



**Government of Jharkhand
Department of Agriculture and Sugarcane Development**

**TENDER FOR
INVITATION OF PROPOSAL
TO
PRINT AND SUPPLY JHARKHAND KRISHI CARD
ALONGWITH CREATION, MAINTENANCE AND
UPDATION OF THE FARMERS DATABASE OF PILOT
PROJECT FOR JAMTARA AND SARAIKELA-
KHARSAWA DISTRICT.**

Address for communication:

**The Director,
Department of Agriculture &
Sugarcane Development
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549**

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SECTION - I

TENDER FOR INVITATION TO BIDDERS

TENDER FOR INVITATION OF OFFERS FROM REPUTED SOFTWARE CONSULTANTS TO PRINT AND SUPPLY JHARKHAND KRISHI CARD ALONGWITH CREATION, MAINTENANCE AND UPDATION OF THE FARMERS DATABASE OF PILOT PROJECT FOR JAMTARA AND SARAIKELA-KHARSAWA DISTRICT FOR THE DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT, GOVERNMENT OF JHARKHAND, RANCHI.

Agriculture is the main stay for the 80% of rural population of the state. Agriculture is their employment and primary income generating activity. The agricultural economy of the Jharkhand state is characterized by dependence on nature, low investment ,low productivity, mono-cropping with paddy as the dominant crop, in inadequate irrigation facilities and small and marginal holdings. The dependence of agriculture on the Vagaries of the rain-god can be gauged from the fact that as much as 92% of the total cultivated area is rainfed.

To increase the agricultural productivity and production in the state and to push the agricultural activities, the Central and State Governments are implementing a number of schemes under which various type of assistances are being provided to the farmers in form of subsidy etc. But due to technical hindrances and procedural bottle-neck, such support system is not easily accessible to the farmers which are very essential if systematic and accelerated agricultural development is to be assured.

In light of above, the Department of Agriculture and Sugarcane Development, Jharkhand has decided to introduce “**Jharkhand Krishi Card**” to enable the farmers in availing such support in an objective manner and also to ensure better monitoring and management of such subsidies and assistance. This will also enable the Department to identify the problems and issues affecting the farmers since it is proposed to create and maintain the centralized and comprehensive statewide database of farmers.

This project shall initially be implemented on pilot basis in Jamtara and Saraikela-Kharsawa districts of Jharkhand.

Accordingly, proposals are invited from reputed, well experienced and qualified Consultants of repute capable to Print and Supply Jharkhand Krishi Cards alongwith Creation, Maintenance and Updation of Farmers Database of pilot project for Jamtara and Saraikela-Kharsawa district for the Department of Agriculture And Sugarcane Development, Government of Jharkhand.

Tender Procedure

The Bidder should submit the proposals in two parts:

1. Technical Bid
2. Financial Bid

- i) Technical part should contain all such details as mentioned in the Bid Document.
- ii) Financial part should contain the financial bid inclusive of all admissible taxes, duties and levies etc. The details of the financial bid should also be included for better appreciation of the bid.
- iii) These two parts should be submitted in separate sealed and super scribed envelops.
- iv) Both the envelops should then be sealed in a third envelop marked as “TENDER TO PRINT AND SUPPLY JHARKHAND KRISHI CARD ALONGWITH CREATION, MAINTENANCE AND UPDATION OF THE FARMERS DATABASE OF PILOT PROJECT FOR JAMTARA AND SARAIKELA-KHARSAWA DISTRICT FOR THE DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT, GOVERNMENT OF JHARKHAND, RANCHI”

A complete set of Bid Document may be purchased by interested eligible Bidders on the submission of a written application to the Special Secretary, Department of AGRICULTURE AND SUGARCANE DEVELOPMENT, Government of Jharkhand upon payment of a non refundable fee of Rs. **2000/-**(Rupees Two Thousand) only in the form of **Demand Draft in favour of The Director, Department of Agriculture Ranchi**, payable at Ranchi. The Bid Document may be purchased personally during office hours on all working days from **1.12.2011** to **21.12.2011** . It may also be downloaded from www.jharkhand.gov.in & www.sameti.org in which case the fee in the form of demand draft should be enclosed with the bid document at the time of submission.

A pre-bid conference will be held on **17.12.2011** at **1500** hrs in

the office of the undersigned.

The last date for submission of bid is **21.12.2011** upto **1400** hrs at the following address:

The Director

Department of Agriculture & Cane Development
Krishi Bhawan, Laxmi Niwas
Kanke Road, Ranchi-8
Ph. No. 0651-2233549
Fax00651-2233549

The technical bid shall be opened on **21.12.2011** at **1500**hrs before the duly constituted committee.

The bidder or his duly authorized representative may remain present during opening of the Bid.

The Right of acceptance/ rejection of any offer shall remain reserved with the undersigned.

**The Director,
Department of Agriculture &
Sugarcane Development ,
Krishi Bhawan, Laxmi Niawas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549**

Section-II

Introduction

1. Prelude

Agriculture is the main stay for the 80% of rural population of the state. Agriculture is their employment and primary income generating activity. The agricultural economy of the Jharkhand state is characterized by dependence on nature, low investment, low productivity, mono-cropping with paddy as the dominant crop, inadequate irrigation facilities and small and marginal holdings. The dependence of agriculture on the vagaries of the rain-god can be gauged from the fact that as much as 92% of the total cultivated area is rainfed.

To increase the agricultural productivity and production in the state and to push the agricultural activities, the Central and State Governments are implementing a number of schemes under which various types of assistances are being provided to the farmers in form of subsidy etc. But due to technical hindrances and procedural bottle-neck, such support system is not easily accessible to the farmers which are very essential if systematic and accelerated agricultural development is to be assured.

