

Dated: 27th November, 2013

CENTRAL WAQF COUNCIL
MINISTRY OF MINORITY AFFAIRS
GOVERNMENT OF INDIA
NEW DELHI-110001

Notice seeking Expression of Interest (Eoi) for Engagement of an Agency for outsourcing of the work relating to Date Entry of Waqf properties in an On-line system named Waqf Management System of India (WAMSI) under the scheme "Computerization of records of State Waqf Board".

1. Ministry of Minority Affairs, Govt, of India (MoMA) is implementing a scheme named Computerization of records of State Waqf Boards.
2. MoMA intends to engage an Agency for carrying-out the activity of entering the details of the Waqf properties into WAMSI On-line System.
3. The broad Scope of the Work (SoW) is as follows:
 1. Perform Data Entry in the Waqf Management System of India (WAMSI) Online System and prepare a database in prescribe soft form.
 2. If required, visit the site of the Waqf Property to get the information with reference to Auqaf Register/Gazette Lists etc. provided by State Waqf Board (SWB).
 3. Prepare Training Plans for all State/UT Waqf Board (SWB) Field Staff and Data Entry Staff:
4. The agency should have the following eligibility criteria :-
 - i. The Agency should have been in existence for not less than five years.
 - ii. The Agency should be registered with the Government authority concerned and copy of the registration certificate should be attached with the bid.
 - iii. The agency should have PAN number and Sales Tax/Service Tax Registration.
 - iv. The annual turnover of the agency should be minimum of Rs. 50 lakhs per annum for last 3 Financial Years.
 - v. The agency should have at least three years experience in providing such services to the State/ Central Government/CPSUs.
 - vi. The agency should not be black-listed by any Govt.Department/ Organization.

5. The EOI is required to be submitted in a sealed envelope bearing the name of the scheme on the top. The envelope should bear the name and address of the sender. The envelope containing the proposal may be sent by Registered Post/Speed Post to the Secretary, Central Waqf Council, 14/173, Jamnagar House, Shahjahan Road, New Delhi-110011 alongwith (self attested) documents in support of their eligibility.
6. The Eligibility criteria, Scope of the scheme, Terms and Conditions attached with scheme and other relevant information may be seen in the EOI available on the Ministry's website www.minorityaffairs.gov.in and CWC website www.centralwakfcouncil.org.
7. The last date for submission of EOI is **06thDecember, 2013** (Friday till 5:00 P.M.)
8. CWC shall not be responsible for any misplacement, loss, or premature opening of the EOI and postal delays. Such cases will be deemed rejected.
9. The sealed EOI will be opened by a Committee of the CWC for short-listing the organizations. The proposals will be evaluated on the basis of essential criteria for selection prescribed in the EOI document. The decision of the CWC in this regard shall be final and the list of shortlisted/rejected organization/ institutions will be posted on the CWC's website. Thereafter, the short-listed organizations will be asked to submit the proposals in prescribe format within the time limit to be given by the CWC.
10. CWC reserves the right, without any obligation or liability, to accept or reject any or all of the EOIs at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons thereof.
11. The request for proposal (RFP) would be invited from the shortlisted agencies who fulfill the essential requirements for carrying out the activity under the scheme as prescribed in the RFP document.
12. For any information in this regard, Shri Ali Ahmed Khan, Secretary, Central Waqf Council, Telephone: 011-23384465/may be contacted.
