

**Request for Proposal
for Digitisation of 18th Livestock Census 2007 Data
for Department of Animal Husbandry**

NIT No: 2405/10 Dated 09 June 2010



BIHAR STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.

(A Bihar Government undertaking)
Beltron Bhawan, Shastri Nagar, Patna - 800 023.

Phone : 0612-2281856/2281857
FAX : 0612-2281857

e-mail - bsedc@beltron.in Website: www.beltron.in



IMPORTANT INFORMATION

Table 1: Important Information about the RFP

Non-Refundable Tender Cost	Rs. 5000/- in cash or through demand draft from a scheduled bank, drawn in favour of “Bihar State Electronics Development Corporation Limited”, payable at Patna.
Sale of RFP document	9.00 am to 5.00 pm on all working days starting from 10 June 2010 to 18 June 2010. Also downloadable from website “www. beltron.in” and tender cost payable by DD drawn at Patna favoring Managing Director, BSEDC
EMD	Rs. 10,00,000 / in the form of Demand Draft in favour of Bihar State Electronics Development Corporation Limited payable at Patna from any scheduled bank.
Last Date of Submission of written queries on Bid document	Any clarification and queries relating to tender document. Bidders have to submit their written clarifications & queries on before 17:00 hrs 22nd June 2010 in enclosed format
Pre bid Conference	At 16:00hrs. on 16 th June 2010 Venue: BELTRON Bhavan, Shastrinagar, Patna
Last date for submission of Bids	Up 17:00hrs on 22 nd June 2010
Opening of General Bids	16:00hrs on 23 June 2010
Opening of Financial Bids	Only those bidders who qualified will be informed about the opening of Financial bids opening dates.



**BIHAR STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.
(A Government of Bihar Undertaking)**

Short Tender Notice No. 2405/10, Dated 09-06-2010

Tenders are invited from the vendors/agencies/companies by Bihar State Electronics Development Corporation Ltd. for the **Digitisation of 18th Livestock Census 2007 data (Data Entry)** for Department of Animal Husbandry. The details of the tender document are available on the website: www.beltron.in. Last date for submission of Tender 22 **June 2010 (upto 17:00hrs)** **Pre-bid Meeting: 16 June 2010 (16:00hs)**. The submission of tender will only be allowed after amendments if any, as a result of Pre-Bid Meeting i.e after **18:00hrs, 16 June 2010**.

Managing Director



Table of Content

1.	Preface.....	5
2.	Letter for Invitation.....	6
3.	Instructions to Bidders.....	7
3.1.	General bid (must comprise of the followings).....	7
3.2.	Commercial bid.....	7
3.3.	Language.....	8
3.4.	Late Bids.....	8
3.5.	Bid Forms.....	8
3.6.	Pre-bid Conference (PBC).....	8
3.7.	Amendment of Bid Documents.....	9
3.8.	Cost of Bidding.....	9
3.9.	Cost of Bid Document.....	9
3.10.	Bid Security / EMD.....	9
3.11.	Return of EMD:.....	10
3.11.1.	Successful Bidder:.....	10
3.11.2.	Unsuccessful Bidders:.....	10
3.12.	Local Conditions.....	10
3.13.	Contacting the Tenderer.....	10
3.14.	Eligibility Criteria.....	11
3.15.	Bid validity.....	11
3.16.	Proposal Submission.....	11
3.17.	Opening of Proposal.....	13
3.18.	Evaluation.....	13
3.20.	Deciding Award of Contract.....	14
3.21.	Arbitration.....	14
4.	Scope of Work.....	15
4.1.	Format Sample.....	16
4.2.	Payment Terms.....	16
4.3.	Change Management.....	16
5.	Annexure.....	17
	Appendix 1 - Bid Letter (General) Template.....	17
	Appendix 2 - Bidder profile.....	18
	Appendix 3 - Bid letter – Commercial.....	20
	Appendix 4 - Commercial Quote.....	21



1. Preface

18th livestock census was conducted across the Bihar state by Department of Animal Husbandry, Government of Bihar (hereinafter referred as “Department”) and the volume of the collected data records during the census are about 1.8 crores.

Now the department has appointed BSEDC Ltd as nodal agency for digitisation of that census data. Subsequently on behalf of the Department, BSEDC Ltd is inviting tenders from the eligible bidders for its implementation.



2. Letter for Invitation

Date of Issuance: _____

Ref. No: _____

To,

Dear Sir,

On behalf of Department of Animal Husbandry (GoB), BSEDC Ltd now invites proposals for digitization of 18th livestock census data for Department of Animal Husbandry, Government of Bihar.

You are requested to go through the document carefully and submit your proposals as per the instructions and guidelines given in the document.

Yours Sincerely,

(Vinay Kumar)
Managing Director
BSEDC Limited
BELTRON Bhawan,
Sastri Nagar, Patna,800023



3. Instructions to Bidders

Bidder is expected to examine all instructions, forms, terms, and requirements in the bid document. Failure to furnish all information required by the bid document or submit a Bid not substantially responsive to the bid document in every respect may result in the rejection of the Bid. The bids should be submitted in two parts as mentioned hereunder on or before **17:00hrs, 22 June 2010**.

3.1. General bid (must comprise of the followings)

- a. A letter from the bidder (Appendix 1)
 - i. Describing the qualifying technical competence and experience of the bidder,
 - ii. Certifying that the period of validity of bid is 90 days from the last date of submission of bid, and
 - iii. Asserting that the bidder is quoting for all the services (including items) mentioned in the tender.
- b. The profile of the bidder (Appendix 2)
- c. Audited annual financial results (balance sheet and profit & loss statement) of the bidder for the last three financial years.
- d. The bid security in the form of a Demand draft issued by any Nationalized / Scheduled Bank, in favour of Bihar State Electronics Development Corporation Limited, payable at Patna.
- e. Previous executed works completion certificate from the respective clients.
- f. Permanent Account Number (PAN) from INCOME TAX authorities of area of operation of the bidder.
- g. Company registration certificate issued by registrar of companies.
- h. Proposed capacity of the manpower deployment. (will be used for evaluation)
- i. Proposed capacity of the machines deployment. (will be used for evaluation)
- j. Proposed power backup arrangement details. (will be used for evaluation)
- k. Proposed Work Plan and Implementation Schedule(will be used for evaluation)
- l. Schedule of delivery.(will be used for evaluation)

3.2. Commercial bid

- a. Commercial Bid Letter (Appendix 3)
- b. Commercial Quotation (Appendix 4)



3.3. Language

The Bids and all correspondence and documents relating to the bids, shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language.

3.4. Late Bids

Any bid received by the Tenderer after the time and date for receipt of bids prescribed in the RFP document will be rejected and returned unopened to the Bidder.

3.5. Bid Forms

- a. Wherever a specific form is prescribed in the Bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- b. For all other cases, the Bidder shall design a form to hold the required information.
- c. BSEDC Ltd shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

3.6. Pre-bid Conference (PBC)

- a. Tenderer shall hold a pre-bid conference (PBC) after the sale of the RFP document as per schedule mentioned in this RFP. In this PBC, tenderer would address the clarifications sought by the bidders with regard to the RFP document and the project. The bidders would be required to submit their queries to the Managing Director, Bihar State Electronics Development Corporation Limited in writing to be received at least 1day prior to the PBC. Queries not submitted within this deadline will not be taken up at the PBC.
- b. Tenderer will entertain queries of and clarifications sought by only those bidders who have purchased this RFP document. Bidders that have purchased the RFP document are welcome to attend the PBC, even if they do not have any specific queries.
- c. Tenderer reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate to do so or do not find any merit in it.



3.7. Amendment of Bid Documents

The amendments in any of the terms and conditions including technical specifications of this RFP document will be notified to all prospective bidders through publish in the given website or via email.

3.8. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including the cost of presentation for the purposes of clarification of the bid, if so desired by the Government of Bihar. The Government of Bihar will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.

3.9. Cost of Bid Document

The cost of Bid document is Rs. 5000/-Rupees Five thousand only, (Non-refundable) the document will be available on website www.beltron.in. The Fee of downloaded RFP document has to be submitted as a Demand Draft in favour of MD, BSEDC payable at Patna at BSEDC before pre-bid conference. Bidders who have deposited the fee of bid document will only be eligible to attend the pre-bid conference.

3.10. Bid Security / EMD

- a. The Bid security shall be in Indian rupees (INR) and shall be Demand Draft, issued by a nationalized bank in India and shall be valid for at least six months. No interest shall be payable on Bid Security under any circumstance.
- b. The bidder shall furnish, as part of his bid, a bid security in the form of Bank Guarantee / Demand Draft of Rs. **10,00,000 (Rupees Ten Lakhs only)**
- c. Unsuccessful Bidder's Bid security shall be discharged or returned after the expiration of the period of Bid validity prescribed by GoB.
- d. The successful Bidder's Bid security shall be discharged upon the Bidder signing the Agreement.
- e. The Bid security will be forfeited at the discretion of BSEDC Ltd on account of one or more of the following reasons:
 - o The Bidder withdraws their Bid during the period of Bid validity
 - o Bidder does not respond to requests for clarification of their Bid
 - o Bidder fails to co-operate in the Bid evaluation process
- f. In case of a successful Bidder, the said Bidder fails
 - o to furnish Implementation Guarantee; or



- to sign the Agreement in time

3.11. Return of EMD:

3.11.1. Successful Bidder:

The EMD (Earnest Money Deposit) deposited along with the Tender Document will be returned to the successful bidder only after agreement signing and submission of 4% of the order value as performance guarantee which will be valid till the data digitisation work completion in all districts.

3.11.2. Unsuccessful Bidders:

The EMD (Earnest Money Deposit) deposited along with the Tender Document will be returned to unsuccessful bidders after the Bid Evaluation process is completely over and Lol issued to the successful bidder.

3.12. Local Conditions

- a. Each Bidder is expected to fully get acquainted with the local conditions and factors, which would have any effect on the performance of the contract and /or the cost.
- b. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award as described in the bidding documents. The tenderer shall not entertain any request for clarification from the Bidder regarding such local conditions.
- c. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Tenderer. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Tenderer on account of failure of the Bidder to know the local laws / conditions.
- d. The Bidder is expected to visit and examine the locations and obtain all information that may be necessary for preparing the bid at their own interest and cost.

3.13. Contacting the Tenderer

- a. Any effort by a Bidder influencing the Tenderer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.



- b. Bidder shall not approach Bihar officers after office hours and/ or out side Bihar office premises, from the time of the bid opening till the time the Contract is awarded.

3.14. Eligibility Criteria

For each category of pre qualification criteria, the documentary evidence is to be produced with pre-qualification / technical bids. If the documentary proof is not enclosed for any/all criteria the Tender is liable for rejection.

The bidder shall meet the following criteria for eligibility:

- a. The bid shall be submitted by an organization only NGO/Organisation/Society/Company.
- b. The bidder should be in existence for at least 3 years.
- c. The bidder should be Information Technology or IT Services Company.
- d. The bidder should have annual sales turnover of INR 2 Crores or above in the last three financial years.
- e. The bidder must have successfully completed at least any one of the following data digitisation project
 - I. 1 number of Data Digitisation Project minimum Rs. 75 Lakhs
 - II. 2 number of Data Digitisation Project minimum Rs. 50 Lakhs
 - III. 5 number of Data Digitisation Project minimum Rs. 25 Lakhs
- f. References (contact details, customer completion certificate, customer satisfaction certificate etc) for these projects shall be provided. Projects executed for bidder's own or bidder's group of companies shall not be considered.
- g. The bidder should have office in Bihar.
- h. The bidder must have company registration certificate, registration under Labour Laws Contract Act, valid sales tax registration certificate and valid service tax registration certificate.

3.15. Bid validity

The bids shall remain valid for a period of 90 days from the last date of submission of tender.

3.16. Proposal Submission

- a. All the proposals will have to be submitted in **hard bound** form with **all pages numbered**. It should also have an **index giving page wise information of above documents**. Incomplete proposal will summarily be rejected.
- b. Number of Copies of Bid



- The Bidder shall prepare one original and two hard copies of the following bids along with a soft copy in CD:
 - General Bid clearly marking “General Bid- Original Copy and Pre Qualification Bid- Copy of Bid”.
 - Financial Bids, clearly marking **"Financial Bid I– Do not open with General Bid"**.
- c. No bid will be considered unless and until each page of the bid document is duly signed by the authorized signatory. The bidder shall also submit the soft copy of General and commercial bids on separate CDs duly packed in the respective envelopes.
- d. Prices should not be indicated in the General Bid. Any non-compliance will result in rejection of the bid.
- e. All the columns of the quotation form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. Rates shall always be both in the figures and words.
- f. The proposals shall be submitted in two parts, viz.,
 - **Envelope - 1:** Pre- qualification and proposal documents super scribed as **“Envelope 1- General Bid Documents”** containing EMD, Pre- qualification documents complete with all details and proposal. There should not be any indication about the prices of any of the services offered.
 - **Envelope-2:** Commercial Proposal containing Price Schedule super scribed as **“Envelope 2 – Commercial Proposal”**.

Both sealed envelopes should again be placed in a single sealed envelop super scribed as **“Tender No: _____, Bid from: _____)” “NOT TO BE OPENED BEFORE xx June 2010 at 16:00hrs, which will be received in the office of**

Managing Director
BSEDC Ltd
Beltron Bhawan, Sastri Nagar
Patna, Bihar - 800023
Tel No:- 0612-2281856, 0612-2281857
Fax No:- 0612-2281857
e-mail:- bse.dc@beltron.in Web Site:- www.beltron.in



3.17. Opening of Proposal

First, the general bid will be opened and if found that the bidder meets the eligibility criteria and has furnished all the supportive documents in the prescribed manner and **scored 75 or above marks**, then the commercial Proposal shall be opened. The timing for opening the commercial proposal will be at the sole discretion of evaluation committee. The commercial bid would be opened in presence of short listed bidders from general bid evaluation. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening shall be as follows:

1. General Bid
2. Commercial Proposals

3.18. Evaluation

An evaluation committee so constituted by MD, BSEDC Ltd will evaluate the bids as per the following pattern:

1. Conditional bids shall be summarily rejected.
2. Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.
3. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
4. The tenderer may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise.
5. Further, the scope of the evaluation committee also covers taking of any decision with regard to the RFP, execution/ implementation of the project including management period.
6. Items which will be considered for evaluation are
 - Proposed capacity of the manpower deployment. (30 Marks)
 - Proposed capacity of the machines deployment. (20 Marks)
 - Proposed power backup arrangement details. (20 Marks)
 - Proposed Work Plan and Implementation Schedule. (30 Marks)



3.19. Evaluation of Commercial Bids

Commercial bids of those qualified/short listed bidders will only be opened. All other Commercial bids will be returned un-opened. The place, date and time for the opening of the financial bids shall be announced separately.

3.20. Deciding Award of Contract

Final Selection of Bidder will be done based on commercial L1 and the contract will be awarded to the lowest quoted bidder. BSEDC / Department reserve the right to award the contract to the bidder with lowest quote, or negotiate with one or more bidders in the ascending order of commercial quote. Negotiated offer, if any, or else the original bid offer shall be treated as the final offer.

3.21. Arbitration

BSEDC and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after thirty (30) days from the commencement of such informal negotiations, State and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both, or in accordance with the Arbitration and Conciliation Act, 1996.

All Arbitration proceedings shall be held at Patna, Bihar State, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.



4. Scope of Work

During the 18th livestock census, about 1.8 crores household livestock data has been collected by District Husbandry Officers (DHO) across the Bihar state. There are 534 blocks in the Bihar, and it may be considered that there are approximately 35,000 records for reference to calculate the manpower, machines with power back up and implementation schedule. The format of the data collected is also given in this tender document for bidders' reference.

According to the Govt. of India direction the department intended to digitise the all collected data. A Software has already been developed by the NIC for digitisation of the 18th livestock census data and the same is available at <http://dahd.nic.in>. Bidders are requested to go through the instructions given in the website for software installation, configuration, digitisation and data submission format. Successful bidder (hereinafter called as "Implementer") has to download the software from the above website and use for digitisation of the 18th livestock census data of Bihar state (hereinafter called as "Data").

In the above given website, implementer can find the complete documentation for pre-requisites (software) for installation of the software and detailed installation & configuration procedure.

This is server-client based software; hence the implementer has to setup the required systems with proper network connectivity. Among them, at least one should be server machine with appropriate processor and RAM capacity for speed process. Implementer also has to deploy the all required resources of their own including systems, manpower, power backup equipment, transportation, etc., for successful completion of the awarded data digitisation work.

The department will made the collected data available to implementer at district locations by the respective DHOs. Rest, implementer has to plan & design the entire digitisation work flow & structure for execution.

If available, department will provide raw space and raw power to implementer at district locations. But bidder has to make their own arrangements for make entire setup to digitise the data as raw power availability could be deficient. If implementer intends to digitise the entire data at centralised location, then they have to arrange their own transportation for moving the physical data records from district locations to the digitisation location and



vice-versa. But, the liability of the physical data records lies with implementer until the same return to the respective DHOs after successful completion of their digitisation.

It is the implementer responsibility to take care of preventing errors during the data digitisation process. However, after completion of digitisation, implementer has to submit the digitised data to the respective DHOs for verification. If DHOs found any errors, the implementer has to take corrective measures for the same and after successful correction resubmit the same to them for approval.

After receiving the approval from concerned DHOs, along with that approval letter implementer has to submit the digitised data in the form of CD/DVD to BeST/BSEDC and Department. Also, implementer has to get it upload into the website by mailing the same to concerned authority.

4.1. Format Sample



4.2. Payment Terms

Since the Unit rate for each record will be discovered through tender process and successful bidder will be paid against the district wise completion of data entry of records. The actual number of record completed and verified and communicated by the Animal Husbandry department will be considered for payment. BSEDC has its discretion to increase or decrease in the number of records for digitisation.

4.3. Change Management

Modification of the terms and conditions of this RFP, including any modification of the scope of the Services, may only be made by written agreement between the BSEDC and Agency.



5. Annexure

Appendix 1 - Bid Letter (General) Template

Date: dd/mm/yyyy

To,
Managing Director
BSEDC Ltd, Beltron Bhawan, Sastri Nagar
Patna , Bihar - 800023

Reference: Tender Number Dated

Sir,

We hereby declare that we are equipped with adequate skilled manpower with systems and service facilities within Bihar for delivering the offered services

We hereby undertake that, in the event of acceptance of our bid, services shall be made at the prices and rates mentioned in the attached commercial bid. In the event of acceptance of our bid, we do hereby undertake:

- i. Collecting the physical data sheets of the 18th livestock census from the concerned DHOs offices, digitising the same, delivering the physical data record at the concerned DHOs office after successful work completion
- ii. We affirm that the prices quoted are inclusive of all taxes, expenditures, and transportation.

We enclose herewith the complete General Bid as required by you. This includes:

- i. Bid particulars
- ii. This bid letter
- iii. Details of the offered services
- iv. Proposed schedule for physical forms collection, digitisation, verification and delivery

We agree to abide by our offer for a period of 90 days from the last date of submission of commercial bid prescribed by BSEDC Ltd and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake to provision as per these terms and conditions.

Bid Security in the form of a Demand Draft issued by _____ (bank), valid till ___/___/___ (dd/mm/yyyy), for an amount of Rs: 10,00,000/- (Rupees Ten Lakhs only) is enclosed in the cover containing general bid.

We do hereby undertake, that, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

	Signature of Bidder (with official seal)
Date	_____
Name	_____
Designation	_____
Address	_____
Telephone	_____
Fax	_____
E-mail address	_____

Details of Enclosures: Index Page Nos
1.



Appendix 2 - Bidder profile

S No	Details	
1	Name of the Firm	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/ contact address	
4	Details of Contact person (Name, designation, address etc.) Telephone Number Fax Number e-mail	
5	Is the firm a registered company? If yes, submit Documentary proof. Year and Place of the establishment of the Company	
6	Former name of the company, if any.	
7	Is the firm <ul style="list-style-type: none"> ➤ Government/ Public Sector Undertaking propriety firm ➤ Partnership firm (if yes, give partnership deed) ➤ Limited company or limited corporation ➤ Member of a group of companies (if yes, give name and address, and description of other companies) ➤ Subsidiary of a large corporation (if yes give the name and address of the parent organisation) If the company is subsidiary, state what involvement if any, will the parent company have in the project. 	
8	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate.	
9	Is the firm registered for service tax with Central Excise Department (Service Tax Cell)? If yes, Submit valid service tax registration certificate.	
10	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
11	Total number of employees	
12	Number of years of experience:	
13	Are you registered with any Government/ Department/ Public Sector Undertaking (if yes, give details)	
14	How many years has your organization been in	



S No	Details	
	business under your present name? What were your fields when you established your organization?	
15	What type best describes your firm? (documentary proof to be submitted) · Consultant · Service Provider (pl. specify details) · Total solution provider (Design, Supply, Integration, O&M)	
16	Number of Offices / Project Locations	
17	Do you have a local representation /office in Bihar? If so, please give the address and the details of the office and no. of years of operation of the local office	
18	Do you have a local representation /office in Patna? If so, please give the address and the details of the office and no. of years of operation of the local office	
19	Annual Turn over of the firm for last 3 years (enclose Documentary proof) <ul style="list-style-type: none"> • Annual Turn over of the firm for the year 2007-08 • Annual Turn over of the firm for the year 2008-09` • Annual Turn over of the firm for the year 2009-10 	
20	List the major clients with whom your organization has been/ is currently associated (enclose Documentary proof like work orders)	
21	Were you ever required to suspend a project for a period of more than three months continuously after you started? If so, give the names of project and reasons for the same.	
22	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	
23	In how many projects you were imposed penalties for delay? Please give details.	
24	Have you ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking? (Give details)	



Appendix 3 - Bid letter – Commercial

Date: dd/mm/yyyy

To,
Managing Director
BSEDC Limited
BELTRON Bhawan,
Sastri Nagar, Patna,800023

Reference:

Sir,

We hereby declare that we are equipped with adequate skilled manpower with systems and service facilities within Bihar for delivering the offered services

We hereby undertake that, in the event of acceptance of our bid, services shall be made at the prices and rates mentioned in the attached commercial bid. In the event of acceptance of our bid, we do hereby undertake:

- i. Collecting the physical data sheets of the 18th livestock census from the concerned DHOs offices, digitising the same, delivering the physical data record at the concerned DHOs office after successful work completion
- ii. We affirm that the prices quoted are inclusive of all taxes, expenditures, and transportation.

We enclose herewith the complete Commercial Bid as required by you. This includes:

- 1. This bid letter
- 2. Commercial quote

We agree to abide by our offer for a period of 90 days from the last date of submission of commercial bid prescribed by BSEDC and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake to provision as per the same terms and conditions.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

	Signature of Bidder (with official seal)
Date	_____
Name	_____
Designation	_____
Address	_____
Telephone	_____
Fax	_____
E-mail address	_____

- | | |
|-------------------------------|-----------------------|
| Details of Enclosures: | Index Page Nos |
| 1. | |
| 2. | |



Appendix 4 - Commercial Quote

Date: dd/mm/yyyy

Commercial Quote for Digitisation of 18th Livestock Census Records.

Work Description	Per Record Price (A) (inclusive of all charges and taxes)
Collecting physical records from DHOs, Transporting to Digitisation Premises, Digitisation, Delivering the Physical Records back at the concerned DHOs, Error Correction in the Digitised Data, Submission of Digitised Data to Department for Approval	
Any other tasks (IF ANY) required should be mentioned here	
Grand Total	

Note: The volume of the physical records given in the RFP is Indicative and the actual may vary.