



**Government of India
Ministry of Communications & IT
Department of Telecommunications
O/o the Controller of Communication Accounts
MP Telecom Circle, Doorsanchar Bhawan
BHOPAL**

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**BID DOCUMENT
FOR PROVIDING OF SERVICES OF
DATA ENTRY OPERATORS IN
CCA MP Telecom Circle, Bhopal**

Not transferable

Price of Bid Document: Rs.200.00

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No.: CCA /MPTC/Admn//Tender/outsourcing/DEO/2016-17

Dated: 25-08-2016.

NOTICE INVITING TENDER

Online tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing services of "Data Entry Operators" in the O/o CCA ,MP Telecom Circle, Bhopal, for a period of one year from the date of contract.


The schedule of tender is as follows:

SN	Activity Description	Time Schedule
1	Tender No.	CCA/MPTC/Admn/Tender/O.S/DEO dated: 26-08-2016
2	Cost of Tender document	Rs. 200/-
3	Estimated cost of tender	Charges and taxes as applicable.
4	Download of Tender Document	From 03:00 PM on 26/ 08/2016 to 11:00 AM 20/09/2016
5	Last date and Time of Receipt of tender document	11:00 AM 20/09/2016
7	Amount of EMD to be deposited.	Rs. 12000/-
8	Security Deposit	5% of approved cost of the Tender
9	Time and Date of Opening of Tender / Bid	15:00 Hours of 20-09-2016
10	Validity of tender	90 days from the date of Opening
11	Services to be hired	Services of 4 (four) "Data Entry Operators"
12	Duration of contract	One year from the date of award of contract which may be further extended for a period of one year on the same rates, terms and conditions.

Intending eligible bidders may download Bid Document from our website www.ccamp.nic.in and <http://e-procure.gov.in> The cost of tender document amounting Rs. 200- (Two Hundred Only) and EMD Rs. 12,000- (Rs. Twelve Thousand only) in favour of Sr.A.O. (Cash) Office of the CCA Bhopal has to be submitted to the Sr. A.O. (Cash) Office of The CCA M.P.T.C. Bhopal between 26/08/2016 11:00AM to 20/09/2016 up to 11:00 hours. Bids shall not be considered in case the cost of tender document is not submitted by 11:00 hours on 20/09/2016.

Hard copies of Technical Bid along with EMD Rs. 12,000- and tender fee Rs. 200- should also be submitted in duly sealed envelope to The Sr. A.O. (Admn.) First Floor , Room No. 111 , Doorsanchar Bhawan Hoshangabad Road Bhopal 462 015 by 11:00 hours on 20/09/2016. These hard copies will be used only in those cases where a tender have been received and only for the purpose of verifying the documents uploaded by the tenderers in their e tenders. On line Financial Bids of e tenders will only be considered. Hard copies of Financial Bids are not required to be submitted.

Late receipt of cost of tender Form and EMD , after closure of the online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without cost of Tender document and EMD the same will not be considered and would be rejected summarily. The tender completed in all respect must be uploaded on the site <http://e-procure.gov.in> by 11:00 Hours on 20/09/2016.


Sr.AO (Admn)
O/o CCA, MPTC, Bhopal



Government of India
Ministry of Communications & IT
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O/o the Controller of Communication Accounts
MP.Telecom Circle,Bhopal

TENDER NOTICE FORM

FOR PROVIDING SERVICES OF DATA ENTRY OPERATORS

1.	Tender No	CCA/MPTC/Admn/Tender/O.S/DOE/2016-17 dated: 26-08-2016
2.	Name of work	Outsourcing of services of "Data Entry Operators"
3.	Earnest Money	Rs 12000/-
4.	Security Deposit	5% of Approved cost of Tender
5.	Last date of Sale of Tender form	11:00 Hours . Dtd. 20-09-2016
6.	Last date of receipt of Tender form	11:00 Hours of 20-09-2016
7.	Time & Venue for opening of Tender	15.00 HRS on 20-09-2016 in the O/o CCA MPTC,Bhopal
8.	Validity of tender Offer	90 Days.
9.	Cost of Tender form	Rs. 200/-
10.	Date of issue of DD (for EMD) with date & Amt (To be filled in by bidder)	_____
12.	Issued in Favor of (To be filled in by bidder)	_____

