

**REQUEST FOR PROPOSAL DOCUMENT**

(A) Data entry, Validation, Tabulation, Updation & Scanning of Statistical Part of Birth, Death and Still Birth Registration for the year 2013, 2014, 2015, 2016 and 2017 of Vital Record.

(B) TENDER FOR DATA ENTRY, VALIDATION & UPDATION OF NSS 77<sup>th</sup> & 78<sup>th</sup> ROUND OF SCHEDULE SURVEYED BY DES, BIHAR, PATNA.

2021

**IMPLEMENTING AGENCY**  
**DIRECTORATE OF ECONOMICS & STATISTICS**  
**(PLANNING & DEVELOPMENT DEPARTMENT)**  
**GOVERNMENT OF BIHAR**





## Directorate of Economics & Statistics,

Planning & Development Department  
1st Floor,  
Block-3, Annexe Building, Main Secretariat,  
Patna-800015

**NOTICE INVITING e-TENDER**  
**(Through e-procurement mode only over)**  
**(<https://www.eproc2.bihar.gov.in>)**

**Tender Notice No:** 01

**Date:** 28/04/21

Directorate of Economics & Statistics (Planning & Development Department), Bihar, Patna, invites e-tender under two bid system from reputed firms/agencies for  
**(A)** Data Entry, Validation, Tabulation, Updation and Scanning of Statistical Part of Birth, Death and Still Birth registration for the Year 2013, 2014, 2015, 2016 and 2017 of Vital records in various types in Hindi and English.

**(B)** Data Entry, Validation, and Updation of Schedules related to National Sample Survey 77th & 78th Round.

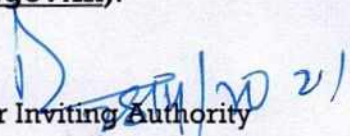
SL No	Scope of work	Tender Fee (inclusive of GST @18%) (Non Refundable) to be paid through e-payment mode (i.e. NEFT/RTGS/, Credit Card/ Debit card (In Rupees)	Tender processing Fee (Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/, Credit Card/ Debit card) (in Rupees)	Earnest Money Deposit (In Rupees)	Time of Completion
1	2	3	4	5	6
1.	(A) Data Entry, Validation, Tabulation, Updation and Scanning of Statistical Part of Birth, Death and Still Birth registration for the Year 2013, 2014, 2015, 2016 and 2017 of Vital records in various types in Hindi and English. (B) Data Entry, Validation and Updation for 77th & 78th round National Sample Survey	Rs 10,000	Rs. 590.00	(A) Rs. 3,00,000 (Three Lakh) (B) Rs.50,000 (Fifty Thousand)	Within 3 (Three) Months for A and B.

**• Tender Schedule/Programme:-**

Sl. No.	Activity	Date/Time : Duration
1	RFP Release date (Start Date)	13.05.2021, 10 AM
2.	Last Date/Time for submission/ uploading of offer/Bid	04.06.2021 Upto 17.00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
3.	Last Date for Submission of document in Hard copy/Original	07.06.2021 Upto 15.00 Hrs. Directorate of Economics & Statistics, (Planning & Development Department) Bihar, Patna, 1st Floor, Block-3, Annexe Building, Main Secretariat, Patna-800015

4.	Date & time for opening of technical bid	07.06.2021 at 15.30 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
5.	Contact person/Nodal Officer for any queries	Mr.Ajit Kumar Email: dir-stat-bih@nic.in Mobile no : 9472455675.
6.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

Detailed descriptions of the item and instructions for submitting your offer can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).

  
Tender Inviting Authority

Director  
(Directorate of Economics & Statistics)  
Bihar, Patna

- Tender Fee/Cost has to be paid online through e-Payment mode (i.e. NEFT, Internet Banking, Credit / Debit Card), prior to the last date of tender submission through e-Procurement site (<https://www.eproc2.bihar.gov.in>).
- Tender Processing Fee (TPF) amount to be paid through e-Payment mode (i.e. NEFT, Internet Banking, Credit / Debit Card) only.
- EMD can be furnished online through e-payment mode before the last date of submission of tender.
- Bids along with necessary online payments (Tender Processing Fee) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay/Non Submission of Tender/Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section-9 etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
- The bidders shall upload the scanned copies of all the relevant certificates, documents etc, in support of their eligibility criteria/technical bids and other certificate/documents in the e-procurement website (<https://www.eproc2.bihar.gov.in>)
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- For support related to e-tendering process, bidders may contact at following address "e- Procurement 2.0 HELP DESK Address, MJ junction services limited RJ complex, 2<sup>nd</sup> floor, Canara Bank Campus, Khajpura ,Ashiyana Road, P.S-Shastri Nagar, Patna 800014,Bihar (**Email Id-[eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)**), Toll Free Number-18005726571
- **Corrigendum/Addendum**, if any, will be published on the departmental website <http://dse.bih.nic.in> and e-Procurement, Bihar <https://www.eproc2.bihar.gov.in> itself.

Tender Inviting Authority

Director

(Directorate of Economics & Statistics)  
Bihar, Patna

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**Govt of Bihar**  
**Directorate of Economics & Statistics, Bihar**  
**(Department of Planning & Development)**  
**(Email Id:-dir-stat-bih@nic.in)**  
**e-Tendering Document**

**SCOPE:-**

e-Tenders are invited from reputed firms/agencies of their authorized marketing agents only for Data Entry, Validation, Tabulation, Updation and Scanning of Statistical Part of Birth, Death and Still Birth registration for the Year 2013, 2014, 2015, 2016 and 2017 of Vital records in various types in Hindi & English and Data Entry, Validation & Updation of NSS 77<sup>th</sup> & 78<sup>th</sup> Round Schedule.

**The tender document consists of the following:**

- (1) Specification of Statistical Part of birth, death & Steel birth registration A & NSS Schedules of B .**
- (2) Terms & Conditions**
- (3) Particulars of the Tenderer/Bidder.**
- (4) General Terms & Conditions**
- (5) Tender form for "Price Bid"-A and B**

**ELIGIBILITY CRITERIA:-**

- 1. The Tenderer/Firm must have minimum three years Experience of Data entry, validation, updation, Tabulation & Scanning with an organisation from 2017-18 to 2019-20. Their experience must have minimum 25 lacs data entry (validation, Tabulation and Updation) work order/experience with a single firm/organisation for the said period. Their past Experience i.e. job Executed, including the name of those clients (samples, photocopies of orders and experience proof) also to be uploaded here with.**
- 2. The firms/Agencies must have annual turnover of minimum Rs.1,00,00,000(one crore) in each of the last three years, Bidder must upload scanned copy of supporting Documents with specific mention of "turnover" & its amount audited by CA as proof.**
- 3. Detailed Statement of Computing System available and the details of installation of computer system and manpower, location and address has to be given.**
- 4. Scanned copy of GST Registration and latest GST return document should be uploaded here with.**
- 5. The Tenderer should have PAN for Income Tax. Scanned copy of the same should be uploaded.**
- 6. Firm/company must have Registration in Bihar ESIC minimum five years earlier and EPFO.**
- 7. Tenderer must not have been blacklisted or deregistered by any Central/State Government Department or Public Sector Undertaking. Tenderer must upload Scanned copy of affidavit by Executive Magistrate in original. Also no work of Tenderer must have been rescinded by clients after award of Contract during last Five Years and he has to furnish affirming the information in the bidding document is correct to the best of his knowledge and belief.**
- 8. Each Tender must be accompanied by an Earnest Money (EMD) of Rupees 3,00,000(Three Lakh) for A. And earnest money (EMD) of Rupees 50,000(Fifty Thousand) for B, without which no tender shall be considered. The EMD should be furnished online through e-payment mode before the last date of submission of tender A and B.**

## **PREPARATION OF TENDER:-**

Tender has to be submitted in two Parts.

### **1. TECHNICAL BID:-**

The tenderer should apply online and scanned copy of all supporting document should be uploaded here with **A and B**.

### **2. FINANCIAL BID:-**

The tenderer should apply online price bid. Please quote your lowest rate (Exclusive GST) for **A and B**.

