

REQUEST FOR PROPOSAL (RFP)

For providing services for Designing & Printing OMR /Data Entry Forms, Scanning/processing of OMR /Data Entry Forms and associated Logistics for a field survey to be conducted by Government of Andhra Pradesh across the entire state.



From

The Department of Civil Supplies,

Hyderabad,

Andhra Pradesh.

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1. INTRODUCTION:

Government of Andhra Pradesh is planning to conduct a field verification survey using OMR / Data Entry Forms across the entire state covering around 2 Crore households.

In this regard Department of Civil supplies (hereinafter referred to as Department) is inviting sealed Tenders from reputed firms having proven track record of providing services for Designing & Printing of OMR /Data Entry Forms, Scanning/processing of OMR/Data Entry and associated Logistics for a field survey to be conducted by Government of Andhra Pradesh across the entire state in the manner prescribed in this RFP.

The successful bidder/bidders shall provide all the logistics in handling the OMR /Data Entry Forms, designing the forms as per the department requirement, and printing of OMR /Data Entry Forms with variable data and up to three photographs in a OMR sheet and scanning/ entry of the OMR /Data Entry and processing of the data. The required infrastructure for doing all these activities along with OMR scanners, printers have to be arranged by the bidder at his own cost along with other equipment viz., servers, PCs, Modems, Printers, etc.

Sealed Tenders have to be submitted in the Office of the Commissioner, Civil Supplies, Somajiguda, Hyderabad on or before 25th June, 2009 by 5:00 P.M and the Tenders would be opened i.e. 26th June, 2009 at 3:00 PM in the Office of the Commissioner, Department of Civil Supplies, Somajiguda, Hyderabad. The Bidder or their duly authorized representatives are requested to be present at the time of opening the Tender. The Tender document has to be accompanied by a Demand Draft of Rs.4,00,000/- (Rupees Four lakhs only) as EMD. The EMD of the **unsuccessful** bidders will be returned within 15 days of award of the contract to the successful bidder/s. All proposals and accompanying documents will become the property of Department and will not be returned.

2. SCOPE OF WORK:

Scope of work:

- 1) Designing and Printing of Variable OMR forms with text, Photos and Barcode (Close to 2 crores).
- 2) Design and Printing of Data Entry forms which will be filled up during the survey and for which data entry has to be done. (These sheets will not require OMR scanning) The number of these sheets will be close to 2 crores.
- 3) Delivery of Variable OMR/Data Entry forms to destination points.
 - a. The OMR /Data Entry forms shall be packed and delivered at the destinations indicated by the department.
 - b. The entire logistics involved in delivering the right packets to the right places shall be the responsibility of bidder.
 - c. Batching and numbering of OMR /Data Entry forms and packets shall be done by bidder to ensure smooth logistics as the filled up OMR /Data Entry forms needs to be collected by the bidder from these destinations to the scanning/Data Entry centers set up by the company
- 4) Processing of OMR Forms through OMR scanners and submitting the processed data to the department.
- 5) Data Entry work needs to be done for the Data Entry forms and also for such OMR forms which cannot be scanned through OMR.(Bidder has to assess number of such non-scannable forms)
- 6) Miscellaneous: Any other activity incidental or relating to above mentioned activities.

3. INVITATION OF TENDER:

It has been decided by the Government of Andhra Pradesh that Door to Door verification survey through OMR /Data Entry forms throughout the state. The bidder is to provide Designing & Printing of Variable , Data Entry forms, Design, Printing & Scanning of OMR Bar-coded sheets, Data entry from the Data Entry form and Non-Scannable OMR forms, processing of the captured data collected by the Department and the associated logistics for doing these activities.

