U.T. ADMINISTRATION OF DAMAN AND DIU
OFFICE OF THE COLLECTOR, DIU

TENDER NOTICE

Sealed tenders are hereby invited by the Collector, Diu Food & Civil Supply, Department, Diu 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, Collectorate, Diu"**. 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, Diu, in Favor of the Collector, Diu. 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 available at department of Civil Supply and also are to be downloaded from the official web site www.diu.gov.in. Tender form should be submitted along with non refundable tender fees of Rs. 500/- in DD, in favor of the Collector, Diu.

Last Date of receipt of tender is 30/11/2012 in office upto 3:30:00 PM. The final Tender is to be submitted to the Office of Civil Supply Department of Collectorate, Diu. The tender will be opened on 30/11/2012 at 5:30 PM in the presence of the tenderers, in the Chamber of the Collector Collectorate Campus, Diu.

(S. K. SAXENA)
COLLECTOR, DIU

U.T. ADMINISTRATION OF DAMAN AND DIU

OFFICE OF THE COLLECTOR, DIU

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

TENDER NOTICE No. No.79-3-2009/CSD/ 2592

TENDER DOCUMENT No. Price Rs.500/-

Date 08/11/2012

Last Date for Providing Tender Document 20/11/2012

Last Date for Pre-bid queries and clarification 23/11/2012

Last Date for Submitting Tender Document: 3:30 PM on 30/11/2012

Tender Opening Date & Time:5:30 PM on 30/11/2012

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. District Information Officer, National Informatics Centre, Collectorate, Diu may be consulted for technical details.
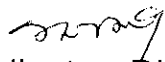
JOB SPECIFICATION

* The whole data entry work is to be carried out within 1 month after receiving work order.

* The number of Ration Cards is roughly 14,500 in Diu. One record includes Ration Card Holder Details, Permanent Address Details, Professional Details, Gas Connection Details & Family Member Details. Please see Annexure-III.

* 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), Diu 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 stationery in the Format given in Annexure-III 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 stationery 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 given in annexure-I for" per record in English".

* No extra payment shall be made for carrying out corrections.

* Technical Details are available in Annexure-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. 3.00 lacs

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, Diu, in favor of the Collector, Diu. 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, Diu 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 with in stipulated time, the Earnest Deposit shall be forfeited in favor of Government.

6. Tenders duly sealed and susperscribed with the mark "TENDER FOR DATA ENTRY OF RATION CARDS" are to be submitted to the Collector, Diu. 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, Diu, reserves the right to deduct any amount if 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 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, Diu 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, Diu.

15. The agency shall be responsible to ensure the complete secrecy and security of the data provided to them by the Collector, Diu or the CSO, Diu. 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, Diu 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, Diu reserves the right to terminate the contract at any time if found unsuitable. Decision of the Collector, Diu 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, Diu 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, Diu 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, Diu 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, Diu payable at Diu.

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, Diu.

29. Collector, Diu 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, Diu

Signature of Bidder with seal
Date:

U.T. ADMINISTRATION OF DAMAN & DIU
DIU

Ref. Tender No.			
01	Name of Data Entry Agency		
	Address		
	No. of Computers and Computer Configurations		
	No. of Data Entry Operations		
	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 condition of the tender.

Authorized Signatory

Designation

Seal:

Place:

Date:

Annexure-II

Information on the Estimated Work

1. Total Number of Ration Cards in District Diu 14,500
2. Average Number of Family Members per Ration Card. 5

Date of Issue: __/__/____   Last Date of Submission: 7 days from Date of Issue

RATION CARD DETAILS FORM

P.T.O.

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 [   ]

Gas Connection Details:

Gas Connection Status: [   ]   Gas Company Name: [   ]

Gas Agency Name: [   ]   Consumer Number: [   ]

No. of Cylinders: [   ]

NOTE: (1) Gender => M = Male, F = Female, T=Transgender, (2) Gas Connection Status: YES / NO,
(3) Gas Company Name => BP / HP / IOC etc
(4) UID => Unique ID/Aadhaar Number (5) EID => Enrollment ID of Aadhaar, if Aadhaar no is not received

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P.T.O.

Family Member Details:

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

Signature of the Ration Card Holder   Stamp of the Fair Price Shop

(Head of Family)

NOTE: (1) Gender => M = Male, F = Female, T=Transgender, (2) Gas Connection Status: YES / NO,
    (3) Gas Company Name => BP / HP / IOC etc
    (4) UID => Unique ID/Aadhaar Number (5) EID => Enrollment ID of Aadhaar, if Aadhaar no is not received

Annex-IV

Technical Details

The Application software is develop using .NET technologies on windows platform.
The Server will have to require installation of MS-SQL database server which will be provided by deparment.
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