



OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES (MINOR ACTS),
3RD FLOOR, BMTC BUILDING,
YESHWANTHPUR, BENGALURU-560022.
website: <http://ctax.kar.nic.in>

Tender No:JCCT(MA)/DEO/CR-04/2022-23

Dated : 06-02-2023


e-Tender Notification for
Procurement of Data Entry Operators


**Joint Commissioner of
Commercial Taxes
Minor Acts, Bangalore**

The authorities and schedule for bidding is as under:

1)	Designation and address of the procuring entity	Office of the Joint Commissioner of Commercial Taxes (Minor Acts), 3 rd floor, BMTC Building, Yeshwanthapura, Bengaluru -560022 Tel phone No:080-23470479 Fax: 080-23477611
2)	Designation and address Of the tender Inviting authority	Office of the Joint Commissioner of Commercial Taxes (Minor Acts), 3 rd floor, BMTC Building, Yeshwanthapura, Bengaluru -560022 Tel phone No:080-23470479 Fax: 080-23477611
3)	Designation and address of the tender accepting authority	Office of the Joint Commissioner of Commercial Taxes (Minor Acts), 3 rd floor, BMTC Building, Yeshwanthapura, Bengaluru -560022 Tel phone No:080-23470479 Fax: 080-23477611

Sl. No	Event Description	Date & Time
1	Last date for receiving queries	17-02-2023 at 4.00PM
2	Date of pre-bid meeting	20-02-2023 at 4.00PM
3	Last date for issue of reply to queries	21-02-2023 at 3.00PM
5	Last Date for Submission of Bid	22-02-2023 at 5.00PM
4	Opening of Technical Bids	23-02-2023 at 5.05PM
6	Opening of Financial Bids of the technically eligible Agencies	24-02-2023 at 5.05PM
7	Telephone No. and E-Mail ID for contact	080-23470479, E- Mail ID: jcctminoract.bng@ka.gov.in


Joint Commissioner of
Commercial Taxes
Minor Acts, Bangalore

GOVERNMENT OF KARNATAKA
COMMERCIAL TAXES DEPARTMENT
OFFICE OF THE JOINT COMMISSIONER OF COMMERCIAL TAXES
(MINOR ACTS), 3RD FLOOR, BMTc BUILDING, YESHWANTHPUR,
BENGALURU-560022.

Ph: 080-23470479, Fax: 080-23477611

File no: JCCT(MA)/DEO/CR-04/2022-23

Date: 06-02-2023

e-tender notification

The Joint Commissioner of Commercial Taxes (Minor Acts), Bengaluru is inviting through online e-Procurement Portal for providing service of Data Entry Operators to the Department, for **24 months** (from 01.04.2023 to 31.03.2025) under two cover system/two parts (Technical bid and financial bid) from reputed manpower supply agencies, registered in Karnataka State, who have adequate financial resources and experience.

Name of the work	No. of Data Entry Operator
Providing services of Data Entry Operators to the office of the CTD	45

1. **EMD:** Rupees Two lakh only.
2. The participating bidders will have to pay Earnest Money Deposit (EMD) through e- modes Procurement portal by any one of the that is Credit Card, Internet Bank, NEFT or OTC.
3. **Price Bid:** The Service Provider should quote only the service charges and applicable GST for providing the Data Entry Operators.
4. The bidder can view the tender details from the websites – <http://eproc.karnataka.gov.in> and <http://ctax.kar.nic.in> for further information, please contact person: The Joint Commissioner of Commercial Taxes (Minor Acts), Bengaluru Phone Number.080-23470479.
5. The Soft copies of the Bid documents can be downloaded from e-Procurement portal and also from <http://ctax.kar.nic.in> consisting of PQR (Pre- Qualification Requirements) and eligibility criteria of bidders, scope of the service to be provided, terms and conditions of contract to be complied with by the agency/by the bidders registered with e-Procurement for e-Tendering.
6. The technical bid shall include the PQR documents. The financial bids shall include the duly filled Schedule-I. Both the scanned technical and financial bids shall be uploaded. The technical bid containing PQR documents will be opened on as per the event specified above. For more details, visit the web site <http://eproc.karnataka.gov.in> and <http://ctax.kar.nic.in>
7. Both the Technical & Financial Bidding is through e-Tendering only. The bidders shall upload all the documents as per PQR, financial bids of all those who have qualified technically only shall be opened.

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Commercial Taxes
Minor Acts, Bangalore**

1. Pre-qualification requirements of Agencies/Bidders [PQR conditions]:

- i) The agencies should have provided at least 100 computer skilled Data Entry Operator to two or more State/Central Government Departments / organizations / undertakings / corporations each year in the last five financial years 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22 and should have rendered services satisfactorily. (Documentary proof in the form of certificate issued by the department/ organization/ undertaking for satisfactory services rendered shall be scanned and uploaded. The office of the Joint Commissioner of Commercial Taxes (Minor Acts), Bengaluru will verify the documents with the concerned wherever necessary. However, documents like service agreements, work orders etc. will not be considered for the purpose)
 - ii) The annual turnover of the Agency shall not be less than Rupees 500 Lakhs each year for the last five financial years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22). The agency shall upload a copy of the audited Balance sheet and Profit and Loss Account duly certified by a Chartered Accountant for the years mentioned above as proof in this regard. (Documents like self-certification of turnover, certified income statement prepared for filing IT, etc. will not be considered).
 - iii) The agency shall have the following Registration and shall upload the copies of the Certificates:
 - a. Registration Certificate of the establishment from Department of Labour, Govt. of Karnataka (Form-C) and having license for minimum 100 employees in Form-C for last two Financial Years.
 - b. Certificate of Registration under the Employees State Insurance Act (ESI)
-Previous half yearly and yearly statements/returns submitted to ESI authorities for each employee
 - c. Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner.
-Previous statement of yearly returns submitted to PF authorities for each employee
 - d. GST Registration Certificate obtained in the State of Karnataka.
 - e. Certificate of Registration under Professions Tax issued by the Professions Tax Officer, Govt. of Karnataka.
 - f. Copy of the PAN card of the agency
 - g. Any other registrations required as per the existing laws relating to providing manpower services (Copies of certificates should be uploaded)
 - iv) Agencies whose contracts have been terminated/ foreclosed by any company / firm during the last 3 years due to non-fulfilment of contractual obligations are not eligible to bid. The agency should clearly specify and submit letter in writing separately stating that they do not fall under this category.
 - v) Supplier should be an ISO Certified agency.
 - vi) The bidder should be a Company or a Limited liability partnership (LLP) registered under the Companies Act, 1956 or LLP Act, 2008 in the state of Karnataka.
 - vii) Agencies should have local ESI code.
2. The agencies shall submit a check list with details of documents on which reliance has to be laid by the Department to ensure fulfilment of PQR conditions prescribed herein (i.e. for the points mentioned in the 1(i) to 1(vii) above).
 3. The Financial bids of the agencies which do not meet the Pre-Qualifying Requirements (Technical Bids) will not be considered.
 4. The office of the Joint Commissioner of Commercial Taxes (Minor Acts), Bengaluru shall cause examination of the PQR documents of the agencies and on that basis a list of qualified bidders will be prepared and intimated to the Agencies concerned.
 5. The second bid containing financial bid of the qualified bidders only will be opened.

