

**Punjab Information and Communication Technology Corporation Limited**

**Tender Document**

***For the Outsourcing of IT Trained Manpower***



**TENDER NO: PICT/ HRO /2011/001**

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INFOTECH**

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**Punjab Information & Communication Technology Corporation Ltd.**

5<sup>th</sup> Floor, Udyog Bhawan, Sector 17, Chandigarh

Tel - (0172)-3017299, 3017300

Fax - (0172)-2701595

## TENDER SUMMARY

Tender No.	EMD (Rs.)	Tender Document Cost (Rs.)	Last Date & Time	
			Bid Submission	Bid Opening
<u>PICT/ HRO /2011/001</u>	Received	<i>Received</i>	19 <sup>th</sup> Mar 12 up to 3.00 P.M.	19 <sup>th</sup> Mar 12 at 3:30 P.M.

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## SECTION I - INVITATION FOR BIDS

Punjab Infotech had invited EOI from interested companies for providing trained IT manpower through outsourcing. Responses to the EOI were accepted till 29<sup>th</sup> Dec 2011. Presentations by companies was held on 13<sup>th</sup> Jan 2012 in the office of Punjab Infotech. Only those parties who have qualified the pre qualification stage are being issued this RFP document.

Sealed tenders are invited for providing IT trained manpower on outsourcing basis as per the requirements from time to time at Chandigarh and other places in Punjab, as per terms and conditions detailed out in the following paragraphs, from shortlisted and qualified service providers, initially for a period of one year, extendable further subject to satisfactory compliance of terms and conditions of contract.

1. Bidders are advised to study the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
2. Sealed offers prepared in accordance with the procedures enumerated in **Clause 1 of Section II** should be submitted to the Managing Director, Punjab Information & Communication Technology Corporation Ltd not later than the date and time laid down, at the address given in the Schedule for Invitation to Tender under **Clause 5**
3. This Tender document is not transferable.
4. **Schedule for Invitation to Tender:**
  - 5.1 **Name of the concern by which tenders are called on behalf of the Government of Punjab is:**

Punjab Information & Communication Technology Corporation Ltd, 5<sup>th</sup> Floor, Udyog Bhawan, Sector 17, Chandigarh.
  - 5.2 **Addressee and Address at which Tenders are to be submitted:**

Managing Director, Punjab Information & Communication Technology Corporation Ltd., 5<sup>th</sup> Floor, Udyog Bhawan, Sector 17, Chandigarh.
  - 5.3 **Latest time and date for submission of bids:**

**Up-to 3.00 PM on 19<sup>th</sup> Mar 12**
  - 5.4 **Date till which the tender is valid:**

90 days from last date of submission of bids.

**Note:** The Client shall not be responsible for any postal delay about non-receipt/non delivery of the documents.

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **Introduction**

#### **1. Procedure for Submission of Bids**

- 1.1 The bidders must place their commercial bids in two separate envelopes, super-scribed with separate Bid titles as follows:

#### **COMMERCIAL BID**

- 1.2 Each copy of Commercial Bid of the Tender should be covered in a separate sealed cover super-scribing the wording "**Commercial Bid**". Each copy should also be marked as "**Original**" and "**First copy**". Both the copies should be put in a single sealed cover super-scribing the wording "**Commercial Bid**".

#### **Commercial Bid should only indicate Charges as percentage value.**

- 1.3 The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is received "Late".
- 1.4 The bids received late and declared late by the Tender Evaluation committee after the last date and time for receipt of bids prescribed in the tender document shall be rejected and/or returned unopened to the Bidder.

#### **2 If any of the above conditions are violated, the service provider would be considered in-eligible and will be disqualified for further participation.**

#### **3 Eligibility Criteria**

- 3.1 Parties who have qualified have been issued the RFP document.

#### **4 Cost of Tender document**

- 4.1 The Bidders shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Client and Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- 4.2 The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

#### **5 Clarification regarding Tender Document**

- 5.1 A prospective Bidder requiring any clarification of the Tender Document may notify the Client in writing at the Client's mailing address indicated in **Clause 5 of Section I**. The Client will respond in writing to any request for clarification of the Tender Document, received, not later than 7 days prior to the last date for the receipt of bids prescribed by the Client. Copies of the Client response including an explanation of the query but without identifying the source of Inquiry will be put on the website of the Corporation.

#### **6 Amendment of Tender Document.**

- 6.1 At any time upto the last date for receipt of bids, the Client, may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

- 6.2 The amendment will be notified on website of the Corporation
- 6.3 In order to afford prospective Bidders reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the Client may, at his discretion, extend the last date for the receipt of Bids.

