



कार्यालय प्रधान आयकर आयुक्त (केंद्रीय), गुरुग्राम

OFFICE OF PRINCIPAL COMMISSIONER OF INCOME TAX (CENTRAL), GURUGRAM

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F.No: Pr. CIT(C)/GGM/2020-21/ 2929

Dated: 14.01.2021

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सेवामें,
प्रधान मुख्य आयकर आयुक्त,
चंडीगढ़

[अपर आयकर आयुक्त (मुख्या.)(प्रशासन) के ध्यानाकर्षण हेतु]

महोदया,

विषय : Uploading of Tender Notice and its enclosures for procurement of
manpower services on the website of Pr.CCIT, NWR, Chandigarh-regarding

Kindly refer to the above.

2. In this regard, I am directed to submit that there is a need for procurement of services of manpower (outsourcing) in the office of the CIT(A)-3, Gurugram. I am directed to enclose herewith a copy of Tender Notice along with terms and conditions etc. for procurement of services of manpower (outsourcing) for uploading on the departmental websites as per extant guidelines and below mentioned requirements.

S No.	Name of the office	Required contractual manpower			
		DEO	MTS	Sweeper	Guard
1	O/o CIT(A)-3, Gurugram	1	1	1	1
	Total	1	1	1	1

Encl: as above

Yours faithfully

(Pawan Kumar)

Tax Recovery Officer(DDO)(Central)
O/o Pr. Commissioner of Income Tax(Central)
Gurugram.

INVITING TENDER NOTICE FOR 01 DATA ENTRY OPERATOR, 01 MTS-
cum-PEON, 01 SWEEPER AND 01 GUARD

Commissioner of Income Tax(Appeal)-3, Gurugram, invites sealed tenders/quotations for providing **01 Data Entry Operator and 01 MTS-cum Peon, 01 Sweeper and 01 Guard**. Tenders may be submitted in sealed cover to the office of Principal Commissioner of Income Tax(Central), Gurugram on working days during office hours. The Department reserves the right to accept or reject any tender and its decision shall be final. The last date of submission of the tenders is 28th January, 2021 at 01:00 PM. Bids will be opened in the office of the Principal Commissioner of Income Tax(Central), Gurugram in the presence of one representative of each of the bidders who wished to be present on 28.01.2021 at 3.00 PM.

Note : Tenders will be accepted in the prescribed format only otherwise the same will be rejected.



(Pawan Kumar)
Income Tax Officer(TRO)/DDO
O/o Pr. Commissioner of Income Tax(Central)
Gurugram.

HIRING OF DATA ENTRY OPERATORS, MTS CUM PEON AND SWEEPER

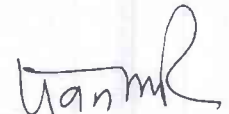
Sealed tenders are invited for and on behalf of the President of India from experienced and reputed Manpower Agencies for outsourcing of the following services for the O/o The Commissioner of Income Tax(Appeal)-3, Gurugram, as detailed below:-

Office	No. of DEO	No. of MTS cum peon	Sweeper	Guard
O/o The Commissioner of Income Tax(Appeal)-3, Gurugram	01	01	01	01
TOTAL	01	01	01	01

Requirement	Qualification
Data Entry Operators No. of Posts - 01	Intermediate qualification or 10+2 from a recognized Board of university with good knowledge of English and proficient in computer operations with knowledge of MS Word, MS Access, MS Excel, Internet etc. Candidates should have Typing Speed of 30 wpm. Preference will be given to those candidates who have taken formal education at least one year in IT/computers as a subject at 10+2 or at higher level. Graduate candidates will be paid wages in accordance with the minimum wages fixed by the Government of Haryana for Gurugram.
MTS cum Peon No. of Posts - 01	Matric/10 th Wages will be paid in accordance with the minimum wages fixed by the Government of Haryana for Gurugram.
Sweeper No. of Posts - 01	No Qualification Wages will be paid in accordance with the minimum wages fixed by the Government of Haryana for Gurugram.
Guard No. of Posts - 01	Matric/10 th Wages will be paid in accordance with the minimum wages fixed by the Government of Haryana for Gurugram.
Age	Not below 18 years
Experience	Minimum 01 year. Candidates who have worked in government organizations shall be preferred.

- Security Consideration: The persons deployed by the Agency should not have any adverse police record/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they deploy. A copy of the **police verification report should be deposited in the O/o the Asstt. Commissioner of Income Tax(Central)(Hq.), Gurugram within 30 days of award of contract.**
- The initial period of contract would be for a period of twelve months i.e. from 01.01.2021 to 31.12.2021 which further extendable by the Directorate maximum for 1 years subject to satisfactory performance of the Agency, with the approval of the competent authority.
- The manpower will have to be supplied by the Agency within 7 days of award of contract.
- Terms and conditions**

5. Only those bidders who fulfill the following minimum eligibility criteria, should submit their bids:
- The Manpower Agency should have an experience of not less than five years for supply of such kind of manpower from the date of opening the Tender.
 - It should be registered with the concerned Government Authority and a copy of the document/certificate should be attached with the Technical bid.
 - It should have PAN and Service Tax Registration Number. A photocopy of which should be attached with the Technical bid.
 - It should not have been blacklisted by any organization. Necessary declaration to this effect should be attached with the Technical bid.
 - It should be willing to take up the contract on the terms and conditions mentioned at Annexure-1.
7. An Earnest Money Deposit of **Rs. 10,000/- (Ten thousand only)** in the form of demand draft drawn in favour of the Zonal Account Officer CBDT, Rohtak must be submitted along with the technical bid, failing which the bid shall not be considered valid.
8. **The tender should be submitted in two sealed cover.**
- A. The first sealed cover super scribed as "Technical Bid", should contain the following documents:-
- The Proforma at Annexure-II, duly filled in alongwith self-attested relevant document/information.
 - Agency profile including previous experience of manpower supply to Govt. Department, etc.
 - Acceptance of terms conditions at Annexure-1.
 - Demand draft of earnest money deposit.
 - All other required documents.
- B. The second sealed envelope super scribed as "Financial Bid", should contain only rates for supply of 01 Data Entry Operators, 01 MTS cum Peon, 01 Sweeper and 01 Guard on **monthly basis** for normal duty of 8 hours per day (excluding lunch of half hour) per person on **all working days as per requirement.**
- C. Both the sealed covers should be placed in the main sealed envelope super scribed "tender for supply of 01 Data Entry Operators, 01 MTS cum Peon, 01 sweeper and 01 Guard. This should be addressed to The Pr. Commissioner of Income Tax(Central), Gurugram, Aayakar Bhawan, HSIIDC Building, Udhog Vihar, Phase 5, Gurugram-122016 and sent by post or by hand delivered latest by 01:00 P.M on 28.01.2021.
9. The technical bids will be opened by the purchase committee at 03:00 P.M on 28.01.2021 in the Office of The Pr. Commissioner of Income Tax(Central), Gurugram in the presence of one member of each participating bidder, who may like to be present. The technical evaluation committee will assesses the ability of agencies to supply requisite number of personnel in different category based on its record, profile and on such others criteria as it may fix and only those found fit will be eligible for financial bid opening. The financial bids shall be opened immediately after announcement of successful candidate at the stage of evaluation of technical bids.



(Pawan Kumar)
Income Tax Officer(TRO)/DDO
O/o Pr. Commissioner of Income Tax(Central)
Gurugram.