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Government of Bihar
Department of Planning & Development
(Directorate of Economics & Statistics, Bihar)
M-3, Officers' Flat, New Punaichak
Patna – 800023
Phone No.-0612-2280322, 2280887
E-mail:- dir-stat-bih@nic.in

Tender Notice


Sealed Tender is invited by the Directorate of Economics & Statistics, Bihar, Patna for the annual rate contract for Data Entry in Computer, Validation and Updation in Various types in Hindi and English. The tender document can be purchased by paying Rs. 1000/- (One Thousand) in the form of Demand Draft of Bank payable in favour of **Senior Research Officer (Drawing and Disbursing), Directorate of Economics & Statistics, Bihar**. The Tender has to be submitted along with Earnest Money in the form of Demand Draft of Rs.2.00 Lakhs payable in favour of **Senior Research Officer (Drawing and Disbursing), Directorate of Economics & Statistics, Bihar, Patna**.

- | | | |
|--|---|---|
| 1. Name & Designation of officer inviting the Tender | : | Senior. Joint Director,
Directorate of Economics &
Statistics, Bihar, Patna. |
| 2. Sale of Tender form Starts From | : | 29.06.2015 to 13.07.2015 |
| 3. Last date and time of Submission of Tender From | : | 14.07.2015 at 2.00 pm. |
| 4. Date of Opening of Tender and Technical Bid | : | 14.07.2015 at 3.00 pm. |
| 5. Date of Opening of Financial Bid | : | 14.07.2015 (After Evaluation of
Technical Bid) |
| 6. Place for Sale of Tender form | : | Senior Research Officer
(Drawing and Disbursing),
Directorate of Economics &
Statistics.
T-5, Account Section, Officers'
Flat,
New Punaichak, Patna-800023
(Bihar) |
| 7. Place for Receipt of Tender form | : | -Do- |

Note:-

For more detailed information regarding Tender the firms/agencies may contact in the officer of Directorate of Economics & Statistics, Bihar, Patna during office period or website <http://dse.bih.nic.in> or www.prdbihar.gov.in

9/6/15



Director

Directorate of Economics & Statistics,
Bihar, Patna.

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TENDER FORM NO.....

DATE.....

Government of Bihar
Department of Planning and Development
(Directorate of Economics & Statistics, Bihar)
M-3, Officers' Flat, New Punaichak
Patna – 800023
Phone No.-0612-2280322, 2280887
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TENDER FOR DATA ENTRY IN COMPUTER,
VALIDATION AND UPDATION OF NATIONAL
SAMPLE SURVEY (64th and 65th ROUND)
SCHEDULES
AND
DATA ENTRY IN COMPUTER & TABULATION OF
STATISTICAL PART OF BIRTH REGISTRATION
UNDER BIRTH REGISTRATION CAMPAIGN

1. Sales of Tender Form Start From : 29.06.2015 to 13.07.2015
2. Last Date and time of Sale of Tender Documents : 14.07.2015 at 2.00 pm.
3. Date of Opening of Tender and Technical Bid : 14.07.2015 at 3.00pm
4. Date of Opening of Financial Bid : 14.07.2015 (After Evaluation of Technical Bid)

At

Directorate of Economics & Statistics, Bihar, Patna
(Department of Planning & development)

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Government of Bihar
Department of Planning & Development
(Directorate of Economics & Statistics, Bihar, Patna)

TENDER DOCUMENT

**(A) DATA ENTRY IN COMPUTER, VALIDATION AND UPDATION OF NATIONAL
SAMPLE SURVEY (64th and 65th ROUND) SCHEDULES**
**(B) DATA ENTRY IN COMPUTER & TABULATION OF STATISTICAL PART OF
BIRTH REGISTRATION UNDER BIRTH REGISTRATION CAMPAIGN**

*Sealed tenders are invited from reputed firm/agency or their authorized marketing agents only.

The tender document consists of the following:

- (i) Tender Term and conditions.
- (ii) Specification.
- (iii) Details of the Tenderer.
- (iv) Tender Form for Price Bid-'A' and 'B'.
- (v) General Conditions.

PREPARATION OF TENDER

Tender has to be submitted in two parts.

- A. The first part i.e. ENVELOPE "A" consists of "TECHNICAL BID WITH COMMERCIAL TERMS WITHOUT THE PRICE". The document to be inserted in ENVELOPE "A" WILL BE AS FOLLOWS:
1. SPECIFICATION OF THE SCHEDULES DULY SIGNED AND STAMPED. (as ANNEXURE-1)
 2. EACH PAGE OF THE Tender conditions duly signed and stamped (as ANNEXURE-II)
 3. Details of the Tenderer duly signed and stamped. (as ANNEXURE-III)
 4. General Terms & Conditions duly signed and stamped. (as ANNEXURE-IV)
 5. The Tenderer must have 5 (five) years experience of data entries and validation. Their past experience i.e. job executed, including the name of the clients has to be supported by documentary evidence. (Samples and photocopies of orders and Experience to be enclosed)
 6. Detailed statement of computing system available.
 7. VAT/Service Tax registration or declaration that the tenderer will get registered.
 8. "Authority" for signing the tender document (copy of the partnership agreement of general power of attorney attested by the notary public) or affidavit by all partners as applicants.
 9. Firm/Company must have Registration in Bihar ESIC and EPFO.
 10. Authority letter for attending the Tender opening (if other than Tenderer)
 11. Tenderer must not have been blacklisted or deregistered by any central / state government department or public sector undertaking. Tenderer must submit an affidavit by Notary in original. Also no work of the tenderer must have been rescinded by client after award of contract during last 5 years.
 12. An EMD of Rs.2.00 Lakhs has to be deposited for 'A' and 'B' along with tender papers in the form of an A/c payee D.D in favour of **Senior Research Officer (D.D.O.), Directorate of Economics & Statistics. Bihar, Patna.**





- 1997
- B. The Second part of the tender consists of ENVELOPE "B" consisting of two forms for the PRICE BID, one each for 'A' and 'B'. The Tenderer are required to give their best prices in these forms and insert it in ENVELOPE "B".
- C. Both these envelopes viz. Envelope "A" and "B" duly sealed and subscribed with the words- "ENVELOPE A- TECHNICAL BID" AND "ENVELOPE B- PRICE BID" respectively are to be inserted in an envelope marked as " ENVELOPE C".

As explained above, this Tender is on "TWO BID" system. First the Envelope "A" will be opened on the due date of the opening of the tender and the technical and the commercial terms will be evaluated. Only successful Tenderer who qualify in the technical evaluation will be considered for Price Bid opening. Tenderer who do not qualify on the technical Bid will not be considered for Price Bid opening. Hence it is very essential that the Price Bid be given in the Envelope "B" only. **The tender, containing "Technical bid" and "Price Bid" in the same envelope shall be rejected.**

Those who qualify for the "Technical Bid" shall be invited to attend the "Price Bid" and intimation of the date will be given only to those, accordingly.

Those who do not qualify in the "Technical Bid" evaluation will be intimated of this fact and their EMD will be refunded thereafter.

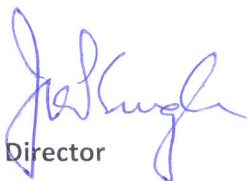
After opening of the " Technical Bid" a team from the Directorate of Economics & Statistics Department of Planning & Development, Bihar, Patna may visit the work premises of the Tenderer , who qualify the "Technical Bid" to confirm the existence of the functioning computers/manpower and documents furnished by the tenderer.

Please quote your lowest rate and forward the tender to the following address either personally in the Directorate's Drop Box Senior Research Officer (Drawing and Disbursing). Directorate of Economics & Statistics, T-5, Account Section, officers' Flat new Punaichak, Patna - 800023 (Bihar) or by post. So as to reach the following before closing time and due date of Tender

Senior Joint Director,
Directorate of Economics and Statistics,
M-3, Officers' Flat, New Punaichak, Patna-800023

LATE TENDERS, INCOMPLETE TENDERS AND THOSE NOT IN CONFORMITY WITH OUR SPECIFICATION WILL NOT BE ENTERTAINED

Directorate of Economics & Statistics, Bihar, Patna is not bound to accept the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. Offers sent through fax will not be considered.


Director

Directorate of Economics & Statistics
Bihar, Patna





A

64th and 65th ROUND NSS SCHEDULES

Sl. No.	Name of the Round	Type of Schedule	No. of items of information	Approx. No. of Schedules
1	64 th	0.0	829	19067
		1.0	3316	
		10.2	8290	
		25.2	6632	
2	65 th	0.0	558	13953
		21.0	6696	
		1.2	6696	
		0.21	3	
TOTAL			33020	

Other Specifications


1. After completion of data entry the same should be validated

Other Features

1. Computerization of schedules and their validated data should be given in C.D. in duplicate.

Note

- Sample of schedules may be seen in the office of Directorate of Economics and Statistics, Bihar, Patna.
- Software for computerization is available at the office of Directorate of Economics and Statistics, Bihar, Patna.

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B

SPECIFICATION OF STATISTICAL PART OF BIRTH REGISTRATION UNDER BIRTH REGISTRATION CAMPAIGN

Sl. No.	Name of District (S)	Name of schedule	No. of items of information	Approx. No. of schedule
1	All 38 districts of Bihar	Statistical part of Form 1 (Birth Record)	1-23	1,67,54,276 (+/- 20%)

Other Specification

1. After completion of data entry, the same should be validated by directorate of Economics and Statistics
2. Data entry should be done at the district level of the concerned district.
3. Schedules for data entry would be available at 38 District Statistical offices of Bihar and the same should be returned back to the District Statistical Office after completion of entry of data at the district level.

Other Features

1. Computerization of schedules and their validated data should be given in C.D. in duplicate.

Note

Sample of schedules may be seen in the office of Directorate of Economics and Statistics, Bihar, Patna.

Software for computerization is available at computer centre of Directorate of Economics and Statistics.

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Government of Bihar
Department of Planning & Development
(Directorate of Economics & Statistics, Bihar)

TERMS AND CONDITION OF:

(A) DATA ENTRY IN COMPUTER, VALIDATION AND UPDATION OF NATIONAL SAMPLE SURVEY (64th and 65th ROUND) SCHEDULES

(B) DATA ENTRY IN COMPUTER & TABULATION OF STATISTICAL PART OF BIRTH REGISTRATION UNDER BIRTH REGISTRATION CAMPAIGN

Sealed Tenders are invited from REPUTED FIRM/AGENCIES OR THEIR AUTHORISED MARKETING AGENTS ONLY for Data collected by (A) National Sample Survey, DES, Bihar, Patna and (B) Computerization of Data of BIRTHS DURING BIRTH REGISTRATION CAMPAIGN

TERMS AND CONDITIONS

1. The tender Form should be filled up in all respects and no relevant columns should be left blank. Each page of the tender document including the pages containing the terms and conditions should be signed and stamped by the Tenderer.
2. The firm/Agencies must have an annual turnover of Rs. 2.00 (Two) Crore in each of the last three years (i.e. 2011-12, 2012-13 & 2013-14) bidder has to submit relevant Documents Audited by CA as proof.
3. The Directorate will provide the matter in schedule form. The computerized matter shall be supplied to the Directorate in C.D. for A
4. The output tables for the period of Birth Registration Campaign need to be generated after the date entry work of B. the forms for Birth Registration Campaign under work B are lying with the District Statistical Office of the concerned districts. The firm should find out the present status of the forms and tables to be generated from Chief Registrar's office as mentioned above before quoting the rates of computerization for B
5. The data entry work should be completed for the period of Birth Registration Campaign, Bihar under B. The records of the Birth Registration Campaign should be received, entered and returned back to the District statistical office. Soft copy/ output tables of the work done should be submitted to the Chief Registrar's (Births and Deaths) office in duplicate. The firm would be required to take the custody of the forms from the District Statistical Office after proper counting and give a receiving to the District Statistical Officer of the concerned district. The filled in forms should be handled properly and returned back to the District Statistical Office immediately after data entry work is completed for Birth Registration Campaign. Data entry work should be done in the respective districts only for B.



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6. Data entry into computer shall be done using the software developed by RGI office for work under **B**. Records of Births for the Birth Registration Campaign should be entered and tables should be generated for the same. Soft copy of the records along with output table should be handed over to the office of the chief Registrar (Births and Deaths). The firm will also be required to ensure that the records entered are error free.
7. The firm will work in close co-ordination with the chief Registrar's office and District Statistical Office for any clarifications/problems on the issues related with data entry for **B**. The number of records entered should also be clearly mentioned in the receiving/certificate for **B**
8. The selected firm should depute required number of data entry operators and computers so as to ensure that the work under **B** is completed within time, failing which, the Chief Register's Office may take appropriate action including financial penalty, as specified in Clause 26 & 27.
9. Proper day to day back up of the records entered should be maintained by the selected firm to avoid loss of data in case of software/hardware problems. The firm should maintain a back up records with them for at least 6 more months after the data entry work has been completed for **B**.
10. (a) The rate should be valid for one year from the last date of receipt of tender for **A**
(b) The rate should be valid for one year from the last date of receipt of bidder for **B** and should also be valid for the volume of actual work to be done by the tenderer i.e. no. of schedules actually generated during the Birth Registration Campaign.
11. The Tenderer must have 5(five) years experience of data entry and validation. Their past experience i.e. job executed, including the name of the clients has to be supported by documentary evidence. (Samples and photocopies of orders and Experience to be enclosed)
12. The Tenderer must have experience of data entries and their validation in Government or semi government or large public sector organizations only (Experience certificate should be attached)
13. The District Statistical Office of the concerned district will provide the matter in schedule form for work under **B**. The computerized matter under this work shall be supplied to the Directorate in C.D.
14. The successful Tenderer shall facilitate inspection of his/her work premises by the authorities from the Directorate of Economics & Statistic and District Statistical Office (if so required) as and when required. The successful Tenderer shall also facilitate the inspection of every stage of computerization work by authorized person of DES, Bihar, Patna.
15. The firm would be required to arrange for bringing the forms from the District Statistical Office for data entry and send the forms back to the District Statistical Office after entry, at their own cost for **B**. This office will not reimburse any other cost associated with the data entry work apart from the cost of data entry at the agreed rates under work **B**.
16. The Directorate of Economics & Statistics, Bihar, Patna reserves the right to reject the work, if it finds errors in data entry work beyond reasonable levels.
17. Proof of VAT/Service Tax Registration/deceleration to be registered should be enclosed.
18. Firm/Company must have Registration in Bihar ESIC and EPFO.
19. Tenderer must not have been blacklisted or deregistered by any central / state government department or public sector undertaking. Tenderer must submit an affidavit by Notary in original. Also no work of the tenderer must have been rescinded by client after award of contract during last 5 years.

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- 20. The successful tenderer will be required to bring the sample of data entry within 15 days from the date of the placement of the work order for **A**. The tenderer must be able to supply all the data entry C.D. within 4 months or as specified by the concern authority for **A**.
- 21. The data entry, validation and updation of single round should be completed first. After the returning of the schedules of the first round, the schedules of another round will be given to the firm for data entry. Schedules of all rounds would be the responsibility of the firm
- 22. The successful Tenderer will be required to register with the Bihar VAT or service Tax as required if not already registered, immediately after the order is placed. No payment shall be released until proof of the same is submitted.

23. SECURITY DEPOSIT


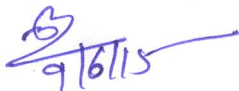
Before issuance of work order, the successful Tenderer shall furnish performance security, in the form of a Bank Guarantee, equivalent to 10% each for **A** and **B** of total computerization charge pledged/issued in favour of the senior Research Officer (D.D.O.), Directorate of Economics & Statistics, Bihar, Patna for a period of 12 months from the date of placement of order.

The said security shall stand forfeited in the event:-

- (i) The supplies in part or in full are not effected in accordance with the delivery schedule.
 - (ii) Of rejection of data entry works on account of unreasonable level of errors.
 - (iii) Of any act of breach of contract.
24. In case the Tenderer whose tender is accepted, fails to submit the performance security and execute the agreement as required by the Directorate of Economics & Statistics, Bihar, Patna within 5 days of the communication of acceptance of the tender, his/her tender will be liable to be rejected and the security money forfeited.
25. The performance Security for **A** and **B** shall be refunded/released within six month of the receipt of entry/ validated data (for **A**) of the data to the satisfaction of the Directorate.

26. LAW GOVERNING THE CONTRACT

- (i) The law of India shall govern this contract.
- (ii) Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at Patna.
- (iii) Jurisdiction of Court:- The court of Patna alone shall have Jurisdiction to decide any dispute arising out of or in respect of this contract.
- (iv) All the disputes, differences and questions arising in respect of the tender (Except those where otherwise herein provided for) shall be referred to the Principal Secretary/Secretary, Department of Planning and Development, Bihar. The award of the Principal Secretary/Secretary shall be final and binding on the parties. Upon every and any such reference, the assessment of the cost of the incidental to the reference and reward respectively shall be at the discretion of the Principal Secretary/Secretary, Department of planning & Development, Bihar, Patna.

27. SIGNING OF THE TENDER

- a) The Tender is liable to be rejected if complete information is not given therein or if the particulars and data (if any) asked for in the tender are not fully filled in. Specific attention must be paid to submission of validated data in C.D. on date and also to the general conditions of the contract and Tender.
- b) An individual signing the Tender or any other document connected with a contract must specify whether he signs as:
 - (i) A "Sole proprietor" of the firm or constituted attorney of such "sole proprietor".
 - (ii) A Partner of the firm, if it be a partnership, in which case he must have the authority to refer to arbitration dispute concerning the business of the partnership either by virtue of the agreement or of a power of Attorney.
 - (iii) A constituted attorney of the "Firm" If it is a company.
 - (iv) In case of (ii) or (iii) above, copy of the partnership agreement or general power of Attorney as the case may be, attested by the Notary Public, should be furnished to the Directorate of Economics & Statistics, Bihar, Patna or an affidavit on Stamp Paper of all the Partners admitting execution of the partnership agreement or the general power of attorney should be furnished.
 - (v) In case of Partnership firm, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every partner of the firm must sign the tender and all other related documents.
 - (vi) A person signing the Tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the Directorate may, without prejudice to other civil or criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

28. OPENING OF TENDER

Tenderers are requested to be present at or authorize a representative to be present at the opening of the Tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your Tender. It is also made clear that opening of tender shall not be delayed or postponed due to absence of any or all tenderer.

29. PRICE

- a) The price once accepted by the Directorate of Economics & Statistics, Bihar, Patna shall remain valid till the successful execution of the order and till the submission of entry of data and table (for B)/validated data in C.D. (for A) are fully effected and accepted. The Directorate of Economics & Statistics, Bihar, Patna shall not entertain any claim for increase in the price during the period of execution
- b) The Prices quoted must be net and must include all charges for submission of entry of data and table (for B) / validated data (for A) in C.D. at the office of the Directorate of Economics & Statistic, Bihar, Patna as indicated by the Directorate.
- c) Price should be inclusive of all Taxes applicable as on date as per Government Rules/Laws




30. COMMUNICATION OF ACCEPTANCE

- (i) Acceptance of the Tender by the Directorate will be communicated by Fax. Letter of acceptance will also be sent by registered/speed post.
- (ii) The Directorate may accept one or more tenders for A and B as per the least rate Quoted by bidder.

31. CONTRACT AGREEMENT:-

The firm will have to execute a contract agreement with the Directorate in the prescribed Performa prior to placement of order by the Directorate.

32. FAILURES AND TERMINATION

If the firm fails to complete: (A) The computerization of NSS schedules and (B) the computerization of data entry record of Birth under Birth Registration Campaign with the period fixed for such submission of data in C.D. and table in the Tender, the Directorate may without prejudice to the other rights of the Directorate, recover damages for breach of contract as under:

- (i) Place order for : (A) The computerization of NSS schedules and (B) the computerization of data entry records of Birth Registration Campaign elsewhere without notice to the firm, on the account and at the risk of the Firm//Agency to computerize the NSS schedules delivered and computerize the data entry records of Birth delivered, without cancelling the contract, in respect of the balance work not yet done for submission of validated data in C.D. or,
- (ii) Cancel the contract or a portion there of and if so desired, get the computerization of NSS schedules and submission of validated data and computerization of data entry records of Births under Birth Registration Campaign and submission of validated data, not so submitted at the risk and cost of the firm.
- (iii) Where action is taken under sub-clause (1) or sub-clause (ii) above, the firm shall be liable to pay for any loss which the Directorate suffers in case of failure to submit the validated data within period fixed for such submission, within two months from the date of the cancellation of the contract.
- (iv) The firm shall not be entitled to any gain on such order for the computerization of NSS schedules and computerization and data entry of records of Births under Birth Registration Campaign, submission of validated data from alternative sources.
- (v) In case the firm fails to submit the required validated data in the specified period, the Security Deposit will be forfeited.

33. Tenderer will have to pay to the Directorate by way of liquidating damages and not as penalty, an amount equivalent to 5% of the contracted bid of computerization so delayed for each week or part thereof of such delay in submission of validated data subject to a maximum of 50%. Date of submission of validated data under A work will be the date of actual computerized report.