## **7 Language of Bids**

- 7.1 The Bids prepared by the Bidders and all correspondence and documents relating to the bids exchanged by the Bidders and the Client, shall be written in the English language, provided that any printed literature furnished by the Bidders may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

## **8 Documents Comprising the Bids**

- 8.1 The Bids prepared by the Bidders shall comprise of following components

### **8.1.1 Commercial Bid consisting of the following: -**

- (a) Commercial Deviations, if any, from the terms and conditions and specifications as specified in the Bidding Documents.
- (b) Conditional bids will not be entertained.



## **SECTION-III - TERMS AND CONDITIONS OF THE TENDER**

### **1 Award of contract**

#### **1.1. Award Criteria**

Punjab Infotech will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the best bid.

#### **1.2. Punjab Infotech's Right to Accept or Reject Any or All Proposals**

Punjab Infotech reserves the right to accept or reject any proposal, and to annul the Tender process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected Service Provider or Service Providers or any obligation to inform the affected Service Provider or Service Providers of the grounds for Punjab Infotech's action.

#### **1.3. Notification of Award**

Prior to expiry of the validity period, Punjab Infotech will notify the successful Service Provider in writing that its proposal has been accepted. Upon the successful Service Provider's furnishing of performance bank guarantee contract signing process will take place. In case the successful Service Provider is unable to furnish the performance bank guarantee, Punjab Infotech may invite the Service Provider with second lowest commercial bid.

#### **1.4. Signing of Contract**

Once Punjab Infotech notifies the successful Service Provider that its proposal has been accepted, Punjab Infotech shall enter into a separate contract, between Punjab Infotech and the successful Service Provider.

#### **1.5. Performance Bank Guarantee**

The successful bidder shall at its own expense deposit with Punjab Infotech, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a scheduled bank acceptable to the Punjab Infotech, payable on demand, for the due performance and fulfillment of the contract by the Service Provider. **The Performance Bank Guarantee will be 5% of the total estimated annual value of the contract. At present the estimated annual value is Rs two crores.** All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee shall be borne by the Service Provider. The PBG shall be valid till at least six months after completion of tenure of appointment.

In the event of the Service Provider being unable to service the contract for whatever reason, Punjab Infotech would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of Punjab Infotech under the contract in the matter, the proceeds of the PBG shall be payable to Punjab Infotech as compensation for the Service Provider's failure to perform/comply with its obligations under the contract. Punjab Infotech shall notify the Service Provider in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Service Provider is in default.

Before invoking the PBG, the Service Provider will be given an opportunity to represent before Punjab Infotech. The decision of Punjab Infotech on the representation given by the Service Provider shall be final and binding. If circumstances so warrant, the matter may be referred to an arbitrator to be appointed by Punjab Infotech with mutual consent.



## **SECTION-IV - DETAILED SCOPE OF WORK**

### **1 Terms and Conditions applicable to the agency on being selected for the job :**

- 1.1 This Contract shall remain in force for a period of **one year** from the date of its signing. Punjab Infotech shall have a right to terminate this Contract without disclosing any cause or reason, by serving upon the agency one (1) months' prior written notice of its intention to terminate the Contract. The Service Provider shall have no right to terminate the Contract before the period of one year.
- 1.2 Subject to the satisfactory performance of the Service Provider, to be judged by the Corporation, this Contract may be extended further upon mutually acceptable terms and conditions.
- 1.3 The nature and quantum of services required, the number of personnel through whom the Service Provider shall render such services and the cost to the Service Provider's organization shall be determined/ varied/ increased or decreased by Punjab Infotech at its sole discretion, depending upon its needs from time to time. The Service Provider shall comply with all such request(s) signed by the Managing Director, Punjab Infotech or an officer authorized by him in this behalf, within a period of three (3) days from the date of receipt. All communications on behalf of the Service Provider, which are required to be sent to Punjab Infotech, shall be signed only by a Director on the Board of the Service Provider.
- 1.4 The Service Provider alone shall exercise control over the personnel deployed by it for rendering services to Punjab Infotech. Under all circumstances, the personnel shall be governed by the rules and regulations of the Service Provider, if any. Punjab Infotech shall be concerned only with the quality and efficiency of the services to be provided by the Service Provider.
- 1.5 **All the payments to be made for the services provided for by the Service Provider shall be made directly to the Service Provider, who shall raise its invoices accordingly on a monthly basis.**
- 1.6 The Service Provider shall be solely responsible for compliance with various laws, which may have any bearing on the employment by him, of the personnel used by it for rendering support services to Punjab Infotech. The Service Provider undertakes to meet all the statutory requirements as provided by the legislation governing labour practices. In case of violation of any legal provision having its applicability to the present Contract or its subject matter, the sole liability, whether vicarious or other, shall be that of the Service Provider and not of Punjab Infotech.
- 1.7 Towards its fee for the services rendered to Punjab Infotech, the Service Provider shall be paid "Administrative and Management Charges" at the rate approved through the tender in terms of percentage of the Cost to his Organization (CTO) for rendering the actual professional support services to Punjab Infotech.
- 1.8 The Cost to the Service Provider's organization shall be deemed to be such amount/ figure which is worked out by totaling all the expenses (including those on account of salaries, ESI, PF, etc ) incurred by the Service Provider on an actual basis.

- 1.9 For rendering services, with effect from the date of commencement of the Contract, the Service Provider shall deploy the number and appropriate category of personnel, as provided at the time of signing of agreement.
- 1.10 The number & category of personnel will vary as per the requirements of the Corporation, which shall be informed to the Service provider by the Managing Director Punjab Infotech or an officer authorized by him, in this behalf, by sending a written communication to the Service Provider as contemplated in **Clause 2** of this tender document.
- 1.11 The Details of IT trained manpower on jobwork basis deployed presently through Punjab Infotech is at Annexure A. The Corporation will require the Service Provider to maintain panels of IT trained manpower as per Annexure B.
- 1.12 The payment to be made to the manpower provided will be as mentioned along with statutory dues. The minimum qualifications of the professionals will be as specified by the Corporation. Any other requirement from time to time will be informed.
- 1.13 The Service Provider will provide the manpower in Chandigarh as well as other districts of Punjab as per requirement.
- 1.14 The manpower assigned jobwork by the Corporation, at the time of signing of the agreement with the selected Service Provider, will be taken on the rolls of the Service Provider.
- 1.15 The Service Provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be carried by the person & their loss reported immediately.
- 1.16 The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office
- 1.17 The Service Provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- 1.18 The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative / organizational matters as all are of confidential/ secret nature.
- 1.19 The Service Provider's person shall not claim any benefit / compensation / absorption / regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
- 1.20 The Service Provider shall ensure deployment of suitable people with proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- 1.21 The personnel may be required to work beyond office hours or called on Saturday, Sunday and other Gazetted holidays, if required.
- 1.22 The Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

- 1.23 The Service Provider shall be contactable at all times and message sent by E-mail / Fax to the Service Provider shall be acknowledged immediately on receipt on the same day.
- 1.24 The Service Provider shall be responsible for any loss or damage caused to or suffered by Punjab Infotech, on account of negligence of the Service Provider or the personnel/ employees deployed by him. Loss or damage caused to any property or employee of Punjab Infotech by any act or omission on the part of the Service Provider or its personnel/ employees shall be borne by the Service Provider. In the eventuality of such an occurrence of loss or damage, the Managing Director, Punjab Infotech or an officer authorized by him, in this behalf, shall inform about the same to the Service Provider in writing and call upon it to make good the loss. The Service Provider undertakes to keep confidential and secret, any and all official information about Punjab Infotech, which may come to its knowledge or to the knowledge of its personnel/ employees, while discharging obligations under this Contract. The Service Provider shall indemnify Punjab Infotech, in case any kind of claim for money, employment or other subject matter is brought against Punjab Infotech by any personnel/ employee of the Service Provider.
- 1.25 Punjab Infotech or any of its employees shall not be responsible in any manner, in the eventuality of death, injury, loss or damage being suffered by or caused to any of the personnel/ employees deployed by the Service Provider to discharge its obligations under this Contract.
- 1.26 This Contract shall be governed by the laws of India.
- 1.27 In the event of any provision of this Contract being held as invalid or unenforceable under the applicable laws, the remaining provisions of this Contract shall remain in full force and effect.

