

TENDER FORM NO.....

DATE: .....

Government of Bihar  
Department of Planning & Development,  
(Directorate of Economics & Statistics, Bihar)  
Phone No:-0612-2200984  
Email Id:- dir-stat-bih@nic.in

SHORT TERM TENDER FOR COMPUTRERISATION OF 6<sup>TH</sup> MINOR  
IRRIGATION CENSUS(REFERENCE YEAR 2017-18)  
& CENSUS OF WATER BODIES  
SCHEDULES AT DISTRICT OFFICES

1. Last Date and Time of Sale of Tender Documents : ..25.03.19..at 12.00 noon.
2. Closing Date & Time of Receipt of Tender : ..26.03.19.. till 2:00 p.m.
3. Date of Opening of Tender and Technical Bid : ..26.03.19... at 3.00 p.m.

At

Directorate of Economics & Statistics, Bihar, Patna  
Annexe Building, Block-3, 1st Floor, Old Secretariat  
Patna-800015



## Tender Document

### TERMS AND CONDITIONS OF SHORT TERM TENDER FOR ONLINE DATA ENTRY AND VALIDATION 6<sup>TH</sup> M.I. CENSUS & CENSUS OF WATER BODIES SCHEDULES

Sealed tenders are invited from reputed Firms/ Agencies or their authorized marketing Agents Only.

The tender document consists of the following:

- (1) Information of Schedules
- (2) Terms & Conditions
- (3) Particulars of the Bidder.
- (4) General Conditions
- (5) Tender form for "Price Bid"

#### ELIGIBILITY CRITERIA

1. Each page of the Tender Document should be duly signed and stamped.
2. Each page of the Tender Document should be numbered with a summary attached.
3. The Bidder must have three years Experience from 2015-16 to 2017-18 of data entry and validation and atleast one year experience of Online Data Entry and Validation. Their past Experience i.e. Job Executed, including the name of those clients, has to be supported by documentary evidence (Samples & photocopies of orders and Experience to be enclosed).
4. The firms/Agencies must have an annual turnover of atleast Rs. 50.00 (Fifty) Lakh in each of the last three years (i.e.2015-16,2016-17 & 2017-18). Bidder has to submit relevant Documents with specific mention of "turnover" & its amount audited by CA as proof.
5. For using NIC software Vendor/Agencies should have latest computer with sufficient Ram and Internet Connection with web browser.
6. There should be sufficient data entry operator at district centres, minimum 8mbps broadband connection is required.
7. Detailed Statement of Computing System available and the details of installation of computer system and manpower in the districts including the location and address has to be given as annexure along with the tender.
8. The Bidder should have valid TIN Number for registration under GST.
9. The Bidder should have PAN for Income Tax.
10. Firm/company must have Registration in Bihar ESIC and EPFO.
11. Bidder must not have been blacklisted or deregistered by any Central/State Government Department or Public Sector Undertaking. Bidder must submit affidavit by Executive Magistrate in original. Also no work of Bidder must have been rescinded by clients after award of Contract during last Five Years.
12. The Bidder has to submit an affidavit affirming the information he has furnished in the bidding document is correct to the best of his knowledge and belief.
13. Each Tender must be accompanied by an Earnest Money (EMD) of Rupees 1,00,000/- (One Lakh), without which no tender shall be considered. The EMD should be furnished in the form of bank demand draft from any nationalised bank, in favour of Assistant Director, Directorate of Economics & Statistics, Bihar, Patna.

## PREPARATION OF TENDER

Tender has to be submitted in two Parts.

1. The First Part i.e. ENVELOPE "A" consists of "TECHNICAL BID WITH COMMERCIAL TERMS WITHOUT PRICE".
2. The second part of the tender consists of ENVELOPE "B" consisting of a form for the "PRICE BID."(Annexure-2) The Bidder would be required to give their best prices in this form and insert it in ENVELOPE "B".
3. Both these envelopes viz. Envelope "A" and "B" duly sealed and subscribed with the word- "ENVELOPE A" TECHNICAL BID AND "ENVELOPE B"- PRICE BID respectively are to be inserted in an envelope marked as ENVELOPE "C"
4. 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. The material (item) will be evaluated for its only successful Bidder who qualifies in the technical evaluation will be considered for price Bid opening. Bidder 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.
5. 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.
6. The Earnest Money of Unsuccessful Bidders will be returned within 28 days of the end of the bid validity period specified in the clause 8 of Terms and Condition of this document.
7. The Earnest Money of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security.
8. 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 fail within the specified time limit to
    - (i) Sign the agreement; or
    - (ii) Furnish the required performance security.
9. 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 Bidder, who qualify the "Technical Bid" to confirm the existence of the functioning computers/manpower and documents furnished by the Bidder.
10. Please quote your lowest rate and forward the tender to the following address either personally in the Directorate's Drop Box, kept with, Assistant Director (Drawing and Disbursing) Directorate of Economics & Statistics, Annexe Building, Block-3, First Floor, Old Secretariat, Patna- 800015(Bihar), or tender can also be sent by Registered Post but this will be at the risk and responsibility of the Bidder themselves so as to reach the following address before closing time and due date of Tender.



N.

The Director,  
Directorate of Economics and Statistics,  
Annexe Building, Block-3, First Floor, Old Secetariat, Patna- 800015(Bihar)

**LATE TENDERS, INCOMPLETE TENDERS AND 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 2/02/19

Directorate of Economics and Statistics,  
Bihar, Patna



**INFORMATION OF THE 6<sup>TH</sup> M.I. CENSUS & CENSUS OF WATER BODIES SCHEDULES**

Sl.No.	Name of schedule	No of entries per schedule Item	No of Schedules
1	Village Schedule	1-11	45188
2	Ground Water Schedule	1-32	643497
3	Surface water Schedule	1-34	6495
4	Urban Schedules	1	142
5	Water Bodies (Rural+Urban) Schedules	1-19	485650(Approx)

**Note**

- Sample of schedules (blank) may be seen in the office of Directorate of Economics & Statistics Bihar, Patna.
- Data Entry and Validation will be done on Web based online software developed by NIC New Delhi.
- Software and Data based server are located in New Delhi. No storage is required in local computer.
- Data Entry and Validation of Scheme Data should be done simultaneously.

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

SHORT TERM TENDER FOR COMPUTERIZATION OF 6<sup>TH</sup> M.I. & CENSUS OF  
WATER BODIES SCHEDULES AT DISTRICT OFFICES.

**Sealed tenders are invited form REPUTED FIRMS/AGENCIES OR THEIR  
AUTHORIZED MARKETING AGENCIES ONLY for Online Data Entry and Validation  
of 6<sup>TH</sup> M.I. CENSUS & CENSUS OF WATER BODIES SCHEDULES.**

**TERMS AND CONDITION-:**

1. The Tender form should be filled up in all respects and no relevant columns should be left blank.
2. Any form of over writing or use of more than one ink in the tender will disqualify the tender and such tenders are liable to be out rightly ignored/rejected. Also a tender is liable to be ignored if complete information as required therein is not filled in.
3. The rate should be valid from the date of signing the agreement of Tender to the completion of Online Data Entry and Validation work. The Online Data Entry and Validation work has to be completed within nine months from the date of getting the Work Order.
4. Before agreement the successful Bidder will have to make available address of computer setup and manpower and details in 20 districts. Otherwise tender will be cancelled and Bidder will be blacklisted. In case of cancellation this tender will be given to L<sub>2</sub> Bidder.
5. The Bidder shall facilitate inspection of the work by the authorities from the Directorate of Economics & Statistics as and when required. The successful Bidder shall also facilitate the inspection of every stage of computerization of data entries and validation by the authorities of Directorate.
6. The Directorate of Economics & Statistics, Bihar, Patna reserves the right to reject the work, if it finds errors in online data entry work beyond reasonable levels.
7. The firm shall arrange for bringing the filled-in-schedules from the District Statistical office for Online data entry and then send back to the District Statistical Office after data entry, at their own cost.
8. **Bid Validity:** The bid submitted shall be valid for a period of 90 days from the date of opening of the financial bid. After the acceptance of tenders, the succesful Bidder will have to online data entry and validation under this contract.
9. **Last date of Recived and Opening for Tender:** As specified in the schedule to tender, the tender must reach to the office by ..... upto 2.00PM and the tender will be opened on 11.02.2019 at 3.00 PM in the presence Tender Opening Committee.
10. **One Bid per Bidder:** Each Bidder shall submit only one bid for Online Data entry and Validation work. A Bidder who submits more than one bid, will cause all the proposals with the Bidder's participation to be disqualified.

11. The Premises, manpower and Computer setup of the Bidder may be inspected by the Authorized Officers of the Directorate of Economics & Statistics, Bihar, Patna.

12. **Late Tenders:** Any tender received by the employer after the deadline prescribed in tender documents/Notice will be returned unopened to the Bidder.

13. Bidder will have to pay to the Directorate of Economics & Statistics, Bihar, Patna by way of liquidating damages and not as penalty, and amount equivalent to 1% of contracted price of the material so delayed for each week or part thereof such delay in delivery, subject to a maximum of 10%.

#### 14. OTHER SPECIFICATIONS

a) Online Data entries should be done at the district office.

b) Online Data Entry & Validation of the data will be done by the Bidder under the guidance of NIC.

c) Schedules for Data Entry would be made available at 38 District Statistical Offices of Bihar. And the same should be returned back to the District Statistical Office after completion of entry and validation of data at the district level

#### 15. SECURITY DEPOSIT

Before agreement, the successful Bidder shall furnish performance security, in the form of a Bank Guarantee, equivalent to 10% of total computerization charge pledged/issued in favour of the Assistant Director (D.D.O), Directorate of Economics & Statistics, Bihar, Patna.

The said security shall stand forfeited in the event:-

(i) The Supplies in part or in full are affected 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.

16. In case the Bidder 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.

17. The Security Deposit shall be refunded/released after completion of online data entry/validation to the satisfaction of the District Statistical Office.

#### 18. 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, Patna. The decision 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.

### **19. 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 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 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.

### **20. OPENING OF TENDER**

Bidders 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 his behalf should be indicated in the Tender. It is also made clear that opening of tender shall not be delayed or postponed due to absence of any or all Bidder.

### **21. PRICE:**

- (a) The Price once accepted by the Directorate of Economics & Statistics, Bihar, Patna shall remain valid till the successful execution of the order. The Directorate of Economics & Statistics shall not entertain any increase in the price during the period of execution.
- (b) The Price quoted by Bidder should be exclusive of any taxes.

### **22. COMMUNICATION OF ACCEPTANCE:**

- (i) Acceptance of the Tender by the Directorate will be communicated by Email. Letter of acceptance will also be sent by registered speed post.
- (ii) The Directorate keeps the right to accept any tender and to reject any or all tenders.



### 23. CONTRACT AGREEMENT:

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

### 24. FAILURES AND TERMINATION:

If the firm fails to complete the Online data entry and validation of 6th M.I. & Water Bodies Schedules within the period fixed, the Directorate **may**, without prejudice to the other rights of the Directorate, recover damages for breach of contract as under:-

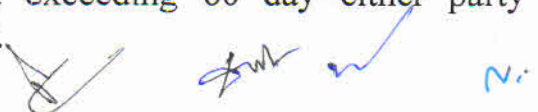
- (i) Place work order for the Online computerization (Data Entry and Validation) of 6th M.I. & Water Bodies Schedules elsewhere without notice to the firm, on the account and at the risk of the Firm/Agency to computerize the 6th M.I. schedules delivered, without canceling the contract, in respect of the remaining work not done within stipulated time given.
- (ii) Cancel the contract or a portion thereof and if so desired, get the computerization of 6<sup>th</sup> M.I. & Water Bodies Schedules and supply of the document not so delivered for other of a similar description at the risk and cost of the Firm.
- (iii) Where action is taken under sub-clause (i) or sub-clause (ii) above, the Firm shall be liable to pay for any loss which the Directorate suffers.
- (iv) The Firm shall not be entitled to any gain on such order for the Online Data Entry & Validation of 6<sup>th</sup> M.I. Schedules & Census of Water Bodies Schedules, from alternative sources.
- (v) In case the Firm fails to complete the Online Data Entry & Validation of 6<sup>th</sup> M.I. Schedules & Census of Water Bodies Schedules in the specified period, the Security Deposit will be forfeited.

25. Online Data Entry and Validation work has to be completed within the stipulated period from the date of award of the work. If not, this office will have the right to impose a penalty @ of 2% per week on the total cost of work if so decided by the Directorate of Economics & Statistics, Bihar, Patna after due regard for the circumstances.

### 26. Force Majeure Condition:

Delivery of the material 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 thereof 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 or 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.



**27. TERMS OF PAYMENT**

- (i) Payment of only 20 districts will be made after completion certificate of Online Data Entry and Validation in these 20 districts, with certificate of 75% Online Data Entry and Validation work of rest 18 districts from the concerned DSOs.
- (ii) Payment will be made in Two installments. The second installment will be released after completion of Online Data entry, validation and complete deposit of all the Census Schedules to their respective district office.
- (iii) No payment shall be made for partial data entry only in a few districts.
- (iv) All aforesaid payment shall be made by the Directorate of Economics and Statistics, Bihar, Patna

**28. TENURE OF THE TENDER:-**

The period of the validity of contract shall be from the date of signing of Agreement to the completion of Online Data Entry and Validation work of 6th MI Census & Census of Water Bodies Schedules within stipulated time.

**29. IT MAY BE NOTED THAT THE DIRECTORATE RESERVES THE RIGHT OF ACCEPTING ANY TENDER AMONGST THE BIDDERS WHO HAVE QUALIFIED THE TECHNICAL EVALUATION, AND FOR THAT MATTER NEGOTIATE WITH ANY BIDDER WHICH IN THE OPINION OF THE DIRECTORATE HAS THE DESIRED CREDENTIALS.**

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

Venue: **Directorate of Economics & Statistics  
Bihar, Patna.  
Annexe Building, Block-3,  
First Floor, Old Secetariat,  
Patna-800015(Bihar)**



**Department of Planning & development  
Government of Bihar**

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

PRICE BID	
ITEMS TO BE SUPPLIED	RATE IN INR QUOTED PER SCHEDULE (TO BE MENTIONED BOTH IN FIGURES AND WORDS)
Online Data Entry and Validation of 6 <sup>th</sup> MI Census Schedules and Census of Water Bodies For	
(i) Village Schedules	Rs..... per Schedule (Rupees..... Per Schedule)
(ii) Ground Water Schedules	Rs..... per Schedule (Rupees..... Per Schedule)
(iii) Surface Water Schedules	Rs..... per Schedule (Rupees..... Per Schedule)
(iv) Urban Schedules	Rs..... per Schedule (Rupees..... Per Schedule)
(v) Water Bodies (Rural+Urban) Schedules	Rs..... per Schedule (Rupees..... Per Schedule)

1. The terms and conditions which form part of this Tender are acceptable to me/us.

Date :-

Place :-

Signature of the Bidder  
along with Seal and full Address

**(The Bidder may use firm's/Company's Letter head)**  
**PARTICULARS OF THE BIDDER**

1.	Name and Address of the Bidder:-	
2.	Name of Firm/Company	
3.	Address of Registered Office:- Telephone Number:- Mobile Number:- Email:-	
4.	Nature of Constitution of Bidder:- (Whether individual, partnership firm or company Registered under the Companies Act) Enclose Certificate	
5.	Name of the Chief Executive Office:- And his Phone/Fax Nos./Email	
6.	Name and Address of Proprietor/Partners/Directors:-	
7.	Date/Month/Year of establishment of the Computer Agency:- (Enclose Certificate proof)	
8.	Details of experience & infrastructure of Computerization work:- (i) Computers infrastructure (No. of Computers) (a) No of Data Entry Operator (b) No of Programmers.	
	(ii) Experience of large Scale/voluminous Data Entry & Validation work (Indicate the names of the department and attach copy of contract/orders placed on the firm.)	
	(iii) Alternative arrangement of power(Generator etc.)	
9.	Give details of your major clients:- (attach self attested copies of their work order and certificate of satisfactory performance)	
10.	GST No.(Attach Copy):-	
11.	PAN Number.(Attach Copy):-	
12.	Details of Earnest Money (Draft No.):- • Draft No. • Name of Issuing Bank • Amount of DD • Date	
13.	Turnover of the Firm:- • 2015-16 • 2016-17 • 2017-18 (Attach certified Balance Sheets)	
14.	Kindly provide Name, Address, Email and Telephone Number of atleast Two references.(Preferable Past Clients)	
15.	<b>Any Other Information worth mentioning:-</b> Name and Signature of the person authorized to Attend the opening of the Tender.	
16.	List of Enclosures:-	

SIGNATURE OF BIDDER  
WITH SEAL

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

**General Terms & Conditions**

1. Bidders 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. All entries in the tender must be written with permanent inks or typewritten and there should be no cutting or overwriting. Correction, if any, should be attested under the full signature of the Bidder.
4. All rates given in the tender must be expressed both in words and figures and where there is a difference between the two, the rates given in words will be taken as correct.
5. Conditional tenders will be rejected forthwith.
6. No interest will be paid on the Earnest Money Deposit or Security Deposit.  
(The Bidder may use Firm's/Company's Letter head)
7. Rates shall be valid for a period of From the Date of signing of agreement of Tender to the completion of Online Data Entry and Validation work of 6th MI Census & Census of Water Bodies Schedules. However depending upon the need/urgency, the Directorate of Economics & Statistics will have the right to extend this period as per requirement.

Handwritten signatures and initials in blue ink, including a large signature on the left, a smaller signature in the middle, and the initials 'M.' on the right.