TENDER DOCUMENT

for

SELECTION OF SYSTEM INTEGRATOR for
SUPPLY, INSTALLATION, OPERATION & MAINTENANCE OF
HIGH VOLUME PRODUCTION SCANNERS
AND
SYSTEM INTEGRATION SERVICES FOR OPERATIONS & MANAGEMENT OF
IMAGE BASED DATA CAPTURING

for

OFFICE OF THE REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

Government of India
Ministry of Home Affairs
O/o Registrar General & Census Commissioner, India
2A, Mansingh Road, New Delhi-110 011
Serial No. ……..

Issued to

________________________________________________________

against request No. ____________________________________ dated
_________________________ and payment vide Cash/Bank Draft/Banker Cheque
drawn upon :

________________________________________________________

No._____________ dated ____________ for Rs. _________________________
Rupees ______________________________
(in words)
Tender Documents issued on ____________________________________

(Under Secretary - HQ)
Office of the Registrar General & Census Commissioner, India
2/A, Mansingh Road,
New Delhi

________________________________________________________
Tender Notice for **Selection of System Integrator** for “Supply, Installation, Commissioning, Operation & Maintenance of High volume production scanners and System Integration Services for Operations & Management of Image Based Data Capturing”

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|   | Job requirement | Supply, Installation, Operation & Maintenance of Duplex A3 size High volume (130 PPM or more) color production scanners at 15 locations and integration services for operations & management of image based data capturing. |

|   | Purchase of tender form | Tender forms are available for sale at the ‘Sale Counter’ of the Tender inviting Authority at 2A, Mansingh Road, New Delhi at a cost of Rs.1000/- from **07-04-2010**. Tender forms can also be downloaded from the website [http://www.censusindia.gov.in](http://www.censusindia.gov.in) in which case Rs. 1000/- DD/Cash receipt should be enclosed with Bid. |

|   | Earnest Money Deposit amount payable | Earnest money deposit by DD/Bankers Cheque/Bank Guarantee drawn on any Nationalized Bank/ Scheduled Bank for Rs.1,00,00,000/- (Rs. One crore only). |

|   | Bid Composition | Two tier bid: 1- Technical  2- Commercial |

|   | Pre-bid conference | A pre-bid conference will be held on **12.04.2010** at 11.00 a.m. at the Conference Room, Ground Floor, Wing-I, West Block-I, R.K.Puram, New Delhi-110 066. to sort out clarifications/doubts, if any, before submission of the tender. |

|   | Last date for submission of filled-in tender document | 13-00 hrs on **28-04-2010** |

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|   | Clarification and Queries | Joint Director (EDP) Ph.No.:011-29054631(O); edp.rgi@nic.in |

|   | Tender inviting Authority | Under Secretary (Hqrs.), Office of RGI, New Delhi Ph.No.011-23073266(O) |

|   | Tolerance Clause | Workload shown in annexures is tentative and the actual quantity will be known after receipt of schedules from the field. |

|   | Security Deposit | The successful bidder will have to submit 10% of the total value of the order as Security Deposit within 7 days from the date of receipt of the communication from ORGI after acceptance of the tender. |
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INTRODUCTION AND PRE-QUALIFICATION

INTRODUCTION

1. Office of the Registrar General & Census Commissioner, India (ORGI), Ministry of Home Affairs conducts decennial population census and generates various kinds of population statistics. It has already geared up for the Census of India 2011. Government has also decided to create a National Population Register for which the collection of data will be done in the first phase along with the Houselisting and Housing Census during April 2010 to September 2010 followed by Household census in February 2011 to March 2011. ORGI proposes to deploy Image Based Automatic Form Processing Technology using Intelligent Character Recognition (ICR) software TIS eFlow 4.5 for data processing. The present tender is for the Selection of System Integrator for Supply, Installation, Operation & Maintenance of A-3 Duplex type Color High Volume Production Scanners (130 PPM or more) along with operation & management of various activities at 15 locations as detailed below.

2. The quantitative requirements are detailed at Annexure C4.

3. Please note that the Bidders shall have to quote for all the items referred in Annexure C4.

4. The location of 15 data centers which would be utilised for Receipt, storage, Pre-scanning, Scanning, Data Capture & Process purposes are at the following cities in India:

   01 Bangalore 06 Jaipur 11 Lucknow
   02 Bhopal    07 Gandhinagar 12 Mumbai
   03 Bhubaneshwar 08 Guwahati 13 New Delhi
   04 Chandigarh 09 Hyderabad 14 Patna
   05 Chennai   10 Kolkata   15 Thiruvananthapuram

5. At Bangalore, Chandigarh, Chennai, Mumbai, Kolkata and Patna, the successful bidder will also have to set up Temporary scanning facility including all infrastructure at storage location hired/owned by the ORGI/DCOs. In remaining Nine locations, Scanning centre are already established by ORGI/DCOs.
PRE-QUALIFICATION

- Documents are not transferable
- Offers of the Bidders not qualifying the conditions of pre-qualification shall not be considered for the Technical and Commercial evaluation
- The Bidder Profile should be filled as per Annexure ‘A’
- Provide documentary details wherever necessary

Conditions (Eligibility Criteria) of bidding for Scanners Procurement, Operations & Maintenance along with ICR Software Operational and Management of Image Based Data Capturing Activities:

1. The bidder should be either an Indian Company engaged in Information Technology (IT) / Information Technology Enabled Services (ITes) or a Scanner OEM registered in India. However, the Scanner OEMs who are not directly quoting in India will be allowed to quote through their authorized partner/distributor cum service provider who should be registered as company in India.

2. In case of a consortium a maximum of 3 members will be allowed. The prime bidder should be an Indian company engaged in Information Technology (IT) / Information Technology Enabled Services (ITes) or a Scanner OEM.

3. In case of consortium, the prime bidder must be specifically mentioned and should be authorized by remaining members of the consortium to deal with ORGI. Copy of agreement among the consortium members along with Annexure-B should be enclosed.

4. Henceforth the bidder or Prime Bidder will be referred as bidder or System Integrator (SI).

5. In case the bidder or prime bidder is not an OEM of scanner equipment, the bidder should give an undertaking from the Scanner manufacturer that proper maintenance support of scanner would be ensured for a minimum period of five years at all the 15 locations, including minimum two years comprehensive free warranty period as per the Service Level Agreement(SLA). (Certificate from the manufacturer to be enclosed-Annexure-B).

6. The Bidder should have its presence at multiple locations in India.
7. The Bidder should give an undertaking for agreeing to sign the Service Level Agreement (SLA) with ORGI for providing the services as per the terms specified in the SLA.

8. The bidder's average turnover should be at least Rs. 100 Crores (Rupees One Hundred Crores) during the past three years (2006-07, 2007-08 and 2008-09) in India. The audited balance sheet duly certified by CA for each of three years should be attached for depicting above turnover. The bidder's balance sheet/certificate should show profit for last three consecutive years.

9. The Bidder must have been successfully implemented Image Based Form Processing Software for population census applications in last 10 years or at least two projects of one Crore forms each during last 3 years. (Details of award of contract, volume handled, time frame of completion etc., to be enclosed-Annexure-C).

10. The Bidder should quote for appropriate high volume production scanner (A3-size Color duplex type, Speed of 65 PPM /130 IPM A-3 Size), which should be new and of same make as per the required specification. The quoted model of scanner should have been used or currently in use for high volume applications involving at least one crore forms (Attach supporting documents).

11. The Bidder should give an undertaking agreeing for the mode of payment as envisaged under Tender Clause 27.

12. The Bidder should provide a certificate from their bankers of their credit worthiness of Rupees fifty Crores.

13. Bidder shall enclose Earnest Money Deposit (EMD) of Rupees One Crore as specified in Tender Clause 6.

14. Bidder must enclose filled in Annexure A, B and C. In case of consortium also enclose the copy of Back to back agreement among members of consortium.

15. Bidder should have acquired at least one out of three certificate namely CMM level 3.0, ISO9001 and ISO 27001 or higher. Bidder must enclose the relevant certificate(s).

16. The vendors already black listed by any Ministry/Department/ Public Sector Undertaking/ Offices of Government of India or State government, will not be allowed to quote against this tender. In this regard, vendor must submit a self-attested certificate that they are not black listed by any government or its subsidiaries.

17. Bidder must provide the index of each document separately for General, Technical and Commercial bid.
18. Bidder should have the following statutory requirements:
   i) VAT / Sales Tax number
   ii) Service Tax number
   iii) Copy of IT returns for the latest year
   iv) Registration number of the company
   v) PAN NUMBER of the company
   vi) Copy of Article of Association/Partnership deed.

   The bidder must enclose attested copies of above document failing which the bid may be rejected.

19. All the relevant supporting documents mentioned for eligibility criteria should be enclosed separately with the Technical Bid. If tender is not accompanied by any of the above documents, the bid is liable to be rejected.

20. The misrepresentation or suppression of any facts, if found, at any stage, ORGI reserves the rights to reject the bid and forfeit the EMD or Security Deposit as the case may be.

21. All the Annexures referred in the Tender are the part of this tender document, therefore bidder must read and comply accordingly.
SECTION I : INVITATION TO BID

1. Instruction to Bidders

Bids are invited for and on behalf of the President of India acting through The Registrar General and Census Commissioner, India, 2A, Mansingh Road, New Delhi for the Services of System Integrator for items given at 1.1 below:

1.1 Details of Items for bidding may be seen at Annexure C4.

1.2. Scope of work:

I) Supply, Installation, Operation and Comprehensive maintenance of A-3 Size Duplex type Color High Volume Production Scanners at 15 locations. All the Scanners offered must be:
   a) New and of same make.
   b) Minimum speed of A-4 130 Page Per Minute / 260 Images Per Minute (A-3 65 PPM/130 IPM) up to 300 DPI in color & gray both. A Tolerance of 2% will be allowed on lower side during technical evaluation.
   c) Each location must have at least two scanners
   d) On Site comprehensive warranty for two years
   e) Details specifications of Scanners may be seen at annexure-T3.

II) Setting up the Temporary Setup for Receipt, Pre-scanning and Scanning facilities at six locations namely Bangalore, Chandigarh, Chennai, Kolkata, Mumbai and Patna. ORGI/Directorate of Census Operation would provide storage space at these locations too. Scanned Images from these locations would be transferred on computer readable media (physically) to the Data Capture Center for further processing purposes. In remaining Nine locations, Scanning centre are already established by ORGI/DCOs. Temporary infrastructures includes the following:
   a) Laminated Partition to cover around 650 to 800 Sq. Ft. area for Receipt/Pre-scanning purposes at Storage Location.
   b) Laminated partition to cover around 150 to 200 Sq. Ft. area to install at least two high volume production scanners. Installing necessary ACs to maintain the required temperature for Pre Scanning and scanning operations
   c) Fitting and fixing of necessary electrical points.
   d) Installation of UPS & portable DG Set of around 5KVA as a Power Backup, if necessary.
   e) Fixing of necessary fire fighting/safety equipments.
   f) Required furniture for receipt, pre-scanning/scanning operations.
III) Work related to Receipt, pre-scanning, scanning, archiving, processing is divided in two phases namely:

**Phase-1** comprises of Housing Census and NPR Schedules starting in June 2010

**Phase-2** comprises of Population Enumeration Schedule starting in April 2011

III) Providing the services and manpower for:

a) Receipt of filled in Schedules at 15 Storage cum Scanning Locations
b) In consultation of DCOs/ORGI, Enumeration Block (EB) wise Counting & inventorying of Schedules with pre-notifying it to charge offices within 30 days of receipt of schedules using at least two counting machines (ownership remains with SI) per locations.

c) Document preparation for Scanning operations
d) Scanning and archival of approximately 1.43 Crores Housing Census and 25.46 Crores NPR schedules to be completed in 6 months period (Phase 1). Likely date of start is June 2010.
e) Movement of images on computer readable media from Scanning Center to Data Capture Center
f) Desired / required level of segregation of Images, Extracted Data, indexing and linking of concerned images and transfer of Data / Images on computer readable media probably on DVD with necessary security and safety, as and when required.
g) Scanning and archival of 25.46 Crores household schedules in 6 months period (Phase 2). Likely date of start is middle of April 2011

h) Data extraction, correction and Quality Assurance using eFlow 4.5 ICR software in 16 months from April 2011 for Phase-2 only.

IV) Services of 3 Software Professionals for development of various web based MIS, Customization & Fine Tuning of ICR Based data capturing application using TIS eFlow 4.5 at ORGI HQ. New Delhi.

V) Manpower for Application Software functional and operational support for data capturing at 15 locations.

VI) If need be, any other functions related to any activity -from Receipt of schedules to finally accepted extracted data / images.

VII) Software Related activities to be carried out as described below:

a) Customization and implementation of **TIS eFlow 4.5** Image Based Automatic Form Processing Software, hereinafter termed as Form Processing Software, after fine tuning the same (Form definition, field validation, transfer format, workflow optimization etc.) as per the needs of the Purchaser on the Hardware platform available at 15 data centers and DP Division Pushpa Bhawan hereinafter termed as 15 locations (Annexure C5). This is to be carried out in two phases:- I) Phase-1: Processing of about 1.43 Crores Houselist schedules and 25.46 Crores NPR Schedules ii) Phase-2: Processing of about 25.46 Crores Household schedules. The scanning work for each phase is to be completed in a period of Six months.
b) To carry out the customization and tuning of ICR Software, a Core team comprising of 3(three) software professionals from bidder having experience in “Image processing Software customization and tuning” and 4 (four) software professional from ORGI would be constituted. This core team will be required at ORGI DP Division New Delhi which will be the development center for all eFlow 4.5 related applications. This core team of software personnel will be given advance training by the eFlow supplier M/s TIS. This core team will look after all software development related issues, co-ordinate with software supplier and to take care of problems relating to implemented Form Processing Software. This support is required initially for two years, but renewable annually on need basis.

c) There will be another Team posted at each Data Capture Centre for implementing and managing the activities right from the Receipt of Schedules to the eFlow operations. This team would comprise of two software engineer from the SI and two officials from ORGI/DCOs in each shift.

d) The core team will provide necessary functional support, on-job training on software operations and workflow management to Operational Team comprising of software engineers provided by bidder and supervisors from ORGI/DCOs who will later on manage the complete work flow at each locations. This support is required initially for two years, but renewable annually on need basis. This Operational team will in turn train the other operational staff to be stationed at each of these 15 data centers.

e) The core team will develop application(s) software for generation of control figures / simple frequency tabulation reports as per the needs of Purchaser and integrate the same with the implemented Form Processing software at 15 locations.

f) The core team will develop a Graphical User Interface (GUI) based user-friendly application software module integrating with the Form Processing Software solution with the flexibility of de-linking as an independent module on RDBMS platform for carrying out image enabled Computer Assisted Coding (CAC) and implement the same at 15 locations.

g) The Core team will undertake the fine tuning of the software as well as the development of application software mentioned above at (a) to (e) in association and consultation with M/s TIS at New Delhi and get its necessary acceptance and approval before implementing at 15 locations.

Note: Further details regarding Role of SI-S are given in Annexure- G1.
1.3 Details of Form, Volume, Expected target time and Tentative requirement of manpower

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<tr>
<th>Description of Form</th>
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<th>Volume to process (Receipt, Scan &amp; process)</th>
<th>Expected maximum Time period</th>
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<tr>
<td>1. Houselist schedule</td>
<td>A3-size with entries on both sides</td>
<td>About 268 million (only receipt, Scan and Archiving)</td>
<td>6 months (starting June 2010)</td>
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<td>NPR Schedules</td>
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<tr>
<td>2. Household schedule Scanning and Processing</td>
<td>A3-size with entries on both sides</td>
<td>About 254 million (Receipt, Scan, process and Archive)</td>
<td>16 months processing (6 month scanning) both starting April 2011</td>
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a. Location wise estimated number of Schedules for scanning of Houselist, NPR and Household and recommended number of Scanners of 130 PPM and counting machine of 2000 PPM are given at Annexure-G2.
b. Location wise estimated number of Schedules for Processing of Houselist, NPR and Household is given at Annexure-G3.
c. Location wise assessed/recommended number and category of manpower on the basis of following is given at Annexure-G4.
   i) CENSUS 2001 experiences from pres-scanning, scanning and deployment of manpower and machine at various stages of eFlow ICR software.
   ii) A person in one shift can prepare a Minimum of Ten thousand schedules for scanning.
   iii) Deployment of at least two scanners of same make as per the specification at Annexure- T3
   iv) Two persons per shift for operation of single scanner
   v) At least two software engineers per shift for operation and management of all the activities from receipt of forms to final data extraction.
   vi) Each shift will be assisted by at least four utility workers.
   vii) Three shift operations.
d. On the basis of the capability of the eFlow ICR software and using the manpower capability/speed on various stages of workflow during Census 2001, Location wise allocated computer hardware/module wise manpower deployment is given at Annexure-G5.
2. **Schedule of Tender**

2.1 The Tender Document will be sold for Rs. 1000/- payable in Cash/Bank Draft/Banker Cheque. The tender document can also be downloaded from the Office of Registrar General, India website i.e. [www.censusindia.gov.in](http://www.censusindia.gov.in) in which case A/c Payee DD/Banker’s cheque of Rs. 1000/- should be enclosed with bid. In case of DD/Banker cheque, it should be drawn in favour of ‘Pay and Accounts Officer (Census)’ payable at New Delhi.

2.2 The Tender Document will be sold from 1100 hours to 1300 hours and 1400 hrs to 1600 hrs on all working days viz. Monday through Friday starting 07-04-2010 till 1230 hours on 28-04-2010.

2.3 Bidders Conference will be held at 1100 hours on 12-04-2010.

2.4 The sealed bids will be accepted till 1300 hours on 28-04-2010.

2.5 The technical bid will be opened at 1500 hours on 28-04-2010. The bidders or their authorised representatives may be present if they so desire.

2.6 The address for all the above mentioned activities except Pre-Bid conference is:

   Registrar General & Census Commissioner, India,
   Office of the Registrar General, India,
   2A, Mansingh Road,
   NEW DELHI - 110011.

3. **Bidders Conference**

   Clarifications, if any, on Tender Document will be provided to the Bidders in a conference to be held at 1100 hours on 12-04-2010 at Conference Room, Ground Floor, Wing-I, West Block-I, R.K.Puram, New Delhi-110 066.

4. **Purchaser’s Right to vary the quantities at the time of Award**

   The purchaser reserves the right to vary the quantities.

5. **Purchaser’s Right to accept any Bid and to reject any or all bids**

   The Purchaser reserves the right to accept or reject any or all bids without assigning reasons.

6. **Earnest Money Deposit (EMD)**

   6.1 All firms irrespective of they being registered with NSICI or DGS&D for the stores for which the offers are being invited are required to deposit **EARNEST MONEY** as given below. The Tender received without required Earnest Money shall be rejected without further reference.
6.2 Earnest Money Deposit shall be of Rs One Crore in the form of an A/c payee Demand Draft/Banker cheque/ Bank Guarantee of any nationalized/ Scheduled Commercial Bank drawn in favour of ‘Pay and Accounts Officer (Census)’ payable at New Delhi.

6.3 Earnest Money Deposit should be enclosed along with the Technical Bid for the amount specified at Clause 6.2.

6.4 The Purchaser shall retain the Earnest Money Deposit for a maximum period of 120 days from the date of opening of the Technical Bid.

6.5 The Earnest Money Deposit shall be valid and remain deposited with the Purchaser for the period of 120 days from the date of opening of tender. If the validity of the tender is extended the validity of EMD will also have to be extended.

6.6 No interest shall be payable by the Purchaser on the Earnest Money deposited by Bidder.

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

6.8 The EMD of the successful Bidder shall be returned after the Security Deposit, as required in terms of the resulting contract, is furnished by the firm.

6.9 If the successful Bidder fails to furnish the security deposit as required in the contract within the stipulated period, the Earnest Money shall be liable to be forfeited by the Purchaser.

6.10 EMD of the unsuccessful Bidders shall be returned by the Purchaser as early as possible after the expiry of validity of their bids, but not later than 30 days after placement of contract.

7 Period of Validity of Bids

Bids shall remain valid for 180 days after the date of Technical bid opening as prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

8 Income Tax Clearance Certificate

The Bidder, under the Indian Income-Tax Act, shall enclose with the Technical Bid, a valid Income Tax Clearance Certificate issued by the appropriate Income Tax Officer under his seal. Without this document the Tender is liable to be rejected.
9 Terms and conditions of Tendering firms

9.1 Printed terms and conditions of the Bidder will not be considered as forming part of their Bids. In case terms and conditions of the contract contained in this Tender are not acceptable to any Bidder, he should clearly specify deviation in his Bid (Annexure T5).

9.2 Similarly, in case any Line Item being offered has deviations from the specifications laid down in Annexure T3, the Bidder shall describe in what respect and to what extent the items being offered differ/deviate from the specifications, even though the deviations may not be very material. Bidder must state categorically whether or not his offer conforms to tender specifications and indicate deviations if any. (Annexure T4).

10 Bid Requirements

10.1 The Bidder must quote for all Items and Quantities as listed in the Schedule of Requirements (Annexure C4) in the Price Schedule (Annexure C2). Offer for part quantity and/or part items shall not be considered and rejected without further reference.

10.2 The successful Bidder will be required to furnish Security Deposit equivalent to 10% of the total value of the work order rounded up to next lakh within ten days from the date of receipt of work order in the form of Account Payee Demand Draft/ Bank Guarantee from a Nationalized Bank/ Scheduled Commercial Bank in favor of “Pay & Account Officer (Census) “ payable at New Delhi for due performance of Contract as specified in tender Clause 19.

10.3 The Bid Documents are not transferable and the cost of the tender documents is not refundable under any circumstances.

10.4 Telex/E-Mail/Fax bids and incomplete bids will be summarily rejected.

10.5 Bidders should enclose, along with the Technical Bid of their offers, the full details of Scanners offered along with list of consumables with their life and price. Full documentation, descriptive literature/leaflets supplementing the description and point out any special feature of their system. All documentation is required to be in English.

10.6 Bidder should clearly provide the cost of infrastructure for setting up the temporary scanning setup at six locations as mentioned in para five of Page 6.

10.7 All pages of the Bid being submitted must be signed and sequentially numbered by the Bidder.

10.8 It is assumed that successful bidder would be signing the Service Level Agreement (SLA) with ORGI before getting the final order from ORGI. Summary of SL is given at Annexure – G1A.
11 Contents of Bid

The Bids prepared by the Bidder shall comprise of the following two components:

a) Technical Bid with required information and documentation along with the Earnest Money Deposit of the required amount, Income-Tax Clearance Certificate (Tender Clause 8) and following as per the formats provided in the Tender Document.

