

NOT TRANSFERABLE

Ref.No: No. F.2(165)-SW/DC/2014

Dt. 29 / 07 /2021

Govt Of Tripura
Directorate of Social welfare and Social education
Ujan Abhoynagar,Agartala,Tripura-799005

Email: **e-mail-dswe_agt@yahoo.com**

THE Supply of Data Entry Operators(DEO)

NOTICE INVITING TENDER

LAST DATE FOR SUBMISSION OF TENDER: 09 / 08 /2021 up to 16:00 Hrs.

TENDER OPENING DATE:-17:00 Hrs on 09 / 08 /2021, if possible.

Govt Of Tripura
Directorate of Social welfare and Social education
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THE Supply of Data Entry Operators (DEO) under SW & SE, Govt Of Tripura

Critical Dates:

1	Completion period for the work	1(One) months
2	Publish Date	Date: 02/08/2021
3	Document download/Sale start date	From Date: 02/08/ 2021 Time 04:00 Pm
4	Pre Bid Meeting	Date: 05 / 08 / 2021 Time:11:00 am
5	Place of Pre Bid Meeting	O/o SW & SE.
6	BID Submission start date	Date: 02 /08/ 2021 Time 05.00 pm
7	BID Submission End date	Date: 09/ 08 / 2021 Time 4:00 pm
8.	Time and Date of Opening Bid/Bids:	Date: 09/ 08 / 2021 Time 5.00 pm, if possible
8	Place of Opening Bids:	Office of SW & SE Tripura.
9	Bid Validity:	365 days
10	Officer inviting Bids:	Director SW & SE Govt. Of Tripura

Notes:- All the above mentioned time are as per clock time of e-procurement website-<https://tripuratenders.gov.in>.

**(Dr. Siddharth Shiv Jaiswal, IAS)
Director SW & SE
Govt. Of Tripura**

**THE SUPPLY of Data Entry Operators(DEO) under SW & SE, Govt
Of Tripura**

NOTICE INVITING TENDER

Ref.No: No. F.2(165)-SW/DC/2014

Dt. 29 /07/2021

**THE supply of Data Entry Operators(DEO) under SW
& SE, Govt Of Tripura**

A Tender hereby invited on behalf of the SW & SE, Agartala from resourceful, experienced and bonafide licensed agencies or their authorized local supplier in the state of Tripura for **THE Supply of Data Entry Operators(DEO) under SW & SE, Govt Of Tripura**

The details of tender, list of items with indicative quantity and Tender Documents are made available on website (<http://tripuratenders.gov.in>). The last date/time of submission of the tender documents by online is **09 / 08 /2021 up to 4:00 pm**. All future modification/corrigendum shall be made available in the e procurement portal, So bidders are requested to get the update themselves from the e- procurement web portal only.

(Dr. Siddharth Shiv Jaiswal, IAS)

Director SW & SE

Govt. Of Tripura

NOTICE INVITING-e-TENDER

E-Tenders of are hereby invited through website

<https://tripuratenders.gov.in> by the Director, SW & SE, Government of Tripura, Agartala-799001 from the resourceful, experienced, reliable, bonafied, renowned, licensed agencies for **“THE SUPPLY OF Data Entry Operators(DEO) under SW & SE, Govt Of Tripura”**

The **Scope of Work** of the same is enclosed in **Annexure: II**

General Terms & conditions

1. Demand Draft against **EMD** amounting **Rs.30,000/- (Refundable) & Tender Fee Rs-500/- (Five hundred only)(non refundable)**. Tender EMD will be exempted as per Govt. norms but relevant documents need to be uploaded in Annexure -I.The interested bidders should upload the bids in 2 parts, namely Technical Bid & Financial Bid (BOQ) in the portal.
2. Tender shall not be accepted for which the concerned company/bidder has been blacklisted/banned/debarred either by Tender inviting authority of Govt. of Tripura or by any other State/Central Govt. and its procurement agencies.
3. The concerned bidder/company has been declared as of not of standard quality or any criminal case is filed or case pending in any court shall not be eligible to participate for those particular products in the tender. Similarly convicted firm/company shall also not be eligible to participate in the tender
4. The Tenders shall have to be typewritten and in case of any overwriting or cutting, Correction shall have to be made by crossing out neatly. **The name and signature of bidder's authorized person shall have to be put on each page of the application. All pages of the tender document shall be numbered and uploaded as directed.**
5. Authorized representative shall have to furnish appropriate credential from the firm they represent.
6. Further workorder order should not be given to those agencies as soon as declared as blacklisted within the validity period.
7. The work must be completed within 30 (Thirty) days from the date of issuing the supply order. A penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of supply. However,

Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control).

8. 3% of the value of ordered quantity will have to deposit as Security Money by demand draft from any schedule Bank by the firm within 7 days from the date of issue of supply order. The Security Money will be released after completion of full supply within stipulated period and found satisfactory by the evaluation committee or it may be kept for the next supply order whichever is applicable.
9. Income Tax / Other Tax & GST shall be imposed in the bill as per guidelines of the Government, if applicable.
10. Any enhancement of rate within the validity period of contract will not be considered except for imposition of any levy or increase in existing levy by the Government. Any undue request may lead to cancellation of the Order.
11. Payment to successful Tenderers shall be made on bill basis only after quality test by the inspection committee or competent authority. No advance payment shall be made under any circumstances. Procuring authority may be taken all possible steps to pay the bills within 90 days from the date of completion of supply.
12. Price quoted (per data entry inclusive all taxes) should be as per format in the BOQ.

Office where services required	Schedule of Requirement	Quantity	Estimated Cost of the tender (in Rs.)	Earnest Money Deposit
O/o SW&SE at District Level (West/Gomati/Unakoti/Dhalai)	Data Entry Operator	Approx 80,000 data's needs to be uploaded	Rs.10,00000 /-	Rs.30,000 / -

15. **The successful bidder should arranged all necessary hardware's including internet connections (dongles etc) for data entry.**
16. **The format of the data entry including scanning of the 4-5 nos of the documents may be seen in the portal of UDID <https://www.swavlambancard.gov.in/pwd/application>**
17. **The work should be completed properly within the stipulated period, in case of wrong entries penalty will be imposed 01% every 10 wrong entries.**
18. **Any legal disputes will be entertained in the Agartala**

Jurisdiction only.

19. The data entries will be done at District level Unakoti(Kailashahar),Gomati(Udaipur),WestTripura(Agartala),Dhalai(kulai) or as directed by the authority, no TA/DA will be provided for above.

20. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockage or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality and given by either party to the other within 07 days from the date of occurrence thereof, neither party shall be responsible of such events and be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of Authority as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

21. Failure of the successful bidder to comply with the requirement of Clause 6 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in this event. Authority will decide next course of action as per manual of procurement 2018 Govt. of Tripura.

22. Performance Security

The successful tenderer will have to deposit a Performance Security Deposit within 07 days of the issue of the formal order, for a sum equivalent to 03% of contract value subject to revision at the time of placing the work order. The performance security should be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of 'DDO SW & SE, payable at Agartala, Tripura from a Commercial Bank/nationalized Bank should remain valid for a period of 30 months.

a. Performance security will be discharged after three months (from

the end of contract) after compliance of contractor's performance obligations under the contract.

- b. If the contractor fails or neglect any of his obligations under the contract it shall be lawful for authority to forfeit either whole or any part of performance security deposit furnished by the bidder as compensation for any loss resulting from such failure.
 - c. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
 - d. If any discrepancy or fault evolved during random checking of the entries penalty to be imposed @ 2% of the total value for each fault of data entries from the bills.
- 23. Termination of Contract.**

Authority, may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.

- 24.** No insurance charge is admissible and successful Tenderers will be responsible for any damage and loss in transit on way to destination.
 - 25.** Any default or breach of contract and non-execution of supply order shall lead to forfeiture of earnest money/security deposit of the successful Tenderers beside to such action as may be considered appropriate by the Director (SW & SE) including black listing / delisting the Tenderers for the future.
 - 26.** In case of legal dispute the jurisdiction will be the Tripura High Court, Agartala
 - 27.** The Director SW & SE Government of Tripura, Agartala reserves the right to unilaterally terminate the contract or cancel the acceptance of the rate and firm at any time without notice before expiry of the period for which rates are now invited.
 - 28.** The Director(SW & SE), Government of Tripura, Agartala reserves the right to accept or reject any Tender without assigning any reason thereof and Tender may be accepted or rejected in part or in whole.
 - 29.** Yearly average turnover should be Rs 10 lakh or more from Chartered accountant for the year 2018-19 & 2019-20 as per Annexure-V
 - 30.** Proof of experience of completion of similar kind of work from Govt /reputed bank/private sector to be uploaded in Annexure-II.
 - 31.** A declaration to be uploaded in annex-IV as per format in Rs: 100 non judicial stamp paper affidavits by 1st Class magistrate that all the documents submitted by the bidder are valid.
23. Bidder should be quoted the item specified in Annexure otherwise the bid will be treated as cancelled. Lowest rate will be selected on the basis of total rate quoted by the bidder in BOQ.
24. The rate contract will be valid up to 1(One) year.

(Dr. Siddharth Shiv Jaiswal, IAS)
Director SW & SE
Govt. Of Tripura

List of documents to be scanned and uploaded:

Documents to be kept in “My Document” folder of Bidder: - The following documents as per standard format detailed in bid document, or as per standard dictated by Regulatory/ Statutory bodies, shall be scanned and uploaded along with the bid document as per requirements.

Sl No	Name Of The Documents
1.	Annexure-I(Tender form)
2.	Annexure-II(Scope of work & Proof of experience of completion of similar kind of work from Govt /reputed bank/private sector).
3.	GST Registration & last GST return
4.	(Annexure-III)
5.	(Annexure-IV)
6.	Yearly average turnover Rupees 10 lakh (Annexure-V)

Other Important Documents

Sl No	Name of the documents
1	PAN card
2	DNIT
3.	Valid Registration/Valid Trade license of the agency of similar work.

For each above mentioned document, the bidders shall scan in **100 dpi resolution** into PDF and upload them

Financial Documents:-

A. BOQ (Bill of Quantity)

(Dr. Siddharth Shiv Jaiswal, IAS)
Director SW & SE
Govt. Of Tripura

Annexure-I

TENDER FORM

To
The Director
SW & SE
Govt. Of Tripura

Dear Sir

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the goods under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in BOQ which is made part of this tender.

2. We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the tender document.
3. If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.
4. We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Date: _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of _____

Signature & stamp of tenderer

Annexure-II

Office where service required	Schedule of Requirement	Quantity
O/o SW&SE at District Level (West/Gomati/ Unakoti/Dhalai)	Data Entry Operator	Approx 80,000 data's needs to be uploaded within one month. District wise approx break up of data entry as follows: West-33782 nos Unakoti-15339 nos Gomati-21041 nos Dhalai-9838 nos Quantity may be increase or decrease.

N.B. Rate to be quoted per data entry inclusive of all taxes.

Minimum Qualification required:

The **data entry operators** should be at least Higher secondary (12th) pass with a fair command on English. He/she should have sufficient knowledge of computer operations like MS Office (MS Word, MS excel and MS Access) and basics of internet use. The data entry operators should have typing speed of 30 WPM (minimum) in English. The nature of services shall include carrying out all the functions generally performed in this office by data entry operators including but not limited to the work of maintenance of office record.

The nature of services required to be done by Data entry operator are as below:

1. Computer data entry, Scanning the documents, and other office documents.
2. Typing of official letters and other documents.
3. Handling existing data and editing current information.
4. Proof reading new entries into a database etc.

5. Keeping the office record updated.
6. Taking back up of data at regular intervals and storage of data.
7. Any other as required time to time.

The requirement of this office may increase or decrease during the initial period of contract also. The manpower to be engaged should be between 18-40 years in age.

His/her antecedents should have been got verified by the agency from the local police authorities.

- **The space for the Data Entry Operator shall be provided by the tender inviting authority.**
- **The successful bidder should arrange all necessary hardware's including internet connections (dongles etc) for data entry.**
- **The format of the data entry including scanning of the 4-5 nos of the documents may be seen in the portal of UDID <https://www.swavlambancard.gov.in/pwd/application>**
- **The work should be completed within the stipulated period unless penalty may be imposed per day @ 1% of the total value.**
- **Any legal disputes will be entertained in the Agartala Jurisdiction only.**
- **The data entry may be done at District level (West/Gomati/Unakoti/Dhalai) or as directed by the authority, no TA/DA will be provided.**
- **EPF/ESI and minimum wages for the Data Entry Operators to be provided by the agencies as per Govt. norm, the tender inviting**

authority is not liable to entertain any such kind of issues including demand for job in to the Department.

- **In case of any kind of misbehavior or misconducting with the authority the the concerned DEO should be replaced as soon as noticed by the authority.**

N.B.

1. Above mentioned Quantity may be increased or decreased.
2. Proof of experience of completion of similar kind of work from Govt /reputed bank/ private sector also to be uploaded in Annex-II
3. Other terms & conditions will be followed as per Procurement and Service Manual - 2018, Govt of Tripura.

**(Dr. Siddharth Shiv Jaiswal, IAS)
Director SW & SE
Govt. Of Tripura**

ANNEXURE-III

**AUTHORISATION FORMAT
(To be furnished with the Technical bid)**

To
The Director
Sw & SE
Ujan Abhoynagar
Agartala-799001

Ref: Tender No. Dated for _____

Dear Sir,

We, _____ are the agency of
_____ (name of
item(s) and have the reg office at _____.

1. Messrs _____ (name and address of the agent) is our
authorized agency of _____ (name of item(s).

Yours faithfully,

(Signature with date, name and designation)

For and on behalf of Messrs _____
(Name & address of the manufacturers)

Seal

Note:

1. This letter should be on the **letterhead** of the **agency** and should be signed by a person having the power of attorney to legally bind the manufacturer.
2. Original letter shall be attached to the technical bid.

ANNEXURE -IV

**DECLARATION IN FORM OF AFFIDAVIT BY 1ST CLASS MEGISTRATE IN 100
RUPEES NON-JUDICIAL STAMP PAPER.**

I / We having my /
our.....o ffice at.....
..... do declare that I / We have carefully read all the
terms & conditions of tender of the , SW & SE, Tripura for the supply
of The rate will remain valid for a period of one year from the
date of approval. I will abide with all the terms & conditions set forth in the tender
paper Reference no.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We
are derecognized/black listed by any State Govt. /Union Territory/ Govt. of
India/Govt. organization/Govt. Health Institutions for similar nature of work of Not of
Standard Quality (NSQ) items/part-supply/non-supply. I/We agree that the Tender
Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and
blacklist me/us for a period of 3 years or any legal action may be taken , if any
information or documents uploaded or furnished by us proved to be false at the time
of inspection/verification and not complying with the Tender terms & conditions.

I/We further declare that I/We possess valid registration/ trade license in Data entry
operating work bearing no.Va lid upto.....
.....I. /We.....
... do hereby declare that I / we will supply the as per the
terms, conditions & specifications of the tender document

Signature & Seal of the bidder:

Date:

ANNEXURE - V

TOTAL TURNOVER CERTIFICATE

AFFIDAVIT

To
The Director
SW & SE
Ujanabhoyanagar
Agartala

We hereby certify that **M/s** _____ (the name of participant in the tender) who is participating the tender for **data entry operators under SW & SE**”

having office at _____ (Address of office) has a sales turnover given as below :-

(a) Turnover in the year of 2018-2019. Rs.:-

(b) Turnover in the year of 2019-2020. Rs.:-

The above information is correct and true.

UDIN No.....

SIGNATURE OF CHARTERED ACCOUNTANT

NOTE: The turnover of other than participant will not be accepted.