

F. No. 01/01/2019-Adm./ CA/Delhi - 1863

**COMPETENT AUTHORITY**

**NCT of Delhi**

Puratatva Bhawan,

Block -D, 1<sup>st</sup> floor,

INA, New Delhi - 110 023

(UNDER SECTIONS 20C AND 20D OF AMASR ACT, 1958)

Dated:

06/05/19

**TENDER NOTICE**

1. Sealed two bid Tender is invited from registered placement agencies for providing 01 Stenographer, 02 Data Entry Operators and 01 Attendant on contract basis. Retention of contractual staffs and further extension of contract are subject to satisfactory performance.
2. Requirement for above contractual staff at present is given below however; the number of each category of staff may be increased as per requirement.

Stenographer:- 1 No. Graduation and above: Certificate/Diploma in computer applications Capable to take dictation with 80 w.p.m. and typing speed of 30 w.p.m. Minimum, Efficiency in working on computer & Good communication skills.	Data Entry Operator 2 Nos. Graduation and above: Certificate/Diploma in computer applications. Efficiency to work on computer in English and Hindi with minimum typing speed of 30 w.p.m. with good communication skills.	Attendant. 1 No. Matriculate
Scope of work: To take dictation and submit its typing text. To maintain official files/document and attend related work assigned by the concerned officers.	Scope of work: To attend typing work on computer and other related work assigned by concerned officers.	Scope of work: Movement of file from one to another related seats in the office or outside of the office. Movement of Dak from and to other office.

3. Terms and Conditions:

- (I) The contracting firm/agency should be registered with appropriate authorities.
- (II) The contract shall be initially for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of services.
- (III) The contractor shall be required to pay the minimum wages fixed by the Govt. of NCT of Delhi, Labour Department, to the contractual staff.



- (IV) The contractor may be extended beyond one year subject to satisfactory service provided by the contractor, with the approval of competent authorities on the same terms and conditions.
- (V) The agency should be in a position to provide all the categories of staffs; otherwise their offers will not be entertained.
- (VI) Break up of charges towards E.P.F., ESIC, Govt. Service Tax and Agency charge etc should be indicated specifically in prescribed format as under:

<b>Breakup Charges</b>			
<b>Minimum wages as per Govt. rule</b>	<b>Stenographer</b>	<b>Data Entry Operator</b>	<b>Office Attendant</b>
<b>EPF</b>	as per Govt. rule	as per Govt. rule	as per Govt. rule
<b>ESIC</b>	as per Govt. rule	as per Govt. rule	as per Govt. rule
<b>Govt. Taxes</b>	as per Govt. rule	as per Govt. rule	as per Govt. rule
<b>Service Charges in Rupees</b>			

- (VII) The contracting firm shall be responsible for depositing the amounts towards EPF, ESIC, Govt. taxes, etc. in respect of each member of staff and furnish copies of deposit slips for the preceding month before release of payment.
4. Interested Agencies may submit Tender in two bids separately as Technical Bid & Financial Bid.
- i. Technical Bid contains following document:
- Company profile
  - Copy of Registration Certificate
  - Copy of Income Tax Clearance Certificate
  - Copy of Bank Account Details
  - Copy of Report on Performance, if any
  - Copy of services/GST tax registration.
  - The offer should be accompanied with earnest money of Rs.25,000/- in form of D.D of any nationalized bank in the name of the Competent Authority, NCT of Delhi.
- ii. Financial bid should be submitted as mentioned in para-VI in separate sealed envelope.
5. Last date of receipt of Tender: 20.05.2019 upto 2.00 p.m.
6. Date of time of opening of Tender: Technical bid on 20.05.2019 at 03:00 p.m. & financial bid on 20.05.2019 at 04:00 p.m.
7. Competent Authority reserves that the right to accept or reject any Tender at their discretion.
8. Sealed Tender may be addressed to: The Competent Authority, NCT of Delhi, Puratatva Bhawan, Block-D, First Floor, I.N.A., New Delhi – 110023.
9. Tender Notice alongwith Terms and conditions are also available on Notice board & website [www. Competentauthoritydelhi.co.in](http://www.Competentauthoritydelhi.co.in).

  
 (D.N. Dimri)  
 Competent Authority,  
 NCT of Delhi

