

**भारत सरकार/GOVT. OF INDIA**

**वित्त मंत्रालय, राजस्व विभाग:MINISTRY OF FINANCE, DEPARTMENT OF REVENUE**  
**प्रधान आयुक्त का कार्यालय, जीएसटी एवं केंन्द्रीय उत्पाद शुल्क, भुवनेश्वर**

**OFFICE OF THE PRINCIPAL COMMISSIONER, GST & CENTRAL EXCISE, BHUBANESWAR**

**केंद्रीय राजस्व भवन, राजस्व विहार, भुवनेश्वर – 751007, ओड़िशा**

**C.R. BUILDING, RAJASWA VIHAR, BHUBANESWAR-751007, ODISHA**

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F. No.:I(22)1/GL/CGST-BBSR/2018/ Date : .05.2020

**TENDER NOTICE FOR DATA ENTRY OPERATORS**

1. Sealed tenders each containing two sealed bids super-scribed with:-
   * 1. Bid for Data Entry and Typing work – Technical
     2. Bid for Data Entry and Typing work – Financial

are invited to deploy **FIVE (05) nos. of Data Entry Operators** in this office.

1. The date of opening of the tender is  **10.06.2020** at **17.00 Hrs** in the chamber of the Joint. Commissioner(P&V)/Board Room, GST & Central Excise Commissionerate, Bhubaneswar.

The Financial bids will be opened only in those cases where the Technical bid is found to qualify as per norms.

1. Financial bids of non-qualifying technical bids will be rejected.
2. **Terms and Conditions:-**
   * 1. The duties of the Data Entry Operators (DEOs) would broadly include typing and feeding of data.
     2. The Data Entry Operators (DEOs) should be of good health, sound mind, obedient, honest, sincere and should not have bad records.
     3. They should report to the undersigned or HQ-Pool daily & as and when required.
     4. The Department will not bear any cost of personnel accident/claim for any office facility in respect of the hired Data Entry Operators from your agency.
     5. The Data Entry Operators and/or agency shall have **no right to claim for engagement/employment with the Department under any circumstances.**
     6. The rate (per DEO per day) as prescribed by the Ministry of Labour & Employment, Govt. of India, New Delhi, (Minimum wages for Bhubaneswar Zone) and Service charges, if any, the Department will ensure this aspect.
     7. The DEOs shall be hired only on **short-term** **contractual basis** on the basis of volume of job or work to be done.

5. **Qualification and Experience:-**

1. Educational Qualification: Graduate degree in any discipline of a recognized university. Age should be above 18 years and below 60 years of age.
2. **Technical Qualification:-**
   1. Knowledge/Certificate in MS Office/Computer Application.
   2. Should posses a speed of not less than 8000 key depressions per hour for data entry work.
   3. Experience in Data Entry in MS Excel/Webpage and
   4. Good command over English and excellent communication skills, (Educational Qualification and Technical Qualification shall be evaluated by this office) and very good moral character.
   5. The personnel, if not found working satisfactorily, must be replaced by the Service Provider immediately.

6. **Technical Bid:- (As ANNEXURE – I)**

1. Companies / Firms / Agencies participating in tender process are required to enclose photocopies of the following documents duly attested along with technical Bid, failing which their bids shall be summarily rejected and will not be considered.
   1. Registration Certificate.
   2. Copy of PAN card.
   3. Copy of EPF/ESI License.
   4. Copy of the GST Registration.
   5. Experience Certificates.
2. The Pr. Commissioner, GST & Central Excise Commissionerate, Bhubaneswar takes no responsibility for delay, loss or non-receipt of tender documents sent by post.
3. Incomplete bid / bids received after the prescribed date and time shall be summarily rejected.
4. The Pr. Commissioner, GST & Central Excise Commissionerate, Bhubaneswar reserves full rights to accept or reject all or any of the bids in part or full without assigning any reasons whatsoever.
5. Sub-contracting of the work of any sort will not be allowed.
6. The firm to whom the work is awarded shall have to ensure secrecy and security of data provided by the Department. The information/data so provided shall not be passed on to any unauthorized persons, agencies or organizations.
7. If the work performed is not found satisfactory, replacement has to be provided within a span of 3(three) working days.
8. Working space and requisite hardware such as computers, printers, stationery etc. will be provided by GST & Central Excise Commissionerate, BBSR.
9. For further details, interested parties may contact the undersigned or Administrative Officer, GST & Central Excise Commissionerate, Bhubaneswar, Central Revenue Building, Rajaswa Vihar, Bhubaneswar, PIN-751007, during office hours.
10. Data entry work and typing job has to be carried out under the overall supervision of an officer designated by the Pr. Commissioner, GST & Central Excise Commissionerate, Bhubaneswar.
11. The Contractor or their operators shall not use the computer or any data media / processors for any personal work or work outside of the scope of the tender.
12. The data entry work shall be executed at the premises of the Office of the Pr. Commissioner, GST & Central Excise Commissionerate, Bhubaneswar on every Monday to Friday, from 09:30 hrs to 18:00 hrs (working days) under the overall supervision of an officer designated by the, GST & Central Excise Commissionerate, Bhubaneswar.

7. **Financial Bid:- (As ANNEXURE – II)**

1. The tender submitted with less than minimum wages as prescribed for the category by Government of India shall be rejected without any notice.
2. The **rate per data entry operator per day** shall be given in the following format:-
   1. Minimum wages as per Govt. of India.
   2. Employer’s contribution towards EPF & ESI.
   3. Employer’s service charges
   4. Total
   5. GST.
   6. All Total (Per day basis).
3. The rate is exclusive of GST and GST will be reimbursed on production of the Challan evidencing payment of the same by the contractor. **It may be noted that TDS will be deducted @2% of the total payment under GST besides TDS under Income Tax Laws.**
4. The bill (monthly) will be accepted for payment only after successful completion of the monthly target to be fixed by the designated officer and on the basis of the certificate of acceptance, accuracy and completeness from him.
5. The work awarded shall have to be completed to the satisfaction of the concerned officer, every month from the date of issuance of the work order.

8. **General Instruction:-**

1. The contract will be normally valid for period of one year from the date of award.
2. The technical and financial bids should be sealed in two separate envelopes. The envelope containing the technical bid should be properly marked as TECHNICAL BID FOR DATA ENTRY OPERATOR & TYPING in bold capital letters.
3. Similarly, the envelope containing the financial bid should be marked as FINANCIAL BID FOR DATA ENTRY OPERATOR & TYPING WORK. Both these sealed envelope should be further placed in a third envelope which should be marked on the top in bold capital letters as QUOTATION FOR DATA ENTRY OPERATORS & TYPING WORK and this envelope should be dispatched to this office in sealed condition as indicated below.

9. The Department reserves the right to terminate the contract anytime without showing any reason to the agency.

10. All sealed quotations should be addressed to the Joint. Commissioner (P&V) Commissionerate, GST & Central Excise Commissionerate, Central Revenue Building, Rajaswa Vihar, Bhubaneswar-751007, in the above-mentioned format and should reach this office either by Registered Post/Speed Post or in person on or before **10. 06 .2020 (15:00Hrs).**

( G.K Pati )

Joint. Commissioner(P&V)

GST & Central Excise,

Bhubaneswar

**F. No. I(22)1/GL/CGST-BBSR/2018/ Date:**

Copy to-

1. Notice Board of the Pr.Commissionerate office, Bhubaneswar.
2. The Superintendent (System) of GST & Central Excise, Bhubaneswar for uploading the tender documents in the departmental website.
3. Hindi cell for Hindi translation.

**ANNEXURE-I**

**TECHNICAL BID**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Organization/Firm |  |
| 2. | Name(s) of the Proprietors/Directors |  |
| 3. | Registered Address |  |
| 4. | Telephone No. Fax No., Mobile No. |  |
| 5. | Whether the Firm is Registered and license holder under Contract Labour (Regulations & Abolition) Act. |  |
| 6. | Registration No. of the Firm  (Copy to be enclosed) |  |
| 7. | GST Registration No. (Copy to be enclosed) |  |
| 8. | No. of years of experience in providing of Data Entry Operator service (Enclose proof for minimum of last 01 years in Govt. Organization) |  |
| 9. | Permanent Account Number (PAN) of the Firm (Copy to be enclosed) |  |
| 10. | EPF & ESI valid license (Copy to be enclosed) |  |
| 11. | Copy of Income Tax Return for last three Years |  |
| 12. | Rate quoted complies with the Minimum Wages Act |  |
| 13. | Total Staff/workers of the Firm |  |

**DECLARATION**

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

Signature of authorized signatory with date:-

Name:-

Designation:-

Name of firm:-

Address:-

Office Seal:

**ANNEXURE-II**

**FINANCIAL BID**

1. Name of the Service Provider :
2. Address (with Telephone & Fax No.) :
3. Name and address of the Proprietor/Partners/Directors (with Mobile No.)

|  |  |  |
| --- | --- | --- |
| Sl. No. | Component of Rate | Total amount per labour per day |
| 1. | Basic Minimum wages as fixed by the Govt. of India |  |
| 2. | EPF |  |
| 3. | ESI |  |
| 4. | Total wage per day (i.e. 1+2+3) |  |
| 5. | Contractor’s Service charges per day per contract worker. “Please go through the para-7 Point No.III” |  |
| 6. | Total wage per day (i.e. 4+5) |  |
| 7. | GST |  |
| 8. | Total amount per day per contract worker (i.e., 6+7) |  |

**# The amount is excluding GST & GST will be reimbursed on production of Challan evidencing payment of the same by the contractor.**

**DECLARATION**

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

Signature of authorized signatory with date:-

Name:-

Designation:-

Name of firm:-

Address:-

Office Seal:

**ANNEXURE-‘III’**

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS CONTAINED IN THE TENDER DOCUMENT**

Declaration by the Bidder This is to certify that I/We………………………….……..…S/W/H/of……………….………and Proprietor/Director/Authorized signatory of the agency/Firm mentioned ……………………...is competent to sign the declaration and execute this Tender document. I/We after going through the “Terms & Conditions” have furnished the above information accurately and truthfully. I/We have signed this tender after reading and fully understanding all the Terms and Conditions contained in the tender document and undertake myself/ourselves to abide by them. I/We are well aware that furnishing of false and misleading information/fabricated documents would lead to rejection of my tender at any stage.

Date: -

(Signature of Tenderer with Seal)

Name:-

Seal:-

Address/Phone No. (O)/Mobile No.:-