

M.P BOARD OF REVENUE
MOTIMAHAL, GWALIOR

Website- www.boardofrevenue.mp.gov.in.com

TENDER No.:- /RCMS DATA /2017-18

Dated: -24.03.2018

Short term limited tender notice

Tender Document Cost: 2000-(TWO THOUSANDS ONLY)

M.P BOARD OF REVENUE (GWALIOR) invites bids for online data entry work of 15000(Approximate) revenue cases on RCMS software of REVENUE DEPARTMENT.

Tender document can be downloaded from the Revenue Board website- www.boardofrevenue.mp.gov.in/com

NOTE- 1. Tender Document Cost:	-	2000/-(Two thousands only)
2. Last date of bid submission	-	06/04/2018 (3.00P.M)
3. Technical Bid opening date	-	06/04/2018 (4.00P.M)
4. Financial Bid opening date	-	07/04/2018 (4.30P.M)


SECRETARY

M.P BOARD OF REVENUE
MOTIMAHAL, GWALIOR

Tendor No:- / RCMSDATA/2017-18/-BOREV -

DATE 24-03-2018

Short term limited tender notice (data entry work in RCMS software)

1. **PURCHASER: BOREV.**
 2. **CONSIGNEE: SECRETARY**
 3. **WORK: -** Revenue Board invite bids for competitive rates of on line data entry work in the prescribed format of RCMS software of Revenue department .Government of M .P . The Number of Revenue cases is 15000 Approx.
 4. **PERIOD OF CONTRACT: 4 month.**
 5. **FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis..
 6. **NON TRANSFERABILITY:** This tender is non-transferable.
 7. **TERMS & CONDITIONS:** The bidding 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.
 8. 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.
 9. 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 Demand Draft in favour of SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)
 10. **Last date;**-Tender contained in a sealed envelope should be sent latest by 06/04/2018 (3.00P.M) tender will be opened on 06/04/2018 at 4.00 pm in the presence of such bidders who wish to be present to witness the tender opening. Tenders received after closing date and time prescribed in this enquiry shall not be accepted under any circumstances.
 11. **THE WORK IS TO BE DONE IN THE BOARD OFFICE ONLY. Bidders are required to make the arrangement of their own hardware & net connection for the data entry work. Only space and electricity will be provided by the Board**
 12. 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.
 13. **PRESCRIBED FORMS:** Tenders received in the given format shall only be considered. Offers not received in prescribed format shall be rejected Fax/Email/Letter head/Quotations will not be accepted and ignored straightaway
 14. **BOREV's RIGHTS:** BOREV reserves the right to reject any tender /all tenders in full or part thereof without assigning any reasons.
 15. **LEGAL CONTRACT:-** The bidder 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

Term & conditions

Subject: Short term limited Tender Enquiry for on line data entry work on RCMS software

Bids are invited for competitive rates of on line data entry work in the prescribed format of RCMS software of Revenue department of Government of M .P. the details of work are as follows:-

A- The Number of Revenue cases is 15000 approx.

B- The data entry work is to be done in the given format of RCMS software.

C- The prescribed format contains number of entries in different column. The number of column may vary from 35 to 50.

D- Each case contains at least 25 entries from drop down menu and 25 or more other entries.

The number of respondents in some cases may vary from one person or more, may be 10, 20, 30, 40 or more. **Each one of data entry operator has to enter 30 to 35 cases per day.**

E- The bidder may visit the revenue board to see the online format and the procedure of entries.

The entire work is to done very cautiously.

F- THE WORK IS TO BE DONE IN THE BOARD OFFICE ONLY. Bidders have to arrange the hardware & net connection for the data entry work. Only space and electricity will be provided by the Board.

G- The all 15000 cases are to be entered in maximum of 4 months.

