

N-11015/8/2012/ESD-VIEC

Tender Document



Selection of an Agency  
for  
Scanning and Data Capturing  
using  
Intelligent Character Recognition (ICR) TIS e-flow Technology  
for about 2.50 Crore Schedules of Sixth Economic Census



Government of India  
Ministry of Statistics & Programme Implementation  
National Statistical Organisation  
Central Statistics Office  
Economic Statistics Division  
9<sup>th</sup> Floor, Jeevan Prakash Building,  
25 K.G. Marg, New Delhi – 110 001

Government of India  
 Ministry of Statistics & Programme Implementation  
 Central Statistics Office  
 (Economic Statistics Division)  
 New Delhi-110001

[Applicable only in the case of direct sale from the ESD, CSO, MOSPI]

Serial No. ....

Dated:

Issued to (name of the firm) .....

Against request No. and date .....

Received payment vide Bank Draft/ Banker's Cheque No .....

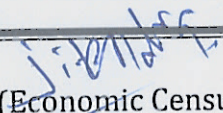
Dated..... drawn upon ..... (Bank's Branch name)

favouring "Pay & Accounts Officer, Ministry of Statistics and PI, New Delhi" for Rs.

One Thousand only. The said Tender Document was issued to the above mentioned  
 firm on .....

Deputy Director (EC)  
 Economic Statistics Division,  
 Ministry of Statistics & PI,  
 New Delhi-110001

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 Name & Designation of the authorised person

  
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N-11015/8/2012/ESD-VIEC  
 Government of India  
 Ministry of Statistics & Programme Implementation  
 Central Statistics Office  
 (Economic Statistics Division)  
 New Delhi-110001

**Tender Notice for selection of an agency for undertaking job of scanning,  
 data capturing using Intelligent Character Recognition (ICR) TIS e-flow  
 Technology for about 2.50 Crore filled-in schedules of Sixth Economic  
 Census**

**1. INTRODUCTION**

Economic Statistics Division (ESD) of Central Statistics Office (CSO), Ministry of Statistics and Programme implementation (MOSPI) conducts Economic Census covering all States/UTs at certain periods of interval. During the Economic Census, all economic or business entities/units called "establishments" found existing on the day of enumeration are covered. Sixth Economic Census is going on in the country and the field work of the Census is being conducted by all the State/ UT governments and is likely to be over by July / August, 2013. Three schedules are being used in the Sixth Economic Census for collection of data from the field, namely –

- (i) House & Establishment Listing Schedule (6A) of size A-3. Data of only this Schedule are to scanned and extracted using ICR technology. Specimen of Schedule (6A) is enclosed at Annexure-1;
- (ii) Establishment Abstract (6B) of size A-3; and
- (iii) Directory of Establishment Schedule (6C) of size A-4.

**2. Scope of work**

2.1 The present tender is for the selection of an agency for undertaking the jobs of setting up a temporary Storage cum Scanning Centre (SSC), transporting of about 2.50 crore (filled in) schedules of A3 size, their counting at SSC, maintaining inventory of schedules/boxes at all stages, scanning and processing and to provide data files in ASCII format through Image Based Data Capturing using ICR Technology. The transportation of these Schedules in corrugated boxes will be from about 653 District Statistical Offices (DSOs)/DESSs located across the country. The SSC so created would be made operational by procuring/installing all necessary Scanners / equipments / machines and **finish the project within the target date notified at the end of this Document.**

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## 2.2 The following are the details of job requirements:

(i) Setting up one Temporary Storage cum Scanning Centre (SSC) in an area not less than 15000 sq. ft. in Delhi / NCR or Greater Noida falling within 30 Km from the CSO (HQ), Sardar Patel Bhawan. Buildings or space for this purpose will be arranged / hired by the Agency upto 31<sup>st</sup> May 2014. Two temporary laminated partitions, one for creating pre scanning unit in about 500 sq.ft. area, and the second for the Scanning Unit in an about 1500 sq.ft. area is to be created within the total space acquired. Fixing of sufficient no. of ACs, fans, lights for proper functioning at the Centre, one UPS and one portable DG Set of appropriate capacity/KVA, electric points, other fittings & fixtures, furniture, telephone facility for communication, steel racks of sufficient strength for easy and smooth retrieval of schedule boxes during pre and post scanning operations, fire-fighting equipments, round the clock reliable security, arrangement for adequate & technically/professionally qualified manpower etc will be the responsibility of the Agency.

(ii) Scanners: Agency would procure, install, maintain and operate sufficient number of A-3 Duplex type Color High Volume Production Scanners and PCs in the Scanning Unit for duplex scanning of the schedules. All scanners should be tested and preferably new ones. The required specifications of Scanners are:

- (a) Minimum speed of 65 PPM/130 IPM, duplex, A-3 size;
- (b) Input Hopper size – A-3 (12" x 17") with minimum 500 sheets feeder;
- (c) Bar code reading capability on the Fly required;
- (d) Insertion and deletion of images in a batch required;
- (e) Age of machine should not be more than 4 years as on 1-4-2013.

The scanners should be in a position to provide scanned images (TIFF format) with colour dropout and resolution of at least 300 DPI in Black & White. Agency is required to daily scan more than two lakh schedules (i.e. more than four lakh images), excluding rescanning. Since during first month, processes would need stabilization, a relaxation of 25% would be allowed in the performance rate, subject to the shortage being covered up in the second month. Necessary reports will be generated on daily basis in this regard for monitoring the progress as well as quality by MOSPI. Non-compliance of this requirement of minimum disposal rate as per the prescribed image resolution may attract penalty, as specified in Para 14.

(iii) Transportation of Schedules: Agency would be responsible for picking up the filled in schedules packed in corrugated boxes (A3 sizes) from about **653 DSOs or DESs** in the country, and transporting them to the SSC set up by the Agency itself. Details of expected number of filled in schedules (State-wise) to be transported from the above places to the SSC is given in Annexure-2. District-wise final details of number of such schedules to be lifted would be provided to the

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successful vendor after finalization with the DSOs. However, approximate numbers of such boxes, district-wise, are also mentioned in Annexure-2. Safe transportation & safe handling of schedules from DSOs/DESS to the SSC, including liaisoning with DESS/DSOs officials would be the responsibility of the Agency and necessary manpower would be deployed by it. MOSPI officials will help in co-ordination with the DESS/DSOs. Agency will be required to keep Ministry updated of the status on daily basis. **Agency must note that a heavy penalty would be imposed as per Para 13, for any irreparable loss/damage to any box/contents of the box.**

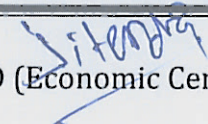
(iv) Receipt and Storage of Schedules: Out of space acquired for setting up SSC, sufficient area would have to be kept for storing about 3.0 crore schedules. **Proper management of the Schedules & Boxes will be the responsibility of the Agency.** Boxes would be kept in a systematic & properly retrievable manner (State-wise/ District-wise and EB-wise) in the racks placed in the storage hall with appropriate inventory of each box. Once an inventory has been prepared, all the schedules will have to be safely stored till the scanning is done and schedules are transported/disposed of, as decided by the MOSPI. Proper labeling on the racks will be a part of managing the storage operations.

(v) Counting of Schedules and preparation of inventory: The selected Agency would draw a state and district wise time schedule in consultation with concerned district or state officials and MOSPI officers for counting of each and every schedule kept in the boxes. The sealed boxes will be opened by the Agency in the presence of the staff of the DSO/DES and the MOSPI officials staff and physically counted using Counting machines or manually. Procuring/ ownership of counting machines, if any will remain with the Agency. Once the schedules have been counted, an EB wise inventory will be prepared and countersigned by the staff of concerned DSO or MOSPI and the representatives of the Agency. The Agency will be responsible for the safe custody and storage of the schedules till these are formally handed over back under acknowledgement to the MOSPI after scanning and data processing. **Inventory of each stage should be computerised in a standard format to be finalised in consultation with MOSPI.**

(vi) Pre Scanning Operations: The pre scanning activities (Document preparation for scanning) would involve activities like removing extraneous objects such as pins, staples, clips, tags, blades from the bundles of schedules; decreasing/reconstructing any crumpled forms; dehumidification, if necessary; preparing batches of schedules for scanning etc. **The Agency would be required to arrange EB-wise schedules in each District before scanning.**

(vii) Scanning: Scanning will have to be conducted EB-wise within the District/State. At a given point of time, a scanner should be scanning the batches of schedules of one district only and next district should be taken up only after the completion of scanning of previous district. During scanning, each image, in an EB, has to be uniquely tagged by providing the location code (i.e. State code,

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District Code, Tahsil/Taluka code, Town/Village code, Ward Code, EB/Sub-EB code). The required appliances/trolleys for moving the schedules will have to be arranged by the Agency.

(viii) Scanning H/W & S/W: The Client systems along with the appropriate software required for the scanning operations will have to be procured by the Agency. After scanning, the images will have to be captured on the External Hard Discs and stored in encrypted form. Back up will also have to be kept. Agency would provide the necessary services/utilities and storage media. These images will have to be safely transported by the Agency to the selected Data Capturing Centre (DCC) of Office of Registrar General of India (ORGI). **The Agency will have to ensure not only the proper accounting of each schedule but also ensure the proper image formation for subsequent data capturing from each image.** Any deliberate attempt of deceit like double scanning of schedules would be viewed seriously by the Ministry.

(ix) **Agency should ensure 100% accuracy/coverage of schedules irrespective of number of scanning cycles.**

(x) Test Scans: Test scans should be run at pre-determined intervals during the project. At minimum, a test scans should be run whenever the settings on the scanners are changed.

**NOTE: SSC shall normally not function from 10 PM to 6 AM except with the prior permission of ADG (ESD).**

#### **Data Capturing:**

(xi) After scanning of filled in schedules is over, the scanned images stored on external hard discs would be processed for data capturing at the ORGI's data capturing centres (DCCs). Agency will undertake the job of data capturing from the scanned images and providing ASCII files using TIS e-flow software at the DCCs at any or all of the selected six locations namely (a) Delhi (b) Gandhinagar, (c) Mumbai, (d) Lucknow (e) Bhopal, and (f) Chennai. The number of DCCs may be increased or decreased as per requirement of workload, in consultation with ORGI and MOSPI. **Selected Agency is expected to be fully conversant with the TIS e-flow software and the speed of disposal of data capturing using TIS e-flow from start to export of ASCII files should be commensurate with the daily scanning output.** Both the processes would run side-by-side.

(xii) ORGI would provide its support by extending utilization of infrastructure facilities available at their DCCs to the successful bidder. The infrastructure facilities at the DCCs would include the following:

- a) DCCs infrastructure: The number of Servers and Dektops/clients available for the six Centres are i) Delhi (3, 95), ii) Gandhinagar (2, 50), iii) Mumbai (3, 90), iv) Lucknow (3, 80); v) Bhopal (2, 70), and vi) Chennai (2, 60).

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Agency may inspect the infrastructure and hardware available at DCCs of ORGI and satisfy itself during the pre-bid period that the infrastructure/hardware proposed at Centres is adequate to achieve the specified output.

- b) Imaging Software: ICR software TIS e-flow version 4.5 available with ORGI would be used for data extraction/ processing and generating ASCII files;
- c) Customizations and tuning of e-flow software: A team of ORGI officials would customize/moderate and fine tune the e-flow software to the level required for processing of schedules. It will also provide integration services for operations, management and data processing (e-flow). However, the selected Agency will be required to liaise with ORGI in this regard.
- d) ORGI will develop the software for ICR Processing, Monitoring, Quality Assurance and various MIS reports for reconciliation of job of Economic Census. ORGI will impart one week training to the software engineers or developers of the Agency, who in turn will be responsible for installation, testing, implementation and production run of customized software and related work at the selected DCCs.
- e) Appropriate/ cool environment in the DCCs;
- f) Un-Interrupted Power Supply in the DCCs through UPS for computer systems and Power back-up through DG sets to maintain working of air-conditioning system in Critical Areas (Server Room, UPS ROOM, Battery Room etc.) during power failure;
- g) Maintenance support for Computer Systems, UPS and DG set at DCCs;
- h) Availability of a resident engineer at each DCC during normal office hours (i.e. 9.30 am to 6.00 pm);
- i) DCCs will be available during one shift preferably from 2.00 pm to 10.00 pm six days a week;
- j) One experienced official (not below the level of Supervisor) will be available at each DCC to monitor/facilitate the overall activities of the concerned centre.
- k) Output: The work flow of data extraction consists of the following processes:
  - 01. Form Recognition (unmanned);
  - 02. Manual ID (manned);
  - 03. Character Recognition (unmanned);
  - 04. Tiling (manned);
  - 05. Correction/Completion (manned);
  - 06. Exception (manned);

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07. Export (Preparation of ASCII /Data Bases/ Grouping of Image and Data File on desired level and transfer on media) (unmanned);
08. Quality Check (manned);
09. Acceptance (based on Quality Assurance).

**NOTE:** Quality Assurance for Acceptance will be done on a 5% sample of recognized characters in every batch. Only if the result is within acceptable limit of 2%, the batch will be deemed to be completed. If the result of QC/QA is outside the acceptable limits, the batch will have to be reprocessed.

(xiii) Database/ASCII Files: The completed files (ASCII format) will have to be downloaded by the Agency into the EHDs and transported to the Computer Center, MOSPI, R.K. Puram, New Delhi from each of the DCCs. One such set of data back-up, in final-form, will also be provided to ESD, JP Building, KG Marg.

(xiv) **Manpower Requirement:** Selected Agency will be responsible for providing adequate manpower which is professionally/technically qualified for all the above activities at SSC and DCCs. Annexure-3 gives activity-wise approximate manpower estimation likely to be required by the Agency for manning different activities of TIS e-flow SW. The deployment of manpower may be adjusted, based on the in-flow of workload. **The Agency is expected to make its own assessment in this regard and use its best judgment.** MOSPI can't ensure the accuracy of these estimates with any degree of confidence.

(xv) Any unforeseen situation/requirement of the Project shall have to be met by the Agency from its own resources keeping in mind the objectives of the Project. However if the Agency has to undertake any increase in the workload beyond 2.50 crore schedules, it will get compensated at the same L1 rate.

(xvi) After the completion of the project, the vendor will transport & hand over the boxes of schedules to the MOSPI at date and place (Delhi / NCR or Greater Noida) that may be decided by the MOSPI, within the project period.

### 3. Pre-Qualifications / Eligibility Criteria:

- Offers of the Bidders not qualifying the eligibility criteria & the conditions of pre-qualification shall not be considered for the Technical and Financial evaluation;
- Agency must provide documentary details wherever asked for or necessary, failing which, the Tender is liable to be rejected.

- (a) The agency should be an Indian Company engaged in Information Technology (IT) / Information Technology Enabled services (ITes) or any Company engaged in executing scanning of forms/ schedules; processing of image based data/ information using Intelligent Character Recognition

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Technology; development and application of requisite Image based automatic form processing software.

- (b) The agency should have been in existence for a period of at least 4 years as on 01-04-2013.
- (c) The agency should have a turnover of Rs. 50 Crore or more per annum during each of the three financial years i.e. 2009-10; 2010-11 & 2011-12.
- (d) The agency should be a profit making company having net profit in each of the last three consecutive financial years completed i.e. 2009-10; 2010-11 & 2011-12. Audited Annual Balance Sheets and Profit and Loss Accounts of above said three years be enclosed with the technical bid cover.
- (e) The Bidder shall enclose with the Technical Bid, copies of Income Tax Returns for three financial years i.e. 2009-10; 2010-11 & 2011-12.
- (f) The agency should have experience of scanning; implementing Image Based Form Processing Software (using ICR technology) either for Population Census 2001 or 2011 or should have executed at least one similar job / project during last twelve years (as on 01.04.2013) involving scanning and data capturing using ICR based software for a minimum volume of 50 lakh forms with at least four hand-written fields per form.
- (g) The agency should not have been blacklisted or debarred due to any unethical practices or its poor performance by any central / state Government departments/ organizations.
- (h) The Bidder should provide a certificate from their bankers of their credit worthiness of Rupees Twenty Crore.
- (i) Bidder shall enclose Earnest Money Deposit (EMD) amount, as specified in Tender document.
- (j) Bidder should have acquired certificates namely CMMI Level 3, ISO 9001 and ISO 27001 or higher. Bidder must enclose copies of the relevant certificates duly attested or certified.
- (k) Bidder must provide the complete index of each document separately for General, Technical and Financial bid.
- (l) Bidder must have and meet the following statutory requirements, whichever necessary and enclosed attested copies of the following documents:
- i) VAT / Sales Tax number;
  - ii) Service Tax number;
  - iii) Copy of IT returns for the latest three financial years;
  - iv) Registration number of the company;
  - v) PAN Number of the company;
  - vi) Copy of Article of Association/Partnership deed.

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- (m) The Bidder should give an undertaking, as per Annexure-5 agreeing, inter-alia, to the Mode of Payment as envisaged under Para 18 of Tender document and also to follow the Minimum Wages Act for each category of manpower deployed for this Project.
- (n) The misrepresentation or suppression of any facts, if found, at any stage, MOSPI reserves the rights to reject the bid and forfeit the EMD or Security Deposit, as the case may be.
- (o) All the Annexures referred to in the Tender form, would form part of this tender document, therefore bidder must read them carefully and comply accordingly.

4. **Action Plan for Scanning and Processing of Schedules:** Successful Bidder will prepare & share with MOSPI a dynamic weekly plan to complete scanning and processing of all the schedules, keeping in mind the disposal rates and quality standards mentioned in Paras 2.2(ii)&(xi). The Agency will endeavour and make all-out efforts to finish the Project at the earliest possible.

#### 5. **Contents of Tender (Bid) to be submitted**

The Tender to be submitted by the Bidder shall comprise of the two following components:

a) **Technical Bid** would accompany the copies of the required documents as stated in the Tender form along with the Earnest Money Deposit amount and following documents duly filled in as per the formats provided in the Tender form.

1. Attested copies of all the documents in support of Eligibility Criteria as prescribed under section Pre-Qualification for the tendering.
2. Bidders Particulars (Annexure-4)
3. Undertaking by the Bidder (Annexure-5)
4. Technical Bid (Annexure-6)
5. Details of the Project/ Jobs executed (Appendix to Annex 6)
6. Check list of Technical Bid (Annexure-7)

b) **Financial Bid** cover would contain the following documents duly filled in & signed accordance with the formats provided in the Tender Document:

- i) Financial Bid forwarding Letter (Annexure-8)
- ii) Financial Bid Form duly filled in (Annexure-9)

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## 6. Procedure for Submission of Tender (Bid)

6.1 Prospective bidders would submit their Tender (filled in Tender document) in two separate sealed Covers/ envelopes superscribing as below:

- Technical Bid
- Financial Bid

- Please note that prices should not be indicated in the Technical Bid.
- Financial Bid should indicate figures without any condition or clarifications. Conditions stated, if any, shall not be binding on Ministry.

6.2 Any erasing or correction or overwriting in the bids i.e. technical as well as financial bids would not be accepted and Tender would be rejected. However, In exceptional cases, such correction/ overwriting should be duly authenticated by the authorised signatory.

6.3 The Technical Bid cover and Financial Bid Cover prepared as above are to be kept in a single sealed cover superscribed 'Tender for scanning & Data Processing (e-flow) of Sixth Economic Census Schedules'.

6.4 Bid submitted through Telex/E-Mail/Fax mode or incomplete bid will be summarily rejected.

6.5 Bidder should enclose, along with the Technical Bid of their offers, the details of Scanners and the hardware & software to be used at SSC.

6.6 All pages of the Tender Document including Technical and Financial Bids being submitted must be signed and sequentially numbered by the Bidder.

## 7. Earnest Money Deposit (EMD)

7.1 Earnest Money Deposit shall be of Rs.40 Lakh (Rs. Forty Lakh only) in the form of an A/c payee Demand Draft/Banker's cheque/ Bank Guarantee (as per prescribed format – **Annexure 10**) from any Nationalized/ Scheduled Commercial Bank drawn in favour of "Pay and Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi". Earnest Money Deposit should be enclosed along with the Technical Bid cover for the amount specified. The Tender received without required Earnest Money Deposit shall be rejected without further reference.

7.2 The Earnest Money Deposit shall be valid for at least six months from the date of its issue. If the validity of the tender is extended, the validity of EMD will also have to be extended. In the case of unsuccessful bidder, Ministry shall refund the Earnest Money Deposit within a maximum period of Sixty (60) days from the date of issue of Tender Notice.

7.3 No interest shall be payable by the Ministry on the Earnest Money deposited by Bidder during the retention period of Sixty (60) days.

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7.4 The EMD is liable to be forfeited if the Bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity of his tender.

8. **Period of Validity of Bid:** Bid and the Price/ Cost rates quoted therein (Financial Bid) shall remain valid for 180 days from the date of opening of the Technical Bid. A bid valid for a shorter period than the prescribed period would be rejected categorizing as non-responsive.

9. **Pre-Bid Meeting:** Clarifications, if any, about the Tender Document with respect to its contents will be provided to the prospective Bidders in a Pre-Bid meeting to be held at a date & time as notified at the end of this document. It will be held at Conference Room, Ground Floor, Sardar Patel Bhawan, New Delhi-110001. The substantive clarifications, which will also form a part of the document, will also be uploaded on the Ministry's web-site for records & information of prospective bidders. It will also be desirable, if the queries, if any from the bidders are sent to ESD, CSO in writing beforehand.

10. **Bid-opening:** Both the bids will be opened before the members of the Tender Evaluation Committee to be constituted by the Ministry (MOSPI) for the purpose. The Bidders or representatives of the bidders who intend to attend the meeting on the date and time as notified in the Tender Document may do so. The Bidders/representatives who are present on the day shall sign a register evidencing their attendance. The Bidder's representative shall furnish letter of authority from their principals to attend the meeting for opening the bids. Technical bid will be opened at the first instance.

## 11. Evaluation of the Bid Proposal

11.1 As indicated above, a two stage procedure is being adopted in evaluating the proposals:

- a) In the first instance, Technical Bids would be opened and technical evaluation shall be carried out on the basis of eligibility conditions and verifying those with the supporting documents attached; and
- b) In the second stage, Financial Bids of those who have qualified on the basis of technical evaluation will be opened.
- c) **Agency quoting the Lowest Total Per Schedule Rate would be considered for the selection.**

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d) In case of a tie in the L1, a lottery draw shall be held in the presence of concerned bidders.

## 12. Security Deposit for Performance Guarantee:

12.1 The successful Bidder shall furnish Security Deposit to the MOSPI which shall be equal to 10 percent of the total value of the Contract rounded upto next lakh within 7 days of the receipt of Letter of Award of the Contract from the Ministry. The Security Deposit shall be made in the form of Bank Guarantee (Format at Annexure 10) with any Nationalized / Scheduled Commercial Banks in India pledged in the name of "Pay & Accounts officer, Ministry of Statistics & Programme Implementation, New Delhi" payable at New Delhi and valid for a period of 12 months from the date of issuing of Letter of Award by MOSPI or till the final settlement.

12.2 The EMD of the successful bidder will be returned once the Security Deposit is complied. The Security Deposit shall be released/ returned as the case may be within 4 months after the successful completion of the project. No interest will be payable on the Security Deposit by the Ministry during the period of retention of the Security Deposit.

12.3 If the successful Bidder fails to furnish the security deposit as required, the Earnest Money shall be liable to be forfeited by the Ministry.

## 13. Penalty:

13.1 In the event of non-supply or delivery of requisite services, security deposit shall be forfeited to the extent of loss suffered by Ministry in terms of alternative cost incurred in getting the same amount of work done. Further, if the Ministry has to procure the services or part of it from any other vendor because of failure to deliver in full or part by the successful bidder, the difference in payment shall be made good from his security deposit. The Ministry can also make any other adjustments for default on part of bidder, against security deposit.

13.2 For any irreparable loss/damage to boxes of schedules/contents, a penalty of Rs. 2.50 lakh per box shall be levied on the Agency.

13.3 MOSPI may also use its discretion to waive off the penalties, if otherwise satisfied that the default/loss was beyond the control of the Agency or under force-de-majeure conditions.

## 14. Liquidated Damages:

14.1 The following liquidated damages will be imposed on the agency -

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a) @ Rs. 10,000 p.d. (Rupees ten thousand per day), for failure on the part of the vendor to accurately scan, as per prescribed quality, the targeted number of schedules, on monthly average basis; and

b) @ Rs. 50,000 p.d. (Rupees fifty thousand per day), in case there is a delay in achieving the **final time target** of delivering the data capturing/completion, as notified in this Document. The total liquidated damages will be subjected to a maximum of 10% of the total contract value for 2.5 crore schedules.

14.2 Ministry shall be entitled to recover the amount of liquidated damages from the Vendor's pending bills or forthcoming bills or from the security deposits.

## 15. Testing and Acceptance

15.1 All Installations and infrastructure at SSC should be completed to the satisfaction of MOSPI officials by due date as notified at the end of this document.

15.2 Testing and acceptance of equipments to be used vis-à-vis acceptable level of quality of output and the infrastructure set up by the successful bidder will be undertaken at the actual site of the Storage cum Scanning Centre, by the MOSPI officers a week before actual start of the centre. The acceptance test will include the running of sample schedules/ forms, inspecting the infrastructure set up, quality of scanned images and other utilities at the centre. The installed system including software must give performance results of acceptable level.

15.3 Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/Security Deposit/Bank Guarantee.

16. **Proprietary rights:** The Bidder shall indemnify the Ministry against all third party claims, if any of infringement of patent, copyright, trademark, license or industrial design rights, software piracy arising from use of goods or any part thereof in India. ESD, CSO, MOS&PI will be the owner of any software developed and hardware like hard discs used by the bidder for the purpose of storing data.

17. **Confidentiality of Information:** The Bidder shall not disclose any filled-in Schedules to any outside person. Data stored during the process in the Computers/Hardware of the vendor shall be completely deleted by formatting of hard discs etc, after the same have been passed on to the ESD/Computer Centre, MOSPI. Legal action may be initiated against the vendor, if at any stage it is found that some or all data have been deliberately or accidentally taken away.

## 18. Release of Payments

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18.1 The payment to the successful bidder would be released as per following arrangement -

- i) First installment of 20% of Total Bid Cost based on 2.50 crore schedules will be paid in advance (after rounding off to nearest lakh) on acceptance & signing of MOU/Contract, against a Bank Guarantee (Format at Annexure-10) of equal amount with validity of one year. This advance will be adjusted against the initial ensuing payments;
- ii) 10% of Total Bid Cost based on 2.50 crore schedules (rounded off to next lakh) will be paid after final settlement, complete in all respects including para 2.2 (xvi);
- iii) Subject to (i) & (ii) above, remaining payment will be made on completion of State-wise jobs. This will also be subject to the production of Certificate from the office of DDG, Computer Centre, R.K. Puram, New Delhi certifying that the final data file (ASCII format) and the quality of data received by them is free from error and further processable for tabulation/ generation of results.

18.2 In case of variation in the quantum of work to the extent of  $\pm$  20% of 2.5 crore, payment would be made on actual basis.

18.3 Payment shall be made in Indian Rupees only.

## 19. Force Majeure

a) Neither MOS&PI nor the successful Bidder shall be liable for any delay or failure in the performance of their respective obligations under this Tender, owing to occurrence of any event beyond their control. Force Majeure shall include events like fire, floods, earthquake, acts of God, acts of public enemy, wars, insurrections, riots, Government policies, strikes and lockouts. Either party shall promptly, but not later than 30 days thereof, notify the other party in writing of the commencement and cessation of Force Majeure together.

b) Contract period shall be extended by a period equivalent to the period of "Force Majeure".

c) However, if the Force Majeure continues for a period of more than three months, the parties shall mutually discuss the matter with regard to the execution of the Tender.

## 20. Arbitration

20.1 Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the Scope of Work, Terms & Conditions, herein before mentioned and as to the quality of service or materials used or as to

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Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, Scope of Work, Terms & Conditions, instructions, orders or otherwise concerning the works or the execution of/ failure to execute the same whether arising during the progress of the contract or after the completion thereof shall be referred to the sole arbitration of the Secretary (Ministry of Law & Justice) or to the sole arbitration of some other person appointed by him to act as such arbitrator.

20.2 The case referred to arbitration shall be other than those for which the decision of the MOS&PI as expressed in the contract is to be final and conclusive. The arbitrator to whom the matter is originally referred being transferred by vacating his office or being unable to act for any reason, Secretary (Ministry of Law & Justice) as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the state at which it was left by his predecessor.

20.3 Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the parties enlarge the time, for making and publishing the award. The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to be payable to the Firm/company shall be withheld on account of such proceedings. The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

**21. Jurisdiction of Courts:** All legal disputes including arbitration proceedings arising out of or in connection with this Tender shall, irrespective of the places of job execution or service delivery, performance or payment, be filed and settled in a court of law in Delhi and the appropriate courts in Delhi shall only have the exclusive jurisdiction.

**22. Modification of Tender:** MOS&PI reserves the right to modify/ insert/ delete any clause; portion or terms and conditions of this Tender in the interest of

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

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work prior to the last date submission of Technical bid. This would be notified to the all prospective or intended bidders through MOS&PI's web site [www.mospi.gov.in](http://www.mospi.gov.in) or by appropriate means of communication as the case may be.

**23. Language to be used:** Exchange of all correspondence, documents between the successful bidder and MOSPI relating to this contract, shall be in English language. In case any printed literature furnished by the Bidder is written in another language, the same has to be accompanied by an English translation. For purposes of interpretation of the bid, the English translation shall finally govern.

**24. Overall Supervision by the MOSPI:** The Agency will function at all stages under the active supervision of the staff of the ESD, CSO, MOSPI. At no stage will the forms/data etc be allowed to be taken out of the designated premises. There will be a team posted at each of the DCC and at the Scanning Centre for monitoring the activities right from the receipt of filled in schedules; counting; scanning to the e-flow operations. This team would comprise of one software engineer from the agency and authorized officials from MOSPI and report on day to day basis to DDG (EC) indicating the progress of the work.

**25. Sale of Tender Document:**

25.1 The Tender form will be directly sold by the ESD, CSO at 25, K.G. Marg, 9<sup>th</sup> floor, Jeevan Prakash Building, New Delhi for Rs. 1000/- payable through Bank Draft/Banker's Cheque. from 1000 hours to 1300 hours on all working days viz. Monday through Friday during the period notified in this document.

25.2 The tender form can also be downloaded from the MOSPI's website i.e. [www.mospi.gov.in](http://www.mospi.gov.in) in which case an A/c Payee DD/Banker's cheque for Rs. 1000/- in favour of 'Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi', payable at New Delhi should be enclosed along with the Technical Bid. The Tender form is not transferable and the cost of the Tender form is not refundable under any circumstances.

25.3 The sealed Tender document duly filled in by the prospective bidders will be accepted up to date & time notified at the end of this document. The Tender may be dropped in the Tender Box kept for the purpose at the place below:

**Economic Statistics Division (ESD)**

Central Statistics Office

Ministry of Statistics & PI

9<sup>th</sup> Floor, Jeevan Prakash building,  
25, K.G. Marg, New Delhi-110001.

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

26. Important Notified Dates:
- (i) Sale of Tender Document – 17<sup>th</sup> June to 24<sup>th</sup> July 2013 (10 AM to 1PM)
  - (ii) Date & Time of Pre-bid Conference – 01/07/2013 Mon at 3 PM
  - (iii) Uploading of Clarifications, if any - 05/07/2013 Fri
  - (iv) Last Date of Submission of Tender Document – 25/07/2013 Thu Till 5 PM
  - (v) Opening of Technical Bids by TEC – 26/07/2013 Fri at 3 PM
  - (vi) Opening of Financial Bids by TEC – 08/08/2013 Thu at 11 AM
  - (vii) Last Date of Issuing of Award of Contract – 23/08/2013 Fri**
  - (viii) Last Date for Deposit of Security Deposit by L1 – within 7 days of LOA
  - (ix) Last date of setting up of SSC, complete in all respects – within 30 days of LOA
  - (x) Expected date of Starting operations at SSC – 01/10/2013**
  - (xi) Last date of Completion of Project/Retention of Storage area (i.e. entire data capturing & conversion to ASCII file and submission/acceptance of the same on Hard discs to Computer Centre, Transport of Boxes of Schedules to the designated place within NCR or Greater Noida) – 31/05/2014.**

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End of Main Document

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Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)





*Annexure – 2*  
*{Referred to in para 2.2 (iii)}*

State wise Expected number of Schedules and  
Tentative Schedules of Field Work

States/ UTs covered	* No. of DSOs	No of Schedules (6A)	Approximate Number of boxes at each location	Likely date of Completion of field work	Likely date of Completion of Scrutiny & Coding	Likely date of readiness for dispatch (TENTATIVE)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Andhra Pradesh	24	20,78,208	2288	30-Apr-13	30-Jun-13	30-Jul-13
Sikkim	4	16,918	20	30-Apr-13	30-Jun-13	30-Jul-13
Chandigarh	1	23,056	26	30-Apr-13	30-Jun-13	30-Jul-13
J&K	22	2,77,706	316	30-Apr-13	30-Jun-13	30-Jul-13
Punjab	22	5,72,715	641	30-Apr-13	30-Jun-13	30-Jul-13
Haryana	21	5,43,191	604	30-Apr-13	30-Jun-13	30-Jul-13
Chhattisgarh	27	5,43,268	611	30-Apr-13	30-Jun-13	30-Jul-13
Delhi	8	3,48,128	387	30-Apr-13	30-Jun-13	30-Jul-13
Gujarat	26	12,37,731	1376	30-Apr-13	30-Jun-13	30-Jul-13
Daman & Diu	2	5,225	6	30-Apr-13	30-Jun-13	30-Jul-13
Puducherry	1	25,102	27	30-Apr-13	30-Jun-13	30-Jul-13
Uttarakhand	13	3,06,416	344	30-Apr-13	30-Jun-13	30-Jul-13
Assam	27	7,06,497	791	30-May-13	30-Jul-13	29-Aug-13
Himachal Pradesh	12	2,75,396	310	30-May-13	30-Jul-13	29-Aug-13
Arunachal Pradesh	17	74,470	89	30-Jun-13	30-Aug-13	29-Sep-13
Manipur	9	65,802	78	30-Jun-13	30-Aug-13	29-Sep-13
Meghalaya	8	99,484	111	30-Jun-13	30-Aug-13	29-Sep-13
Mizoram	8	25,410	29	30-Jun-13	30-Aug-13	29-Sep-13

Contd.....

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure – 2 (Contd)

States/ UTs covered	* No. of DSOs	No of Schedules (6A)	Approx. No. of boxes at each location	Likely date of Completion of field work	Likely date of Completion of Scrutiny & Coding	Likely date of readiness for dispatch (TENTATIVE)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Nagaland	11	44,836	55	30-Jun-13	30-Aug-13	29-Sep-13
Tripura	4	80,322	91	30-Jun-13	30-Aug-13	29-Sep-13
Bihar	38	22,53,911	2499	30-Jun-13	30-Aug-13	29-Sep-13
Dadra & Nagar Haveli	2	7,579	9	30-Jun-13	30-Aug-13	29-Sep-13
Jharkhand	24	7,88,469	882	30-Jun-13	30-Aug-13	29-Sep-13
Karnataka	30	13,94,987	1553	30-Jun-13	30-Aug-13	29-Sep-13
Kerala	14	7,20,005	798	30-Jun-13	30-Aug-13	29-Sep-13
Lakshadweep	1	1,287	2	30-Jun-13	30-Aug-13	29-Sep-13
Madhya Pradesh	51	17,21,973	1921	30-Jun-13	30-Aug-13	29-Sep-13
Maharashtra	35	24,69,500	2736	30-Jun-13	30-Aug-13	29-Sep-13
Goa	1	34,837	40	30-Jun-13	30-Aug-13	29-Sep-13
Odisha	33	10,53,459	1178	30-Jun-13	30-Aug-13	29-Sep-13
Rajasthan	34	15,15,107	1686	30-Jun-13	30-Aug-13	29-Sep-13
Tamil Nadu	32	15,26,250	1696	30-Jun-13	30-Aug-13	29-Sep-13
A & N Island	1	13,387	15	30-Jun-13	30-Aug-13	29-Sep-13
Uttar Pradesh	71	43,37,333	4810	30-Jun-13	30-Aug-13	29-Sep-13
West Bengal	19	19,63,555	2171	30-Jun-13	30-Aug-13	29-Sep-13
<b>Total</b>	<b>653*</b>	<b>2,71,51,520</b>	<b>30204</b>			

\* Subject to change

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

**Annexure- 3**  
**{Referred to in para 2.2 (xiv)}**

Activity-wise Approximate Qualified Manpower needed for manning the activities of TIS e-flow by the Agency.

Approximate Manpower Estimation for 6 DCC activities		
1	Form ID + IO handling (Manned. 1/2 terminals at 6 Centres)	6
2	Manual Form ID (Manned. 1/2 terminals at 6 Centres)	6
3	Tiling (Manned. 28 terminals at 6 Centres)	140
4	Completion	271
5	Exception + QC	66
6	Software engineer (Supervisors)	40
7	Support Staff (MTS) @ minimum 3 persons per Centre	18
	<b>TOTAL</b>	<b>547</b>

NOTE: The Agency is expected to make its own assessment of manpower requirement and use its best judgment.

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure-4  
{Referred to in para 5 (a)}

**Bidder's Particulars**

[Enclose with Technical Bid]

**Section 1:**

01. Name & full address of the Company:

02. Telephone & Fax No. :

03. Website address, if any:

04. Contact Person's Name

-Designation:

-Telephone Number:

-Mobile No:

-Fax No:

-E-Mail Address:

05. Address of Corporate Headquarters:

06. Permanent Income Tax A/C No.(PAN/TAN):

07. Service Tax No.:

08. VAT NO.:

**Section 2**

[Bidders should furnish clear and correct information to all the items below]

1. Whether the goods and services i.e. Hardware &  
Software to be used by the Bidder during  
execution of the project fully conform to  
the specifications specified in the

(Yes/No)

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Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)



tender form?

2. Please specify Brand of Hardware with Make and Model;  
Capacity in terms of output of Scanners/ Counting machine/  
PCs etc.to be used by the Agency.
  
3. Specify the details of the Scanning Software to be used.
  
4. Whether you have attached attested photocopy of  
Income Tax Clearance certificate for AY 2011-12? (Yes/No)
  
5. Please indicate:-  
Name & full address of your major Banker with Branch code
  
6. Whether the firm registered under:-
  - (a) The Indian Companies Act, 1956? (Yes/No)
  - (b) The India Partnership Act, 1932? (Yes/No)  
(Please also indicate name/address of partners)
  
  - (c) Any other Act, (Yes/No)  
If Yes, (Please give name of the Act)
  
  - (d) Name of the owner (in case not registered)  
(If a Registered firm, copy of the document of Registration be  
enclosed.)

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Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

  
DD (Economic Census)

7. Whether the tendering firm is:-

- (a) Manufacturer                      (b) Manufacturer's authorized agent  
 (c) IT/ITES firm                      (d) Service provider in IT sector

(Please specify which ever is applicable)

8. For Partnership firm, state whether it is registered or not registered under Indian Partnership Act, 1932. Should the answer to this question by a Partnership firm be in the affirmative, please state further:-

- (a) Whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. (Yes/No)
- (b) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorising the partners who signed the tender to refer dispute concerning business of the partnership to arbitration. (Yes/No)

**Notes:**

(i) If the answer to either (a) or (b) is in the affirmative furnish a copy of either the partnership agreement or the general power of attorney as the case may be.

(ii) Please attach a copy of either document on which reliance is placed for authority of partners or the partners signing the tender to refer disputes to arbitration. The copy should be attested by a Notary Public or its execution should be admitted by Affidavit on a properly stamped paper by all the partners.

(iii) Where authority to refer disputes to arbitration has not been given to the partners signing the tender, the tender must be signed by every partner of the firm.

9. Do you agree to tripartite Arbitration as provided in the tender document?

(Yes/No)

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Signature of the Bidder with seal of the firm/company  
 Name & Designation of the authorised person

DD (Economic Census)

10. Please state specifically:  
Whether the price or cost tendered by you in the Financial Bid Form (Annexure ..... ) is to the best of your knowledge and belief not more than the cost (price) usually charged by you for services of the same nature, class or description to any private party either foreign or as well as Government? If not state the reasons thereof, if any, also indicate the margins of difference. (Yes/No)
11. Have you ever been black-listed/debarred by any Ministry/Deptt/PSU/Office of GOI or State Govt? If yes, please specify. (Yes/No)
12. Please confirm that you have read all the instructions carefully and have fully understood them and would comply accordingly. (Yes/No)

Signature of Witness:

Signature of Bidder

Full name & Address of  
Witness in Block letters

- (1) Full name and address of the persons  
Signing (in BLOCK letters)
- (2) Whether signing as Proprietor/Partner/  
Constituted Attorney/duly authorised  
by the Company.

Date:

(seal)

Place:

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure -5  
{Referred to in para 3(m) & 5(a)}

## Undertaking by the Bidder

(Enclose with Technical Bid)

Date: \_\_/\_\_/\_\_

TO

**The Additional Director General,**  
ESD, CSO, Ministry of Statistics & PI,  
Jeevan Prakash Building,  
25, K.G. Marg, New Delhi-110001.

Sir,

After having read the full contents of the Tender Document [No. N-11015/5/2011-ESD-VIEC (Part)], dated..... we, the undersigned, offer to undertake the job as mentioned on the Tender Form which mainly include transportation of schedules from DSOs to SSC, setting up of one temporary Storage cum Scanning Centre (SSC) for scanning, and processing of about 2.50 crore schedules (A-3 size) of Sixth Economic Census at any of the six or more Data Capture Centres (DCCs) of Office of Registrar General of India (ORGI) using ICR technology for generating ASCII files based on TIS e-flow 4.5 software duly customized and execute the job as per the time schedule in accordance with the terms & conditions of the Tender Documents for sums as may be ascertained in accordance with the Price/ cost provided in our Financial Bid.

2. We commit to provide scanners as per prescribed specifications, other h/w, s/w and professionally competent and qualified manpower to carry out the entire project with the prescribed quality and time targets.

3. We also undertake, if our bid is accepted, to commence the work immediately so as to complete the creation of a Storage cum Scanning center, and placing requisite hardware / PCs and deployment of manpower at the centre latest by the date notified in the tender document. If our bid is accepted, we will submit a Security Deposit from a Nationalized or Scheduled Commercial Bank for a sum equivalent to 10% of the total Contract value rounded up to next one Lakh for due Performance of the Contract.

Contd.....

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Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure – 5 (Contd.)

4. We agree to abide by this Bid for a period of 365 days from the date of opening of Technical Bid and it shall remain binding upon us and may be accepted at any time before expiration of that period. Till a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
5. We also agree to abide by the Mode of Payment, as per Para 18 of the Tender Document;
6. We also undertake to abide by the provisions of Minimum Wages Act, in case we are declared successful bidder.
7. We have learnt from the Tender Document's Terms & Conditions that you are not bound to accept any bid you may receive. We have also understood that you have the right to vary the quantities and we agree with it.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2013

Signature & Seal  
[Only authorized person to sign bid]

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Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure-6  
{Referred to in para 5 (a)}

### Technical Bid Form

1.	Full Name of the Bidding Firm (as registered)	
2.	Full Address	
3.	Tel No. :	FAX No.:
	Mobile :	e-mail ID:
4.	<b>Tender Document</b>	
	(i) Cost of Tender document (If form down loaded)	Rs. 1000/-
	(ii) D.D./P.O. No. and date /Bank's name in favour of 'PAO, MOSPI'	Name of Bank. :
		Branch :
		D.D/P.O. No. with date:
5.	<b>Earnest Money Deposit (EMD)</b>	
	(i) Amount of EMD	Rs.
	(ii) Details of drawee bank	Name of Bank :
		Branch :
	(iii) D.D. / P.O. / BG No. & Date of EMD	D.D. / P.O. / BG No. :
	(iv) D.D. / P.O. / BG of EMD (with validity for six months)	Dated :
		Valid up to:
6.	<b>Bidder's Profile:</b>	
	(i) Date and State of Incorporation (on or before 01.04.2009) (enclose a certified copy)	
	(ii) Location of corporate Headquarters	
	(iii) Whether offices exist in any of the selected Centres? Please specify.	
	iv) Total staff strength of the firm in the country?	

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

7.	<b>Is firm Certified one?</b> (Attach copies of certificates duly certified)			
	CMM Level 3.0		Yes / No	
	ISO 9001		Yes / No	
	ISO 27001 or higher		Yes / No	
8.	Turnover and profit of the Bidding firm/company during last three financial years	<b>Financial Year</b>	<b>Turnover (Rs. Crore)</b>	<b>Profit (Rs. Crore)</b>
		2009-10		
		2010-11		
		2011-12		
		Total		
	Average turnover= Total/3			
9.	CA certified and authenticated audited balance sheets and Audit Report for the above years enclosed		Yes/ No	
	Certified and authenticated Profit and Loss accounts in full and complete for the above years enclosed		Yes/ No	
	Certified IT Returns in full and Complete for the above years enclosed		Yes/ No	
10.	(Income Tax, Service Tax, VAT Nos. etc.) of the firm/company along with requisite proofs be enclosed and mentioned	a) PAN/TAN		
		b) Service Tax No		
		c) VAT		
		d) Any other		
	Whether documentary evidence to the above items attached in full and complete		Yes/No	

11. Details/Configuration of Scanners and the hardware & software proposed to be used at SSC:

I. Scanners

- (i) Number of scanners proposed to be used:
- (ii) Make:
- (iii) Speed:
- (iv) Resolution capability:
- (v) Year of Manufacture:
- (vi) Age of Machines:

II. Other hardware:

III. Software :

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

12.	Total number of projects involving scanning and data processing using ICR technology and image based form processing software of at least 50 lakh forms/ schedules or more on each independent occasion or work of similar nature, e.g. during population censuses carried out by the bidder for Central / State/Local bodies Government/ Departments or PSUs or other Governmental Organisations during last twelve years, as on 01.04.2013. Details of these projects are to be given in the format given below and <b>Appendix to this Annexure</b> (enclosed).					
	Name of the Ministry/Office./PSU/ Organisation etc.	Contact person's name with designation and address; Tel. No.; FAX No.; e-mail ID etc.	Year of execution of the project	Full description of project and application handled / software developed or used (as per <b>Appendix to this Annex</b> )	Total Volume of work (in terms of no. of forms/ schedules handled)	Total Value of work order (Rs.).
i)						
ii)						
iii)						
iv)						
v)						
Additional information, if any						

(If the space provided in the above sheets is insufficient, the Technical Bid can be prepared on any sheet, using the same format)

Signature of the Bidder with Seal

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)



Appendix  
(Referred to in Item 12 of Annex 6)

**Details of latest/largest ICR Technology related Projects implemented by Bidder in last 12 years**

Maximum two (2) such projects be mentioned

(Attach separate sheets for each project executed)

[Enclose with Technical Bid]

Name of ICR Software implemented	
Nature of Application	
Project Year and organization/ Deptts. for which implemented	
No. of centers where processing was undertaken	
Total Volume (Scanned & Processed)	
No. of Forms	
Size A3	
Size A4	
Single sided	
Double sided	
Type and No. of Fields per form (attach copy of the form, if available)	
ICR fields	
Numeric fields	
Total number of characters recognised	
Make, Model and Number of Scanners used	
Number of ICR engines used	
Recognition & False Positive rate achieved:	
ICR fields	
Numeric fields	
No. of recognition stations used	
No. of completion stations used	
Targeted number of days fixed for creation of digital file(s)	
Actual number of days taken for project completion	
Value of order in Indian Rupees	
Name, postal address and e-mail address of contact persons of the organizations / Deptts.	

Contd.....

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Appendix to Annex – 6 (Contd.)

Documentary evidence showing performance achieved and customer satisfaction level (Please mention File no. & date) (Also enclose copy of the same)	
---	--

Date:

Place:

(Signature)

Name:

Designation:

(seal)

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Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure – 7  
{Referred to in para 5 (a)}

### TECHNICAL BID- CHECK LIST

(Enclose with Technical Bid)

1.	Have you directly purchased the tender document?	Yes/No
2.	If document down loaded from the Website, whether DD or Pay Order of Rs. 1000/- enclosed?	Yes/No/NA
3.	Whether Demand Draft/ Pay Order/ BG of requisite amount as EMD enclosed?	Yes/ No
4.	Whether Bidder's profile as per enclosed?	Yes/No
5.	Have you given details of two major Projects?	Yes/No
6.	Have you furnished Undertaking from the Bidder- Bid Form?	Yes/No
7.	Have you enclosed copies of Income Tax Returns for last three financial years i.e. 2009-10; 2010-11 & 2011-12?	Yes/No
8.	Have you signed and affixed seal of your firm on each page of your Tender/Bid being submitted and also sequentially numbered them?	Yes/No
9.	Have you enclosed copies of the Audited balance sheets/ Profit & Loss accounts statements for last three financial years i.e. 2009-10; 2010-11 & 2011-12?	Yes/No
10.	Copy of certificate of Registration/ Incorporation of the firm/ company showing age of the firm enclosed?	Yes/No
11.	Copies of the documents supporting similar projects executed by your Agency/firm during last twelve years?	Yes/No
12.	Have you enclosed Technical Bid form duly filled in?	Yes/No
13.	Have you prepared your Financial Bid and sealed it in a separate envelope?	Yes/No
14.	Have you signed & stamped each page of the tender document floated by MOS&PI and enclosed with the Technical bid?	Yes/No
15.	Have you enclosed a Credit worthiness Certificate for Rs. 20 Cr. from your Banker?	Yes/No
16.	Have you enclosed all three Certificates of CMMI level 3, ISO 9001, or ISO 27001?	Yes/No
17.	Have you enclosed photocopies of statutory requirements namely VAT/Sales Tax number/Service Tax no./ PAN no. etc?	Yes/No

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure -8  
{Referred to in para 5 (b)}

## FORWARDING LETTER - FINANCIAL BID

[Enclose with Financial Bid]

To

**The Additional Director General,**  
ESD, CSO, Ministry of Statistics & PI,  
Jeevan Prakash Building,  
25, K.G. Marg, New Delhi-110001

Ref. : Tender No. N-11015/8/2012-ESD-VIEC

Sir,

We declare -

a) That we are an Information technology/ IT services firm or an agency engaged in executing scanning of forms/ schedules; processing of imaged based data/ information using Intelligent character Recognition Technology; Development and application of requisite Imaged based automatic form processing software.

b) That we/our principals are equipped with adequate set up for scanning and processing of A-3 size schedules/ forms; Image based data processing using ICR technology relating facilities /utilities and quality control checks used by us. Our firm's offices at the locations mentioned in our Technical Bid are open for inspection by your representatives.

2. We hereby offer to provide and deliver the services associated with this project as envisaged under scope of work viz. transportation of schedules; their storage before pre-scanning; scanning; and processing of the same for data extraction and finally data e-flow; including all software at the costs and rates mentioned in the Financial Bid as per Annexure 9.

3. We understand that the expected number of total schedules is 2.50 crore. However, in case of variation to the extent of  $\pm 20\%$ , payment would be made on actual basis.

4. We submit herewith the complete Financial Bid as per prescribed Financial Bid Form in the sealed cover. The sealed cover contains:

- a. Forwarding Letter-financial Bid
- b. Financial Bid Form duly filled and signed

5. We agree to abide by our offer for a period of 365 days from the date of opening of the Technical bid and that we shall remain bound by a communication of acceptance within that time.

---

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

6. We hereby certify that we have carefully read and fully understood all the contents of the Tender document and the Terms and Conditions stated therein. We do hereby undertake to deliver and perform as per these terms and conditions.

7. Certified that the Bidder is:

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the tender is a partner of the firm and he/she has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the tender is the constituted attorney.

**NOTE:** Delete whatever is not applicable. All corrections/deletions should invariably be duly authenticated/ attested by the person authorised to sign the tender document.

8. We do hereby undertake, that until a formal Contract Agreement is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract, shall constitute a binding Contract between us.

Dated: this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

Signature of Bidder

Details of enclosures

Full address:

Telephone No.:

E-mail:

Fax No.

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure-9{Referred to in para 5 (b)}**Financial Bid Form**

(Enclose with Financial Bid)

Reference: Tender Document No. N-11015/8/2012-ESD-VI EC

We, (name of the firm/company).....

hereby certify that we are an established Information technology / IT enabled services firm or an agency engaged in executing forms/ schedules, processing of image based data/ information using ICR technology; Scanning and Image Based Automatic Form Processing Software firm/ or their Authorized Agents M/s (agent's name).....

where the production method, quality control and testing of all modules developed or used by us are open to inspection by the representatives of the Ministry.

2. We hereby offer to provide and deliver the following services indicated in the tender document within the target period indicated therein. I will prepare & share with MOSPI a dynamic weekly plan to complete scanning and processing of all the schedules, keeping in mind the minimum disposal rates and quality standards mentioned in Paras 2.2(ii)&(xi). The Agency will also endeavour and make all-out efforts to finish the Project at the earliest possible.

3. i) **Basic Rate per Schedule (without any tax etc) for carrying out the entire project of Schedule Scanning and Data Capturing of EC is proposed as** Rs. ....
- ii) **Service Tax / VAT/ Sales Tax etc.** Rs. ....
- iii) **Total Rate per Schedule** Rs. ....

- Please note that price should not be indicated in the Technical Bid.
- Financial Bid should indicate figures without any condition or clarifications. Conditions stated, if any, shall not be binding on Ministry.

Dated: this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

Signature of Bidder

Seal:

Signature of the Bidder with seal of the firm/company  
Name & Designation of the authorised person

DD (Economic Census)

Annexure 10

## (Format of Bank Guarantee for Furnishing EMD of Rs.40 Lakh on a Stamp Paper)

To

**The Pay & Accounts Officer**  
 Ministry of Statistics & Programme Implementation  
 New Delhi

Whereas ..... (hereinafter called the "Bidder") has submitted their offer dated..... for the **Scanning and Data Capturing using ICR TIS e-flow Technology for about 2.5 Crore Schedules of Sixth Economic Census** (hereinafter called the "tender") .

KNOW ALL MEN by these presents that WE..... of..... having our registered office at.....and one of its branch at.....(hereinafter called the "Bank") are bound unto **The Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi (hereinafter called the "Beneficiary")** in the sum of **Rs 40,00,000/- ( Rs Forty Lakh only)** for which payment will and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this.....day of.....20.....

## THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the bidder having been notified of the acceptance of his tender by the Beneficiary during the period of its validity.
  - a. If the bidder fails to furnish the Performance Security for the due performance of the contract.
  - b. Fails or refuses to execute the contract.

WE undertake to pay the Beneficiary during the period of its validity up to the above amount upon receipt of its first written demand, without the Beneficiary having to substantiate its demand, provided that in its demand the Beneficiary will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

**This guarantee will remain in force for 180 days** from the date of its issue and any demand in respect thereof should reach the Bank not later than the above date.

.....  
 (Signature of the Bank)

Signature of the Bidder with seal of the firm/company  
 Name & Designation of the authorised person

DD (Economic Census)