

MAHARASHTRA STATE ROAD TRANSPORT CORPORATION
EDP CENTRE, 4TH FL., NEW ANNEX BLDG., J.B.B.MARG, MUMBAI-400008
Telephone No.:23024089

Tender Notice No.ST/EDP/OT/37
Tender Closing Time : 13.00Hrs.
Tender Opening Time : 14.00Hrs.

Due on :09/02/2009

To,
M/s.
.....
.....

Sub : Data Entry Work for Batch processing jobs for the year 2009-2010.

Dear Sir,

Dy.General Manager(EDP), EDP Centre, J.B.B.Marg, Mumbai-8 invites tender for Data Entry Work for Batch processing jobs for the year 2009-2010 for the following jobs with due verification from the reputed agencies who may desires to quote.

Sr. No.	Name of the System	Name of Document	Approx.No.of records in a year
1	Inventory	Issue Vouchers	2238000
2	Scrapped Tyres	Data	41000
3	Vehicle	Progressive Kms.	25000
4	Job Casting	Labour Reports	28000
5	Gratuity	Data	100000
6	Provident Fund Alpha & Numeric	Data	1700000
	TOTAL RECORDS :		4132000

TERMS & CONDITIONS :

a] Prequalification for the bidders for submitting their quotations -

- i] The firm should be registered & located in Mumbai, Suburb, Vashi, Thane, New Mumbai.
- ii] The firm should have minimum TEN Data Entry Machines either independent Personal Computers or terminals connected under LAN.
- iii] The firm should be in business atleast for TWO years.
- iv] The firm should have the capacity to make the Data Entry Work with due verification for 80,000 records per week.
- v] The firm should submit the list of customers & satisfactory performance certificate of customers alongwith their address & contact No.

b] On an average the effective record length considering all jobs together works out to 40 keys approx. irrespective whether job is of 16, 20, 40, 60, 80 keys etc. in each record. However before submitting the Tender, the tenderer may inspect the documents/ designs of the Data Entry Work which will enable him to submit competitive & healthy quotes.

c] Eventhough there are different jobs for data entry with due verification work, the tenderer should quote only 'One' fixed rate for each 1000 records for all the jobs. If different rates for the jobs are quoted separately then the Tender will not be considered.

d] The documents of the data will be available with EDP Department which will have to be sorted & collected by the succuseful tenderer at his own cost and after data entry with due verification should be returned to EDP Department without any cost.

e] The data entry with due verification should be done as per the design supplied by EDP Department. The firm should have to develop necessary software of data entry work for MSRTC. No charges will be given to develop such software.

f] The Data Entry Work with due verification should be 100% error free.

g] The records of the data duly punched / verified should be supplied in character ASCII mode on 1.44MB floppy/CD alongwith detail statement of job & records thereto to EDP Centre without any cost. The data from the floppy/CD will be converted at EDP Department. If in case the floppy/CD does not work then fresh floppy/CD of the data needs to be supplied to EDP Department without any cost.

h] The rates quoted by the vendor will be valid for one year after the issue of Work Order and the same will remain firm throughout.

i] Please quote your permanent Income Tax Account Number.

j] The payment for each job will be made separately as under :-

- (a) No advance payment.
- (b) For monthly job 90% payment will be released after submission of Invoice for three month job.
- (c) For yearly job 90% payment will be released after completion of said job.
- (d) 10% will be released after 2 months on completion of total work of the job as per the Work Order.

k] The time schedule for each job will be given by EDP Department at the time of anding over the documents to vendor for Data Entry Work. The same should be observed by the succuseful tenderer else penalty @ 10% of total value for a unit for a month for each system will be levied for the delayed work.

l] The Security Deposit at the rate of 10% of the total value of all jobs will have to be deposited with MSRTC by the sucessful tenderer in cash for the period of 15 months on acceptance of the order. If the successful tenderer has not fulfilled the terms & conditions of the work order then the said Security Deposit will be forfeited & contract will be terminated.

m] The EMD of Rs.6,200/- (Rs.Six Thousand Two hundred only) should be paid by Demand Draft favouring "MSRTC Fund Account", payable at Mumbai. The original receipt of EMD should be attached with the tender form. Tender without EMD Receipt will be rejected. If the successful tenderer has not submitted Security Deposit after allotment of data entry work, then the said EDM will be forfeited & contract will be terminated.

n] Tender form can be obtained from EDP Department on payment of Rs.281/- (Rs.250 + Rs.31 VAT) in cash only after submitting Company's Authority letter failing which tender documents will not be issued. Money Orders will not be accepted for sending tender documents.

o] Vendor should submit the information mentioned in Annex. alongwith the Tender Form duly signed and stamped.

p] The Dy.General Manager(EDP) reserves the rights to accept or reject the whole or any part of the offer without any justification.

q] Dy.General Manager(EDP) also reserves the rights to give whole or part of the job/jobs to the tenderer & also may continue for further next two years contract on the same or reduction rate depending on the quality performance of Data Entry Work.

In view of the above, you are requested to quote your rate for Data Entry with due verification for each 1000 records.

Your sealed quotation should be deposited in the Office of the Dy.General Manager(EDP), S.T.Central Office, Mumbai-400008 on or before 09/02/2009 upto 13.00 Hrs. and superscribed as "Quotation for DATA ENTRY WORK for the year 2009-2010". Please note that quotation after due date will not be considered.

Thanking you,

Yours faithfully,
for MSRTC

Encl.: Annex.'A'

Dy.General Manager(EDP)

ANNEXURE- "A"

Information for Data Entry Work for the year 2009-2010

- 1] Name of the Company/ Firm : _____
- 2] Type of the Company (Public/ Pvt./ Enterprises/ Proprietary etc.) : _____
- 3] Registration No. of Firm/ Company : _____
- 4] Present Address : _____

- 5] Contact Telephone No. : _____
- 6] Contact Person : _____
- 7] Turnover during financial years :-
2006-2007 : _____
2007-2008 : _____
- 8] Income Tax Clearance Certificate if any : _____
- 9] Permanent Account No. of Income Tax Department (PAN) : _____
- 10] No.of Data Entry Machines available :-
Pcs : _____
Terminals : _____
- 11] No.of Data Entry Operators :-
Full Time : _____
Part Time : _____
- 12] Average per day output in terms of records : _____
- 13] Software used for Data Entry and : _____
verification work.
- 14] List of clients (maximum five) with their telephone Nos. & contact persons. (Attached separate list) : _____
- 15] (a) Whether job done for Govt./ Semi-Govt./ Corporation. : _____
(b) If Yes, certificate/ letter needs to be attached. : _____
