



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
INCOME TAX DEPARTMENT

Office of the Pr. Commissioner of Income Tax, Hyderabad-1, Hyderabad,
Seventh Floor, A-Block, I.T.Towers, Masab Tank, Hyderabad

Tel: Fax:

NOTICE INVITING TENDER FOR HIRING OF OUTSOURCING STAFF FOR SECRETARIAL ASSISTANCE TO THE DEPARTMENT AT VERIOUS OFFICES UNDER PRINCIPAL COMMISSIONER OF INCOME TAX-1, HYDERABAD CHARGE.

The undersigned invites quotations in the form of sealed tenders for the under mentioned work.

- i. Quotations are invited for hiring of outsourcing staff for Secretarial Assistance to the department at various offices under the charge of Pr. Commissioner of Income Tax, Hyderabad-1, Hyderabad.
- ii. Quotations in sealed cover addressed to the Pr. Commissioner of Income Tax, Hyderabad-1, seventh Floor, A block, I.T. Towers, Masab Tank, Hyderabad should be submitted to the O/s Pr. Commissioner of Income Tax, Hyderabad-1, Seventh Floor, A block, I.T.Towers Masab Tank, Hyderabad on or before 26.03.2020 during the office hours on working days i.e. from Monday to Friday.
- iii. Sealed Tenders will be opened in the chamber of the Pr. Commissioner of Income Tax, Hyderabad-1, Seventh Floor, A block, I.T.Towers Masab Tank, Hyderabad in the presence of such bidders. Except time of opening of saaled tender will be communicated to the bidders separately.

TERMS AND CONDITIONS

1. The bidder/applicant should have experience in providing necessary manpower to perform the required services and should have been in this line of activity for not less than three years, and is engaged in providing such manpower services to atleast two esteemed/reputed organizations as on 01 January 2020 with a minimum bill of Rs.2 lakhs per month. The bidder/applicant should furnish necessary copies of the work orders/Government Order alongwith the tender application evidencing allotment of such contract work by the said organization.)s);
2. The bidder/applicant should deposit Rs.5000/- in the form of refundable Demand taken in favour or Pr. Commissioner of Income Tax, Hyderabad-1 alongwith the Bid form/application.
3. The bidder to whom the contract is allotted, is required to provide Sixteen (16) persons for rendering services relating to Secretarial Assistance in the office working under the Pr. Commissioner of Income Tax, Hyderabad-1. The persons to be hired should be graduates and should be well acquainted in speaking, writing and reading English, and Telugu, and should have proficiency certificate in MS Office and MS Excel software. The persons preferred age would be 20 years to 30 years. The services of the persons provided by the successful bidder/applicant are purely temporary and upto 31.03.2021.

4. The successful bidder has to provide manpower for secretarial Services in respect of the following offices:

O/o Pr. Commissioner of Income Tax, Hyd-1, Hyderabad -2 persons (3-1 exists)
O/o Addl. Commissioner on Income Tax, Range-1 , Hyderabad. - 1 person
Addl. Commissioner on Income Tax, Range-4 , Hyderabad. - 6 persons
O/o Addl. Commissioner on Income Tax, Range-12, Hyderabad. - 7 persons

However the prospective persons have to discharge their duties at any place within the charge of Pr. Commissioner Income Tax, Hyderabad-1. The successful bidders should provide services upto the period ending with 31.03.2021.

5. The bidder to whom the service contract is allotted, shall be well acquainted in providing such man power who are skilled and well mannered and are to attend the office in prescribed uniform. He shall undertake police verification to these persons before deputing them to I.T. Office.
6. The persons deployed by the bidder should cooperate with the department's personnel and are expected to attend to the job entrusted to them:
7. The performance of the persons will be supervised by either an Administrative Officer or/Office Superintendent or/ and Income Tax Inspector (or any other departmental officials who have been deployed for this purpose) and hired persons are expected to act according to the directions of such departmental officials;
8. The Contractor has to withdraw such persons(s) who does not perform according to the expectations of the department and such person(s) should be replaced with an efficient person(s).
9. The Contractor has to ensure that the required persons i.e. 16 for various offices under Pr.CIT, Hyderabad-1 Charge have to be maintained regularly and if at any point of time, any of the persons do not turn-up the bill amount shall be restricted accordingly.
10. The committee appointed for this purpose or any other officer authorized may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully co-operate during such inspections;
11. The bidder should also be prepared to retain their personnel or deploy their personnel in times of need /urgency even at short notice to attend to such exigencies in times of need; and beyond working hours;
12. The successful bidder is responsible for replacement of any of the property of the department if at any time it is noticed that such damages occurred on account of negligence of the personnel of the appointed Contractor;
13. The successful bidder should ensure that their personnel should be deployed from 9.15AM till 5.45 PM in the evening, with a break for lunch from 1.15PM to 1.45PM. The offices under the charge of Pr. Commissioner of Income Tax, Hyderabad-1 would function on all working days on which the Income Tax Department Functions.

