

DIRECTORATE OF PLANING, STATISTICS & EVALUATION
"PANDIT DEENDAYAL UPADHYAY BHAVAN"
OPP. PUNDALIK DEVASTHAN, PUNDALIK NAGAR,
ALTO-PORVORIM, BARDEZ, GOA – 403 521.

TENDER NOTICE

NO. DPSE/BUSINESS REGISTER/TENDER/DATA ENTRY WORK/2014
DATED 01/01/2015

Sealed Tenders are invited by the Director, Directorate of Planning, Statistics & Evaluation, Government of Goa, Porvorim, Bardez, Goa, for data entry of Business Register.

Local interested Agencies, who have been empanelled/not empanelled with the Department of Information Technology (DOIT), Government of Goa may submit the Technical and Financial bids. The Tender Form can be obtained from the Office of the Director, Directorate of Planning, Statistics & Evaluation, "PT. DEENDAYAL UPADHYAY BHAVAN" OPP. PUNDALIK DEVASTHAN, PUNDALIK NAGAR, ALTO-PORVORIM, BARDEZ, GOA – 403 521. on payment of Rs. 500/- (non-refundable) paid through a Demand Draft from a Nationalized or Scheduled Bank drawn in favour of the Director, Directorate of Planning, Statistics & Evaluation payable at Porvorim - Goa.

The Tender Forms can be obtained from 5th January, 2015 to 12th January, 2015 up to 12.00 noon. The last date for submission of Tender will be 12th January, 2015 by 3.00 pm sharp. The Technical and Financial bids must be submitted separately in sealed envelope super scribed as 'Technical Bid' and 'Financial Bid'. The bid shall be opened at 4.00 pm on 12th January, 2015.

For other details of the Tenders such as terms & conditions, Earnest Money Deposit and scheduled dates for opening of the Technical and Financial bids can be had from the Tender Form.

Director, Planning, Statistics & Evaluation,
Directorate of Planning, Statistics & Evaluation,
Government of Goa.

I. Introduction

This Directorate is in process of Computerising information on various enterprises registered with any Government agency in Goa.

2. The Computerisation work includes: (1) The selected Agency shall be supplied with lists of Establishments/Enterprises (data) by this Directorate for data entry,
 - (2) Feeding of Data (Data Entry) in the software provided by this Directorate or Software Applications such as MS Access by this Directorate,
 - (3) Verification of Data,
 - (4) Submission of error free data in 2 sets onto Hard disk to this Directorate, and
 - (5) Printing of Data, if necessary.
3. The data entry will require to be carried out in the premises of this Directorate at Pandit Deendayal Upadhyay Bhavan, Porvorim.
4. The Computers/Laptop etc. Shall be deployed by the Agency at its own cost along with manpower.
5. This Directorate shall only provide workstations to a maximum of 6 data entry operators.
6. The Agency shall submit the progress of data entry every alternate day to the officer concerned of this Directorate and shall mutually decide the strategies for data verification and shall comply to the suggestions/instructions of the officer concerned in the matter.

The data entry work to be carried out for the following data fields as given in the Proforma below.

Proforma

1	Sl.No	
2	Name of the Enterprise/establishment	
3	Complete Address	
4	Contact Details with PAN & TAN Numbers	
5	Registration Number and Date	
6	Major Activity Carried Out	
7	Type of Ownership	
8	Total Number of Workers	
9	Year of Start of Operation	
10	Whether Having Computer and/or Internet Facility	
11	Whether Using Power or not in production	
12	Whether Exporting Unit or not	

Tender Form

Part A: Technical Tender

(To be submitted in a separate sealed envelope)

No. DPSE/ Business Register/Tender/Data Entry Work/2014/TT
Date: 01/01/2015

FORMAT FOR SUBMITTING THE TECHNICAL TENDER FOR DATA ENTRY WORK OF BUSINESS REGISTER.

To,
The Director,
Directorate of Planning, Statistics and Evaluation,
Government of Goa,
“Pt. Deendayal Upadhyay Bhavan”
Opp. Pundalik Devasthan,
Pundalik Nagar, Alto-Porvorim,
Bardez, Goa – 403 521.

Sir,

In response to your **Tender Notice No.DPSE/BUSINESS REGISTER/TENDER/DAA ENTRY WORK/2014 DATED 01/01/2015** we submit our Technical Tender for the said data entry work along with the following technical details:

1	Name of the Agency /Institution.	
2	Whether it is sole proprietorship or partnership or private/public limited company (proof to be attached).	
3	Name and address of the Proprietor/Partners/Directors.	
4	PAN/TAN account of the Agency/Institution. (Proof must be enclosed)	
5	The Agency(ies)/Institution(s) has to submit the copies of the audited balance sheets for last three (3) years;	
6	The Agency Should have average turn over for last 3 years not less than Rs. 5.00 lakh.	2011-12 2012-13 2013-14

(Signature and the Name of the Agency/Institution along with rubber stamp)

7	No. of data entries projects awarded to agencies by Goa Government Departments. (must submit copies of work orders/work completion order)	Name of the Department		No. of Projects
		(i)		(ii)
8	Size of the data entry projects dealt with agencies.	Name of the Project	Total quantum of data	Total cost paid/payable by the Dept. To Agencies
9	The particular of demand draft on account of E.M.D.i.e Number, date, amount, name of issuing Branch of the Bank.			
10	The Agency/Institution must not have any dues pending or blacklisted by any State Government or Agencies for which it has worked or currently working. The Agency/Institution should enclose an undertaking in this regard; failing which the bid will be summarily rejected.	Declaration separately to be enclose		
11	The Time frame for beginning the said data entry work shall be Ten days from the date of issue of work order. However, The Agency/Institution must agree to the above time frame and should submit an undertaking to this effect; failing which the bid will be summarily rejected.	Declaration separately to be enclose		
12	Any other information, which Agency/Institution may like to give.			

DECLARATION

The above information furnished here is true and authentic and the same is supported by documentary proofs and nothing has been concealed whatsoever. In case, any information is found to be false and misleading at any stage, the Government may take appropriate departmental & legal actions as it deems fit.

Yours faithfully

(Signature and the Name of the Agency/Institution along with rubber stamp)

(to be signed by the sole proprietor / one of the partners in case of Partnership firm / one of the Directors in case of private / public limited company)

Note: Complete information should be provided against each column along with necessary supporting documents. Incomplete information and lack of required supporting documents will render the tender liable for rejection. No column

Part B: Financial Tender

(To be submitted in a separate sealed envelope)

No. DPSE/ Business Register/Tender/Data Entry Work/2014/FT

Date: 01/01/2015

FORMAT FOR SUBMITTING THE FINANCIAL TENDER FOR DATA ENTRY WORK OF BUSINESS REGISTER.

To,
 The Director,
 Directorate of Planning, Statistics and Evaluation,
 Government of Goa,
 "Pt. Deendayal Upadhyay Bhavan"
 Opp. Pundalik Devasthan,
 Pundalik Nagar, Alto-Porvorim,
 Bardez, Goa – 403 521.

Sir,

In response to your Tender Notice No.DPSE/BUSINESS REGISTER/TENDER/DATA ENTRY WORK/2014 DATED 01/01/2015, we submit our financial proposal as follows: Our Price Quote for the data entry work is indicated below in the proforma.

PROFORMA

Si.No.	Item	Unit	Rate in Rupees (inclusive of taxes, if any)
1	Data entry Charges	Per record	
2	Printing Charges	Per Page	
3	Data Verification Charges	Per record	

- The record size may vary from 80 columns to 132 columns or more.
- Data entry may be numeric & alphanumeric or both.

Yours faithfully,

(Signature and the Name of the Agency/Institution along with rubber stamp)

Annexure - A

IMPORTANT NOTE

1. The sealed envelope super scribed as Technical Bid must contain only Technical bid duly signed & stamped by the Agency. **(to be submitted only by non-empanelled Agency(ies)/Institution(s))**
2. The sealed envelope super scribed as Financial Bid must contain only Financial bid duly signed & stamped by the Agency. **(to be submitted by both empanelled and non-empanelled Agency(ies)/Institution(s))**
3. Annexure – A duly signed and stamped Demand Draft of Rs. 25,000/- towards Earnest Money Deposit (EMD), and a separate Demand Draft of Rs. 500/- towards Tender Fee. **(to be submitted by both empanelled and non-empanelled Agency(ies)/Institution(s))**
4. Certificate of empanelment **(to be submitted only by empanelled Agency(ies)/Institution(s))** along with a covering letter addressed to the Director also be attached to the sealed envelope.
5. If any one of the above documents is not attached, the Technical and Financial Bid will not be opened.

Terms and Conditions

1. The Agency(ies)/Institution(s) should be an Income Tax Assesee and have a valid Permanent Account Number (PAN) issued by the Income Tax Department; failing which the quotation shall be rejected.
2. The legal status of the Agency/Institution, along with documentary proof i.e., whether it is a Proprietorship, Partnership firm or a Private Limited Company. In case a partnership firm, it should be registered or registered under Trust Act and Co-operative Society, or must have necessary permission from Local registering authorities etc. and proof thereof be attached; else the quotation shall be rejected.
3. The Agency(ies)/Institution(s) should have a minimum turnover of Rs. 5 lakhs per year. The bid of the agencies who does not fulfil this condition shall be rejected.
4. Total cost of the project handled/executed for Rs. 5 lakh or more shall only be considered to this need to be enclosed such as completion order.
5. The Agency(ies)/Institution(s) has to submit the copies of the audited balance sheets for last three (3) years;
6. The time period for completion of the said data entry work shall be 30 days from the date of the issue of the work order. Beyond this stipulated time period no extension shall be allowed except in unavoidable genuine circumstances.
7. Agency(ies)/Institution(s) need to list out the data entry work done by them in the relevant field.

Annexure – A (Continued)

8. EMD of Rs. 25,000/- in the form of banker Cheque/DD should be enclosed along with the Technical Bid else, the Financial bid shall be rejected.
9. The Government does not intend to keep redressal route for any Agency(ies)/Institution(s) who is not selected at this stage;
10. The last date for purchase of Tender Form shall be 12.01.2015 up to 12 noon. The Tenders shall be accompanied with a Refundable EMD in the form of a Demand Draft of Rs. 25 thousand (Rupees Twenty Five Thousand only) of any Indian Nationalized Bank in favor of the Director, Directorate of Planning Statistics and Evaluation, payable at Panaji, Goa. The EMD so asked shall be returned forthwith in case of unsuccessful tenderers.
11. The Hardcopy of data (Xeroxed or Hand Written) shall be supplied by this Directorate to the selected Agency. The number of Records will be approximately 1.2 to 1.5 lakh. The representative of the concerned authorities may visit this office and physically see & inspect quality of data in raw form and quantity.
12. The Software for data entry will be supplied by this Directorate or the software application on which data entry is to be done shall be decided by this Directorate.
13. The list of Establishments/Enterprises along with CD containing data should be submitted to this Directorate on stipulated date & time as indicated hereinabove.
14. The payment shall be made by this Directorate on receipt of list of Establishments (Printed Hard Copy) and 2 softcopies (sets) on to the Hard Disk.
15. The rates quoted by the Agencies will be fixed for a period of 6 months and any statutory increase in the wages is to be absorbed by the agencies.
16. This Directorate shall disburse the actual claim within 35 days from the date of receipt of proper invoice and completed data sets as specified hereinabove.
17. The last date of submission of Tenders shall be 12.01.2015 till 3.00 pm. The Tenders will be opened on the same day at 4.00 pm as specified hereinabove.
18. The evaluation by the designated Tender Evaluation Committee will be final and binding to all the Agencies.

Annexure – A (Continued)

19. The Agency(ies)/Institution(s) should carry out Data Verification Process before submitting error free data to this Directorate.
20. This Directorate reserves the right to negotiate rates further with agencies who has done 3 or more data entry assignments of the Government departments or similar assignments on continual basis.

DECLARATION

1. The above information furnished here is true and authentic and the same is supported by documentary proofs and nothing has been concealed whatsoever. Incase, any information is found to be false and misleading at any stage, the Government may take appropriate departmental & legal actions as it deems fit.
2. I have read the above terms and condition & I hereby declare that I shall abide by the above.

(Signature and the Name of
the Agency/Institution along
with rubber stamp)