

Government of West Bengal
Office of the District Magistrate, Purulia
District ICDS Cell, Purulia

Memo No- 236 /ICDS/PRL

Date-05.05.2017

TENDER NOTICE

Sealed Tenders are hereby invited from bonafide agency/vendors/persons for preparation of child data base in a specified format under Nutrition Intervention Programme, DPAC attached with District ICDS Cell, Purulia with the support from UNICEF, Kolkata for this district through computer system based data entry.

Tender Form will be available from the District ICDS Cell, Purulia during office hours from **05.05.2017** to **18.05.2017**.

Last date of submission of Tender is **18.05.2017** up to **04.00 PM** and Tender will be opened on **19.05.2017** at 3.00.P.M. in the office Chamber of the Additional District Magistrate (Gen), Purulia.

Tender in prescribed format must be dropped in the Tender box kept at the District ICDS Cell, Purulia within the stipulated time period.

General Terms & Conditions

1. Rate should be quoted for data entry per child inclusive all taxes and all other charges. The numbers of total children will be approximately 3 lakh.
2. The format of the Data entry should be as per Annexure-I and data will be entered in English language only.
3. Data Entry Software would be provided by District ICDS Cell, Purulia. It has to be run under Xampp (Cross-Platform Apache MySQL PHP Perl).
4. Minimum Three (3) years of experience engaged in data entry work with experience of entering at least 75% of the required volume of the job of similiar nature as mentioned in the tender paper (vide serial 1) in Census, Election, Digitization and other related job in the last four financial years. (Relevant Work Order in this respect should be attached)
5. Tender form must be submitted along with the copy of IT clearance, PAN, VAT registration.
6. Each Tender must be accompanied with an earnest money of Rs.10, 000/- (Rupees ten thousand) only in the form of Bank Draft in favour of the District Programme Officer (ICDS), Purulia. No other form of deposition will be accepted.
7. Successful Tenderer shall have to deposit security money to the tune of 5% of the Money value of the Work and execute a contract deed of Agreement. The Security Money shall be deposited in the form of NSCs duly pledged in favour of District Programme Officer (ICDS), Purulia / Bank Draft in favour of the District Programme Officer (ICDS), Purulia.
8. The Earnest money deposited by successful Tenderer shall stand forfeited to Government without further reference in case of the Tenderer fails to furnish the security money within prescribed period.

9. Preparation of child base through data entry will be in a specific format and specific field. The specimen copy of the format is annexed herewith.
10. The work will be done at district level.
11. The selected tenderer should arrange computers with specific configuration along with all other peripherals/accessories at the place to be provided by the authority under Purulia Collectorate office premises for the purpose of data entry.
12. The work of data entry should be completed within specific period of time as to be fixed by the authority. Time line must be followed strictly. Any type of negligence and or delay in this respect will not be tolerated.
13. Delay beyond completion time of work as per the work order will render the Agency/Vendor liable for penalty @0.25% of work order value per day subject to maximum of 10 days and thereafter District ICDS Cell, Purulia hold the option to cancel the order.
14. District ICDS Cell, Purulia reserves the right to terminate the job/order at any time if found unsatisfactory in quality of data prepared by the Agency and forfeit EMD of the party. In such a case, District ICDS Cell, Purulia shall get the job completed at the risk and cost of the Tenderer/Agency from alternate sources. Decision of District ICDS Cell, Purulia will be final in this regard.
15. Considering the nature of work has to be completed in a definite period of time, the selected tenderer should arrange minimum 15 (fifteen) sets of computers running under Windows 7 with Intel® Core™ i3 processor. If any of the computers will stop working during the job the agency will be liable to replace the computers on their own responsibility.
16. The agency should arrange a Local LAN network for the purpose of the Data Entry and the maintenance of the LAN will be sole responsibility of the agency.
17. Agency should provide at least (15) Fifteen highly skilled data entry operator throughout the data entry process.
18. No holidays will be entertained for this work and working hours will be fully need based as to complete the whole work within specific period of time.
19. The database thus to be prepared must not be copied or shared with others without the permission of the authority. Violation of this should be treated legally.
20. The selected tenderer should be solely responsible and liable for occurrence of any type of unlawful activities/untoward incidents in the working premises by the data entry operators at the time of working hours.
21. Payment will not be disbursed prior to the completion of the whole work that has to be assigned. **100% data accuracy is mandatory.** After data entry the database has to be checked with the hard copy and to be rectified in case of any mistake within the stipulated period of time.
22. The authority reserves the absolute right to accept or reject any tender including the lowest one without assigning any reason whatsoever. The authority reserves the right to call explanation for any absurd rate quoted for the work.
23. Decision of the Authority is final & binding regarding any dispute if, arises, in this respect and any related matter.


District Programme Officer (ICDS)

Purulia

Copy forwarded for information and wide publication to:-

1. The District Magistrate, Purulia.
2. The Additional District Magistrate (Gen/Dev/ZP), Purulia
3. The Sub-Divisional Officer, Sadar/Manbazar/Jhalda/RN Pur, Purulia
4. The DIO, NIC, Purulia Collectorate, with the request to arrange uploading of the Tender Notice in the district official website.
5. The DICO, Purulia,
6. Office Notice Board


District Programme Officer (ICDS)
Purulia