



महानिदेशक लेखापरीक्षा ,कार्यालय का (केंद्रीय)  
हैदराबाद-500 004  
**OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL)**  
**HYDERABAD - 500 004**

No. DGA(C)/OE/U-I/2017-18/

Date: 27-03-2018.

Sub: Outsourcing of Data Entry Operators and Multi Tasking Staff -  
Quotations called-for - Reg.

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This office proposes to outsource the services of Data Entry Operators (DEOs) and Multi Tasking Staff (MTS) and invites quotations from the prospective firms with the following terms and conditions:

- (A) **Data Entry Operators (DEOs-2 persons):** Graduates of any discipline from a recognized university along with Diploma in Computer Applications are required. The persons should be proficient in typing in English and Hindi. The persons should be able to undertake the typing work like Inspection Reports, Draft letters, Notings, Data Sheets, *etc.*
- (B) **Multi Tasking Staff (MTS-8 persons):** The persons should perform duties on par with the MTS cadre posts in the Government offices in general like distribution and dispatch of letters, dusting and cleaning of tables, chairs, almirahs, shifting of furniture and records *etc.*, Further, the persons should be able to perform the job works like Cleaning, Mopping and Housekeeping functions and Car driving with valid license.

**General Terms & Conditions:**

1. The agency should have registered with Government and possess valid license/permit to provide the services offered.
2. The agency should undertake the responsibility of making payments towards EPF, ESI contribution to the departments concerned.

3. The Office working days would be 5 days in a week. As such, the quotation may be given keeping in view of about 22 working days for Data Entry Operators and 26 working days for Multi Tasking Staff in a month. However, the agency may mention the amount payable for each day so as to regulate the payments proportionately.
4. The agency may clearly mention the breakup of various components like Basic pay, EPF, ESI, Service Charges/Commission, GST, *etc.*, worked out.
5. The payments will be made on due processing on Monthly basis subject to deduction of the statutory taxes if any at source.
6. The above requirement of persons is provisional and may vary depending upon the actual requirement/assessment while entering into the agreement.
7. The agency should enter into the contract agreement for a period of one year. The agency should ensure providing services of the agreed number of persons thereafter on all working days.
8. At any point of time this office intend to replace the persons engaged (those persons whose services are not satisfactory) may have to replace within 3 days of intimation on priority basis.
9. This office reserves the right to cancel the notice at any point of time without assigning the reasons thereof.

The quotations should reach to the SAO/OE, Office of the Director General of Audit (Central), Saifabad, Hyderabad ('D' Block/First Floor) on or before 11/04/2018 by 3:00 PM. The quotations received thereafter will not be entertained under any circumstances.

Sd/-  
Senior Audit Officer (Admn.)

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