

**Government of India
Ministry of Communications
Department of Telecommunications
O/o DDG (TERM Cell), Assam
9th Floor, BSNL Admin. Building, Panbazar
Guwahati - 781001**

Tender No. TERM.AS/G-8(5)/Outsourcing Dated 22/12/2016

Notice Inviting Tender

1.1 Sealed tenders on behalf of the President of India, are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound (Specified in NIT) Manpower Supplying Companies /Firms /Agencies for providing services of office **up keeping and Data Entry Services** in Ministry of Communications, Department of Telecommunications, O/o DDG (TERM), Assam for a period of one year from the date of contract. The estimated cost of the tender is **Rs. 12 lakh (approx)**.

1.2 Intending and eligible bidders may obtain tender document from the undersigned on all working days from 11:00 Hrs to 16:00 Hrs **till 11/01/2017**, by depositing a **non-refundable** amount of Rs.200/= (Rupees Two hundred only) by way of demand draft (DD) on account of cost of the tender document. Demand draft should be made in the favour of “**CAO, O/O CCA, Assam**” payable at **Guwahati**.

1.3 Tender documents downloaded from the **DOT web site- www.dot.gov.in** are also acceptable provided the requisite **non-refundable** tender fee/ cost i.e Rs.200/- (Rupees Two hundreds only) is enclosed in the form of demand draft (DD) made in the favour of **CAO, O/O CCA, Assam** payable at **Guwahati**., and deposited at the time of submission of bid document along with the qualifying bid.

1.4 Schedule -

Date & time of issue of Bid Document	22/12/2016 to 11/01/2017 11:00 hrs to 16:00 Hrs
Last date & time for receipt of tenders	12/01/2017 up to 15:00 Hrs
Date & Time for opening of Technical Bids	12/01/2017 at 15:30 Hrs
Date & Time for opening of Financial Bids for technically qualified bidders	To be notified later
Place of opening the Tenders	O/o DDG (TERM Cell), Assam 9th Floor, BSNL Admin. Building, Panbazar Guwahati - 781001
Validity of Tenders	90 days from the date of opening of tenders

1.5 The interested Companies/Firms/Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.24,000/= (Rupees twenty four Thousand only)** in the form of demand draft (DD) made in the favor of — **CAO, O/O CCA,**

Assam payable at **Guwahati** and other requisite documents as per this tender on or before **12/01/2016 up to 15:00 Hrs** in the Tender Box kept in O/o **DDG (TERM Cell), Assam, 9th Floor, BSNL Admin. Building, Panbazar, Guwahati - 781001**. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

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

Sd/-
ADG (TERM)/Assam
For and on behalf of the President of India
Ministry of Communications & IT
Department of Telecom
O/o DDG (TERM Cell), Assam
9th Floor, BSNL Admin. Building, Panbazar
Guwahati - 781001
0361-273-4111 (O), 273-4000 (F)

Copy to:

- Communication Accounts Officer, O/o CCA (Assam), 5th Floor, BSNL Admin. Building, Panbazar, Guwahati - 781001.
- Notice Board: O/o CCA (Assam), 5th Floor, BSNL Admin. Building, Panbazar, Guwahati - 781001.
- Notice Board: O/o DDG (TERM) Assam, 9th Floor, BSNL Admin. Building, Panbazar Guwahati - 781001