In the light of above, Department of Agriculture and Sugarcane Development, Jharkhand has decided to introduce "**Jharkhand Krishi Card**" to enable the farmers in availing such support in an objective manner and also to ensure better monitoring and management of such subsidies and assistance. This will also enable the Department to identify the problems and issues affecting the farmers since it is proposed to create and maintain the centralized and comprehensive statewide database of farmers.

This project shall initially be implemented on pilot basis in Jamtara and Saraikela-Kharsawa districts of Jharkhand.

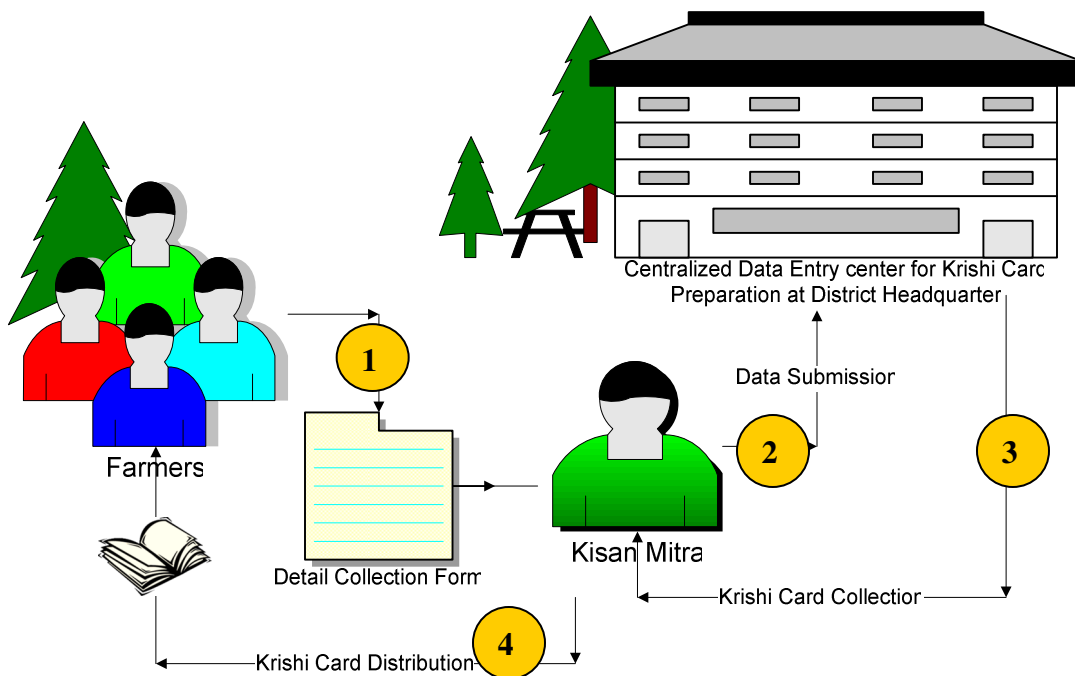
2. Objectives

- 2.1. Regularize the distribution of subsidized agricultural inputs and support services such as seed, fertilizer, machineries, extension services etc.
- 2.2. Ensuring easy and quick availability various agricultural inputs and support services to the farmers

- 2.3. Attain transparency in the distribution of subsidized inputs and assistance in various agricultural schemes to the farmers
- 2.4. Better monitoring and analysis of utilization of various inputs and support services vis-à-vis the status of farmers
- 2.5. Centralized management of Farmer's database for better decision making while planning schemes for the benefits of farmers
- 2.6. To ensure overall objective of enhancing productivity and production various crop in the state

3. Methodology

- 3.1. Desired information and photograph (2 nos.) will be collected from the farmers by Kisan Mitra (Farmer's Friend) in a given data collection form
- 3.2. Centralized data entry will be done at various centralized places by selected agency
- 3.3. A centralized database will be prepared which will be further connected to the website and MIS of the department for ensuring easy access of required farmer information
- 3.4. Database will be maintained and updated regularly on monthly basis to keep the information up-to-date.
- 3.5. Printing of Jharkhand Krishi Card will be carried out, which will contain certain farmer's specific information
- 3.6. Jharkhand Krishi Cards will be distributed among farmers
- 3.7. Each farmer of the state shall be allotted an 11 character alphanumeric unique farmer identity number



4. Process

4.1. At the Distributor/Dealer level

- 4.1.1. Dealer will enter initial opening stock, receipts and closing stock entry in the MIS through dealer specific username and password
- 4.1.2. Farmer will go to the dealer and will show his card
- 4.1.3. Dealer will give him seed, fertilizer etc and will make entry into farmer's Jharkhand Krishi Card as well as his register
- 4.1.4. Later, distributor or dealer will make entry into the Central Database through password protected MIS from the copy of registers taken from the dealer to enable regular updation of data and to get the admissible subsidy released by the Department.



4.2. At the Agency level

- 4.2.1. The Agency will regularly update the data as per the information furnished relating to various agricultural and other inputs and support/extension services provided to the farmers
- 4.2.2. Various wings of the department will regularly furnish such information in the prescribed format

- 4.2.3. The agency shall also monitor regular furnishing of such information and update the department on a fortnightly basis

5. Expected Results

- 5.1. It will become easier to track the record of various agricultural and other inputs and support/extension services provided to a farmer
- 5.2. Distribution of seeds, fertilizers and machinery will be quick, transparent and regularized.
- 5.3. Seeds, fertilizers, machineries etc. will reach to the farmers directly without passing through the cumbersome process of formalities, identification etc.
- 5.4. A centralized database of farmers of the state will be available for numerous uses for feedback, corrective steps and future planning

Section III

Scope of Work

Prelude

The Department of Agriculture And Sugarcane Development, Government of Jharkhand has resolved to provide *Jharkhand Krishi Card* to each farmer of the state for better monitoring and management of various agricultural inputs & support/extension services given to the farmers as well as to create and maintain a centralized & comprehensive database to keep the updated useful details of farmers for better decisions making and future planning.

This project shall initially be implemented on pilot basis in Jamtara and Saraikela-Kharsawa districts of Jharkhand.

The detailed scope of work is mentioned below

3.1. Setup of Data Entry Centers

- 3.1.1. Successful bidder or Agency, hereafter referred, will have to setup the initial input form collection and data entry centers in the selected district headquarters of Jharkhand
- 3.1.2. Number of computers and manpower required will depend upon the potential numbers of farmers in that district as depicted in Annexure-A
- 3.1.3. Data entry and scanning work will be carried out in these centers
- 3.1.4. After successful implementation of the pilot project in the two selected districts, the scope of the work may be extended to other districts on the same terms & conditions and at such approved rates as finalized in this tender.

3.2. Data Entry, Scanning, Preparation and Printing of Jharkhand Krishi Cards

- 3.2.1. **Data Entry & Scanning:** Data entry of data collected from farmers in a given format into the centralized database as well as scanning of passport size photograph from the data collection form shall be carried out by the Agency

3.2.2.A 11 character alphanumeric **Unique Farmer Identity Number** (As per Annexure-B) shall be generated for each entry. All the farmer related data should be linked with this number

3.2.3. Jharkhand Krishi Card has to be printed in the booklet form as per the details provided by the department and the specification (Annexure-C)

3.2.4. Initial pages will contain static information related to the farmer's details along with farmer's photo while other pages will be as per the prescribed format intended for entry to be made subsequently by dealer/department etc.

3.3. Development and commissioning of State Wide Centralized Farmers Database and Data Input and Updation System

3.3.1.A Centralized Farmers Database has to be designed and hosted at State Data Centre located at JAP-IT in Ranchi.

3.3.2.All the inputs and data entry of farmer's details from different Data Entry Centers at district headquarters has to be made into this database.

3.3.3.A complete system has to be developed for systematic and organized entry of data at various levels

3.3.4. Records of distribution of subsidized seeds, fertilizers, machinery etc. will also be entered and updated through this system by the respective vendors/distributors/dealer/department etc. on monthly basis.

3.3.5. It should be username and password protected. User names and passwords of different vendors/distributors/dealer/department etc. should be created and allotted by the agency.

3.3.6. Data once finally entered must not be changeable by the user. It should be changed only by the authorized competent personnel as per the departmental directives

3.3.7. System should be capable of maintaining stock inventory of various agricultural inputs so that the procurement, distribution etc. can be checked and monitored.

3.4. Setup of Data Analysis Cell and Providing Manpower

- 3.4.1. A Data Analysis Cell (Annexure D) has to be setup by successful bidder at the place and in the office space provided by the Department at Ranchi, where data will be analyzed regularly based on various available information furnished to the department regularly
- 3.4.2. A complete Management Information System (MIS) has to be designed for analysis of data and preparation of such reports
- 3.4.3. Successful bidder will have to provide 5 Data Analysis Operators for this cell capable of handling MIS, SQL queries and other techniques needed to analyze and process the data to prepare reports
- 3.4.4. It will also include one person expert from Agriculture sector who will design, analyze and prepare different reports needed for better decision making and corrective steps required, if any.
- 3.4.5. The duration of this cell will be three years, which may be extended on basis of performance
- 3.4.6. Minimum qualification of the operators should be equivalent to Bachelor in Computer Application (BCA) and Agriculture expert should be at least M. Sc. in this field
- 3.4.7. It shall be the responsibility of the agency to comply with all acts, rules, regulations etc. applicable regarding providing such services and make payments of all such taxes, fee etc. as admissible for providing such services
- 3.4.8. In case of default, such agency shall solely be responsible and may be prosecuted, if required.

3.5. Maintenance and Time to Time changes & upgradation

- 3.5.1. The agency will have to maintain the whole system for an initial period of three years
- 3.5.2. During maintenance, database and MIS will have be updated and upgraded as per the needs and objectives of the project

3.6. Time Schedule

The project shall be completed within a period of 60 days from the issue of work order, for which an activity wise time chart shall have to be submitted by the Agency and adhered to.

3.7. Reviews: Reviews shall be held at least every fortnight between the department and agency

- a.) Assess progress of work
- b.) Sign on deliverable report as part of the check list
- c.) Check on adherence to timetables
- d.) Set-up agenda and check list for fortnightly review

3.8. Responsibilities of the Department:

- a.) Nominating a nodal officer for the project to coordinate with the Solution Provider and to provide required information.
- b.) Checking the Quality of Service (QOS) provided by the Solution Provider.
- c.) Facilitating the Solution Provider during the course of the project for necessary information and support.

SECTION IV

Eligibility Criteria of Bidders

Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as the eligibility criteria for the Bidders interested in undertaking the project.

