

<p>वस्तु एवं सेवा कर आसूचना महानिदेशालय गुरुग्राम अंचल इकाई प्रथम एवं पांचवां तल, मुदित स्क्वायर, प्लॉट नं 24, सेक्टर - 32, गुरुग्राम -122001 <b>दूरभाष : 0124 -2383024</b> <b>ईमेल: dggstizuggn@gmail.com</b></p>		<p><b>DIRECTORATE GENERAL OF GST INTELLIGENCE</b> GURUGRAM ZONAL UNIT 1<sup>ST</sup> &amp; 5<sup>TH</sup> Floor, MUDIT SQUARE, PLOT NO. 24, SECTOR-32, GURUGRAM – 122001 <b>Phone : 0124 -2383024</b> <b>E-mail : dggstizuggn@gmail.com</b></p>
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F.No. DGGSTI/GZU/Admn/72/2017

Dated: 02.05.2018

### **E-TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATORS**

The Directorate General of GST Intelligence, Zonal Unit, Gurugram intends to avail of the services of an agency for providing **02 (Two)** Data Entry Operators for the period of one year from the date of agreement/contract. The following documents, giving full details, are enclosed:

<b>1.</b>	<b>Undertaking</b>	<b>Annexure-A</b>
<b>2.</b>	<b>General terms and conditions</b>	<b>Annexure-I</b>
<b>3.</b>	<b>Special terms and conditions for Data Entry Operators</b>	<b>Annexure-II</b>
<b>4.</b>	<b>Pre-qualification requirements for award of Contract (Technical Bid)</b>	<b>Annexure-III</b>
<b>5.</b>	<b>Financial Bid under BoQ</b>	<b>Annexure-IV</b>

**2.** The interested Service Providers are required submit the bids as per terms and conditions (Annexure-I, II, III & IV) given in the Tender Document.

**3.** It may please be noted that Agencies which do not fulfill the pre-qualification requirement will not be considered. **Financial bid under BoQ** of those Agencies which fulfilled the terms and conditions (Annexure-I, II and III) will only be opened separately, itself in the presence of the bidders. The tender notice along with Annexure-I, II, III & IV can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in) and <https://eprocure.gov.in/eprocure/app>.

4. The Additional Director General, DG GSTI, GZU reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

**Tender Critical Date Sheet**

Tender Publishing Date & Time	<b>03.05.2018 at 10:00 Am</b>
Bid Submission Start Date & Time	<b>03.05.2018 at 11:00 pm</b>
Bid Submission Closing Date & Time	<b>24.05.2018 at 06:00 pm</b>
Technical Bid Opening Date & Time	<b>28.05.2018 at 02:00 pm</b>

5. Interested bidders/Service Providers/ reputed firms may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time**.

**Encl: As above.**

-Sd/-  
**(Karam Singh Dahiya)**  
Administrative Officer  
DG GSTI, Gurugram

**Copy to:**

1. Notice Board, DG GSTI, Zonal Unit, Gurugram.
2. Web Master CBEC for uploading.

**ANNEXURE-A**  
**undertaking**

To,

The Administrative Officer  
O/o the Additional Director General,  
DG GSTI, Zonal Unit, 1<sup>st</sup> Floor, Plot No.24,  
Mudit Square, Sector-32,  
Gurugram -122001

**Sub: e-Tender for hiring of 02 Data Entry Operators-reg.**

**Ref: 1) Your e-tender Id No. \_\_\_\_\_**

**Dated \_\_\_\_\_**

I/we have read the contents of the terms and conditions mentioned in your tender notice and it's Annexure-I, II, III & IV and agree to abide by the same.

Yours faithfully

(Signature and stamp of the Service Provider, State legal status, Whether Prop./ Partner, Registered firm, Company etc.)

## ANNEXURE-I

### TERMS & CONDITIONS

1. The interested parties are asked to quote their rate on per person & per month basis. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the tender.
2. Directorate General of GST Intelligence (hereinafter referred to as DG GSTI) reserves the right to postpone and/or extend the date of receipt/opening of technical & financial bids or to withdraw the same, without assigning any reason thereof.
3. The bidders are required to submit the complete rates only after satisfying each and every condition laid down in the tender.
4. All overwriting/cutting, insertions shall be authenticated and attested.
5. Rates should be submitted and signed by the firm with its current business address.
6. The rates shall be valid for a period of at least one year from the date of agreement or till the stipulated period of the end of the contract, whichever is later.
7. The bidders should satisfy themselves before submission of the Rates to DGGSTI that they meet the qualifying criteria and capability as laid down in the tender.
8. The Bidder must comply with the rates, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the bidder in the rates/quotations and accepted by DGGSTI.
9. In case of any default by the bidder in any of the terms & the conditions (whether General or Special condition in this tender), DGGSTI may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminates the contract, in whole or part, by giving 15 days notice in writing to the bidder.
10. Notwithstanding anything contained herein, DGGSTI also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the bidder.
11. The bidder shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The bidder shall arrange necessary insurance cover for any persons deployed by him even for a short duration. The Directorate General shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate General, the same shall be reimbursed/indemnified by the bidder.

