

F. NO. SC/KOL/AB/22/1/2014-15/1355

Government of India  
Ministry of Finance  
Department of Revenue  
Income Tax Settlement Commission  
Additional Bench, Kolkata


Office Tel: 2265 1176

### Tender Notice

Income Tax Settlement Commission, Additional Bench, Kolkata intends to outsource the work of 3 (Three) Stenographers, 4 (Four) Lower Division Clerks/D.E.O and 1(one) M.T.S. for a period of one year. Interested Registered Man Power Supply Agencies should send their offers on the prescribed tender documents which can be obtained from the undersigned from 03.08.2015 to 17.08.2015 on payment of Rs.100/- or the tender documents can be downloaded from our website : [www.itscindia.gov.in](http://www.itscindia.gov.in) and payment of the document price Rs. 100/- can be made through Demand Draft at the stage of submission of the bid.

The sealed quotations may be submitted to the Secretary, ITSC, Addl. Bench, 10-C, Middleton Row, 2<sup>nd</sup> Floor, Kolkata -700 071 on or before 17.08.2015 up to 3.00 pm. The tenders will be opened on the same day at 4.00 pm in presence of bidders who may like to be present.

The Commission reserves the right to accept or reject any/all tender(s) without assigning any reason.

  
(ANUP CHATTOPADHYAY)  
SUPERINTENDENT

GOVERNMENT OF INDIA  
INCOME TAX SETTLEMENT COMMISSION (IT & WT)



सत्यमेव जयते

ADDITIONAL BENCH  
10-C, MIDDLETON ROW, 2ND FLOOR  
KOLKATA - 700 071



OFFICE TEL : 22651176  
FAX NO. : 22261919

Dated : 29/07/2015

F. NO. SC/KOL/AB/22/1/2014-15/1381

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**NOTICE**

Sealed quotations are hereby invited from the reputed Man Power Suppliers for outsourcing the service of three Stenographers and four Data Entry Operators/Typist/ Clerk and one MTS in the office of the Income Tax Settlement Commission, Kolkata. The person to be provided as Stenographers shall process minimum Higher Secondary Pass Education and shall be able to take dictation @ 80 w.p.m. and 40 w.p.m. for typing and the Data Entry Operator should process minimum Higher Secondary Education and the typing speed should be 40 w.p.m. The MTS should be literate.

The details of general terms and conditions as under: -

1. **Age** Not exceeding 30 years.
2. **Period** Initially for 01 year-further extendable.
3. **Security** The persons to be supplied by you should not have any police record/ criminal cases against them. The agencies should get verified the character and antecedents of each personnel through Police/ District authorities before their deployment in this department and a certificate to this effect should be submitted to the Commission in the form of an Affidavit.
4. **Period within which Man-Power is to be supplied** Within 15(Fifteen) days of award of contract
5. **Adherence to Labour Laws/ Rules** The firm/contractor shall comply with all labour laws, Rules and Acts in relation to its employee and ensure payment of minimum wages to the personnel/engaged on outsourcing basis as per the notifications issued by Government of West Bengal

