

Request for Proposal (RFP)

for

Capturing, Editing, Sizing of Digital/Scanned photographs of the residual and new electors and integrating the same with list of electors and correcting the existing electoral roll and generation of Photo Electoral rolls



**General Administration (Elections) Department,
A.P Secretariat,
Hyderabad.**

Bid Notice No. : 275/Elections/E/A2/2008-6 Dated 19th March 2008

Description of work:

Preparation of Photo Electoral Rolls comprising

- a) Preparation/printing of Preliminary voters list(Division A& B for enumeration) by using supplied application software
- b) Accompanying Government enumerators/BLOs to take digital photographs/collection of Passport photographs of new and residual electors
- c) Data entry: Particulars of new electors and corrections noted during enumeration
- d) Editing, resizing and integrating digital/scanned photographs with the respective electors' data.
- e) Printing of draft electoral roll
- f) Data entry: Changes ordered/scanning of photographs in the roll on the basis of claims and objections received
- g) Integrating the changes made and Printing of final electoral roll
- h) Preparing reports for resource management and progress monitoring for enumeration as well as data entry works and uploading the data in an e-Tool developed by the Third Party Project Monitoring Unit (TPPMU^{*})

**Please refer Annexure IV for details.*

After award of the bids, the program will be implemented by the respective District Election Officers (District Collectors) under the guidance of the Chief Electoral Officer (CEO),Andhra Pradesh as per the guidelines of Election Commission of India.

Note:

1. The bid document is not transferable.
2. The document contains (78) pages including cover page.
3. The technical and commercial bids are to be signed with seal in all pages by the bidder or the person as authorized by agency.
4. The technical and commercial bids shall be duly filled, signed and submitted in original in separate sealed covers.
5. The rates quoted in the bid should be in Figures and words and if there is any discrepancy between these two, the rates quoted in words will be taken as final.
6. Attach separate sheets wherever necessary.

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Part-I Bid Details

1. Bid Notice

Sealed bids are invited by the Chief Electoral Officer (CEO), General Administration Department, Government of Andhra Pradesh, Secretariat, Hyderabad from reputed organizations dealing with Information Technology (IT) and IT Enabled Services (ITES) in India for generation of photo electoral rolls in 22 districts of Andhra Pradesh. The work includes

- a) Preparation/printing of Preliminary voters list (Divisions A & B for enumeration) by using the supplied software
- b) Accompanying Government enumerators to capture digital photographs/ collection of Passport photographs of new and residual electors during house to house to enumeration.
- c) Data entry: Particulars of new electors and corrections noted during enumeration
- d) Editing, resizing and integrating digital/scanned photographs taken with the respective electors data
- e) Printing draft electoral roll
- f) Data entry: Changes ordered/scanning of photographs in the roll on the basis of claims and objections received
- g) Integrating changes made and printing the final roll
- h) Preparing reports for resource management and progress monitoring for enumeration as well as data entry works and uploading the data in an e-Tool developed by the Third Party Project Monitoring Unit (TPPMU).

The above work is to be completed as per the Election commission of India guidelines. The work will be done in all the districts of Andhra Pradesh except Hyderabad district. For this purpose, the 22 districts (except Hyderabad district) in Andhra Pradesh will be each individually tendered. Tenders are invited for the 22 districts separately. The bidders shall execute all the activities specified in one district and will not be allowed to quote for part of the work. A bidder can quote for any number of districts subject to fulfilling the conditions necessary for each bid separately. In normal circumstances bidder will not be allotted more than two districts. In case the bidder bids for more than two districts, bidder may indicate his preference for districts to be allotted to him for consideration of the Tender Committee (TC).

Time Schedule for various bid related events.

1	Bid Notice Number	275/Elections/E/A2/2008-6 Dated 19/3/2008
2	Cost of the Bid Document	Rs.2500/- (Rupees Two thousand Five Hundred only)
3	Date of Issue of bid documents	From 19/3/2008 to 3/4/2008 Between 11.00 A.M. and 3.30 P.M.
4	Pre-bid conference (Date, time & Venue)	26/3/2008 at 11.15 A.M., Office of the CEO, A.P Secretariat, Hyderabad.
5	Last date and time for submission of bid	4/4/2008 at 5.00 PM
6	Technical bid opening Date, time & Venue	8/4/2008 at 11.15 AM Office of the CEO, A.P Secretariat, Hyderabad.

7	Commercial bid opening Date, time & Venue	16/4/2008 at 11.15 AM Office of the CEO, A.P Secretariat, Hyderabad.
8	Address for all correspondence	Addl. CEO & EO Addl. Secretary to Govt., GA (Elections) Dept, New H Block, South wing, AP Secretariat, Hyderabad

The bid document can be obtained from GA(Elections) Dept., on submission of the written application addressed to “The Chief Electoral Officer, GA(Elections) Dept., New H Block, South Wing, AP Secretariat, Hyderabad” by paying non refundable amount of Rs 2500/- (Rupees Two Thousands and five hundreds only) in the form of DD/Bankers cheque drawn in favour of “**Chief Electoral officer and E.O Principal Secretary to Govt., GA(Elections) Dept.,**”. The document may also be downloaded from the website <http://ceoandhra.nic.in> . Such downloaded documents should be accompanied by a crossed demand draft for Rs. 2500/- drawn as mentioned above, in addition to the EMD specified.

For further details and Bid documents please contact:

Addl. CEO & EO Addl. Secretary to Govt.

GA(Elections) Dept., New H Block, South wing, AP Secretariat, Hyderabad.

Phone: 040-23455303, Fax: 040-23455781

E-Mail: adlceo_andhrapradesh@eci.gov.in , nimje@ap.nic.in

Website: <http://ceoandhra.nic.in>

2. Prequalification criteria

The bidders must meet the following pre- qualifications and submit documentary evidence for fulfilling these conditions.

1. The bidder must have expertise in the Information Technology or Information Technology Enabled Services for at least **three** years as on date of opening of the technical bid.
2. The bidder should have an annual turnover of at least Rs.50.00lakhs (Rupees fifty Lakhs) in each year in the last three financial years in IT services or IT enabled services.
3. Bidders who handled the EPIC 2003 campaign in AP or completed photo roll in any other State and have submitted the deliverables (error free) successfully will be preferred. The bidder need to submit a Satisfactory Performance Letter mentioning the quantum of work and the time adherence of the work by the competent authority for each such claimed work in the bid.
4. The bidder can quote for any number of districts subject to the terms and conditions of bid document including payment of separate EMD for each district. The bidder has to bid each district separately with separate technical and commercial bids. If a bidder bids for more than one district, the bidder should indicate the order of preference of district in each bid document. If a bidder is L1 in more than two districts, then the tender committee normally shall allot only two districts after considering the order of preference if furnished by the bidder in the technical bid. If no order of preference is indicated in the bid

document then the bidders preference shall not be taken into account by the tender committee if given at a later date.

5. Bidders cannot bid for executing part of the project.
6. The bidder and his agents must be familiar with both the Telugu and English languages.

3. Bid Submission & Evaluation

The invitation for bids is open to all Indian firms who fulfill the prequalification criteria. The language for all correspondence and documents related to the bid is in English. Bids can be submitted for any number of districts. A Tender Committee has been constituted by Government of Andhra Pradesh vide G.O Rt.No. 5332 Dated: 11-09-2007 of GA(Elections EA(2)) Department for evaluation of bids and award of tenders(District wise). The committee comprises of members from CEOs office, Finance Department, IT&C Departments of Government of Andhra Pradesh, Secretariat and representative of the Center for Good Governance, Hyderabad. The tender committee, in the normal circumstances will not allot more than two districts to one agency. All decisions of the tender committee will be final.

All the pages of the bid document must be serially numbered. In the Technical bid, all references to experience, turnover etc in the Part II Para 2 of the tender document – Details of the bidder must be referenced to a specific page number of the bid document where proof of the assertion is enclosed. Failure to do so may result in disqualification

Contents of the bid document

Part-I Bid details

Part-II Technical bid

Part-III Commercial bid

3.1. Preparation of Bid cover

1. Each bid for a district will be treated as a distinct independent bid. Each bid must consists of following:
 - Technical bid
 - Commercial Bid
 - EMD
 - Cost of bid document if downloaded from the official website.

All the bid covers should contain from Address i.e., Name of the firm etc.

2. The Technical bid as prescribed should be filled and sealed in a separate cover. The technical bid should be super scribed as “**Envelope-A Technical Bid – District Name_____**”
3. The Commercial bid as prescribed should be filled and sealed in a separate cover. The commercial bid should be super scribed as “**Envelope-B Commercial Bid – District Name_____**”.

4. The Earnest Money Deposit (EMD) for Rs. 2.00 Lakhs per District. The EMD can be submitted in the form of DD drawn in favour of “Chief Electoral Officer and E.O Principal Secretary to Govt., GA(Elections) Dept., “ Payable at Hyderabad or irrevocable Bank Guarantee (BG) should be placed in a separate open cover and super scribed as “Envelope-C EMD – District Name_____” If bid document is downloaded from official website, then enclose a separate crossed DD for Rs 2500/- drawn as mentioned above in addition to EMD.
5. The Envelopes “A, B & C” will then put in a single outer cover, sealed and super scribed as “Bid Documents – Generation of Photo Electoral Rolls- District Name _____with Bid Notice number & date_____”. Name of the District for which the bid is submitted is to be written clearly on the top cover.
6. The bidder should write clearly “From Address” on each bid cover.

3.2. Mode of Submission

1. The bids shall be sent by registered post/courier or dropped in the tender box kept at the office of the CEO on or before the due date and time prescribed. Telephonic requests for entry passes to enter AP Secretariat Complex at Hyderabad can be made to phone numbers 04023455303 and 04023457317. Requests can also be made in advance by email : nimje@ap.nic.in , adlceo_andhrapradesh@eci.gov.in
2. The bidders are requested to submit the bids sufficiently in advance to ensure that the bid reaches this office in time. The office of the CEO is not responsible for the postal delays and (or) for the damages to tender documents during transit or late requests for entry passes to enter Secretariat.
3. The bids received by post/courier or otherwise after the specified date and time will not be considered.
4. Bids submitted in person should be dropped in the tender box only kept at the office of the CEO and will not be received in person.

3.3. Earnest Money Deposit (EMD)

1. Each bid should be accompanied by an EMD of Rs 2.00 lakhs (Rupees Two Lakhs only) per District by way of crossed Demand Draft or Banker’s Cheque or irrevocable Bank Guarantee from any Scheduled bank drawn in favour of “Chief Electoral Officer and E.O., Principal Secretary to Govt., GA(Elections) Dept., “ Payable at Hyderabad.
2. The EMD of the unsuccessful bidders will be returned as soon as possible but not later than thirty (30) days after the expiry of the bid validity period.
3. The EMD of successful bidder will be discharged upon the bidder’s signing the contract, and furnishing the performance security as prescribed.
4. The bid validity period shall be as indicated in the bid document. Bid with shorter validity period is liable for rejection.
5. The above EMD amount held by “Chief Electoral officer and E.O Principal Secretary to Govt., GA(Elections) Dept.,” will not earn any interest thereof.

3.4. Check list of Bid documents

The following checklist helps the bidders to enclose all the relevant documents while submitting the bid.

3.4.1. Technical bid

1. The technical bid should be filled and signed with seal in the prescribed format only as given in part-II.
2. The technical bid should contain Forms 1 to 8 duly filled and signed.
3. Proof of existence in business for the past three years like Certificate of Incorporation, Registered Partnership deed, Audited Balance Sheets. The tenderer must submit Proof of existence of business in the same name in which the quotation is made. Tenders will not be considered if the proof of existence of business is in a different name from that of the company/firm bidding.
4. Proof of turnover by way of Audited Balance Sheet, Auditor's Certificate etc for the last three financial years in IT/ITES shall be submitted. If a company turnover includes turnover other than IT/ ITES, the company shall specify turnovers separately in IT/ITES duly certified by auditor
5. Quality certifications to the agency if any. These certifications should relate to IT/ITES clearly.
6. Proof of work orders and completion certificates from the competent authority.

3.4.2. Commercial bid

The commercial bid should be filled and signed with seal in the prescribed formats only as given in Part –III.

Important limits and values related to the Bid

SNo	Item	Description
1	EMD	Rs 2.00 Lakhs (Rupees Two lakhs only) per district.
2	Bid validity Period	6 Months from date of opening of technical bid
3	EMD validity period	6 Months from date of opening of technical bid
4	Implementation period	6 Months from date of signing of contract
5	Implementation cum Performance Guarantee Value	10% of contract value. The approx. quantities for arriving the cost are as per the Annexure-I
6	Implementation cum Performance Guarantee validity period	Valid up to 28 th February 2009
7	Period of submission of Implementation cum Performance Guarantee	Within 7 days from notification of award.
8	Period of signing Contract	Within 7 days from notification of award.
9	Date of Effectiveness of contract	From 7 days of signing of contract

3.5. Evaluation criteria

Evaluation of bids will be done in two stages (technical/commercial). The bid evaluation will be done District wise. The list of district wise technically qualified bidders will be displayed on the notice board in the O/o CEO, Secretariat, Hyderabad as well as on the official website <http://www.ceoandhra.nic.in> and no separate communication will be sent to the participating firms in this regard.

3.6. Evaluation of Technical bids

1. The bidders prequalification will be evaluated as per the scope of the work and requirements of the bid document.
2. Technically qualified bidders will only be considered for opening of Commercial bids.
3. Preference will be given to the bidders who have successfully completed EPIC 2003 campaign or those who have successfully completed photo rolls in any state in India. The bidder need to submit a Satisfactory Performance Letter mentioning the quantum of work and the time adherence of the work by the competent authority for each such claimed work in the bid. This should be referenced by page numbers of the tender document.

3.7. If a bid is found technically responsive by the Tender Committee and subsequently it is found that this was based on misleading or false information, the Tender Committee reserves the right to reject such bid outright at any part of the tender process .

3.8. Evaluation of Commercial bids

1. The bidder’s commercial bid for a particular district alone will be basis for evaluation.
2. In case of any district, the commercial bids of any bidders (two or more) are same, then such bidders will be asked to submit their Commercial bids again till single bidder is finalized. Bid price alone will be the criteria for deciding the successful bidder.

To arrive at the cost of the commercial bid the following method will be used

No	Activity	Unit	Unit Rate in (Rs)
(1)	(2)	(3)	(4)
1	Capturing, sizing, numbering the digital images of new or mismatched electors and adding/correcting electoral data for such images and integrating the images with electoral data including cost of laser printing of draft and final rolls of the electors (15 copies each) and storing the data in the media as specified in the bid document.	Per Photograph captured	C1
2	Collecting, scanning, sizing and numbering the Passport size photo graphs of the new/mismatched electors and adding/correcting electoral data and integrating the images with electoral data including cost of laser printing of draft and final rolls of the electors (15 copies each) and storing the data in the media as specified in the bid document.	Per Photograph Scanned	C2
3	Corrections to electoral data for the electors not included in items(1) & (2)	Per Elector corrected	C3
4	Printing one copy of preliminary roll (Division: A & B) using application software for all the constituencies in the district part wise (Quote the Total Amount only in Rupees)	Lump sum	C4

(* If there is any calculation mistake in working out the Total Cost in Column 7 of Part III – The Commercial BID - then the Unit Rate quoted in Col. 4 shall be taken in account and recalculation will be done by the Tender Committee.

For every District, the relevant values as mentioned in Annexure-I will be used to arrive the cost. For Example District: Srikakulam

- i. Total Electors = 1619852
- ii. Electors with Photographs = 465825
- iii. Electors without Photographs = 1154027

Computation for determining the cost of bid will be made as per the following:

- a) Integration of Photographs for Division-B and checking their correctness of data prior to enumeration will be 465825 electors.
- b) 85% of the residual and new electors will be photographed by Digital camera and the balance will give their Passport size photographs for scanning
- c) It is assumed that the data corrections will be required in particulars of 50% of electors with Photographs.
- d) For the new Digital/Scanned photographs the rate for the photograph includes rate for addition /correction of data also.

Therefore the Cost per District = $[0.85\{ 1154027\} \times C1] + [0.15\{ 1154027\} \times C2] + [0.50\{465825\} \times C3] + C4$

4. Project Outline

The Election Commission of India has directed that photo electoral rolls be prepared for the 281 assembly constituencies in 22 districts of Andhra Pradesh ON OR before 31st August 2008 work pertains to Hyderabad district is already completed. The house to house enumeration as the in the 281 constituencies in 22 district except Hyderabad will commence from 1st May 2008. However, preparatory work of mobilization of resources men and material will commence immediately from the date of award of the contract.

Detailed procedure for the enumeration and printing of photo rolls are provided in the Manual “Manual for Booth Level Officers, Supervisors and Electoral Registration Officers” available in the website <http://ceoandhra.nic.in> under “Preparation of Photo Electoral Rolls in all ACs in AP” link. However, for convenience of bidders, it is summarised below.

This work is aimed at producing a photo electoral roll with the photographs of the voters adjacent to their names to aid in identification at the time of voting. In view of the complexity of the task and the need to produce an accurate and reliable roll with true likeness of the voters, work of preparation of the photo roll will be undertaken in a number of steps.

This will include a two step interaction with the voters.

The first step involving the voters with house to house enumeration undertaken by the Booth Level Officer and a photographer. The existing rolls with photographs incorporated will be used as the base for this house to house enumeration. The photographs in the preliminary voters roll will be incorporated from the records available with the district election authorities from the EPICs (Elector Photo Identity Cards) already issued to electors. The photographs of residual voters (those whose images could not be obtained earlier) as well as new voters (voters who are newly included in the roll) will be taken by using a digital camera by the agency operator. An option will also be provided to the voter to submit passport size photographs to the enumerator. During this process, the private agency photographer will accompany the BLO and take photographs whenever directed to do so.

