

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF N.C.T. OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002**

F.56(320)/DSW/CC/136/DBT/2013-14/PART I

Dated:

To

As per the list (Annexure-III)

(Firms empanelled with IT Deptt., GNCTD for providing Data Entry Work except M/s G A Digital Web World (P) Ltd.).

E-TENDER NOTICE

Sub: **INVITATION OF ON-LINE COMMERCIAL BIDS FOR PROVIDING DATA ENTRY WORK IN DISTRICT OFFICES OF DEPARTMENT OF SOCIAL WELFARE, GOVT. OF NCT OF DELHI.**

Sir/Madam,

Please submit your on-line Commercial Bids for providing data entry work in District Offices of Department of Social Welfare, Govt. of NCT of Delhi through e-Procurement platform of Govt. of NCT of Delhi i.e. <http://govtprocurement.delhi.gov.in> only.

Terms and Conditions:-

- i) The firm participating in this tender must adhere to all the terms & conditions etc. mentioned in the circular issued by Department of Information Technology, GNCTD bearing no. F.6(282)/2013/IT/Tech/10673-10852 dated 28/11/2014.
- ii) The Department needs services for data entry work in it's District Offices address of which is mentioned below:-

S. No.	Name of District Office	Contact No.
1	District Office (West), Nirmal Chaya Complex, Jail Road, Hari Nagar, New Delhi-64	28520683
2	District Office (North), 20-21, Shopping Complex, Gulabi Bagh, Delhi-07	23652304
3	District Office (South), Kasturba Niketan Complex, Lajpat Nagar-II, New Delhi -24	29819812
4	District Office (North West-I), NPS Deaf ,Sector-4,Rohini,Delhi-85	27040844
5	District Office (North West-II), NPS Deaf ,Sector-4,Rohini,Delhi-85	27056278
6	District Office (North East), Sanskar Ashram Complex, Near GTB Hospital, Dilshad Garden, Delhi - 94	22133765
7	District Office (Central), GLNS Complex, Delhi Gate, New Delhi-02	23318323
8	District Office (East), Mahila Silai Evam Katai Kendra,Block-10,Geeta Colony,Delhi-31	22085003
9	District Office (New Delhi), 1-Canning Lane, K.G.Marg, New Delhi-01	23071093
10	District Office (South West), C-22-23,Udyog Sadan,3 rd Floor, Sansthan Area,Qutab Enclave, New Delhi	26529019

- iii) The data entry work is to be done in a web application, access to which shall be provided to the agency awarded this contract. The scope of work is the data entry of Aadhar numbers, live status and other details of the beneficiaries of different pension schemes of the Department. The Aadhar number from Aadhar card has to be scanned through Bar Coding available on Aadhar card and put into the database available through web. The information like total number of records, place of data entry etc. is indicated at **Annexure-II**. The data entry manpower will have to make data entry by taking form as a source. The data entry task is to be done on-site i.e. in the District Offices mentioned in point no. (ii) above in working hours i.e. 09:30 AM to 05:00 PM or as allowed by the Competent Authority of the Department of Social Welfare, GNCTD. The accuracy of data entry must be 100%. The space for sitting,

electricity, furniture for manpower for data entry work will be provided by the Department. It must be noted that the Internet connection shall be provided by the District Offices but however, in case, the Internet does not work, it shall be responsibility of the successful bidder to arrange the Internet facility without any extra cost so that the work may be completed in stipulated time. The successful bidder shall quote the rates including that machine shall be provided by the successful bidder only.

- iv) The rates quoted should be exclusive of taxes/statutory charges. The taxes/statutory charges should be quoted separately. Rates should be valid for a period of one year from the date of submission of on-line commercial bids. The rate should be quoted as per the prescribed format (available at **Annexure-I**) on-line at <http://govtprocurement.delhi.gov.in>.
- v) The duration of completing the data entry work is by 25/12/2014. The firm executing this contract shall have to maintain confidentiality i.e. no type of document/record/information etc. shall be revealed out of this Department.
- vi) Payment of data entry charges shall be made on successful completion of this contract subject to verification by the concerned Officer. On receipt of certificate issued by the concerned District authority of Department only, the payment claim shall be processed.
- vii) The firm selected for providing services of data entry shall has to deposit performance guarantee in the form of Bank Guarantee issued by any Nationalized/Scheduled Bank in India equivalent to 7.5% of the value of the contract valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations.
- viii) Please adhere to the following tender schedule through e-procurement platform of Govt. of NCT of Delhi:-

Date & time of publishing of tender on e-Procurement platform	12/12/2014 at 06:00 PM
Last date & time of on-line submission of Commercial bid	19/12/2014 at 11:00 AM
Date and time of on-line opening of Commercial Bid	19/12/2014 at 11:30 AM

- ix) The lowest rate quoting bidder (**L1**) shall be decided on grand total of Commercial Bid.
- x) Rates must be quoted with machine as per the commercial bid format given at **Annexure-I**. Incomplete bid in this respect may be rejected. Bidder may withdraw/modify its bid on e-Procurement platform of GNCTD before the last date & time for submission of commercial bid.
- xi) Director, Department of Social Welfare, Govt. of NCT of Delhi reserves the right to cancel/amend the tender without assigning any reason.

(S C Garg)
Jt. Director (IT)

COMMERCIAL BID FORMATSUB: **SUBMISSION OF ON-LINE COMMERCIAL BIDS FOR PROVIDING DATA ENTRY WORK.**

Sir/Madam,

Please quote your most competitive rates for undertaking data entry work in District Offices of Department of Social Welfare, Govt. of NCT of Delhi through e-Procurement platform of Govt. of NCT of Delhi i.e. <http://govtprocurement.delhi.gov.in> only in the following format. **Please read the tender document carefully before submitting the bid.**

S.No.	Work Description	Number of Records	Rate per Record With Machine (INR)			Total Charges With Machine (INR)
			Without taxes/charges	Taxes/charges	Total	
1	Data entry in database available through web for:- (i) Aadhar numbers from Aadhar card to be scanned through Bar Coding (ii) Correction in Account number/MICR code (iii) Marital status (Married/Widow/Separated) (iv) Disability status (v) Address (in case of change in address) (vi) Phone/mobile number (vii) SC/ST, Minority Status (viii) If dead then- (a) Date of death (b) Place of Death (c) Name of informer about death (d) Death certificate number, if available on form	350000				

Note:-

1. The rates quoted should be exclusive of taxes/statutory charges. The taxes/statutory charges should be quoted separately.
2. The Department of Women & Child Development, Govt. of NCT of Delhi may also award the work to the successful bidder at the same rates, terms & conditions for similar type of work for 1.5 Lakh records (tentative).

Details of Data Entry Work in the District Offices of Department of Social Welfare, Govt. of NCT of Delhi

Source: ☐ File ☐ Register ☒ Form

Quality: ☒ Handwritten ☐ Typed

Place of data Entry ☒ Onsite (Department) ☐ Offsite

Working time: 9.30 to 5.10 P.M.
(in case of onsite Data Entry)

Record Size: 3.50 lac

Number of Records _____

Sample of Records ☒ Yes ☐ No

Time period of Completion Up to 25th Dec 2014

Accuracy: 100%
(e.g 99% etc)

Format in which data to be entered: ☐ Flat files ☒ Database Screen

Format in which data to be given: _____
(e.g dbf files, flat files etc)

Machine will be provided by: ☐ Department ☒ Vendor

Back up ☒ DVD ☒ CD ☐ DAT ☐ Any other Media

Whether Scanning will also be involved: ☒ Yes ☐ No

If Yes, then: _____ dpi (Please specify)

Simple transactions: ☐ Yes ☒ No
(Books, Act, Rules)

Whether printout required ☒ Yes ☒ No

If Yes: ☐ Laser ☐ DMP

Saujan Singh
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**Agencies Empanelled by IT Department, GNCTD for Providing
Data Entry Work & Manpower**

S. No.	Name of Firm	Address	Name of Contact Person	Telephone No. & e-mail ID
1	AIM Consultants Pvt. Ltd	4327/3, 101, 1 st Floor, Satyam house, Ansari Road, Daryaganj, New Delhi-110002.	Manoj Chaturvedi	30955551 9810101474 Aim_con@rediffmail.com
2	Megalogix,	L-16, Lajpat Nagar-II, New Delhi-110024	Ajay Chikersal	011-41018430 info@megalogix.org
3	Bedi & Bedi Associates,	F-53, 1 st Floor, D.B. Gupta Market, Karol Bagh, New Delhi-110005	Amandeep Singh Bedi	9811111489 Info.bedi@gmail.com
4	JMD Consultants,	310 A, 3 rd Floor, R-21, 22 & 23, Kheneja Complex, Shakarpur, Delhi-92	Neelam	8800631090 yogijmd@yahoo.com
5	Impressive Data Services Pvt. Ltd.	1. V: 252, Khajoor wali Gali, Arvind Nagar, Ghonda, Delhi-110053 2. 633, D1, Durga Home, Shalimar Garden Ext.1, GZB (UP)	Satendra	0120-2648525 9999344579 Impresivedataservices@yahoo.co.in
6	Computer Clinic India (P) Ltd.	301-A, Sagar Complex, LSC New Rajdhani Enclave, Vikas Marg, New Delhi-110092	Rajiv Rathi	9811034542 cciplg@hotmail.com
7	Shivam Computer,	1810, 2 nd Floor, Parsadi Gali, Gyani Bazar Kotla, New Delhi Opp. D-56 South Extn Part-I	J.S. Bist	011-24646640 shivamscs@gmail.com