

Request for Proposal

Hiring of Data Entry Service Providers



QUALITY COUNCIL OF INDIA

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Introduction

Quality Council of India (QCI):

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry

QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens.

To achieve this, QCI playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India

About National Accreditation Board for Testing and Calibration Laboratories:

National Accreditation Board for Testing and Calibration Laboratories (NABL) is a Constituent Board of Quality Council of India. NABL has been established with the objective to provide Government, Industry Associations and Industry in general with a scheme for third-party assessment of the quality and technical competence of testing and calibration laboratories.

In order to achieve this objective, NABL provides laboratory accreditation services to laboratories that are performing tests / calibrations in accordance with ISO/IEC 17025:2005 and ISO 15189:2012 for medical laboratories. These services are offered in a non-discriminatory manner and are accessible to all testing and calibration laboratories in India and abroad, regardless of their ownership, legal status, size and degree of independence.

Brief /Objective:

The NABL has recently taken steps to digitise the accreditation operations in order to reduce the dependence on physical operations and to make the processes more transparent and efficient. The National Accreditation Board of Testing and Calibration Laboratories has 4000 lab (non-medical) certificates accredited as on date which, were issued through the manual application process. A CAB Portal has been developed and all Laboratories need to register and apply for accreditation through this portal going forward. The CAB portal is an online application which has been recently been made live to streamline the entire NABL application process.

As part of the current digitalization at NABL we need to move the data of all accredited labs certificate into the new software through manual data entry operations.

Proposals are hereby invited from competent firms conducting and supporting data entry operations and having the requisite competent man power to complete the

Scope of Work and Deliverables:

There are around 3900 Testing and Calibration certificates which consist of a total of 65000-75000 pages which need to be entered into the system.

The data entry team will have to follow the following steps to enter data:

- Register Laboratory on CAB Portal and create their log in.
- Then log into the CAB Portal and enter generic Laboratory Details, Discipline Details and Scope of Accreditation data from the Lab Accreditation Certificates.
- Preview the Discipline Details and Scope of Accreditation and verify data under it is entered as expected.
- Report completion on that particular labs certificate and mention it's respective login credentials.

Timeline proposed:

The timeline for completion of the job is 30 days post award of work.

Other Terms and Conditions:

1. The applicant should have technically qualified and well experienced strong in-house/contractual resource base.
2. The applicant must be a legal entity registered anywhere in India.
3. The applicant must have a valid GST Registration Certificate in India
4. The applicant must have the ability and resources to deliver the requisite work in the given timelines.
5. The applicant must not sub-contract the work to other agencies.
6. The applicant must have a credible process of ensuring 100% accuracy in the data entry operations undertaken.

Presentation

As a part of Evaluation of proposals submitted by the applicants, QCI may seek further information or a presentation from the Organizations at a short notice for evaluation purposes. QCI may also conduct demo sessions for the shortlisted vendors.

Amendment to RFP

At any time prior to the last date for receipt of proposals, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals,

QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP.

The applicant is required to visit the Tenders Section of QCI website for any changes or amendments in the RFP before submitting their Expression of Interests.

Rejection of Proposal

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Not properly sealed and signed as per requirements.
- c) Received after the expiry of due date and time.
- d) Missing of any supporting document(s) with the Proposal

Pre-qualification Criteria

Eligibility Criteria and supporting documents required for Submission of Expression of Interest

S. No	Eligibility Criteria	Supporting Document Required	Yes / No and Deviation, if any
1	The applicant shall be a single entity, registered as a Company, Firm, LLP or a Society under respective acts in India & Should have been in existence in India for the last three years	Certificate of Registration/Incorporation under the respective Acts in India	
2	The agency must be registered in India with appropriate tax and other administrative authorities.	GST Registration Certificate PAN Card	
3	The organization should have had an average business turnover of at least Rs. 30 lakhs in any one of the previous three financial years.	Audited Financial Statements for the last three years	
4	Past Experience of working on Government Projects is preferred.	Sanction Order and Completion Certificate for the same.	
5	Should have technically qualified and well - experienced strong in - house resource base on company roles	The applicant shall mandatorily provide a summary list of all the proposed man power including their names, qualification, no. of years of experience and no. of years of experience in data entry job, the type (regular/contractual) and term of employment with the applicant organization	
6	Copies of documents / purchase orders & letter of completion from customers for projects completed in the last two years.	Copies of the major projects completed during the last 2 years.	
7	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Letter of undertaking	
8	The applicant organization should have an office space for doing the data entry job.	Provide a copy of the address proof	

Technical Bid:

The proposal should contain the following information:

- a) Company Profile and the detailed plan of completing the job in the requisite timeline.
- b) Details of past experience in similar work, if any.
- c) Supporting documents mentioned above in the pre-qualification section.
- d) Any other details that the bidder may like to provide.

Financial Bid:

The Financial Bid must contain the per page rates for data entry. The Bidder may mention any other charges apart from the per page rate separately (if any).

Disclaimer

- a. The QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b. The QCI reserves the right
 - To reject any/all applications without assigning any reasons thereof.
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
 - To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

Submission Details

Interested parties may send the Technical and Financial Bid in separately sealed envelopes inside a bigger sealed envelope super-scribing '**Hiring of Data Entry Service Provider**' to Assistant Director (Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi 110002 latest by September 13, 2018, 3 PM. For any further queries, you may please contact the below mentioned person:

Ms. Kanika Sethi: kanika.sethi@qcin.org

Mr. Gurpreet Singh: gurpreet@qcin.org