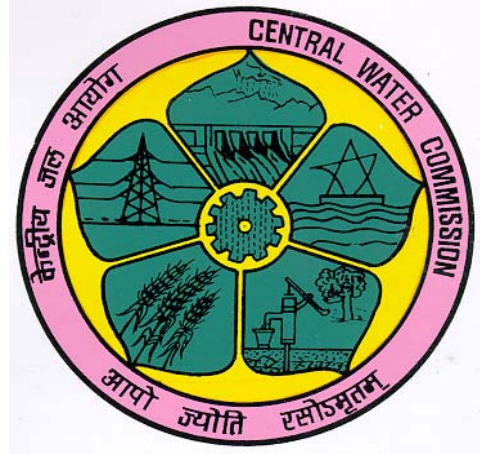


**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION  
RIVER DATA DIRECTORATE**



**TENDER DOCUMENT  
FOR PROVIDING DATA ENTRY OPERATOR  
SERVICES TO CC&IAD DIRECTORATE,  
CENTRAL WATER COMMISSION, NEW DELHI**

**Last Date & time for submission of Tender Document:  
15:00 Hrs. on 09th September, 2011**

**Date & time for opening of Tender Document:  
15:30 Hrs. on 09th September, 2011**

**RIVER DATA DIRECTORATE  
2<sup>ND</sup> FLOOR, WING-4, WEST BLOCK-1  
R. K. PURAM, NEW DELHI-110605**

## CONTENTS OF TENDER DOCUMENT

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**GOVT OF INDIA  
CENTRAL WATER COMMISSION  
RIVER DATA DIRECTORATE**

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2<sup>nd</sup> Floor,Wing-4,West Block-1  
R. K. Puram, New Delhi-110605

Letter No. 4/21/2009-RDD/3339-41

Dated: 01-09-2011

**NOTICE INVITING LIMITED TENDER (NILT)**

1. Sealed tenders on behalf of the President of India, are invited from reputed, experienced and financially sound Companies / Firms / Agencies **FOR PROVIDING SERVICES OF DATA ENTRY OPERATORS TO CC&IAD DIRECTORATE, CENTRAL WATER COMMISSION, NEW DELHI** for the period **from 16.09.2011 to 31.03.2012**. The quantum of data entry requirement may vary from time to time.
2. The estimated cost of the providing two skilled Data Entry Operator services is **Rs. 1, 22,000.00** only. This estimate, however, is given merely as a rough guide.
3. Receipt of application for issue of tender form will be stopped by 16:00 Hrs. two days before the date fixed for opening of tenders. Issue of tender forms will be stopped one days before the date fixed for opening of tenders.
4. Tender documents may be purchased from the **office of the Director, River Data Directorate, Central Water Commission, 2nd Floor, Wing-4, West Block-1, R.K. Puram, New Delhi-110605 during office hours from 1100 hrs. to 1600 hrs. on all working days except Saturday, Sunday and Govt. holidays** for a non-refundable fee of **Rs. 500/-** in the form of cash or Demand Draft drawn on any Scheduled bank payable at. SBI, R.K. Puram, New Delhi in favor of the **Deputy Director, River Data Directorate, Central Water Commission, R.K. Puram, New Delhi**. Tender documents requested by post will be dispatched by registered/speed post on payment of **an extra amount of Rs 150/-**. The Department will not be held responsible for the postal delay if any, in the delivery of the documents or non-receipt of the same. The bidding documents are also available under the tender page of Central Water Commission website **www.cwc.gov.in**. The bidders downloading the bidding document from website shall enclose the cost of tender document i.e. **Rs. 500/- in the form of A/C payee Demand Draft (non- refundable)** drawn on any scheduled bank in favor of the **Deputy Director, River Data Directorate, CWC, R.K. Puram, New Delhi payable at New Delhi** in a separate envelope along with the tender document at the time of submission.
5. The interested Companies/Firms/Agencies can submit the tender documents complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 3,000 (Rupees Three Thousand )** only in the form of cash or Demand Draft/FDR/TDR drawn on any Scheduled bank payable at. SBI, R.K. Puram, New Delhi in favor of the **Deputy Director, River Data Directorate, Central Water Commission, R.K. Puram, New Delh** and other requisite documents 15:00 Hrs. on **09th September, 2011** in the tender box kept at the office of the Director, River Data Directorate, Central Water Commission, 2nd Floor, Wing-4, West Block-1, R.K. Puram, New Delhi -110605. The tenders shall not be entertained after this deadline under any circumstances whatsoever and without EMD.
6. The Director, River Data Directorate, CWC, New Delhi reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Chief Engineer (P&D), Central Water Commission, Sewa Bhawn, R.K. Puram, New Delhi in this regard shall be final and binding on all.

