

**NOTICE  
INVITING  
EXPRESSION OF INTEREST**

*Memo No. 414*

*Date: 29.02.2008*

The District Magistrate Nadia District invites Expression of Interest (EOI) for **undertaking data entry operation work and maintenance of database of PROFLAL**, to be submitted to the District Magistrate within 07.03.2008.

Bidders interested to participate should meet the following eligibility criteria:

Expression of Interest (EOI) is invited from reputed concerns who have a record of successfully undertaking data entry operation and maintenance of the database for the Government, Semi-Government or Public Sector Undertaking Offices

All the preliminary proposals received from the interested agencies will first be scrutinized by the undersigned for finalization of the Hardware specification and software elaboration according to the terms & conditions applicable for the contract.

Earnest Money Deposit of Rs.5, 000/- (Rupees five thousand) only will have to be deposited along with the Bid either in NSC/KVP/other Government Securities in face value pledged to the District Magistrate, Nadia acting on behalf of the Governor of West Bengal.

Interested parties may offer their Expression of Interest on their own Letter Head with their seal & signature addressed to the District Magistrate, Nadia. Along with the Earnest Money as stated above and the information/ documents/ credentials indicated in Annexure in a sealed envelope. The words "Expression of Interest for Data processing for PROFLAL" should be super scribed on the sealed envelope. **This sealed EOI must be dropped in the Tender Box to be kept for this purpose at the Office of the District Magistrate, Nadia (Panchayat & R.D.Section) on or before 07.03.2008 by 3.00 PM.**

The vendors found eligible after evaluation of the concerned credentials as contained in the Terms and Conditions mentioned below will be short listed for a demonstration of the software on 11.03.2008 at 1.00 PM. At the said bid, the short listed vendors will be informed about the number of existing subscribers and potential number of subscribers for every Block. Based on the demonstration, they have to submit their financial bid on or before 14.03.2008 by 3.00PM. In the financial bid they will be required to quote the processing fee per subscriber per month. The financial bid will also has to be submitted by the Bidders on their own letter head with their seal and signature addressed to the District Magistrate, Nadia quoting "..... (Amount) as processing fees per subscriber per month."

*29/2/08*  
**District Magistrate, Nadia**

## **TERMS & CONDITIONS**

**[Note: Bidders should read these conditions carefully and comply strictly while sending their EOIs.]**

1. The District Magistrate, Nadia District invites Expression of Interest (EOI) for undertaking data entry operation at work and maintenance of database of PROFLAL;
2. The Authority in respect of the 'Expressions of Interest (EOI)' is with the District Magistrate, Nadia or the officer authorized by him in this regard.
3. Any reputed Organization having at least 5 years' experience in data processing work may submit their bid against this Notice inviting EOIs only if they have a record of **rendering data entry/database maintenance** to the Government, Semi-Government or Public Sector Undertaking Offices.
4. The Agency should be equipped with data entry operators/ data managers, details of which are to be given in the Expression of Interest.
5. **Earnest Money Deposit (EMD)**: The earnest money of Rs.5000/- (Rupees five thousand only) should be enclosed with the Bids by the bidders in the form of NSC/KVP/other government securities in face value pledged to the District Magistrate, Nadia... District acting on behalf of the Governor of West Bengal.

Refund of earnest money: The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of Bid. No interest will be paid on the Earnest Money.

Forfeiture of earnest money: The earnest money will be forfeited in any of the following cases:

- a) When the Agency withdraws or modifies the offer after opening of bid but before acceptance of the same.
- b) When Agency does not execute the prescribed agreement, if any, within the specified time.
- c) When the Agency fails to commence the supply of the items as per supply order within the time prescribed.

6. **Validity**: The financial bids to be submitted by the vendors should be valid for a minimum of 1 (One) month from the date of opening of the bids.

7. **Submission of EOIs:** The sealed Expression of Interest must be dropped in the Tender Box to be kept for this purpose at the Office of the District Magistrate, ...Nadia..... on or before 07 /03/2008 by 3.00 PM. No EOI will be accepted after the said date & time. The EOIs submitted by post/ courier/ telex / telegrams / fax / e-mail will not be considered. No further correspondence will be entertained in this matter. The EOIs delivered in any box other than the one specified will not be entertained.

8. **Opening:** The preliminary Expression of Interest of the Agencies will be opened on 11/03/2008 at 1 PM. At that time, only the names of the participating Agencies will be disclosed. One authorized representative of each vendor may participate at that time in their own interest.

9. **Technical Evaluation:** Technical evaluation of the bids shall be done on the following parameters:-

a. Technical specifications, samples and the leaflets / supporting document enclosed to confirm them.

b. Proof in support of their credential in performing data entry operation/ database maintenance in the Government, Semi-Government or Public Sector Undertaking.

c. Post operation Support Certificate from the Customer.

d. Company's turnover in last three years.

f. Company's supply record in West Bengal and Government Departments. The vendors must enclose the list of Data entry operation/ Database maintenance executed by them, complete details of such services, value of the work and name of the institutions for which such services have been rendered.

i. Sales Tax/VAT Registration and Latest Sales Tax & P. Tax Clearance Certificate.

j. Copy of the registration certificate for firms registered or Trade License.

k. Latest Income Tax clearance certificate.

l. Solvency certificate issued by only nationalized bank.

m. Balance sheet copies for the last 3 years duly certified by Chartered Accountant to reflect the annual turnover not being less than 0.50 crores.

n. Details of work done/order executed during the past 3 years in same name and style.

o. Payment / Credential certificate (issued by the Purchaser). Credentials that are certificates of satisfactory execution of work/ supply issued by work order or work order issuing authority for the works done/services rendered during the past 3 years.

q. List of Technical manpower available with the Agency.

