

PARSAR BHARATI
BROADCASTING CORPORATION OF INDIA
DOORDARSHAN NEWS; ROOM NO 434; TOWER B
DOORDARSHAN BHAVAN MANDI HOUSE,
COPERNICUS MARG ; NEW DELHI-110001

DDN-5 (160)/2013-14-G

Dated: 09/10/2013

Subject: - **Tender for the empanelment of data collection agency for the elections**

Doordarshan News invites proposals from Agencies for the empanelment of data collection and coordination of the live data transmission to Doordarshan New Delhi in connection with counting process of the votes for the Assembly Elections/General Elections to the Lok Sabha during 2013 to 2018 including North Eastern States & Jammu & Kashmir. The empanelment will be for net five Years till March 2018. The agency having presence at National level (offices and manpower) with experience and competence in the field can participate in this process.

The Election Commission uses the Electronic Voting Machines (EVM's) during the election process, which provides counted number of votes of each individual on EVM's display. EVM'S takes very less time to declare the results with comparisons of old traditional method of counting of votes.

1. **SCOPE OF WORK:** The applicant would be required to undertake the following work:-

- i) The representatives of the agency will be required at each of the counting centre of constituencies going to polls. The exact number of counting centers for the constituencies is always decided by Election commission.
- ii) Two representatives per counting centre are required to participate in the data collection process. One person will carry a mobile phone, provided by the agency, to send the information in predefined format (as decided by Doordarshan) using SMS to Doordarshan News dully verified and authenticated trends/results & detailed track from the counting centre. Mobile application may also be used for election data transmission from counting centre. Agency may be asked to verify the candidate list.
- iii) Doordarshan will release the letter for authorization to the agency to depute the representative as Doordarshan data collection agents. Agency will be responsible to collect the passes from State Election Commission offices by showing at the authorization letter.
- iv) Data collection of the election results/trends and detailed track as and when they are announced are made available by the Election Commission officials at the respective counting centers.
- v) The data of the counting is likely to be available any time in the day once counting begins.
- vi) The data will be used for the live Doordarshan Election analysis programme and subsequent programmes and bulletins.
- vii) Coordinator/manager of agency to consult and plan for the data collection and the smooth data flow and telecast of the programme with Doordarshan News.
- viii) The agency will have to allocate a special team for the data collection and related work.
- ix) The team should have members who have experience in election data collection and coordinating/operating live data flows.

2. Applications are invited from companies engaged in the field of Data collection and with experience and competence in the field for empanelment with Doordarshan for this purpose.
3. Each application should be submitted in a sealed cover bearing the superscription “**”Empanelment of data collection agency for the Elections”**”
4. Each application must be accompanied with the following documents:
 - a) Company profile.
 - b) Experience in the field (at least three years required) in the field of Data Collection.
 - c) Client list indicating the projects already executed/work obtained/done on air of established TV channels.
 - d) Memorandum of Association/Articles of Association in case of registered companies and Proprietorship deed in case of Partnership firms.
 - e) Attested Copies of the Balance Sheet for the last three years duly certified and signed by C.A
 - f) Certified copies of the Income Tax Return for the last three years with PAN Number.
 - g) Sales tax/Service Tax Registration Number.
 - h) A DEMAND Draft from a Nationalized/Scheduled Bank of Rs. 2500/- (Rupees two thousand five hundred only) as non-refundable processing fee in favour of DD, DD News, PBBCI, New Delhi.
 - i) A Bank guarantee/FD for Rs 2, 00,000/- from a Nationalized /Scheduled Bank towards the Earnest Money Deposit, which will be returned back to the agencies once the empanelment, is finalized and the agencies empanelled with DD News deposits the onetime non refundable registration charges of Rs 10,000/- as per the clause no 7 (iv) placement orders are placed.
5. **Exclusivity Clause-** The data collection job should be done exclusively for Doordarshan. This is a mandatory clause which, if found to be infringed, would be penalized by forfeiting of Bank Guarantee and with holding of payment.
6. **QUALIFYING CONDITIONS:-**
The agency should have well established Office in Delhi with basic infrastructure to undertake the data collection and coordination of data transmission to Delhi. The agency bidding has to give a presentation/demo for which the dates will be intimated to the bidders.

7. **GENERAL CONDITIONS:**
- a) Bio data of key members of the main coordinating team to be submitted. **(This will be needed when the job is allocated for that particular event for the work of data collection.)**
 - b) Agency will be required to provide list of all the representatives along with contact numbers. **this will be needed when the job is allocated for that particular event for the work of data collection**
 - c) The agency representatives will report to at the counting centre day before counting.
 - d) Agency will participate in the trials (mock field test) with dummy data.
 - e) All the tenders received will be considered by a committee. On the basis of the following criterion:
 - i. Experience of the agency in election data collection and coordinating live data flows.
 - ii. Past experience with News Media.
 - iii. Preference will be given to those with experience in handling election data collection for live television programming.
 - iv. The short listed agencies will have to produce a non refundable registration fee in form of a Demand Draft of a Nationalized/Scheduled Bank of Rs. 10,000/- each at the time to Empanelment/Registration favouring DDO, DD News, and PBBCI New Delhi of a Nationalized/Scheduled Bank.
8. **Commercial Conditions:**
- a) The applicant will have to submit a non-refundable processing fee in form of a Demand Draft from a Nationalized Bank of Rs 2500 (Rupees two thousand five hundred only) in the name of DDO Doordarshan News, PB, BCI, New Delhi payable in New Delhi in the envelop for the pre qualification bid.
 - b) The envelop should contain the following information for the empanelment to be done by Doordarshan News.
 - (1) Brief out line of how you plan to handle the data collection
 - (ii) Company's profile along with the latest income tax clearance certificate
 - (iii) experience (desirable) of data collection and handling live data flows
 - (iv) Signed statement of the annexure – “Work definition and compliance statement”.
 - c) DD News and the successful bidder will be able to terminate the contract by a written notice in the event of any breach on the other party (party in breach) which remains un-remedied.
 - d) Successful bidders are required to submit a Bank Guarantee (Nationalized Banks) at the time they are awarded the job for that particular event. The Bank Guarantee will be for 10% of the face value of the contract.
 - e) All disputes will be settled through arbitration with the sole arbitrator being appointed by the CEO, Prasar Bharati, Broadcasting Corporation of India, New Delhi.
 - f) DD News reserves the right to cancel any or all bids without assigning any reason and the right to accept any bid in part.

- g) The last date for receipt the applications from the experienced agency is **24/10//2013 upto 1200 hrs.**
- h) The envelopes should be deposited at the Doordarshan News Room no. 434, Doordarshan Bhavan, Tower B, Mandi House, Copernicus Marg, New Delhi 110001.
- i) The applications for the above empanelment will be opened on **24/10/2013 at 1500 Hrs.** in the presence of the agencies or an authorized representative of the same.

The envelopes addressed to:
R,S. Bhandari.
Sr. Administrative Officer,
Doordarshan News
Room no 434, Tower B, Doordarshan Bhavan
Copernicus Marg, New Delhi.

Work Definition & Compliance Statement.

(To be signed by the bidding agency)

We appreciate that the task given to us is to convey the election trends and results to DD News server as rapidly as possible on the day of counting. To achieve this, we undertake to comply with the following subtask:

Work Plan**1. One weeks before counting Day.**

Our Project Manager/ Regional Head will have regular meeting with Doordarshan project coordinator and NIC Chief Coordinator in New Delhi to review the preparations and monitor operations. Our Regional- (Concerned state) Head will meet the NIC State informatics Officers at least one week in advance and work out the detailed plan for the data flow.

2. Ten days before counting Day.

2.1 We shall submit a list of field agents to Doordarshan for applying for counting center passes. We will also do the follow up for getting the passes issued, and ensure that the field agents receive these passes.

2.2 The field agents who are deputed for collection of date shall carry cell phones. They are expected to provide latest date via SMS.

2.3 We will set up an SMS server at DD News and demonstrate that it is able to receive, store and display SMS election messages in stand along mode. Our technical team will then work with NIC to integrate the SMS date with the NIC Elections database.

2.4 Our Project Manager will have regular meeting with the NIC Chief coordinator in New Delhi to review the preparations and monitor operations.

3. Two Days before counting.

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

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

4. On the counting Day.

a. Our field agent will report to his place of data collection by 7:30 a.m. He will collect and transmit results in a manner worked out together with the NIC and Doordarshan Coordinators.

b. The Head of our Delhi office shall be at the control center of Doordarshan with adequate staff to meet any emergent requirements. He/she will cross check the accuracy of the data by confirming some of the results over phone, monitoring other channels and checking DDs data input and handle any emergency if required.

c. Agency will take care of VIP/VVIP candidate's information on priority basis and any error in their trends or results may invite the penalty.

5. Previous Experience:

We affirm that our personnel involved in planning and coordinating the project have the minimum relevant experience of handling two previous elections trends/results. Details of their experience, along with relevant certificates, are enclosed.

6. Exclusivity.

We undertake that the data collected will be provided to Doordarshan EXCLUSIVELY and we are also aware that we will be held responsible for any violation of this clause by our field staff/agents.

7. Regular Office.

We also affirm that we have an established office with the entire basic infrastructure to undertake the task. Our office is located at:

8. Penalty Clause.

If an agent for Data Collection does not report for the data collection at that counting centre at least a day advance then the payment for the particular agent will be deducted out of the payment being made to the agency. Doordarshan News being a National Broadcaster is always the first to telecast the election results as compared to other Private Channels. It is stated here that if at any stage due to the late delivery of the SMS / data the channel is lagging behind the other source of information (i.e. NIC),and if any wrong data is supplied a penalty equivalent to 25% of the invoice amount will be deducted in case of poor quality of work and Doordarshan will be free to encase bank guarantee in addition to recovery as stated above.

We have read and understood all the clauses and we undertake to carry out the work as defined above if selected.

Place: New Delhi

Date:

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