### **3. MODE OF PAYMENT:-**

- (i) **Online Payment.**
- (ii) **Those who do not qualify in the "Technical Bid" evaluation will be intimated by email/telephone of this fact and their EMD will be refunded thereafter.**

### **4. QUALIFYING THE TENDER:-**


- (i) On the due date of the opening of the tender, technical bid with commercial terms will be evaluated. Only successful Tenderer who qualifies 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.
- (ii) 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.

### **5. The Earnest Money may be forfeited :-**

- a) If the bidder withdraws the Bid after bid opening during the period of bid validity
- b) In case of successful Bidder, if the Bidder fails within the specified time limit
- (i) Sign the agreement; or
- (ii) Furnish the required performance security.

**INCOMPLETE TENDER THOSE NOT IN CONFORMITY WITH OUR SPECIFICATION WILL NOT BE ENTERTAINED.**

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

Director,   
Directorate of Economics and  
Statistics, Bihar, Patna

**SPECIFICATION:-A**

**SPECIFICATION OF STATISTICAL PART OF BIRTH , DEATH & STILL BIRTH  
REGISTRATION IS AS UNDER**

<b>Sl. No</b>	<b>Name of Schedule</b>	<b>Approx No. of Schedules</b>
1	For year 2013 Statistical Part of Birth Record	1596494
2	For year 2013 Statistical Part of Death Record	143605
3	For year 2013 Statistical Part of Still Birth Record	11225
4	For year 2014 Statistical Part of Birth Record	1694565
5	For year 2014 Statistical Part of Death Record	152202
6	For year 2014 Statistical Part of Still Birth Record	11769
7	For year 2015 Statistical Part of Birth Record	1758356
8	For year 2015 Statistical Part of Death Record	204093
9	For year 2015 Statistical Part of Still Birth Record	12462
10	For year 2016 Statistical Part of Birth Record	1591575
11	For year 2016 Statistical Part of Death Record	174182
12	For year 2016 Statistical Part of Still Birth Record	7364
13	For year 2017 Statistical Part of Birth Record	1055112
14	For year 2017 Statistical Part of Death Record	231406
15	For year 2017 Statistical Part of Still Birth Record	4588
<b>Total</b>		<b>8648998</b>

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## SPECIFICATION:-B

### Number of Schedules in NSS 77th & 78th Round

Sr. No.	Round No.	Type of Schedules	No. of Schedules	Total No. of Schedules
1	77th	0.0	650	26242
		33.1	10204	
		18.2	15388	
2	78th	0.0	952	22712
		21.1	2720	
		5.1	19040	
Total				48954

#### OTHER SPECIFICATION:-

- (i) Data entry, Validation, Tabulation, Updation should be done at the premises of firm/agency. However, scanning would be done at the premises of the Directorate of Economics & Statistics, Bihar, Patna office.
- (ii) Vital Records(**A**) and NSS, schedules (**B**) are available at Directorate of Economics & Statistics, Bihar, Patna.

#### OTHER FEATURES:-

Computerization of Records and their validated data should be given in C.D. along with(Hard Copy) in duplicate for **A**. Computerization of Schedules and their validated data should be given in soft copy C.D. in duplicate for **B**.

#### NOTE:-

- (i) Sample of Records may be seen in the office of Joint Director-Cum-Chief Registrar (Birth & Death), Directorate of Economics & Statistics, Bihar, Patna for **A**. and sample of schedules may be seen in the office of the Dy. Director, NSS Directorate of Economics & Statistics, Bihar, Patna for **B**.
- (ii) The tenderer/firm will use any suitable software (ex.cs-Pro, STATA,SPSS,etc) or any other software as per their expertise to generate 53 tables for computerization and tabulation on the basis of guidelines provided by the vital Section of Directorate of Economics & Statistics, Bihar, Patna for **A**.  
Software for Computerization is available at NSS section of Directorate of Economics & Statistics, Bihar, Patna for **B**.

