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**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE COMMISSIONER OF CUSTOMS (CHENNAI-IV)
CUSTOM HOUSE, 60, RAJAJI SALAI, CHENNAI- 600 001.**

F.No.S.Misc.39/2014-Chennai-IV

Dated: 13.11.2015

TENDER NOTICE NO. 01/2015

Sub: Out sourcing of services of Data Entry Operator – reg

Sealed Tenders are invited from experienced and reputed manpower supplying firms/agencies for outsourcing of Data Entry Operators in the office of the Commissioner of Customs, Chennai – IV , Custom House, Chennai, for a period from 01.01.2016 to 31.03.2016.

2. Scope of work : The duties of a Data Entry Operator would broadly include typing from the written drafts/ documents, taking direct dictation on the computer, cleaning and maintenance of computers, printing and copying of documents, handling files and records, contacting and co-ordinating within and outside the Office, rendering Secretarial assistance to the Officers whenever required and any other related works as assigned to him/her from time to time.

3. Qualification and Experience : The eligibility criteria that a Data Entry Operator should fulfill are as given hereunder:

- i) Minimum qualification – Any Bachelors Degree
- ii) Minimum typing speed of 40 words per minute
- iii) Between 21 and 35 years of age
- iv) Good knowledge of English and with an ability to draft letters
- v) Knowledge of MS Word, MS Excel, MS Power Point.
- vi) Ability to take dictation and render secretarial assistance

4. The Firm / Agency providing the manpower should be willing to take up contract on the terms and condition as laid down in Annexure-I if the Tender Document.


5. The Firm / Agency should be able to provide the manpower within 15 (fifteen) days of award of contract.

6. An earnest money deposit of Rs.1000/- (Rupees One thousand only) in the form of Demand Draft drawn in favour of the Commissioner of Customs, Custom House, Chennai – 600 001 is required to be submitted with the Technical bid, failing which the bid shall not be considered valid.

7. The Tender should be submitted in two sealed covers :

- a) The first sealed cover super scribed “Technical bid” should contain :-

- i) The proforma at Annexure – II duly filled in
 - ii) Firm / Agency profile, including previous experience of manpower supply to Government Department
 - iii) Acceptance of terms and condition as at Annexure – I
 - iv) Demand draft for earnest money deposit
 - v) All other required documents
- b) The second sealed envelope superscribed, “**Financial bid**” should contain proforma at Annexure – II duly filled in quoting rates on monthly basis for normal duty of 8 (eight) hours per day / person.
- c) Both the sealed covers should be placed in a bigger sealed envelope superscribed, “**Tender for Man power supply of Data Entry Operator**” . This should be addressed to the Commissioner of Customs, Chennai – IV , Customs House, Chennai - 600 001 and should be submitted on or before 17.00 hrs of 7th December 2015 .
8. **The bids shall be opened by the Tender Committee at 12.00hrs on 11th December 2015 in presence of the participating bidders who may like to be present.**
9. **The Commissioner of Customs - Chennai – IV ,Custom House, Chennai reserves the right to reject any or all the tenders without assigning any reason.**


(PRAKASH KR. BEHERA)
COMMISSIONER OF CUSTOMS
CHENNAI -IV

13/12/15

Copy to:

1. Notice Board, Custom House, Chennai
2. The Asst. Commissioner of Customs, Systems, Chennai – VIII Commissionerate, Custom House, Chennai
3. The Superintendent (CHS) , ACC under instruction for displaying in the Notice Board.
4. The Web Master, Directorate General of Systems and Data Management, 4th and 5th floor, Samrat Hotel, Chanakyapuri , New Delhi – 110 021 for uploading in the CBEC Website.