7. Tender will be opened in the presence of tenderes or their authorized representatives who choose to attend on the specified date and time at the office of the Director, River Data Directorate, Central Water Commission, 2nd Floor, Wing-4, West Block-1, R.K. Puram, New Delhi -110605.
8. In the event of the date specified for tender receipt and opening being declared as a closed holiday, the due date for submission and opening of tender will be the following working day at the appointed times.
9. **Last date of receipt of Tender is 15:00 Hrs. on 09th September, 2011 and Last date of sale of tender is 08.09.2011.**

**Deputy Director, RDC**

Copy to:

1. The Director, Software Management Directorate, 618(South), Sewa Bhawan, R.K. Puram, New Delhi-110605 for publishing in the CWC website. This NILT has been sent through email at [smdte@nic.in](mailto:smdte@nic.in).
2. The Cashier, RDC. Dte., CWC, R.K. Puram, New Delhi-110605.
3. Notice Board, RDD, CWC, New Delhi.

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Climate Change & IAD Directorate, Central Water Commission, 424(N), Sewa Bhawan, R.K. Puram, New Delhi -110605, requires the services of reputed, well established and financially sound Manpower Companies / Firms / Agency to provide Data Entry Operator services.
2. The contract is likely to commence from **16.09.2011 and would continue till 31<sup>st</sup> March 2012**. The period of the contract may be further extended beyond 31<sup>st</sup> March 2012 provided the requirement of the Climate Change & IAD Directorate, Central Water Commission for data entry assistance persists at that time or may be curtailed / terminated before 31st March 2012 owing to deficiency in service or substandard quality of manpower deployed by the selected Company / Firm / Agency. The River Data Directorate, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company / Firm / Agency.
3. Climate Change & IAD Directorate, Central Water Commission has initial requirement for two skilled Data Entry Operators, should be well conversant with working of computers and essentially well trained in MS Word language and also desirably possess knowledge of LAN functioning, MS Excel and MS Power Point packages / languages. The requirement of the Directorate may increase or decrease during the initial period of contract also.
4. The interested Companies/Firms/Agencies may put the tender document completed in all respects along with **Earnest Money Deposit (EMD) of Rs. 3,000 (Rupees Three Thousand)** only and other requisite documents on or before **15:00 Hrs. on 09th September, 2011** in the Tender Box kept at the River Data Directorate, Central Water Commission, 2<sup>nd</sup> Floor, Wing-4, West Block-1, R.K. Puram, New Delhi -110605.
5. The various crucial dates relating to **“FOR PROVIDING DATA ENTRY OPERATOR SERVICES TO RIVER DATA DIRECTORATE, CENTRAL WATER COMMISSION, NEW DELHI”** are cited as under:
  - (a) Last date for sale of Tender Document: 8<sup>th</sup> September, 2011
  - (b) Last Date and time for submission of Bid: 15:00 hrs. on 09<sup>th</sup> September, 2011
  - (c) Date and time for opening of Bid: At 15:30 hrs. on 09<sup>th</sup> September, 2011.
  - (d) Likely date for deployment of required Manpower services: 16.09.2011
6. The tenders have been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing **Technical Bid “FOR PROVIDING DATA ENTRY OPERATOR TO CC&IAD DIRECTORATE, CENTRAL WATER COMMISSION, NEW DELHI”** and **Financial Bids “FOR PROVIDING DATA ENTRY OPERATOR SERVICES TO CC&IAD DIRECTORATE, CENTRAL WATER COMMISSION, NEW DELHI”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“TENDER FOR PROVIDING DATA ENTRY OPERATOR SERVICES TO CC&IAD DIRECTORATE, CENTRAL WATER COMMISSION, NEW DELHI”**.

