

No. /COL/CSD/Tender/2012-13/414
Office of the Director(Civil Supply),
Collectorate, Campus, Dholar,
Moti Daman, Daman-396220.
Date:01/10/2013

TENDER NOTICE

Sealed tenders are hereby invited by the Director, Food & Civil Supply, Daman on behalf of the President of India for Data Entry Work for Ration Card Details Form, UT Administration of Daman & Diu, Department of Civil Supply, Daman. Each bidder shall deposit Earnest Money equal to 2.5% of offered value of the tender. For this purpose, the tender documents should be accompanied by an Account Payee Demand Draft for the said amount drawn on SBI, Daman, in Favor of the Collector/ Director, Civil Supply, Daman. The Earnest Money shall be returned to the unsuccessful bidders on finalization of the tenders. No interest shall be paid on the Earnest Money Deposit (EMD).

Tender forms along with Term and Conditions are to be downloaded from the official website www.daman.nic.in. and also available at **Department of Civil Supply, Daman**. Tender form should be submitted along with non refundable tender fees of Rs. 500/- in DD, in favor of the Collector/ Director, Civil Supply, Daman.

Last Date of receipt of tender is 25th Oct, 2012 in office upto 3:30:00 PM. The final Tender is to be submitted to the Office of Civil Supply Officer, Department of Civil Supply, Daman. The tender will be opened on 25th Oct, 2012 at 5:30 PM in the presence of the tenderers, in the Chamber of the Director, Civil Supply, Collectorate Campus, Dholar – Moti Daman, Daman.

Sd/-
P.S. Reddy, IAS
Director(Civil Supply),
Daman.

Overview

U.T. ADMINISTRATION OF DAMAN & DIU DAMAN

TENDER DOCUMENT DATA ENTRY WORK FOR RATION CARD DETAILS FORM (CIVIL SUPPLY)

TENDER NOTICE NO. : Col/CSD/Tender/2012-13/414
TENDER DOCUMENT NO.: *Price Rs. 500/-*

Date: 3rd Oct, 2012

Last Date for Providing Tender Document: 12th Oct, 2012

Last Date for Pre-bid queries and clarification: 17th Oct, 2012

Last Date for Submitting Tender Document: 3:30 PM on 25th Oct, 2012

Tender Opening Date & Time: 5:30 PM on 25th Oct, 2012

Overview

Targeted Public Distribution System (TPDS) is operated under the joint responsibility of the Central Government and the States/UTs. The Central Government is responsible for procurement, allocation and transportation of foodgrains upto the depots of FCI. The operational responsibility for lifting and distributing the allocated foodgrains within the States/UTs, identification of beneficiaries, issuance of ration cards and supervision over the distribution of foodgrains through the Fair Price Shops rests with the State/UT Governments. Computerization of PDS is a must for strengthening and revamping the Public Distribution System and for addressing the challenges faced by PDS i.e. inclusion/exclusion errors, leakages/diversion of foodgrains, lack of transparency, weak grievance redressal and social audit mechanism and lack of viability of Fair Price Shops. In the same light the UT Administration of Daman & Diu, did a study of the Present application & the To Be Application on Delhi & Chandigarh model as per the Supreme Court Guidelines based on which a form was designed to collect the additional fields required for populating the existing ration card records on to the new application.

The U.T. Administration of Daman & Diu, therefore, decided to entrust the data-feeding, verification & correction of Ration Card Details (hereinafter referred to as 'the work'), to the reputed private agencies. The work is to be done in respect of all Ration Card Holders of the Daman & Diu District. The agency shall include/make good verifications, if any, and hand over on media error free data in the prescribed format, to the Civil Supply Department. In order to have uniformity in the records computerized by the Department and private agencies, the private agency have to use the already developed application software. DIO, National Informatics Centre, Secretariat, Daman may be consulted for technical details.

JOB SPECIFICATION


- The whole data entry work is to be carried out within 21 days after receiving work order.
- The number of Ration Cards is roughly **26,000** in Daman. One record includes Ration Card Holder Details, Permanent Address Details, Professional Details, Bank Account Details, Gas Connection Details & Family Member Details. Please see Annex-II.
- The Data Entry will have to be carried out in English.
- The bidder shall install his own Server, computers, Printer, UPS and networking hardware, at a specified place at the Collectorate.
- Bidder may decide the quantity of the computers / operators considering the above mentioned completion period.
- Data entry shall be made for all the Ration Cards by engaging bidder's own manpower.
- Ration Card Details shall be collected from the Civil Supply Officer (CSO), Daman from his office for data entry and returned back after data entry by the agency giving proper acknowledgements at each stage, at their own risk and cost. The work of data entry shall be done at the room allotted to them by the Civil Supply Officer (CSO) in his premises only. No original records shall be allowed to be taken outside the allotted premises for whatsoever reason.
- The bidder shall take print-outs of all forms using their own stationary in the format given in Annexure-II hereto and hand over to the CSO, who after getting the same verified by his staff, will return the verified /corrected print-outs to the agency.
- The agency shall include/make good corrections, if any, and hand over error free data on CD/DVD to the Civil Supply Officer.
- Data Entry shall include 100% verification of data.
- The application software developed by National Informatics Centre, shall be used by the agencies in order to maintain uniformity. The agencies shall take print-outs with their own stationary to be handed over to the CSO for verification and further to incorporate all corrections in data, as per the verified records handed back by the CSO.
- The rates shall be quoted on per form basis as per details give in annex-IV for "per record in English".
- No extra payment shall be made for carrying out corrections.
- Technical Details are available in Annex-IV.

GENERAL TERMS AND CONDITIONS

1. Bid should be submitted in the prescribed form. Bidders giving insufficient particulars are liable to be rejected.
2. Estimated cost of the bid is Rs. 4,75,000/-
3. Each bidder shall deposit Earnest Money equal to 2.5% of offered value of the tender. For this purpose, the tender documents should be accompanied by an Account Payee Demand Draft for the said amount drawn on SBI, Daman, in Favor of the Collector, Daman. The Earnest Money shall be returned to the unsuccessful bidders on finalization of the tenders. No interest shall be paid on the EMD.
4. A sum amounting to 10% of the ordered value of tender, should be submitted to the Civil Supply Officer either by an account Payee Demand Draft in favor of the Collector, Daman, or by Bank Guarantee of Scheduled Bank, after the acceptance of the tender and before taking up the work. The deposit shall be refundable on the completion of the contract work. No interest shall be payable on the deposit. If bank guarantee is given, the same shall be kept valid till the completion of the contract work.
5. In case Security Deposit/Bank Guarantee is not paid/given within stipulated time, the Earnest Deposit shall be forfeited in favor of Government.
6. Tenders duly sealed and superscribed with the marks "TENDER FOR DATA ENTRY OF RATION CARDS" are to be submitted to the Collector, Daman. No tenders shall be accepted after the due date and time mentioned above.
7. Only those bidders who own sufficient facilities for entering data shall be eligible. Full details of the experience in the field, number of computing resources available, number of data entry operators employed, etc. should be furnished.
8. No advance payment of any sort shall be made under any circumstances. Bills are to be submitted duly stamped and pre-receipted. Payment will be made after completion of the work.
9. All extra expenditure incurred for getting the work done from open market due to failure of the agency in completing the work within the schedule as mentioned in the order, shall be recoverable from the agency.
10. Collector, Daman, reserves the right to deduct any amount it deem, reasonable for unsatisfactory execution of the work.
11. The Agency will submit the check list after completion of each Fair Price Shop, which will be verified by respective Civil Supply

11. The Agency will submit the check list after completion of each Fair Price Shop, which will be verified by respective Civil Supply Department. He will make correction of errors/omissions in the first checklist and after signing each page will return the same for carrying out modification in the data already entered into the computers.
12. The data entry agency has to pay a penalty at the rate of 10% in case the mistake exceed than 2% after the modification of records on basis of second checklist. This penalty will be deducted during the settlement of bills or claim.
13. The agency shall complete the data entry and hand over the print-outs within a period of one month after the receipt of work order. If the work is not completed within the specified time, penalty @ Rs 1000 per day of delay subject to a maximum of 10000 shall be deducted from the agency's bill and if the delay goes beyond 10 days, Collector, Daman may, at its discretion, get the work done from open market and the cost of such work shall be borne by the agency.
14. The Agency shall not assign or sublet the work or any part thereof to any other party without obtaining the prior permission from Collector, Daman.
15. The agency shall be responsible to ensure the complete secrecy and security of the data provided to them by the Collector, Daman or the CSO, Daman. The information of data so provided to the agency shall not be passed on by them to anyone. The agency shall be liable to legal action for any violation of this condition.
16. The duly authorized official of the Collector, Daman shall be given free access to the Computer Room at Collectorate for test checking of the work done/required to be done for corrections, etc.
17. The Collector, Daman reserves the right to terminate the contract at any time if found unsuitable. Decision of the Collector, Daman in this regard shall be final and binding on the agency.
18. Any trade discount, etc. should be clearly indicated in the offer and no further correspondence in the matter shall be entertained.
19. The accepted rates shall be operative for a period of one year from the date of acceptance.
20. The Collector, Daman reserves the right to forfeit the deposits if the agency fails to comply with any of the terms and conditions of the tender/order.
21. The bidder shall enclose a list of organizations served.
22. The Collector, Daman reserves the right to place order on a single agency or split the order among a number of agencies or reject any offer(s) without assigning any reasons thereof.

23. The agency shall designate one single person who shall be in-charge of receiving of documents from CSO office, Daman and returning the same back. Proper acknowledgement of receipt and delivery of document shall be given by the Agency to the CSO at each occasion.
24. The data shall be entered/verified and transferred on the CD/DVD. The bidder shall use his own media for conversion of data as required.
25. Tenders offered without Earnest Money Deposit shall not be considered.
26. Tenders should be accompanied by receipt slip of payment of Rs. 500/- "Non-Refundable" towards the cost of the tender form if purchased from Collector Office. If downloaded from web site, the same should be accompanied by the DD of Rs.500/- in the name of Collector, Daman payable at Daman.
27. The successful Bidder shall have to sign Security Bond for security of ration card records.
28. Payment shall be made only after the certification by the concerned CSO and in consultation with the National Informatics Centre, Daman.
29. Collector, Daman reserves the right to reject any or all of the tenders without assigning any reasons thereof.
30. Canvassing in any form is not desired and may lead to disqualification from the bid.


Collector, Daman

Signature of Bidder with Seal

Date:

Annex - 1
U.T. ADMINISTRATION OF DAMAN & DIU
DAMAN

Ref. Tender No.		
01	Name of Data Entry Agency	
	Address	
	No. of Computers and Computer Configurations	
	No. of Data Entry Operators	
	Organizations Served	
02	RATE FOR ENTRY of FORM DETAILS	
	Rate per record	Data Entry in English
		Rs. Ps.
	Ration Card Details Form	
	Inclusive of Printing Check Lists until 100% Error Free Data	
03	Approximate value of the work	

I, agree to abide by the terms and conditions of the tender.

Authorized Signatory

Name:

Designation

Seal:

Place:

Date:

Annex – II

Information on the Estimated Work

1. Total Number of Ration Cards in District Daman: **26,000 (Approx)**
2. Average Number of Family Members per Ration Card: **5 (Approx)**

(The following form is a faint, mirrored image of the reverse side of the page and is not intended for data entry.)

Ration Card No: []

Ration Card Holder Details:

Name of Head of Family: []

Father's Name: [] Mother's Name: []

Age: [] Date of Birth: []

Nationality: [] Gender (M/F/T): []

Mobile No: [] EPIC No: []

ED: [] [] [] UID: [] [] []

Permanent Address: is same as Present Address

House No./House Name: []

Landmark/Locality/Colony: []

Village/Town: []

District: []

Pin: []

Tel./Talc: []

State: []

Professional Details:

Occupation: [] Total Annual Income: []

is IT Payee is Self-employed

Bank Account Details:

Bank Name: [] Bank Account No: []

Pass Book: []

Annex – III

RATION CARD DETAILS FORM

Ration Card No:

Ration Card Holder Details:

Name of Head of Family:

Mother's Name:

Father's Name:

Date of Birth:

Age:

Gender (M/F/T):

Nationality:

EPIC No:

Mobile No:

UID:

EID:

Permanent Address:

Is same as Present Address?

House No/House Name:

Landmark/Locality/Colony:

Village/Town:

Tehsil/Taluk:

District:

State:

PIN:

Professional Details:

Occupation:

Total Annual Income:

Is Electrified

Is IT Payee

Bank Account Details:

Bank Account No:

Bank Name:

Bank Branch:

Gas Connection Details:

Gas Connection Status: Gas Company Name:

Gas Agency Name: Consumer Number:

No. of Cylinders:

Family Member Details:

Sl. No	Name	Gender (M/F/T)	DOB (DD/MM/YYYY)	Age (in Years)	Relationship	UID	EID	EPIC No

Annex – IV

Technical Details

The Application software is developed using .NET technologies on windows platform.

The Server will have to require installation of MS-SQL database server which will be provided by department.

Server requires Windows 2003+, IIS, .NET Framework 2.0 installed.

The server specification must be reasonable for smooth operation of .NET web application with MS-SQL 2005/2008 running with 25 to 30 users at a time.

ONE Ration card comprises as below:

Type of Record	One OR Multiple	Maximum Size of One Record
Ration Card Master	One record per Ration card	550 bytes max – Avg 300 bytes
Ration Card Details	Average 5 records per Ration card	70 bytes max – Avg 55 bytes