- i) The company should be in business of consultancy and software development at least for **three years**.
- ii) The Bidder must have completed two Software Development Consultancy Project of similar nature of minimum value of **Rs 15 lakhs each** in last **3 years** for any State Government/Central Government/PSU. PSU includes semi Government offices of Corporations, Boards and Universities. The Bidder will have to give the certificate of successful handling of the project from the client with their contact numbers. Performa in **Annexure 4**.
- iii) The bidder should have an annual turnover of not less than **Rs.50 Lacs (from similar services)** in all of the three previous financial years and must submit an attested photocopy of the audited balance sheet and Profit & Loss Account, as a proof of annual turnover (copy of PAN also to be attached).
- iv) Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Departmental Tender Committee. A Self- declaration Certificate should be enclosed. Performa in **Annexure-6**.
- v) The minimum strength of employees in the company should be 30. Details to be furnished accordingly.
- vi) The bidder company or any of its director should neither be convicted by any court of law or blacklisted by any Government concern nor any criminal case be pending against such concern by any government.

SECTION- V

Terms of Technical and Financial Offer

The financial offer of only those Bidders will be opened at first instance, who secure 75 or more marks in the Technical evaluation.

Than If the number of Bidders, securing less than 75 marks, is less than three than the financial offer of those Bidders will be opened, who secure at least 60 marks.

Even then, if the number of Bidders who do not fulfill the above mentioned criteria, remains less than

three then the financial offer of all those Bidders will be opened who secure at least 45 marks.

2. Technical Evaluation

For the evaluation of the Technical offer, the following criteria will be taken into account:-

Part A: General Experience of the Institution in the assignment & work plan	60 marks.
Part B: Educational qualification of the personnel entrusted to accomplish this assignment	40 marks.
Total	100marks

2.2 Break up of Part "A"	Maximum 60 marks
a. Profile of the organization with registration certificate/no; 3 years balance sheet.	10 marks
b. No. of Similar Projects (such as development of Databases and MIS) successfully completed for Central Govt./State Govt./PSU during last three years of minimum cost of Rs. 5 Lakh each (attach names of Projects, work order of each project) (Full marks for 10 or more projects, proportional marks for less than 10)	40 marks
c. Own office located at Ranchi (attach proof)	: 10 marks

2.3 Break up of Part “B”**Maximum 40 marks**

2.3.1 The proposed assignment work shall be carried out by a team consisting of minimum five personnel as follows (CVs of the proposed team members are to be enclosed):

- | | |
|---------------------------|---|
| 1. Project Leader | 1 |
| 2. System Analyst | 1 |
| 3. Programmer | 2 |
| 4. Database Administrator | 1 |
| Total- | 5 |

2.3.2 For the evaluation of the educational qualification and expertise in executing such work by the personnel, who carry out the given assignment successfully, the following criteria shall be taken into account:

1. General Education/ Qualification
 - i. Graduate in Engineering/MCA/M.Sc./ Computer Application
(2 marks for each personnel)
- **10 marks**
 - ii. Post Graduate Diploma in Computer Application

(2 marks for each personnel) - **10 marks**
2. Experience of the team members :

Designation	Minimum Experience	Experience	Marks
Project leader	3 yrs.	10 yrs. or more	10 marks
Analyst	2 yrs.	5 yrs. or more	4 marks
Programmer/ Database Administrator	1 yr.	2 yrs. or more	2 marks (each)
Total			20 marks

2.4 All necessary supporting original/notarized copy documents shall have to be submitted, which should be marked clearly, so

as to enable awarding of marks during technical evaluation in a transparent manner.

3. Financial Evaluation

- 3.1 The bid with Lowest Financial quotation, calculated on the basis of services for one year (as per bid form-Annexure 8), shall be declared successful

The price quoted in the financial bid should be inclusive of all taxes, duties and levies.

SECTION- VI

GENERAL CONDITIONS OF WORK

1. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Departmental Tender Committee in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

2. Bidding Document

- a. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- b. The bid proposal must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

3. Clarification of Bidding Documents

- a. A prospective Bidder requiring any clarification of the bidding documents may notify the Departmental Tender Committee in writing to which the Departmental Tender Committee will respond in writing to any request for the clarification of any bidding documents before submission of bids.
- b. Bidders may also seek clarification on the document or about any condition of the Bid in the Pre bid meeting fixed for this purpose. In the event of any clarification required and issued in writing, it shall form the part of the Bid document.

4. Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of bids, the Departmental Tender Committee may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the bidding document.

- b. All prospective Bidders who have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- c. In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their bids the Departmental Tender Committee, at its discretion, may extend the deadline for the submission of bids.

5. PREPARATION OF BIDS

a. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Departmental Tender Committee shall be in **English only**.

b. Bid Currency

Prices shall be quoted in Indian Rupees only.

6. Documents Comprising the Bids

a. Bid Form

The Bidder shall complete the Bid Form (**Annexure 8**) and the appropriate Financial Bid furnished in the documents indicating the Software to be supplied & services to be provided, a brief description of the services & Software and prices.

b. Bid Prices

The Performa of the bid price Form is in **Annexure 8**.

c. Bid Proposal Sheet

Bid Proposal sheet duly filled in and signed and complete in all respects along with field of checklist. Performa in **Annexure 1**

7. Documents Establishing Bidder's Eligibility and Qualification

- a. Balance sheet of last three yrs.
- b. The certificate of successful handling of the project from the client. Performa in **Annexure 4**
- c. Details of the strength of technical personnel with the company. Performa in **Annexure 2**.

- d. Certificate of capability to perform the Contract if his Bid is accepted. Performa in **Annexure -2**.
- e. Bidder's Authorization Affidavit. Performa in **Annexure 3**.

