

F. No. SC/KOL/AB/22/1/2014-15/2355

Dated : 09.09.2016

**GOVERNEMENT OF INDIA  
MINISTRY OF FINANCE  
INCOME TAX SETTLEMENT COMMISSION  
ADDITIONAL BENCH  
10-C, MIDDLETON ROW, 2<sup>ND</sup> FLOOR,  
KOLKATA – 700071.**

**NOTICE**

Sealed quotations are hereby invited from the reputed man power suppliers for outsourcing the service of four Data Entry Operators / Clerk / Typist and 02 MTS in the office of the Income Tax Settlement Commission, Kolkata. The person to be provided as Data Entry Operator/ Clerk/ Typist shall possess minimum higher secondary pass Education with 40 w.p.m. in typing and excellent knowledge in Computer operations. The MTS should be minimum Class Eight Pass.

The details of general terms and conditions as under:-

1. Age : Not exceeding 40 years.
2. Period : Initially for 01(One) year – further extendable.
3. Security : The person to be supplied by agency should not have police record / criminal case against them. The agencies should get verified the character and antecedents of each personnel through police/ district authorities before their deployment in this department and a certificate to this effect should be submitted to the Commission in the form an affidavit.
4. Period within which Man–power is To be supplied : Within 15 (Fifteen) days of award of contract.

5. Adherence to Labour Laws/ Rules : The Firm / contractor shall comply with all labour laws, Rules and Acts in relation to its employee and ensure payment of minimum wages to the personnel/ engaged on outsourcing basis as per the notifications issued by Government of West Bengal from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour Act. The Payment of wages by the contractor to its employee shall be made through cheque only and a certificate in the Firm's letter. Head by furnished to this Department every month alongwith a copy of Acquaintance Roll duly signed by the concerned employee, in confirmation of payment of minimum wages in each case.

6. Terms and Condition : The terms and conditions are given in Annexure – I.

7. The bidder will fill up the Technical information in the Annexure – II and Financial information in Annexure-III consisting of rates inclusive of all charges/services Tax etc., based on minimum wages payable to concerned category of worker under the Minimum Wages Act. The Technical and Financial bids should be complete in all respect and both the bids sealed separately and prominently inscribed as 'Technical bid' and 'Financial bid'. The two envelopes may be placed in a single cover while submitted the proposal to this Commission. The envelope shall be superscripted as "Quotation for Providing Services Data Entry Operator". The Service provider should fulfill all the statutory requirements as given in Annexure-II for Technical bid. Bids not fulfilling statutory conditions will be rejected summarily. Only the Financial bids of the service providers, whole Technical bids are qualified, will be considered.

8. The quotation should be accompanied by an Earnest Money Deposit of Rs. 2,000/- (Rupees Two Thousand Only) in the form of Bank Draft payable to: The ZAO, CBDT Kolkata. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract.

