

No. : JCCT.DVO-01/ DEO'S/CR-09/2016-17

Date: 27.02.2017

e-TENDER NOTIFICATION


The Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru is inviting online through e-Procurement Portal for providing service of Data Entry Operators to the Department, for one year under two cover system/two parts (Techno Commercial Bid and Price Bid) from reputed manpower supply companies, registered in Karnataka State, who have adequate financial resources and experience.

Name of the work	No. of Data Entry Operator
Providing services of Data Entry Operators to the office of the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru.	38

1. **EMD:** Rupees one lakh only.
2. The participating bidders will have to pay Earnest Money Deposit (EMD) to be paid through e-Procurement portal through any four modes that is Credit Card, Internet Bank, NEFT or OTC.
3. **Price Bid:** The Service Provider should quote only the service charges and applicable service tax for providing the Data Entry Operators.
4. The bidder can view the tender details from the websites – <http://eproc.karnataka.gov.in> and <http://ctax.kar.nic.in> for further information, please contact phone number.
5. The Soft copies of the Bid documents can be downloaded from e-Procurement portal and also from <http://ctax.kar.nic.in> consisting of PQR and eligibility criteria of bidders, scope of the service to be provided, terms and conditions of contract to be complied with by the company/by the bidders registered with e-Procurement for e-Tendering.
6. The technical bid shall include the Pre-Qualification Requirements (PQR) documents. The financial bids shall include the duly filled Schedule-I. Both the scanned technical and financial bids shall be uploaded. The technical bid containing PQR documents will be opened on as per the event specified above. For more details, visit the web site <http://eproc.karnataka.gov.in> and <http://ctax.kar.nic.in>
7. Both the Technical & Financial Bidding is through e-Tendering only. The bidders shall upload all the documents as per PQR for technical evaluation along with financial evaluation through online only. The qualified Technical Bidders only will be considered for Financial Bids.

The authorities and schedule for bidding is as under:

I	Designation and address of the procuring entity	Office Of The Joint Commissioner Of Commercial Taxes (DVO)-1, 2nd Floor, BMTC Building, Yeshwanthpur, Bengaluru-560022. Tele phone No:080-23570382 Fax: 080- 23570382
II	Designation and address of the tender inviting authority	Office Of The Joint Commissioner Of Commercial Taxes (DVO)-1, 2nd Floor, BMTC Building, Yeshwanthpur, Bengaluru-560022. Tele phone No:080-23570382 Fax: 080- 23570382
III	Designation and address of the tender accepting authority	Office Of The Joint Commissioner Of Commercial Taxes (DVO)-1, 2nd Floor, BMTC Building, Yeshwanthpur, Bengaluru-560022. Tele phone No:080-23570382 Fax: 080- 23570382
IV	Last date and time for receipt of bid	07/03/2017 at 4.00 P.M.
V	Last date for submission of Pre-bid query	10/03/2017 at 4.00 P.M
VI	Closing date for uploading the technical/ financial bids	14/03/2017 at 5.00 P.M
VII	Opening of technical bids	17/03/2017 at 3.00 P.M
VIII	Opening of financial / price bids	20/03/2017 at 3.00 P.M
IX	Telephone No. and e-mail ID for contact	080-23570382 e-mail ID : jctdvo1@gmail.com


 Joint Commissioner Of Commercial Taxes
 (Admin) DVO-1, Bangalore.
 Joint Commissioner of Commercial Taxes
 (Administration), VAT Division-1, Bangalore,

GENERAL INFORMATION

1. Tenders shall be valid for a period of 60 days from the date of opening of second cover (Financial bid).
2. Alternative tender will not be considered
3. Tender document is non-transferable.
4. Conditional tenders are liable for rejection.
5. Tenders without or insufficient amount of EMD will be rejected.
6. Intending tenderers can have detailed information from the office during office hours.
7. The Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru reserves the right to reject any or all tenders without assigning any reason.
8. The successful tenderer shall enter into a contract agreement on a non-judicial stamp paper of Rs.200/- (Rupees Two hundred only) with terms and conditions as per the format specified by the Commissioner of Commercial Taxes (Karnataka) / the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru.
9. Security deposit as prescribed in the contract document would be collected at the time of entering into agreement.
10. The rates quoted should be the net rate of service charges payable per Data Entry Operator per month to the company excluding the cost of Rs./- payable to each Data Entry Operators supplied after deducting PF, ESI, and other statutory requirements including the employer's contribution.
11. The bidder/company shall submit their quotations in Schedule-I annexed to the tender documents.
12. The successful bidder shall provide the Data Entry Operators as and when requisitioned by the authorized officer of the office of the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru and suitability of each Data Entry Operators will be screened by the Department before his/her services are accepted. The request may be through e-mail, oral, telephonic or written. Failure to comply with the request will entail recovery of the cost of providing such services as worked out by the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru. The successful bidder shall deploy Data Entry Operators as and when ordered and within such time as may be decided by the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru / Authorized officer, failing which penalty at 2 times the agreed rate per day will be levied per Data Entry Operator not deployed during the first two days, thereafter, the penalty will be levied at 4 times of the rate agreed per day per Data Entry Operators.
13. Payment by the service provider/company to his/her Data Entry Operator working in the office of the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru shall be made crediting the amount the individual bank account of the concerned Data Entry Operator. Similarly PF and ESI contribution shall go the individual Data Entry Operator's account. No other mode of payment will be accepted by the office of the Joint Commissioner of Commercial Taxes (DVO-1), Bengaluru. The statement of disbursement of salaries/remuneration for a particular month duly certified by the Bank should be submitted by the Company with bills of next month to the office of the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru to be eligible for payment.
14. In case more than one company stands L1, firstly, ISO certified companies will get preference over others. Secondly, the companies having higher turnover will get preference over others.
15. The duration of the contract is for 12 months, extendable for any further period by mutual consent with the same terms and conditions of the agreement executed. However, the contract can be terminated by either party on three months' prior in writing notice.

16. The Company should not sublet the contract. If the Company is found to have sublet the contract, the contract will be terminated at the risk and cost of the contractor concerned.
17. The company shall furnish Salary Slip to all its employees indicating Net salary/Wages after deduction of statutory payments.
18. The company shall be responsible to fulfil all statutory obligations such as remittances of service tax, ESI/PF, etc. in respect of each Data Entry Operator deployed under this contract.
19. The statement showing earnings and disbursal of take home remuneration, remittance of EPF and ESI for a particular month should be submitted by the Company with bills of next month to office of the Joint Commissioner Of Commercial Taxes (DVO-1), Bengaluru to be eligible for payment along with documentary proof of payment of profession tax and service tax as prescribed in **Annexures-3A, 3B, 3C, 3D and 3E**.
20. The Data Entry Operators deployed by the Company shall not have any connections with the employees of the Department. The Company shall be responsible for any un-authorized acts of the Data Entry Operator and for any damage / injury sustained by them in the course of their work / duty.