



भारत सरकार:: वित्त मंत्रालय:: राजस्व विभाग

GOVERNMENT OF INDIA::MINISTRY OF FINANCE::DEPARTMENT OF REVENUE

करदाता सेवा के अपर महानिदेशक का कार्यालय, चेन्नई क्षेत्रीय इकाई

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (TAX PAYER SERVICES), CHENNAI ZONAL UNIT

26/1, महात्मा गांधी रोड, नुंगम्बक्कम, चेन्नई – 600 034

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600 034

Tel.: 044-28331255, 044-28331955 Fax No.: 044-28330157, E-mail: dgtps.chennai.gov.in

Date: /02/2023

Limited Tender Notice calling for quotation/offer for Hiring of One Multi-Skilled (Non-Technical) on Contract Basis

Office of the Additional Director General of Taxpayer Services (DGTS), Chennai Zonal Unit, invites quotations in sealed covers from reputed Contractors/Agencies engaged in the business of supplying Man Power to provide 'Multi-Skilled (Non-Technical)' person to this office on "Hiring" basis for the limited period from 01/03/2023 to 31/03/2023, as per the requirements mentioned below:

Category	No. of PERSONS required
Multi-Skilled (Non-Technical): Person with the skills of Clerk/ Computer/Data Entry Operator/Typist/Knowledge in MS Word and MS Excel/ Internet operations. Fluent Communication skills in English will be an added advantage.	1

2. The rates are to be quoted per month basis and monthly payment would not be over and above the rates quoted.

3. Interested persons are requested to submit their offer in sealed cover super scribed with "**QUOTATION FOR HIRING OF MULTI-SKILLED (NON-TECHNICAL)**", addressed to the Assistant Director, Office of the Additional Director General of Taxpayer Services (DGTS), Chennai Zonal Unit, Room No. 207, Annexe Building, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034 so as to reach this office latest by **1600hrs** on **24.02.2023**. The hiring charges quoted should be inclusive of all taxes, fees, government levies, etc. The date and time of opening of quotes would be at **1700hrs** on **27.02.2023**. At the appointed time of opening of the covers, the parties who

have submitted the quotations for the award of contract may be present before the authorized officer, in person or through their authorized representative.

3. The Additional Director General of Taxpayer Services (DGTS) reserves the right to accept or reject any or all the offers without assigning any reason. The terms and conditions for submitting the quotations / offer are annexed with this notice.


(NEDOUMARAN T.)
ASSISTANT DIRECTOR

To,

1. The Addl. Commissioner (Systems), Chennai North Commissionerate with a request to display in ***gstchennai.gov.in***
2. PRO, Chennai North/South/Outer/ Audit – I & II Commissionerates & ADG (Audit) Chennai for displaying in Notice Board of the Commissionerate.
3. webmaster.cbic@icegate.gov.in – for uploading in CBIC website.
4. Notice Board.

Terms & Conditions

1. Duration of the Contract: The Contract period is for a period of One Month (March 2023) only.
2. Cost of Tendering: The bidders shall bear all costs associated with the preparation and submission of their tenders and the Additional Director General, DGTS, Chennai Zonal Unit will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by the Additional Director General, DGTS, Chennai Zonal Unit.
3. Qualification and responsibilities of Multi-Skilled (Non-Technical) Person
 - 3.1 The Multi-Skilled (Non-Technical) person provided should have a minimum qualification of Graduation level preferably in Commerce discipline with good knowledge of English, excellent communication skills with computer knowledge with capacity to type 70 key strokes per minute and should be good in data processing work with well-versed working knowledge in MS-Office, MS-Excel, Internet and aptitude in assisting the officials in all types of office related work. The Service Provider shall be primarily responsible for correctness of the data. If not entered correctly, the awarded work shall have to be completed by the skilled assistants deployed to the satisfaction of the concerned authorities.
4. Quote:
 - 4.1 The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, PF contributions, bonus, service charges, all kinds of taxes etc. & shall include all the liabilities of the contractor such as cost of identity cards of personnel deployed by the contractor.
 - 4.2 Care is to be taken to note minimum wages as fixed and revised from time to time by the Office of the Chief Labour Commissioner (Central) as applicable to **“Skilled and Clerical”** & the same should be paid by the contractor.

5. Agreement / Work Order: The bidder, if his Quote is accepted, shall be issued with a work order.

6. General description of Service and Other Conditions/ Responsibilities of Contractor

6.1. The Personnel should be sincere, physically fit, active and energetic and aged between 20-55 years. **No Minor** should be engaged. The skilled assistants should be provided with photo ID cards by the contractor at his cost. Penalty may be imposed by the Additional Director General, DGTS, Chennai Zonal Unit for personnel who are not in possession of photo ID cards.

6.2. Attendance of personnel will be maintained by the service provider in the office of the Additional Director General, DGTS, Chennai Zonal Unit and copy of the same shall be provided along with the monthly bill to the office of The Additional Director General, DGTS, Chennai Zonal Unit on the 1st working day of the following month.

6.3. The service provider should furnish to the department, the bio-data with photograph of the personnel to be posted in the office of the Additional Director General, DGTS, Chennai Zonal Unit before posting them and intimate the Assistant Director, The Additional Director General, DGTS, Chennai Zonal Unit of any changes thereof within 24-hours of the same. The Additional Director General, DGTS, Chennai Zonal Unit reserves the right to reject any person posted in this office without assigning any reason.

6.4. The contractor shall comply with all Statutory, Labour Legislations, Labour welfare Obligations in respect of the person being extended under this contract.

7. Duties:

7.1 The contractor shall do and perform all such services, acts, matters and things connected with the administration, supervision and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the Additional Director General, DGTS, Chennai Zonal

Unit may issue from time to time and which have been mutually agreed upon between the two parties.

7.2 The Multi-Skilled (Non-Technical) person should be available at the assigned section all the time. Responsibility for providing necessary relievers, if necessary, vests with the contractor.

7.3 The staff deployed by the contractor shall not accept any gratitude or reward in any shape.

8. Payment:

8.1 Payment of bills will be made to the contractor on a monthly basis based on actual services rendered in the previous month. No Advance Payment will be made. The contractor has to submit invoices/bills on the 1st of the following month for the services rendered in the preceding month along with ESI/PF/Service Tax challans, as applicable, pertaining to that month. The Additional Director General, DGTS, Chennai Zonal Unit, would make the payment within 20 days of submission of bills with all the supporting documents and submission of necessary clarification, if there were any queries communicated by the Additional Director General, DGTS, Chennai Zonal Unit, to the satisfaction of the Additional Director General, DGTS, Chennai Zonal Unit. No Interest is payable by the Additional Director General, DGTS, Chennai Zonal Unit in case of any unavoidable delay in settling the bills, though the department would endeavour to settle within 20 days. No other claim on whatever account shall be entertained by the Additional Director General, DGTS, Chennai Zonal Unit. TDS at the rates applicable shall be deducted U/S194 (c) of Income Tax Act 1961 on the whole amount.

8.2 The contractor may be asked by the Additional Director General, DGTS, Chennai Zonal Unit to submit the proof of remittance for his employee towards the payment of statutory norms as applicable to the Additional Director General, DGTS, Chennai Zonal Unit. If the contractor fails to submit the proof of remittance the payment towards the service will be stopped until the contractor submits required documents.

9. General:

- 9.1 The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Officers / Staff etc. and should project an image of utmost discipline. The Additional Director General, DGTS, Chennai Zonal Unit shall have the right to have any skilled assistant removed in case of tenable complaints from Officer /Staff or as decided by representative of The Additional Director General, DGTS, Chennai Zonal Unit, if the person is not performing the job satisfactorily or is considered to be undesirable or for any other reason deemed fit by The Additional Director General, DGTS, Chennai Zonal Unit. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by this department, failing it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by The Additional Director General, DGTS, Chennai Zonal Unit, will be imposed.
- 9.2 The contractor shall ensure that its personnel shall not at any time, without the consent of The Additional Director General, DGTS, Chennai Zonal Unit in writing, divulge or make known any matter or transaction undertaken or handled by the Department and shall not disclose to any third part any information about the affairs of the office of The Additional Director General, DGTS, Chennai Zonal Unit. This clause does not apply to the information, which becomes public knowledge.
- 9.3 Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
10. The requirement is purely temporary in nature for the period specified & the personal under no circumstances should claim as an employee of this office.

FINANCIAL BID DOCUMENT

Minimum Wage details per person as prescribed by the Government for
Multi-Skilled (Non-Technical) Person

Sl. No.	Description	Rates quoted (in Rs.)
a)	Basic Wage Per day	
b)	Variable DA Per day	
c)	Total Wage Per day (a+b)	
d)	Wages for 26 days per person	
Add: Statutory contribution		
e)	EPF (13%)	
f)	ESI (3.25%)	
g)	Bonus (8.33%)	
h)	Gross Wages per person for 26 days (d+e+f+g)	
i)	Service Provider's service Charges per person	
j)	Total wages per person for 26 days (h+i)	
k)	GST, as applicable.	
l)	Total	

The Tenderer would be liable for ensuring compliance with the relevant rules and regulation as notified by the Government of India for Outsourcing of Multi-Skilled (Non-Technical) person from time to time.

SIGNATURE OF THE CONTRACTOR WITH SEAL & DATE