



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF INCOMETAX
(International Taxation & Transfer Pricing)
5th Floor, Aayakar Bhavan, Basheerbagh, Hyderabad-4
040-23425466, 040-23425669 (Fax), 8985970009
Mail id: hyderabad.cit.it.tp@incometax.gov.in

F.No.CIT(IT&TP)/Tender for OP/2018-19.

Dt.24th October, 2018.

NOTICE INVITING TENDER

Sub: Hiring of Outsourcing Personnel to render secretarial assistance (Skilled Man Power) for the O/o Addl Commissioner of Income-tax (IT), Hyderabad –
For the period from 12-11-2018 to 31.03.2019 - Calling for bids from interested service providers - **Reg.**

Sealed quotations are invited from reputed Placement Agencies/Vendors/Service Providers for the supply of 3 (Three) Nos. of Outsourcing Personnel to render secretarial assistance for the following office on "no work no pay" basis.

S.No	Name of the Office & Location	No. of Secretarial Assistance personnel required
1	O/o Addl Commissioner of Income-tax (IT), Hyderabad	03
	Total	03

The above mentioned office requires 3 (Three) numbers of Outsourcing Personnel to render secretarial assistance. The requirement of this Office for secretarial assistance may further increase or decrease during the period of Contract and the bidder shall have to provide additional personnel or reduce the personnel, if required, on the same terms and conditions.

The Placement Agencies/Vendors/Service Providers (herein after referred to as the "Service provider"), if interested, may submit their quotations on or before **05-11-2018 latest by 15.00 Hours** to the Office of the **Commissioner of Income-tax (IT&TP), Hyderabad, 5th Floor, Aayakar Bhavan, Basheerbagh, Hyderabad – 500004** in line with the terms and conditions enumerated below:

1. **The terms and conditions for providing Secretarial Assistance shall be as under:-**
 - (i) The Service Provider/Bidder should have at least 3 years previous experience of deploying/supplying Office Assistants to Government Departments/Public Sector Company in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such order.
 - (ii) The service provider company/firm/agency/bidder must have a turnover of **Rs.10 Crores per annum** during the last three financial years i.e. 2015-16, 2016-17 and 2017-18.

- (iii) The service provider company/firm/agency/bidder should have completed at least one year contract of value not less than Rs.15 Lakhs per annum related to providing similar services in a single contract.
- (iv) The Service Provider/Bidder should have valid Service Tax, PF, ESI, GST/TIN, TAN, Trade Tax, Labour Department registrations and PAN. Necessary documents in this regard must be filed with the technical bid.
- (v) The Service Provider/Bidder should not have been blacklisted by any Government Departments/Government Organizations/PSUs.
- (vi) The Service Provider/Bidder should be agreeable to other terms and conditions as mentioned at Annexure-I.
- (vii) The documents shall be accompanied by a Demand Draft/Banker's Cheque for Rs.1,000/- (Rupees One Thousand Only) drawn in favour of the "ZAO,CBDT, Hyderabad" towards cost of the tender process.

2. Nature of Duties :

Secretarial Assistance:

The Secretarial Assistance would broadly include attending to various typing (document preparation & letters); data entry work (enters, edits, and processes forms and also maintains related databases), recordkeeping work (responsible for maintaining office filing and recordkeeping systems); and related jobs specific to the Offices mentioned in various locations; communicates/conveys information to assesseees and answers inquiries from assesseees based on the instructions of the Officers concerned regarding departmental rules regulations, policies and procedures and also any other work assigned to them by the Senior Officers/Officials.

3. Eligibility Criteria

Secretarial Assistance :-

- i) Personnel required to render Secretarial Assistance should possess a Bachelor's Degree from a Recognised University.
- ii) The personnel should have good knowledge of Windows OS, MS Office (Word, Excel, PPT), Internet as well as of English Language.
- iii) The personnel should have a typing speed of at least 30-40 words per minute.
- iv) The personnel should be able to type directly on the computer during dictation.
- v) The age of the personnel should be between 20 years to 40 years.

4. Bidding Process

4.1 An Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty Thousand only) in the form of Demand Draft drawn in favour of the ZAO, CBDT, Hyderabad has to be furnished along with the Technical bid. Bids received without the requisite EMD will be summarily rejected. The EMD would be forfeited if the bidder withdraws before finalization of the bids or if the details furnished in Annexure-II and III are found to be incorrect and false during the tender selection process. The earnest money shall be refunded to the unsuccessful bidders within a week of conclusion of bid process. EMD of selected bidder will be returned on furnishing performance guarantee as per Annexure IV.

4.2 The interested parties may submit sealed tenders in two parts- Technical bid and Financial bid.

A. The Technical bid shall contain:

- i) The Proforma at Annexure-II, duly filled in;
- ii) Agency profile, including relevant previous experience of manpower services supply with financial capacity/turnover;
- iii) Acceptance of Terms and Conditions at Annexure-I;
- iv) Demand Draft for Earnest Money Deposit.

The Technical bid would be rejected and the concerned bidder would be excluded from further bid process, if any of eligibility criteria specified in paragraph 1, 3 & 4.2A (relating to technical bid) above are not fulfilled.

(Note: Copy of the above asked documents must be enclosed in the bid envelope.)

B. The Financial bid as per Annexure-III shall contain the following:

- i) Amount to cover cost of monthly salary/wages that would be paid by the Service provider to each person, including Statutory levies like PF/ESI etc.;
- ii) Service Charges of the Service Provider per person;
- iii) Total amount that is aggregate of (i) & (ii) per person. The lowest bidder shall be decided on the basis of amount in clause-iii above. It may be clarified that Service tax, as applicable, will be separately paid with each monthly bill on actual basis;
- iv) The person shall be paid as per the prevailing wages prescribed by the Minimum Wages Act of the Government of Andhra Pradesh/Telangana. Any change in the minimum wages made by the Government will automatically change the wages payable under this Contract;
- v) The Service Provider/Bidder will have to specify the amount to be charged by it towards Service Charges for providing the personnel as per the wages as mentioned in para (iv) above. It may be noted that in order to eliminate frivolous bids and disguised share/deduction from salary/wages payable to the personnel provided, Service providers bidding at 0% or absurdly low Service Charges shall be disqualified.

4.3 Both the Technical and Financial bid, should be put in separate sealed envelopes marked as Technical bid and Financial bid respectively, and should then be placed in main sealed envelopes super scribed **Tender for hiring Outsourcing Personnel to render secretarial assistance**. The sealed tenders should be addressed to the Commissioner of Income-tax (IT & TP), Hyderabad, 5th Floor, Aayakar Bhavan, Basheerbagh, Hyderabad - 500004 and sent by post or hand delivered before **03.00 P.M. on 05-11-2018**. No Bid shall be received after 03.00 P.M. on 05-11-2018. The Tenders will be opened immediately after the closure time, i.e., 15-00 Hours on 05-11-2018 by a Tender Committee duly appointed in this regard by the **Commissioner of Income Tax (IT&TP), Hyderabad**.

5. The Financial bid of only those bidders would be opened whose Technical bid has been successful.

6. The successful bidder shall have to execute the Contract from 12th November, 2018 and furnish Performance guarantee amount as per Clause 28 of Annexure-I.

7. This Office reserves its right to reject any or all bids at any stage of bid process without assigning any reason.

(SIBENDU MOHARANA)

Commissioner of Income-tax (IT&TP),
Hyderabad

Encls: Annexure-I, II, III & IV

Copy to:

1. The Web Manager for uploading the above document on the website <http://incometaxhyderabad.gov.in/>
2. For display on the Notice Board of Aayakar Bhavan, Basheerbagh, Hyderabad.



(SIBENDU MOHARANA)

Commissioner of Income-tax (IT&TP),
Hyderabad