

विकास आयुक्त का कार्यालय
(सूक्ष्म, लघु और मध्यम उद्यम)
सूक्ष्म लघु और मध्यम उद्यम मंत्रालय
(भारत सरकार)

निर्माण भवन, सातवीं मंजिल, मौलाना आज़ाद रोड,
नई दिल्ली-110 108



सत्यमेव जयते



MICRO, SMALL & MEDIUM ENTERPRISES
सूक्ष्म लघु और मध्यम उद्यम

OFFICE OF THE DEVELOPMENT COMMISSIONER
(MICRO, SMALL & MEDIUM ENTERPRISES)
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA
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No.15(32)/CDD/22 SCM/2010

Dated 26th October, 2010

Subject: Outsourcing of the services of the Data Entry Operators etc., in respect of the O/o DC(MSME), New Delhi.

Sir,

Sealed quotations are invited for outsourcing of the services of Data Entry Operators and Messenger for the Cluster Development Division in the O/o DC(MSME) New Delhi from the Human Resource Agencies who are dealing with the trade on the following terms and conditions :-

- i. The agency should have preferably executed similar nature of job during the last three preceding years under any State/Central Govt in an successful manner.
- ii. A certificate of the competent office about their performance and honesty to services for deployment of the manpower.
- iii. The agency should furnish a proof certifying the position regarding the remittance of the service tax on account of the deployment of the manpower to the Govt.
- iv. The agency should be responsible for the overall welfare of the incumbents deployed to this office alongwith other risk and cost factors involved on account of such of the services.
- v. The candidates sponsored would be accepted for their services only if it is established that they can meet the requirement of the services to maintain the due standard of efficiency for this office.
- vi. The age of the candidate so sponsored should be in the group of 20-35 years.
- vii. The candidates nominated should be of their known character antecedents and must not carry any criminal record and it has to be ensured that the incumbents deployed for service would attend to their assignment in an willful manner.
- viii. The quotation should be submitted separately for Data Entry Operators and Messengers.
- ix. No permanent liability will be created and outsourcing will be terminated after the completion of the project.

2(a) **Engagement of Data Entry Operators** - It is proposed to engage 03 Data Entry Operators. Candidates should have knowledge of operation of computers and should be graduate. Minimum wages will be as prescribed by Delhi Govt for graduates which are presently @ Rs.270/- per day.

2(b) **Engagement of Messenger** - The services of 01 Messenger is also required for supporting the efforts of the officers and data management team for photocopying, making sets and ferrying files etc. Wage for unskilled worker i.e messenger, will be as per Delhi Govt which are presently Rs. 203/- per day.

3. The quotation for Data Entry Operators and Messenger may be furnished as per the format separately.

4. Quotation duly sealed should reach this office by 20.11.2010 by 3.00 P.M and these would be opened by the competent authority. Only such quotation would be accepted which adequately meets the requirements and are found to be reasonable in accordance with the job requirements.

Yours faithfully,

(Vinod Kumar)
Dy. Director(Cluster)
Tel : 23062396 /23061464

Format to be furnished separately in case of Data Entry Operators and Messengers.

Format for Engagement of Data Entry Operators

1. Charges actually payable for the deployment of the services of Data Entry Operators per month Rs.....
2. Service Tax @ Rs.....
3. Service Charges / miscellaneous charges for the deployment of per Data Entry Operator Rs.....

Signature of HR Agency

Dated :

Format for Engagement of Messengers.

1. Charges actually payable for the deployment of the services of Messenger per month Rs.....
2. Service Tax @ Rs.....
3. Service Charges / miscellaneous charges for the deployment of per Messenger Rs.....

Signature of HR Agency

Dated :