



**Govt. of Bihar**  
**Department of Health & Family Welfare**  
**State Health Society, Bihar**  
**Pariwar Kalyan Bhawan, Sheikhpura, Patna-14**



**EXPRESSION OF INTEREST (EOI)**

**Invited from Companies/ Firms/ Agencies / NGOs for Data Entry Work .**

**Project Description –**

State Health Society Bihar is implementing the National Rural Health Mission (NRHM) to carry out necessary architectural correction in the Basic Health Care Delivery System. The Goal of the mission is to improve the availability and access to quality health care for people, especially for those residing in rural areas.

To achieve the objective, “Sealed Expression of Interest (EOI) are invited from interested Companies / Firms/ NGOs/ Agencies for Data Entry Work ”.

**Project Objective –**

To undertake regular and timely Data Entry related to various Health programmes on prescribed formats at State or District or facilities level under National Rural Health Mission (NRHM) .

**Project Scope:**

The Companies / Firms/ NGOs/ Agencies will provide following facilities (in full or part) at the rate mentioned below for Data Entry Work :-

<b>Sl.No</b>	<b>Particulars</b>	<b>Cost per month (in Rupees)</b>
<b>1</b>	<b>Computer with UPS</b> (P-IV, 1 GB RAM, 1 Web Camera with UPS)	1,300/-
<b>2</b>	<b>Laser Printer with Scanner</b>	600/-
<b>3</b>	<b>Telephone</b>	300/-
<b>4</b>	<b>Internet Connection</b> (with unlimited uploading & downloading facilities through GPRS or Data Card)	1,000/-
<b>5</b>	Computer Operator	4,134/-
<b>6</b>	Misc. ( Pen Drive, CD, Travelling, others )	530/-
	<b>Total (for one Unit )</b>	<b>7,864/-</b>

*(Rupees Seven Thousand Eight Hundred Sixty Four Only for One Unit per Month)*

- Exact requirement (Sl. No-1 to 6 or its part) for a particular assignment will be decided by competent authority as per need.
- State Health Society, Bihar / District Health Society or any Health Institution will provide rent-free space and free electricity to the Company / Firm/ NGO/ Agency. Any other expenditure will be borne by Company / Firm/ NGO/ Agency.
- All applicable taxes will be borne by Companies / Firms/ NGOs/ Agencies.

- TDS shall be deducted at prescribed norms on the payable amount.

### **Eligibility Criteria:**

Interested Companies / Firms/ NGOs/ Agencies must have the following minimum credentials to qualify for the proposed task:

- The aggregate annual turnover of the Companies / Firms/ NGOs/ Agencies shall not be less than Rs.10 lacs per annum for the last three years i.e. 2007-08,2008-09 and 2009-10 .
- Minimum 2 years of experience of working in
  - Information Technology Sector **or**
  - Data Entry / Data related work in any sector.

### **Submission Requirements-**

Interested Companies / Firms/ NGOs/ Agencies wishing to undertake the above task may submit EOI in envelope marked “EOI for Data Entry Work” in the State Health Society, Bihar .

**The envelope containing the Expression of Interest (EOI) should include the following documents:**

- 1) Photocopy of Registration Certificate of the Companies / Firms/ NGOs/ Agencies .
- 2) Photocopy of Service Tax Registration Certificate.
- 3) Photocopy of PAN.
- 4) Photocopy of Income Tax Return for the financial year 2007-08, 2008-09 & 2009-10
- 5) Audited Financial Statement along with Audit report of three Financial Years i.e. 2007-08, 2008-09 & 2009-10.
- 6) Photocopy of Experience Certificate. (provide documentary proof)
- 7) Notarized affidavit of not being blacklisted by any agency.
- 8) **Demand Draft of Rs. 10,000/-** (Rupees Ten thousand only, refundable), as Earnest Money, in favour of State Health Society, Bihar to be enclosed.

**\*Note-1-** the EOI will be used to shortlist the Companies / Firms/ NGOs/ Agencies for assigning the work contract at the rate mentioned above.

**\*Note-2-** All the papers/documents submitted by Companies / Firms/ NGOs/ Agencies must be duly signed by authorized signatory.

### **Terms & Conditions-**

- i) **Selection of Company / Firm/ NGO/ Agency will be based on annual turnover and work experience decided by a selection committee constituted by State Health Society, Bihar. No financial bid required.**
- ii) Up to Four districts may be allotted to one Company / Firm/ NGO/ Agency. The State Health Society, Bihar reserves the all right to increase or decrease the number.
- iii) The word “Data Entry” in these terms and conditions include entries of text, tables, graphs & drawings etc on computers in English/ Hindi as per requirement.
- iv) The data entry is to be done on various application different packages / Software/ MS Office or similar packages in Hindi or English as per the requirement of State Health Society, Bihar/District Health Society, Bihar /any other supporting partners.
- v) Deployment of Computers Operators will be made by the contractor as per the requirement of State Health Society, Bihar / District Health Society or any other supporting partners in any Health Institution of Bihar i.e. from State to PHC level.
- vi) The State Health Society, Bihar reserve the right to split the work among shortlisted Companies / Firms/ NGOs/ Agencies to accomplish the task in time.
- vii) If Computer Operator is not found fit for the work, decision of administration/concerned competent authority shall be final and the contractor shall change/replace the person immediately i.e. same day.

- viii) Data Entry work should be started and completed within specified time mention in the Work Order by competent authority. Data Entered will be treated as Satisfactory only after the Verification by the concerned competent authority. Any correction needs to be done after the verification that also will be done by the contracting Company / Firm/ NGO/ Agency with no any other extra charges for this task. Validated data entry along with hard and soft copy is to be completed and handed over to designated officer per month.
- ix) Company / Firm/ NGO/ Agency will ensure cleanliness and maintenance of premises given to them. Company / Firm/ NGO/ Agency would be responsible for the security of the data and also be responsible for related all expenditure.
- x) The agreement will be initially for 1 year and likely to be extended on satisfactory performance.
- xi) The awarded Company / Firm/ NGO/ Agency will be required to submit a performance bank guarantee of 10% of the contract value.
- xii) Penalty- State Health Society, Bihar / District Health Society or any Health Institution right to make deduction in following circumstances:
  - 1) No. of days in which services not provided.
  - 2) Error in data entry ( proportionate deduction upto 10% error, 100% beyond that )
  - 3) Non completion of work in time (5% deduction per week for 4 weeks, 100% beyond that)
- xiii) Termination-
  - 1) State Health Society, Bihar reserves the right to terminate the contract any time if the performance of the Company / Firm/ NGO/ Agency not found satisfactory.
  - 2) Company / Firm/ NGO/ Agency may also terminate the contract giving one month notice.
- xiii) Payment - *Payment will made to Company / Firm/ NGO/ Agency within 15 days of the submission of the Bill. If the payment is delayed beyond 30 days then interest @ 5% per year will be payable to the to Company / Firm/ NGO/ Agency.*

### **Submission of EOI**

The EOI may reach the office of the undersigned by 5.00 PM on **12<sup>th</sup> September, 2011** through Registered post/ Courier/Speed Post in the office of **Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-14**. EOI received after this time, would not be entertained. The EOI will open on **13<sup>th</sup> September, 2011 at (11 AM)** at State Health Society, Bihar in the presence of the parties those who wish to participate. State Health Society, Bihar would not be responsible for any delay or loss of the EOI document.

The decision of the State Health Society Bihar shall be final, and no enquiries, or application for review, shall be entertained. The State Health Society Bihar reserves the right to cancel or reject any EOI /all EOI without assigning any reason at any point of time. For all enquiries the interested Company / Firm/ NGO/ Agency may contact concerned Officer Mr. Atul Verma, I/c Data Cell, State Health Society, Bihar Tel no. 0612-2281545 during office hours ( 9:30 AM to 6 PM) on all working days.

**Sanjay Kumar, IAS**  
Secretary Health  
-cum-  
Executive Director