

GOVERNMENT OF INDIA
BCG VACCINE LABORATORY
GUINDY, CHENNAI - 32.

Phone : 2234 4172 (Stores)
2234 1745 & 2234 2076

Fax : 91-44-2234 9947

Dated :

File No A.12021/ 37/2017-Admn.

Dated : 24.02.2018

M/s.

AS per list enclosed.

Dear Sirs,

Sub : Outsourcing of Data Entry Operator – reg.

Please forward your "sealed quotation" superscribed on the envelope for supply of the following materials to reach this office immediately / on or before 28/3/2018 up to 2.00 P.M.

Sl.No	DESCRIPTION OF ITEMS	PROBABLE REQUIREMENT
1.	Data Entry Operator	6 posts (as per Terms and Conditions Enclosed)

Data Entry Operator – should be a Graduate from a recognized University having good knowledge of MS Word, MS Access, Windows, MS Office, MS-Excel, MS Power Point, Internet etc. Candidate should have typing speed of 40 WPM (minimum) in English, preferably knowledge of English Stenography. Higher Secondary pass candidates having experience of working in Central Ministry/Department and possessing Certificate/Diploma in typing/Computer may also be considered. Preference may be given to persons having knowledge of shorthand.

THE RATE QUOTED SHOULD NOT BE LESS THAN THAT OF THE WAGES FIXED BY THE DISTRICT COLLECTOR OF CHENNAI

*Date for opening of tender is 28/3/2018
at 3.00 P.M.*

Samples wherever necessary shall be submitted along with quotation as per specifications for approval. Supply shall be made according to accepted sample / specification only and within the time limit specified. Prices quoted shall normally be inclusive of delivery charges at this office unless otherwise stated, no additional charges such as packing, forwarding, handling and insurance will be paid unless otherwise stated and confirmed in the supply order. Sales Tax or other Govt. Taxes, if payable shall be clearly stated. CST 4% is leviable on inter-state sales, for which FORM "D" will be issued by this office. TNGST is as applicable. Rates shall normally be valid for a minimum period of 3 months from the date of quotation and shall be specifically conformed.

Normally the supplier is required to pay Security Deposit of 10% of the order value which will be returned after satisfactory completion of the contract. In the event of failure on part of the supplier as per terms of the supply order, the Security Deposit shall be forfeited in full or part thereof at the discretion of the undersigned.

Yours faithfully,


DIRECTOR

Statement showing the details of 3 years performance of the Firm:

Sl.No.	Name of the Firm	No. of DEOs appointed	Duration	Contact no. of the firm (at least two Nos.)
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PROFORMA

Category of Worker	Minimum Wages per person fixed by the District Collector of Chennai	PF @ (Employer's Contribution) (Supported by EPF Rules)	ESI@ (Employer's Contribution) (Supported by ESI Rules)	Service Charges/ Admn. charges	GST (Supported by GST Rules) & GST Number	Total Rs. (per person) Per month
	(1)	(2)	(3)	(4)	(5)	1+2+3+4+5
Data Entry Operators						

NOTE: Should be supported with last three years IT returns of the firm.


TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES OF DATA ENTRY OPERATORS

- 1) Only those Man Power Supplying Agency who fulfil the following criteria may submit their bid:-
 - a) The manpower supplying agencies should have been in existence for more than 3 years.
 - b) The service provider should give his placement record for DEOs on contract for 3 years giving details of companies/offices with contact numbers as per the format enclosed.
 - c) It should have been registered with the Government authorities concerned and a copy of each of the registration certificate shall be attached with the bid.
 - d) It should have PAN number and Sales Tax/Service Tax registration proof. Necessary documents in this regard may be attached with the bid.
 - e) It should not have been blacklisted by any Government Organization and on undertaking should be submitted to that effect.
 - f) It should be willing to take up the contract on the terms and conditions.
 - g) A photo copy of EPF registration and ESIC registration should be enclosed.
- 2) All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- 3) The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- 4) The service providers shall engage necessary number of persons as required by this Department from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this Department and further the said persons of the service provider shall not claim any employment, engagement or absorption in BCG Vaccine Laboratory, in future.
- 5) The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from in this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act,1970. An Undertaking from the persons to this effect shall be required to be submitted by the service provider to this Department.

- 6) The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative/organizational matters as all are confidential/secret in future.
- 7) The persons deputed should be between the age of 20-40 years.
- 8) The manpower agency should first screen the probable candidates and send to BCGVL.
- 9) The Department may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or of his / her / their misconduct and the service provider shall forth with comply with such requirements. The Service Provider shall replace immediately any of its personnel if they are unacceptable to the Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Department.
- 10) The Service Provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
- 11) The transportation, food, medical and other statutory requirements in respect of each personnel of the Service Provider shall be the responsibility of the Service Provider and the Department shall not be liable or responsible for any expenditure on these account towards any personnel of the Service Provider.
- 12) Working Hours would be normally from 10.00 A.M to 5.00 P.M (except 2nd Saturday and Sunday) during working days including ½ an hour lunch break in between. However, in exigencies of work they may be required to sit late and the Personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.
- 13) That the Agency will be responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations such as Employees Provident Fund, ESI Act etc from time to time including Minimum wages as may be fixed by the District Collector of Chennai. This Department shall not incur any liability for any expenditure whatsoever on the persons engaged by the Agency. The Agency will require to provide particulars for monthly remittance of EPF, ESIC of its employees engaged in this Department.

- 14) Every month service provider will submit the bill, in triplicate in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
- 15) Payments to the Service Provider would be strictly on certification by the Officer with whom the outsourced Personnel is attached that his / her service was satisfactory and as his / her attendance shown in the bill preferred by the Service Provider.
- 16) No wage / remuneration will be paid to any staff for the days of absence from duty.
- 17) The Service Provider will provide the required Personnel for a shorter period also in case of any exigencies as per the requirement of this Department.
- 18) The Service Provider shall arrange for a substitute well in advance if there is any probability of the persons absents themselves/leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service Provider.
- 19) That the Agency on its part and through its own resources shall ensure that the goods, materials and equipments etc supplied to the Personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees etc. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees / agents of the agency, then the agency shall be liable to reimburse to this Department for the same. The Agency shall keep this Department fully indemnified against any such loss or damage.
- 20) The Successful bidder shall furnish a security deposit equivalent for 10% of the order value in the form of an account payee demand draft in favour of the Pay & Accounts Officer, Ministry of Health & Family Welfare, Chennai payable at Chennai Bank Guarantee from a Commercial bank in an acceptable form safeguarding the interest of the Department in all respects. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Service Provider. The Security Deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Department or on non-compliance of the terms of agreement by the service provider or frequent absence from duty / misconduct on the part of manpower supplied by the agency.

- 21) The successful bidder will enter into an agreement in a non judicial stamp paper of Rs.100/- (the cost of the stamp paper to be borne by the Service Provide) with this Department for supply of suitable and qualified manpower as per requirement of this Department on these terms and conditions and no request for any change / modification shall be entertained before expiry of the period . Any change in the minimum wages made by the Government will automatically change the wages payable under this contract.
- 22) The Service Provider shall not assign, transfer, pledge or sub - contract the performance of service without the prior consent of this Department.
- 23) However, the agreement can be terminated by either party by giving one month's notice in advance. If the Agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc and any amount due to the agency from this Department shall be forfeited by the Department.
- 24) That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non - employment by the Personnel of the Agency it shall be the entire responsibility of the Agency to pay and settle the same.


DIRECTOR
BCG VACCINE LABORATORY
(GOVT. OF INDIA)
GUINDY, CHENNAI - 600 032