Chhattisgarh State Cooperative Marketing Federation Limited
6th Floor, Tower 'C', Commercial Complex, C.B.D.
Sector-21, Naya Raipur (C.G.) 492002
Ph. No. - 0771- 2425402
E-mail-id - mf_ctrlroom_raipur@nic.in

Request for Proposal (RFP)

For service of data entry operator at paddy procurement center level

Name of FIRM: -

Receipt No. / Draft No. & Date: --

07/07/18
Managing Director
Chhattisgarh State Cooperative Marketing Federation Ltd.
(MARKFED HQ)
Naya Raipur

Chhattisgarh State Cooperative Marketing Federation Limited
6th Floor, Tower 'C', Commercial Complex, C.B.D.
Sector-21, Naya Raipur (C.G.) 492002
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Request for Proposal (RFP)

No. /MARKFED HQ /.....187../.....2018 Raipur, Dated.07/07/2018

Proposal invited as on dated **09/07/2018** from eligible agencies for providing data entry operator at all procurement center of Chhattisgarh by speed post/ registered post should reach latest by **5:00 pm on 08/08/2018.** RFP forms can be obtained from office of the "MARKFED", Raipur or can be downloaded from **www.markfed.cg.nic.in.** by submitting Rs. 2000 (Two thousand). Interested Bidders are advised to visit our website regularly for RFP, other terms and conditions, key dates including any changes in the same.

07/07/18
Managing Director
Chhattisgarh State Cooperative Marketing Federation Ltd.
(MARKFED HO)
Naya Raipur

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GLOSSARY:

MARKFED	Marketing Federation
CV	Curriculum Vitae'
FS	Financial Score
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

1. Introduction:

CHHATTISGARH MARKFED: The Chhattisgarh State Cooperative Marketing Federation (MARKFED) is an apex level Federation of Cooperative Marketing Societies in the State of Chhattisgarh. Chhattisgarh State Cooperative 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.

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.

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

Biding Schedule (Event description):

Period of availability of Tender document form	**09/07/2018 to 08/08/2018**
Last Date for queries and Time of Pre Bid Meeting:	**12:00 PM on 19/07/2018**
Last date for receipt of Tender at MARKFED HQ:	**08/08/2018**

Through Speed/ Registered post/ Drop box facility for submitting bid at MARKFED Head Office

Place of submission of Tender document:

Date and Time of Tender opening: **Technical Bid: 10/08/2018 at 12:00 PM**
Financial Bid: 16/08/2018 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

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

2. Instruction to Agencies:

(A) Scope of Proposal-

(i) 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;

(ii) The Agency shall submit its Proposal 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.

(iii) The Agency shall submit its Proposal along with EMD amount on the basis of Division wise Requirement of Data Entry Operator as mentioned in Annexure 'A' .

(B) 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 not found satisfactory the agreement can be unilaterally terminated by MARKFED after the expiry of one month from the date of serving the notice in this regard.

Substitution of Key Personnel:

(i) MARKFED will not normally consider any request of the Selected Agency for substitution of Key Personnel as the ranking of the Agency is based on the evaluation of Key Personnel and any change therein may upset the ranking. 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 specialist no remuneration will be provided for that period concern.

Agreement:

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

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.

Conditions of Eligibility of Agencies:

1. Agencies must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Agencies who satisfy the Conditions of Eligibility will be considered for evaluation.
2. To be eligible for evaluation of its 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 atleast 10 years as on 31.12.2017
   b. The Agency must have experience of deploying 100 IT manpower at Multiple location for atleast 5 years for Central/ State Government/ semi-government organization.
   c. The Agency should have valid ISO 9001:2008 or higher OR SEI CMMi level 3.
   d. The agency should have average turnover of minimum Rs. 10 Cr in last three financial years (2016-17, 2015-16 and 2014-15) 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. While submitting a Proposal, the Agency should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient.
6. Agency should submit proposal division wise. For each division separate work order will be issued. If sufficient proposals not received, then MARKFED reserved the rights to allot more than one division to one agency.
7. No. of Post may increase or decrease depends on requirement and MARKFED reserves the right in this regard.

No. of Posts and Educational Qualification:

S. N.	Proposed Post	Number of post	Minimum Educational qualification	Max. monthly remuneration
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 recognize institute. **(3)** Computer typing speed of 8000 key depression per hour in Hindi & 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

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.

Format and Signing of Request for Proposal (RFP):
The RFP shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

The RFP shall be typed or written in indelible ink and shall be signed by the agency or a person or persons duly authorized.
Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person or persons signing the RFP prior to opening of the same.

Submission of RFP - Packing, Sealing and Marking:
The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with agency's name and address in the left hand corner of the envelope and super scribed in the following manner. Technical proposal should contain only the technical documents as desired in the RFP and in no circumstances should contain any

financial offer and in the case of any violation shall lead to rejection of application. Any partial submission in technical as well as financial bid may also result in the rejection of the application.

- **Part-A** - Technical Proposal for Procuring Services of DEO at Paddy Procurement Center of Chhattisgarh state.
- **Part-B** - Financial Proposal for Procuring Services of DEO at procurement Center of Chhattisgarh state

The inner and outer envelopes shall be super scribed with **RFP for procuring services of Data entry operator at paddy procurement center** addressed to MARKFED, Raipur at the following address:

Managing Director
Chhattisgarh State Cooperative Marketing Federation Ltd.
6th Floor, Tower 'C', Commercial Complex, C.B.D.
Sector-21, Naya Raipur (C.G.) -492002

If the outer envelope is not sealed and marked as mentioned above, then MARKFED will assume no responsibility for the tenders misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

Documents to accompany the RFP:

a. PART – A (Technical Proposal)

The agency must submit the following particulars / documents along with the Technical Proposal failing which the RFP may be treated as non-responsive.

- Photocopy of the PAN card. Proof of GST Registration.
- Filled in Technical Proposal (Form A)
- Filled in Agency's profile (Form B)
- 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)
- Undertaking confirming the deployment of required Data entry Operators as per the qualification and experience criteria mentioned in the RFP

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

b. PART- B (Financial Proposal)

The agency must submit the Financial Proposal using Form E with proper signature & seal of the agency. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

Earnest Money Deposit (EMD):

(i) Proposal of firms should necessarily be accompanied by Earnest Money Deposit Division wise as mentioned in annexure 'A' in the form of a Demand Draft /FDR in

favour of **C.G. State co-operative Marketing Federation Ltd. Naya Raipur** on any scheduled bank payable at Raipur.

(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.

Performance Security:-An amount of Five percent 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.

Number of Proposals:- An Agency is eligible to submit only one Application for the Consultancy. The bid will be rejected if any member/members of team are found in another bid.

Validity of Proposal:- The Proposal shall remain valid for 120 days after the date of bid opening. Any Proposal which is valid for a shorter period shall be rejected as non-responsive.

Cost of RFP Document:- Information Docket cum RFP can be obtained from MARKFED office by submitting Rs 2000 (Two thousand) or can be downloaded from www.markfed.cg.nic.in .While submitting downloaded docket a Demand draft of Rs 2000 (two thousand) in favor of **C.G. State co-operative Marketing Federation Ltd. Naya Raipur** Payable at Raipur will be required.

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.

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 evaluation 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 highest ranking Agency gets disqualified / rejected, then the MARKFED reserves the right to consider the next best agency, or any other measure as may be deemed fit in the sole discretion of the MARKFED, including annulment of the Selection Process.

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 which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

Proposal Due Date:

RFP filled in all respect must reach office of the MARKFED at the address, time and date specified in the cover page of the tender document through Speed / Regd. Post only. If the specified date for the submission of RFPs is declared as a holiday for MARKFED, Raipur, the RFPs will be received up to the appointed time on the next working day.

Late Submission:

RFPs received after the deadline for submission prescribed by MARKFED will be rejected.

Modifications and Withdrawal of Proposals:

No modifications to the Proposals shall be allowed once it is received by MARKFED, Raipur. Proposal can be withdrawal before date of opening.

RFP Opening:

MARKFED will open all Proposals, in the presence of Agencies or their authorized representatives who choose to attend, at the date and time mentioned and in the following location: **Managing Director**
Chhattisgarh State Cooperative Marketing Federation Ltd.
6th Floor, Tower 'C', Commercial Complex, C.B.D.
Sector-21, Naya Raipur

The Agency's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for MARKFED, the RFPs shall be opened at the appointed time and location on the next working day.

3. CRITERIA FOR EVALUATION:

(A) Evaluation of Technical Proposals:

Technical Bids of Bidders would be Evaluated on the basis of Following Criteria : -

(i) Past Experience as required in the Technical requirement.
(ii) Credentials of Key Personnel.
(iii) Technical bids shall be evaluated based on a marking system and shall be given 70% weightage and the Price Bid shall be given 30% weightage.
(iv) Only those Agencies whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (St).

Sr. No.	Qualifying Criteria	Proof to be submitted	Maximum Marks
1.	Turn over of the Company in last three financial years Upto 10 Cr. - 5 Marks 10+ Cr to 15 Cr - 6 Marks 15+ Cr to 20 Cr - 7 Marks 20+ Cr to 25 Cr - 8 Marks 25+ Cr to 30 Cr - 9 Marks 30+ Cr - 10 Marks	Audited financial statements or certificate from Chartered Accountant	10
2.	Company has valid ISO 9001:2008 or above = 5 marks Company also has SEI CMMi Level 3 or above = additional 5 marks	Valid certificates	10
3.	No. of employees as on 31.01.2018 Upto 100 = 5 marks 101 – 200 = 7 marks 201 – 300 = 10 marks	Undertaking signed by HR head	10
4.	No. of IT/ ITES projects executed by the company in Government/ Semi-Government or PSU with minimum project value of Rs.2 Cr in past 5 years as on 31.01.2018 Upto 2 projects = 5 marks 3 to 4 projects = 7 marks 5 or more projects = 10 marks	Work order and completion/ part completion certificate for each project.	10
5.	Consultant firm who has successfully provided 100 IT manpower at Multiple Location in State or Central govt./govt. undertaking/ PSU having following experience. For minimum 5 years Exp. - 20 marks After that from 6th year onwards upto 10 years of Experience - 5 marks for each Year. If any firm has more than 10 years of Exp, they will be awarded as maximum of 50 only. Note:- Each work order/Project should have order for minimum 100 IT manpower	Work Orders with mention of manpower deployment	50
6.	If the company is executing the work with any Govt. / Semi Govt. organization in the state of Chhattisgarh.	Copy of LOA/ Work Order / Agreement and	10 Marks

(B) Evaluation of Financial Proposal

(i) The lowest financial proposal (Fm) will be given a financial Score (Sf) of 100 points. The Financial Score (Sf) of the financial proposal of the other bidders will be computed as per formula below:

Sf = 100 x Fm/F,

In which Sf is the financial score, Fm is the lowest price received for this tender and F is the price of the tenderer under consideration.

(ii) Agency has to quote rate for all the Key personnel of Data Entry Operator Team in Form E. Any omission or commission will lead to disqualification at this stage also.

(iii) The lowest financial proposal (L1) will be awarded with the project assignment as per the agreement.

MARKFED will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant.

The Second Ranked (L2) Agency shall be kept in reserve and may be invited for negotiations in case the first ranked Agency withdraws, or fails to comply with the requirements specified in the agreement and the RFP document.

(iv) All taxes will be as per rule and will be the liability of agency.

(v) All Statuary responsibilities due from the Data Entry Operator will be the liability of the agency.

(c) Combined Quality and Cost Based Selection (CQCBS):

The weightage given to the technical and financial proposals of each bidder are 0.70 (Denoted as "T") and 0.30 (denoted as "P") respectively. Proposals will be ranked according to the their combined technical (St) and financial (Sf) scores, using the weightage (T=the weight age given the technical proposals, P=the weightage given to the financial proposals and T+P =1) The Combined Technical and Financial Score (denoted as "S") shall be computed as per the following formula;

S = St x T% + Sf x P%

The successful bidder/tender for award of work would be the one who scores highest Combined Technical and Financial Score (S).

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.

Execution of Agreement:

After acknowledgement of the LOA as aforesaid by the Selected Agency, it shall execute the Agreement within the period of 21 (Twenty One) 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 for negotiations and may issue LOA to him.

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.

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, are 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.

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 at an interval of 2 months.

4. 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 and evaluation 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

5. Formats:

Form-A

TECHNICAL PROPOSAL

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 Bidding 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 Bidding 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 Bidding Documents 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. The EMD in the form of a Demand Draft In name of Managing Director (DD no. ---------- dated ---------- drawn on, Raipur Branch) is attached.
20. 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.
21. I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Proposal Due Date specified in the RFP.
22. 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 :

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)

2014 - 2015:
2015 - 2016:
2016 - 2017:

7. DETAILS OF CONTACT PERSONS

NAME :
DESIGNATION :
CONTACT TEL. NO. :
MOBILE NO. :
FAX NO. :
EMAIL ID :
POSTAL ADDRESS :
(Signature of Authorized signatory)

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 and completion certificate are to be attached.

CURRICULUM VITAE (CV) OF PROPOSED KEY PERSONNELS

Proposed Position.....
Name of Firm the personnel employed.....
Name of Staff.....
Designation.....
Date of Birth.....
Years with Firm/Entity.....
Nationality.....
Membership of Professional Societies: .....

Detailed Task Assigned:

.....

Key Qualifications: [Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education : [Summarize college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page]

Note:-

- Personnel is to affix his recent photograph on first page of CV.
- Complete address and phone number of the Personnel is to be provided.
- Document for proof of age is to be enclosed.
- Document for proof of qualification is to be enclosed.
- Age of the personnel shall not be more than 65 years.

Employment Record: [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about three quarters of a page.]

Languages: [For English language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification

I, the undersigned, certify to the best of my knowledge and belief that:
(i) This CV correctly describes my qualifications and my experience.
(ii) I am committed to undertake the assignment within the validity of Proposal.

Name & Signature of the Key Personnel

Name & signature of the authorized signatory

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.

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:

Monthly fixed fees in lump sum for Data Entry Operator:

Post	**Monthly remuneration**
Data Entry Operator (A)	Rs. 13776 /-
Administrative Charges	
Taxes (C)	
Total (A+B+C) = D	

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

S.No.	Division	Amount in figure (Rs)	Amount in words (Rs)
1	Raipur Division		
2	Bilaspur Division		
3	Durg Division		
4	Sarguja Division		
5	Jagdalpur Division		

Note: In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.Signature of Authorized Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

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
1	Bastar	Bijapur	16	16	10 Lakh
		Sukma	12	12	
		Dantewada	11	11	
		Bastar	59	59	
		Kangagaon	43	43	
		Narayanpur	7	7	
		Kanker	111	111	
2	Durg	Kawardha	80	80	17.50 Lakh
		Rajnandgaon	114	114	
		Balod	110	110	
		Durg	77	77	
		Bemetra	86	86	
3	Raipur	Dhamtari	84	84	20 Lakh
		Giriyband	60	60	
		Raipur	125	125	
		Balodabazar-bhatapara	149	149	
		Mahasamund	122	122	
4	Bilaspur	Bilaspur	130	130	22 Lakh
		Mungali	88	88	
		Korba	41	41	
		Janjagir-Champa	206	206	
		Raigarh	123	123	
5	Sarguja	Jashpur	25	25	5.50 Lakh
		Korea	20	20	
		Surajpur	32	32	
		Sarguja	30	30	
		Balrampur	37	37	
Total			1998	1998	75 Lakh