Bidders are advised to study carefully all technical and commercial aspects, terms and specifications in the RFP. Failure to furnish all information required in the RFP Document or submission of a bid not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

a) **Address at which tender is to be submitted:**

The Commissioner, Department of Civil Supplies, Andhra Pradesh, Civil Supplies Bhavan, Somajiguda, Hyderabad-500 082

b) **Date till which the tender is valid:** 6 months from the date of opening of technical bid.

c) **Important dates**

S.NO	Event	Date
1.	Invitation for Expression of Interest	11 th June 2009
2.	Opening of EOIs	17 th June 2009
3.	Issue of RFQ cum RFP	18 th June 2009
4.	Pre-Bid meeting	20 th June 2009
5.	Last date and time for receipt of Bids	25 rd June 2009 at 5.00PM
6.	Opening of Technical Bids	26 rd June 2009 at 3:00 PM
7.	Opening of Financial Bids	29 th June 2009 at 3:00 PM
8.	Award of contract	30 th June 2009

4. PROCEDURE FOR SUBMISSION OF BIDS:

- a) It is proposed to have a three cover System for this tender.
- b) Technical Bid for OMR/ Data Entry forms (One Cover)
- c) Commercial Bid separately for OMR & Data Entry forms. (Two Separate Covers)
- d) Technical Bid should be placed in a separate sealed cover super scribing the words" Technical Bid – OMR Printing and Scanning / Data Entry forms printing and Data Entry ".
- e) Commercial Bids should be placed in separate sealed covers super scribing the words" Commercial Bid - OMR Printing and Scanning and Data Entry forms printing and Data Entry Tender ". The sealed covers should be put in one sealed cover super scribing the wording "Commercial Bid".

- f) All the above documents viz. Technical Bid Cover and Commercial Bid Cover to be placed in a single sealed cover super scribed with "OMR Printing and Scanning tender / Data Entry forms"
- g) The Cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is declared "late".

Checklist for the bidders:

S.No	Item	Yes/No
1	Technical Bid: Forms 1 to 8 as given in the RFP	
2	EMD along with technical Bid	
3	Signed Consortium Agreement if any along with technical bid	
4	Proof in respect of forms 1-8 being along with Technical Bid	
5	Finance Bid: Form 9	

5. BID EVALUATION AND AWARD OF CONTRACT:

Over all Evaluation Procedure:

Keeping in view the complexity and volume of the work involved, the following evaluation procedure is prescribed. The commercial and technical Bids of those firms will be evaluated separately. On completion of technical evaluation, the department would draw up a shortlist of technically qualified bidders and Commercial Bids of those bidders only would be opened. The evaluation methodology for this project is purely internal to department and would not be informed to any of the bidders.

The Bid/ Bids with the best price and highest value to the stakeholders of the project would be eligible for the award of the contract. However, the commercial bids must be in the prescribed format given.

The department reserves the right to reject any or all proposals and to waive infirmities and minor irregularities in proposals received if deemed in the best interest of department to do so. The department reserves the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder.

Stage 1: Evaluation of Technical Bids

The following table shows the criteria which will be used for evaluating the technical bids. In the case of a consortium, the bids will be evaluated on the combined strengths of the constituent companies involved.

S.No	Criteria	Description	Marks
1	Designing and Printing of OMR /Data Entry forms	Capability to print around 10 lakhs OMR /Data Entry forms per day with variable data and upto three photographs per sheet maintaining the quality of the OMR sheets.. Packing all the sheets Mandal wise, with labels pasted on the boxes. (Bidders who have their printers and work experience in Andhra Pradesh will be given higher weightage)	25
2	Providing Logistics	Providing the logistics to deliver all the sheets to the Mandal offices all over the state (Bidders who have local presence will be given higher weightage)	15
3	Scanning and Processing	a) Experience and capability to scan 10 lakhs sheets per day. Must have completed at least three scanning and processing projects of One crore OMR sheets in maximum 3 Projects during last two years(Bidders who have local presence will be given higher weightage). b) Experience and capability to do data entry in the data entry forms at the rate of 5 lakh per day	25
4	Experienced manpower and capability of the Project Team	Experienced project management team, Systems Analysts, programmers, Data Handling team, scanning operators, data entry operators	10
5	Solution, methodology and quality procedures	Understanding the project requirement, work plan and quality procedures	15
6	Hardware and software architecture and Disaster recovery plan	Existing hardware in terms of scanners,printers, servers, hardware, application software, disaster recovery plan etc. Year of purchase of the scanners should be given in detail	5
7	Support and maintenance solution	Availability of Support and Maintenance team for uninterrupted operation throughout the project duration.	5
Total Marks			100

