

**Tender Document
for
Unicode font conversion, merging of Elector's photographs into data in binary format,
conversion in database, Printing of Photo Electoral Roll as per guidelines of Election
Commission of India**

Tender No. MPSEDC/MKT/2010/177

(All pages of this document except for Commercial-bid to be submitted in original duly signed on each page along with the technical bid envelope. The Commercial bid in original is to be enclosed in a separate sealed envelope)

M.P. State Electronics Development Corporation Ltd.
147, Zone-I, M. P. Nagar, Bhopal - 462011 (M.P.)
Ph. No. 0755-2769822, 2769816
Fax: 0755-2769824
www.mpsedc.com

M.P. State Electronics Development Corporation Ltd.

147, Zone-I, M.P. Nagar, Bhopal-462011 (M.P.)

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Tender No. MPSEDC/MKT/2010/177

INVITATION FOR BIDS

Addl. Chief General Manager, MPSEDC Ltd., Bhopal invites sealed bids, under two envelopes system, from bidders for "Tender for Unicode font conversion, merging of Elector's photographs into data in binary format, conversion in database, Printing of Photo Electoral Roll as per guidelines of Election Commission of India" on behalf of office of the Chief Election Commission, Bhopal. Interested bidders may obtain further information from the office of MPSEDC Ltd., Bhopal Bids are invited for the work mentioned hereunder:

S	Items	Description
n		
a	Scope of Work	Unicode font conversion, merging of Elector's photographs into data in binary format, conversion in database, Printing of Photo Electoral Roll as per guidelines of Election Commission of India
b	Cost of Tender Document	Rs.1000.00 (non-refundable) by Demand Draft/Cash
c	Sale of Tender documents	Date 23.3.2010 to 7.4.2010 (Between 10.30 a.m. to 5.30 p.m.)
d	Last date of submission of Tender	Date 08.04.2010 up to 3.00 p.m.
e	Date of opening of Technical Bid	Date 08.04.2010 at 4.00 p.m.
f	EMD	Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft payable to MPSEDC Ltd., Bhopal
g	Place of opening of Bids	Office of MPSEDC Ltd., 147, Zone-1, Maharana Pratap Nagar, Bhopal (M.P.)
h	Address for communication	MPSEDC Ltd., 147, Zone-1, Maharana Pratap Nagar, Bhopal – 462 011 (M.P.)

Note : Tender can be downloaded from the website **www.mpsedc.com** In case. tender document has been downloaded from the website, the tenderer will have to enclose a Demand Draft of Rs.1000/- (Rupees One Thousand only) as tender document from any scheduled bank in favor of MPSEDC Ltd. payable at Bhopal along with the tender.

***Any future Corrigenda/Information shall be posted only on our website www.mpsedc.com**

Letter for Submission of tender

To
Addl. CGM,
MPSEDC
147 Zone I, M P Nagar
Bhopal (M P)

Dated ----- ,2010.

Ref : Tender for Unicode font conversion, merging of Elector's photographs into data in binary format, conversion in database as per guidelines of Election Commission of India against Tender No. MPSEDC /MKT/2010/ 177 due on 08.04.2010

Dear Sir,

Having examined the tender document relating to the Tender for Unicode font conversion, merging of Elector's photographs into data in binary format, conversion in database, Printing of Photo Electoral Roll as per guidelines of Election Commission of India as detailed in your tender, Conditions and scope of work etc., and having understood the provisions and requirements relating to the development and all other factors governing the tender, We hereby submit our offer for the same in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying Bid.

If, after the tender document is accepted, we fail to complete the said work as per the order. We agree that, M/s. MPSEDC LTD. Bhopal shall have full authority to forfeit the earnest money and cancel our order with no obligation on their part.

We confirm having deposited earnest money of Rs 1,00,000/- (Rupees One Lakh only) by Demand Draft No.....dated drawn onBank Branch attached here to, and general information required are as per annexure attached.

We further confirm that –

- i. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- ii. We have sufficient qualified manpower and after support to execute the order efficiently in the specified time schedule.
- iii. The quoted rates shall be valid till the completion of the order but not less than 90 days.
- iv. We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation/discrepancy.
- v. We hereby declare that we have not been blacklisted by any Govt. Authority.

The information given above and in the Tender Document is true to the best of our knowledge and we understand that in case, the information is found to be false, our tender/work order can be rejected at any point of time.

