

GOVERNMENT OF KARNATAKA  
COMMERCIAL TAXES DEPARTMENT

**Joint Commissioner of Commercial Taxes**  
**(Admn.) VAT Division, Vanijya Therige Bhavana,**  
**D. Devaraj Urs Layout, A Block,**  
**Davangere 577 006.**

**No. EST.1.CR.D.O.2010-11**

**Dated : 10.11.2010.**

**TENDER NOTIFICATION.**

Tenders are invited under two cover system, for providing services of 05 Data Entry Operators for making entries of cheques, VAT returns and other works in the offices of Commercial Tax Department (CTD) located in Davangere Division. The prescribed tender form and the Request for Proposal (RFP) showing terms and conditions and other relevant details can be obtained from the office of the undersigned during office hours on all working days on payment of Rs. 200.00 Plus 13.5% VAT i.e., Total Rs. 227.00 (Not refundable) **Last date of issue of tender forms is 25.11.2010 up to 5.30 p.m.**

The bidder should satisfy all the terms and conditions laid down in the RFP in relation to providing the said Data Entry Operators.

The first cover in respect of the technical should contain –

1. The technical/pre-qualification bid with all the required details in the prescribed format (Annexure-I) appended to the RFP.
2. PAN details under the Indian Income Tax Act, 1961.
3. Proof to show that the bidder has its Head Office in Karnataka and has been operating for the last 3 years in the State of Karnataka in providing Data Entry Operators. The First sealed cover should be super scribed with the words Technical/Pre-qualification Bid for providing Data Entry operators at Davangere.

The Second Sealed Cover should contain :

The Financial Bid in the prescribed format (Annexure-II) appended to the RFP and should be super scribed with the words "Financial Bid for providing Data Entry Operators".

The sealed cover containing the technical/prequalification bid and the financial bid should be enclosed in another sealed cover and super scribed with the words "Tender for providing Data Entry Operators" and should be addressed to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006 at the above given address. The Bid should be unconditional. Conditional bids will be summarily rejected. The financial bid cover of only those bidders who satisfy the technical/prequalification requirement upon evaluation of the prequalification bid will be opened.

The last date for submission of tender is **27.11.2010 upto 5.30 p.m.** The sealed cover containing both the technical/prequalification bid and the financial bid cover should be submitted to the Asst. Commissioner of Commercial Taxes, HQ, Office of the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006. Bids received after the specified time and the date will be rejected.

The technical/pre qualification bids will be opened on 29.11.2010 at 4.00 p.m. in the presence of available bidders (no written intimation to this effect will be given to the individual bidders). The financial bids will be opened in the office of the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006 in the presence of available bidders on the date and time to be specified at the time of the opening of the technical/prequalification bids. (no written intimation to this effect will be given to the individual bidders).

  
**Joint Commissioner of Commercial Taxes (Admn.) VAT Divn., Davangere.**

The bidder should satisfy all the terms and conditions laid down in the Bidding Instructions regarding the Bid.

The first cover in respect of the technical/prequalification bid and the financial bid should be submitted to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006. The first cover should be submitted to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006. The first cover should be submitted to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006.

**The Sealed Cover should contain:**

The Financial Bid in the prescribed format (Annexure-II) should be submitted to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006.

The sealed cover containing the technical/prequalification bid and the financial bid should be submitted to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006. The first cover should be submitted to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006.

**GOVERNMENT OF KARNATAKA  
 COMMERCIAL TAXES DEPARTMENT  
 DAVANGERE.**

**REQUEST FOR PROPOSAL (RFP)**  
 For providing Data Entry Operators in Davangere.

**Joint Commissioner of Commercial Taxes  
 (Admn.) VAT Division, Vanijya Therige Bhavana,  
 D. Devaraj Urs Layout, A Block,  
 Davangere 577 006.**

**Tel : (08192) 231359  
 E-mail ID: [jctdavangere@gmail.com](mailto:jctdavangere@gmail.com)  
 Website: <http://ctax.kar.nic.in>**

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## 1. Introduction:

- 1.1 Commercial Taxes Department (CTD) Government of Karnataka administers various tax levies falling under the State Jurisdiction such as Value Added Tax, Entertainment Tax, Luxury Tax, etc. The Department has about 140 locations spread all over the State including Check posts at the State Border. Apart from the Head office located in Bangalore at VTK-1 and Six Divisional Offices, there are 7 Divisional Offices outside Bangalore. All these locations are networked.
- 1.2 The CTD IT Infrastructure is continuously being upgraded. A major drive was taken up in 2003 as a part of preparation for VAT implementation. Another phase was initiated during 2007-08 to computerize check posts. (Yet another investment in IT infrastructure is under implementation. Hence the CTD IT infrastructure comprises of components with varying age. CTD is also putting many of its services into the online mode). Now the department has launched the e-Vardi and e-Sugama facilities to facilitate the e-filing of return, down loading the statutory forms and form 505 from the internet and also e-payment.
- 1.3 CTD being essentially a tax administering organization is seeking technical assistance to run, maintenance and up grade its IT infrastructure and data. The contract envisaged is for procurement of services from a technically competent contractor, to manage the following broad areas of operation with technically competent personnel deployed at various CTD locations to achieve the objectives of constant update of data by entering the same effectively without waste of time and extraction of the entered data whenever required so as to enable smooth running of the CTD business process.

## 2. Providing Data Entry Operators :

- 2.1 The contractor must provide 05 Data Entry Operators for offices located in Davangere Division. The locations are subject to change to suite the convenience of the CTD business process and the deputed personal will move accordingly if there is any change in location. The assignments of 05 DEOs DAvangere are subject to change within Davangere Division. (as per Annexure III).
- 2.2 **Educational qualification/experience :**
  - 2.2.1 All the DEOs must have 1) Passed SSLC Examination. (2) Passed Senior Kannada, Typewriting examinations (3) Passed or obtained a certificate for having completed six months Basic Course in Computer from a recognized institution, recognized by the Government of India or Government of Karnataka. (4) Be proficient in Kannada and English language with good communication skill and good computer operating skill.
  - 2.2.2 The DEOs will work under the administrative control of the Joint Commissioner of Commercial Taxes (Admn.), VAT Division, Davangere depending on their assigned posting, but they will be under the overall control of Joint Commissioner of Commercial Taxes (Admn.), VAT Division, Davangere.

### 2.3 Deputation :

- 2.3.1 Before deputing the DEOs to CTD the contractor must furnish the name, address and required qualification details in writing of the proposed candidate to CTD. CTD will assess their suitability by holding an examination (written and oral test) and will inform the contractor in writing the out come. If found not suitable the contractor will have to send alternate personnel, who will follow the same process. The contractor is at liberty to send of pool of proposed DEOs from out of whom CTD can select suitable DEOs.
- 2.3.2 The contractor should strive to keep the deputed personnel in the job for at least six months. When there is a change in personnel, the replacement for the personnel must be reported to CTD one month before the regular personnel leaves. This is to ensure smooth transition. The cost of extra month wages shall be at the hands of the Contractor. The Contractor shall also ensure that the procedure to depute new personnel, as prescribed above is followed. Hence, the contractor will need to plan well in advance any change in deputing an alternate personnel.
- 2.3.3 Contractor shall ensure that the deputed personnel are of good character and conduct and maintain integrity at all times. The contractor shall ensure that services are performed by its personnel with due diligence using generally accepted industry standards and practices with suitable business and professional ethic etiquette.
- 2.3.4 Contractor shall impart the necessary training to all DEOs selected to carry out the duties assigned to them as described above.
- 2.3.5 Depending upon the exigencies, CTD reserves the right to change the location of any of the deputed personnel.
- 2.3.6 After personnel has been deputed, CTD may seek a change of a personnel for unsatisfactory response to an issue or underperformance. In such a situation, the contractor shall make available an alternate DEO within one month from the date of making a written communication. The procedure at 2.3.1 shall be followed.
- 2.3.7 If any of the technical personnel proceeds on short duration leave of maximum 3 days he should do so only with the prior approval of CTD and Contractor shall provide alternative personnel. Further, if any personnel of any CTD location were to proceed on long leave contractor shall make immediate alternative agreement and deploy to the location concerned, a stand by technical personnel of equal qualification and experience with adequate training.

### 3. Activities, Roles and Responsibilities of DEOs

Some of the activities to be undertaken by the DEOs are listed below. The list is only illustrative.

- 3.1 Effective and speedy entry of the data entry without room for error.
- 3.2 Generation of required information from the system for effective management by CTD administrator at all levels.
- 3.3 Assisting CTD in procurement of information in required format from the data so entered.

#### 4. Penalties :

- 4.1 When a change in deputed personnel is sought as described in 2.3.6, the CTD in addition may levy a penalty up to Rs. 25,000.00 per personnel. The quantum of penalty will be based on the degree of underperformance of the personnel. The penalty will be levied after giving an opportunity to both the contractor as well as the personnel to explain the circumstance of the underperformance.
- 4.2 When a situation under 2.3.6 arises for the Fourth time of more, an additional penalty up to Rs. 15,000.00 will be livable. This will be in addition to the penalty at 6.1 above.
- 4.3 When a commission or non-commission of an activity of deputed personnel leads to delay in any CTD business process, the CTD may levy a penalty up to Rs. 5,000.00 each time. However, an opportunity to explain the circumstance of the commission or non commission will be provided by the CTD before levy of the penalty.
- 4.4 For any destruction / damage that occur in the course of Data entry operating the system, the Agency shall bear the responsibility to restore the situation to normalcy.

#### 5. Eligibility Criteria :

Bidder's qualifications to perform the contract, if its offer is accepted, should be established by relevant documentary evidences by the bidder to the satisfaction of CTD. Bidders should meet the following eligibility criteria. Technical or Financial Bids which are not compliant with the said criteria will not be evaluated. The service provider –

- (i) Should have been in the business of providing DEOs of a similar nature for the past 3 years in Karnataka.
- (ii) Service provider should have head office in Davangere/Karnataka.
- (iii) Should have provided such service to at least 3 government departments or organizations or public sector undertaking (Certified list of current client to be given)
- (iv) Should have executed a single order of similar nature.

## 6. Submission of Bids :

- 6.1 Bidder satisfying the technical and commercial conditions specified in the Request for Proposal (RFP) and willing to provide services in conformity with the RFP may submit their technical and commercial bids in formats at Annexure I and Annexure II respectively. Both technical bid and financial bid should be addressed to the Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006 and should be submitted into separate sealed covers super scribed as under :-
- “Technical bid for providing Data Entry Operators for CTD in Davangere Division”
- “Commercial Bid for providing DEOs for CTD in Davangere Division.
- 6.2 The bidder should submit the bid (technical) and financial bids in accordance with the specified formats attached to this RFP along with all the relevant technical documents. The tender document namely the RFP will be supplied to the Service provider desiring to participate in this Bid at a cost of Rs. 200 + 13.5% VAT i.e., 227.00 only) which is non refundable in the Form of Demand Draft drawn in favor of in favor of Joint Commissioner of Commercial Taxes (Admn.) VAT Division, Vanijya Therige Bhavana, D. Devaraj Urs Layout, A Block, Davangere 577 006.
- 6.3 The sealed covers containing technical and commercial bids should be submitted to the Asst. Commissioner of Commercial Taxes, (HQ), office of the Joint Commissioner of Commercial Taxes, (Admn) VAT Division, 1<sup>st</sup> floor, VTB Building, Devraj Urs Layout, ‘A’ Block, Davangere (Telephone No. 08192 - 231359) on or before 27<sup>th</sup> November 2010 within 4-00 PM. The technical bids will be opened on 29<sup>th</sup> November 2010 at 4-00 PM the same day in the chambers of the JCCT (Admn) VAT Division, VTB, building, Davanagere.
- 6.4 Any bid received by the CTD after the deadline fixed for submission of bids will be rejected. In the even of the last date specified for submission of bid being a public holiday, the bids will be received till 3-00 PM on the next working day. Extension of date and time for submission of bids will be at the discretion of CTD.



- 6.5 The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.

**7. Bid opening process:**

- 7.1 CTD will follow a two-stage bid opening process. They are:
- (i) Technical bid opening and evaluation.
  - (ii) Commercial bid opening and evaluation

7.2 The technical bids will be opened in the presence of available bidders or their authorized representatives who choose to be present at the time, date and venue mentioned in Para 6.4 above. CTD will record the tender opening process in a separate register maintained for the purpose and signature of all the available bidders or the authorized representatives of the bidders will be obtained in the register and on the bid documents evidencing their attendance. The evaluation and short-listing of technically qualified bidders will be carried out within a time frame made known to them at the time of opening of technical bids based on the criteria set out in this RFP.

7.3 The financial bids of the technically short-listed bidders will be opened in their presence or of their authorized representatives who choose to be present at 4-00 PM on 29<sup>th</sup> November 2010 at the chamber of the Joint Commissioner of Commercial Taxes, (Admn) DVO, Davanagere. The evaluation of financial bid will be passed on the criteria set out in this RFP. Selection of the lowest quote bidder, namely, L-1 bidder will be as in Para 13 of this RFP.

**8. Format and signing of Bids:**

The original technical and financial bids should be typed (or computer printed) and duly signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The person or persons signing the bid should initial on all pages of the bid documents.

**9. Amendments to RFP terms and conditions:**

CTD reserve the right to issue any amendments to this RFP documents at any time prior to but 5 days before from the deadline fixed for submission of bids. Such amendments to RFP will be intimated to all the vendors who have been supplied with the RFP document. From the date of communication of such amendments to the bidders, the amendments shall be deemed to form an integral part of this tender document i.e., RFP

**10. Other Contractual Obligations of the successful bidders namely, the service provider:**

The following are the general terms and conditions proposed to be included in the Contract to be signed by the successful bidder and CTD. However, they are not conclusive as CTD reserves the right to add, delete, modify or alter all or any of these terms and conditions in any manner, as deemed necessary by CTD.

- 8.1 10.1 The successful bidder shall be responsible for, and obligated to conduct all contracted activities with due care and diligence, in accordance with the Contract and exercising all reasonable means to achieve the performance levels expected by CTD.
- 8.2 10.2 The successful bidder should work in close coordination with CTD staff, act within its own authority, and abide the directives issued by the CTD that are consistent with the terms of the contract.
- 8.3 10.3 The successful bidder should be responsible for managing the activities of its personnel and any sub-contracted personnel, and will hold itself responsible for any misdemeanors of any such personnel.
- 8.4 10.4 The successful bidder should apposing an experienced representative to manage its performance of the contract. The representative should be authorized to accept orders and notices on behalf of the successful bidder, and