The other term & condition are as follows:-

1. The prices/rates quoted should be indicated in words as well as in figures.
2. Tenders received without Tender Fee, EMD will not be considered at all.
3. Tender fee: Bidder are required to furnish a non-refundable tender form fee of Rs.2000/ (Rupees two thousands only) in the form of Demand draft in favor of SECRETARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)
4. Bidder may note that if the date of tender opening given in this Tender document is declared to be a 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 office.
5. Late/delayed tenders received in BOREV due to any reason whatsoever will not be considered.
6. The Interested bidder are hereby requested to furnish their proposals/rates through two bid systems technical Bid (Annexure-A) and Financial Bid (Annexure-B). The bidder may submit sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover super scribed "Tender for on line data entry work on RCMS" addressed to Secretary Board of Revenue .Motimahal, Gwalior.M.P
7. **The Technical and financial terms and conditions are as follows:-**
 - a. The firm/company must be registered as a firm or as a company with the Registrar of Firms or Registrar of Companies.
 - b. The firm/company should be in existence for over 3 years in the trade as on 31.3.2017.

Signatures of the bidder

c. The firm/company should have a previous experience in the similar work with Government Department/Public Sector Undertaking. Necessary papers must accompany the technical bid

d. The firm/company should enclose the self-attested photocopies of documents related to allocation of Registration Number, PAN Number, GST if applicable, etc.

e. Bidder must have the valid Registration with EPF& ESI.

EARNEST MONEY: An amount of Rupees Rs. 10000/- only has to be deposited by way of Demand Draft only in favor of SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR (M.P) Payable at GWALIOR,

9. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of bidding firms who submit the bids but withdraw the same before expiry of the tender validity date may be forfeited .It's at the discretion of BOREV.

EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

10. **Performance Security**-EMD of success full bidder will be converted into performance security.

i. The Performance Security shall remain valid until sixty (60) days .after of the completion of all Contractual obligations.

ii. No interest on Performance Security would be payable by Board under any circumstances.

iii. The successful bidder shall be required to deposit Rs.10000/- (Rupees ten thousand only) as Performance Security Deposit during the period in the form of Fixed Deposit in the name of SECRETARY, BOARD OF REVENUE , GWALIOR, which shall be stand forfeited in case of violation of contract.

11.The act of backing out would be automatically debar the firm from any further dealing with BOARD OF REVENUE and EMD/performance guarantee amount would also be forfeited.

12. No advance payment in any case would be made.

13. **The number of cases may be increased or decreased from 15000.**

14. The tender is not transferable.

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

16. The bidder shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part.

17.In case of any dispute, the settlement will be made in the Courts of Gwalior.

Signatures of the bidder

TO:-

SECRETARY

Board of Revenue

Copy to: Notice Board, Website.



M.P BOARD OF REVENUE, MOTIMAHAL, GWALIOR

Limited Tender notice (data entry work in RCMS software)

TECHNICAL BID

ANNEXURE-A

1	Name of firm		
2	Address of Firm		
3	Registration No., PAN, TIN ,EPS ,ESI& G.S.T		
4	Name of the authorized signatory		
5	Specimen Signature of the Authorized signatory.		
6	Telephone Number of the authorized signatory and other Telephone Number of the firm.		
7	Details of EMD.		
8	Details of the Government Department/Organization/PSUs etc. in which the firm is engaged in data entry or similar activities from the F.Y 2014-15 onwards	Year	
		2015-16	
		2016-17	
		2017-18	
10	Whether proof/copies of work order on items at S.No. 8 enclosed (Yes/No)		
11	List of copies of documents enclosed.		

Signatures of the bidder



M.P BOARD OF REVENUE, MOTIMAHAL, GWALIOR

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FINANCIAL BID

ANNEXURE-B

1	Name of firm	
2	Address firm	
3	Name of authorized Signatory	
4	Specimen Signature of the Authorized signatory	
5	Telephone Number of the authorized signatory and other Telephone Numbers of the firm	

DATA ENTRY CHARGES

S. NO	WORK	Rates per cases	Tax
1	Online the data entry work with self arrangement of hardware & net connection		

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Signatures of the bidder

ANNEXURE-C
DECLARATION

From:-M/s

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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 currency of the Contract with you.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm

