



भारत सरकार ,वित्त मंत्रालय ,राजस्व विभाग
Government of India ,Ministry of Finance ,Department of Revenue
मुख्य आयुक्त का कार्यालय Office of the Commissioner
केंद्रीय वस्तु एवं सेवाकर आयुक्तालय ,इंफाल CGST Commissionerate, Imphal
केंद्रीय जी, Central GST Bhawan ,भवन .टी.एस.



सत्यमेव जयते

अल ,सी.ओ.उत्तर ए ,A/25,कबो लैकई नॉपोक ,नूर टावर -इंफाल पूर्व -इम्फाल 795001-मणिपुर
AL- Noor Tower, Kabo Leikai Nongpok, 25/A, North AOC, Imphal East-Imphal- 795001 Manipur
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TENDER NOTICE NO. 03/2018-19

Notice inviting E-tender for hiring of Data-Entry Operator for the CGST Commissionerate office, North AOC, Imphal and CGST Division office, Wangkhei Kongba Road, Imphal.

E-tender are invited from registered and reputed Service Providers/Agencies based in Imphal and the State of Manipur for hiring of 02(two) Data Entry Operators well conversant in Computer Operations, to provide services at the CGST Commissionerate office, North AOC, Imphal and CGST Division office, Wangkhei Kongba Road, Imphal.

2) The terms and conditions along with tender form for technical bid and financial bid can be downloaded from the website www.cexcusner.gov.in/gem.gov.in.

3) Bids shall be submitted online at gem.gov.in. separately for technical bid and financial bid. The financial bids will be opened only if all the terms and conditions of Technical bids are fulfilled.

4) Key Dates:

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| (a) Tender publishing date | : <u>14th December, 2018</u> |
| (b) Document download date and closing | : <u>15th to 28th December, 2018</u> |
| (c) Bids submission start date & time | : <u>29th December, 2018 to 5th January, 2019 (5:00 pm)</u> |
| (d) Bids opening date & time | : <u>7th January, 2019 at 3:00 pm</u> |

The Commissioner, Central GST, Imphal reserves the right to accept or reject any or all tenders without assigning any reason.

KARAN THAPAR
Deputy Commissioner

ANNEXURE – A

Functions of Data Entry Operator

- 1) To make data entry in words and excel format as per office requirement.
- 2) Assisting the office staff in typing, printing, scanning of documents.
- 3) Any other misc. works related to computer and Xerox machine.

ANNURE-“B”

TERMS AND CONDITIONS

- 1) Bidders/Service providers should have experience in providing Data Entry Operators for a minimum period of 02 (two) years. Preference will be accorded to those service providers who have sufficient experience in providing the said services to various Government departments, public sector undertakings, etc.
- 2) The office of the service provider should preferably be located in Imphal or in the State of Manipur and the proof of address of the office in Manipur should have to be furnished as part of the tender. Further, the Data Entry Operators should also be locally based in their respective place of work.
- 3) The person employed will be required to work on all days except Sunday and Holidays declared by the Govt. of India/local state authority. However, this office reserves the right to call for the services of the Data Entry Operators, if required, even on Sundays/Holidays also. All persons employed are expected to be committed, courteous and to follow instructions given to them by this office.
- 4) The duty hours of Data Entry Operators would be decided by this office.
- 5) Contractor or its persons employed are barred from forming association and indulging in any union activities. Such activities on this count would render the contract liable to termination.
- 6) Bidder should comply with the statutory requirements pertaining to child labour.
- 7) Contractor shall be solely responsible for payment of wages/salaries with other benefits and allowances to his personnel that might become applicable under any act of order of the Govt. This office shall have no liability whatsoever in this regard and the contractor shall indemnify this office against any/all claims which may arise under the provisions of the various Acts, Govt. orders, etc.
- 8) The office of the Commissioner of Central Tax (GST), Imphal, may at its discretion, at any point of time, during the validity of the contract require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her misconduct and the service provider shall forthwith comply with such requirements.
- 9) The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality of improper conduct upon receiving written notice from the office/officer.
- 10) The service provider's personnel shall not divulge or disclose to any persons, any details of office, operational process, technical know-how, security arrangements, and administrative, organizational matters as all are confidential/secret nature. In case, the department comes to know about any such act done by the service provider's personnel, the office reserves the right to cancel the contract.

