



सत्यमेव जयते

KHADI AND VILLAGE INDUSTRIES COMMISSION

Ministry of MSME, Govt of India

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काममे दुःखमनामम् ।
प्राप्तिनाम् आनिनाशनम् ॥

INVITING TENDERS FOR PROVIDING SERVICE OF DATA ENTRY OPERATORS

Sealed Tenders are invited from the State/ Central Government registered/empanelled professional Man Power Service Providers/ agencies having proven track record, for providing Service of 02 (two) Nos. of Data Entry Operators under Prime Minister's Employment Generation Programme. The tender document can be obtained from the above address during office working hours on payment of Rs. 1,000/- by way of DD in favour of " The Director, KVIC-SO- PMEGP Account No. 30548256901 payable at Chennai/ online payment to A/c No. 30548256901, IFSC Code : SBIN0000962. The tender document will be issued up to 23.08.2021 till 2.00 pm. Last date for submission of the tender document is 23.08.2021 till 3.00 pm and will be opened on the same day at 4.30 pm.

The Tender document can also be downloaded from the KVIC's website: www.kvic.org.in and the cost of document should be paid along with the tender documents.

Place : Chennai

Date :24.07.2021

Sd/-

STATE DIRECTOR, I/c.

TENDER DOCUMENT

Brief for engaging of Data Entry Operators (DEO's) through Man Power Services providers/ Agency to carry out the work of e-tracking system for PMEGP units.

Background:

Prime Minister's Employment Generation Programme (PMEGP)

The Ministry of MSME has launched Prime Minister's Employment Generation Programme (PMEGP) which is being implemented through KVIC and KVIBs in rural area and through DICs in urban & rural areas and Coir board for coir related projects in rural as well as urban areas. Under the scheme unemployed beneficiaries in rural /urban areas may set up the projects upto Rs.25.00 lakhs in Mfg. activities and upto Rs.10.00 lakhs in Service Industry by availing Bank Finance through Public sector banks as well as selected private banks in the country. KVIC will be extending Margin Money subsidy ranging from 15%-35% depending on the financial range of the project, location of the unit and the social category of the beneficiary. Scheme details can be obtained from KVIC's website: www.kvic.org.in.

2. The process of applications and getting project proposals sanctioned by potential beneficiaries are as follows:

- Applications can be submitted through online to the offices of KVIC, KVIB, Coir board or DIC at <http://www.kviconline.gov.in/pmegp>.
- Applications will be screened on conform to the scheme guidelines by each agencies and seen mandatory documents uploaded therewith and also score card documents and score obtained by each candidate. The eligible applications are forwarded to banks for taking credit decision. Banks will take their own credit decision and sanction the project. Financing branch of banks submit margin money claims through online for release of margin money subsidy.
- The above process involves movement of applications through various channels i.e., KVIC/KVIB/DIC/Coir board, and Financing bank branches .

Objective of e-tracking system:

- Facilitates the PMEGP applicants/beneficiaries to track current status of their application from any where in the country at any point of time.
- Provide effective monitoring of the scheme at different levels by implementing / nodal agency and ministry.
- To generate various reports required from time to time including progress of scheme district, state and bank-wise includes participation of social category, gender etc. of beneficiary, project size, name of the industry etc.

- To generate acknowledgement/forwarding letters and top sheets for DLTFC.
- To provide transparency from receipt of application to release of subsidy.

Features of e-tracking system:

- Web based application system.
- Auto generated application ID.
- Controlled access for implementing and associated agencies.
- Provides up-to-date information about all implementing agencies, banks and EDP training Centers
- The following statement will be generated covering district, state, zone wise and National level.
 - Under process /pending statement/status
 - Rejection report with remarks statement/status
 - Bank wise forwarding application statement/status
 - Bank wise sanction application statement/status
 - Bank wise rejection application statement/status
 - Bank wise pending application statement/status
 - Bank wise Margin Money (Govt. Subsidy) release statement/status
 - Bank wise Margin Money (Govt. Subsidy) adjustment information/status
 - EDP training details covering training center wise/on line training status statement/status
 - Industry Group wise projects, margin money & employment
 - Gender wise report
 - Social category wise report
 - Financial range wise details
 - Performance of Backward Forward Linkages
 - Other report as and when required.
 - Agency-wise details are also required during review meeting which may be considered.

Role of the Man Power Service Provider/ Agency:

The agency has to provide the service of two Data Entry Operators (DEO's) under PMEGP scheme.

PMEGP:

1. For data collection of the applications, its status, data entry and uploading them in the prescribed e-tracking system..
2. The data will have to be collected from office of KVIC, KVIB, DIC, Coir board, financing bank branches in the prescribed format.
3. The data shall have to be collected on regular basis.
4. The DEO shall be reporting to State Office, KVIC for the purpose of the assignment.
5. The DEO will have to cover the 38 districts of Tamilnadu State in respect of DIC and KVIB and 28 Districts in respect of S.O. KVIC, Chennai.

6. The details about PMEGP units to be fed in the E-tracking system is mentioned in the **Annexure-III**
7. After physical verification report received, the DEOs will enter the data of MM adjustment.

SCOPE OF WORK:

The Agency is expected to deploy the 2 number of Data Entry Operators (DEOS) under PMEGP scheme as per the finalization of Tender Committee, at two locations of Head quarters of KVIC/DIC to undertake the following PMEGP work ;

1. The Data Entry Operators (DEOs) have to work as per the directions of the KVIC/DIC officials to whom they have been assigned the task.
2. The DEO shall work as per the office hours of KVIC/DIC and if required they shall work extra times and on holidays as per the directions of the KVIC/DIC officials.
3. The DEO shall maintain a work dairy duly indicating the works done by them during the day and shall submit it to the KVIC/DIC officials.
4. The designated officer from KVIC/DIC will check the entries at regular interval done by Data Entry Operators.
5. Data Entry Operator will maintain master data such as office detail, Task Force Committee details, Bank wise pending applications details and EDP training Centre details, Physical verification details, Adjustment details etc., on regular basis.
6. Data Entry Operator will update the status such as under process/rejection of applications at initial scrutiny/placed before Task Force Committee and forwarded to bank etc.
7. A Data Entry Operator has to e-track minimum 800 applications per month.
8. Data Entry Operator will enter the bank details based on the applications forwarded to Banks.
9. The main task of the Data Entry Operator is to input the data of applications received by KVIC, KVIB, Coir board and DICs under PMEGP and follow its movement at various milestones as described in the document.
10. Before entering the data into the system the data need to be validated by respective implementing agencies i.e. KVIC/KVIB/DICs/Coir board.
11. The required data have to be collected from the Beekeepers from the field through the official of KVIC and those collected data have to be entered in the Honey Mission portal and remaining works to be attended as stated under role of agency.
12. Beside the above, the Data Entry Operators should also attend any other office works assigned by KVIC/DIC from time to time.
13. In case of unsatisfactory performance, the services of the DEOs availed through Agency shall be terminated by giving one month notice.
14. The KVIC reserves the rights to accept or reject any or all tenders without assigning any reason thereof.

(1) Eligibility of Agency

State/Central Govt. registered/empanelled professional manpower service providers/agencies having experience of at least 3 years in Man Power service providing line with background of candidates for conducting District Level Data collection, data entry and undertaken at least one study / survey for any scheme/programme with annual minimum turnover of Rs. 10.00 lakhs for the last three years.

(2) Method of Selection:

Technical BID: The Agencies will be required to make presentation at SO, KVIC, Chennai at their own cost with their Agency profile, experience and other relevant details at the time of opening of the Bid documents and simultaneously open the Technical Bid before the Tender committee. The short listed / eligible agencies shall qualify opening of it's Financial Bid.

Financial BID: The agencies, who have been shortlisted after the technical appraisal will qualify for opening of their financial bid. The agency which has quoted lowest rate, will be finalized. KVIC, however, reserves the right to reject any or all applications without assigning any reason.

(3) Negotiations/Award of Contract:-

1. Before the award of work, the Director, State Office, KVIC, Chennai if decides, may hold negotiations with the selected bidder, whose bid has been determined to be substantially responsive to the bid documents . The aim is to reach agreement on all points and sign a contract.
2. The negotiations will conclude with a view of the draft form of the contract. After negotiations, Director, State Office, KVIC and the agency will initially agreed the contract.

