



Agartala Government Medical College & G.B.P. Hospital,
Kunjaban, Agartala, Tripura -799006.

F.1.3/AGMC/VRDL/COVID-19/PROC.2020

Dated : June 18, 2020

Notice Inviting Quotation for Data Entry and Uploading Work

On behalf of the Governor of Tripura, the Medical Superintendent, A.G.M.C & G.B.P. Hospital, Agartala, Tripura invites **Rate-Quotation on plain paper addressing the “M.S., AGMC & GBP Hospital, Agartala”** from reputed Data Entry Service Provider Firms for online Data entry of ICMR Specimen Referral Forms (SRF) onto the website of the ICMR, Government of India, at the VRDL, Dept. of Microbiology, Agartala Government Medical College & G.B.P. Hospital, Agartala, on the following terms and conditions:

1. Rates shall be quoted per SRF successful online data uploading.
2. Required data-entry manpower and logistics shall have to be employed by the selected firm in such a manner that the present data uploading backlog of about 24,000 SRF gets completed compulsorily within 10 (ten) days from the date of awarding of contract.
3. Daily data-uploading average-load of about 850 SRF shall have to be completed on a day-to-day basis, simultaneously with SRF backlog data uploading. No pendency shall be admissible to take place in respect of daily SRF data uploading.
4. The selected firm shall be responsible to deploy their own computer systems along with internet connectivity, as may be necessary, for completing data uploading strictly within the timeline prescribed hereinabove.
5. SRFs will be made available by the HoD, Dept. of Microbiology, A.G.M.C., Agartala, for online data entry. Data entry shall have to be undertaken in-situ strictly within the premises of the VRDL, Dept. of Microbiology, A.G.M.C., Agartala. Data uploading of the SRF outside the VRDL premises shall not be permissible. Data entry can be undertaken daily in two 8-hourly shifts. No holiday or day-off shall be admissible in case of data uploading, and it must have to be carried on every day on a day-to-day basis, without exception.
6. Competing firms should possess experience of data entry in at least 3 (three) government departments/offices, and documentary proof thereof, like supply order, shall be annexed to rate quotation.
7. Following documents/photocopies shall be annexed to rate quotation : (a) Relevant Trade License for Computer/IT Work; (b) GST Registration; (c) PAN CARD.
8. One firm shall be eligible to submit a single rate-quotation only.
9. An EMD (Security Money) of Rs. 1,000/- (One Thousand) shall be deposited by the selected firm in favour of the Medical Superintendent, AGMC & GBP Hospital, Agartala, by way of a Demand Draft, which will be refunded after successful completion of the work. The amount shall be liable to be forfeited if any of the terms and conditions governing award of contract is breached, and the selected firm shall

be bound to accept the decision taken by the MS, AGMC & GBP Hospital, to this effect.

10. Payment at the contracted rate will be made on submission of bill, duly certified by the HoD, Dept. of Microbiology, AGMC & GBP Hospital, Agartala.
11. Payment shall be refused to the firm or contract shall be terminated outright if any of the terms and conditions laid down anywhere in this Notice is breached; and decision taken to this effect by the authority concerned shall be final and binding.
12. No changes in contracted rate shall be admissible. The contracted rate shall remain valid for 180 days from the day of awarding contract, and subject to periodical extensions on mutual consent.
13. The manpower appointed by the appointed firm shall maintain absolute discipline, integrity and orderly conduct while being in the VRDL. The appointed firm shall be held outright responsible and liable for penal actions including forfeiture of payment if any objectionable or unruly behavior is noticed. The appointed manpower shall strictly abide by the instructions of the HoD, Dept. of Microbiology, AGMC, or any other officer/official authorized by him.
14. No logistics inside the VRDL shall be damaged, displaced or interfered with by anybody engaged by the selected firm for data entry and uploading work. The firm shall be responsible for the upkeep and security of the computer systems/accessories they deploy for the work.
15. The authority concerned in the AGMC & GBP Hospital shall have the exclusive right and discretion to reject any quotation if it is not found to be compliant with any of the aforesaid terms and conditions; or to select any rate-quotation other than the lowest one on consideration of experience and reputation of a firm; or to cancel the entire quotation process at any stage, without assigning any reason therefor. All competing firms shall be bound by any decision taken to this effect by the concerned authority.
16. For any clarification on the NIQ, communication may be made with Dr. Tapan Majumder, HoD, Microbiology Dept., AGMC & GBP hospital (M: 9436120498)

Sealed quotations in sealed envelope addressed to the MS, AGMC & GBP Hospital, with superscription **"QUOTATION FOR DATA-ENTRY WORK IN VRDL"** shall reach the MS Office by post/courier or shall be submitted in person to the Receipt & Dispatch Section of the MS Office on or **before 3:00 pm of 23.06.2020 (Tuesday). The received tenders would be opened on 23.06.2020 at 3.30 p.m. in the AGMC College Council Room, during which authorized representatives of the competing firms can remain present.** Any sealed envelope of quotation shall stand to be rejected if it reaches any time after the deadline specified above, with there being no concession admissible for any incidental delay/postal delay, and if it is found to be unsealed or improperly sealed.

10/6/2020

(Dr. Debasis Ray)
Medical Superintendent
A.G.M.C & G.B.P. Hospital,
Agartala.