



Government of India
Ministry of Rural Development
Department of Land Resources

TENDER DOCUMENT

FOR OUTSOURCING THE SERVICES OF

**“DATA ENTRY OPERATORS & MULTI TASKING
SERVICES (MTS) IN DOLR”.**

NIT No. A-12035/3/2017-Admn

Dated: 07-06-2017

**Department of Land Resources, Ministry of Rural Development, G-Wing,
NBO Building, Nirman Bhawan, New Delhi-110011.**

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TABLE OF CONTENTS

PART - I

Section	Contents	Page No.
	Table of contents	i
I	Notice Inviting Tender	3
II	Bid Form	4
III	Tenderer's Profile & Certificates	5-9
IV	Instructions to Bidders	10-18
V	General Conditions of Contract	19-32
VI	Specifications & Schedule of Works	33-35
VII	Agreement Format	36-37
VIII	Performance Security Guarantee Bond	38-39
IX	Letter of Authorisation for Attending Bid Opening	40
X	Check list for Bidders	41

PART - II

XI	Financial Bid Form	43-45
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SECTION – I

NOTICE INVITING TENDER

**Department of Land Resources, Ministry of Rural Development, G-Wing,
NBO Building, Nirman Bhawan, New Delhi-110011**

NIT No. A-12035/3/2017-Admn

Dated: 07-06-2017

Sealed Tenders are invited by Department of Land Resources on behalf of President of India for outsourcing the services of “Data Entry Operators and Multi Tasking Services (MTS)” in the Department of Land Resources, Nirman Bhawan, New Delhi.

The schedule of activities is as follows:

Critical Date Sheet

SL. No.	Activity Description	Schedule
1	Tender No.	NIT No. A-12035/3/2017-Admn dated: 07-06-2017
2	Sale of Tender Document	Tender Document can be downloaded from web site http://www.dolr.nic.in . and https://eprocure.gov.in/eprocure/app
3	Time and last date of depositing Tender / Bid	28-06-2017
4	Time and Date of Opening of Bid	29-06-2017
5	Minimum Validity of tender offer	90 days from the date of Opening
6	Services to be offered	“Data Entry Operators (DEO) and Multi Tasking Services (MTS)” in the Department of Land Resources, Nirman Bhawan, New Delhi. (Estimated approx work : 1. Skilled manpower –DEOs = 24 No 2. Unskilled manpower-MTS = 12 No for 9 hours per day ; all the 26 days in a month and 12 months in year.)
7	Estimated cost of tender	Rs 1,00,00,000/- (Rs One Crore Only)
8	Amount of EMD to be deposited	Rs. 2,500,000/- (Rs Two Lakh Fifty Thousand only)
9	Duration of contract	One Year from the date of award of contract and extendable for further period of one year.
10	Performance Security	Rs. 5,00,000/- (Rs Five Lakh Only)

Tender document can also be downloaded from the website <http://www.dolr.nic.in> and <https://eprocure.gov.in/eprocure/app>

Sd/-

**Under Secretary
DoLR, New Delhi**



SECTION – II

BID FORM

NIT No. A-12035/3/2017-Admn

dated: 07-06-2017

To,
The U S (Admn.),
DoLR, New Delhi.,

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos.....the receipt of which is hereby duly acknowledged, we, undersigned, offer to undertake the work of providing Data Entry Services & MTS in the **Department of Land Resources, Ministry of Rural Development, G-Wing, NBO Building, Nirman Bhawan, New Delhi-110011** in conformity with the schedule of works, conditions of contract attached herewith and made part of this Bid.

1. We undertake if our Bid is accepted, we will execute the work/ services in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
2. If our Bid is accepted, we will obtain the performance guarantees of a Scheduled Bank for a sum (together with Bid Security /EMD) @ 5% of the contract value for the due performance of the contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is prepared so as to prevent any subsequent alteration and replacement.
7. We also declare that the printed terms and conditions if any at the back of our tender quotation or any of the paper enclosed are not applicable.
8. We understand that you are not bound to accept the lowest or any bid, you may receive.
9. We have enclosed herewith a DD for a sum of Rs. _____ towards Bid security.

**EMD particulars
(Bid Security)**

D.D.No. _____ dated _____

Name of the Bank: _____

Branch: _____

Dated thisday of.....(the year)

Signature of Authorized Signatory.....
In capacity of.....

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Signature.....

Address.....