SECTION-I
GENERAL INSTRUCTIONS

1. The bidder must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation.
2. In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at, Bhopal only.
3. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.
4. Any tenderer participating in this tender should make sure that he will be able to carry out the work in the contract.
5. The tenderer acknowledges that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated.
6. The tenderers who are confident of executing the contract in time by employing the required resources/men should only participate in this tender offer.
7. The tender schedule shall be read in conjunction with Specifications, General Instructions, and Conditions of Contract and Additional Conditions. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination has satisfied him with the terms and conditions of the tender document.
8. The quantities indicated in tender and estimated cost may vary.
9. **SUBMISSION OF BIDS :-**

The tenders should be submitted online on the website <http://eprocure.gov.in> by 11:00 on 20/09/2016.

-10. **METHOD OF PREPARATION OF BID.**

a) Bid for each tender should be uploaded in two pdf files as mentioned below.

First	Technical Bid for providing services of Data Entry Operators.	Should contain EMD , cost of tender form and documents as per clause 22 of Section 1
Second	Financial Bid for providing services of Data Entry Operators	Rates duly quoted by the tenderer in the prescribed format in Section VIII

- b) The tenderer will be bound by all terms, conditions & specifications as detailed in the tender documents.
- c) Any tender with conditions other than those specified in the tender documents, is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after/before the tender is opened.

Signature and stamp of the bidder

- d) No person is permitted to bid for tender whose relative(s) is (are) working in O/o CCA,MPTC,Bhopal The tenderer thus should give certificate on Rs. 10/- Revenue Stamp paper duly attested by District Notary along with tender documents that none of his/her relative is working in O/o CCA,MPTC,Bhopal. Near relative for this purpose is defined in section VI.

Note: - The "Financial Bid" of only qualified tenders will be opened at a later date.

Date, time &

11.. LATE BIDS

Tenders will not be received after the specified time of closing of the tender and the shall be rejected summarily. It is the sole responsibility of the tenderer that he should ensure timely uploading of tender.

- 12.. The tenderer shall quote the rate in English or Hindi only, both in words and figures only in the manner as specified for every mentioned item separately.
- 13.. In the case of illiterate tenderers, a witness should attest the tendered rate. The rates quoted in words will have Precedence over the rates quoted in figures..
- 14.. The tender shall contain the name, address of residence and place of business of tenderer and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish full names and addresses, in case of the authorized representative, a duly certified copy of the power of attorney, signs it in that behalf shall accompany the tender. In case of the partnership firm, attested true copy of the partnership deed must be uploaded along with the tender Similarly in case of company the attested copy of Memorandum of Article & Association. In case of Proprietorship firms, an affidavit of that effect in original should be uploaded along with the bid.
- 15.. The tenderer shall certify and sign on each and every page of tender document at the bottom and also will sign wherever required in the tender document as his acceptance of each term and conditions of the contract. And will upload th scanned copy in pdf.
- 16.. Earnest Money shall be paid by Demand Draft drawn on any Nationalized or Scheduled Bank drawn in favor of the of CAO (Cash), O/o CCA,MPTC,Bhopal payable at, Bhopal as mentioned in the notice inviting tender. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
- 17.. Interest shall NOT be payable on the Earnest Money deposit.
18. The Earnest Money of the successful tenderer will be adjusted towards security deposit and of the unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within six months from the date of opening of tenders.
- 20.. DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER:**
- a) Pro forma for bidder's details as per section IV.
- b) In case of downloaded tender document, cost of tender document in the form of DD/Pay order in favour of of CAO (Cash), O/o CCA,MPTC,Bhopal
- c) Bid Security is to be submitted in the form of DD/Pay order in favour of of Sr.AO (Cash), O/o CCA,MPTC,Bhopal payable at Bhopal
- d) Tender document(s), in original duly filled in and signed by tenderer or his authorized representative along with seal on each page. All corrections and overwriting must be initialed with date by the tenderer or his authorized representative.
- e) Original "Power of Attorney" in case person other than the tenderer has signed the tender documents

Signature and stamp of the bidder

- f) Certificate regarding non-relative in O/o CCA ,MPTC,Bhopal on Rs. 10/- revenue stamp paper notarized as per section VI. **(Please ensure that "No near relative certificate "as per section VI is to be signed by all the partners of the firm/directors of the company or company secretary on behalf of all directors).**
- g) Attested copy of service tax registration certificate issued by competent authority.
- h) Attested copy of EPF and ESI registration with competent authority. Attested Copy of PAN/GIR Card.
- i) Attested Copy of experience certificate of similar work (i.e. providing of services of Data Entry Operators) for at least total one year during the last three financial years in Public Sector Companies / PSU Banks/Government Departments.
- j) Attested copy of proprietorship deed/ Memorandum of articles of Association as the case may be. In case of proprietorship firms an affidavit of that effect in original should be submitted along with the bid need to be uploaded in pdf.

