



**Government of India  
Ministry of Statistics and Programme Implementation  
National Sample Survey Office  
Data Processing Division(HQ)**

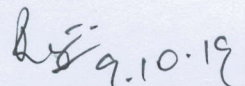
**Mahalanobis Bhavan,  
164, GLT Road,  
Kolkata-700108  
Date:09.10.2019**

**Sub: Retender- Notice Inviting Tender for Data Entry work of filled-in schedules of UFS blocks**

Data Processing Division (Hq), NSSO, Ministry of Statistics & Programme Implementation invites sealed bids under two-bid system for Data entry work of filled-in Schedules of UFS blocks from interested and experienced parties having office at Kolkata.

Details of Tender

- |  |  |
|--|--|
| 1. Tender Type   | : Advertised                             |
| 2. Tender Category   | : Services                               |
| 3. Amount of Earnest Money Deposit                                 | : 10,000/- (Rupees Ten Thousand) Only    |
| 4. Last date and time of receipt of tender                         | : 29.10.2019, 12.00hrs                   |
| 5. Pre-bid meeting   | : 25.10.2019, 15.00hrs                   |
| 6. Date and time of opening of tender (both technical & Financial) | : 29.10.2019, 15.00hrs                   |
| 7. Validity of Bid   | : 180 Days from the Last Date of Closing |

  
(E. Renbi Jami)  
Deputy Director & Head of Office

## General Instruction and Terms & Conditions

### 1. Scope of Work

1. The contract will cover Data entry work of filled-in Schedule-B of Investigator Unit (IV Unit) of UFS in the prescribed MS-excel format. This format will be provided by the DPD. Each schedule 'B' of IV unit contains Block 1, 2 & 3. These blocks contain mostly descriptive entries and some numeric entries also.
2. The Data entry work is to be carried out in the premises of the successful bidder using their Computers/Laptops.
3. The Data entry work is to be completed in maximum one-month time. At least 1/4<sup>th</sup> of the allotted work is to be completed and submitted to this office after completion of each week.
4. The approximate work will be of 3500 IV Units containing 80,000 UFS blocks. (numbers may vary as per actuals)
5. The firm has to submit this office the soft copy of the dully completed excel file separately for each IV unit.
6. The naming pattern of the excel file will be given by this office.
7. The firm has to collect the schedules from the offices located at Ahmedabad and Kolkata by visiting at least once at the respective offices.
8. After completion of the work and submission of the data, the Agency shall erase all data stored in their hard drives. Failure to do so may invite legal action against the Agency under prevailing law. Undertaking as per Annexure E(ii) has to be submitted in this regard.

### 2. Eligibility Criteria & bid documents

1. The Bidders must have their office at Kolkata and must confirm to norms of the Government pertaining to registration and taxation.
2. Annual financial turn over during the last 3 years (i. e. 2015-16, 2016-17 & 2017-18) should be at least Rs. 10 Lakhs every year.
3. Experience of providing similar services during at least three years in the past.
4. The bidder should have GST, PAN etc.
5. The successful bidder shall at his own expense deposit Bank Guarantee / Demand Draft drawn in favour of "PAO, MOSPI, Kolkata" payable at Kolkata as performance security deposit before execution of work.
6. Sufficient numbers of Data Entry Operators and Computers/laptops should be available with the bidder to complete the work of data entry of UFS blocks in maximum one-month time.
7. The bidder should not be blacklisted by Govt./PSU/Corporate organization.
8. Bidder should submit following documents with the 'Technical bid':
  - a) Duly filled and signed checklist as per **Annexure-'A'**
  - b) Duly filled and signed Tender acceptance Letter as per **Annexure-'B'**

- c) EMD with forwarding letter as per **Annexure-‘C’**
- d) Duly filled and signed Undertaking as per **Annexure-‘E(i)’**
- e) Duly filled and signed Technical Bid as per **Annexure-‘F’**
- f) Documentary evidence of having office at Kolkata.
- g) Audited balance sheet for the last three years (i.e. 2015-16, 2016-17 & 2017-18). In case the audited balance sheets are not available, then CA certified provisional balance sheets should be submitted by the bidder.
- h) Copies of Work Orders for proof of Experience of at least three years.
- i) Copy of GST registration certificate, PAN as applicable.

