



भारत सरकार

GOVERNMENT OF INDIA

सूचना और प्रसारण मंत्रालय

MINISTRY OF INFORMATION & BROADCASTING

'ए' विंग, शास्त्री भवन, नई दिल्ली- 110 001

'A' Wing, Shastri Bhavan, New Delhi- 110 001

तारीख/Date: 24.8.2012

**TENDER NOTICE**

Subject: - Engagement of skilled Data Entry Operators in the Main Sectt. Ministry of Information & Broadcasting on Contract basis.

This Ministry intends to engage Data Entry Operators in the Main Sectt., Ministry of Information & Broadcasting on Contract basis.

2. The interested agencies are requested to furnish their tenders on the following terms & conditions.

**Terms & Conditions**

- (i) The persons are required to attend the Office from 9.00 a. m. to 5.30 p.m. on all working days.
- (ii) On urgent requirement, Contractor will have to provide services even on holidays/Saturday/Sunday at the required site. Negligence on this account may lead to penal action against the Contractor as deemed fit by the Ministry.
- (iii) The responsible staff should be provided and contractor will be responsible for the conduct/integrity of the staff deployed by him as well as the safety & Security of the office equipments/machinery etc. Any loss to the property of the Ministry due to the negligence of the Contractor's staff will be recovered from the Contractor's account.
- (iv) The contract will be valid for a period of one year from the date of finalization. Payment will be made on monthly basis according to the day's service provided as per the attendance sheet.
- (v) In case the services rendered by the firm are not found satisfactory or below the desired standard, a suitable deduction will be made from the bill as penalty or contract may be terminated without any notice/reason.
- (vi) Provision of the smart uniform to the persons deployed will also be the responsibility of Contractor/agency.

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- (vii) It shall be the responsibility of the agency to withdraw authorized Identity Card (s) from their employees who leave their employment or when their Services are terminated by the agency.
- (viii) **The agency shall not appoint any close relative of the employees of this Ministry. The agency shall be solely responsible for the conduct and behavior of its employees.**
- (ix) The firm presently should be a **SERVICE PROVIDER** to at least three Govt. Ministries/Departments/subordinate offices/PSUs etc. and must be registered with the concerned Govt. authorities i.e. Labour Commissioner, PF authorities, ESI Corporation, Service Tax authority etc and copy of registration should be attached.
- (x) The wages must be trifurcated as **(1) Wages to be paid to the worker (2) other statutory deduction** and **(3) Service Tax & others** in the enclosed format at Annexure.
- (xi) **This may also be noted** that the Minimum wages, as per the order issued by Delhi Govt., must be paid to the **DEOs**. Contractors are advised to include the enhanced amount of only minimum wages in their bill with the copy of the order issued by the authority from time to time.
- (xii) It is the responsibility of the contractor to supply the manpower as required in this ministry. He should ensure that necessary replacements incase of absent/termination of employee should be provided immediately.
- (xiii) Ministry has the power to increase/decrease the size of manpower required at any time during the agreement period.
- (xiv) The workers deployed should not claim any Master & Servant relationship against this office.
- (xv) Service providers personnel shall not divulge or disclose to any person / agency any details relating to this office directly or indirectly.

**Qualifications:**

- (i) Persons must have the minimum qualifying certificate of Sr. Secondary Examination or equivalent.
- (ii) Working knowledge of Computer operation suitability with office work.

**LEGAL OBLIGATIONS**

- i) The agency shall be responsible for payment to the persons of salaries/ employment/wages and any other amount paid to them as per Contractual labour law. Providing them such amenities and facilities as they will be entitled under any Law or Contract applicable to their employment.
- ii) For any dispute arising under Industrial Act, 1947, Contractor will comply with the Contract Labour Regulation and abolition Act, 1970 and the rules framed there under to the extent that the said act and the rules are applicable to the persons provided by him as aforesaid.
- iii) The agency will be responsible to take care of all statutory requirements under the provisions of Act and Employees state Insurance Act in respect of persons provided by them.

- iv) Further, complying with the minimum wages Act, 1948, the agency/contractor has to ensure that the payment is made in accordance with the Notification for minimum wages issued by Delhi Govt. (Labour Department) from time to time.
- v) The Agency/firm also shall abide by the provisions of **Employee Provident Fund and ESI contributions**. The disbursement by the contractor should be made in presence of a representative of the Principal employer as laid down in Article 21 of the Contract Labour Act, 1970.
- vi) The agency/contractor shall be responsible for any legal case, labour cases under the Labour Laws of his employees engaged for executing this contract during the Contract period. The Ministry of Information & Broadcasting will not be responsible for any legal case faced by the Contractor/agency.
- vii) The agency shall be responsible for any claim filed by the workman under the Workman & Compensation Act and this Ministry shall, no way, be responsible for even some untoward incident taken place in premises of this Ministry due to negligence of workman or otherwise. The Contractor shall ensure that he only redresses all the grievances and complaints of his workmen and in no circumstances they shall allow to forward such grievances to any authorities of this Ministry. All disputes or differences whatsoever arisen between the parties out of relating to the contractor, meaning and operation or effect of the contract or the breach of contract shall be referred to for the sole arbitration of the Ministry of Information & Broadcasting and his nominee and award by him or his nominee made in pursuance thereof shall be binding on the parties. The Arbitration and Conciliation Act, 1996, shall govern such arbitration.

3. The quotation should be addressed to the Under Secretary (Admn.), Ministry of Information and Broadcasting, Room No.544-A, 'A' Wing Shastri Bhavan, New Delhi so as to reach by **4<sup>th</sup> September, 2012** on or before **12.00 noon** as per the **enclosed prescribed Proforma**. The tender has to be accompanied by an **EMD of Rs.5,000/-** (Rupees Five thousand only) in the form of Demand Draft in favour of Pay & Accounts officer, (MS), Ministry of I & B, payable at New Delhi. The tender will be opened on the same day at **3.00 p.m** in the same room.

4. The Ministry reserves the right to reject any or all the tenders with or without assigning any reason.

Hindi version follows

  
(S.B. Pandey)

Under Secretary to the Government of India

Tel: 23384990

Copy to: - NIC with request to issue on website of this Ministry and withdraw from the site after 2:00 P.M. of 4<sup>th</sup> September, 2012.

2. All Ministries/Deptt. for broad publicity.
3. Central Public Procurement Portal.

Name of the Firm: \_\_\_\_\_

Actual Wages proposed for payment to outsourced persons per month (minimum of which should not be less than those prescribed by the Govt. of NCT of Delhi as per the extant notification)	Charges for (ESI/EPF) %	Service Tax %	Contractor's Reasonable Profit	Charges for Uniform	Total amount to be paid to contractor per labour / per month	Present Contracts with:

Details of the documents attached:-

- 1.
- 2.
- 3.
- 4.
- 5.