

QUOTATION INVITED

Quotation are invited from eligible and qualified bidder under two bid systems (technical bid and financial bid separately) for Data Verification for the Delhi Ophthalmological Society (DOS).

Bids in two separate sealed envelopes super scribing “**Technical Bid**” and “**Financial Bid**” may be submitted in a single envelop super scribing “**Quotation for Profile Verification Service**”.

SCOPE OF WORK

- The data collection, verification, shall be received by vendor.
- DOS shall provide all the existing data of the members
- **Data validation** by specialists for ensuring the accuracy of information entered into an organization's electronic systems,
- Recordings of data provided directly from member
- Creating spreadsheets with large numbers of data without mistakes
- Preparing and sorting documents for data entry.
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
- Resolving discrepancies in information and obtaining further information to ensure accuracy of data.
- Final data provide in excel format

TERMS & CONDITIONS (Under TWO BID SYSTEM)

- The Applicant should be registered under GST & Copy of GST registration certificate should be submitted.
- Rights to accept or reject quotations is sole discretion of DOS committee.
- Quotation received after last date will not be considered
- Mention taxes and other charges if any separately.
- Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- Overwriting or cutting in the quotation will lead to automatic rejection.
- Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified and DOS has full rights to cancel or change the vendor according to the need of the work without prior notice.
- All data collected will be the property of DOS & after the completion of the process the vendor will not keep any data with itself.

Please Contact To

Dr. Prafulla Kumar Maharana

Secretary

Delhi Ophthalmological Society

A-23, First Floor, Green Park,

New Delhi - 110016

Email : admin@dsonline.org, dosrecords@gmail.com

Bidder Signature & Company Seal

Quotation for Data Verification of Delhi Ophthalmological Society (DOS)

CONTACT AND EVENT INFORMATION

<i>PARTICULARS</i>	<i>INFORMATION</i>
<i>Service</i>	Profile Verification of DOS members
<i>Quotation issue date</i>	17th May, 2024
<i>Last Date for submission</i>	23rd May, 2024, 4:00 pm
<i>Key Contact Person</i>	Dr. Prafulla Kumar Maharana Secretary
<i>Mailing Address</i>	Delhi Ophthalmological Society A-23, First Floor, Green Park, New Delhi - 110016

Bidder Signature & Company Seal

Annexure 1

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”
TECHNICAL BID

“Please furnish the following information in this part, so as to enable the panel to decide the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

Quotation’s Reference No.

Dated: _____

- Name & Address of the

applicant: _____

- Telephone No. : _____

- Email ID: _____

- Performa for submitting the Technical Bid :

- Name of the Company

- Address of the Company

Bidder Signature & Company Seal

Quotation for Data Verification of Delhi Ophthalmological Society (DOS)

Annexure 2

S.NO	DESCRIPTION/PARTICULARS	AMOUNT
01.	Email Data Verification through email	
02.	SMS Data Verification through email	
03.	Verification through telecalling (including manpower)	
04.	Verification by mailing speed post	
<i>GST @18%</i>		

I. Financial Quote:

REQUEST YOU TO KINDLY QUOTE ANNEXURE AS ATTACHED WITH RFP

<i>PARTICULARS</i>	<i>AMOUNT</i>
<i>Total Amount Of Annexure 2</i>	
<i>Any Other Charges</i>	
<i>GST @ 18%</i>	
<i>Grand Total Amount</i>	

Total Amount in Words:

Bidder Signature & Company Seal