

**AGRICULTURAL PRODUCE MARKETING COMMITTEE**  
**(Market of National Importance)**  
**OFFICE COMPLEX, NFM PHASE-II, SARAI PIPAL THALA**  
**AZADPUR DELHI-110033.**

Notice Inviting Tender

E-tender are invited on behalf of Secretary, Agricultural Produce Marketing Committee, Azadpur, from the **empanelled agencies with Information Technology Department of GNCT of Delhi** for providing Data Entry Services to the department of Govt. of Delhi for providing of 40 Data Entry Operators for this organisation for the **period of one year**, extendable for by one more year on good performance by the agency, on the same terms & conditions.

***Name of Work*** Providing of 40 Data Entry Operators

***Earnest Money*** Rs. 4,25,000/-  
The Earnest Money of Rs. 4,25,000/- should be remitted by RTGS /NEFT Challan in favour of APMC, Azadpur, in Allahabad Bank Account No. 50276843057 of (Allahabad Bank Azadpur), IFSC Code: ALLA0210711, MICR Code 110010004 upto 13.00 hours.

***Period*** One Year

**Technical Bid Requirements**

- 1 The tenderer shall also submit the following documents.
  - a) Scanned copy of earnest money deposit remitted through RTGS.
  - b) Scanned copy of order of empanelment issued by the Department of Information Technology, Govt. of NCT of Delhi which should be valid as on date of opening of tender.
  - c) Scanned copy of PAN No. issued by Income Tax Department.
  - d) Scanned copy of Provident Fund Certificate issued by P.F. Department.
  - e) Scanned copy of ESI Certificate issued by concerned department.

- f) Scanned copy of affidavit on stamp paper worth Rs. 10/- to the effect that firm is NOT blacklisted by Delhi Govt. / Central Govt. or Autonomous Bodies.
- g) Scanned copy of experience certificate with similar magnitude for the last two years for providing atleast 5 or more Data Entry Operators (issued by concerned Delhi Govt. / Autonomous Bodies).
- 2** Online Tender Bid shall consist of tender form as per enclosed format.
- 3** The tenders can be uploaded on website upto **13.00 hours** on **20.10.2015**.
- 4** The **Technical Bids** will be opened online on **20.10.2015** at **15.00 hours** for scrutiny by a team headed by the Secretary, APMC, Azadpur at Office Complex, MNI, Azadpur, NFM Phase-II, Sarai Pipal Thala, Delhi-33. The technical bids will be evaluated against the specified parameters/ criteria and the result of technical evaluation will be displayed on the website <https://govtprocurement.delhi.gov.in> which can be seen by all the tenderers who participated in the Tenders.
- 5** The **Financial Bids** shall be opened after opening of the Technical Bid for those tenderers who fulfill the eligibility criteria and the required documents found in order under Technical bid, otherwise the Financial bid shall not be opened. If any of the above dates happens to be holiday, the next working day will be considered for all purposes. Conditional tender shall not be considered.
- 6** The tenderers shall be received through e-tendering only.

**Sd/-**

**Dy. Secretary (IT)  
APMC, Azadpur, Delhi**

## **INSTRUCTIONS TO TENDERERS FOR SUBMISSION OF TENDER:**

The Agency submitting the tender should read the terms and conditions given in the tender. The agency should also visit the site of work and acquaint himself.

## **GUIDELINES / PROCEDURE TO BE FOLLOWED IN 'E'- PROCUREMENT SOLUTION**

1. **Payment of cost of Tender documents:** - The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of the bidders participating in 'E'-procurement solution. The bidders can view / download the tender documents, from the <https://govtprocurement.delhi.gov.in>.
2. **Submission of Bids:** The bidders who are desirous of participating in 'E'-procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc., in the <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.
3. **Earnest Money:** The Earnest Money of Rs. 4,25,000/- should be remitted by RTGS /NEFT Challan in favour of APMC, Azadpur, Account No. 50276843057 of (Allahabad Bank Azadpur), IFSC Code: ALLA0210711, MICR Code 110010004.
4. **Only scanned and uploaded documents through E-tendering process shall be considered for eligibility. No other document later on submitted manually shall be considered. The tenderer shall have no claim on this account afterwards**
5. **Price Bid Opening:** The Price Bids will be opened online by the Deputy Secretary (IT) or authorised by the Secretary MNI Azadpur at the specified date & time and the result will be displayed on the <https://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders.
6. **Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
7. **Participation of Bidders at the time of opening of bids:** Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or may see the result online.

Sd/-

Dy. Secretary (IT)  
APMC, Azadpur, Delhi

## Terms & Conditions

1. The agency will be under obligation to adhere to all the statutory requirement of Labour Act, Minimum wages act and other relevant laws applicable from time to time. In case of revision of minimum wages, the agency will have to produce the notification approved by the Finance Department, Govt of Delhi, for revision of wages.
2. The agency shall at any time and for all purpose, be solely responsible for providing all service benefits to its employee e.g. Wages, Provident Fund, ESI facility, Gratuity etc. as per the laws applicable in this regard. A certificate to this effect shall be furnished by the agency and the principal employer shall have the right to examine and verify the original records of the agency.
3. The principal employer shall have all the rights to ask for removal of any employees of the agency, who is not considered to be of good conduct, well behaved, competent, disciplined and orderly in the discharge of his/her duties assigned to him/her.
4. Under no circumstances, the window shall be left unattended. The substitute of the staff has to be made available every time. If agency has not provided the staff, then salary of the existing staff may be deducted for his/her salary.
5. In case of violation any provision of Labour law's etc. and the direction by Hon'ble Court from time to time and any violation of terms & conditions of this agreement, the agency shall be liable for the statutory penalty prescribed therefore without any notice.
6. The agency shall have to submit monthly bills along with attendance statement, which will be verified by the officers of APMC and will also check the attendance from time to time along with details of wages paid to DEO's through ECS in their Saving Bank Accounts, copy of e-challan with ECR as proof of depositing of PF & ESI separately deposited in respect of APMC (MNI). No consolidated Challans will be accepted.
7. TDS as applicable will be deducted from monthly bill of the agency and certificate in this regard would be issued to agency.
8. The agency shall be responsible financially or otherwise for any injury to the personnel in the course of performance of duties.
9. **Penalty Clause:** for all kind of violation of terms & conditions of this contract there shall be penal deduction of 2% of each violation and up to a maximum of 10% paid deduction from the monthly bill of the agency and termination of the contract shall follow without further notice.
10. The earnest money by way of RTGS /NEFT Challan in favour of APMC, Azadpur, Account No. 50276843057 of (Allahabad Bank Azadpur), IFSC Code: ALLA0210711, MICR Code 110010004 is required with the tender failing which the tender will be treated as rejected. It should also be noted that the earnest money is mandatory for all firms. The Secretary, APMC, Azadpur

reserves the right to accept / reject all or any tender(s) without assigning any reason(s).

- 11 If any individual employee of the company / agency is indulging / found in any kind of malpractice / corruption, he shall be immediately disengaged, blacklisted for no further enrollment and the salary of such employees for that month shall also be deducted from the monthly bill in addition to journal penalties imposed against the agency as per agreement. The report of this violation will be given to contractor / agency by giving show cause notice and decision of the Marketing Committee will be final.
- 12 The Marketing Committee can extend the contract for one more year if the work of the agency is satisfactory as per GNCTD guidelines.
- 13 No advance payment shall be made on any account to the agency.
- 14 **A security amount of 10% of the total contract value shall be deposited by the selected company / agency i.e. shall be released after Six months of expiry / termination of contract. Security amount can be refunded to the firm against the bank guarantee.**
- 15 Either side for termination of the contract shall give a notice of 30 days. But in no case the work shall be suspended what so ever the reason may be.
- 16 The company / agency shall be paid his claim after 15 working day of each month for charge of the preceding month after submission of bill.
- 17 The agency shall not at any time transfer or sublet the contract to any other agency.
- 18 Payment shall be processed and released only after getting a certificate from the APMC official who In-charge of gate that all windows were functioning as per the contract.
- 19 The APMC reserves the right to increase / decrease the number of deployed staff as per the prevailing circumstances.
- 20 The agency shall be under obligation to produce photographs & Bio Data of all the deployed staff.
- 21 **Eligibility Criteria of Data Entry Operators are as follows:**

**The minimum qualification of the Data Entry operators is SSC (10+2) and at least 1 Year Diploma / Certificate course from a Govt. recognized / premiere institute.**

**Should have not been idle for past at least Six Months.**

**The person should have typing speed minimum 30 w.p.m. in English. A thorough understanding of MS Office /computer Operation / Data Entry and knowledge of operating System Windows.**

- 22 The duty hours for the 3 shifts for the Data Entry Operators for issuing gate passes from various gates, will be as detailed below:-
- i) Ist Shift - 7.30 AM to 2.30 PM
  - ii) IInd Shift - 2.30 PM to 9.30 PM
  - iii) IIIrd Shift - 9.30 PM to 7.30 AM
  - iv) Office Shift - Normal Office hours.
- 23 All disputes and difference arising out of or in any way touching concerning this agreement (except those the decision where of is otherwise herein before provide for) shall be referred to the arbitrator of any person to be appointed by the Secretary, APMC, Azadpur. There will be no objection to any such appointment that the arbitrator so appointed is a Govt. Servant. That he had to deal with the matter to which this agreement relates and in the course of his duties as such Govt. Servant he had expressed views on all or any of the matter in dispute of difference. The award of the arbitrator so appointed shall be final and binding on the parties.

**Sd/-**  
**Dy. Secretary (IT)**  
**APMC, Azadpur, Delhi**

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**E-mail : apmcazadpur@gmail.com**

**Financial Bids**

**Subject: Providing of 40 Data Entry Operators for Gate Pass Management System (GPMS)**

Sl. No.	Description	Qty	Unit	Rate (in Fig & Words)	Amount
1	Providing 40 Data Entry Operators for Gate Pass Management System (GPMS) <b>Minimum Wages as per Labour Department, GNCT of Delhi.</b>	40	12 Month		
1.1	ESI as per norms.	40	12 Month		
1.2	EPF as per norms	40	12 Month		
1.3	Service Charges	12	Month		
1.4	Service Tax as per norms	40	12 Month		

**Dy. Secretary (IT)**