**3. Earnest Money Deposit (EMD) amount**

- i. The bidder shall furnish a bid security in the form of demand draft drawn in favour of **“PAO, MOSPI, Kolkata”** for an amount of ₹ 10,000/- (Rupees Ten thousand only) payable at Kolkata.
- ii. The EMD will be returned to all un-successful bidders after finalization of tender and shall bear no interest.
- iii. EMD will be refunded to the successful bidder after submitting Performance Security Deposit (PSD).
- iv. The EMD shall be forfeited, if the bidder withdraws the bid during the period of bid validity specified in the tender.
- v. EMD will be forfeited if the successful bidder refuses/fails to accept the contract.

**4. Submission of Bids:**

- a) The bids should be enclosed in single sealed envelope super scribed on top *“Tender for data entry work of filled-in schedules of UFS blocks”* containing the following sealed envelopes:
  - i. **Sealed Envelope 1:** containing the Technical Bid as per the prescribed Performa along with the EMD and required documents. The envelope should be super scribed as **“Technical Bid”**.
  - ii. **Sealed Envelope 2:** containing the Financial Bid as per the prescribed Performa. The envelope should be super scribed as **“Financial Bid”**.
- b) The envelope should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".
- c) The bids shall be submitted through mail or by hand at the following address- **“Admin-4, Room no-203, DPD(Hq), 164 GLT Road, Kolkata-700108”**.
- d) If the outer envelope is not sealed and marked as required by the tender document, DPD(HQ) will assume no responsibility for the bid’s misplacement or premature opening.

- e) The Bid has to be submitted in the form of printed document. The bids submitted by fax or email shall not be entertained. Any condition put forth by the bidder non-conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

**5. Deadline for Submission of Bids**

- i. Last date for Submission of bid is as indicated in the “*Details of Tender*”.
- ii. DPD(HQ) may at own discretion, extend this deadline for submission of bids by amending the bid document.
- iii. Any bid received by DPD(HQ) after the deadline for submission of bids will be summarily rejected and returned unopened to the Bidder. DPD(HQ) shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

**6. Pre-bid Meeting:**

The Pre-Bid meeting shall be held at the scheduled date, time & venue as indicated in the “*Details of Tender*”.

**7. Bid Opening and Evaluation of Bids**

Bids shall be opened at the scheduled date/time/venue in front of bidder’s representatives. At first, Technical bid shall be opened and evaluated, and then Financial bid shall be opened for those bids who qualify in the Technical bid. The evaluation of the Financial bids shall be in accordance with the total price quoted in the bid document. **The bid with the lowest Total price i.e. L1, shall be awarded the contract for this tender.**

**8. Right to reject any Bid or all Bids**

DPD(HQ) reserves the right to reject any bids without assigning any reason.

**9. Award of contract**

The successful Bidder shall be notified the award of contract by issuing a work order based on the rates quoted in Sl. (1) & (2) of the Financial bid. The successful bidder is required to enter into Agreement with DPD(HQ) in the format given in **Annexure-D**. The terms & conditions stipulated in the tender documents shall be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of DPD(HQ) to impose penalties as specified in the Bidding document and the Agreement.

**10. Right to adopt measures by DPD(HQ) & reachability of the Agency**

- i. DPD(HQ) will have the right to adopt any measures/setup system for ensuring proper

performance of data entry work of UFS blocks carried out.

- ii. The Successful bidder/Agency shall be contactable at all times and message sent by Tel/Mobile/E-mail/Fax/Special Messenger from this office to the Agency shall be acknowledged within 2 hours on the same day.

#### **11. Performance Security**

- i. The successful bidder is required to submit Performance Security deposit in the form of Bank Guarantee/ Demand Draft in favour of “**PAO, MOSPI, Kolkata**” for an amount equivalent to 10% of the bid value before starting the work.
- ii. The performance security shall be valid for a period of 60 days beyond the date of completion of the contract.
- iii. The Performance Security may be discharged/ returned after successful completion of the contract. No interest shall be payable on the Performance Security.
- iv. In the event of the bidder being unable to complete the contract within the stipulated completion period for whatever reason, the Performance Security shall be forfeited and deposited to Govt. account.
- v. DPD(HQ) shall also be entitled to make recoveries from the Bidder's bills, performance security, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

#### **12. Completion Period**

The data entry works of UFS block under this contract shall be executed and completed within 1 month from the award of contract.

#### **13. Payment**

Payment shall be made on completion of the data entry work satisfactorily on receipt of a bill from the agency in triplicate, duly pre-receipted on revenue stamp and complete in all aspect. No advance payment in any case would be made.

**Note:** Payment shall include GST as applicable and mandatory deductions like TDS shall be deducted.

#### **14. Penalty**

In case of any irregularities/unsatisfactory performance noticed, penalty amount shall be levied by DPD(HQ) up to the extent of 10% of the charges due for payment, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.

#### **15. DISPUTE RESOLUTION**

- (i) Any dispute and or difference arising out of or relating to this contract will be resolved

through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Additional Director General, DPD(HQ), Kolkata.

- (ii) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (iii) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Kolkata only. The courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

#### **16. ARBITRATION**

In case of any disputes between the parties viz. DPD(HQ) on one hand and the agency/firm awarded the Contract on the other, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in the jurisdiction of Kolkata.

#### **17. FORCE MAJEURE**

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement, shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God,(herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

## Check List

Sr. No.	Description	To be filled in by the bidder
1	Name of the Bidding Agency/Firm	
2	Detailed office address of the Agency/Firm with office telephone number, e-mail ID, Mobile number and the name of the contact person	
3	Address of the Agency/Firm in Kolkata with office telephone number, e-mail ID, Mobile number and the name of the contact person	
4	Whether documentary evidence for having office at Kolkata is attached? (Yes/No)	
5	Whether Audited balance sheet for the last three years to be filed is attached? In case the audited balance sheets are not available, then CA certified provisional balance sheets should be submitted by the bidder. (Yes/No)	
6	Whether copy of Work Orders for proof of Experience of at least 3 years is attached? (Yes/No)	
7	Whether copy of <b>GST registration certificate, PAN</b> as applicable is attached? (Yes/No)	
8	Whether duly filled and signed Tender acceptance Letter as per <b>Annexure-'B'</b> is attached? (Yes/No)	
9	Whether EMD is enclosed? (Yes/No)	
10	Whether the Undertaking as per format in <b>Annexure-E(i)</b> is enclosed? (Yes/No)	
11	Whether the Technical bid as per format in <b>Annexure-F</b> is enclosed? (Yes/No)	
12	Whether the Financial bid as per format in <b>Annexure-G</b> is enclosed? (Yes/No)	

Signature &amp; Seal of authorized person



**TENDER ACCEPTANCE LETTER**

Date:.....

To

The Deputy Director & Head of Office,  
DPD(HQ), NSSO, MoS& P I  
Mahalanobis Bhawan  
164, GLT Road  
Kolkata.

Sub: Acceptance of tender for Data Entry work of filled-in Schedule of UFS blocks

Sir,

1. I/We hereby certify that I/we have read all the instructions/terms and conditions of tender document, and I/we undertake to abide all the terms & conditions contained therein.
2. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
3. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of Earnest money deposit(EMD).
4. I/ We confirm that our bid shall be valid up to 180 days from the date of opening of bid.
5. I/ We hereby certify that all the statements made and information supplied in the enclosed Annexures/Para's etc. furnished herewith is true and correct.
6. I/ We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.
7. I/ We understand that you are not bound to accept the lowest or any bid you may receive.
8. I/ We certify / confirm that we comply with the eligibility requirements as per Bid documents.
9. I/We declare and confirm that we have not been Black listed by any Central/State government department or Public sector undertaking.
10. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
11. In case any provisions of this tender are found violated by us, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Signature & Seal of authorized person**





**EMD FORWARDING LETTER**

To  
Deputy Director & Head of Office,  
NSSO (DPD), MOS & P I  
Mahalanobis Bhawan  
164, GLT Road  
Kolkata.

Sub: Submission of Earnest Money Deposit

Dear Sir,

We, M/s. \_\_\_\_\_, having read and examined in detail the bid document and amendments, if issued for **“Tender for for Data Entry work of UFS blocks”**.

We, M/s. \_\_\_\_\_ hereby submit EMD of Rs.  
(Rupees

\_\_\_\_\_ Only) in the form of Demand Draft / Banker's Cheque

The details are as under:

- a. Name of Issuing Bank :
- b. Demand Draft No.:
- c. Amount :
- d. Dated :

We, M/s. \_\_\_\_\_ having read and understand the clause no. \_\_\_\_\_  
towards forfeiture of EMD.

**Yours Sincerely,**

**Signature & Seal of authorized person**

**CONTRACT AGREEMENT FORMAT**

This Deed of Agreement is made and entered into on \_\_\_\_\_ day of \_\_\_\_\_  
2019

**BETWEEN**

DPD(HQ), Ministry of Statistics and PI, Government of India having its Office at Deputy Director & Head of Office, NSSO (DPD), MOS & P I, Mahalanobis Bhawan,164, GLT Road, Kolkata represented by its Additional Director General (here in after called the DPD(HQ), KOLKATA which term shall include its successors and assigns) on the one Part.

**AND**

\_\_\_\_\_ having its office at \_\_\_\_\_  
\_\_\_\_\_ (here in after called THE AGENCY which term shall include successors and assigns) on the other Part.

Whereas THE DPD(HQ), KOLKATA is willing to give work order for Data Entry work of Schedule B of UFS blocks (here in after called work contract) through the Advertised Tender Enquiry No \_\_\_\_\_ And whereas for this purpose THE DPD(HQ), KOLKATA selects THE AGENCY to award of contract based on its bid proposal against the Advertised Tender Enquiry.

And whereas THE AGENCY expresses their desire to enter into an agreement with DPD(HQ), KOLKATA for the job fully described in the Advertised Tender Enquiry.

**NOW THIS DEED OF AGREEMENT WITNESS THE TERMS AND CONDITIONS AS FOLLOWS:**

1. That the whole contents of the Advertised Tender Enquiry No. \_\_\_\_\_ including all amendments/clarifications thereof and Agency's Proposal dated \_\_\_\_\_ shall be deemed to form an integral part of this Contract.
2. That the work awarded through the above mentioned tender enquiry will have to be received from The Deputy Director & Head of Office, DPD(HQ), NSSO, MOS & P I, Mahalanobis Bhawan,164, GLT Road, Kolkata.
3. That the quality of the work shall be as per the scope of work and terms and conditions specified by DPD(HQ), KOLKATA as well as proposal submitted by THE AGENCY and approved by DPD(HQ), KOLKATA.
4. That AGENCY shall not without the consent in writing of DPD(HQ), KOLKATA assign or sub-let the contract or any part thereof, or make any agreement with any person/company for the execution of any portion of the services. In this regard consent by DPD(HQ), KOLKATA will not relieve THE AGENCY from full and entire responsibility for this Agreement.
5. That THE AGENCY shall indemnify DPD(HQ), KOLKATA in respect of all claims, damages, compensation or expenses payable in consequence of any injury or accident caused by them i.e. THE AGENCY.

