

राजस्व मण्डल म0प्र0 ग्वालियर

निविदा क्रमांक ¹⁶⁴² /डा0ए0ऑ0 / 2020

ग्वालियर /दिनांक 6.08.20

सीमित निविदा सूचना आमंत्रण)

राजस्व मण्डल में दायरा एवं कम्प्युटर शाखा में डाटा एण्ट्री ऑपरेटर की सेवाओं (सेवा प्रदाता के माध्यम) हेतु निविदा आमंत्रित की जाती है (स्पीड पोस्ट एवं रजिस्टर्ड पोस्ट के माध्यम से)। निविदा आवेदन का प्रारूप राजस्व मण्डल की वेबसाइट www.boardofrevenue.mp.gov.in पर उपलब्ध है।

निविदा प्रस्तुत करने की अंतिम तिथि - दिनांक 25/08/2019 सायंकाल 05:00 बजे।

निविदा(तकनीकी) खोलने की तिथि - दिनांक 26/08/2019 सायंकाल 03:00 बजे।

निविदा (वित्तीय) खोलने की तिथि - दिनांक 27/08/2019 अपराह्न 12:00 बजे।



सचिव,

राजस्व मण्डल म0प्र0

ग्वालियर

प्रतिलिपि:-

राजस्व मण्डल म0प्र0 ग्वालियर की नोटिस बोर्ड एवं वेबसाइट

www.boardofrevenue.mp.gov.in पर प्रकाशन हेतु।

M.P BOARD OF REVENUE (GWALIOR)

TENDER No.:- 01 /data entry /BOREV /2020-21

DATE: - 05-08-2020

LIMITED TENDER DOCUMENT FOR DATA ENTRY OPERATOR

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

M.P BOARD OF REVENUE (GWALIOR) hereby invites bids for Data entry operator at head office Gwalior from reputed firms those are in the active business for the last five years and have provided manpower to Govt. departments. Tender document can be downloaded from the official website [www. boardofrevenue.mp.gov.in/com](http://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 | - | 25.08.2020 (05.00 P.M) |
| 3. Technical Bid opening date | - | 26.08.2020 (03.00 P.M) |
| 4. Financial Bid open date | - | 27.08.2020 (12.00 P.M) |


SECRETARY

TENDER No.:- 01/Data Entry /2020-21- BOREV

DATE: - 05 -08 -2020

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 must be reached by 5.00 PM 25-08-2020. Technical bid will be opened on the 26-08-2020 at 03.00 pm and financial bid will be opened on the 27-08-2020 at 12.00 pm in the presence of such bidders who wish to be present to witness the tender opening.
4. The BOARD 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 31-03-2021 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: - 1.Contract agreement is to be signed at BOREV, Gwalior. Contract agreement by post shall not be entertained.

2. BOREV means BOARD OF REVENUE M.P

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 cards, 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/2020-21- BOREV TENDER DOCUMENT FOR DATA ENTRY OPERATOR SUPPLY.

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

- a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
- b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

NOTES:

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general.
- 12. The bidders should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
- 13. The tendering firms will have to give a declaration to the effect that they have not been Black Listed or their business dealings with the Government bodies have not been banned. as per annexure 2.
- 14. All firms are required to submit the following along with their quotation failing which their offer will be ignored :a) Name and full address of their Banker with their Account Number, IFSC no
b) List of organization/offices to which the bidding firm has provided services for the last 3 years.
c) Performance statement for the last 3 years in respect of work must be in the format enclosed at Annexure-"1" to this tender document.
d) Financial status of the firm- enclosed tax returns for last three years.
- 15. **G.S.T:** Bidders have to submit copy GST registration certificate. In case firm is exempted from payment of GST, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
- 16. The Data Entry Operator provided by Agency shall be the employees of Agency and shall not have any right whatsoever to claim the employment in the BOARD OF REVENUE. MOTI MAHAL (GWALIOR) any form either during or after this agreement
- 17. In the event of any loss and damage caused to the properties of the BOARD OF REVENUE due to the negligence of the Data Entry Operator, the Agency shall be solely responsible to repay the loss/damage accordingly.
- 18. BOARD OF REVENUE will not be responsible for any injury sustained to the Data Entry Operator of the Agency during the performance of their duties and also for any damages or compensation due to any dispute between the Agency and their Data entry operator/personnel. To comply with all liabilities arising out of any provision of Labour Law/ enactment hitherto in force or enacted from time to time during the execution of this contract, shall be the entire responsibility of the Agency.
- 19. The Agency shall be responsible for compliance of all statutory obligations under Contract Labour (Regulations & Abolitions) Act, Minimum Wages Act, Service Tax Act and Payments of Wages Act. etc. and also be responsible for payment of employee's contribution under E.P.F. and ESI Act. etc. in respect of staff deployed for BOARD OF REVENUE.
- 20. The Agency shall not sub-contract the job entrusted to them at to any other party at any time during the period of this agreement for performance.

Signatures of the bidder

21. No other amenity in the nature of perks will be provided by the BOARD OF REVENUE.
22. The Agency shall affect Insurance at their own cost for their personal belongings and properties. BOARD OF REVENUE shall not be responsible for any damage/loss of any nature whatsoever.
23. All the Data Entry Operator will have to submit a Bio-data and recent passport size photograph, at the expenses of the Agency to the BOARD OF REVENUE.
24. **Financial bid must indicate the rates of Service charge of service provider in rupees. This is chargeable only on minimum wages for skilled worker fixed by government time to time. This will be paid with government approved minimum wages for skilled worker with EPF, ESI, and GST, as fixed by the government time to time.**
25. The wages need to be paid by the agencies to the Data Entry Operator at par by 7th of the following month positively irrespective of actual payment of the bills from BOARD OF REVENUE, GWALIOR and to this effect an unconditional undertaking to be given by the agency to BOARD OF REVENUE, GWALIOR on award of the contract.
26. The Agency shall be responsible for depositing Provident Fund, ESI Contribution and other statutory charges payable and shall attach documentary proof of having deposited the same along with the bill of next month. The amount deposited against these liabilities should be deposited on a separate challan only for manpower deployed for the BOARD OF REVENUE.GWALIOR. The amount deposited should exactly match the amount deducted from the Salary of employee and amount paid by , BOARD OF REVENUE, GWALIOR towards such liabilities.
Non compliance of this condition will be a sufficient reason for cancellation of Contract and forfeiture of Performance Security.
27. No any bidder shall approach any of the officials of the BOARD OF REVENUE, GWALIOR on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort on part of a bidder to influence the Competent Authority or members of tender committee, in the decision making of bid evaluation; bid comparison or award of contract may result in rejection of the bidder's bid.
32. The secretary, BOARD OF REVENUE can extend the original contract of the successful tenderer, subject to original Terms and Conditions for a period deemed fit by him, but not exceeding six months, for which the Bidder will have to abide. However the extension beyond six months can be granted on mutual consent. .
33. Any non-compliance of any of the clause of this tender document or all such clauses which are to be treated integral part of the contract, shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Board, in addition to forfeiting of the Performance Security making suitable recovery from the pending bills of the supplier.
34. Force Majeure;- Neither parties shall be responsible to the other for any delay or failure in performance of its obligations due to any commonly known force majeure which is beyond the control of any of the parties ,including, but not limited to ,fire, flood, explosion, act of God or any other governmental body, public disorder, riots ,strikes, epidemic strikes , lockouts or civil commotion war ,enemy action.

Signatures of the bidder

35. Suspension & Termination of Contract

The Board shall be at liberty at any time to suspend temporarily or terminate this Contract on giving 24 hours notice in writing the Contractor for breach of any of the terms and conditions of this Contract for insufficient service or misconduct of the Contractor as to which the decision of the Board shall be final and the Contractor shall not be entitled to any change or compensation by reason thereof.

36. Disputes & Arbitration

The Board and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If a dispute(s) of any kind whatsoever that cannot be resolved the same shall be referred to the Arbitrator, appointed by the President Board Of Revenue of M.P indicated in Schedule-4. The provisions of the Indian Arbitration and Conciliation Act, 1996 shall apply. The decision of arbitrator shall be final and the binding upon the parties.

37. The tender is not transferable.,

38. Board of Revenue reserves the right to accept or reject any or all tenders without assigning any reasons.

39. In case of any dispute for judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only .

Signatures of the bidder

CHECK LIST OF ENCLOSURES

Please arrange documents in **Envelope with** technical bid as per enclosure number given below -
(Please write enclosure no. on the cover page of each document with ink)

- Enclosure-1** Technical bid form and terms & conditions duly signed by the bidder with seal of the firm on each page.
- Enclosure-2.** copy of PAN card.
- Enclosure-3** copy of Registration Certificate issued by Labour commissioner's office
- Enclosure-4** copy of Registration Certificate issued by EPF Commissioner.
- Enclosure-5** copy of Registration Certificate issued by ESIC Office.
- Enclosure-6** Copy of Service Tax Registration.
- Enclosure-7** Copy of Registration Certificate issued as per MP Shops and Establishments Act or other applicable Act.
- Enclosure-8** Copy of Registration Certificate for providing men power .Issued by competent authority as per the private Security Agency Regulation Act 2005.
- Enclosure-9** copy of Audited Balance Sheet along with Audit Report of the firm for the last Three financial years 2016-17 , 2017-18,18-19
- Enclosure-10** Copy of last three financial years (2016-17 to 2018-19) Income Tax Return of the firm.
- Enclosure-11** Copies of work order of 2016-17 to 2018-19 providing the experience
- Enclosure-12** Copies of the work orders, Proof of EPF and ESIC contribution made, proof of Service Tax submission along with list of man power supply for minimum two running contracts presently in calendar year 2018 in providing security services to Govt. Educational and Training Institutions, Govt . Hospitals and Govt. Offices/ Undertaking.

Signature of Tenderer with Seal

ANNEXURE-1

PERFORMANCE STATEMENT FOR YEAR 2016-17 , 17-18 ,18-19

Name of the Firm.....

Contract no	Description of Work	Quantity Value	Original Period	Work done within original DP	Last position of work	Present position with reasons for delay

Signature of Bidder

**ANNEXURE-2
DECLARATION**

From:-M/s

.....

.....

To

SECRETARY
BOARD OF REVENUE.
MOTI MAHAL ,GWALIOR (M.P)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings.

I/We further undertake to report to the SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR) after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the period of the Contract with you.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm

Date.

2

M.P BOARD OF REVENUE ,GWALIOR(M.P.)

FINANCIAL BID

(To be submitted in Envelope-3)

Name of the Tenderer Firm:.....

Address :.....

S.No.	Particular	Service charge of service provider (which is chargeable only on minimum wages for skilled worker fixed by government time to time)
(1)	(2)	(3)
1	(data entry operator	Rs.
Rate in Words {Rupees.. ..}		

(Note –

1. The above service charge will be paid with fixed government approved minimum wages and tax.
2. At present 03(three) Data Entry Operator required. it may be increase/decrease the numbers as per the requirement from time to time.)

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of work expected from us.

Signature of bidder with Seal