

## DRAFT QUOTATION NOTICE

### INFORMATION

Quotation call Notice No. Date	ASD / VIII / AC/ 20 / 2016 No. 01 Dt. 30/04/17
Last Date of submission of Quotation	Dt. 15.05.2017 by 1.00PM
Opening of technical bid	Dt. 15.05.2017 at 3.00PM
Opening of Financial bid	Dt. 17.05.2017 at 11.30 AM
Address to which Quotation will be furnished.	Directorate of Economics and Statistics, Odisha, Bhubaneswar, 4 <sup>th</sup> floor, Heads of Deptt Building, Bhubaneswar,751001.

### 1.INTRODUCTION

1.Agricultural Census is a Central Plan Scheme of Govt. of India. The basic objective of the Agricultural Census is to observe the structure and characteristics of the agricultural holdings. The Census is being conducted at regular interval of five years as per the guidelines of Govt of India .The10<sup>th</sup> Agriculture Census was launched in the state during Feb'2016 with reference year 2015-16. The data relating to classification of Operational holdings have been collected from the households of selected sample villages.

The Directorate of Economics and Statistics, Odisha, Bhubaneswar, desires for data entry & validation of schedules (T1) of 10<sup>th</sup> Agricultural Census and invite quotation from registered Computer Firms/Agencies having expertise in the field to submit proposal.

### 2.SCOPE OF WORK

- I. The data entry & validation of the T1 schedules (English version) will be done covering approximately 7583.nos of sample villages of 22 districts.
- II. The successful bidder/ quotationer shall carry out computerization job of data entry and validation through its established unit.
- III. The bidder / quotationer shall have the requisite manpower for the job.
- IV. Necessary data entry/ validation software for data entry will be provided to the selected firm by the Directorate of Economics & Statistics, Odisha .
- V. The work will be awarded to L1 bidder on the basis of finalization of technical/financial quotation submitted by bidder / quotationer.

- VI. Time Duration:- The DE&S intends to get the entire work completed within 30 days from the date of issue of the work order.
- VII. In case of delay (beyond timeline) penalties will be charged on defaulting agencies as per item 8.
- VIII. After completion of data entry/validation the error list in hard copies shall be handed over to DE&S for correction. The corrected copy of the error list will be supplied to Data entry firm for final correction.
- IX. The Govt. of India has fixed cost of data entry for record size of 80 bytes length and generation of error list in hard copies and final correction will be Rs 0.70 paise (Maximum) like that of previous census.,2010-11. Preference will be given to the firm quoted lowest rate.
- X. Necessary training to data entry operators relating to filled in schedules will be provided by the DE&S officials before data entry.
- XI. All filled in T1 schedules are available in DE&S offices. The L1 bidder shall lift the schedules in bundles for data entry making own arrangement. After computerization, the schedules shall be returned back in good condition in bundles, without any loss.
- XII. The selected Agency shall execute agreement with DE&S before execution of work.
- XIII. The selected Agency shall hand over the error free data to DE&S in soft copies.
- XIV. In case of additional/future data entry work needs to be required in/after the quotation period shall also be undertaken by the L1 bidder with same rate and same condition. In this respect an affidavit shall be enclosed by the quotationer along with their quotation letter.

### **3) PRE- QUALIFICATION CRITERIA**

- 1) Documentary evidence that the computer Agency is registered with appropriate Registering Authority.
- 2) Experience of at least 10 years in data entry/ validation of Survey/Census/ others Documentary evidence may be attached.
- 3) Average annual turnover of the firm should not be less than Rs 50.00 lakh. (Document of audit report for last three years be attached)
- 4) Submit latest document relating to VAT/Service Tax/ IT (PAN) no. etc.
- 5) Submit document on organizational profile, list of data entry operators, their experience, qualifications etc.

- 6) The response of agency fulfilling above eligibility shall be evaluated by the Tender Committee duly constituted. Responses of responders not fulfilling eligibility condition given above shall be rejected.
- 7) No undertakings will be entertained.
- 8) The authority reserves the right to change/ amend any requirements or clauses as is required for the execution of the project & such changes will be notified only to the responding agencies.

#### **4) DELIVERABLES**

- 1) 100% Error free data entry file in soft copy.
- 2) Statement of No. of records ( villages/ block/ district) duly signed by the agency for which data entry and validation has been made .

#### **5) BIDS**

##### **(a) Technical Proposal**

- (i) Proof of all items mentioned in prequalification criteria.
- (ii) Required certificate mentioned in prequalification certificate.
- (iii) Details of human resource available and to be deployed.
- (iv) Delivery Plan.
- (v) EMD of Rs. 30,000./-(Rupees Thirty thousand) only in shape of BD in favour of Establishment Officer, Directorate of Economics & Statistics, Odisha, Bhubaneswar.
- (vi) The EMD of successful bidder/ quotationer will be kept till completion of project and submission of report. The EMD of unsuccessful bidder/ quotationer will be returned without interest

##### **(b) Financial Bid**

<b>Sl. No</b>	<b>Item</b>	<b>Estimated Cost.(Rs.)</b>	<b>Remarks</b>
1	Data entry for record size of 80 bytes length and generation of error list in hard copies and final correction including transportation of schedules.		

## **6) Submission of bids**

- I. **Envelope 1 – TECHNICAL Proposal** – Sealed envelop marked as **TECHNICAL PROPOSAL** containing all documents as mentioned in pre-qualification criteria of item-3 & item-5(bids).
- II. **Envelope 2 – FINANCIAL BID** – Sealed Envelope marked as **FINANCIAL BID** and should have the financial offer in the prescribed format (signed by Authorized signatory) at item-5(b).
- III. The content on the envelope, tender notice number, responder's name & address should be clearly marked on the top of all the sealed envelopes. All the envelopes thus prepared shall be put in a **single sealed envelope** clearly mentioning the tender notice number, responder's name & address on the top of the sealed envelope.
- IV. Bidders/ quotationers will first be evaluated for Envelope 1. Then Envelope 2 will only be opened for bidders/ quotationers selected through evaluation of all previous envelopes.
- V. Late bids will be summarily rejected and only those offers which are submitted within the date and time of submission as mentioned in document will be evaluated.
- VI. Any deviation by bidders/ quotationers in organizing the documents as mentioned above will lead to immediate cancellation of such bids.
- VII. The responses complete in all respects addressed to **The Director**, Directorate of Economics and Statistics, Odisha, Bhubaneswar, should be submitted into the tender box kept at the office of the DE&S,4<sup>th</sup> floor, Heads of Deptt Building, Bhubaneswar,751001.
- VIII. The Director, DE&S, does not own any liability if the response is submitted somewhere else and not reached to the following addressee within due date and time.
- IX. Any postal delay will not be the responsibility of DE&S. The concerned vendor/supplier/firm will be responsible for collection / submission of documents, letters and reports from DE&S in a timely manner .
- X. The vendor/supplier/firm is required to nominate one nodal officer/contact person to liaison with DE&S regularly on a day to day basis for issues concerning scope of the work, receipt /submission of letters/documents /payments etc. The vendor/supplier/firm will be fully responsible in this regard.
- XI. The Director, DE&S reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of any or all responses at its sole discretion without assigning any reason whatsoever after due approval of Tender committee.

- XII. The Director, DE&S reserves the right to call for fresh quotation at any stage and /or time after due approval of Tender committee.
- XIII. The Director, DE&S reserves the right to modify, expand, restrict, scrap, refloat the quotation or float a new and/or separate quotation without assigning any reason for the same after due approval of Tender committee.
- XIV. The responder shall bear all costs associated with the preparation and submission of its response, and Director, DE&S will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the quotation process.

**7) Payment Terms**

- (i) After successful validation of documents as mentioned in item – 4 and evaluated by technical committee.

**8) Penalty for delay**

- For delay of every 07 days from the target date of completion as per agreement, @Rs500 will be charged per day.

**9) Settlement of disputes**

Any dispute arising in the matter shall be settled amicably and subject to Indian Laws and jurisdiction of the court location within the Bhubaneswar.

Director (I/C)  
DE&S,.....