

Hiring for Six Computer Operators for entry of the various data information ARCGIS Platform for Project Management Unit (NISG) established under the Department of Stamps and Registration , UTTARAKHAND PUBLIC FINANCIAL MANAGEMENT STRENGTHENING PROJECT UNDER NATIONAL SHOPPING PROCEDURES

(Package No- UKPFMS/COMP. OPRT/STAMP/2022/RFQ)

Subject -Hiring for Six Computer Operators for entry of the various data information ARCGIS Platform for Project Management Unit (NISG) established under the Department of Stamps and Registration

1. World Bank is financing the **Uttarakhand Public Finance Management Strengthening Project** and intends to apply part of the proceeds for which this invitation for quotations is issued. The attention of interested Bidders is drawn to paragraphs 3.14 and 3.17 of the World Bank Procurement Regulations, July 2016 revised in November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest and paragraph 3.32 on Fraud and Corruption.
2. Under this Project a Project Management Unit of NISG has been established for the Stamps and Registration Department for carrying out of PFM Reforms. Under this reform process the ARCGIS is being used for developing various layers on map of Uttarakhand and other features in short span of time. This requires human resource of 06 Computer Data Operators who can work on the ARCGIS Platform for Six months (15th July22 to 15th January 23)
3. You are invited to submit your most competitive quotation for the following equipment’s latest by 11/07 /2022 in the given format: -

Sr. No	Description	No of Units	Time Period of delivery Place of Delivery	
1	Six Computer Operators for data entry in ARCGIS Platform	06	03 days from the date of issuance of the supply order	Department of Stamp and Registration, Uttarakhand State Tax Building, Ring Road, Dehradun

4. Bid Price

- a. The supply order shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- b. GST tax shall be shown separately.
- c. The rates quoted by the bidder shall be fixed for the entire duration of the contract and shall not be subject to adjustment on any account.
- d. The Prices shall be quoted in Indian Rupees only.
- e. GST shall be paid as per the prevailing rates of Govt. of India.
- f. The quotations shall be evaluated at the monthly rate and GST shall not be considered in evaluation.

NOTE: PLEASE MENTION THE REFERENCE NO. AND GST NO. IN YOUR COVERING LETTER.

5. Each bidder shall submit only one quotation.

SIGN & SEAL OF THE BIDDER

6. **Validity of Quotation:** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
7. **Evaluation of Quotations:** The Purchaser 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 specifications.
8. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - b. The bidder whose bid is accepted will be notified of the award of supply order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
9. Payment shall be made every month by the Project Management Unit, UKPFMS after the monthly bill have been certified by the officer authorised by Inspector General Stamps and has recommended the payment.
10. In case of the operator being on leave on working day, the Department Stamp and Registration reserves the right to recommend and deduct the amount of the charges. The officer has the right to direct the operators for the work at the office on Sundays or Gazetted Holiday(s) as per the urgency of the work.
11. The service provider has to submit a Performance Guarantee of 2% of the Price of the contract for nine months (Six months with additional three months).
12. The initial contract period for six months, but DOSR may request increase for further number of months for data entry to PMU, UkPFMS in case of satisfactory Services. The Contract may be extended for the requested time period, but not more than 03 months.
13. The DOSR reserves the right to reduce the manpower, during the contract period. The DOSR can direct the manpower agency to substitute any computer operator if the personnel fail to carry out the directed work or is in continuous leave or due to disciplinary or behavioural issues or is found in such an activity which pertains to fraud / corruption. In such case the replacement shall be made within 24 Hrs
14. The Computer operators working at the Department identity has been verified with police verification of the operators, the verification (including Police Verification) is the complete responsibility of the service provider .in this regard the successful service provider shall submit an affidavit on INR100 Stamp paper that the Verification of the Computer Operator duly notarized. The verification of the operators should not be more than 03 months old (ie not older than 1st April 2022)

15. A successful service provider shall submit in two sets one for the PMU office and the other for DOSR the Aadhar card of the Computer operator, one Permanent Residential Address proof, one Address proof of Dehradun or vicinity where the operator resides, in case of any change the service provider has to provide the detail to the PMU office within 03 days with all essential documents. In case of failing which, the service provider shall not be reimbursed the billing amount of the operator changed either by the Service Provider or DOSR for that month,
16. You are requested to provide your offer latest by 11/07/2022 up to 1500 hrs.
17. The copy of the PAN, GST, Certificate and Company Registration Certificate should be enclosed along with the quotation.
18. The Service Provider shall provide the lumpsum amount of the operator including all the statutory dues, deductions as per labours laws and firm service charges. The firm with the lowest amount lumpsum shall be awarded the Contract, subject to the submission of documents by the successful service provider.
19. The bidder should sign and stamp each page of the quotation.
20. We look forward to receiving your quotations and thank you for your interest in this project.

(On Behalf of Purchaser)

Deputy Project Director
Uttarakhand Public Finance Management Strengthening Project,
PDU-CTRFA Sudhowala
Dehradun
Pin Code-248007
E-mail: ukpfmswb@gmail.com]

Subject -Hiring for Six Computer Operators for entry of the various data information ARCGIS Platform for Project Management Unit (NISG) established under the Department of Stamps and Registration

FORMAT OF QUOTATION *

Sr. No	Description	No of Units	Unit Rate excluding GST monthly for one operator	Gross amount excluding GST for 6 operators
1	Six Computer Operators for data entry in ARCGIS Platform	06		

Total GST (In Figures and Words):

Total Quote Price Including GST:

The financial evaluation of bids will be based on the total amount excluding GST (which shall be paid as per the prevailing rates of Govt. of India) We agree to provide the above equipment in accordance with the technical specifications and terms and conditions provided and as per the rates quoted by us in the format of quotations. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Date
Place:

Signature of the Authorized Person

ATTACHMENT

FORMAT OF SUPPLY ORDER

To:

Subject: Supply Order for **Hiring for Six Computer Operators for entry of the various data information ARCGIS Platform for Project Management Unit (NISG) established under the Department of Stamps and Registration.**

Ref: Your quotation having ref. no. _____ dated _____

Dear Supplier,

Your quotation having ref. no. _____ dated _____ for **Hiring for Six Computer Operators for entry of the various data information ARCGIS Platform for Project Management Unit (NISG) established under the Department of Stamps and Registration** has been accepted and approved. You are requested to kindly supply the following equipment's at the rates quoted by you and specified against each as per the specifications and terms and conditions specified hereunder:

Sr. No	Description	No of Units	Unit Rate excluding GST monthly for one operator	Gross amount excluding GST for 6 operators
1	Six Computer Operators for data entry in ARCGIS Platform	06		

Total Supply Order Value including GST: Indian Rupees

Annexure-B-Terms and Conditions**Terms & Conditions:**

1. **Expected Date of start of service:** tentative date 20th July 22.
2. **Billing Address:** Project Director, Uttarakhand Public Finance Management Strengthening Project, PDU-CTRFA, Sudhowala. Dehradun -248007, Uttarakhand, India
3. GST shall be paid at actual prevailing on the date of supply.
4. Payment shall be made monthly from 1st of the month to the end. The first month for the number of days the service provided after the contract signing, the payment shall be made after statutory deductions.
5. **Performance Guarantee 2% of the Contract Price for nine months in form of FDR from a Scheduled Bank**
6. Payment shall be made every month by the Project Management Unit, UKPFMS after the monthly bill have been certified by the officer authorised by Inspector General Stamps and has recommended the payment.
7. In case of the operator being on leave on working day, the Department Stamp and Registration reserves the right to recommend and deduct the amount of the charges. The officer has the right to direct the operators for the work at the office on Sundays or Gazetted Holiday(s) as per the urgency of the work.
8. The service provider has to submit a Performance Guarantee of 2% of the Price of the contract for nine months (Six months with additional three months).
9. The initial contract period for six months, but DOSR may request increase for further number of months for data entry to PMU, UkPFMS in case of satisfactory Services. The Contract may be extended for the requested time period, but not more than 03 months.
10. The DOSR reserves the right to reduce the manpower, during the contract period. The DOSR can direct the manpower agency to substitute any computer operator if the personnel fail to carry out the directed work or is in continuous leave or due to disciplinary or behavioural issues or is found in such an activity which pertains to fraud / corruption. In such case the replacement shall be made within 24 Hrs
11. The Computer operators working at the Department identity has been verified with police verification of the operators, the verification (including Police Verification) is the complete responsibility of the service provider .in this regard the successful service provider shall submit an affidavit on INR100 Stamp paper that the Verification of the Computer Operator duly notarized. The verification of the operators should not be more than 03 months old (ie not older than 1st April 2022)

12. A successful service provider shall submit in two sets one for the PMU office and the other for DOSR the Aadhar card of the Computer operator, one Permanent Residential Address proof, one Address proof of Dehradun or vicinity where the operator resides, in case of any change the service provider has to provide the detail to the PMU office within 03 days with all essential documents. In case of failing which, the service provider shall not be reimbursed the billing amount of the operator changed either by the Service Provider or DOSR for that month,

Date:

Place: Dehradun