

HINDUSTAN SHIPYARD LTD.,
VISAKHAPATNAM

Notice Inviting Tender

Date: 11-08-2010

Sub.: Supply of 21 Nos. of Data Entry Operators on hire basis to work in
Hindustan Shipyards Limited – Reg.

HSL invites local Institutions/ Man Power Agencies to supply 21 Nos.
Data Entry Operators on hire basis to work in Hindustan Shipyards Limited.

The detailed specifications for hiring of the Data Entry Operators are given in the **Annexure** which may be perused and are to be fully complied with. The Price part of quotation shall be submitted in enclosed **Price Bid** and on firm's / agency's letter head. Incomplete / Late tenders and unsigned tenders are liable to be rejected.

The Tender particulars are as follows:

TENDER PARTICULARS

Tender No. / Date	: MP/Q/003458/10-11 DT. 11-8-2010
Type of Tender (full set of tender documents are in HSL web site www.hsl.nic.in)	: Public Tender – 2 Bid The Tender shall be submitted in two parts in separate covers super-scribing the Tender No. and Part I or II as applicable.
	<u>Part I</u> : Techno Commercial – Please furnish detailed information regarding your firm / track record and capabilities along with confirmation of compliance of Tender Specification which is enclosed.
	<u>Part II</u> : Price Bid
Last Date	: 25-08-2010 by 11.00 hrs. at Tender Hall near Purchase department.
Tender opening Date	: 25-08-2010 at 14.30 hrs.
Tender to be addressed to	: Manager (Personnel), Hindustan Shipyards Limited, Gandhigram (Post), Visakhapatnam-530 005.

Manager (P&A)

HINDUSTAN SHIPYARD LTD., VISAKHAPATNAM

Specifications for hiring of Data Entry Operators for working on ERP Jobs And other related works in various departments in HSL, Visakhapatnam.

1. **Scope :**

The scope covers supply of experienced Data Entry Operators to work in various departments of HSL on ERP works and other related jobs. Tentatively, the contractor shall supply 21 Data Entry Operators and the exact number of operators would be confirmed three days in advance. HSL reserves the right to increase or decrease the no. of operators to be deployed from time to time against the actual requirement. The Institution should be able to supply additional operators at short notice.

2. **Working Conditions :**

The operators to be supplied by the Institution are required to observe the Departmental timings in which they are posted. The Data Entry Operators are required to work on Sundays and Holidays if necessary, and the rates quoted by the Institution shall cover the same.

3. **Educational Qualification :**

Candidates should have passed Matriculation or Higher Examination. Preference will be given to Graduates in Commerce. Possess Certificate of proficiency in MS Office and working knowledge of MS Office.

4. **Details of works to be carried out:**

The Data Entry Operators should enter the data in ERP formats as per the direction of the user departments. The Operators should have good working knowledge in MS Office and they have to carryout the jobs entrusted to them as per directions of the officers in departments in which they are posted.

5. **General :**

The Operators supplied should be in the age group of 18-40 years.

Obtaining Labour License, following the regulations of Factories Act and other Statutory Acts like Minimum Wages Act, EPF & MP Act, ESI Act, CL(R&A) other labour laws in force in the area of work and as amended from time to time are applicable for the contract and the contractor/Institution is responsible for compliance of the same.

The Institution/Contractor shall give brief details of previous experience if any and submit a list of clients for whom similar services were rendered

6. **Period of Contract:**

The period of contract for supply of Data Entry Operators is initially for a period of two years and may be extended at HSL's discretion for a further period with the same rate, terms and conditions subject to satisfactory performance and requirement.

7. **Rates:**

The Institution shall indicate an All inclusive rate per month per Operator for 8 hours working per day including Holidays and Sundays and the rates shall be firm and Fixed valid for contract period. Payment will be made only for actual strength of operators engaged days worked. No extra payment will be made by HSL for Sunday/Holiday working of the operator. The quotation shall be submitted in price bid enclosed.

8. **Payment of bills:**

The Bills submitted by the Institution/Contractor duly certified by concerned departmental heads of HSL, will be processed every month for payment. The contractor shall maintain necessary statutory records, EPF & ESI records and submit necessary documents while submitting their bills for payment.

The Contractor shall observe the Central/AP State Govt. Gazettee Notification with regard to Minimum Wages and the amendments issued from time to time and make payments of wages accordingly to the operators. In the event of increase in minimum wages by the Govt. notification, HSL reserves the right to consider at their discretion to enhance the daily rate commensurately subject to actual proof of payment of enhanced daily rate to the operators.

Payment to operators must invariably be made through banks.

9. **Performance :**

The performance of the Data Entry Operators supplied by the Institution shall be to the entire satisfaction of the concerned departmental officers of HSL, otherwise the Institution shall change the said operators as per the recommendations of the concerned officer of HSL. Any damage caused to the property of HSL due to negligence of the operators shall be made good by the Institution, at their cost.

10. **Bank Guarantee :**

The Institution has to submit a Bank Guarantee within 15 days from the date of order for an amount equivalent to one month hire charges of 21 numbers of Data Entry Operators issued by any Nationalised Bank/Schedule Bank keeping the validity period of the Bank Guarantee for one year from the date of awarding the contract.

11. **Arbitration :**

All disputes between the parties shall be referred to the sole Arbitration of the Chairman and Managing Director, Hindustan Shipyard Ltd., or a person to be appointed by the Chairman and Managing Director. The award of the arbitrator shall be final and binding subject to the provisions of the Indian Arbitration and Conciliation Act, 1996.

12. **Jurisdiction :**

The enforcement of the terms of the contract as well as all the transactions entered into by the Institution/Supplier shall be deemed to have taken place within the jurisdiction of Visakhapatnam, where our Shipyard is

situated notwithstanding the residence or place of business of the Institution or supplier.

13. **Reservation :**

HSL reserves the right to accept, reject or cancel any or all the quotation(s) without assigning any reasons thereof and also terminate the contract at HSL discretion for unsatisfactory performance / non-compliance of the terms of tender / contract

TO SUBMIT ON FIRM'S LETTER HEAD**PRICE BID****Ref: tender no: MP/Q/003458/10-11 dt. 11-08-10**

We herewith agree to supply Data Entry Operators at the following all-inclusive rate per head. We further confirm that we shall abide by all the tender conditions.

Description	Amount	
	Rs.	Ps.
All inclusive rate per day per shift of 8 hours including Holiday wage, Leave with wage, PF, ESI and other Statutory requirements and administrative charges :	-----	
___ % Service Tax on the above : (Please indicate rate of Service Tax)	-----	
Total per day per head :	-----	
Monthly consolidated Remuneration agreed per head :	-----	

Authorised Signatory
with Stamp