21. REJECTION OF TENDERS

The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:

- a) If the requisite Earnest Money Deposit in the manner does not support the tender provided therein.
 - b) If the tender document is not duly signed, or not found proper or complete to the satisfaction of CCA in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
 - c) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
 - d) If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.
 - e) Without assigning any reason thereof.
22. The tender uploaded by tenderer will remain valid for acceptance for a **period of 90 (Ninety) days from the date of opening of the tender. Tenderer shall not be entitled during this period of Ninety days**, without the consent in writing of CCA to revoke or cancel his tender or to vary the tender uploaded or in term thereof. The CCA shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the CCA in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the CCA in writing.
23. Tender will be accepted and Contract will be finalized only with those of the tenderer(s), who in the opinion of CCA shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.
24. The CCA reserves the right to award the contract or part thereof to one or more tenderers whose rate may not necessarily be the lowest. The decision of CCA MPTC,Bhopal in this regard shall be final and binding.

25. SIGNING OF THE CONTRACT AGREEMENT

The successful Tenderer shall be required to execute an Agreement within 10 working days of being called upon on a non-judicial stamp paper of Rs. 100/-(One hundred only) at his own cost and in the form annexed hereto to the effect that the tenderer and DoT are bound by the terms and conditions of agreement which in turn, will be the terms and conditions of tender document. The successful bidder, who is awarded the contract, will have to establish his office within the limits of Bhopal before entering into the agreement. The non-establishment of the office will be considered as non-fulfillment of the tender condition and the EMD/ PBG will be forfeited in this event. The proof of establishment of the office should be submitted along with the PBG so that it can be verified before signing of the agreement. The office should be equipped with telephone and fax facility. The telephone and fax numbers should be intimated to this office before signing of the agreement.

Signature and stamp of the bidder

26. The CCA reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of CCA under this clause shall not construe the breach of contract.

FORFEITURE OF EARNEST MONEY

27. In the event of failure of the tenderer to execute the Agreement or failure to remit the required security deposit within 10 working days of being called upon to do so, the amount of Earnest Money shall stand forfeited. In case the PBG/ Security Money are deposited and the agreement is not signed within the stipulated time thereafter, the PBG/Security Money will also be forfeited along with the earnest money. The acceptance of the tender will be re-considered or revoked or cancelled at the discretion of CCA which will not amount to imposing of penalty.
28. Any clarifications on details of the contract can be obtained from O/o CCA ,MPTC,Bhopal before the date specified for opening of the tender.
29. Any attempt to negotiate directly or indirectly by tenderers with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavors to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected and action to black-list the tenderer will be taken by the competent authority.
30. No Gazetted Officer employed in O/o CCA is allowed to work as a contractor before a period of two years of his retirement. This contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained permission of Govt. of India as aforesaid before submission of the tender or engagement in the contractor's service as the case may be, and any security deposit, earnest money deposit and any other bills due for payment shall stand forfeited forthwith. Under the above circumstances, such contractor shall not claim any type of relief or remedy of whatever nature, from the O/o CCA for his illegal act.
31. CCA assumes no responsibility whatever for any oral understandings or representations made by any of its officers or agents or servants prior to the execution of the contract.
32. No communication from the tenderer in the form of any clarification or information/document lost sight of in the original tender etc. will be given any consideration, unless any such clarification has been sought for.
33. CCA reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderers to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.
34. CCA is not bound to accept the lowest tender and reserves absolute right to reject any or all tenders without assigning any reason thereof.
35. The tender form and Document shall be non-transferable.
36. These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.
37. The tender will be in force for a period one year. The CCA ,MPTC,Bhopal may also extend the period of contract for a period of one year from the date of its expiry on the same rates, terms and conditions which shall be binding on the contractor.
38. In case the date of opening of tender is declared a holiday, the tender will be opened on the next working day.

Signature and stamp of the bidder

