



Govt. of India
Office of the Commissioner of Income-Tax,
47-C.H.Area, Jamshedpur. Jharkhand.

NOTICE INVITING TENDER

Income Tax Department invites sealed bids under the **limited tender** system in the prescribed format for carrying out Data/Text/Entry from the relevant page of the income-tax returns to be carried out at various offices of the Assessing Officers under the Commissionerate of Income Tax, Jamshedpur in Jamshedpur

- 1 Name and address of the Contact person for Tender document: **Sri Arjoon Singh, Income Tax Officer, (Hqrs.) Admn., 47, C. H. Area, Jamshedpur.
Ph.: 0657-2230328**
- 2 Date & time for obtaining tender document: **21/06/2010 to 25/06/2010
11:00 A. M. to 1:00 PM**
- 3 Cost of the Tender Document: **Rs. 500/- (Two Hundred Fifty) only in the form of Crossed Demand Draft of S.B.I. payable at Patna drawn in favour of the ZAO, C.B.D.T. , Patna (non-refundable).**
- 4 Maximum bid value permissible per return: **Rs. 2/- (Two) (All inclusive)**
- 5 Last date and time for submission of Tender Document: **28/06/2010 up to 3:00 P.M.**
- 6 Date of opening of Tender Bids: **28/06/2010 at 3.30P.M.**

The tender document can also be downloaded from www.incometaxindia.gov.in

Note: *The Income Tax Department shall not be responsible for loss/delayed receipt of tender document on account of Postal / Courier Services.*

**(Arjoon Singh)
Income tax Officer, (Hqrs)Admn.
For : Commissioner of Income tax,
Jamshedpur.**



**GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF INCOME-TAX,
47, CIRCUIT HOUSE AREA, JAMSHEDPUR.**

Tel. No.- 0657-2231824/25

Fax No.- 0657-2231462

LIMITED TENDER DOCUMENT

Tender in sealed cover for Data/Text entry from the relevant pages of the income-tax returns to be carried out at offices of the Assessing Officers under the charge of Commissioner of Income tax, Jamshedpur

Date & time for obtaining tender document: **21/06/2010 to 25/06/2010
11:00 A. M. to 1:00 PM**

Cost of the Tender Document: **Rs. 500/- (Five hundred) only in the form of Crossed Demand Draft of S.B.I. payable at Patna drawn in favour of the ZAO, C.B.D.T. , Patna (non-refundable).**

Maximum bid value permissible per return: **Rs. 2/- (Two) only exclusive of all taxes and other amounts.**

Last date and time for submission of Tender Document: **28/06/2010 up to 3:00 P.M.**

LIMITED TENDER

Limited tender in sealed cover is hereby invited by the Commissioner of Income Tax, Jamshedpur from prospective bidder for Data Entry Work in sealed covers. The scope of work is described here as under :-

1. The prospective bidder shall enter data/text captured from ITR-1,2,3,4,5 & 7.
2. Data Entry & validation using departmental software to be made available by the Income-Tax Department at the respective offices of various Assessing Officers at (i) 47,C. H. Area, (ii) 2, Bagmati Road and (iii) 1, Office Road, Jamshedpur, in the charge of Commissioner of Income Tax, Jamshedpur.
3. Total number of returns in ITR-1,2,3,4,5 & 7 is approximately **1,30,000**
4. 15 PCs will be made available by the Commissioner of Income Tax, Jamshedpur for the purpose.
5. The minimum number of returns to be entered per day on an average is **3000**. The bidder is liable to penal consequences proportion to the deficit in data entry to be decided by the Additional Commissioner of Income Tax, Jamshedpur of the respective Range.

Tendering Process :

Tender is invited in two parts i.e. (1) **Technical bid** and (2) **Financial bid**. The tender form for Technical bid prescribed in **Annexure-I** and the tender form for the financial bid in proforma prescribed in **Annexure-II**, complete in all respects, should be submitted to the Income Tax Officer, Hqrs (Admn) O/o the Commissioner of Income Tax, Jamshedpur at 47, C. H. Area, Jamshedpur up to 3 P.M. by 28/06/2010 (excepting on Saturdays and Sundays). The Tender documents may be obtained from the Income Tax Officer, Hqrs (Admn), Jamshedpur, from 21/06/2010 to 25/06/2010 between 11.00 A.M. to 1.00 PM on payment of Rs. 500/- in the form of Crossed Demand Draft of S.B.I. payable at Patna drawn in favour of the **ZAO, C.B.D.T. , Patna** (non-refundable). In respect of downloaded tender documents the said Demand Draft has to be enclosed along with the bid document.

The sealed covers should be superscribed with “**Technical Bid for Data Entry**” and “**Financial Bid for Data Entry**” respectively. The Tender documents will be opened on 28/06/2010 at 3.30 P.M. in the room of the Income Tax Officer, Hqrs.(Admn.), Jamshedpur at 47, C. H. Area, Jamshedpur in presence of the bidders by the committee formed for the purpose. Late submission of tenders shall not be accepted. If the tenders are sent by post / courier, it should be ensured that the cover should be intact at the time of reaching destination without any damage or loss. The Income Tax Department shall not be responsible for loss/delayed receipt of tender document on account of Postal / Courier Services..

The Technical document of the bid will be opened and scrutinized by the committee and eligible bidders would be short listed. Thereafter, the financial bid of the listed bidders will be opened on the same day in presence of the successful short listed bidders.

Tender document found to be incomplete shall be rejected forthwith. Each technical bid should accompany the Earnest Money Deposit (**EMD**) of **Rs. 5500/-**

in the form of Crossed Demand Draft of S.B.I. payable at Patna drawn in favour of the **ZAO, C.B.D.T., Patna** Qualifying bids without Earnest Money Deposit will be rejected. The Crossed Draft of the Earnest Money should be kept in the Technical Bid envelope. The Earnest Money Deposit of the non-qualified bidders shall be returned to them.

Performance Guarantee: The successful bidder of the contract has to submit **5% of Total Contract Value as Performance Guarantee Deposit in the form of Demand Draft /Bank Guarantee of a schedule bank drawn in favour of the Z.A.O.,C.B.D.T., Patna**, within three days from the date of awarding the contract. The performance guarantee is liable to be forfeited in case of non-compliance to the terms and condition by the successful bidder. The performance guarantee deposit shall be refunded without any interest within fifteen days after the satisfactory completion of data entry of all returns

The tender applicant should sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

Terms and Conditions

- 1 The Prospective bidder should have valid license under State Government laws for providing Data Entry Service.
- 2 The Tenderer must be a reputed firm having at least 2 (two) years experience of mass data entry jobs.
- 3 Annual Turnover of the Tenderer should be more than Rs. 2.5 lakhs on an average for the immediately preceding two financial years. The tenderers must enclose copies of the I.T. Returns along with balance sheet & P/L Account for this purpose.
- 4 The Tenderer must have executed at least 1 (one) assignment of value of Rs. 50,000/- each during each of the last two financial year.
- 5 PAN and Service Tax Number may also be quoted along with documentary evidence.
- 6 Contact Numbers to be specifically given.
- 7 The bidder should be in a position to provide services within **3 days** of signing of the agreement.
- 8 The maximum rate payable for data entry from each return is Rs. 2 (two) exclusive of Service Tax. However the lowest quotation would be accepted.

- 9 The bidder should maintain 100% accuracy of data entry. Necessary steps should be taken to ensure accuracy.
- 10 Office timing between 8 A.M. to 8 P.M. subject to modification, for Data Entry.
- 11 The bidder is liable to penal consequences proportionally for the period of delay and in accuracy of Data Entry, to be decided by the Additional Commissioner of Income Tax, Jamshedpur of the respective Range.
- 12 Differences will be mutually solved and the decision of the Commissioner of Income Tax, Jamshedpur will be final.
- 13 The Department will not pay anything extra other than the rates accepted. The Department will not entertain any prayers for payment of any tax whatsoever thereafter.
15. The Commissioner of Income Tax, Jamshedpur reserves the right to terminate the contract without assigning any reason with two days of prior notice to the Tenderer.
16. The Vendor and its personnel shall not, either during the term or after termination/completion of this service, disclose any proprietary or confidential information relating to the services.
17. Taking returns out of the premises for data entry strictly prohibited . Data entry work should be carried out in the systems available with the Department.
18. Final Payment will be released on the basis of the certificate given by the concerned Range heads. The payment is subject to TDS applicable under the Income Tax Act 1961
19. The Form No. ITR-1, 2, 3, 4, 5 & 7 are available in the office of the Income Tax Officer, Hqrs,(Admn) for inspection on sample basis.
20. The successful bidder will ensure the orderly conduct of the data entry operators working in the premises of the Department
21. Tenders shall remain valid and open for acceptance both for the minimum prescribed quantity and subsequent additional requirements for a period of six months from the date of opening the financial bid. If the successful bidder withdraws his / her offer during the validity period or makes modifications in his / her original offer, the Department shall be at liberty to forfeit the Performance Guarantee and cancel the order.

Encl: Annexure-I & II

Sd/-
Income tax Officer, (Hqrs)Admn.
For : Commissioner of Income tax,
Jamshedpur.

ANNEXURE - I

TECHNICAL BID DOCUMENT

1. Name of the Proprietor/Registered Firm / Company :
2. Registration under Labour laws :
3. Address of the concern (with Tel.No., Fax & E-Mail) :
4. Name & Address of the Partners / Directors (with mobile no.) (In case of firm / company) :
5. Contact person (s) with mobile No. :
6. No. of years of experience in providing Services with documentary evidence :
7. Details of contract of Rs. 50,000 executed in the last two financial years with documentary evidence :
8. Annual turnover of last two years : (Copies of I.T. Returns alongwith balance sheet and P/L accounts to be enclosed.)
9. Permanent Account Number :
10. Service Tax Registration No. :
11. Details of Earnest Money Deposit :

DECLARATION

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

(Signature of authorized signatory with date)

ANNEXURE – II

FINANCIAL BID DOCUMENT

Details of Cost of Services offered

Activities	Data Entry using the software package to be made available by the I.T. Department, from the relevant page of the Income-tax Return along with other allied jobs at the respective offices of Assessing Officers under Commissioner of Income Tax, Jamshedpur. Maximum rate allowed for data entry is Rs. 2.00 per I.T. return.
	Rates in Rs. Per unit (I.T. return)
Figures (00.00)	In words

Note : If any discrepancies in the unit prices between the prices in figures and in words, the prices quoted in words will be taken as authentic.

Date :

Signature of Tenderer_____

Full Address:_____

Telephone No._____

Fax No._____