

Cost of tender form: Rs. 1,125 (With trade tax)

S No.....

BUNDELKHAND UNIVERSITY, JHANSI

Sealed tenders are invited from Government Approved Contractors for Providing Data Entry Operators on Persons / Entry basis for confidential and various allied work in various sections and departments.

Last Date / Time of submission of Tender Document : January 08, 2010(3PM)
(Along with EMD)

Date / Time for opening the Tender Document : January 08, 2010(4PM)

	Type of Work	Specifications	Quoted Price (Person based)	Quoted Price (Entry based)	EMD in INR
1.	Confidential Work	Feeding of Marks on Web based Application.			15,000/-
2.	Confidential Work	Feeding of Student Details, Course Details, College Details, Teacher Details, Copy Details and varies allied data on Web based Application.			15000/-
3.	Data Base Work	Feeding of Employee Details, Account Details and various allied data on different modules of Web based Application			15000/-
4.	Office Work	Typing of official letters and various type of office documents			5000/-
	For all Type of Work Specified above	These are Common Specifications for all Type of Work above : All Data Entry Operators provided should be proficient in – Microsoft Office applications 2003 and 2007 version (Word, Excel, PowerPoint, Access), Hindi and English Typing and Internet Expertise (Web based Applications, Email sending and receiving, Search Engine usage/ Information searching), Printing and Scanning Documents.	-	-	-

**Signature and Stamp of Contractor
(With Address Phone Number)**

REGISTRAR

TERMS AND CONDITIONS

1. Tender shall be accepted on tender form only. Additional information if any should be provided by attaching additional sheets. Complete Tender form must be submitted to the office of the Registrar on or before January 08, 2010(3PM).
2. Required EMD indicated against the sr. of the work, in form of Demand Draft in Favour of Finance Officer, Bundelkhand University, Jhansi should be submitted with Bid. Bids without EMD will be rejected. Contractors quoting for more than one work may submit one DD of cumulative EMD.
3. Tender form downloaded from website should be accompanied with DD of Tender form cost along with EMD.
4. The firm/ Contrator should be registered with Sales Tax Authorities wherever applicable. Income tax clearance certificate for the past three years, PAN, experience certificate, past three years balance sheet, performance statement, service support details and self verified proof of address should be produced with tender.
5. The suppliers have to sign an agreement for Providing Data Entry Operators as per Specifications. Contractor would be responsible for work done by Operators.
6. In case of incorrect entries, for each incorrect entry ten times of payment given for one correct entry would be deducted from the payment of correct entries for Confidential and Data Base work.
7. If any Operator provided by the Contractor found to be indulging in unlawful / mal practice, defaming the University would be prosecuted under Law and suitable penalty would be empanelled on Contractor for his work.
8. If University is not satisfied with the work of provided Operator then Contractor has to replace the Operator with in 48 hours after intimation.
9. The Work Done by Operators would be examined and verified by technical experts and University Authorities.
10. University reserves the right to accept/cancel one/all the tender/s without specifying any reason.
11. In case of any dispute out of this tender will be subject to jurisdiction in Jhansi Only.

**Signature and Stamp of Contractor
(With Address Phone Number)**

REGISTRAR