

No.22012(2)/2010-Admn.Genl
Government of India
Ministry of Steel

To,
(As per list enclosed)

Dated 30.08.2010

**Subject: Notice inviting tender for hiring of Data Entry Operator in
Ministry of Steel.**

Sir,

The undersigned is directed to invite "sealed cover tenders" from reputed, experienced and financially sound Manpower companies/firms/agencies to provide 4 skilled data entry operators (English) to this Ministry initially for a period of one year. The requirement of number of data entry operator may increase or decrease during the period of contract.


2. The registered office or one of the branch offices of the company/firm/agency should be located either in Delhi or any of the satellite town of Delhi. The company/firm/agency should have its own bank account and it should be registered with income tax and service tax departments. The agency should provide attested copies of the registration certificate of Income tax/service tax and copy of bank account. The rate of hiring of data entry operator should clearly indicate whether it is inclusive of tax or exclusive of tax. Further, rates should be quoted for both under graduate and graduate data entry operator along with their other technical qualification. A demand Draft of Rs. 5000/- as earnest money favoring **Pay & Accounts officer, Ministry of Steel** should be enclosed with the tender. This money will be refunded to the unsuccessful bidder on finalization of tendering process and on completion of the contract period in respect of the successful bidder. The last date of receipt of tender is 07.09.2010 by 3PM. The tender will be opened on the same date by 3:30 PM in the presence of the representative of the participating firms and three other gazetted officers of this Ministry.

3. The envelope should clearly indicate "Tender for hiring of Data Entry Operator in Ministry of Steel".

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4. The competent authority in the Ministry of Steel has all rights to accept or reject any tender or postponing or canceling the tender process without explaining any reasons therefore.

5. A copy of this letter is also available on the website (www.steel.nic.in) of this Ministry.


(Atul Kumar Singh)
Section Officer
Tel: 23062873/23062537