

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)–द्वितीय, उत्तर प्रदेश, इलाहाबाद

संख्या : सामान्य प्रशासन (मुख्य)/निविदा / 268

दिनांक : 11.09.2017

निविदा सूचना

कार्यालय महालेखाकार_(लेखा एवं हकदारी)–द्वितीय, उत्तर प्रदेश, इलाहाबाद में वित्तीय वर्ष 2017–18 (अक्टूबर 2017 से मार्च 2018) में डाटा इन्ट्री आपरेटर से सम्बंधित कार्य के लिए 08 कुशल व्यक्तियों का नियोजन आउटसोर्सिंग एजेंसी के माध्यम से किया जाना है।

उपरोक्त कार्य हेतु कुशल व्यक्तियों को उपलब्ध कराने वाली पंजीकृत संस्थाएँ, अपनी निविदा दिनांक 21.09.2017 को सायं 03:00 बजे तक इस कार्यालय के वरिष्ठ उपमहालेखाकार /पेंशन एवं राजकोष के प्रकोष्ठ में रखे हुए निविदा बाक्स में डालना सुनिश्चित करें या डाक द्वारा निम्न पते पर प्रेषित की जा सकती हैं :-

वरिष्ठ उपमहालेखाकार /पेंशन एवं राजकोष,
कार्यालय महालेखाकार_(लेखा एवं हकदारी)–द्वितीय, उत्तर प्रदेश,
20,सरोजनी नायडू मार्ग,
इलाहाबाद–211001

निर्धारित तिथि/समय के पश्चात प्राप्त निविदाओं पर विचार नहीं किया जायेगा । निविदा लिफाफे पर “Outsourcing of Personel for Data Entry Work” एवं “गोपनीय” स्पष्ट रूप से लिखना अनिवार्य है।

निर्धारित तिथि/समय के अन्दर प्राप्त निविदाओं को दिनांक 21.09.2017 को ही सायं 04:00 बजे खोला जायेगा । इच्छुक निविदादाता या उनका एक अधिकृत प्रतिनिधि, यदि चाहें तो , निविदा खोलते समय उपस्थित रह सकते हैं।



लेखाधिकारी/सामान्य प्रशासन

**Office of the Accountant General (A&E)-II, Uttar Pradesh,
20, Sarojini Naidu Marg, Allahabd**

Tender Form

A. General specification

1.	Name of work/service	Deployment of 08skilled persons for data entry work for the f/y 2017-18(October 2017 to March 2018) or till such time the regular incumbents join, whichever is earlier in the Office of the Accountant General (A&E)-II, U.P., Allahabad.
2.	Working days during the month for which the services are required.	Monday to Friday. Saturday, Sunday and Gazetted Holidays if required.

B. Details of tenderer

1.	Name of the outsourcing agency	
2.	Office Address and Telephone Numbers	
3.	Licence Number and Registration details	
4.	E.P.F. Account Number with latest challan	
5.	PAN Number	
6.	Service Tax / GST Registration Number	
7.	ESI Code Number	

Copy of the supporting documents in respect of the information at Sl. No. 1 to 7 above is enclosed.

C. Price Bid

Sl. No.	Details	Amount (in Rupees)	
		In figure	In words
I. Not negotiable			
1.	Minimum basic wages per month as per orders issued by the Office of the Labour Commissioner, U.P., Kanpur. (Copy of order is to be enclosed)	Skilled	
2.	Variable Dearness Allowance per month as per orders issued by the Office of the Labour Commissioner, U.P., Kanpur. (Copy of order is to be enclosed)	Skilled	
3.	Employees Provident Fund charges @ 12% + Administrative charges 1.16% (as applicable).		
4.	E.S.I. Charges @ 4.75%		
II. Negotiable			
1.	Service charges (overall %) on labour input as applicable.		
2.	Total charges per month I + II		
3.	Total amount for the work		
Service Tax/GST, if applicable, will be paid extra by the Office of the Accountant General (A&E)-II, U.P., Allahabad on production of receipt by the Agency.			

D. Earnest Money of Rs...../- in favour of "Pay & Accounts Officer, Office of the Accountant General (A&E)-I, U.P., Allahabad" is enclosed herewith in the shape of BD/DD Number dated.....

Dated signature of the Tenderer

Name & Address of Tenderer with seal.....

Eligibility Criteria for Data Entry Operator

1. Data Entry Operator should have Diploma in computer application and Graduation in any discipline, having speed of at least 8000 key depression per hour both in Hindi and English. Proficiency test (practical as well as written) of persons, deployed by the outsourcing agency, will be conducted. Only successful persons will be outsourced by the office. If the performance of a person, engaged through the outsourcing agency, is not found satisfactory at any level the agency should have to provide suitable substitute of said person within 02 days.
2. Proficiency in Microsoft Office Word and Microsoft Office Excel are essential.

Terms & Conditions

1. The tender form along with the terms & conditions issued by this office, duly signed by the tenderer on each page, will only be entertained by this office.
2. Tender must be accompanied with an earnest money of Rs30,000/- in the shape of Bank Draft/Demand Draft from any Nationalized Bank or the Cash Receipt issued by this office.
3. Tender must be accompanied with the photocopy of the supporting documents in respect of the information about the tenderer's detail at Sl. No.B(1 to 7) of tender form.
4. Incomplete tender form will not be considered by this office.
5. The successful bidder/tenderer will have to deposit an amount, equal to the 10% to the total contract value, as Security Deposit before execution of Agreement failing which the earnest money of the successful bidder/tenderer will be forfeited. The amount should be payable through FDR/TDR, pledged in favour of "Pay & Accounts Officer, Office of the Accountant General (A&E)-I, U.P., Allahabad" for a period of 07 months.
6. The Office of the Accountant General (A&E)-II, U.P., Allahabad reserves the full rights to accept or reject any tender or all the tenders without assigning any reason.
7. All the disputes and differences arising out of or in connection with this tender shall be subject to the exclusive jurisdiction of Court of Law at Allahabad only.
8. The Agreement shall be executed on a stamp paper of Rs.100/-. The cost of stamp paper and agreement shall be borne by the Agency.
9. The earnest money of all the bidders/tenderers will be returned after fifteen (15) days of the execution of the Agreement.
10. The agency will be responsible to provide skilled persons for Data entry work in the Office of the Accountant General (A&E)-II, U.P., Allahabad. The Antecedents of all the workers will be got verified from police by the agency before deployment for work.
11. The agency will be responsible for all liabilities in relation to the payment of wages, ESI, EPF, Bonus and other benefits, along with wage hike etc, which may be announced by the Government of Uttar Pradesh as well as Govt. of India from time to time and applicable to the persons employed by the agency during the period of Agreement. The Office of the Accountant General (A&E)-II, U.P., Allahabad reserves the right to call for proof of payment towards EPF & ESI for personnel deployed by the agency for the office. In case of non-payment by the agency, the office reserves the right to recover the amount so paid to the agency, from its future bills or from security deposit and any other action which may deem fit by the Office of the Accountant General (A&E)-II, U.P., Allahabad in this regard.
12. Office of the Accountant General (A&E)-II, Uttar Pradesh, Allahabad is not liable to pay any amount to employees engaged by the agency.
13. The agency shall be solely responsible for any legal/civil/criminal/consumer case initiated under the labour laws by any employee engaged by him or by his staff or otherwise for executing the contract during the contract period. The Office of the Accountant General (A&E)-II, Uttar Pradesh, Allahabad will not be responsible for any kind of legal proceedings in any judicial/quasi judicial forum located at U.P. or anywhere else. In the event of any such legal proceeding or liability, the agency shall indemnify Office of the Accountant General (A&E)-II, Uttar Pradesh, Allahabad of all damages including consequential and incidental.

