



Office of the Commissioner of Income Tax,
Income Tax Appellate Tribunal - I,
'Santhosh Complex' 2nd Floor, K.G. Road, Bengaluru – 560 009.

F.No. 43/Out.Sou/DEO/CIT/ITAT/BLR/2016-17

Dated. 07/11/2016.

TENDER FOR OUTSOURCING OF DATA ENTRY OPERATORS (DEO'S) IN THE CHARGE OF COMMISSIONER OF INCOME TAX, INCOME TAX APPELLATE TRIBUNAL – I, BENGALURU.

Sealed tenders are invited from reputed agencies for outsourcing of Data Entry Operators (DEOs) in the Charge of Commissioner of Income Tax, ITAT-I, Bengaluru. Interested agencies may send sealed bids in the manner specified in the tender document to the **Commissioner of Income Tax ITAT-I, Room No. 2 (Two), 'Santhosh Complex', 2nd Floor, K G Road, Bengaluru-560 009**, on or before **15/11/2016** upto **4.00 P M.**

The Tender Documents may be obtained from the above Office of the Commissioner of Income Tax, ITAT – I, on **working days** from **11 A.M.** to **4.00 P.M.** The same can be obtained on payment of Rs. 100/-, which is non-refundable, by Demand Draft, drawn in favour of the Zonal Accounts Officer, Central Board of Direct Taxes, Bengaluru and payable at Bengaluru.

The technical bids will be opened on **16/11/2016** at **3.00 P.M.**, in Room No. **2 (Two)**, 'Santhosh Complex', 2nd Floor, K G Road, Bengaluru, in the presence of representative of the interested agencies, if they make themselves available at the time.

Financial bids of technically qualified agencies will be opened on the same day at **4.00 P.M.**, in Room No. **2 (Two)**, 'Santhosh Complex' 2nd Floor, K G Road, Bengaluru – 560 009 in the presence of qualified parties if they choose to be present.

Sd/-

(R CHANDRASHEKAR)
Administrative Officer Grade - III
O/o Commissioner of Income Tax,
ITAT – I, Bengaluru.

ANNEXURE 1

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name of the party :
2. Address: :
(With telephone no., fax no. & e-mail ID)
3. Name & Address of the proprietor/partners :
/directors: (With mobile number)
4. Contact person (s) (With mobile number) :
5. No. of years of experience in providing services of :
Skilled/unskilled personnel (enclose proof such as
performance reports)
6. Permanent Account Number :
7. Service Tax Registration No. :
8. ESIC Registration No. :
9. EPF Registration No.:
10. Detail of EMD :

DECLARATION

I hereby certify that the information furnished above is true 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; I/We will be blacklisted and will not have any dealing with Department in future.

Signature of
Authorize Signatory with date

ANNEXURE-II

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name of the party :
2. Address :
(With telephone no., fax no.)
3. Name & Address of the proprietor/partners/
directors: (With mobile number) :
4. Rate of services charges as a percentage :
to be charged on the wages payable as per
Minimum wages Act of the Karnataka Government
...%

I hereby certify that the information furnished above is true 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; I/We will be blacklisted and will not have any dealing with Department in future.

Signature of
Authorize Signatory with date

ANNEXURE-III

FINANCIAL BID DOCUMENT

1. Name of the Bidder :
2. Address with Phone and fax No. :
3. Name & Address of the proprietor/partner/
Directors (with mobile nos) :
4. Quotes for supply of CSS :

Position	Take Home Salary per personnel (Rs)	ESI (Employee & Employer per personnel (Rs)	PF (Employee & Employer per personnel (Rs)	Medical Insurance per personnel (Rs)	Prof. Tax per personnel (Rs.)	Total	Prof. charges on take home salary per personnel (Rs)	Total Invoice value (including service tax)
Data Entry Operator								

I hereby certify that the information furnished above is true 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; I/We will be blacklisted and will not have any dealing with Department in future.

**Signature of
Authorize Signatory with date**

