The office of the Directorate General of Goods and service Tax Intelligence, Bhubaneswar Zonal Unit Bhubaneswar at Plot no.27, Saheed Nagar, Bhubaneswar invites sealed quotations from experienced and eligible contractors with good track record for providing 02 (Two) Date Entry operators (skilled Contract Labour) on outsource basis for Data Entry work for the office of the DGGI, Bhubaneswar Zonal unit, plot No-27, Saheed Nagar, Bhubaneswar for one (1) Year from 06.03.2020 to 05.03.2022 or date of acceptance of the tender subject to further extension on rendering of satisfactory services.

The tender notice along with
i. Scope of the work as Annexure A
ii. Term & Conditions as Annexure-B
iii. Format for Technical Bid as annexure-c
iv. Format for Technical Bid as Annexure- D
v. Format for Financial Bid as Annexure- E
are enclosed herewith.

The bidders are requested to read it carefully before submitting / participating in the proposed bidding process. The Tender from complete in all respects shall be submitted in two separates sealed covers. Both the sealed envelopes should placed in another sealed cover super scribing it “Quotations / Rate for Data Entry Operators (skilled Contract Labour ) on contract basis” addressed to the Additional Director, Director General of
Goods and Service Tax Intelligence, Zonal Unit Bhubaneswar located at Plot No. 27 Saheed Nagar, Bhubaneswar-751007 at the above mentioned address before 15.00 hrs. of 26th Feb 2021.

Interested bidders shall submit both the technical bid and the financial bid separately as per the above Annexure. Only the bids complete in all respects and received till 15.00 hrs. of 26th Feb 2021 will be considered. The tenders will be opened in the presence of bidders on 3rd March 2021 at 17.00 Hrs. in the chamber of Additional Director, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Bhubaneswar located at plot No. 27, Saheed Nagar.

If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for delay on account of postal /courier services.

The bidders shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.

Encl:As above

Copy to:-
C.No.DGGI/BbZU/GL-DEO/01/2018 Dated:-

1. Webmaster, CBIC for upload to webpage of CBIC.
2. Notice Board, DGGI, Bhubaneswar Zonal Unit, Bhubaneswar.
Annexure A

SCOPE OF THE WORK: - The detail of the areas where services is required is as Under:-

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Data Entry Operators (skilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of work</td>
<td>Typing of letters, assistance to officers in miscellaneous data work, downloading of circulars, notifications, trade, preparation of periodical return etc.</td>
</tr>
<tr>
<td>Qualification</td>
<td>Minimum Intermediate /Class-XII pass</td>
</tr>
<tr>
<td>Skills</td>
<td>Computer proficiency, good knowledge of Ms excel &amp; Internet and knowledge of typing with a speed of 30 word per minute.</td>
</tr>
<tr>
<td>Age</td>
<td>Not below 20 Years</td>
</tr>
<tr>
<td>Experience</td>
<td>Minimum 1 Year in the relevant field</td>
</tr>
</tbody>
</table>
ANNEXURE-B

1. Additional Director General, Directorate General of Goods and Service Tax Intelligence, Zonal Unit Bhubaneswar reserve the right to postpone and extend the date of receipt/opening of rates/quotation or to withdraw the same, without assigning any reason thereof.

2. The Contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the annexure enclosed.

3. Rates/quotations should be submitted and signed by the firm with its current business address and contact number.

4. The bidders shall quote their rates only on “Rate per person per day” (in both words and figures.) Inclusive of deduction towards PF, ESI, GST as applicable will be paid separately. The contractor will be awarded for one year from 01.02.2021 to 31.01.2022 or from the date of acceptance of satisfactory services.

5. The personnel deployed should be well experienced and trained adequately and should be sound health. They should be self-disciplined, well behaved, and well mannered.

6. The personnel should attend to work punctually and report office premises before 9:00 AM daily. The personnel will perform all the duties assigned to the contractor and as specified from the department from time to time.

7. The personnel will report to the officer in charge, assigned by the office. If a particular worker is absent on any day, another person should be deployed in his place. For any absence and non-engagement, no wages shall be paid.

8. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act, prescribed by the State Government. Any breach of these conditions will be liable for termination of the contract and the same would be dealt accordingly.

9. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
10. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.

11. Mode of payment will be monthly and payments to the contractor will be through e-payment only. Tax shall be deducted at source as per the prevailing Income Tax Act, from the monthly bills as applicable.

12. That any liability such as Goods and Service Tax (GST), EPF, ESI etc. shall be borne by the service provider and shall be deposited by the service provider with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.

13. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such persons or to the third party. All damages caused by the contract labour shall be charged to the contractor and recovered from its dues/bills.

14. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deed by his staff. Any loss due to any of above reasons shall be compensated by him in full.

15. The Directorate office shall not entertain any claim arising out of mishap, if any that may take place while discharging the duties by the labour provider by the contractor.

16. No other personnel except service providers authorized representative shall be allowed to enter the office premises. The personnel of Contractor should carry with themselves proper ID card issued by the contractor/representative of the contractor.

17. The contract labour contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

18. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government offices.
19. Notwithstanding anything contained herein, the Additional Director General reserves the rights to terminate the contract by giving 30 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor. Further, subject to satisfactory performance of the service provider.

20. Terms of Payment

I. The contractor shall submit the bill for every month by the first day of next month-duly certified by the PRO/ officer nominated. No interim bills will be entertained. Payment will be made through e-payment only within 10 to 15 days from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective PRO/officer nominated. The payment is subject to TDS applicable as per the Income Tax act, 1961.

II. Bills Chargeable to the Additional Director, DGGI, Bhubaneswar Zonal Unit shall be paid on a monthly basis for the services rendered per date per persons in that service. In case of any complaint of non-fulfillment or any obligation under the contract, the Additional Director General, Goods and Service Tax Intelligence, Bhubaneswar Zonal Unit, reserves the right to deduct the payments due from the contractor from monthly bill(s).

III. In case this office receives any complaint regarding non-payment of wages to any personnel the amount payable to these personnel will be recovered from contractor’s bill and paid to such personnel.

We agree to the above terms and conditions.

Signature with Date _______________________
Contact/mobile No _______________________
Name of the Firm _______________________
seal _______________________

Annexure-C

The following persons / entities are eligible to participate in the Tender process:-

1. They should be registered with competent authorities under Contract Labour (Regulation and Abolition) Act and allied acts should have valid registrations under said act and allied acts like EPF and ESI etc.
2. They should be registered with Service Tax Department for rendering such services and should have valid Services tax Registration no.
3. They should be registered with Income Tax Department and should have valid Permanent Account No. in their name.
4. Their Annual Turnover should not be less than 20 Lakhs for last two financial Years FY 2018-19, 2019-20. In case duly audited Balance sheet for those Years is not readily available then a certificate to this effect and correct turnover for such year to be provided from the Chartered Accountant along with IT return for the said period.
5. They should furnish certificate from two service recipients preferably Central Govt. or State govt. department or undertaking indicating satisfactory rendering of similar services at their premise in last two Years.

The above information given is true:

Name of the Company:

Name of the Authorized persons:

Signature of the authorized person:

Contact /Mobile No:
**ANNEXURE-'D’**

Qualification of Bidder eligible to participate

*(Please Tick the appropriate)*

TECHNICAL /QUALIFYING BID FORM FOR TENDER OF Hiring of Two Data Entry Operators at the office premises of the Directorate General, DGGI, Zonal Unit, Bhubaneswar

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the organization/firm</td>
</tr>
<tr>
<td>2.</td>
<td>Name(s) of the proprietors /directors</td>
</tr>
<tr>
<td>3.</td>
<td>Register address along with Telephone No. and Fax, Mobile and Email (if any)</td>
</tr>
<tr>
<td>4.</td>
<td>Whether registered with statutory authorities under contract Labour (Regulation and Abolition) Act and allied acts and have valid registration under said act and allied acts like EPF and ESI etc</td>
</tr>
<tr>
<td>5.</td>
<td>Whether attested copies of Registration No. as mentioned in rows 5 enclosed</td>
</tr>
<tr>
<td>6.</td>
<td>Whether Permanent Account No. in the name of the Firm is available.</td>
</tr>
<tr>
<td>7.</td>
<td>Whether attested copies of PAN enclosed</td>
</tr>
<tr>
<td>8.</td>
<td>Whether registered with Services Tax department</td>
</tr>
<tr>
<td>9.</td>
<td>Whether attested copies of Service Tax Registration enclosed</td>
</tr>
<tr>
<td>10.</td>
<td>Whether the Balance Sheet/ IT Return &amp; Certificate from CA for last two financial Years FY 2016-17, 2017-18 indicating turnover not less than 20 Lakhs is submitted</td>
</tr>
</tbody>
</table>
11. Whether the satisfactory service performance from two service recipients (Preferably Central Govt. or state Govt. department or undertaking) indicating satisfactory rendering of similar services at their premise in last two Years is submitted

**DECLARATION**

I/We hereby certify that information furnished above is true and correct to the best of my/our Knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

Signature of the bidder with Name and Seal
ANNEXURE-E

(To be enclosed in a separate sealed envelope)

1. Name of the bidder Company / Firm / Agency:
2. Address (with Tele & Fax No.):
3. It is certified that wages to be paid shall not be less than the prescribed minimum rate of Wages under the minimum Wages Act, 1948 as revised from time to time and as notified by the Govt. of India.
4. Per month Quotation Details of 2 (two) nos. of Data Entry Operators (skilled Labour).
5. Rate quoted

<table>
<thead>
<tr>
<th>Grade of Labour</th>
<th>No. of Persons</th>
<th>Wages Per day per labour</th>
<th>Wages per month per labour</th>
<th>Service Charge Per month in Rs</th>
<th>E.P.F. Per month</th>
<th>ESI Per month</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry Operators</td>
<td>2(TWO)</td>
<td>Fixed &amp; Not to be quoted</td>
<td>Fixed &amp; Not to be quoted</td>
<td>Fixed &amp; Not to be quoted</td>
<td>Fixed &amp; Not to be quoted</td>
<td>Fixed &amp; Not to be quoted</td>
<td></td>
</tr>
</tbody>
</table>

*Rate Per Person will be as Per Minimum Wages Act, 1948.

The Rates should be indicated in both figures and words. If there is any difference between the said two rates, the rates quoted in words will prevail.

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our Knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

Signature of Authorized Signatory with date

Name of the Firm:

Seal: