

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

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

No.EDP/OUTSOURCING/2008

Date: 9th Apr 2008

Sealed quotations are invited from firms involved in IT Staffing Services for providing the services of two technical hands in Board's EDP Department in Kochi as per the requirement given in Annexure-1. Terms and conditions are given in Annexure-2. Proposals in sealed cover addressed to Secretary, Spices Board, Palarivattom.P.O, Kochi- 682025 shall reach EDP department of the Board on or before 16th April 2008 5.00 PM. The cover containing the proposal shall be super scribed as 'Proposal for IT staffing in EDP Dept due on 16th Apr 2008'. The quotations will be opened on 17th Apr 2008 at 11.00 AM. The Board reserves its right to reject all or any quotation without assigning any reason.

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.

REQUIREMENTS

Technical hand - 1

- 1.Acquaint with existing database applications of various user Departments..
- 2.Provide assistance to user Depts in using database applications
Expertise required : Oracle 8i on Linux
Forms/Reports, MS Access on Windows 2000/XP
- 3.Create/amend reports and forms using Oracle Forms/reports 6i & MS Access as per the requirement.
- 4.Any other technical work assigned by the EDP Department of the Board.

Technical hand - 2

- 1.Acquaint with existing web based applications
- 2,Support user Depts in PC based applications, Email, Internet/web based applications
- 3.Create/amend static and dynamic web pages
Expertise required : Linux, Mysql & Oracle, HTML, JSP/PHP
3. Update web site as specified by Departments.
- 4.Any other technical work assigned by the EDP Department of the Board.