



**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: 20-06-2017**

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

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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: 20-06-2017**

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: 20-06-2017
2	Sale of Tender Document	Tender Document can be downloaded from web site <a href="http://www.dolr.nic.in">http://www.dolr.nic.in</a> . and <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
3	Time and last date of depositing Tender / Bid	11-07-2017(5.00 PM)
4	Time and Date of Opening of Bid	12-07-2017(12.00 Noon)
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: 20-06-2017**

**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 this .....day of.....(the year)

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

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

Witness.....

Signature.....

Address.....





SECTION-III

TENDERER'S PROFILE & CERTIFICATES

Passport size  
photograph of the  
Tenderer  
/authorized  
signatory holding  
power of attorney

- 1. Name of the Tenderer/firm \_\_\_\_\_
- 2. Name of the person submitting the tender whose photograph is affixed Sri/Smt \_\_\_\_\_

**(In case of Proprietary/partnership firms, the tender has to be signed by Proprietor/Partner only, as the case may be)**

- 3. Address of the firm  
(Give both Registered office and \_\_\_\_\_  
Operating/Branch office details) \_\_\_\_\_  
\_\_\_\_\_

- 4. Telegraphic Address \_\_\_\_\_  
\_\_\_\_\_
- e-mail id :** \_\_\_\_\_

- 5. Telephone No. (With STD Code)  
(Off) \_\_\_\_\_  
(Fax) \_\_\_\_\_  
(Res) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

- 6. Registration & Incorporation particulars of the firm :  
**(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law)** \_\_\_\_\_
  - i) Proprietorship \_\_\_\_\_
  - ii) Partnership \_\_\_\_\_
  - iii) Private Limited \_\_\_\_\_
  - iv) Public Limited \_\_\_\_\_

- 7. Name of the Proprietor /Partners/  
Directors \_\_\_\_\_  
\_\_\_\_\_

8. Permanent Income Tax Number,  
Income Tax circle  
**(Attach a copy of PAN card)**
9. Service Tax Registration No. \_\_\_\_\_  
**(Attach attested copy)**
10. EPF Registration No. \_\_\_\_\_  
**(Attach attested copy)**
11. ESI Registration No. \_\_\_\_\_  
**(Attach attested copy)**
12. License No. issued by Labour officer  
**(Attach attested copy)**
13. Tenderer's bank, its address and  
his current account number \_\_\_\_\_
14. Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in outsourcing of Data Entry & MTS or job of similar nature to Central/State Government/ Public Sector/ Banks etc., during last one year. The summary of that can be tabulated in the given format in chronological order

SL. No.	Details of client along with address, telephone and FAX numbers	Amount Contract(Rs. Lacs)	Experience certificate for the period	
			from and to	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

Place : \_\_\_\_\_ Signature of Tenderer/Authorized Signatory \_\_\_\_\_

Date : \_\_\_\_\_ Name of the Tenderer \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

*Alham*