

FTS No. 242  
/MAM/DMN/2016

**U. T. Administration of Daman & Diu  
Office of Collector, Collectorate,  
Dholar, Moti Daman.**

No. MAM/DMN/NPR/31/2015/

Dated :- 27 /06/2016

**TENDER NOTICE**

Sealed tenders are hereby invited by the Collector, Daman on behalf of the President of India for Data Entry Work from National Population Register (NPR) Booklet as stated below as per the Terms and Conditions attached herewith.

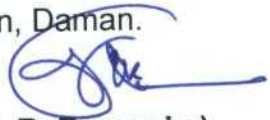
Sr. No	Charges Details	Total Population as per filled in NPR seeding	Description	Rate per entry to be quoted by Tender.	Total Expenditure
1.	Mamlatdar, Daman (Rural Areas )	134675	Per data entry Rs. 2.25 of GOI		
2.	Chief Officer, DMC, Daman ( Urban Areas )	27661	Per data entry Rs. 2.25 of GOI		

Tender Forms along with Term and Conditions are to be downloaded from the official website [www.daman.nic.in](http://www.daman.nic.in). The Tender form should be submitted along with non refundable tender fees of Rs.1000/- and refundable EMD of 2.5% of the total cost of work in DD in favor of the Collector, Daman.

- 1) Valid Income Tax Clearance Certificate with copies of returns for last 3 years.
- 2) Sales Tax/Vat Registration Certificate.
- 3) The bidder should be dealing in the items for which he is filling tender.
- 4) In case, there is a small scale industry, there should be a proof of registration.

Tender will also be published on official website [www.daman.nic.in](http://www.daman.nic.in).

Date of receipt of tender is from 28/06/2016 to 13/07/2016 in office upto 3:00 PM on all working days. The tenders will be opened on 13/07/2016 at 4:00 PM in the presence of the tenders, if possible at Chamber of Mamlatdar, Collectorate, Dholar – Moti Daman, Daman.

  
( D. R. Damania )  
Mamlatdar, Daman  
Collectorate, Daman

Signature of Tenderer  
with Status

## **TERMS AND CONDITIONS FOR DATA ENTRY** **FROM THE FILLED IN NPR BOOKLETS :-**

- (i) The data entry for summary sheet of NPR booklets may be taken up directly in the portal through user ID and password, already supplied for data entry of summary sheet of NPR booklet.
- (ii) The work of data entry may be completed in a period of 4 months (120 days) for each district. The break of all four months are mentioned as follows:-
  - (a) 20 days for selection and training of Operators and Supervisors.
  - (b) 10 days for putting the infrastructures in place.
  - (c) Actual data entry, validation by the enumerators and quality checking by the Supervisors should be completed within 90 days from start date after steps (a) and (b) are over.
- (iii). In case the work is not completed within the stipulated time limit , an amount of 1% of the cost of work will be liable to be deducted for the delay of each one week.
- (iii) The service provider engaged by the State/District may deploy sufficient number of operators to finish the data entry work within target timelines. Data entry work should be started in all the places simultaneously. The Data Entry Operator should be minimum 10+2 Pass and computer literate and should know data entry in both English and Gujarati.
- (v) The data entry will be carried out at 10 Village Panchayats of Daman District and Daman municipal Council, Daman.
- (vi) The actual data entry and quality checking by the supervisors should be completed within 90 days from the date of starting the work.
- (vii) The mistakes, if any, will be rectified by the bidder without any extra remuneration for the same.
- (viii) Tender Forms should be submitted with non-refundable tender fees of Rs. 1000/- and refundable EMD 2.5% of the total cost of the work by D.D. in favour of the Collector, Daman.
- (ix) The date of receipt of tender is from 28-6-2016 to 13-7-2016 upto 3.00 p.m..
- (x) The date of opening the tender will be on 13-7-2016 at 4.00 p.m.
- (xi) Payment will be made on completion of work with satisfaction.
- (xii) The Administration have to provide furniture i.e. table, chairs, cupboards, suitable sitting place & Power supply to the staff of Service Provider through the concerned Village Panchayats and Daman Municipal Council, Daman for the period till the work is completed in all respects. The service provider has to use his own computers and hardwares for the said purpose. Whereas the software developed for data entry will be provided by Government of India.



तहसीलदार, दमण  
Mamlatdar, Daman