

**OFFICE OF THE COMMISSIONER, TRADE & TAXES DEPARTMENT,
VYAPAR BHAWAN, 10TH FLOOR, GOVT. OF NCT OF DELHI, I.P. ESTATE,
NEW DELHI-110002.**

**EXPRESSION OF INTEREST (EoI) FOR SURVEY OF BUSINESS
ESTABLISHMENTS IN DELHI**

The Department of Trade and Taxes, GNCTD has mandated to bring all dealers liable for registration under the ambit of DVAT regime so as to ensure their participation in development of Delhi. For this purpose, the department, therefore, needs to procure vital information regarding business activities of the establishments, engaged in Manufacturing / Sale / Trading of goods and Right to use/ Works Contract Dealers etc., in Delhi.

Considering the above in mind, the Department has decided to hire services of an experienced agency, for collecting, processing and creating electronic database in respect of all business establishments, running in Delhi. The agency shall be required to carry out door to door survey of the establishments and preferably collect the following details:-

S. No.	Item	Detail
1	Business name	Name and Style of dealer
2	Name of dealer	Name of Proprietor/Partner/Director etc.
3	Building No.	Shop/Property No.
4	Locality	Name of area/market
5	Area of Business permises	Built up & open space or factory area in Sq. Mtrs.
6	Contact No. Of the firm / proprietor	1. Mobile No. : 2. Telephone No. : 3. E-mail I.D. : 4. Adhar No. 5. PAN No. 6. If registered, TIN No. 7. Unregistered
7	Coordinates	Photograph of the business establishment to be captured and to record Geo Spatial Coordinates
8	Type of Business	Manufacturer/Sale/Trading of goods / Retailer /Restaurants etc.
12	Item / Items dealt in	Details of commodity /products/ goods/ articles etc.
13	Date of Commencement	Day, Month and Year of Commencement of Business
14	Other relavent information	Turn over/No. Of persons employed/ Machines/Tools installed


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The Department of Trade & Taxes thus invites applications from the potential agencies engaged in the field of survey by an expression of interest. The agency shall be needed to provide the following information:

1. A covering letter summarizing the firm's skills and profile, previous experience in field Surveys. The detail of previous experience should be given as under:
 - (i) Name of the Project Services :
 - (ii) Name of the Client / Department :
 - (iii) Duration of the Assignment :
 - (iv) Value of the Contract (INR) :
 - (v) A copy of the tender floated by such department/s for the work executed by the applicant agency.
 - (vi) A copy of power point presentation prepared for the project.
2. A brief description of the background and organization of the firm/entity. The brief description should include :
 - (i) Details of Registration
 - (ii) Availability of suitable manpower
 - (iii) Turnover of the agency on the basis of the audited accounts of the previous three financial years.
3. The agency shall be required to submit a complete business plan alongwith tender documents, agreement & work order of similar works executed by the agency and make a presentation of same to a committee constituted for this purpose.
4. Expression of Interest must be sent to the department on email address fmbranchtradeandtaxes@gmail.com or by post / by hand / by courier to Additional Commissioner(FM), Room No.1001, Trade & Taxes Department, Govt. of NCT of Delhi, I.P. Estate, New Delhi by 20th July, 2016. For other information / query if any , please contact on Telephone No.011-23317757, on any working day.

Handwritten signature and date: 04/7/16

ASSTT. COMMISSIONER (FM)