



Government of India
Ministry of Communications
Department of Telecommunication
O/o DDG (C), Kolkata LSA, DoT
QA Bhawan, Blk-EP & GP, Sec-V, Saltlake, Kolkata-700091.

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

Dated:23/01/2019

NOTICE INVITING TENDER

- (i) The O/o DDG (C), Kolkata LSA, DoT 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 Manpower Companies/Firms /Agencies for providing services of Data Entry Operator (Skilled Manpower) and Housekeeping Staff [Multi-tasking Staff (Semi-Skilled Manpower), Cleaning Staff (Un-Skilled Manpower)]; in Ministry of Communications, Department of Telecommunications, O/o DDG (C), Kolkata LSA, 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. 25.5 lakhs (approx).**

The schedule of tender is as follows:

S/N	Activity Description	Time Schedule
1	Tender No.	1-12/1/TERMKOL/Outsource/Tender/Vol-IV dated 23/01/2019
2	Cost of Tender document	Rs. 300/-
3	Estimated cost of tender	Rs. 25.5 lakhs approx.
4	Sale of Tender Document	Bidder can download the Bid Document from 30-01-2019, 09:00 hrs 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 for submission of tender	11.00 Hours of 19.02.2019
6	Last date and time for Pre-bid conference	11: 00 hrs of 15.02.2019
7	Amount of EMD to be deposited	Rs 76,500/- (3% of tender value approx.)
8	Time and Date of Opening of Tender / Bid	11:30 Hours of 20.02.2019
9	Validity of tender	90 days from the date of Opening of tender
10	Services to be hired	Outsourcing of Data Entry Operator (Skilled Manpower)-5 nos., Multi-tasking Staff (Semi-Skilled Manpower)-03 Nos., & Cleaning Staff (Un-Skilled Manpower)-01 nos. (Estimated total manpower requirement : 05 skilled, 03 Semi-Skilled and 01 un-skilled)
11	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 and shall be an integral part of this tender document.**

(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 (viii) below.**

(v) The applicant has to deposit **Earnest Money (EMD) of Rs. 76,500/- (Rupees Seventy Six 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 (viii) 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 (C), Kolkata, QA Bhawan, Blk-EP & GP, Sec-V, Saltlake, Kolkata-700091 on or before 11.00 Hours of 19.02.2019. The DD towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

(vii) EMD and Tender Fee exemptions are applicable to only Micro and Small Industries registered with NSIC/MSME for the tendered items. For claiming EMD and Tender Fee exemptions service provider is required to upload supporting documents like NSIC/MSME registration certificate to become eligible for the above exemption. The NSIC/MSME certificate shall cover the items tendered to get EMD and Tender fee exemptions.

**DIRECTOR (C), Kolkata LSA
Department of Telecommunications
Ministry of Communications
QA Bhawan, Blk-EP & GP, Sec-V, Saltlake, Kolkata-700091
033-2357-2002/6 (Off)**