

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, DELHI-I
C.R.BUILDING: IP.ESTATE: NEW DELHI - 110 002

TENDER NOTICE

C. NO. I-5(2)CE/Comp/ DEO/2004/Pt/

Dated :- 23.04.2008

Subject :- Contract for Data Entry work for the year 2008-09 –Regarding

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This office invites sealed quotations, complete in all respect for awarding data entry work for the financial year 2008-09, features/details of which are as under :-

1. The data entry work relates to the feeding of ER-1/2/3 (Excise Return) including TR-6 Challan and Dealer Return data on SERMON 6i (a Unix based application). The contractor is to feed both Manufacturer's as well as Dealer's Returns.
2. At present the number of Central Excise assesses is 1256 and that of Dealers is 2370 approximately which may increase/decrease on account of enrolment/surrender of registrants. The position stated may also change on account of re-organisation, on-line e-filing by the assessee. Their returns are received by 10th of the succeeding month and data entry work in respect of these assesses including TR-6 challans will be done on monthly basis. Dealers Returns are received quarterly.
3. Last year number of records (in terms of computer entries) fed into the system were approximately 21 lakhs, which may increase/decrease on account of enrolment/surrender of registrants. The position stated may also change on account of re-organisation, on-line e-filing by the assessee.
4. The data of Central Excise is to be entered in all screens,(ER-1/2/3) i.e. approx. 10 screens) including TR-6 challans and Dealers Returns (i.e. one screen). The number of screens may change from time to time.
5. Depending on the nature of manufacturing activity of each assessee, information may have to be keyed in some or all of the SERMON 6i screens. Information for some of the screens is mandatory to be given by assesses.
6. The data entry work in respect of Central Excise Divisions-I/II/III & IV will be done on server installed in the respective Divisions (List of addresses of Divisions enclosed).
7. The computer Hardware will be provided by the Office of the Commissioner, Central Excise Commissionerate, Delhi-I, C.R.Building, I.P.Estate, New Delhi.
8. The payment will be made subject to the report submitted by the contractor and duly verified by each Central Excise Divisions.

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9. In case, the performance of the Data Entry Contractor is not found satisfactory, the contract would be terminated by issuing the letter for the same. It is important to highlight that the Annual Contract would stand terminated the day letter for termination is issued.
10. In case, the Contractor terminates the contract, atleast 30 days notice for the same would be required.
11. In case of any dispute between the Contractor and the Department, the decision of the Commissioner of Central Excise, Delhi-I would be binding on the contractor.
12. The data entry must be completed by 20th of the succeeding month in respect of non-SSI units and by 25th of the succeeding month in respect of SSI units.
13. The complete tape cartridge or E-mail containing data for a particular month should be submitted to the Systems Manager in writing on or **before 26th of the succeeding month** alongwith a report of number of returns fed as well as revenue as per data fed in vis-a-vis. actual revenue.
14. The Contractor will be responsible for safety and security of Computer Hardware provided to them for data entry work.
15. **The deployment of DEOs will fully and solely be on Contractor's behalf and the department will not own any responsibility of their employment or otherwise.**
16. The dispute, if any, are subject to jurisdiction of Delhi Courts only.
17. Rates should be quoted on **per entry (single record in terms of computer entry) basis.**

Sealed quotations, complete in all respect may be addressed to the Joint Commissioner (Computer), Room No. 120, Ist Floor, Central Excise Delhi-I, C. R. Building, New Delhi - 110002 latest by 1600 hours on 08.05.2008 and quotations will be opened at 1115 hours on 09.05.2008 in Conference Room, interested party may appear. The interested parties/vendors can see actual data screens in Computer sections of respective Divisions on 01.05.2008. For any Clarification in this regard, Supertendent (Computer) in Room No. 256, Second Floor, Central Excise, Delhi-I, C. R. Building, New Delhi - 110002 may be contacted on any working day between 3PM to 4 PM.

JOINT COMMISSIONER
CENTRAL EXCISE, DELHI-II

Encl: Address of Divisions

<u>Formations</u>	<u>Name and Address of the Office</u>
Headquarter	O/o The Commissioner of Central Excise, Delhi - I C. R. Building, I. P. Estate, New Delhi.
Division - I	O/o Dy./Asstt. Commissioner of Central Excise, Division.I Deepshikha Building, Rajendra Place, New Delhi
Division - II	O/o Dy./Asstt. Commissioner of Central Excise, Division.II Shopping Complex, Near Milan Cinema, Karampura, New Delhi.
Division – III	O/o Dy./Asstt. Commissioner of Central Excise, Division.III IVth Floor, Gagandeep Building, Rajendra Place, New Delhi.
Division – IV	O/o Dy./Asstt. Commissioner of Central Excise, Division.IV IInd Floor, Gagandeep Building, Rajendra Place, New Delhi.