

No. D-13023/1/2010-C&G  
Government of India  
Office of the Director General of Civil Aviation  
Opp. Safdarjung Airport, New Delhi-110 003

Dated the 21<sup>st</sup> January 2011

**Subject:- Quotation for award of contract for providing of 13 Data Entry Operators to work as Clerks.**

### **TENDER NOTICE**

Quotations are invited from the registered service providers for award of annual contract **for providing 13 Data Entry Operators to work as Clerks** in the DGCA Headquarters. Sealed quotations addressed to Shri M.C. Pandey, Deputy Director of Administration, Office of the DGCA, Opp. Safdarjung Airport, New Delhi – 110 003 should reach this office latest by **03.00 p.m. on 11/02/2011.** The general terms and conditions are as under:-

### **TERMS & CONDITIONS OF CONTRACT**

- i) The contract shall be in force for one year and can be renewed further depending upon the performance and quality of the firm. The contract can be terminated by the competent authority at any time without assigning any reasons.
- ii) The payment of such engaged contract Data Entry Operators and unskilled workers will be subject to providing of satisfactory service which may be certified by the officers/Sections where they are engaged. Escalation clause shall not be accepted on any ground during the period the contract is in force.
- iii) It may be ensured that the person engaged may be properly verified from Police Authority.
- iv) It may also be ensured that the persons engaged will observe office discipline and decorum and may not misbehave with any official.
- v) The services may be provided on all working days or any holidays when regular staff attend duty on that day. The selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons.

vi) The contractor shall also comply with all labour laws in relation to its employees including payment of minimum Wages as laid down by or under any law.

vii) The engagement does not confer any right for continuation or extension of the contract on any account. This will purely be short term temporary arrangement on the basis of contract with the agency. Any statutory increase in wages/DA etc. is to be absorbed by the agency.

viii) Any liability regarding Government dues as well as any human loss/injury during the course of work will be the responsibility of the Contractor.

ix) The Data entry operators engaged must be at least 10+2 (12<sup>th</sup> Class pass or equivalent from a recognized Board or University with working knowledge of M S Operating Software and M S Office and having typing speed of 35 w.p.m. and should be young and active with good health.

x) The award of the contract will be subject to the fulfilment of the conditions laid down in Rule 157, 158 and 160 of GFR, 2005 as amended from time to time.

xi) The person engaged shall not claim any benefit/ compensation/ absorption/regularization of services from this office under the provisions of Industrial Disputes Act 1974 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this office.

xii) Contribution towards CPF, Gratuity etc. is to be met by the Agency.

xiii) No medical facilities or reimbursement thereof will be provided by this office.

xiv) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

The tenderer will fill up the technical information in the Annexure-I which may be put in a sealed cover clearly marking it as “**Technical Bid**”. The Technical Bid are to be submitted along with refundable earnest money of Rs.20,000/- (Rupees twenty thousands only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of “PAO, DGCA, Ministry of Civil Aviation”, payable at New Delhi from a nationalized bank. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after award of the contract. The successful tenderer will have to submit Performance Security equivalent to 10% of the amount payable per month. The amount will be payable through Bank Draft/ Bank Guarantee/ Fixed Deposit Receipts drawn in favour of “PAO, DGCA, Ministry of Civil Aviation”, payable at New Delhi.

Annexure-II should consist of rates inclusive of all charges/service tax etc., which should be put in a sealed cover marking it as “**Financial Bid**”. It may be indicated in the rates quoted that the Service tax is included/excluded. Both the sealed covers should be put in a single cover while submitting the proposal to this office. The blank Annexure I and II are enclosed herewith.

The interested firms are therefore requested to send their quotes to Shri M.C. Pandey, Deputy Director of Administration, Office of the DGCA, Opp. Safdarjung Airport, New Delhi – 110003 by 3.00 p.m. on 11-2-2011. The envelope containing the quotation should be superscribed as “Quotation for providing Data Entry Operators ” The date of opening of the technical and financial bids will be intimated over telephone/be letter.

( M.C. Pandey )  
Deputy Director of Administration  
for Director General of Civil Aviation  
Telephone : 011-24635773

To

NIC Centre, O/O the DGCA, New Delhi with a request to upload the above Tender Notice on the DGCA website please.

## **ANNEXURE - I**

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### **Technical Bid**

**Technical Bid should indicate the following information along with the self-attested photocopies of these documents:**

- a. Profile of the company with date of Establishment;
- b. Certificate of incorporation of the company;
- c. Registration for manpower supply;
- d. PF Registration;
- e. ESI Registration;
- f. PAN Number;
- g. Service Tax Registration number;
- h. List of the organizations to which manpower is being supplied by the bidder;
- i. Whether the firm has been blacklisted by any Government Department or any criminal case registered against the firm or its owner (give details);
- j. Any other relevant information.

Name and Signature of the authorized person  
of the firm along with seal

**ANNEXURE - II**

No.....

Dated the .....

**Subject: Quotations for award of contract for providing 13 Data Entry Operators to work as Clerk.**

With reference to your tender notice No. \_\_\_\_\_ dated \_\_\_\_\_ on the above subject, I/we quote the rate for the above mentioned work as under:

<b>Particulars</b>	<b>Rates per month</b>	
	<b>in figures</b>	<b>In words</b>

I/We accept all the terms and conditions of your letter referred to above.

Name and Signature of the authorized person  
of the firm along with seal

