

GOVERNMENT OF WEST BENGAL
OFFICE OF THE COMMISSIONER COMMERCIAL TAXES, STDS CELL
14, BELIAGHATA ROAD, KOLKATA-700015

EXPRESSION OF INTEREST

Sealed tenders are invited from Software Service Providers/interested persons **for processing of Sales Tax Deduction at Source documents for the financial year 2014-2015 as per prescribed format.**

Scope Of Work:

The Service Provider is required to perform the following jobs:

- 1) Data entry from original challans/monthly divisional account statements, hard copies of which have been submitted by the enrolled contractees.
- 2) Software development and maintenance for the purpose of data entry.
- 3) Data verification.
- 4) Checklist/Report generation and correction.

The format for data entry is provided below:

Enrolment No	Acknowledgement no	Status	Date of submission of Hard copy	Mode of payment	Challan no	Date of credit of challan	Bank Name	Branch Name	Treasury Name	Memo No	Date of receipt	Period of Deduction (yyyymm)	Amt of tax deposited	Interest	Total	Remarks

Status – Original /Revised

Mode of payment may be - Challan, e-Payment, Book transfer

Eligibility criteria:

- 1)The Service Provider should have a Trade Licence/Enlistment Certificate issued by a competent authority.In case of absence of the same, the Service Provider should be able to furnish it within 02(two) months from the date of selection for data entry job.
- 2) Income Tax PAN Card is mandatory.
- 3) Experience in similar type of data entry job is desirable.

Necessary steps should be taken to keep the output error-free and in no case the limit of error should exceed 0.5%. Data entry for any month should be completed and the report communicated to us by the 5th day of the following month.

The volume of STDS documents to be processed: 25,000-30,000(approx) during the financial year 2014-2015.

Complete Tender with financial bid in prescribed format should be submitted in sealed envelope mentioning Tender No and Date.**Last date of submission of tender documents: ...31.10.2014.....upto 2p.m. at the STDS Cell.**

Contact Person: Name : SUKANYA PUTATUNDA
Designation : Joint Commissioner,STDS Cell
Mobile No : 9433516718

Date and time of bid opening and venue:...31.10.2014....., 2.30 p.m. at Conference Hall, Main Building,1st Floor.

A pre-bid meeting will be held in this connection for all interested persons on ...28.10.2014.....at 1.00 p.m at the Conference Hall located at the Main Building 1st Floor of the Commercial Taxes Directorate Headquarters at 14,Beliaghata Road,Kolkata-700015.Queries if any may please be sent by mail to: **stds.comtax@gmail.com.**

Sd/-
Commissioner,
Commercial Taxes,West Bengal

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TENDER APPLICATION

Tender Notice No: 0001/STDS/CT

Dated:

Name of the office:

Address:

(Address proof document to be submitted)

Enlistment Certificate No:

(Certified copy to be submitted)

Issuing Authority:

PAN No:

(Certified copy to be submitted)

Experience in similar type of jobs:

Whether willing to perform the following jobs:

(Please tick the appropriate box)

(a)Data entry from original challans/monthly divisional account statements:

(b)Software development and maintenance:

(c)Data verification:

(d)Checklist/Report generation and correction:

Combined unit rate for the job (all inclusive) :

Signature of the applicant:

Name of the applicant:

Designation with appropriate seal: