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भारत सरकार/ GOVT. OF INDIA

वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

सेवा कर आयुक्त का कार्यालय - लेखा परीक्षा

OFFICE OF THE COMMISSIONER OF SERVICE TAX - AUDIT

692, एम. एच. यू. कॉम्प्लेक्स, नन्दनम, चेन्नै - 600035

692, M. H. U. COMPLEX, NANDANAM, CHENNAI - 600 035

सी सं/C. No. II/39/18/2016- Estt

दिनांक/Dated: 21.12.2016

TENDER NOTICE FOR DATA ENTRY OPERATOR

1. Sealed tenders each containing two sealed bids each super-scribed:-
 - i. Bid for Data Entry and Typing work-Technical
 - ii. Bid for Data Entry and Typing work - Financialare invited to deploy Five (05) nos. of Data Entry Operators in this office.
2. The date of opening of the tenders received is 03.01.2017 at 15.00 hrs at the Office of the Commissioner of Service Tax Audit Commissionerate Chennai-600035.

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

- 3 Financial bids of non-qualifying technical bids will be rejected.

4. Term and conditions :-

- ❖ The Data Entry Operators (DEOs) should be of good health, sound mind, obedient, honest, sincere and should not have bad records.
- ❖ He should report to the undersigned.
- ❖ The Department will not bear any cost of personal accident /claim at any office facility in respect of the hired Data Entry Operators from your agency.
- ❖ The Data Entry Operators and/or agency shall have no right to claim engagement /employment with the department under any circumstances.
- ❖ The rate (per DEO per day) as prescribed by the Ministry of Labour & Employment, Govt. of India New Delhi, (Minimum wages for Chennai Zone) and service charges, if any, should be adhered to.

5. Qualification and Experience :-

- ❖ **Education Qualification:** Graduate having degree in any discipline of a recognized university. However degree (minimum should be 10+2 Examination passed from any board recognized

by Central or State Govt.) may be relaxed in respect of person having higher experience in above mentioned work in reputed public /private institution/State Govt./Central Govt.

❖ **Technical Qualification:-**

- a. Knowledge/Certificate in MS Office/Computer application.
- b. Should possess a speed of not less than 8000 key depressions per hour for data entry work.
- c. Experience in Data Entry in MS Excel/Webpage and
- d. Good command over English and excellent communication skills, (Education Qualification and Technical Qualification shall be evaluated by this office).

4 Technical Bid:-

- ❖ The Tendering companies / Firms / Agencies 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.
 - a. Registration Certificate.
 - b. Copy of PAN card.
 - c. Copy of Income tax return filed for the last three financial years.
 - d. Copy of the service Tax Registration Certificate (ST-2).
 - e. Previous proof of supply of services.
- ❖ The Commissioner, Service Tax Audit Commissionerate, takes no responsibility for delay, loss or non- receipt of tender documents sent by post.
- ❖ Incomplete bid /bids received after the prescribed date and time shall be summarily rejected.
- ❖ The Commissioner, Service Tax Audit Commissionerate, reserves full rights to accept or reject all or any of bids in part or fill without assigning any reasons whatsoever.
- ❖ Sub-contracting of the work of any sort will not be allowed.
- ❖ The contractor 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.

- ❖ If the work done is not found satisfactory, replacement of the DEO has to be provided within a span of 3(three) working days.
- ❖ Working space and requisite hardware such as computers, printers, stationery etc. will be provided by Service Tax Audit Commissionerate.
- ❖ For further details, interested parties may contact the Administrative Officer, Service Tax Audit Commissionerate, 692 M.H.U.Complex, Nandanam, Chennai-600035 during office hours.
- ❖ Data Entry work and typing job has to be carried out under the overall supervision of an officer designated by the Commissioner, Service Tax Audit Commissionerate,
- ❖ 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.
- ❖ The data entry work shall be executed at the premises of the office of the Commissioner, Service Tax Audit Commissionerate Monday to Friday, from 09:30 hrs. to 18:00 hrs (working days) under the overall supervision of an officer designated by the Service Tax Audit Commissionerate.

7. Financial Bid:-

- ❖ The tender submitted with less than minimum wages as prescribed by Government of India shall be rejected without any notice.
- ❖ The rate per data entry operator per day shall be given in the following Format:

Minimum wages as per Govt. of India	Employer's contribution towards EPF	Employer's contribution towards ESI	Service Charges per day(if any)	Total	Service Tax(if any)	All Total per day

- ❖ The bill will be accepted for payment only after successful completion of the monthly target fixed by the designated officer and on the basis of the certificate of acceptance, accuracy and completeness from him / her.

- ❖ The awarded work 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:-

- ❖ The contract is a for a period of One Year,
- ❖ The technical and financial bids should be sealed in two separate envelop. The envelope containing the technical bid should be properly marked as TECHNICAL BID FOR DATA ENTRY OPERATOR & TYPING in bold capital letters.
- ❖ 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 shall reserve the right to terminate the contract anytime without showing any reason to the agency.

10. All sealed quotations should be addressed to The Commissioner, Service Tax Audit Commissionerate, Chennai, in the above mentioned format and should reach this office by 02.01.2017 before 15.00 hours.


(J. MD. NAVFAL)
DEPUTY COMMISSIONER
SERVICE TAX AUDIT COMMISSIONERATE

To

The notice Board.

Copy to:

Supdt(Computer)

O/o the Chief Commissioner of Service Tax,
Anna Nagar, Chennai-40 for uploading in the website

Copy to:

Supdt(Computer) ST-Audit.