



**OFFICE OF THE
COMMISSIONER OF INCOME TAX, APPEALS UNIT-17,
PRATYAKSH KAR BHAWAN, CIVIC CENTRE, E-2 BLOCK,
ROOM NO.-1904, 19TH Floor, J.L. NEHRU MARG, NEW DELHI-110002**

F. No. CIT (Appeals) Unit-17/Del/2025-26/

Dated: 15.04.2025

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

NATURE OF WORK: Hiring of One Data Entry Operator (Skilled) and One Multi Tasking Staff (Skilled) for this office i.e. Commissioner of Income Tax (Appeals) Unit-17, New Delhi-110002.

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 and two Multi Tasking Staff for O/o the Commissioner of Income Tax (Appeal) Unit-17 Delhi, New Delhi on the following terms and conditions:

(A) Term and conditions:

1. The age of person should be between 20 years to 30 years. The working hours for DEO/MTS will be from 09:30 hrs to 06:00 hrs. 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/MTS.
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.

b. If the above default continues on regular basis Department reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.

D. Condition in case of dispute

a. Any dispute with regard to any point in connection with hiring of vehicles will be referred to Department who will discuss the problem mutually and the decision taken by the CIT of this charge, New Delhi will be final and binding on bidders.

b. For all disputes / differences / interpretation etc, whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the CIT of this charge, New Delhi shall be final and binding on both parties.

c. Alternative vehicles will be provided immediately in case of break-down/accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the bidder.

d. The tender process of contract can be terminated at any time without any notice at the discretion of the CIT of this charge. New Delhi.

All the bidders, who have fulfilled the above terms and conditions may register their bids by hand at Commissioner of Income Tax, (Appeals) Unit-17, Room No.1904, Civic Centre, New Delhi-110002. Please take note that the L-1 will be decided on the basis of eligibility criteria mentioned above.

This issue with the prior approval of CIT (Appeals) Unit-17, New Delhi.



(Ram Avtar)

Administrative Officer

O/o The CIT (Appeals) Unit-17, New Delhi