12. The bidder shall in no case lease/transfer/sublet/appoint care taker for the services.
13. The requirement of manpower is for 02 (two) Data Entry Operators for data entry and other office work.
15. The bidder shall be directly responsible for any/all disputes arising between him and his personnel/data entry operator and keep the DGGSTI indemnified against all actions, losses, damages, expenses and claim whatsoever arising thereof. The bidder shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any Act / regulations or Order of the Govt. DGGSTI shall have no liability whatsoever in this regard and the Bidder shall indemnify this Directorate General against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc.
16. The bidder shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
17. He should be well versed office routine work with data feeding to personal computers, typing of various letters, drafts, notices, legal documents etc. in a word. Typing of tabular forms in Excel, secretarial help with relation to above.
18. The present requirement of Data Entry Operator is for **2 (two) persons**. Requirement of data entry operators can be increased at the same rate and can also be decreased between the contract.
19. The persons from the Service Provider shall not claim any benefit/compensation/absorption regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and abolition) Act, 1970.
20. The tax deducted at Source (TDS) shall be deducted as per the provisions of Income Tax Law/under any other law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this office.
21. The bidder shall be solely responsible for payment of any kind of govt. taxes i.e. Income Tax/GST etc.
22. If a firm quotes "Nil" charges/ consideration the bid shall be treated as unresponsive and will not be considered.

We agree to the above terms and conditions.

Signature with Date -----

Name of the Firm -----

Seal -----

## ANNEXURE-II

### SPECIAL TERMS & CONDITIONS FOR DATA ENTRY WORK

- i) In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the bidder to provide another workman in his place.
- ii) The bidder shall furnish the list containing names and addresses of the workmen sent to DGGSTI for Data Entry work, on award of the contract.
- iii) The services provided by the bidder shall be to the satisfaction of DGGSTI.
- iv) The Bidder shall have no claim against DGGSTI in respect of any work, which may be withdrawn.
- v) The bidder shall be responsible for payment of wages/salaries under minimum Wages Act, 1948. The rates quoted should be as per the minimum wages as per norms fixed by Central Government, Ministry of Labour & Employment under minimum wages Act from time to time.
- vi) Normal working days/ hours would be for 05 (Five) days a week (Monday to Friday) from 0930 hrs to 1800 hours.

#### **1. TERMS OF PAYMENT**

- i) The successful bidder will submit the monthly bill in prescribed GST format for reimbursement in duplicate which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making a recovery, if any.
- ii) The bidder shall make regular payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required.
- iii) Payment will be made on actual deployment of personnel & their attendance report.
- iv) The salaries to the personnel deployed should be paid not later than 5<sup>th</sup> of the following month. The payment of salaries should not be lined to

payment of monthly bill due to the service provider

- v) Any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

## **2. PENALTIES.**

- i) The Bidder will attract a penalty of Rs.250/- (Rs. Two hundred and fifty only) per day, per person in case the person fails to carry out the data entry services due to his absence or any other reason.
- ii) In the event of failure in maintaining the data entry services on any day up to the desired standard, in part of full the bidder is liable be penalized @ Rs.250/- (Rs. Two hundred and fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing a penalty, the decision of the DGGSTI will be final and binding on the bidder and shall not be subject to dispute or arbitration.
- iii) The bidder would ensure that all his personnel would behave courteously and decently with employees of the DGGSTI and also ensure good manners.

## **3. CHARGES AND PAYMENTS**

Bills chargeable to the Directorate General shall be paid after every month for services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Directorate General reserves the right to deduct the payments due from the bidder from monthly bill(s).

**ANNEXURE-III**

**Technical Bid**

1.	Name & Address of the Organization/Firm	:	
2.	Name(s) & Address of the Proprietors/Directors	:	
3.	Registered address	:	
4.	Telephone No. and Fax No.	:	
5.	Permanent Account No. of the firm (PAN) <i>[enclose self attested copy]</i>	:	
6.	ESI Registration No. <i>[enclose self attested copy]</i>	:	
7.	EPF Registration No. <i>[enclose self attested copy]</i>	:	
8.	GST Registration No. <i>[enclose self attested copy]</i>	:	
9.	Shop & Establishment Registration No. <i>[enclose self attested copy]</i>	:	
10.	Last two years Income Tax Return Copy <i>[enclose self attested copy]</i>	:	
11.	Total staff/worker(s) in the firm	:	
12.	Name(s) of public sector/ Govt. Organization to whom similar services have been provided by the firm during last five years. <i>(Please attach the job order/ service certificate from the Govt. Office/ Public Sector).</i>	:	

# All Columns must be filed.

Signature with date -----

Name of the firm -----

Seal -----



## FINANCIAL BID

1	Name of the firm	
2	Full address (with Telephone & FAX Number)	
3	Rate per person per month	
4	(I) EPF (II) ESIC	
5	Tax if any Other Charges	
6	Total (for 01 person)	
7	Total for 02 persons per month	

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