Weightage will be given to the bidders on the basis of the above.

**10. Quantity of Items: Block wise list to be intimated to the short listed vendors at the time of demonstration. For the District as a whole, at present there are 21053 (appx) number of subscribers and for each subscriber 19 to 20 ( appx) numbers of fields are to be updated each month.**

**11. Delivery & Installation:**

(a) Data entry work is to be made at the office of the Block Development Officers. For verification of records, the vendor is to visit the Gram Panchayats at least once in a month;

(b) All entries related to the previous month are to be completed by 15<sup>th</sup> of the next month;

(c) The Agency would be responsible for installation of the software at the PCs of the Block Development Offices / Gram Panchayats and the maintain the updated version as may be delivered to them from time to time.

(e) If any loss or damage occurs to the database at the time of data entry, it will be the responsibility of the supplier to make good the loss, within the time stipulated in the supply order.

**12. Inspection:** The outputs delivered by the vendor will be inspected by the officer authorized by the Block Development Officers and bill for payment will be processed if the data entry is found in order.

**13. Agreement:** Successful Bidder will have to execute an Agreement in non-judicial stamp paper of value Rs.10/- (or more) with the District Magistrate conforming to the terms & conditions of this Notice inviting EOI Both the parties will have to sign the Agreement and after signing the agreement that, work-order will be issued in favour of the selected vendor.

**14. Security deposit :** The vendor to whom work order will be issued will have to keep a security deposit amounting to Rs. 5,000 (Rupees five thousand only) in the form of NSC/KVP/other government securities in face value pledged to the District Magistrate on behalf of the Governor of West Bengal.

The earnest money deposited at the time of submission of EOI will be adjusted towards security amount. No interest will be paid on the security money.

15. The Vendors must sign & seal each page of EOI(s). Incomplete EOIs are liable to be rejected.

16. (A) The Authority reserves the right to accept or reject any or all the bids without assigning any reason thereof.

(b) E.O.I. not conforming to any or all the above terms & conditions are liable to be rejected.

(c) Any attempt by any vendor to bring pressure of any kind will disqualify the Vendor.

(d) If a Vendor imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, their EOI is liable to summary rejection.

17. In the event of any dispute, the District Magistrate, Nadia...Shall decide on appropriate measures in the interest of public service.

#### **Specification of the Work:**

- 1. Basic Data Entry in pre-defined software meant for capturing all data related to PROFLAL. The pre-defined software has been developed and the executables set-ups and files of the software will be delivered to the selected vendors, which they may have to install in the PCs located at the office of the Block Development Officers of the Blocks for which they will be entrusted.**
- 2. Upgration of the Masters, deletion/modification of wrongly entered data from the database;**
- 3. Verification of the balance amount lying in the credit of every subscriber from the pass book or other records as kept in the office of the Block Development Officers so far as entry of updating of data is concerned;**
- 4. The vendor is required to make cross checks from the other available records such as amount collected from each subscriber by the Gram Panchayat, amount deposited by the Gram to the Block Development Officer, verify challan of deposit of the collected amount to the Treasury by the Block Development officers for every month;**
- 5. The vendor is also required to take print out of the output(s) and document(s) every month and handover to the respective Block Development Officers for verification;**

## Annexure

### **Information/ Documents/ Credentials to be furnished along with EOI (with a list of such papers to be furnished):**

- (a) Name & detailed Address of the Agency with Phone, Fax numbers, E-Mail address etc.
- (b) Name & Telephone number of the Contact Person.
- (c) Attested Photocopy of Income Tax Clearance certificate for 2005-06.
- (d) Attested Photocopy of VAT/ Sale Tax Clearance certificate for 2005-06.
- (e) Attested Photocopy of P. Tax Clearance certificate for 2005-06.
- (f) Attested Photocopy of Certificate of Enlistment/ Trade License.
- (g) A list of Government, Semi-Government or Public Sector Undertaking offices or listed Companies where the Agency had undertaken data entry/ database maintenance work worth Rs. \_\_\_\_\_ lakhs (Rupees \_\_\_\_\_ lakhs) or more during the financial years of 2004-05 & 2005-06 (till date) together with supportive documents (like Payment/ Credential certificate issued by the Purchaser).
- (i) List of Technical Manpower available with the Agency indicating name, location, qualification & experience of each.
- (j) Authenticated copies of the Audited Statement of Accounts of the Agency for the latest available 3 (three) financial years.
- (k) Other supporting documents, if any.
- (l) The Earnest Money Deposit in the form of NSC/KVP/Government Bonds pledged to the District Magistrate, Nadia on behalf of the Governor of West Bengal.