

### APPLICATION FORM

- Cost of Application Form : Free  
Application will be received : 13-10-2008 up to 3.00 P.M.  
Application will be opened : 13-10-2008 at 3:30 P.M.

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF INFORMATION TECHNOLOGY  
LEVEL – 9, B – WING, DELHI SECRETARIAT: NEW DELHI**

#### Invitation of Applications

1. This invitation is for:  
**EMPANELMENT OF AGENCIES FOR PROVIDING DATAENTRY WORKS IN THE VARIOUS DEPARTMENTS OF GOVT. OF DELHI.**
- 1.2. **Applicants are advised to study the Document carefully before submission of Application form.** The Applicant submitting an Application would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Application. The Application must be unconditional.
- 1.3. Separate **SEALED OFFERS** prepared in accordance with the procedures enumerated in Clause 9 of the this document should be submitted to Secretary, Department of Information Technology, New Delhi not later than the date and time laid down, at his address given in the **Schedule for Invitation under Clause 1.6.**
- 1.4. All Applications must be accompanied by a security of **Rupees Twenty Five Thousand only (Rs. 25,000/-)**. The security amount must be submitted by means of Bank draft in favour of the Secretary, Department of Information Technology, Govt. of NCT of Delhi. **No exemption from filing of EMD shall be allowed, even to PSUs and/or Co-operative Organizations.**
- 1.5. This Application form is not transferable. Application Form referred as document and both mean one and the same thing.
- 1.6. **Schedule for Invitation:**
  - a) Name of the Client: President of India through Secretary, Department of Information Technology, Govt. of NCT of Delhi.
  - b) Addressee and Address at which Applications to be submitted  
**Secretary,  
Department of Information Technology,  
Govt. of NCT of Delhi,  
Room # 902, Level – 9, B - Wing, Delhi Secretariat,  
I.P. Estate, New Delhi-110 002.**
  - c) Closing time for submission of filled up Application form: **At 3.00 PM on 13<sup>th</sup> October 2008 at IT Deptt Level – 9, B - Wing, Delhi Secretariat, I.P. Estate, New Delhi-110 002.**
  - d) Place, Time and Date of opening of sealed Application forms:  
Dy. Secretary,  
Department of Information Technology,  
Govt. of NCT of Delhi,  
Room # 903, Level – 9, B - Wing, Delhi Secretariat,  
I.P. Estate, New Delhi-110 002.  
Date **13<sup>th</sup> October 2008** Time: **3.30 PM**

Note: **The Department shall not be responsible for any postal delay about non-receipt/non-delivery of the documents. Documents not complete shall be summarily rejected.**

2. The successful Applicants shall have to submit performance guarantee of Rupees **Twenty Five Thousand only (Rs.25,000/-)** by way of Bank Guarantee for successful performance during empanelment period in favor of Secretary, Department of Information Technology.

### **3. Eligibility**

- 3.1. The word "Company" here includes registered company, partnership firm or proprietary concern.
- 3.2. The applicant company shall be a data processing agency dealing with large-scale data entry, data validation and data verification work either in English or in Hindi for at least three years preferably in the government department
- 3.3. The company should be at least three years old & working in the same field.
- 3.4. The average Turnover should be more than Rs. 25 Lakh in the last two financial years. The Turnover should be from the data entry work during the last two consecutive financial years.
- 3.5. The applicant company must have at least one office in Delhi.
- 3.6. The applicant company must have at least 50 numbers of data entry operators working with company on its roll during the last two years. This will have to be supported by the relevant records.
- 3.7. The applicant company should furnish its standing and goodwill through certificate from its clients to whom to whom data entry services have been provided in the past.
- 3.8. The applicant company must have atleast 25 PCs for data entry on the date of submission of this application.

#### **3.a Desirable conditions**

The firm with experience of data entry of Banks, Share certificate, Govt.'s organisations would be preferred. The firm may give the record of past experience in respect of data entry work handled by it. The references should also be provided from respective institutes/ organisations for cross-referencing.

