



**Office of the Commissioner of Income tax,
DISPUTE RESOLUTION PANEL-(I),
No- G-16, Ground Floor, Central Revenue Building, Queens Road, Bangalore - 560001)
{Phones : (o) 080-22869026 (Secretary 080 22860633) Bangalore.**

No. Steno/DEO/Tender of DEOs for CIT(DRP)-1/2016-17

Dated:- 05/04/2016

NOTICE INVITING THE TENDER FOR HIRING

THE DATA ENTRY OPERATORS

The Commissioner of Income Tax, DRP-1, Bengaluru intends to hire 04 numbers (or More) of skilled Stenographers/Data Entry Operators (DEOs) for a period of one year with effect from 01/05/2016 to 30/04/2017 for the Office of the CIT, DRP-1, Bengaluru for DATA ENTRY and computer related work assigned by the superior authority. Open tender not less than Two Bid System is invited from reputed and competent parties as per the following instruction, terms and conditions. Instructions and information to the bidders:-

Tender papers can be collected from this office on all working days from 07/04/2016 to 20/04/2016 till 01.30 PM on payment of Rs.200/- (Not Refunded) by Demand Draft drawn on any scheduled bank in favour of the Zonal Account Officer (CBDT), Bengaluru. The tender* papers can also be downloaded from website incometaxbangalore.in and can be submitted in this office along with DD of Rs.200/-. Quotes should be submitted in two bid patterns, i.e. Technical Bid containing technical and other details as per Annexure-I and Commercial Bid as per Annexure-II. Both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and sealed and super-scribed as "Tender for Hiring of Stenographers/Data Entry Operators-Technical Bid" and Tender for Hiring of Stenographer/DEOs-Commercial Bid" respectively. Both the envelopes should be placed in a single cover and super-scribed as "QUOTATION FOR HIRING 04(or More) STENOGRAPHERS/DATA ENTRY OPERATORS" and should be submitted to the Secretary Income Tax Officer, (DRP-1) O/o the Commissioner of Income Tax, DRP-1, Bengaluru-1, Ground Floor, C R Building, Queen's Road, Bengaluru-560001 latest by 21/07/2016 before 1.30 P.M. The bids will be opened on 21/04/2016 at 03.30 P.M in the room of Secretary Income Tax Officer, (DRP-1) O/o the Commissioner of Income Tax, DRP-1, Bengaluru-1, 1st Floor, C R Building, Queen's Road, Bengaluru-560001 Bidders or their representatives may remain present there at the time of opening of tenders. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the Secretary Income-tax Officer (DRP-1.) O/o the CIT, DRP-1,

Bengaluru-1. The financial bids of the bidders, whose technical bids are found to be invalid as per consideration the Tender Committee will not be opened/considered for the purpose of short listing. The valid technical bids will be scrutinized by the Tender Committee constituted for this purpose to Shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders will be opened. The technical bid should accompany the Earnest money Deposit of Rs. 15,000/- (Rs. Fifteen thousand only) in the form of Demand Draft of any scheduled bank payable at Bengaluru drawn in favour of the Zonal Account Officer, CBDT, Bengaluru. The bids without Earnest Money Deposit will be rejected.

The EMD of unsuccessful bidder will be returned after completion of tender process.

The EMD of successful bidders will be returned after submission of Bank Performance Guarantee (10% of estimated value).

Service is to be provided as per Terms and Conditions mentioned in Annexure-III. Annexure -III duly stamped and signed should accompany the technical bids.



(A.ROOPALAKSHMI)

Secretary/Income Tax Officer,
O/o the Commissioner of Income Tax, DRP-1,
Bengaluru-1.