- The evaluation and the cut off scores will be decided by the Evaluation Committee appointed by the Civil Supplies department.
- The bidders will be short listed based on the score given by the Evaluation Committee.
- The decision of the evaluation committee of the department is final and the department is under no obligation to provide clarifications to the bidder regarding the evaluation.

Stage 2: Final Evaluation

After evaluation of technical bids, the commercial bids of only those bidders who qualify in technical evaluation will be opened. The Commercial Bids of the bidders whose Technical Bid is found to be ineligible would not be opened. The bidder quoting the lowest commercial offers among the technically qualified bidders will be taken as the best value bid. The department reserves the right to call the best value bidder for further negotiations to reduce the price quoted in the commercial offers.

The Department reserves the right to distribute the work among one or more technically qualified bidders apart from the bidder with the lowest commercial bid keeping in view the volume of activity involved, and the short time frame in which the field verification using OMR/ Data Entry forms are to be done across the state. However, the price at which the contract will be awarded to all the bidders shall be the same as the lowest commercial bid. However, while distributing the work among the bidders, the department reserves the right to allocate a greater proportion of the work to the bidder who has quoted the lowest commercial offer.

The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

The prices quoted shall be inclusive of all taxes, duties and statutory payments incident upon the bidder and it shall be a fixed price bid. The prices once provided by the bidder will be valid for the entire period of validity of the bid as defined in the bid document.

The department reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Department's action.

Stage 3: Award of contract

The Department shall enter into contract with the successful bidder/bidders and the agreement shall cover the following aspects/terms in detail.

Performance security:

Contract form:

Payment:

Prices:

Assignment:

Liquidated Damages:

Termination:

Applicable Law:

Taxes and Duties:

Confidentiality:

Technical Documentation:

Application Software terms:

Project Management:

Software ownership rights:

Source code support :

Bidder's obligations :

Department's obligations:

6. PROJECT DELIVERABLES AND TIMELINES:

The entire project is planning to be completed in 5 phases. In each of these phases, 10-12 mandals will be covered for a period of 10 days in all the 23 districts. In each phase roughly 40 lakh households will be covered. Total Project is to be completed within 50 days (10 Days x 5 Phases).

Action Plan:

1. The design of the OMR sheets and the Data Entry forms shall be done in accordance with the format prescribed by the Department.
2. The printing of the OMR sheets and the Data Entry forms shall be done in 5 phases each covering approximately 40 lakh sheets each in every phase.
3. The 50 OMR sheets shall be packed in a Water Proof Envelope and labeled with the District Name, Mandal Name and Fair Price Shop No and the range of Ration Card Nos.
4. The Data Entry forms shall be packed separately in the form of booklets of 50 each and put in an envelope labeled with the District Name, Mandal Name and Fair Price Shop No.
5. All such Envelopes pertaining to a Fair Price Shop should be placed in a Carton and sealed. The Carton should be labeled with the District Name, Mandal Name and Fair Price Shop Nos.
6. The cartons shall be transported and delivered to the respective District Headquarters within the timelines to be specified by the Department.
7. The logistics for transportation should be planned meticulously by the company / firm who have been awarded the contract and proper delivery of the cartons in proper condition shall be the company / firm's responsibility.
8. Once the OMR /Data Entry forms are filled up at the Mandal Level, and upon receiving instructions by the department to collect them, the company / firm shall pack them properly in plastic covers and transport them to the scanning / Data Entry locations.

The locations will be decided by the department in consultation with the company / firm.

