



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)
CGST, CUSTOMS AND CENTRAL EXCISE: AUDIT BHAWAN
92, AVANTHINAGAR: BASHEERBAGH: HYDERABAD – 500 029.
PHONE: 23261564(ADG), 23261963(AD), 23261959(PBX), 23228848(FAX)

**NOTICE INVITING QUOTATIONS FOR OUTSOURCING OF A SKILLED WORKER
FOR HYDERABAD ZONAL UNIT OF DIRECTORATE GENERAL OF AUDIT**

Sealed tenders are invited from reputed agencies for outsourcing of a Skilled worker on contract basis for assisting officers in the Office of the Additional Director General (Audit) CGST, Customs And Central Excise: Audit Bhavan 92, Avanthinagar, Basheerbagh, Hyderabad – 500 029, for one year.

Requirement	One Skilled Worker
Nature of Work	Typing of letters, , assistance to officers in miscellaneous data entry work, preparation of monthly/quarterly/ half yearly/ annual reports, online preparation and submission of all kinds of bills, maintenance of registers, Inward and Dispatch work etc
Qualifications	Graduation
Skills	Computer proficiency, good knowledge of MS Word, Excel & Power Point, Internet and knowledge of typing with a speed of 30 words in a minute.
Age	Not below 20 years.
Experience	At least 5 years in a reputed office.

1. Security Consideration: The persons supplied by the agency should not have any police records/ criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending.
2. Period within which the man power is to be supplied: Immediately on award of contract.

3. Terms & conditions : As per annexure-I.

4. The first sealed cover superscribed "Technical Bid" should contain Company profile including previous experience of manpower supply to Government organizations etc. The points for technical qualifications are as below: -
 - a. Annual turnover of providing manpower for last two years : 05
 - b. Number of clients : 05

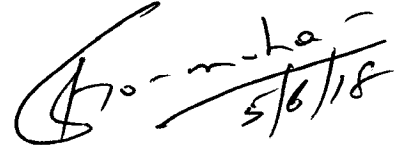
Minimum score for qualifying for opening of financial bid.

- (i) Acceptance of terms & conditions in Annexure - I
- (ii) The agency should submit the following together with copy of documentary evidence in support of the each- registration No., EPF Code No., ESIC Code No., Labour License No., PAN & TAN No., VAT NO., List of clients etc. In the absence of any document, the bid shall be summarily cancelled.

5. The second sealed envelope super scribed '**Financial Bid**' should contain only rates to be quoted on monthly basis for normal office hours per person. The rates quoted will be valid for a period of one year, subject to the prevailing minimum wages as per the Government of India orders in this regard. Both the sealed covers should be placed in the main sealed envelope super scribed "Tender for Outsourcing in Office of the Additional Director General (Audit)"Central Excise, Customs & GST: Audit Bhavan 92, Avanthinagar, Basheerbagh, Hyderabad - 500 029.

6. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS 22.06.2018 TILL 1600 HRS. The sealed tenders should be dropped in the Tender Box available in the hall on the 2nd Floor of office premises at 92, Avanti Nagar, Basheer Bagh, Hyderabad, between 1100 hrs to 17 hrs on all working days and between 1100 hrs to 1600hrs on the closing date i.e., 22.06.2018. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.

The tenders will be opened on the next working day i.e. **25.06.2018 at 1500 hrs** in the presence of the Tender Committee The tender details are being uploaded on www.cbec.gov.in.



(G. MAN MOHAN REDDY)
ASSISTANT DIRECTOR

ANNEXURE-I

Terms & Conditions

(a) The service provider has to provide the Photo Identity Cards to the person employed by him/her during the office hours. These cards are to be constantly displayed and their loss should be reported immediately.

The service provider shall provide A substitute immediately to any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office. The Office of the Additional Director General (Audit), CGST, Customs and Central Excise: Audit Bhavan 92, Avanthinagar, Basheerbagh, Hyderabad – 500 029 may require the service provider to immediately remove from the site of work; any such person or persons, employed by the service provider and service provider shall forth with comply with such requirements.

(b) Office shall not be liable for any loss, damage, theft burglary of robbery of any personal belongings equipment or vehicles of the personnel of the service providers.

(c) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

(d) The service provider shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of this office or one month notice.

(e) The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

(f) The service provider's person shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters as all are of confidential/secret nature.

(g) The person deployed shall not claim any Master and Servant relationship against this office. Also, the service provider's person shall not claim any benefit/compensation/absorption/regularization of service with this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. **Undertaking from the person to this effect will be required to be submitted by the service provider to this office.**

(h) The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

(i) The character and antecedents of such personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to this office. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

(j) The service provider shall engage the necessary person as required by our office from time to time. The person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. Further that the said person of the service provider shall not claim any absorption.

(k) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider will be the responsibility of the service provider.

(l) Working hours would be normally from 09:00 AM to 06:00 PM on all working days (at an average of 22 days per month) including half an hour lunch break.

(m) 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. The Service provider should ensure that salaries are paid on **7th of each month** before the designated officer of the department.

(n) In case of any theft or loss of property due to negligence or carelessness of your personnel, firm will be fully responsible and it will have to make good of the losses so incurred to this office.

(o) The wages paid to the outsourced person by the service provider should not be less than the minimum wages prescribed by the Minimum Wages of Telangana Government/Central Government from time to time.

(p) Penalty Clause - Not showing earnestness in providing appropriate candidate/personnel shall be deducted @10% more on a day's wage per day subject to Minimum Wages Act. Absence of personnel shall be treated in similar manner.

(p) The service provider will submit the bill in triplicate in the first week of the following month for payment.

(q) Payment to the service provider would be strictly on certification by the office with whom he is attached, that his services were satisfactory and attendance as per the bill preferred by the service provider.

(r) The service provider shall be accessible at all times and message sent by e-mail/fax/special messenger from this office to the service provider shall be acknowledged immediately on receipt on receipt on the same day. The decision of office of the Additional Director General (Audit)CGST, Customs and Central Excise Audit Bhavan 92, Avanthinagar, Basheerbagh, Hyderabad - 500- 029, in any matter relating to this contract shall be final.

(TECHNICAL BID (QUALIFYING BID DOCUMENT))

1	Name of the Party	
2	Address (With Tel. No. & FAX No)	
3	Name & Address of the proprietor/partners/Directors(With Mobile Numbers)	
4	Contact person(s) (With mobile Numbers)	
5	No. of years of experience in providing Man Power Recruitment services (enclose proof such as performance reports from clients or TDS copies)	:
6	Average Annual Turnovers (last 3 years ending 31.03.2017) Certified by Chartered Accountant	
7	Total employees engaged for Man Power Recruitment Services. (Total Man Power available)	
8	Permanent Account Number (PAN) (The evidence for filing of IT returns along with profit and Loss account & balance sheet for the last three financial years to be enclosed)	
9	Details of ESI & EPF Registration along with Evidence	
10	Details of GST Registration along with Evidence	
11	Experience	
12	List of present clients relating to Government Departments (at least two)	
13	Details of legal disputes relating to Man Power Recruitment services pendency if any.	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

1. Name of the party
2. Address
(with Tele.No. & Fax No.)
3. Name & Address of the Proprietor/
Partners/Directors
(With Mobile Numbers)

4. Total Monthly charges for providing a Skilled worker:

Add: any other charges if required

Sub Total:

Add: GST at applicable rates

Detailed break up shall be enclosed with regard to the statutory liabilities.

Grand Total:

(Rupees only)

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the Department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Signature of Authorized Signatory with date