

## Request for Proposal (RFP) for Data Entry Services for Survey Questionnaires.

FMC is currently conducting a comprehensive survey across multiple locations in India. To streamline our data processing workflow, we are seeking competitive quotations for data entry services related to the survey questionnaires.,

**Tender No. FMC/Data Entry/23-24/001**

The Tender are available at <https://www.fmc.org.in/tenders>. Please apply by **16th, February, 2024** (till midnight). The tender submission by Electronically. For any query, please email at [preeti@msmefoundation.org](mailto:preeti@msmefoundation.org), [sreenu@msmefoundation.org](mailto:sreenu@msmefoundation.org) CC to [accounts@msmefoundation.org](mailto:accounts@msmefoundation.org)

**Date of Publication:** 03.02.2024

**Last Date of Application:** 16.02.2024

**Award of Contract:** The proposal soft copies are to be mailed on the above email IDs.

**Eligibility of Agency/Expert:** Having at least 5 years of experience in data entry and handling large data. Only eligible agency/expert having requisite experience shall apply and shall be considered for financial bids.

Supporting document as proof of experience will be considered under technical quot.

### Scope of Work

The selected vendor will be responsible for the accurate and efficient data entry of survey responses from paper-based and electronic questionnaires into our designated database or spreadsheet format. The scope of work includes:

- Data entry of survey responses into the specified electronic format.
- Ensuring accuracy and completeness of entered data.
- Timely delivery of processed data within the agreed-upon deadlines.

Break-up of total datapoints are as follows:

	No of Questions	No of Questionnaires
<b>Part A</b>	16	70000
<b>Part B</b>	81	30000

- **Timeline:** The SOW is to be fully completed within 30 days from the date of issue of contract.

### 1. Submission Guidelines:

Interested vendors are requested to submit their quotations by 16<sup>th</sup> February, 2024, 2359 hours, including the following details:

- **Cost:** Provide a detailed breakdown of the cost for the entire scope of work, with total sum including GST.
- **Experience:** Provide information about your company's experience in handling similar projects.
- **The bidders shall ensure that the proposal in electronic mode is password protected for the financial bid component. At the time of opening of the financial bids, the tendering authority will ask the responsive bidders/parties to send the passwords of their financial bid.**

## **2. Selection of Process**

The selection is based on the 50% weightage of technical expertise and 50% weightage of lowest financial quote.

Other terms and conditions along with payment shall be decided once work will be awarded to the competitive bidder.