



**Government of India**  
**Ministry of communications & Information Technology**  
**Department of Telecommunications**  
**DOT-Training Finance**  
**O/o General Manager (Finance)**  
**ALT Complex, Ghaziabad**

No.- 1-43/GM(F)/DOT/Data Entry/ALT/2006

Dated. 11.09.2006

**NOTICE INVITING TENDER FOR DATA INPUTTING JOB**

On behalf of the president of India, sealed Tenders are invited from reputed and established data entry firms for a period of one year or as specified in the letter communicating acceptance of tender/Award of work. The total annual estimated cost of data inputting job will be about Rs. 1.50 Lakh. This is only estimation. The actual amount shall depend upon actual work done. The method of submission of tender, amounts of earnest money/Security deposit and general terms and conditions applicable to contract has been mentioned in Annexure-I. The proforma for submission of tender has been given in Annexure-II to this notice inviting tender. The schedule of tender is given as under.

**2. Schedule of Tender**

**Tender No.** : No.-1-43/GM(F)/DOT/DataEntry/ALT/2006  
**Last date & Time of Receipt of Tender** : 06.10.06 up to 15.00 hours

Amount of earnest money deposit as per clause 9 of Annexure-I: Rs. 3,000/- (Rs. Three thousand only) by way of demand draft drawn in form of P&AO (HQ), DOT, Payable at New Delhi.

**Date & Time of opening of tender** : 06.10.06 at 15:30 hours

**Venue** : Room No.-208  
2<sup>nd</sup> Floor, Admn. Block, ALTTC, Ghaziabad.

3. The Tender form along with terms and conditions can be had free of cost from the undersigned, in this office on any working day till 05.10.06 up to 15:00 hours.
4. The tenders completed in all respect must in all cases be received in this office before date and time indicated in the schedule of tender in para 2 above. The tenders received after the scheduled date and time will be rejected outright. The tenders may be dropped in the Tender box kept in the office before 06.10.06 up to 15.00 hours. Only one tender should be kept in one cover.

**(O.P.SAHU)**  
**Communication Accounts Officer**  
**O/o General Manager (Finance)**  
**DOT-Training Finance**  
**ALT Complex, Ghaziabad-201002**

## ANNEXURE-I

**Tender No.:** 1-43/GM(F)/DOT/Data Entry/ALT/2006



**Government of India**  
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### **SPECIFICATION & GENERAL TERMS AND CONDITIONS FOR DATA INPUTTING JOB ON CONTRACT BASIS**

1. The quotation duly signed and complete in all respect may be enclosed in sealed cover addressed to the undersigned at Room-208, ALTTC Complex, Ghaziabad-201002. The cover should also be superscribed "Tender of data inputting job" "NOT TO BE OPENED BEFORE 06.10.2006."
2. Tenders received in unsealed covers will not be entertained.
3. Tenders duly sealed can be deposited in the Tender Box kept in the office before 13.00 Hours of 06.10.2006.
4. Tenders will be opened at 15.30 Hours of 06.10.2006 in the presence of such tenderer or their authorized representative who may wish to attend.
5. If the tender opening day is declared as a Government of India holiday, then tender will be opened on the next working day at the time notified in para 4.
6. Tenderer would keep their offers open for acceptance for the period of 60 days from the date of opening of tenderer.
7. The tenderer will quote rates per page in the prescribed form as per annexure-II.
8. The total annual estimated value of the tender is about 1.5 lakhs.
9. Earnest money of Rs. 3000/- in the form of demand draft of any nationalized bank must be deposited along with the tender. The DD must be drawn in favour of P&AO, DOT (HQ), Sanchar Bhawan, payable at New Delhi. The earnest money so deposited shall not earn any interest. Tenders without earnest money will be summarily rejected.
10. The contractor will provide trained man power (one/two at a time). The data entry operators should have good exposure to working on PCs. The operator(s) will work at this office and the working hours for data inputting operators would be office hours only.

11. It shall be the responsibility of the contractor to follow and observe all Central Govt./State Govt./Local Govt. rules acts/regulations/guidelines regarding minimum wages/insurance/compensation etc. for data inputters provided by them. This office shall not be responsible in any manner for violation by the contractor of these provisions/act/regulations etc.
12. Payment will be made on monthly basis only if a certificate for satisfactory job is provided by individual group heads.
13. The inputter will exercise all care while handling computers/printers and other accessories as per manufacturer's instructions. Any damages to the machine due to negligence will be chargeable and the decision of the GM (Finance) in this regard will be final.
14. The integrity of the inutters engaged should be above board. The decision regarding their being acceptable to this office shall rest with GM (Finance) and will be final.
15. Confidentiality of data should be ensured by the data inputters.
16. If a tenderer's bid is accepted, he will have to deposit an amount of Rs. 7500/- (Rupees seven thousand five hundred only) towards security deposit within 15 days of issue of award letter to safeguard the performance of the contract during the year. Any lapses on the part of the contractor will be recovered from the security deposit. The security will be released only after the expiry of the contract.
17. The security deposit is to be furnished by means of demand draft from any nationalized bank in favour of P&AO (HQ), DOT, Sanchar Bhawan, payable at New Delhi.
18. The General Manager (Finance) or his authorized nominee reserves the right to reject any bid without assigning any reason for the same.
19. In case of any dispute, the decision of the General Manager (Finance), DOT-Trg-Fin, shall be final and binding.
20. Selected contractor will have to provide the data operator within three days of placement of demand.
21. The tenderer should have the followings and should produce proof of the same along with sealed tender.
 

(i) Availability of atleast 3 trained manpower :	}	: should be enclosed along
(ii) 1 year experience with the		
(iii) Proof of existence of the firm/company :		
(iv) Proof of service tax/trade tax registration.		
tender		
22. Tenderer should mention the Income Tax PAN No.
23. Assignment:
 

The vendor shall not assign this contract or any part of it to any other party.

24. Breach of Contract:

In the event of the vendor becoming insolvent or going into liquidation, the Department of Telecommunications shall be entitled to treat such insolvency/liquidation as a breach of contract from the moment it occurs.

25. The contract shall be in force for a period of 1 year. However DOT-Training-Finance reserves the right to terminate it earlier by giving one-month notice.

26. The near relatives of employees of this office are prohibited from participation in this tender. Near relative are defined as:

(a) Members of Hindu undivided family.

(b) Their husband or wife

(c) Relatives in the manner as father, mother, son(s), son's wife, daughter(s), daughter's husband, brothers, brother's wife, sister and sister's husband.

27. The tender is not transferable

**(O.P.SAHU)**  
**Communication Accounts Officer**  
**O/o General Manager (Finance)**  
**DOT-Training Finance**  
**ALT Complex, Ghaziabad-201002**

## ANNEXURE-II

To,  
The General Manager (Finance)  
DOT Training Finance, Room No.-208  
ALTTC, Ghaziabad.

Sir,  
Kindly refer to Tender Notice No. 1-43/GM(F)/DOT/Data Entry/ALT/2006  
.....for Data Inputting job on contract basis, I/We submit the offer as  
detailed below:-

1. Name of the Tenderer
2. Postal Address
3. Telephone No./Fax No.
4. Rates quoted per page of data entry:  
(In words)  
(In figures)  
(Rates should be quoted as inclusive of all taxes, duties and surcharges etc.)
5. Whether documents as required under para 21 and 22 are enclosed.
6. Whether specification & general terms and conditions of tender as mentioned at Annexure-I is acceptable (YES or NO)
7. Earnest money deposit (DD No. .... and Date ..... issued by .....  
..... Bank for Rs..... attached)

**Signature with seal  
of the firm/company**