

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
NORTH 24 PARGANAS, BARASAT  
(CENSUS DEPARTMENT)**

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Memo No: 295 /XL/Census

Date: 23.08.16

**NOTICE INVITING REQUEST FOR QUALIFICATION CUM REQUEST FOR PROPOSAL**

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**DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT.  
RFQ cum RFP for Verification and Updation of NPR Data**

As per order no. 9/26/2015-CRD(NPR) dated 12.02.2016 of RGI, DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT invites "Request for Qualification cum Request for Proposal" (RFP) in sealed envelop from interested bidders for **Verification and Updation of NPR Data**. The salient features of the project, eligibility criteria and prescribed formats for submission can be accessed in the RFP document uploaded on the website: <https://wbtenders.gov.in/>

**Interested applicants are requested to submit their responses to the Request for Qualification cum Request for Proposal in a sealed envelop at the address mentioned below on or before 31<sup>st</sup> August 2016, 3:00PM. Tender Box kept at Census Department, 3<sup>rd</sup> Floor, Room No.439 at the Administrative Building for North 24 Parganas. The tenders will be opened on the 31<sup>st</sup> August at 4:00 pm in the Chamber of the Addl. District Magistrate (Try.), North 24 Parganas. The RFP submissions will necessarily have to be accompanied with a Bank Draft of RFP Processing Fees of Amount INR 1000/- (Rupees One Thousand only) inclusive of Service Tax, to be paid by the bidders in the form of Demand Draft from a scheduled Indian Bank in favour of District Magistrate, North24 Parganas District. For the purpose of clarity, Scheduled Indian Bank shall mean State Bank of India and its Associates, Nationalised Banks, Other Public Sector Banks and Private Sector Banks as prescribed in the Second Schedule to the RBI Act, 1934. Processing Fees should be submitted along with the Bid documents by the bidders. Proposals not accompanied with the RFP processing fees shall be liable to be rejected by District Magistrate, North24 Parganas District.**

As the volume of work is enormous, the wok may be distributed among the bidders at the accepted lowest rate.

Earnest Money Deposit by Bank Demand Draft of INR 50000/- (Rupees Fifty Thousand Only) from a scheduled Indian Bank in favour of District Magistrate, North24 Parganas District. For the

Second Schedule to the RBI Act, 1934. EMD fees shall be submitted along with the Bid documents by the bidders. Proposals not accompanied with the Earnest Money Deposit shall be liable to be rejected by District Magistrate, North24 Parganas District. If Demand Draft is provided, the bidder shall have to provide a fresh demand draft in case the process of tendering is not completed within the validity of the demand draft.

The Bank Demand Draft/ Bank Guarantee shall be submitted in original hardcopy at the time of bid opening. Non submission of Original Bank Demand Draft / Bank Guarantee shall lead to rejection of the Bidder.

The submissions must be addressed to:

**District Magistrate**  
**Office of the District Magistrate**  
**North24 Parganas District**  
**West Bengal**  
**Telephone: 03325523260**  
**Fax: 03325626177, Email: [censusnprg2013@gmail.com](mailto:censusnprg2013@gmail.com)**

**N.B:** Detail disclaimer and necessary prescribed form for submission of technical & financial bid are enclosed herewith.

 23.08.16

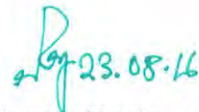
Additional District Magistrate (Census)  
North 24 Parganas, Barasat

Memo No: 295/1(60) XL/Census

Date:

Copy forwarded for taking necessary information and wide publicity to:

1. The Commissioner, Bidhannagar Municipal Corporation, North 24 Parganas.
2. The AEO, Zilla Parishad, North 24 Parganas.
3. The Sub-Divisional Officer, \_\_\_\_\_ (all) Sub-Division, North 24 Parganas.
4. The Block Development Officer, \_\_\_\_\_ (all) Block, North 24 Parganas.
5. The Chairman, \_\_\_\_\_ (all) Municipality, North 24 Parganas.
6. The DIO, NIC, North 24 Parganas with the request to publish on district website (one English and one Bengali).
7. The DICO, North 24 Parganas for publish in two leading newspapers.
8. CA to the District Magistrate, North 24 Parganas, Barasat.
9. CA to the Additional District Magistrate (Census), North 24 Parganas, Barasat.