7. The **Earnest Money Deposit (EMD) of Rs. 3,000 (Rupees Three Thousand) only, refundable (without interest)**, should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft /FDR/TDR drawn in favor of **Deputy Director, River Data Directorate, Central Water Commission, New Delhi**, failing which the tender shall be rejected summarily.
8. The successful tenderer will have to deposit a **Performance Security Deposit of Rs. 12,200/- (Rupees twelve thousand two hundred only)** in the form of TC/BG/FDR/TDR of a scheduled bank duly pledged in the name of **Deputy Director, River Data Directorate, CWC, New Delhi** covering the period of contract. In case, the contract is further extended beyond the initial period, the TC/BG/FDR/TDR will have to be accordingly, renewed by the successful tenderer.
9. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the Government of India or Class-I officers of the State Governments), along with the Bid, **failing which their bids shall be summarily/out-rightly rejected and will not be considered any further :**
  - (a) Registration certificate;
  - (b) Copy of PAN / GIR card;
  - (c) Copy of the IT return filed for the last three financial years;
  - (d) Copies of EPF and ESI certificates;
  - (e) Copy of the Service Tax registration certificate;
10. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
12. The Bids shall be opened on the scheduled date and time (**At 15.30 Hrs. on 09.09.2011**), in the River Data Directorate, CWC, 2<sup>nd</sup> floor, Wing-4, West Block-1, R.K. Puram, New Delhi, in the presence of the representatives of the Companies, Firms/ Agencies, if any, who wish to be present on the spot at that time.
13. The competent authority of Central Water Commission reserves the right to annul any or all bids without assigning any reason.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/ AGENCY**

The tendering Company / Firm / Agency should fulfill the following technical specifications:

- a) The Registered Office or one of the Branch Office's of the Company /Firm / Agency should be located either in Delhi / New Delhi or in any of the Satellite Towns of Delhi;
- b) The Company / Firm / Agency should be registered with the appropriate registration authority;
- c) The Company / Firm / Agency should have at least three years experience in providing manpower services to Government Departments, Private Companies, Public Sector Companies / Banks etc;
- d) The Company / Firm / Agency should have its own Bank Account;
- e) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;
- f) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

### **TECHNICAL REQUIREMENTS FOR PROVIDING DATA ENTRY OPERATOR SERVICES TO CLIMATE CHANGE & IAD DIRECTORATE, CENTRAL WATER COMMISSION, NEW DELHI:**

- 1. He/She should be at least Graduate and below 40 years of age;
- 2. He/She should have Typing speed of 40 words per minute in English;
- 3. He/She should be conversant with the working of the computers and should necessarily have knowledge of MS Word and preferably of LAN functions, MS Excel and MS Power Point packages.
- 4. He/She should have Character certificates from two Group "A" or Class –I Gazetted officers of the Central Government / State Government;
- 5. His /her antecedents should have been got verified by the agency from the local police authorities.

## APPLICATION - TECHNICAL BID

**For Providing Data Entry Operator Services to CC&IAD Directorate, Central Water Commission, New Delhi**

1. Name of Tendering Company/ Firm / Agency (Attach certificate of registration):	
2. Name of proprietor / Director of Company / Firm / agency:	
3. Full Address of Reg. Office ::	
Telephone No.	
FAX No.	
E-Mail Address :	
4. Full address of Operating/ Branch Office :	
Telephone No.	
FAX No.	
E-Mail Address :	

5. Banker of Company / Firm / agency with full address (Attach certified copy of statement of A/c for the last three years)									
6. PAN / GIR No. (Attach attested copy)									
7. Telephone Number Of Banker									
8. Service Tax Registration No. (Attach attested copy)									
9. E.P.F. Registration No. (Attach attested copy)									
10. E.S.I. Registration No. : (Attach attested copy)									
11. Financial turnover of the tendering Company / Firm / Agency for the last 3 Financial Years (Attach separate sheet if space provided is insufficient): <b>Financial Year</b>  2008-09  2009-10  2010-11	<table border="0"> <thead> <tr> <th style="text-align: center;">Amount (Rs. Lakh)</th> <th style="text-align: center;">Remarks,if any</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Amount (Rs. Lakh)	Remarks,if any						
Amount (Rs. Lakh)	Remarks,if any								

