

PAY ACCOUNTS OFFICE (ORs) DSC

(Ministry of Defence)

MILL ROAD, KANNUR-670 013.

PH: 0497-2706898, FAX: 0497-2706605

NO.EDP/CAN/08/OUTSOURCE/Vol-III

DATED 02/02.2017

To

The Officer in-charge(EDP)

EDP CENTRE

O/o the CDA Chennai

**Sub: - Hosting of Tender enquiry for Outsourcing of data entry work for the year 2017-2018
in the Web site -reg.**

Ref:- This office letter of even no dated, 12.01.2017

The Hon.CDA, Chennai has given instruction orally during the telephonic conversation with the DCDA on 01.02.2017, to go ahead with tender proceedings for out sourcing DATA Entry work of this office.

Hence, a copy of Tender enquiry for Outsourcing of data entry work for 2016-2017 of this Office is forwarded herewith. The same may please be hosted in the website of CDA Chennai and PAO (ORs) DSC Kannur.

SR.ACCOUNTS OFFICER (EDP)

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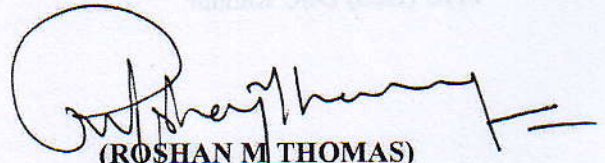
TENDER ENQUIRY

Sub: Invitation of Quotations for Outsourcing of Data Entry work for the period from 01-03-2017 to 28-02-2018.

Quotations are invited to provide services of DEOs to carry out the Data Entry work. The **period of contract is one year** from the date of conclusion of contract. The data entry project involves DO2 module with record length of 150 letters. The approximate quantum of work to be outsourced for a month is 80,000 records, which may increase or decrease according to the receipt of DO2s.

The work will be carried out in the premises of this Office during the Office hours. All hardware and software requirements are provided by this Office. Terms and condition of the contract are detailed in the enclosed Annexure.

Sealed quotations, duly filling column 5,6 and 7 of the enclosed Annexure may be sent to the DCDA, PAO(ORs) DSC, Mill Road, Kannur -13 so as to reach this office on or before 20th Feb 2017 by 16:00 Hrs. The quotations will be opened on 23rd Feb 2017 at 15:00 Hrs.


(ROSHAN M THOMAS)
Dy Controller Defence Accounts

ANNEXURE TO PAO(ORs) DSC letter No. NO.EDP/CAN/08/OUTSOURCE/Vol-III
dated 19-07-2016.

Sl. No	Name of the Module	Record length of the module	Accounting Unit	Rate for Qty of records as shown in column 4	Rate of Tax if any	Total (5+6)
1	2	3	4	5	6	7
1	DOII	150	1000 Records			

Terms & Conditions:

- 1) Data Entry will be done in the office premise.
- 2) The service provider is to ensure un-interrupted quality service with required number of DEOs to clear the work then and there.
- 3) All payments through the firm and no direct payment to the DEOs.
- 4) No binding for future employment.
- 5) The DEOs are subject to the security check for their conduct and data safety.
- 6) Payment will be made once in a month in arrears by our Main Office at Chennai on submission of Bill to this Office for the total number of records punched during the period.
- 7) The contract can be terminated by issue of 2 months advance intimation by either party.
- 8) Liquid Damages will be imposed in case of earlier termination of contract by the Outsourcing Agency.

Signature of the Vendor