



GOVERNMENT OF INDIA

Office of the Commissioner of Central Excise,
Kolkata –II Commissionerate
M.S. Building, 2nd Floor, 15/1, Strand Road, Kolkata – 700 001

TENDER NOTICE

Subject: Contract for Data Entry Work for a year -reg.

This office invites sealed quotations, complete in all respect, for awarding data entry work for a year. The same may be extended / renewed further upon successful completion of a year if vendor agrees at the same rate or a lower rate subject to satisfaction of the Commissioner, Central Excise, Kolkata II Commissionerate.

QUOTATION FOR DATA ENTRY WORK IN CENTRAL EXCISE, KOLKATA - II COMMISSIONERATE, KOLKATA

A. TECHNICAL BIDS:

1. Tender is invited from only those firms which follow the following conditions. Firm must have an Office in Kolkata.
2. Firm must have experience in Govt. Department Preferably in Kolkata/West Bengal.
3. Firm must also have at least three years experience in UNIX/LINUX/Oracle based Server.
4. Information to be supplied by vendor:

1. Name and address of the Firm	
2. Details of the Technical Staff	
3. Address of the Firm and particulars thereof including name, address and contact number of technical staff.	
4. The work experience in Government Department (preferably at least one department in Kolkata/West Bengal for UNIX/LINUX/ORACLE based Server (yes/no), if yes, proof shall be attached.	
5. Clients details in Kolkata/West Bengal	
6. Whether the firm is an Income Tax assessee (yes/no)-if yes, copy of the latest assessment certificate shall be enclosed.	
7. Whether the firm is registered with the Service Tax. If yes, the registration number be given.	

5. The vendor must fill all columns. Only successful vendor's bid will be opened.
6. The Technical Bid and the Financial Bid must be in separate sealed envelopes. The Bidder should put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the Department by the date and time specified.

Scope of work:

1. The Data Entry Work relates to the feeding of ER - 1/2/3 data on SERMON 6i.0.7 (a departmental application) run on Unix / Linux with the help of Oracle 8i/9i from April, 2008 to March, 2009.
2. At present the number of Central Excise assesseees are 1320 and that of dealers are 380, which numbers may increase or decrease in case of new registrants or old registrants opting out. In 2007-08. The number of records (in terms of computer entries) fed into the system may also change on account of re-organisation, on-line e-filing by the assessee. The returns are received by 10th of the succeeding month for non-SSI units and for the dealers it is received every quarter by 20th of the succeeding month as also is the case with the SSI units. Data entry work in respect of the non-SSI assesses will be done on monthly basis while for SSI and dealers it will be done on quarterly basis.
3. The data entry work in respect of Central Excise, Kol-II will be done on server installed at Hqrs. Computer Ccell and the data entry work in respect of Central Excise Divisions (Howrah South II Division and Howrah North II Division) will be done on server installed in the respective Divisions.
4. Depending on the nature of manufacturing activity of each assessee, information may have to be keyed in some or all of the application screens. Information for some of the screens is mandatory to be given by assesseees.
5. The data of Central Excise return cases is to be entered in all screens, (ER-1/2/3) i.e. approximately 10 screens including TR-6 challans and Dealers returns (i.e. one screen). This may be changed if **SERMON** is revised.
6. The Data Entry Work in respect of Central Excise will be done on Server installed in the Computer Cells located at Head quarters and Divisional computer Cell.
7. The data for a particular month should be submitted to the Systems Manager on or before 25th of the succeeding month.
8. The Office of the Commissioner, Central Excise, Kolkata -II Commissionerate, Kolkata, will provide the computer hardware.
9. The Contractor will be responsible for safety and security of Computer Hardware provided to them for Data Entry Work.

Essential Qualifications/conditions:

1. The Contractor submitting quotation must have working experience in the field of data capture for at least three years in any Central Govt. department/State Govt. Department/PSU.
2. The Contractor shall have knowledge of Oracle/Unix/Linux or have an experience of at least two year in data entry in Oracle/Unix/Linux based applications.
3. The Contractor shall also submit Quality report or certificate showing the quality of work to be above 90 % in their Technical bid.
4. The Contractor submitting quotation must enclose the certificates/ letters/documents issued by the concerned Department, where they had previously worked or are presently working, which can prove their technical competence as mentioned in para 1 to para 3 above.
5. For proper evaluations, Technical bid and financial bids shall be given separately.
6. No Financial bid will be entertained, if the vendor does not fulfill the Technical conditions required.

Payment and other terms and conditions:

1. The payment will be made on bi-monthly basis subject to the report submitted by the Contractor and duly verified by each Central Excise Division in the prescribed proforma.
2. The service provider has to complete data entry and correction in the stipulated period after the receipt of data. If the work is not completed within the schedule specified time, penalty @2% of the job cost per day's delay subject to a maximum of 10% will be deducted from the service provider's bill and after 10 days the authority may use discretionary power to get the work done from the open market. In case of failure in the hardware/software, those days where in data entry is not possible will be deducted for the purpose of calculating penalty.
3. In case Data Entry Work is found to be unsatisfactory, issuing the letter for the same would terminate the contract. It is important to highlight that the Annual Contract would stand terminated the day letter for termination is issued.
4. In case the Contractor terminates the contract, at-least 30 days notice for the same would be required.
5. In case of any dispute between the Contractor and the department, the decision of the Commissioner, Central Excise, Kolkata- II Commissionerate, Kolkata would be binding on the Contractor.

6. The contractor will be solely responsible for the deployment of the Data Entry Operators who will be working for and on behalf of the contractor and would be on the contractors roll. The department will not own any responsibility of their employment or otherwise. Disputes, if any, are subject to jurisdiction of Kolkata High Court.

7. The Commissioner, Central Excise, Kolkata- II Commissionerate, Kolkata reserves the right to alter conditions and terms of tender.

8. Quotations are to be given as per actual record basis for: - ER1/2/3 (including TR-6 etc. and some Master table database.).

Sealed quotations, complete in all respect may be sent to the Office of the Additional Commissioner (Systems), Central Excise, Kolkata -II Commissionerate, 2nd floor, M. S. Building, 15/1 Strand Road, Custom House, Kolkata- 700 001 latest by 18.7.2008 and quotations will be opened on 21.7.2008 at 1200 hrs.

The interested parties/ vendors can see actual data screens in Computer sections at Hqrs. Computer Cell on 14.07.2008. For any clarification in this regard, Superintendent (Systems), Central Excise, Kolkata- II Commissionerate, 1st floor, M. S. Building, 15/1 Strand Road, Custom House, Kolkata- 700 001 may be contacted on any working day between 3 pm to 4pm.

The Final offer letter may be issued to the L-1 bidder after observing proper approval from the office of DG(Systems & Data Management), Customs & Central Excise, New Delhi.

Sd/-03.07 08

(V. N. THETE)

ADDITIONAL COMMISSIONER(SYS)

F.No. I(22)50-Comp/ER-I data/Kol-II/2004/6506-10-B

Date:03.07.08