

PART-I

**GOVERNMENT OF INDIA
DEPARTMENT OF TELECOMMUNICATIONS
O/O DEPUTY DIRECTOR GENERAL, A&N
TELECOM ENFORCEMENT, RESOURCES & MONITORING CELL,
Wing 'B', I Floor, DTO Building, Near HPO, Port Blair – 744 101**

NIT No: TERM/A&N/HK/2017-18/1

Dated: 27-06-2017

SECTION-1A:

NOTICE INVITING TENDER

E-Procurement TENDER NOTICE for Outsourcing of Housekeeping and Office upkeep (unskilled)& Data Entry Operator Services(Skilled)

The office of **DDG TERM Cell A&N, PORT BLAIR** 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 the qualified firms/companies as per the below mentioned schedule:-

SCHEDULE TO TENDER

S.No.	Activity Description	Schedule
1.	Tender No	TERM/A&N/HK/2017-18/1 Dated: 27-06-2017
2.	Sale of Tender Document	The tender document can be downloaded from the E Procurement portal http://eprocure.gov.in/eprocure/app or from the DOT web site http://www.dot.gov.in
3.	Start date of online bid submission	09:00 Hours of 28-07-2017
4.	Time and last date of online bid submission	15:00 Hours of 18-08-2017
5.	Time and Date of Opening of Technical Bid	15:00 Hours of 21-08-2017
6.	Minimum Validity of tender offer	180 days from the date of Opening
7.	Services to be offered	Outsourcing of Housekeeping and Office upkeep(unskilled) and Data Entry Operator (Skilled) services [Estimated manpower Unskilled: 1; Skilled (Data Entry Operators): 3]
8.	Estimated cost of tender	Rs. 800000/- (Rupees Eight Lakhs only)
9.	Amount of EMD to be deposited	Rs. 20000 /- (Rupees Twenty thousand only)
10.	Duration of contract	One Year from the date of award of contract. However, the same may be further extended for one more year on the same terms & conditions.
11	Cost of Bid Document	Rs.250/- (Rupees Two Hundred Fifty Only)
12	Likely date for commencement of contract	1 st Oct-2017

Aspiring Bidders who have not enrolled/registered in e e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document in the websites <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.

Demand Draft for an amount of Rs.250/- (Rupees: Two Hundred and Fifty only) (non-refundable) from Nationalized/ scheduled bank drawn in favour of **“AO, O/o Joint C.C.A. A&N, payable at PORT BLAIR”**, has to be submitted before opening of bids to this office (Scanned copy of DD to be uploaded online) towards Tender document fee failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft/ Pay order.

The applicant has to deposit Earnest Money (EMD) of Rs. 20000 /- (**Rupees Twenty Thousand only**) in the form of a Demand Draft/ Pay order from Scheduled / Nationalized Bank drawn in favor of **AO, O/o Joint C.C.A. A&N, payable at PORT BLAIR** and it has to be submitted before opening of bids to this office (Scanned copy of DD to be uploaded online) towards EMD failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft/ Pay order.

The aforesaid DDs/Pay orders towards cost for Tender document and EMD should be submitted to the tender inviting authority i.e., Director, TERM Cell A&N by post in advance or submitted at the time of opening of bids.

The duly filled in tender documents shall not be accepted if they are not accompanied by the scanned copy of the demand draft/Pay order towards the Tender fee and the requisite bid security (EMD).

The DD towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

Sd/-
Director,
O/o DDG(TERM) A&N, PORT BLAIR-744101
Ph: 03192-242727
Fax: 03192-243636