

SPICES BOARD  
(Ministry of Commerce & Industry, Govt. of India)  
N.H. By Pass, Palarivattom.P.O, Kochi-682025

TENDER NOTICE FOR OUTSOURCING THE SERVICE OF TECHNICAL  
HAND IN EDP DEPARTMENT OF SPICES BOARD

No.EDP/OUTSOURCING/2008

Date: 20<sup>th</sup> Aug 2008

Sealed quotations are invited from firms involved in IT Staffing Services for providing the services of a technical hand in Board's EDP Department in Kochi as per the requirement given below. Terms and conditions are given in Annexure-1. Proposals in sealed cover addressed to Secretary, Spices Board, Palarivattom.P.O, Kochi- 682025 shall reach EDP department of the Board on or before 4<sup>th</sup> September 2008 5.00 PM. The cover containing the proposal shall be super-scribed as 'Quotation for IT staffing in EDP Dept due on 4<sup>th</sup> September 2008'. The Board reserves its right to reject all or any quotation without assigning any reason.

REQUIREMENT

1. Expertise required : Oracle 8i and Oracle Forms/Reports 6i or above
- 2.Support user departments on existing database applications implemented in Oracle.
3. Create or amend forms and reports developed using Oracle Forms/reports 6i.
- 4.Any other technical work assigned by the EDP Department of the Board.

SECRETARY

## TERMS AND CONDITIONS

Support charges shall be valid for a period of two years. Service taxes, if any, shall be mentioned separately .

The technical hands shall attend the assigned work on all working days ( 5 days in a week) from 9.00 AM to 5.30 PM. In case of exigency, they have to stay back after Office hours.

Spices Board will make payments on a monthly basis to the firms who provide the service of technical hands. For period of absence, proportionate amount will be deducted from the monthly support charges.

Service provider shall ensure continuity of technical hands during the support period. Change of technical hands during the support period is not in the interest of the Board and such changes will lead to termination of support from the Service Provider .

The service provider shall furnish a bank guarantee, for a value of 3 months support charges, valid for the entire support period to ensure continuity of technical hands.

The Board reserves its right to discontinue the service with 1 week notice in case the service or expertise of the service provider/technical hand is not found satisfactory.

Technical hands shall be, preferably, Post Graduates in IT/Computer Science or Computer Applications or Engineering Graduates in IT/Computer Science with one year experience in the relevant field. Relaxation in Qualification will be considered in case of technical hands with more experience/expertise.

The acceptability of technical hands will be subject to successful demonstration of their capability.

Quotations shall include details of qualification and experience of technical hands.

Quotation shall also include and contact details of existing clients who availed the IT staffing service.