

ENTRY OF DATA BY THE SERVICE PROVIDER

TERMS AND CONDITIONS

1. The work to be done is Entry of Data in respect of data received from SC&ST Welfare Department at 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 upto 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 Form data has to be entered through software will have to be commenced immediately on receipt of data at the data entry site from State Head 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 officials.
6. A EMD of Rs.5,000.00 (Rupees Five Thousand only) in the Form of Bank Guarantee/Demand Draft will be furnished by the selected Service Provider.
7. Performance bank guarantee will be 10% of estimated project value of bidder.
8. Minimum one such type of data entry work value of Rs.25 lac (Twenty five lakh) in Government Project as Bidder/Direct Vendor or sub vendor as required experience.

Format for Submission of Bids

1.1 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) only Central Govt./State Govt. Experience considered)

1.2 Rates quoted by the bidder for data entry work Rate quoted (in Rupees) for per unit of record.

Commercial Format

S.No.	Scope of Work	Qty.	Unit rate	Taxes	Total
1	Data entry form for scholarship forms with Tabulation work of forms, Manual arranging of forms and marking of each application forms				
2	Data entry form for NGO forms with Tabulation work of forms, Manual arranging of forms and marking of each application forms				

- Bidder are requested to visit office for sample form and data entry formats.

1.3 ORGANIZATIONAL DETAILS

Details of the Bidder	
Name of the Bidder	
Address of the Headquarters	
Address of office in Bihar	
Address of the Registered Office in India	
Status of the Company (Public Ltd/ Pvt. Ltd/Firm)	
Nature of Business in India	
Date of Commencement of Business	
Valid Sales tax registration no.	
Valid Service tax registration no.	
Permanent Account Number (PAN)/ TAN	
Name & Designation of the contact person to whom all references shall be made regarding this tender	
Telephone No. (with STD Code)	
E-Mail of the contact person:	
Fax No. (with STD Code)	
Website	

1.4 Financial Strength Details

Financial Information OEM/Bidder		
	FY2011-2012	FY 2012-2013
Turnover (in INR crores)		
Financial Information Bidder		
	FY2011-2012	FY 2012-2013
Turnover(in INR)		

End of EOI