

TTC

Dte. of Trg. & T. Eq. *28/9/12*  
 Diary No. *6202*  
 04 OCT 2012  
 Muni Maya Ram Marg  
 T. V. Tower, Pusa Pura  
 Delhi-110008

Government of NCT of Delhi  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
 9<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi.

No.F.1(44)/2004/IT/ *4950-67*

Dated: *28/9/12*

REVISED CIRCULAR

Subject : -

1. Empanelment of Agencies for providing Data Entry works and manpower for Data Entry work in the various Departments of Govt. of NCT of Delhi (the list of Agencies is attached as Annexure-I).
2. Procedure adopted by Department of Information Technology, GNCTD for preparation of panel:

A circular regarding empanelment of agencies was issued vide No.F.1(44)/2004/IT/4791-4810 dated 20.09.2012. Subsequently it has been noticed that certain discrepancies (reg. list of vendors etc.) have crept in. Accordingly ~~the above circular stands withdrawn with retrospective date~~ and **this revised circular is issued** in accordance with the approval of TEC and Finance Department.

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*YMC  
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*Dy. Secy*

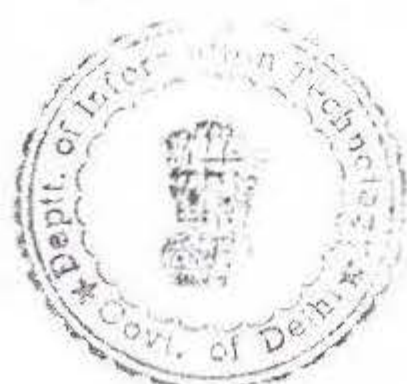
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- Applications were invited from large, technically experienced and financially sound companies/partnership firms/proprietary for empanelment through Delhi Government e-Procurement platform at <https://delhi.govtprocurement.com> and Public Notice of the same was published in leading Newspapers.
- Technical Evaluation Committee (TEC) headed by Secretary (IT) and consisting of Director (Planning), SIO (NIC), Dy. Secretary (Finance), representative of DIT and other officers, considered the proposal received from various Companies/Partnership firms/Proprietary for empanelment of Agencies providing Data Entry work and manpower for data Entry works in various Departments of Govt. of NCT of Delhi, in response to Tender ID No.2012\_DIT\_8318\_1 floated on 07.01.2012.

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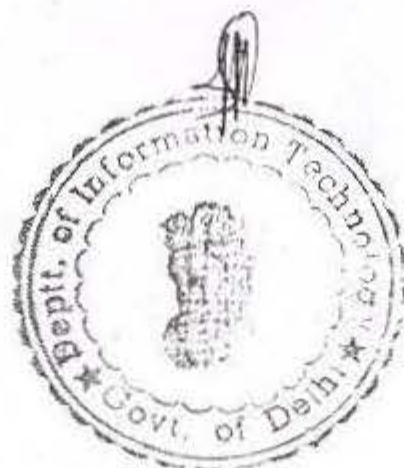
TEC evaluated and scrutinised the technical bids submitted by the vendors on following parameters:-

- i) Companies registered under Indian Company Act 1956 or Partnership firm registered under Indian Partnership Act or Proprietary concern registered in Delhi and should be atleast three year old.
- ii) Average turnover of the Companies/Partnership Firms/Proprietary should be Rs.1 Crore and average turnover from data entry works should be atleast 50 Lac during the last three consecutive financial years.
- iii) Companies/Partnership Firms/Proprietary must have one office in Delhi
- iv) Companies/Partnership Firms/Proprietary must have atleast 50 numbers of Data Entry Operators working on its roll.
- v) Companies/Partnership Firms/Proprietary must have atleast 25 number of computers for data entry works.
- vi) Companies/Partnership Firms/Proprietary must have ESI registration, EPF registration, Service Tax Number and PAN Number etc.

- Based upon this, Committee has empanelled 12 (Twelve) Agencies as per list given at **Annexure-I**, for empanelment of agencies for providing data entry works and manpower for data entry works to all Departments in Govt. of NCT of Delhi

The approval of this Committee (TEC) is subject to the condition that all the Concerned Departments shall complete all codal formalities as per rules and regulations including financial instructions/guidelines/calling of tenders as per GFR.

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The above approvals are also subject to the condition that all the above said Departments shall have to take approval of Finance Department as per Cabinet Decision No.1585 dated 03.11.2009.

**Annexure-I** also contains the office addresses and telephone numbers of the empanelled Companies/Firms/Agencies.

**3. Validity of Panel**

Validity of this panel is for **one year** from the date of issue of this circular or till a new Circular is issued, whichever is earlier.

**4. Procedure to be adopted by the Department for selecting vendors for providing data entry works and manpower for data entry works/responsibility of Department:**

- All Govt. Departments under Govt. of NCT of Delhi desirous of outsourcing data entry work or manpower for entry work are advised to float limited tender for inviting commercial bids through Delhi Government's e-Procurement platform at <https://delhi.govtprocurement.com>. **The Department are not required to carry any technical evaluation, which has been done by Department of Information Technology, GNCTD.**
- A standard form indicating the number of records, place of data entry, etc. may be incorporated in e-tender form for inviting commercial bids for data entry work and manpower for data entry work as per **Annexure-II**. However, **e-Tender form could be suitably modified/amended by the user Department, if considered necessary.**

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- Departments must ensure that all the data should be readily available before Tender Notice is floated through e-Procurement.
  - After a vendor is selected through bidding from empanelled vendors, department must sign an agreement with the selected vendor. A copy of draft agreement that may be used by the intending Departments for entering into a contract with the selected vendors for Data Entry work is available at Annexure- III. This draft Agreement could be suitably modified/ amended by the user Department, if considered necessary. However in such cases prior approval of Department of Information Technology, GNCTD and Law Department, GNCTD is required to be taken.
5. Bids more than Rs. 2.00 lac shall be processed through e-procurement platform of Govt of NCT of Delhi.
6. It is mandatory for all the empanelled Companies/ Partnership firms/Proprietay to respond to each Notice inviting commercial bid issued by the Departments under Govt of NCT of Delhi regardless of the volume of work. **Failure to do so, may lead to removal of the name from the list of empanelled Companies/Partnership firms/Proprietary concern.**
- Every empanelled Company/Partnership firm/ Proprietary will have to submit a monthly Performance Report to the Department of Information Technology, Govt. of NCT of Delhi. This report should reach the Department of Information Technology by the 7<sup>th</sup> of next month failing which the Department reserves the right to cancel the empanelment. On the basis of the performance report, Department of Information Technology, GNCTD reserves the right to de-list any Company/Partnership firm/Proprietary from the panel beside the forfeiture of Bank Guarantee.

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7. **Performance Guarantee:**

- Department will obtain Performance Guarantee in the form of Bank Guarantee equivalent to 7.5% of the value of contract at the time of awarding work contract work from the selected agency in terms of Rule 158 of General Financial Rules.
- The performance Guarantee shall be valid for a period of sixty days beyond the date of completion of all contractual obligations.
- In case, the Company/Partnership firm/ Proprietary is not providing satisfactory services, the Departments/Institutions are advised to forfeit Bank Guarantee after fulfilling due process of law.

8. Department of Information Technology may be contacted in case of any difficulty, clarification or doubt that may arise in implementation of this Circular.

9. This issues with the approval of Finance Department, Govt. of NCT of Delhi. However, Finance Department has stated that existing arrangement, if any with the empanelled agencies may be continued till the validity of the existing arrangements.

  
(Ajay Chagti)  
Additional Secretary (IT)

Copy for necessary action to: -

1. All Pr. Secretaries/ Secretaries/HODs, GNCTD
2. Chairman/MDs of PSUs under GNCTD
3. All Secretaries to the Hon'ble Ministers
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Copy for information to: -

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2. Pr. Secretary to Hon'ble Chief Minister, Delhi
3. OSD to Chief Secretary, Delhi



  
(Ajay Chagti)  
Additional Secretary (IT)



**ANNEXURE-I**

to vide Circular No.F.1(44)/2004/IT/495067 Dated 28/9/12

List of Empanelment Agencies for supply of Data Entry Operators for the year 2012-13.

S. No.	Name & address of the Bidders	Contact Person	E- Mail	Contact No.
1.	AIM Consultant Pvt. Ltd., 4327/3, Satyam House, 101, 1 <sup>st</sup> Floor, Anasari Road, Darya Ganj, New Delhi-110002	Sh. Manoj Chaturvedi	<a href="mailto:aim_con@rediffmail.com">aim_con@rediffmail.com</a>	20955551 9810101474
2.	Mass Management Services Pvt. Ltd. 320, 3 <sup>rd</sup> Floor, Ansal Chambers-II, 6 Bhikaji Kama Place, New Delhi-110066	Ms. Anjana Benjwal Tewari	<a href="mailto:anjana.mass@gmail.com">anjana.mass@gmail.com</a>	9899887210 26185946
3.	Computer Clinic India Pvt. Ltd., 301 A, Sagar Complex, LSC New Rajdhani Enclave, Vikas Marg, New Delhi-110092	Sh. Rajiv Rathi	<a href="mailto:cciplg@hotmail.com">cciplg@hotmail.com</a> <a href="mailto:ccipl@del2.vsnl.net.in">ccipl@del2.vsnl.net.in</a>	9811034542 9811046786
4.	CS Datamation Research Services, Pvt. Ltd., Plot No 3&4 Hasanpur, IP Extension, Delhi 110092	Sh. Dinesh K.	<a href="mailto:dinesh@datamationindia.com">dinesh@datamationindia.com</a>	43038801-02 43038820 43038825
5.	Bedi & Bedi Associates, F- 34, 1 <sup>st</sup> Floor, Desh Bandhu Gupta Market, Naiwala, Karol Bagh, Delhi-110005	Sh. Amandeep Singh Bedi	<a href="mailto:info.bedi@gmail.com">info.bedi@gmail.com</a>	9811111489 9899011489
6.	Atharva Syscom Pvt. Ltd., H-199, I.G. Colony, KS Nagar,	Sh. Bhupendra Singh	<a href="mailto:atharva@atharasyscom.com">atharva@atharasyscom.com</a>	9411012636





	Ranholla, Nangloi, New Delhi			
7.	The Providers Management Informatics (P) Ltd., SCO 83, IInd Floor, Sector-38C, Chandigarh <b>Delhi Branch Office</b> 140, 1 <sup>st</sup> Floor, Somdutt Chamber-2, Bhikaji Kama Place, New Delhi - 110066	Sh. Amit Setia	<a href="mailto:providers_chd@yahoo.co.in">providers_chd@yahoo.co.in</a>	40601910 9873630246
8.	Sybex Computer Systems (P) Ltd. 45, Hari Nagar Ashram, Mathura Road, New Delhi-110014	Sh. V.S. Modi	<a href="mailto:sybex45@gmail.com">sybex45@gmail.com</a>	9871307655 26472368
9.	GA Digital Web World (P) Ltd. No. 1, Hargobind Enclave, Vikas Marg, Delhi-110092.	Ms. Garima Arora	<a href="mailto:garima.120@hotmail.com">garima.120@hotmail.com</a>	22373619 22377119
10	Nucleus Infotech Pvt. Ltd., 268, 1 <sup>st</sup> Floor, Naharpur, Sector-7, Rohini, Delhi-110085	Sh. Rakesh Kumar Sharma	<a href="mailto:nucleus@nucleusinfotech.com">nucleus@nucleusinfotech.com</a>	9810032745 27053031-32
11	ERS Courier Services (P) Ltd., 3530, Netaji Subhash Marg, New Delhi - 110002	Sh. C.P. Dogra	<a href="mailto:cpdaga@erscouries.com">cpdaga@erscouries.com</a>	9811053726
12	Intelligent Communications System India Ltd. (ICSIL), Administrative Building, Okhla Industrial Estate, Phase-III, New Delhi-110020	Mr. Ravi	<a href="mailto:info@icsil.in">info@icsil.in</a>	26830338 26929051 9811952563



28/9/12



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Dte. of Eng. & Tech. Education  
Diary No. 228  
05 OCT 2012  
Muni Maya Ram Marg,  
T. V. Tower, Prati Pura,  
Delhi-110017

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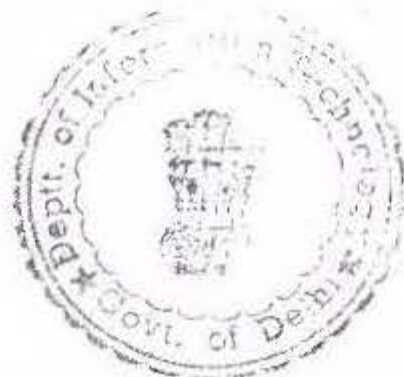
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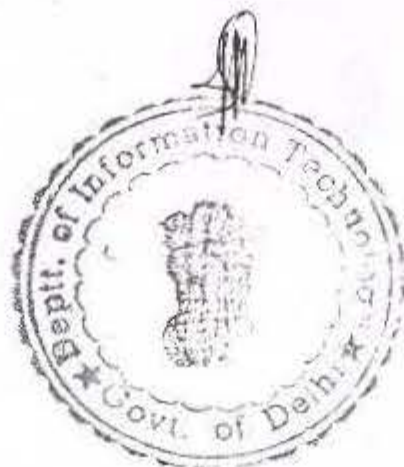
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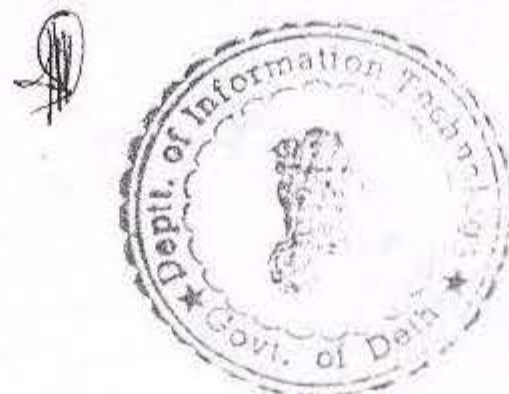
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4.	CS Datamation Research Services, Pvt. Ltd., Plot No 3& 4 Hasanpur, IP Extension, Delhi 110092	Sh. Dinesh K.	<a href="mailto:dinesh@datamationindia.com">dinesh@datamationindia.com</a>	43038801-02 43038820 43038825
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28/9/12



PAK

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