



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory Authority of the Government of West Bengal)

**Durgapur Office :**

1st Administrative Building, City Centre  
Durgapur - 713216,  
Ph. No. (0343) 2546716, 2546815  
Fax No. : (0343) 2545793  
e-mail : adda.dgpr@gmail.com  
ceoadda.ud@gmail.com

Website : www.addaonline.in

**Asansol Office :**

Vivekananda Sarani (Senraleigh Road)  
Near Kalyanpur Housing More, Asansol - 713305  
Ph. No. (0341) 2257377  
Fax No. (0341) 2257379  
e-mail : adda.asl@gmail.com  
ceoadda.ud@gmail.com

Ref. No. ADDA/DGP/IT-59/677/2019-20

Date : 19.07.19

## NOTICE INVITING QUOTATIONS

### **Notice Inviting Quotations for award of contract for providing manpower to work as Data Entry Operators at Asansol Durgapur Development Authority**

Asansol Durgapur Development Authority (ADDA) invites Sealed Quotations from reputed Service Provider (Agencies/firms/NGO's/Sole Proprietors, etc) for entering into the Contract for Providing Data Entry Operators to the Authority at its office at Durgapur or Asansol.

The entire Bid Document along with Terms & Conditions can be obtained from website of the Authority at <http://www.addaonline.in>.

**Important Dates :**

1.	Availability of Tender Document	From :22.07.2019 from 10.00AM To: 05.08.2019 till 02.00PM
2.	Last date of Submission of Tender Document	05.08.2019 till 04.00PM
3.	Date of Opening of Technical Documentation	06.08.2019 at 03.00PM
4.	Date of Opening of Financial Document	To be intimated after Technical Evaluation

The Authority reserves the right to accept or reject any or all of the tenders without assigning any reasons thereof, if any.

ADDA will not be responsible for any sort of delay or difficulties faced during the submission of bids by the bidders.

For any further queries regarding purchase of Bid Document Online the intending

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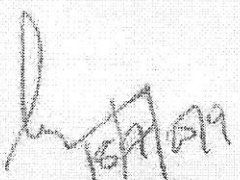
Ref. No. ADDA/DGP. ....

Date : .....

bidders may contact the following within Office Hours

## CHIEF EXECUTIVE OFFICER


Asansol Durgapur Development Authority,  
1st Administrative Building, City Centre,  
Durgapur - 713216, Dist.-Burdwan  
State : West Bengal  
email: adda.dgpr@gmail.com  
☎: 0343-2546916, 2549018  
Fax: 0343-2546665

  
Chief Executive Officer  
Asansol Durgapur Development Authority

Memo No: ADDA/DGP/ 17-59/677(10)/19-20 Date : 19.07.19

Copy forwarded for information and wide publicity to:

1. The Commissioner of Police, Asansol Durgapur Police Commisionerate for wide publicity.
2. The District Magistrate, Paschim Bardhaman for wide publicity
- 3-4. The Sub Divisional Officer, Durgapur / Asansol for wide publicity
- 5-6. The Assistant Executive Officer, ADDA, Durgapur / Asansol for wide publicity
7. The District Information & Cultural Officer, Paschim Bardhaman for wide publicity
- 8-9. Head Assistant, Asansol / Durgapur with a request for displaying in the Authority's Notice Board.
10. System Manager, ADDA, Durgapur for uploading in the Authority's website

  
Chief Executive Officer  
Asansol Durgapur Development Authority

## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS**

- i. Asansol Durgapur Development Authority (ADDA) having its establishment at two offices at Durgapur and Asansol. The Service Provider will have to deploy the required manpower at any of these two offices as and when required.
- ii. The Authority intends to hire Data Entry Operator who will work in any of the respective office on all working days during office hours from 10.00AM to 5.30PM and beyond that prescribed hours considering the time of urgency.
- iii. The rate provided will be valid for a period of one year and the contract shall be in force for one year and can be renewed further depending upon the performance and quality . The contract can be terminated by the competent authority at any time without assigning any reasons giving one month's Notice before termination.
- iv. The Payment to the engaged Data Entry Operators will be subject to satisfactory service to be certified by the officers/Sections, where they are engaged.
- v. Escalation clause towards payment to the engaged Data Entry Operators shall not be accepted on any ground during the period the contract is in force.
- vi. It may be ensured that a certificate of "good moral character" in respect of the Data Entry Operator is to be provided.
- vii. The Persons engaged will be expected to observe discipline and decorum in the Authority.
- viii. The Services of the Data Entry Operator may be provided on all working days or any holidays as and when required. The Selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons.
- ix. The Service Provider shall comply with all the labour laws in relation to its employees including payment of minimum Wages as laid down by or under any law.
- x. The engagement does not confer right for continuation or extension of the contract on any account. This engagement will be purely a short term temporary arrangement on contractual basis. Any statutory increase in wages etc. is to be absorbed by the agency.
- xi. Any liability regarding Government dues as well as any human loss/injury during the engagement of Data Entry Operators will be the

responsibility of the Contractor.

- xii. The Data Entry operator engaged should possess a minimum qualification as Graduate from a recognized University with certificate course of minimum 6 months from reputed institute possessing good Computer Skills in MS Word, Ms- Excel, MS- Power-point and Internet and minimum typing speed of 20-25 wpm. The person engaged should be conversant in Bengali/English/Hindi and running of Help desk activities. The Authority will have the right to select or reject a particular candidature without assigning reason whatsoever.
- xiii. The person engaged shall not claim any benefit/ compensation/ absorption/ regularization of service from this Authority under the provisions of Industrial Disputes Act 1974 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.
- xiv. Contribution towards EPF, Gratuity etc. is to be met by the Service Provider.
- xv. No medical facilities or reimbursement thereof will be provided by ADDA.
- xvi. Any dispute arising out of the contract will be settled within the jurisdiction of Durgapur Court.

2. The Service Provider applying for the quotation must possess the following qualification and submit relevant documents as proof of such qualification :-

- i) The Registered Office of the Service Provider or one of the Branch Office's of the Service Provider should be located either in Durgapur or Asansol;
- ii) The Service Provider should be registered with the appropriate registration authority;
- iii) The Service Provider should have its own Bank Account;
- iv) The Service Provider should be registered with Income Tax and GST departments;
- v) The Service Provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- vi) The Service Provider should have a minimum financial turnover of Rs 5 lakhs per annum during last three preceding financial years.

3. The bidding firm shall quote their bid for Administrative Charges for providing Data Entry operators paying them the Minimum Wages Act as applicable in State of West Bengal and no deviation from the said Act will be

accepted

- a) Minimum applicable wages for each Data Entry Operators
- b) Provident Fund
- c) ESI
- d) Any other charges, if any, under the Minimum Wages.
- e) Services charges/ statutory taxes to be charged by the Service Provider.

#### 4. SUBMISSION OF BID

The Service Provider will fill up the technical information in the **ANNEXURE - I** which may be put in a sealed cover clearly marking it as "**TECHNICAL BID**". The Technical Bid should be accompanied by an **Earnest Money Deposit (EMD)** of Rs.5,000/- (Rs. Five thousand only) in the form of a crossed Demand Darft/ Pay order drawn in favour of Asansol Durgapur Development Authority payable at Durgapur. Any Bid received without EMD will summarily be rejected. However, any bidder claiming waiver of EMD should submit relevant G.O. for such waivers along with necessary documents as required.

EMD of the unsuccessful bidder will be returned after award of the contract and that of the successful bidder after submission of Performance Security. The successful bidder upon award of contract will have to submit Performance Security equivalent to 10% of the amount payable per month. The amount will be payable through Bank Draft/ Bank Guarantee/ Fixed deposit Receipts drawn in favour of Asansol Durgapur Development Authority.

Along with the EMD the bidders are required to enclose photocopies of the following documents (duly self attested) failing which their bids shall be summarily/out rightly rejected and will not be considered any further:

- a) Registration certificate/ Trade License and company details.
- b) Copy of PAN card;
- c) Copy of the IT return filed for the last three financial years;
- d) Copies of EPF and ESI certificates;
- e) Copy of the GST registration certificate;
- f) Valid Labour licence issued by the appropriate authority
- g) Work done certificate for having successfully executed/completed 2 (two) similar contract providing not less than 10 man-power . \*Similar work\* means execution of providing Man-power (skilled, semi-skilled categories such as Data Entry Operator, Help Desk, etc.) and must produce work done certificate

from the clients. The work done certificate should mention the details of work executed, the date of commencement and date of completion of the work. Similar works does not include Security Services, Supply of Contingent Labour, etc.

h) An affidavit duly certified by a Notary that the Partners or sole proprietor or Company as the case may be, has never been black listed or changed the name of the firm. The persons deployed for the work should not be involved in any police case or have any case pending against them. Police verification certificate for the persons deployed for work to be submitted on demand.

i) The entire bid document should be duly signed & sealed by the bidder so as to clarify that they have gone through the entire bid document.