6. That the Payment of Rs. \_\_\_\_\_ (Rs. In words) shall be made by DPD(HQ), KOLKATA as per terms laid in the Advertised Tender Enquiry.
7. That if THE AGENCY shall in any manner neglect or fail to carry on the work or performance of the terms of the Agreement with due diligence or violates any of the terms of this Agreement DPD(HQ), KOLKATA shall be entitled to cancel The Agreement and demand damages.
8. That if THE AGENCY fails to provide the services as per agreed Schedule, penalty will be imposed by DPD(HQ), KOLKATA at as per suitable clause of the Advertised Tender Enquiry.
9. That the terms of this Agreement shall be GOVERNED by the Laws of the Land i.e. Indian Laws.
10. That if any dispute arises in connection with or under this Agreement between the Parties hereto, the matter shall be referred to the sole Arbitrator appointed by the Additional Director General, DPD(HQ), KOLKATA. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 with venue of arbitration at Kolkata only. All disputes shall be subject to jurisdiction of courts of Kolkata only.
11. That the Agreement shall come into force immediately and shall remain valid until the final completion of the job or till cancelled by DPD(HQ), KOLKATA.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_ for and on behalf of the AGENCY and DPD(HQ) KOLKATA as follows:

**AGENCY**

**DPD(HQ), KOLKATA**

.....

.....

(Signature & Seal of authorized person)

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UNDERTAKING

I hereby undertake and declare that the firm/agency.....have not been blacklisted by any Government/PSU/Corporate Organization.

Date: .....

Signature & Seal of authorized person

Place:.....

**UNDERTAKING**

(to be submitted along with the bill after completion of work)

I hereby undertake and declare that the data stored in the hard drives of computers/laptops/etc has been erased upon completion of the data entry work.

Date: .....

Signature & Seal of authorized person

Place:.....

**Technical Bid**

1. Name of Agency :
2. Name of authorized person of the Agency :
3. Full Address of Reg. Office :
  - a) Telephone/Mobile No. :
  - b) FAX No. :
  - c) E-Mail Address: :
4. PAN No. of the Agency (Attach copy of the PAN Card) :
5. Demand Draft of requisite Earnest Money (Detail)
  - a. Name of Issuing Bank :
  - b. Demand Draft No. :
  - c. Amount :
  - d. Dated :
6. Financial turnover of the Agency for the last 3 years (Copy of the turnover statement of last three years duly Certified by Chartered Accountant to be attached).

<b>Financial Year</b>	<b>Amount (in Rs.)</b>	<b>Remarks if any</b>
2015-16		
2016-17		
2017-18		

7. Number of existing Data Entry Operators :
8. Number of available Computers/Laptops :

9. Details of Major contract with Central Government/State Governments/PSUs/Reputed Private Firms handled by the tendering Agency for providing manpower during the last three years in the following format (attested copies of the last three years work award may be enclosed):

Sr. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (in Rs.)	Duration of Contract	
			From	To
1				
2				
3				

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

11.

I,.....Son/Daughter/Wife of Shri..... authorized person of the Agency mentioned above, is competent to sign this declaration and execute this tender document;

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

13. 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.

Date:

Place:

Signature and Seal of authorized person

**Financial Bid**

To

The Deputy Director & Head of Office,  
DPD(HQ), NSSO, MOS & P I  
Mahalanobis Bhawan  
164, GLT Road  
Kolkata.

Sir,

I/we declare that I/we have gone through and shall abide by the terms & conditions detailed in the Tender document for providing services. Rates are to be given separately as under for (i) Block 1 & 2 and (ii) Block 3 of Schedule 'B' of UFS of a IV Unit.

Sr. No.	Description	Amount (Rs.)
1	Rate for Data Entry work of block 1 & 2 of Schedule 'B' of UFS of a IV Unit	
2	Rate for Data Entry work for each UFS block(to be identified by Serial numbers of UFS block) listed in block 3 of Schedule 'B' of UFS of a IV Unit	
3	Sum of (10% x Sr. No. 1) and (90% x Sr. No. 2)	
4	GST on sub-total (Sr. No. 3) (mention %) % @ ..... %	
5	<b>Total Amount</b> (Sum of Sr. No. 3 and Sr. No. 4)	

Date:

Place:

Signature and Seal of authorized person

\* The bidder is advised to visit DPD(HQ) Office to see the schedule B of UFS blocks before submitting his bid.