

PRASAR BHARATI प्रसार भारती  
(INDIA'S PUBLIC SERVICE BROADCASTER) (भारत का लोक सेवा प्रसारक)

DOORDARSHAN KENDRA दूरदर्शन केन्द्र

ALTINHO, PANAJI (GOA) - 403 001 अलथीनो, पणजी (गोंवा) - 403 001

☎ . (0832)2223413/2220028 TAX NO. (0832) 2223413

www.doordarshangoa.gov.in

e-mail : ddepanaji@gmail.com



No. 2(3) 2017-18/AI/ DK-PAN 369

Dated: 30.08.2017

0119115

Sub : Contract for Data Entry Operators

Sir

Kindly find enclosed with a tender in respect of Data Entry Operators for Doordarshan Kendra Panaji. You are requested to kindly give your quotations as per the requirements mentioned in the tender.

Kindly attach the following:

- g) Registration of Firm
- h) Latest P.F.Challan
- i) PAN Card of Proprietor
- j) General Service Tax Registration Number
- k) Copy of Official Gazette GOG Series I No 7
- l) Breakup of Salary Calculation

Yours faithfully

  
(B.K.Panwar)

Sr Administrative Officer

For Dy. Director (E)

✓ Copy to Assistant Engineer (Shri. M.G.Tamse) DDK Panaji for uploading on the web page of DDK Panaji.

PRASAR BHARATI प्रसार भारती  
(INDIA'S PUBLIC SERVICE BROADCASTER) (भारत का लोक सेवा प्रसारक)  
DOORDARSHAN KENDRA दूरदर्शन केन्द्र  
ALTINHO, PANAJI (GOA) - 403 001 अलथीनो, पणजी (गौवा) - 403 001  
☎ (0832)2223413/2220028 FAX NO. (0832) 2223413  
www.doordarshangoa.gov.in e-mail : ddepanaji@gmail.com



No. 2(3) 2017-18/AI/ DK-PAN

Dated: 30.08.2017

### TENDER NOTICE

Sub: Contract for Data Entry Operators – regarding.

This office is interested in having a contractual arrangement with a suitable placement agency for providing the services of Data Entry Operators on contract basis. The payment of which will be as per the minimum wages act as approved by the State Govt.

The general terms and conditions are as under:-

- 16) The contract shall be in force from awarding for six months and can be renewed further depending upon the performance of the firm. The department shall have the right to terminate the contract by giving one month notice before expiry of the period without assigning any reason what so ever.
- 17) The person engaged must be at least 12<sup>th</sup> passed/Graduate having background in commerce and accounting and must have typing speed of 40 w.p.m. The person engaged must have the knowledge of MS Office including MS Word, MS Excel and MS Power Point etc.
- 18) The preference will be given to the firm having ISO-9001 certified alongwith GST number Company having similar 3-4 contract with Govt. Department.
- 19) The selected agency shall be solely responsible for complying with all statutory obligations including minimum wages Act etc.
- 20) The Agency shall not engage the services to any sub-contractor or transfer the contract to any other person.
- 21) The Agency shall be fully responsible and answerable to the Department for the performance of the contract entrusted to them under the contract and also for any act of commission and / or omission on the part of the workers deployed by them.
- 22) Escalation of rate shall not be accepted on any grounds during the period the contract in force.
- 23) It may also be ensured that the person engaged will observe office discipline and decorum and may not misbehave with any official.
- 24) The payment shall be on monthly basis on submission of bills after completion of all formalities.
- 25) In case services are not given for a particular days(s), proportionate recovery will be made at the quoted rate of rupees per person. Similarly, proportionate payment will be paid in respect of a worker who absents himself from his duties during the month.

- 26) The payment of such engaged contract workers will be subject to providing of satisfactory Services which may be certified by the Offices/Sections where they are engaged.
- 27) The engagement does not confer any right for continuation or extension of the contract on any account . This will be purely short term temporary arrangement on contractual basis.
- 28) Any liability regarding payment to the workers, or arising due to non compliance with any of the labour laws or due to any human loss/ injury during the course of work will be the sole and personal responsibility of the Contractor.
- 29) The service provider's person shall not claim any benefit /compensation / absorption / regularization of services with this Department under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation Abolition) Act, 1970. An undertaking from the person to this effect will be required to be submitted by the service provider to this Department.
- 30) The successful tenderer will have to submit Performance Security equivalent to 10% of the value of the monthly contract. The amount ;will be payable trough Bank Draft/Bank Guarantee / Fixed Deposit Receipt drawn in favour of the Drawing and Disbursing Officer, Doordarshan Kendra, Panaji (Goa). The validity of the Bank Draft shall be up to 60 days after the period of Contract.

Sealed quotation indicating the monthly rate per person (inclusive of all Taxes) along with Complete credentials may be sent to the undersigned in an envelope superscripted as follows:-

- c. Works for which quotations are enclosed.
- d. Reference letter of enquiry
- III. Last date of receiving quotation/tender- on or before **11.09.2017** before 12.00 hrs.
- IV. Due date of opening of quotation **11.09.2017** at 16:00 hrs.

However this office has right to cancel all or any of the quotation without assigning any reason thereof.

  
(B.K.Panwar)

Sr Administrative Officer  
For Dy. Director (E)

*Copy to Assistant Engineer (Shri. M.G.Tamse) DDK Panaji for uploading on the web page of DDK Panaji.*