



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
CHENNAI – III COMMISSIONERATE
26/1, Nungmbakkam High Road, Chennai -34

OUTSOURCING OF DIGITIZATION OF RECORDS

C.No. IV/16/22/2011-EDP

Date : 11 /01/2012

Quotations are invited from organizations for undertaking data entry work/digitization of records of this Commissionerate. Data have to be captured from records available at Tambaram, Ranipet, Vellore and Hosur. The payment will be made per record basis. The details are to be captured in MS-Excel file. The format of the data to be captured is enclosed herewith. The digitization process has to be started by January 3rd week and to be completed within two months. The no. of records likely to be captured is approximately between 15000 to 20000. Terms and conditions are also enclosed herewith. Willing organizations may send their Quotation in a sealed envelope, quoting the cost of entry per return, by name to the undersigned, on or before 20.1.2012, 3.00 p.m.

(Issued in file C.No. IV/16/22/2011-EDP dated 11 /01/2012)

Sd/-
(D. VENKATESWARA REDDY)
ADDITIONAL COMMISSIONER (P&V)
CHENNAI III COMMISSIONERATE

To

- 1) The Commissioner of Central Excise, Chennai I/II/IV & Service Tax (PRO Section & Notice Board) for giving vide publicity
- 2) The Superintendent of Central Excise Computer Section, Chennai III Commissionerate to publish in the official website, and to upload the same to www.tender.gov.in and in similar Govt.Website and Commissionerate Website.
- 3) Notice Board of Chennai III Commissionerate

TERMS AND CONDITIONS :

1. **The digitization work has to be performed at Tambaram, Ranipet, Vellore and Hosur.**
2. The person undertaking data entry/digitization will be working on all days except Saturdays, Sundays and National holidays.
3. No lodging or transport will be provided by this office to the personnel who are entering the data.
4. The working hours will be from 9.15 a.m to 5.45 p.m. and the place of work will be the respective Service Tax Cell /Range offices.
5. The person doing the work should be well experienced and trained adequately on usage of Computer and spread sheet (Excel).
6. The nature of work will be data entry of selected fields from the Service tax returns.
7. The data handled should not be disclosed or produced outside in any format.
8. The record or return should be handled carefully and not mutilated.
9. The data has to be entered without any errors.
10. Atleast one person should be deployed at Tambaram, Vellore, Ranipet and Hosur simultaneously.
11. The data entered will be checked for consistency with reference to total duty paid and no of returns filed.
12. Any adverse report or unsatisfactory work will make the contract to be terminated and amount paid for the proper data entered.
13. Mode of payment will be through Account Payee cheques only and on completion of the work.
14. The contract will be in force for a period of two months from the date of award of contract.
15. Copy of a sample document (Return) along with the format of the relevant fields that has to be entered will be available with Sri.S.Nithyanandam,Supdt (EDP), on all working days between 11 a.m. to 5 p.m.

FORMAT FOR DATA CAPTURING

Sl. No.	Name of the Assessee	STC Code	ACK. No.	Date of Filing	Services	S. Tax Payable	S.Tax Paid through GAR-7	S.Tax Paid through CENVAT	TOTAL TAX PAID	Diff
1	2	3	4	5	6	7	8	9	10	11