



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
**LARGE TAXPAYER UNIT**

NO.1775, JAWAHARLAL NEHRU INNER RING ROAD  
ANNANAGAR WESTERN EXTENSION, CHENNAI 600101  
Phone: 044 – 26159000 Fax: 044 – 26155282

C.No.1/22/2/2016 – Admn.

Dated:04.03.2016

**NOTICE INVITING TENDER FOR PROVIDING "SKILLED ASSISTANT"**

Sealed Tenders are invited from reputed Manpower Supply Agencies for providing **Skilled Assistant** with knowledge of Data Entry and Computer Applications on contract basis at the Large Taxpayer Unit, No.1775, Jawaharlal Nehru Inner Ring Road, Annanagar Western Extension, Chennai.

The terms & conditions of the tender are enclosed as Annexure to this enquiry.  
The Tender Document containing :

- (i) Scope of work, terms and conditions (Annexure-I)
- (ii) Technical bid (Annexure-II) and
- (III) Financial Bid (Annexure-III)

may be obtained from the Administrative Officer, LTU, Chennai on all working days between 10.00 AM to 5.00 PM. The Tender document may also be downloaded from the website [www.ltuchennai.gov.in](http://www.ltuchennai.gov.in), [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) and [www.cbec.gov.in](http://www.cbec.gov.in).

Quotations along with all relevant details & supporting documents should be submitted on or before **28.03.2016 (05.30pm)** in a sealed cover superscribed "**Bids for providing Skilled Assistant with knowledge of Data Entry and Computer Applications at LTU Chennai**". The bid shall be opened at **4.00pm** on **29.03.2016** in the presence of bidders/representatives.

The LTU office reserves the right to postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

  
(S.SRINIVASU)  
JOINT COMMISSIONER

Encl: Copy of Tender Documents.

To

1. The Webmaster, i/c. of [www.cbec.gov.in](http://www.cbec.gov.in) website,
2. The PRO, Chennai I/II/III/IV/Service Tax/ Directorate of Systems / Audit I/ Audit II/ Custom House, Chennai to display in the Notice Board.
3. The Superintendent (Computers), Hqrs Office, Chennai I/LTU for uploading in the website.

## ANNEXURE – I

### TERMS AND CONDITIONS

1. The LTU Chennai requires the services of 3(Three) Skilled Assistants with knowledge of Data Entry and Computer Applications for work comprising of attending to incoming correspondences, attending to incoming calls and entering of data in computer and other similar miscellaneous work. They will also help/assist the visitors/taxpayers in getting requisite information & meeting the officers. In addition, they will attend to the data entry/typing/secretarial work as may be assigned to them.

### TECHNICAL BID

2. The Service Provider should be highly experienced in the field of manpower supply and should have supplied Skilled Assistant with knowledge of Data Entry and Computer Applications on contract basis to reputed Departments. Certificates from clients for having satisfactorily completed the work requirements should be enclosed to the quotation.

3. (i) The tendering Companies/ Firms/ Agencies are required to enclose photocopies of the following documents duly attested along with technical bid, failing which their bids shall be summarily rejected and will not be considered.

(a) Registration Certificate under the Companies Act

(b) Copy of PAN Card

(c) Copy of the Income Tax return filed for the last three financial years

(d) Copy of the Service Tax registration certificate (ST-2)

(ii) The Service Provider must be registered under the Provident Fund Act, ESI Act etc. Copy of the registration papers along with code numbers attached to the Agency/ Company shall be enclosed.

(iii) Profile of the Company along with financial statements indicating a minimum turnover of Rs.50 lakhs in each of the last two years on account of deployment of manpower for Skilled Assistant with knowledge of Data Entry and Computer Applications or for similar tasks to be furnished.

4. The bidder should furnish an Earnest Money Deposit (E.M.D) amount of Rs.15,000/- in the form of a Demand Draft payable to the Pay and Accounts Officer, Central Excise, Chennai. The E.M.D. of the unsuccessful bidders shall be returned without any interest while the E.M.D. of the successful bidder shall be returned without any interest on furnishing of the Performance Security to the Department.

5. The above details along with other particulars have to be furnished in form Annexure-II with relevant documents as proof.

**FINANCIAL BID**

6. The rate exclusive of service tax, if any, should be quoted by the Service Provider in Annexure III duly signed. No amount in excess of the quoted amount will be paid.

**GENERAL CONDITIONS**

7. The Skilled Assistant with knowledge of Data Entry and Computer Applications provided should have a minimum qualification of Graduation level preferably in Commerce discipline with good knowledge of English, excellent communication skills and excellent knowledge of Data Entry work with capacity to type 70 key strokes per minute and should be good in data processing work with well versed working knowledge in MS Office, Ms Excel / Webpage.

8. (i) The Personnel deployed for service shall be of good moral character and should not have been convicted for any offence under law. The personnel deployed should be of good health, sound mind, obedient, honest and sincere.

(ii) The Personnel employed shall be an employee of the Service Provider and shall be under his control and supervision. The Skilled Assistant with knowledge of Data Entry and Computer Applications and / or agency shall have no right to claim for engagement / employment with the Department under any circumstances. During the period of contract with this office, the personnel shall carry out any work as assigned by his Controlling Officers in the LTU Chennai.

9. The Service Provider / Personnel employed by him have to maintain absolute secrecy of the information relating to the departmental data made available for entry. No third party should be provided any information. No information should be taken out of the office in any form. In case any such instance comes to the knowledge of the Department, strict action will be taken as per the provisions of the relevant laws in force.

10. (i) Initial screening of the candidate should be done by the Service Provider, so as to ensure that the deployed personnel meet the requirement of the LTU Chennai.

