

F. No. 01/01/2017-Adm./CA/Delhi/526

COMPETENT AUTHORITY

NCT of Delhi

Puratatva Bhawan,

Block -D, 1st floor,

INA, New Delhi – 110 023

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

Dated:

21/08/17

QUOTATION NOTICE

1. Sealed quotation 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. 10+2 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. 10+2 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. Non-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:

Breakup Charges			
	Stenographer	Data Entry Operator	Office Attendant
Minimum wages as per Govt. rule	for semi-Skilled	for semi-Skilled	for unskilled
EPP	as per Govt. rule	as per Govt. rule	as per Govt. rule
ESIC	as per Govt. rule	as per Govt. rule	as per Govt. rule
Govt. Taxes	as per Govt. rule	as per Govt. rule	as per Govt. rule
Service Charges in Rupees			

- (VII) The contracting firm shall be responsible for depositing the amounts towards EPP, 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 quotation along with the 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.
5. Last date of receipt of quotation: 07.09.2017 upto 2.00 p.m.
6. Date of time of opening of quotation: 07.09.2017 at 03:00 p.m.
7. Competent Authority reserves that the right to accept or reject any quotation at their discretion.
8. Sealed quotation may be addressed to: The Competent Authority, NCT of Delhi, Puratava Bhawan, Block-D, First Floor, I.N.A., New Delhi - 110023.
9. Quotation Notice alongwith Terms and conditions are also available on website www.Competentauthoritydelhi.co.in.

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

