

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 28/11/2014

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 with the Department of Information Technology (DOIT), Government of Goa may submit the Financial bid. 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. 5,000/- (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 Form can be obtained from 28th November, 2014 to 9th December, 2014 up to 12.00 noon. The last date for submission of Tender will be 9th December, 2014 by 3.00 pm sharp. The Financial bid must be submitted in a sealed envelope super scribed as 'Financial Bid'. The bid shall be opened at 4 pm on 9th December, 2014.

For other details of the Tenders such as terms & conditions, Earnest Money Deposit and scheduled dates for opening of the Financial bid 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.

The Computerisation work includes data entry of data provided by this Directorate, verification of data.

The selected Agency shall submit error free data in 2 sets on to hard disk to this Directorate.

The selected Agency shall also provide Listing/Print out of data in formats sorted in a particular fashion as desired by this Directorate.

The data entry will require to be carried out in the premises of this Directorate at Pandit Deendayal Upadhyay Bhavan, Porvorim.

The Computers/Laptop etc. Shall be deployed by the Agency at its own cost along with manpower.

This Directorate shall only provide workstations to a maximum of 6 data entry operators. 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

		Type of fields
1	Sl.No	Alpha numeric
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	

Financial Tender

(To be submitted in a separate sealed envelope)

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

Date: 28/11/2014

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 28/11/2014, 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 Financial Bid must contain only Financial Tender duly signed & stamped by the Agency.
2. Annexure – A duly signed and stamped, the Demand Draft of Rs. 25,000/- towards Earnest Money Deposit (EMD), a separate Demand Draft of Rs. 5,000/- towards Tender Fee and Certificate of empanelment along with a covering letter addressed to the Director also be attached to the sealed envelope.
3. If any one of the above documents is not attached, the Financial Bid will not be opened.

Terms and Conditions

1. The Agency(ies)/Institution(s) should enclose a Certificate of Empanelment with the Directorate of Information & Technology (DOIT), Government of Goa, as explained at serial number 2 above.
2. If no Certificate of empanelment is attached as explained at serial number 2 above, the Financial Bid Shall not be opened and such bids shall be summarily rejected.
3. 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.
4. The Government does not intend to keep redressal route for any Agency(ies)/Institution(s) who is not selected at this stage;
5. The last date for purchase of Tender Form shall be 9th December 2014 up to 12 noon. The Tenders shall be accompanied with a Refundable EMD in the form of a Demand Draft of Rs. 25,000/- (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
6. The materials (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

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

Annexure – A (Continued)

7. 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.
8. The list of Establishments/Enterprises along with CD containing data should be submitted to this Directorate on stipulated date & time as indicated hereinabove.
9. The payment shall be made by this Directorate on receipt of lists of Establishments (Printed Hard Copy) and 2 softcopies (sets) on to the Hard Disk.
10. 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.
11. 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.
12. The last date of submission of Tenders shall be 09.12.2014 till 3 pm. The Tenders will be opened on the same day at 4.00 pm as specified hereinabove.
13. The evaluation by the designated Tender Evaluation Committee will be final and binding to all the Agencies.
14. The Agency(ies)/Institution(s) shall carry out Data Verification Process before submitting error free data to this Directorate.

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. 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.
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)