9. The OMR / Data Entry forms will then have to be scanned at the scanning locations and the output from the scanners shall be given to the Department in a specified format.
10. The Data from the Data Entry forms has to be entered.
11. In case of OMR forms that cannot be scanned, the Bidder should also do data entry of such forms and provide the data in the format specified by the Department.

The proposed action plan drawn up by the Department for executing this project is given below. The plan is tentative and is given to the bidder to indicate the tasks and the associated timelines within which the entire exercise is to be completed. **It is hereby emphasized that the entire process of printing, transporting, scanning, Data Entry and delivery of the final result for all the 5 phases shall be done within 50 days from the date of signing the contract.**

The following are the deliverables along with the timelines:

S.NO	Deliverable	Deliverables with Timelines
1.	Design of the Variable OMR /Data Entry forms	Within 48 hours of design finalized by the department and given to the bidder.
2.	Printing packing and Transfer of OMR /Data Entry forms	<ul style="list-style-type: none"> • First 40 lakh OMR /Data Entry forms and shall be printed along with barcodes and delivered at the locations specified by the department within 10 days of finalization of design by the department. • Subsequently every week 40 lakh OMR /Data Entry forms shall be printed and delivered to destinations designated by department. • Each district will have single destination (District Headquarters) at which all sheets pertaining to that district has to be delivered.

S.NO	Deliverable	Deliverables with Timelines
		Coding of the packets needs to be done to ensure right sheets reach the right destination.
3.	Transfer to Scanning/ Data Entry centers	Once the Bidder is informed by the department to collect the filled OMR /Data Entry forms, the Bider should collect and transport the forms to the OMR scanning centers and Data Entry centres arranged by the bidder within 2 days.
4.	Scanning /Data Entry	Every week a minimum of 40 lakh OMR /Data Entry Forms need to be scanned / 40 Lakh Data Entry forms to enter
5.	Data Analysis	The data analysis from OMR and data entry if any needs to be given periodically every week to the department. The entire data analysis needs to be completed from one week after the completion of scanning /Data Entering the last OMR /Data Entry forms.

The Bidder has to complete the work as per the prescribed schedule and strictly in accordance with the Service Level Agreement specified in the contract. Failure to comply with the Contract terms and conditions and Service Level Agreement shall attract a penalty as specified in the contract.

Specifications:

Data Entry form specifications

- Size: A4
- 75 GSM quality
- Should be supplied in Packets of 50 sheets bound in the form of a Booklet. The last booklet in any FP shop may contain 50 sheets or less.

OMR sheet Specifications:

- Size: A4
- 105 GSM quality
- Minimum 4 Printing Colors: Different colors for different formats

- Type: OCR Grade Reflective
- Bar-coded
- Security features to be incorporated
- Should be supplied in Packets of 50 loose sheets put in a plastic cover
- The corresponding OMR sheets needs to coded and to be packed together

OMR printing Specifications:

- The printing shall be in black and white with each sheet having variable printing
- Oval bubble marks for answering
- For OMR /Data Entry Forms that require capturing of data, sufficiently spaced boxes need to be provided. The data provided in such boxes will be scanned using ICR technology.
- Should be able to print at least 8 lakhs OMR sheets per day.

OMR scanning specifications:

- The scanner should be high volume production scanner capable of running in 3 shifts in a day and capable of handling at least 20,000 OMR /Data Entry Forms per shift.
- The scanner should able to scan 5500 OMR /Data Entry Forms / hour.
- The bidder should provide for at least 13 OMR scanners and should install in places specified by the department and should be able to arrange for additional scanners if Board desires.
- The scanners should be able to scan documents of maximum of 12 inches length & 9 inches width. The scanners should also accept a Wide Variety of thickness of documents (90 to 110 GSM).
- The Scanners should be able to scan the circles/Ovals as given in the OMR sheet and should be able to convert the same into defined numeric characters.
- The Scanners should be able to scan Barcodes of varied formats and should be able to convert the same into numeric characters.
- The Scanners should be able to generate and print unique codes (endorsement numbers) on the forms scanned.
- It should be possible to define various threshold levels for the recognition of marked circles on the OMR form.

