



भारत सरकार  
**Government of India**  
वित्त मंत्रालय  
**Ministry of Finance**  
राजस्व विभाग  
**Department of Revenue**  
आयकर समझौता आयोग



**Income Tax Settlement Commission**

**अतिरिक्त बेंच-I / Additional Bench-I**

दूसरी मंजिल, एस के राठोड मार्ग, महालक्ष्मी चेंबर्स, महालक्ष्मी, मुंबई-400 034

**Second Floor, S.K. Rathod Marg, Mahalaxmi Chambers, Mahalaxmi, Mumbai-400 034**

Phone: 022-23549504, 022-23548953(Fax)

Sub : Tender for award of contract for providing the services of proficient (i) Data Entry Operators /clerk-typist, (ii) Stenographers, Retired Officials from the Income-Tax Department (Inspectors, Tax/Sr. Tax Assistants ) to work as (iii) Technical Assistant, (iv) Enquiry Officer and (v) Multi- tasking Staff – Reg.

Date & Time for submission of Bid : Upto 02.00 p.m on 30/10/2015

Date & Time for opening of the Tender Documents : 03:00 p.m. on 30/10/2015

Place of opening the Tender Documents : Room No. 3,2<sup>nd</sup> Floor, of the ITSC  
Addl. Bench, at the above  
mentioned address.

1. Sealed Tenders on behalf of the President of India are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound, Manpower Supplying Company/ firm/Agency/Contractor for providing proficient (i) Data Entry Operators/clerk-typist, (ii) Stenographers, Retired Officials from the Income-Tax Department ( Inspectors, Tax/Sr. Tax Assistants) to work as (iii) Technical Assistant, (iv) Enquiry Officer and (v) Multi-Tasking Staff in the Income Tax Settlement Commission , Addl. Bench, Mumbai . The Contract for supply of Manpower shall be valid initially for a period of one year from the date of Acceptance of the Tender for the purpose of supply of proficient (i) Data Entry Operators/clerk-typist, (ii) Stenographers, Retired Officials from the Income-Tax Department ( Inspectors, Tax/Sr. Tax Assistants) to work as (iii) Technical Assistant, (iv) Enquiry Officer and (v) Multi-Tasking Staff. The Contract may however can be extended further for a maximum period of not more than 03 (three) years ( including the initial contract ) by mutual consent between both the parties i.e. the Income-Tax Settlement Commission, Additional Bench, Mumbai and the Contractor/ Service Provider.

2. The proposed requirement is as under :

Sr.No.	Name of Post	No. of Posts
01.	Data Entry Operator/clerk-typist	07
02.	Stenographer	06
03.	Technical Assistant	04
04.	Enquiry Officer	03
05.	Multi Tasking Staff	12

However, the Income-Tax Settlement Commission, Additional Bench, Mumbai, reserves the right to increase or decrease the actual number, either at the time of awarding the contract or during the currency period of the contract awarded.

3. The interested Company/Firm/Agency/Contractor may submit their respective bid duly complete in all respects along with the Earnest Money Deposit (EMD) of Rs. 10,000/- by way of Demand Draft drawn in favour of the Zonal Accounts Officer, Pre-check Unit, CBDT, Mumbai along-with the requisite documents in a sealed cover, addressed to the Secretary, Income-Tax Settlement Commission, Additional Bench, 02<sup>nd</sup> Floor, Mahalaxmi Chambers, Samantbhai K. Rathod Marg, Mumbai – 400 034. **In case, the Tender Document is downloaded from the Department's Website, a Non-refundable Tender fee of Rs. 2,000/- has to be paid at the time of submission of the duly filled in Tender Document failing which, the Tender Document will Be treated as Invalid and stand rejected.**
4. The interested Company/Firm/Agency/Contractor must submit the complete set of Tender Document along-with its enclosures, duly signed by the Authorized Person so as to reach the Income-tax Settlement Commission, Additional Bench, 02<sup>nd</sup> Floor, Mahalaxmi Chambers, Samantbhai K. Rathod Marg, Mumbai -400 034 on or before the date and time for submission of the tender i.e. latest by 02:00 p.m. on 30<sup>th</sup> October,2015. **Tender Documents signed by the intermediaries or brokers will not be entertained.**
5. In so far as, selection of retired government officials are concerned, they will be paid remuneration equal to the last pay drawn plus dearness allowance as reduced by the pension and dearness relief on pension.

**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR THE TENDERERS :**

- (a) The Office of Income-Tax Settlement Commission, Additional. Bench, 02<sup>nd</sup> Floor, Mahalaxmi Chambers, Samantbhai K. Rathod Marg, Mumbai -400 034 requires reputed, well established and financial sound Manpower Supplier Company/Firm/Agency/Contractor to provide proficient (i) Data Entry Operators (ii) Stenographers, Retired Officials from the Income-tax Department (Inspectors, Sr. Tax

Assistants) to work as (iii) Technical Assistant, (iv) Enquiry Officer and (v) Multi-Tasking Staff to its office at Mumbai.

- (b) The tendering Manpower Supplier Company/Firm/Agency/Contractor are required to enclose photocopies of the following document along with the Technical Bid, Failing which, the bid/s so submitted shall be summarily/out-rightly rejected.

- (a) Copy of PAN Card.
- (b) Copy of Service Tax certificate.
- (c) Copy of shop & Establishment License.

**TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY/CONTRACTOR**

1. The tendering Manpower Supplier Company /Firm/Agency/Contractor should fulfill the following specifications :

The Registered Office of the Manpower Supplier Company /Firm/Agency/Contractor should be located within the limits of the Mumbai/Grater Mumbai/Navi Mumbai or its agglomeration.

- (a) The Manpower Supplier Company /Firm/Agency/Contractor should have its own Bank Account. (Current Account in the name of the Company).
- (b) The Manpower Supplier Company /Firm/Agency/Contractor should be registered with the Service Tax Department.
- (c) The Manpower Supplier Company /Firm/Agency/Contractor should have shops & Establishment License.
- (d) The Manpower Supplier Company /Firm/Agency/Contractor should Provide the satisfactory / assurance Certificate for providing such services in proper manner.

**TECHNICAL REQUIREMENT FOR PROFICIENT DATA ENTRY OPERATOR/CLECRK-TYPIST TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY/CONTRACTOR IN THE INCOME-TAX SETTLEMENT COMMISSION, ADDITIONAL BENCH, MUMBAI.**

- (a) He/She should possess essential qualification of 10+2. He/She should be between the age group of 18 years to 40 years.
- (b) He/ She should be well conversant with the working of the computers with typing speed of 30 words per Minute.
- (c) He/ She will have to produce a character Certificate from a Gazatted Officer of the Central Government/State Government.

**TECHNICAL REQUIREMENT FOR STENOGRAPHER TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY/CONTRACTOR IN THE INCOME-TAX SETTLEMENT COMMISSION, ADDITIONAL BENCH, MUMBAI.**

- (a) He/She should possess essential essential qualification of 10+2. He/She should be between the age group of 18 years to 40 years.

- (b) He/She should be well conversant with the working of the computers with speed in stenography @ 70/80 words per minute and typing speed of 30 words per minute.
- (c) He/She will have to produce a Character certificate from a Gazetted Officer of the Central Government/State Government.

**TECHNICAL REQUIREMENT FOR TECHNICAL ASSISTANT TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY/CONTRACTOR IN THE INCOME-TAX SETTLEMENT COMMISSION, ADDITIONAL BENCH, MUMBAI.**

- (a) He/She should possess essential qualification of Graduation from recognized university and should not exceed 62 years of age.
- (b) He/She should be retired official from the Income-Tax Department as Sr. Tax Assistant with experience of Income-Tax Assessment Work.
- (c) He/She Should produce the copy of Last Pay Certificate and PPO.

**TECHNICAL REQUIREMENT FOR ENQUIRY OFFICER TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY/CONTRACTOR IN THE INCOME-TAX SETTLEMENT COMMISSION, ADDITIONAL BENCH, MUMBAI.**

- (a) He/She should possess essential qualification of Graduation from recognized university and should not exceed 62 years of age.
- (b) He/She should be retired from the Income-Tax Department as Inspector or Senior Tax Assistant with experience of Income-Tax Assessment work or Assistant of Central Secretariat Service with experience of work relating to Direct Taxes.
- (c) He/She should produce the of Last Pay Certificate and PPO.

**TECHNICAL REQUIREMENT FOR MULTI TASKING STAFF TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY/CONTRACTOR IN THE INCOME-TAX SETTLEMENT COMMISSION, ADDITIONAL BENCH, MUMBAI.**

- (a) He/She should possess essential Minimum qualification of 10<sup>th</sup> pass or ITI equivalent in category of semi-skilled worker.
- (b) He/She will have to produce a Character certificate from a Gazetted Officer of the Central/State Government.
- (c) The Multi Tasking Staff shall perform all the duties as mentioned in Annexure-II of the Department of Personnel & Training's O.M. no. AB-1407/6/2009-Esst/(RR) dated 30<sup>th</sup> April, 2010
- (d) The candidates to be sponsored by the Company/firm/Agency/Contractor should be Between the age of 18 to 35 years.

## TECHNICAL BID

Application for providing (i) Data Entry Operators, (ii) Stenographers, Retired Officials from the Income-Tax Department (Inspectors, Sr. Tax Assistant) to Works as (iii) Technical Assistant, (iv) Enquiry Officer and (V) Multi-Tasking Staff to the Office of the Income Tax Settlement Commission, Additional Bench, Mumbai.

01.	Name of the Company/Firm/Agency/Contractor	
02	Name of the Proprietor/ Director of the Company/Firm/Agency	
03	Full address of Registered Office	
04	Telephone No.	
05	Fax No.	
06	E-Mail Address	
07	Full address of the operating Branch	
08	Telephone No.	
09	Fax No.	
10	E-Mail Address	
11	Banker details (attach certified copy of statement of all accounts for last six months)	
12.	PAN Details	
13	Service Tax Regn.No.	
14	E.P.F. Regn. No.	
15	E.S.I. Regn. No	
16	Financial Turn over for last 03 (Three) Financial Years	
17	Name of Govt. offices where the service was provided and also presently in force	
18	Details of Earnest Money Deposit	
	(i) Amount	Rs.
	(ii) DD/P.O. No.& Date	
	(iii) Name of Bank & Branch	

Signature of the Authorized Person

## **TERMS AND CONDITIONS**

1. That the Service Provider shall provide required number of personnel as and when demanded by the Commission.
2. That the personnel engaged for the service in the Commission shall be the employees of the Service Provider and will take their remuneration / wages from the Service Provider. They will have no claim of any nature whatsoever including monetary of whatsoever nature.
3. That the Service Provider Shall make its own arrangement for commuting the personnel requisitioned to the Commission's office, wherever located in the area of Mumbai/Greater Mumbai/ Navi Mumbai and its agglomeration and back.
4. That the Service Provider will furnish to the Commission the particulars of personnel sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address, etc. and they will also ensure that verification of the posses the requisite academic/ technical qualifications and experience for rendering the requisite service to the Commission.
5. That the Service Provider shall make payment of remuneration/wages to its personnel at the approved rates of Commission before 7<sup>th</sup> of every month. After making the payment, the Service Provider shall raise the bill on the bill amount by the payment against the bill within a reasonable period.
6. That the Service Provider shall comply with all Acts, Laws and Statutory Rules, Regulations, Bye-Laws , etc., as applicable and which might become applicable to the Municipal Corporation of Mumbai/Greater Mumbai and its agglomeration with regard to the performance of the work included herein or touching upon this contract including but not limited to the Minimum Wages Act, 1948, Mumbai/Greater Mumbai shops and Establishments Act, ESI Act, Provident Funds and MP Act, Workmen's Compensation Act 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary Insurance cover for any persons deployed by him ever for short duration. This office shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this Office, same shall be reimbursed/indemnified by the Service provider.
7. That it will be sole liability of the Service Provider to make the payment in respect of the wages, ESI, to its employees as applicable under the relevant Act, Rules. The Service Provider has to give an undertaking that it is following appraises Labour laws including the payment of minimum wages. The Minimum Wages, as and when revised by the Govt. of Maharashtra, MCGM, would be incorporated in the originally envisaged rates.

