

**Office of the Chief Electoral Officer
Cabinet (Election) Department
Sector-2, Dhurwa, Ranchi-834004**

Very Short Tender Notice

This short tender notice is issued by the Chief Electoral Officer-cum-Principal Secretary, Govt. of Jharkhand to invite bid from the reputed agencies having capacity and capabilities to digitally identify Black and White Images, duplicate images and not upto the mark images from the electoral data base of the State of Jharkhand, prepare report of same and merging of correct photographs in the Electoral Roll.

The time schedule for various activities.

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|----|--|---------------------------|
| 1. | Date of Publication | 17/03/2017 |
| 2. | Last date for receipt of Bid proposals | 23/03/2017 up to 03:00 PM |
| 3. | Date and time for opening bid | 23/03/2017 at 04:00 PM |
| 4. | Address for communication/submission of the proposals - Office of The Chief Electoral Officer, Cabinet (Election) Department, Near Gayatri Mandir, Sector-II, Dhurwa, Ranchi-834004, Jharkhand, Phone:0651-2440077 | |

The proposals submitted in the prescribed format alone shall qualify for evaluation. The proposals shall be in English and be submitted in hard copies alone. The proposals from the interested bidders should reach this office in sealed covers within the stipulated date. Any proposal submitted after the stipulated date and time shall not be entertained.

NOTE:-The Tender paper, in which all details with terms and conditions for above invited tender may be obtained from our website (www.jharkhand.gov.in/ceo) or office of CEO, Jharkhand within working hours.

(L. Kiangte)
Chief Electoral Officer-cum-Principal Secretary
Jharkhand, Ranchi

**Office of the Chief Electoral Officer
Cabinet (Election) Department
Sector 2, Dhurwa, Ranchi – 834004**

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1. Introduction:

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2. Background:

Present Electoral roll of the State contain black and white as well as colour images of the electors, it also contains some duplicate images of electors, The Election Commission of India wishes to address the issue by replacing the black and white images with colour one and also de-duplicate the colour images,

3. Scope of the Work

The bidder shall digitally identify Black and White Images, duplicate images and not upto the mark from the electoral data base and submit report in soft copy of the same, It is expected that the bidder should come up with process and methodology to do the work in a fixed time schedule provided by the CEO, Jharkhand. The bidder shall also present a detailed line of action report along with the proposal. The work should be more comprehensive and less data entry work is involved from field level till the merging of photographs in the database.

4. Stipulated time for completion of the work:

30 days from the date of issue of work order from this office

5. Eligibility Criteria:-

1. The Bidder should be a Company/Firm registered in India and having experience of handling Electoral Data base work in Jharkhand.
2. The bidder must have at least five experiences of Electoral data base processing and Image processing in Jharkhand.
3. Turnover of the Company/Firm should be more than 1.00 crore in last three financial years. (2013-2014, 2014-2015, 2015-2016), Audited balance sheet must be submitted.
4. The bidder should not have been black-listed by any government or semi government Organization.
6. Bidder must furnish registration no of: PAN, Service Tax, Jharkhand VAT
7. The Bidder should be a profit making company for the last three financial years. The bidder should submit CA certificate to that effect.

6. General Instructions

The Bidders are requested to go through the instructions, eligibility criteria given in the **Tender notice.**

Each page of the bid document should be signed by the authorized signatory and seal of the company should be affixed below it, as a token of confirmation, that the tender document has been read and understood. Any clarification required may be sought in writing and may be delivered in person, up to a day prior to the last date of the receipt of the bid proposals.

7. Amendments to the tender

1. Before the last date of the receipt of the proposals, the Election Department, Jharkhand, may amend any of the tender conditions as may be desired or wherever O/o CEO, Jharkhand, feels that such an amendment is necessary. Any such amendments to the tender conditions will also be put on the CEO, Jharkhand's Website <http://www.jharkhand.gov.in/ceo>.