The scanners should be able to perform under the following Environmental conditions

Temperature	15-45 degrees Celsius
Relative Humidity	15 to 76 %
Interior Accessibility	Single front door access to entire paper path, simple cleaning and jam clearance.
Scanner diagnostics	It should be possible to diagnose the problem if any, using a host PC, so that problems related to scanning are Diagnosed and Sorted out fast.
Scanner spare parts	Spare parts for the scanners should be provided, so that the scanner parts can be corrected/replaced at any point of time during the period of execution of the project.

The OMR forms will be stored at normal room temperature and humidity or in similar environmental conditions as the Scanners. The Scanners should be able to scan such documents. The filled in OMR forms should be scanned only once.

The scanner software should have tools to extract and generate the ASCII data of the recognized and converted data from the forms and this should be stored as files and these files should be handed over to Department on CDs.

The scanning software must have tools to generate automatic statistics of the performance of the data capture system at the desired levels.

One PC should be provided for each scanner to handle the scanner software and to generate various reports as needed.

Note: Software for Data Entry will be provided by Department. The bidder has to give various MIS reports as needed by the Department.

GENERAL TERMS & CONDITIONS:

Following are key contract terms and conditions required by Department to enter into a relationship with the vendor. This is not intended to be exclusive or exhaustive. This Contract is intended to sensitize the Bidder to various clauses, which may be reflected in the final Contract. This draft does not form an executable copy.

1. The Agency selected should maintain the confidentiality and integrity of the data of the Filed Verification process at each and every stage.
2. The successful bidders should dedicate a team of at least 10 (Ten) reliable and experienced software engineers having expertise in Oracle, D2K, DBA, Visual Basic and also other supporting staff exclusively till the satisfactory completion of this project.
3. The Department expects from bidders to provide professional, objective and impartial advice at all times and the Government interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. The firms should not take up any assignment that would be in conflict with their prior or current obligations.
4. Unsuccessful Bidder's bid security will be discharged/ returned as promptly as possible but not later than 30 days after the award of the contract to the successful bidder. The successful Bidder's bid security will be discharged upon the Successful Bidder signing the Contract and furnishing the Performance Bank Guarantee No interest will be payable on the amount of the Bid Security.

The bid security may be forfeited

- If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
 - In the case of a successful Bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee
5. The bid shall remain valid for a period of 6(Six) months after the date of opening. No modification to the RFP form or price is permitted during the period of validity

of the tender. The bidder shall execute the work at the premises specified by the Department in this regard.

6. The RFP Bidders will be submitted at the address specified and not later than the time specified in the tender notice. Any Bid received after the due date and time prescribed will be rejected.
7. The Commissioner, Department of Civil Supplies, Andhra Pradesh reserves the right to give the entire contract to one vendor or split the order as per his discretion. The CCS is not bound to accept the lowest quotation and decision of the CCS in regard to acceptance of quotations shall be final and conclusive.
8. The Commissioner, Department of Civil Supplies, Andhra Pradesh reserves the right to accept or reject any bid or reject all bids at any time prior to award of contract without assigning any reasons.
9. The successful bidder shall enter into a contract within 3 days after receipt of order duly furnishing Performance Bank Guarantee (PBG) from a Nationalized Bank for an amount of Rs 6 Lakhs (Rupees Six lakhs only) in favor of The Commissioner, Department of Civil Supplies, Andhra Pradesh. This will be in addition to the EMD amount of the bidder entering into the contract.
10. The services of the bidder shall be rendered at the places specified by the Department of Civil Supplies, Andhra Pradesh.
11. Failure on the part of successful Bidder to enter into an agreement within the time limit shall entail to forfeit the security deposit besides liable for suitable legal action by the Department and the firm will be kept under black list.
12. No advance payment will be made.
13. The bidder should carry out the instructions given from time to time to the entire processing to meet the time schedule of the Department.
14. All the disputes shall be subject to the jurisdiction of High Court of A.P., Hyderabad.
15. If in the opinion of the Department, the work entrusted has not been executed to meet the requirement of Department as per the scope & time schedule, the

department will be at liberty to cancel the order and to take back all the materials given to Bidder at any time. In such case, the security deposit will be forfeited.

