

**No.D-42011/2/2009-Admn(NBO)**  
**Government of India**  
**M/o Housing & Urban Poverty Alleviation**  
**National Buildings Organisation**

Nirman Bhavan, New Delhi  
Dt. 5<sup>th</sup> May, 2011

To,

As per list enclosed

Subject: Outsourcing of Manpower / Professional support activities  
under USHA Plan Scheme of NBO

This organization is interested in engaging a suitable placement agency for providing the services of manpower as Data Entry Operator (DEO). The persons so engaged would be required to perform the work of Data Entry Operators and other allied works. The terms and conditions for engagement for the agency are as under:

1. The period of engagement shall be of 12 months and can be renewed further depending upon the performance of the DEOs.
2. In the event of services rendered being unsatisfactory and not to the expectation of NBO, the work order is liable to be terminated at any time. The decision of NBO in this regard will be final.
3. The agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
4. The Agency offering the quotation will be bound by the details furnished by them to this organization, while submitting the quotation or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed a breach of terms of contract making him/her liable for legal action besides termination of contract.
5. Escalation in rates will not be entertained on any grounds during the period of Contract.
6. This Organisation has initial requirement of 08 ( eight ) nos of skilled Data Entry Operators. The persons engaged must be 10+2 and preferably be graduate and possess a Degree or Diploma from a recognized institute in computer operation. The requirement of NBO may further increase during the initial period of contract also.

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7. The service provide should depute efficient person, if any incapable and inefficient persons are deputed 10% of monthly bill amount will be deducted besides relieving of such persons.
8. The persons deployed should be in age group of 18-30 years with sound health.
9. It may be ensured that antecedent of the persons engaged be verified from the Police Authority.
10. The persons engaged will maintain office discipline/decorum and may not misbehave with any officials.
11. The persons engaged will be employees of the service provider and all he statutory liabilities and responsibility will be that of him and NBO has no legal responsibilities on the same.
12. The service charges / rates quoted by the agency shall be fixed for a period of 12 months and no request for any change / modification shall be entertained before expiry of the period of 12 months. Any statutory increase in wages /DA etc. is to be absorbed by the service provider. The service provider will be submit the quarterly bill in triplicate.
13. The bills will be paid quarterly to the service provider. The service provider will submit the quarterly bill in triplicate.
14. In order to establish their credential the Agency submitting their quotations shall enclosed the details of Govt. Organizations / Departments where they have undertaken such works as well as sale Tax / service tax clearance etc.
15. The services may be provided on all working days or any holidays when staff attend duty on that day. No extra payment will be made for such duties.
16. The contractor does not confer any right for continuation or extension of the contract on any account.
17. The agency will be wholly and exclusively responsible for payment of wages related legislations as applicable to it from time to time including Minimum Wages Act. Employees Provident Fund, ESI Act etc. and NBO shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
18. Any liability regarding Government dues as well as any human loss/ injury during the course of work will be of the service provider.
19. In case, any person(s) deployed by the service provider found absent for more than two days, the service provider should immediately provide substitute to avoid any disruption of works.

20. The Agency will fill up the quotation as per proforma at Annexure-1. It should be indicated in the rates quoted that the Service Tax is included / excluded. The quotation must reach in a sealed cover to the undersigned by 20<sup>th</sup> May, 2011 by 3.00 P.M at the below mentioned address. The quotations will be opened on the same day at 4.00 PM at the same address. The bidders may send their authorized representatives at the time of opening of the bids.

Sd.

(P.Pulamte)  
Section Officer (Admn)  
Room No.-207-G, NBO Building  
Nirman Bhavan, New Delhi  
Telephone-011-23063375

To,

NIC for uploading the Notice to Department's Website.