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An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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1st Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brllp.in

Ref. No: BRLPS/Proj-UH/989/16/3812

Date: 9.12.2016

INVITATION OF QUOTATIONS FOR ONLINE ENTRY OF FARMERS DATA IN CBOs MIS NON CONSULTING SERVICES UNDER SHOPPING PROCEDURE

To

Dear Sirs,

Sub: INVITATION OF QUOTATIONS FOR HIRING OF AGENCY FOR ONLINE ENTRY OF FARMERS DATA IN CBOs MIS.

1. You are invited to submit your most competitive rates for online entry of the following work :

Brief Description of the Works	Works to be completed	Completion Period	Place of Work
Online Entry of 1,30,000 Farmers data in the CBOs MIS software of BRLPS	As per Terms of Reference-Annexure-A	02 months	At service provider premises

2. Government of Bihar has received a Credit from the World Bank/IDA in various currencies towards the cost of "Bihar Rural Livelihoods Project" and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Important Dates and Times/Bid Document

- 3.1 Last Date & Time for Submission of Bids : 03.00 PM on 23.12.2016
- 3.2 Date/Time of Opening of Bid : 03.30 PM on 23.12.2016

4. **Qualification criteria**

- Should have own infrastructure to do the data entry works. Undertaking should be given.
- Experience in data entry work. Supporting document should be attached.
- Should have Annual Average Turnover of Rs. 20.00 lakh during the FY. 2015-16, 2014-15 & 2013-14. Signed photocopy of audited balance sheet should be attached.

5. **Bid Price**

- The price should be quoted for the entire online entry work including the infrastructure cost with rent and high speed internet facility for all the computers.

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- b) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- c) Applicable Service Tax must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price. Furnish photocopy of service tax registration, if any
- d) The rates quoted by the bidder shall be fixed for the duration of contract and shall not be subject to adjustment on any account.
- e) The Prices should be quoted in Indian Rupees only.
- f) Tax will be deducted at source, if applicable.
- g) Service Tax in connection with the sale shall be shown separately.

6. **Submission of Bids:**

- a) A bidder shall submit only one quotation in a sealed envelope.
- b) The bidder must mention full detail specification of the works quoted. Mere copying of the specifications mentioned by the BRLPS or mentioning words like "complying"/"compliant" is not sufficient.
- c) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

7. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. **Bidder has to mentioned complete address of their local office with name of contact person, his mobile number and email address.**

9. Successful bidder will be solely responsible for safe custody of the documents to be provided by the BRLPS for entries.

10. **Evaluation of Quotations**

The BRLPS will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions and qualification criteria.

11. **Award of Contract**

BRLPS will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRLPS, has technical capability to execute the contract and has quoted the lowest price.

11.1 **Notwithstanding the above, the BRLPS reserves the right to accept or reject any quotation/s and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract without assigning any reason.**

11.2 The bidder whose bid is accepted will be notified of the award of contract by the BRLPS prior to expiration of the quotation validity period. The successful bidder has to enter into an agreement with the BRLPS within 7 days from the date of notice of award.

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- 11.3 Successful bidder has to furnish a performance security amounting to Rs. 5000.00 (Rupees Five thousand only) in the form of Demand Draft issued from a schedule bank favoring Bihar Rural Livelihoods Promotion Society, payable at Patna.

In case the agency fails/refuses to complete any job assigned to them, the performance security will be forfeited on account of breach of contract.

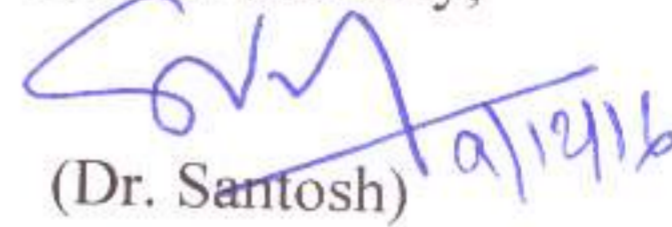
12. 15% of the entries will be checked by the BRLPS for errors in entry. In case of any error in entry, 2 corrections will be done by the service provider at no extra cost. However, in case of repeated errors even after 2 corrections, a penalty of double the amount of one entry cost will be deducted from the bill of service provider apart from the non-payment for that entry.
13. In case of delay in completion of work within due time, a penalty at the rate of 0.5% per week subject to a maximum of 5% of the total contract value shall be deducted from the bill of the service provider.
14. PAN of the firm/proprietor should be attached. [In case of proprietorship firm, photocopy of supporting document should also be submitted to establish the relation between firm and the proprietor].
15. Number of entries may increase/decrease. However, the payment will be made on prorated basis.
16. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory entry of entire data and its verification.

We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

- Annexure A- Terms of Reference
Annexure-B- Price Schedule
Annexure-C- Sample Template of
CBOs MIS for Entry

Yours Faithfully,


(Dr. Santosh)

Procurement specialist



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Annexure-A

Terms of Reference

Terms of Reference (ToR) for Hiring of Agency for digitization of Cadre Professional in MIS

The agency will be empaneled/hired to digitize the cadre professionals' data for all the districts in CBO-MIS. The following activities are to be carried out:-

- The agency will provide the required IT infrastructure with manpower for the data entry.
- The agency must have a dedicated internet connection (more than 2 Mbps) as data entry is to be done online.
- The data will be provided to agency in hard copy. But soft copies wherever available may also be provided additionally.
- The agency will be provided credentials to access the CBO-MIS exclusively for its operation.
- The data validation of 15% of total records entered by agency will be done by SPMU.
- The payment will be made after 100% of data validation.
- The timeline for entry will be as per the volume of data to be entered.
- Training will be provided to the resources of agency for one day by the BRLPS resource persons.
- Intending agency may check the CBO-MIS portal at BRLPS office on any working day.

Copy



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Annexure-B

**Format for Quotation
Description of Services: Online Entry of Farmers Data in CBOs MIS**

Sl. No	Description of the works	Specifications of the works offered	Quantity and Unit (a)	Price for each unit (Rs.)			Total Price (Rs.) (in words)
				Unit rate including excise, customs duty (b)	Service Tax ©	Insurance, local incidental costs, etc. (d)	
1			1,30,000				
Total Quote:							

Note: In case of discrepancy between unit price and total price, the unit price shall prevail
Bid price (in figures) Rs.....
Rupees..... (in words)

We agree to supply & demonstrate the quality of the above goods in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder.....
Name
Business Address:
.....
Place:

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Sample Template for Entry

Home Profile Institution Building Capacity Building Micro Finance Social Development Livelihood Grievance

Institution Building > Master Management > CBO > CBO Institution

Geography Filter

State: Bihar District: KHAGARIA Block: Alauli Village: Select

ID	CBO Name
110442	Jayhind
110449	Madhu

Edit Record

ID: 110449

CBO Name*: Madhu CBO Name (Hindi)*: मधु

State: Bihar District: KHAGARIA

Block: Alauli Village: Select

CBO Type*: PG Formation Date*: 27-Sep-2014

Theme: Off-Farm Project*: BRLPS

Tola/Basavat Name: Allauli

Meetings Frequency: Monthly Meeting Day: select Meeting Date: 02

General Saving Amount: HRF Saving Amount:

Other Saving 1: 0 Other Saving 2: 0

Other Saving 3: 0

Share Rate: Membership Fees: 0

Registration Number: 0 Registration Date:

Status: Active

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Submit Cancel

Fields marked with (*) are required

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Institution Building > Master Management > CBO > CBO Institution

Geography Filter

State : District : Block : Village :

CBO

ID	CBO Name	CBO Name (Hindi)	State	District	Block	Village
▶ 110442	Jayhind	जयहिंद	Bihar	KHAGARIA	Alauli	
▼ 110449	Madhu	मधु	Bihar	KHAGARIA	Alauli	

CBO Activity Mapping

ID	Activity	Status
	<input type="text" value="Select"/>	<input type="text" value="Active"/>

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State: Bihar District: KHAGARIA Block: Alauli Village: Select

CBO Filter
PG: Select SHG: No data

Village: Alauli(ALAULI) SHG: Aadishakti

ID	Name	DOJ	Email ID	Phone No								
1000386640	Lakshmi Devi Do	21/10/2012										
<table border="1"> <thead> <tr> <th>CBO Type</th> <th>CBO Name</th> <th>Designation Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>PG</td> <td>Madhu</td> <td>Member</td> <td>Active</td> </tr> </tbody> </table>					CBO Type	CBO Name	Designation Name	Status	PG	Madhu	Member	Active
CBO Type	CBO Name	Designation Name	Status									
PG	Madhu	Member	Active									
1000386626	Fulwati Devi	21/10/2012										
1000386610	Lakshmi Devi	21/10/2012										
1000386590	Girja Devi	21/10/2012										
1000386576	Tetari Devi	21/10/2012										
1000386558	Renu Devi	21/10/2012										
1000386539	Sulekha Devi	21/10/2012										
1000386522	Savita devi	21/10/2012										
1000386502	Dropadi Devi	21/10/2012										
1000386474	Sauri Devi	21/10/2012										

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Welcome, Hasnan | MIS Administrator State/ Bihar-State

भाषा हिंदी Logout



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Home Profile Institution Building Capacity Building Micro Finance Social Development Livelihood Grievance

Institution Building > Member Designation Mapping

Designation Assignment

- CBO Committee Designation Assignment
- Theme Activity Assignment
- Staff Designation Assignment
- Staff Committee Designation Assignment

Geography Filter

State: Bihar District: KHAGARIA Block: Alauli Village: Select Search

CBO Filter

TLC: No data PG: Jayhind CLF: Select VO: Select SHG: No data Search

PG Activity Assignment

ID	Member Name	CBO Name				
1000379144	Sulena DEvi	Jayhind-PG				
<table border="1"> <thead> <tr> <th>Activity Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Regular Farming</td> <td>Active</td> </tr> </tbody> </table>			Activity Name	Status	Regular Farming	Active
Activity Name	Status					
Regular Farming	Active					
1000379179	Gudiya devi	Jayhind-PG				
1000379205	Ranjan Devi	Jayhind-PG				
1000788730	Amla devi	Jayhind-PG				

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VO Activity Mapping

223.30.251.84:8090/cbc/ib/member/activityMappingView.html

Institution Building > VO Livelihood Activity Mapping

Designation Assignment

Livelihood Activity Assignment

Geography Filter

State: Bihar | District: NALANDA | Block: Rahul | Village: Select

CBO Filter

VO: Nari Shakti | SHG: Gyani 21/09

ID	Member Name	CBO Name
1001508857	Manoma devi	Gyani 21/09/2012-SHG
	Prabha Devi	Gyani 21/09/2012-SHG
	Kauchiya Devi	Gyani 21/09/2012-SHG
	Suraji Devi	Gyani 21/09/2012-SHG
	Bina Devi	Gyani 21/09/2012-SHG
	Mina Devi	Gyani 21/09/2012-SHG
1001508874	Chameli Devi	Gyani 21/09/2012-SHG
1001508990	Gaytri Devi	Gyani 21/09/2012-SHG
1001509007	Sharda Devi	Gyani 21/09/2012-SHG
1001509016	Bina Devi	Gyani 21/09/2012-SHG

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