

F. No. DPCC/Admn./08-09/Vol.2/ 1735 -1736

Dated 16/12/2015

E-Tender Notice

Sub: Engagement of 21 (Twenty One) Data Entry Operators purely on hiring basis through outsourcing in DPCC through e-tendering.

- A. Tenders are invited through e-tendering for engagement of 21 (Twenty One) Data Entry Operators in DPCC having following qualification and experience:-**
- i) Having minimum qualification of Graduation from any recognized University.
 - ii) At least six months Diploma in Computers with proficiency in MS Word and MS Excel alongwith typing speed of 35 w.p.m. with proficiency in English.
 - iii) Having knowledge of reading and writing Hindi/ English (preferably English).
 - iv) Age limit preferably between 18-35 years.

B. Details of Tender:

- a) Last date for submission of Tenders :- **05.01.2016 at 14.00 PM**
 b) Opening of Tenders :- **05.01.2016 at 15.00 PM**

C. Eligibility Criteria:

Following Essential Documents should be submitted with the tender failing which the tender shall be rejected.

1. The consolidated rates should be quoted on the e-tender website, Minimum Wages, ESI, EPF, Bonus, Service Tax, statutory levies & any other charges [taxes (if any), misc. Charges etc.] including bifurcation in following form.

No.	Designation of employee	Minimum Wages per person per month	ESI	EPF + EDLI	Bonus	Service Tax	Service Charge	Total

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2. Earnest Money of Rs. 1,00,000/- (Rupees One Lac only) in favour Delhi Pollution Control Committee. The tenderer shall also upload the scanned copies on line of E.M.D. alongwith the e-tender bids.
3. Self-attested copies of valid Registration certificate of (i) Labour Department (GNCT of Delhi), (ii)ESIC, (iii)EPF, (iv)Service Tax and (v)PAN Card (All certificates mandatory).
4. Self-attested copies of documentary proof of past experience (At least 02 years) in this regard in Government Department, shall also be submitted alongwith the e-tender bids.
5. The agency must have the minimum annual turnover of Rs.25 Lakhs for the last 02 years and will attach documents showing financial status of firm like copy of balance sheet, audit report etc. and a certificate regarding annual turnover for last 02 years duly certified/ attested by Chartered Accountant.
6. The agency shall also submit an **underfaking** to the effect that contracting agency shall pay the wages to the concerned employees i.e. Data Entry Operators as per rate notified by the Labour Deptt., Govt. of NCT of Delhi through Account Payee Cheque/ ECS and that the outsourcing agency shall comply and shall be fully responsible to follow all the statutory obligations regarding Employees Provident Fund (EPF), Employees State Insurance (ESI), Payment of Bonus, payment of Service Tax etc. to the concerned Govt. agencies in respect of Data Entry Operators provided to the DPCC and Outsourcing Agency shall maintain all necessary and statutory documents and returns in this regard.
7. The agency shall not to employ sub-contractors.
8. The contracting agency should not have been prosecuted/ convicted during the last 05 years.
9. The contracting agency whose license has been cancelled by labour department on account of violations should not apply until a period of 03 years has lapsed.

In case, the documents under eligibility criteria are not uploaded online, the tender/ quotation will not be entertained nor further communication in this regard will be sent for completion of deficiency.

D. Terms & Conditions:

1. Sealed Technical Bids of Earnest Money listed under "Eligibility Criteria" should be addressed to "The Member Secretary, Delhi Pollution Control Committee, 4th Floor, ISBT Bldg., Kashmere Gate, Delhi-110006" and should reach this office latest by 14.00 PM on 05.01.2016 and be dropped in quotation box placed at Enquiry Counter, failing which tender shall be rejected. Only sealed technical bids super scribed as "EMD in respect of Tender for Data Entry Operators" will be accepted.
2. The interested bidders should have a minimum of two years experience in the field of providing Data Entry Operators in government Department.
3. In case of successful bidder(s) found in breach of any conditions(s) of the tender/ agreement at any stage, the legal action as per law/ rules shall be initiated against the agency and security money deposited shall be forfeited.
4. Payment will be made to the concerned agency on monthly basis against the submission of proper bills in duplicate by the agency concerned.
5. The agency will be responsible to make payment of wages to their concerned employees only through Accounts Payee Cheques/ ECS.
6. Successful bidder(s) will have to execute an agreement on Rs. 100/- non-judicial stamp paper with department.
7. Successful bidder(s) will have to furnish Performance Security/ Guarantee in the form of Account Payee Demand Draft, Fixed Deposit, Receipt, Banker Cheque or Bank Guarantee for an amount of 10% of the total agreed value of the work/ service for a period of 15 (Fifteen) months in favour of Accounts Officer, DPCC.
8. The validity of the contract would be One year. However, the Department will have the option to extend the contract period after seeking the approval of competent authority, but maximum upto 02 years subject to satisfactory services.
9. No. of Data Entry Operators may increase or decrease depending on workload, after seeking the approval of competent authority.
10. **Competent Authority, DPCC reserves all right to reject or accept any or all quotations without assigning any reason.**

This issues with the approval of Competent Authority vide U.O. No. 1114/Ch.(DPCC) dated 08.12.2015.



ADMINISTRATIVE OFFICER (HR)

Copy to:-

1. ~~S.E. (IT/ Enquiry Counter):-~~ with request to upload on DPCC website also for general information.
2. The Caretaker, DPCC for uploading of Tender document on e-procurement website.

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