

राजस्व मण्डल, मध्यप्रदेश, ग्वालियर

निविदा क्रमांक 03/डाटाएण्ट्री/2019

ग्वालियर, दिनांक 10.06.2019

निविदा सूचना

राजस्व मण्डल में सेवा प्रदाता के माध्यम से डाटा एन्ट्री आपरेटर हेतु सीमित निविदा आमंत्रित की जाती है। निविदा प्रारूप एवं शर्तें राजस्व मण्डल की बेवसाईट [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) डाउनलोड की जा सकती है।

Tender Document Cost: Rs.2000-(TWO THOUSANDS ONLY)

निविदा की अंतिम तिथि – दिनांक 01.07.2019 सांयकाल 03:00 बजे।

निविदा (तकनीकी)खोलने की तिथि – दिनांक 01.07.2019 सांयकाल 04:00 बजे।

निविदा (वित्तीय)खोलने की तिथि – दिनांक 02.07.2019 सांयकाल 02:00 बजे।

सचिव,
राजस्व मण्डल, मध्यप्रदेश,
ग्वालियर

Copy to: Notice Board, & Website www. boardofrevenue.mp.gov.in/.com



M.P BOARD OF REVENUE (GWALIOR)

TENDER No.:- 03 /data entry /BOREV /2019-20

DATE: - 10-06-2019

TENDER DOCUMENT FOR DATA ENTRY OPERATOR

Tender Document Cost: 2000/- (Two thousand only)

M.P BOARD OF REVENUE (GWALIOR) invites bids for Data entry operator for head office Gwalior reputed firm those are in the business for the last five years and have provided manpower to Govt. department. Tender document can be downloaded from the website **www.boardofrevenue.mp.gov.in/com**

BOARD OF REVENUE reserves the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

- NOTE -**
- | | | |
|---------------------------------------|----------|--------------------------------|
| 1. Tender Document Cost: 2000/ | - | Two thousands only |
| 2. Last date of bid submission | - | 01.07.2019 (03.00 P.M) |
| 3. Technical Bid opening date | - | 01.07.2019 (04.00 P.M) |
| 4. Financial Bid open date | - | 02.07..2019 (02.00 P.M) |

UNDER SECRETARY



TENDER No.:- 03/Data Entry /2019-20- BOREV

DATE: - 10-06-2019

To M/s.....
.....

SUBJECT: Tender enquiry for Providing Data Entry Operator On Out Source Basis.

I am directed to invite you to submit sealed Tenders quoting your competitive rates for Data Entry work in Board Of Revenue MP Gwalior .

1. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions Set out in the tender enquiry.
2. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders Submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders Submitted without accompanying the EMD shall be rejected summarily. Tender Document can be Downloaded from the website, [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) and cost of tender document Rs. 2000/- is to be paid by means of pay Order/Demand Draft in favour of SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)
3. Tender contained in a sealed envelope should be sent latest by 3.00 PM 01-07-2019.Tender will be opened on the 01-07-2019 at 04.00 pm in the presence of such bidders who wish to be present to witness the tender opening.
4. The BOREV reserves the right to accept or reject any or all tender without assigning any reasons thereof.

SECRETARY



IMPORTANT INFORMATION

1. **PURCHASER: BOREV.**
 2. **CONSIGNEE: SECRETARY**
 3. **PERIOD OF CONTRACT:** Till 31-03-2020 from the date of conclusion of Contract.
 4. **Wages:** Minimum wages as per government rate + applicable taxes +service charges
 5. **NON TRANSFERABILITY:** tender is non-transferable.
 6. **TERMS & CONDITIONS:** tendering firm shall have to be complied with Terms & Conditions as set out in this Tender Document). Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.
 7. **EARNEST MONEY:** An amount of Rupees Rs. 20000/- only has to be submitted DEPOSIT by way of Demand Draft in favor of **SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR (M.P)** Payable at GWALIOR, Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering Firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date will be forfeited .It's at the discretion of BOREV. EMD is refundable without any interest to the firm on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned after the selection of final bidder.
 - 7.**PRESCRIBED FORMS:** The Tender is to be submitted in two bid system as per the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored .Fax/Email/Letter head/Quotations will not be accepted and ignored straightaway.
 8. **BOREV's RIGHTS:** BOREV reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
 9. **LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this document shall not be accepted under any circumstances.
 10. **LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only.
- Note: - Contract agreement is to be signed at BOREV, Gwalior. Contract agreement by post shall not be entertained.**

Signatures of the bidder



TERMS AND CONDITIONS

1. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. **Bidders** are requested to enclose a copy of their valid certificate of PAN card, Service Tax No. with their tender.
4. Tenders received without Tender Fee, EMD will not be considered at all.
5. Bidder may note that if the date of tender opening given in this Tender Document is declared to be a Gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in BOREV will stand automatically extended up to 1500 hours of the next working day in the Government offices.
6. Late/delayed tenders received in BOREV due to any reason whatsoever will not be accepted under any circumstances.
7. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender.
8. The tenders should be submitted on payment of Rs. 2000.00 in double cover system. The First cover should contain DD/ Banker's cheque, Tender document fee DD, Registration Certificate, copies of work Orders and successful execution of the Contract for past, performance, Copy of PAN No, Income Tax return, service Tax registration and copy of Constitution of firm/company
The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices.

Both the covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself.

9 The sealed tender envelope should be super scribed as under:

"TENDER No.:- / Data entry operator/2019-20- BOREV TENDER DOCUMENT FOR DATA ENTRY OPERATORSUPPLY "

10. The hard copy of properly filled & sealed tender document should be sent to SECRETARY BOARD OF REVENUE. MOTI MAHAL (GWALIOR) by speed post /Registered post

11. The BOREV will not be bound to accept the lowest quotation and contract can be placed on any other firm whose **quality of work** are found superior or as per the requirements of BOREV. The decision of the BOREV shall be final in this regard.

11. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:



Signatures of the bidder