

EMPLOYEES' STATE INSURANCE CORPORATION,
SUB REGIONAL OFFICE, COIMBATORE-45

**Tender Application form for Engagement of Agency for the purpose of
preparation of Live List**

1. Name of the Agency :
2. Full Address :
3. Whether a registered firm/company
incorporated, and if so, the details thereof :
4. Name of the authorized Person for
submission of tender and other related
formalities :
5. Phone Number, Fax & E Mail :
6. ESI Employer Code No :
7. Income Tax PAN / Service Tax Regn No :
8. Experience in the field :
9. Financial Standing :
10. Clientele :
11. Details of EMD remitted :
- (EMD – Rs.3500/- TO BE REMITTED BY DD DRAWN IN FAVOUR OF ESI CORPORATION, PAYABLE
AT COIMBATORE)

12. Rate

S.No	Rate per entry / record	Rate for Print out (Per page)	Remarks	Totals

UNDERTAKING

I / We hereby agree to the terms and conditions of the tender and will abide by the same.

SIGNATURE OF BIDDER

TERMS AND CONDITIONS FOR EXECUTION OF DATA ENTRY WORK

SCOPE OF THE WORK

ESIC Sub Regional Office caters to a insured population of about 4 lakhs and every six months, about 7000 returns of contributions submitted by the employers covered under the ESI Scheme are processed and a list of insured persons eligible for medical benefit (hereafter referred as Live List) is provided to 42 dispensaries, located in the districts of Coimbatore, Tirupur, Erode and Ooty. The number of records/data to be processed may range between 2.5 lakhs and 3 lakhs.

ESIC wishes to outsource the process of data entry of the return of contribution and preparation of live list of insured persons and invites bids from organizations (hereinafter referred as vendor) engaged in such work.

Sample document/record and the details of the process can be ascertained from this office before offering quotation.

- The employers covered under the ESI Scheme are required to submit the return of contribution (is submitted by employers) before May 11th of every year for contribution period ending March (and during the period) and before November 12th, for contribution period ending September.
- The peak period of work will be during April to June and October to December and the first batch of live list should be submitted to this Office for scrutiny and transmission to Dispensaries, before the commencement of the Benefit Period i.e. July and January respectively. The quantum of data will be to the tune of 2.5 lakh entries and the data shall be entered and submitted in a database format, preferable, dBase IV.
- The quality of data will be subjected to the scrutiny of ESIC and payment will be released only on satisfactory completion of the work. The quality parameters are furnished in Annexure A.

- The Vendor will be using his own Manpower, Computers peripherals and software and ESIC will not supply any.
- The Vendor will arrange for collection of records from SRO, CBE for data entry and deliver the same after data entry, safely, at his cost.
- The Vendor shall adhere to the time schedules specified by ESIC at the occasion of collection of records and ESIC reserves its right to levy damages it deems fit, in case of delay in submission of data, and such damages shall be deductible from the bills or earnest money deposit of the Vendor.

ELIGIBILITY CRITERIA

- The Vendor shall have sufficient experience in the field and should have executed similar orders to the satisfaction of the client in the recent past (Certificates should be enclosed to the bid).

ANNEXURE - A

QUALITY PARAMETERS TO BE OBSERVED IN DATA

1. ESIC shall supply the vendor software application, in Foxpro. The vendor is free to develop software application for the purpose. However, no additional charges for development of the software will be entertained and the source code and documentation such software developed shall also be provided to ESIC.
2. The structure of the database will be as follows:-

Name	Type	Size
IPRCD	Double	8
IPCD	Double	8
IPNAME	Text	20
YERRCD	Double	8
YERCD	Double	8
INDCD	Double	8
BRC	Text	5
WKG	Double	8
LONAME	Text	24
DISPNAME	Text	23
ELIG_92008	Text	2
ELIG_32009	Text	2
SEX	Text	1
AVGWG	Double	8

An Insured Person is eligible for medical benefit only if the status of the Eligibility during the current contribution period is noted as 'E' or 'S'. The eligibility will be determined by the number of days the insured person has worked. If the person has worked for 78 days or more, the eligibility will be 'E'. If the person has worked for less than 78 days and the eligibility status during the previous period is 'E', then the eligibility status for the current period will be 'S'. **All other insured persons' status will be marked as 'X'.**

A live list of insured persons contains dispensary wise printout of persons falling the category 'E' and 'S', who shall be about 2 lakhs. The vendor shall submit the dispensary wise printout in **TRIPLICATE**, along with a soft copy of the data in the format specified above.

COMMON ERRORS WHICH MAY BE ENCOUNTERED DURING DATA ENTRY ARE AS FOLLOWS:-

- Entry of Return of Contributions more than once.
- Non uniform spelling of Dispensary names and Branch Office Names (A list of Branch Offices and Dispensaries is enclosed for guidance).
- Wrong classification of Insured Person.
- Wrong classification of sex (Characters other than 'M' or 'F').
- Wrong data entry of average wage.