



OFFICE OF THE COMMISSIONER OF SERVICE TAX, MUMBAI-II

115, CENTRAL EXCISE BUILDING, M.K.MARG,
CHURCHGATE, MUMBAI 400020
Tel: 22001974/22000842 Fax: 22073357/22077407
email: technicalservicetaxii@yahoo.in

TENDER NOTICE

Subject: - Inviting Tender for Digitization of manually filed Service Tax Returns pertaining to Service Tax, Mumbai - II Commissionerate -

The Service Tax, Mumbai-II Commissionerate invites quotations from Service Providers/Contractors having vast experience in the field of data management for capturing below mentioned fields from the manually filed ST-3/ST-3A Returns in Excel format. The data so captured will be submitted to the department in CD.

- a) Sr. No.
- b) Name of the assessee
- c) STC code No.
- d) Return for the period
- e) Date of filing
- f) Service Category
- g) Taxable Value
- h) Notification claimed
- i) Value of exemption notification
- j) Service Tax Payable/EduCess/ S&H.Edu. Cess
- k) Service Tax paid through money/GAR-7/EduCess/ S&H.Edu. Cess
- l) Service Tax paid through CENVAT/EduCess/ S&H.Edu. Cess
- m) Total service tax paid/EduCess/ S&H.Edu. Cess
- n) Difference in duty
- o) Other amount paid
- p) Total CENVAT Credit availed
- q) Total CENVAT Credit utilized

2 Rate per Service Tax Return should be quoted for above mentioned work. Number of returns that will be data entered in a month is to be specified. Work order would be given subject to rate per return and the number of returns a firm can assure to capture in a given period i.e. a month. Approximately 30,000 returns are to be captured. Tender may be awarded to multiple service providers on the basis of location and workload.

3. The ST3/ST-3A Returns would be handed over to successful bidder and the data capturing work is to be executed in the divisional office premises located at Andheri, Thane and Belapur. Returns should not be taken out of the divisional office premises. Service provider will arrange for his own Laptops/Desktops, Computers, CDs, etc. In no circumstances the data captured or any other data of the return is to be shared with any other individual or concern, which if noticed will be treated as breach of trust. The space would be provided for installation of computers and capturing ST-3 return. Verification of data entered would be done by a responsible person of the service provider, other than who has captured the data and he will certify its correctness.

4. The sealed tenders shall be addressed to “Office of the Commissioner of Service Tax, Mumbai-II, 4th floor, Central Excise Building, 115, M.K. Road, Churchgate, Mumbai-400 020.

5. The bidders are required to submit two bids i.e. Technical and Financial. In the Technical bid, the bidder will provide data as per Annexure ‘A’ and they shall also undertake to follow the conditions mentioned therein. In the Financial bid he will submit the quotation for his charges. It should be written boldly on top of the respective envelopes as ‘ TECHNICAL BID’ AND ‘FINANCIAL BID’, as applicable. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words ‘QUOTATIONS FOR TENDER FOR DIGITIZATION OF SERVICE TAX RETURN’ on top. The bidders will be short listed on the basis of their technical competency and amongst them bid with the lowest quotation will normally be approved. As the number of returns are quite large, if necessary more than one bidder may be approved for the task.

6. The payment would be released, subject to successful completion of the work as above only.

7. THE LAST DATE FOR RECEIPT OF SEALED TENDER IS 17-02-2012 TILL 12.00 hrs. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.

8. The tender offers will be opened on 17-02-2012 at 15.00 hrs. in the presence of the Purchase Committee.

9. The tender details are also available on www.servicetaxmumbai.gov.in

sd/-
(W. L. HANGSHING)
COMMISSIONER
SERVICE TAX, MUMBAI-II

ANNEXURE- 'A'

(Technical Bid)

Information (Individual/Company) :-

- 1 Name of the Individual/Company
- 2 Date of formation of Company/ Firm
- 3 Nature of Company-Proprietorship/Partnership etc.
- 4 PAN Number (copy to be enclosed)
- 5 No. of Qualified staff
- 6 Facilities like number of Computers, Laptops, etc.
- 7 No of persons that will be deployed for work
- 8 Number of Returns that will be data entered in a month

Undertaking :-

1 I/We would maintain an inventory/register of the manual filed ST3/ST3A return collected from field office, data entered and ST3 /ST3A returned back, Division wise.

2 I/We undertake the responsibility for correct entry of the data as per the manual return on excel sheet.

3 I/We would be responsible for collecting the manual ST3 returns from the nominated groups in the Division under proper listing and receipt thereof. After data entry of the said ST3, we would return back the ST3 returns to the concerned group. Work will be undertaken in respective divisional offices and returns will not be taken out of the office premises

4 I/We undertake that information contained in the ST-3 would not be disclosed/shared with any person, other than the in-charge departmental officer or copied and used for any other purpose

5 I/We undertake that in case of wrong feeding of ST3 return, penalty upto 5 times of the rate quoted would be deducted from the total amount due

(Financial Bid)

Sr.No	Service	Rate/Charges per Return
1	Data entry of Manually filed ST3/ST3A Return	

I agree with all terms and conditions given in the Technical Bid

Place

Name

Signature

Name of

Company/individual