8. Tender Fee and Earnest money deposit:

1. The Tender Paper cost is Rs. 2000/- Bidder must submit a Demand Draft from Nationalized Bank /Scheduled Bank for Rs. 2,000/- (Rupees Two Thousand only) payable in favour of 'The Chief Electoral Officer Jharkhand. The proposals received without the Tender Fee will be summarily rejected.

2. The bidders should, furnish as Earnest Money Deposit (EMD) in the form of a Demand Draft from any Scheduled Bank of Rs. 100000/- (Rupees One lakh only) in favour of 'Chief Electoral Officer, Jharkhand' & payable at Ranchi. The proposals received without the EMD will be summarily rejected.

3. In the case of unsuccessful bidders, the EMD will be refunded within one month.

4. The EMD is liable to be forfeited in case the bidder backs out from the offer, after submission of the bid or after the acceptance of the offer by the CEO, Jharkhand. No interest shall be payable by the Election Department on the Earnest Money Deposited.

9. Score allotted

SI No	Description	Max Score (Total 100)
1.	Election related work experience	40
2.	Approach towards the present work and understanding of the same	40
3.	Rate quoted (L1- 20, L2-15, L3-10)	20

Note : Work will be allotted to bidder scoring maximum point at L1 rate,

10. Format of Bid (Bid must be submitted strictly in this format in Letter head of the Company/Firm duly signed)

1.	Name of the Bidder Organization	
2.	Constitution of The Bidder Organization	
3.	Address	
4.	Contact	
	Phone	
	E-mail	
5.	Name of contact person	
6.	Year of Establishment	
7.	Name of the Authorized person	
8.	Jharkhand VAT No	
9.	Income Tax PAN / GIR No	
10.	Service Tax registration No	
11.	MSME Registration	
12.	Quoted Price for digitally identify Black and White Images, duplicate images and not upto the mark images from the electoral data base of the State of Jharkhand, prepare report of same and merging of correct photographs in the Electoral Roll per elector in INR	

Other Clauses/instruction:

1. The CEO, Jharkhand reserves the right to reject any or all the bidders, in case of not being satisfied with the documents furnished or otherwise without assigning any reasons therefore
2. **No conditional rate will be accepted.**

The rates provided by bidder should be inclusive of all taxes and expenses. Conditional bid would be summarily rejected. The Election Department reserves the right to split the work and award it to more than 1 bidder if deemed necessary.

The bidder should submit the proposal only in the Form issued by the Office of the **CEO, Jharkhand** or in the form downloaded from the website <http://www.jharkhand.gov.in/ceo>. As a token of acceptance of the conditions, each page of the tender document should be duly signed with company's seal affixed below the signatures.

CEO, Jharkhand reserves the right to reject any bid proposal without assigning any reasons thereof, and the same shall not be questioned on any ground, whatsoever.

Sub-contracting of the awarded work in any manner will amount to a breach of the contract. Such bidders would be disqualified and their contract would be summarily rejected.

Time is the essence of the contract. The CEO, Jharkhand reserves the right to cancel the order placed on any bidder and assigns the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.

3. Taxes and Duties

The price quoted will be inclusive of all applicable taxes and duties. TDS would be deducted as per statutory requirements.

4. Termination for Insolvency

The Election Department may at any time terminate the work awarded by giving a written notice to the bidder. Termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the O/o CEO, Jharkhand.

5. Arbitration

The dispute or difference arising between the Election Department and the bidder relating to any matter arising out of or in connection with the execution of the work assigned to the bidder, then the same shall be referred to the sole Arbitrator appointed by the CEO, Election Department, Jharkhand in consultation with the bidder. The decision of the Arbitrator shall

be final and binding on both the parties subject to the proviso that the Arbitrator shall give reasoned award. The seat of arbitration shall be in Ranchi.

6. Jurisdiction of civil court:

If during the course of the execution of the contract any dispute arises with the successful bidder, the civil court situated in the District of Ranchi alone will have jurisdiction over the dispute.

CHIEF ELECTORAL OFFICER

Jharkhand