8. **That TDS on accounts of Income Tax Rules the ITS Acts' 1961 and WCT in accordance with the DVAT, as applicable, will be deducted from the monthly payment to the Service Provider.**
9. That the Commission reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract, without assigning any reason.
10. That the Commission shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
11. That the Service Provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their action shall promote goodwill and enhance the image of this office. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed by him or any loss damage, theft, burglary of any asset or equipment of the commission, caused by them.
12. That the Service Provider shall not assign, transfer, pledge or sub-contract the performance of service of the deployed personnel without prior consent of this office.
13. That the personnel deployed by the Service Provider shall not divulge, or disclose to any person, any details of information in possession of Commission in respect of applicants, the operational process of Commission, the technical know-how, security arrangements/ other such matter which may be of confidential/secret nature.
14. **The personnel deployed by the Service Provider shall not claim any benefit/compensation/absorption/regularization of the service Provider with office under the provisions of Industrial Disputes Act, 1947 or Central Labour Regulation & Abolition Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to the Commission.**
15. **That the Person deployed shall not claim any Master & Servant relationship against this Agreement. The Service Provider shall explain this nature of relationship to all his employees or agent before deploying them for services to be rendered to be rendered to the Income-Tax Settlement Commission, Mumbai. As a token of their agreement for such a relationship, a signed declaration from the person/agent shall be obtained by the Service Provider and be produced as and when called upon to do by the Income-Tax Settlement Commission, Mumbai.**

16. **That the Service Provider shall ensure deployment of suitable persons from verified background and meeting required qualification and experiences after carrying out investigation including making reference to proper local police and has collection proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph. The service provider shall immediately withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such a request from the Commission. The character and antecedents of each personnel of the Service provider through Police/District Authorities before their deployment and a certification to the effect submitted to the Commission in the form of an Affidavit.**
17. That the Service Provider shall ensure proper conduct of personnel deployed in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.
18. That the Service provider shall engage the required number of person (s) as requisitioned by the Commission from time to time.
19. That the working hours for the person so deployed shall normally be 8 hours per day from 9:30 a.m to 6:00 p.m A half an hour lunch break shall be provided during working hours. However, the concerned person may have to work beyond office hours, if required.
20. That the personnel may be called for duty on Saturday, Sunday and other gazette holidays, if required for which they will be paid extra amount as per the rates approved by the Commission or they will be companionate granting compensatory off inlieu of work done on Holidays.
21. That the payment to the Service provider shall provide a substitute well in advance, in case of absence of a deployed person in such a way that the Commission work is not adversely affected. The payment in respect of the overlapping period of the substitute, if any, shall be the responsibility of the service provider.
22. That the Service provider shall be made on monthly basis on production of satisfactory report from the officers, with whom the Service Provider's persons are attached regarding their attendance and services. The said certificate, in original, will be attached to the monthly bill for claiming payment. The Agency's workers will work under the overall supervision and direction of the authorized officer of the Commission.
23. That the Service Provider shall be contactable at all times and message sent by mobile phone/email/phone/fax/special messenger from the Commission to the Service Provider shall be acknowledged immediately on receipt and acted upon on the same day.
24. That the period of this Agreement is one year i.e. from 01/01/2016 to 31/12/2016 and before expiry of the said period, the contract may be extended by the mutual consent of both the parties. In case, the Service Provider desires to terminate the Contract before the



expiry of one year, Three month's notice or an amount equal to Three month's contract money in lieu of notice period shall be paid by the Service Provider to the Commission. The amount of Contract money shall not be more than the wages paid by the Service Provider to its employees deployed at the Commission in the preceding month.

Accepted on behalf  
Of the Service Provider

## FINANCIAL BID

To  
The Secretary,  
Income-Tax Settlement Commission,  
2<sup>nd</sup> Floor, Additional Bench,  
Mahalaxmi, Mumbai – 400034

Sub : Quotation for award of contract for providing the services of Proficient (i) Data Entry Operators/clerk-typist, (ii) Stenographers, Retired Officials from the Income-Tax Department (Inspectors, Sr.Tax Assistants) to work as (iii) Technical Assistant, (iv) Enquiry Officer and (v) Multi- Tasking Staff.

Sir/Madam,

With reference to your Tender published in \_\_\_\_\_

On the subject mentioned above, I/We quote the rate/ s for the above mentioned work as under :

Particulars	Rate (in Words and Figures)	
	Post	Rate (in Rs.)
Consolidated rate per person per month (inclusive of all charges, taxes, levies, etc.)	(i) For Data Entry Operator	
	(ii) For Stenographer	
	(iii) For Technical Assistant	
	(iv) For Enquiry Officer	
	(v) For Multi Tasking Staff	
Per day rate for attending office on Saturday, Sunday and other Holidays (if required) may also be quoted separately	For Data Entry Operator	
	For Stenographer	
	For Technical Assistant	
	For Enquiry Officer	
	For Multi Tasking Staff	

(c) I / We accept all the terms and conditions of your Letter referred to above.

Yours faithfully,

(Authorized Signatory)  
Name and Designation

Place:

Date:

