Chhattisgarh State Cooperative Marketing Federation Limited
6th Floor, Tower 'C', Commercial Complex, C.B.D.
Sector-21, Naya Raipur (C.G.) 492002
Phone No. - 0771- 2425411/12
Website - www.markfed.cg.nic.in
E-mail-id - mf_ctrlroom_raipur@nic.in

Request for Proposal (RFP)

E-TENDER FORM

FOR

SERVICE OF DATA ENTRY OPERATOR AT PADDY PROCUREMENT CENTER LEVEL

COST OF TENDER DOCUMENT - 5000/- (FIVE THOUSAND RUPEES)

INCLUDING GOODS AND SERVICES TAX.

Managing Director
Chhattisgarh State Cooperative Marketing Federation Ltd.
(MARKFED HQ)
Naya Raipur

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Request for Proposal (RFP)

No. /MARKFED HQ /..2646../...2018 Raipur, Dated..28/8/2018

Online proposals are invited from eligible agencies for providing data entry operator at all paddy procurement center of Chhattisgarh state from **28/08/2018** to **27/09/2018**. RFP forms can be downloaded from **www.markfed.cg.nic.in.** Interested bidders are advised to visit our website regularly for RFP, other terms and conditions, key dates including any changes in the same.

27/08/18

Managing Director
Chhattisgarh State Cooperative Marketing Federation Ltd.
(MARKFED HO)
Naya Raipur

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GLOSSARY:

MARKFED	Marketing Federation
GoCG	Government of Chhattisgarh
MIS	Management Information System
PPD	Paddy Procurement/Disposal
RFP	Request for Proposal
TOR	Terms of Reference
TS	Technical Score
P.C.	Procurement Centre
EMD	Earnest Money Deposit
TDS	Tax Deducted At Source
LOA	Letter of Acceptance
LOP	Letter of Proposal
PAN	Permanent Account Number
GST	Goods and Services Tax

1. INTRODUCTION:

CHHATTISGARH MARKFED: Chhattisgarh State Co-operative Marketing Federation (MARKFED) is an apex level Federation of Co-operative Marketing Societies in the State of Chhattisgarh. Chhattisgarh State Co-operative Marketing Federation Limited, Raipur (Registration No. 216 dated 31.10.2000) came into existence simultaneously with the creation of new Chhattisgarh State on 1st November, 2000. MARKFED executes the work of paddy procurement under Price Support Scheme and supply of chemical fertilizers and plant protection material to the farmers of the state as per instructions of Government. Chhattisgarh Markfed has its Head Quarter at Raipur and 27 district offices at district headquarters of the State. These offices undertake bulk of business and are well equipped with infrastructure and are manned with experienced staff.

1.1 Main Objectives of MARKFED:

1. To assist and strengthen its member marketing and other marketing societies in the state.
2. To provide agricultural inputs to the farmers through member of societies numbering over one thousand to promote the production of their agricultural produce.
3. To procure the agricultural produce from farmers in regulated Procurement Center's.
4. To carry out welfare activities as per the state government directives.
5. To construct godowns (Open Storage Centers) to increase the storage facilities in the state.
6. Supply of inputs like fertilizers.
7. Undertaking price support operations.
8. Acting as an agent to the Govt. for procurement, supply and distribution of paddy. Commodities and also nodal agency for supply of inputs.
9. Undertaking commercial operations of agricultural produce.

1.2 Roles & Responsibilities of Data Entry Operator:

1. Compiling, verifying accuracy and sorting information to prepare source data for computer entry
2. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
3. Generate reports, store completed work in designated locations and perform backup operations
4. Scan documents and print files, when needed
5. Keep information confidential
6. Respond to queries for information and access relevant files
7. Comply with data integrity and security policies

8. Ensure proper use of office equipment like printer, computer and scanner and address any malfunctions
9. Proven data entry work experience, as a Data entry operator
10. Experience with MS Office, Excel and data Entries
11. Familiarity with administrative duties

2. BIDING SCHEDULE FOR ONLINE E-TENDER:

Bid start Date	28.08.2018	05.00 PM
Bid Due Date	27.09.2018	05.00 PM
Bid Open Date from	28.09.2018	11.00 AM

2.1 Pre Bid Conference :

Last date and time for queries/pre bid meeting for online e-tender of data entry operator is 05.09.2018 at 12:00 PM, Place: Chhattisgarh State Cooperative Marketing Federation Ltd., 6th Floor, Tower 'C', Commercial Complex, C.B.D. Sector-21, Naya Raipur.

Contact for further information: Mr. Vikram Singh Rathod, Development Officer, Mobile no. 9424244808, Mrs. Nidhi Shashank Dubey, Deputy Manager, Mobile No.9131235321

3. ROLE OF SELECTED AGENCY:

The selected agency, interalia, shall be responsible for providing manpower as required.

4. INSTRUCTION TO AGENCIES:

4.1 Scope of Proposal:

a. Agencies are advised that the selection shall be on the basis of an evaluation by the MARKFED, through the selection process specified in this RFP. Agencies shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that the MARKFED's decision is without any right of appeal whatsoever;

b. The agency shall submit its proposal online in the form and manner specified in this RFP.The Technical proposal shall be submitted as per Form A to C and the financial proposal shall be submitted as per Form D. Upon selection, the agency shall be required to enter into a consultancy agreement with the MARKFED in the form provided by MARKFED.

c. The agency shall submit its proposal online along with EMD amount and document cost on the basis of division wise requirement of Data Entry Operator as mentioned in Annexure 'A'.

4.2 Contract Period:

The contract will be initially for a period of 9 months from the date of deployment of the personnel in MARKFED and can be renewed on mutually agreed terms. The performance will be evaluated by MARKFED monthly and if any point of time performance is not found satisfactory then the agreement can be unilaterally terminated by MARKFED after the expiry of one month from the date of serving the notice in this regard.

4.3 Substitution of Key Personnel:

(i) MARKFED will not normally consider any request of the selected agency for substitution of key personnel. Substitution will, however, be permitted if the key personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of MARKFED;

(ii) In case of substitution of key personnel, MARKFED reserves the right to examine the new personnel proposed to be provided as replacement.

(iii) In case of gap period for replacement of any key personnel no remuneration will be provided for that period concern.

4.4 Agreement:

The selected firm/agency will have to sign a consultancy agreement in non-judicial stamp paper of Rs. 100/- with MARKFED.

4.5 Termination of Contract:

1. The premature termination or the suspension of the GoCG's Engagement, in respect of the funds with which the Officer has been engaged, or significant change in the requirements of the job, for which the MARKFED cannot be held responsible, will give rise to the right of the MARKFED to terminate this contract.
2. Further, MARKFED reserves the right to terminate this contract for any of the following reasons:
   - Absence of the team/personnel from duty except as a result of sickness or accident;
   - Unsatisfactory performance by the team/personnel;
   - Misconduct by the team/personnel or breach of the terms of this contract or any act or omission which in the reasonable opinion of the MARKFED, may bring the MARKFED into disrepute;
   - Significant incompatibility of the team/personnel with local personnel/officials or public/consumers.

- Conversely, the incumbent may terminate the contract with one month notice to the MARKFED after compensating all the losses to MARKFED due to sudden termination. Abrupt and irresponsible termination of the contract by the agency may also result in black listing of the agency.

5. CONDITIONS OF ELIGIBILITY OF AGENCIES:

1. Agencies are advised to Issue Authorization letter/POA to their authorized representative for acting as a signing authority on behalf of agency.
2. To be eligible for technical and financial proposal, the agency shall fulfill the following **minimum eligibility criteria:**
   a. The agency should be a registered company under Companies Act 1956 and in operation from at least 5 years as on 31.07.2018
   b. The agency must have experience of deploying number of IT manpower in India as mentioned in Annexure – 'A' at multiple location at Central/ State Government/ semi-government organization for at least 5 years.
   c. Agency must have executed at least 2 IT/ITES projects in India at Government/Semi Government or PSU with minimum value of Rs. 2 Cr for each project in past 5 years as on 31.03.2018 and in this regard work order and completion/part completion certificate for each project has to be submitted.
   d. The agency should have valid ISO 9001:2008.
   e. The agency should have minimum turnover per year as mentioned in Annexure – 'A' and should have positive net worth in all three years.
3. Any entity which has been barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of proposal, would not be eligible to submit the proposal.
4. An agency should have, during the last three years, neither failed to perform any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the agency, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such agency.
5. Agency should submit proposal division wise. For each division separate work order will be issued. If sufficient proposals are not received, then MARKFED reserves the rights to allot more than one division to any one agency.
6. No. of post may increase or decrease depends on requirement and MARKFED reserves the right in this regard.
7. Undertaking confirming the deployment of required Data Entry Operators as per the qualification and experience criteria mentioned in the RFP

Agencies must read carefully the above mentioned minimum conditions of eligibility for technical proposal. Proposals of only those agencies that satisfy technical criteria will be considered for financial proposal.

6. NO. OF POSTS AND EDUCATIONAL QUALIFICATION:

S. No.	Proposed Post	Number of Posts	Minimum Educational Qualification	Fixed monthly Remuneration (Per person)
1	Data Entry Operator	1998	**(1)** Passed 12th (10+2) board exam or Passed 10th board exam & 3 years diploma in any subject. **(2)** One year diploma in Data Entry Operator / programming from institute/university recognized by Central/any State Government. **(3)** Computer typing speed of 8000 key depression per hour in Hindi and English.	Rs. 13776 /-

NOTE: - 1. Number of posts may vary

2. Preference should be given to the candidate already engaged as Data Entry Operator at procurement center level

3. Fixed monthly remuneration (per person) of Rs. 13776/- has to be paid by the agency excluding administrative charges

7. DOCUMENTS TO ACCOMPANY RFP:

7.1 Part – A (Technical Proposal):

1. Photocopy of the PAN card. Proof of GST registration.
2. Letter of proposal (Form A)
3. Filled in Agency's profile (Form B)
4. Previous experience of the firm in successfully executing similar types of assignments during last five years (Form C)
   (Attach photo copies of work completion/performance certificate)

7.1.1 Earnest Money Deposit (EMD):

(i) Agency should deposit document cost and division wise EMD as mentioned in Annexure -A in the bank account of MARKFED (bank account details mentioned in page no. 7) through the mode of NEFT/RTGS. Agency should necessarily scan and upload the receipt of NEFT/RTGS for the payment made for document cost and EMD, failing to which tender can be cancelled.

(ii) EMD shall be returned to the unsuccessful bidders within a period of two weeks from the date of signing of consultancy agreement between MARKFED and the successful bidder. EMD submitted by the successful bidder shall be released upon completion of the consultancy services

(iii) EMD shall be forfeited in the following cases:

(a) if any information or document furnished by the bidder turns out to be misleading or untrue in any material respect; and

(b) if the successful bidder fails to execute the consultancy agreement within the stipulated time or any extension thereof provided by MARKFED

Financials offers of qualified bidders based on their technical proposal shall only be opened. The date of opening of technical proposal and financial is being mentioned in RFP document. MARKFED reserve the right to shortlist / reject / select any firm.

7.1 Part- B (Financial Proposal):

The agency must submit the financial proposal online using Form D.

8. PERFORMANCE SECURITY:

An amount of 2% shall be deducted from each payment made to the agency during the first year of consultancy and retained as performance security which shall be returned after satisfactory completion of the consultancy services.

9. NUMBER OF PROPOSALS:

Agencies are advised to submit only single application for any particular division. Separate application has to be submitted, if agency wants to submit bid for any other division.

10. VALIDITY OF PROPOSAL:

The proposal shall remain valid for 180 days after the date of bid opening. Any proposal which is valid for a shorter period shall be rejected as non-responsive.

11. COST OF RFP DOCUMENT:

RFP document can be downloaded from www.markfed.cg.nic.in and http://eproc.cgstate.gov.in .While submitting online e-tender document cost of Rs 5000 (five thousand) has to be deposited through RTGS/NEFT in the bank account of MARKFED and Rs. 311 (three hundred eleven) bid submission fees has to be deposited in the account CHiPS through http://eproc.cgstate.gov.in.

Bank Details of Chhattisgarh State Co-operative Marketing Federation Ltd. For submitting EMD and Document Cost:

Name of Organization: Chhattisgarh State Co-operative Marketing Federation Ltd.
Bank Name: Axis Bank Ltd. Raipur (C.G.)
A/c No.: 911010016412246
I.F.S.C. Code: UTIB0000139

12. ACKNOWLEDGEMENT BY AGENCY:

(i) It shall be deemed that by submitting the proposal, the agency has:

a. Made a complete and careful examination of the RFP
b. Received all relevant information requested from MARKFED;
c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of MARKFED or relating to any of the matters stated in the RFP document
d. Satisfied itself about all matters, things and information, including matters referred to in Clause herein above, necessary and required for submitting an informed application and performance of all of its obligations there under;
e. Acknowledged that it does not have a Conflict of Interest; and
f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

(ii) The MARKFED shall not be liable for any omission, mistake or error on the part of the agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the MARKFED.

12.1 Right to reject any or all proposals:

(i) Notwithstanding anything contained in this RFP, the MARKFED reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

(ii) The MARKFED reserves the right to reject any proposal if:

a. at any time, a material misrepresentation is made or uncovered, or

b. The agency does not provide, within the time specified by MARKFED, the supplemental information sought by the MARKFED for consideration of the proposal.

Such misrepresentation/ improper response may lead to the disqualification of the agency. If such disqualification /rejection occur after the proposals have been opened and the L1 ranked agency gets disqualified / rejected, then the MARKFED reserves the right to consider the L2 agency, or any other measure as may be deemed fit in the sole discretion of the MARKFED, including annulment of the selection process.

12.2 Conflict of Interest:

The selected agency shall not receive any remuneration in connection with the assignment except as provided in the agreement. The consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the MARKFED. The agency should provide professional, objective and impartial advice and at all times hold the MARKFED interest paramount.

12.3 Language:

The proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. All the supporting document or printed literature shall be submitted with the proposal for proof of all the given information i.e. Educational qualification specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in that case, for all purposes of interpretation of the proposal, the translation in English shall prevail.
Raipur. Proposal can be withdrawal before date of opening.

13. CRITERIA FOR EVALUATION:

On the basis of financial proposal submitted by the agencies L1 will be awarded with the project assignment as per the agreement.

14. AWARD OF CONSULTANCY:

After selection, a Letter of Acceptance (the "LOA") shall be issued, in duplicate, by MARKFED to the selected agency and the selected agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected agency is not received by the stipulated date, MARKFED may, unless it consents to extension of time for submission thereof, forfeit the proposal security of such agency, and the next eligible agency may be considered.

14.1 Execution of Agreement:

After acknowledgement of the LOA as aforesaid by the selected agency, it shall execute the Agreement within the period of 30 (Thirty) days from the date of issuance of LOA. The selected agency shall not be entitled to seek any deviation in the agreement. If the selected agency fails to submit the performance security and fails to sign the agreement, its bid security shall be forfeited and appropriated by MARKFED. In such an event, the MARKFED may invite the second ranked agency (L2) for negotiations and may issue LOA to them.

14.2 Commencement of Assignment:

The consultant shall commence the services within thirty (30) days from the date of signing of the agreement. If the consultant fails to commence the assignment as specified herein, MARKFED may, unless it consents to extension of time thereof may forfeit the performance security and appropriate the same by MARKFED.

14.3 Proprietary data:

All documents and other information provided by MARKFED or submitted by an agency to MARKFED shall remain or become the property of MARKFED. Agency, as the case may be, is to treat all information as strictly confidential. The MARKFED will not return any proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the agency to MARKFED in relation to the agency shall be the property of MARKFED.

15. Mode of Payment:

On production of actual work done and engaged man power at procurement center level, the honorarium of data entry operator will be paid to the agency on monthly basis against submission of monthly invoice.

16. FRAUD AND CORRUPT PRACTICES:

(1) The agency and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, MARKFED HQ shall reject a proposal without being liable in any manner whatsoever to the agency, if it determines that the agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the selection process. In such an event, MARKFED HQ shall, without prejudice to its any other rights or remedies, forfeit and appropriate the proposal security or performance security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to MARKFED HQ for, inter alia, time, cost and effort of MARKFED HQ, in regard to the RFP, including consideration of such agency's proposal.

(2) Without prejudice to the rights of MARKFED HQ under clause hereinabove and the rights and remedies which the MARKFED may have under the LOA or the agreement, if an agency or consultant, as the case may be, is found by the MARKFED to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection process, or after the issue of the LOA or the execution of the agreement, such agency or consultant shall not be eligible to participate in any tender or RFP issued by the MARKFED during a period of 2 years from the date such agency or consultant, as the case may be, is found by MARKFED to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

(3) For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

(a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the MARKFED who is or has been associated in any manner, directly or indirectly with the selection process or the LOA or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the MARKFED, shall be deemed to constitute influencing the actions of a person connected with the selection process; or

(ii) engaging in any manner whatsoever, whether during the selection process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the project or the LOA or the agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the MARKFED in relation to any matter concerning the project;

(b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the selection process;

(c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the selection process;

(d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the MARKFED with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a conflict of interest; and

(e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among agencies with the objective of restricting or manipulating a full and fair competition in the selection process

17. ABOUT CORRIGENDUM:

If any amendments are done in the tender document then it will be published in the newspaper or in the website of MARKFED, which will be a part of tender. Amendment notice can be released one week before the last date of tender.

