

**POLLUTION CONTROL COMMITTEE,
DAMAN & DIU AND DADRA & NAGAR HAVELI,**

91/memsec/pec/2017

DAMAN.

No.PCC/DDD/NICSI/2017-18/ 936043

Dated : 05/09/2017
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INVITATION FOR QUOTATION

**DATA ENTRY WORK OF CONSENT MANAGEMENT RECORDS OF OFFICE OF THE
POLLUTION CONTROL COMMITTEE, DAMAN & DIU AND DADRA & NAGAR HAVELI.**

The Data Entry Agencies are hereby invited to submit their quotation for data entry work, the details of which are listed below:

1. The data entry work is required to digitize Consent Management Records data available at the Office of the Pollution Control Committee, Damam office and Silvassa Regional Office. Scope of Work will include:
 - a. Document Collection from the department
 - b. Data entry
 - c. Data verification
 - d. Data correction
 - e. Submission of data to department
 - f. Correction of errors as pointed out by department
 - g. Submission of final corrected data in the prescribed format
2. Volume: The approximate number of records/files to be entered is around 10,000. The records of consent management needed to be digitized. Necessary formats / data screen print for the required entry is enclosed herewith as Annexure- I, II, III ____
3. The necessary records will be made available to the operator by the department as and when required.
4. Timeline: The data entry work must be completed within 25 days strictly. This duration is inclusive of all Sundays and Saturdays.
5. The data entry work must be done in English language.

6. Infrastructure: The department has 3 data entry terminals (computers) available which can be used for data entry work. To complete the work in 25 days, the agency may bring their own data terminals in addition to the terminals with the department if the agency feels that more than 03 computers are required to complete the work in time.

The department will provide printers and papers to submit printouts for verification by the department.

7. Application: The data has to be entered into software already available with the department. Any queries regarding the same can be clarified by the Pollution Control Committee office, Daman
8. Reporting: Successful bidder must regularly submit print outs of data entered to the department who will get the data verified and return the printouts with corrections if any. Successful bidder should perform their own quality check on the report before submission to the department.
9. The corrected error free data must also be handed over to the department in CD/DVD.
10. The rates must be quoted on a record basis as per the annexure attached.
11. Format of data required containing Consent Management records is attached as annexure.


Last Date for Submission of Quotation : 10/10/2017 ,5:00 P.M

Last Date for Queries: 09/10/2017

Quotation Opening Date and Time: 11/10/2017, 11:00 A.M

Contact details for Queries: 0260-2262524/2260974/2260975

*PCC/DMN/NICSI/14.15/936043
Dt: 05/10/17*


(Sandeep Kumar Singh)
Member Secretary,
Pollution Control Committee,
DD & DNH,
Daman.

Copy to (1) The DIO, NIC, Daman to up load on the official website of UT of Daman & Diu Administration
(2) On PCC website.

Terms and Conditions

1. The bidder must have at least 5 prior data entry experience each of volume greater than 50,000 and must submit work order/testimonial as a proof for the same.
2. The data entry agency should not sub contract the work to another agency.
3. The tender would be awarded to the agency that submits the lowest quotation.
4. The format for submission of Quotation is attached as Annexure. These documents must be submitted on a Company Letter Head and each page must be signed by a competent authority,
5. The bidder must provide a composite quotation for all three types of records that need to be digitized. The quotation must also be inclusive of all charges that the agency may bear to provide the services to the department.
6. The quotation made should be inclusive of all taxes and additional charges. No additional claims can be made.
7. Quotation shall remain valid for a period of 60 days after the last day of submission of quotation.
8. Each bidder must submit just one quotation.
9. The price quoted will remain the same throughout the duration of the data entry work and will not be subject to any change for any reason.
10. The department shall bold the rights to negotiate the quotation of the lowest bidder.
11. Each bidder must submit an Earnest Money Deposit (EMD) amounting to Rs 5000 to protect the department against the risk of bidder's conduct which would warrant the security's forfeiture. This amount shall be refunded to each bidder once the bidding process is over. No interest will be paid by the department. The EMD should be in the form of a FDR in favour of Pollution Control Committee, DD & DNH.
12. On the day of submission of quotations, the agencies may visit the Pollution Control Committee to check the files/registers from which the data entry has to be done.
13. The successful bidder must also submit a Performance Bank Guarantee equal to 10% of the contract value to protect the interests of the department. This amount shall be refunded once the assignment has been completed in the right manner and accepted by the department, 10% interest will be paid by the department on this amount. This amount

should be submitted in the form of a FDR in favour of the Member Secretary, Pollution Control Committee, DD & DNH.

14. The data entry work will be carried out in the premises of the Pollution Control Committee office under the supervision of the department officials. No documents must be taken out of the premises of the department for any reason whatsoever.
15. Any documents collected from the department for data entry work must be done under the knowledge of the department officials.
16. Bidder will maintain a register to capture the number of documents handed over and returned by them. All document accessed must be made a note of and signed by the department. When the documents are returned, the receipt of the same must be signed by the department.
17. The data entry operator would be responsible for data entry, data verification and data correction. Bidder should ensure that the person performing data verification and data correction should not be the operator who performed data entry for that record.
18. The data entry agency will bear complete responsibility of the security of official data being provided to them for data entry. Under no circumstances should this data be shared/copied with anyone who is not involved in this assignment. Any misuse of data or breach of security will lead to legal action by the department.
19. Payment would be made only after the department approves of the quality and correctness of data entered and National Informatics Center approves the data entry standards followed.
20. The Pollution Control Committee, DD & DNH shall reserve all rights to eliminate the contract with the bidder and the decision of the department shall be binding on the bidder.

Penalty

1. The department will charge a penalty of Rs 200 per day after the completion of 45 days, in which the data entry agency is expected to complete the data entry work.
2. The operator must ensure that no official documents are damaged during the data entry procedure. Any damage may lead to a penalty of Rs 500 per document OT as per the official in charge of the document may find necessary.
3. The department shall hold all rights to deduct any amount it feels necessary to compensate for any unsatisfactory work.
4. In case of failure of the agency to complete the work successfully, any expenses borne by the department against outsourcing the pending work to another entity shall be borne by the agency.

