

CALL FOR EXPRESSION OF INTEREST FOR DATA ENTRY

e-DISTRICT PROJECT FOR DISTRICT RAEBARELI

Deadline for submission of Expression of Interest: 09/03/2008

Background and Objective

Government of Uttar Pradesh envisages e-district that delivers majority of services being provided by the district administration through the use of Information and Communication Technology (ICT).

Objectives of e-District:

- To integrate and seamlessly deliver citizen services by district administration through backend digitization and process redesign
- Implementation of an efficient electronic workflow system for reduction of workload of the district personnel
- To create a smart link/interface between citizens, governments, public utilities and other information providers
- Fast processing of public cases/appeals/grievances dissemination of information
- Focus on backend computerization

UP e-District is expected to enable the automation of workflow and internal processes of District Administration for providing services to the citizens in Raebareli. This project is of paramount importance to the State as it would help in creating an electronic workflow system for the district administration and help in providing efficient individual department services through Common Service Centers (CSCs) which would be the primary front end channels.

Eligibility

The present call for Expression of Interest is open to the bidder that fulfills the following criteria:

1. The bidder must have minimum of 5 year of experience of the job.
2. The bidder must have a turnover of INR 20 Lacks per annum during last 3 years.
3. The bidder must have completed at least 1 project of data digitization in Hindi with order value greater than INR 5 lakhs OR 2 projects of data digitization in Hindi with order value greater than INR 2.5 lakhs each.

Implementation Timelines

Sr No	Activity	Completion Schedule (In days)
1	Issue of LOA (Letter of Acceptance) of Tender.	T
2	Completing the setting up of Project Office and resource mobilization	T+2
	Start of the data digitization process	T+4
4	1st Milestone – 25 % of data entry completion and verification	T+19
5	2 nd Milestone – 50% of data entry completion and verification	T+36
6	3 rd Milestone – 75% of data entry completion and verification	T+53
7	4 th Milestone - Completion of data entry process and verification	T+69
7	5 th Milestone - Completion of final verification of database	T+79

Broad Scope of Work

1. The scope of work will include digitization of government records from sources i.e. Parivar Register, Birth and Death Register, Revenue Court cases, Ration card, pensions and Certificates.
2. The data entry agency will use its own infrastructure including but not limited to computers, servers, clients, UPSs, Gensets etc. for the entry of data.
3. The agency will be provided with the hard copy of the data and is expected to digitize the same as-is with 98% accuracy. All the government data is maintained in Hindi and the bidder is expected to key-in the data in Hindi only.
4. The data would be scanned or manually entered by keying-in the data in the application for each of the record. The qualified bidder should use application provided by us for the data digitization purpose with the SQL 2000 as database.
5. The data entry agency will ensure that all records are entered and no record is entered more than once. The data entry agency will maintain a register that will serve a purpose of evidence for the number of records entered by the agency on each day.
6. The data entry agency would deploy its adequately skilled manpower resources to complete the job within the specified time.

Application Procedure

The bidder has to first submit his proposal (in hard bound form – 3 copies) by the deadline mentioned i.e. 09/03/2008. The proposal should include the following details:

- a. Complete profile of the company including key contact details (names of the personnel to be contacted, their designation, contact numbers and e-mail id)
- b. Documentary proof of compliance with the eligibility criteria

- c. References (contact details, customer completion certificate, customer satisfaction certificate etc.) for the projects shall be provided.
- d. Approach and Methodology i.e. a description of the method used for digitization
- e. Key Issues and Risks identified in the project

After submission of proposal, the short listed bidders will be called for a presentation on the approach and methodology as well as on the key issues and risks identified in the project. Detailed Terms & Conditions and Scope of Work shall be given to the short listed bidders.

Please provide your complete proposal along with your contact details at the following address:

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

For further details and queries please contact:

Mr. U.B.Mall
District Informatic Officer/ Technical Consultant, Lokvani
National Informatic Center,
Collectrate Campus,
Raebareli,
Uttar Pradesh.
Contact Number: 2202775, 2200125

The date for the presentation will be communicated separately to the short listed bidders.