## **2 Payment terms**

- 2.1 By 2nd week of each month, the Service Provider shall submit an invoice to Punjab Infotech containing the following details:
- 2.1.1 Reimbursable expenses: (Under this account head, the Service Provider shall mention the cost to its organization, with complete break up in respect of salary, PF, ESI, etc. of each personnel deployed or utilized by it in pursuance of this Contract during the relevant month). The invoice(s) shall be accompanied by supporting documents including copies of receipts issued by the employees to the Service Provider in respect of payment of salary/ wages, allowances, reimbursements etc., acknowledgement/ receipts issued by concerned Government Departments in respect of and towards proof of deduction and deposit of ESI, EPF, Service Tax, etc., as applicable
- Note: The payment of salary / wages of employees will have to be credited to their Bank Account opened for the purpose or through A/c payee cheques. The details in this regard will accompany the monthly invoice submitted for reimbursement to Punjab Infotech.*
- 2.2 The payments of invoices shall be made within 7 working days of receipt of the invoice, provided the invoices are as stipulated above and found to be in order. The Service Provider shall levy service tax or any other statutory cess

or tax, as applicable to its invoices. Punjab Infotech shall make the payments of invoices after deduction of income tax at source at the rate applicable to such professional services or other such amounts, which it is required to deduct as per applicable laws from time to time and under Section 194J of the Income Tax Act, 1961 for the time being. .

### **3 Delay in the Service Provider performance & penalty**

- i. Manpower as per new requirement will be provided within 5 working days as per the requirements of the client. Replacement will be provided within 3 working days.
- ii. An unexcused delay by the agency in the performance of its service obligations shall render him liable to penalty as per agreement.
- iii. Hiding of facts by the agency if revealed at any stage, would amount to forfeiture of EMD and subsequently the firm may also be black listed.

### **4 Use of contract documents and information**

- i. The agency shall not, without the client's prior written consent, disclose the contract or any provision thereof, or any specification or information furnished by or on behalf of client in connection therewith to any person other than a person employed by the agency in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- ii. The agency shall not without the Corporation's prior written consent, make use of any document or information.
- iii. Any document other than the contract itself shall remain the property of the client and shall be returned (in all copies) to the client on completion of the agency's performance under the contract if so required by the client.

### **5 Earnest money**

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The amount deposited as Earnest money as defined earlier along with the prequalification Bid by the agency.

### **6 Disqualification Criteria**

Punjab Infotech may at its sole discretion, disqualify any Service Provider, if the Service Provider has

- i. Made misleading or false representation(s) in the form of statements and attachments submitted in proof of the eligibility requirements
- ii. Submitted a proposal that is not accompanied by required documents.
- iii. Failed to provide clarifications as needed by Punjab Infotech
- iv. Been declared ineligible by GoI for corrupt and fraudulent practices or blacklisted;

- v. Submitted more than one proposal or submitted a proposal with price adjustments/variatio

## **7 Termination for default:**

The client may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the contract in whole or in part if:

- i. the Service Provider fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the client.
- ii. the Service Provider fails to performs any other obligation(s) under the contract

## **8 Termination for insolvency:**

The Corporation may at any time terminate the contract by giving written notice to the Service Provider without compensation to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the client.

## **9 Termination for convenience:**

The Corporation may by written notice sent to the Service Provider, terminate the contract, in whole or part at any time for its convenience. The notice of termination shall specify that termination is for client's convenience, the extent to which performance of work under the contract is terminated, and the date on which such termination becomes effective.

## **10 Force Majeure :**

- i. Notwithstanding the provisions of the tender, the Service Provider shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that , its delay in performance are other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- ii. For purposes of this Clause, "Force Majeure" means an event beyond the control of the vendor and not involving the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes
- iii. If a Force Majeure situation arises, the Service Provider shall promptly notify the client in writing of such conditions and the cause thereof. Unless otherwise directed by the client in writing, the Service Provider shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The client may terminate this contract, by giving a written notice of minimum 30 days to the Service Provider, if as a result of Force Majeure, the agency being unable to perform a material portion of the services for a period of more than 60 days.

**11 Other Conditions:**

- i. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. the Managing Director, Punjab Information and Communication Technology Corporation. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the arbitration Act, 1940 or by statutory modification reenactment thereof for the time being in force. Such arbitration shall be held at Chandigarh.
- ii. In all matters and disputes arising there under, the appropriate Courts at Chandigarh alone shall have jurisdiction to entertain and try them.



## FORM 1- Deviations

**Subject: For Providing IT Trained Manpower on outsourcing Basis**

Dear Sir,

Following are the deviations & variations from the exceptions to the specifications of **providing IT Trained Manpower on outsourcing Basis**. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be provided as per your specifications and documents.

