

**No. CCA/NE-I/HK & Data Entry Operators Tender – 51/14**



**सत्यमेव जयते**

**GOVERNMENT OF INDIA**

**MINISTRY OF COMMUNICATIONS & IT**

**DEPARTMENT OF TELECOMMUNICATIONS**

**O/o the Controller of Communication Accounts**

**NE Circle, CTO Building, 2<sup>nd</sup> Floor, Shillong – 793001**

**Tele No. 0364-2501010, FAX No. 0364-2227911**

**Email: ccanortheast@gmail.com**

## **BID DOCUMENT**

**TENDER FOR OUTSOURCING DATA ENTRY OPERATORS AND**

**HOUSEKEEPING SERVICES IN THE O/o the**

**Controller of Communication Accounts**

**NE Circle, CTO Building, 2<sup>nd</sup> Floor, Shillong – 793001**

**No. CCA/NE-I/HK & Data Entry Operators Tender – 51/14**  
**Price Rs 500/-**

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REPUBLIC OF INDIA  
MINISTRY OF COMMUNICATIONS & IT  
DEPARTMENT OF TELECOMMUNICATIONS  
The Controller of Communications Services  
1st Floor, Sector 17, Gurgaon - 122001  
Tel: 012-26110011 Fax: 012-26110011  
Email: [control@nic.gov.in](mailto:control@nic.gov.in)

Notice Inviting Tender

# Part – I

## Technical Bid

| Sl. No. | Description of Work | Unit | Quantity | Rate | Total |
|---------|---------------------|------|----------|------|-------|
| 1       | ...                 | ...  | ...      | ...  | ...   |
| 2       | ...                 | ...  | ...      | ...  | ...   |
| 3       | ...                 | ...  | ...      | ...  | ...   |
| 4       | ...                 | ...  | ...      | ...  | ...   |
| 5       | ...                 | ...  | ...      | ...  | ...   |

1. Period of Contract - One year from the date of agreement/after expiry of the contract.

2. Mode of Payment - Tender documents to be obtained from CCA NE Gurgaon through the tender portal of bid document through ID in favor of the CCA NE Gurgaon at Gurgaon.

3. Tender documents can also be downloaded from the website [www.cca.gov.in](http://www.cca.gov.in). The tender documents shall be treated as valid documents for bid, however, the tender, but the cost of the tender documents at the time of ID or bank of CCA NE Gurgaon shall be to be engaged with the bid along with required the security & other documents, being subject the tender will be not eligible for bid.

4. It may be noticed that two different IDs are for the bid of tender forms and for the bid security should be submitted after the time of ID.

5. Bid security is to be deposited in the form of National Giro/ Bank of India in favor of CCA NE Gurgaon in favor of CCA NE Gurgaon.

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Tele No. 0364-2501010, FAX No. 0364-2227911  
Email: ccanortheast@gmail.com

### Notice Inviting Tender

**Tender No: CCA/NE-I/HK & Data Entry Operators Tender – 51/14 dated: 21.11.2014**

Tender for outsourcing of office housekeeping services & the services of Data Entry Operator – equivalent to four unskilled and three Data Entry Operators manpower workload per day, to O/o CCA NE Circle, Shillong.

Sealed tenders (Wax or PVC tape sealed) on behalf of DoT are invited by CCA NE Circle, Shillong from the contractors for outsourcing of office housekeeping services & the services of Data Entry Operator – equivalent to four unskilled and three Data entry Operator manpower workload per day, to O/o CCA NE Circle, Shillong as per detail given below:-

| S.No. | Tender No.  | Estimated cost      | Cost of Bid Document | Bid Security | Area of Contract        |
|-------|---|---------------------|----------------------|--------------|-------------------------|
| 1     | No. CCA/NE-I/HK & Data Entry Operators Tender – 51/14 | Rs 5 lakh (approx.) | Rs. 500/-            | Rs. 12,500/- | CCA NE Circle, Shillong |

1. Period of Contract: - One year from the date of agreement further extendable by six months.
2. Mode of Payment: - Tender document can be obtained from O/o CCA NE Circle, Shillong after paying cost of bid document through DD in favor of O/o CCA NE Circle payable at Shillong.
3. Tender document can also be downloaded from the website [www.ccane1.nic.in](http://www.ccane1.nic.in), [eprocure.gov.in](http://eprocure.gov.in) & [www.dot.gov.in](http://www.dot.gov.in). The downloaded document shall be treated as valid document for participation in the tender, but the cost of the tender document in the form of DD in favor of O/o CCA NE Circle payable at Shillong is to be enclosed with the bid along with requisite Bid security & other documents, failing which the tender will be out rightly rejected.

**Note:** It may be ensured that two different DDs, one for the cost of tender form and other for Bid Security should bear the date after the date of NIT.

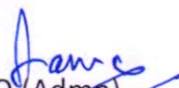
Bid Security is to be deposited in the form of Demand Draft issued by any Nationalized or Scheduled Bank drawn in favor of AO (Accounts), O/o CCA NE Circle payable at Shillong.

## No. CCA/NE-I/Data Entry Operators Tender – 51/14

4. Sale of Tender Documents From 25.11.2014 to 15.12.2014  
on all Working days.  
(Time 10:30 hrs to 13:00 hrs).
5. Time and last date of submission  
of Bid: Up to 15:00 HRS on 15.12.2014.

The interested Companies/ Firms/ Agencies may put the tender document complete in all respects along with Bid Security of Rs 12,500 /- (Rs. Twelve Thousand Five Hundred) only and other requisite documents in the Tender Box kept in O/o O/o the Controller of Communication Accounts NE Circle, CTO Building, 2nd Floor, Shillong – 793001 up to 15:00 Hrs on 15.12.2014. Tenders shall not be entertained after this deadline under any circumstances whatsoever, and will be summarily rejected without opening.

The tender, which is not accompanied by the requisite Bid Security, shall be summarily rejected. The CCA NE Circle, Shillong reserves the right to cancel the tender process or reject any or all tenders without assigning any reasons whatsoever.

  
AO (Admn)  
O/o CCA NE Circle, Shillong

