

F.No. 18-14/2014-DAF
Dr. Ambedkar Foundation
Department of Social Justice & Empowerment
Ministry of Social Justice & Empowerment
Government of India

15, Janpath, New Delhi-110001

Dated 9th June, 2015

REQUEST FOR QUOTATION

Sealed quotations are invited on behalf of the President of India, from experienced and financially sound Manpower Companies/Firms/ Agencies for providing services of **5 (Five) skilled Data Entry Operators** in the Dr. Ambedkar Foundation for a period of **One year**, from date of award of contract, which is extendable as per requirement. However, quantum of Data Entry requirement may vary from time to time on the discretion of the Foundation.

2. Complete Documents can be downloaded from the website of the Ministry namely www.socialjustice.nic.in or from the website of the Dr. Ambedkar Foundation namely www.ambedkarfoundation.nic.in

3. Interested Companies/Firms/Agencies may submit the quotations complete in all respects **on or before 15.06.2015 by 12.00 Noon** to the **Director, Dr. Ambedkar Foundation, 15, Janpath, New Delhi -110001**. No quotation shall be entertained after this deadline under any circumstances whatsoever. The **quotations** will be opened at **3:00 PM on 15.06.2015** in the presence of authorised representative of Bidders as may wish to be personally present.

4. This Foundation reserves the right to amend or withdraw any of the terms and conditions contained in the Quotation Document or to reject any or all bids without giving any notice or assigning any reason. The decision of the Foundation in this regard shall be final and binding on all.



(B.L.Meena)

Joint Secretary to the Govt. of India
& Member Secretary, Dr. Ambedkar Foundation

Copy to:

1. Notice Board Department of Social Justice & Empowerment
2. Notice Board of Dr. Ambedkar Foundation
3. NIC – for display in web-site of Ministry of Social Justice & Empowerment and in website of Dr. Ambedkar Foundation, both

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Dr. Ambedkar Foundation, Department Social Justice & Empowerment, Ministry of Social Justice & Empowerment is located at 15, Janpath, New Delhi-110001 requires reputed, well established and financially sound Manpower Companies /Firms / Agencies to provide Data Entry Assistance to its Officers.
2. The contract will be for a period of **One year** from the date of award of contract. The period of contract may be further extended or curtailed /terminated at any time before expiry of one year period depending upon requirement of the Foundation.
3. The Foundation has initial requirement for services of **5 (Five) Skilled Data Entry Operators (with the knowledge of typing in English and Hindi both)** who are well conversant with computers and essentially well trained in MS Word, MS Excel and MS Power Point. The requirement of the Foundation may increase or decrease during currency of contract.
4. The interested Companies/Firms/Agencies may submit the quotation complete in all respects in a sealed cover addressed to **Director, Dr. Ambedkar Foundation, 15, Janpath, New Delhi -110001. The last date and time for receipt of quotations is 12:00 Noon on 15.06 .2015.**
5. The crucial dates relating to "Quotation for Providing Data Entry Operators to the Dr. Ambedkar Foundation "are cited as under. (a) Last date and time for submission of Quotation (sealed covers) : 12:00 Noon on 15.06.2015 (b) Likely date for deployment of required manpower: 01.07.2015.
6. The bidding Companies /Firms/Agencies are required to enclose photocopies of the following documents (**duly attested by a Gazetted Officer of the Government of India or a Class-I Officer of the State Government**), failing which their bids shall be summarily/out-rightly rejected and will not be considered any further :-
 - (a) Registration certificate.
 - (b) Copy of PAN/GIR card.
 - (c) Copy of IT return filed for the last three financial years.
 - (d) Copies of the EPF and ESI certificates.
 - (e) Copies of the Service Tax registration certificate.
 - (f) Proof of annual turnover of the firm for the last 3 years.
7. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
8. All entries in the quotation form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Quotations. In such cases, the Quotation shall be summarily rejected. However, corrections, if any, in the Quotations must be initialled by the person authorized to sign the Quotation bids.
9. The Quotations shall be opened at **3.00 P.M on. 15.06.2015** in **Dr. Ambedkar Foundation, 15, Janpath, New Delhi -110001** in the presence of the authorized representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
10. The **Competent Authority** of the Dr. Ambedkar Foundation, Department / Ministry of Social Justice & Empowerment reserves the right to cancel any or all the bids without assigning any reason.