

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE
NORTH 24-PARGANAS, BARASAT

TENDER NOTICE

Sealed tender is invited from the bonafied intending agency for data entry of the application to be submitted by the applicants for inclusion in NFSA. The details are available at www.north24parganas.gov.in and also in the Office of the Officer-in-Charge, Food section, Collectorate Building, 2nd floor, Barasat.

- The last date of submission of tender : 04.09.15 upto 2.00 pm.
- Place of submission of tender : Office of the O/c, Food, Collectorate Building, 2nd Floor, Barasat.
- Opening of tender : 04.09.15 at 03.00 pm.

The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

Encl. : Tender Notice.

dy 27.8.15
Additional District Magistrate (T)
North 24-Parganas

Memo No. *22(59) / Food*

Dated - *27.8.15*

Copy forwarded for information & necessary action to :-

1. The Sabhadhipati, North 24-Parganas Zilla Parishad.
2. The Sub-divisional Officer (All).
3. The Chairman of Municipalities (All).
4. The District Controller (F&S), North 24-Parganas / DDR, Barrackpore.
5. The D.I.O., N.I.C., North 24-Parganas to upload the same to the district Portal.
6. The D.I.C.O., North 24-Pgs., with the request to publish the matter in at least one Bengali and one English daily Newspaper.
7. The B.D.O. (All).
8. The C.A. to District Magistrate for kind appraisal of District Magistrate, North 24-Pgs.

dy 27.8.15
Additional District Magistrate (T)
North 24-Parganas

**TENDER NOTIFICATION
ENTRY OF DATA FROM
I-R/II-R/I-U/II-U FORM
INTO DATABASE**

Section-I

District Magistrate, North 24 Parganas, Government of West Bengal Invites Proposals from reputed & Experienced firms for the entry of data in database from I-R/II-R/I-U/II-U FORM

Time and Work Frame

1	Tender inviting authority Designation / Address - Bid submission Address	District Magistrate, North 24 Parganas
2	Job requirement	Entry of data in database from I-R/II-R/I-U/II-U form
3	Volume	No of form -
4	Delivery time line	Filled in database should be delivered by.....
5	Place of supply	Data should be delivered to the
6	Cost of tender form (tender cum processing fees)	NIL
7	Earnest Money Deposit Amount payable.	Rs.-
8	Date of Floating of Tender	27.08.15
9	Start date of submitting Clarifications and Queries	
10	Last date of submitting clarification and queries	
11	Last date for submission of filled-in tender document.	04.09.2015 upto 2:00 p.m.
12	Date and time for opening of technical bid	04.09.2015 at 3:00 p.m.
13	Evaluation of technical bid	04.09.2015 from 3:00 p.m.
14	Date of opening of financial bid	On the same day i.e. 04.09.15

1. Preamble:

Sealed tenders are invited by the District Magistrate, North 24 Parganas, from the reputed companies for data entry work.

2. Scope of Work:

1. Selected vendor have to enter data from filled up paper form in database through Software.
2. A data entry software along with Block/Municipality wise database will be provided to the vendor
3. Data entry will be done in LAN setup at Block/Municipality/Sub Division/District level by selected vendor
4. Software will work on Block wise/Municipality wise
5. Data will be given to the vendor in SQL Server 2008 Server Backup
6. There will be one backup for one Block/Municipality.
7. Vendor will be responsible for setting up of software on each machine by making required changes in the configuration file
8. The Department will provide Block wise database of NFSA, database if SECC minus the names of members who have been selected as NFSA beneficiary and also block wise database of digitized ration card information for matching and selection of relevant data. Vendor will be responsible for restoring backup and running scripts (SQL Server) to load the stored procedure. The scripts will be provided along with the SQL Server Backup.
9. The selected agency will be required to arrange a data entry set up with a physical server installed with Windows Server-2008 R2 and SQL Server 2008 R2. LAN is to be established with at least 5 Data entry points per block/ municipality with one reserve computer so that at least 5 data entry personnel may work simultaneously for each block/ municipality in two shifts of each 10 hours with different DEO for each shift.

10. Data Entry will take the following steps :

A. For green form -

(i) Rural Area-

1. Select Village, EB, Sub EB
2. Enter Household Id(4 digit)
3. Enter Family member id (001 for HOF)
4. Check resulting AHLTIN with that given in the form
5. check names of the HOF and Family members.
6. If Names match -
 - a. If the name belongs to NFSA - Form should be rejected , no data entry required.
 - b. Else (name present in SECC but not in NFSA) - Select FPS from drop down as given in the Form- Select Deprivations (more than one could be there).
7. If Names do not match in SECC database.

Search by name

If match-Check by fathers name, other family members name etc.

If satisfied-

a. If the name belongs to NFSA - Select FPS Code as given in the Form.

b. Else (name present in SECC but not in NFSA) - Select FPS Code as given in the Form - Select Deprivations (more than one could be there).

Else-If does not match

Treat that form as white form

(ii) Urban Area-

1. Select Municipality.

2. Select Ward, EB, Sub EB

3. Enter Family member id (001 for HOF)

4. Check resulting AHLTIN with that given in the form

5. Check names of the HOF and Family members.

6. Names match -

a. If the name belongs to NFSA - Form should be rejected , no data entry required.

b. Else (name present in SECC but not in NFSA) - Select FPS from drop down as given in the Form-Enter Address- Select Deprivations (more than one could be there).

7. Names do not match in SECC database.

Search by name

If match-Check by fathers name, other family members name etc.

If satisfied-

a. If the name belongs to NFSA - Select FPS Code as given in the Form.

b. Else (name present in SECC but not in NFSA) - Select FPS Code as given in the Form. - Select Deprivations (more than one could be there)-Enter Address.

Else-If does not match

Treat that form as white form

B. In case of White Form

(i) Rural Area-

1. Select Village, EB, Sub EB from drop down

2. Select FPS from drop down

3. Enter the name of HOF in the search box

(a) If the name matches along with all family members given in white form - Select those names-select category (APL/BPL/AAY) from drop down-enter EPIC/Aadhar No- Select Deprivations (more than one could be there)

(Other fields like Father's name, relation , age will be auto selected from database)

b. If the name matches along with some of the family members- follow step (a) for the family member which have matched

- For the members whose names does not match with the database - Follow step (c) below.

(c) If the name does not match with any member- enter name of the member, father's name, select category (APL/BPL/AAY) from drop down- EPIC/Aadhar No, Select relation from drop box, Age, Select Deprivations (There could be multiple deprivation)

(ii) URBAN areas

1. Select Municipality.

2. Select Ward, EB, Sub EB

3. Enter Address

Enter the name of HOF in the search box

a. If the name matches along with all family members given in white form - Select those names-select category (APL/BPL/AAY) from drop down-enter EPIC/Aadhar No- Select Deprivations (more than one could be there)

(Other fields like Father's name, relation , age, address(editable) will be auto selected from database)

b. If the name matches along with some of the family members- follow step a for the family member which have matched

- For the members whose names does not match with the database - Follow step C below.

C. If the name does not match with any member- enter name of the member, father's name, select category (APL/BPL/AAY) from drop down- EPIC/Aadhar No, Select relation from drop down, Age, Select Deprivations (more than one could be there)-Enter address

11. Data entered in respect of each entry form will have to be free from any error, which is 100% accurate. Service Provider will not be entitled to any payment in respect of defective entry.

12. Entry of data will have to be started immediately on receipt of data. Daily output for the selected vendor shall not be less than 1000 per Block/ per day.

13. The Service Provider will deploy Quality Assurance Supervisors and generate and provide daily reports of work done.

14. A Performance Guarantee of Rs. 8% of the value of work in the Form of Bank Guarantee is to be furnished by the selected Service Provider within one week from the date of issue of work order.

3. **Instructions to the Bidders:**

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the on the basis of this RFP.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the
- d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e) District Magistrate may terminate the RFP process at any time and without assigning any reason. District Magistrate makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- f) This RFP does not constitute an offer by the District Magistrate. The bidder's participation in this process may result in the District Magistrate selecting the bidder to engage towards execution of the contract.

4. **Sub-contracting**

Sub contracting/outsourcing any part of the job is not allowed and will result disqualifying the bid. Bidder should provide documentary evidence showing his/her facility in support of claiming the capacity.

We considers the citizens data as top most confidential element and the data must not be compromised to any third party without written consent of us. Bidder need to submit declaration in this regard mentioning no such allegation on bidder from any of the Govt. organisation for breach of data security.

5. **ELIGIBILITY CRITERIA:**

- 1. The Bidder organization should have experience in Data entry/ data processing work for lastyears.
- 2. The Bidder MUST have turnover/revenues ofper year for last 3 year.

Certificate of Chartered Accountant is to be submitted as supporting document with technical bid for evaluation.

- 3. The bidder once **blacklisted or de empanelled** by any government / semi government / PSU in India will not be eligible to take part in this process of bidding.

Note: Bidder should submit documentary evidence to prove that the bidder has the manpower to complete data entry per day

We may, if required conduct physical verification of assets indicated as part of this requirement by the bidder prior to the award of contract/ technical and financial evaluation.. Those bidders who do not meet the requirement would be rejected.

7. General Instructions:

The Bidders are requested to go through the instructions, eligibility criteria and technical specifications given in the tender document. Failure to furnish all required information duly indexed & page numbered will be at the tenderer’s risk and may result in the rejection of the tender. Each page of the tender document should be signed by the authorized signatory and seal of the firm / company affixed below it as a token of confirmation that the tender document has been read and understood.

(For e-tendering include this para)

Copy of this bid document shall also be submitted by the bidder using the digital signature certificate. Any clarification required may be sought on-line through the e-Tender portal of the Government of West Bengal within the time mentioned i.e. within All clarifications to be provided online through the e-tender portal of Govt. of West Bengal viz. <https://wbtenders.gov.in> .

Criteria for Technical Evaluation

S.No.	Criteria	Basis for Evaluation	Maximum	Supporting
1	No of Data Entered in last 3 year in Govt sector/PSU	10-15 Lakh.....20 15-20 Lakh.....30 20 Lakh and above- 50	50	Documentary evidence i.e Work order and job completion related document.
	Turnover for last 3 year	Average from Rs 50 lakh to Rs 60 Lakh.....10 Average from 60 to 70 lakh.....20 70 lakh and above..... 30	30	

Minimum 40 marks to be secured by a bidder for being qualified for opening Financial Bid. However, in case the number of bidders securing 40 marks or more is less than 3 then the District Magistrate shall have right to declare three bidders securing highest score as qualified for opening Financial Bid.

8. Amendments to the Tender

1. Before the last date of the receipt of filled-in tender document, District Magistrate , North 24 Parganas, may amend any of the tender conditions as may be desired or wherever District Magistrate feels that such an amendment is absolutely necessary.
2. Amendment to the tender will also be given in response to clarifications sought by prospective bidders and it will be solely at the discretion of the District Magistrate, North 24 Parganas. Any such amendments to the tender conditions will be put on the tender website <https://wbtenders.gov.in> (in case of e-tender) / notified by way of communication.
3. District Magistrate, North 24 Parganas will not extend the due date and time for the submission of tender documents on account of amendments.

9. Cost of Tendering:

The bidder shall bear all costs associated with the preparation and submission of tender along with processing cost of the Tender, District Magistrate, North 24 Parganas will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tenders.

10. **Earnest Money Deposit:**

1. The bidders should, furnish as Earnest Money Deposit (EMD), a Bank Guarantee (BG) or a Demand Draft / Banker Cheque drawn on any Nationalized Bank /Scheduled Bank for Rs. in favour of District Magistrate..... payable at (Incuse of e-tender-The scanned copy of the EMD is to be uploaded as detailed in the bid document)
The Bank Guarantee (BG) or a Demand Draft / Banker Cheque as the case may be should be deposited physically at the drop box kept in the chamber ofbefore the opening of the technical bid . Tenders submitted without the EMD will be summarily rejected. In the case of successful bidders, the EMD will be adjusted towards the security deposit against performance cum guarantee, on request.
2. In the case of unsuccessful bidders, the EMD will be refunded within FIFTEEN DAYS.
3. The amount of BG or amount remitted towards EMD is liable to be forfeited in case the bidders backs out from the offer after submission of the tender or after the acceptance of the offer by the District Magistrate, North 24 Parganas or fails to sign the contract.
4. No interest shall be payable by the District Magistrate., North 24 Parganas on the EMD.

11. **Submission of Tender :**

- a. Tender document shall be available at www.north24parganas.gov.in/ downloaded from the Website <https://wbtenders.gov.in> (in case of e-tender) The filled in tender document should be signed on every page by the authorized signatory with seal of the firm / company affixed below it as a token of confirmation that the tender document has been read and understood. Any corrections or overwriting should also be duly countersigned.
- b. The original copies of the Demand Draft / Banker's Cheque towards Earnest Money Deposit (if applicable) should be dropped in sealed envelopes in the Tender Box kept in the Chamber of O/C, Food, before opening of the Technical Proposal.

(in case of e-tender following points will be added)
- c. Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option "Click here to Enroll". Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in> under the link "Information about DSC".
- d. Intending tenderers can search and download NIT and tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using the Digital Signature Certificate (DSC). This is the only mode of collection of tender documents.
- e. Scanned copies of the Demand Draft / Banker's Cheque towards EMD (if applicable) should be uploaded as Statutory Document / Technical File.

12. **System to be followed for submission of bid:**

12.1 **Technical Proposal:**

The Technical Proposal should contain copies of the following documents as mentioned in "A" and "B" in two covers (folders).

****(in case of e-tender scanned copy should be uploaded)***

A. Statutory / Technical file cover containing:

- i) Copy of Demand Draft / Banker's Cheque towards Earnest Money Deposit (EMD) as prescribed in the NIT against each serial of work if applicable, in favour of the District Magistrate..... payable at
- ii) Copy of Notice Inviting Tender signed by the bidder. (Digitally signed in case of e-tender)
- iii) Supportive documents with reference to eligibility criteria mentioned in RFP.

Tenders will be summarily rejected if any item in the statutory cover is missing.

B. Non-Statutory Technical cover containing

- i) Trade Licence, Professional Tax (PT) Challan and IT PAN valid up to the date of opening of the tender.
- ii) VAT Registration Certificate.
- iii) Partnership deed/incorporation certificate/Society registration certificate
- iv) Certificate from Chartered accountant regarding turnover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.

Click the check boxes beside the necessary documents in the “My Documents list” and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder. Next, click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Name of Cover	Category Name	Sub-Category Description	Details
Cover-1 Bid-A Part-1	CERTIFICATE S	CERTIFICATES	Trade Licence VAT Registration Certificate - PAN Card- P. Tax (Challan) -
	COMPANY DETAILS	COMPANY DETAILS 1	Details of organization profile as mentioned in Annexure-I, Authorization as per format in Annexure-II , Partnership Firm (Partnership Deed), For LTD. Company (Incorporation Certificate) Co-Operative Society (Society Registration Certificate) Power of Attorney (Registered).
	Credential	Credential 1	Certificate of the Chartered Accountant certifying turnover, for lastyears
Cover-2 Bid-A Part-2	Credential	Credential 2	Documents sought for in para 6 : Eligibility Criteria and also the supporting documents in the table given in para 7 (General Instruction) under the heading Criteria for Technical Evaluation .
Cover-3	NIT and EMD	NIT and EMD	NIT signed (Digitally signed in case of e-tender) copy of EMD (Scanned copy in case of e-tender)

12.2 Financial Proposal:

The financial proposal should contain the following documents in one cover (folder). The bidder is to quote the rate for data entry of each form.

(In case of e-tender)

Bidder have to submit Bill of Quantities (BOQ) online through in the space marked for quoting rate in the BOQ , Only downloaded copies of the above documents are to be uploaded. It should be virus scanned and digitally signed by the bidder .

13. Opening of the tender:

Technical proposals will be opened by the authorized representatives of District Magistrate, North 24 Parganas as mentioned in section-I

Intending bidders may remain present if they so desire.

14. Price bid evaluation

Price bid: Price bid to be submitted in sealed cover mentioning **PRICE BID.**

{in case of e-tender it should be submitted in Bill of Quantities (BOQ)}

**** prices quoted should be inclusive of all taxes**

The bidders who have obtained at least 40 marks in the technical evaluation should be considered for opening the price bid. If number of bidders obtaining at least 40 marks in the technical evaluation is less than 3, District Magistrate, North 24 Parganas may decide to consider three bidders obtaining highest marks eligible for opening price bid. After opening the price bid, L1 bidder will be arrived on the basis of quoted rate per form including taxes.

15. Award of work :

District Magistrate., North 24 Parganas **has the right to award the work to the successful bidder.** District Magistrate, North 24 Parganas **reserve the right to distribute the work to more than 1 vendor matching the rate quoted by successful bidder.**

16. Other terms & conditions:

The Tenders specifying additional conditions or proposing modification to the tender conditions will be treated as conditional and summarily rejected.

District Magistrate, North 24 Parganas reserves the right to reject any tender without assigning any reasons therefore and the same shall not be questioned on any ground, whatsoever.