8. Documents Establishing Bidder's Eligibility and Conformity

- a. The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all Software and Solution, which the Bidder proposes to provide under the contract. Performa in **Annexure 7**.
- b. The Bidder shall furnish, a Self-Declaration in the Performa given in **Annexure 6**.

9. Check-List for the Documents Submitted with the Bid

- a. if the Bid Document is downloaded from the internet a demand draft for Rs 2000/- in favour of The Director, DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT , Ranchi to be attached for the cost of the Bid Document .
- b. The Company should be running for the last three years,
Document: Balance Sheet of Last Three years.
- c. The bidder should have an annual turnover of not less than Rs. Fifty (50) Lacs in any of the three previous financial year.
Document: Balance Sheet of Last Three years with Annexures/ Schedules/ Profit & Loss A/c
- d. Completion of two Project of similar nature of minimum value of **Rs 15 lakh each** in last **3 years** for any State Government/Central Government/PSU. **Document:** Documentation of successful completion of the project from the concerned organization of Completed Project
- e. An affidavit that the bidder or his office bearer has never been blacklisted by Government/Semi-Government Agency or any punishment order issued in any criminal proceedings against the same (Annexure-3).
- f. Demand Draft of EMD (earnest money deposit)

10. Earnest Money Deposit

- a. The Bidder shall furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of a DD drawn in favour of **The Director, Department of Agriculture And Sugarcane Development , Ranchi** Payable at Ranchi for **Rs. 10000/-** (Ten thousand only)

- b. The EMD shall be in Indian Rupees only.
- c. Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible as but not later than 30 days after the decision of the financial bid is taken.
- d. The successful Bidder's EMD will be kept as Security Deposit and will be discharged on the successful completion of the project.
- e. The EMD shall be forfeited:
 - 1 If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form. or
 - 2 In case of a successful Bidder, if the Bidder fails to sign the Contract
- f. No exemption for submitting the EMD will be given to any agency including SSI Units.

11. Period of Validity Of Bids

- a. Bids shall be valid for 180 days from the date of bid opening. A bid valid for a shorter period shall be rejected by the Departmental Tender Committee as non -responsive.
- b. In exceptional circumstances, the Departmental Tender Committee may solicit the Bidders consent to an extension of the period of validity .The request and response thereto shall be made in writing.
- c. Bid evaluation will be passed on the bid prices without taking into consideration the above changes.

12. Contents of envelopes

- a. It will be a two envelope bid comprising of technical bid and financial bid.
- b. **First envelope** shall be marked as Envelope No. 1 Technical Envelope and shall contain:
 - 1 Demand Draft for Earnest Money Deposit (EMD)
 - 2 The draft for non-refundable application fee worth Rs. 2000/- if not deposited earlier
 - 3 Companies Registration certificate in case of companies or Partnership deed in case of firms or Self proprietary Declaration in case of proprietary firm
 - 4 All the documents establishing Bidder's eligibility and qualification mentioned in Section III, Section IV and Section
 - 5 The "**Certificate of Conformity**" regarding acceptance of

all the terms and conditions of this tender.

6 The **Bidder's Authorization Affidavit** duly issued by the authorized authority.

7 Bidder's affidavit regarding conviction, blacklisting or pending criminal case against the bidder.

8 All the formats mentioned as Annexure-1 to Annexure-8

c. **Second envelope** shall be marked as envelope No.2 "Financial Envelope" which will contain only price schedule in the prescribed Form in **Annexure 8**

d. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.

A **Written power-of-attorney** accompanying the bid should support the letter of authorization.

The person or persons signing the bid shall **initial all pages** of the bid.

e. **Any interlineations, erasures or overwriting shall be valid only if they are signed by the person(s) signing the bid.** The bid will be summarily rejected if all the documents mentioned in clause **12.b** are not enclosed in technical bid.

13. SUBMISSION OF BIDS

a. Sealing and Marking of Bids

i. The Bidders shall seal the envelope No.1 Technical envelope and envelope No.2 Financial envelope in separate inner envelopes, duly marking the envelopes as envelope No.1, "**Technical Envelope**" and envelope No.2 "**Financial Envelope**". He shall then place these two envelopes in an outer envelope. Both the inner envelopes and the outer envelope should be addressed to:

**The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549**

- ii. The inner and outer envelopes shall bear the words:

“TENDER FOR INVITATION TO PROPOSAL TO PRINT AND SUPPLY JHARKHAND KRISHI CARD ALONGWITH CREATION, MAINTENANCE AND UPDATION OF THE FARMERS DATABASE OF PILOT PROJECT FOR JAMTARA AND SARAIKELA-KHARSAWA DISTRICT.”

- iii. Both the inner envelopes shall indicate the name and address of the Bidder.
- iv. If the outer envelope is not sealed and marked, the tender will be summarily rejected.
- v. Telex, cable or facsimile bids will be rejected.

b. Deadline for Submission of Bids

- i. Bids must be received by The Departmental Tender Committee at the address, not later than the time and date specified in the Invitation for Bids (**Section I**). In the event of the specified date for the submission of Bids being declared as a holiday for the Departmental Tender Committee, the bids will be received up to the appointed time on the next working day.
- ii. The Departmental Tender Committee may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of The Departmental Tender Committee and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

c. Late Bids

Any bid received by the Departmental Tender Committee after the deadline for submission of bids prescribed by the Departmental Tender Committee, will be rejected and/or returned unopened to the Bidder.

d. Withdrawal of Bids

- i. The Bidder may withdraw its bid after the submission, provided that the Departmental Tender Committee receives written notice of the withdrawal, prior to the deadline prescribed for submission of bids.
- ii. In case the Bidder wants to withdraw, the Bidder's withdrawal notice shall be prepared, sealed, marked and dispatched to the Departmental Tender Committee in original.

- iii. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified in the Bid document. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid security.

14. BID OPENING AND EVALUATION OF BIDS

- a. The Departmental Tender Committee will open all bids as per schedule mentioned **Section I**.
- b. The Bidder's representative, who is present, shall sign an attendance. In the event of the specified date of bid opening being declared holiday for the Departmental Tender Committee, the bid shall be opened at the appointed time and location on the next working day.
- c. The Bidder's name, bid modifications or withdrawals, bid prices and presence or the absence of requisite bid security and such other details as, the Departmental Tender Committee at his discretion, may consider appropriate, will be announced at the time of opening.

No bid shall be rejected at the openings except for the late bids, which shall be returned unopened to the Bidders.

- d. Bids that are not opened and not read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
- e. Bids will be opened In the presence of Bidders or their representatives, who chose to attend on the specified date and time.

15. Clarification of Bids

During evaluation of bids, Departmental Tender Committee may at it's discretion, ask the Bidder for clarification of it's bid .

16. Contacting the Departmental Tender Committee

- a. No Bidder shall contact the Departmental Tender Committee on any matter relating to its bid, from time of opening to the time the contract is awarded. If he wishes to bring additional information to the notice of the Departmental Tender Committee, he should do in writing. The Departmental Tender Committee reserves the right as to whether such additional information should be considered or otherwise.

- b. Any effort by a Bidder to influence the Departmental Tender Committee in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security.

17. AWARD OF WORK

- 17.1 The finalization of the tenders will be done by a committee constituted by the Departmental Tender Committee for this purpose.
- 17.2 The Departmental Tender Committee will award the work to the Successful bidder, whose bid has been determined as the lowest evaluated bid.
- 17.3 If the Departmental Tender Committee feels that a single Bidder cannot accomplish the said work in the scheduled time, the Departmental Tender Committee might consider the proposal of having multiple agencies.

18. Departmental Tender Committee's Right to Accept / Reject Any or All Bids

- 18.1 The Department of Agriculture And Sugarcane Development is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Department of Agriculture And Sugarcane Development reserves the right to accept the tender either in full or in part. Conditional tenders will be rejected outright.
- 18.2 The Department of Agriculture And Sugarcane Development reserves the right to summarily reject an offer received from any agency on national security considerations, without any intimation to the bidder.
- 18.3 The Department of Agriculture And Sugarcane Development reserves the right to place an order for the full or part quotations under any items of work mentioned in the scope of work.

19. Notification of Awards

The Departmental Tender Committee will notify the successful Bidder in writing & The Bidder will confirm the same in writing through registered letter.

20. Corrupt or Fraudulent Practices.

The Departmental Tender Committee requires that the Bidders under this tender observe the highest standards of ethics during

the procurement and execution of such contracts. In pursuance of this policy, the Departmental Tender Committee:

- a. Defines for the purposes of this provision, the terms set forth as follows:
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and
 - ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Departmental Tender Committee, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Departmental Tender Committee of the benefits of the free and open competition;
- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d. The past performance of the Bidder will be crosschecked if necessary. If the facts are proven to be dubious the Bidders tender will be ineligible for further processing.

21. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Departmental Tender Committee’s interpretation of the clauses shall be final and binding on all parties.

22. Decision Taken

The decision taken by the Tender Committee in the process of Tender evaluation will be full and final and binding on all the bidders.

23. Payment Schedule:

Payment The payment schedule will be as follows

SN	Description	Time Schedule	Amount
1.	The Development of Database, Data Entry software, complete MIS	4 weeks	Charges quoted for this service
2.	Setup of Data Analysis Cell	4 Weeks	Charges quoted for this service
3.	Monthly operating charges of Data Analysis Cell	Quarterly	Charges quoted for this service on calculated on quarterly basis
4.	For Printing and Supply of Jharkhand Krishi Cards	Monthly	Total amount as per the rate quoted for each card for the number of Jharkhand Krishi Cards printed and supplied during a month

24. Delay in the Bidder's performance

- a. Performance of the Contract shall be made by the Bidder in accordance with the time schedule specified by the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT as indicated in tender document.
- b. Any delay of work from the stipulated schedule would invite a penalty of Rs. 200/- (Rupees Two Hundreds Only) per day by the way of deduction from the payable amount for the respective work.
- c. Undue Delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions:
 - i) Forfeiture of its security deposit.
 - ii) Termination of the Contract for default.
- c. If at any time during performance of the Contract, the Bidder encounters conditions impeding timely completion of the services under the contract and performance of services, the Bidder shall promptly notify the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT in writing of the fact of the delay, its likely duration and its causes.

As soon as practicable, after receipt of the Bidder's notice, the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT shall evaluate the situation and may at its discretion extend the Bidder's time for performance.

25. Acceptance

The Acceptance Tests, which shall involve testing of each module of each Application System with live and test data, shall be conducted by the Bidder in the presence of a person or agency nominated by the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT.

The Acceptance Test of each Application System, as a complete System with all relevant Sub-System, must be completed by the Bidder to the satisfaction of person/agency nominated by the Department.

26. Penalty Clause

If the Solution Provider is not executing the contract to the satisfaction of the Departmental Tender Committee then the Departmental Tender Committee may invoke any or all of the following clauses.

- i. Forfeit the Security Deposit or
- ii. Terminate the contract without giving any notice.

