

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
INCOME TAX SETTLEMENT COMMISSION
ADDITIONAL BENCH
10-C, MIDDLETON ROW, 2ND FLOOR,
KOLKATA - 700071.

NOTICE

Sealed quotations are hereby invited from the reputed man-power suppliers for outsourcing the service of three Stenographers in the office of the Income Tax Settlement Commission, Kolkata. The person to be provided as Stenographers shall possess minimum higher secondary pass Education and shall be able to take dictation @ 80 w.p.m and 40 w.p.m in typing.

The details of general terms and conditions as under:-

1. Age Not exceeding 40 years
2. Period Initially for 01 year – further extendable
3. Security The person to be supplied by agency should not have any police record / criminal case 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 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 from time to time

in compliance with the provisions of Minimum Wages Act and the Contract Labour Act. The Payment of wages by the contractor to its employee shall be made through cheque only and a certificate in the Firm's letter. Head by furnished to this Department every month alongwith a copy of Acquaintance Roll duly signed by the concerned employee, in conformation of payment of minimum wages in each case.

6. Terms & Condition: The terms and conditions are given in **Annexure-I.**
7. The bidder will fill up the Technical information in the **Annexure –II** and Financial information in **Annexure-III** consisting of rates inclusive of all charges/services Tax etc., based on minimum wages payable to concerned category of worker under the Minimum Wages Act. The Technical and Financial bids should be complete in all respect and both the bids sealed separately and prominently inscribed as '**Technical bid**' and '**Financial bid**'. The two envelopes may be placed in a single cover while submitting the proposal to this Commission. The envelope shall be superscripted as "**Quotation for providing Services Stenographers**". The Service provider should fulfill all the statutory requirements as given in Annexure-II for Technical bid. Bids not fulfilling statutory conditions will be rejected summarily. Only the Financial bids of the service providers, whose Technical bids are qualified, will be considered.
8. The quotation should be accompanied by an Earnest Money Deposit of Rs. 2,000/- (Rupees two thousand only) in the form of Bank Draft payable to; the ZAO, CBDT Kolkata. The tender received without EMD will be rejected summarily. The EMD is returnable/e to the bidders after award of the contract. The Earnest Money shall be forfeited if the successful bidder withdraws his offer. The successful bidder will have to submit Performance Security Equivalent 10% of the amount payable per month, which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at para 4 above or frequent absence from duty / misconduct on the part of manpower supplied by the Agency. The amount will be payable through Bank Draft / Bank Guarantee / Fixed Deposits Receipts drawn in favour of Superintendent, ITSC, Kolkata. The validity of this bank draft shall be upto 60 days after the period of contracts.
9. It may be specifically indicated as to whether the rate(s) quoted is / are inclusive/exclusive of Service Tax. The quotation must reach in sealed cover to the Administrative Officer, Income Tax Settlement Commission, Additional

