

SECTION I

O/o Deputy Director General(TERM) Mumbai
 (Telecom Enforcement, Resources & Monitoring)
 Government of India, Ministry of Communications
 Department of Telecommunications
 5th Floor, Saki Vihar Telephone Exchange Bldg, Saki Vihar Road, Andheri (East),
 Mumbai 400 072

Tender No. DDG/TERM/MBI/Data Entry Operator Tender/385/2016-17/6 dated 02-12-2016

NOTICE INVITING TENDER

1. E tenders on behalf of the President of India, is invited under Two Bid System viz. Technical Bid and Financial Bid from reputed, experienced and financially sound Data Entry Operator supply Companies /Firms /Agencies for providing services of four Data Entry Operator in the office of DDG (TERM), Mumbai, for a period of one year from the date of contract.

Office where services required	Schedule of Requirement	Quantity	Approximate Cost (in Rs.)	Earnest Money Deposit
O/o DDG(TERM),Mumbai.	Data Entry Operator.	4 (Four)	Rs.6,89,410/-	Rs.17,235/-

2. Schedule:

Date of issue of Bid Document : Bidder can download the Bid Document from 02-12-2016 from the DOT website <http://www.dot.gov.in> or the E Procurement portal <http://eprocare.gov.in/eprocare/app> by using bidder login credentials.

Last Date & time for receipt of tender : 02-01-2017 at 15:00 hrs.

Physical submission of EMD and Tender document fee : 02-01-2017 at 15:30 hrs.

On-line opening of Tender Bids (Technical bids) : 02-01-2017 at 15:30 hrs.

Date & time for opening of Financial Bid for Technically qualified bidders. : Will be intimated later.

Place of opening the Tenders : O/o DDG(TERM),5th Floor Technical Wing
 MTNL Saki vihar Telephone Exchange
 Saki vihar, Andheri (East)
 Mumbai-72

Bid Validity Period/Validity of Bid offer for Acceptance by DOT : 90 days from the date of opening of the tender.

3. Accessibility of Tender Document :Tender document can be obtained by downloading it from the website <http://www.eprocure.gov.in> or www.dot.gov.in

4.Tender Document Fee :DD for an amount of Rs.570/-(Rupees Five Hundred and Seventy only)inclusive of applicable taxes (non refundable) from Nationalized / Scheduled bank drawn in favour of "CAO,CCA(Maharashtra),Mumbai payable at Mumbai has to be submitted offline(Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.

Name of Tenderer :

Signature & Stamp:

5. **Submission of Tenders:** The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in clause No.16 of Section-II of the Tender Document.

6. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the DDG (TERM), Mumbai , Ministry of Communication , and Department of Telecommunications in this regard shall be final and binding on all.

7. The aforesaid DDs/Pay orders towards cost for Tender Document and EMD should be submitted offline to the tender inviting authority i.e Director -II(TERM), Mumbai TERM Cell on or before 15:30 hrs on 02-01-2017 and the scanned copy to be uploaded online or before 15:00 hrs on 02-01-2017. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

8. 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.

Director -II(TERM)
Office of Dy. Director General(TERM)
5th Floor, SakiVihar Tele Exch Bldg
Saki Vihar road, Andheri (E), Mumbai -72

Name of Tenderer :
Signature & Stamp: