



STATE TENDER BOARD VICTORIA

CONTRACTS ACCEPTED

(Series 1991-92)

SCHEDULE No. 5/05

SUPPLY

OF

DATA ENTRY SERVICES

FOR

STATE DEPARTMENTS

FROM

1 APRIL 1991 TO 31 DECEMBER 1992

N. L. JORDAN
Secretary to the Tender Board

CONTRACTS ACCEPTED—(Series 1991-92)

Schedule No. 5/05

DATA ENTRY SERVICES

Contract from 1 April 1991 to 31 December 1992

1991/92—273—Datatime Pty Ltd, 546 Malvern Road, East Prahran, Vic. 3181, Telephone No. (03) 529 1488, Facsimile No. (03) 525 1046.

| Item No. | Description | Unit of Measurement | Rate | Name of Contractor |
|----------|-------------------------------------|---------------------|------|--------------------|
| | | Keystrokes | \$ | |
| | Up to 9500 keystrokes per hour— | | | |
| 1. | 5.5 hour turnaround | per 1000 | 1.48 | Datatime Pty Ltd |
| 2. | up to 24 hour turnaround | per 1000 | 1.48 | |
| 3. | 25-48 hour turnaround | per 1000 | 1.42 | |
| 4. | 49-96 hour turnaround | per 1000 | 1.40 | |
| 5. | 97+ hour turnaround | per 1000 | 1.39 | |
| | 9501 to 12 500 keystrokes per hour— | | | |
| 6. | 5.5 hour turnaround | per 1000 | 1.38 | |
| 7. | up to 24 hour turnaround | per 1000 | 1.38 | |
| 8. | 25-48 hour turnaround | per 1000 | 1.36 | |
| 9. | 49-96 hour turnaround | per 1000 | 1.34 | |
| 10. | 97+ hour turnaround | per 1000 | 1.32 | |
| | Over 12 501 keystrokes per hour— | | | |
| 11. | 5.5 hour turnaround | per 1000 | 1.24 | |
| 12. | up to 24 hour turnaround | per 1000 | 1.23 | |
| 13. | 25-48 hour turnaround | per 1000 | 1.22 | |
| 14. | 49-96 hour turnaround | per 1000 | 1.21 | |
| 15. | 97+ hour turnaround | per 1000 | 1.20 | |

Approved TOM ROPER, Treasurer—20.3.91

Courier Service—A courier service within the metropolitan area shall be provided as follows:

- Invoice value per job less than \$100—\$6.00 per pick up;
- Invoice value per job more than \$100—no charge.

Verification—Datatime Pty Ltd's method of verification is to input (key) the information into the data entry computer twice. Datatime guarantee an error-free rate of 99.96 per cent. The guarantee requires re-keying of any errors in excess of this rate at no charge.

Minimum Job Cost—\$25, this charge applies to the first four (4) jobs per month per client department.

Tape Hire—Datatime will charge a tape hiring fee of \$5.00 per tape where the client elects not to supply blank tapes. If the hired tape is not returned within 30 days, a further charge of \$15.00 is applicable, the client then retains the tape.

Reports—Datatime will supply computer-generated reports showing the client's job statistics on request.

Trading Terms—Net 30 days.

Discounts—Settlement Discount allowed for payment of invoice within 7 days, 5%.

SPECIAL CONDITIONS OF CONTRACT

These Special Conditions of Contract are to be read in conjunction with the State Tender Board General Conditions of Contract⁽¹⁾ provided that where the General Conditions of Contract conflict with the Special Conditions of Contract, the terms of the Special Conditions of Contract shall prevail.

1. *Delivery*

When required the Contractor shall provide a courier service for the pick-up and delivery of work (document and tapes).

2. *Documents and Tapes*

2.1 The Purchaser may elect to provide magnetic tapes.

2.2 All work shall be batched and clearly labelled by the Purchaser. The Contractor shall be required to indicate date returned to the Purchaser and number of keystrokes.

2.3 The integrity of batches/documents shall be maintained, i.e. all documents in all batches shall be returned intact and shall be kept in the order received.

3. *Conditions of Labour*

3.1 The Contractor shall pay to any person, whether employee, independent contractor, or employee of any independent contractor, engaged by it or any of its agents or sub-contractors to

carry out the work which the Contractor is required to perform under this Contract, not less than the pay prescribed by any award which is applicable to that person or would be applicable to that person if he was an employee. The provisions of this clause shall apply in like manner to any conditions of employment under any such award.

3.2 Where the Contractor fails to comply with the provisions of sub-clause 3.1, the Board may in addition to any other rights it has under this Contract terminate the Contract forthwith.

3.3 The Contractor shall not, pursuant to sub-clause 3.1, be obliged to pay the employees of any sub-contractor any sum where the employee has been paid the prescribed award rate by the sub-contractor.

4. *Verification of Data*

All data entry work carried out under this Contract shall be verified.

5. *Country of Origin*

All data work related to this Contract shall be performed in Australia.

⁽¹⁾ Copies of State Tender Board General Conditions of Contract are available from the Office of the State Tender Board (telephone 651 3266) on request.

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