

**NAME OF THE PARTY:****LIMITED TENDER**

- 1) **PREAMBLE OF TENDER:-** Electronics Corporation of Tamil Nadu Limited (ELCOT), a wholly owned Government of Tamil Nadu Undertaking is the Optional Procurement Agency of the Government of Tamil Nadu, for procurement of IT related products like Computers, Printers, Other Peripherals and Software as per G.O.(Ms).No.58, Finance (BPE) Department, Dated 16.02.1999. Accordingly, ELCOT has been procuring various IT related products for all the State Government Departments / Boards / Autonomous Bodies etc. As part of the Procurement activities, ELCOT float this tender inviting bids for Data entry of the details of 9,08,000 members details from the scanned documents into the System for The Inspector General of Registration Department.

**SHORT TITLE USED IN THE TENDER DOCUMENT:**

1. **Bidder:** Bidder means the party who makes a formal offer in pursuance of the tender floated.
  2. **Successful Bidder:** Successful Bidder means the Bidder who becomes Successful through the tender process.
  3. **Day:** A day means a Calendar Day.
  4. **Purchaser:** Purchaser means the end user for whom the procurement is indented through the tender.
- 2) **TENDER SCHEDULE:**

a)	TENDER NO	ELCOT/Proc/LT/33769/2023-24
b)	Type of Tender	LIMITED TENDER – Single part bid
c)	Tendered Items	ELCOT float this tender inviting bids for Data entry of the details of 9,08,000 members details from the scanned documents into the System.
d)	Place of Work	Inspector General of Registration, Chennai
e)	Due Date & Time for Submission of Tenders	19.01.2024 @ 03.00 PM
f)	Opening Date & Time	19.01.2024 @ 03.30 P.M

**EMD:** The EMD Amount of Rs.10,000/- (Rupees Ten Thousand Only) along with bid should be submitted through Demand Draft drawn in favor of “Electronics Corporation of Tamil Nadu Limited”, Chennai. (OR) through NEFT/RTGS, to the following Bank Account, (or) EMD is waived off for the bidder having valid MSME/NSIC/SSI for the relevant category.

Name of the Bank & Branch	State Bank of India, Saidapet
SBI A/c No.	10610747091
IFS Code	SBIN000912
MICR No.	600002045

**MODE OF DESPATCH:** Tenders should be addressed to the **MANAGING DIRECTOR – ELCOT** (by Designation only) and super scribed with the tender number and sent in a sealed cover either by Registered post with acknowledgment due or in person. Tenders received in ordinary cover without seal will not be considered. Bids received after the due date and Time will not be accepted. Delay in postal transit will not be accepted as a valid reason for late submission. The Tender Document is not transferable to any other bidder.

**IMPORTANT NOTE:** **TENDERER MUST SUBMIT THIS ORIGINAL TENDER DOCUMENT WITH THEIR SIGNATURE AND SEAL WITHOUT MISSING ANY OF THE PAGES. Price Bid must be submitted in the bidder’s company letter head.**

*The tenders received on SPECIFIED DUE DATE & TIME will be opened at **ELCOT, 692, Anna Salai, Nandanam, Chennai – 600 035** in the presence of the bidders who choose to be present. If sufficient response is not received on the due date of opening, ELCOT reserves its right to extend the due date for submission of tenders inviting more bids or cancel the tender.*

On behalf of the Inspector General of Registration Department, ELCOT have already Scanned registers of 9,08,000 members details into the system.

Sl. No.	Description	Manpower Qty in (Nos.)
1	Enter the 9,08,000 members details (Data Entry) from the scanned documents into the System. Data entry is to be done in two shifts (morning shift (25 manpower) and day shift (25 manpower)) with total 50 employees at Kalaimakal Sabha Campus, Chennai. The necessary hardware to be brought by the bidder.	50 (Per Day)

- 3) **Delivery and Installation:** Within 2 weeks from the date of issue of Work Order. However, any specific time given by ELCOT or the customer should be adhered to.
- 4) **Validity of tender:** The Prices are to be kept valid for acceptance for 90 days from date of opening of Tender.
- 5) **Payment Terms:** 100% payment will be released on receipt of funds and certification from the end user.
- 6) **Liquidated damages: 0.25% per day** on the undelivered portion of the value subject to a **maximum of 10%**, if the supply, installation and commissioning has not been completed in full within the stipulated delivery period.
- 7) **Penalty for Non-Fulfillment of Conditions:**  
In the event of non-fulfillment or non-observance of any of the conditions stipulated in the tender document and Work Order, the successful bidder should pay the penalty amount equivalent to 10 (ten) percent of total value of Work Order or an amount equal to the actual loss incurred by the purchaser whichever is higher.

**PRICE BID**

<b>Sl. No.</b>	<b>Description</b>	<b>Qty (in Nos.)</b>	<b>Per Manpower cost without Taxes Rs.</b>	<b>Applicable GST in %</b>	<b>Applicable GST in Rs.</b>	<b>Unit Price inclusive of GST (4+6)</b>	<b>Total Price inclusive of GST (3*7)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>
1	Enter the 9,08,000 members details (Data Entry) from the scanned documents into the System. Data entry is to be done in two shifts (morning shift (25 manpower) and day shift (25 manpower)) with total 50 employees at Kalaimakal Sabha Campus, Chennai.	50 (per Day)					

Signature of the Bidder