



Uttarakhand Livestock Development Board
Pashudhan Bhawan, First Floor, Mothrowala,
Dehradun-248001
Telephone – 0135-2532619

Invitation for Bids

This invitation for bids is being issued under the centrally sponsored National Digital Livestock Mission (NDLM) scheme for provision of services of 85 Data Entry Operators (Numbers may increase or decrease) through service providers for the districts of Dehradun, Haridwar, Udham Singh Nagar and Champawat.

Tender No.	:	1992 /ULDB/NDLM Scheme/2022-23 Dated 14 October 2022
Cost of Each Tender Document	:	Rs. 4720.00 (Including 18 perccnt GST) as per GoUK order No. 2087 dated 16 th August, 2017
Date of Issue of Tender on E-Procurement Portal https://uktenders.gov.in	:	15 October, 2022
The Method and Procedure for Submitting of Tender Document on E-Procurement Portal https://uktenders.gov.in	:	<p>The tender documents are available online on the Government of Uttarakhand's E-Procurement portal https://uktenders.gov.in and all interested bidders have to invariably register, free of charge, on the portal for them to be able to participate in the tender process and they must also be in possession of a Digital Signature Certificate (DSC) which can be obtained from any of the institutions authorized by the Government for them to be eligible for participation. All information pertaining to the subject of DSC is available on https://uktenders.gov.in</p> <p>All information with respect to this tender, like, any changes or any corrections or cancellation of the tender process, etc. are visible realtime on http://uktenders.gov.in all the time.</p> <p>The bidder should submit the following documents offline to the Office of the CEO, Uttarakhand Livestock Development Board (ULDB), Pashudhan Bhawan, First Floor, Mothrowala, Dehradun-248001 before the last date and time of submission either by registered post or courier or in person:</p> <ol style="list-style-type: none">1. Cost of the tender document2. Bid Security3. Notarized declaration (as indicated in Annexure- of the bidding document) on a non judicial stamp paper of Rs. 100.00 denomination. <p>ULDB will only open the bids of those bidders who have submitted the above documents (1, 2 & 3) offline within the stipulated last date and time to the above designated office of ULDB.</p> <p>In addition to submitting the above listed documents 1, 2 & 3 offline a scanned pdf copy of the same will also have to be uploaded online along with all the other required documents included in the tender on the E-procurement portal https://uktenders.gov.in</p> <p>In addition to this the rates quoted by the bidder will also have to be uploaded on the portal under the BILL OF QUANTITIES (BOQ) at https://uktenders.gov.in</p> <p>It is emphasized once again that the bids of only those bidders will be entertained who have submitted their documents listed at S.No. 1, 2 & 3 offline, to the office of the ULDB at the designated address.</p>
Last date and time for submission of tender on the E-procurement portal	:	01 November, 2022 upto 11.00 AM
Date and time for opening of bids submitted on E-procurement portal	:	01 November, 2022 upto 11.30 AM
Address of place of opening of bids	:	Office of the Chief Executive Officer, Uttarakhand Livestock Development Board (ULDB), Pashudhan Bhawan, First Floor, Mothrowala, Dehradun-248001

Chief Executive Officer
Uttarakhand Livestock Development Board



Uttarakhand Livestock Development Board

Pashudah Bhawan, First Floor, Mothrowala,

Dehradun-248001

Telephone – 0135-2532619

Invitation for Bids

Sir/Madam,

1. You are requested to submit your most competitive bid for hiring of services of 85 data entry operators (numbers may increase or decrease) under the centrally sponsored National Digital Livestock Mission (NDLM) to be implemented in for the four districts of Haridwar, Dehradun, Udham Singh Nagar and Champawat.

Tender No.	Particulars	Work Details	Duration	Quoted Rates (Rs.)
	The minimum educational qualifications of the data entry operators to be made available shall necessarily be intermediate pass (10+2). In addition to this they must possess complete knowledge of Microsoft Office (MS Office) as well as English typing & Hindi typing.	The terms and conditions of the tender document are upended as Annexure-I to this invitation for bids	12 Months	Rates must be quoted in the form of per data entry operator per month and must be inclusive of GST and other applicable deductions and expenses each of which should be mentioned separately in the Bill of Quantities (BOQ)

2. Under the NDLM Scheme, the rates for making available a total of 85 data entry operators (numbers may increase or decrease) for the districts of Dehradun, Haridwar, Udham Singh Nagar and Champawat may be quoted online on the Government of Uttarakhand's e-procurement website <https://uktenders.gov.in> under the **Bill of Quantities (BOQ)** online.
3. The bid must be accompanied with a bid security of Rs. 275400.00 (Rupees Two Lakh Seventy Five Thousand Four Hundred) as Bid Security in the form of a Bank Guarantee or a fixed deposit receipt or demand draft or a pay order issued by a nationalized bank/scheduled bank/cooperative bank and pledged in favour of Uttarakhand Livestock Development Board (ULDB). The bid security must be valid for a period of 60 days after the expiry of the period of validity of the bid. Any bid submitted on <https://uktenders.gov.in> without the requisite bid security, undertaking and proof of purchase of bidding document offline will not be considered.
4. The rates quoted by the bidder will be applicable during the entire period of the contract and no change will be made in the rates during this period.
5. The rates quoted in the bill of quantities (BOQ) will be in Indian rupees.
6. The bidder shall submit the following documents offline to the Office of the CEO, Uttarakhand Livestock Development Board (ULDB), Pashudhan Bhawan, First Floor, Mothrowala, Dehradun-248001 before the last date and time of submission either by registered post or courier or in person:
 - a. Cost of the tender document
 - b. Bid Security
 - c. Notarized declaration (as indicated in Annexure-II of the bidding document) on a non judicial stamp paper of Rs. 100.00 denomination.
7. Other terms and conditions are as per Annexure-I
8. **Evaluations of Bids:** Out of all the bidders who have submitted their bids online, work order will be issued to only that firm which has quoted the minimum price and full fills all the conditions of the bid.
9. **Work Order:** The successful bidder will have to sign a Notarized bipartite agreement with ULDB on a Non Judicial Stamp paper of Rs. 100.00 denomination and will also have to submit a performance security equivalent to 6 percent of the total bid price calculated for the total cost of services for the prescribed period to be made available. The performance security shall be in the form of a bank guarantee/demand draft/pay order/fixed deposit receipt issued by a nationalized/scheduled/cooperative bank pledged in favour of ULDB and payable at Dehradun. This performance security will have to be invariably submitted within a period of 2-weeks from the date of approval of bid and must be valid for a period of 60 days after the completion of performance obligation. In case the successful bidder is unable to submit the performance security within the prescribed time of 2-weeks then the bid will be automatically considered as null and void and the bid security submitted by the bidder will be forfeited in favour of ULDB.
10. The bill for the services provided shall be paid every month after due certification and recommendation of the officer concerned for the NDLM project.
11. The successful bidder will under no circumstances use the logo of the Uttarakhand Livestock Development Board or the Department of Animal Husbandry or the Government of Uttarakhand for advertisement while recruiting the services of data entry operators for his/her firm. In case the successful bidder is found to be doing so it will be considered as a breach of the conditions of the contract and the work order of the successful bidder will be cancelled and the performance security submitted will be forfeited in favour of ULDB.
12. The Chief Executive Officer, ULDB has the right to accept or reject any bid or cancel the bidding process without assigning any reason thereof.

Terms & Condition of the Bid

1. The National Digital Livestock Mission (NDLM) scheme is being implemented in the districts of Dehradun, Haridwar, Udham Singh Nagar and Champawat through the 85 Veterinary Hospitals/Institutions of the Department of Animal Husbandry, Uttarakhand for the purpose of which 85 data entry operators are to be made available.
2. The educational and other essential qualifications of the data entry operators to be made available are as follows:
 - 2.1 The data entry operator made available will work under the direct supervision of the Officer incharge of the Veterinary Hospital/Institution.
 - 2.2 The minimum educational qualification of the data entry operator made available will be intermediate pass (10+2) and must be essentially proficient in both Hindi & English typing.
 - 2.3 The minimum age limit of the data entry operator made available should be 18 years and the maximum age must not be beyond 35 years.
 - 2.4 The data entry operator made available must essentially have proficiency in the use of Microsoft Office (MS Office which includes working on Excel worksheets, word documents, power point, etc.) and should be proficient in the use of email. He/she should also be essentially able to type in both Hindi and English language.
 - 2.5 The data entry operator made available will invariably ensure data entry of all the documents, data and inputs made available to him/her by the Officer incharge. The service provider shall be completely responsible for any error or wrongful data entry by the operator provided and any corrections thereof will have to be made by the service provider at his/her own costs. In case the service provider fails to do so then in such condition ULDB will deduct the actual amount paid by it for the corrections in the data entry from the service provider's monthly bill.
 - 2.6 The data entry operator made available will ensure entry of data from the documents provided for the said purpose and other works assigned to him/her invariably within the stipulated time for the work.
3. The bids of only those bidders submitted online on the government e-procurement portal <https://uktenders.gov.in> will be considered for opening who have submitted the following documents offline to the office of the Office of the CEO, Uttarakhand Livestock Development Board (ULDB), Pashudhan Bhawan, First Floor, Mothrowala, Dehradun-248001 before the last date and time of submission either by registered post or courier or in person:
 - a. Cost of the tender document
 - b. Bid Security
 - c. Notarized declaration (as indicated in Annexure- of the bidding document) on a non judicial stamp paper of Rs. 100.00 denomination.
4. In addition to submitting the above listed documents a, b & c offline a scanned pdf copy of the same will also have to be uploaded online along with copy of PAN card, Adhar card and all other required documents included in the tender on the E-procurement portal <https://uktenders.gov.in>
The rates quoted by the bidder will have to be entered in the Bill of Quantities (BOQ) and submitted online on the e-procurement portal and rates in any other format or offline will not be entertained.
5. **The bidders must possess a valid labour registration certificate, EPF registration certificate and a ESI registration certificate. The bid of any bidder not in possession of the above documents will not be entertained and will be liable to be summarily rejected.**
6. The successful bidder will have to provide services of the data entry operators within one week of the issue of work order by ULDB.
7. The successful bidder will have to sign a bipartite agreement with the ULDB on a non-Judicial stamp paper of Rs. 100.00 denomination within two weeks from the date of issue of acceptance of bid for which the stamp paper will have to be purchased/provided by the successful bidder.
8. The successful bidder will have to submit a performance security equivalent to 6 percent of the total work value and will have to be submitted within two weeks of the acceptance of bid in favour of ULDB.
9. The performance security shall be in the form of a bank guarantee/demand draft/pay order/fixed deposit receipt issued by a nationalized/scheduled/cooperative bank pledged in favour of ULDB and payable at Dehradun. This performance security will have to be invariably submitted within a period of 2-weeks from the date of approval of bid and must be valid for a period of 60 days after the completion of performance obligation. After the completion of the bidder's performance obligation this performance security will be released to the bidder on a written request.
10. Under no circumstances will the cost of the bid document be returned. In case the bids are not opened on the prescribed date and time then the bids will be opened in the presence of the bidder or his authorized representative by the procurement committee on the new date and time so determined.
11. In case the data entry made by the data entry provided by the successful bidder is not as per requirement then the data entry work will be got done from other available sources and the cost of the same will have to be borne by the successful bidder which will be deducted from the successful bidder's monthly bill for which the successful bidder will be entirely responsible.
12. In case the successful bidder fails to provide data entry operators against the work order then the data entry and related work the ULDB will arrange for data operators from other sources. The actual costs incurred thereof will be deducted from the successful bidders monthly bill for which the bidder will be entirely responsible.
13. The agreement will be valid for a period of 12 months and may be extended on the extension of the scheme and as need may be, by mutual agreement of both parties.
14. Income tax will be deducted at source (TDS) by ULDB on the bills produced at the time of payment of the same on the applicable rates of the income tax department at that point of time.
15. It will be mandatory and the responsibility of the successful bidder to follow all labour laws including EPF, ESI, Minimum Wages Act, and all other relevant laws related to the provision of these services.
16. It will be the complete responsibility of the successful bidder for any claims or issues arising out of the any disputes, injury or accident of any of the data entry operators thus provided and ULDB in no way will be held responsible for the same.
17. In case the successful bidder is unable to provide the said services due to any reason and wishes to withdraw from the contract then the successful bidder will have to provide ULDB with an advance notice 02 months prior to expected date of

- withdrawal of services. In case the successful bidder fails to do so and stops providing services without any notice then the performance security submitted at the time of agreement and award of contract will be forfeited in favour of ULDB.
18. If the data entry operators provided by the successful bidder (service provider) fails to provide his/her services to the satisfaction of the ULDB then the successful bidder will have to provide the services of an alternative data entry operator mandatorily within 03 days.
 19. The payment of bills will be done within 30 days of receipt of bills by the ULDB after deduction of applicable taxes every month.
 20. Any or all bids submitted by bidders on their terms and conditions will be rejected and will not be considered for evaluation under any circumstances.
 21. All payments to be made in this bid like the cost of bid, bid security and performance security will not be accepted in cash.
 22. The successful bidder will have to submit his/her firm's Income Tax details as and when if required on demand to ULDB.
 23. The successful bidder will under no circumstances use the logo of the Uttarakhand Livestock Development Board or the Department of Animal Husbandry or the Government of Uttarakhand for advertisement while recruiting the services of data entry operators for his/her firm. In case the successful bidder is found to be doing so it will be considered as a breach of the conditions of the contract and the work order of the successful bidder will be cancelled and the performance security submitted will be forfeited in favour of ULDB.
 24. In case of any dispute the decision of the Chairman of ULDB will be final and acceptable to all parties concerned.
 25. The definition of the contract/agreement will be under the Laws of India and the settlements of all disputes will be subject to the jurisdiction of the Hon'ble Courts in Dehradun.
 26. The Chief Executive Officer, ULDB reserves the right to accept or reject any bid or cancel the bidding process without assigning any reason thereof.



Chief Executive Officer
Uttarakhand Livestock Development Board

Declaration**(To be executed on a notarized Rs. 100.00 denomination Non-Judicial Stamp Paper)**

I..... agree to all the terms and conditions prescribed (laid down) in the Invitation for Bids No.1992/ULDB/NDLM Project/2022-23 dated 14 October, 2022 by the Uttarakhand Livestock Development Board Dehradun.

I. I son of resident of declare that I have read all the terms and conditions which are acceptable to me. I agree to provide 85 Data Entry Operator under National Digital Livestock Mission to Veterinary Hospitals/Various Centres of Animal Husbandry Department of Haridwar, Dehradun, Udham Singh Nagar and Champawat Districts of Uttarakhand according to the terms and conditions of the above mentioned invited Bid.

Name of the Bidder :**Address of The Bidder:****Date:**

PAN No.
Photocopy Attached

Aadhar No.:
Photocopy Attached

GST No.:
Photocopy Attached

Contractor Reg. No.:
Photocopy Attached

EPF Reg. No.:
Photocopy Attached

ESI Reg. No.:
Photocopy Attached

Signature Of Bidder: