



केन्द्रीयवस्तुएवंसेवाकरआसूचनामहानिदेशालय
DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE
भुवनेश्वरऑचलिकइकाई / BHUBANESWAR ZONAL UNIT

प्लॉटनं. २७, शहीदनगर, भुवनेश्वर-७५१००७

PLOT NO. 27, SAHEED NAGAR, BHUBANESWAR-751007

टेली/Tel:0674-2548180;फैक्स/FAX-2549180;ईमेल/Email:ad-gstint.od@gov.in

C.No.DGGI/BbZU/GL-DEO/01/2018

Date:

TENDER No.02/2021

**Sub:- Tender for Hiring of 2 (Two) Date Entry Operators at DGGI,
Bhubaneswar,Zonal Unit Bhubaneswar..Reg**

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

Santosh Ku. Mohanty 4/2/2021

सन्तोष कु. मोहन्ती, भा.रा.से. / Santosh Ku. Mohanty, I.R.S.
अपर निदेशक / Additional Director,
के.व.से.आ.म., भुवनेश्वर / DGGI, Bhubaneswar

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:-

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