

PARSAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN NEWS, NEW DELHI

DDN-5 (422)/2017-18-G

Dated:31/01/2018

Subject: - **Tender for the data collection and processing agency for providing the election data to Doordarshan News on the counting day of the Assembly Elections in Meghalaya, Tripura and Nagaland - Election 2018.**

Doordarshan News invites tenders (on two bids system) from Agencies for data collection and processing of live data and making it available to Doordarshan News in required format in connection with counting of votes of the Meghalaya, Tripura and Nagaland state assembly elections counting of votes to be held On 03/03/2018 The Technical and Financial bids must be submitted in separate envelopes with 'Technical Bid' and 'Financial Bid' clearly written on their top, respectively. The bids are to be filled electronically and the processing fee of Rs 500/- and EMD of Rs 20,000/- in form of Demand Draft favouring DDO, DD News , to be deposited physically with the Sr.Administrative Officer, before submitting the bids electronically (technical and commercial bid). THE TENDER DOCUMENT IS AVAILABLE ON <http://www.tenderwizard.com/PB>

I. SCOPE OF WORK:

1. The applicant, if selected, will do the following work:-
 - i) Representatives of the agency will be required at each of the counting centre of constituencies going to polls. The exact number of counting centers for the constituencies is decided by the Election Commission.
 - ii) Agency will put at least two representatives per counting centre for data collection.
 - iii) The output provided by the agency must be in a format (eg. Relational Database, XML etc.) as desired by Doordarshan News.
 - iv) The agency must have its server placed in Doordarshan News along with an additional backup server.
 - v) The agency must share the output being provided to Doordarshan News with AIR, and Regional News Units of Meghalaya, Tripura and Nagaland, if required.
 - vi) The agency must provide a summary of the data being provided online on a web platform for revalidation purpose which can be shared with all stakeholders in Prasar Bharati.
 - vii) The Agency must ensure that the systems are crash-proof. The onus of running the systems smoothly will be on the agency.
 - viii) The Agency must have a dedicated team who have experience in election data collection and coordinating/operating live data flows to look after the project and must be present onsite at all times including the counting day.
 - ix) The agency will plan for data collection, data processing, data transmission and its availability for Doordarshan News programming in consultation with Doordarshan News, and ensure that the work-flow runs smoothly, to the satisfaction of Doordarshan News.
 - x) The agency must be in position to comprehensively test all the systems using test data and live field data at least a week before the counting day.

- xi) The Agency will participate in the trials (mock field tests) conducted by Doordarshan News, with dummy data.
- xii) **The data collection agency will also be required to create a web-page for the social media viewers of DD News website.**

II. QUALIFYING CONDITIONS

1. The Agency must have well established Office in Delhi & NCR with basic infrastructure to undertake the data collection and coordination of data transmission to Delhi and NCR and qualify all conditions mentioned in the technical financial bid sections of this tender document.
2. The Agency must have experience of data collection for at least two national/state level elections.
3. The agency must have collected and processed data as mentioned above for at least two national channels.

III. TECHNICAL BID (electronically)

1. The technical bid will consist of the following documents:
 - a. Company profile.
 - b. Experience in the field as given in para 2 above.
 - c. Client list indicating the projects already executed for established TV channels. Refer para 3 above.
 - d. Memorandum of Association/Articles of Association in case of a registered company or a Partnership Deed in case of a partnership firm.
 - e. Attested copies of the Balance Sheet for the last three years duly certified and signed by a Chartered Accountant.
 - f. Certified copies of the Income Tax Return for the last three years with PAN Number.
 - g. GST Registration Number.
 - h. A Demand Draft from a Nationalized/Scheduled Bank of Rs. 500/- (Rupees five hundred only) as non-refundable processing fee in favour of DDO, Doordarshan News, New Delhi.
 - i. A Bank guarantee/FD/.Demand Draft forRs 20,000/- from a Nationalized /Scheduled Bank towards the Earnest Money Deposit, favouring DDO, Doordarshan News, New Delhi.
 - j. A performance Bank Guarantee/FD of 10 per cent of the total project cost must be submitted by the selected bidder within three (3) days of receipt of order from Doordarshan News.
 - k. Brief outline of how the Agency plans to handle data collection and processing.
 - l. The undertaking from the authorized signatory of the Agency as per Annexure – I.

IV. FINANCIAL BID (electronically)

1. The agency must give details of rates of services to be provided. However, the bidder will be selected based on L1 of the total price offered for the project (E+F+G of 1,2,3 All the states). Cost may be projected as per given details:

Sln o	Description of work	Per agent cost In Rs	Total number of agents to be placed	Total Cost for the agents In Rs	Server cost if any In Rs	Taxes In Rs	Grand total In Rs
A	B	C	D	E	F	G	E+F+G
1	Tripura						
2.	Meghalaya						
3	Nagaland						
Total cost for all states projected for E+ F + G for 1,2 & 3 ABOVE							

Terms and conditions:

1. Basis of quote:
2. Validity of offer :
3. Delivery period As per tender terms
4. Payment terms: After completion of work.
5. Any other information:
L1 will be decided on the basis of total cost projected i.e. (E + F + G) of 1,2 &3 (all the states).

V. GENERAL CONDITIONS

1. The payment will be made to the Agency on the submission of an invoice on the completion of the project.
2. The tenders not fulfilling the conditions and specifications as laid down in the tender document will be rejected without any further reference.
3. If the Agent for Data Collection does not report for the data collection at that counting center at least a day advance then the payment for the particular agent will be deducted out of the payment being made to the agency. If at any stage due to the late delivery of the SMS / data the channel is lagging behind other sources of information, or if any wrong data is supplied to Doordarshan News a penalty equivalent to 25% of the invoice amount will be deducted. In case of poor quality of work Doordarshan News will also be free to encash bank guarantee/ FD in addition to recovery as stated above. Doordarshan News reserves the right to determine additional penalties depending on the gravity of the failure.
4. All disputes will be settled through arbitration with the sole arbitrator being appointed by the CEO, PrasarBharati, Broadcasting Corporation of India, New Delhi.
5. Doordarshan News reserves the right to cancel any or all bids without assigning any reason and the right to accept any bid in full or part.
6. **The last date for submission of bids electronically will be 15/02/2018 upto 1200 hrs and the technical bids will be opened on the same day at 1400 hrs.** The financial bids of only those bidders will be opened who qualify the technical conditions of the tender. The date for opening of the commercial quote will be intimated once the Technical bids are evaluated.
7. The Processing fee and the EMD, draft as per point no (h) & (i) of para III above may be submitted physically with Doordarshan *News, Room no. 434, Doordarshan Bhavan, Tower B, Mandi House, Copernicus Marg, New Delhi 110001, before the bids are uploaded electronically.*

Work Definition & Compliance Statement
(To be signed by the bidding Agency)

We have read all the terms and conditions of the tender document issued by Doordarshan News for collection, processing and transmission of data to Doordarshan News on the counting day of the Meghalaya, Tripura and Nagaland 2018 state assembly elections to be held during February, 2018.

To achieve the desired results to the satisfaction of Doordarshan News, we undertake to comply with the following:

Work Plan

1. **Ten days before the counting day**

- 1.1 We shall submit a list of field agents to Doordarshan for applying for counting center passes. We will also do the follow up for getting the passes issued, and ensure that the field agents receive these passes.
- 1.2 The field agents who are deputed for collection of data shall carry cell phones.
- 1.3 Our technical team will then work with Doordarshan News team to integrate election databases.
- 1.4 Our Project Manager will have regular meetings with the Doordarshan News in New Delhi to review the preparations and monitor operations.

2. **One week before counting day**

Our Project Manager/ Regional Head will have regular meeting with Doordarshan graphics and technical team in New Delhi to review the preparations and monitor operations.

3. **Two days before counting**

We undertake that our agents coming from outstation shall reach the District capital by 4.00 pm two days prior to the counting.

A list of agents reached and reported shall be provided to Doordarshan on the same evening.

4. **On the counting Day**

- a. Our field agents will report to their places of data collection by 7:30 a.m. They will collect and transmit results in a manner worked out together with Doordarshan News coordinators.
- b. Our Project Manager/ Regional Head shall be at the control center of Doordarshan News with adequate staff to meet any emergent requirements. He/she will cross check the accuracy of the data by confirming some of the results over phone,

monitoring other channels and checking Doordarshan News data inputs, and handle any emergency.

5. **Previous Experience**

We affirm that our personnel involved in planning and coordinating the project have the minimum relevant experience of handling two previous national/state level elections' trends/results for a national level channel.

6. **Regular Office**

We also affirm that we have an established office in Delhi / NCR with the entire basic infrastructure to undertake the task. Our office is located at the following address and the details of Project Manager/ Regional Head are as follows:

Delhi/ NCR office address:

Details and contact number of the Project Manager/ Regional Head:

7. **Penalty Clause**

We understand that we will be subject to penalty and forfeiture of EMD in case we fail to execute the work to the satisfaction of Doordarshan News, as given below:

If the Agent for Data Collection does not report for the data collection at that counting centre at least a day in advance then the payment for the particular agent will be deducted out of the payment being made to the agency.

If at any stage due to the late delivery of the SMS / data the channel is lagging behind other sources of information, or if any wrong data is supplied to Doordarshan News a penalty equivalent to 25% of the invoice amount will be deducted.

In case of poor quality of work Doordarshan News will also be free to encash bank guarantee/ FD in addition to recovery as stated above. Doordarshan News reserves the right to determine additional penalties depending on the gravity of the failure.

We again affirm that we have read all the terms and conditions of the tender document issued by Doordarshan News for collection, processing and transmission of data to Doordarshan News on the counting day of the Meghalaya, Tripura and Nagaland state assembly elections to be held during February, 2018, and we undertake to abide by them.

Place:
Date:

(Signature of the Authorized Person along with
Name, Designation and Official Seal)