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

**TERMS AND CONDITIONS:-**

**A**

1. (i) The Tender Form should be filled up online in all respects and no relevant columns should be left blank.
- (ii) The output tables for each year need to be generated after the data entry. The Records are lying with the Chief Registrar's office in the Directorate of Economics & Statistics First Floor Annexe-3, Building, Main Secretariat, Patna-800015. 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.
- (iii) The data entry and tabulation work should be completed for the year 2013, 2014, 2015, 2016 & 2017. The records of the year 2013, 2014, 2015, 2016 & 2017 should be received, Computerized and returned back to Chief Registrar's office along with soft copy and hard copy. The firm would be required to take the custody of the Records from the Chief Registrar's office after proper counting and give a receiving to the Chief Registrar. It would be responsibility of the firm to ensure that all the pending records pertaining to the said year 2013, 2014, 2015, 2016 & 2017 is received and Computerized to avoid any problem. The filled in Records should be handled properly and returned back to the Chief Registrar's office immediately after data entry work is completed for the year 2013, 2014, 2015, 2016 & 2017.
- (iv) The tenderer/firm will use any suitable software (ex.cs-Pro, STATA,SPSS,etc) or any other software as per their expertise to generate 53 tables for computerization and tabulation on the basis of guidelines provided by the vital Section of Directorate of Economics & Statistics, Bihar, Patna. Records for the year 2013, 2014, 2015, 2016 & 2017 should be entered and tables should be generated for the 2013, 2014, 2015, 2016 & 2017 Softcopy of the records along with hard copy should be handed over to the office of the Chief Registrar. The firm will also be required to ensure that the records entered are error free.
- (v) The firm will work in close coordination with the Chief Registrar's office for any clarifications/problems on the issues related with data entry. The number of records entered should also be clearly mentioned in the receiving/certificate.
- (vi) **The time limit for Data entry, Validation, Tabulation, Updation & Scanning is three months from the date of issuance of work order.** The selected firm should depute requisite number of data entry operators and computers so as to ensure that the work is completed within the stipulated time, failing which, the Chief Registrar office may take appropriate action including financial penalty, as specified in Clause 22 & 23 of the Tender document.
- (vii) The firm will ensure that resolution is sufficient to ensure that all information legible on the original is legible on the images. Department reserves the right to have the firm(s) redo any scan that does not meet quality standard at no cost to the department

**B**

2. (i) The Directorate will provide the matter in Schedule form. The Computerized matter shall be supplied to the Directorate in C.D.
  - (ii). The Tenderer shall facilitate inspection of the work by the authorities from the Directorate of Economics & Statistics as and when required. The successful tenderer shall also facilitate the inspection of every stage of computerization of data entries and their validation by the authorities of Directorate.
  - (iii) The firm would be required to arrange for bringing the filled-in-schedules from the NSS Section for Data entry, Validation & Updation and return back the same to the NSS section, Directorate of Economics & Statistics, Bihar, Patna after Computerization, on their own cost. The office will not reimburse any other cost associated apart the data entry, validation & updation work from the cost of data entry, validation & updation at the agreed rates.
  - (iv) The successful tenderer will be required to take away the sample of data entry within 15 days from the date of the placement of the work order. The Tenderer must be able to supply the C.D within 1 month or as specified by the concerned authority.
  - (v) The Data entry Validation & Updation of single round should be completed first. After returning the Schedules of the first round, the schedule of another round will be given to the firm for data entry. Data entry of schedule of all rounds would be the responsibility of the firm for data entry.
  - (vi) The time available for data entry is **Three months from the date of work order**. The selected firm should depute sufficient number of computers and manpower so as to ensure that the work is completed within the stipulated time, failing which, the Directorate may take appropriate action including financial penalty, as specified in clause 22 & 23 of the document.
  - (vii) Computerization of NSS Schedules and their validated and updated data should be given in soft copy (CD) in duplicate
3. **Bid Validity:** The bid submitted shall be valid for a period of 120 days from the date of opening of the financial bid. After the acceptance of tenders, the successful Bidder will have to data entry, validation, Tabulation, updation & Scanning under the contract for **A category** and data entry, validation, Tabulation, updation for the contract **B Category**.
  4. 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 backup of records with them for at least 6 more months after the data entry work has been completed for **A and B**
  5. The rate shall remain same till completion of the work for **A and B**
  6. The Tenderer/firm must have experience of data entry Computerization work and their validation and scanning of documents in government or semi government or large public sector/private sector organizations (Experience certificate scanned copy should be uploaded) for **A and B**
  7. The Directorate will provide the matter in Records The computerized matter shall be supplied to the Directorate in Soft Copy & Hard Copy for **A** and soft copy for **B**.
  8. The Tenderer shall facilitate inspection of his work's premises by the authorities from the Directorate of Economics and Statistics as and when required. The successful Tenderer shall also facilitate the inspection of every stage of computerization of data entered and their validation by the Chief Registrar (Birth & Death) and NSS officers for B.

9. The firm would be required to arrange for take away the forms from the Chief Registrar's office and NSS section to its office for data entry and send the forms back to the Chief Registrar's office and NSS section after entry, at their **OWN COST**. This office will not reimburse any other cost associated with the data entry and tabulation work apart from the cost of data entry and tabulation at the agreed rates.
10. The Directorate of Economics and Statistics, Bihar, Patna reserves the right to reject the work, if it finds errors in data entry work for **A and B**.
11. Proof of GST, PAN, ESIC and EPFO Registration/declaration should be uploaded.
12. No payment shall be made for partial data entry, validation, Updation, tabulation and scanning for **A category** and data entry, validation, Updation, tabulation for **B category**
13. **SECURITY DEPOSIT:-**

The successful Tenderer shall furnish performance security, in the form of a Bank Guarantee/DD, equivalent to 10% of total computerization charge, for **A and B.**, pledged/issued in favour of Assistant Director (Drawing and Disbursing) Directorate of Economics & Statistics, Bihar, Patna, it valid for a period of 12 months from the date of placement work of order.

The said security shall stand forfeited in the event:-

- (i) The data entry work in part or in full are affected in accordance with the delivery Records and schedules.
- (ii) Of rejection of data entry works on account of unreasonable level of errors for **A and B**.
- (iii) Of any act of breach of contract for **A and B**.
14. 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 10 days the communication of acceptance of the tender, his tender will be liable to be rejected and the security money forfeited for **A and B**.
15. The Performance security shall be refunded/ released within six month of the receipt of entry of the data and tabulation to the satisfaction of the Chief Registrar (Birth and Death) DES Bihar, Patna. for **A** and Senior Joint Director, NSS, DES, Bihar, Patna. for **B**.

16. **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 high court 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, Patna. The decision of the Principal Secretary/Secretary shall be final and binding on the both 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.

**17. SIGNING OF THE TENDER:-**

- (a) The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (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. and hard copy 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 use may be identified by the Executive Magistrate, should be furnished to the Directorate of Economics & Statistics, Bihar, Patna or an affidavit by Executive Magistrate on Stamp Paper of Rs-100/(One hundred) 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 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.

**18. OPENING OF TENDER:-**

Tenderers or authorize representative are requested to be present at the time of 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 tenders shall not be delayed or postponed due to absence of any or all tenderers.

**19. PRICES:-**

- (a) The prices once accepted by the Directorate of Economics & Statistics, Bihar, Patna shall remain valid till the successful execution of the order and submission of entry of data, tabulation, validation & scanning in C.D as well as in hard copy for Category-A and also submission of entry of data, tabulation, updation & validation in C.D for category-B. 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 tabulation in C.D. and Hard Copy at the office of the Directorate of Economics & Statistics, Bihar, Patna as indicated by the Directorate.
- (c) The Price quoted by Bidder should be exclusive of any taxes.

**20. COMMUNICATION OF ACCEPTANCE:-**

- (i) Acceptance of the Tender by the Directorate will be communicated by email/registered/speed post and letter.
- (ii) The Directorate keeps the right to accept any e-tender and to reject any or all tenders.

**21. CONTRACT AGREEMENT:-**

The firm will have to execute a contract agreement with the Directorate in the prescribed Proforma prior to placement of order by the Directorate for **A** and **B**.

**22. FAILURES AND TERMINATION:-**

If the firm fails to complete the computerization of data entry and tabulation and scanning record of Birth & Death and data entry and tabulation, updation of NSS within the fixed time or such submission of data in soft and hard copy in the Tender, the Directorate may, without prejudice to the other rights of the Directorate, recover damages for breach of contract as under:-

- (i) If Place of data entry work is changed without notice to Chief Registrar (Birth and Death) DES Bihar, Patna for **A** and senior joint Director, NSS, DES, Bihar, Patna for **B**, recover damages for which of contract as under.
- (ii) Cancel the contract or a portion there of and if so desired, get the computerization of data entry records of Birth & Death for **A** and NSS for **B**. 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 data entry, scanning records of Birth, Death and still Birth for the Years 2013, 2014, 2015, 2016 & 2017 for **A**, and data entry records of NSS for **B**, submission of validated data from alternative sources.

