



Department of Information Technology
Government of Goa
IT HUB, Altinho Panaji, Goa-403001.

22

No. 2(3)/ 2013/DOIT/Data Entry Operator/ 1604

Dated: /02/2018

CIRCULAR

The Department of Information Technology (DoIT) acts as a Nodal Agency for ICT (Information & Communication Technology) activities for the State of Goa. In order to assist/ facilitate the State Government Departments, PSUs, Corporations and other entities falling within the jurisdiction of the Government of Goa, the Department of Information Technology has empanelled the Agencies for providing Data Entry Services to various Government Departments, PSUs, Corporations, Autonomous bodies etc. as per their need.

The Department has empanelled these agencies by following codal formalities at a competitive rate of Rs.18, 400/- (excluding GST) per month per Data Entry Operators to be paid to the empanelled Agency by concerned Department availing the services.

The Department can avail the services of these Empanelled Agencies by taking appropriate approvals from the concerned authority. Further the departments are also requested to ensure that the Empanelled Agency submits the Employees Provident Fund (EPF) Account, Challans paid, attendance Certificate from the concern department In-charge duly signed by the HODs of respective Department. Please note that HODs only are authorised to sign the attendance sheet.

The details of Agencies are as follows:-

Sr No	Name of the Agency	Contact Details	Address
1	M/s Info Tech Corporation of Goa Ltd	0832- 2225192 /9881740602 email: vishwesh.naik@nic.in Fax No. 0832-2430099	IT Hub , 3rd Floor, Altinho Panaji Goa 403501

2	M/s Inet Computer Service	9673108761 / 9158985827 e-mail:inet66@yahoo.com	4, Shri Bhumika Prasad Building Tisk - Usgao - 403406
3	M/s Goa Electronics Limited	2435019/2425019/2437248 e-mail:info@goelectronics.co.in Fax No:08322437220	Ground Floor, Shrama Shakti Bhavan, EDC Complex, Patto Plaza, Panaji, Goa-403001
4	M/s Nilesh Loliencar & CO	0832-2710960/ 9423888013 e-mail:LNILESH@YAHOO.COM	Adelina Apartment, Shop No. 1, Behind Civil And Criminal Court, Murmatti, Comba Margao Goa.
5	M/s Veejay Facility Management Pvt Ltd	2970011/9326114900/2970022 e-mail:veejay.facility@gmail.com	Unit No.416, Fourth Floor, Gera Imperium-II, EDC Patto Plaza, Panaji Goa

The Departments are also requested to adhere to the other terms and conditions enclosed as Annexure-I for availing the Data Entry Services. It is also mandatory for the Departments, PSU's, Corporations, Autonomous bodies etc availing the services from Data Entry Service to submit a quarterly report to Department of Information Technology (DoIT) as per the enclosed format (Annexure - II).

This issue with the approval of the Finance Department vide FMS No. 1400045573 Dated 24/01/2018.

The above empanelment shall be valid for a period of 2 year from the date of issue of this circular and shall come into force immediately.


(Ravi Jha, IAS)
Director (IT)

To:

- 1) All Head of Departments/Corporations/Autonomous Bodies Porvorim, Goa
- 2) All empanelled Agencies
- 3) Office Copy.
- 4) Guard Copy.

Copy for information:

- 1) O.S.D to the Hon'ble Chief Minister
- 2) O.S.D to the Hon'ble Minister (IT)
- 3) P S to all the Secretaries.

Annexure - I

The terms and conditions

1. This empanelment is valid for 24 (Twenty Four) months.
2. The department shall prepare a format as per their need for reporting the work executed by the Agency on monthly basis and Agency shall to submit a monthly report to the concerned Department, Government of Goa, in the format prescribed by them. This report should reach the concerned Department by end of every month failing which the concerned Department reserves the right to cancel the work allocation order.
3. Upon being selected, the Agency shall provide trained man power proportionate to the workload at different point of time.
4. In case the persons deployed by the empanelled agency for data entry work commits any act/omission/commission which amounts to misconduct /indiscipline /incompetence/ security risks, the empanelled agency will be liable to take appropriate disciplinary/legal action against such persons, including their removal from site of work, if required by the User Department. In the extreme events upon the discretion of HoD, the HoD shall write to the DoIT proposing for blacklisting of the Data Entry Agency.
5. The persons deployed shall be required to work for minimum of 8 Hours per day as per time define by concerned 'User Department.'
6. The persons deployed should not reveal the official nature of work to outsiders and must maintain confidentiality.
7. It will be the responsibility of the empanelled agency to meet transportation, food, medical or any other requirements in respect of the persons deployed by it and User Department will have no liability in this regard.
8. The persons deployed by the empanelled agency in the User Department shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the User Department. They shall in no case be entitled for Claiming regularization/employment in the User Department on the basis of service rendered through the empanelled agency/contractor.

9. The Agency shall ensure the confidentiality and a security of the data entrusted to it by the concerned Department and provide proper safe guards. The Concerned Department shall have full power and right to counter check on these aspects and would have supervision on regular basis.
10. Subletting or Sub-contracting of the job in part or full to other Agencies/ Companies etc, shall not be allowed and it would constitute breach of the work contract. The Agency shall not be permitted to transfer rights and obligations under the work contract to any other Organization or otherwise.
11. Taking over and handling over the data sheets/input documents /printed Proforma of any type, for data entry work from the premises of the offices of the concerned department shall be the responsibility of Agency.
12. The concerned Department has the exclusive right to cancel the work allocation after giving one month's notice to Agencies.
13. After data entry, the agency will verify, validate the data and ensure 100 % accuracy and a certificate to this effect will be given by the Agency after completion of every job handed over to them by the concerned Department / Corporations / Autonomous bodies etc. The concerned Department shall also check sample data handed over to them by the Agency as and when required. Concerned department shall ensure that the data entry is error free and in case of any error it should be corrected free of cost by the empanelled agency who had carried out data entry work.
14. The concerned department availing Data Entry Service need to submit a report as per Annexure- II on quarterly basis to Department of Information Technology (DoIT).
15. All other terms and conditions remains the same as mentioned in the RFP floated by Department of Information Technology for empanelment of Data Entry Services.



Annexure -II

<Concerned Department Header >

To
The Director
Department of Information Technology
IT HUB, 2nd Floor
Altihno Panaji Goa

PROFOMA FOR QUARTERLY REPORT

Name of Agency:

Sr. NO	Name of Department/ Office	No.of Data Entry Operators	Period of Service availed	Performance of Data Entry Operator

Authorised Signature

