

**Intelligent Communication Systems India Ltd. (ICSIL)**  
**(Joint Venture of TCIL – A Govt. of India Enterprise & DSIIDC – An**  
**Undertaking of Delhi Govt.)**  
**Administrative Building, 1<sup>st</sup> Floor, Above Post Office, Okhla Indl. Estate,**  
**Ph.-III, New Delhi -110020**  
**e-mail: [info@icsil.in](mailto:info@icsil.in), [www.icsil.in](http://www.icsil.in)**

**TENDER NO: F.1 (ICSIL)/03/219/GM(B)/F&S/2013-14/Dated: 06.08.2013**

**NOTICE INVITING TENDER**

Sealed Quotations in two bid systems are invited from eligible and competent firms having experience and expertise in providing similar services like capturing demographic information with photographs, printing of cards and issuance of receipts to the applicants. Detailed Tender Document containing eligibility criteria and other conditions can be downloaded from ICSIL's website <http://www.icsil.in>. Last date for receipt of tender in ICSIL is 19.08.2013 by 2:30 PM.

Managing Director  
**Intelligent Communication Systems India Ltd. (ICSIL)**

## TENDER DOCUMENT

1. Sealed quotations in two bid systems are invited from eligible and competent firms having experience and expertise in providing services like on-line capturing of demographic information and photographs and issuance of cards and receipts on the lines of Aadhaar and UID cards. The work is to be awarded on turnkey basis to the successful bidder for implementing National Food Security Ordinance 2013. This is a time bound project and has to be completed in a short time. Detailed Tender Document containing eligibility criteria and other conditions are given here under. Last date for receipt of tender in ICSIL is 19.08.2013 by 2:30 PM.
2. Tender time lines are as under:

Sl. No	Description of activities	Tender Time-lines
1	Last date for submission of Sealed Quotations	19.08..2013 by 2:30 PM
2	Date and Time of opening of Technical Bid	19.08.2013 by 3:00 PM
3	Date and Time of opening of Commercial Bid	Will be intimated on 19.08.2013

### 3. Eligibility Criteria:

1. The company should be of Indian origin and registered under companies Act 1956 for the last five years.
2. Having more than 5 years' experience in the relevant field.
3. Average turnover of the company / bidder for the last three year i.e. 2010-11, 2011-12 and 2012-13 should be minimum Rs.15 Lakhs. Bidder should submit certificate for the same from the Chartered Accountant.
4. Having technical support offices in Delhi.
5. The company should have valid CST/VAT number as well as PAN number in the name of the firm. Proof should be submitted; failing which bidder's bid would become invalid & shall be rejected.
6. Attested copies of Articles of Association (in case of registered firm), by laws & certificates of registration (in case of registered co-operative societies), partnership deed (in case of partnership firm) should be submitted.
7. The bidder should be registered with Service tax department of the Government of India. Enclose copy of the valid Registration Number.

8. A self certificate that the bidder has not been black listed by any institution of the Central/State government in the past three years, is to be submitted.
9. The bidder should have the capacity to deploy 140 or more number of experienced Data Entry Operators to handle the work
10. The Bidders are requested to furnish documents to establish their eligibility (indicating the page number in the bid) for each of the above clauses. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, should be highlighted. If tender is not accompanied by all the above documents mentioned, the same would be rejected.
11. **ICSIL reserves the right to seek fresh set of documents or seek clarifications on the already / submitted documents. All documents should be submitted in hardcopy.**
12. Upon verification, evaluation / assessment, if in case any information furnished by the Bidder is found to be false / incorrect or incomplete, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
13. The firm must have successfully executed in the last two financial years at least two similar projects of value more than .Rs 10 Lakh each for any Govt. department in India. Submit proof.
14. Brief description of the firm including infrastructure and manpower available etc. must be given.
15. Brief descriptions and value of similar assignments carried out in the last three years and the contact person in the client organizations along with their contact particulars.
16. The bidder should have the capacity to provide requisite infrastructure including manpower at 70 places to meet the time lines.
17. Deviations to Tender conditions will not be accepted.
18. The bidder should submit a compliance sheet in a tabular form with respect to the eligibility criteria as given at Annexure-III.
19. All pages should be stamped and signed by the bidder, failing which it will not be considered.

**4. Submission Of Bids/Tender Documents:**

The sealed tenders should be submitted on or before the last date and time as given in the Tender with superscription.

**“TENDERN0:F.1 (ICSIL)/03/219/GM(B)/F&S/2013-14/Dated: 1.08.2013”  
and submitted to:**

**General Manager (IT)**

**INTELLIGENT COMMUNICATION SYSTEMS INDIA LIMITED**  
**ADMINISTRATIVE Building, 1ST FLOOR,**  
**ABOVE POST OFFICE, OKHLA INDUSTRIAL AREA, PHASE-III,**  
**NEW DELHI-110 020.**

**A. Cover-1: Technical Bid:**

- i) Documents as required in the Tender shall be submitted in this envelope. The envelope should be sealed and superscripted "Technical Bid". **Financial Bid should not be** submitted in the envelope containing Technical Bid, failing which the bid will be rejected.

**B. Cover-2: Financial Bid:**

- i. The envelope shall be sealed and superscripted "Financial Bid". The financial bids of technically qualified bidders only shall be opened.  
The above two envelopes shall be placed in one outer cover superscripted "ICSIL Tender: F.1 (ICSIL)/03/219/GM(B)/F&S/2013-14/Dated: 01.08.2013".
- ii. The outer cover shall be **submitted to the office of General Manager (IT), ICSIL on or before 19.08.2013 by 2:30 PM i.e. by the last date and time for submission of the bid.**
- iii. **Tender Processing Fee:** The bidders should submit a non-refundable Tender Processing Fee of Rs.2000 (Rupees Two Thousand Only) in the form of Demand Draft Payable to ICSIL, Delhi.
- iv. **EMD:** All bidders must submitted **an unconditional and irrevocable EMD for Rs.2,00,000/- (Rupees Two Lakh Only)** in the form of Bank Guarantee issued by a nationalized commercial bank valid for a period of 180 days from the date of issue in favor of Intelligent Communication Systems India Limited, Delhi.
- v. The tender Processing Fee & EMD should be submitted along with Technical Bid in separate cover super scribed as "EMD & Tender Processing Fee". **Tender without Tender Processing Fee and EMD shall be rejected.**
- vi. Bidders registered with SSI or NSIC and having proof of exemption **for such work or items only** are exempted from submission of Tender Document and EMD Fee provided they submit valid documentary proof for the same in their name.
- vii. Financial Bid of only those bidders who are found qualified in technical bid will be opened for evaluation.

- viii. The work order shall be awarded to lowest quoted firm on turnkey basis. Final decision in this regard shall vest with ICSIL. **In exceptional circumstances, ICSIL reserves the right to award the contract to L2 bidder on technical grounds with full justification.**
- ix. Successful bidder awarded with the work order shall have to submit Performance Bank Guarantee valid for a period of one years or Bank Draft or Pay Order for an amount equal to 10% (Ten Percent) of the total project cost in favor of Intelligent communication Systems India Ltd, Delhi.
- x. No interest shall be payable to the bidders on EMD and Performance Security.
5. Release of EMD:
- i) EMD of unsuccessful bidders will be released immediately once the work order is placed on the successful bidder.
- ii) EMD of Successful bidders shall be returned after the work order is awarded and Performance Guarantee in the form of Bank Guarantee valid for a period of one years or Bank Draft or Pay Order for requisite amount infavour of Intelligent Communication Systems India Ltd, Delhi is submitted.
6. Payment Terms:
- i) No advance payment shall be made.
- ii) Payment to the firm shall be made on monthly basis after submission of bills for the work successfully completed and certified by the concerned department during the month for which the payment is being raised.
- iii) Bill for release of payment should be submitted in triplicate along with satisfactory completion certificate from the client department for the activity/Task for which the bill is being raised. In the absence of satisfactory completion certificate from the client department, the bill for payment shall not be processed and released.
7. Penalties:
- A. For delays in completion of the work:

In case of delay beyond two months of the given schedule a penalty @ Rs.1000/- per day for first week, Rs.2000/- per day for second week, Rs.3000/- per day for third week, Rs.5000/- per day for fourth week and Rs.5, 00,000/- (Rupees Five Lakhs only) beyond 30 days, shall be imposed

and deducted from the dues or performance guarantee (Here week denotes days from Monday to Sunday).

**B. For Delay in starting the work:**

The work should be started at all the 70 places simultaneously, with complete infrastructure and manpower with in 10 (Ten) calendar days of the receipt of the work order. Delay in starting the work beyond 10 calendar days will carry a penalty of Rs.2000/- per day for delay up to 20 days and beyond 20 days of delay, the work order will be cancelled and performance guarantee will be forfeited.

**8. Validity Of Tender:**

The Tender is valid for a period of six months (i.e. 180 days) from the date of publication of the tender. The validity time may be extended by ICSIL.

**9. Validity of Rates:**

- i) The rates shall be valid for a period of one year from the date of issue of work order.
- ii) ICSIL reserves the right to cancel/ terminate the tender at any stage in whole or in parts without assigning any reason.

**10. Commercial bid:**

- i) Bidders should quote prices as per commercial bid format given at Annexure-II
- ii) Rates should be inclusive of all taxes, duties and levies.

**11. Forfeiture of EMD:**

EMD can be Forfeited under the following circumstances :

- i. If the bidder withdraws its bid after last date of submission of bid,
- ii. Fails to execute the work order within given time.
- iii. Fails to submit requisite Performance Guarantee with in prescribed period.
- iv. Furnishes wrong information,

**12. Forfeiture of Performance Guarantee:**

Performance Guarantee can be Forfeited under the following circumstances: :

- i. Fails to start the work as per given timelines in all 70 places simultaneously.
- ii. Quality of the work is not found satisfactory.
- iii. Non fulfillment of clause 7 mentioned above.
- iv. If at any stage it is found that bidder has submitted fake or manipulated papers, in support of his bid.

**13. Other Conditions:**

- i) Rates should be quoted as per the format of commercial bid.
- ii) Rates should not be quoted in the Technical Bid.
- iii) Payment shall be made on actual basis.
- iv) If any bid is found non complying with above criteria, including the Terms & Conditions of the Tender etc., that bid shall be summarily rejected.
- v) bidder shall be responsible for providing complete infrastructure including manpower to execute the work
- vi) The MD, Intelligent Communications Systems India Ltd., reserves the right to reject any of the bid or all the bids, without assigning any reasons

## ANNEXURE – I SCOPE OF WORK

In order to implement the National Food Security Ordinance, 2013, Food and Supply Department of Delhi Government intends to hire the services of a competent service provider. The broad scope of work will be as under and may include some additional work if required after further discussion and in pursuance of the guidelines of Government of India and Government of Delhi. Time lines for the project delivery are very short and strictly adhered to.

1. Data Entry will be done on-line. Software for this purpose is available for which access shall be provided by the department.
2. Approximately 10 Lakhs applications are expected to be received for Data Entry. Approx. 80-90% applications will be from existing Ration Card holders. Remaining 10 to 20% will be first time applicants.
3. Existing ration cards will be updated online. New application for ration cards will also be entered on-line as per given format.
4. Receipt will be issued to all applicants
5. The draft application form as annexed is required to be filled in by the Data Entry Operators which will include importing data from existing e-PDS database, Aadhaar database wherever feasible.
6. The photographs of the applicant may be required to be taken at the counters.
7. The cross verification of data with other department Data like: UIDAI, NPR and Transport Department/Municipal Corporation may be required to be done.
8. A least of 2 counters in each of the 70 circle offices may be established with 2 DEOs and requisite hardware i.e. Desktop or Laptop, printer, web camera, internet connectivity, scanner and UPS if Desktop is used.



**Annexure-II**  
**Commercial Bid Format**

**Note:** Prices should be inclusive of all taxes.

<b>S.No.</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Unit Rate</b>	<b>Total Amount</b>
1.	Desktop/Laptop	140		
2.	Printer	140		
3.	Reader to Read Aadhar Card information	140		
4.	Camera for capturing photos	140		
5.	UPS if Desktop is used	140		
5.	Manpower (Data Entry Operators)	140		
6.	Other item, if any			
	Total Amount			

**ANNEXURE III**  
**COMPLIANCE SHEET**

**Note:1.** All pages should be stamped and signed by the bidder, failing which it will not be considered.

<b>S.No</b>	<b>Eligibility Condition</b>	<b>Compliance to eligibility conditions (Yes/No)</b>	<b>Page NO.</b>
<b>1</b>	The bidder should be a company and registered under companies Act 1956 and should be in existence for the last five years.		
<b>2.</b>	The bidder should have more than five years' experience in the relevant field		
<b>3.</b>	Tender Document Fee for Rs,2000/-		
<b>4.</b>	EMD for Rs.2,00,000/- (Rupees Two Lakh)		
<b>5.</b>	The company should have valid CST/VAT number		
<b>6.</b>	The company should have valid PAN in the name of the firm.		
<b>7.</b>	Attested copies of Articles of Association (in case of registered firm), by laws & certificates of registration (in case of registered co-operative societies), partnership deed (in case of partnership firm) should be submitted.		
<b>8.</b>	The bidder should be registered with Service tax department of the Government of India.		
<b>9.</b>	A self certificate that the bidder has not been black listed by any institution of the Central/State government in the past three years, is to be submitted.		

<b>10.</b>	The firm must have successfully executed in the last two financial years at least two similar projects of value more than .Rs 10 Lakh each for any Govt. department in India. Submit proof.		
<b>11.</b>	Brief description of the firm including infrastructure and manpower available etc.		
<b>12.</b>	Brief descriptions and value of similar assignments carried out in the last three years and the contact person in the client organisations along with their contact particulars.		
<b>13.</b>	Turnover of the bidder during:		
	2010-11		
	2011-12		
	2012-13		
<b>14.</b>	Should have the capacity to deploy 140 or more number of experienced Data Entry Operators to handle the work		

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