

OFFICE OF THE BERHAMPUR MUNICIPAL CORPORATION, BERHAMPUR

TENDER CALL NOTICE

No 7134/ A-16-I/15

Dt 09.06.2016

Sealed tender are invited from the vendor/service provider for data entry to incorporate correction in the NPR database in Be MC interested vendor /service provider may apply in the Office of undersigned by 18.06.2016. to whom the data entry work is to be done. The service provider will deploy sufficient numbers of operator to complete the data entry work within the target timeline. The data entry in both English and Odia language. The data entry work shall be started in all the places simultaneously and completed within 4 months.

The sealed tender should be addressed to the Municipal Commissioner, Berhampur same will be received in the Registered Post/Speed Post only placed in the Office Berhampur Municipal Corporation. Berhampur. The last date & time of received the tender document shall be 18.06.2016 till 5.PM and will be opened on 20.06.2016 at 11.00 AM. The details tender call notice can be obtained from www.berhampur.gov.in .

NB:- The Authority reserves the right not to accept any tender without assigning any reason thereof.

Sd/09.06.16
Municipal Commissioner,
Berhampur Municipal Corporation.

Memo No 7135

Dt 09.06.16

Copy to Steno to Mayor/P.A to Commissioner/Chief Finance Officer/Dy. Secretary/Executive Engineer/H.A (Gen)/D.A Deposit Clerk/Office Notice Board/Notice board of Sub-Collector Office and intending bidders for wider publication and necessary action.

Sd/09.06.16
Municipal Commissioner,
Berhampur Municipal Corporation.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

- 1) This requires the services of reputed, well established and financially sound Manpower service providers to provide services of Data Entry on contract basis for NPR Data Entry work in BeMC.
- 2) The contract for providing the aforesaid Manpower is likely to commence from immediately after finalization of the tender and would continue till the period of the contract may be further extended beyond provided the requirement of the Department for manpower persists at that time or may be contained/terminated before owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the Departments requirements. The Municipal Commissioner, Berhampur, however, reserves right to terminate this initial contract at any time after giving on week's notice to the selected service provider.
- 3) BeMC, Berhampur has tentative requirement for the Data Entry of NPR Data.
- 4) Keeping this in consideration, it has been decided by Addl. Registrar General of Citizen Registration India.
 - a) Cost of Rs.1 per record to be paid for each migrated out or death cases.
 - b) The approved cost of Rs.4 per record is inclusive of amount of Honorarium of supervising the quality of data entry exercises.
- 5) The interested manpower services providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 3000/- and other requisite documents by up to by speed/Regd. Post only.
- 6) The various crucial dates relating to TENDER FOR PROVIDING DATA ENTRY SERVICES TO BERHAMPUR MUNICIPAL CORPORATION, BERHAMPUR are cited as under.
 - a Period of issue of tender document: Date of issue of 3 months.
 - b Date and time for submission of Tender Document
 - c Date and time for opening of
 - d. Technical Bids/Financial Bids of eligible Bidders
 - e Likely date for commencement of deployment of required manpower immediately after finalization of the tender.
- 7 The tender has been invited under two bid system i.e. Technical Bid and financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid providing manpower services to Be.MC Office Berhampur.
- 8) The Earnest Money Deposit (EMD) of Rs.3000/- (Rupees Three thousand) only refundable (without interest) should be necessarily accompanied with the technical Bid of the service provider in the form of demand draft/pay order drawn in favour of Municipal Commissioner, Berhampur Municipal Corporation failing which the tender shall be rejected summarily.

9 The successful tender will have to deposit a performance security deposit of Rs.2000/- (Rupees Two thousand only) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of Municipal Commissioner, Berhampur Municipal Corporation covering the period of contract. In case, the contract is further extended beyond the initial period the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

10 The tendering manpower service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Governments) along with the Technical Bid failing which their bids shall be summarily out rightly rejected and will not be considered any further.

- a) Registration Certificate of the applicant organization
 - b) Copy of PAN/GIR card.
 - c) Copy of the IT return filed for the last three financial years.
 - d) Copies of EPF and ESI Certificate
 - e) Copy of the Service Tax registration certificate
 - f) Certified extracts of the Bank Account containing transaction during last three years.
- 11) The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- 12) All entries in the tender form should be legible and filled clearly if the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid application must be initialed by the person authorized to sign the tender bids.

13 The Technical bids shall be opened on the scheduled date and time on in the office chamber of Commissioner, Berhampur Municipal Corporation in the presence of the representatives of the manpower service providers, if any, who wish to be present on the spot at that time.

14 The Financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial Bids shall be opened at on in the office chamber of Commissioner, Berhampur Municipal Corporatio in the presence of the representatives of the manpower service providers, if any, who wish to be present on the spot at that time.

15) The competent authority of the Commissioner, Berhampur Municipal Corporation reserves the right to annual all bids without assigning any reason.

TECHNICAL REQUIREMENT FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specification.
 - a) The registered office of one of the branch Offices of the manpower service provider should be located within the jurisdiction of the user Office, Besides if the Department/Head of Department/controlling Officer are procuring manpower for deployment in their field Office (s) then the manpower service provider should the me designation and contact number of the person to liaise with the said field Office (s).
 - b) They should be registered with the appropriate registration authority

- c) They should have at least two /three years experience in providing manpower to Government Departments, public sector companies/Banks etc.
- d) They should have their own Bank Account.
- e) They should be registered with income Tax and Service Tax Department.
- f) Minimum turn over requirement.
- g) Execution of contracts of similar type (minimum value to be prescribed) during presiding 3 years of value equal or more than 60% of the estimated cost of the present contract.

**TECHNICAL REQUIREMENTS FOR MAN POWER TO BE DEPLOYED BY THE SUCCESSFUL
MANPOWER SERVICE PROVIDER IN THE OFFICE OF MUNICIPAL COMMISSIONER,
BERHAMPUR MUNICIPAL CORPORATION.**

1. The data entry operator should be minimum 10+2 pass and computer literate and should be knowing data entry in both English & Oriya.

Sd/09.06.16
Municipal Commissioner,
Berhampur Municipal Corporation.

APPLICATION – TECHNICAL BID

For providing Manpower Services to Berhampur Municipal Corporation, Berhampur.

- 1) Name of the Tendering Manpower service provider.....
- 2) Details of Earnest Money Deposit DD NO...../Dt.....
Of Rs.....drawn on Bank.....
- 3 Name of proprietor/ partner/ Director
.....
.....
.....
- 4 Full Address of Registered Office
.....
.....
Telephone No
Fax No
E Mail Address
5. Full address of Operating/Branch Office
.....
.....
.....
Telephone No
Fax No
E Mail Address
6. Name & Telephone No.of
Authorized Officer/person
To realize with Field Officer(S)
7. Bank of the Manpower service provider.....
(Attach certified copy of statement of
A/C for the last three years)
.....
.....
Telephone Number
Of Banker.
8. PAN/GIR No.....
(Attach Attested copy)
9. Service Tax Registration No
(Attach attested copy)
10. E.P.F. Registration No
(Attach attested copy)
11. E.S.I. Registration No.....
(Attach attested copy)
12. Financial turnover of the tendering Manpower service provider for the last 03
Financial years.

Financial year	Amount (Rs.in lakhs)	Remarks, if any
2013-14		
2014-15		
2015-16		

13. Additional information, if any:

(Attach separate sheet if space provided is insufficient).

14. Give details of the major similar contracts handled by the tendering manpower service provider during the last three years in the following format.

If the space provided is insufficient, a separate sheet may be attached).

Sl.No	Name of client address telephone & Fax No	Man power services provided	Amount of contract (Rs. In lakhs)	Duration of contract	
				From	To

15. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Name

Seal

Date:

Place:

DECLARATION

- 1 ISon/Daughter Wife of
Shriproprietor Director/authorised
signatory of the service provider, mentioned above, an competent to
sign this declaration and execute this tender document.

- 2 I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them.

- 3 The information/documents furnished along with the above application
are true and authentic to the best of my knowledge and belief.
I/We/am/are well aware of the fact that furnishing of any false
information/fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate
law.

Signature of authorized person
Full Name
Seal

Date

Place.

APPLICATION- FINANCIAL BID

FOR PROVIDING DATA ENTRY OF NPR DATA TO BERHAMPUR MUNICIPAL CORPORATION.

Name of tendering manpower service provider.

1. Rate per each entry of NPR Data :

Signature of authorized person
Full Name

Date

Seal

Place

Notes:

- 1 The rate quoted by the tendering agency/should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
- 2 The payment shall be made after the completion of data entry work.
- 3 The bill will be made in favour of Municipal Commissioner, Berhampur Municipal Corporation.

TERMS & CONDITIONS

1. The rate should be quoted inclusive of all taxes and transportation charges to Be.MC Berhampur.
2. All duties, taxes and other Levis payable by the vender shall be included in the total price.
3. The rate quoted should be both in figure and word.
4. Each vender should submit only one quotation.
5. Earnest money deposit (EMD) of Rs. 3000/- (Rupees Three thousand) only in shape of Demand Draft in favour of Municipal Commissioner, Berhampur Municipal Corporation payable at Berhampur must be accompanied with the sealed quotations.
6. The quotationer has to bear the responsibility for proper and deploy sufficient number for operators to finish the data entry work within target timelines.
7. The payment shall be made after completion of data entry work.
8. The bill will be made in favour of Municipal Commissioner, Berhampur Municipal Corporation.

Sd/09.06.16

Municipal Commissioner,
Berhampur Municipal Corporation.