**ANNEXURE-II** shall consist of rates inclusive of all charges/ service tax etc. which should be put in a sealed cover marking it as "Financial Bid". Both the sealed covers can be put in a single cover while submitting the proposal to this Authority. The Blank Annexure II are enclosed herewith.

The bids submitted shall remain valid for 120 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 120 days from the date of opening shall be by mutual consent.

The bidder shall quote rates both in figures and words failing which the bid is liable to be rejected. He/She shall also work out the amount for each item of work and write in both figures and words. On checking if there are differences between the rates quoted by the agency in words and in figures or in the amount worked out by him/her, the following procedure shall be followed."

(i) When there is difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the bidder shall be taken as correct.

(ii) When the amount of an item is not worked out by the bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be taken as correct.

(iii) When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.

There is no tentative requirement of any fixed no. of Data Entry Operator. The requirement of the Data Entry Operator will increase or decrease on monthly basis and the subsequent increment / decrement will be calculated on basis of pro rata of individual Data Entry Operator.

**5. PAYMENT CONDITIONS:**

The Service Provider will submit the monthly pre-receipt bills along with a copy of challan towards EPF & ESIC payment in respect of his employees in triplicate after certification of satisfactory completion of the work for payment from the Authority.

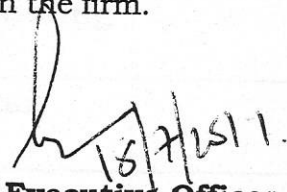
Payment will be on monthly basis on submission of bills in triplicate along with the certificate of satisfactory performance of work

A certificate to the effect that all labour laws including EPF, ESIC payments, etc. are being followed has to be furnished with proof along with the bill for payment. The Service Provider will have to submit the bill with a list of employees duly certified by him/her.

Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Service Provider.

In case of any delay in processing of the bills, the Service Provider would be required to ensure the payment of the Data Entry Operator is cleared by 7th of every month and there should be no linkage between this payment and settlement of the Service Provider's bill from ADDA.

If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, ADDA may forfeit the Performance Security of the firm (in part or in full) and the contract may be terminated. In this regard, the decision of this Authority shall be final and binding on the firm.

  
15/7/2011

**Chief Executive Officer  
Asansol Durgapur Development Authority**

Service Tax Liability (indicate details)	
Computer charges	
Any other liability (Pl. Indicate)	
Administrative Service Charge (as % of Wage) payable to BEO as per prevailing norms of Labour Dept. of Govt. of West Bengal	
Total columns 1 to 5	

Signature of Authorized Person  
With full name and seal

## FINANCIAL BID

1	Details of Service Provider	<Name>, <Address>, <Phone / Mobile No.>, <email>
2.	Details of EMD Deposited	DD / PO No.- Date Drawn on Bank

3. All the Data Entry Operators deployed in this will be paid their wages on the monthly basis (By Cheque by 7th of the following month) by the Company/Firm/Agency and the proof of disbursement will be submitted to this Authority.

4. Rates are to be quoted in accordance with the Minimum Wages Act as applicable in the State of West Bengal.

Rate per person per month Rs. \_\_\_\_\_ (Rupee .....)  
inclusive of all statutory liabilities, taxes, levies, cess/edu. Cess, Administrative Charges, etc. with the following break up

### MONTHLY CHARGE OF DATA ENTRY OPERATOR

SI. No.	Component of Rate	Amount
1.	Wage of Data Entry Operator as per minimum wage norm of the Labour Dept. for the State of West Bengal	
2.	Employees Provident Fund as per existing norms	
3.	Employees State Insurance as per existing norms	
4.	Service Tax Liability (indicate detail tax component wise)	
5.	Any other Liability (Pl. Indicate)	
6.	Administrative Service Charge (as % of Wage payable to DEO as per prevailing norms of Labour Dept. of Govt. of West Bengal)	
	<b>Total column 1 to 6</b>	

\_\_\_\_\_  
Signature of Authorized Person  
With full name and seal