16. If any of the services / deliveries cannot be made in accordance with the time schedule prescribed from time to time, the department has sole right either to cancel the contract and the cost involved by getting the work elsewhere will be charged from the defaulter or to impose penalties on the bidder firm as decided by the Department.

17. Prices

- a. The bidder shall quote the prices inclusive of all taxes, duties, etc...
- b. The bidder shall quote in the prescribed Commercial Bid format for the entire project on a single responsibility basis.
- c. The prices, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity of tender.

18. Payment Schedule

I: OMR Forms

- a. The bidder will be paid 40% of the contract amount pertaining to each phase after completion of printing of the OMR forms and delivery to the respective destinations and confirmation from the respective Mandal Offices.
- b. The bidder will be paid 40% of the contract amount pertaining to each phase after successfully completion of scanning of all the OMR forms and submission of the scanning results to the department.
- c. Balance 20% of the contract amount pertaining to all the Five Phases will be paid after the department being satisfied with the overall completion of the total work and submission of MIS reports as requested by the Department.

II: Data Entry

- a. The bidder will be paid 20% of the contract amount pertaining to each phase after completion of printing of the Data Entry and delivery to the respective destinations and confirmation from the respective Mandal Offices.

- b. The bidder will be paid 60% of the contract amount pertaining to each phase after successfully completion of Data Entering of all the Data Entry forms and submission of the scanning results to the department.
- c. Balance 20% of the contract amount pertaining to all the Five Phases will be paid after the department being satisfied with the overall completion of the total work and submission of MIS reports as requested by the Department

19. Project Management

The bidder should specify the hierarchy of the various project executing authorities from the bidder side for the better management of the project.

20. Quality assurance

The bidder should maintain the standards bound by them for the quality assurance of the project (for OMR sheets printing, Packaging and Delivery to destinations specified by department, Collection of filled OMR scans, data entry, data processing and MIS reporting).

21. Risk management

The bidder should specify the expected risks during the project execution period and suggest the risk management methodology adopted for the risk aversion.

22. Liquidated damages

If the bidder firm fails to deliver any or all of the Services within the period(s) specified in the Contract, the Department shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, as decided by the Department. Keeping in view the sensitiveness involved in this project and the failure of the bidder in some important services, the Department will also have the right to terminate the contract.

In the event, Bidder fails to provide the Services in accordance with the Service Standards the Bidder shall be liable for penalty. The department is entitled to withhold (deduct) from the Performance Security the liquidated damages that have become due.

23. All the bidders have to quote their rates for all the items in the Tender Schedule. Any bid with quotes for only some of the items in the Tender Schedule is liable for rejection.

24. The Bidder firm should not subcontract any part of this project to any other firm.

25. Language of Proposals

The Proposal and all correspondence and documents shall be written in English.

26. Correction of errors

Bidders are advised to exercise greatest care in entering the pricing figures. No excuse that mistakes have been made or requests for prices to be corrected will be entertained after the quotations are opened. All corrections, if any, should be initialed by the person signing the bid form before submission, failing which the figures for such items may not be considered.

27. Arithmetic errors in bids will be corrected as follows:

28. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

The amount stated in the bid form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall bid price to rise, in which case the bid price shall be considered.

29. Disqualification: The bid is liable to be disqualified in the following cases :

- The Bid not submitted in accordance with this document.
- Bid is received in incomplete form.
- Bid is not accompanied by all requisite documents
- Information submitted in Technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- Commercial bid is enclosed in the same envelope as Technical bid.

