

Tender Form

For Data Entry Work

**DSWO/DBCWO/
DMIWO RAMPUR**

PART-1

TERMS & CONDITIONS OF CONTRACT

(Only Computers Data Entry Service Providers Allowed)

1. The bidder may submit his bid against this tender enquiry only if he is a reputed computer Data Entry Service Provider. The work of data entry of about 3.5 lakhs (approx.) forms is to be completed within 15 - 17 days from 15th July to 31st July, 07.
2. The earnest money of Rs. 2000.00 (Rs. Two Thousand Only) should be enclosed along with the terms & conditions duly signed and stamped in a form of cash or Account Payee Bank Draft payable on any branch of nationalized bank at Rampur in favour of District Magistrate, District Rampur in separate sealed envelope. All other tenders submitted without requisite amount of earnest money shall be rejected and bids shall not be opened.
3. The bidder should submit sealed envelope containing the bid by 3.00 pm of 29/6/07 at NIC-District Unit, 39 Collectorate, Rampur. The Tender will be opened at 4 p.m on 29/6/07 before the tender committee presided by the District Magistrate.
4. Every page has to be signed by the Bidder.
5. Photo of the Bidder/Vendor should be attested by Gazetted Officer as well as of the person who will appear before tender committee at the time of opening of the tenders.
6. Incomplete tender will not be accepted under any circumstances.
7. A bidder should be equipped with at least 5 computers having windows XP Operating System, DMP & Laser Printer, UPS & one generator.
8. The data entry work taken by the approved bidder must be completed within the given time frame on the s/w provided by NIC. The data should be error free. For this one or more printout/checklist shall be given by the bidder for checking of data.
9. The error free data shall be given on CD/DVD only.
10. If any bidder fails to provide error free data in time, the earnest money will be seized & will not be returned. Legal action may also be taken against the defaulter.
11. Payment for this error free data entry shall be made by the concerned departments (Distt. Social Welfare Officer/ Distt. Backward Class Officer/ Distt. Minority Welfare Officer) as follows :-
90% amount of the total order value will be paid to the bidder after taking the certificate that all the data given by bidder is 100% error free from the DIO, NIC. Remaining 10% amount will be paid after completion of total data entry work & with the certificate of DIO, NIC.
12. All the work will be done in the premises of the Vendor. Any Govt. Official can visit the premises of the Vendor without any prior notice. Since the project is time bound and at any stage the Committee is not satisfied with the progress of the data entry, the work may be transferred to the other bidders on the approved rates.
13. The successful tenderer shall sign an agreement immediately after the acceptance of the tender.
14. All the documents required should be enclosed with the bid.
15. Tender not conforming to any or all the above terms and conditions are liable to be rejected.
16. Incomplete tenders are liable to be rejected.
17. District Magistrate, Rampur reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
18. District Magistrate, Rampur reserves the right to reject any or all the tenders without assigning any reason whatsoever. District Magistrate will not be under any obligation to give any clarifications to those vendors whose tenders have been rejected.
19. All disputes are subjected to Rampur Jurisdiction.
20. The vendor will furnish authorization in the prescribed format enclosed with this tender.

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 20. This is also certified that I/We/Our principal Data Entry Agency have no objection in signing the data entry contract in the endorsed Performa if the opportunity for the Data Entry against this tender is given to me/us.

Date: Signature:

Address: Name:

Designation:

On behalf of:

(Company Seal)

Tender Form – Part 2

Name of the Firm -----

Address of the Firm -----

Registration No./Date -----
(Trade Tax)

Registration No./Date -----
(Income Tax)

Registration No./Date -----
(Labour Tax)

No. of Computers -----
Available with firm

No. of Gen.Set -----
Available with firm

No. of Data Entry Operator -----
Available with firm

Rate of Data Entry (Per Record)

Signature of the bidder/owner of the firm