 23.08.16

Additional District Magistrate (Census)  
North 24 Parganas, Barasat

## **DISCLAIMER**

1. This RFQ cum RFP document is neither an agreement nor an offer by District Magistrate, North24 Parganas District to the prospective bidders or any other person. The purpose of this RFQ cum RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFQ cum RFP.
2. District Magistrate, North24 Parganas District does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFQ cum RFP document and it is not possible for District Magistrate, North24 Parganas District to consider particular needs of each party who reads or uses this RFQ cum RFP document. This RFQ cum RFP includes statements which reflect various assumptions and assessments arrived at by DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT in relation to the service. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. Each prospective Bidder should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFQ cum RFP document and obtains independent advice from appropriate sources.
3. District Magistrate, North24 Parganas District will not have any liability to any prospective Company/ Firm/or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFQ cum RFP document, any matter deemed to form part of this RFQ cum RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of District Magistrate, North24 Parganas District or their employees, any vendor or otherwise arising in any way from the selection process for the Assignment. District Magistrate, North24 Parganas District will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this RFQ cum RFP.
4. District Magistrate, North24 Parganas District will not be responsible for any delay in receiving the proposals. The issue of this RFQ cum RFP does not imply that District Magistrate, North24 Parganas District is bound to select an Bidder or to appoint the Successful Bidder, as the case may be, for the services and District Magistrate, North24 Parganas District reserves the right to accept/reject any or all of proposals submitted in response to this RFQ cum RFP document at any stage without assigning any reasons whatsoever. District Magistrate, North24 Parganas District also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFQ cum RFP Applications.

5. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. District Magistrate, North24 Parganas District accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

6. District Magistrate, North24 Parganas District reserves the right to change/ modify/ amend any or all provisions of this RFQ cum RFP document. Such revisions to the RFQ cum RFP/ amended RFQ cum RFP will be made available on the website of North24 Parganas District.

N.B.: Detail information regarding the subject mentioned above is available in the Office of the District Magistrate, North 24 Parganas in Census Section for Clarification.

**Form 3H: Technical Proposal Submission Form**

[Location, Date]

To

**District Magistrate**  
**Office of the District Magistrate**  
**North 24 Parganas District**  
**West Bengal**  
**Telephone: 03325523260**

**Fax: 03325626177X, Email: censusnprg2013@gmail.com**

**RFP dated [date] for selection of Bidder for [name of assignment]**

Dear Sir,

With reference to your RFP Document dated [date], we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as [name of assignment]. The Proposal is unconditional and unqualified.

We are submitting our Proposal as [sole applicant/ JV/ Consortium] [with] [insert a list with full name and address of each Joint Venture/ Consortium/ Bidder].

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate in accordance with the RFP. Our Proposal is binding upon us, subject only to the modifications resulting from technical discussions in accordance with the RFP.

We understand you are not bound to accept any Proposal you receive.

Further:

1. We acknowledge that DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Bidder, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Bidder for the aforesaid Project.
3. We shall make available to DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. We declare that:
  - a) We have examined and have no reservations to the RFP, including any Addendum issued by the Authority;
  - b) We do not have any conflict of interest in accordance with the terms of the RFP;
  - c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT or any other public sector enterprise or any government, Central or State; and
  - d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Bidder, without incurring any liability to the Applicants.
8. We declare that we are not a member of any other Consortium/JV applying for selection as a Bidder.
9. We certify that in regard to matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the System Development and Integration for the Project or which relates to a grave offence that outrages the moral sense of the community.
10. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our affiliates. We further certify that neither we nor any of our consortium members have been barred by the central government, any state government, a statutory body or any public sector undertaking, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the date of this RFP.
11. We further certify that no investigation by a regulatory authority is pending either against us or against our affiliates or against our CEO or any of our Directors/ Managers/ employees.
12. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT in connection with the selection of Bidder or in connection with the selection process itself in respect of the above mentioned Project.
13. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the System

Development and Integration for the Project is not awarded to us or our proposal is not opened or rejected.

14. In the event of our being selected as the Bidder, we agree to enter into a Contract in accordance with the contract prescribed in the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
15. We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by DISTRICT MAGISTRATE, NORTH 24 PARGANAS DISTRICT or in respect of any matter arising out of or concerning or relating to the selection process including the award of System Development and Integration.
16. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall be binding on us.
17. We agree and undertake to abide by all the terms and conditions of the RFP Document.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

(Name and seal of the Applicant/Member in Charge)

### Form 3I: Applicant's experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within a JV for carrying out consulting services similar to the ones requested under this assignment.]

- Use 10 (ten) best projects with copy of proof of experience.
- Exhibit projects in the last three years.
- Projects without the proof of experience from client will not be considered for evaluation.

Assignment Name and project cost:	Approx. value of the contract (in INR in Crore):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR in Crore):
Start Date (Month/Year): Completion Date (Month/Year):	No. of professional staff - months provided by associated Bidders:
Name of Lead Partner:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Name of Associated Bidders, If any:	
Narrative Description of Project: (highlight project capital cost in the narration)	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

Authorized Signature:

Note:

Please strictly limit the description of the project in two A4 size sheet of paper. Descriptions exceeding two A4 size sheet of paper shall not be considered for evaluation.



**Form 4A: Financial Proposal Submission Form**

[Location]

[Date]

To

**Office of the District Magistrate**

**North 24 Parganas District**

**West Bengal**

**Telephone: 03325523260**

**Fax: 03325626177, Email: censusnprg2013@gmail.com**

Dear Sir,

**Subject: NPR data digitization for [name of assignment].**

We, the undersigned, offer to provide data entry services for [name of assignment] in accordance with your RFP dated [date] and our Proposal. Our attached Financial Proposal is for the sum of [amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address: