



CUSTOMS & CENTRAL EXCISE SETTLEMENT COMMISSION
अतिरिक्त यायपीठ, दूसरी मंज़िल, नर्मदा ब्लॉक, स्टम हाउस,
ADDITIONAL BENCH, II FLOOR, NARMADA BLOCK, CUSTOM HOUSE
60, राजाजी सालै/RAJAJI SALAI, चेन्नै/CHENNAI-600 001
दूरभाष/Tel.: 044-25216136; फ़ैक्स/Fax: 044-25216137

C No.I/07/04/2013-SC

Dated: 12-09-2013.

Sub: Limited Tender for outsourcing Stenographers

Sealed quotations are invited by the Customs and Central Excise Settlement Commission, Chennai – 1, for having the services of two stenographers on contract basis subject to the following the terms and conditions.

1. The service provider should ensure that
 - (i) the candidates nominated by them are of good conduct and integrity:
 - (ii) they maintain strict confidentiality, safety and security of office documents.
2. The service provider should furnish full Bio data of at least 6 candidates in the proforma enclosed.
3. The candidates for the above mentioned posts should have passed Matriculation or equivalent with shorthand speed of 80 WPM and Typing speed of 40 WPM. They should possess good knowledge of English and Hindi.
4. The candidates should not be more than 25 years of age as on 01-01-2013. Candidates having more than 3 years of stenographic experience in reputed organization/Government/Public sector undertakings will be exempt from this condition.
5. The selection will be done on the basis of a test and viva-voce.
6. The Service Provider should quote the rate of service charges per stenographer per month. The amount so quoted should be gross amount payable by the Commission inclusive of all applicable taxes, charges etc.
7. The contractor will finally get a pool of at least 3 (three) stenographers approved out of which he can provide the services of any two persons.

8. No emoluments will be paid for the period of absence from duty by the candidates provided by the contractor. In case of absence for a long period, say, more than a week, the Service Provider shall provide a substitute.
9. The Service provider will be paid the service charge amount on monthly basis by the 10th of next month on submission of a Bill in duplicate by 1st of the next month.
10. TDS as applicable under IT Act 1961 will be deducted from the gross amount payable to the service provider every month.
11. The contract will be initially for a period of three months only which can be extendable for further period subject to the satisfactory performance of services by the candidates of the contractor and administrative convenience.
12. The selected candidates shall remain as employees of Service Provider, and salaries and any other claims of the selected candidates will be met by the Service Provider only.
13. The engagement of stenographers from a Service Provider is only on contract basis and does not confer any right for regular employment in the Commission.
14. The contract is liable for termination by giving one month's notice by the Department if the services of the candidate are found unsatisfactory. The Contractor can also terminate the contract by giving one month's notice to the Settlement Commission.
15. The Service Provider should comply with all the relevant laws relating to employment of the candidates assigned to this Office as applicable from time to time and bear all the financial obligations & observe/complete all formalities relating there to.
16. The service provider shall take all reasonable precautions to prevent any unlawful/disorderly conduct or actions of the employees so deployed. He shall also be responsible for the preservation of peace and protection of property of the Commission.

The sealed quotations along with the bio-data in the proforma shall be addressed to the Additional Commissioner, Customs & Central Excise Settlement Commission, 2nd Floor, Narmada Block, Rajaji Salai, Chennai 600 001 within 30 days from the date of issue of this notice. The quotations received after the stipulated date and time will not be accepted.

The Competent Authority reserves the right to accept or reject any or all quotations without assigning any reasons.


(B. RANGARAJ)
ADDITIONAL COMMISSIONER

PROFORMA

1. Name:

2. Address:

3. Date of Birth:

4. Educational Qualification:

5. Experience in the subject field of selection

6. Details of previous Service

| Name of the post & Office | From | To | Nature of work done |
|---------------------------|------|----|---------------------|
|---------------------------|------|----|---------------------|

7. Remarks:

(Signature of the Applicant)

Address:

Telephone: