

**GOVERNMENT OF INDIA  
BHABHA ATOMIC RESEARCH CENTRE  
Radiological Physics and Advisory Division**

Ref: RPAD/EBDS/NODRS/ 27 /2023

Jan 04, 2023

**NOTICE INVITING TENDER**

**Outsourcing of data entry related job of NODRS**

Sealed Quotations are invited For and on behalf of the President of India by Head, E&BDS, RP&AD, BARC for "Outsourcing of data entry related job of NODRS for One year"

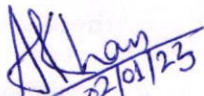
The details of the work to be carried out under this contract is indicated at Annexure-A

1	Name of Work	Outsourcing of data entry related job of NODRS
2	Scope of Work	As per Annexure – A
3	Location of Work	Room No : 212, CT&CRS building , Anushaktinagar, Mumbai 400094 Working hours : 8.00am to 4.30 pm (Monday – Friday)
4	Contract Period	One year from The Date of Issue of Work Order
5	Last date of receipt of Sealed Quotations	20/01/2023 upto 17.00 hrs
6	Date of Opening of Quotations	23/01/2023 upto 15.30 hrs

## GENERAL TERMS & CONDITIONS OF THE TENDER

1. Scope of work - as per annexure-A
2. **Eligibility:**
  - a) Tenderer should have the experience of successfully completed similar works during last Seven years. And during these period, the Tenderer should have worked in any government organisation at least once. Copies of work orders of these contracts and job completion certificates from the competent authority should be submitted.
  - b) The prospective contractor for the above work should quote for 3 skilled workers with minimum educational qualification of 10+2 and computer background and also ensure that those employees possess necessary Police Verification Certificate (PVC), for entry in BARC premises issued by Office of Commissioner of Police, Mumbai/Navi - Mumbai.
3. The contract may be extended for a further period of **One Year** and on the same terms & conditions subject to satisfactory performance of the vendor and mutual consent of both the parties.
4. Taxes and excise duties shall be quoted separately.
5. Please note that quotation should be in quotation format given in Annexure-A on Company Letter Head and should have sales tax registration number registered with local ST authority/CST authority, PAN number, service tax registration number. The Quotations should be legibly hand written or type written and should have the seal of the Company, full address of the bidder, Signature of the Proprietor of the firm. The tenderer should quote in figures as well as in words the amount tendered by him. Any discrepancy between the figures and words, the amount written in words will prevail. Alterations / overwriting, unless legibly attested by the tenderer, shall disqualify the tenders.
6. The quotation (by govt post only) must reach the undersigned by **20<sup>th</sup> Jan 2023 (17.00hrs)** and must be sent in a sealed envelope superscribed with the above reference number and due date given above.
7. The quotation in sealed cover, superscribed with "**Quotation for Outsourcing of data entry related job of NODRS**" should be addressed to:  
**Shri Arshad Khan,**  
**Head, Environmental and Bio Dosimetry Section,**  
**NODRS, Room No: 212 , CT&CRS Building**  
**RP&AD, BARC**  
**Anushakti Nagar, Mumbai-400085**  
**Tel:022-25593231**
8. Tender received on or before due date and time for submission of tenders be opened on 23/01/2023 at 15:30hrs
9. The tenderer should append his signature with seal and Name on the Tender
10. Tenders received late on account of any reason whatsoever or received incomplete are liable to be rejected.
11. The acceptance of the tender rests upon the undersigned with a right to reject or to accept any or all tenders without assigning any reason.
12. Any other statutory levy imposed by the Govt. of India from time to time will be paid extra on demand with adequate proof thereof
13. The Contractor shall pay the minimum wages to the labours as prescribed by Government of India from time to time
14. The Contractor, on acceptance of letter of intent, shall within 15 days arrange to deposit an amount equal to 3% of in the form of Bank Guarantee/Fixed Deposit receipts of Scheduled Bank.  
The PBG shall be refundable to the Contractor after satisfactory completion of the contract based on certification done by BARC after deducting penalty, if any, imposed on him.
15. If the Contractor delays, neglect or refuses to render and provide services in accordance with the terms of this agreement, the BARC shall be within its legal right to terminate the contract and forfeit the PBG and cancel the services of the Contractor by giving written notice of not less than 2 weeks to the Contractor.

16. BARC shall have the right, any time during the duration of the contract to suspend, terminate and cancel the contract.

  
2/01/23  
Head, E&BDS, RP&AD

To,

**Web display**  
**Notice board for information**

**Annexure-A (अनुबंध - ए)**

**Quotation for outsourcing of data entry related job of NODRS**

**एनओडीआरएस की डाटा एंट्री संबंधी नौकरी की आउटसोर्सिंग के लिए कोटेशन**

Sr No	Task details (कार्य विवरण)	No of PDF forms / Photos /records per day (A) प्रति दिन पीडीएफ फॉर्म / फोटो / रिकॉर्ड की संख्या (ए)	Rate (in ₹) per PDF form / Photo /record (B) दर (₹ में) प्रति पीडीएफ फॉर्म / फोटो / रिकॉर्ड (बी)	No of days per month (C) प्रति माह दिनों की संख्या (सी)	No of PDF forms/Photos/records per month (D= AxC) प्रति माह पीडीएफ फॉर्म/फोटो/रिकॉर्ड की संख्या (डी)	Total Cost (in ₹) per month (E=DxB) कुल लागत (₹ में) प्रति माह (ई)
1	Entering personal data from Personal Data Form (PDF) and allotting system generated personal number to about 4000 persons per month.  (व्यक्तिगत डेटा फॉर्म (पीडीएफ) से व्यक्तिगत डेटा दर्ज करना और सिस्टम आवंटित करने से प्रति माह लगभग 4000 व्यक्तियों को व्यक्तिगत संख्या उत्पन्न होती है।)	185 forms		22	4070 forms	
2	Scanning photo of person provided on PDF form(including old forms) and inserting it into NODRS database against personal number allotted.  (पीडीएफ फॉर्म (पुराने फॉर्म सहित) पर उपलब्ध कराए गए व्यक्ति की फोटो स्कैन करना और उसे आवंटित व्यक्तिगत नंबर के खिलाफ एनओडीआरएस डेटाबेस में डालना।)	250 photos		22	5500 photos	
3	Scanning the PDF form and saving against his personal number.  (पीडीएफ फॉर्म को स्कैन	250 forms		22	5500 forms	

करना और उसके व्यक्तिगत नंबर के खिलाफ सेव करना।)						
	Total of 1 to 3 (कुल 1 से 3)					
	Total Cost / month (कुल लागत / माह)					
	Total Cost / Year (कुल लागत / वर्ष)					