23. 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 10%.

**24. Roles and Responsibility of the firm/agencies in scanning and data digitization for A:**

- a) Establish the document scanning at the department office. Space for scanning center would be provided by the concerned authorities whereas other

infrastructure required to carry out scanning services would be arranged by the service provider/Agency only

- b) The scanning center will be fully equipped with the required scanners, computers, server, storage devices, LAN connection etc. for un-interrupted execution of the project by the service provider/agency
- c) Receipt of the files from the concern office on regular intervals in a structured handover-takeover fashion
- d) At each stage, the security of the files must be ensured. The service provider/Agency will be legally liable for any violation of security standard
- e) Adequate exception scanning and image enhancement will be done by service provider/agency to bad image quality
- f) No file record shall be taken out of Planning & Development department for scanning purpose.

25. Force Majeure Condition: -

Delivery of the material to the Data Entry Service is subject to force Majeure Condition as under. If at any time during the continuance of the contract the performance in whole or part by either party of any obligation under the contract be prevented or delayed by the reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or acts of God ( hereinafter referred as "event") then provided notice of the happening of such event if given by either party to the other within twenty one day of the occurrence there of neither party shall by reason of such event be entitled this contract nor shall either party have any claims of damages against the other in respect of such non-performance of delay in performance and deliveries under the contract shall resume as soon as practicable after such event has come to an end or ceased to exist and decision of the Directorate, as to whether deliveries have been so resumed or not, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for period exceeding 60 day either party may at its option terminate the agreement.

26. TERMS OF PAYMENT: -

The payment will be made on the basis of assessment of error free number of records entered at the agreed rates after completion of the data entry and tabulation work on the certificate of the Chief Registrar (Birth & Death). for **A** and completion of the data entry and tabulation work on the certificate of the Senior Joint Director, NSS for **B**.

- (i) 70% payment will be made on data entry, validation, updation, tabulation and Scanning of all records for **A** and data entry, validation, Updation & Scanning for all schedules for **B**. Tenderer has to produce the completion certificate from the Chief Registrar (Birth & Death) and Senior Joint Director, NSS.
- (ii) 30% Payment will be made after validation, updation & scanning of data on the basis of certificate issued by Directorate of Economics & Statistics, Bihar, Patna.
- (iii) No payment shall be made for partial data entry.
- (iv) All aforesaid payment shall be made by Directorate of Economics & Statistics, Bihar, Patna.

**27. Penalty: -**

The official/Officer of department will do random checking of the work done by agency and in the event of agency not executing or completing the minimum agreed work, department may invoke penalty clause as mentioned below.

Sl. No	Service level Agreement	Penalty for non-compliance
1	Delay in delivery because of any reason attributed to the service provider	A Penalty of INR 5000 Per week will be levied after expiry of the project duration as mentioned in the RFP
2	Rejection due to quality and data error entry	<p><b>Rejections upto 0.5% of the total sample data-Penalty of 0.5% of the billing amount to be deducted</b></p> <p><b>Rejections more than .5% to 3% of the total sample data-penalty of 5% of the billing amount to be deducted</b></p> <p><b>Rejections more than 3% to 10% of the total sample data-Penalty of 15% of the billing amount to be deducted</b></p> <p><b>For all scanning errors and records- the concern records have to be re-scan and re-entry again.</b></p>

**28. IT MAY BE NOTED THAT THE DIRECTORATE DOES NOT PLEDGE ITSELF TO ACCEPT THE LOWEST OR ANY OTHER TENDER AND RESERVES THE RIGHT OF ACCEPTING ANY TENDER AMONGST THE TENDERER WHO HAVE QUALIFIED THE TECHNICAL EVALUATION, AND FOR THAT MATTER NEGOTIATE WITH ANY TENDERER WHICH IN THE OPINION OF THE DIRECTORATE HAS THE DESIRED CREDENTIALS.**

**29. NON-PERFORMANCE OF THE TENDER/CONTRACT CONDITIONS WILL DISQUALIFY A FIRM TO PARTICIPATE IN THE TENDER FOR THE NEXT FIVE YEARS.**

**30. Sample data schedules form for both category A &B is attached as annexure-1.**

**Venue: Directorate of Economics & Statistics,  
First Floor Annexe-3, Building, Main  
Secretariat, Patna-80001**



## **PARTICULARS OF THE TENDERER/BIDDER for A and B**

1. Name and Address of the Tenderer- :  
Registered Office- :  
Firm/Agencies- :
2. Nature of Constitution of Tenderer :  
(Whether Individual, Partnership Firm or  
Company Registered under the Companies Act) :  
(Attach scanned Certificate)
3. Name of the Chief Executive Officer :  
and his Phone/Fax Nos.
4. Name and Address of Proprietor/Partners/Directors :
5. Date/Month/Year of Installation of the Computer Agency and its location  
(Attach scanned supporting documents)
6. Details of experience & infrastructure for Computerization work:
  - (i) Computer Infrastructure (No. of computers)
  - (ii) (a) No. of Data Entry Operators  
(b) No of Programmers
  - (ii) Experience of large scale/voluminous  
Data Entry & Validation work  
(Attach scanned copy)
  - (iv) Alternative arrangement of power (Generator etc.)
7. Give details of your major clients:  
(Attach scanned copies of their work order and  
certificate of Satisfactory performance)
8. GST Registration No.:  
(Attach scanned copy )
9. PAN Details:  
(Attach scanned copy)
10. Firm/company must have Registration in Bihar ESIC and EPFO  
(Attach scanned copy )
11. List of Enclosures:-

**Note:-** The Tenderer should apply tender online and scanned copy of supporting Certificate/document should be uploaded herewith .

Signature of the Tenderer  
along with Seal.



## General Terms & Conditions

1. Tenderers are requested to carefully study the entire Tender Document and the tender conditions before quoting their rates. No alterations in the tender will be allowed after the opening of the tender.
2. Every tender must be strictly in accordance with terms and conditions and specification as laid out in this tender.
3. Conditional tenders will not be considered.
4. No interest will be paid on the Earnest Money Deposit or security Deposit.
5. Rates shall be valid for a period of One year From the Date of signing of agreement of Tender. However depending upon the need/urgency, the Directorate of Economics & Statistics will have the right to extend this period as per requirement.
6. All the online filled in documents and supporting papers should be downloaded. Each page of this downloaded documents should be duly signed and stamped and then sent to the following address either personally or by post so as to reach before closing time and due date of tender.

The Director,  
Directorate of Economics and Statistics,  
First Floor, Annexe-3 Building, Main  
Secretariat, Patna-800015



The Firm/Agency may use firm's/companies' (letter head).

<b>PRICE BID for A</b>	
<b>ITEM OF WORK</b>	<b>RATE PER Schedule (EXCLUSIVE GST) TO BE QUOTED BOTH IN FIGURES AND IN WORDS</b>
<b>Data entry, validation tabulation, updation &amp; Scanning</b> of Statistical part of Birth, Death and Still Birth Registration.	Rs. _____ per Schedule (Rupees _____ per Schedule)

1. The terms and condition which form part of this Tender are acceptable to me/us.
2. Same Rate will be applicable for all types of Schedule listed in **ANNEXURE-1**

Date :

Place :

Signature of the Tenderer  
along with Seal and full Adress



The Firm/Agency may use firm's/companies' (letter head).

PRICE BID for B	
ITEM OF WORK	RATE PER Schedule ( EXCLUSIVE GST) TO BE QUOTED BOTH IN FIGURES AND IN WORDS
Data Entry, Validation & updation for 48954 Schedules for 77 <sup>th</sup> & 78 <sup>th</sup> round of NSS	Rs..... per Schedule (Rupees.....Per Schedule)

1. The terms and conditions which form part of this Tender are acceptable to me/us.
2. Same rate will be applicable for all types of schedules listed in ANNEXURE-I

Date:-

Place:-

Signature of the Tenderer  
along with Seal and full Address