

SkM285
Govt. of N.C.T. of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B – Wing, Delhi Secretariat,
I.P.Estate, New Delhi – 110002

NoF. 1(44)/2004/IT/3145

Dated: 22 /05/2006

CIRCULAR

1. Subject:

Empanelment of companies for providing data entry services to departments/agencies of Govt of Delhi (**Annexure-I** contains the list of companies)

2. Procedure adopted by IT department for preparation of panel:

- **Applications were invited from large, experienced and financially sound companies for empanelment through a public notice.**
- A Technical evaluation committee appointed by Secretary(IT) went through the technical bids submitted by the responding companies. Based on the evaluation the committee has empanelled Twelve (12) companies for providing Data Entry services to all departments, PSUs, local and autonomous bodies under Govt of Delhi. A list of such companies with their office address and telephone numbers is given in (**Annexure-I**). A copy of draft agreement that could be entered with them by departments/institutions is placed on IT department's Website (<http://it.delhigovt.nic.in>). This agreement could be suitably modified by departments if considered essential, with the prior approval of IT and Law department.

3. Validity of Panel:

Validity of this panel is for **one year** from the date of issue of this order or till a new order is issued whichever is earlier.

4. Panel Applicable to:

- All Government departments under Govt of Delhi
- All autonomous bodies/local bodies under Govt of Delhi
- All PSU's Under Govt of Delhi

5. Procedure to be adopted by the Department for selecting Vendor for Providing Data Entry Services:

- All Govt department and institutions under Govt of Delhi desirous of outsourcing Data Entry services are advised to float limited tenders and send notices to these empanelled companies. Thus, departments/institutions are not to carry any technical evaluation, which has been done by IT department.

- Tender notice indicating the number of records, place of data entry etc may be sent to these empanelled companies for inviting commercial bids (**Annexure –II**)

5A Procedure to be followed in case of Existing Contracts with vendors not on panel now

- Following Vendors who were on the panel 2005 have not been empanelled on account of poor performance report received from user departments.
 - M/s. Datamation Consultant Pvt Ltd.

Departments having Data Entry contract with above mentioned firms(s) may immediately take steps to award Data Entry work to one of the vendors empanelled as per this order, following procedure defined above and cancel the Data Entry work contract after giving the firm required notice.

- Following firm was on the panel of 2005 and had applied for fresh empanelment. The firm did not possess the qualifying criteria required for further empanelment, however, no adverse performance report has been received against them
 - M/s. NDPS Computers (P) Ltd.

Departments having Data Entry Contract with above-mentioned vendor may continue the contract till its validity where after new panel may be used for selection of vendor for providing Data Entry Services as per procedure defined in Para 5 above

- Following firms were on the panel of 2005 but have not applied for fresh empanelment however no adverse performance report has been received against them
 - M/s. DPH Software
 - M/s. National Productivity Council

Departments having Data Entry Contract with above-mentioned 3 vendors may continue the contract till its validity where after new panel may be used for selection of vendor for providing Data Entry Services as per procedure defined in Para 5 above

6. Responsibilities of Vendors:

- All the empanelled companies are to respond to each and every notice issued by the departments, PSUs, local and autonomous bodies under Govt of Delhi regardless of the volume of work **Failure to do so will lead to removal of the name from the empanelled vendor list.** If the response of the empanelled companies is poor, the departments are also advised to inform the IT department the names of companies that fail to respond to the notices for initiating appropriate action against them.

7. Responsibility of Department:

- Department must ensure that all the data should be readily available before tender notices are sent to the empanelled companies. In case, data volume is very high, departments must ensure that volume of at least one-week data should be available.
- After a vendor is selected through bidding from empanelled vendors, Department must sign an agreement with the selected vendor. Draft agreement is available on IT Department website (<http://it.delhigovt.nic.in>).

8. Performance Warranty:

- All the empanelled companies have deposited performance warranty with IT department. In case, company does not provide good services, departments/institutions are advised to intimate the same to IT department so that action for imposing penalty can be initiated.
9. Department of Information Technology may be contacted for any difficulty, clarification or doubt that may arise in implementation of this order.

This issues with the approval of Secretary (IT)

Sd/-
Dy. Secretary (IT)

Copy for information to: -

- All HODs / Secretaries / Pr. Secretaries
- Chairman /MDs of PSUs
- All head of local bodies/autonomous bodies
- All Secretaries to the Ministers
- OSD to Chief Secretary
- Secretary to L.G.