(ii) The Service Provider shall ensure that the personnel employed shall handle the office equipments properly and any loss or damages caused shall be recovered from the amount due to the Service Provider, The Service Provider should furnish the full details of the personnel deployed for the work along with their address, age, qualification etc., after undertaking due verification of their background and satisfying himself of their antecedents.

(iii) The Service Provider shall ensure that the personnel provided by him should

b- available to the Department on all working days as per the service contract. The onus of monitoring the attendance/ punctuality of the deployed personnel shall rest solely with the Service Provider.

(iv) The Service Provider should provide Identity card to the Skilled Assistant with knowldege of Data Entry and Computer Applications.

11. In the event of the Skilled Assistant with knowldege of Data Entry and Computer Application deployed by the Service Provider to this office is unable to attend on any particular day, the Service Provider should make alternate arrangements so that the work is not hampered. In case, the Service Provider is unable to complete the given task within the stipulated time, it is open to the LTU Chennai to get the work done from the open market and the charges towards the same shall be recovered from the Service Provider.

12. The awarded work shall have to be completed to the satisfaction of the concerned authorities every month from the date of issuance of the work order. In the event of delay on the part of the contractor, the Commissioner, LTU Chennai may impose a penalty @ 1% of the contract value per week of delay.

13. The Primary responsibility for correctness of data will be of the Service Provider. The Service Provider shall ensure that adequate supervision is exercised over the deployed manpower and the data entered is verified for 100% accuracy. However, the designated officer will verify about 5% of the total work and in case the number of erroneous records exceeds 0.5% at the time of verification, the LTU Chennai reserves the discretion to levy penalty for inadequate supervision and necessary deductions shall be made from the Services Providers' bill. The decision of the LTU Chennai shall be final on these matters.

14. The Service Provider or his personnel shall not use the systems/telephones provided for any personal use or work which is outside the ambit of the tender.

15. The normal working hours would be from 09.15 A.M. to 06.00 P.M. at Large Taxpayer Unit, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai – 600 101.

16. The bill furnished by the Service Provider shall be accepted and passed by the payment only in the event of successful completion of the allotted monthly target and on the basis of certification made by the competent authorities.

17. The payment shall be made to the Service Provider on a monthly basis against bills raised by him after verification of the attendance of the employed personnel.

18. The successful bidder should furnish a Performance Security @ 10% of the value of the contract in the form of Bank Guarantee.
19. The LTU Chennai will not bear any cost / compensation of personal accident in respect of the Skilled Assistant with knowledge of Data Entry and Computer Applications hired from the agency.
20. The LTU Chennai reserves the right to terminate the contract any time without assigning any reason to the agency.
21. Working space and requisite hardware such as Computer, Printers and Stationery etc. shall be provided by the Department.
22. The technical and financial bids should be sealed in two separate envelopes. The envelope containing the technical bid should be properly marked as TECHNICAL BID FOR SKILLED ASSISTANT WITH KNOWLEDGE OF DATA ENTRY AND COMPUTER APPLICATIONS in bold capital letters. Similarly, the envelope containing the financial bid should be marked as FINANCIAL BID FOR SKILLED ASSISTANT WITH KNOWLEDGE OF DATA ENTRY AND COMPUTER APPLICATIONS. Both these sealed envelopes should be further placed in a third envelope which should be marked on the top in bold capital letters as QUOTATION FOR SKILLED ASSISTANT WITH KNOWLEDGE OF DATA ENTRY AND COMPUTER APPLICATIONS and this envelope should be despatched to this office in sealed condition.
- 23 (i) The LTU Chennai takes no responsibility for delay, loss or non receipt of tender documents sent by post.
- (ii) Incomplete bid/ bids received after the prescribed date and time shall be summarily rejected.
- (iii) Sub-contracting of the work of any sort will not be allowed.
24. The LTU Chennai shall reserve the right to accept or reject all or any of the bid in part or full without assigning any reasons whatsoever.
25. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Chennai jurisdiction only. The LTU Chennai is entitled to withhold payments due to the Service Provider in case of any dispute, till it is resolved.

  
(S.SRINIVASU)  
JOINT COMMISSIONER

ANNEXURE – IITECHNICAL BID

TENDER FORM FOR PROVIDING SKILLED ASSISTANT WITH KNOWLEGE OF DATA ENTRY AND COMPUTER APPLICATION AT LARGE TAXPAYER UNIT, CHENNAI

1.	Name of the Registered Firm/ Company	:	
2.	Address of the company (with Tel.No., Fax & E-mail)	:	
3.	Status of Ownership (Proprietary/ Partnership/ Company – attach proof)	:	
4.	Name & Address of the Partners/ Directors (with Mobile No.)	:	
5.	Contact Person (s) (with mobile number)	:	
6.	Date of establishment of the firm/company	:	
7.	List of clientele along with certificate of appreciation from at least two important clients	:	
8.	PAN No.(Mandatory) Attach proof	:	
9.	Service Tax Registration No-(Mandatory) Attach proof	:	

10.	Amount of Service Tax paid during the financial year 2014-15 & 2015-16 (Attach proof)	:	
11.	No. of persons employed	:	
12.	Annual Turnover for last two years (Attach Balance sheets)	:	
13.	Details of Registration with PF authorities and ESI authorities (attach proof)	:	
14.	Details of EMD	:	

### DECLARATION

I/ we hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. I/ we understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have any dealing with the Department in future.

(Signature of the Authorized Signatory with date and Seal)



**ANNEXURE – III**

**FINANCIAL BID**

1. Bid Amount for 1 person per month  
(Inclusive of Service Tax) : Rs.

(Signature of the Authorized Signatory with date and Seal)

Name of the Registered Firm/ Company :

Address of the company  
(with Tel.No., Fax & E-mail) :