Sr. No.	Clause No.	Page No.	Statement of deviations and variations
---------	------------	----------	--

Date

Place

Signature

Name

Seal

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## FORM 2- Financial Bid

Towards our professional fee for the support services rendered to Punjab Infotech, Chandigarh, we shall be charging "Management and Administrative Fee" at the rate of \_\_\_\_ % of the Cost to our Organisation (CTO), as contemplated in the Contract for providing professional support services, whose terms and conditions are acceptable to us in totality.

Yours faithfully,

(Signature of the Authorized Person)

Date :

Name :

Place :

Designation

Business Address :

Seal :



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## Annexure A

Details of IT trained manpower on jobwork basis deployed presently through Punjab Infotech

Sr. No.	Panel	Number of Assignees
1	System Manager	1
2	Assistant System Manager	3
3	Assistant System Analyst	0
4	Web Developer.	0
5	IT Assistant	5
6	Assistant Programmer	29
7	Technical Coordinator	1
8	Accounts Executive	5
9	IT Trained Stenographer	2
10	Data Entry Operator	163
	<b>TOTAL</b>	<b>209</b>

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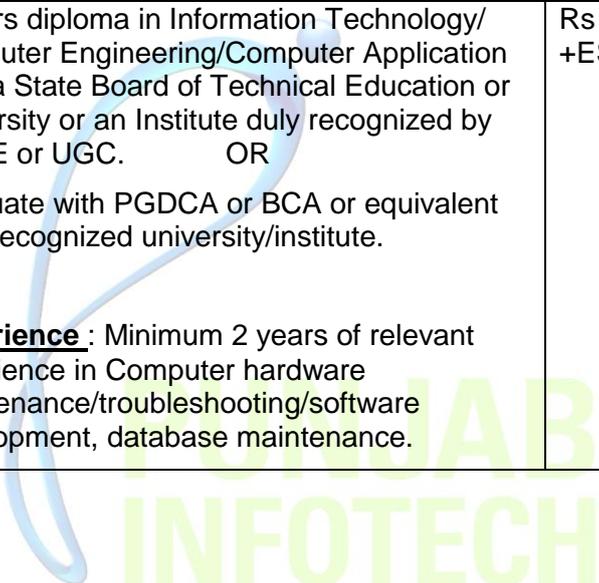
The existing IT trained Manpower have been assigned work at Chandigarh and all districts of Punjab.

**PANELS MAINTAINED - QUALIFICATION, EXPERIENCE AND PAYMENT**

**TECHNICAL**

SI No	Category	Qualification & experience	Monthly Payment To Assignee
1	System Manager	B Tech/MCA/M Sc (Computer science/IT) with minimum 60% marks from recognized university and having at least 4 years of experience of software development/System Administration/Database Administration. Candidate with experience in relevant field of computer applications/information technology with knowledge of experience in project handling will be preferred	Rs 25,000/- per month +EPF
2	Assistant System Analyst	BE/B Tech (in computer Science/IT) MCA with first class or minimum 60% marks in aggregate from a recognised university.  Minimum 2 years experience in software development. Candidate with knowledge and experience in project handling and use of project management tools will be preferred	Rs 20,000/- per month + EPF + ESI
3	Assistant System Manager	B Tech (Comp Science/Comp Engg/information Technology/MCA with atleast 60% marks and having working experience of two years in programming & networking. Candidate with experience in relevant field of computer Application/Information technology with knowledge of experience in project handling will be preferred.	Rs 20,000/- per month +EPF + ESI
4	Assistant Programmer	3 years diploma in Information Technology/Computer Engineering/Computer Application from a State Board of Technical Education or University or an Institute duly recognized by AICTE or UGC OR  Graduate with PGDCA or BCA or equivalent from recognized university/institute.  <b>Experience</b> : Minimum 2 years experience in the relevant field, knowledge of RDBMS MS SQL Server 7.0/2000 as data base administrator & knowledge of windows operating system.	Rs 10500/- per month + EPF + ESI
5	Web Developer	MSC(IT) with knowledge of ASP, ASP. Net, PHP & Data Base(MS SQL, My SQL) with 02 years of experience in same field. Must have knowledge of MS Front page, Dreamweaver and other web building packages.	Rs 12,000/- per month + EPF + ESI

