



Government of India
Ministry of Communications & IT
Department of Telecommunications
TERM Cell Kolkata
QA Bhawan, Blk-EP & GP, Sec-V, Saltlake, Kolkata-700091.

No.:1-12/1/TERMKOL/Outsource/DEO/Tender/Vol-IV

Dated:24/10/2016

NOTICE INVITING TENDER

E-Procurement TENDER NOTICE for providing Data Entry Operator (Skilled Manpower) Services

(i) The O/o DDG (TERM), Kolkata, on behalf of the President of India invites **E-Procurement Tender** (Online Tender through website <http://eprocure.gov.in/eprocure/app>) in **Two Bid System** i.e. **Technical Bid and Financial Bid** from qualified, reputed, experienced, financially sound and **Kolkata based** Manpower Companies/Firms /Agencies for providing services of Data Entry Operator (Skilled Manpower) in Ministry of Communications & IT, Department of Telecommunications, O/o DDG (TERM), Kolkata for a **period of one year** (which may be further extended for a period of one year on the same terms and conditions including commercial terms) from the date of contract. **The estimated cost of the tender is Rs. 8.5 lakhs (approx).**

The schedule of tender is as follows:

S/N	Activity Description	Time Schedule
1	Tender No.	1-12/1/TERMKOL/Outsource/DEO/Tender/Vol-IV dated 24/10/2016
2	Cost of Tender document	Rs. 300/-
3	Estimated cost of tender	Rs. 8.5 lakhs appx.
4	Sale of Tender Document	24th Oct to 15th Nov 2016 , The tender document can be downloaded from the DOT web site http://www.dot.gov.in OR e-Procurement portal http://eprocure.gov.in/eprocure/app by using bidder login credentials.
5	Last date and Time of Receipt of tender document	11.00 Hours of 16.11.2016
6	Amount of EMD to be deposited	Rs 25500/- (3% of tender value)
7	Time and Date of Opening of Tender / Bid	15:30 Hours of 16.11.2016
8	Validity of tender	90 days from the date of Opening of tender
9	Services to be hired	Outsourcing of Data Entry Operator (Skilled Manpower) Services (Estimated approx. manpower: 4 skilled)
10	Duration of contract	One year from the date of award of contract which may be further extended for a period of one year on the same terms and conditions including commercial terms

- (ii) Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
- (iii) Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document in the website <http://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. **Any corrigendum/addendum regarding this tender will be available on the above said website only.**
- (iv) **Cost of Tender Document: Rs.300/- (Rupees Three Hundred only)** in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favor of **Accounts Officer, O/o Pr.CCA, Kolkata, payable at Kolkata (Non-refundable)**. The scanned copy of the same in soft copy format is to be submitted at the time of submission of Tender documents online. **Exemption from payment of tender document cost is allowed subject to point (ix) below.**
- (v) The applicant has to deposit **Earnest Money (EMD) of Rs. 25,500/- (Rupees Twenty Five Thousand five hundreds only)** in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favor of **Accounts Officer, O/o Pr.CCA, Kolkata, payable at Kolkata**. The scanned copy of the same in soft copy format has to be submitted at the time of submission of Tender documents online. **Exemption from payment of EMD is allowed subject to point (ix) below.**
- (vi) The aforesaid DDs towards cost of the Tender document and EMD should be submitted by the bidder or his authorized representative to the O/o DDG (TERM), Kolkata, QA Bhawan, Blk-EP & GP, Sec-V, Saltlake, Kolkata-700091 **on or before 11.00 Hours of 16.11.2016**
- (vii) The duly filled tender documents shall not be accepted and summarily rejected if not accompanied by the scanned copy of the demand draft towards the cost of the Tender document and the requisite Earnest Money deposit (EMD). This office reserves the right to reject any or all tenders without assigning any reason.
- (viii) **The DD towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.**
- (ix) **EMD/Tender Fee exemptions are applicable to only Micro and Small Industries registered with NSIC/MSE. If you are claiming EMD/Tender Fee exemptions you have to submit/upload your supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the above exemption. Also your certificate (NSIC)/MSE shall cover the items tendered to get EMD/Tender fee exemptions. NSIC certificate shall be valid as on due date/extended due date of the tender.**
- (x) **The firms or companies based in Kolkata only will be eligible for submission of tender.**

Sd/-
DIRECTOR
On behalf of DDG (TERM)/Kolkata
Department of Telecommunications
Ministry of Communications & IT
QA Bhawan, Blk-EP & GP, Sec-V, Saltlake, Kolkata-700091
033-2357-2002/5/7 (Off)