14. The persons deployed by the successful bidder have no claim for any government job in the Income Tax Department and the successful bidder is solely responsible for their service conditions;
15. The department will enter into a contract with successful bidder and the contract will be valid for the period detailed in agreement.
16. The principal Commissioner of Income tax, Hyderabad – is totally empowered to cancel the agreement with the Contractor any time without furnishing any reasons, if it is found that the performance of the job is not to the satisfaction of the department;
17. The successful bidder has to submit a security deposit of Rs.1,00,000/- (Rupees One Lakh only) with the department at the time of entering into agreement. The security deposit will be refunded after three months upon successful completion of the contract after adjusting the dues, if any, which are to be recovered from the bidder for the losses/lapses as determined;
18. In the event of unilateral termination of the contract by successful bidder, the security deposit is liable to be forfeited;
19. Payments in respect of this service contract are subjected to Tax Deduction at Source as per the provisions of the Income Tax Act, 1961. In respect of other statutory obligations such as PF, ESI etc., the successful bidder is solely responsible, if any irregularities in this regard are noticed;
20. The amount payable to the persons should never be less than the minimum wages as fixed by the District Collector/Central Government notification in respect of such places as applicable from time to time.
21. The amount of commission /margin to be retained by the bidder/applicant should be mentioned clearly in quotations.
22. The successful bidder upon allotment of the contract has to submit the bill after completion of the month i.e. on the first working day of the succeeding month and no payment in advance will be made by the department;
23. Bid quoted shall include all the charges and, no additional amount of any kind/of any manner shall be paid in excess of the amount quoted and agreed upon; and
24. It is the sole responsibility of the Contractor for any contingencies/exigencies/unforeseen incidents that may arise to the personnel of the contractor during the period of contract in force and the department will not take any responsibility for payment of any compensation or anything of such nature.

(Signature)

(SANJAI KUMAR VERMA)

Pr. Commissioner of Income Tax-1,
HYDERABAD

ANNEXURE-III

FINANCIAL BID :

1. Nam of the Service Provider :
2. Address (With Tel.No & Fax No.) :
3. Name & Address of the Proprietor/partners/Directors(with Mobile numbers) :
4. Monthly Charges (in Rs) quoted per person (26 days in month) for Secretarial Assisstant:

Particulars	Secretarial Assistants
Minimum wages as per Andhra Pradesh State Minimum Wages Act	
PF	
ESI	
Service Charges	
Service Tax	
Total	

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above Statement at any stage; I/Wc will be blacklisted and will not have any dealing with the Department in future.

Annexure-II :

TECHNICAL BID :

Sl.No	Particulars	To be filled by the Bidder
1	Name of the Service Provider	
2	Detailed Office address of the Service Provider with Office Telephone Number, Fax Number and Mobile number and Name of the Contact Person.	
3	Date of Establishment of the Service Provider	
4	Whether registered with concerned Government Authorities like EPF & ESI (Copies of Certificates of registration to be enclosed)	
5	PAN/TAN Number (Copy to be enclosed)	
6	Service Tax Registration Number(Copy of registration certificate to be enclosed)	
7	Whether the Service Provider has been blacklisted by any Government Department or any criminal case is registered against the concern or its owner/partner anywhere in India	
8	Length of Experience in the field	
9	Experience in dealing with Govt. Department (indicate the Names of the Department and attach copies of Contracts/Orders placed on the Service Provider)	
10	Whether evidence of I T Returns along with Audited Profit and Loss Account & Balance Sheet for the last three financial years to be enclosed	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed in token of acceptance or the same, is attached	
12	Specify the Educational Qualification and Work experience of the persons to be deployed	
13	Details of Earnest Money Deposit	

I/We hereby certify that the information furnished above is true and correct to the best my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Income tax Department in future.

(Signature of Authorized Signatory with date)