



Government of Bihar
Schedule Caste & Schedule Tribe Welfare Department
BIHAR MAHADALIT VIKAS MISSION
C.M. Secretariat, 4- Deshratna Marg (4 – K.G.), Patna, Bihar
Phone No.:0612-2215083, Fax No.:0612-2215115



Advt. No:

Expression of Interest for Outsourcing of Data Entry Work for the SC & ST Family Survey List of Bihar

The Mission Director, Bihar Mahadalit Vikas Mission invites EoI from reputed and experienced IT Service Providers for carrying out the following work at Patna.

“Entry of data related to the SC & ST Family Survey which is carried out by Vikas Mitra of concerned Panchayat of his/her respective district. The main job is to prepare computerized database from the data collected at the respective districts. Data are to be entered using software prepared by the Service Provider’s on their Computer. Total expected volume of work is the data entry of estimated 30 lakhs SC & ST Families. The work is to commence within time specified by Mission positively after issuing the work order.”

Prospective Service Providers are required to submit their EoI in the given format quoting rates with machine, based on per unit number of records entered. The prescribed formats, terms and conditions and further details on the nature of work to be done may be obtained from the office of Mission Director, Bihar Mahadalit Vikas Mission, CM Secretariat, 4 Desh Ratna Marg (4- KG), Patna, Bihar, during office hours, after the publication of this EoI on payment of Rs. 500/- by Demand Draft. EoI documents are also available on Mission’s website <http://www.mahadalitmission.org>. In case EoI document downloaded from mission’s web site then enclose Demand Draft of Rs. 500/- (Five Hundred) only along with filled up EoI Application.

Service provider will be selected on the basis of their reputation, Technical and Financial capacity (including turn-over of the last three financial years), availability of trained manpower and monitoring personnel (DOEACC “O” level and above) and job experience of similar work with the Govt. Further, the prospective service provider should have minimum gross receipts of Rs.25 (twenty five) lacs in the preceding financial year.

EoI must be submitted in sealed envelope super scribing the envelop **“EoI for Outsourcing of Data Entry Work for the SC & ST Family Survey List”** along with supporting documents as described in ToR to **Mission Director**, Bihar Mahadalit Vikas Mission, CM Secretariat, 4 Desh Ratna Marg (4- KG), Patna, Bihar, on or before **30/05/2011 by 17.00 P.M. through Registered Post only.**

The EoI will be opened at **12.30 P.M. on 31/05/2011** in Office of the Mission Director, Bihar Mahadalit Vikas Mission, CM Secretariat, 4 Desh Ratna Marg (4- KG), Patna, Bihar, in the presence of the bidders who may wish to attend.

The Mission Director, Bihar Mahadalit Vikas Mission, reserves the right to accept or reject any or all EoI without assigning any reason. He also reserves the right to modify the nature, volume and terms and conditions of the work notified in this notice. Any type of corrigendum will be publish on Mission’s website.

Mission Director

ENTRY OF DATA BY THE SERVICE PROVIDER

TERMS AND CONDITION

1. The work to be done is Entry of Data in respect of data received from concerned district in Patna.
2. Data entered in respect of each entry will have to be free from any error that is 100 percent accurate. Service Provider will not be entitled to any payment in respect of defectively entered records. However, error or errors in up to 2% of the records entered will be acceptable. No payment shall be made in respect of defectively entered records in excess of 2%.
3. Entry of data in respect of SC & ST Family Survey data has to be entered through software will have to be commenced immediately on receipt of data at the data entry site from State Mission Offices.
4. The Service Provider will deploy Quality Assurance Supervisors and generate and provide daily reports of work done.
5. The Service Provider shall provide checklist report in paper for verification & acceptance of the electronic data by the district officials.
6. A Performance Guarantee Bond of Rs. 25,000.00(Rupees Twenty Five Thousand only) in the Form of Bank Guarantee will be furnished by the selected Service Provider.

FORMAT FOR THE SUBMISSION OF EoI BY PROSPECTIVE

SERVICE PROVIDERS

1. Name of the person/firm/company:

2. Address (Head Office & branches):

3. Telephone No. (With STD Code):

Fax No:

4. Trade License (No. and date):

5. Sales turnover/gross receipts during Financial Year: 2010-11

Year: 2009-10

Year: 2008-09

6. PAN No. and place/office where assessed to Income-tax:

7. Bank A/c Nos. & Bank Branches where A/c kept:

8. Experience (in details including no. of years):

(Attach Separate Sheet if required)

9. Details of manpower available (software as well as data entry):

(Attach Separate Sheet if required)

10. Details of assignments executed (in the line of IT services, data entry etc) in the following format:

(Attach Separate Sheet if required)

NAME & ADDRESS OF THE CLIENT	TEL. NO	NATURE OF WORK DONE	VOLUME OF THE WORK DONE	PERIOD OF WORK	AMOUNT INVOLVED

(Attested Xerox copies of the Supporting documents to be enclosed)

11. Rates quoted by the bidder for data entry work

Rate quoted (in Rupees) for per unit of record

DATE:

SIGNATURE OF THE BIDDER

ADDRESS:

SEAL

CONTACT PERSON/S WITH TEL.NOS./MOBILE NO.

