

वस्तु एवं सेवा कर
आसूचना महानिदेशालय,
पुणे क्षेत्रीय कार्यालय,
'ए' विंग, तीसरी मंजिल, GST भवन,
ससून रोड, पुणे - ४११००१.
दूरभाष :- ०२०-२६०५२२७६,
फैक्स :- ०२०-२६१२५४९८



**DIRECTORATE GENERAL
OF GST INTELLIGENCE,**
Pune Zonal Unit,
'A' Wing, 3rd Floor, GST Bhawan
Sasoon Road, Pune-411001.
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F. NO.DGGI/PZU/Admn/DEO/155/2018

Date : 13th June 2018

E-TENDER NOTICE

NOTICE FOR INVITING E-TENDER FOR HIRING SERVICES OF CASUAL WORKERS ABLE TO PERFORM DATA ENTRY WORK IN OFFICE OF DIRECTORATE GENERAL OF GST INTELLIGENCE, PUNE ZONAL UNIT.

Online e-tenders are invited for and on behalf of the President of India by the Additional Director General of GST Intelligence, Pune Zonal Unit (in short DGGI, PZU) for procurement for the services of a agency for providing **14 Casual Workers able to perform data entry work (including one having skills of handling EPBX / Telephone related work)** for its office proposed to be situated at **Phoenix building, CTS No. 14, Plot No. 16A, Bund Garden Road Opp. Residency Club, Pune-411001** for the period of one year from the commencement of date of operation. The following documents, giving full details, are enclosed :-

1	General terms and conditions	Annexure-I
2.	Special terms and conditions for Data Entry Operators	Annexure-II
3.	Pre-qualification requirements for award of Contract for Data Entry Operators	Annexure-III
4.	Proforma for quoting rates (Financial Bid)	Annexure-IV

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in> and www.cbic.gov.in from **13-06-2018**.

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. The tender shall be submitted online in two parts viz. **technical bid and financial bid**. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

4. The Critical Dates for the Tender Submission and processing are as under:-

Published Date	13 th June, 2018 (11:00 A.M.)
Bid Document Download Start Date	13 th June, 2018 (11:00 A.M.)
Bid Submission Start Date	13 th June, 2018 (12:00 P.M.)

Bid Submission End Date	3 rd July, 2018 (11:00 A.M.)
Technical Bid Opening Date	4 th July, 2018 (11:00 A.M.)

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

The **Additional Director General, DGGI PZU, Pune** reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

-sd-
(P.A.Rohanekar)
Senior Intelligence Officer
DGGI, Pune Zonal Unit

ANNEXURE-I

General terms and conditions

1. The tenderers are asked to quote their rate only on per casual worker per month basis and the total rate. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the letter. The rates quoted should be excluding GST and inclusive of all the statutory dues viz ESI, EPF etc.
2. DGGI, PZU reserves the right to postpone and/or extend the date of receipt/opening of online tender or to withdraw the same, without assigning any reason thereof.
3. The tenderers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the Annexures enclosed.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initiating, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions have to be authenticated and attested.
5. Rates/quotations should be submitted and signed by the firm with its current business address.
6. The rates shall be valid for the period of the end of the contract.
7. The contractors should satisfy themselves before submission of the Rates/quotations to DGGI PZU that they meet the qualifying criteria and capability as laid down in the Annexure.
8. The tenderers must comply with the rates/quotations, 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 contractor in the rates/quotations and accepted by DGGI PZU.
9. In case of any default by the contractor in any of the terms & the conditions (whether General or Special), DGGI PZU 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 contractor.
10. Notwithstanding anything contained herein, DGGI PZU 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 contractor.
11. The tenderers shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The contractor 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 contractor.
12. The tenderers shall in no case lease/transfer/sublet/appoint caretaker for the services.
13. The present requirement of 14 (fourteen) Casual Workers capable of doing Data Entry work out of which 1 should be able to handle work related to EPBX / Telephone operating.
14. No other persons except the tenderer's authorized representative shall be allowed to enter in the DGGI PZU premises.

15. Within the premises of DGGI, PZU, the tenderer's personnel's shall not do any private work other than their normal duties.
16. The tenderers shall be directly responsible for any/all disputes arising between him and his personnel and keep the DGGI PZU indemnified against all actions, losses, damages, expenses and claim whatsoever arising thereof.
17. The tenderers shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under the Act or Order or the Govt. DGGI PZU shall have no liability whatsoever in this regard and the Contractor shall indemnify this Directorate against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc.
18. The tenderers shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
19. The casual workers deployed for Data Entry work should be well versed with office routine work including data feeding to personal computers, typing of various letters, drafts, notices, legal documents etc. in MS-word. Typing of tabular forms in MS-Excel, Preparing calculation sheets / data sheets and other various documents using graphical interface with MS-Powerpoint, MS-Excel and Ms-Word, Internet knowledge and secretarial help with relation to above.