18. Formats:

Technical Proposal for Procuring Services of DEO

Form-A

Letter of Proposal

(On Agency's letter head)

Dated:

To,

Managing Director,
Chhattisgarh state cooperative marketing federation limited,
Sector-21, Naya Raipur

Sub: Request for Proposal (RFP) for procuring the services of a consulting firm for service of data entry operator at paddy procurement centre level.

Dear Sir,

1. With reference to your RFP document dated dd/mm/yy, I/we, having examined the tender documents and understood their contents, hereby submit my/our proposal for the aforesaid project. The proposal is unconditional and unqualified.
2. All information provided in the proposal and in the appendices is true and correct.
3. This statement is made for the express purpose of qualifying as an agency for undertaking the project.
4. I/ We shall make available to MARKFED any additional information it may find necessary or require to supplement or authenticate the bid.
5. I/ We acknowledge the right of MARKFED to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

I/We declare that

a. I/ We have examined and have no reservations to the tender documents, including any addendum issued by MARKFED.
b. I/ We do not have any conflict of interest in accordance the RFP document;

c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with MARKFED or any other public sector enterprise or any government, Central or State; and

d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. I/ We understand that you may cancel the bidding process at any time and that you are neither bound to accept any proposal that you may receive nor to invite the bidders to bid for the project, without incurring any liability to the bidders, in accordance with the RFP document.

8. I/ We declare that we are not a member of any other firm submitting a proposal for the project.

9. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

10. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our associates.

11. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

12. I/ We undertake that in case due to any change in facts or circumstances during the bidding process, we shall intimate MARKFED of the same immediately.

13. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by MARKFED in connection with the selection of the bidder, or in connection with the bidding process itself, in respect of the above mentioned project and the terms and implementation thereof.

14. In the event of my/ our being declared as the successful bidder, I/We agree to enter into an agreement provided by MARKFED.

15. I/We have studied all the tender document carefully. We understand that except to the extent as expressly set forth in the agreement, we shall have no claim, right or title arising out of any documents or information provided to us by MARKFED or in respect of any matter arising out of or concerning or relating to the bidding process including the award of contract.

16. The consultancy fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, draft agreement.

17. I/We agree to furnish performance guarantee to MARKFED in accordance with the RFP document.

18. I/We agree to abide performance security clause as mentioned in the RFP document.

19. I/We agree and understand that the proposal is subject to the provisions of the RFP documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.

20. I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the proposal due date specified in the RFP.

21. I/We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the RFP document.

Yours faithfully,
Date: (Signature of the Authorized signatory)
Place: (Name and designation of the of the Authorized signatory)
Name and seal of Bidder

Form-B

Particulars of the Agency

1. NAME OF THE FIRM: .....
2. REGISTERED OFFICE ADDRESS : .....
3. DATE OF INCORPORATION: .....
4. CONSTITUTION OF CONSULTANT FIRM : .....
   (a) Names of Govt. Dept. / Public Sector undertaking / Pvt. Sector / International clients to whom the bidder has provided similar services, if any: .....
5. MAIN BUSINESS ACTIVITIES : .....
6. DETAILS OF MAIN BRANCHES : .....
   (a) Annual turnover of the Firm (in INR) from Consulting Assignments in India during last three Financial Years. (Please attach copy of the Audited Financial Statements)
   2015-2016.....
   2016- 2017: :.....
   2017- 2018: .....
7. DETAILS OF CONTACT PERSON-
   NAME:.....
   DESIGNATION :.....
   CONTACT TEL. NO. :.....
   MOBILE NO. :.....
   FAX NO. :.....
   EMAIL ID :.....
   POSTAL ADDRESS:.....
8. DETAILS OF EMD-
   EMD RTGS/NEFT UTR NO.:.....
   DATE: .....
   NAME OF THE BANK: .....
   EMD AMOUNT: .....
9. EMD - BANK BRANCH DETAIL .....
10. DETAILS OF TENDER DOCUMENT COST-
    AMOUNT:.....
    NEFT/RTGS NO.: .....
    DATE: .....
    NAME OF THE BANK: .....
11. ANY OTHER DETAIL:.....

Form-C

Performance statement for similar nature of work /projects for period of last 3 years

Order placed by (with address)	Order No. & date	Description of the work order	Number of operational and managerial Personnel provided by the Firm	Name of Key Personnel of Firm involved and functions performed therein	Value of Works

Signature and seal of the Bidder: _____

* Photocopy of work order(s) and completion certificate(s) has to be attached.

Form-D
(Financial Proposal for Procuring Services of DEO)

To,

The Managing Director
Chhattisgarh State Cooperative Marketing Federation Ltd.
(MARKFED)
Naya Raipur (C.G.)

Sub: Request for Proposal (RFP) for procuring the services of Data Entry operator at Paddy Procurement Centre.

1. We, the undersigned, offer to provide the consulting services for the above in accordance with your RFP. Our financial proposal for project is for the lump sum of Rs..... (Rupees .....) per month details as per given below (Amount in words and figure). Service tax shall be reimburse extra as per actual.
2. Our Financial Proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal,
3. This financial proposal covers remuneration for all the Personnel (Expatriate and Resident, in the field, office etc), This Financial Proposal is without any condition.
4. Our offer is as per terms & condition, scope of work referred in the RFP, we abide with the same.
5. TDS will be deducted as per prevailing rules of Income Tax.
6. Having gone through this RFP document, and Guideline of Paddy procurement/ disposal and having fully understood the scope of work for the Project as set out in this RFP document; we are pleased to quote the following fees for the Assignment:

Division wise rate quotation for Data Entry Operator (for 09 months):

S.No.	Division	Administrative Charges (in percentage)	Administrative Charges (in words)
1	Bastar Division		
2	Durg Division		
3	Raipur Division		
4	Bilaspur Division		
5	Sarguja Division		

Note: (a) In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.

(b) Fixed monthly remuneration (per person) of Rs. 13776/- has to be paid by the bidder excluding administrative charges

(c) Administrative charges should be quoted in terms of percentage (%) of total project cost of particular division.

(d) All rates should be quoted excluding taxes

Annexure 'A'

Division wise - District wise Requirement of Data Entry Operator

S.No.	Division Name	District Name	No. of Procurement Centres	Required No. of Data Entry operator	EMD Amount	Agency's Turnover Per Year (to take part in particular division)	No. of IT manpower deployed in single workorder (to take part in particular division)
1	Bastar	Bijapur	16	16	10 Lakhs	1 Cr	52
		Sukma	12	12			
		Dantewada	11	11			
		Bastar	59	59			
		Kangagaon	43	43			
		Narayanpur	7	7			
		Kanker	111	111			
		(A) TOTAL	**259**	**259**	**10 Lakhs**	**1 Cr**	**52**
2	Durg	Kawardha	80	80	17.50 Lakhs	2 Cr	93
		Rajnandgaon	114	114			
		Balod	110	110			
		Durg	77	77			
		Bemetra	86	86			
		(B) TOTAL	**467**	**467**	**17.50 Lakhs**	**2 Cr**	**93**
3	Raipur	Dhamtari	84	84	20 Lakhs	2.2 Cr	108
		Giriyband	60	60			
		Raipur	125	125			
		Balodabazar-bhatapara	149	149			
		Mahasamund	122	122			
		(C) TOTAL	**540**	**540**	**20 Lakhs**	**2.2 Cr**	**108**
4	Bilaspur	Bilaspur	130	130	22 Lakhs	2.4 Cr	118
		Mungali	88	88			
		Korba	41	41			
		Janjagir-Champa	206	206			
		Raigarh	123	123			
		(D) TOTAL	**588**	**588**	**22 Lakhs**	**2.4 Cr**	**118**
5	Sarguja	Jashpur	25	25	5.50 Lakhs	0.60 Cr	29
		Korea	20	20			
		Surajpur	32	32			
		Sarguja	30	30			
		Balrampur	37	37			
		(E) TOTAL	**144**	**144**	**5.50 Lakhs**	**0.60 Cr**	**29**
TOTAL (A+B+C+D+E)			**1998**	**1998**	**75 Lakhs**	**8.2 Cr**	**400**