

BY SPEED POST

No.7-2/2019-SPH
Government of India
Delhi Milk Scheme
West Patel Nagar,
New Delhi-110008.

Date:04th June, 2019

M/s _____

SUBJECT:- Submission of sealed quotation/offer for outsourcing the services of two numbers of Data Entry Operators cum Officer Assistant in Account Section for carrying out the work of Data Entry and generating of all Pay, Arrear, GPF bills and other pay related bills through online PFMS system and customized software of OTA bills in Delhi Milk Scheme.

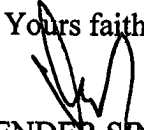
Sir,

It is to communicate that Delhi Milk Scheme is a Subordinate Office of Department of Animal Husbandry & Dairying, Ministry of Agriculture, Krishi Bhawan, New Delhi has invited Tender Enquiry in the prescribed forms for outsourcing the services of two numbers of Data Entry Operators cum Officer Assistant in Account Section for carrying out the work of Data Entry and generating of all Pay, Arrear, GPF bills and other pay related bills through online PFMS system and customized software of OTA bills. Tender Enquiry containing detailed terms & conditions can be downloaded from Central Public Procurement – Portal website i.e. eprocure.gov.in/epublish/app.

If you are interested and fulfil the Terms and Conditions of the Tender Enquiry, you may send your offer on your Letter Head in a sealed envelope so as to reach this office by 2.30 PM on 11.06.2019 which shall be opened immediately thereafter in presence of attending Bidders and by designated committee in the office of Dy. Manager (S&P), Room No.25, Admn. Block, DMS. Bidders may attend the enquiry opening meeting at above mentioned date, time & venue. Late offer/quotation will not be considered.

Kindly acknowledge the receipt.

Yours faithfully,


(VIRENDER SINGH)
DY. MANAGER (S&P)
Tele Fax : 011-25877084

To,
The General Manager,
Delhi Milk Scheme,
West Patel Nagar,
New Delhi-110008.

Date: June, 2019

SUBJECT:- Submission of sealed quotation for outsourcing the services of two numbers of Data Entry Operators cum Officer Assistant in Account Section for carrying out the work of Data Entry and generating of all Pay, Arrear, GPF bills and other pay related bills through online PFMS system and customized software of OTA bills in Delhi Milk Scheme – Acceptance of Terms & Conditions of Tender Enquiry : regarding.

Sir,

I/ We hereby offer to undertake the job as detailed in the enclosed schedule at the rates given by me/us and I/We agree by all terms & conditions of e-Tender Enquiry No.7-2/2019-SPH dated 04.06.2019.

I have fully understood the instructions/conditions laid down in the schedule and have thoroughly examined the requirements. I am fully aware of the nature of the work to be done and I will take up the job strictly in accordance with the requirements given therein.

Yours faithfully,

(Signature of the Party)

Name of the Party _____

Address : _____

Phone No _____

TENDER ENQUIRY NO.7-2/2019-SPH

1. **Description of Job** : Outsourcing the services of two numbers of Data Entry Operators cum Officer Assistant for three months in Account Section for carrying out the work of Data Entry and generating of all Pay bills, arrear bills, GPF bills and other pay related bills through online PFMS system and customized software of OTA bills. Reconciliation of expenditure and taking regular backup of data file. Other Data entry operator is working in Discrepancy Section who makes data entry of all cash entries of milk and milk products on sale and cash for GST purposes. Doing Data validation and reconciliation. Taking regular backup of data file on computer.
2. **Scope of work :-**
 - (i) Work of Data Entry as well as Generation of Pay bill, GPF Bill, Medical, OTA and other bill through online PFMS/EIS system and preparation of OTA bills on customized software of OTA. Data Entry of all cash transaction of milk and milk products and generation of different reports on customized sales & Accounting software. Efficient in Office work.
 - (ii) Should be Graduate and minimum 03 years of work experience as DEO with Government Agency.

