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रक्षा मंत्रालय /Ministry of Defence
रक्षा मानकीकरण कक्षा /Defence Standardisation Cell
डी एल आर एल कैम्पस/ DLRL Campus
चन्द्रायनगुट्टा लाईन्स /Chandrayangutta Lines
हैदराबाद/ Hyderabad-500-005

1102/MP/CL/DSC/HYD

19 Mar 2014

As per Addressee List

TENDER ENQUIRY

Dear Sirs,

1. You are invited to quote the rates as per enclosed proforma at which you are agreeable to provide the Data Entry Job Services as mentioned in Terms & Conditions including standard Terms & conditions to this Tender Enquiry.

Note:-Quote not accompanied by the proforma are liable to be rejected.

Sl No.	Nature of Services	Qty	Nature of Work	Place & dates on which SERVICES is to be made
1.	Data Entry Operator	03	Typing of draft documents as per standard format, preparation of briefs & Power Point presentations for meetings, up keeping/maintenance of records. Browsing of websites for different standards through Internet. Entering of Codification data, checking of hand book software, checking of IIG Forms in hand book software.	Defence Standardisation Cell, DLRL Campus, C'Gutta Lines, Hyderabad-500 005 from 05 July 2014 to 04 July 2015

2. You are requested to submit the quotation (in Indian Rupees) in sealed envelope through Registered Post & addressed to **The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus C'gutta Lines, Hyderabad-500 005 only (not to security office or any other department of DLRL) before 12 noon on 10/04/2014. The same will be opened at 14:00 hrs by the tender opening board on 10/04/2014. You are requested to be present in person/rep (In case of rep attending the tender opening he should be in possession of a letter of authority from the tenderer concerned) at time of bid opening ie at 14 00 hrs on 10/04/2014. An amount of 10% of the bid amount is required to be submitted along with quotation as EMD by Demand Draft/Banker's Cheque in favour of Officer-In-Charge, Defence Standardisation Cell, Hyderabad in case you are not registered with Defence Standardisation Cell/DRDO Hyderabad. The envelope should indicate as "QUOTATION FOR DATA ENTRY JOB SERVICES OF DEFENCE STANDARDISATION CELL, HYDERABAD"**.

Sd/-
(RKS Decca)
SSO-I
Offg. Officer-In-Charge

3. **QUALIFICATION REQUIREMENT FOR DATA ENTRY OPERATORS :-**

- (a) The individuals should preferably be graduate in computer/BCA/Diploma in Electronics with computer knowledge and should have minimum of one year experience and fully conversant with the PC based packages especially Microsoft office 2000.
- (b) The individuals will have to work under the guidance of concerned officers.
- (c) They should not divulge any of the information to unauthorized persons.
- (d) They should possess good typing speed and fluency in English.
- (e) The firm will be responsible for their character and discipline.
- (f) The manpower will be screened through testing, interview before acceptance by OIC, DS Cell Hyderabad.

4. **INSTRUCTIONS/ TERMS AND CONDITIONS**

- 1. The contract shall be in force for one year and can be renewed further depending upon the performance of the service provider. DS Cell shall have the right to terminate the contract by giving one month notice before expiry of the period without assigning any reason whatsoever.
- 2. The selected service provider shall be solely responsible for complying with all statutory obligations including minimum wages Act, EPF, ESI etc.
- 3. The service provider shall not engage the services of any sub-Service provider or transfer the contract to any other person.
- 4. The service provider shall be fully responsible and answerable to DS Cell, Hyderabad, for Performance of the contract entrusted to them under the contract and also for any act of commission and / or omission on the part of the employees deployed by them.
- 5. It may also be ensured that the employees engaged will observe office discipline and decorum and may not misbehave with any official.
- 6. The payment shall be on monthly basis on submission of bills after completion of all formalities. Payment of wages to the employees is the responsibility of the service provider every month irrespective of the delay in release of payment by DS Cell which could be due to administrative reasons or non-compliance of the terms and conditions by the service provider.

7. **PENALTY**

- a) The individual so deputed must be regular in attendance. In case of going on leave, they have to intimate in advance to the concerned authorities and is mandatory to deploy a replacement within 24 hours otherwise the period of absence would be counted for deduction from the final payment. In this connection, it is advisable that individuals must be kept in reserve, holding the necessary police verification etc. so that the absence could be avoided.
- b) In any case individuals deputed on the job would not be removed / replaced without the prior permission of the authority with whom he/she is deployed.
- (c) If anyone resigns from his job, a copy of his/her resignation letter along with defence security pass issued to him/her has to be submitted to Officer In Charge, else the service provider will be held responsible for any security lapse and other legal hassels.