1. All the documents prescribed in support of Eligibility Criteria as prescribed under chapter Pre-Qualification
2. Bidders Particulars (Annexure T1)
3. Bid Form (Annexure T2)
4. Technical Specifications of the equipment and scanning software (Annexure T3)
5. Statement of Deviations from Technical Specifications (Annexure T4)
6. Statement of Deviation from Tender Terms and conditions (Annexure T5)
7. Schedule of Delivery (Annexure T6)
8. Undertaking by the Bidder (Annexure T7)
9. All technical brochures/documents relevant to the Bid (clause 10.5)
10. Check list of Technical Bid (Annexure T10)

b) Commercial Bid comprising of the following are to be filled in accordance with the formats provided in the Tender Document:

i) Bid Letter (Annexure C1)
ii) Price Schedule (Annexure C2)
iii) Contract Form (Annexure C3)
iv) Schedule of Requirement (Annexure C4)

12. BID PRICES

The bidder shall indicate on the Price Schedule (Annexure C2) attached to these documents, the Unit Prices and total Unit Prices of the goods and services it proposes to supply under the Contract. Any erasing/correction/overwriting should be authenticated by the authorized signatory.

13. Procedure for Submission of Bids

13.1 It is proposed to have a Two Cover System for this tender

- Technical Bid (2 copies) in one cover
- Commercial Bid (2 copies) in one cover
13.2 Each copy of Technical Bid of the Tender should be covered in a separate sealed cover superscribing the wordings “Technical Bid”. Each copy should also be marked as “Original” and “First copy”. Both the copies should be put in a single sealed cover superscribing the wordings “Technical Bid”.

Please note that prices should not be indicated in the Technical Bid.

13.3 Each copy of Commercial Bid of the Tender should be covered in a separate sealed cover superscribing the wordings “Commercial Bid”. Each copy should also be marked as “Original” and “First Copy”. Both the copies should be put in a single sealed cover superscribing the wordings “Commercial Bid”.

Commercial Bid should only indicate prices filled as per proforma provided in the Tender Document.

13.4 The Technical Bid cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover superscribed with Tender Number, Due Date and the wordings “DO NOT OPEN BEFORE 28-04-2010”.

13.5 Each copy of the tender should be a complete document and should be bound as a volume. Different copies must be bound separately.

14. Opening of Bids by Purchaser

The Purchaser will open the bids in the presence of Bidders/representatives who choose to attend on the date and time as mentioned at Clause 2.5 at the Office of the Registrar General and Census Commissioner, India, 2/A, Mansingh Road, New Delhi. The Bidders/representatives who are present shall sign a register evidencing their attendance. The Bidder’s representative shall furnish letter of authority from their principals to attend the bid opening. Technical bid will be opened at the first instance. Commercial bids of the technically qualified bidders only will be opened on a scheduled time and date to be intimated later.

15. Bid evaluation criteria

15.2 15.1 The Technical bid including pre-qualification conditions shall be evaluated first. All the documents should necessarily be accompanied in the bid. No document shall be accepted at a later stage. The Earnest Money Deposit of the required amount will have to be enclosed along with the Technical Bid without which the tender shall be rejected. Technical bid of only those bidders who are meeting the pre-qualifying conditions will be considered for technical evaluation.
The Scanner will undergo a performance test process at the purchaser’s site (Annexure-T8 & T9) using sample forms provided by the purchaser. **The Bidder should be ready to undertake the performance test within a week after the technical bids are opened.** Date of the Performance Test shall be intimated. The other parameters for technical evaluation of the bidders include: i) their past experience in handling the contracts covering the work similar to the scope of work mentioned in this document, ii) Satisfaction of bidder’s clients as far as quality of work and adherence to time schedule is concerned

15.3 Commercial bids of only those bidders who successfully qualify in the technical evaluation and Performance Test shall be opened.

15.4 ORGI reserves the right of distributing the work more than one vendor, if need be.

**SECTION II – TENDER TERMS AND CONDITIONS**

16. **Application**

These Terms and Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

17. **Standards**

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned to the authoritative standards, such standard shall be the latest issued by the concerned institution.

18. **Patent Rights**

The Bidder shall indemnify the Purchase against all third-party claims of infringement of patent, trademark or industrial design rights arising from the use of the Goods or any part thereof.

19. **Security Deposit and Delivery Schedule**

19.1 Within 7 days after the receipt of notification of award of the Contract from the Purchaser, the successful Bidder shall furnish Security Deposit to the Purchaser, which shall be equal to 10 percent of the value of the Contract.

The Security Deposit shall be made in the form of Fixed Deposit/ Demand Draft/Bank Guarantee with any nationalized / Scheduled Commercial Banks in India pledged in the name of “Pay & Accounts officer (Census) “ payable at New Delhi valid for a period of three months more than the stipulated project
duration. In the event of non-supply, this deposit shall be forfeited to the extent of items not supplied. Further, if the purchaser has to procure the items or part of it from any other supplier because of failure to supply in full or part by the successful bidder, the difference in payment may be made good from this security deposit. The purchaser, against security deposit, can also make any other adjustments for default on part of seller. 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 after the successful completion of project. No interest will be payable for the Security Deposit by the purchaser.

19.2 Delivery and installation should be completed within 30 days from the date of issue of LOI.

19.3 Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid Security Deposit.

19.4 On supply of the Scanners by the successful bidder it will be the property of the purchaser. Even in case the successful bidder withdraws from the contract subsequently due to any reason the equipments will not be returned.

20. Testing and Acceptance

Normally, testing and acceptance of equipments will be undertaken at the actual site of installation. However, if considered necessary, testing and acceptance may also be undertaken centrally at the Office of the Registrar General, India, New Delhi. The acceptance test will include the running of sample forms. Details of testing would be provided to the successful bidders prior to conducting the test. The installed system must give same or better performance results as shown during performance test. Failure to fulfill the above-mentioned conditions will entail cancellation of the contract along with forfeiture of the EMD/Security Deposit.

21. Spare Parts

The Bidder will also undertake the supply and storage of necessary spare parts on sites on a continuing basis as part of warranty obligations under the contract during the three years of free Warranty Period and ensure supply of spare parts two years there after.

22. Service Facilities

The Bidder shall ensure comprehensive on site maintenance for the scanners during free Warranty Period. The bidder should also quote separately the post-warranty annual maintenance charges (see Annexure C2) and give an undertaking to maintain the equipments for another two years if so desired by the purchaser. Post warranty maintenance Charges will not be considered for
comparison. The scanner vendor should have its own or partner office at multiple locations in India.

23. **Incidental Services**

The Bidder is required to rectify any bugs/shortcomings detected by the purchaser/user community in the Counting machine/Scanner/customized application free of cost.

24. **Training**

The Bidder shall provide on site **free** training to officials nominated by the Purchaser on scanners being supplied by him. The details of training are as under:

<table>
<thead>
<tr>
<th>Description of module</th>
<th>No. of persons</th>
<th>Duration per batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scanning operation &amp; maintenance at 15 Data Centers</td>
<td>150</td>
<td>2 days</td>
</tr>
<tr>
<td>2. (Training at HQRS only) Features, functionality of the Scanning software, its customization, advanced features and maintenance</td>
<td>40</td>
<td>4 days</td>
</tr>
</tbody>
</table>

Each batch shall have a maximum of 10 persons per site. The trainings would be conducted at the respective sites where the successful Bidder installs the Scanners. The schedules for trainings would be drawn up as directed by the Purchaser. The Purchaser will be able to extend his available training facilities for this purpose.

25. **Proprietary rights**

The Bidder shall indemnify the Purchaser against all third party claims of infringement of patent, copyright, trademark, license or industrial design rights, software piracy arising from use of goods or any part thereof in the Purchaser’s country. ORGI will be the owner of all the software developed for this project by SI/Core Team.

26. **Use of Contract Document & Information**

The Bidder shall not, without the Purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specifications, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Bidder in the Performance of the contract.

27. **Payment Terms**

a) 50 % cost of the scanners, scanning stations and six temporary scanning setup, henceforth referred as Hardware, shall be released on installation and after successful completion of the acceptance test of these items at all the 15 locations.
b) 30% cost of the hardware will be paid after the scanning work of Phase-1 is over.

c) Remaining 20% cost of the Hardware will be paid after the scanning work of phase-2.

d) Media cost, if any, will be reimbursed quarterly on actual basis.

e) Manpower and SI Overheads cost for each Phase of work shall be released in proportion equivalent to the achieved performance at each Data Centre on quarterly basis (based on total number of forms scanned and recognized (excluding rescanning or reprocessing) subject to the condition that the expected productivity time schedule as per SLA is achieved. The purchaser, however, shall have sole discretion to the release or hold the payment if the production (scanning and recognition of forms) falls below the expected target in terms of quantity and quality checks imposed by the purchaser. The successful bidder shall have no right for seeking the use of discretion by the purchaser.

f) Payment in respect of Manpower and SI overheads for each phase will be made quarterly, on the basis of ‘Cost per form’ for the ‘actual number of scanned & successfully processed forms’. No payment would be made for forms rescanned, wrongly scanned or reprocessed.

g) For the purpose of determining the ‘cost per form’ in Phase1 following formula will be used

\[
\text{Cost per form} = \frac{(\text{Total Cost of Manpower + SI overhead}) \text{ in Phase 1}}{27 \text{ Crores Estimated Forms}}
\]

h) For the purpose of determining the ‘cost per form’ in Phase2 following formula will be used

\[
\text{Cost per form} = \frac{(\text{Total Cost of Manpower + SI overhead}) \text{ in Phase 2}}{26 \text{ Crores Estimated Forms}}
\]

i) In case the total forms turns out to be less than expected number of forms, ORGI would ensure a payment for minimum of 21 Crores forms during phase1 and 20 Crores Forms in Phase2.
28. **General**

The Scanners and high level of productivity are very important as this is a time bound projects of the Office of the Registrar General and Census Commissioner, India. General information regarding various hardware and workload components are shown in Annexure- G1, G2, G3, G4, G5 & G6.

29. **Force Majeure**

a) Neither ORGI nor the Bidder shall be liable for any delay or failure in the performance of their respective obligations under this tender, because of occurrence of any event beyond their control (Force Majeure). 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.

30. **Arbitration**

A) Any difference or disputes arising between the parties with regard to performance/non-performance of the activities under this tender shall be resolved amicably by mutual consultation at the designated level of the parties in the spirit of goodwill and cooperation.

B) Unresolved disputes/differences shall be referred to the arbitration of three arbitrators one to be appointed by each party and the third arbitrator to be appointed by the two arbitrators. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 and rules made thereunder. The decision of the arbitrators shall be final and binding. The seat of the arbitration shall be New Delhi, India.

C) Existence of any dispute between the parties, which is subject matter of amicable settlement/arbitration, shall not absolve the parties of the performance of their obligations under the Contract.

31. **Jurisdiction Of Courts**

All legal disputes including arbitration proceedings arising out of or in connection with this Tender shall, irrespective of the places of 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.
32. **Modification Of Tender**

ORGI reserved the rights to modify/insert/delete any terms and conditions of this tender in the interest of work. This would be notified to the prospective/successful bidder through ORGI web site or by email or by appropriate means of communication as the case may be. Appropriate penalty clause will be defined by the ORGI in the Service Level Agreement.

33. **Currency of Payment**

Payment shall be made in Indian Rupees only.

34. **Language of Bids**

The Bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the Purchaser, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

SECTION III – SCANNER AND FORM PROCESSING SOFTWARE DESCRIPTION

35. **Scanner**

The Scanners offered should be new, unused and conforming to the specifications detailed under Annexure T3. The conformance or non-conformance of the offered product to each specification should be indicated in Annexure-T4 by writing ‘Yes’ or ‘No’ respectively against the particular specification. In case the product specification is deviating (i.e. below/exceeding) from the Purchaser’s requirement, the Bidder should record and submit all such deviations along with his product’s specifications in Annexure T4.

36. **Form Processing Software**

The Form Processing Software is available with ORGI and Bidder has to use that software only. Capabilities of the software are detailed under Annexure G5.
Annexure-A

BIDDER PROFILE

02. Name & full address of the Company:
03. Telephone & Telex No.:
04. E-mail address:
05. Contact Person’s Name:
   Designation:
   Telephone Number:
   E-Mail Address:
06. Location of Corporate Headquarters:
07. Date and State of Incorporation:
08. No. of Service Facility(ies) in India:
   i) Location:
   ii) Strength:
   iii) Geographical Areas covered:
09. Average yearly turnover for last three years (in Rs.):
10. Geographical Distribution of the Supplier:
   i) No. of Offices:
   ii) Locations:
   VIII) Staff strength:
11. Total no. of installations in India:
12. No. of full time Computer professional Employees:
   b) Total No.:
   c) R&D:
   d) Technical support & maintenance:
11. Reference of Major Installations with similar products in India/Any other Country (attach documents in support)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Customer Name, Address, and Telephone Number</th>
<th>Description of Application handled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Signature of the Bidder)

Date:                      Name:  
Place:                     Designation:   
                           (Seal)  

Note:  In case of consortium, all members of consortium should fill this form separately and also indicate the name of the prime bidder.
Annexure-B

PROFORMA FOR AUTHORITY FROM OEM/CONSORTIUM MEMBERS

No. ...... ....  Date ...........

To

The Registrar General & Census Commissioner, India
2A, Mansingh Road
New Delhi 110011
India

Dear Sir,

Subject: Tender No. D 35201/02/2008 - DPD

We, .................................................................................................................................................. an established and reputable .............................................................................................................................................. having Registered Office at ........................................ do hereby authorize M/s.............. ........................ name and address of agent) to represent us, to tender, negotiate and conclude the contract on our behalf with you against Tender No. D 35201/02/2008 - DPD. It is also certified that in case the authorized agent fails to provide continued maintenance/manpower support under contractual obligation as agreed, the same shall be provided by us. We also certify that we agree to provide further maintenance/manpower support for three subsequent years after the expiry of the contract/Warranty Period if so desired by you.

Yours faithfully,

( ..........................................................)
Signature and name
For & on behalf of
M/s ....................................................
(Name of OEM/Consortium Member/Principal Company)

Note:

This letter of authority should be on the letter head of the Consortium Member/Principal Company and signed by a person competent and having the power of attorney to represent the company.
Details of Form Processing Solutions implemented by Bidder for Census or other High Volume applications

*(Attach separate sheets for each project executed)*

<table>
<thead>
<tr>
<th>Name of ICR/OCR/OMR Software implemented / Nature of Application</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Year and Country in which implemented</td>
<td></td>
</tr>
<tr>
<td>No. of centers where processing is undertaken</td>
<td></td>
</tr>
<tr>
<td>Total Volume (Scanned &amp; Processed)</td>
<td></td>
</tr>
<tr>
<td>No. of Forms</td>
<td></td>
</tr>
<tr>
<td>Size A3 or A4</td>
<td></td>
</tr>
<tr>
<td>Single or Double sided</td>
<td></td>
</tr>
<tr>
<td>Type and No. of Fields per form (attach copy of the form)</td>
<td></td>
</tr>
<tr>
<td>OMR fields</td>
<td></td>
</tr>
<tr>
<td>OCR fields</td>
<td></td>
</tr>
<tr>
<td>ICR fields</td>
<td></td>
</tr>
<tr>
<td>Numeric fields</td>
<td></td>
</tr>
<tr>
<td>Total number of characters recognised</td>
<td></td>
</tr>
<tr>
<td>Make, Model and Number of Scanners used</td>
<td></td>
</tr>
<tr>
<td>Number of ICR engines used</td>
<td></td>
</tr>
<tr>
<td>Recognition &amp; False Positive rate achieved:</td>
<td></td>
</tr>
<tr>
<td>OMR fields</td>
<td></td>
</tr>
<tr>
<td>OCR fields</td>
<td></td>
</tr>
<tr>
<td>ICR fields</td>
<td></td>
</tr>
<tr>
<td>Numeric fields</td>
<td></td>
</tr>
<tr>
<td>No. of recognition stations used</td>
<td></td>
</tr>
<tr>
<td>No. of completion stations used</td>
<td></td>
</tr>
<tr>
<td>Targeted number of days fixed for creation of digital file(s)</td>
<td></td>
</tr>
<tr>
<td>Actual number of days taken for project completion</td>
<td></td>
</tr>
<tr>
<td>Value of order in Indian Rupees or US Dollars</td>
<td></td>
</tr>
<tr>
<td>Name, postal address and e-mail address of contact persons</td>
<td></td>
</tr>
<tr>
<td>Documentary evidence showing performance achieved and customer satisfaction level</td>
<td></td>
</tr>
</tbody>
</table>

(Date:  
Name:  
Place:  
Designation:  
(Signature)  
(seal))
(Enclose with Technical Bid)

BIDDERS PARTICULARS

BIDDERS SHOULD FURNISH ANSWERS TO ALL THE QUESTIONS BELOW.

BIDDERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE ENTRY WILL BE LIABLE TO BE IGNORED

1. Tender No.

2. Whether the stores offered fully conform to the specifications specified by the Purchaser in the Schedule to tender. If not, mention here details Of deviation

3. Brand of store offered

4. Name and address of manufacturer

5. Station of manufacture

6. What is your Permanent Income Tax A/C No.?

7. Confirm whether you have attached you latest/current Income Tax Clearance Certificate (ITCC) or photocopy thereof

8. Status:

   (a) Indicate whether you are LSU or SSI
   (b) Are you registered with DGS&D for the item quoted? If so, indicate whether there is any monetary limit on Registration.
   (c) If you are a small scale unit registered with NSIC under Single Point Registration Scheme, whether there is any Monetary limit.
   (d) In case you are registered with NSIC under Single Point Registration Scheme for the item quoted, confirm whether you have attached a photocopy of the registration certificate indicating the items for which you are registered.

10. (a) If you are not registered either with NSIC or with DGS&D, please state whether you are registered with Directorate of Industries of State Govts. concerned
(b) If so, confirm whether you have attached a copy of the certificate issued by Director of Industry

11. Please indicate:

Name & full address of your Banker


Is the firm registered under:-

(a) The Indian Companies Act, 1956 (b) The India Partnership Act, 1932 (Please also give name of partners) (C) Any Act, if not who are the owners. (Please give full names and address.)

13. Whether the tendering firms is/are:-

(a) Manufacturer (b) Manufacturer’s authorized agents (c) Holders in stock of the stores tendered for

N.B.: If manufacturer’s agents, please enclose with tender the copy of manufacturer’s authorization.

14. If stores offered are manufactured in India, please state whether all the raw materials, components, etc. used in their manufacturer are also produced in India. If not give details of material components etc., that are imported and their break up of the Indigenous and Imported components together with their value and proportion it bears to the total value and proportion it bears to the total value of the store should also be given.

15. State whether Raw materials are held in stock sufficient for the manufacture of the stores.

16. Please indicate the stock in hand at present time:

(a) Held by you against this enquiry
(b) Held by M/s _________________________________ over which you have secured an option.

17. Do you agree to Sole Arbitration by Secretary, Ministry of Home Affairs or by some other person appointed by him as provided in Clause 24 of the General Conditions of Contract Form DGS&D (Revised) (Your acceptance or non-acceptance of this clause will not influence the decision of the tender. It should, however, be noted that an omission to answer the above question will deemed as an acceptance of the Clause).

18. For Partnership firms state whether they are 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.

(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.

(c) 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.

N.B.:

(1) Please attach to the tender 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.

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

19. Here state specifically:

(a) Whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for stores of the same nature, class or description to any private purchaser either foreign or as well as Government purchaser. If not state the reasons thereof, if any, also indicate the margins of difference.

(b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted shall not be higher than the controlled price, and if the price quoted exceeds the controlled price the reasons thereof should be stated.

20. Are you

(a) Holding valid Industrial License(s) Registration Certificate under the Industrial Development and Regulation Act, 1981. If so, please give particulars of Industrial Income Registration Certificate.

(b) Exempted from the licensing provision of the Act, for the manufacture of item quoted against this tender. If so, please quote relevant orders and explain your position.

(c) Whether you posses the requisite license for manufacture of the stores and/or for the procurement of raw material belonging to any controlled category required for the manufacture of the store? In the absence of any reply it would be assumed that no license is required for the purpose of raw materials and/or that you posses the required license.
21. State whether Ministry/Department (e.g. Department of Supply/ Ministry of Home Affairs/ Any other Government Department) has banned business dealings with you?

22. Please confirm that you have read all the instructions carefully and have complied with accordingly.

Signature of Witness: __________________________________________

Full name & Address of Witness in Block letters

Signature of Bidder __________________________________________

(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: __________________________________________

Place: __________________________________________

(seal)
(Enclose with Technical Bid)

BID FORM

Date:__/__/__

The President of India
Acting through Registrar General, India,
Office of the Registrar General, India
Ministry of Home Affairs
2/A, Mansingh Road
NEW DELHI

Sir,

Having examined the Bidding Documents of Tender No. D 35201/02/2008 - DPD, we, the undersigned, offer to supply and deliver

__________________________________________________________________

(Description of Goods and Services)

in conformity with the said Bidding Documents for sums as may be ascertained in accordance with the Schedule of Prices provided in the Commercial Bid.

We undertake, if our bid is accepted, to commence delivery within _______ days and to complete delivery of all the items specified in the Contract within _______ days calculated from the date of receipt of your Notification of Award. If our bid is accepted we will submit a fixed deposit from a Nationalized or Scheduled Commercial Bank for a sum equivalent to 10% of the Contract Price for the due Performance of the Contract.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening under Clause 7 of the instructions to Bidders and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until 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.

We understand that you are not bound to accept the lowest or any bid you may receive. We also understand that you have the right to vary the quantities and/or split the total order among the Bidders.

Dated __________________ day of _________________________
2010______________________________

Signature & Seal

(In the Capacity of)

Only Authorized to sign bid for and on behalf of ___________________.

32
TECHNICAL SPECIFICATIONS

SCANNER

Scanner should be High volume colour production scanner of duplex type A-3 size producing high quality images with a minimum speed of 260 images (130 A4 size pages) or more per minute. Scanners offered should be new and of same make at all the 15 locations with a minimum of 2 scanner per location. Depending upon the speed and availability of spaces at ORGI locations, the total number of scanners should not exceed 54). Location wise tentative requirements of the scanners are given at Annexure G-2. The Generic specifications of the required scanners are given below.
### Minimum Specification for A3 size Duplex Color High Volume Production Range Production Scanner

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Parameters</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recommended Production volume per day on A3 size forms</td>
<td>Minimum 50 k (A3 Size) or higher per day</td>
</tr>
</tbody>
</table>
| 2     | Minimum Throughput Speeds (A3 Size documents): Black & White/Color/grey Scale: Duplex @ 200 dpi / @300 dpi in dual stream output | a) Minimum 65 PPM 130 IPM (Duplex) for A3 Size  
b) Minimum 130 PPM/260 IMP (Duplex) for A4 size  
Speed should remain same up to 300 dpi in Dual Stream. A tolerance of 2% will be allowed on lower side during technical evaluation. |
| 3     | Scanning Speed with Image processing Features enabled such as: Blank Page detection, Deskew, Colour dropout, Auto Cropping, Auto Rotate and dual stream output | Should remain same as throughput speed                                                                                                           |
| 4     | Input hopper size (A3 : 12”X17”)                                             | Minimum 500 sheet feeder. Should be able to feed through max size of 12”x34” Source Documents                                                  |
| 5     | Multiple Feed detection                                                      | 3-dimensional Ultrasonic Multi-feed Detection, 3 Sensors that can be controlled individually or together                                          |
| 6     | Connectivity                                                                 | USB/SCSI/Fire wire Interface. Should come with cable & required card for connectivity                                                          |
| 7     | Interface Support along with Capture Software                                | Should have both TWAIN & ISIS drivers and should come with capture software                                                                   |
| 8     | Bar code reading capability On the Fly                                       | Required (HW or SW) including PDF 417 Bar Code                                                                                                  |
| 9     | Insertion & Deletion of image/s in a batch                                   | Required                                                                                                                                          |
| 10    | Paper Thickness                                                             | With Standard feeder: Min.45 g/m2 (12 lb.) bond to 200 g/m2 (110 lb.) index With Ultra-Lightweight feeder accessory: 25 g/m2 (7 lb.) rice paper to 75 g/m2 (20 lb.) bond |
| 11    | Illumination                                                                | LED or Dual long-life Xenon lamps per side, mercury free                                                                                         |
| 12    | Imaging Features                                                            | Auto Thresholding, Automatic color detection, Autocrop, Aggressive crop, Deskew, Electronic color dropout, Dual stream scanning, Orthogonal rotation, Automatic orientation, Halftone removal, Noise removal, Toggle patch. All the mentioned Features should be built in the Scanner. Enabling these image processing features should not reduce the throughput speed of the scanner. |
| 13    | File Format Outputs                                                         | for Colour/Grayscale Images JPEG 2000 Compression, PDF and for Bitonal Images TIFF G4 Compression.                                              |
| 14    | Paper transport mechanism                                                   | U Type or J’ or straight Type full metallic/rubber/vacuum Design Paper Path                                                                       |
| 15    | Scanning density (Resolution) i.e. Min & Max DPI                            | Optical resolution : 300 DPI  
Black and white: 200/240/300/400 dpi;  
Color/grayscale: 100/150/200/240/300 dpi |
| 16    | Colour dropout                                                              | Colour Drop out should be selected at driver level no need of hardware change                                                                  |
| 17    | Supported Operating System                                                  | Windows 2000 SP4, Windows XP SP2, Windows Vista (32-bit)/Window 7                                                                                |
| 18    | Life cycle of scanner                                                       | Should be 5 Years (Life of scanner : Minimum. 50 Million Scans )                                                                                   |
| 19    | Workability for 24 x 7 Operation                                            | Preferable but 24 X 6 is must                                                                                                                      |
| 20    | Local Support                                                               | Required                                                                                                                                          |
| 21    | Consumable Information                                                      | List, life and price required                                                                                                                      |
II) SCANNING STATION

All the scanners must have the Workstation |(PC) with 8 GB Memory. Core 2 Duo CPU, 1 Gb Graphic card and Window 7 OS and minimum 300 GB Hard disk, Blue Ray/DVD Combo, e-sata port with 21 inch TFT monitor.

III) ENVIRONMENT REQUIREMENTS

The Scanner should be able to perform under the following Environmental conditions

Temperature 15 to 35 degrees Celsius
Relative Humidity 15 to 76 %

The Census forms will be stored at normal room temperature and humidity or in similar environmental conditions as the Scanners. The Scanners should be able to scan such documents.

IV) OPERATIONS & SERVICEABILITY

a) Interior Accessibility  Single front door access to entire paper path
Simple cleaning and jam clearance

b) Scanner Diagnostics - It should be possible to diagnose the problem if any using a host PC, so that Problems are Diagnosed and Sorted out fast

V) OTHER ACCESSORIES

The Scanner should support the following optional accessories:

a) Document Printer
b) Any Image archival mechanism during Scanning

General

(i) Please ensure that the scanner operates on 220 Volt +/-5%, 50 +/-1 Hz power supply conditions.
(ii) Please specify make and model for all the scanner.
(iii) Original copies of user documentation should be supplied with each piece of equipment.
(iv) Two complete sets of original installation and maintenance documentation for each Scanner must be supplied.
(v) All Equipment offered should conform to the latest prevailing industry standards.
(vi) Environmental conditions required for using all equipment alongwith their power requirements, physical characteristics and heat dissipation etc should be shown in a suitable tabular performa showing all the following:

a) Line Item number.
b) Power requirement in KVA
c) Environmental conditions required for satisfactory operation and performance of the equipment being offered.
   1) Temperature
   2) Relative Humidity
   3) Input Supply Tolerance (+/-volts)
   4) Internal Power Supply Wattage

***********
STATEMENT OF VENDOR’S RESPONSE AND DEVIATIONS FROM TECHNICAL SPECIFICATIONS AS INDICATED IN ANNEXURE -T3

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description of item specification as required by Purchaser</th>
<th>Description of item specification as offered by Vendor</th>
<th>Conformance (Yes/No)</th>
<th>Deviation in the offer, if any and Brief reasons for the deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date:  
Signature of Bidder (seal)
STATEMENT OF DEVIATIONS FROM TENDER TERMS AND CONDITIONS

<table>
<thead>
<tr>
<th>Serial No:</th>
<th>Reference clause as per Terms and Conditions</th>
<th>Deviation in the offer</th>
<th>Brief reasons for the deviation</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Date: 

Signature of Bidder (seal)
### SCHEDULE OF DELIVERY

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description of item</th>
<th>Quantity description</th>
<th>Delivery date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date: ________________

Signature of Bidder (seal)
UNDERTAKING BY THE BIDDER

1. **Option Clause:** The purchaser reserves the right to place order on the successful Bidder for additional quantity upto 25% of the quantity offered by them at the rates quoted at the time placement of contract or during the currency of the contacts as per clause 31 form DGS&D-230.

2. **Guarantee/Warranty:**

   (i) Except as otherwise provided in the invitation to the tender the contractor hereby declare that the scanner sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall strictly in accordance with the specification and particulars contained/mentioned in the contract. The contractor hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 36 months from the date of acceptance of systems by the purchaser and the notwithstanding the fact that the Purchaser (Inspector) may have inspected and or approved the said goods/stores/articles, if during the aforesaid period of 36 months the said stores/goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the systems or such portions thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on / and application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the system rectified from the date of rectification thereof. In case of failure of the contractor to rectify or replace the goods etc. within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.

   ii) Guarantee that they will supply spare parts, if and when required on agreed basis for an agreed price. The agreed basis could be and including but without any limitation on agreed discount on the published catalogue or on agreed percentage of profit on the landed cost.

   iii) Warranty to the effect that before going out of production for the spare parts they will give adequate notice to the purchaser of the equipment, so that the later may undertake the balance of the lifetime requirements.

   iv) Warranty to the effect that they will make available the blue prints of drawing of the spares if and when required in connection with the main equipment.
3. In the event of contract being cancelled for any breach committed and the purchaser affecting re-purchase of the stores/system at the risk and the cost of the contractor, the purchaser is not bound to accept the lower offer of Benami or allied of sister concern of the contractor.

4. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination. The consignee as soon as possible but not later than 30 days of the date of arrival of stores at destination notify of the contractor any loss or damages to the stores that may have occurred during the transit.

5. Those firms who are not specifically Registered for the items as per schedule to tender to submit the following along with their quotation failing which their offer will be ignored:
   a. Photocopy of latest ITCC, not more than one year old.
   b. Name and full address of the banker.
   c. Prices be quoted both in words as well as in figures.
   d. Bidders who are past suppliers of the item as per T/E specification should submit their performance statement in enclosed proforma. In case, it is found that information furnished is incomplete or incorrect, their tender will be liable to be ignored.
   e. Bidders who are registered with DGS&D/NSIC for this particular item should submit the photocopy of Registration Certificate with all subsequent amendments and also the photocopy of latest ITCC of not more than one year old.
   f. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained.