27. Termination for Default

The Departmental Tender Committee may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Solution Provider, terminate the Contract in whole or part:

- i. If the Solution Provider fails to deliver any or all of the Software solutions within the period(s) specified in the Contract,
- ii. If the Solution Provider fails to perform as per the performance standards.
- iii. If the Solution Provider, in the judgment of The Departmental Tender Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

28. Force Majeure

30.1 For purposes of this clause, "Force Majeure" means an event beyond the control of the Solution Provider and not involving the Solution Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

30.2 If a force Majeure situation arises, the Solution Provider shall promptly notify the Departmental Tender Committee in writing of such conditions and the cause thereof. Unless otherwise directed by the Departmental Tender Committee in writing, the Solution Provider shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

29. Termination for Insolvency

The Departmental Tender Committee may at any time terminate the Contract by giving written notice to the Solution Provider. If the Solution Provider becomes bankrupt or otherwise insolvent, in this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Departmental Tender Committee.

30. Resolution of Disputes

The matter regarding any dispute shall be sorted out at the level of the Director of the Department.

If the dispute persists to remain unresolved then it will be entertained, heard & finalized by the Secretary of the Department of Agriculture And Sugarcane Development, whose decision shall be binding and final upon both parties.

31. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties and levies as applicable up to the completion of job. Any increase in the rates will not be allowed.

32. Binding Clause

All decisions taken by The Departmental Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

- 33. The Departmental Tender Committee, reserves the right to** verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.
- 34.** The Decision regarding acceptance of Tender by the Departmental Tender Committee will be full and final.

ANNEXURE – 1
Bid Proposal Sheet

Tender Reference No. and Date :
Bidders Name and Address :
Person to be contacted :
 Name :
 Designation :
 Phone/Mobile No :
 E-mail :
Telephone No(s) :
Telex No. :
Fax No. :

To

The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549

Subject: TENDER FOR PROVIDING SERVICES TO PRINT AND SUPPLY JHARKHAND KRISHI CARD ALONGWITH CREATION, MAINTENANCE AND UPDATION OF THE FARMERS DATABASE OF PILOT PROJECT FOR JAMTARA AND SARAIKELA-KHARSAWA DISTRICT.

Sir,

1. We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents in respect of Consultancy Services for the above mentioned subject do hereby propose to provide Consultancy Services as specified in the Bidding documents.

2. PRICE AND VALIDITY

All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids.

We are an Indian firm and do hereby confirm that our Bid prices include all taxes, duties and levies.

We hereby declare that all taxes which are leviable under law prevailing at that time will be paid by us.

3. EMD

We have enclosed a Demand draft (dd no. -----, Bank --- -----, Dated-----) in favour of The Director, DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT , Ranchi , Jharkhand payable at Ranchi for the sum of Rs. **10000/- (Rupees Ten Thousands)** only. This EMD is liable to be forfeited in accordance with the provisions of Bid documents.

We declare that all the Services/Works shall be performed strictly in accordance with the Scope of Work.

4. Bid Pricing

We further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders as stated in Bidding document.

5. Bid Price

We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in **Annexure 8** attached with our proposal as part of the Financial Bid.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature)

Printed Name and Designation

Seal

Date :

Place :

Business Address :

ANNEXURE- 2

CAPABILITY STATEMENT

Name & Address of the Bidder :

1.	Location	
2.	Nearest Solution Station with Address and Phone No.	
3.	Year of establishment	
4.	No. of skilled IT Professionals	
5.	No. of Administrative Employees	
6.	Sectors in which firm has provided computerization consultancy covering System Analysis ,Design, Development , Implementation etc.	
7.	Annual turnover of company in last 3 years (Enclose supporting documents)	

Signature of the Bidder

ANNEXURE -3

BIDDER'S AUTHORISATION AFFIDAVIT

I,S/o
Director of M/s having its registered office
at do hereby solemnly affirm and
declare as follows :

1. That I have been authorized to execute this affidavit on behalf of this company by the Board of Directors vide its resolution passed on
2. That the Agriculture & Sugarcane Development Department, Government of Jharkhand vide advertisement published inhad invited offers to PRINT AND SUPPLY JHARKHAND KRISHI CARD ALONGWITH CREATION, MAINTENANCE AND UPDATION OF THE FARMERS DATABASE OF PILOT PROJECT FOR JAMTARA AND SARAIKELA-KHARSAWA DISTRICT.
3. That in response to the said advertisement as stated in paragraph (2), above, our firm has submitted its proposal to the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT, GOVERNMENT OF JHARKHAND.
4. That(Agency) or its office bearer has never been blacklisted by Government/Semi-Government Agency or any punishment order issued in any criminal proceedings against the same
5. That the proposals of our firm M/s containing necessary information and particulars furnished as per given Performa, detailing therein:
 - a) Firm's general experience in the field of assignment/work.
 - b) The qualification and Competency of the personnel for the assignment.

That the statements made in paragraph 1 to 5 of the foregoing affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/laws in force.

Solemnly affirmed by the said at
.....on this the day of
2010.

Deponent :
Identified by me :

SIGNATURE AND STAMP OF BIDDER

ANNEXURE - 4

WORK EXPERIENCE CERTIFICATE

Name of the firm

Period from _____ **to** _____.

1. Order no and date
2. Order placed by (full contact address of such agencies)
3. Solutions Provided
4. Value of order in Rupees
5. Date of Completion
 - a. As per contract
 - b. Actual
6. Remarks indicating reasons for the delay, if any

Date: _____

Place: _____

ANNEXURE-6
Self-Declaration

Ref: _____

Date: _____

To,

**The Director,
Department of Agriculture And
Sugarcane Development ,
Nepal House, Doranda,
Ranchi-2
Ph. No. 0651- 2233549,
Fax 0651-2233549**

In response to the tender No. _____
dt. _____ Of Ref. _____ as a
owner/partner/Director of _____ I
/ We hereby declare that our Agency _____ is having
unblemished past record and has not been declared ineligible for corrupt
& fraudulent practices either indefinitely or for a particular period of
time.

We also declare that no criminal case is pending against our
agency or its directors and that the Agency or its directors have never
been implicated in any criminal case.

Name of the Bidder: -

Signature: -

Seal of the Company/proprietor: -

ANNEXURE - 7

Certificate of Conformity

Date:

To,

**The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549**

C E R T I F I C A T E

This is to certify that, the service “PRINT AND SUPPLY JHARKHAND KRISHI CARD ALONGWITH CREATION, MAINTENANCE AND UPDATION OF THE FARMERS DATABASE OF PILOT PROJECT FOR JAMTARA AND SARAIKELA-KHARSAWA DISTRICT” which I shall provide, if I am awarded with the work, shall be in conformity with the Scope of Work in the Bid document.

I also undertake to abide by all the terms and conditions as laid down in the tender document by this Department and also follow the instructions given by the Department (to be read with Terms and Conditions) from time to time.

I also certify that the price I have quoted is inclusive of all the cost factors (inclusive of all taxes, duties and levies) involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Name :

Designation:

Seal :

Annexure - 8

Bid Price Form

Prices for the PRINTING AND SUPPLYING JHARKHAND KRISHI CARD ALONGWITH CREATION, MAINTENANCE AND UPDATION OF THE FARMERS DATABASE OF PILOT PROJECT FOR JAMTARA AND SARAIKELA-KHARSAWA DISTRICT., in manner as specified in specifications and bidding document.

Bidder's Name & Address
To

**The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549**

(i) Charges for the Development of Database, Data Entry software and Complete MIS (A):

In Figures:

In Words:

(ii) Charges for the Setup of Data Analysis Cell (B):

In Figures:

In Words:

(iii) Monthly Operating Charges of the Data Analysis Cell

	Charges per month	Total Amount for 1 Year (C)
In Figures		
In Words		

(iv) Charges for the Setup of Data Entry Centers, Scanning, Printing & Supply of Jharkhand Krishi Card

	Rate per Card	Total Amount for 3.86 Lakh Jharkhand Krishi Card (D)
In Figures		
In Words		

Final Amount Quoted inclusive of all taxes: (A)+(B)+(C)+(D):

In Figures:

In Words:

Date

Signature and Seal of Bidder.

Annexure - A
Potential Number of Farmers in required Districts

SN	District	Number of Farmers
1	Saraikela Kharsawa	2,72,529
2	Jamtara	1,13,000
Total		2,85,529

Annexure B

Unique Farmer's Identification Number (UFID)

Each farmer will be allotted an eleven character alpha numeric Unique Farmer's Identification Number (UFID) as per following format:

A A A 0 0 0 0 0 0 0 0

└───┬───┬───┬───┬───┬───┬───┬───┬───┬───┬───┘

A B C D

A: Three alphanumeric characters will be the first three characters of a district wherever possible. District codes of selected districts will be as follows

District Name	Code
Saraikela Kharsawa	SKH
Jamtara	JAM

B: Two digits will be for block number. Coding for the two selected districts in order of North to South and East to West are:

Saraikela-Kharsawa (SAR)		
SN	Block Name	Code
1	Ichagarh	01
2	Nimdih	02
3	Chandil	03
4	Kuchai	04
5	Kharsawa	05
6	Saraikela	06
7	Adityapur	07
8	Gobindpur	08

Jamtara (JAM)		
SN	Block Name	Code
1	Narayanpur	01
2	Jamtara	02
3	Nala	03
4	Kundahit	04

C: Next two digits will be for Panchayat Number

D: Last four digits will be the number of farmer

Hence, UFID of a farmer in HUNDUR village of Kanke Panchayat of Kanke Block in Ranchi may be: **RAN07010146**

All the coding of Panchayats may either be done by the Agency in the prescribed order of North to South and East to West or be taken from pre-generated codes used in the state Government

Annexure C
Format of Jharkhand Krishi Card

Annexure D
Data Analysis Cell

A Data Analysis Cell has to be setup by successful bidder at Ranchi, where data will be analyzed regularly based on various available information and furnished to the department regularly

Manpower deployed for this cell, their Qualification and experience will be as follows:

SN	Post	Minimum Qualification	Minimum Experience	Work Profile
1.	Report Designer	M. Sc. (Agro-Forestry) or equivalent	10 Years	Designing the different types of report formats helpful for better management and monitoring
2.	Database administrator	Master of Computer Applications (MCA) in Database Administration	5 Years	Preparing the suitable queries and programs to execute the designed reports
3.	Operator	Bachelor of Computer Applications (BCA)	3 Years	Formatting, Printing, record keeping, arrangements etc. to deliver the required reports

All the arrangements related to the setup of Data Analysis Cell will be done by the service provider excluding the Office space and electricity which shall be provided by the Department.

All the costs incurred in the setup of Data Analysis Cell will be made by the service provider

Following resources should be there to facilitate efficient operation of Data Analysis Cell:

1. Minimum five computers or laptops
2. One Phone and Fax connection
3. Fast Broadband Internet Connection
4. All furnishing like lighting, sitting arrangements, desks, cabinets etc.
5. Air Conditioner, If required