

Government of India  
O/o Deputy Director General of Civil Aviation  
4th Floor, AAI Technical Building  
HAL Airport ,Bengaluru- 560017

Date: 17-07-2015

**TENDER NOTICE**

SUBJECT : Quotations for providing Data entry Operators In the Office of the Deputy Director General of Civil Aviation, Bengaluru for a period of one year extendable as per requirement.

Sealed applications-cum Quotations are invited from registered service providers interested in undertaking the job for providing two Data entry Operators to the office of Deputy Director General of Civil Aviation, HAL Airport, Vimanapura Post, , Bengaluru - 560 017 as per the general terms and condition given below:-

(A)

1. The contract shall be in force for one year and can be renewed further depending upon the performance and the quality of the firm . The contract can be terminated by the competent authority at any time without assigning any reasons.
2. The payment to the engaged 2 Data entry Operators will be subject to the satisfactory service to be certified by the officers/Sections, where they are engaged.
3. Escalation clause towards payment to the engaged 2 Data entry Operators shall not be accepted on any ground during the period the contract is in force.
4. It may be ensured that a character and antecedents verification certificate from the concerned police Authorities or a certificate of " good moral character " in respect of 2 Data entry Operators duly signed by a first class Magistrate or two class one officers of the central Government, may be provided at the time of engagement of the 2 Data entry Operators.
5. The persons engaged will be expected to observe discipline and decorum in the office.
6. The service of the 2 Data entry Operators may be provided on all working days or any holidays as and when required. The selected agency will immediately provide a substitute in the event of any permission remaining absent from the job due to personal reasons.
7. The contractor shall apply all the labour laws in relation to its employees including payment of the minimum wages as laid down by or under any law.
8. The engagement does not confer right for continuation or extension of the contract on any account. This engagement will be purely a short term temporary arrangement on contractual basis. Any statutory increase in wages /DA etc is to be absorbed by the agency.

9. Any liability regarding Government dues as well as any human loss/ injury during the engagement of (Data entry Operators) will be responsibility of the contractor.
10. The person engaged must be Graduate from the recognized University and should be young and active with good health.
11. The persons to be engaged on outsource basis must have computer skill with typing speed 30 W/M, excellent knowledge of MS Office, Excel mail, and Power point etc. Persons having shorthand speed of 80 W/M will be given preference.
12. The award of the contract will be subjected to the fulfillment of the conditions laid down in rule 157, 158 and 160 of GFR 2005 as amended from time to time.
13. The persons engaged shall not claim any Benefit/ Compensation / Absorption / Regularization of service from this office under the provision of the Industrial Dispute Act 1974 or Contract Labour (Regulation and abolition act ),1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.
14. Contribution toward CPF, gratuity, ESI etc are to be met by the Agency.
15. No medical facilities or reimbursement thereof will be provided by this office.
16. Any dispute arising out of the contract will be settled within the jurisdiction of Bengaluru Courts.

(B)

The firm applying for the tender must possess the following qualification:-

- I. Registration certificate from a competent government authority for running the agency.
- II. At least three years of relevant experience with the central government Deptt. /organization.
- III. The firm must have PAN number, Service tax registration number, and other relevant documents.
- IV. The firm must have ESI and PF registration.

(C)

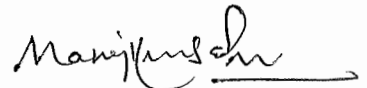
The bidding firm shall Quote their bid as per the minimum wages act applicable in Bengaluru, no deviation from the said act will be accepted.:-

- a) Minimum applicable wages for each Data entry Operators.
- b) Provident fund
- c) ESI
- d) Any other charges, if any, under the minimum wages.
- e) Service charges, Statutory taxes to be charged by the service provider.

The bidder 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 should be accompanied by an Earnest money deposit of rupees of 5000/- (Five thousands only in the form of ) a crossed DEMAND DRAFT / pay order drawn in favor of RPAO, Civil Aviation Department, Chennai and the relevant documents with regard to qualifications mentioned in Para (B) above. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contact. Annexure-II shall consist of rates inclusive of all charges/service tax etc. which should be put in sealed cover marking it as "Financial Bid". Both the sealed covers can be put in a single cover while submitting the proposal to this office. **The Blank Annexure I and II are enclosed herewith.** The successful bidder 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 favor of RPAO, Civil Aviation Department, Chennai.

If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, this office may forfeit the Performance Security of the firm (in part or in full) and the contract may be terminated. In this regard, the decision of O/o DDG, DGCA, Bengaluru shall be final and binding on the firm.

You are therefore, requested to send your quotation to the office of Deputy Director General of Civil Aviation, 4th Floor, AAI Technical Building, HAL Airport, Vimanapura Post, , Bengaluru - 560 017 by 1:00 PM of 14th August, 2015. Tenders received after the closure Date and Time will not be entertained. It may be indicated in the rate quoted that the Service Tax is included/excluded. The envelope containing the quotation should be super scribed as "Quotation for providing manpower to work as (Data entry Operators). The Technical bids will be opened on 14th August, 2015 at 3 PM in this office in the presence of the representatives of the firms.



Manoj Kumar Sahu  
Deputy Director(AE),  
DDO & Administrative Officer  
Aircraft Engineering Division  
For Deputy Director General of Civil Aviation, Bengaluru

Copy to :-

1. NIC , DGCA for uploading on DGCA website.

**TECHNICAL BID**

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

- a) Profile of the company
- b) Proof of Incorporation/inception of the Agencies;
- c) Registration for manpower supply;
- d) PF Registration details;
- e) ESI Registration details:
- f) PAN No;
- g) Service Tax Registration no;
- h) Details of registration with the labor Commissioner;
- i) List of organizations to which man power is being supply by the bidder;
- j) Whether the firm has been blacklisted by any Government Department or any criminal case register against the firm or its owner (give details);
- k) Any other relevant information;

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

**APPLICATION FINANCIAL BID**

(For Providing Data Entry Operator (DEOs))

1. Name of tendering company/ Firm/Agency.
2. Details of Earnest Money Deposit Rs. 5000/- (Five thousand only) D.D/ P.O No. Date and Drawn on Bank;
3. All the Data Entry Operator (DEO) deployed in this will be paid their wages in the monthly basis (By ECS/RTGS by 7<sup>th</sup> of the following month) by the Company/Firm/Agency and the proof of disbursement will be submitted to this Department.
4. Rates are to be quoted in accordance with the Minimum Wages act 1948. As applicable in the States of Karnataka.

Rate per person per month Rs.....,(Rupees.....)  
inclusive of all statutory liabilities, taxes, levies, cess/edu. Cess. Etc. with following break up.

SINo	Component of Rate	Amount@
1.	Daily Wages Rate (as per MWA, 1948)	
2.	Employees provident Fund @ % of 1 above	
3.	Employee State Insurance @% of 1 above	
4.	Service Tax Liability@% of	
5.	Any other Liability (Pl. Indicate)	
6.	Contractors Admin./service Charge	
	Total column of 1 to 6	

@ Amount in respect of above mentioned items should be mentioned properly and correctly against each item. If any column left blank intentionally or filled up with 'NIL'/Not applicable, the bid will not be considered by competent authority.

Signature of authorized person

Full Name: \_\_\_\_\_

Seal : \_\_\_\_\_

Date:  
Place:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been pertained by each man power.