

**Administration of
Dadra and Nagar Haveli, U.T.,
Department of Planning & Statistics
2nd Floor, Secretariat,
Silvassa.**

No. ADM/STAT/RBD-CRS-MCCD/Meeting/2014/182

Date: 22.07.2019

E- TENDER NOTICE

On behalf of the President of India, the Additional District Registrar, RBD, Dadra and Nagar Haveli, Silvassa has invited the tender through online on <https://dnhtenders.gov.in> from the eligible firms /agency for the following items:

Item	Work Description (2 nd call)	Tender ID No.	Estimated Cost in Rs.	Earnest Money in Rs.	Tender Fees	Time Limit
1	Scanning Paper Size A3 of old record of Birth and Death	2019_ UTDNH_ 4190_1	6 Lakh	15,000/-	500/-	30 Working Days after issue of Service Order
2	Data Entry in Excel (in prescribed format) provided by the Department from old record of Birth and Death.					

On line document Downloading start date : 22/07/2019 onwards
Downloading End date : 05/08/2019 at 12.00 hrs.
Last date and time for Receipt of Bids : 05/08/2019 till 13.00 hrs.
Opening of Bid : 05/08/2019 at 16.00 hrs.

The online Technical Bid received without scanned copies of tender Fees, EMD and Mandatory documents shall not be considered for evaluation.

Bidders have to submit price bid in Electronic format only <https://dnhtenders.gov.in> website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case.

Only tender fees and EMD should be submitted in hard copy to above mention address by RPAD/Speed Post, however Tender Inviting Authority shall not be responsible for any postal delay. The said document can also be deposited in Tender Box kept at the office of the undersigned on or before 05/08/2019 till 13.00 hrs.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reason thereof.

The tender form along with all details including schedule and terms and conditions can be downloaded from the website <https://dnhtenders.gov.in>

Sd/-

(Karanjit Vadodaria)
Assistant Director, Plg. & Stat./
Additional District Registrar (RBD)

✉ ad-plan-dnh@nic.in

☎ 0260-2642985

Copy to:-

1. The Director (Information Technology), DNH Silvassa with a request to publish on Website www.dnh.nic.in
2. All Head of Office, D&NH, Silvassa for wide publicity

Various parameters related with the scanning and data entry work are as given below:-

Scanning:-

- a) Scanning of old record of Birth and Death of approximate 21000 pages in A3 size to be done at the office of Assistant Director (Plg. & Stat.) or at the space provided by the office.
- b) Scanner should be of Flatbed only and to be brought by the bidder only. The scanner needs to be having 600 dpi resolution and able to scan A3 size of papers.
- c) Bidder has to provide the scanned file in PDF format to the department.

Digitization:-

- a) The Bidder has to digitize approximate 158383 entries of old records of Birth and Death available with the department of Planning and Statistics in English language in excel format as Per Annexure - 3
- b) Digitization of record of Births and Deaths should be in English Language and work should be done in Office 365 only.

General Terms and Conditions:-

1. The Bidder has to bring its own manpower, hardware, software and other resources to complete the work.
2. Scanning and Digitization to be completed within 30 working days and during office timing of 9:30 a.m. to 6:00 p.m. only.
3. The time period is material and essential for completion of work and incase of delay, penalty of 0.25 % on remaining work to be charged after 10 days period.
4. Any damage or loss to record is not acceptable at all and legal action along with penalty of Rs. 10000/- for each case is to be charged by the office of Assistant Director (Plg. & Stat.).
5. The Bidder is also restricted from any access to record, its photocopy, storage, passing to other individual/agency, or unauthorized use or transfer and liable for criminal action along with its employees or agents.
6. The bidder may inspect record during office timing and working days before submission of bid.
7. **Earnest Money Deposit (EMD): Rs. 15, 000/-** (Rupees Fifteen thousand only)

1.	Cost of Tender Document (Non-Refundable) in the form of Demand Draft only	Rs. 500/-
2.	Earnest Money Deposit (A/c Payee Demand Draft/ Fixed Deposit Receipt)	Rs. 15,000/-

- a) EMD shall be accepted from the agency for services providing in the form of Demand Draft (DD) /Fixed Deposit Receipt (FDR) only in favor of Assistant Director (Planning & Statistics). Signed and scanned copy of DD, EMD and any

other certificate must be uploaded on <http://dnhtenders.gov.in> EMD shall be valid for 60 days from the date of opening of tender.

- b) EMD shall be returned to the unsuccessful Bidders without interest within a period of one month from the date of signing of Agreement between Additional District Registrar (Birth and Death), Dadra & Nagar Haveli and the Successful Bidder.
 - c) EMD submitted by the Successful Bidder shall be released upon execution of the Agreement and furnishing of Performance Security of Rs. 50,000/- issued by Scheduled Bank in India without any interest.
8. The bidder has to submit the following documents along with the bid :-
- a) Pan Card in the name of bidder individual/Firm/Company.
 - b) Proof of Address (Light Bill, Telephone Bill and registration documents).
 - c) Aadhar Card of the bidder in case of individual and of authorised representative in other cases.
 - d) GST Number.
 - e) Photo Copy of first page of bank account pass book.
 - f) The payment is to be made only after successful and satisfactory completion along with random verification of scanned and digitized data as decided by Assistant Director (Plg. & Stat.).
 - g) The bidder has to fill and provide full details as per Annexure 1 and Annexure 1 needs to be signed and stamped.
 - h) The Bidder shall submit a copy of tender document duly signed and stamped on every page of the document along with Annexure 2 and 3.

SCHEDULE OF TENDER

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FINANCIAL BID

- i. Rates for Data entry work should be quoted on unit basis in the format at Annexure-1.

Sd/-

(Karanjit Vadodaria)
Assistant Director, Plg. & Stat./
Additional District Registrar (RBD)
✉ ad-plan-dnh@nic.in
☎ 0260-2642985

**FINANCIAL BID FOR DIGITIZATION WORK
FOR THE OFFICE OF ASSISTANT DIRECTOR (PLG. & STAT.)**

Item	Work Description	Total Amount quoted
1	Scanning charges per page of Paper Size A3	
2	Data Entry Charges per Form of Digitization.	
	Total	

Note:

1. Agency is required to quote rates of both methods compulsorily.
2. Above quoted rate should be inclusive of all levies, charges, tax, etc.

Signature of the authorized person

Full Name: _____

Contact No. _____

Seal

Date: _____

Place: _____

(To be given on letter head of the agency)

Form-1
Declaration

- 1) I _____ Son/Daughter/wife of Shri/Smt. _____ authorized signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document.
- 2) I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.
- 3) My agency has not been blacklisted/debarred from participating in the tender of any Ministry/Department of Govt. of India or any Government Undertaking in the last 3 years.
- 4) The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the facts that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the authorized person

Full Name: _____

Contact No. _____

Seal

Date: _____

Place: _____

1. Proforma for digitization of Birth Records

Year of Registration	form_no	reg_no	dob format (YYYY-MM-DD)	reporting (YYYY-MM-DD)	sex (0=Male, 1=Female, Trans=2)	child_name	child_UID No	child_EID No
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father_name	father_Uid no	father_Mob no	father_email	mother_name	Mother_Uid no	Mother_Mob no	Mother_email	birth_place type (1=Hospital, 2=House, 3=Others)
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informant_name	informant_address	registration_unit_no(5 digit as per CRS portal)	registration_unit_name(As per CRS portal)	Registration_date	Parents_address	Permanent_address	Place_of_birth Address
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2. Proforma for digitization of Death Records

Year of Registration	form_no	reg_no	reporting (YYYY-MM-DD)	dod format (YYYY-MM-DD)	Deceased Name	sex (0=Male, 1=Female, Trans=2)	deceased_age	Format age (0-Hours, 1-Days, 2-Months, 3-Years)	Deceased UID No
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Deceased EID No	father_name	father_UID No	mother_name	mother_UID No	death_place type (1=Hospital, 2=House, 3=Others)	informant_name	informant_address
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Husband /Wife Name	registration_unit_no(5 digit as per CRS portal)	registration_unit_name(As per CRS portal)	Registration_date	Address of the deceased at the time of death	Permanent address of the deceased	death_place_address
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