12. Give details of the major similar contracts handled by the tendering Company / Firm /Agency during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached):	SNo.	Details of client along with address, telephone and fax numbers, e-mail ID	Contract Amount (Rs. Lakh)	Duration of contract
	1.			
	2.			
	3.			
13. Additional information, if any (Attach separate sheet, if required)				

Place:

Signature of authorized person:

Date:

Name of authorized person:

Seal of Agency/Firm:

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/ authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

## APPLICATION – FINANCIAL BID

**For Providing Data Entry Operator Services to CC&IAD Directorate, Central Water Commission, New Delhi**

1. Name of Tendering Company/ Firm / Agency:		
2. Details of Earnest Money Deposit:		
Amount of Earnest Money:	Rs.	
D.D. / P.O. No. & Date :		
Drawn on Bank :		
<p>3. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi on 18th March, 2011 or later for clerical and non-technical supervisory staff who are</p> <p style="text-align: center;"><b>Graduate for Data Entry Operator</b></p>		
<p>(a) Rates per person / per month (working hours 9:30 A.M. to 6:00 P.M. excluding ½ hour lunch with five days working in a week) for Data Entry Operator with Graduate is Rs. _____ (Rupees _____) _____ (inclusive of all statutory liabilities, taxes, levies, cess etc.) with following break-up:</p>		
<b>S No.</b>	<b>Component of Rate</b>	<b>Amount in Rupees</b>
	Monthly Wage Rate (as MWA, 1948)	Rs.
	Employees Provident Fund @ _____% of 1 above	Rs.
	Employees State Insurance @ _____% of 1 above	Rs.
	Employees Tax Liabilities @ _____% of 1 above	Rs.

	Any other Liability (please indicate)	Rs.	
	Contractor Adm. / Service Charge	Rs.	
		<b>Total (Sl. No. 1 to 6)</b>	
		<b>Total (Sl. No. 1 to 6)</b>	

Signature of authorized person

Date:

Full Name:

Place:

Seal :

**Notes:**

1. The rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month after deducting proportionate amount for the number of days on which duty has not been performed on any working day by the manpower during the month.

## **TERMS AND CONDITIONS**

### **GENERAL:**

1. The contract shall commence from **16.09.2011 and shall continue till 31 March, 2012** unless it is curtailed or terminated by this Directorate owing to deficiency of service, sub-standard quality of Data Entry Operators deployed, breach of contract, reduction or cessation of the Data Entry requirements etc.
2. **The contract shall automatically expire on 31st March 2012** unless extended further by the mutual consent of contracting agency and this Directorate.
3. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further specific period mutually agreed upon by the successful service providing Company / Firm / Agency and Director, River Data Directorate, CWC.
4. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Office.
5. The CC&IAD Directorate, CWC, at present, has requirement of two skilled Data Entry Operators on urgent basis. The requirement of the Directorate may increase or decrease during the period of initial contract also and the tenderer would have to provide additional Data Entry Operators, if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him / her to this Directorate, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
7. The Director, River Data Directorate, CWC, New Delhi reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.

### **LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED:**

8. The contracting agency shall ensure that the individual Data Entry Operators deployed in the CC&IAD Directorate, CWC conform to the technical specifications of age, educational and skill qualifications prescribed at page No.7 of the Tender Document. A general interaction with the Data Entry Operators proposed by the Firm/Company shall be done by authorized officers of this office before engaging him/her for the work.
9. CC&IAD Directorate is a Directorate of CWC, which is a Central Government office and has five days working (i.e. Monday to Friday) in a week from 9:30 hrs. to 18:00 hrs. with a lunch break of ½ hour from 13:30 hrs. to 14:00 hrs. Besides this, the Directorate also observes the Gazetted holidays notified by the Government of India from time to time. The Data Entry Operator, however, may be required to attend the office in emergencies for which She/He

will be paid as per agreed rates and also subject to instructions of Labour Department, NCT of Delhi.

10. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Data Entry Operators who will be deployed by it in this Directorate before the commencement of work:
  - i. List of persons deployed;
  - ii. Bio-data of the persons.
  - iii. Attested copy of Matriculation certificate containing date of birth;
  - iv. Character certificate from two Group "A" or Class-I officers of the Central /State Government;
  - v. Certificate of verification of antecedents of persons by local police authority.
11. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / Commission that amounts to misconduct /indiscipline / incompetence, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Directorate.
12. The tendering Company / Firm / Agency shall replace immediately any of its personnel who is found unacceptable to this Directorate because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from this Directorate.
13. The person deployed at CC&IAD Directorate shall be required to report for work at 9:30 hrs. to Branch Officer, CC&IAD Directorate and would leave at 18:00 hrs. In case, person deployed is absent on a particular day or comes late /leaves early on three occasions, one day wage shall be deducted.
14. The agency shall depute a coordinator who would be responsible for immediate interaction with Deputy Director, River Data Directorate, CWC so that optimal services of the persons deployed by the agency could be availed without any disruption.
15. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. **The delay by the Agency in providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damages @ Rs.100 per day on the service providing agency.**
16. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in CC&IAD Directorate. River Data Directorate, CWC will have no liabilities in this regard.
17. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Data Entry Operators so employed and deployed in CC&IAD Directorate. **The persons deployed by the agency in the CC&IAD Directorate shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Director, CC&IAD, CWC, New Delhi.**

18. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This Directorate shall, in no way, be responsible for settlement of such issues whatsoever.
19. This Directorate shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
20. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular / confirmed employees of this Directorate during the currency or after expiry of the contract.
21. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Directorate.

#### **LEGAL:**

22. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Directorate.
23. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Directorate General of Employment & Training to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
24. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this Directorate or any other authority under Law.
25. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Directorate.
26. In case, the tendering agency fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the Directorate is put to any loss / obligation, monetary or otherwise, the Directorate will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

#### **FINANCIAL:**

27. The Technical Bid should be accompanied with an **Earnest Money Deposit (EMD), refundable, of Rs. 3000/- (Rupees Three Thousand only)** in the form of Demand Draft / FDR/TDR drawn in favor of Deputy Director, River Data Directorate, CWC, New Delhi **failing which the tender shall be rejected out rightly.**

28. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer can be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy Data Entry Operators against the initial requirement within 5 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
29. The successful tenderer will have to deposit a **Performance Security Deposit amount of Rs.12,200 (Rupees twelve thousand two hundred only)** in the form of TC/BG/FDR/TDR of a scheduled bank duly pledged in the name of **Deputy Director, River Data Directorate, CWC, New Delhi** covering the period of contract. In case, the contract is further extended beyond the initial period, the TC/BG/FDR/TDR will have to be accordingly, renewed by the successful tenderer.
30. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Directorate besides annulment of the contract.
31. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by Deputy Director/Asstt. Director, CC&IAD Directorate in respect of the persons deployed in their office and submit the same to Director, River Data Directorate, CWC, New Delhi in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
32. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Directorate.
33. The amount of pre-estimated agreed liquidated damages calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company /Firm / Agency in the following month.
34. The Director, River Data Directorate, CWC, New Delhi reserves right to withdraw /relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**Deputy Director, RDC Dte,  
CWC, New Delhi**

## **ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Attested copy of PAN / GIR Card;
4. Attested copy of the latest IT return filed by agency;
5. Attested copy of Service Tax registration certificate;
6. Attested copy of the P.F. registration letter / certificate;
7. Attested copy of the E.S.I. registration letter / certificate;
8. Certified document in support of financial turnover of the agency.
9. Certified documents in support of entries in column 13 of Technical Bid application;
10. Copy of the terms and conditions at pages 11-16 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their
11. Acceptance.

## **ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS**

1. List of Data Entry Operators for deployment in CC&IAD Directorate containing full details i.e. date of birth, marital status, address etc.
2. Bio-data of all persons.
3. Character certificates from two Group "A" / Class – I Gazetted Officers of the Central /State Government in respect of all persons;
4. Certificate of verification of antecedents of all persons by local police authority.