

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ASSAM, BELTOLA, GUWAHATI-781029

No. EDP/GPF/POLICY/2020-21/VOL-V/219

Dated 03/12/2020

TENDER NOTICE

Sealed Quotations are invited by the undersigned from the reputed registered firms for the data entry work of the G.P.F accounts for the year 2020-21 as per the following terms and conditions for consideration and registration of suitable firms in this office for the data punching work of GPF in the computer system. The sealed quotations will be received up to 3 p.m on 23-12-2020 and will be opened in presence of the representative of the firms on the same day at 3.30 p.m. Only the proprietor or one representative of the proprietor will be allowed at the time of opening the sealed quotation. The documents to be attached and the terms and conditions for registration are given below:-

Documents to be attached:

- 1 Address Proof of the firm.
- 2 Up to date copy of Trade License document from the appropriate authority.
- 3 Certified copy of Experience in data entry works under Govt/Semi Govt. Sector (Copy of work order/appreciation letter etc.)
- 4 The Tenderer (Proprietor of the firm) must have valid PAN card and the copy of the same to be submitted.
- 5 A valid Email ID and Mobile No (With Proof) of the proprietor also required.
- 6 Acceptance letter of the terms and conditions as mentioned in the notice.

TERMS AND CONDITIONS:

- 1 Rate of data entry (rate per data of each subscriber) must be clearly mentioned; any over-writing in the rate will not be accepted.
- 2 The job involves posting and processing of G.P.F Schedules/Challans/Vouchers etc for the year 2020-21 in respect of approx. 1,15,000/- subscribers of Education Department and of PF-5 & PF-4 Section. The total involvement of records would be around 14 lakhs (approx) per year.
- 3 The GPF accounts will be closed every month after completion of data entry work pertaining to a month as per target fixed by the O/o the Pr A.G (A&E) Assam, Guwahati-29 which will be informed to the firm from time to time . As such, data entry (Posting of GPF Schedules/Challans/Vouchers) need to be completed within the specified time and in the event of failure to adhere to the time schedule (will be informed separately), penalty @ 2% would be deducted from the bill at the time of making payment.
- 4 After completion of one month's data entry, the Edit list for the required Major Head of Account should be generated from the system and to be checked with reference to schedules, challans and vouchers as the case may be and data be updated/corrected as and when necessary.

AAO/ITS-1
2/12/20
04.12.2020

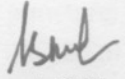
- 5 While processing the job, this office will provide the firm the required hardware and software while the firm will provide manpower for processing the aforesaid job.
- 6 Maximum of 07 nodes (computers) along with the sitting arrangement would be provided for the job.
- 7 The whole job is to be carried out at the O/o the Pr Accountant General (A&E) Assam, Guwahati and no document shall be allowed to be taken away outside this office in connection with the job.
- 8 The claim of payment to be preferred after completion of one month's posting of the job at the rate as per agreement. Bill in triplicate is to be submitted in support of the claim including GST.
- 9 Payment would be made after deduction of TDS as applicable from source at the time of making payment as per relevant section of IT Act, 1961.
- 10 The working hours will be from 9.30 A.M to 5 P.M during all working days of the office with a lunch break of half an hour. In the event of necessity, the services of the firm will be utilized for data entry work on Saturday/Sunday/Holiday.
- 11 At the discretion of the Pr. A.G (A&E), Assam, other similar data entry work can also be assigned to the firm at the same terms and conditions.
- 12 Tender document should be submitted to the sealed tender box placed at Room No. 212 at first floor of this office.
- 13 The tender document must be completed in all respects. Any confusion should be cleared in consultation with the Sr.A.O/A.A.O of ITS-II (GPF) Section before submission. Incomplete tender document in any respect will be rejected straight forth without assigning any reason. No representation or communication will be accepted or entertained in this regard.
- 14 The undersigned reserves the right to accept or reject the tender of document for registration or accept or reject any rate at his discretion without assigning any reason thereof.
- 15 The undersigned reserves the right to accept the lowest rates or any other rates and allot the data entry work to one or more firms at his discretion without assigning any reason thereof.

Sd/-

Deputy Accountant General (P&F)

Copy to:

- 1 Notice Board, O/o the Pr.A.G (A&E) Assam, Guwahati
- 2 Notice Board, O/o the Pr. A.G (Audit) Assam, Guwahati
- 3 Pr. Director of Audit, N.F Rly Maligaon, Guwahati
- 4 Deputy Commissioner Kamrup (M), Guwahati
- 5 Sr Accounts Officer, i/c ITS-1 Section. He is requested to upload the notice in the website.



Sr. Accounts Officer
ITS-II (GPF)