



GOVERNMENT OF BIHAR
SCHEDULED CASTES AND SCHEDULED TRIBES WELFARE DEPARTMENT
Old Secretariat Patna-1 Fax No.0612-2215265, 2217251 Phone No.0612-2203707, 2217526
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SHORT TENDER NOTICE

Short Tender Notice is invited from reputed Societies/Trusts/NGO/Certified Firms/companies working in the field of data entry and tabulation works for carrying out the following work at Patna. "Entry of data related to the SC & ST Post Matric Applications and NGO Application. The application for Post Matric will be around 1 lakh to 1.20 lakh and the NGO applications will be around 2500. The main job is to prepare computerized database from the data of the application forms at districts and state level Data are to be entered using software prepared by the department/in the format specified.

Prospective Service Providers are required to submit their tender 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 are available in the departmental Website. Service provider will be selected on the basis of their reputation, Technical and Financial capacity (including turn-over of the last two financial years), availability of trained manpower and monitoring personnel and job experience of similar work with the Govt. Further, the prospective service provider should have minimum average turnover of Rs.25 lacs in the preceding financial years 2011-12 & 2012-13. Organizations having working experience with Central or State Government data entry related project work will be given preference.

Quotation forms including terms and conditions, specifications etc. can be seen in the departmental website- www.scstwelfare.bih.nic.in. A demand draft of Rs.500/- (five hundred) drawn in favor of Director, Scheduled Castes and Scheduled Tribes Welfare Department, Patna has to be enclosed with the tender.

The last date of submission of the tender will be on or before 3.00 PM on 10.1.2014. The technical and financial bids will be opened on 10.1.2014 at 5.00 PM in presence of the bidders or their authorized representatives.

The undersigned reserves the right to cancel the bid without assigning any reason what so ever.


Director
SC & ST Welfare Department.