



**GOVERNMENT OF INDIA**  
**OFFICE OF THE COMMISSIONER OF SERVICE TAX**  
**4, K.S. ROY ROAD, 3<sup>rd</sup> FLOOR, KOLKATA-700 001.**

C.No. II(3)2-ET/S.T/Kol/06/9052

Date: 23.05.2008

## **Tender Notice**

Sealed quotations are invited for the following works of Service Tax Commissionerate, Kolkata.

Activity	Estimated volume
Data Entry of Service Tax return (ST-3), sorting and data entry of TR-6 Challan and typing work	<ol style="list-style-type: none"><li>1. Total 20,000 ST-3 Returns (8 fields per ST-3). (Sample enclosed)</li><li>2. 20,000 TR_6 data entry every month (10 fields per TR-6). (sample enclosed)</li><li>3. 700 A4 size pages typing work per month.</li></ol>
Skills required	<ol style="list-style-type: none"><li>1. MS-Office (including high level of proficiency in MS-Access &amp; MS-Excel)</li><li>2. Typing speed of 40 wpm.</li></ol>

### GENERAL TERMS AND CONDITIONS:-

1. The bidder should have the capacity to deploy 10 (ten) Data Entry Operators on full time basis at the three offices of Service Tax, Kolkata till the completion of the work.
2. The rate quoted should be inclusive of all taxes and duties and nothing extra will be paid.
3. A sealed tender containing two sealed bids superscribed, “ a). Bid for Data Entry and Typing work-technical, b). Bid for Data Entry and Typing work-financial “ should reach the Commissioner of Service Tax , Raja Chamber building, 3<sup>rd</sup> floor, 4 K.S Roy Road, Kolkata-700001 on or before 30.05.2008 by 4.00pm.

4. a). The date of opening of the tenders received is 02.06.2008 at 2.30pm at the Office of the Commissioner of Service Tax, Kolkata-700001. b). After qualifying in technical bid only the Financial bid will be opened. Financial bid of non-qualifying technical bids will be rejected . c) In technical bids the contractor should mention a). The educational qualification, computer knowledge, work experience of the DEO's to be supplied. b) The experience of the contractors in supply of such DEO's to various Depts./Agencies should also be mentioned.
5. The Commissionerate of Service Tax, Kolkata takes no responsibility for delay, loss or non-receipt of tender documents sent by post.
6. Incomplete bid/bids received after the prescribed date and time shall be summarily rejected.
7. The Commissioner of Service Tax reserves full rights to accept or reject all or any bid in part or full without assigning any reasons whatsoever.
8. Sub-contracting of the work of any sort will not be allowed.
9. The contractor to whom the work is awarded shall have to ensure secrecy and security of data provided by the department. The information/data so provided shall not be passed on to any unauthorized persons, agencies or organizations.
10. The DEO's supplied will be first examined by the departmental officers and only after the satisfaction report they will be employed.
11. The awarded work shall have to be completed to the satisfaction of the concerned Assistant/Deputy Commissioner of Service Tax every month from the date of issuance of work order. In the event of delay on the part of the contract, the Commissioner of Service Tax, Kolkata may impose penalty @ 1% of the contract value per week of delay.
12. If the work done is not found satisfactory, replacement has to be provided within a span of 3 (three) working days.
13. Working space and requisite hardware such as computers, printers, stationery etc. will be provided by Service Tax Commissionerate.
14. For further details, interested parties may contact the undersigned or Inspector (Computer Cell), Service Tax Commissionerate, Raja Chambers, 3<sup>rd</sup> floor, 4 K.S Roy Road, Kolkata-700001 during office hours.
15. The job specification in respect of entry of ST-3 returns, TR-6 and typing work are as under:
  - a) Data entry work of ST-3 returns has to be carried out under the supervision of the concerned officer of the rank of Assistant/Deputy Commissioner.
  - b) The bill will be accepted for payment only after successful completion of the monthly target to be fixed by the concerned Assistant/Deputy Commissioner and on the basis of the certificate of acceptance, accuracy and completeness from him.
  - c) Each DEO has to enter minimum data for 100 ST-3 and 100 TR-6 revenue data per day on all working days. He has to type about 100 pages of A4 size document every month.
  - d) The contractor or their operators should not use the computer or any data media for any personal work or work outside pf the scope of the tender.

e). The data entry shall be executed at the premises of the respective Service Tax Office from Monday to Friday, from 10 am to 6 pm (working days) under the overall supervision of an officer designated by the Assistant/Deputy Commissioner in-charge of the Division.

16. Details to be included in bid: Background information of employees' to be deployed, credentials of the contractor in the field, major client list etc.

Enclosure: As Above

(B.K Saha)  
Addl. Commissioner (P&V),  
Service Tax, Kolkata.

## Proforma

### S. T. -3

Sl. No.	Name of the assessee	Registration No.	Category of service
1.	2.	3.	4.

Period	T.R.6 payment (Total of 6 months)	Cenvat credit utilized (Total of 6 months)	Cenvat credit distributed (Total of 6 months)
5.	6.	7.	8.

### T. R.6

Sl. No.	Name of the assessee	Registration No.	Category of service	Challan no. & date
1.	2.	3.	4.	5.

Accounting code	Amount of Service Tax ( in Rs.)	Amount of interest ( in Rs.)	Amount of penalty ( in Rs.)	Total ( in Rs. )