Special Terms & Conditions are as under:-

1. **Eligibility Criteria of firms** : The firm / bidder should have the following eligibility criteria and submit the related documents as a proof alongwith Tender Offer.
 - (i) The Firm should be registered (on or before closing date of Tender Enquiry) under Government of NCT Delhi or any other state for providing/ outsourcing of any type of Manpower.
 - (ii) The firm should have GST Registration.
 - (iii) Firm/bidder should have minimum two year experience of providing outsourced manpower of any type in Government / semi- Government / PSU / Autonomous Body.
 - (iv) The firm should give a Certificate / undertaking regarding the firm having not been blacklisted by any Government Agency.

Photocopy of above may be enclosed with the offer. Original may be produced on demand for verification.

2. **Validity of Offer** : Your Offer should be valid for 30 days from the date of closing of Tender enquiry / Offer.
3. **Contractor's profit margin / Rate** : The bidder / contractor is required to offer/ quote the fixed amount of profit margin / services charges per month. The monthly salary of Data Entry Operators, contractor profit margin, GST and other Government levies if any shall be paid by DMS to contractor on monthly basis on submission of bills duly verified by Account Section. TDS shall be deducted as per rule. The contractor shall pay the salary to outsourced / deployed Data Entry Operators through his Bank Account.

Note : Last Salary drawn by Data Entry Operator was Rs.24,092/- for month of March, 2019 through NIC.

Contd...2/-

4. **Basis of Lowest Bidder :** The lowest party (L-1) shall be decided on the basis of rates of contract profit margin / service charges per month offered by responsive bidder who fulfil the eligibility criteria.
5. **Period of Contract :** The job order shall be placed for the period of three months or till finalisation of new contract through GeM whichever is early. Contract period can be further extended for the period of two months on satisfactory performance.
6. **Security Deposit :** The Short Listed Party has to deposit security amount of 10% of contract value within 07 days of issue of Job order which shall be released after successful completion of the Contract.
7. **Submission of tender offer :** Bidder are requested to send their Offer on their Letter Head in a sealed envelope alongwith acceptance of Terms & Conditions Letter and Tender Enquiry duly signed by bidder, so as to reach this office by 2.30 PM on 10.06.2019 which shall be opened immediately thereafter in presence of attending Bidders and by designated committee in the office of Dy. Manager (S&P), Room No.25, Admn. Block, DMS. Bidders may attend the enquiry opening meeting at above mentioned date, time & venue. Late offer/quotation will not be considered. The offer without submission of duly signed of Acceptance of Terms & Conditions Letter and Tender Enquiry shall not be considered.
8. **No claim for regular job :** The labours/workers engaged by contractor under this contract shall not have any claim or right for their engagement / recruitment in Delhi Milk Scheme on regular basis or otherwise.
9. **Compensation:** In the event of an accident or mishap resulting in any disability, injury or death of employee engaged by party during the period of the contract the compensation, damage etc. are to be paid by contractor. DMS shall not be liable in any manner either monetarily or otherwise.
10. **Payment Terms:** The payment will be made on monthly basis on submission of bills in triplicate for the job duly certified by Account Officer (Jain). The contractor is required to pay the wages /salary to their workers through their Bank Account. The contractor has to attach a list of workers, payment made through Bank Account along with the bill duly certified by Indenter/ Account Officer (J). The Indenting Officer/User department shall maintain the attendance record of contractor's Employees/outsourced Manpower working under them and verify the monthly bill accordingly.
11. For seeking any clarification, bidders/tenderer may contact Account Officer (Jain), DMS on any working days or on Phone No.011-2582146.
12. **Statutory Requirement:** The contractor is required to abide by all statutory requirements as per Law applicable during the contract period.
13. **Modification:** In case of any hardship/operational problems faced by either party (i.e. contractor or DMS). General Manager, DMS have the right to add/modify any conditions in the public interest by recording reasons to this effect.
14. **Short Close of Contract:** The said contract can be short closed/cancelled at any time without assigning any reason at the sole discretion of General Manger, Delhi Milk Scheme.

- 15. Manual Tender:** Manual tender shall be accepted.
- 16. Jurisdiction:** All dispute arising out of or touching on the contract shall be subjected to the jurisdiction of the court of Union Territory of Delhi only.

I/we hereby append my/our signatures in verification of our rate offer and in full acceptance of the terms & conditions stipulated in this first schedule to tender enquiry.

(Signatures of Tenderer)

Name _____

Address _____

Phone/Fax _____

Dated _____ Place _____