6	IT Assistant	<p>3 Year Diploma in IT/Computer Engineering/computer Application of a recognised State Board of Technical Education or University or an Institute duly recognised by AICTE or UGC with one year experience</p> <p><b>OR</b></p> <p>MSc (IT) with first division &amp; having atleast three year experience in the relevant filed.</p> <p><b>OR</b></p> <p>BSc (IT) and PGDCA with first division and having atleast one year experience in the relevant field.</p>	Rs10500/- per month + EPF + ESI
7	Technical Co-ordinator	<p>3 years diploma in Information Technology/ Computer Engineering/Computer Application from a State Board of Technical Education or University or an Institute duly recognized by AICTE or UGC.      <b>OR</b></p> <p>Graduate with PGDCA or BCA or equivalent from recognized university/institute.</p> <p><b>Experience</b> : Minimum 2 years of relevant experience in Computer hardware maintenance/troubleshooting/software development, database maintenance.</p>	Rs 10500/- per month + EPF +ESI


  
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## NON TECHNICAL

SI No	Category	Qualification & experience	Monthly Payment To Assignee
1	IT trained Stenographer - I	Experience of atleast 15 years as stenographer/ PA in Govt or PSU with speed of 100/20 wpm in shorthand and transcription respectively ( mistake allowed 8 %) and also with typing speed on computer of atleast 30 wpm.	Rs 11,000/- per month + EPF + ESI
2	IT trained Stenographer - II	Experience of atleast 15 years as stenographer/ PA in Govt or PSU with speed of 100/20 wpm in shorthand and transcription respectively ( mistake allowed 8 %) and also with typing speed on computer of atleast 30 wpm.	Rs 8,000/- per month + EPF + ESI
3	Account Executive	B Com, CA/ICWA inter with 2 year experience . <b>OR</b> B Com with atleast 3years of experience and experience hands on tally package.	Rs 11,000/- per month + ESI + EPF
4	Data Entry Operators	Graduate with typing speed of 40 wpm for English typing, 25 wpm in Punjabi/Hindi typing. Knowledge of MS-Office/Data Processing Packages and experience on MS Office for a period of 1 year.	Rs. 7000/- per month + EPF + ESI
5	Content Writer	Graduate with typing speed of 40 wpm for English typing, 25 wpm in Punjabi/Hindi typing. Knowledge of MS-Office/Data Processing Packages and experience on MS Office for a period of 1 year.  Excellent writing skills with no grammatical errors.	Rs. 8000/- per month + EPF + ESI

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Date:

Reference No. : PICTC/HRO /2011/001

**CONTRACT AGREEMENT**

**THIS AGREEMENT** is made on this \_\_\_ day of \_\_\_\_\_ 2012

**BETWEEN:**

**Punjab Information & Communication Technology Corporation Ltd (Punjab Infotech) , a State Government Undertaking** having its office at **Udyog Bhawan, 18, Himalaya Marg, Sector 17, Chandigarh**, hereinafter referred to as "**The Corporation**" (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) of the FIRST PART;

**AND**

M/s \_\_\_\_\_, incorporated in India under the Companies Act, 1956 and having its registered office at \_\_\_\_\_ and place of business at \_\_\_\_\_ hereinafter referred to as "**The Agency**" (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) of the SECOND PART;

**WHEREAS**

- a) The Corporation is desirous that the Agency should provide services for supply of IT Trained Manpower. For the purpose, the Corporation floated Request for Proposal (RFP No. **PICTC/HRO/2011/001**), for selecting Agency for the same.
- b) The Agency, having represented to the Corporation that it has the required professional skills, and personnel and technical resources, has agreed to provide the services on the terms and conditions set forth in this Contract;

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

- a) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the RFP.
- b) The following documents in relation with Request For Proposal issued for selection of Agency shall be deemed to form and be read and construed as part of this Agreement viz:
  - Invitation for Proposals (IFP)

- Instructions to Bidders (ITB)
  - General Contract Conditions (GCC)
  - Scope of Work (SOW)
  - All Annexures, amendments, supplements, corrigendum or clarifications thereto
  - Notification of Award.
- c) The contract shall begin from the date of signing of the contract, as and when the Project would be assigned to the Agency.
- d) The mutual rights and obligations of the Corporation and the Agency shall be as set forth in the Contract, in particular:
- the Agency shall carry out the services in accordance with the provisions of the Contracts;
  - the Agency shall provide professional, objective and impartial advice and at all times, hold the Corporation's interest paramount, strictly avoid conflicts with other assignments/ jobs, downstream projects or their corporate interests and act without any consideration for future work; and
  - the Corporation shall make payments to the Agency in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**Signed by:**  
**(Name and designation)**  
**Authorized Signatory of the Corporation**



**Signed by:**  
**(Name and designation)**  
**Authorized Signatory of the Agency**

**Witness 1:**

**Witness 2:**