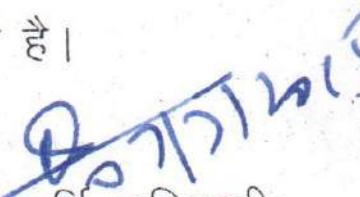


अल्पकालीन निविदा

लक्षित सार्वजनिक वितरण प्रणाली के अन्तर्गत एण्ड-टू-एण्ड कम्प्यूटराइजेशन के तहत सप्लाय चैन मैनेजमेण्ट के अन्तर्गत टेक्निकल सपोर्ट के अन्तर्गत असिस्टेन्ट प्रोग्रामर/कम्प्यूटर आपरेटर रखे जाने हेतु विश्वसनीय एवं पंजीकृत एजेन्सियों से सील बन्द अल्पकालीन निविदाएं निर्धारित प्रपत्र पर दिनांक-20.07.2015 तक अपराह्न 3-00 बजे तक जिला पूर्ति कार्यालय, नदरई गेट, कासगंज में निम्न विवरण के अनुसार आमंत्रित की जाती है।

S. No.	Description & Duration	Qty per Location	No. of Location	Unit Price (For given months)	Total Price
1	Data Entry Operator Level Manpower at Block Hqrs @ 12000/- PM (For a period of 9 Months)	1	7	108000	756000
2	Data Entry Operator Level Manpower at State Godwon @ 12000/- PM (For a period of 9 Months)	1	7	108000	756000
3	Data Entry Operator Level Manpower at District Hqrs @ 12000/- PM (For a period of 7 Months)	2	1	24000	168000

उपरोक्त विवरण में दर्शायी गयी कम्प्यूटर ऑपरेटरों की संख्या घट/बढ़ सकती है। निविदा उसी दिन सायं 4-30 बजे निविदा समिति के समक्ष कलेक्ट्रेट सभागार में खोली जायेगी। निविदा प्रपत्र एवं निविदा शर्तें रूपये 5000/- नकद जमा कर किसी भी कार्यदिवस में जिला पूर्ति कार्यालय, कासगंज से प्राप्त की जा सकती है। इसके अतिरिक्त विस्तृत जानकारी जिला पूर्ति कार्यालय, कासगंज एवं जनपद की विभागीय साइट kanshiramnagar.nic.in/kasganj.nic.in पर प्राप्त की जा सकती है।


जिला पूर्ति अधिकारी
कासगंज

TERM AND CONDITIONS

Invitation of proposal from agencies for hiring DATA ENTRY OPERATOR in Department of Food & Civil Supplies, Government of U.P.

1. Introduction :-

End to End Computerization is program of Government of India implemented by the State Government. It aims towards computerization of each and every activity and aspect of working of the department, through which things will become transparent, precise and faster. It will increase the levels of awareness, regular monitoring and effective delivery system. To reach this goal computers and peripherals are being established for which skilled manpower is required. To achieve the objective the department of Food & Civil Supplies invites outsourcing of Data Entry Operator.

2. Location of Data Entry Operator :-

The Data Entry Operators will be placed at Divisions, Districts, Blocks and Block Godowns under the supervision of concerned District Supply Officer.

3. Eligibility Criteria For Agency :-

The eligibility criteria for hiring of agency to provide data entry operator at Divisions, Districts, Blocks and Block Godowns are as follows :-

- (i) The agency must be registered under the Indian Company Act, 1956.
- (ii) The agency must have at least 03 years of working experience in the area of supply of technical manpower to Government Departments/PSUs/ Autonomous Govt. Bodies.
- (iii) The agency must produce copies of balance sheet for the last three years, duly audited by the chartered accountant.
- (iv) The agency must have service tax registration.
- (v) The agency must have PAN/GIR registration number.
- (vi) The agency must have labour registration certificates issued by competent authority.
- (vii) The agency must have PF &ESI registration certificates issued by competent authority.
- (viii) The agency must have an office in the District/State or must give an undertaking that they will setup an office in Uttar Pradesh within two months of award of work.
- (ix) The agency must not have been blacklisted or deregistered by any Government agencies or Public sector undertaking. The agency has to submit the undertaking in this regard.
- (x) Preference shall be given to government agencies i.e. Uptron, U.P. Desco, Shree Tron etc. as per 2001 Govt. Order of IT Department.

4. Parameters for Agency Bid :-

Bid Parameters will be the salary in hand to be given to the operators. The service agency giving maximum amount to the operators in hand shall be selected.

5. Process of evaluation :-

The agencies meeting the eligibility criteria may submit the technical and financial proposal in the prescribed format (enclosed) in separate shield envelopes superscribing "Technical Bid and Security Amount (envelop-1)" and "Financial Bid (envelop-2)". Both the sealed envelopes are required to be submitted to this office in a common sealed envelope clearly super-scribed "Bids for Hiring of Manpower", and bearing the name and complete address of the bidder. The agency(s) has to deposit a

.....2/-

Security Amount of Rs. One (1) Lakh in the name of the District Supply Officer and in the form of Bank Guarantee/Fixed Deposit Receipt issued by a Nationalized Bank valid for 06 months from the date of submission of the bids. The bids should reach the office of concerned District Supply Officer on or before 03:00 PM on 20.07.2015. Bids received after this time, or not received in prescribed format will not be entertained.

A) Technical Bid

The "Technical Bid and Security Amount (envelop-1)" shall be opened first on the same day at 4:30 PM preferably in the presence of the bidders or their authorized representative. The Technical Bid will be opened even no representative are present and would thereafter be evaluated by a Technical Review Committee (TRC) constituted for the purpose. The Committee will evaluate the Technical Bids based on the above eligibility criteria. Agencies meeting the above criteria will only be eligible for consideration of their Financial Bids.

B) Financial Bid

Financial Bid (envelop-2) of technically qualified bidders shall be opened same day at 5:30 PM. While deciding financial bid, the bidder giving maximum salary to the data entry operator shall be selected. In case of tie at the salary to be paid to the operators the bidder quoting lowest amount to be paid the agency shall be selected. In any case the total amount of the salary per data entry operator inclusive of all taxes shall not exceed Rs. 12000/- per month.

6. **The Qualification and duties of Data Entry Operator :-**
Age limit-upto 45 years

Qualification and Skills

- Minimum Secondary School with working knowledge of Internet and MS Office.
- Working knowledge of Hindi and English Typing.
- Those having O level certificate of DOEACC shall be preferred.

Duties

- Typing official letters/other documents
- Data entry of project information.
- Keeping the Guard file of documents and letters.
- Custodian and upkeep of devices, gadgets and assets.
- Office management including correspondence management.

7. Agency will provide the eligible man-power as per the requirement given by concerned DSO office.
8. Verification/interview may take by the said committee for the final selection of man-power.
9. Payment will be done on monthly basis after presentation of bill by the agency. No leave will be allowed to the man-power. 5% of in-hand salary will be deducted as penalty on per day basis.
10. Concerned DSO may return the man-power in case of not fulfilling the eligibility criteria/project requirements. Also man-power will be replace/return if not performing satisfactory.