

No. A.12025/3/2011-EII  
Government of India  
Ministry of Civil Aviation  
Office of the Directorate General of Civil Aviation

Opposite Safdarjung Airport,  
New Delhi,  
Dated: 31.01.2013

### TENDER NOTICE

**Subject:- Quotations for award of contract for providing manpower to work as Data Entry Operators (20 Nos.) in the office of Directorate General of Civil Aviation for a period of one (01) year extendable as per requirement.**

Sealed applications–cum-quotations are invited from registered service providers interested in undertaking the job of providing **Data Entry Operators** to the Office of Directorate General of Civil Aviation, Opposite Safdarjung Airport, New Delhi – 110003 as per the general terms and conditions given below:-

- 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 to the engaged Data Entry Operators will be subject to satisfactory service to be certified by the officers/Sections, where they are engaged.
- iii) Escalation clause towards payment to the engaged Data Entry Operators shall not be accepted on any ground during the period the contract is in force.
- iv) 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 the Data Entry Operator, duly signed by a First Class Magistrate or two Class I officers of the Central Government, may be provided at the time of engagement of the Data Entry Operators.
- v) The Persons engaged will be expected to observe discipline and decorum in office.
- vi) The Services of the Data Entry Operator 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 person remaining absent from the job due to personal reasons.
- vii) The contractor shall comply with all the labour laws in relation to its employees including payment of minimum Wages as laid down by or under any law.

viii) 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.

ix) Any liability regarding Government dues as well as any human loss/injury during the engagement of Data Entry Operators will be the responsibility of the Contractor.

x) The persons engaged must be Graduate from a recognized University or Higher Qualified and should be young and active with good health.

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

xii) The person engaged shall not claim any benefit/ compensation/ absorption/ regularization of service from this office under the provisions of Industrial Disputes Act 1974 or Contract Labour (Regulation & 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.

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

xiv) No medical facilities or reimbursement thereof will be provided by DGCA.

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

2. 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 relevant experience with any Central Govt. Deptt/ Organisation.

iii) The Firm must have Pan No., Service Tax Registration No. and other relevant document.

iv) The firm must have ESI and PF registration.

3. The bidding firm shall quote their bid as per the Minimum Wages Act applicable in Delhi, as follows and 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) Services charges/ statutory taxes to be charged by the Service Provider.

4. 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 Rs.5000/- (Rs. Five thousand only) in the form of a crossed Demand Draft/ Pay order drawn in favour of PAO, DGCA, Ministry of Civil Aviation, New Delhi and the relevant documents with regard to qualifications mentioned in Para 2 above. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract. Annexure-II shall consist of rates inclusive of all charges/ service tax etc. which should be put in a 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 Darft/ Bank Guarantee/ Fix deposit Receipts drawn in favour of PAO, DGCA, Ministry of Civil Aviation, New Delhi.

5. If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, DGCA 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 this office shall be final and binding on the firm.

6. You are therefore, requested to send your quote to Sh J. Minz, Deputy Director Administration, DGCA, Opposite Safadarjung Airport New Delhi by **15<sup>th</sup> February, 2013**. It may be indicated in the rates 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 bids will be opened on **18<sup>th</sup> February, 2013** at **3 P.M** in the room of the undersigned in the presence of the representatives of the firms.

(J. Minz)  
Deputy Director Administration  
Tele:011-24651224

Copy to:-

1. All Ministries /Department of Government of India. They may bring this to the notice of Contractors engaged by them for responding to this Ministry in case they are interested.
2. NIC with the request to place the above letter on the MoCA 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)

**Annexure -II**

**APPLICATION-FINANCIAL BID**  
(For Providing Data Entry Operators(DEOs))

1. Name of tendering Company/Firm/Agency.
2. Details of Earnest Money Deposit: Rs. 5,000/- (Five Thousand only) D.D. /P.O. No. Date and Drawn on Bank:
3. All the Multi Tasking Staff(MTS) deployed in this will be paid their wages on the monthly basis (By Cheque by 7th 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 NTC of Delhi.

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

SI. No.	Component of Rate	Amount@
1.	Daily Wages Rate(as per MWA, 1948)	
2.	Employees Provident Fund@% of 1 above	
3.	Employees State Insurance @% of 1 above	
4.	Service Tax Liability @% of	
5.	Any other Liability (Pl. Indicate)	
6.	Contractors Admn. /service Charge	
	Total column 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:

**Notes:**

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 performed by each man power.*