

*District Magistrate Office, Raebareli*

**REQUEST FOR QUOTATION**

**(THIS IS NOT AN ORDER)**

**ISSUE DATE: April 11, 2008**

**RFQ NO: Raebareli/e-dist/digitization/RFQ001**

**All qualified bidders in EoI phase are invited to  
submit quotations**

**For**

**Data Entry job under e-District Project**

**For**

**District Raebareli**

**Quotation must be submitted to:**

Mr. B.L.Verma  
ADM (E) / Secretary Lokvani  
Collectrate campus,  
Raebareli,  
Uttar Pradesh.  
Contact number: 2203097

## REQUEST FOR QUOTATION

### **1. Communication Regarding the RFQ**

This Request for Quotation is being issued by Committee formed under chairmanship of District Magistrate, Raebareli which is the sole point of contact regarding all administrative and technical matters relating to the requirements described in this RFQ, and is the only office authorized to change, modify, clarify, the specifications, terms, and conditions, etc. of this RFQ and any contract(s) awarded as a result of this RFQ.

### **2. Minimum Bid Acceptance Period**

The request for quotation would be accepted till **17:00 hour of April 23, 2008.**

### **3. Instructions for Submitting Quotations**

The required RFQ must be returned with your quotation. RFQ must be signed by an authorized company representative and returned along with the quotation to indicate acceptance of all terms and conditions of the RFQ.

Response to RFQ will in two parts,

#### **a. First Part – Technical Information**

- Overall understanding of the Scope of Work (Not more than five pages)
- Work Plan and Manpower Commitment (Not more than 5 sheets)
- Methodology for Quality Check & Government Data Security (Not More Than five pages)

#### **b. Second Part – Acceptance of Terms & Condition & Financial Quote**

This will include signed terms and condition document (Annexure 1) and Quotation for each group (Annexure 2).

Provide 1 original quotation and 3 copies (marked “COPY”) of the quotation to the following location:

Mr. B.L.Verma  
ADM (E) / Secretary Lokvani  
Collectrate campus,  
Raebareli,  
Uttar Pradesh.  
Contact number: 2203097

**The quote must be received no later than the date and time indicated above.**

#### 4. Price Protection

Price quotation will not be subject to any change after the RFQ closing date.

#### 5. Amendments to the RFQ

Any changes, additions or deletions to the RFQ will be in the form of written document issued by the DM office, Raebareli and forwarded to all bidders. Except as stated in this provision, no person is authorized to amend any part of this RFQ, in any respect, either in writing or by oral statement.

#### 6. Quotation Evaluation and Contract Award

This solicitation, the evaluation of quotations, and the award of any resulting contract shall be made in conformance with applicable Administration policies. The District Magistrate, Raebareli reserves the right to withdraw this Request for Quotation at any time.

Any contract(s) resulting from this Request for Quotation will be awarded to the responsive and responsible bidder, whose quotation, in the opinion of the project, offers the greatest benefit to the project when considering the total value, including the quality of service and total cost.

##### Factors that will be used to evaluate quotations include:

- Overall understanding of the Scope of Work **30%**
- Work Plan and Manpower Commitment **50%**
- Methodology for Quality Check & Government Data Security **20%**

#### 7. Bid Process

- a. The bidder has to submit the quote for each group along with the duly signed terms and condition document.
- b. The L1 rate for group A & B will be agreed rate on which every bidder has to work. The L1 bidder will have guarantee of getting work for digitization of at least one lakh records/500 thousand members. If in case L1 doesn't turn up within 2 working days after invitation for awarding the work, the agreed rate will be L2.
- c. The minimum quantum of work to be awarded will be one lakh records/500 thousand members.
- d. However, the L1 rate for group C will get the complete work of the Group.
- e. The district administration may grant work order to all of them or none from the empanelled companies.

The quotation offering the lowest cost per quality point for any of the specified bid options, which the District Administration, in its sole discretion, elects to exercise, will be recommended for award. If the bidder with the quotation offering lowest cost per quality point for any option refuse or fail to

accept the contract, the award may be made successively to the bidder with the second lowest cost per quality point, or then to the third in the event of further failure to accept.

## **8. Rejection of Bids**

The District Administration reserves the right to reject bids, which are non-responsive, including without limitation, bids which contain or involve the following:

- a. Direct unapproved contact with District Administration staff concerning this RFQ
- b. Late or incomplete quotations
- c. Failure to conform to the rules or requirements contained in the RFQ
- d. Failure to sign the quotations as an authorized representative;
- e. Proof of collusion among bidders, in which case all Quotations involved in the collusive action will be rejected;
- f. Noncompliance with applicable law, unauthorized additions or deletions, conditional bids,
- g. Incomplete bids or irregularities of any kind which may tend to make the bid incomplete, indefinite or ambiguous as to its meaning
- h. Any exclusion of requirement within the RFQ.

## **9. PERSONNEL AND SUPERVISORY REQUIREMENT**

Contractor is required to provide a list of the names of employees working under this agreement including those working on a temporary or irregular basis. (Also required is years of service for each employee.)

Contractor must provide a competent supervisor (or lead person) on the job site during work hours to monitor staff performance. The person selected for this position must be able to communicate with various departments.

Contractor's employees will not disturb papers on desk; open drawers, or cabinets, use telephones, touch computer equipment or other office equipment and devices.

## **10. Working Conditions**

The bidder has to abide by the following conditions: ~

- a. The rates should be quoted both in figures and words for each record/member. Prices shall be quoted in Indian Rupees inclusive of all prevailing taxes.
- b. Successful tenderer will be liable to complete data entry work correctly and successfully within mentioned time.
- c. After completion of the work the vendor will submit 3 sets of Data CD.
- d. Payment will be made after proper entry and after obtaining satisfactory working certificate from the competent authority as will be decided by the District Authority.

- e. Acceptance of the lowest tender is not obligatory and the undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and also to split-up the work to more than one tenderer in the interest of the smooth implementation of the scheme.

This notice shall form the part of terms & conditions of tender and tenderers shall be bound to abide by those.

## **11. Scope Of Work & General Instruction to Bidders**

The data to be digitized is categorized into 3 groups.

The groups and the databases that fall under each group are as follows:

### ***Group A:***

1. Family Register

### ***Group B:***

1. Ration Card

### ***Group C:***

1. Revenue Court Cases
2. Pension
  - a. Old age Pension.
  - b. Widow pension
  - c. Handicap Pension
3. Caste Certificate
4. Handicap Certificate
5. Birth/Death Certificate

Each bidder has to quote the rates for all the three groups individually. That means each bidder needs to submit 1 quotation for each groups that leads the total of 3 quotations for 3 individual groups.

The rates would be quoted per record/member (i.e. per form entry).

For example like-

### **Group A:**

- a. For Family register- complete one member data entry of family register would be treated as one member. The rate would be quoted for a member.

### **Group B:**

- a. For Ration card- complete one member data entry would be treated as one member. The rate would be quoted for a member.

**Group C:**

- a. Revenue Court cases- Complete one revenue court case entry would be treated as one record.
- b. Pension- Complete one person's pension form entry would be treated as one record.
- c. Caste Certificate- Complete one revenue court case entry would be treated as one record.
- d. Handicap certificate - Complete one handicap certificate would be treated as one record.
- e. Birth/ Death Certificate- Complete one birth/ death certificate entry would be treated as one record.

There would be one single rate quoted for entire databases residing in Group C.

For example, the rate would be same for per revenue court record/per Pension record/Per Caste certificate record/ per handicap certificate record/Per Birth /Death record.

## Annexure 1

### Terms & Condition

1. Bank Guarantee

- a. Bank guarantee of value of 10 % of cost of work order in name of District Magistrate Raebareli should be submitted with in 5 working days of receiving the work order.

2. Project Time line & Payments milestone

Sr No	Activity	Completion Schedule (In days)	Payment Milestone
1	Issue of LOA (Letter of Acceptance) of Tender.	T	
2	Completing the setting up of Project Office and resource mobilization	T+5	10%
3	Start of the data digitization process	T+6	
4	1st Milestone – 25 % of data entry completion and verification	T+25	
5	2 <sup>nd</sup> Milestone – 50% of data entry completion and verification	T+40	20%
6	3 <sup>rd</sup> Milestone – 75% of data entry completion and verification	T+55	
7	Completion of data entry process and verification	T+70	20%
7	Completion of final verification of database	T+79	50%

3. The bidder has to deploy at least 10 sets of workable set of computers and minimum 20 data entry operator for completing the data entry assigned to them with in timeline.

4. Among all system there should be one server system.

5. The data entry will be done on the provided software.

6. The minimum System configuration to run the software is as follows:

- a. Windows XP with SP2 or higher /Windows 2000 professional with SP4 or higher
- b. SQL Server 2000 or higher as database.
- c. . Net framework 2.0
- d. Minimum 512 MB RAM
- e. 800 MHz Pentium (or equivalent) processor or higher.

7. Quality Check

- The bidder should ensure 98% data accuracy as mentioned in EoI
- Random checking will be conducted by the officer/agency appointed by the data digitization committee.

8. Location of work

- Centralized – District Administration, Raebareli will provide space for setting up temporary working office in District Raebareli for project duration. Bidder has to arrange all necessary facilities not limited to electricity, power back up, water, cleaner, computers & other hardware at his own.

#### 9. Loss of data

- Bidder should take good care of all Government records and will be responsible for security of the record from time of receipt to time of delivery.
- Penalty for per record will be charged against the loss or damage of record.
- The bidder should not accept illegible record. Non-readable record at the time of returning of the data will be considered as damaged record.

#### 10. Penalty

- Loss or Damage of Record –Will be considered as breach of contract
- Digitization work is not performed at District – The BG will be revoked and no payment will be made.
- Delay in time line – Penalty of INR 500 per day will be charged for each day of delay as per the defined timeline in section 2. The delay of more than 10 days will be considered as Breach of Contract.
- Data accuracy less than 98% but greater than or equal to 95% - Penalty of 10% of bid cost
- Data accuracy less than 95% but greater than or equal to 90% - Penalty of 30% of bid cost
- Data accuracy of less than 90% will be considered as breach of contract.

#### 11. Breach of Contract

- In case of breach of contract no further payment will be made and Bank Guarantee will be revoked.
- Decision of District Magistrate will be final and acceptable to all bidders.
- However, in case of any dispute, District Court, Raebareli will be the hearing court.

## Annexure-2

S.no	Group name	Data base name	Job description	Estimated Quantity	Unit	Location of the database where it is placed	Rate per member/Record	
							In Figures	In Words
1	A	Family register	Data digitization of family register	454640 rural families (As per 2001 census)	Per family member	Block		
2	B	Ration card	Data digitization of ration card	730633	Per member in ration card	District/Tehsil/Block		
3.a	C	Revenue court case	Data digitization of Revenue court cases	9130	Per Revenue court case	District/Tehsil		
3.b.1		Pensions (Old age pension)	Data digitization of all old age pensioners	38363	Per pensioner form	District		
3.b.2		Pension (Widow)	Data digitization of all widow pensioners	11261	Per pensioner form	District		
3.b.3		Pension (Handicap)	Data digitization of all Handicap pensioners	7686	Per pensioner form	District		
3.d.1		Caste Certificate	Data digitization of all Caste certificate	143759 (approx of 3 years)	Per caste certificate form	Tehsil		
3.e.1		Handicap certificate	Data digitization of all Handicap certificate	1200 (approx per year)	Per Handicap certificate	District/Tehsil		
4.f.1		Birth/ Death certificate	Data digitization of all Birth/ Death Certificate	10507 (approx of 1 year)	Per death/ Birth certificate	Block		