Signature of the Tenderer
With stamp and date

2. Eligibility Criteria :

The Eligibility Criteria for bidders is as follows :

Tender can be submitted by any bidder who has previous satisfactory experience of preparation of Elector's Photo Identity Cards (EPIC) of minimum One District or preparation of Photo Electoral Rolls for minimum One District, in any state of India as per guidelines of Election Commission of India. A certificate from the concerned District Election Officer/CEO (clearly indicating the name/names of Districts) in this regard should be enclosed. State Level Agencies/Sub-contractors certificate(s) not allowed for bidding.

The bidder must have had an average annual turnover of Rs. 50 lakhs during the last 3 financial years. The audited balance sheets of the last three years should be submitted. In this regard, notarized affidavit along with CA certificate should be submitted by the tenderer.

The Bidder should not have been blacklisted by any Government Authority.

3. Description of work

The Scope of Work involves the following activities:

PART I

The existing elector's data for the State of Madhya Pradesh is in ISCII format. To comply with the national standards ECI, the data is to be converted in to Unicode standard fonts from ISCII fonts.

MPSEDC will provide the required software for this job. Vendor is required to convert the data into the Unicode.

The elector's photographs are not merged in the elector table, they are kept separately in the form of JPG files. Now the photograph has to be merged in the data base in binary format.

There is a need to shift the electors data from the present DBMS (MS-Access) to the RDBMS (SQL server). MPSEDC will provide the required software for this job. Vendor shall convert the data into the RDBMS from DBMS.

After performing these activities, the Vendor will convert the electoral roll in PDF format, print one copy of check list and submit the check list to Distt. Authorities.

The District Authorities will check and mark corrections on the check list. The vendor will collect the corrected check list and make the corrections in the Database through the software provided by MPSEDC and print corrected copy of the check list and submit the same to Distt. Authorities. In case, errors are still found after correction, the vendor will have to make corrections and print another check list. This process shall be continued till error free check list (which shall be known as final check list).

The process of incorporating corrections in electoral roll shall be done at respective district head quarters only.

After the error free check list is approved by District Authorities the Vendor will print One copy of Photo Electoral Roll.

The vendor will create PDF files of the error free, converted electoral roll and submit the pdf files on CD/DVD in three copies. The vendor will also return the original data and the corrected, converted data in on CD/DVD in three copies.

The vendor will also submit one copy of the data on 500 GB Hard Disk.

PART II

The vendor will carry out integration by merging the mother roll and supplementary lists into one single roll and re-numbering the electors through the software provided by MPSEDC. After integration the vendor will generate electoral roll in PDF format and print one copy of the electoral roll as check list and submit the same to District Authorities.

The District Authorities will check and mark corrections on the check list. The vendor will collect the corrected check list and make the corrections in the Database through the software provided by MPSEDC and print corrected copy of the check list and submit the same to Distt. Authorities. In case, errors are still found after correction, the vendor will have to make corrections and print another check list. This process shall be continued till error free check list (which shall be known as final check list).

The process of incorporating corrections in electoral roll shall be done at respective district head quarters only.

The vendor will create PDF files of the error free, integrated electoral roll and submit the pdf files on CD/DVD in three copies. The vendor will also return the original data and the corrected, integrated data in on CD/DVD in three copies.

The vendor will also submit one copy of the data on 500 GB Hard Disk.

PART III

The vendor will print one copy of the error free integrated electoral roll on single side of white A4 Sheet of minimum 75 gsm. The vendor will also generate 10 photocopies of the electoral roll on both sides of white A4 sheet of minimum 75 gsm.

Note : The vendor will be required to generate MIS Reports relating to the work as and when required. The generation of MIS Reports will form a part of work and any cost incurred by the vendor shall be included in the quoted rates. No extra charges will be paid for generation of MIS Reports.

TERMS AND CONDITIONS

- 1** Tender should be submitted only in this original form. It should be filled up in all respects and should be duly signed (with seal) on each page by the Tenderer.
- 2** This Tender Form consists of two parts.
 - a** In Part I Tenderer is required to give the technical and business profile of his firm / corporation / company and Terms / Conditions, Job specification etc..
 - c** Part III is related to the price bid for the job.
- 3** Each tender shall be accompanied by earnest money deposit (EMD) in the form of Bank draft of any Nationalised/Scheduled Banks for an amount of Rs. 1,00,000 (Rupees One lakhs only). No exemption in EMD/Security deposit in any form will be given to any firm/ company/ corporation/ public undertaking.

Bank draft shall be payable to the Madhya Pradesh State Electronics Development Corporation Ltd., Bhopal on any of the Nationalised/Scheduled Banks having an operating branch at Bhopal.
- 4** Bank draft for Earnest Money Deposit along with Part I, shall be placed and sealed in envelope marked 'A'. Part II of the Tender Form i.e. Price Bid form shall be placed and sealed in envelope marked 'B'. Thereafter all the sealed envelopes, 'A' and 'B' shall be placed and sealed in envelope marked 'C', addressed and submitted to the Office of the Additional Chief General Manager, 147, Zone-1, MP Nagar Bhopal- 462 011 by registered post or by hand within specified time limit. The envelope should be clearly super-scribed with the words " Tender for Unicode font conversion, merging of Elector's photographs into data in binary format, conversion in database, Printing of Photo Electoral Roll as per guidelines of Election Commission of India" at top. The name and address with telephone number, Fax number, e-mail etc. of the tenderer should also be specified on the envelope.
 - a** Tender shall be submitted only in the name of firm to whom tender form has been issued.
 - b** Commercial Bid will be opened in the presence of the successful tenderers. Date, Time and Place of opening price bids will be intimated to them in due course. No appeal against the decision of the Committee shall be entertained.
- 5**
 - a** The total work is divided into 10 Zones. The tenderer can bid for any number of Zones; however, the successful bidder shall be awarded work for only one Zone.
 - b** After opening of the Bids, if it is found that, a Tenderer has quoted lowest rates in more than one zone, he will be given an opportunity to select one zone. In case of other zones, where, the Tenderer is lowest, the respective second lowest bidders will be offered to work at the lowest rates. If the second lowest bidder does not accept the offer, the zone will be offered to the third lowest bidder and so on.
 - c** In case, no bidder accepts the offer as mentioned in 5b above, a limited tender will be invited from all the bidders who have not been allotted any zone.
 - d** MPSEDC reserves the right to offer more than one zone to the lowest bidder in case, no reasonable bids are available after carrying out the exercise mentioned in 5b and 5c.
- 6** The Tenderer(s) whose tender is accepted shall hereinafter be called "**Contractor**" which shall include his heirs, executors, administrators and assigns.
- 7** The primary source/document for the work is Photo electoral rolls published in 2009 at MPSEDC office. CDs/DVDs of the same need to be obtained from MPSEDC and checked by the contractor. Any discrepancies observed shall be corrected by the Contractor.

GENERAL CONDITIONS

- 1 The tenderer should quote rate inclusive of all taxes, as per PART II. No extra payment will be given.
- 2 If Performa, Data Structures or Reports are modified by Election Commission of India or MPSEDC, during the process, the contractor will have to carry out modification/rectification at no extra cost.
- 3 The tendered rates shall be inclusive of all taxes. No price escalation will be allowed on any account.
- 4 The rate quoted should be valid and operative for work orders as issued by MPSEDC. It is binding on to the contractor(s) to execute the job entrusted to him/them by MPSEDC at a place, date and time, decided by MPSEDC at the rate quoted by the Contractor(s) and accepted by MPSEDC.
- 5 Successful tenderer (Contractor) will have to pay security deposit equal to 10% of the value of the work within ten days of acceptance of his tender in the form of Performance Bank Guarantee or F.D.R. (from any nationalized bank) for a period of minimum One Year duly pledged. In case the contractor fails to deposit the security amount within one day, the Earnest Money Deposited by him shall be forfeited, and MPSEDC will be free to award the contract to any other agency at the contractor's risk and cost.
- 6 The successful Tenderer will have to sign an Agreement with MPSEDC for the Districts for which he has been declared as successful bidder within one week of issue of Letter of Intent/Work Order.
- 7 MPSEDC reserves right to accept or reject any or all tenders without assigning any reasons. He will also not be bound to accept the lowest tender and will be free to take suitable decisions on merit of the tenders.
- 8 The Contractor shall submit his bill in the printed form to MPSEDC in triplicate. The charges to be claimed in the bills shall always be as per the rates approved.
 - a The Contractor will submit the bill, immediately after submission of printed electoral roll and CD/DVD of PDF of the job (as given in Part I, Part II and Part III of Description of work) alongwith certificate from District Authorities. Payment of 70% of the bill will be made to the Contractor by MPSEDC, subject to the receipt of payment from the CEO office.
 - b MPSEDC will check the data received on behalf of the Chief Election Commission, MP and if it is found satisfactory will issue a certificate in this regard.
 - c After the receipt of the certificate from MPSEDC, **the Contractor shall be entitled for the remaining payment of work, which has been entrusted to him by MPSEDC. The Contractor will submit the** Bill for the remaining 30% amount to MPSEDC. MPSEDC will make payment of the amount after deducting any amount if necessary, subject to receipt of payment from the CEO office. No Interest will be paid on delayed payments.
 - d Payment to Contractors shall be made by A/c Payee (crossed) Demand Draft/Cheque only.
- 9 The Security deposit collected shall be refunded to the Contractor within three months of the final payment. In this period, the Contractor will have to complete any rectification work as may be required by MPSEDC, failing which the security deposit shall be adjusted towards the excess cost incurred by MPSEDC on such rectification work.
- 10 The Contractor shall bear the expenses regarding the collection of data etc. Supply of all deliveries.
- 11 In case the Contractor fails to complete the work or any part thereof within the contract period or in case the work is not found in accordance with the prescribed specification and/or approved sample or if the progress of any particular portion of work is found not up to the satisfaction, MPSEDC shall be entitled to take the following steps :

- 12** In case the contractor fails to supply CDs/DVDs and other deliverables etc. as specified in the Tender Document (Annexure I) within the stipulated time, the liquidated damages may be charged on the accepted work as per the following:
- a** 5% payment shall be deducted per day (including Sunday and holidays) on the remaining work for which deliverables are not completed.
 - b** If the delivery of complete Photo electoral rolls of all assembly constituencies is delayed from the days as per Annexure-I, MPSEDC shall have the power to terminate the contract in respect of the balance supply of Photo electoral rolls. In that event MPSEDC will also have the power to get the above mentioned work completed through some other agency/source and the additional cost, if any, shall be recovered from the Contractor.
 - c** To get the work completed through any other agency, at the risk and cost of the Contractor in respect of the incomplete portion of work.
 - d** The Contractor shall be liable to make good any loss, which MPSEDC may sustain by reason of higher price, and/or any other administrative expenses incurred on the incomplete portion of work.
- 13** The contractor shall not under any circumstances revise the rates already quoted and approved and should complete the work undertaken within the time limit agreed. Any request for an increase in the rates will not be entertained under any circumstances.
- 14** The Contractor shall execute the whole work in strict accordance with guidelines of ECI. The Contractor shall also conform exactly, fully and faithfully to the designs, specifications and instructions issued by MPSEDC/CEO office.
- 15** MPSEDC shall have power to make any alterations in or additions to the original specifications, specimen designs and instructions that may appear to him to be necessary. The Contractor shall be bound to carry out the work in accordance with any instructions in this connection, which may be given to him by MPSEDC. Such alterations shall not invalidate the contract, and any additional work which the Contractor may be directed to do in the manner specified above as part of the work shall be carried out by the Contractor on the same conditions in all respects on which he agreed to do the main work and at the same rates as specified by him in the tender for the main work.
- 16** If at any time after the execution of the contract MPSEDC shall for any reason whatsoever (other than default on the part of the Contractor for which the contract can be rescinded) desire that the whole or any part of the work specified in the tender should be suspended for any period, or that the whole or part of the work should not be carried out at all, he shall give necessary direction to the Contractor. Upon the receipt of such direction the Contractor shall forthwith suspend or stop the work wholly or in part as required therein and no compensation shall be payable to the Contractor for suspending or stopping the work.
- 17** The Contractor shall not be entitled to claim any compensation from MPSEDC for the loss suffered by him on account of delay by MPSEDC for whatsoever reasons including interalia:
- a** Force majeure.
 - b** Natural calamity.
 - c** Act of enemies of the State or any other reasonable cause beyond the control of MPSEDC/DEO.
- 18** All work under or in course of execution or executed in pursuance of the contract shall at all times be open for the inspection and supervision of MPSEDC/CEO/DEO and their authorised subordinates.
- 19** If the Contractor attempts to bribe by way of gratuity, gift, loan, perquisite, reward or advantages, pecuniary or otherwise directly or indirectly, promises or offers office or employment, or if any such officer or person becomes in any way directly or indirectly interested in the contract, MPSEDC may thereupon by notice in writing rescind the contract and the security deposit shall thereupon stand forfeited.

- 20** If it is found that the original contractor has sub-contracted the work, the work order shall be cancelled and the security deposit forfeited.
- 21** Security deposit will be forfeited if any term and condition of the contract is breached and the Contractor fails to complete the said work satisfactorily. The decision of the Managing Director, MPSEDC in this regard shall be final.
- 22** If the tender is withdrawn or rates are modified before the final acceptance of rates, the earnest money deposit shall be forfeited by MPSEDC. The earnest money deposit will be returned on written demand to the unsuccessful tenders after the tenders have been finalised.
- 23** If the tenderer fails to pay the security deposit in the prescribed manner and within the time provided, the earnest money deposit paid by the Tenderer will be forfeited and credited to the Corporation.
- 24** The time allowed for carrying out the work shall be as per Annexure I, and strictly observed by the Contractor and shall be reckoned from the days on which the order to commence the work is given to the Contractor. The work shall be completed within the stipulated period of the contract and be proceeded with all due diligence. In case of circumstances beyond the control of the contractor the decision of MPSEDC/CEO shall be final.
- 25** If a dispute arising out of, and/or in connection with and/or in relation to this contract or breach or termination thereof exists between the parties and the same cannot be settled within fifteen days by mutual discussions, such disputes or differences shall be referred to the Arbitrator under the provisions of the Arbitration and Conciliation Act, 1996. The Arbitrator panel's decision shall be final and binding on both the parties.
- 26** All powers exercisable, functions to be discharged in terms and conditions and provisions of this deed in relation to MPSEDC, shall be exercised and discharged by MPSEDC or by any other officer specifically authorized by him in this regard.
- 27** The database files and CDs created for computerisation of Photo electoral rolls as per tender document will be the sole property of the Office of the Chief Election Commission. The Contractor should not retain them on their computers. The Contractor would not use this database in any form for any other purpose except those indicated in this tender document.

PART-II
COMMERCIAL BID

Financial Bid must be submitted strictly in the given format

Bidding Zones	Activity	Unit	Qty *	Rate	Amount
Zone 1 Bhopal Raisen Sehore Hoshangabad Harda	Part I (as per description of work)	Per AC	21		
	Part II (as per description of work)	Per AC	21		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	132500		
Total of Zone 1					
Zone 2 Gwalior Bhind Morena Datia Sheopur	Part I (as per description of work)	Per AC	22		
	Part II (as per description of work)	Per AC	22		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	138900		
Total of Zone 2					
Zone 3 Sagar Chhatarpur Damoh Panna Tikamgarh	Part I (as per description of work)	Per AC	26		
	Part II (as per description of work)	Per AC	26		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	154300		
Total of Zone 3					
Zone 4 Rewa Satna Sidhi Singrouli Umaria	Part I (as per description of work)	Per AC	24		
	Part II (as per description of work)	Per AC	24		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	144700		
Total of Zone 4					
Zone 5 Jabalpur Katni Dindori Anuppur Shahdol	Part I (as per description of work)	Per AC	20		
	Part II (as per description of work)	Per AC	20		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	128400		
Total of Zone 5					
Zone 6 Chhindwara Narsinghpur Seoni	Part I (as per description of work)	Per AC	24		
	Part II (as per description of work)	Per AC	24		

Balaghat Mandla	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	152900		
Total of Zone 6					
Zone 7 Shivpuri Guna Ashoknagar Rajgarh Vidisha	Part I (as per description of work)	Per AC	22		
	Part II (as per description of work)	Per AC	22		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	125000		
Total of Zone 7					
Zone 8 Indore Ujjain Dewas Shajapur	Part I (as per description of work)	Per AC	26		
	Part II (as per description of work)	Per AC	26		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	164100		
Total of Zone 8					
Zone 9 Khandwa Khargone Burhanpur Badwani Betul	Part I (as per description of work)	Per AC	21		
	Part II (as per description of work)	Per AC	21		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	128100		
Total of Zone 9					
Zone 10 Dhar Ratlam Mandsour Neemuch Jhabua Alirajpur	Part I (as per description of work)	Per AC	24		
	Part II (as per description of work)	Per AC	24		
	Part III (set of 1 Laser print and 10 photocopies as per description of work)	Per page	140300		
Total of Zone 10					

* the above mentioned no of pages are estimated

I hereby accept all the Terms and Conditions of this Tender Document.

Signature of Tenderer with Seal

Date

Annexure - I
Time Schedule

Sr.No.	Activity	No. of days from the date of order/LOI
01	Conversion of the electors data from ISCII fonts to Unicode, Merge Photographs as binary data into the Elector Table [E-detail Table] and shift the elector data from present DBMS (MS-Access) to the RDBMS (SQL server).	08
02	Print Checklist of the Roll for comparison with the final publication of Photo Electoral Roll -2009.	02
03	Distribute Checklist of the Roll for comparison with the final publication of Photo Electoral Roll -2009.	02
04	Door to Door survey to detect errors in the Checklist and make corrections therein.	30
05	Edit the Elector Database to update it and carryout corrections made in the Checklist in the Computerized database.	15
06	Print final Checklist for verification of the corrections made in the Photo Electoral roll	02
07	Integrate all supplements with the Mother Roll to prepare a Draft Roll.	15
08	Print Checklist for verification of the Photo Electoral roll after integration and carrying out corrections if any.	02
09	Printing of the Draft Roll for Draft Publication-2010	10