- Bidder fails to deposit the Performance Bank Guarantee and security deposit or fails to enter into a contract **within 3 working days** of the date of notice of award of contract.

30. Patent Rights

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof, the bidder firm shall expeditiously extinguish such claim. If the bidder firm fails to comply and the department is required to pay compensation to a third party resulting from such infringement, the bidder firm shall be responsible for the compensation including all expenses, court costs and lawyer fees. Such amounts will be deducted from bidder firm claim, without notice.

31. Use of Contract documents and information

All project related documents issued by the department, other than the Contract itself, shall remain the property of the Department and shall be returned (in all copies) to the department upon completion of the Bidder's performance under the Contract.

32. Confidentiality

The Bidder shall not use or disclose to any third party, except for the purpose of the observance of these terms and Conditions any confidential information of the department.

FORM NO 1

General Information of the Bidder

The Bidder shall furnish details on the following lines:

The Registered name of the firm	
Address of Registered office	(Registration Number and Registration authority)
Year of Incorporation	
Legal Status	Public Ltd. Co / Private Ltd. Co. / Partnership firm / Society / Trust / Cooperative, etc.
Technological Collaborations	
Business address for correspondence in India	Location
	Street
	City
	Pin Code
	Telephone / Facsimile
	Email
	Other (URL etc.)
Business Structure	
Quality Certifications	(Enclose Certificates copy)
Details of EMD furnished in the form of Demand Draft	Amount Rs.4,00,000
	DD No and date:
	Bank & Branch:

NOTE: The EMD should be kept in the Technical bid envelope.

Signature of M.D. (or) Authorised person

FORM NO 2

Local presence and Organizational strength (for a period of three years)

1. Contact details of office in A.P	
2. No. of staff employed in A.P. (category wise) a) Managerial b) Technical c) Support staff (Produce proof of having employed them. Enclose a list of all personal engaged in A.P.)	

Signature of M.D. (or) Authorised person

FORM NO 3

COMPOSITION OF THE TEAM PERSONNEL AND TASKS OF EACH TEAM MEMBER TO BE DEPLOYED FOR THIS WORK

1. Technical Staff

Sl.No	Name	Position	Task	Experience	Qualification
1.					
2.					
3.					

2. Support Staff

Sl.No.	Name	Position	Task
1.			
2.			
3.			

3. Scanning Operators & Data Entry Operators

Sl.No.	Name	Qualifications
1.		
2.		
3.		

Signature of M.D. (or) Authorised person

FORM NO 4

No. of projects taken up in A.P. in OMR printing and scanning, data Entry

Order placed by (full address of client)	Order No. and Date	Description of the project	Value of order		Remarks
			As per contract	Actual	
1	2	3	4	5	6

4. No. of projects taken up outside AP in OMR printing, scanning and data Entry.

Order placed by (full address of client)	Order No. and Date	Description of the project	Value of order		Remarks
			As per contract	Actual	
1	2	3	4	5	6

Signature of M.D. (or) Authorised Person

FORM NO 5

Experience and track record of the bidder in the field of the Printing and Supply of OMR /Data Entry forms

A description of the firm's qualifications demonstrating prior Successful Deployments in either public or private sector:

A brief description of the company's experience (if any) in designing similar solutions for Government clients in India.

The details to be provided in this regard are:

Name of the Assignment		
Name of the client/Designation/Address/Tel.No./e-mail		
Location of the Project		
Order No. & Date		
Start date and End Date		
Name of the associated consultants, if any		
Number of staff		
Approximate value of services	As per contract	As per actual
Narrative description of the project		
Technology used including Front end / Back end etc.		
Application software		
Details of techno commercial aspects		
OMR Scanners used and their description		
Any other information		

Note:

Bidder must list the names of all the clients to whom it has provided services. The Bidder shall be solely responsible for providing references that are available to be contacted. Bidders should also produce certificates about their satisfactory performance.

Signature of M.D. (or) Authorised Person

FORM NO 6

Experience and track record of the bidder in the field of the Scanning, data capturing and data processing of the OMR/ Data Entry forms

A description of the firm's qualifications demonstrating prior Successful Deployments in either public or private sector:

A brief description of the company's experience (if any) in designing similar solutions for Government clients in India.

The details to be provided in this regard are:

Name of the Assignment		
Name of the client/Designation/Address/Tel.No./e-mail		
Location of the Project		
Order No. & Date		
Start date and End Date		
Name of the associated consultants, if any		
Number of staff		
Approximate value of services	As per contract	As per actual
Narrative description of the project		
Technology used including Front end / Back end etc.		
Application software		
Details of techno commercial aspects		
OMR Scanners used and their description		
Any other information		

Note:

Bidder must list the names of all the clients to whom it has provided services. The Bidder shall be solely responsible for providing references that are available to be contacted. Bidders should also produce certificates about their satisfactory performance.

Signature of M.D. (or) Authorised Person

FORM NO 7

Methodology And Work Plan For Performing The Assignment

Please write brief project plan on how you would be completing the entire scope of work in this project

The Bidder has to furnish a brief note covering the broad methodology and plan in order to perform the assignment prescribed in this tender document.

Signature of M.D. (or) Authorised Person.

FORM NO 8

Particulars of Turnover

Name of the Bidder	
Particulars of Turnover in the following years as per audited accounts	
Financial Year	Total Turnover (<i>in lakhs</i>)
2006-07	
2007-08	
2008-09	
Average Turnover of the 3 Years	

Note:

1. Please attach audited Balance Sheets
2. Provide sufficient evidence to support information provided in the above table.

Signature of M.D. (or) Authorised person

FORM NO 9(a): FINANCIAL BID

OMR Printing & Scanning

Item of work	Total no of sheets (Approx)	Rate per sheet	Amount (INR) (In figures and words)
<p>I. Unit rate per sheet for doing the following activities:</p> <p>a. Printing of Variable OMR sheets, including packaging, logistics of transferring to destinations (Mandal) specified by the Department.</p> <p>b. Collection of the filled up Variable OMR sheets from the Mandal and transferred to the Scanning locations</p> <p>c. Scanning of OMR Sheets</p> <p>d. Data capturing, Data analysis, purification and handing over the data.</p> <p>e. Generation of MIS reports as required by the Department.</p> <p>f. Any other activities incidental to the above activities.</p>	20,000,000 (Two crores)	In figures: In words: (Rounded to two decimal places) <i>Note: The bidder has to work out his price for all the activities listed alongside and quote a single figure only.</i>	
Total			

Note: The rate quoted should take into consideration and should include in itself Service Tax, surcharge, sales tax, freight and other levies that may be applicable.

Signature of M.D. (or) Authorised person

FORM NO 9(b): FINANCIAL BID

Data Entry forms

Item of work	Total no of sheets (Approx)	Rate per sheet	Amount (INR) (In figures and words)
<p>I.Unit rate per sheet for doing the following activities:</p> <p>a. Printing of Data Entry sheets, including packaging, logistics of transferring to destinations (Mandal) specified by the Department.</p> <p>b. Collection of the filled up Data entry sheets from the Mandal and transferred to the Data Entry locations</p> <p>c. Data entry from the Data Entry sheets. (Records Length 30 bytes approximately)</p> <p>d. Data analysis, purification and handing over the data.</p> <p>e. Generation of MIS reports as required by the Department.</p> <p>a. Any other activities incidental to the above activities.</p>	20,000,000 (Two Crores)	<p>In figures:</p> <p>In words: (Rounded to two decimal places)</p> <p><i>Note: The bidder has to work out his price for all the activities listed alongside and quote a single figure only.</i></p>	
Total			

Note: The rate quoted should take into consideration and should include in itself Service Tax, surcharge, sales tax, freight and other levies that may be applicable.

Signature of M.D. (or) Authorised person