

**Govt. of India
Ministry of Communication and IT
Department of Telecommunications**

**Office of the
Controller
Communication Accounts
Haryana Telecom Circle,
CTO Compound, Ambala**

Dated: 22.07.2009

Notice inviting quotation

Sealed quotations are invited by the CCA, Haryana Telecom Circle, on behalf of the president of India, for doing the job of data feeding. The job is time bound and require high level of accuracy. Approximate entries shall be around 80,000 estimated cost of Rs. 60000/- Quotations can be submitted up to 3PM dated 30.07.2009. Quotation shall be opened on the same date and time.

For details contact: CAO (Audit) % CCA,
Haryana Telecom Circle
C.T.O Compound
Lawrence Road
Ambala Cantt.
Ph.0171-2603168

Or.

Visit [www.cca](http://www.cca.haryana.gov.in) haryana.gov.in to down load the detailed terms & conditions.

Term & conditions

1. Agency should be registered with appropriate authorities.
2. Agency should have experience of completing data feeding job in any Govt. or PSU etc.
3. Agency should have its banks account.
4. Agency if eligible should be registered with Income/Service Tax Authorities. If not eligible then have to submit a undertaking to this effect.
5. The data entry oprator should be conversent with the working of MS office.
6. Police verification of the data oprators shall be the responsibility of agency.
7. The agency shall indemnify the CCA office in case of any loss/damage caused due to the activites of the data feedrs.
8. The intergreties & privacy of the data shall be responsibility of the agency. Any breach of the data privacy shall be punishable as per IT Act 2008.
9. Agency shall require to deposit Rs. 10000/- as security money at the time of signing agreement.
10. contract shall commence from date of signing the agreement.
11. The intial period of contact will be 50 days starting from the date of agreement, extenable for a further period of twenty days.
12. The agency shall be allowed to transfer, assign pledge or sub contract its rights & libelity under this contract to any other agency.
13. The CCA reserve the right to terminate agreement at any stage without assigning the reasons.
14. It shall be the responsibility of the agency to abide by all the labour law's applicable. The department shall not be responsible in any case.
15. The agency shall provide contact No. preferably mobile telephone for immediate intraction.
16. The persons deployed shall have no relationship of any kind as describe under various labour law with this office.
17. This office shall not be responsible for any damage/loss injuries to any person deployed by the agency.
18. In case the agency fails to comply with any statutory/Taxations liability under appropriate law & as a result there of depart is put to any loss/obligation, monatry or otherwise, the department is enbled to get itself reumberessed, out of the outstanding bill for the performance including deposit to the enlent of the extent loss or obligation in montary terms.
19. In case of breach of any term & conditions attach to this contract, performance security desposit of the agency will be liable to be forfeited by the CCA office beside annulment of contract.
20. The payment shall be made to the agency in two installments. First installement at the completion of 50% of the job. And balance at the completion of 100% of job.

21. The completion certificate shall be issued by CAO Audit & Dy. CCA- II jointly.
22. The agency shall be require to maintain a close coordination with those two officers of CCA office during performance of the job.
23. The security shall be released after one month of the completaton of job.
24. No. Intrest shall be paid on performance security deposit.
25. Payment shall be made by account payee's cheques after making statutory deductions.
26. CCA reserve the right to withdraw/relax any of the term & conditions mentioned herein to overcome problem during performance of the contract.
27. The agency shall provide daily progress report to the CAO Audit.
28. For checking the accuracy of feeding of data from scrolls, the total should agree with the total mentioned with scrolls.
29. The CAO Audit and Dy. CCA II shall be free to devise the method for checking the accuracy of data.
30. The accuracy of the data, the intergrity of the data the privacy of the data are of high importance and agency needs to maintain these. In case of breach the agency shall punishable as per the law.