The agency has to establish a back office at Supervisory level with necessary IT resources (PCs, Printers, Scanners, UPS etc) with required data entry operators to organise the data entry. After completion of house to house enumeration and organising the data entry, draft electoral rolls are to be printed part wise.

The List of back offices along with the movement plan prepared by the DEO will be provided to the successful bidder at the time of signing the contract. This will enable the bidder to plan his work as per the schedule. The back offices need to be shifted within each constituency as per the movement plan for each round of the enumeration. The movement plan will be subject to work exigencies as notified by the DEO .

The second step involving the voters will arise after the publication of the draft rolls when voters will have an opportunity to file claims and objections with respect to the draft roll. At this stage the Booth Level Officer will receive claims and objections, make enquiries and make his recommendations to the Electoral Registration Officer. In the next stage of the work, claims will be filed by the voters at the office of the RDOs/MROs which will then be examined by the MRO. No house to house enumeration will be done at this stage. The claims at this stage will be accompanied by passport size photographs of claimants. The successful bidder will be required to scan the photographs at the constituency headquarters level, input the other particulars of the voters including corrections and deletions, integrate these changes into the roll and print the final copies of the roll.

4.1. Photo Electoral Rolls

The District wise residual electors to be covered, whose photographs are to be taken for preparation of Photo Electoral Rolls is estimated in Annexure-I. In addition, the new voters who have attained the age of 18 years as on 01-01-2008 also have to be included in the roll and their photographs are to be taken during this campaign.

Application software consisting of two modules has been designed and tested by M/s CMC for all the activities indicated above. These modules are

- a) Integration of e-roll software
- b) Photo e-roll software

These two software modules have been used in the Photo Roll work for Hyderabad district comprising of 13 constituencies and about 45 Lakh electors. The software is also audited by an independent and reputed firm i.e., Price Waterhouse Coopers Pvt Ltd., Hyderabad (PWC) as per ISO 9001 compliant standards. Both software modules will be given to the successful bidder. The first module will be used to generate & print preliminary roll (Division A & B), generate and print draft & final photo electoral rolls. The second module will be used for adding, modifying and deleting elector details including linking of images with electors. The software modules have been developed on Windows platform and compatible to Windows 98SE to Windows XP. It uses MS-Access 97 as the database and developed in Visual Basic Version 6.0. The Successful bidder must use licensed operating system on his machines. No additional software will be required to be installed by the agency except the driver software related to accessories like digital cameras, printers, scanners & UPS etc. There is no need of installation of Visual Basic software on the user machine.

4.2. Usage of application software

The integration of e-Rolls module will produce the preliminary rolls (Division: A&B). Images obtained from existing EPIC images will be integrated with elector's data base. After this process one copy of preliminary photo roll (also called as Division: A& B) will be printed. The printing of preliminary roll will be on A4 Size paper (80 GSM, Landscape Mode), **one sided** with 5 names per page is used for house to house enumeration by the Government appointed Booth Level officer (BLO). The preliminary photo rolls will be printed polling station wise and delivered to the respective Electoral Registration Officers in the district who will allot it to respective BLOs. The BLO will be accompanied by the Agency camera man during enumeration. During the enumeration

1. Corrections if any to the details of the existing electors as well as names of new electors will be noted on the Preliminary roll i.e., Division-B & Division-C by the BLO. Division- A is a one page sheet containing details of the polling station and will not normally require amendment.
2. Agency camera man will capture photograph of all new voters, residual and mismatched images of voters

Each photograph will be allotted a unique identification number generated by digital camera, which will be noted against corresponding entry in Division: B or C. The agency photographer will ensure that the unique photograph number allotted to each photograph is entered by the BLO/enumerator in the relevant portion of Division: B or C.

After completion of 2 or 3 days field enumeration in a Polling station (based on the quantum of work completed) the BLO accompanied by the Private Agency Operator will hand over the verification data, digital/passport photographs to Election supervisor. The election wing supervisor will cross verify 25% of the entries made by the BLO and satisfy himself as to their accuracy. After doing so, the private agency supervisor will commence data entry for a particular polling station. The Private agency supervisor will ensure data entry of corrections and new voter's particulars in the database, linking of digital photos with the electoral data, scanning and linking of the passport photos with electoral data. The private agency supervisory under the guidance of the election supervisor has to ensure that the data corrections have been carried out properly and photographs are linked with the electors. If the photographs are not of good quality the photographer should be asked to retake them. After completing data entry for one polling station, the Agency Supervisor will print the Check list reports for that polling station and hand it over to the election wing supervisor. Based on his cross verification as well as comparison of the check list with Division B and C manuscripts which are available with him the election wing supervisor will certify the correctness of the data entry by signing at the base of every page. If there are any corrections, he will give it back to the agency supervisor for reentry and reprinting of the check list. The following reports will be finally printed and certified by the election wing supervisor for every polling station:

1. Number of electors verified and data entered (Sum of verified entries in Division B and entries in Division C)
2. Check list of digital photographs captured and integrated in the roll
3. Check list of passport photographs scanned and integrated in the roll
4. No. of electors whose data has been corrected excluding the above items (2) & (3).

After this, the data (verified reports and soft copy of data) will be taken to the constituency level data center for integrating with the other polling station data.

4.3. Draft Electoral Rolls

After receipt of all Polling Stations data in the constituency, the Electoral Registration Officer (ERO) will organize random check on the data. On satisfying himself as to its correctness, the polling station data will be integrated into the constituency level data. The draft rolls for the entire constituency will then be printed in A4 size paper (80 GSM paper, Portrait mode with 30 names on each side of the page with cover page on a separate sheet). The agency has to print and handover 15 copies of draft rolls to the representative of the district collector.

4.4. Objections on the Draft rolls

After publication of the Draft Photo electoral rolls, 15 days time will be given to the public for filing Claims & Objections on the draft photo electoral rolls. These claims and objections are to be verified by the Booth Level Officer. These claims will be accompanied by photographs of the electors. After the claims are approved by ERO,

the agency has to arrange for scanning of photographs at the constituency level data center and integrating them with the other particulars of the electors given in the claim form. During this stage private agency photographer will not be required. Computer data entry operators will be required only at the constituency level Data Center to scan photographs, input data on approved claims received and integrate photographs with elector's data.

4.5. Final Photo Electoral Rolls

After carrying out the changes to the rolls to the satisfaction of the ERO, the Final Photo Electoral rolls will be printed on the A4 Size paper (Laser printing, on 80 GSM paper, Portrait Mode with 30 names on each side of the paper with cover page on separate sheet). The agency has to print and handover 15 copies of final rolls to the representative of the district collector.

5. Scope of work

The work of generation of the Photo electoral rolls will be done as Per Election Commission of India (ECI) guidelines. For the 22 district in AP except Hyderabad the approximate number of electors photographs available district wise is given in Annexure- I. In addition, the net new electors (after deletions) would be around 2.5%. It is estimated that 85% of the residual and new electors will have their images captured by digital camera and remaining will provide passport size photographs for scanning. These figures are indicative and the actual number may vary from district to district. In order to carry out the program, the District is taken as one Unit and District Election Officer (DEO) will be the overall in charge of the district for this program. The details of district/ assembly constituency wise Electors, No. of polling stations are given in the **Annexure-I**. The generation of Photo rolls program is to be taken up on District basis (District as Unit).

The progress of the agency in entering data, scanning and integrating photographs will be reviewed weekly with respect to the Project Implementation Plan submitted by the agency. If it is found that the agency's progress deviates from the project implementation plan by more than a week and this is not made up in the subsequent week, and if the DEO/ERO feels that the agency cannot complete the program in the stipulated time, the Tender Awarding Authority reserves the right to cancel the award and allot it to any other agency so as to complete the program within the stipulated time. The Tender Awarding Authority can forfeit the Implementation cum Performance Guarantee of such defaulting agencies and additionally impose penalties on such default agencies. The decision of the Tender Awarding Authority in this regard will be final and will not be liable to be questioned on any ground.

The successful bidder has to deploy the minimum number of Operators and Supervisors in each Assembly Constituency of the district allotted to him as indicated in Annexure-I. If necessary and warranted, additional operators and supervisors may have to be deployed so as to complete the program within the stipulated time. In any case for want of operators/supervisors the program should not be delayed.

The deployment of staff at various levels in a constituency has been estimated as under:

1. Enumeration level: It is assumed that per day enumeration will be completed in 30 households. At an average of 4 electors per household, 120 electors can be covered in a day. If a constituency has 1,20,000 voters, then 1000 person days will be required to cover the constituency. Since the work is required to be completed in 75 days, the number of photographs required will be 13.33 (1000/75). Inflating this requirement by 15% to cover contingencies, the requirement will be 15.3 Say 15. Thus 15 photographers will need to be deployed in the constituency. For every photographer appointed, a BLO will be available for enumeration. It is estimated that all the work of the photographers will be completed in 75 days.
2. For every 10 BLO's (and photographers) a private agency supervisor will be appointed to supervise the data entry, photo downloading, preparation of reports etc. This private agency supervisor will work from the office of the election wing supervisor. Two computer data entry operators need be appointed for each supervisor for data entry, scanning, downloading images from cameras etc. It is estimated that the work assigned to supervisor and his office should be completed in 90 days. The Supervisor should have the sound knowledge on usage/trouble shooting/maintenance (day to day) of IT resources and application software.
3. For every constituency, private agency constituency coordinator will be appointed. One computer operator need to be appointed at each constituency to assist the Constituency coordinator. The Coordinator and his/her staff including IT resources should be in place till final publication of Photo rolls.
4. For every district, private agency district level coordinator will be appointed. He/she will need to be in place till the final publication of the roll.

The draft publication of the rolls is planned for 23rd July 2008 and the final publication of rolls as 31st August 2008. These deadlines will be closely supervised and monitored by the Election Commission of India New Delhi as well as the Office of the Chief Electoral Officer Hyderabad. An independent third party agency (M/s Tata Consultancy Services) has been appointed for inspection, verification and reporting of the work done by the bidder during the course of enumeration. Strong Incentives therefore exist at District level to deploy the necessary Government counterpart staff (Booth Level Officers and

Supervisors) in a timely and effective manner to ensure completion of the tasks indicated in this tender document within the stipulated time.

The Scope, detailed guidelines, responsibilities and the various forms that are used for enumeration are given in the official website <http://ceoandhra.nic.in>. The bidders are requested to go through the manuals & circulars available in the website, which should be read as a part of this bid document to understand the complete scope of the work.

5.1. Project Implementation Plan

The Successful bidder/agency has to furnish the constituency wise project plan for the assigned district at the time of signing the agreement.

5.1.1. Project Plan

The Project plan will include the following particulars.

- Team formation: Supervisory teams and Constituency level teams with required manpower and IT resources as detailed in the bid document. The mobile contact numbers of all supervisors, constituency and district coordinators will also be provided. The bio data of the constituency and district level coordinators – specifically indicating their IT experience and qualifications to be indicated (Annexure-III). Allocating teams to Polling Stations- should be consistent with the district deployment plan described below.
 - Team responsibility with start and end dates
 - House to House enumeration
 - Data entry & linking of images
 - Supervisory level
 - Constituency level
 - District level
 - Verification & Printing
 - Draft rolls
 - Final rolls

5.1.2. Draft Plan

A draft Project plan for a typical constituency is enclosed in Annexure II. This plan has been based upon the following assumptions

- No of cameramen allotted to the constituency as per tender document: 30
- No of supervisors allotted to the constituency as per tender document; 3
- No of constituency supervisors allotted to the district: 10
- No of district supervisors allotted: 1
- The first three figures may vary from district to district. The plan prepared by the successful bidder must be only with reference to the district figures as provided in the tender document

District Collectors have been instructed to prepare a Movement Plan for every constituency. This Movement Plan will indicate the order in which the polling stations will be taken up in each constituency, the election supervisors in each round and the location of the supervisors

office. The notified agency has to consult the Collector before finalizing the constituency wise Project Plan so that the deployment of election staff (BLO/enumerators , Election supervisors) is seamlessly coordinated with the private agency staff- Cameramen, agency supervisors, data entry operators, constituencies supervisors and district supervisors .

A separate project plan for the final printing of the rolls will have to be submitted by the agency indicating deployment of staff and working at the constituency level as well as district level. No staff deployment from the private agency required at the enumeration & supervisor level at this time. This plan will be for the period 24th July 2008 to 30st August 2008 when data entry for the claims and objections will be made to the draft roll data and the final rolls Printed.

5.1.3. Monitoring of Project Progress: Generation of Photo Electoral Roll Monitoring System (GPERMS)

It is proposed to develop an on-line solution (GPRMS) for effective monitoring of Project progress on real time basis (24x7x365) which supports the following activities. M/s Tata Consultancy has developed this online solution which shall be deployed before the commencement of the program.

- Polling station wise project Plan (Basis)
- Progress updation every Monday and Thursday on H-H enumeration and Data Entry status (Achievement)
- On-line generation of reports on Project Progress and teams performance with drill down feature from District → Constituency → Polling Station

- The Constituency /District level coordinator has to obtain the daily status report on H-H enumeration and data entry status i.e., Supervisory teams → Constituency level teams → District Coordinating team and update the same in the GPERMS on every Monday and Thursday till completion of the enumeration for all the constituencies in the district.

- The Key performance Indicators(KPIs) for the project Progress are as follows:
 - H- H Enumeration Status (Division: B & C)
 - No. of electors covered
 - No. of digital photographs captured
 - No. of Passport photos collected
 - Data Entry Status based on Application Software
 - Digital photographs integrated(No.)
 - Scanned Photos integrated(No.)
 - Corrections to Electoral Data carried out(No.)

- The Constituency /district level coordinator has to organize the entry of KPIs progress into web based solution (Polling Station wise) and then the system will generate on line report on
 - Project Progress
 - Teams Performance.
 - Utilization and status of resources

- **Project Progress: Flow of information and responsibility**
 - All Supervisory teams have to furnish the daily progress on enumeration & data entry to the constituency level coordinator duly signed by BLO
 - As per Division B & C
 - No. of electors covered
 - No. of digital photographed captured
 - No. of Passport photos collected
 - As per application Software
 - No. of Digital photographs linked with electors data.
 - No. of Scanned Photos linked with electors data.
 - No of electors where data was corrected
 - Constituency level teams have to furnish the constituency level progress to District coordinator duly signed by ERO.
 - Then the Constituency/ District level coordinator has to organize data entry of project status received from EROs into web based solution twice a week (Mon & Thu) as indicated.

This report will be verified by the independent third party agency i.e., M/s Tata Consultancy Services appointed by the CEO, Hyderabad. The third party agency will inspect, verify and monitor the progress of the work till completion of the work in all respects. M/s Tata Consultancy will set up a District Monitoring Unit for verification of enumeration and data entry work in each of the 22 districts by the successful bidders.

5.2. Quality Management

The DEOs, EROs and the Election wing Supervisors as appointed by the Chief Electoral Officer will be monitoring the program continuously so as to ensure that the teams have visited all the households in the constituency and newly established colonies. They will also personally verify some of the enumeration data. The Private agency supervisor, constituency and district coordinators have to ensure that the electoral data as enumerated in Division-A, B & C as well as the photographs captured by digital camera or scanned are integrated to electoral data using application software.

The Private agency operators, Supervisors and coordinators must acquaint themselves with usage of the application software to carry out corrections, linking of images with the voters list, printing Preliminary, draft and final rolls of the photo electoral rolls. The CEO office would organize one day training program for three representatives of each successful bidder on usage of software. A software manual will also be provided. These representatives will in turn train the other field level operators, data entry operators in their district. This training program to be held at Hyderabad will be scheduled during 4th week of April 2008.

Agency Supervisors and Coordinators are responsible to organize and maintain the periodical backups of the data, images etc to ensure that the data is not lost for whatever reason. They may note that it would be very difficult to generate the data as it needs additional field visits by the BLOs and Private agency operators which would be very cumbersome and affect the deliverables of the program.

While taking photographs of the voters flash must be used to get the properly illuminated image of the elector. The photograph shall be a full frontal view with the face of elector covering 75% of the photo. The photo size shall be 1.5 Cm width and 2.0 Cm in height. The camera must be of minimum 3Mega Pixel with inbuilt flash. The Photograph must be taken in "S" mode only with Camera held in Horizontal position. The agency shall be fully responsible for the quality of images. The photographers operating the digital camera men shall be properly trained for this purpose. No payment will be made for the unclear, indistinct and mismatched images in the photo rolls. The quality of the images is the complete responsibility of the agency.

5.3. Deployment of teams

1. The selected agency has to organize and deploy teams to ensure simultaneous coverage in all the Assembly constituencies in the district and also sufficient number of Operators and Supervisors in the constituency so as to complete the program within the stipulated time. The requirement of the operators and supervisors given in **Annexure-I** is only indicative and may vary from constituency to constituency and based on total no. of electors in polling station and their turnout.
2. Cameras, PCs, Scanners, Printed electoral rolls etc are made available to all the team members to carry out the enumeration work. At the end of 2 or 3 days, or after sufficient work has been generated, the Operators need to handover the Digital images and Passport photographs to the Supervisory level staff for downloading and storing of images as well as data entry.
3. Additional teams and equipments shall be deployed as and when advised by the DEO/ERO. The agency should be able to deploy additional 10% excess over the actual team members at a short notice as and when required by the DEO/EROs to take care of contingency requirements.
4. One district level coordinator and one coordinator for each Constituency in the district shall be deployed by the agency.
5. All Data Entry Operators (Operators), Supervisors, Constituency and District coordinators should be able to read Telugu & English. Data in Division-B&C may be in Telugu. The Operator should be able to read Telugu data entries and type them preferably in Telugu since the application software accepts data entry in both Telugu and English

6. Agency District level coordinator, Constituency coordinators and Supervisors must be graduate in any discipline and must be provided with cell phone to communicate.
7. The team members in the constituency shall move to the Polling stations as per the movement plan given by the DEO/ERO of the constituency. The Project implementation plan should be consistent with the movement plan.
8. Each team will be deployed for the days which may be specified by the DEO/ERO at the each polling station area and travel from one location to another anywhere within the district allotted to agency. In order to ensure a better turn-out of people and coverage, the coverage may be preferably done on all days in a week. Work should preferably be undertaken on public holidays including Sundays when more voters are likely to be available at their homes.
9. The most suitable time for the field work is in morning hours when head of the household will be available at home before start of the work, followed by evening hours. Agency has to deploy the photographers at the time indicated by the BLOs keeping in view ground conditions.
10. There must be at least 2 (Two) additional Camera men available in each back office during the enumeration period who will act as standby. In case the Standby Camera men are used , the bidder must get replacement for them immediately. At any time the reserve force of 2 cameramen shall be maintained in each back office setup by the bidder.

5.4. Resources (IT/Manpower)required

The bidder should organize the necessary resources i.e., hardware and man power requirements constituency wise in a district as per Annexure-I before the date of effectiveness of the contract (as defined in Para 3.4.2).

In case the resources are not deployed by the agency before the effective date the tender awarding authority reserve the right to cancel the tender as well as to take other consequential action as per bid terms & conditions.

5.4.1. Camera Operator

Camera operator should use a digital camera with flash capable of producing JPEG images of 320x240 Pixels with auto generation of unique number for each photograph. The operator must carry a light colour cloth to be used as background of better image clarity. It should have a facility to display a unique number on display panel for each photograph immediately after the photograph is taken. This number should not be repeated subsequently and should be capable of being recorded in enumeration sheet immediately after the photograph is taken at the location where the photograph is taken. Photo should be captured with 70% of the face and remaining portion up to shoulder. Photo should be taken in VGA mode with the “Good Quality” option. Camera operator should ensure that there are no shadows

while operating the flash of the camera. The brightness and contrast should be adjusted such that the physical features of the voter’s face are distinctly and clearly visible in the photograph.

The camera must be of minimum 3Mega Pixel with inbuilt flash. The Photograph must be taken in “S” mode only with Camera held in Horizontal position.

5.4.2. Supervisory level

At the supervisory level, the agency need to arrange the following hardware during the enumeration period to carry out scanning of the photographs, downloading the digital photographs from the cameras, integrating the images (digital/scanned) to the electoral data, corrections to electoral data and **printing of MIS reports etc.,**

SNo	Equipment	Configuration	Qty
1	Personnel Computers	Pentium IV or above with 512 MB RAM, 1MB Cache, 40/80 GB HDD/ DVD-RW Drive – 32x or higher, 2 Serial, 1 Parallel, 2 USB Ports, 14” SVGA Colour Monitor loaded with Windows Operating system. (Windows 2000 or Windows XP with all service packs).	2
2	Printer	Laser Jet printer with a resolution of 1200 DPI having a speed of 14ppm	1
3	Scanner	Flat bed scanner with necessary software for scanning photos and documents	1
4	UPS	UPS with sufficient output capacity to take of simultaneous operation of the PCs, Printer & Scanner with a minimum backup of at least 1 Hour.	1

5.4.3. Constituency level

At Constituency level, one desktop system and one printer is available and the agency has to arrange the following additional hardware at the constituency level datacenter till the completion of work i.e., the integration of PS wise data to generate assembly/District wise electoral database and printing of draft and final photo electoral rolls. In addition, printing of preliminary lists (Division: A & B) will also be undertaken at the constituency level. The agency has to arrange consumables like stationary (A4 size papers etc), printer cartridges, DVDs media at the constituency data center for all the hardware installed in constituency data centre and at the Supervisory level.

SNo	Equipment	Configuration	Qty
1	Personnel Computers	Pentium IV or above with 1GB RAM, 1MB Cache, 80 GB HDD/ DVD-RW Drive – 32x or higher, 2 Serial, 1 Parallel, 2 USB Ports, 14” SVGA Colour Monitor loaded with Windows XP or Higher with Microsoft office XP or above.	1
2	Scanner	Flat bed scanner with necessary software for scanning photos and documents	1
3	Modem (External)	ADSL/DSL or 56 Kbps Data Modem of D-Link or Motorola , Beutel, Linksys make	1

The agency has to arrange DSL/Dial-Up internet connectivity of any suitable Internet Service Provider for uploading the required reports in e-Tool developed and monitored by Third Party Project Monitoring Unit (Ms Tata Consultancy Services Ltd)

5.5. Transport Facility

The Private Agency Operator must be available at the pre designated locations during the specified hours by making suitable arrangements. The equipment required at the Supervisory & Constituency levels must be made available by the agency and agency has to incur such expenditure. No transportation charges will be paid to the agency for transporting of the equipment and human resources. If any Hardware items are to be moved from one supervisory level to another the transportation charges are to be borne by the agency.

5.6. Responsibilities and detailed job functions of Private Agency

5.6.1. Duties and Responsibilities of Private Agency Camera Operator

a) Preparatory work

1. Do you have the camera which is essential for undertaking this job? Does it display correct number for each photograph? Does it have spare batteries? What about memory card for the digital camera? Verify that the camera is in working condition. Who will be your supervisor appointed by the private agency who will monitor your work?
2. Verify the digital camera and ensure that the camera display allows you to note down the number of the photograph every time a photograph is taken. This is essential for integrating the correct photograph with the voter at a later time.
3. You will be working under the control of the Booth Level Officer. Attend the training program for BLOs and Private agency operators along with the BLO you will be working with.
4. Which polling stations of which assembly constituency have you been allotted? The polling station number is also called the Part number of the constituency roll.

b) Operations in the Field

1. Meet the BLO at the time and place previously decided for starting the enumeration.
2. Take the photograph of the elector whenever directed by BLO. Immediately announce the number of the photograph as shown in the Digital camera display to the BLO who will note it down in the relevant portion of Division B or C prior to taking the signature of the elector.

c) At the end of the day's work

1. Accompany the BLO to the supervisor's place daily. The Private Agency Supervisor will also be there. Hand over the digital camera to the private

agency supervisor who will download the photographs obtained during the day to his computer or a DVD. He will also examine it and confirm whether it is in order. If the photographs are not of printable quality he will ask you to take photograph again. This will mean double work for you, so ensure that you do the job carefully the first time.

2. After completion of one polling station (part) your BLO will be given a printed copy of the Division A and B for the new polling station. Handover the filled in memory card of the digital camera and collect fresh memory card as well as batteries if necessary.
3. Ensure that the digital camera has got adequate memory and adequate batteries for the next day's photography.

5.6.2. Duties and Responsibilities of Private Agency Supervisor

a) Preparatory work

1. Who is the Private agency operators allotted to you for supervision? Which polling stations have you been allotted to them? Obtain their telephone numbers so that you can be in touch with them. Who are the BLOs whom they will work with? Who is the Election department supervisor with whom you will be working? Attend the training program for BLOs and Private agency operators. Meet all the Private agency operators allotted to you and ensure that they do the preparatory work mentioned in their work chart given above.
2. Ensure that the private agency operator has verified his equipment as detailed in his work chart above. In case some person does not have equipment or it is not working, contact your superior immediately and ensure that the equipment is provided or replaced.

b) Operations in the Field

Visit the teams during the day and ensure that the equipment provided to the operator is functioning well. You should carry duplicate sets of batteries, memory cards for immediate replacement in the field.

c) At the end of days work

1. Be present with Election Supervisor in his office at the end of the day when the BLO comes to meet with him with the agency operator. Download data provided by the agency operator from the camera to a CD or store directly in the computer. Then examine the data and confirm to the election wing supervisor that the photographs are of good quality and are numbered properly as per the Division B and usable. It is necessary to ensure that the photograph number has been properly recorded in the Division B or C so that it can be correctly integrated subsequently. Whenever the photograph is not of print quality, you should ask the operator to take fresh photographs or obtain passport size photographs from the concerned electors. Warn the agency operator of this in advance so that they take good print quality

photographs in the first place. The Election wing supervisor will then verify entries in Division A, B&C and Record of Enumeration given to him by the BLO.

After the Election wing supervisor verifies the data, you should enter the data in the computer at your level. Scan the photographs received and store them in the correct directory. Print the following reports and give it to the election wing supervisor for verification and certification.

1. No. of electors verified and data entered (Sum of verified entries in Division B & C.
 2. Check list of digital photographs captured and integrated in the roll.
 3. Check list of Passport photographs scanned and integrated in the roll.
 4. No. of electors whose data has been corrected excluding the above items (2) & (3).
-
2. Check whether the cameras allocated to all the agency operators is in working condition including battery and memory cards etc. Provide new batteries and memory cards to the operator for his next day's work, if necessary.
 3. Check whether all the agency operators allocated to you for supervision have reported to you. Identify the missing persons if any. Determine whether any work is going on in these areas and why the private agency operator is missing. Ask the constituency level coordinator immediately to provide substitute. Recover the equipment from the missing operator or provide fresh equipment to the new operator.
 4. After completing work of one polling station, you should ensure that all the photographic data is properly available and in one place. Accompany the Election Wing Supervisor to the Constituency Data center on the days allotted to you. Be present when data is integrated into the main roll. You should also supervise the correct integration with the rolls. Randomly check with reference to the original Division B that the work is going on properly.
 5. The Election wing supervisor will then allot a new polling station to the group.
 6. This work will continue till all the Polling stations allotted to you are completed.
 7. During this period, you will provide field level technical support to Election wing supervisor as well as effectively coordinate the work of all the Data Entry operators and Photographers, while allotting and taking back the work done at the end of the day.

5.6.3. Duties and Responsibilities of Constituency Level Coordinator from the Agency

1. Providing full assistance to the ERO for effective functioning of the Constituency Level data center. Ensuring that all the computers, scanner, printers are in working condition. Ensuring that the staff in the center, work for 7 days a week till the completion of the project i.e., till the handover of all the deliverables. Providing prompt replacements for workers whenever required both in the center as well as at the booth level and supervisory level.
2. Ensuring that the quality of work handed over through digital camera data is printable. Ensuring that the work of data entry for all Division B and C lists is carried out effectively, promptly and accurately at the supervisory level.
3. To provide support to all supervisors on all technical issues connected with photo e-rolls work. To provide technical support on data entry/integration work for data center and also ensure smooth functioning of hardware and data entry operations.
4. To generate MIS reports using Application Software at the Constituency level as desired by ERO for monitoring at Constituency level
5. To ensure uploading of data to the district server and also send back up in CD/DVD to the district center.
6. To install the Integration and Photo eRoll software on the computers of Constituency Data center allotted and check it out before start of the work. To supervise the installation of the photo eRoll software module at the agency supervisor level and verifying its correct functioning before data entry commences.

5.6.4. District level coordinator

- Run the integration of E Rolls software module and provide soft copies of the Divisions A & B to constituency level coordinators for printing of Division B and C at their level.
- Functioning as a database administrator, who will authorize access to the system software and database to private agency supervisors for data entry and data merging for their respective constituencies.
- Providing MIS reports using application software of all the constituencies to the District Election Officer and to CEO, Hyderabad.
- Ensuring collection of bi-weekly entry of data of progress achieved in the district (constituency wise) with respect to the Project Implementation plan submitted by the bidder. Entering of such data biweekly in the online project is provided by the software.
- Providing single point of contact to district authorities for review of work progress in all the constituencies in a district
- Take remedial action whenever work suffers due to hardware failure/ staff absence. Arranging alternate manpower at a short notice and deploying them at

required work locations at one day (1) notice. The District level coordinator should therefore possess adequate technical qualification (Certificate course/Diploma from any recognized institutions) and experience in Hardware maintenance with 3 to 5 Years experience in data management.

5.7. Photo image specifications

Image format : JPEG (*other image formats like BMP, VHS are not allowed*)

Resolution (Min) :320 x 240 pixels in Aspect ratio of 4:3

Photo Image Size : 2.0 Cm Vertical x 1.5 Cm Horizontal

The Camera must be of minimum 3Mega Pixel with inbuilt flash. The Photograph must be taken in "S" mode only with Camera held in Horizontal position

The aspect ratio and Resolution should not be changed under any circumstances.

5.8. Image Naming Convention

5.8.1. Scanned Photos Naming Convention

Scanned Photos Naming Convention:

After scanning the Passport size photographs, the images will be scanned and saved in the predefined naming convention which is as follows:

SCN – AC No(xxx) → Part No (xxxx) → Serial No.(xxxx) → Extension(.JPG)

Eg: SCN – 210-0001-0020.jpg

Photos will be linked based upon the above criteria.

After scanning, the folder containing image files are to be copied to the computer using the user interface provided by Photo ERoll software.

5.8.2. Digital Photos Naming Convention

Digital photos will be named with unique identification for each photo, which is noted against correct entry in Preliminary Roll. The same number must be used in the image name, when transferred to the computer, which will be used for identifying corresponding image against the entry in Preliminary roll for linking, The captured images are to be copied in to the computer using the interface provided by Photo ERoll software.

After the linking of images, the images will be moved into appropriate locations with different nomenclature through Photo ERoll module.

5.9. Process Description

1. The two modules of the application software will be given to the agency in an executable form in a CD-ROM after the contract becomes effective. The software will be installed and tested by the agency at the supervisory/constituency/District levels.
2. M/s CMC who developed the application software will conduct one day training program for 3 representatives from each district on usage of application software alongwith training on the Photo Roll application software in the 4th Week of April

2008 at Hyderabad. The exact date will be informed to the successful bidders. A software manual will be provided to each participant. These master trainers are in turn expected to train other private agency personnel in the district. A help desk will be available at state/district level to provide assistance wherever required.

3. M/s Tata Consultancy (who has been identified as TPPMU) has developed an application software for monitoring of the District agency progress. Training will be given on usage of the application along with the CMC application software on the same day.

5.10. Loading database

The Collector (District Election Commissioner) of the respective district will provide the district ERoll database for list of electors as well as available photographs to the agency for generation of preliminary photo rolls(Division: A & B) using application software.

5.11. Photography, Capture and linking

1. The Private agency operator along with designated BLO will start house to house enumeration preferably about 8.00AM in the morning. The actual working hours shall be arrived in consultation with the respective BLO.
2. On the instruction of BLO, the Operator will take the Digital photo of the elector or may collect two copies of Passport size photographs if the voter is not available for generating scanned image.
3. For each digital photo a unique serial number is generated by the digital camera and this number is to be noted against the Voter name in Division: B or C. The same number must be part of image name when transferred to the computer. If Voters passport photos are obtained, one copy is to be pasted on the Division-B and the other copy is to be stapled to the Division-B with voters particulars (AC No. followed by Part Number followed by Serial Number followed by Name) written on reverse for scanning. After scanning photos, the entries need to be cross verified with the preliminary voters list entries, ensuring correct photo against each serial number.

Bundling of photographs is not allowed. The two photographs taken during enumeration are to be pasted (1st copy) and stapled (2nd copy) on the Division B or C as the case may be immediately after the entries are enrolled in the respective form in the field.

4. The Digital images, Passport photographs and Division: A, B &C forms are to be handed over to the Agency supervisor for making corrections, linking of digital images and Scanning of Photographs and linking to the voters names based on AC No. followed by Part Number followed by Serial Number followed by Name.

5.12. Specifications for Photo Electoral Rolls

The photo electoral rolls (both draft & final) will have a minimum of 30 entries on each side of the page. The size of the photograph will be of 2.0Cm x 1.5Cm with all other details like House number, Name, Relation Name, Relation type, Sex, Age (DOB) etc., printed in English and Telugu separately as per the format specified and approved by Election Commission of India. The image should have a minimum resolution of 320 x 240 Pixels.

5.13. Printing of Photo Rolls

Photo rolls will be printed in the manner as specified under

5.13.1. Printing of Photo Electoral Rolls

The photo electoral rolls will be printed as per the ECI guidelines. The photo rolls will be printed in three stages on A4 Size,80 GSM paper

- Preliminary Photo rolls (Division- A & B) – 1 Copy (5 Names/page, one side in Landscape mode)
- Draft Photo rolls – 15 Copies (30 Names/page, two sides in Portrait Mode)
- Final Photo rolls - 15 Copies (30 names/page, two sides in Portrait mode)

All 15 copies (Draft and Final rolls) must be clear, distinct and must be of same quality without any extraneous marks. The Part wise cover pages are to be printed on a separate page (one side).

5.13.2. Verification

Immediately on production of one copy, the photo rolls shall be checked visually for clear printing and continuous page numbers. This will be a table exercise by the agency. A similar exercise (polling station wise) will also be done by the constituency level officials.

5.14. Backup of Photo images and Data

1. The backup of images in uncompressed form, AC Wise, polling station wise and date wise shall be delivered periodically to the representative of the ERO twice a week i.e., every Monday and Thursday during the execution and final backup on completion of work. The backup submitted each time should contain cumulative data since starting of the program for that Assembly Constituency. This backup shall be used for data recovery in emergencies only.
2. The backup data from a Agency Supervisor shall be delivered on a CD-ROM of minimum 700 MB capacity of Verbatim, Sony, Samsung or Moserbaer make only. It should be easily read by a computer without the requirement for any special software. While making the back-up copies, care should be taken that not more than 600 MB of data is stored in a single CD even though it has a higher rated capacity.
3. At constituency level the backup should be taken twice a week on Tuesdays and Fridays regularly till completion of the work. One final backup to be taken on

completion of the work. The backup should be taken on DVDs of Sony, Samsung, Verbatim or Moserbaer make only.

4. Date of backup and constituency-part particulars shall clearly be written with a marker pen on the CD/DVD as the case may be.
5. The backup shall be delivered at the respective ERO office along with MIS reports at the frequency specified above.
6. Another set of backup of the images and database shall be delivered to the Chief Electoral officer and the DEO after completion of the exercise in a district on DVDs with one DVD per constituency and on an external Hard-disk of 80 GB (Seagate make only) for each district. The hard-disk shall contain complete district data and images constituency wise neatly copied in folders named against each constituency name and number. Each hard disk shall be placed in a separate rigid plastic cover duly indicating the district name on each hard disk to be handed over to the DEO concerned and CEO, Hyderabad.

Other conditions

1. The CD-ROMs/DVD/Hard-disks containing the residual electors database, the photographs captured and those already in the rolls, final backup, database generated, PDF produced and any documents issued to facilitate generate photo electoral rolls are the property of the GA (Election) Department.
2. The agency will not be permitted to copy or retain the database, photographs or software duplication or retaining of documents after execution of the work. Criminal action will be taken against the agency in the event of any such malpractice.
3. Strict confidentiality shall be maintained in respect of database contents, software, methods and other statistical information by the agency.

5.15. Tentative Schedule

SNo	Activity	Duration
1	Award of contract	Around 21 st April 2008
2	Signing of contract	Within 7 days from award of contract
3	Effectiveness of the contract	From 7 days of signing of contract
4	Training on Usage of CMC Application Software & TPPMU application software (TCS)	Within 7 days after signing of contract. (A common training for all the successful bidders will be organized)
5	Estimated Duration of work	a) 75 days from date of effectiveness of contract for house to house enumeration & data entry of completed polling stations including scanning of passport photos obtained during enumeration. at back offices. b) 10 days for completion of data entry, integration, verification and printing of rolls for draft publication at Constituency Level

		c) 10 days for data entry and scanning of photographs at constituency level and printing of rolls for final publication on 31 st August 2008
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6. General terms and conditions

6.1. Details to be furnished

1. All particulars must be furnished in the prescribed formats of technical and commercial bids.
2. The rate should be clearly indicated both in words and figures against each item and also in the total. If there is any discrepancy in figure and words then the rates quoted in words will be taken as final.
3. In case of discrepancy arising out of calculation then the Unit rate quoted against each item will be taken as final and recalculation done based on the Unit rate quoted by the bidder.
4. The bidders should attest with full signature, if there is any scoring or overwriting or correction.
5. The bid with incomplete information will be liable for rejection.
6. The bidder has to submit the undertaking in the prescribed format in the technical bid that he accepts all the technical and commercial bid terms & conditions and shall abide by the same fully.
7. The bidders can participate in the pre-bid conference to get clarifications on the technical and commercial bids and also processes involved.

6.2. The Tender Committee reserves the right

1. To reject any or all bids without assigning any reason thereof.
2. To reject any bid if the rates are not workable in the assessment of the tender committee.
3. To split and place order to one or more bidders.
4. To allot more than two districts to any agency
5. To relax, waive or modify any of the conditions stipulated in any of the specifications including prequalification criteria wherever deemed necessary.
6. To award bids district wise keeping in view the state as a whole irrespective of district wise preference indicated by the bidder in the bid document.
7. Postpone the project, suspended it during period of heavy rains, cyclone or any natural calamity or during the conduct of General or Bye elections or any other unforeseen contingency including any other force majeure where, in the judgment of tender Awarding Authority, it is considered that it would not be possible to conduct the project. No compensation can be claimed by any agency due to unforeseen cancellation or modification of the project.

6.3. Opening of bid

1. The authorized representative of the Tender Committee (TC) will open the bid in presence of interested bidders or their duly authorized representatives.
2. Evaluation of bids will be done in two stages (technical/commercial). The commercial bids of technically qualified bidders alone will be opened and evaluated. The bid evaluation will be done District wise. The list of district wise technically qualified bidders will be displayed on the notice board of O/o CEO, Secretariat, Hyderabad as well as on the official website <http://www.ceoandhra.nic.in>

6.4. Bid evaluation

1. The Envelope-C, shall contain the required EMD for each bid and the cost of tender document, if downloaded from official website.
2. The Envelope "C" will be opened first. If the required **EMD** is not enclosed then the bid will be rejected. If the bidder had downloaded the tender from the website and not enclosed the tender cost in the shape of DD then the bid will be rejected.
3. The Envelope-A shall contain only technical bid.
4. The Envelope-B shall contain only commercial bid. The commercial bid of those bidders who did not qualify in the technical bid will not be opened.
5. If necessary, the premises of the bidder will be inspected as a part of evaluation.

6.5. Acceptance /Withdrawal

1. The final acceptance of the bid would be entirely vested with the tender committee which reserves the right to accept or reject any bid without assigning any reason whatsoever. There is no obligation on the part of the TC to communicate in any way with rejected bidders.
2. After acceptance of the bid by the tender committee, the bidder shall have no right to withdraw the bid or claim higher price on any ground including the escalation of input costs or taxation rates.
3. Bid with incomplete information is liable for rejection.
4. For each category of pre-qualification criteria, documentary evidence is to be produced duly attested by the agency, serially numbered and enclosed with the technical bid. Indicate documentary proof page number(s) clearly (do not indicate the from... To...) where ever documentary proof is requested to enclose. Failing to indicate the documentary proof page number, the agency tender may be treated as non responsive and rejected
5. If any information given by the bidder is found to be false/ fictitious, apart from the tender being rejected, action will be initiated to debar the bidders from participating in future bids.
6. The tender committee reserves the right to negotiate for further reduction of rates.

6.6. Validity of bid

The bid will be kept valid for acceptance for a period of 180 days from the date of opening. Bids with the reduced period of validity will be liable for rejection.

6.7. Forfeiture of EMD

Furnishing incorrect or false information may result in forfeiture of EMD in full or part at the discretion of Tender Committee, in addition to rejection of bid.

6.8. Performance guarantee

1. The successful bidder will be required to submit Implementation cum Performance Guarantee for a sum equal to 10% of the total accepted bid value within seven days from the date of award, in the form of irrevocable bank guarantee valid till 28th February 2009. The contract agreement will be signed only after submission of implementation cum performance Guarantee.
2. If successful bidder fails to submit the Implementation cum Performance Guarantee, within seven days of award of bid then, the EMD remitted by such successful bidder will be forfeited by Tender Committee (TC) and his bid will be held void.
3. The Implementation cum Performance Guarantee Deposit furnished by the successful bidder in respect of this bid will be returned to agency at the end of contract period, subject to the satisfaction of CEO, Hyderabad.
4. The security deposit till it is returned will not bear any interest.

6.9. Forfeiture of Implementation cum Performance Guarantee deposit

If the successful bidder fails to sign the contract or after signing the contract, fails to perform any contractual obligation, his security deposit mentioned above will be forfeited by CEO, Hyderabad.

6.10. Agreement

1. The successful bidder shall execute an agreement for the fulfillment of the contract on Rs.100/- non-judicial stamp paper in the model format enclosed with such modification as may be required by Tender Committee till the time of execution, within seven days from the date of award of bid.
2. The incidental expenses of execution of agreement shall be borne by the successful bidder. The successful bidder will be referred as "agency".
3. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of CEO, Hyderabad for recovery of any consequential losses from the agency.
4. On behalf of the department, the Additional Chief Electoral Officer, GA (elections) Dept., Government of Andhra Pradesh, Hyderabad will enter into agreement with the agency.

6.11. Subletting of the contract not permitted

The agency should not assign or make over the contract, the benefit or burden thereof to any other person or persons, agency or agencies or body corporate. No under-letting of subletting to any persons or body corporate for the execution of the contract or any other part thereof is permitted, without consent of CEO, Hyderabad.

6.12. Penalty and termination of Non-fulfillment of contract

If the work is not completed in all respects as per the defined scope within the stipulated period as prescribed in the implementation schedule, a penalty as specified in the bid will be levied by extending the duration.

If the work is not completed even beyond the extended period, the contract will be terminated at the risk and cost of the agency.

6.13. Force majeure

Neither the department nor the agency shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

- I. Natural phenomena including but not limited to earthquakes, floods and epidemics
- II. Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared
- III. Accidents or disruptions including but not limited to fire and explosions.

6.14. Jurisdiction and legal proceedings

Any suits or proceedings in this regard shall be instituted in a court in Hyderabad only and no other court outside shall have jurisdictions even though any part or the cause of action might arise within the jurisdiction of such courts.

7. Special terms and conditions

7.1. Eligibility criteria

The bidders should fulfill all the preconditions as mentioned in Para 2 of this bid notice.

7.2. Evaluation criteria

Apart from the preconditions, in addition to price the following will also be taken in to account for evaluation purposes.

1. The facilities available in Andhra Pradesh for the agency for carrying out the work. The bidder shall furnish all the relevant particulars of the existing facilities and trained manpower for such operation.
2. Past performance in execution of such projects should be furnished in the bid along with certification of satisfactory completion from the concerned authorities.

3. The bidder should not have been blacklisted or should not be insolvent.

7.3. If a bid is found technically responsive by the Tender Committee and subsequently it is found that this was based on misleading or false information, the Tender Committee reserves the right to reject such bid outright at any part of the tender process.

7.4. If the bidder quotes for more than one district, the bidder must furnish EMD for the corresponding number of districts for which he is bidding. Each bid for a district shall be submitted separately and shall be evaluated separately.

7.5. Estimate of turnout

The bidders are advised that the details provided in Annexure – I are approximate. No agency shall have a right to claim any compensation, on the ground of any discrepancy.

The bidder shall indicate the unit rates and lump sum amount strictly as per the specifications in the Commercial bid (Part III). Any rates not quoted in this format will summarily rejected.

7.6. Equipments

1. The equipments and accessories shall comply with specification given in the bid document. (as indicated in Para 5.4)
2. The bidder shall maintain the equipments in good condition throughout the duration of the work. Bidder shall also maintain the equipments handed over to him at the Constituency Data Centers for the complete duration of the work for the respective constituency and handover such equipment to the respective election authorities in good working condition.
3. The maintenance, service, replacement, reloading of the system, minor repairs or major replacement etc., shall be the sole responsibility of the agency. The agency must ensure the IT resources availability time should be at least 95% at all times.
4. The CEO, Hyderabad reserves the right to cancel the contract if inferior quality equipments are used or there is delay in deployment of teams/equipments, delay in execution of the allotted work. The CEO may reassign the contract to any other agency at a price to be decided and any excess cost to be paid to the new agency shall be recovered from the original agency including penalty for the delay in execution or non availability time (less than 95%) of IT resources including manpower.

7.7. Software

1. The bidder shall install only licensed versions of the system software and shall be held liable for any consequent action arising out of patent/intellectual property right violations and CEO, Hyderabad shall not be liable for any liabilities or damages arising thereof.
2. During the installation process, if the system software is found defective or damages or corrupted, the same should be replaced by the agency.

3. The application software for generation of photo electoral rolls shall be installed in to the bidder's system only for the purpose of Photo electoral rolls and shall not be used for any other purpose or agency's own use. The software and the data will be sole and exclusive property of CEO, Government of Andhra Pradesh, Hyderabad.

7.8. Manpower

1. The bio data of all the persons employed by the agency shall be made available to the respective DEO/ERO and CEO, Hyderabad for verification. The bidder shall individually mention the education qualification and work experience of District /constituency coordinator and supervisors and their contact details within seven days after signing of the contract. The District & Constituency coordinators and Supervisors must be graduates in any discipline.
2. The agency shall ensure that the behavior of all the staff is decent and courteous at all times. The persons reported for any indecent behavior must be immediately replaced.
3. All the statutory responsibilities like Provident Fund, ESI, Insurance etc for the persons employed for the contract shall be the responsibility of the agency. CEO, Hyderabad is no way is responsible for the same and will not be construed as an employer directly or indirectly. The particulars asked for in this connection are purely for reference only.
4. Boarding, lodging, incidental expenses, medical expenses etc shall be borne by the agency for the agency's manpower.
5. The agency shall extend Group Insurance to all the persons of the agency working in the field. CEO, Hyderabad will not be liable for any risks including riots, theft, damage due to law and order, floods, accidents etc under any circumstances.
6. The Private agency operator, Supervisor and Constituency coordinators shall get trained in the overall management of the field operations.

7.9. Other conditions

1. The agency will be permitted to operate from the premises authorized by the DEO/EROs only. Electricity connection will be provided at such locations. However, neither the CEO nor his district representatives will be responsible for continuous and steady provision of utilities including electricity.
2. CEO, Hyderabad shall not be liable to pay any increase in rate on any account whatsoever.
3. CEO, Hyderabad reserves the right to alter the starting time, closing time and duration of photography depending on the local conditions.
4. CEO, Hyderabad reserves the right to shorten or extend the project duration according to the monsoon and climatic condition or other reasons and the bidder shall adhere to the duration strictly.

7.10. Penalty

The following penalties are applicable in case the agency fails to execute the work as per bid terms and conditions.

7.10.1. Delay in execution of work

If the agency fails to complete the work as per the Project Implementation Plan submitted by him or in case the work is not found in accordance with the specifications, the CEO on the recommendation of DEO shall impose a fine up to a maximum of Rs. 10,000/- per day or 1% of the contract value per week (whichever is more) for the period of delay beyond contract period subject to force majeure conditions. The maximum delay permissible will be 2 (Two) weeks. The CEO, Hyderabad retains the right to cancel the contract on the recommendation of the DEO for the entire area or a part of the area assigned to the agency and award the balance contract to some other agency at the risk and cost of the defaulting agency. In addition, the defaulting agency will be blacklisted.

7.10.2. Less Coverage of Photographs

A penalty of Rs 1.50 Lakhs (One Lakh Fifty Thousand Rupees) per constituency will be levied on the agency if the number of Photographs in the final roll after integrating the captures and scanned photographs is less than 95% of the greater of

1. The No. of voters enumerated in the Division B and Division C for that constituency during the house to house enumeration.
2. The number of voters in the 2008 voters list for that constituency.

7.10.3. Incorrectness of data entry and mismatch of photographs

Corrections if any to the voters list will be entered from Division-B&C and Digital/scanned images of the residual electors will be captured, sized and integrated with corrected electors database. All these corrections are to be carried out into database promptly after day's enumeration and images are to be linked to the electors database. Random check will be done by the DEO staff or by the agency appointed by the CEO, AP for the correctness of data entered into the application. Penalty will be imposed on the incorrectness of the data entry and mismatch of photographs. This penalty will be levied at the stage of draft and final publication of rolls with reference to the verification of entries in Division: B &C. The details of the penalty will be as under:

- ✚ If the incorrectness of data including photo integration is up to 5% of the number of entries, the same is to be rectified by the bidder immediately and a fine of 10 times the cost of each correction/photo generation will be levied on the agency i.e., No. of errors reported x 10 times the cost of each correction/photo generation as quoted by the agency.
- ✚ If the incorrectness of data more than 5% and less than or equal to 10%, the same is to be corrected by the bidder immediately and a fine of 20 times cost of each correction will be levied on the agency i.e., No. of errors reported x 20 times the cost of each correction/photo generation as quoted by the agency.

- ✚ If the incorrectness of data is more than 10%, then the entire Polling station data shall be reentered immediately by the agency and a fine of 100% of the total cost of corrections and Photo generation will be levied on the agency.

Example:

As per the Division: B & C in a polling station,

- a) Total no of corrections= 200,
- b) Photos captured, integrated and data entered =600
- c) Photos Scanned, integrated and data entered = 100.

In the random check of 200 Electors, if it is found more than 20 electors data is not entered correctly or images not matched correctly, then the error percentage is more than 10%.

In this case, a penalty will be imposed like this: Say the bidder has quoted

- 1. Rs C1 for Digital photo generation & integration
- 2. Rs C2 for scanning of photo image and integration
- 3. Rs. C3 for Correction of data & integrating with elector data

Had the agency had entered data correctly he would have received an amount of Y (Rs.) $= (600 \times C1) + (100 \times C2) + (200 \times C3)$ for this polling station. Since the incorrectness data is more than 10 % the agency has to reenter the data again and fine of Rs. Y will be levied on the agency.

7.10.4. Delay & Wrong Reporting

The agency has to update the progress of the work twice a week (Mon/Thu) for the polling stations enumerated constituency wise in to the web based monitoring system for effective monitoring of progress by the concerned ERO, DEO and the CEO. These reports will become basis for an independent third party agency appointed by CEO, Hyderabad to inspect, verify the reporting of the work done in all respects till completion of the work. If the agency not furnish the report in time or the report is incorrect, then, a penalty of Rs 10,000/- per occurrence per constituency will be imposed.

7.10.5. Change of Supervisors and Coordinators

Change of Constituency coordinators and back office agency Supervisors is not allowed in any district. Once the Supervisor is allotted to a back office he/she must be made available for the entire enumeration period. If the Constituency Coordinator/Supervisor is found to be ineffective, he/she may be removed with the consent of the ERO only. If any Supervisor is replaced without consent of the ERO, the agency will be fined Rs 5000/- for each change of supervisor. If the Constituency Coordinator is replaced without the consent of the ERO then the agency shall be fined Rs.25000/- for each change of the Constituency Coordinator. While making

payment to the agency, the department will deduct the above said amounts from the agency bills.

7.11. Deliverables

The following are the deliverables by the agency (District wise)

1. One copy of Preliminary roll (Division: A& B) for each Polling Station (Part) for each constituency for the district allotted to be delivered to the respective EROs within a week of effectiveness of the contract.
2. 15 copies of defect free draft and final photo rolls polling station/ constituency wise for the district(s) allotted to be delivered to the respective EROs on or before 22nd July 2008 (draft roll) and on or before 25th August 2008. This has to be certified by ERO for each constituency in the prescribed format for agency to claim for payment (as per Para 8)
3. Three (3) set of DVDs (One DVD for each Constituency) containing the complete data and images of the preliminary, draft and final rolls PS/Constituency wise for the district allotted in the data format as per the application software shall be handed over to the following with proper acknowledgement.
 - Electoral Registration Officer (ERO) of the constituency concerned
 - District Election Officer (DEO) for all the constituencies in the district
 - Chief Electoral Officer (CEO) for all the districts allotted to agency
4. Two 80 GB external Hard-disks of Seagate make containing the data and images of the Preliminary, draft and final rolls along with the control tables and allied information with individual subfolders for each constituency shall be delivered to DEO and CEO along with DVDs.
5. The Processed data which contains data and Images shall be submitted on CD-ROMs at Supervisory level and on DVDs at the Constituency level that will be burnt in a single session and closed so that they cannot be written again. The CD/DVD should be in compliance with a format/specification as per ISO 9660 so that the CD/DVD can be readable by any ordinary CD/DVD writer. The CD-ROMs /DVD-R shall be assigned the internal label with a composite identification number consisting of two alpha character code denoting the State Name (AP for Andhra Pradesh) followed by three digit serial such as CEO, DEO or ERO followed by AC Number (like 210, 211 etc) and three digit running CD/DVD number. The Same number should also be written using a permanent marker on the title sticker on CD/DVD and also on the plastic front of the Jewel box. If there is 5CDs/DVDs for one Assembly Constituency then the Jewel box and CDs/DVDs it should be written as "CD/DVD # of 5" where # may take the values from 1 to 5. This gives information that there are 5CDs/DVDs for this constituency.
6. The CDs/DVDs submitted by the agency will have the Agency's name written by permanent marker pen.

7. Backups as indicated in Para 5.14 should be submitted throughout the period of the contract.
8. MIS reports generated using application software at the supervisory level on completion of data entry work for every polling station, and at least weekly
 1. Number of electors verified and data entered (Sum of verified entries in Division B &C)
 2. Checklist of digital photographs captured and integrated in the roll.
 3. Checklist of Passport photographs scanned and integrated in the roll.
 4. Number of electors whose data has been corrected excluding the above items (2) & (3)
 5. Summary Statistical Report – Assembly Constituency/Part wise
 - No. of Digital Photos captured
 - No. of Passport Photos scanned
 - No. of Corrections made
 - No. of additions made
 - No. of deletions made

8. Payment

The agency has to execute the project in the district allotted as per the agreement terms and conditions and conforming to the standards prescribed as mentioned in this bid document. The payments will be made by the concerned District Collector (DEO) after receipt of payment request accompanied by an invoice describing, as appropriate, the deliverables defined are delivered and accepted as described below, and by documents submitted and upon fulfillment of other obligations stipulated in the bid document. Income tax, if any will be deducted at source as per the Income Tax act.

The payment will be made in two stages i.e., immediately after draft publication of rolls and final publication of rolls.

1. Basis of payment after draft publication of rolls will be the following documents generated using application software verified and certified by the concerned ERO.
 - i. MIS report on the number of electors verified and data entered (Sum of verified entries in Division B&C.
 - ii. MIS report and check list of digital photographs captured and integrated in the roll.
 - iii. MIS report and Check list of Passport photographs scanned and integrated in the roll.
 - iv. No. of electors whose data has been corrected excluding the above items (ii) & (iii) generated by the MIS of the application software.

50% of the amount payable (as computed in Para 3.7 for C1, C2 & C3) as well as the Lump sum amount quoted (100% of C4) will be paid within 2 weeks after delivery & verification of deliverables at the draft publication stage. Balance 50% will be paid within 2 weeks after delivery & verification of deliverables at the final publication stage.

2. Basis of payment at the final publication stage for the data entries made to the draft rolls based on claims and objections received after the draft publication will be the following documents generated using application software verified and certified by the concerned ERO.
 - i. Checklist and MIS reports for the passport photographs scanned and integrated in the roll.
 - ii. No. of corrections to electoral data excluding the above item (i) generated by the application software.

100% of the amount payable (as computed in Para 3.7) for the above two items will be paid within 2 weeks after delivery & verification of deliverables at the final publication stage by the DEO concerned.

3. No advance payment will be made.

Part-II (EMD & Technical Bid)

Part-II EMD & Technical Bid (Envelope-A & C)

(Attach additional sheets if required)

1. Bid form

To

CEO & EO Principal Secretary to Govt.,
GA (Elections) Dept.
New H Block, South wing,
AP Secretariat, Hyderabad-22.

Dear Sir,

Having examined the Bidding Documents, we, the undersigned, offer to execute the work "Generation of Photo Electoral Rolls" and submit the deliverables under the above named contract in full conformity with the said the bidding documents for the sum (here in after called total bid price) as quoted in commercial bid or such other sums as may be determined in accordance with the terms and conditions of the contract.

We undertake, if our bid is accepted, to commence work as per the schedule and to achieve the effectiveness of the contract within the respective times stated in the Bidding Documents.

Construction of the Contract

1. We have read the provisions of bid and confirm that these are acceptable to us.
2. We further declare that bid is unconditional.
3. We undertake, if our bid is accepted, to commence the work as per the schedule immediately upon your Notification of Award to us, and to achieve Completion within the time stated in the Bidding Documents.
4. If our bid is accepted, we undertake to provide an Implementation cum Performance Security in the form and amounts, and within the times specified in the Bidding Documents.
5. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.
6. We, hereby, declare that only the persons or firms interested in this proposal as principals are named here and that no other persons or firms other than those mentioned herein have any interest in this proposal or in the Contract to be entered into, that this proposal is made without any connection with any other person, firm or party likewise submitting a proposal, that this proposal is in all respects in good faith, without collusion or fraud.
7. We agree to abide by this bid, which consists of this letter, EMD with technical bid, commercial bid, Pre bid meeting addendum if any and other attachments (specify the attachments) as per the bid document.

Date:

Signature of the bidder with Seal

Attachments: As per the technical/commercial bid specifications

2. Details of the bidder

SNo	Description	Details (To be filled by the Bidder)	Documentary Proof : Reference *Page No. in the document
1	Name of the organization		
2	Nature of the organization		
	Govt <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/>		
3	Office Postal Address		
	Contact person with Phone & Mobile Number		
	TIN No		
	CST Regn. No.		
	Service Tax Regn.No		
	Office Phone Number		
	Office Fax Number		
	eMail address		
4	Banker's name and address		
5	Functioning of the firm for the last three years. Enclose A) Certificate of Incorporation for the company/firm Or Registered Partnership deed as applicable		Page Nos. _____
	Audited balance sheets from 2004-05 till date		Page Nos.
6	Financial creditworthiness a) creditworthy certificate from Bank/Financial Institutions b) Bank credit facilities		Page Nos.

*Non filling of the Page Nos. in the indicated columns may result in non-consideration of the bid.

Date:

Signature of the bidder with seal

Place:

3. Details of the branches & Personnel employed

The bidder shall furnish their branch offices

S No	District	Address of the branch	No. of employees

Date:

Signature of the bidder with seal

Place:

4. Experience of the bidder

The bidder may furnish the major works undertaken similar to Elector Photo Identity cards, Ration Cards with photo graphs, PAN cards with photographs, driving licenses with photographs, Identity cards to employees of Govt., PSUs, Local bodies or any other photo identity cards in previous years and proof thereof. Please attach additional sheet if required.

Turnover details , Audited Balance Sheets and the IT Return Statements of the Previous three (3) financial years.

S.No	Description	2004-05	2005-06	2006-07
1	Total Turnover (Rs Lakhs)			
2	Turnover in IT/ITES (Rs Lakhs)			
3	Documentary Proof for Items (1)	Page Nos _____	Page Nos _____	Page Nos _____
4	Documentary Proof for Items (2)	Page Nos _____	Page Nos _____	Page Nos _____
5	Audited Balance Sheets	Page No.	Page No.	Page No.
6	IT Return Statements	Page No.	Page No.	Page No.

Previous Experience

S No	Description	Name of the Project	Year	Cost of Project (Rs Lakhs)	Documentary Proof Page Nos. (For each Project)
1	Works (projects) handled and completed	1.	1.	1.	1.
		2.	2.	2.	2.
		3.	3.	3.	3.
	
2	Ongoing Works (projects) Agreement concluded, work in progress	1.	1.	1.	1.
		2.	2.	2.	2.
		3.	3.	3.	3.
	

Date & Place:

Signature of the bidder with seal

5. No. of IT resources available on hand at the time of bidding this bid

SNo	District	Item	No.
1		Servers	
		Personal Computers	
		Digital cameras	
		Laser jet printers	
		Scanners	
		UPS(1/2/3 KVA)	
2		Servers	
		Personal Computers	
		Digital cameras	
		Laser jet printers	
		Scanners	
		UPS(1/2/3 KVA)	

Date:

Signature of the bidder with seal

Place:

6. Preference of the District(s) for which bid is submitted

The bidder may indicate name of the district(s) in the order of preference for which bid is submitted for generation of photo electoral rolls. As mentioned in the bid minimum no. of teams/IT resources shall be made available at each constituency simultaneously.

SNo	Name of the District
1	
2	
3	
4	
5	
6	
7	

Date:

Signature of the bidder with seal

Place:

7. Declaration on Commercial bid

I/We agree that the offer shall remain open for acceptance for a minimum period of 6 Months from the date of opening of the bid and thereafter until it is withdrawn by us by notice in writing duly addressed to the authority of opening the bid and sent by registered post with acknowledgement due or otherwise delivered at the office of the authority. The amount of EMD shall not bear any interest and shall be liable to be forfeited by CEO, Hyderabad should I/We fail to abide by the stipulations to keep the offer open for a period mentioned above or fail to sign and complete the agreement /contract document as required by CEO, Hyderabad and furnish the Implementation cum Performance Guarantee Deposit as specified in the terms and conditions of the contract. The amount of EMD may be adjusted towards Security deposit or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

I/We agree with all the terms and conditions of the bid document and agree to bound by them.

I/We declare that the commercial bid has been submitted without any conditions and strictly as per the conditions of the bid document and I/We am/are aware that the commercial bid is liable to be rejected if it contains any other conditions.

I/We declare that the information furnished in the bid is true to the best of my/our knowledge. If any false /fictitious information is found I/We agree to the rejection of the bidder.

I/We declare that we have not been blacklisted anywhere in India

I/We declare that we are not insolvent.

Date:

Signature of the bidder with seal

Place:

8. Check list for submission of the Bids

The purpose of this table is to provide the bidder with a summary of checklist items that must be included in the bid for consideration of the bid by the department.

SNo	Item	Present (Yes/No)
1	Bid Form	
2	Details of the bidder	
3	Functioning of the firm for the last three financial years. Enclose <ul style="list-style-type: none"> • Certificate of Incorporation / Registered Partnership deed • Audited balance sheets • IT Return Statements 	
4	Details of branch offices including staff details	
5	Turnover : <ul style="list-style-type: none"> • Total (Last three F.Ys) • IT & ITES (Last three F.Ys) 	
6	Previous experience: <ul style="list-style-type: none"> • Work completion certificates showing the projects handled and completed • Ongoing Work/Projects Agreements and Status reports from competent authority 	
7	EMD (Envelope-C)	
8	Commercial bid (Envelope-B)	

Date:
Place:

Signature of the bidder with Seal

EMD (Envelope-C)

EMD payment particulars

(Payment instrument (DD/Bankers Cheque/Bank Guarantee)

Name of the Bank & Branch:

Instrument Type: DD/BG

Instrument No. & Date:

Amount : Rs. 2.00 Lakhs

Note:

- i. EMD is to be paid separately for each district quoted.
- ii. Enclose EMD for each district in an open envelope super scribed “**Envelope- C EMD – District Name**”

Signature of the bidder with seal

Part-III (Commercial Bid)

Part-III Commercial Bid (Envelope-B) District Name _____ Name of the bidder _____

S No	Activity	Unit	Unit Rate (Rs) (Incl. of all taxes)	Qty. for the District (from Annexure-I)	Multiplying Factor	Total Cost in Rupees (Incl. of All Taxes)
(1)	(2)	(3)	(4)	(5)	(6)	(7)= (4) x (5) x (6)
1	Capturing, sizing, numbering the digital images of new or mismatched electors and adding/correcting electoral data for such images and integrating the images with electoral data including cost of laser printing draft rolls and final rolls of the electors (15 copies each) and storing the data in the media as specified in the bid document.	Per Photograph captured			0.85	
2	Collecting, scanning, sizing and numbering the Passport size photo graphs of the new/mismatched electors and adding/correcting electoral data and integrating the images with electoral data including cost of laser printing draft rolls and final rolls of the electors (15 copies each) and storing the data in the media as specified in the bid document.	Per Photograph Scanned			0.15	
3	Corrections to electoral data for the electors not included in items(1) & (2)	Per Elector corrected			0.50	
4	Printing one copy of preliminary roll (Division: A & B) using application software for all the constituencies in the district ,part wise (Quote the Total Amount only in Rupees)	Lump sum		One	1.00	(Same as in Unit Rate column for Activity 4)
Total						
Unit Rates (In words)						
Item 1						
Item 2						
Item 3						
Item 4						

Note:

1. We confirm that the rates quoted above includes all applicable taxes such as **excise duty, sales tax, service tax, surcharges, freight, octroi, insurance, installation, transportation** and commissioning charges and such other levies that may be applicable from time to time. Apart from the rates quoted above, no further amount will be payable on any account.
2. In case of any discrepancy in figures and words, the rates indicated in words will be taken as final.
3. In case of any discrepancy in computation of the total cost for the district, the Unit rates quoted will be taken as final to arrive at the total cost.

Date:

Signature of bidder with Seal

Annexure-I

AC No	District/ Assembly Constituency (AC)	Electors			No. of Polling Stations	Private Agency				Hardware Req			
		Total	With Photographs	Without Photographs		Camera Operators	Super visors	Computer Operators	AC - Coordi nators	Desktops	Printers	Scanners	UPS
1	Srikakulam												
1	Ichapuram	128005	40713	87292	142	16	2	5	1	5	2	3	2
2	Sompeta	133905	33155	100750	159	17	2	5	1	5	2	3	2
3	Tekkali	143435	39938	103497	154	18	2	5	1	5	2	3	2
4	Harishchandrapuram	134237	34006	100231	159	17	2	5	1	5	2	3	2
5	Narasannapeta	119539	34727	84812	136	15	2	5	1	5	2	3	2
6	Patapatnam	116796	31873	84923	146	15	2	5	1	5	2	3	2
7	Kothuru (St)	135263	45623	89640	148	17	2	5	1	5	2	3	2
13	Vunukuru	151688	43125	108563	160	19	2	5	1	5	2	3	2
14	Palakonda (Sc)	111115	37340	73775	124	14	1	3	1	3	1	2	1
15	Amadalavalasa	115476	30905	84571	141	15	2	5	1	5	2	3	2
16	Srikakulam	184704	59931	124773	185	24	2	5	1	5	2	3	2
17	Etcherla (Sc)	145689	34489	111200	160	19	2	5	1	5	2	3	2
	Total	1619852	465825	1154027	1814	206	23	58	12	58	23	35	23
2	Vizianagaram												
8	Naguru (St)	135549	41298	94251	145	17	2	5	1	5	2	3	2
9	Parvathipuram	132434	34584	97850	143	17	2	5	1	5	2	3	2
10	Salur (St)	133078	39043	94035	130	17	2	5	1	5	2	3	2
11	Bobbili	127923	37631	90292	135	16	2	5	1	5	2	3	2
12	Therlam	138856	36254	102602	153	18	2	5	1	5	2	3	2
18	Cheepurupalli	155009	30537	124472	161	20	2	5	1	5	2	3	2
19	Gajapathinagaram	128051	29029	99022	148	16	2	5	1	5	2	3	2

20	Vizianagaram	197257	69370	127887	167	25	3	7	1	7	3	4	3
21	Sathivada	134368	32570	101798	148	17	2	5	1	5	2	3	2
22	Bhogapuram	135965	40816	95149	148	17	2	5	1	5	2	3	2
27	Uttarapalli	128570	30902	97668	148	16	2	5	1	5	2	3	2
28	Srungavarapukota (St)	156104	37458	118646	173	20	2	5	1	5	2	3	2
	Total	1703164	459492	1243672	1799	216	25	62	12	62	25	37	25
3	Visakhapatnam												
23	Bheemunipatnam	166722	77837	88885	164	21	2	5	1	5	2	3	2
24	Visakhapatnam-I	140839	40692	100147	128	18	2	5	1	5	2	3	2
25	Visakhapatnam-II	478631	148311	330320	378	61	6	13	1	13	6	7	6
26	Pendurthi	522704	165935	356769	383	67	7	15	1	15	7	8	7
29	Paderu (St)	185240	63780	121460	177	24	2	5	1	5	2	3	2
30	Madugula	142561	52577	89984	146	18	2	5	1	5	2	3	2
31	Chodavaram	161345	50410	110935	168	21	2	5	1	5	2	3	2
32	Anakapalli	164342	52838	111504	146	21	2	5	1	5	2	3	2
33	Paravada	182267	50703	131564	178	23	2	5	1	5	2	3	2
34	Elamanchili	142719	35463	107256	161	18	2	5	1	5	2	3	2
35	Payakaraopeta (Sc)	136476	65995	70481	146	17	2	5	1	5	2	3	2
36	Narsipatnam	159899	49279	110620	153	20	2	5	1	5	2	3	2
37	Chintapalli (St)	183860	79883	103977	174	23	2	5	1	5	2	3	2
	Total	2767605	933703	1833902	2502	352	35	83	13	83	35	48	35
4	East Godavari												
38	Yellavaram (St)	138681	115360	23321	144	18	2	5	1	5	2	3	2
39	Burugupudi	151701	119671	32030	171	19	2	5	1	5	2	3	2
40	Rajahmundry	131854	89790	42064	126	17	2	5	1	5	2	3	2
41	Kadiam	260889	191668	69221	255	33	3	7	1	7	3	4	3
42	Jaggampeta	169425	123721	45704	153	22	2	5	1	5	2	3	2
43	Peddapuram	153818	103988	49830	144	20	2	5	1	5	2	3	2
44	Prathipadu	181332	134623	46709	178	23	2	5	1	5	2	3	2

45	Tuni	177028	122712	54316	166	23	2	5	1	5	2	3	2
46	Pithapuram	136568	84876	51692	133	17	2	5	1	5	2	3	2
47	Sampara	222335	158303	64032	208	28	3	7	1	7	3	4	3
48	Kakinada	195571	120468	75103	226	25	3	7	1	7	3	4	3
49	Tallarevu	147373	114656	32717	143	19	2	5	1	5	2	3	2
50	Anaparthi	125999	106913	19086	136	16	2	5	1	5	2	3	2
51	Ramachandrapuram	132717	116722	15995	151	17	2	5	1	5	2	3	2
52	Alamuru	161975	125616	36359	165	21	2	5	1	5	2	3	2
53	Mummidivaram (Sc)	138950	122365	16585	150	18	2	5	1	5	2	3	2
54	Allavaram (Sc)	118017	107227	10790	137	15	2	5	1	5	2	3	2
55	Amalapuram	130638	103450	27188	137	17	2	5	1	5	2	3	2
56	Kothapeta	144978	125617	19361	154	19	2	5	1	5	2	3	2
57	Nagaram (Sc)	128471	104181	24290	143	16	2	5	1	5	2	3	2
58	Razole	137724	116880	20844	143	18	2	5	1	5	2	3	2
	Total	3286044	2508807	777237	3363	421	45	111	21	111	45	66	45
5	West Godavari												
59	Narasapur	165529	78668	86861	176	21	2	5	1	5	2	3	2
60	Palacole	135332	79564	55768	141	17	2	5	1	5	2	3	2
61	Achanta (Sc)	126089	90778	35311	140	16	2	5	1	5	2	3	2
62	Bhimavaram	194340	114815	79525	166	25	3	7	1	7	3	4	3
63	Undi	162115	92437	69678	146	21	2	5	1	5	2	3	2
64	Penugonda	133466	98018	35448	140	17	2	5	1	5	2	3	2
65	Tanuku	171181	122415	48766	156	22	2	5	1	5	2	3	2
66	Attili	137529	39608	97921	150	18	2	5	1	5	2	3	2
67	Tadepalligudem	179835	116614	63221	173	23	2	5	1	5	2	3	2
68	Ungutur	189869	103559	86310	190	24	2	5	1	5	2	3	2
69	Dendulur	161570	117025	44545	153	21	2	5	1	5	2	3	2
70	Eluru	198326	90234	108092	178	25	3	7	1	7	3	4	3
71	Gopalapuram (Sc)	169283	172868	-3585	164	22	2	5	1	5	2	3	2

72	Kovvur	179975	119789	60186	169	23	2	5	1	5	2	3	2
73	Polavaram (St)	165330	63477	101853	186	21	2	5	1	5	2	3	2
74	Chintalapudi	186787	123845	62942	169	24	2	5	1	5	2	3	2
	Total	2656556	1623714	1032842	2597	340	34	84	16	84	34	50	34
6	Krishna												
75	Jaggayyapet	171665	133708	37957	161	22	2	5	1	5	2	3	2
76	Nandigama	162079	129362	32717	166	21	2	5	1	5	2	3	2
77	Vijayawada West	205708	177749	27959	212	26	3	7	1	7	3	4	3
78	Vijayawada East	207163	165077	42086	186	26	3	7	1	7	3	4	3
79	Kankipadu	393355	281164	112191	328	50	5	11	1	11	5	6	5
80	Mylavaram	199830	145249	54581	205	26	3	7	1	7	3	4	3
81	Tiruvuru (Sc)	180838	47819	133019	179	23	2	5	1	5	2	3	2
82	Nuzvid	193712	157083	36629	190	25	3	7	1	7	3	4	3
83	Gannavaram	131430	109923	21507	141	17	2	5	1	5	2	3	2
84	Vuyyur	122756	95770	26986	133	16	2	5	1	5	2	3	2
85	Gudivada	170854	123425	47429	163	22	2	5	1	5	2	3	2
86	Mudinepalli	119119	98047	21072	142	15	2	5	1	5	2	3	2
87	Kaikalur	151650	90528	61122	159	19	2	5	1	5	2	3	2
88	Malleswaram	134338	108762	25576	151	17	2	5	1	5	2	3	2
89	Bandar	164089	126147	37942	169	21	2	5	1	5	2	3	2
90	Nidumolu (Sc)	122441	95723	26718	140	16	2	5	1	5	2	3	2
91	Avanigadda	116560	92884	23676	140	15	2	5	1	5	2	3	2
	Total	2947587	2178420	769167	2965	377	41	99	17	99	41	58	41
7	Guntur												
92	Kuchinapudi	115991	105982	10009	140	15	2	5	1	5	2	3	2
93	Repalle	116335	98370	17965	137	15	2	5	1	5	2	3	2
94	Vemur	122660	109702	12958	147	16	2	5	1	5	2	3	2
95	Duggirala	124735	86598	38137	139	16	2	5	1	5	2	3	2
96	Tenali	143411	108864	34547	151	18	2	5	1	5	2	3	2

97	Ponnur	125933	111409	14524	145	16	2	5	1	5	2	3	2
98	Bapatla	152563	131959	20604	175	19	2	5	1	5	2	3	2
99	Prathipad	128900	110027	18873	144	16	2	5	1	5	2	3	2
100	Guntur-I	203429	113599	89830	220	26	3	7	1	7	3	4	3
101	Guntur-li	215695	117622	98073	214	28	3	7	1	7	3	4	3
102	Mangalagiri	163612	113546	50066	175	21	2	5	1	5	2	3	2
103	Tadikonda (Sc)	154694	110056	44638	187	20	2	5	1	5	2	3	2
104	Sattenapalli	180480	155397	25083	177	23	2	5	1	5	2	3	2
105	Peddakurapadu	190169	149277	40892	228	24	2	5	1	5	2	3	2
106	Gurzala	214427	147173	67254	238	27	3	7	1	7	3	4	3
107	Macherla	172614	131469	41145	191	22	2	5	1	5	2	3	2
108	Vinukonda	201933	151726	50207	216	26	3	7	1	7	3	4	3
109	Narasaraopet	207371	155059	52312	206	26	3	7	1	7	3	4	3
110	Chilakaluripet	174148	130524	43624	210	22	2	5	1	5	2	3	2
	Total	3109100	2338359	770741	3440	396	43	105	19	105	43	62	43
8	Prakasam												
111	Chirala	170955	147758	23197	206	22	2	5	1	5	2	3	2
112	Parchur	125114	122638	2476	163	16	2	5	1	5	2	3	2
113	Martur	153875	114364	39511	174	20	2	5	1	5	2	3	2
114	Addanki	150360	126593	23767	186	19	2	5	1	5	2	3	2
115	Ongole	213124	147944	65180	227	27	3	7	1	7	3	4	3
116	Santhanuthalapadu (Sc)	175860	153426	22434	213	22	2	5	1	5	2	3	2
117	Kandukur	166445	144028	22417	208	21	2	5	1	5	2	3	2
118	Kanigiri	152060	127723	24337	222	19	2	5	1	5	2	3	2
119	Kondepi	154551	144631	9920	199	20	2	5	1	5	2	3	2
120	Cumbum	141018	113325	27693	171	18	2	5	1	5	2	3	2
121	Darsi	194188	164827	29361	240	25	3	7	1	7	3	4	3
122	Markapur	176839	122774	54065	205	23	2	5	1	5	2	3	2

123	Giddalur	124814	97809	27005	136	16	2	5	1	5	2	3	2
	Total	2099203	1727840	371363	2550	268	28	69	13	69	28	41	28
9	Nellore												
124	Udayagiri	135411	49825	85586	180	17	2	5	1	5	2	3	2
125	Kavali	177242	78493	98749	195	23	2	5	1	5	2	3	2
126	Allur	147221	50372	96849	169	19	2	5	1	5	2	3	2
127	Kovur	154140	55453	98687	178	20	2	5	1	5	2	3	2
128	Atmakur	166146	54092	112054	200	21	2	5	1	5	2	3	2
129	Rapur	192942	56682	136260	211	25	3	7	1	7	3	4	3
130	Nellore	244062	74318	169744	240	31	3	7	1	7	3	4	3
131	Sarvepalli	180641	53987	126654	197	23	2	5	1	5	2	3	2
132	Gudur (Sc)	177298	72397	104901	191	23	2	5	1	5	2	3	2
133	Sullurpet (Sc)	164645	50960	113685	173	21	2	5	1	5	2	3	2
134	Venkatagiri	151645	51961	99684	191	19	2	5	1	5	2	3	2
	Total	1891393	648540	1242853	2125	242	24	59	11	59	24	35	24
10	Chittoor												
135	Sri Kalahasti	187341	100021	87320	198	24	2	5	1	5	2	3	2
136	Satyavedu (Sc)	154711	114429	40282	181	20	2	5	1	5	2	3	2
137	Nagari	175788	85627	90161	207	22	2	5	1	5	2	3	2
138	Puttur	150522	65984	84538	173	19	2	5	1	5	2	3	2
139	Vepanjeri (Sc)	149254	75265	73989	168	19	2	5	1	5	2	3	2
140	Chittoor	183161	91249	91912	196	23	2	5	1	5	2	3	2
141	Palmaner (Sc)	193014	146160	46854	194	25	3	7	1	7	3	4	3
142	Kuppam	187353	115708	71645	187	24	2	5	1	5	2	3	2
143	Punganur	182570	94805	87765	189	23	2	5	1	5	2	3	2
144	Madanapalle	214742	144152	70590	201	27	3	7	1	7	3	4	3
145	Thamballapalle	125851	73592	52259	155	16	2	5	1	5	2	3	2
146	Vayalpad	132379	86439	45940	163	17	2	5	1	5	2	3	2
147	Pileru	159238	100274	58964	163	20	2	5	1	5	2	3	2

148	Chandragiri	161136	95702	65434	179	21	2	5	1	5	2	3	2
149	Tirupathi	326511	249135	77376	309	42	4	9	1	9	4	5	4
	Total	2683571	1638542	1045029	2863	342	34	83	15	83	34	49	34
11	Cuddapah												
150	Kodur (Sc)	133984	46190	87794	163	17	2	5	1	5	2	3	2
151	Rajampet	127470	97373	30097	157	16	2	5	1	5	2	3	2
152	Rayachoty	150465	41757	108708	160	19	2	5	1	5	2	3	2
153	Lakkireddipalli	127926	101216	26710	147	16	2	5	1	5	2	3	2
154	Cuddapah	234437	168054	66383	239	30	3	7	1	7	3	4	3
155	Badvel	155708	51296	104412	153	20	2	5	1	5	2	3	2
156	Mydukur	139697	33575	106122	154	18	2	5	1	5	2	3	2
157	Proddatur	195155	88983	106172	215	25	3	7	1	7	3	4	3
158	Jammalamadugu	141120	61024	80096	167	18	2	5	1	5	2	3	2
159	Kamalapuram	141504	128891	12613	154	18	2	5	1	5	2	3	2
160	Pulivendla	144526	58053	86473	170	18	2	5	1	5	2	3	2
	Total	1691992	876412	815580	1879	215	24	59	11	59	24	35	24
12	Anantapur												
161	Kadiri	185808	82872	102936	212	24	2	5	1	5	2	3	2
162	Nallamada	137236	78784	58452	153	18	2	5	1	5	2	3	2
163	Gorantla	167832	73576	94256	188	21	2	5	1	5	2	3	2
164	Hindupur	201474	77984	123490	200	26	3	7	1	7	3	4	3
165	Madakasira	166763	57414	109349	170	21	2	5	1	5	2	3	2
166	Penukonda	176140	77332	98808	185	23	2	5	1	5	2	3	2
167	Kalyandrug (Sc)	195446	79810	115636	217	25	3	7	1	7	3	4	3
168	Rayadrug	170114	60449	109665	188	22	2	5	1	5	2	3	2
169	Uravakonda	153612	53949	99663	173	20	2	5	1	5	2	3	2
170	Gooty	159287	76417	82870	177	20	2	5	1	5	2	3	2
171	Singanamala (Sc)	161853	66187	95666	185	21	2	5	1	5	2	3	2
172	Anantapur	277031	131772	145259	272	35	4	9	1	9	4	5	4

173	Dharmavaram	179749	114735	65014	222	23	2	5	1	5	2	3	2
174	Tadpatri	196844	94401	102443	219	25	3	7	1	7	3	4	3
	Total	2529189	1125682	1403507	2761	324	33	80	14	80	33	47	33
13	Kurnool												
175	Alur (Sc)	134842	45556	89286	153	17	2	5	1	5	2	3	2
176	Adoni	202434	151134	51300	187	26	3	7	1	7	3	4	3
177	Yemmiganur	228017	67177	160840	209	29	3	7	1	7	3	4	3
178	Kodumur (Sc)	173266	75759	97507	170	22	2	5	1	5	2	3	2
179	Kurnool	298270	100773	197497	276	38	4	9	1	9	4	5	4
180	Pattikonda	173667	53104	120563	184	22	2	5	1	5	2	3	2
181	Dhone	183284	61986	121298	173	23	2	5	1	5	2	3	2
182	Koilkuntla	158024	58110	99914	170	20	2	5	1	5	2	3	2
183	Allagadda	182967	48323	134644	191	23	2	5	1	5	2	3	2
184	Panyam	188117	50001	138116	172	24	2	5	1	5	2	3	2
185	Nandikotkur	172473	63049	109424	176	22	2	5	1	5	2	3	2
186	Nandyal	220715	93067	127648	203	28	3	7	1	7	3	4	3
187	Atmakur	163910	124699	39211	186	21	2	5	1	5	2	3	2
	Total	2479986	992738	1487248	2450	315	31	75	13	75	31	44	31
14	Mahaboobnagar												
188	Achampet (Sc)	190092	106455	83637	206	24	2	5	1	5	2	3	2
189	Nagarkurnool	198844	130229	68615	200	25	3	7	1	7	3	4	3
190	Kalwakurthi	207019	56902	150117	222	26	3	7	1	7	3	4	3
191	Shadnagar (Sc)	182659	127281	55378	208	23	2	5	1	5	2	3	2
192	Jadcherla	177768	62686	115082	190	23	2	5	1	5	2	3	2
193	Mahbubnagar	242121	139119	103002	235	31	3	7	1	7	3	4	3
194	Wanaparthy	224275	151789	72486	225	29	3	7	1	7	3	4	3
195	Kollapur	190427	121658	68769	197	24	2	5	1	5	2	3	2
196	Alampur	169217	108392	60825	188	22	2	5	1	5	2	3	2
197	Gadwal	219155	60873	158282	231	28	3	7	1	7	3	4	3

198	Amarchinta	199045	90418	108627	222	25	3	7	1	7	3	4	3
199	Makthal	190131	138639	51492	204	24	2	5	1	5	2	3	2
200	Kodangal	184869	50222	134647	188	24	2	5	1	5	2	3	2
	Total	2575622	1344663	1230959	2716	328	32	77	13	77	32	45	32
15	Rangareddy												
201	Tandur	199143	122434	76709	187	25	3	7	1	7	3	4	3
202	Vicarabad (Sc)	184671	134572	50099	170	24	2	5	1	5	2	3	2
203	Pargi	214917	134866	80051	199	27	3	7	1	7	3	4	3
204	Chevella	271520	151884	119636	229	35	4	9	1	9	4	5	4
205	Ibrahimpatnam (Sc)	190003	132544	57459	178	24	2	5	1	5	2	3	2
219	Medchal	838477	363698	474779	574	107	11	23	1	23	11	12	11
	Total	1898731	1039998	858733	1537	242	25	56	6	56	25	31	25
17	Medak												
220	Siddipet	179254	72323	106931	187	23	2	5	1	5	2	3	2
221	Dommat	147071	80526	66545	156	19	2	5	1	5	2	3	2
222	Gajwel (Sc)	170034	85428	84606	181	22	2	5	1	5	2	3	2
223	Narsapur	168765	78640	90125	186	22	2	5	1	5	2	3	2
224	Sangareddy	297807	117594	180213	301	38	4	9	1	9	4	5	4
225	Zahirabad	170670	77556	93114	201	22	2	5	1	5	2	3	2
226	Naryankhed	194795	62222	132573	222	25	3	7	1	7	3	4	3
227	Medak	171836	57983	113853	187	22	2	5	1	5	2	3	2
228	Ramayampet	173344	80470	92874	189	22	2	5	1	5	2	3	2
229	Andole (Sc)	156222	65924	90298	174	20	2	5	1	5	2	3	2
	Total	1829798	778666	1051132	1984	235	23	56	10	56	23	33	23
18	Nizamabad												
230	Balkonda	138615	107660	30955	161	18	2	5	1	5	2	3	2
231	Armoor	187256	136076	51180	212	24	2	5	1	5	2	3	2
232	Kamareddy	191455	156295	35160	203	24	2	5	1	5	2	3	2
233	Yellareddy	165659	132941	32718	191	21	2	5	1	5	2	3	2

234	Jukkal (Sc)	155572	111620	43952	161	20	2	5	1	5	2	3	2
235	Banswada	165846	125292	40554	182	21	2	5	1	5	2	3	2
236	Bodhan	158643	113769	44874	171	20	2	5	1	5	2	3	2
237	Nizamabad	248913	150149	98764	223	32	3	7	1	7	3	4	3
238	Dichpalli	152025	113573	38452	165	19	2	5	1	5	2	3	2
	Total	1563984	1147375	416609	1669	199	19	47	9	47	19	28	19
19	Adilabad												
239	Mudhole	176808	145876	30932	183	23	2	5	1	5	2	3	2
240	Nirmal	172748	139240	33508	185	22	2	5	1	5	2	3	2
241	Boath (St)	148730	115364	33366	149	19	2	5	1	5	2	3	2
242	Adilabad	205364	155236	50128	201	26	3	7	1	7	3	4	3
243	Khanapur (St)	159392	126388	33004	167	20	2	5	1	5	2	3	2
244	Asifabad (Sc)	172949	137598	35351	177	22	2	5	1	5	2	3	2
245	Luxettipet	245622	166456	79166	251	31	3	7	1	7	3	4	3
246	Sirpur	155757	135053	20704	164	20	2	5	1	5	2	3	2
247	Chinnur (Sc)	187438	118026	69412	208	24	2	5	1	5	2	3	2
	Total	1624808	1239237	385571	1685	207	20	49	9	49	20	29	20
20	Karimnagar												
248	Manthani	212705	148021	64684	218	27	3	7	1	7	3	4	3
249	Peddapalli	196413	144607	51806	189	25	3	7	1	7	3	4	3
250	Myadaram (Sc)	291621	172959	118662	277	37	4	9	1	9	4	5	4
251	Huzurabad	189226	138560	50666	177	24	2	5	1	5	2	3	2
252	Kamalapur	189520	138656	50864	184	24	2	5	1	5	2	3	2
253	Indurthi	160295	128876	31419	178	20	2	5	1	5	2	3	2
254	Karimnagar	294748	193840	100908	239	38	4	9	1	9	4	5	4
255	Choppadandi	189279	83977	105302	199	24	2	5	1	5	2	3	2
256	Jagtial	192970	158173	34797	226	25	3	7	1	7	3	4	3
257	Buggaram	212449	143666	68783	234	27	3	7	1	7	3	4	3
258	Metpalli	182465	134941	47524	203	23	2	5	1	5	2	3	2

259	Sircilla	218599	146338	72261	227	28	3	7	1	7	3	4	3
260	Narella (Sc)	174074	117787	56287	185	22	2	5	1	5	2	3	2
	Total	2704364	1850401	853963	2736	344	35	83	13	83	35	48	35
21	Warangal												
261	Cheriyal	149476	112286	37190	156	19	2	5	1	5	2	3	2
262	Jangaon	160813	124722	36091	156	21	2	5	1	5	2	3	2
263	Chennur	189438	156247	33191	196	24	2	5	1	5	2	3	2
264	Dornakal	166594	132251	34343	164	21	2	5	1	5	2	3	2
265	Mahbubabad	188475	153527	34948	188	24	2	5	1	5	2	3	2
266	Narsampet	186483	153415	33068	179	24	2	5	1	5	2	3	2
267	Wardhannapet	161396	134996	26400	161	21	2	5	1	5	2	3	2
268	Ghanpur (Sc)	159805	127871	31934	150	20	2	5	1	5	2	3	2
269	Warangal	187028	153000	34028	172	24	2	5	1	5	2	3	2
270	Hanamkonda	262560	200293	62267	266	34	3	7	1	7	3	4	3
271	Shyampet	158927	129410	29517	162	20	2	5	1	5	2	3	2
272	Parkal (Sc)	176959	142991	33968	193	23	2	5	1	5	2	3	2
273	Mulug (St)	168360	127421	40939	197	22	2	5	1	5	2	3	2
	Total	2316314	1848430	467884	2340	297	27	67	13	67	27	40	27
22	Khammam												
274	Bhadrachalam (St)	196023	153008	43015	192	25	3	7	1	7	3	4	3
275	Burgampahad (St)	199110	155804	43306	211	25	3	7	1	7	3	4	3
276	Kothagudem	200050	133775	66275	183	26	3	7	1	7	3	4	3
277	Sathupalli	222964	170040	52924	213	28	3	7	1	7	3	4	3
278	Madhira	188256	149310	38946	189	24	2	5	1	5	2	3	2
279	Palair (Sc)	188343	147371	40972	186	24	2	5	1	5	2	3	2
280	Khammam	240693	156414	84279	211	31	3	7	1	7	3	4	3
281	Shujatnagar	179888	118146	61742	187	23	2	5	1	5	2	3	2
282	Yellandu (St)	176777	142186	34591	182	23	2	5	1	5	2	3	2
	Total	1792104	1326054	466050	1754	229	23	55	9	55	23	32	23

23	Nalgonda												
283	Tungaturthi	161769	55045	106724	188	21	2	5	1	5	2	3	2
284	Suryapet (Sc)	199672	77092	122580	213	26	3	7	1	7	3	4	3
285	Kodad	208444	76421	132023	227	27	3	7	1	7	3	4	3
286	Miryalguda	267674	75209	192465	277	34	3	7	1	7	3	4	3
287	Chalapurthi	189638	65394	124244	226	24	2	5	1	5	2	3	2
288	Nakrekal	166123	58885	107238	186	21	2	5	1	5	2	3	2
289	Nalgonda	236514	66397	170117	259	30	3	7	1	7	3	4	3
290	Ramannapet	158681	49424	109257	207	20	2	5	1	5	2	3	2
291	Alair (Sc)	164077	75773	88304	191	21	2	5	1	5	2	3	2
292	Bhongir	203492	63324	140168	225	26	3	7	1	7	3	4	3
293	Mungode	174534	91117	83417	211	22	2	5	1	5	2	3	2
294	Deverkonda (St)	182884	93726	89158	210	23	2	5	1	5	2	3	2
	Total	2313502	847807	1465695	2620	295	29	70	12	70	29	41	29
	Grand Total	50084469	28940705	21143764	52149	6390	653	1587	281	1587	653	934	653

Note:

- i. Images of 85% of the residual and new voters will be captured by Digital camera and the remaining will provide pass port size photograph for scanning.

Annexure-II

Implementation Plan Constituency wise (Model)														
District:					Total Electoral/Residual Electors:									
Assembly Constituency:					Total Polling Stations:									
Name of District coordinator					Contact Mobile number									
Phase/ Cycle	Supervisory Team Assigned	PS Nos.	H-H Enumeration		Data Entry & Linking of Photo Images								Verification & Printing	
					Supervisory Level			Constituency Level			District Level		Draft	
			Start	End	PS Nos.	Max. Start date	Max. End date	PS Nos.	Max. Start date	Max. End date	Max. Start date	Max. End date	Max. Start date	Max. End date
1	Mr X	1-10	01-May	10-May	-	-	-	-	-	-	-	-	-	-
	Mr Y	11-30	01-May	10-May	-	-	-	-	-	-	-	-	-	-
	Mr Z	21-30	01-May	10-May	-	-	-	-	-	-	-	-	-	-
2	Mr X	31-40	11-May	20-May	1-10	11-May	20-May	-	-	-	-	-	-	-
	Mr Y	41-50	11-May	20-May	11-20	11-May	20-May	-	-	-	-	-	-	-
	Mr Z	51-60	11-May	20-May	21-30	11-May	20-May	-	-	-	-	-	-	-
3	Mr X	61-70	21-May	30-May	31-40	21-May	30-May	1-30	21 may	22 may	-	-	-	-
	Mr Y	71-80	21-May	30-May	41-50	21-May	30-May	-	-	-	-	-	-	-
	Mr Z	81-90	21-May	30-May	51-60	21-May	30-May	-	-	-	-	-	-	-
			-	-	61-70	31-May	09-Jun	31-60	31 may	1 Jun	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-
			-	-	71-80	31-May	09-Jun	-	-	-	-	-	-	-
			-	-	81-90	31-May	09-Jun	-	-	-	-	-	-	-
			-	-	-	-	-	61-90	9 Jun	10 Jun	-	-	-	-
			-	-	-	-	-	-	-	-	25-Jun	05-Jul	-	-
			-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	08-Jul	10-Jul

Note: A separate Plan is to be submitted for data entry & final printing of rolls after claims and objections covering the period from 24th July to 2nd August.

Deployment of Teams & IT Resources Constituency wise

S No	AC Name	Team	Human Resources				IT Resources				
			Name of Team In-charge (Sup/AC/DC)	Contact telephone Numbers	Number of Photo-Graphers	Number of DEOs	No. of D.Camers	No. of PCs	No. of PRNs	No. of SCNs	No. of UPS
1	A1	A1 - Supervisor 1									
2	A1	A1 -Supervisor -2									
3	A1	A1 -Supervisor -3									
4	A1	A1 -Constituency Coordinator									
4	A2	A2 - Supervisor -1									
5	A2	A2 - Supervisor -2									
6	A2	A2 - Supervisor -3									
7	A2	A2 -Constituency Coordinator									
		District Coordinator									
Note:											
AC Name		Assembly Constituency									
SUP		Agency Supervisor									
AC		Assembly Coordinator									
DC		District Coordinator									
DEO		Data Entry Operators									
D. Camera		Digital Camera									
PC		Personnel Computers (Desktops)									
PRNs		Laser Printers									
SCNs		Scanners									
MOD		Modems									

Annexure-III

BIODATA FORMAT TO BE SUBMITTED WITH AGREEMENT

- 1 PROPOSED POSITION FOR THIS PROJECT : District Level Co-ordinator OR Assembly Level Coordinator
(Family/Surname Name) (Name)
- 2 NAME :
- 3 DATE OF BIRTH :
- 4 NATIONALITY :
- 5 ADDRESS FOR COMMUNICATION :
TELEPHONE NO. :
MOBILE NO. :
E-MAIL ADDRESS :
- 6 EDUCATION :
(The years in which various qualifications were obtained must be stated)
- 7 OTHER TRAININGS :
- 8 LANGUAGE & DEGREE OF PROFICIENCY : Telugu Hindi English
(Good/Poor)
- 9 DETAILED TASKS ASSIGNED : WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED.
(In this column, list tasks one by one and support each task by project experience in the right hand side column.) (In this column, list project name, location, year, position held, i.e., Team Leader, Coordinator etc. and exact duties rendered and time spent on each project.)
- 10 EMPLOYMENT RECORD : (Starting with present position, list in reversed order every employment held and state the start and end dates of each employment.)
- FROM : TO
EMPLOYER :
POSITION HELD AND DESCRIPTION OF DUTIES :
- 11 IT Exposure/Experience :

Declaration

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes my-self, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I have been employed by [name of the Agency] continuously for the last (12) months as regular full time staff
(indicate yes or no in the following boxes): Yes No

SIGNATURE :

DATE OF SIGNING :

Day Month Year

Role of Third Party Programme Monitoring Unit (TPPMU) and the e-tool - Online Programme Monitoring System (OLPMS)

- ▶ Tata Consultancy Services Ltd., (TCS) as an independent third party programme monitoring unit (TPPMU) has been appointed for inspection, verification and reporting of the work done during the course of execution.
- ▶ The TPPMU will provide a web based e-tool (OLPMS) for updating of the programme progress by the Bidder.
- ▶ The progress will be monitored only through OLPMS and hence it is mandatory for the Bidder to report periodic progress information in the tool. It may be noted that the progress will be deemed to be achieved only if it is entered in the OLPMS and the invoking of penalty clauses will be in accordance with the data in OLPMS. The Bidder are required to make a provision for entering progress in the OLPMS through the internet.
- ▶ Appropriate access rights will be provided to the staff of the Bidder on written request. The password usage security is to be observed and any data entered with the password provided to BIDDER/BIDDER staff will be considered as the progress of the agency. Hence the agency is advised to ensure authenticity of users in sharing the passwords. In the event of change of staff using OLPMS, the BIDDER may approach the TPPMU for new user names and passwords.
- ▶ Typical progress data requirement that may need to be entered into the system by the agency (E.g)
 - Resource Deployment Back office/Assembly Constituency wise (Every 15 days)
 - Output progress on enumeration polling station wise (as and when)
 - Output progress on data entry (CMC e-roll software will provide a excel report of every back office which will have to be mandatorily uploaded by the agency day end by 9.00 pm)
 - Output progress on integration (CMC e-roll software will provide a excel report of every back office which will have to be mandatorily uploaded by the agency day end by 9.00 pm)
 - Progress report on draft roll printing, servicing claims and objections and final roll printing.
- ▶ The BIDDER is expected to provide the necessary documents, registers, access to Photo Roll software to TPPMU - district monitors during the verification process.
- ▶ The designated BIDDER staff will be provided training on OLPMS at the start of the programme by the TPPMU and the TPPMU will be available for any assistance regarding OLPMS.

Annexure -V

Model Movement Plan Constituency wise for first two cycles (total Cycles 8)

District: Srikakulam ; Total Polling stations 142

Total Electors as Per SSR 2008 : 1619852

Assembly Constituency:						Ichapuram	
Phase/ Cycle	Back office location	Name of Supervisor Assigned	PS Nos.	SSR 2008 Voter strength	Name of BLO	H-H Enumeration	
						Start	End
1	Ichapuram UP School	Mr X	1			39594	39602
			2			39594	39602
			3			39594	39602
			4			39594	39602
			5			39594	39602
			6			39594	39602
			7			39594	39602
			8			39594	39602
	Ichapuram MRO Office	Mr Y	10			39594	39602
			11			39594	39602
			12			39594	39602
			13			39594	39602
			14			39594	39602
			15			39594	39602
			16			39594	39602
			17			39594	39602
2	Kanchili MRO office	Mr A	18			39603	39610
			19				
			20				
			21				
			22				
			23				
			24				
			25				
			26				
	Burjapadu UPSchool	Mr B	27				
			28				
			29				
			30				
			31				
			32				
			33				
			34				

The plan will extend similarly for the next six cycles which will cover polling stations numbers from 35 to 142. for each cycle in the case of Ichapuram constituency two back offices will have to be identified having electricity connections. For each back office two supervisors and 17 BLOs will have to be identified. For other constituencies, the number of back offices / supervisors/ polling stations covered per cycle may be different. Please see Annexure I of the Tender document on the web site to know the number of back offices per constituency

Bid Security (EMD) Form

(FORMAT OF BANK GUARANTEE (BG) FOR BID SECURITY)

WHEREAS _____ (hereinafter called "the Bidder") has submitted its bid dated _____ (date of submission of bid) for "Generation of Photo Electoral Rolls in the State of Andhra Pradesh" in response to Request for Proposal (RFP) No. _____ (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE _____ (name of bank) of _____ (name of country) having our registered office at _____ (address of bank) (hereinafter called "the Bank") are bound unto CEO, Government of Andhra Pradesh, Hyderabad (hereinafter called "the Department") in the sum of Rs _____ for which payment will and truly to be made to the said Department. The Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this _____ day of _____, 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Department during the period of bid validity:
 - (a) fails or refuses to execute the Contract agreement, if awarded the contract
 - (b) fails or refuses to furnish the Implementation cum Performance Guarantee, in accordance with the Terms and Conditions of the Contract;

We undertake to pay the Department up to the above amount upon receipt of its first written demand, without the Department having to substantiate its demand, provided that in its demand the Department will note that the amount claimed by it is due it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of the bid validity i.e. up to _____ (mention date of expiry which should be a minimum of bid validity + 45 days), and any demand in respect thereof should reach the Bank not later than the above date.

Place :

Signature of the Bank Official with Seal

Date:

Implementation cum Performance Guarantee Form

To
The General Administration (Elections) Department,
A.P Secretariat, Hyderabad.

WHEREAS _____ (Name and address of agency) (hereinafter called "Agency") had undertaken, in pursuance of Award Notification No. _____ to execute "Generation of Photo Electoral Rolls" for the District _____ in Andhra Pradesh (hereinafter called "the Contract").

AND WHEREAS, it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee as security for compliance with Agency's obligations in accordance with the Contract

AND WHEREAS, we have agreed to give the agency such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Agency , up to a total of (Amount of Guarantee in figures) _____ (in words)(_____), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guaranteed sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the Agency shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

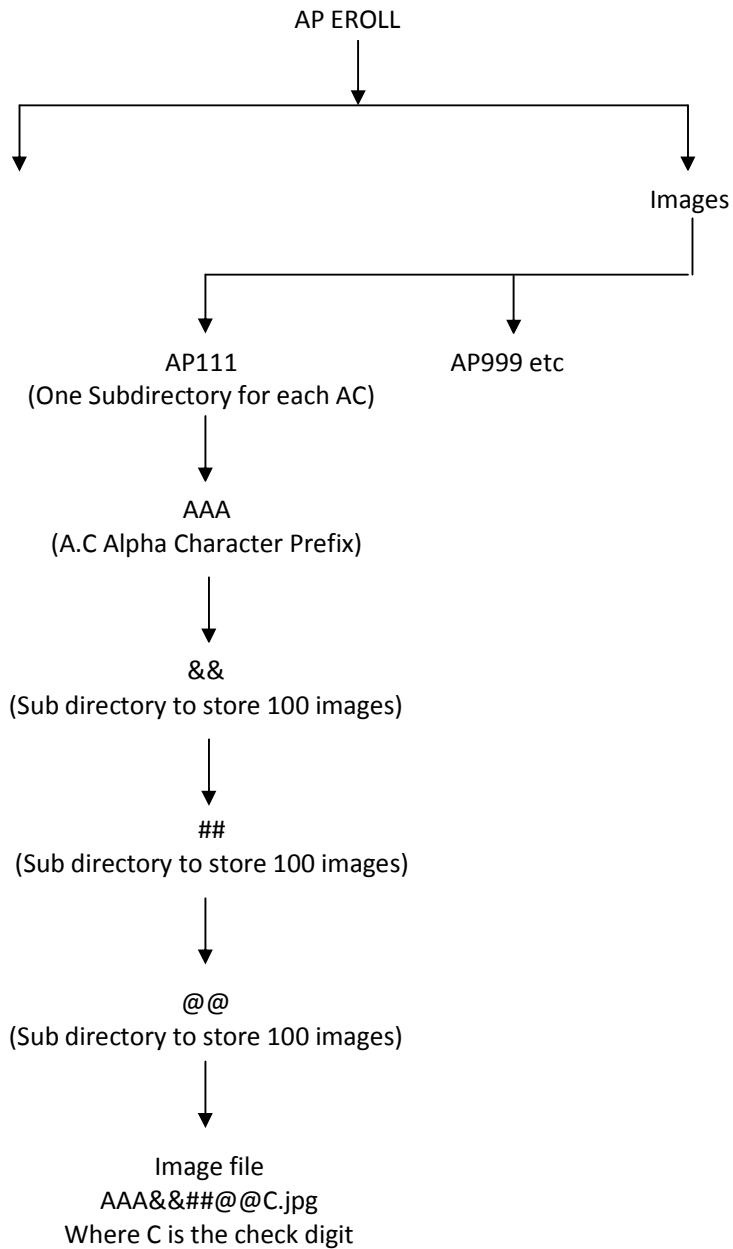
This guarantee is valid up to 28th February 2009

Place:
Date:

Signature and Seal of the Guarantors

[Designation
Name of Bank
Address]

Directory Hierarchy for Storing Images



The full path for the file would be:

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Form of Contract Agreement

This Contract is made on the _____ day of _____ at Hyderabad between the Additional Chief Electoral Officer, Hyderabad-22 (herein referred as the “**Department**”) of the First part and _____ the service provider (hereinafter referred to as “**Agency**”)of the second part.

Now it is Hereby Agreed as follows:

Article-1 – Contract Documents

The following documents shall constitute the Contract between Department and Agency, and each shall read and construed as an integral part of the Contract

- a) Notification of Award
- b) The Bid submitted by the Agency
- c) Special Conditions of the Contract
- d) General Conditions of the Contract
- e) Pre-bid meeting addendum if any
- f) Bid document and modifications, if any
- g) Manual for BLOs, Supervisors and EROs

Article-2 - Contract Price

The Department hereby agrees to pay to the agency the following prices.

No	Activity	Unit	Unit Rate in (Rs) Figures and Words
(1)	(2)	(3)	(4)
1	Capturing, sizing, numbering the digital images of new or mismatched electors and adding/correcting electoral data for such images and integrating the images with electoral data including cost of laser printing draft rolls and final rolls of the electors (15 copies each) and storing the data in the media as specified in the bid document.	Per Photograph captured	
2	Collecting, scanning, sizing and numbering the Passport size photo graphs of the new/mismatched electors and adding/correcting electoral data and integrating the images with electoral data including cost of laser printing draft rolls and final rolls of the electors (15 copies each) and storing the data in the media as specified in the bid document.	Per Photograph Scanned	
3	Corrections to electoral data for the electors not included in items(1) & (2)	Per Elector corrected	
4	Printing one copy of preliminary roll (Division: A & B) using application software for all the constituencies in the district part wise(Quote the Total Amount only in Rupees)	Lump sum	

The rates quoted above includes all applicable taxes such as **excise duty, sales tax, service tax, surcharges, freight, octroi, insurance, installation, transportation and commissioning**

charges and such other levies that may be applicable from time to time. The work is to be carried out on turnkey basis for the rates quoted by the agency.

Article-3 - Jurisdiction

Any legal proceedings arising out of this agreement shall be subject to the appropriate court in Hyderabad.

For and on behalf of

Department

Agency

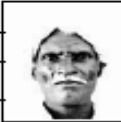

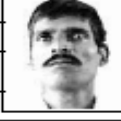


Witnesses:

- 1.
- 2.

Sample Preliminary Rolls (Division-A)

ముసాయిదా ఓటర్ల జాబితా , 2008 రాష్ట్రం - ఆంధ్రప్రదేశ్				
శాసనసభ నియోజకవర్గం నెంబరు, పేరు మరియు రిజిస్ట్రేషను పరిస్థితి :			202 ఏకారబాద్ షె.కు భాగం సంఖ్య 3	
శాసనసభ నియోజకవర్గం వున్నట్టి పార్లమెంటు నియోజకవర్గం(వర్గాల) నెంబరు , పేరు మరియు రిజిస్ట్రేషను పరిస్థితి :			30 హైదరాబాద్ సాధారణ	
1. సవరణ వివరాలు :				
సవరణ సంవత్సరం	: 2008	జాబితా గుర్తింపు :	2007 సవరణ మూల జాబితాను 2008 ప్రత్యేక సంక్షిప్త సవరణకు ముందు ఉన్న ఆన్ని అనుబంధములతో సమగ్ర పర్చడమయినది	
అర్హత తేదీ	: 1/1/2008	సవరణ రకం	ప్రత్యేక సంక్షిప్త సవరణ, 2008	
అంతిమ ప్రచురణ తేదీ	: 1/5/2008			
2. భాగం పోలింగ్ విస్తీర్ణం వివరాలు				
భాగంలోని స్ట్రెట్ నెంబరు మరియు పేరు 1. జుర్రీగుండ్ల , జుర్రీగుండ్ల				
ప్రధాన గ్రామం/పట్టణం : విజయవాడ పోలింగ్ స్టేషన్ : సి.ఎస్.ఎస్. కుక్కర్తి మండలం : కుక్కర్తి రాజస్థాన్ డివిజను : జిల్లా : కర్నూలు టౌన్ :				
3. పోలింగ్ కేంద్రం వివరాలు :				
పోలింగ్ కేంద్రం నెంబరు మరియు పేరు : కుంజం 6899		పోలింగ్ కేంద్రం రిజిస్ట్రేషను పరిస్థితి	షె.కు	
పోలింగ్ కేంద్రం చిరునామా : జుర్రీగుండ్ల		ఈ భాగంలో సహాయక పోలింగ్ కేంద్రాల సంఖ్య :	0	
4. ఓటర్ల సంఖ్య :				
ప్రారంభ వరుస సంఖ్య	అంతమయ్యే వరుస సంఖ్య	ఓటర్ల సంఖ్య		
		పురుషులు	స్త్రీలు	మొత్తం
1	635	312	323	635

Sample Preliminary Rolls (Division-B)

DIVISION B - ELECTORAL ROLL - SECTION										Special Revision of an Intensive Nature, 2008.
State Code & Name : S01 Andhra Pradesh				AC No. & Name : 202 VIKARABAD				Part No. : 3		
Sl. No.	House Number	Elector's Name	Relation Type	Relation's Name	Sex	Age as On 01/01/2008	EPIC No.	Photograph	Remarks	Signature
Section No., Name & Area/ Locality Description										
1 - మోగిగుండ్ల, మోగిగుండ్ల/MogiiGundla, MogiiGundla										
1	1-1	బోని రాజప్ప	తండ్రి	శివప్ప	పు	68	AP302020006300		<input type="checkbox"/>	
		Boini Rajappa	F	Shivappa	M				Digital Camera Photo No:	
2	1-1	బోని శివారామ్మ	తండ్రి	రాజప్ప	స్త్రీ	60	BGQ2323566		<input type="checkbox"/>	
		Boini Eshwaramma	H	Rajappa	F				Digital Camera Photo No:	
3	1-1	బోని జనార్ధన్	తండ్రి	రాజప్ప	పు	45	AP302020006091		<input type="checkbox"/>	
		Boini Janardhan	F	Rajappa	M				Digital Camera Photo No:	
4	1-1	బోని యాదమ్మ	తండ్రి	జనార్ధన్	స్త్రీ	35	AP302020006126		<input type="checkbox"/>	
		Boini Yadamma	H	Janardhan	F				Digital Camera Photo No:	
5	1-1	బోని పిర్రాజు	తండ్రి	రాజప్ప	పు	40	BGQ2323293		<input type="checkbox"/>	
		Boini Pirraju	F	Rajappa	M				Digital Camera Photo No:	
1. EPIC Shown-Photo and Number Tallied.			3. EPIC Not Shown-Photo Identified-Correct			5. EPIC Not Issued-Photo Identified-Correct.			Page 4 of 132	
2. EPIC Shown-Photo Not Tallied.			4. EPIC Not Shown-Photo Incorrect.			6. EPIC Not Issued-Photo Incorrect.			7. No EPIC.	

Sample Photo Electoral Roll Cover Sheet

ముస్సాయిదా ఓటర్ల జాబితా , 2008

రాష్ట్రం - ఆంధ్రప్రదేశ్

శాసనసభ నియోజకవర్గం నెంబరు, పేరు మరియు 202 విశాఖపట్టణం రిజిస్ట్రేషన్ పరిస్థితి : పే.కు		భాగం సంఖ్య 3		
శాసనసభ నియోజకవర్గం వున్నట్టి పార్లమెంటు నియోజకవర్గం(వర్గాల) నెంబరు , పేరు మరియు రిజిస్ట్రేషన్ పరిస్థితి :		30 హైదరాబాద్ సాధారణ		
1. సవరణ వివరాలు :				
సవరణ సంవత్సరం : 2008 అర్హత తేదీ : 1/1/2008 సవరణ రకం : ప్రత్యేక సర్టిఫై సవరణ, 2008 అంతిమ ప్రచురణ తేదీ : 1/5/2008	జాబితా గుర్తింపు : 2007 సవరణ మూల జాబితాను 2008 ప్రత్యేక సర్టిఫై సవరణకు ముందు ఉన్న అన్ని అనుబంధములతో సమగ్ర పర్చడమయినది			
2. భాగం పోలింగ్ విస్తీర్ణం వివరాలు				
భాగంలోని సెక్షన్ల నెంబరు మరియు పేరు 1. జుర్రీగూడ , జుర్రీగూడ				
<table border="1"> <tr> <td> ప్రధాన గ్రామం/పట్టణం : విశాఖపట్టణం పోలింగ్ స్టేషన్ : జుర్రీగూడ , జుర్రీగూడ మండలం : జుర్రీగూడ రాష్ట్రం : ఆంధ్రప్రదేశ్ జిల్లా : కర్నూలు డివిజన్ : </td> </tr> </table>			ప్రధాన గ్రామం/పట్టణం : విశాఖపట్టణం పోలింగ్ స్టేషన్ : జుర్రీగూడ , జుర్రీగూడ మండలం : జుర్రీగూడ రాష్ట్రం : ఆంధ్రప్రదేశ్ జిల్లా : కర్నూలు డివిజన్ :	
ప్రధాన గ్రామం/పట్టణం : విశాఖపట్టణం పోలింగ్ స్టేషన్ : జుర్రీగూడ , జుర్రీగూడ మండలం : జుర్రీగూడ రాష్ట్రం : ఆంధ్రప్రదేశ్ జిల్లా : కర్నూలు డివిజన్ :				
3. పోలింగ్ కేంద్రం వివరాలు :				
పోలింగ్ కేంద్రం నెంబరు మరియు పేరు : కుంజం కలెక్టరేట్	పోలింగ్ కేంద్రం రిజిస్ట్రేషన్ పరిస్థితి : పే.కు			
పోలింగ్ కేంద్రం చిరునామా : జుర్రీగూడ	ఈ భాగంలో సహాయక పోలింగ్ కేంద్రాల సంఖ్య :	0		
4. ఓటర్ల సంఖ్య :				
ప్రారంభ వరుస సంఖ్య	అంతమయ్యే వరుస సంఖ్య	ఓటర్ల సంఖ్య		
		పురుషులు	స్త్రీలు	మొత్తం
1	635	312	323	635

Sample Page of Photo Electoral Roll (Two Photographs yet to be captured)

పట్టణ జాబితా : 2008 భాగం సంఖ్య 3
 వివరాలూ కాననసభ నియోజక వర్గం , ఆంధ్రప్రదేశ్

1 - మొదటి గుండ్ల మొదటి గుండ్ల

1	AP90202006300 యమ గుట బోయని రావప్ప తల్లి పేరు శివప్ప ఇంక పేరులు 1-1 వయస్సు 68 లింగము పు	2	BQ02323566 యమ గుట బోయని తుమ్మలకమ్మ తల్లి పేరు రావప్ప ఇంక పేరులు 1-1 వయస్సు 60 లింగము స్త్రీ	3	AP90202006091 యమ గుట బోయని జలాద్ క తల్లి పేరు రావప్ప ఇంక పేరులు 1-1 వయస్సు 45 లింగము పు
4	AP902020066126 యమ గుట బోయని యాదమ్మ తల్లి పేరు జలాద్ క ఇంక పేరులు 1-1 వయస్సు 35 లింగము స్త్రీ	5	BQ02323293 యమ గుట బోయని ప్రభు తల్లి పేరు రావప్ప ఇంక పేరులు 1-1 వయస్సు 40 లింగము పు	6	BQ02323087 యమ గుట బోయని వీరమణి తల్లి పేరు ప్రభు ఇంక పేరులు 1-1 వయస్సు 23 లింగము స్త్రీ
7	AP902020066122 యమ గుట బోయని శాంతమ్మ తల్లి పేరు భద్రాని ఇంక పేరులు 1-2 వయస్సు 50 లింగము స్త్రీ	8	AP902020066106 యమ గుట బోయని అశోక్ తల్లి పేరు భద్రాని ఇంక పేరులు 1-2 వయస్సు 34 లింగము పు	9	AP902020066125 యమ గుట బోయని భాగ్యమ్మ తల్లి పేరు అశోక్ ఇంక పేరులు 1-2 వయస్సు 30 లింగము స్త్రీ
10	AP902020066377 యమ గుట బోయని కడకర్ తల్లి పేరు భద్రాని ఇంక పేరులు 1-2 వయస్సు 30 లింగము పు	11	AP902020066187 యమ గుట బోయని కవీందర్ తల్లి పేరు భద్రాని ఇంక పేరులు 1-2 వయస్సు 28 లింగము పు	12	AP902020066262 యమ గుట లాగమ్మ తల్లి పేరు లాగమ్మ ఇంక పేరులు 1-2 వయస్సు 80 లింగము స్త్రీ
13	BQ01321025 యమ గుట అంజమ్మ బోయని తల్లి పేరు కడకర్ ఇంక పేరులు 1-2 వయస్సు 25 లింగము స్త్రీ	14	BQ02323509 యమ గుట బోయని సుబాబ్ తల్లి పేరు కవీందర్ ఇంక పేరులు 1-2 వయస్సు 23 లింగము స్త్రీ	15	AP902020066284 యమ గుట బోయని సంగమ్మ తల్లి పేరు లాగమ్మ ఇంక పేరులు 1-3 వయస్సు 55 లింగము పు
16	AP902020066185 యమ గుట బోయని లాగమ్మ తల్లి పేరు సంగమ్మ ఇంక పేరులు 1-3 వయస్సు 50 లింగము స్త్రీ	17	BQ02323160 యమ గుట బోయని కమేష్ తల్లి పేరు సంగమ్మ ఇంక పేరులు 1-3 వయస్సు 21 లింగము పు	18	BQ02323350 యమ గుట బోయని మాణియ్య తల్లి పేరు శివప్ప ఇంక పేరులు 1-4 వయస్సు 66 లింగము పు
19	AP902020066031 యమ గుట బోయని రావప్ప తల్లి పేరు మాణియ్య ఇంక పేరులు 1-4 వయస్సు 63 లింగము స్త్రీ	20	AP902020066019 యమ గుట బోయని లాగా తల్లి పేరు మాణియ్య ఇంక పేరులు 1-4 వయస్సు 32 లింగము పు	21	AP902020060000 యమ గుట బోయని లాగమ్మ తల్లి పేరు మాణియ్య ఇంక పేరులు 1-4 వయస్సు 29 లింగము పు
22	BQ01320753 యమ గుట అమ్మలమ్మ బోయని తల్లి పేరు లాగమ్మ ఇంక పేరులు 1-4 వయస్సు 25 లింగము స్త్రీ	23	BQ01320761 యమ గుట లక్ష్మీ బోయని తల్లి పేరు లాగా ఇంక పేరులు 1-4 వయస్సు 25 లింగము స్త్రీ	24	
25	AP902020066358 యమ గుట బోయని శ్రీకృపం తల్లి పేరు మాణియ్య ఇంక పేరులు 1-4/1 వయస్సు 40 లింగము పు	26	AP902020066131 యమ గుట బోయని తండ్రిమ్మ తల్లి పేరు శ్రీకృపం ఇంక పేరులు 1-4/1 వయస్సు 36 లింగము స్త్రీ	27	AP902020066225 యమ గుట బోయని చక్కమ్మ తల్లి పేరు శివప్ప ఇంక పేరులు 1-5 వయస్సు 55 లింగము పు
28	BQ01320688 యమ గుట బోయని కుక్కమ్మ తల్లి పేరు చక్కమ్మ ఇంక పేరులు 1-5 వయస్సు 43 లింగము స్త్రీ	29	BQ02323780 యమ గుట బోయని అనంతరామం తల్లి పేరు చాగమ్మ ఇంక పేరులు 1-5/1 వయస్సు 45 లింగము పు	30	AP902020066177 యమ గుట బోయని లక్ష్మమ్మ తల్లి పేరు అనంతరామం ఇంక పేరులు 1-5/1 వయస్సు 40 లింగము స్త్రీ

అక్షరాల తేదీ 01/01/2008

పట్టణ నమోదు అధికారి

పుట సంఖ్య 2/23

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