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Dte. of Trg. & Tech. Education
Diary No. 3384
09 MAY 2012
Muni Maya
T. V. To

Government of NCT of Delhi
Department of Information Technology
9th Level, 'B' Wing, Delhi Secretariat, I P Estate, New Delhi.

F No. F-1(44)/2004/IT-Part-II 2572-74

Dated: 7/5/2012

CIRCULAR

Subject: Empanelment of Vendors for Data Entry Services.

Some of the empanelled vendors have informed that while bidding, the following problem/hardships are being faced by them:-

1. There is no proper intimation regarding tender enquiries to the empanelled vendors on an ongoing basis. The agencies are supposed to search the Delhi Govt. web-site or the e-procurement site to know about any pending tenders.
2. The response time for tender enquiries and submission of bids is not sufficient in some cases, resulting in non-submission of proposal in time.
3. Some tender enquiries with additional pre-conditions are floated which could be fulfilled by one or two of the empanelled agencies only.
4. In most of the manpower tenders published by Delhi Govt, it has been found that some agencies/vendors are quoting their service charges **Very Low/Nil** (there are few agencies who regularly quote Zero as their service charges) in order to clinch the contract in their favour.

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To address/resolve the issues it is requested that the following steps may please be taken while floating the tenders:-

1. Intimation of the tenders should also be given to the empanelled vendors through e-mail.
2. At least 7 days time is given to empanelled vendors to participate in the bid.
3. An undertaking should be taken from the vendors that minimum wages as fixed by the Government are paid. The payment should be made through cheques only.
4. As far as possible, terms and conditions of the tender issued by DIT for empanelment of vendors for Data Entry Services should not be changed. If changes are required, approval of I T Department should be taken.

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10/5/12
DD(A)

[Signature]
5/5/2012
(Sushil Singh)
Joint Secretary (IT)

11/5
PS (Adm) To

All Pr. Secretaries / Secretaries / HODs /
Local Bodies of Govt. of NCT of Delhi.

F No. F-1(44)/2004/IT-Part-II

Dated:

Copy for information to:

1. PS to Chief Secretary Delhi.
2. PS to Pr. Secretary to Hon'ble Chief Minister, Delhi.

10/5/12 DDCA
11/05/12

[Signature]
5/5/2012
(Sushil Singh)
Joint Secretary (IT)

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