

**GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT**

**Office of the**

**Principal Commissioner of Income Tax, Vijayawada**

1<sup>ST</sup> Floor, SVR Plaza, D.No. 40-6-15, Revenue Colony,  
Siddhartha Public School Road,  
Moghalrajapuram, Vijayawada – 520 010  
Phone No.0866-2478481, Fax :0866-2477062.

NOTICE INVITING TENDERS FOR HIRING OF MANPOWER SERVICES FOR AAYAKAR SEVA KENDRA (ASK) CENTRE AT C.R.BUILDINGS, M. G. ROAD,VIJAYAWADA, AND AT O/o Pr.CIT, 1ST FLOOR, SVR PLAZA, D.No. 40-6-15, REVENUE COLONY, SIDDHARTHA PUBLIC SCHOOL ROAD, MOGHALRAJAPURAM, VIJAYAWADA.

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

- i. Quotations are invited for hiring of manpower for rendering services at **Aaykar Seva Kendra (ASK) Centre at C.R.Buildings, M.G.Road, Vijayawada and also at O/o Pr.CIT,Vijayawada.**
- ii. Quotations in sealed cover addressed to the Principal Commissioner of Income Tax, Vijayawada, 1<sup>ST</sup> Floor, SVR Plaza, D.No. 40-6-15, Revenue Colony, Siddhartha Public School Road, Moghalrajapuram, Vijayawada should be submitted to the under signed on or before **26.03.2021 by 03:00 PM.**
- iii. Sealed tenders will be opened in the chamber of the Principal Commissioner of Income Tax, Vijayawada, 1<sup>ST</sup> Floor, SVR Plaza, D.No. 40-6-15, Revenue Colony, Siddhartha Public School Road, Moghalrajapuram, Vijayawada in presence of such bidders who may like to be present on **26.03.2021 by 04:00 PM.**

**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 3 years, and is engaged in providing such manpower services to atleast two esteemed / reputed organizations as on 01 January 2021 with a minimum bill of Rs. 2 lakhs per month. The bidder /applicant should furnish necessary copies of the work orders / Government Orders along with the tender application evidencing allotment of such contract work by the said organization(s);**

8. The contractor has to ensure that the required persons i.e. 4 for ASK centre and 3 for O/o Pr.CIT, Vijayawada 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;

7. The contractor has to withdraw such person(s) who does not perform according to the expectations of the department and such person(s) should be replaced with an efficient person(s);

6. The performance of the persons will be supervised by either an Administrative Officer or / Office Superintendent or / 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;

5. The persons deployed by the bidder should cooperate with the department's personnel and are expected to attend to the job entrusted to them and they do not have any reservations to do the job;

4. The bidder to whom the service contract is allotted, shall be well acquainted in providing such manpower who are good looking and well mannered and are to attend work with the prescribed uniform;

(ii) One Data Entry Operator (DEO) and Two contingent worker required for the O/o Pr.CIT, Vijayawada.

- For Front Desk One Person.
- For Back Desk One Person
- For Enquiry Counter One Person
- For Reception Counter One Person

3. The successful bidder has to provide manpower services for  
 (i) The 'Front Desk, Back Desk, Enquiry Counter and Reception Counter' and has to deploy suitable manpower required for the ASK Center, Vijayawada, which is as under:

2. The bidder to whom the contract is, M.S.Office, Excel and Speed in Data Entry. For 2 contingent workers, should have allotted, is required to provide four persons to man the services relating to ASK centre at Vijayawada and 3 persons, one person for DEO at SVR Plaza and 2 persons as contingent workers at O/o Pr.CIT, 1<sup>st</sup> floor, SVR Plaza, D.No. 40-6-15, Revenue Colony, Siddhartha Public School Road, Moghalrajapuram, Vijayawada. The persons to be hired for ASK and data entry should be graduates and should be well acquainted in Drafting know reading and writing in English and Telugu (studied till 8<sup>th</sup> class).

9. 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;

10. 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 time of need; and beyond working hours;

11. The successful bidder is responsible for replacement of any of the property of the department if damaged at any time, it is noticed that damages occurred on account of negligence of the personnel of the appointed contractor;

12. The successful bidder should ensure that their personnel should be deployed from 09:15 AM till 05:45: PM in the evening, with a break for lunch from 01:15 PM to 01:45 PM. The ASK centre would function on all working days on which the income Tax Department functions. The department follows 5 days week policy with Saturday and Sunday as closed holidays. However, on certain occasions, the department functions even on Saturday and Sunday and the successful bidder is required to depute their personnel on such occasions;

13. 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;

14. The department will enter into a contract with successful bidder and the contract will be valid for a minimum of two years subject to the terms and conditions contained in the detailed agreement;

15. The Principal Commissioner of Income Tax, Vijayawada is totally empowered to cancel the agreement with the contractor at any time without furnishing any reasons, if it is found that the performance of the persons deployed by the contractor is not to the satisfaction of the department;

16. 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;

17. In the event of unilateral termination of the contract by successful bidder, the security deposit is liable to be forfeited;

18. Payments in respect of the 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;

19. The amount payable to the persons should never be less than the minimum wages as per the fixation by the District Collector / Central Government notification in respect of such places as applicable from time to time.

20. The amount of commission / margin to be retained by the bidder / applicant should be mentioned clearly in quotations.

21. 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;

22. 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

23. It is sole responsibility of the contractor for any contingencies / exigencies / untoward 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.

Place: Vijayawada.  
Date : 15.03.2021

  
(M ANIK KUMAR, I.R.S.)  
Pr. Commissioner of Income Tax,  
Vijayawada.

**ANNEXURE – I**  
**Technical cum Financial Bid**

1. Name of the Bidder :
2. Address of the Bidder :
3. Name & Address of the Partners / Directors with mobile No. (in case of Firm / Company) :
4. Contract person(s)(with Mobile No.) :
5. No. of years of experience in supply of Manpower activities :
6. No. of concerns to whom man power Services are provided(Enclose the list) :
7. Permanent Account Number :
8. Service Tax Registration Number :
9. No. of persons proposed to be deployed :  
And charges for the proposed supply of Manpower
10. Amount of commission / margin to be Retained in the case of each individual Person :
11. Please specify applicable taxes and rate of Tax :

**DECLARATION**

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

(Signature of the authorized signatory with date)

