



OFFICE OF THE

ASSISTANT COMMISSIONER OF INCOME TAX, CENTRAL CIRCLE

Stalin Corporate Building, 4th Floor, "A" Block, Road No.2,
Industrial Estate, Jawahar Auto Nagar, Vijayawada - 520007.

Phone: 0866-2554723, fax: 0866-2554046 email:vijayawada.dcit.cen@incometax.gov.in

F.No.44/Estt./Hiring of Secretarial Assistance /2020-21.

Dated: 12.03.2021.

NOTICE INVITING TENDER

O/o.Assistant Commissioner of Income Tax,
Central Circle, Vijayawada.

Sealed tenders / Quotations are invited from interested vendors having capacity to supply one Secretarial Assistance on outsourced basis to the O/o.Assistant Commissioner of Income Tax, Central Circle, Vijayawada for a period of one year(from 1st April 2021 to 31st March 2022) on contract basis through the process of tendering. Last date for submission/receipt of tender(s) is 11:00 hrs on 26th March 2021, which will be opened by the Assistant Commissioner of Income Tax, Central Circle, Vijayawada in the presence of tender bidders or their authorized representatives on the same day at 15:00 hrs in the Office of the Assistant Commissioner of Income Tax, Central Circle, Vijayawada. The tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be entertained.

Bsh
12/3/21

(BRIJ SHANKAR, IRS)
Asst.Commissioner of Income Tax,
Central Circle, Vijayawada.

Encl: Terms and conditions



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SHORT TENDER CALL FOR HIRING OF SECRETARIAL ASSISTANCE
ON OUTSOURCED BASIS

Quotations are invited from interested vendors having capacity to supply one outsourcing staff to the O/o. Assistant Commissioner of Income Tax, Central Circle, Vijayawada w.e.f 01.04.2021. The interested parties may submit the quotations to the O/o. Assistant Commissioner of Income Tax, Central Circle, Vijayawada in the address mentioned above.

The terms and conditions can be obtained from the site of <http://www.incometaxhyderabad.gov.in>. The quotations in a sealed cover should reach this office on or before 26.03.2021.

Bsh
12/3/21

(BRIJ SHANKAR, IRS)
Asst. Commissioner of Income Tax,
Central Circle, Vijayawada.

Copy to the Notice Board

Copy to the website : <http://www.incometaxhyderabad.gov.in>

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract shall be valid for a period of one year. The department reserves the right to extend the validity of contract on the same rates and terms and conditions at the discretion of the department.
2. All registered agencies who are providing similar kind of services for at least last three consecutive years may submit the bids in the prescribed format.
3. The bidder should have the experience of similar works in any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the government of India or State Government.
4. The firm whose tender is accepted shall sign an Agreement of Contract within 15 days from the date of receipt of confirmation.
5. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provision as laid own under various Labour Laws / Acts / Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws / Acts / Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other Law applicable by the Contractor, there will not be any liability on the Department.
6. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor / agency.
7. The payment of hire charges are subject to statutory deductions like Income Tax etc.,.
8. The supplier of the Secretarial Assistance on Outsourced basis shall alone be responsible for the salaries, emoluments, and any other claims of its staff or any workers in respect of the specified designation and the Department shall not have any responsibility towards any claim of such employee, and the supplier shall comply with all the statutory liabilities with regard to the service conditions of his staff, such a contribution to the ESI, PF etc.,.
9. The staff of the supplier agency shall obtain daily pass from the security agency engaged by the Income Tax Department for gaining entry into the office premises.

10. If any of the conditions mentioned are violated by the Secretarial Assistance supplier agency during the subsistence of the contract, this agreement shall be terminated after giving a notice of 10 days.

11. In order to secure the interest of the Income Tax Department, pending any decision to terminate the contract for infringement of any of the terms of the contract, a penal deduction of a minimum amount of Rs.1000 for each default of deficiency of service an violation of any terms of the contract, and a minimum deduction of Rs.2000 for each instance of misconduct and misdemeanor by either the Secretarial Assistance on Outsourced basis or the supplier contractor or any of his representative and employee, be made from the monthly hire charges.

12. The Department reserves the right to terminate the contract without assigning any reason by giving the notice 30days to the contractor. However, if the supplier agency intends to cancel the contract, he should give prior notice to the office well in advance, so as to make alternative arrangements.

13. The prospective bidder shall furnish the following documents along with their financial bid:-

- (a). Self attested copy of Pan No. card under Income Tax Act.
- (b). Self attested copy of GST Registration Number.
- (c). Self attested copy of Provident Fund Number.
- (d). Any undertaking to the effect that the Agency has not been blacklisted by any of the Departments / Organisations of the Government of India / Government of Andhra Pradesh and no criminal case is pending against the firm / agency.



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