

**STATE PROJECT MANAGEMENT UNIT - UTTARAKHAND STATE  
RURAL LIVELIHOOD MISSION (USRLM), RURAL DEVELOPMENT  
DEPARTMENT OF UTTARAKHAND**

**Aajeevika Bhavan, Tapovan Road, Dehradun**

**Phone: 01352786789**

**Email: ceouksrlm@gmail.com**

**S. No. 194/ 01 TC-2 / USRLM/ H.A. / 2019-20 Dated:**

**Expression of Interest (EOI) for Hiring of outsourcing Agency for Providing  
of Data Entry Operators**

State Project Management Unit - Uttarakhand State Rural Livelihood Mission (USRLM), Rural Development Department of Uttarakhand invites Expression of Interest (EOI) for providing Services of 68 Data Entry Operators may be increased or decreased as per the requirement of USRLM) from eligible outsourcing agencies/ organizations/ firms/ companies etc. The EOI documents can be downloaded from website <http://usrlm.uk.gov.in> or the same can be collected from the Uttarakhand State Rural Livelihood Mission, Aajeevika Bhavan, Tapovan Road, Dehradun. Interested eligible bidders are required to submit their EOI with all necessary documents. The sealed EOI proposal super scribed as "EOI for Data Entry Operators" must be received at the Uttarakhand State Rural Livelihood Mission, Aajeevika Bhavan, Tapovan Road, Dehradun on or before 17 June, 2019, 2 : 00 PM and will be opened at meeting hall of USRLM on same date at 3:00 PM. In case, the date of submission/opening of EOI is declared a holiday, the same shall be held on next working day at same prescribed time & place. The agencies fulfilling the eligibility criteria shall be shortlisted and invited for Request for Proposal (RFP) under two bid system. Shortlisted agencies/firms would be required to register in the website <https://uktenders.gov.in> for E-submission of their proposals. For submission of bid, bidders are required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. Uttarakhand State Rural Livelihood Mission reserves the right to shortlist or reject any or all of the proposals or to scrap the entire process without assigning any reason thereof.

  
Chief Executive Officer

USRLM



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**Structured questionnaire for Expression of Interest (EoI) for the purpose of providing Man power designated as Data Entry Operator in USRLM through Outsourcing Agency.**

Applicant's Name & Address:

To,

Chief Executive Officer,  
State Project Management Unit -  
Uttarakhand State Rural Livelihood Mission (USRLM)  
Dehradun

Dear Sir,

In support of our Expression of Interest, we furnish herewith Structured Questionnaire, along with other information, as follows:

**A) General Details:**

<b>1</b>	<b>Name of the organization/ Firm/ Agency</b>	
<b>2</b>	<b>Permanent address (with PIN No.)</b> Tel : Fax: Email id :	
<b>3</b>	<b>Name of the Authorized person for submitting proposal:</b> Mobile No. : Email id : <i>(Attach Authorization letter of Competent Authority)</i>	
<b>4</b>	<b>Legal Entity :</b> <ul style="list-style-type: none"> <li>• Company/ registered firm/ society/ trust/ other legal body : Y/N</li> <li>• date of commencement of business.</li> <li>• Certificate of Incorporation/ Registration</li> </ul>	



	<ul style="list-style-type: none"> <li>• GST Registration Certificate with No.</li> <li>• EPF Registration Certificate with No.</li> <li>• ESI Registration Certificate with No.</li> <li>• PAN No.</li> <li>• Up-to-date IT returns for last 3 years</li> <li>• GST No. (Provide documentary evidences)</li> </ul>	<p><b>Details of TI Return</b></p> <table border="1"> <thead> <tr> <th>F.Y.</th> <th>Taxable income (in Rs. lakh)</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> </tr> <tr> <td>2017-18</td> <td></td> </tr> </tbody> </table>	F.Y.	Taxable income (in Rs. lakh)	2015-16		2016-17		2017-18	
F.Y.	Taxable income (in Rs. lakh)									
2015-16										
2016-17										
2017-18										
5	<p><b>Local / Branch Office : Y/N</b> (if not, confirm an undertaking that the firm/ organization shall open its office in Uttarakhand within 60 days of selection)</p>	YES								
6	<p><b>Blacklisting</b> as on the date of publication of this EoI : Y/N ( Attach Affidavit in original on non judicial Stamp paper of Rs. 100/- by Authorized Signatory)</p>									
7	Confirm to carry assignment as per TOR of EOI	YES								
8	Confirm to accept all term & conditions specified in EOI	YES								

## B) Other Details

### B.1 ) Financial Details (in Lakhs)

Sl.	Year	Turnover	Net worth
1.	F.Y.2015-16		
2.	F.Y.2016-17		
3.	F.Y.2017-18		
4	Avg for 3 years		



**B.2) Total Number of Employees in Pay Roll of Firm as on 31.03.2019.-----**

S.No	Name of Employee	Designation	Staff Qualification	Employed Since	EPF No. (if Any)	Remarks

**( Provide list of employees )**

**B.3) Details of Providing 25 Professional staff to Govt department./ semi- govt departments/ PSU's in past 3 years.**

S.No	Financial Year	Name of Department/ PSU	No .of Staff provided	Designation	Staff Qualification	Remarks

**(Authorized Signatory)**



## 2. Eligibility Criteria- Guidline for Schedule-I

Sl.	General Details	Name of the Authorized person.	Documents Required
1	2	3	4
1	<b>Name of the Authorized person. for submitting proposal:</b>	Name- Fathers Name- Mobile No- Email id -	<i>(Attach Authorization letter of Competent Authority)</i>
2	Legal Entity	<ul style="list-style-type: none"> <li>• The bidder must be a legal entity registered as per the law of Government of India with the objective of providing man power. It can be a proprietary firm/ partnership/ company registered under the Companies Act, Society or trust with an objective of providing Man power.)</li> <li>• It should be in business for more than 3 years in India as on 31 march, 2019</li> <li>• The bidder must have valid GST, EPF, ESI, PAN, TAN numbers</li> <li>• Shall have at least 50 employees in its rolls as on 31<sup>st</sup> March 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation/registration/ partnership deed/other relevant document</li> <li>• GST Registration Certificate</li> <li>• EPF Registration Certificate with No.</li> <li>• ESI Registration Certificate with No.</li> <li>• PAN copy.</li> <li>• Copies of IT returns for last 3 years (Fy2015-16, , 2016-17and 2017-18)</li> <li>• Documentary evidence showing total Number of Employees in Pay Roll of Firm as on 31.03.2019.</li> <li>• Other relevant documents to support the requirement as mentioned in column 3</li> </ul>



3	Financial Turnover	<ul style="list-style-type: none"> <li>• Average annual turnover during past 3 financial years i.e.Fy 2015-16, , 2016-17 and 2017-18 (as per last published Balance Sheet) should be minimum Rs. One Crore Fifty Lac.</li> <li>• The net worth must be positive as per audited Balance Sheet during last 3 financial years, i.e.Fy 2015-16, 2016-17 and 2017-18</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of audited balance sheet and profit &amp; loss account showing the relevant trade for last 3 financial year (Fy 2015-16, 2016-17and 2017-18)</li> <li>• Certificate from Chartered Accountant for the turnover.</li> <li>• Certificate from Chartered Accountant for the net worth.</li> </ul>
4	Staff Strength	<ul style="list-style-type: none"> <li>• Should not be less than 50 other than the executive managing board</li> </ul>	<ul style="list-style-type: none"> <li>• List of employees as per PF department or other acceptable documents.</li> </ul>
5	Local presence	<ul style="list-style-type: none"> <li>• The firm should have an its registered / branch office in Uttarakhand or a undertaking that the firm/ organization shall open its office in Uttarakhand within 60 days of selection.</li> </ul>	Self-certified letter on existence of local office along with necessary evidence or undertaking that the firm/ organization shall open its office in Uttarakhand within 60 days of selection
6	Blacklisting	Affidavit by the authorized signatory of the agency that the agency has not been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on date of publication of this RFP.	affidavit in prescribed format as per annexure- 2 of Appendix 1
7	Experience	Providing 25 Professional staff to each year atleast 2 Govt department./ semi- govt department/ PSU's in past 3 years and providing minimum 25 Man power each years of similar nature	<ul style="list-style-type: none"> <li>• Documentary evidence like MoU's/Work order/ Agreement should be provided with technical bid.</li> <li>• Other relevant document</li> </ul>

**Agency have the above document and eligibility will be qualified for "Request for Proposal (RFP)**



**Affidavit of not be under Ineligibility**

Before the Executive Magistrate / Notary Public Sri.....

**AFFIDAVIT**

I, Sri / Smt. \_\_\_\_\_ aged about \_\_\_\_\_ S/o. / D/o. /  
 W/o. \_\_\_\_\_ Proprietor / Partner / Director of  
 M/s. \_\_\_\_\_ At- \_\_\_\_\_ Po- \_\_\_\_\_, P.S-  
 \_\_\_\_\_, Dist- \_\_\_\_\_ do hereby solemnly affirm and state as follows:

1. That pursuant to the EOI notice dt. \_\_\_\_\_ of CEO, USRLM, Uttarakhand for providing services of Data Entry Operator, I / my firm / company/ society am / is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the EOI documents, I am to declare that, I / my firm / company have not been blacklisted by any Central / State Government Organization or by any Public Sector undertakings of the State / Central Government or by any corporation.
3. That neither any criminal case nor any vigilance case is pending against me / my firm / company before any forum.
4. That I / my firm/company/society not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
5. That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

<p>The above deponent being present before me &amp; duly _____ identified _____ by Sri _____ Advocate states on oath that the facts stated above are true to the best of his/her knowledge. Deponent                  *Strike out whichever is not applicable.</p>	<p style="text-align: center;">Executive Magistrate/                  Notary Public _____</p>
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**Draft Term of Reference (ToR) RFP**

**1. Background**

The core belief of National Rural Livelihoods Mission (NRLM) is that the poor have innate capabilities and a strong desire to come out of poverty. They are entrepreneurial, an essential coping mechanism to survive under conditions of poverty. The challenge is to unleash their capabilities to generate meaningful livelihoods and enable them to come out of poverty. The first step in this process is motivating them to form their own institutions. They and their institutions are provided sufficient capacities to manage the external environment, enabled to access finance, and to expand their skills and assets and convert them into meaningful livelihoods. This requires continuous handholding support. An external dedicated, sensitive support structure, from the national level to the sub-district level, is required to induce such social mobilisation, institution building and livelihoods promotion.

**2. Objectives of SRLM**

“To reduce poverty by enabling the poor households to access gainful self-employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots institutions of the poor.”

**NRLM Guiding Principles**

- Poor have a strong desire to come out of poverty, and they have innate capabilities to do so.
- Social mobilization and building strong institutions of the poor is critical for unleashing the innate capabilities of the poor.
- An external dedicated and sensitive support structure is required to induce the social mobilization, institution building and empowerment process.
- Facilitating knowledge dissemination, skill building, access to credit, access to marketing, and access to other livelihoods services underpins this upward mobility.

**NRLM Values**

- The core values which will guide all the activities under NRLM are as follows:
- Inclusion of the poorest, and meaningful role to the poorest in all the processes
- Transparency and accountability of all processes and institutions

**3. ToR, Scope of work, Qualification of Data Entry Operator**



4. Providing professional and qualified manpower (Data Entry Operator at Block Level) as per standards/ norms set by the Department. The Job responsibilities of the Data Entry Operator be "All computer and Data Entry related work and MIS work related to SHGs/Village Institutions and Cluster Level Federations under SRLM "

**Qualification, Requirements of Data Entry Operator:**

**Qualifications:**

- Graduate from any recognized university / institutions and having more than one year experience related to above fields
- having expertise in Computer works (i.e. MS Office, Excel, Power Point, Tally etc.) and expertise in typing in Hindi and English on Computers.

