

**RURAL ELECTRIFICATION CORPORATION LTD  
IT DIVISION  
CORPORATE OFFICE**

*Limited tender Ref No. REC/IT/MISC/134/2007/1*

*Date:03.06.08*

**QUOTATION TO BE SUBMITTED BY 05.06.08 BEFORE 5:00 PM**

*To*

**Adbhut International  
ADS Media Pvt Ltd  
Progressive Networking  
StarTrek Computers & Networks  
Vidhya Softech Pvt. Ltd  
Crac Info System Pvt Ltd.  
Aim Consultant  
F1 Infotech Pvt ltd.**

Dear sir,

***Reg: Scope of work and Terms & Conditions for Quote for data entry work for RGGVY***

**LIMITED TENDER AND ONLY THE ABOVE ADDRESSE ARE ELIGIBLE TO RESPOND**

Reference is hereby invited to the discussion had on 30.05.2008 at Board room, RECL Corporate Office on the captioned scope of work. The detail terms and conditions of the tender are hereby given below:

- The assignment is data entry of DPR of Electrified villages for the RGGVY project.
- The data is to be entered in local server & client machines. Software to be provided by REC.
- The data entry is to be done using the infrastructure of agency and REC will not provide any infrastructure to the agency for completion of data entry work.
- There must be internal verification after data entry of each record. The agency has to submit data entry and verification report.
- There are around 2.5 lac villages data to be entered extracting from DPRs. There will be one record for each village. Data is available in soft copy for around 70% and rest in hard copies. The exact no. of villages may vary.
- There are around 20 fields to be captured for a DPR. The sources of data is spread over 5 sheets of DPR. Field no.6 has constant value 'E' for entire data. Field nos 1-5 are repetitive in nature.
- Field nos 7-20 are integer/decimal fields
- The entire work is to be outsourced and to be completed within a definite time frame i.e. 4 weeks starting from the date of confirmed order from REC.
- Each agency has to submit their offer in the sealed envelope and addressed to :

Dy. General Manager(IT/ERP)  
Rural Electrification Corporation Ltd  
Core-4, Scope Complex,  
7, Lodhi Road,  
New Delhi-110003

The envelope should be marked as “QUOTE FOR DATA ENTRY WORK FOR RGGVY”. The envelope to reach to the addressee within due date & time as mentioned in this document.

- The agency is to quote the unit rate and applicable taxes in the prescribed Quotesheet of the bid document. Apart from this the agency shall furnish all information along with the quotation.
- Selection of agency will be done by REC on the basis of lowest quote (including all taxes & duties) and is binding upon all participating agencies.
- The data will be verified by REC or REC appointed 3<sup>rd</sup> party on a sample basis for around 2% of data. Any single mistake in any record will attract a penalty which is equal to 10 times of the quoted rate/village. The agency has to correct the defective data, as found during the sample verification by REC at no extra cost. If there are mistakes in more than 50% of the sample size, the agency will have to reenter the entire data at no extra cost and the process of checking will be done again. REC has the right to cancel the order in case the data entry is not done upto the satisfaction of the REC without making any payment.
- 100% of payment will be made after successful completion of entire work and after adjustment of penalty, if any. No partial payment will be made.
- Statutory deduction like income tax shall be deducted at source as per the applicable rates.
- DPRs will be given in lots. Agency to submit data along with DPRs in a week time.
- Fully completed data shall be submitted to REC at the end of every week in CDs for taking up verification.
- The tender is limited to only the agencies mentioned above and are only eligible to quote.
- REC reserves the right to execute data entry operation at the same unit rate for a period of six months from the date of placement of the order.
- REC reserves the right to short close the work as per the actual requirement.
- REC reserves the right to cancel the tender or reject all or partial bids without assigning any reason.
- The selected agency will not have any lien over the material supplied by REC for Data Entry.
- The selected agency will comply all laws of the land required to carry out the work. REC does not hold any responsibility, whatsoever, for any violation of laws by the agency.
- All disputes to be settled as per law of the country and venue will be Delhi.

The agencies are requested to submit their offer in the format and within the stipulated date and time mentioned in this letter, failing which the offer will be rejected.

Yours faithfully,

Sd/-

Dy General Manager (IT/ERP)  
Rural Electrification Corporation Ltd  
Core-4, SCOPE Complex  
7 Lodhi Road  
New Delhi 110003

*Quote Sheet*

**Tender Ref. No. REC/IT/MISC/134/2007/1 dated 03.06.08**

**Quotation for “DATA ENTRY WORK FOR RGGVY “**

**QUOTATION TO BE SUBMITTED BY 05.06.08 BEFORE 5:00 PM**

**The quotation should be addressed to**

Deputy General Manager (IT)  
Rural Electrification Corporation Limited  
Core-4, SCOPE Complex  
7 Lodhi Road  
New Delhi-110003

Telephone Number : 24362483(telefax)/24365161(ext544) Fax : 24360644 E-mail : [prasanta.m@recl.nic.in](mailto:prasanta.m@recl.nic.in)

- Data entry rate/village (as per the scope of work) Rs. \_\_\_\_\_
- Indicate applicable tax & duties on the above price(\_\_\_\_%) (The bid will be rejected if the service tax is not quoted) Rs. \_\_\_\_\_
- Whether the agency has adequate infrastructure to complete the work within the specified time frame (yes/no): \_\_\_\_\_
- Whether the agency is committed to complete the work within the specified time frame (Yes/no) \_\_\_\_\_
- Whether the agency accepts all terms & conditions as mentioned (yes/no) \_\_\_\_\_

**DECLARATION :** We here by declare that we understand the scope of work completely, we shall abide by the terms & conditions as laid out with the bid document. We understand that in case any discrepancy is found in the information submitted by us, our application is liable to be rejected.

Place:  
Date:

Signature & Seal  
Name:  
Designation:  
Address:  
Phone:  
Fax:  
Email: