Sealed tenders are invited from reputed and bonafide agencies having experiences in similar job, for online data entry on Kanyashree Prakalpa (student wise) of different school of this district. The Tender will be dropped in two parts, the first part is technical part and the second is a financial one for each sub-Division of the District. Tendered/Tenders satisfying the technical bid will only be eligible for contesting the financial bid in this regard. The details are as follows:

There are two types of format namely Format-1 (K1) & Format-2 (K2). Rates should be quoted for 2(two) different types of forms for each individual sub-division. Copies of each of these two formats are attached herewith. Particulars with respect to each of the students will have to be entered in web application and scanning and uploading of 3rd page for each form (K1 & K2 both) is to be done. The attested photograph of the student affixed on the first page shall also be scanned, cropped and uploaded accordingly.

Another type of format will be introduced for renewal cases only. In that event a separate rate may be quoted for executing the work along with fresh entry. The tenderer may submit the tender as per following format in the letter head pad.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Rate per form (K1 &amp; K2) [data entry and complete uploading into the web portal of Kanyashree] inclusive of all charges (In Rs)</th>
<th>Rate per form (K1 &amp; K2) [In case of Renewal Cases] inclusive of all charges (In Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Student wise data entry in Kanyashree Prakalpa (Web Application)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Terms & Conditions:**

1. Each tenderer must submit only one tender.
2. The District Magistrate, North 24 Parganas reserves the right to cancel any of the tender partly or fully, without assigning any reason whatsoever. There shall be no binding to accept the lowest rate.
3. The authority reserves the right to split the work amongst the agencies or amongst the sub-division as per lowest rate obtained at the time of opening of tender in consideration with the volume of work and time line to get the task accomplished.
4. The filled up forms (K1 & K2) shall have to be collected from different Office of the ADI of Schools of Sub-Divisions/Office of Dls (Secondary), Barasat/Barrackpore/different SDO’s Office/District Project Management Unit, Kanyashree Prakalpa, North 24 Parganas.
5. After completion of complete upload, the forms will have to be returned back to the Office where from the filled up forms were collected with proper format supplied by District Project Management Unit, Kanyashree day to day. An account of forms will have to be submitted to the DPMU, Kanyashree day to day. No transportation cost for collecting forms or returning back of the same will be given to the tenderer.
6. Payment will be made only after receiving adequate fund from the Government time to time.
7. All the data entry works (error free) must be completed within 24 hours after collecting forms from the concerned authority.
8. No payment will be made for entry of partial data or basic data. Payment will be made only for complete entry into the web portal of Kanyashree.
9. Completion of data entry of any school, report to be generated, verified with hard copies. Necessary correction to be made, if any record found incorrect. After completion of correct entry the forms will have to be forwarded from school end.
10. Hard copies of data to be provide bundle wise, after completion of data and verification & correction thereupon, bundle wise report & hard copies to be returned.
11. Data will be checked by the authority at random as & when deemed fit for examining the data entry quality i.e. whether it is free from error or not. If at the time of checking of records on data entry, error is found, the agency will have to records and to complete the work within the stipulated time.

12. Rate should be quoted in both figure & words including all duties, taxes and other levies, if any.

13. Correction if any, in the tender should be initialed and dated by the tenderer before submission of tender.

14. Tender should be completed in all respect. Incomplete tender / quotations and without EMD shall be treated as invalid and rejected.

15. The Tenderer shall have to deposit Rs.20,000/- (Rupees twenty thousand) only as EMD in the form of Demand Draft on any scheduled bank drawn in favour of “District Magistrate, North 24 parganas” (S.S.I. units & cooperatives society are not exempted). Earnest money of unsuccessful tenderers will be refunded within a period of 15 days from the date of finalization of tender, without any interest.

16. The successful Tenderer shall have to deposit Rs.50,000/- (Rupees fifty thousand) only as Security deposit in the form of NSC duly pledged in favour of “District Magistrate, North 24 parganas” and an agreement will be executed between District Magistrate, North 24 Parganas and the successful tenderer by 15 days from the date of finalization of tender.

17. If the Tenderer fails to complete the Data Entry within stipulated time or become defaulter to perform any other obligation(s) under the terms and conditions, forfeiture of EMD and black listing will be imposed.

18. The quantity may increase or decrease on the basis of actual requirement and total amount proportionately may increase or decrease accordingly.

19. Late submission of tenders will not be accepted. Tenders by Telex/Telegram/Fax/E-mail will not be accepted. Sealed Tenders may be submitted by Registered Post, by Hand in Person or by Courier up to 2 P.M. However any delay/Late tenders on this account shall not be accepted as a reason will summarily be rejected.

20. Last date & time for submission of tender is 20/06/2014 up to 2 P.M. The tenders will be opened at 3 P.M. on the same day in the Office Chamber of the Additional District Magistrate (Try), North 24 Parganas. Interested tenderer / authorized representatives of company / firm / agency may remain present during opening of the tenders.

21. The Technical Bid envelope will be marked as “A” and the financial Bid envelope will be marked as “B” with name of the agency. The financial Bid in envelope “B” will be opened only, if all papers are found proper in envelope marks as “A”. Bid for each tender/bidder should be submitted in two envelopes placed inside a main cover.

22. The tender along with all annexure shall have to be addressed to – Additional District Magistrate (Try), North 24 Parganas, Collectorate Building, North 24 Parganas, P.O- Barasat, Dist- 24 Pgs (N).

The Technical Bid shall contain the following documents:

i) EMD of Rs 20,000/- (ii) PAN Card (iii) Professional Tax Clearance certificate (iv) Trade License (v) Valid Income Tax Clearance Certificate/Current Income Tax Return. (vi) Registration of the firm/organization / Agency (vii) VAT/Sales Tax Registration and clearance (viii) The check list

The Financial Bid shall contain:

i) Price Schedule (“Format” table at first page)

Note: All the document submitted in attested copies along with the tender must be legible; otherwise the bid is likely to be rejected.

17) The payment will be made through A/c payee cheque after completion of the work satisfactory to the authority.

For any further clarification, tender/ bidder may contact the District Project Management Unit, Kanyashree Parakalapa (Kanyashree Cell) at 4th floor of the Collectorate Building office of the DIO, NIC, South 24-Parganas on any working day between 11A.M and 4P.M

Additional District Magistrate (Try),
North 24-Parganas
Copy forwarded for kind information, with a request to take necessary steps to display this notice on the office notice board to:

1. The Additional Executive Officer, Zilla Parishad, North 24-Pgs.
2. The Chief Medical Officer Health, North 24-Pgs.
3. The Project Director, District Rural Development Cell, North 24-Pgs.
4. The District Informatics Officer, NIC, with request to upload this notice with all Annexure & tender form in District website for wide publicity.

(5-9) The Sub-divisional Officer, Bongaon/ Basirhat/ Barrackpore/Barasat(Sadar)/Bidhannagar North 24-Pgs.


(12-33) The Block Development Officer, North 24-Pgs.

34. The District Information & Cultural Officer, North 24-Pgs
35. C.A. to Sabhadhipati, North 24 Parganas.
36. C.A. to District Magistrate, North 24 Parganas.
37. This office Notice Board.

Additional District Maigistrate (Try)
North 24-Parganas
<table>
<thead>
<tr>
<th>SL. NO</th>
<th>ITEMS TO BE CHECKED</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender dropped in two parts Part-A &amp; Part-B.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tender dropped with attested copy of PAN Card.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tender dropped with attested copy of Professional Tax. Clearance certificate.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Tender dropped with attested copy of Trade License</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tender dropped with attested copy of <strong>Valid Income Tax Clearance Certificate/ Current Income Tax Return</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Tender dropped with attested copy of VAT / Sales Tax registration Clearance</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Tender dropped with attested copy of Registration of the firm / organization / Agency etc</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Tender dropped with attested copy of Current work order copies in similar works</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Tender dropped along with EMD of Rs. _______/-(in form of DD)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>'Total amount' mentioned in words and figures are same</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Rate and Price as per our format for both</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Whether read the General terms &amp; Conditions carefully?</td>
<td></td>
</tr>
</tbody>
</table>

Full Signature of the Bidder/Tenderer,
(With Date and Official Seal)
Government of West Bengal  
Department of Women Development and Social Welfare  
Application Form for "Kanyashree Prakalpa"  
[For Annual Scholarship only & to be used at Schools]  
[To be filled up in English Block letters only]

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>346000</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1. School / Institute Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. F.S.E Code/Equivalent Code:</td>
</tr>
<tr>
<td>(not for open school)</td>
</tr>
<tr>
<td>3. Type of Institute:</td>
</tr>
<tr>
<td>□ Formal School</td>
</tr>
<tr>
<td>□ Open School</td>
</tr>
<tr>
<td>□ Madrasah</td>
</tr>
<tr>
<td>□ Vocational/Training Institute</td>
</tr>
<tr>
<td>4. Address of Institute*:</td>
</tr>
<tr>
<td>No.</td>
</tr>
<tr>
<td>Road/Street:</td>
</tr>
<tr>
<td>Town:</td>
</tr>
<tr>
<td>Post Office:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>P.O.:</td>
</tr>
<tr>
<td>Block/Municipality:</td>
</tr>
<tr>
<td>Dist.:</td>
</tr>
<tr>
<td>Pin:</td>
</tr>
</tbody>
</table>

Child Basic Details:

<table>
<thead>
<tr>
<th>5. Applicant's Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. DOB (DD/MM/YYYY)*</td>
</tr>
<tr>
<td>7. Father's Name*</td>
</tr>
<tr>
<td>8. Mother's Name*</td>
</tr>
<tr>
<td>9. Guardian's Name (Female):</td>
</tr>
<tr>
<td>10. Relationship with Guardian:</td>
</tr>
<tr>
<td>11. Child Application ID (20 digits)</td>
</tr>
</tbody>
</table>

Child Application ID (20 digits) [To be generated while entering the data in e-portal, i.e., www.wdnmsainc2020.in]
<table>
<thead>
<tr>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. বিধা ও মা উভয়ের মৃত্যু</td>
</tr>
<tr>
<td>17. শিক্ষার্থীর নাম (যদি যারকে)</td>
</tr>
<tr>
<td>18. আইনী কার্ড</td>
</tr>
<tr>
<td>19. Present Address</td>
</tr>
<tr>
<td>20. Permanent Address</td>
</tr>
<tr>
<td>21. Bank Details</td>
</tr>
<tr>
<td>22. Bank Name</td>
</tr>
<tr>
<td>23. Branch Name</td>
</tr>
<tr>
<td>24. Branch Address</td>
</tr>
<tr>
<td>25.书房 জন্য যোগাযোগের তথ্য</td>
</tr>
<tr>
<td>26. যোগাযোগ তথ্য</td>
</tr>
<tr>
<td>27. Supporting Documents Enclosed</td>
</tr>
</tbody>
</table>

**Bank Details**

- **Bank Name**: 
- **Branch Name**: 
- **Branch Address**: 
- **书房 জন্য যোগাযোগের তথ্য**: 

**Supporting Documents Enclosed**

- **Enclosed Documents** (Check whichever Applicable):
  - [ ] Diploma Certificate
  - [ ] Family Income Certificate
  - [ ] Physically Challenged Certificate
  - [ ] Age Certificate
A. Candidate’s Declaration

I declare that I am the candidate mentioned in this application and the statements made above are true.

Date: __________________________

Candidate’s Signature: __________________________

B. Parent’s / Legal Guardian’s Declaration

I declare that I am the father/mother/legal guardian of the candidate mentioned in this application and apply for this scholarship on her/his behalf.

I also declare that she is unmarried and my gross family income is Rs. 1,20,000/- or less per annum.

Date: __________________________

Signature: __________________________

C. Certification by Head of Institution

I, the Head of the Institution, hereby certify that the candidate is a student of this institution.

As per School record, her D.O.B is __________________________ and she is regularly attending in Class/Course __________________________.

I hereby declare that the parents of __________________________ are deceased and supporting documents have been given.

Date: __________________________

Signature of Head of Institution: __________________________

D. Certification of Appropriate Certifying Authority

I hereby certify that the candidate is __________________________ and residing at __________________________.

Signature of Appropriate Certifying Authority: __________________________

Acknowledgement Received

Candidate’s name: __________________________

Date: __________________________

Signature: __________________________

System Generated Child applicant to

[To be taken afterwards from School after entering the date in e-portal.]
18. Permanent Address: [ ] Same as Present Address | (বর্তমান ও স্থায়ী বিবরণ একই)

17. Permanent Address: [ ] Same as Present Address | (বর্তমান ও স্থায়ী বিবরণ একই)

19. Institution's Name:

20. Address:

21. Affiliated To:

22. Bank Name:

23. Branch Name:

24. Branch Address:

25. Account Number:

26. IFSC Code:
Supporting Documents Enclosed

A. Candidate's Declaration

[ ] I declare that I am the candidate mentioned in this application and the statements made above are true and my family income is less than or equal to Rs. 1,20,000/- per annum.  

Candidate's Signature ____________________________

B. Certification by Head of Institution

[ ] I hereby certify that the above statement is true.  

Date ____________________________

Signature of the Head of Institution (with seal)

C. Certification by Superintendent of JJ Home

[ ] I hereby certify that the above statement is true.  

Date ____________________________

Signature of the Superintendent of JJ Home (with seal)

Declaration / Remarks

The candidate is unmarried.

Date ____________________________

Signature of Appropriate Certifying Authority with Official Seal

System Generated Child Applicant Id:

(To be taken showards from School after entering the data in e-portal.)
Administrative use

Data entered into web portal by ___________________________ on ______________

Data verified by ___________________________ on ______________

Case sanctioned by ___________________________ on ______________

General Instructions:
(a) Marked fields are mandatory & must be filled.
(b) All fields are to be filled up in English Block letters.
(c) Put one (1) character/letter/number in each box.
(d) One box should be left between first name & middle name and middle name & last name.
(e) DISE/Equivalent code to be provided by Head of the Institution.
(f) Any data should be given in the DD/MM/YYYY format.
(g) System generated Id must be written in the appropriate box.
(h) All supporting documents, photo must be provided with the Application Form.
(i) All information fields MUST be filled in. Where fields are not applicable, these should be marked as Not Applicable.
(j) Boxes should be marked with a check (✓) when applicable and a cross (✗) when not applicable.

Eligibility criteria:
- 12,000 or more must be passed in Class VIII to XII or equivalent in any school of vocational/technical training institution and must not be married at time of application.

Attach one of the following documents with the application as proof of Date of Birth of candidate:
- Copy of Birth Certificate attested by an Authorized Certifying Authority.
- Certificate of age by Institution of Education / Training the candidate is currently enrolled in.

Appropriate Certifying Authority:
- Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.
- Member of Parliament, Member of Legislature of the area of residence of the applicant.
- Councillor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.