4. *The price charged for the services provided under the contract by the Applicant shall in no event exceed the lowest price at which the said Applicant provides the services of identical description to any person/organizations including the department or any department of the Central or State Government or any statutory undertaking of the Central or State Govt. as the case may be during the currency of the Contract.*

*If any time during the said period the company reduces the service charges to any person/organization including the department or any department of the Central or State Government or any statutory undertaking of the Central or State Govt. as the case may be, at a price lower than the price chargeable under the contract, the company shall forthwith notify such reduction to the department and the price payable under the contract for the service provided after the date of coming into force of such reduction shall stand correspondingly reduced.*

**5. Terms & Conditions:**

- 5.01. This empanelment is valid for one year. The Secretary, Department of Information Technology, Govt. of NCT of Delhi, may extend/reduce the validity of panel.
- 5.02. Department of Information Technology, Govt. of NCT of Delhi, reserves the right to exclude/include any company from the Panel during the duration of the empanelment.
- 5.03. Every empanelled company will have to submit a monthly report to the Department of Information Technology, Govt. of NCT of Delhi. This report should reach the Department of Information Technology by the 7<sup>th</sup> of next month failing which the department reserves the right to cancel the empanelment.
- 5.04. On the basis of the performance report the department reserves the right to de-list any company from the Panel beside the forfeiture of bank guarantee.
- 5.05. Bank Guarantee can be invoked if departments are not satisfied with the service of the company and a report to that effect is submitted by them.
- 5.06. Upon being selected the tenderer shall provide trained man power proportionate to the workload at different points of time.
- 5.07. The firm shall ensure confidentiality and security of data. The Dept. will have full right to counter check over these activities and would have supervision of the same on regular basis.
- 5.08. The subletting or subcontracting of the job in part or in full shall not be allowed. The company shall not engage any Sub-contractor or transfer the contract to any other person in *any manner*. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organisations or otherwise.
- 5.09. Taking over and handing over the data sheets/input documents/printed Performa of any type, for data entry work from the premises of any office of the department.
- 5.10. The vendor would fulfill all statutory obligations towards his employees like payment of PF etc.
- 5.11. The departments' has the exclusive right to cancel the contract giving one month's advance notice to the firm.
- 5.12. The firm will ensure 100% accuracy of data entered, verified, validated and a certificate to this effect will be given by the agency after the completion of every job handed over to the Deptt. Whatever intermediately checking/processing is involved to ensure 100% accuracy will be at vender's expense. The Department will check 5% sample data handed over to the Department. In case data is not error-free penalty at double the proportionate rates will be imposed according to the following formula.

$$\% \text{ age errors} = \frac{\text{No. of sample errors} * 20}{\text{No, of Records}}$$

Penalty = % age error \* amount of the bill \* 0.1

Besides, the entire lot of such data will have to be corrected by the agency without any additional charge. The payment will be released after deducting the penalty amount, if any.

**6. Procedure for submission of filled up Applications forms–**

- 6.01. All the Applicants are requested to send their Applications in a single sealed cover super-scribed with Application **EMPANELMENT OF AGENCIES FOR PROVIDING DATAENTRY WORKS IN THE VARIOUS DEPARTMENTS OF**

**GOVT. OF DELHI** and the wordings "**DO NOT OPEN BEFORE 13<sup>th</sup> October 2008**".

- 6.02. The Application should be a complete document and should be **bound as a volume**; every paper of the Application should be signed by the Applicant with seal of company.
- 6.03. The Application form should be clearly filled in ink legibly or typed. Alternations unless legibly attested by the Applicant, shall disqualify the Application. The Application form should be signed on all pages.
- 6.04. Attested copies of the Registration number of the Firm, License No. Under Works Contract Act, Provident Fund, ESI, PAN No. Allotted by the Income Tax Department and Satisfactory performance certificate issued by the concerned agency(s)/ organizations where such type of works/jobs have been performed by the contractor earlier shall also be enclosed.
- 6.05. The cover thus prepared should also indicate clearly the name and address of the Applicant, to enable the Application to be returned unopened in case it is declared "Late".
- 6.06. All the cost and expenses incidental to preparation and submission of the proposal, discussion etc shall be to the account of the applicant and the Department shall not be responsible in any way whatsoever, and shall bear no liability whatsoever, on such cost and expenses, regardless of the conduct or outcome of the pre qualification process.
- 6.07. **List of Documents to be enclosed with the filled up Application Form**
  - A. EMD Amount (Rs.25,000/-).
  - B. Proof of experience in similar works.
  - C. Audited Balance Sheet for the Last two years.
  - D. Copies of Data Entry Work orders.
  - E. Proof of having at least 50 number of data entry operators on its roll during the last two years.
  - F. Proof of office in Delhi.
  - G. Proof of having at least 25 numbers of computers.
  - H. Performance/Experience Certificates.
  - I. Attested copies of the Registration number of the Firm, License No. Under Works Contract Act, Provident Fund, ESI, PAN No. Allotted by the Income Tax Department
7. Printed terms and conditions of the Applicants shall not be considered as forming part of their Applications. In case terms and conditions of the contract applicable to this invitation to Application are not acceptable to any Applicant, he should clearly specify deviation in his/her Application.
8. The empanelled agencies as per the real need and requirement of the client department shall ensure the appropriate deployment of the manpower.
9. The empanelled agency has to maintain all the relevant records, register and documents as required.
10. Secretary, Department of Information Technology, holds the rights to accept/reject any or all the Application(s) in part or full without assigning any reason(s) thereof.
11. In case of any dispute or difference, the award of the arbitrator appointed by the Lt. Governor, GNCT of Delhi will be final and binding on the parties to the contract and the court at Delhi/New Delhi shall only have the jurisdiction over the same.

**Application form for pre-qualification of vendors for data entry**

The Secretary (IT)  
 Department of information Technology,  
 Government of Delhi,  
 Level-9, B- Wing, Delhi Secretariat,  
 I.P. Estate, New Delhi.

Sir,

With reference to your empanelment notice for "Empanelment of Data Entry Vendors" , I/we would like to participate in the said empanelment. I/we have read the terms& conditions and hereby accepts them. The other Information about the Company is as under:

**1. Name & address of the Applicant :**

**2. Constitution of the Applicant :**  
**(Whether company, partnership firm or Proprietary concern)**

**3. PAN no. :**

**4. Year in which incorporated:**

**5. Name & address of proprietor/ partners/Director :**  
**(as the case may be)**

**6. Turnover of the company from only data entry during the last two financial years\*.**

S.No.	Financial Year	Turnover in Lacs (In Rs.)
1	2006-2007	
2	2007-2008	

\*Please enclose certified financial documents like annual report or balance sheet in support of claim made in the above table.

**7. List of major clients where data entry work have been executed or are being executed (Certificate from the clients in support of carrying out satisfactory maintenance work will have to be attached)**

Sr No	Type of Organisation (Govt/Semi Govt/ Private/ Other)	Name of the Organisation, Contact person & Telephone No.	Maintenance Contract/ Order Number and Date	Nature of Data entry work

**8. Details of IT infrastructure:**

<b>S.No.</b>	<b>Type of Machine</b>	<b>Specifications</b>	<b>Number</b>
<b>1</b>	<b>Server</b>		
<b>2</b>	<b>PC</b>		
<b>3</b>	<b>Networking Equipments</b>		
<b>4</b>	<b>OCR/OMR</b>		
<b>5</b>	<b>Scanner</b>		
<b>6</b>	<b>Software</b>		

**9. a) Name of the contact Person:**

**b) Telephone No. :**

**c) E-mail Address :**

**10. Any other Information which may be relevant:**

**11. Details of EMD**

**a) Amount :**

**b) Name of Bank :**

**c) DD No. :**

**d) Date :**

**10. Name of signatory authorised to sign the document**

Signature of the Tenderer  
Seal of the Firm