIONERATE II, CHENNAI

1.	Name of the Registered Firm/ Company	:	
2.	Address of the company (with Tel.No., Fax & E-mail)	:	
3.	Status of Ownership (Proprietary/ Partnership/ Company – attach proof)	:	
4.	Name & Address of the Partners/ Directors (with Mobile No.)	:	
5.	Contact Person (s) (with mobile number)	:	
6.	Date of establishment of the firm/company	:	
7.	List of clientele along with certificate of appreciation from at least two important clients	:	
8.	PAN No.	:	
9.	Service Tax Registration No.	:	
10.	Amount of Service Tax paid during the financial year 2013-14, 2014-15 & 2015-16 (Attach proof)	:	
11.	Number of persons employed	:	
12.	Annual Turnover for last two years (Attach Balance sheets)	:	
13.	Details of Registration with PF authorities and ESI authorities (attach proof)	:	
14.	Details of EMD	:	

**DECLARATION**

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

(Signature of the Authorized Signatory with date and Seal)

**ANNEXURE – III**  
**FINANCIAL BID**

**Tender No. 02/2016**

**C.No.I/22/21/2016-ADMN**

**Date:30.11.2016**

**TENDER FOR PROVIDING SKILLED ASSISTANTS ON CONTRACT BASIS  
FOR SERVICE TAX – II COMMISSIONERATE, CHENNAI  
(To be submitted in a Separate cover super scribed ‘FINANCIAL BID’)**

1. Name of the Registered Firm/ Company :
2. Address (with Tel. No. & Fax No.) :
3. PAN No. :
4. Name & Address of the proprietor,  
Partners/ Directors (with Mobile Number) :

<b>S.No</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Amount in words (Rupees)</b>
1	Wages per head/day as per proceedings of the District Collector Chennai District, Chennai-1 for 2016-1, as in C2/11250/2016 dated 31.05.2016.		
2	Wages for 26 days		
3	PF @ 13.36% of SNo.2 - per month/head		
4	ESI @ 4.75% of SNo.2 - per month /head		
5	Bonus per month/head (as per the Payment of Bonus (Amendment) Act, 2015 @ 8.33% on a Minimum limit of Rs.7000/-		
6	Subtotal (2+3+4+5)		
7	Service charges per head/month		
8	Total charges per head/month (6+7)*		
9	No. of skilled assistants		
10	Total cost for 15 skilled assistants (8 x 9)*		

(Rupees)

**NOTE :-**

**\*Rate quoted is exclusive of service tax.**

Date:

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No.(s), Including Mobile No.(s). (also Indicate the category in which signing, whether on his own behalf of as Power of Attorney/Authorised signatory of the owner)