- 11) The service provider's persons shall not claim any benefit/ compensation/ absorption; regularisation of service with office under the provision of Industrial disputes Ad, 1947 or contract labour (Regulation and Abolition) Act, 1970.
- 12) The service provider shall provide all the particulars of the persons deployed by them such as contact no./mobile no., copy of proof of residential address, copy of voter's identity card and PAN card, AADHAR card, etc. for office record.
- 13) The service provider shall ensure proper conduct of his person's in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering. The service provider shall be responsible for any act of indiscipline on the part or persons deployed by him. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- 14) The Data Entry Operators deployed by the service provider should be well convergent in computer operation and well experienced, having sound medical fitness. The transportation, food, medical and other statutory requirement under the various Acts/Government regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
- 15) The service provider shall not sublet, transfer or assign his contract or any part thereof to a third party without the prior approval of the Commissioner, Central Tax, Imphal.
- 16) The persons deployed should have knowledge of the local language and should not be changed without prior intimation to the designated office of the department.
- 17) All existing statutory requirements of both the state as well as the Central Govt., shall be adhered to by the Contractor. Complying with the legal rules and regulations governing Data Entry Operator contracts would be the sole responsibility of the contractor. The bidder/service provider shall comply with all the statutory provisions of the labour laws like minimum wages, Bonus, EPF, ESI, etc.
- 18) Being a Central Government Office, no security Deposit/advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.
- 19) The Commissioner of Central GST, Imphal, reserves the right to postpone and/or extend the date of receipt, opening of rates, quotation or to withdraw the same, without assigning any reason thereof.
- 20) The contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down.
- 21) All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialling, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figure shall prevail. All overwriting, cutting, insertions shall be authenticated and attested.

- 22) Rates/Quotations should be submitted and signed by the bidder or by the representative of the bidder with his/her current business address.
- 23) The contractor 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 the department.
- 24) No other allowances of any kind including transport /food/ clothing/ washing/ overtime, etc will be paid by this office.
- 25) Notwithstanding anything contained herein, this office reserves the right to terminate the contract by giving 1(one) month's notice in writing without assigning any reason. If the contractor intends to terminate the contract with this department, he/she has to give three months prior notice by providing proper reasons in writing .
- 26) After the award of the contract, the contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
- 27) The contractor will submit the monthly bill for reimbursement in duplicate which shall be certified by the officer-in charge as per his satisfaction regarding the provision of services. The contractor shall make regular and full payment of labour wages which should not be less than fixed under minimum wages.
- 28) The contractor is responsible for payment of salaries and other statutory payment to the workers on monthly basis as applicable to them under law. The contractor should ensure that the same are paid on time by the 10th of every month without waiting for the payment of the bill by the department.
- 29) No tender will be accepted by post, fax, e-mail, tele-fax or any other such means.
- 30) Tender is likely to be rejected because of non-fulfilment of any of the above terms and conditions.
- 31) The payment of bill will be based on "no work no payment ".
- 32) The contractor should furnish the details of wages paid by him/her to the employees deployed by him in providing Data Entry Operators.
- 33) The period of contract for providing Data Entry Operators will be for a period of 01(one) year from the date of execution of agreement.
- 34) All disputes lie within the jurisdiction of Manipur only. The Commissioner of central tax (GST)' Imphal reserves the right to reject all or any tender without assigning any reason thereof.

ANNEXURE-“C”

Technical Bid for Providing Data Entry Operator

01	Full particulars of the Service provider: i) Name of the firm /company: ii) Full Address of Office iii) Telephone no./ Mobile No. iv) Tele Fax v) Email Address	
02	Full particulars of person(s) offering the Data Entry Operators and submitting the tender:	
03	Year of registration /incorporation (certified copy of RC is to be attached)	
04	PAN Card No.(Certified copy of PAN Card is to be attached)	
05	GST Registration No.(GST Registration Certificate is to be attached)	
06	Details of the offices where the Data Entry Operators has been / are being provided; i) Name Address of the office(s) ii) No. of years for which service has been /being provided (Certificate from the office mentioned above.	
07	Details of prior experience in providing Data Entry Operators.	

Declaration

- i) I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- ii) It is hereby declared that the particulars for providing Data Entry Operators are true and correct as per my knowledge and belief and in event of any of the same being found to be not true, I/we shall be liable to such consequences/lawful action as the department may wish to take.
- iii) It is hereby declared that the service provider is not involved in any major litigation that may have an impact of affecting or comprising the delivery of services as required under this tender.
- iv) It is hereby declared that the service provider is not black-listed by any Central/State Government/Public-Sector Undertaking in India.

Signature of the Service Provider
Seal of the Firm/Company

ANNEXURE-D

(Financial Bid)

1. Full particulars of the Service provider:

- a) Name of the firm /company:
- b) Full Address of Office
- c) Telephone no./Mobile No.
- d) Tele Fax
- e) Email Address

2. Full particulars of person(s) offering the Data Entry Operators and submitting the tender:

3. Rate per day per Data Entry Operator:-
(Inclusive of all statutory charges and the levies)

(Signature of bidder/authorised person)