

accordance with the Minimum Wages Act prescribed by Government of India / Government of National Capital Territory of Delhi for 'Data Entry Operators' Services from time to time. The bills not accompanied with the copies of passbook shall not be entertained for payment. Non compliance to this effect may even lead to termination of services and Agreement thereof.

- ix. The contractor/bidder shall be duty bound to immediately replace any Data Entry Operators whose services are not found satisfactory by this Directorate.
- x. The payment for the services provided shall be made after the end of the month on presentation of bill and after the satisfaction of this Directorate.
- xi. The deployment/supply of Data Entry Operators shall be completed within one week of placing the order. Time is of essence in this context and therefore, in case of any failure on the part of the successful bidder to deploy/supply eligible Data Entry Operators within the specified time a penalty @ Rs. 500 per day may be imposed by this Directorate. In case eligible Data Entry Operators are not deployed/supplied within two weeks of placing the order this Directorate shall have the power to cancel the order and call for fresh tender, at risk and cost of the supplier, without any further reference to the successful bidder.
- xii. The contractor/bidder shall deploy minimum six (6) numbers of Data Entry Operators from 9.30 A. M. to 6 P. M. for five days in a week with holidays on Saturday and Sunday for the services mentioned above. Immediate replacement shall be provided in cases of absence of any worker.
- xiii. In exceptional circumstances, the contractor/bidder will be required to provide Data Entry Operators on holidays, provided that such occasions are not more than twice a month. In exceptional circumstances, if it exceeds 2 days a month, proportionate payments shall be made by the Customer/Directorate for the services rendered on those days.
- xiv. Proper uniform and identification card shall be provided by the contractor/bidder to the persons deployed as Data Entry Operators & it must be ensured that the same are borne to work & I. D. Cards are displayed on person.
- xv. The contractor/bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.
- xvi. Any incidence of inappropriate behavior by any of the Data Entry Operators or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contact, if need be.
- xvii. The customer/Directorate of Income Tax, HRD, New Delhi shall not be responsible, in any way, with regard to any injury, damage or mishap which may happen to any of the employees or agent of the contractor/bidder, during or after