(4) How to apply:

1. The Agency should send the profile of the DEOs, relevant work experience etc., in the prescribed format alongwith supporting documents and testimonials along with technical bid **(Annexure-I)** in a cover super scribed, as "**Technical bid**".
2. The financial bid will have to be furnished in a separate cover which will be super scribed as "**Financial bid**" as per **Annexure-II**.

Both these covers should be placed in a bigger cover duly sealed and submit at the given address by the specified date and time.

(5) Period of contract:

The Agency will provide the service of DEOs for a period of one year and the contract/ service can be reviewed and extended further one year by State Office, KVIC, Chennai provided their work is found satisfactory. If budget provision is not made by the Dte. Of PMEGP, KVIC, Mumbai in the consecutive year, the services of DEO will be terminated at any point of time.

(6) Earnest Money Deposit:

The applicant's agency shall pay an EMD of Rs.10000/- by way of Demand Draft in favour of "The Director, KVIC-SO- PMEGP Account No. 30548256901 payable at Chennai/Online payment to A/c No. 30548256901, IFSC Code : SBIN0000962 along with its technical bid which will be interest free. It will be refunded to agency in case it is not selected for the assignment. EMD will be converted as Security deposit for the successful bidder. Offers without EMD are liable to be rejected.

(7) Agreement :

The selected agency will have to enter into an agreement with the Director, State Office, KVIC, Chennai for which the copy of the agreement shall be made available to the selected agency and executed before assigning the work.

(8) Payment Schedule:-

The terms of payment for this assignment are as follows:

- i) Payment will be made against the bill submitted by the agency every month on the basis of the work attended and applications entered /uploaded with completeness in e-tracking system by the DEO.
- ii) Proper checking of data and completeness of work will be done by State Office, KVIC, Chennai before effecting payment.
- iii) In case, the DEO absent to the work, the deduction of the amount will be made proportionately for the particular days.
- iv) Payment will be made by 5th day of every next month for which the agency shall furnish it's Bank account details for e-payment.
- v) Applicable tax will be deducted at the time of payment.

(09) Cost of Tender Documents:

An amount of Rs.1000/- is payable towards cost of this tender document by way of Cheque/Demand Draft in favour of "The Director, KVIC-SO- PMEGP Account No. 30548256901 payable at Chennai/Online payment to A/c No. 30548256901, IFSC Code : SBIN0000962 and details are to be enclosed with the Technical Bid.

(10) Settlement of Dispute:

In case of any dispute, the matter will be first tried to be resolved amicably through arbitration, failing which to have legal recourse, the jurisdiction shall be of Chennai High Court.

(11) Termination of Contract:

At any point of time if State Office, KVIC, Chennai finds that the performance of the agency candidates i.e DEOs are not satisfactory to the expected level and as per requirement, State Office, KVIC, Chennai reserves the right to terminate the contract and award the same to any competent agency. The loss/damage suffered by KVIC, Chennai if any the EMD paid/security deposit by the agency will have to be forfeited

alongwith interest. Such agency will be black listed by KVIC, Chennai thereafter.

(12) Indemnity clause:

The Agency will indemnify KVIC towards any damage, loss expenditure that may arise due to any wrong deeds or misrepresentation or non performance by the Agency(DEOs) and KVIC will be in no way responsible for any acts or omission committed by agency (DEO's). The Agency shall indemnify KVIC against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by it.

Additional Points

1. All documents / annexures submitted with the Bid shall be properly annexed and placed in respective places of the Bid as per enclosure list mentioned in the covering letter. KVIC shall not be responsible for any missing documents.
2. The documents submitted along with Bid shall be signed & stamped in each page by authorized representative of the Agency. No overwriting/ correction in bid documents by Agency shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory.
3. KVIC reserves the right to accept or reject any or all Bids without assigning any reasons thereof. Also KVIC shall not entertain any correspondence from Agency in this matter (except for the refund of EMD). Agency may visit office for having better understanding of the work nature.
4. For any clarification on the tender document, the Agency may seek the same in writing through e-mail, within the scheduled date for seeking clarification, from the KVIC. Any clarification / query received after last date for seeking clarification may not be normally entertained by KVIC and no time extension will be given.
5. In the event of any conflict between requirement of any clause of this documents, the same to be brought to the knowledge of KVIC in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by KVIC shall prevail.
6. Unless specifically mentioned otherwise, Agency's quoted price shall deem to be in compliance with tender document.
7. Validity of the Bid shall be for two (2) months from the latest due date of Bid submission (including extension, if any) unless specified otherwise
8. The Agency may have to produce original document for verification if so decided by KVIC. Agency with ISO certification will be preferable. Documentary evidence should be enclosed towards the same.
9. The Bids of the Agency who are under suspension was also the Bid of the Agency, who engage the services of the banned firms, shall be rejected.

10. The Agency will perform / execute the work as per the work terms & conditions and will not default without any reasonable cause, which causes loss of work / money / reputation, to KVIC/DIC.
11. Shortcomings, if any, in the work executed by the DEO will be pointed out by the designated employee of the KVIC and the same will be rectified by the Agency within the specified time to the satisfaction of the KVIC.
12. Agency has to submit Audited Balance Sheet and Profit and Loss Account for the last three years.
13. If Financial Statements are not required to be audited statutorily, then instead of audited financial statements, financial statements are required to be certified by Chartered Accountant.
14. The agency should comply with Minimum Wages Act, 1948 and all other applicable statutory requirements as stipulated by State/Central Government rules & regulations.
15. All payments will be subject to deduction of income tax at source as per Income Tax and the applicable Rules.
16. The Agency shall furnish proof of GST registration with GSTN Portal.
17. Agency shall note that the GST Tax Invoice complying with GST Invoice Rules wherein the 'Bill To' details will as below:
18. KVIC GSTN - 33CHEK00830E1D1
NAME - KHADI & VILLAGE INDUSTRIES COMMISSION
ADDRESS - 326, AVVAI SHANMUGHAM ROAD,
GOPALAPURAM, CHENNAI-86.
19. KVIC shall not be liable towards Income Tax of whatever nature including variations thereof arising out of this work as well as tax liability of the Agency and their personnel. Deduction of tax at source at the prevailing rates shall be effected by KVIC before release of payment as a statutory obligation, unless exemption certificate is produced by the Agency. TDS certificate will be issued by KVIC as per the provisions of Income Tax Act.
20. The Agency will be responsible for the good conduct of his employees. In case of any misconduct / misbehavior by any employee, the Agency will replace such employees(s) immediately.
21. In the event of termination of work for any reason whatsoever, the Agency shall withdraw all its employees from the KVIC work. In case agency decides to terminate services of his employees, it should settle all terminal dues including retrenchment compensation, if any.
22. The Agency shall be solely responsible for nonpayment / delayed payment of wages / DA, contributions under EPF & MP Act etc.
23. The liability for any compensation on account of injury sustained by an employee of the Agency will be exclusively that of the Agency.
24. All the other statutory payments like ESI, PF etc. are to be strictly adhered to. Non availability of work force for any reason whatsoever and any failure to carry out the assigned works or deficiencies, the KVIC shall have the right to get the work carried out through alternative means at the risk and cost of the Agency.

25. The DEO's shall be responsible for careful handling of KVIC Computers, electronic items etc. which will be handled by DEO's in the course of executing work, if any item is damaged or lost by the DEO's of the agency, the cost of the same will be recovered from the Agency's bill.
26. KVIC reserves the right of forfeiture of Security Deposit in the event of the Agency's failure to fulfill any of the work obligations or in the event of termination of work as per terms and conditions of work.
27. The selected agency as an employer has to strictly follow labour laws in connection with DEOs.

TECHNICAL BID

Subject: Technical bid for providing the service of Data Entry Operators for e-tracking system under PMEGP scheme of KVIC- reg

Ref.: Inviting Tender vide Advertisement No.....
date..... in Newspaper.

1	General	
(i)	Name of the Agency/Organization	
(ii)	Registered / Corporate Office Address, if any.	
(iii)	Address for communication (including fax and e-mail)	
(iv)	Name of the Coordinator (Contact purpose)	
2	Details of Agency/Organization	
(i)	Year of Registration	
(ii)	Total Year of operation	
(iii)	Brief details of Head Office and field/ branch offices if any.	
(iv)	Organizational chart	
(v)	Profile of the organization in brief	
	(For point No. (iii), (iv) and (v), separate sheets may be enclosed	
3	MAN POWER(in numbers)	
(i)	Technical : Head office : Branch offices :	
(ii)	Administration : Head office : Branch office :	

(iii)	Whether a team of exclusive manpower available as data entry operators. If yes, a brief details of the number of persons / educational qualification, experience and average age group. (Enclose their resumes)	
(iv)	A brief bio-data of the Coordinator .	
4	PAST EXPERIENCE	
(i)	Total no. of DEOs services provided to State/Central govt. departments during the last three years, please furnish the details thereupon.	
(ii)	Annual turnover during last three years with supporting audited annual accounts.	
iii)	Whether the agency has required man power having work experience in survey / studies/ data entry/compilation? If yes, please give brief details thereof.	
iv)	Brief details of major clients availed your services:	
5	Any other relevant information the agency has to provide being relevant to the assignment?	
6	Latest Income Tax clearance with GST/ Pan/ EPF Number(Copies may be enclosed)	
7	If the agency is having ISO certification, a copy of the same is to be enclosed.	

Note : While submitting the offer quoting cost of e-tracking assignment, the agency has to take into consideration the guidelines, terms and conditions and various clauses of the draft agreement.

Place :

Date :

Signature
Name (In capital letter)
Designation
Office seal

FINANCIAL BID FOR PROVIDING THE SERVICE OF DEOs FOR E-TRACKING SYSTEM IN PMEGP SCHEME OF KVIC

Name of the Agency :

Sr. No.	Number of DEOs to be engaged	Rate quoted per Data Entry operator per month (In Rs)
1	2 DEOs under PMEGP	Rs..... (Rupees in words) (Quote for one DEO)
Remuneration per Data Entry operator per month (inclusive of all Taxes/Service Tax etc. *) * The remuneration per Data Entry Operator shall not exceed Rs.25,000/- per month. However the lowest bidder will be considered.		

Place:

Date :

Signature

Name (in Capital letter)

Designation

Office Seal

DETAILS ABOUT PMEGP UNITS TO BE FED IN THE E-TRACKING SYSTEM**PART - I**

1.	Name of the Beneficiary		
2.	Father /Husband's Name		
3.	Postal Address with Pin Code & Mobile no./e-mail, if any	Contact No.	
4.	Category of Beneficiary SC/ST/OBC/PH/Gen./Ex-serviceman/ Minority/ Women/ HBT/NER, and A& Nicobar, Lakshadweep Islands	Category	Sex
5.	Date of Birth & Age		
6.	Academic Qualification		
7.	Name of the Unit		
8.	Address & Location of the Unit	Contact No.	
9.	Activity type (production/service)		
10.	Project Cost (Rs.)	i) Building/Work shed : Rs. ii) Machinery : Rs. iii) W.C./C.C. : Rs. iv) Pre-operative exp.: Rs. v) Total : Rs.	
11.	Employment Envisaged in the project	i) Full Time ii) Part Time iii) Seasonal iv) Total	
12.	Application received by KVIC/KVIB /DIC with date		
13.	DLTFC Meeting date		
14.	Status of application recommended /rejected / pending		
15.	Date of forwarding to Financing Branch		

PART - II

Information of Financing Bank Branch

16.	Unit sponsored by	KVIC/DIC/KVIB/Coir board	
17.	Whether any subsidy (under PMRY/REGP) or any other scheme of Central /State Govt.) availed.	Yes / No	
18.	Type of Financing Bank	(PSB /RRB/Co-Op./Others)	
19.	Name of the Bank & Address of Branch		
20.	Branch Code		
21.	IFSC Code		
22.	Project sanctioned date		
23.	Date/period of EDP training (2 weeks or 3 days/10 Days)		
24.	Name & Address of the EDP Training Institute		
25.	Date of release of first installment		
26.	Total bank Loan disbursed	Term Loan(Rs.)	W.C. (Rs.)
27.	Maximum W.C. in one year business cycle	(Rs.)	
28.	M.M. Claim No.		
29.	M.M. claim forwarding to Nodal Branch date		
30.	Margin Money received by Nodal Branch - date		

Signature :
Name :
(Data Entry Operator)