8. The engagement does not confer any right for continuation or extension of the contract on any account. This will be purely short term temporary arrangement on contractual basis.
9. Any liability regarding payment to the employees, or arising due to non compliance with any of the labour laws or due to any human loss/ injury during the course of contract will be the sole and personal responsibility of the service provider.
10. The employees provided by the service provider shall be on the rolls of the service provider and not on the rolls of DS Cell. The service provider's employee shall not claim any benefit/compensation/absorption/regularization of services under the provision of industrial Disputes Act, 1947 or contract labour (Regulation Abolition) Act, 1970. An undertaking from the person to this effect will be required to be submitted by the service provider to DS Cell.
11. The Service providing agency shall be employer within the meaning of different labour legislation in respect of DEOs. The manpower deployed by the service provider shall not have any claims of master and servant relationship and shall nor have any principle and agent relationship with or against DS Cell.
12. The service provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each employee of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to DS Cell. The service provider will also ensure that the employees deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by DS Cell for any reason immediately on receipt of such a request. Police verification report to be submitted for each of the employees positioned at DS Cell.
13. The service provider has to provide the photo identity cards to the employees deployed by him/her for carrying out the work, which should be worn by their employees at all times during their presence in DS Cell.
14. The employees provided shall comply with office working hours of DS Cell. They are also required to work on holidays if needed.
15. The service provider shall have PAN card and service tax registration in the name of the company.
16. The OIC has the right to reject all or any of the quotations without assigning any reason thereof.
17. Your quotations should remain open for acceptance for a period of 90 (Ninety) days from the date of opening of the quotation and should hold good even when reduced numbers or quantity is ordered for.

18. TERMS OF PAYMENT:

- (a) **Payment to be made to the Data Entry Operator by the service provider as per minimum wages for the trade e.g. Wages, EPF, ESI, Bonus, Service Charges & Service Tax etc as applicable as per Govt. of Andhra Pradesh abstract (Finance (SMPC-II Department GO Ms No.3 dated 12-01-2011.)).**
- (b) **Monthly Payment.** On receipt of your pre-receipted credit bill along with Service provider's bill subject to satisfactory Job Completion which may be certified by the OIC where they are engaged.
- (c) Payment will be made through CDA (R &D), Hyderabad through ECS clearance.
- (d) The payment towards hired DEOs should be made through cheque account payee by the service provider.
- (e) The service provider shall submit invoice/bill along with proof/evidence of payment disbursement done in the earlier month to the DEOs by receipt.
- (f) Proof of payment of statutory provisions such as EPF, ESI, Service Tax, professional tax and any other applicable tax shall be submitted along with invoice/bill of subsequent month.
- (g) The service provider will be responsible for compliance of all statutory provisions relating to minimum wages act, Provident fund and ESI etc. in respect of DEOs deployed including depositing of all taxes, levies, cess etc as applicable in Andhra Pradesh.
- (h) Compliance to minimum wages act, 1948 and applicability of wages, EPF, ESI, bonus, service tax, professional tax etc quoted in the tender enquiry as claimed by service provider should be implemented meticulously.

19. SECURITY & SAFETY

- (a) Service Provider and all persons employed will be subject to security check every day both at the time of entry and at the time of exit.
- (b) Necessary passes and police verification of all the persons employed by the Service Provider within the office premises will be obtained and submitted to the customer.
- (c) In case of any theft or breakage of property of the office by Service Provider's personnel, the cost of repair will be borne by the Service Provider.
- (d) **The DS Cell authorities shall not be responsible for any injury or loss of life, that may take place while on said job. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the Service Provider.**

**PROFORMA TO BE SUBMITTED ALONG WITH QUOTES (QUOTES NOT ACCOMPANIED BY
THE PROFORMA ARE LIABLE TO BE REJECTED)**

T.E.No. _____ Date: _____

1. Quote validity days _____ :

Format for price bid per man month

a.	Wages/MM		*9500	A
b.	ESI employer	4.75%	451.00	} B
c.	EPF employer	12%	1140.00	
d.	Admin charges	1.61%	153.00	} C
e.	ESI employee	1.75%	166.00	
f.	EPF employee	12%	1140.00	
g.	Professional Tax	Not applicable (For salary Less than 15,000)		
h.	Net pay (A-C)		8194.00	
j.	Sub total 1 (A+B)		11244.00	
k.	Profit margin			
l.	Sub total 2 (j+k)			
m.	Service tax	12.36%		
n.	Employer total/MM (l+m)			

Note:- * is equivalent to wages per month of Data Entry Operator As Per Govt. of Andhra Pradesh abstract (Finance (SMPC-II Department GO Ms No.3 dated 12-01-2011.)) which is current in force.

The firm should furnish the details of the under mentioned documents.

- (a) Registration Certificate No.
- (b) PAN/GIR No.
- (c) Service Tax Registration No.
- (d) E.P.F Registration No.
- (e) E.S.I Registration No.

2. Payment terms : **Monthly:-** Payment will be made through CDA (R& D), Hyderabad on receipt of Pre-receipted bills along with proof of payment of statutory provisions such as ESI, EPF, Professional Tax etc. of the preceding month subject to Satisfactory Job Completion Report.

3. Arbitration:- In the event of any dispute arising out of the contract, it shall be referred to and the Sole arbitrator The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005. or his nominee. The award of applicability of the arbitrator shall be final and binding on both parties to the contract.

4. Law:-The contract shall be governed by the Laws in India. The contract shall be deemed to have been made at the place from where the Supply order is issued and only the courts of that place shall have jurisdiction to decide on any dispute arising out of the contract.

Firm's Seal with date

Authorised Signatory

Note All columns are to be filled up and where Nil / Not applicable to be mentioned clearly.

Appendix-'B'

STANDARD CONDITIONS OF CONTRACT (SCOC)
GOVERNMENT PURCHASE CONTRACTS CONCLUDED BY
DIRECTORATE OF STANDARDISATION, 'H' BLOCK, NEW DELHI

(Applicable for procurement of stores/Maintenance Contracts / Award of Job Services)

Definitions

1. The **Customer** is The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005.
2. The **Service provider** is the party, which contracts to services to The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005. The term includes deployment of Data Entry Opeartors.
3. The **Consignee** is The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005 to whom the services are to be delivered / provided.
4. The **Inspector** is the authority designated in the Contract by The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005 to ensure that the quality of the services contracted for, are delivered as per the specifications and that all terms and conditions are implemented by the supplier.

Applicability and Validity

5. Applicability _ SCOC shall apply to all Job Services concluded by The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005 or his authorized Officers.
6. Validity SCOC stipulated hereunder, (except to the extent modified by the purchaser in Tender Enquiry (TE) or in Supply Order), shall supersede all conditions stipulated by the supplier.
7. The Customer may reject a Tender without assigning any reason.

Contract

8. The Contract shall be deemed to have come into effect on issue of Supply Order. The acceptance may be communicated to the supplier by fax / registered post / speed post / by hand.
9. All Communications by the Customer to the Service provider will be deemed to have been made if sent by Fax, e-mail or Post to the address furnished by the Service provider during Acceptance of Tender (A/T).
10. The Service provider shall not alienate his rights and responsibilities under the Contract to anyone.
11. The Customer shall not be liable for any obligation, monetary or otherwise, that has not been expressly stated in the Contract.

12. The Service provider shall be deemed to have indemnified the Customer against all claims by the Third Parties relating to the Contract, including but not limited to intellectual Property rights.

13. The Service Provider shall not disclose to any other Agency any information provided to him by the Customer except to the extent required to execute the contract.

Price

14. When quoting against a TE, all components of the price such as the basic price and various taxes and levies shall be listed separately, in figures including clear breakdown of each component of price and indicating total cost. Where 'rates' are applicable they shall be explained clearly.

15. Price quoted in the tender shall be fixed. In exceptional circumstances, where a price variation clause becomes unavoidable, the conditions with regard to price variation must be explicitly stated.

16. The Customer shall not be liable for any payment that has not been indicated in the Tender.

Taxes

17. Service Tax will be paid as applicable.

18. **Sales Tax Registration Number** must be indicated in the Tender response / Quotation.

Performance Security

19. **Performance Security for an amount of 5% (five percent) of the value of the contract will be deposited within 07 days from the firm order and the same must be in the form of an account payee demand draft, fixed deposit receipt from a Commercial Bank. Bank Guarantee from a Commercial Bank is an acceptable form. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The receipt issued by the purchaser towards deposition of Performance Security will be produced by the supplier at the time of collection of the Security Document. While depositing the Bank Guarantee, bidder will endorse the Supply Order No. & Date at the reverse side of Security Document.**

Inspection

20. During execution the tasks / duties assigned, has to be performed to the Satisfaction of the Cell.

Payment

21. Bills for Monthly payment as admissible on Satisfactory completion of Job Contract from The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005, will be forwarded within 10 days on completion of Maintenance Contract along with Service provider's bill & your pre-receipted credit bill to The CDA (R & D), Kanchanbagh, Hyderabad – 500 058 for payment through ECS clearance.

Short Closure / Termination

22. The Contract may be short closed or terminated, at the discretion of the Customer on the following grounds:-

- (a) The Service provider fails to deliver the Service.
- (b) Any information provided by the Service provider is found to be untrue.
- (c) The Service provider is found to have attempted to influence a person involved with the Contract through unethical means.
- (d) The Service provider has made part rectification of the discrepancies & is unable to complete the rectification.

Validity

23. The Standard conditions of contracts stipulated hereunder, except to the extent agreed for modification by Customer, in writing, shall supersede conditions stipulated by the Service provider.

Arbitration

24. As far as possible all differences would be resolved by mutual discussions between the two parties. However in the event of any unresolved dispute arising out of the Contract, it shall be referred to the Sole Arbitration of an Officer appointed as the Sole Arbitrator by The Officer-In-Charge, Defence Standardisation Cell, DLRL Campus, Chandrayangutta Lines, Hyderabad-500 005.

25. There shall be no objection if the Arbitrator is Government Servant and that during the course of his / her duties as Government Servant he / she expresses view on all or any of the matters in dispute or difference.

26. The demand for Arbitration must be in writing and made within one month from the **date of termination** of the contract.

27. The award of the Arbitrator shall be final and binding on both parties to the Contract.

28. The venue of Arbitration would be Hyderabad.

29. The Service provider is required to give the acceptance or rejection to the above clauses at Para 24 to 27 in writing. It is stipulated that an omission to answer specifically in this regard at the TE stage will be deemed as an acceptance of the Arbitration clauses.

Law

30. The laws of India shall govern the Contract. The Contract shall deem to have been made at the place from where the Service Contract is issued and only the Courts of that place shall have jurisdiction to decide on any dispute arising out of the Contract.

31. At the time of submission of a bid, a certificate will be rendered by the Service provider that all terms and conditions in this document / tender enquiry are acceptable.

LIST OF ADDRESSES

1. M/s Esoft Consulting Ltd
4th floor, Diamond Block, Lumbini Rockdale
6-3-570/1, Somajiguda, Hyderabad-500 082.
Ph. 040 23378874 Email:info@consultesoft.com
2. M/s RK Designs
Sowmya West Flat No. 108,
HUDA Complex Saroor Nagar,
Hyderaabad – 500 035.
Cell:9948448855
3. M/s Softpath Systems Pvt. Ltd.
'Topaz' on Amrutha Hills, Unit 5&6, II floor,
Panjagutta, Hyderabad-500 082.
Ph.040-23406325,40040642
emailinfo@softpathsystems.com
web:www.softpathsystems.com
4. M/s Aditya Technologies
Plot No. 75, H.No. 10-162/1,
Opp. Water Tank, Gayatri Homes,
Jillelguda (Village),
Hyderabad – 500 079.
Cell : 9849444581, Fax : 040-24093511
5. M/s SR Enterprises
No.4-7-18/6/C, S.K. Complex,
Opp. Indian Bank, Raghavendra Nagar, Nacharam,
Hyderabad-500 076.
Cell: 9848038334 Off. 040-65508334 Fax: 040-27177529
Email: srenterprises123@yahoo.com
6. M/s Crux Management Services (P) Ltd
410, Life Style Building, 4th Floor,
My Home Tycoon, Kundanbagh,
Begumpet, Hyderabad- 500 016.
Off. 66345537, Fax : 23400489,
Email : mailadmin@cruxmanagement.com
7. M/s ACS Technologies Limited,
Plot No. 13, Phase –II, Kavuri Hills,
Madhapur, Hyderabad – 500 081
Cell: 9885899375 Off. 040-66222556, Fax 040 - 66222575.
8. M/s Cyberland Enterprises
H.No. 6-87, Yelmati Nagar, Balapur,
Hyderabad – 500 005.
Cell: 9346995999 Off. 040-32956999.