



OFFICE OF
THE COMMISSIONER OF INCOME TAX (APPEALS) UNIT-08
ROOM NO. 106, 1st Floor, AAYAKAR BHAWAN, LAXMI NAGAR DELHI-110092
F. No. CIT (AplU)-08/Quotation/2023-24/72 Dated : 21.02.2024

Notice in r/o inviting quotation for outsourcing
Data Entry Operator (1) and Multi Tasking Staff (2)- reg.

NATURE OF WORK : Hiring of One Data Entry Operator (D.E.O) and Two Multitasking Staff (M.T.S) for the office of the Commissioner of Income Tax (Appeals) Unit-08, New Delhi - 110092.

Description (D.E.O)

1. The duties of the DEO would broadly include typing from the written drafts/ documents, taking direct dictation on the computer, cleaning and maintenance of computer, printing of documents and any other work assigned by the superior authority from time to time.
2. The person should be graduate and having minimum speed of typing at 40 w.p.m.
3. The person should possess knowledge of MS Word, MS Excel, MS Power Point etc.

Description (M.T.S)

1. Opening and closing of rooms. General cleanliness & upkeep of the section/unit.
2. Assisting in routine office works like diary, dispatch etc.
3. Delivering of Dak (inside/outside the building), carrying of files & other papers within/outside the building.
4. Any other work assigned by the superior authority.

Sealed quotations are invited from reputed/established agencies for outsourcing one Data Entry Operator : two Multi Tasking Staff for O/o the Commissioner of Income Tax (Appeal) Unit-08 Delhi, New Delhi on the following terms and conditions:

(A) Term and conditions:

1. The age of person should be between 20 years to 35 years. The working hours for DEO/MTS will be from 09:30 hrs to 06:00hrs. The working days are from Monday to Saturday. if necessary, they would be required to work even on holidays, with ½ hrs lunch time break.
2. She/he should be able to work till late hours, when required. Payment will be made on the basis of attendance.
3. The personnel. if not found working satisfactorily, must be replaced by the Service

4. The service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them under law.
5. **It is mandatory for the Service Provider to pay the prevailing wages prescribed by the Minimum Wages Act of the Delhi Government to the DEO.**
6. The contractor should have valid Service Tax, Trade Tax Registration PAN/TAN which is to be quoted in the sealed quotation.
7. The Contractor should be registered with ESIC & EPF Authorities and the proof thereof should be provided.
8. All exiting statutory regulations of both the State as well as the Central Governments shall be adhere to by the Service Provider maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
9. The payment shall be made by Service Provider to the DEO/MTS on or before 7th of the following month.
10. Department/Office will not be party to any dispute between the service provider and DEO/MTS employed by the Service Provider.
11. The service provider shall ensure that the DEO/MTS deployed by them maintain discipline of the highest order and they restrict themselves to their assigned work only.
12. The service provider will be paid monthly only to submission of proof PF and ESI payments to the Govt. A/c earlier month respect of DEO employed in earlier month.
13. Any incidence of inappropriate behavior by any of the DEO/MTS or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if needed.
14. Contract will be for a maximum period of one year. This office reserves the right to extend the contract for a period up-to one more year on the same terms and conditions, subject to satisfactory performance of the Service Provider.
15. Sealed quotations have to be submitted by **26th Feb. 2024 till 12:30 PM** to O/o CIT (Appeals) Unit-08, Room No. 106, 1st Floor, Aayakar Bhawan, Laxmi Nagar Distt. Centre, Delhi-110092 scribed as **"Quotation for providing D.E.O. & M.T.S."** Sealed quotation will be processed on the same date.
16. Tender Documents shall be accompanied by a Demand Draft for Rs. 1000/- (Rs. One Thousand only, non-refundable) drawn in favour or the Accounts Officer, ZAO, CBDT, New Delhi "towards tender fee".
17. The tender documents along with instructions and terms & conditions can be downloaded for the web-site www.incometaxindia.gov.in and www.eprocurement.gov.in. The interested and Eligible Company/ Firm/ Agency may submit their tender documents in all respect along with Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand only) favour of the Accounts Officer, ZAO, CBDT, New Delhi.

(B) Technical requirements for the tendering Company/Firm/Agency :

1. No. of Employees at least 250 in their organization.
2. Address of registered office in Delhi only within a distance of 10 kms of Buyer/ Consignee.
3. Valid registration certificate of ISO 9001:2015 & ISO 19005-1:2005(en).
4. GST registration should be on Delhi.
5. Current ITR details Last 3 years.
6. Priority given to the seller whose ten or more tenders for providing manpower services i.e. DEOs/ MTS only on Gem portal in last two or three years in income tax department Delhi region.
7. Duration of the service contract may be extended up to 6 months.
8. The Buyer reserves the right to increase or decrease the quantity to be ordered bid quantity at the time of placement of contract.



(Sudarshan Kumar)
Administrative Officer-II
O/o CIT(AplU)-08, New Delhi