**Ceiling of honorarium**

The ceiling of honorarium per month for each Data Entry Operator(including allowances, statutory dues, EPF, ESI, Service charges and GST) have been fixed is Rs.12,000/. In RFP, the bidder will have to quote for service charges and GST separately. EPF, ESI and GST and any other statutory compliances should be mandatory as per the rules. The monthly rate shall not be charged less than the rate given for highly skilled man power by G.O. No. 312/19-228(अम)/2001पार्ट-2 dated 8th March 2019 of Government. The TA/DA in the field shall be reimbursed directly to the Data Entry Operator as per USRLM norms. The initial agreement with the successful agency/bidder will be for a period upto 29-02-2020, which can be extended for another two years with mutual consent subject to the approval from the competent authority of GoUK. In case of extension or otherwise, USRLM reserves the right to increase the monthly honorarium with the permission of approving authority.

In case of increase in the size/area of service the bidder will have to provide additional man power on same terms and condition.



5. List of District and Blocks for which services are required

S.No	Name of Block /District	Name of District
1	Takula	Almora
2	Lamgara	Almora
3	Dhaura Devi	Almora
4	Bageshwar	Bageshwar
5	Kapkot	Bageshwar
6	Joshimath	Chamoli
7	Karnprayag	Chamoli
8	Gairsen	Chamoli
9	Champawat	Champawat
10	Lohaghat	Champawat
11	Raipur	Dehradun
12	Vikas Nagar	Dehradun
13	Doiwala	Dehradun
14	Sahaspur	Dehradun
15	Bahadrabad	Haridwar
16	Bhagwanpur	Haridwar
17	Laksar	Haridwar
18	Khanpur	Haridwar
19	Narsan	Haridwar
20	Roorkee	Haridwar
21	Kotabag	Nainital
22	Ramnagar	Nainital
23	Bheemtal	Nainital
24	Dhari	Nainital
25	Haldwani	Nainital
26	Ramgarh	Nainital
27	Okhalkanda	Nainital
28	Kot	Pauri
29	Duggada	Pauri
30	Thalisain	Pauri
31	Yamkeshwar	Pauri
32	Ekeshwar	Pauri
33	Khirshu	Pauri
34	Bironkhal	Pauri
35	Dwarikhal	Pauri
36	Pabon	Pauri
37	Rikhanikhal	Pauri



S.No	Name of Block /District	Name of District
38	Zahrikhal	Pauri
39	Dharchula	Pithoragarh
40	Gangolihat	Pithoragarh
41	Munsyari	Pithoragarh
42	Narendra Nagar	Tehri
43	Bhilangana	Tehri
44	Devprayag	Tehri
45	Kirtinagar	Tehri
46	Jakhnidhar	Tehri
47	Thauldhar	Tehri
48	Gadarpur	U S Nagar
49	Jaspur	U S Nagar
50	Kashipur	U S Nagar
51	Khatima	U S Nagar
52	Sitarganj	U S Nagar
53	Bajpur	U S Nagar
54	Rudrapur	U S Nagar
55	Dunda	Uttarkashi
56	Almora	Almora
57	Bageshwar	Bageshwar
58	Chamoli	Chamoli
59	Tehri	Tehri
60	Uttarkashi	Uttarkashi
61	Pithoragarh	Pithoragarh
62	Rudraprayag	Rudraprayag
63	Pauri	Pauri
64	Dehradun	Dehradun
65	Haridwar	Haridwar
66	Udham Singh Nagar	Udham Singh Nagar
67	Nainital	Nainital
68	Champawat	Champawat