Sub-contracting any part of the job mentioned in RFP document will amount to a breach of the contract. Such bidders would be disqualified and their tenders would be summarily rejected.

Time is the essence of the contract. District Magistrate, North 24 Parganas reserves the right to cancel the order placed on any bidder and assign the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.

17. Performance Guarantee cum Security Deposit:

The successful bidders shall have to submit a security deposit an amount equivalent to 5% of the value of the order in the form of Bank Guarantee (valid for TWO year) drawn on any Nationalized Bank / Scheduled Bank, within 7 days from receipt of work order from District Magistrate, North 24 Parganas On the request of the successful bidder, the Earnest Money Deposit deposited by the successful bidder will be adjusted against the security deposit payable by the bidder. If the Security Deposit is not paid within time specified, the Earnest Money Deposit remitted by the bidder shall be forfeited. In such case, the District Magistrate, North 24 Parganas shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering.

18. Currency of Payment :

All payments shall be made in Indian Rupees

19. Terms of Payment:

The payments in respect of the Services shall be made as follows:

.....

20. Government Levies & Taxes :

The price quoted will be **inclusive** of all applicable Government levies and taxes in force. Any changes in the Taxation after acceptance of PO will be subsequently communicated and charged extra.

21. Termination for Insolvency:

District Magistrate, North 24 Parganas may at any time terminate the Contract Agreement by giving a written notice to the bidder. Termination of contract will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to District Magistrate, North 24 Parganas

22. Arbitration:

All disputes arising out of or in connection with the Agreement shall be attempted to be settled through good-faith negotiation between senior management of both Parties, followed if necessary (and only if agreed by the Parties) by professionally-assisted mediation. The dispute should be referred to a panel of three Arbitrators , with party choosing one Arbitrator who amongst themselves should decide upon the Third Arbitrator, to be the presiding Arbitrator. Each Party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the Parties. In the event that negotiation or mediation does not result in a resolution of the dispute, the Parties shall proceed to binding arbitration in accordance with Arbitration and Reconciliation Act, 1996 .

The place of arbitration shall be at The language of the arbitration shall be English. If permitted by the applicable rules, limited discovery will be permitted in connection with the arbitration upon agreement of the Parties or upon a showing of substantial need by the Party seeking discovery. The arbitrator’s decision shall follow the plain and natural meaning of the relevant documents and shall be final and binding. The arbitrator will have no power to award (i) damages inconsistent with the Agreement or (ii) punitive damages or any other damages not measured by the prevailing Party’s actual direct damages, and the Parties expressly waive their right to obtain such damages in arbitration or in any other forum. All aspects of the arbitration will be confidential. Neither the Parties nor the arbitrator may disclose the existence, content or results of the arbitration, except as necessary to comply with legal or regulatory requirements. Each Party will promptly pay its share of all arbitration fees and costs and shall be responsible for its own attorneys’ fees.

Notwithstanding the determination by the Parties to utilize arbitration as specified above for resolution of disputes arising out of or in connection with this Agreement, nothing herein shall preclude either Party from seeking and obtaining from a court of competent jurisdiction appropriate equitable relief, including without limitation, a temporary restraining order or other injunctive relief,

ANNEXURE I

Bidder Details

1) Name and Address of the Firm/ Company	
2) Registered Address of the Firm/ Company	
3) Year of Formation / Incorporation	
4) Local Agent/ Partner Contact Address	
5) Contact Person (Company/Local) a) Name: b) Designation: c) Phone: d) Fax: e) Cell No: f) E-mail	
6) VAT Registration Number. Income Tax PAN number .	
10) No of Years of Experience of the company in Data Entry	
11) Number of Data entered by the company during the last 3 years- in India	
12) Company's financial indicators for the last 3 years.	

ANNEXURE II

AURTHORISATION LETTER FORMAT TO SUBMIT THE BID DOCUMENT

To,

District Magistrate.....

Dear Sir,

SUB: Authorization Letter for submitting bid documents, participating in the Bid

This has reference to your above RFP for implementing the project of personalization of ration cards, Mr / Mrs / Miss _____ is hereby authorized to submit the Bid Documents, participating vide RFP Ref. No. _____ on _____ on behalf of our organization.

Power of

Attorney of the person authorizing such person is duly submitted. He/She is also authorized to participate in the process of submitting Sealed Bids and to quote price for Bids and take decisions on behalf of the company till RFP process is completed. The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority