



Memo No. 141/RSBY

Date:28/12/2018

NOTICE INVITING EXPRESSION OF INTEREST

Sealed Tenders are hereby invited from reputed, interested and bonafide Data Entry Agencies for filling up the offline form in the Swasthyasathi ETK software and synchronize the data with the Swasthyasathi portal, i.e., <http://swasthyasathi.wbhealth.gov.in> for each eligible RSBY beneficiary of North 24 Parganas district and her/his family members as mentioned in Format-B form, which will be submitted to District Swasthyasathi cell in the office of the District Magistrate, North 24 Parganas.

SL NO.	TECHNICAL REQUIREMENT
1	Minimum Three (3) years of existence as a registered firm engaged in data entry work in Population Census, Agriculture Census and Parliament/Assembly/Panchayat Elections in the last four financial years. (Relevant Work Order in this respect should be provided)
2	Minimum Twenty (20) working computers running under Windows 7 or Higher Operating System 32 Bit and SQL Server 8 with Internet Connectivity in every computer.
3	Trained data entry operators must have minimum data entry speed of 20 records per hour.

The tender Papers comprising of Notice Inviting Expression of Interest along with Item Detail, Technical Bid Form & Financial Bid Form is to be obtained from The District Swasthyasathi Cell, North 24 Parganas till **10.01.2019 up to 3.00 p.m.**

All Agencies Offering Rates (AOR) should submit the following documents (duly self-attested only) in the name of the Agency:

- 1) Current Trade License.
- 2) GST Registration Certificate.
- 3) Income Tax Return for the last Assessment Year.
- 4) Permanent Account Number (PAN) Card.
- 5) Professional Tax Registration Certificate.
- 6) Credential for any Data Entry related work of 1.00 (ONE) Lakh in a Single Order in the last Three Year (2016 – 2018)

The AOR should apply in company's own letterhead. The AOR should quote rates inclusive of all taxes & duties in figures and in words. Offers are to be submitted in the Tender Box retained with the department. The sealed envelope containing the Tender must be superscribed in capital letter: "TENDER FOR DATA ENTRY OF RSBY BENEFICIARY IN SWASTHYASATHI ETK SOFTWARE" and addressed to the District Nodal Officer, Swasthyasathi, North 24 Parganas.

Upon receiving the sealed quotations up to till **10.01.2019 up to 3.00 p.m.**, the Technical Bid only will be examined first on **the same day at 05.00 p.m.** in presence of intending bidders or their authorized representatives. If any AOR fails to fulfill the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

Incomplete or incorrect Tenders will be summarily rejected. The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever.

BID PARTICULARS FOR TENDER

1. The Organization Bidding should be a single Agency. No Consortium bodies are eligible to bid. The Agency shall not outsource the work to any other Associate/Franchisee/Third Party under any circumstances.
2. The Bidder (single agency) should not have been blacklisted by the Central, any State/UT Government, or any central or state Government agency as on the date of issue of this Tender Document or during the subsequent bid processing and evaluation.

3. Schedules would be released shortly for Data Entry. The data entry should be started on and from the date provided to them by the undersigned. The Agency would be expected to upload at least 2,000 beneficiary data per day in the online database. It should be ensured to complete the task in the stipulated time frame.
4. The agency will be responsible for the security, safe-custody and confidentiality of the documents provided to them for data entry during the period the documents remain in their custody.
5. The maximum rate of data entry is Rs.1.00 only per beneficiary inclusive of family members as per email from State Nodal Agency, Swasthyasathi dated 18-12-2018 of Department of Health and Family Welfare, Kolkata-700091. The payment shall be made after satisfactory completion of the job. The Agency must submit the bills in duplicate.

[Signature]
28/12/18.

District Nodal Officer
Swasthyasathi & RSBY, North 24 Parganas

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Copy forwarded for kind information and necessary action to:

1. Karmadhyaksha, Janaswasthya Swasthya- O-Paribesh Sthayee Samity, North 24 Parganas Zilla Parishad.
2. PD, DRDC North 24 Parganas with request to arrange for publishing at the office notice board.
3. Secretary, North 24 Parganas Zilla Parishad.
4. The Nazareth Deputy Collector, North 24 Parganas Collectorate, Barasat to arrange for publishing at the office notice board
5. The District Informatics Officer, NIC, North 24 Parganas, Barasat with the request to upload this notice in the official Website of North 24 Parganas District.
6. The DICO, North 24 Parganas, Barasat for wide publicity in a leading Bengali newspaper *& one english newspaper.*

[Signature]
28/12/18

District Nodal Officer
Swasthyasathi & RSBY, North 24 Parganas