



EMPLOYEES PROVIDENT FUND ORGANISATION

(श्रम मंत्रालय, भारत सरकार)/ **(Ministry of Labour, Government of India)**

क्षेत्रीय कार्यालय / REGIONAL OFFICE: TAMBARAM

3, राजाजी सालै, चेन्नै - 600045 / 3, Rajaji Salai, CHENNAI 600 045

TN/RO/TAM/DEO/2010

Date:09.07.2010

TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATORS

Sealed Quotations are invited from reputed firms for providing DATA ENTRY OPERATORS to Employees Provident Fund Organisation, Regional Office, Tambaram on hire basis for the period from 01-08-2010 to 31-03-2011. The terms and conditions are as follows:

- The rate of hire charges quoted should be on **per DEO per day** basis.
- The Data Entry Operators (DEOs) should have passed atleast 10th, +2 or equivalent examination and need to possess a speed of not less than 8000 key depressions per hour in Computer keyboard. To this effect the documentary proofs are required to be enclosed in respect of every DEO deputed to this office.
- The timings for Data Entry Operators shall be between 09.30 AM to 5.30 PM on all working days of this organisation.
- The DEOs should have been covered under all the social security legislations like EPF/ESIC Act, etc., and the said firm shall also comply with all the other relevant statutory regulations. The Agency shall have to produce certified copies of Code Number allotment letter issued by PF, ESIC, IT PAN Card, Sales Tax registration, Service Tax registration, Professional Tax registration, Registration Certificate in respect of other relevant Labour Laws, etc along with the quotation.
- The invoice/bill for the monthly hire charges need to be sent within 5 days of completion of the month duly including copies of remittance of PF/ESIC and other statutory dues each month. TDS as applicable will be deducted from the hire charges every month. Payment shall be released to the firm based on completion of the minimum expected daily output by each DEO.
- The number of DEOs required would be communicated on monthly basis in advance to the authorised official of the short listed firm on every last week for making necessary arrangements. The firm should necessarily ensure that the required number of DEOs are deployed every day as per the communication received from EPFO

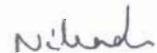
and in case of non provision of the same, appropriate levy of penalty shall be deducted in the monthly charges as agreed by both the parties at the time of agreement.

The deployment of the DEOs is to be regulated through an Attendance register kept by the firm and shall be periodically scrutinized by EPFO. The conduct of the DEOs need to be certified by the firm and in the event of any reported misconduct what so ever inside the office premises, the firm would be made liable for all the consequences arising thereof. Further if any losses had occurred due to mishandling of the Computer Systems and Peripherals by the said DEOs, the same would be made good from the payments due to be released.

The EPFO reserves the right to allot the work depending upon the day to day workload and other contingencies. The Regional P.F. Commissioner reserves the right to accept or reject any quotation without assigning any reason.

The sealed envelope containing the Quotation need to be superscribed on the left top as "**Quotations for hiring of Data Entry Operators**" and addressed by name to the under signed so as to reach the address given above either by post or dropped in person into the drop box kept at the Secretariat of the under signed on or before **24 July 2010 at 3PM**. Quotation received after the said time and date will not be considered.

The quotations would be opened by a committee of officers at 3 PM in the presence of the representatives and the short listed firm would be communicated for executing the contract.



(NILENDU MISHRA)
REGIONAL P.F.COMMISSIONER-II(EDP)