

State Blood Transfusion Council (Maharashtra)

Ravindra Annexe, 5th Floor Dinshaw Vaccha Road,

194, Churchgate Reclamation, Mumbai-400 020

Tel-022-22830216, Fax – 022-22854981, E-Mail: sbtc@mahasbtc.com



SBTC/quotation for DEO/2020/533
Date: 06/10/2020

To,


2nd Call

Sub: Quotation for appointment of agency for providing 1 Data Entry Operator for State Blood Transfusion Council, Mumbai

Sir

In view of no response to enquiry letter no. 396 dated 31.07.2020, the State Blood Transfusion Council invites quotation for providing 1 Data Entry Operator in State Blood Transfusion Council office at the above address.

3. The detailed scope of work is shown in Annexure- A
4. You are requested to the send your quotation duly sealed and super scribed as “Quotation for providing 1 Data Entry Operator for State Blood Transfusion Council, Mumbai” on or before 21.10.2020 upto 3.00 pm. The quotation should contain detailed cost and terms and conditions. The certificate of GST / PAN number should also be provided alongwith quotation. Quotations received after this date will not be accepted. This quotation has also been displayed on our website www.mahasbtc.org


(Dr. A.S. Thorat) 06.10.2020
Asst. Director,
State Blood Transfusion Council,
Mumbai

ANNEXURE - A

Details of specifications / criteria for appointment of agency for providing 1 Data Entry Operator for State Blood Transfusion Council, Mumbai

General Terms & Conditions.

- 1) The qualification and experience of the candidate provided should be as under:
Graduate, MSCIT with 1 year experience of Data Entry in any reputed organization
- 2) The agency will have to pay minimum wages as per the Minimum Wages Act to the candidate provided by the agency.
- 3) The rate quoted should be inclusive of provident fund, EFPS, ESI and other statutory payments.
- 4) It will be responsibility of the agency for payment of wages by cheque or NEFT to the employee before 10th of every month and also deduction of P.F., EFPS, ESI, P.T., Income tax, and other statutory deductions.
- 5) The employee will have to work 8 hours. daily excluding weekly off and Govt. holidays. However, employee will not deny to work beyond 8 hours and holidays as per the exigencies of the office. In case employee has to work for extra hours no overtime payment will be paid by SBTC. The cost of the overtime, if required to be paid, will have to be borne by the agency.
- 6) The cost should be inclusive of GST.
- 7) The agency will have to make arrangement during leave period of the employee.
- 8) The agency will send the Bio-data of the candidates to be employed on outsourcing basis to SBTC and SBTC will decide suitability of the employee to be engaged and inform to the agency.
- 9) The firm should be a registered organization and minimum experience of 3 years of providing manpower to the Govt./ Semi Govt. Organization
- 10) The firm should submit complete company profile.
- 11) The firm should submit complete client list with detail address & telephone numbers for reference.
- 12) The agency will be responsible for any financial misappropriation, fraud etc. by the employees engaged on outsourcing basis. The agency will have to indemnify the loss, caused to the SBTC.
- 13) The outsourceed personnel will work under the control of Asst. Director SBTC & will abide with the job responsibilities entrusted to him by the SBTC.

- 14) The agency should pay salary slip to the staff along with details of deductions.
- 15) The agency should provide mediclaim policy of minimum Rs. 1 lakh to staff.
- 16) The agency will abide by the workplace safety measures under the law. The SBTC will not be responsible for any accident or loss of life caused during the course of employment. The concerned firm / agency will have to compensate for any such accident during the course of employment.
- 17) The employee engaged on outsourcing basis will have to follow the discipline, conduct rules of the SBTC failing which their services will be terminated by the agency.
- 18) The agency for providing 1 Data Entry Operator on outsourcing basis shall be valid for 1 years form the date of awarding the contract. However, SBTC reserves right to terminate the contract at any time by giving valid reason.