We agree to the above terms and conditions.

Signature with Date :-----

Name of the Firm :-----

Seal :-----

SPECIAL TERMS & CONDITIONS FOR DATA ENTRY WORK

- i) In case, a particular casual worker remains absent due to one reason or other, it would be the responsibility of the contractor to provide another casual worker in his place.
- ii) The tenderers shall on the award of the tender, to furnish the list containing names and addresses of the casual workers sent to DGGI PZU for Casual Work.
- iii) The services provided by the tenderers shall be to the satisfaction of DGGI PZU.
- iv) The tenderers shall have no claim against DGGI PZU in respect of any work, which may be withdrawn.
- v) The tenderer (contractor) shall maintain an Attendance Register of personnel. The above register of personnel shall subject to check by the concerned officer of DGGI PZU. The personnel will render services on all working days and any other day as may be required, excluding holidays/public holidays which are mandatory under laws.
- vi) The contractor and the staff deployed as casual workers should maintain strict confidentiality regarding work/ information they work with in DGGI PZU.
- vii) The Casual Workers deployed by the tenderer / Contractor should have proper identity card and the same should be displayed by them during the office hours.
- viii) The normal office hours for the appointed casual workers at DGGI PZU will be 09.30 a.m. to 6.00 p.m. on all working days including Saturdays.

1. TERMS OF PAYMENT

- i) The contractor will submit the monthly bill by 5th of the next month for reimbursement in duplicate in duplicate enclosing the certificates as indicated below, 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 contractor shall make regular and full the 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) The contractor shall ensure actual deployment of personnel & their attendance.
- iv) Any complaint regarding non-payment of wages to your personnel may result in termination of the contract.

2. PENALTIES.

- i) The Contractor will attract a penalty of Rs.150/- (Rs. One 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 discharging the work on any day up to the desired standard, in part of full the contractor is liable be penalized @ Rs.150/- (Rs. One 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 ADG, DGGI PZU will be final and binding on the contractor and shall not be subject to dispute or arbitration.

- iii) The contractor would ensure that all his personnel would behave courteously and decently with employees of the DGGI PZU and also ensure good manners.

3. CHARGES AND PAYMENTS

Bills chargeable to the DGGI, PZU 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 DGGI, PZU reserves the right to deduct the payments due from the contractor from monthly bill(s).

We agree to the above terms and conditions.

Signature with date :-----

Name of the firm :-----

Seal:- :-----

ANNEXURE-III

TECHNICAL BID

Pre-qualification requirements for award of Contract for Data Entry Operators

1.	Name of the organization/firm	
2.	Name(s)of the proprietors/directors	
3.	Register address	
4.	Telephone No. and Fax No.	
5.	Email for correspondence	
6.	Whether the firm is registered and license holder under contract Labour (Regulation & Abolition) Act.	
7.	Registration No. of the firm (Copy to be enclosed)	
8.	Permanent Account No. of the firm (PAN)	
9	GSTN	
10.	Copy of Income Tax Clearance Certificate (ITCC) to be attached.	
11.	Provident Fund Number allotted by the Regional Provident Fund Office.	
12.	ESI Registration No.	
11.	Service Tax Registration no. (Copy to be enclosed)	
13.	Total staff/worker of the firm	
14.	Name(s) of public sector/Govt. Organization to whom similar services have been provided by the firm during last five years.(please attach the job order/service certificate from the Govt. Office/Public Sector)	
15.	Whether the rate quoted complies with the Minimum Wages Act of Government of India with all statutory provisions?	
16.	List of clients indicating quantum if work executed with them	
18.	Length of experience in the field	
19.	Whether the Company has ISO Certificate (latest document should be submitted)	

Signature with date -----

Name of the firm -----

Seal -----

All Columns must be filed.

UNDERTAKING (Part of Annexure –III)

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure I and II and understood the parameters of the proposed work and shall abide by them.

2. I/We hereby certify that none of my relative (s) is/are employed in the Directorate General of GST Intelligenec, Pune Zonal Unit or in field formations of Customs, Central Excise and GST Pune Zone.

3. I/We further undertake that the information given in this tender is true and correct in all respect.

Signature of Authorised person with date:-----

Name & full address:.....

Telephone No: Office: Fax No:

Residence:

Email:

Seal.....

FINANCIAL BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_DEO.xls

PRICE BID UNDERTAKING

1. Name of bidder Company/Firm/Agency:
2. Address (with Tel., Fax No. & email id):
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.

Signature with Date -----

Name of the Firm -----

Seal -----

Schedule of price bid in the form of BOQ_DEO.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_DEO.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_DEO.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned:

Sr. No	Items Description	Number Persons	Unit	Rate per person
1	Casual workers capable of doing data entry work as per the conditions of tender			
1.1	Rate per person including monthly service charge and ESI, EPF etc but excluding GST	14	Nos.	
	TOTAL			

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.