SIGNATURE OF THE BIDDER

Date: ________________

NAME IN BLOCK LETTERS: ____________________________

CAPACITY IN WHICH TENDER SIGNED: __________________

FULL ADDRESS: ____________________________
Performance Test for Scanners using TIS eFlow Form Processing Software

A performance test will be conducted by the ORGI to evaluate the Scanners on various parameters as well as suitability of these images using TIS eFlow Forms Processing ICR Software. The Purchaser will evaluate the ability as well as other imperative tools and features of the scanner software. In the performance test, all bidders will use the same hardware environment detailed below, and deliver results within the predefined time frame.

1. The Performance Test

1.1 The performance test will take place at the premises of D. P. Division, E-Wing, 2nd Floor, Pushpa Bhavan, Madangir Road, New Delhi-110 062.

1.2 The Purchaser will supply, for this performance test, a set of Evaluation Forms of A3 size.

1.3 The Number of forms and evaluation criteria etc. shall be circulated to bidders who full-fill eligibility criteria as mentioned in pre-qualification prior to the day of performance test.

1.4 Hardware & software for the recognition of the scanned images will be made available by ORGI. However, vendor has to bring his own scanner and scanning station.

2. The Performance Test Procedure

Each Bidder will be given 3 (Three) days for the performance test. The Bidder shall provide the operational staff as well as Scanner alongwith workstations as specified in annexure - T3. In case even 1 (one) of the representatives fails to report at the scheduled time, the Purchaser will wait until 11:30 am on the appointed day and time and in case if the bidder still does not show up on time on this second chance, the bidder will be disqualified from the bid. The time of a possible delay on any day will not be compensated. Technical specifications will be matched with the model quoted and documentation provided by the vendor. ORGI will create a master file for data filled in 1000 schedules (selected fields, pretest forms will be used for this purpose)

- 3 days testing module will be prepared.

- On day 1, vendor will install and tune the scanner to scan the schedules provided by ORGI (other than the master file schedules).

- On day 2, the vendor will do the actual scanning of 1,000 schedules in the presence of TPEC representatives. These images will be put in for ICR processing for auto recognition without manual intervention. The result of this will be compared with the master file already prepared in ORGI.
After scanning of these 1,000 schedules vendor will be provided with another set of 25000 schedules for scanning to test the ruggedness of the scanner and its viability in 3 shifts operations (each shift of 8Hrs).

On the basis of above the report will be prepared and placed in front of TPEC for their recommendations.

2.1 Preparation

The bidder will install a SCANNER on one PC node and a scanning software. The bidder will not be allowed to take out any thing except the equipment declared at the time of entry. Bidder will also give an undertaking to maintain the confidentiality and secrecy of the process.

2.2 Scanning

The Purchaser will provide the Sample Schedules in order to commence the scanning process. The forms are to be fed in batches as provided by the Purchaser.

2.3 Recognition

This phase will start simultaneously with the Schedules that have just been scanned. The output file generated after execution of this phase (without doing the completion/correction) would be extracted in the required format and stored separately.

2.5 Extraction of Output file

The Bidder shall supply the printed reports of all required relevant statistics generated, CPU and memory usage during the scanning to the Purchaser.

1. Finalisation and Announcement of Result of the Performance Test

The Purchaser will compare the recognition results generated after scanning and recognition with the previously prepared correct data by ORGI and also analyse other outputs submitted by the bidder. According to the evaluation criteria the Purchaser will formulate the final evaluation report for each of the proposed solutions.
Annexure-T9

Census of India 2011

Details of Census Schedule for Evaluation of Scanner & Data Extraction

1) Form to process: HOUSELIST/NPR/HOUSEHOLD (Pre-Test OR final) SCHEDULE - CENSUS OF INDIA 2011. Sample copy of each type of proposed schedules is enclosed in the annexures T9 A-E.

2) Details of Form:
   a) Size: A3 size
   b) Printing & Quality of Paper: Colour dropout on 80 GSM paper
   c) Recorded information: On both sides of the form. Written in Blue/Black ink

3) Bar-code: Each form shall have PDF417 format bar-code printed at left top corner. Each bar-code having the following fields:

   State Code, District code, printer code, Language code and Serial Number of form. For unique identification of each schedule the form number will be re-serialised if there is any change in any one of the above mentioned filed except form number.

4) Information to consider or ignore for processing will be desired after TEPC meeting.

5) Total number of Forms to scan & process

   To be announced at the time of evaluation test. However, the scanner will have to generate simultaneously the scanned images in colour as well as black and white.

6) Output required to be submitted:

   a) Scanning statistics (Number of forms input and time taken for each batch of form)
   b) Recognition process statistics (Batch-wise summary) of:
      • Number of forms rejected due to specific reasons
      • Total number of characters examined
      • Number of characters correctly recognised, incorrectly recognised & could not be recognised
      • Total time taken to process.
   c) output data file: One output file after the recognition process is over, without carrying out any reject repair, correction etc.
**HOUSELIST SCHEDULE** (Side A & B are same except b Side does not have bar Code)

### Annexe-T9-A

<table>
<thead>
<tr>
<th>House Number</th>
<th>Name of the Head of the House</th>
<th>Total number of persons</th>
<th>Use of Census house</th>
<th>Type of water facility</th>
<th>Fuel used for cooking</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
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*Note: This is a partial view of the Houselist Schedule.*
NPR SCHEDULE (Side-A)
Annexure-T9-C

NPR SCHEDULE (Side-B)
Annexure-T9-E

HOUSEHOLD SCHEDULE(SIDE-B)-Tentative
CHECK LIST – TECHNICAL BID

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Have you purchased the tender document? If downloaded the Document fee of Rs. 1000/- deposited in ORGI</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2.</td>
<td>Bidder’s particulars furnished as per Annexure-T1</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3.</td>
<td>Have you furnished Bid Form (Annexure-T2)?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4.</td>
<td>Have you filled clearly mentioned all technical deviations in Annexure-T4?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5.</td>
<td>Have you filled in Annexure-T5 indicating clearly deviations from tender terms and conditions?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6.</td>
<td>Are you offering the goods &amp; services as per delivery schedule?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7.</td>
<td>Have you given Income Tax Clearance Certificate?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8.</td>
<td>In case of consortium – copy of back to back agreement among all member is enclosed</td>
<td>Yes/No</td>
</tr>
<tr>
<td>9.</td>
<td>Have you signed and sequentially numbered each page of your Bid (Enclose with Technical Bid)?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
To

The Registrar General and Census Commissioner, India
Ministry of Home Affairs,
2/A, Mansingh Road,
NEW DELHI – 110 011.

Ref. : Tender No. D 35201/02/2008 - DPD

Sir,

We declare:

1. a) That we are manufacturers/authorised agents of ____________________
   b) That we/our principals are equipped with adequate machinery for production,
      quality control and testing of materials manufactured and used by us and that
      our factory is open for inspection by your representatives.

2. We hereby offer to supply the equipment including all software at the prices
   and rates mentioned in the Commercial Bid at Annexure-C1.

3. **Period of Delivery**: We do hereby undertake, that in the event of acceptance
   of our bid, the supply of equipment shall be made within 30 days from the date of
   Award of Contract and that we shall perform all the incidental services.

4. **Terms of Delivery**: The prices quoted are inclusive of all charges upto
   installation and commissioning at all the locations (sites) to be indicated by Office of
   the Registrar General, India.

5. We enclose herewith the complete Commercial Bid as required by you. This
   includes:

   a. Bid Letter
   b. Price Schedule
   c. Contract Form

6. We agree to abide by our offer for a period of 180 days from the date fixed for
   opening of the Technical bid and that we shall remain bound by a communication of
   acceptance within that time.

7. We hereby certify that we have read and understood the terms and conditions
   of the tender and the conditions of the Contract applicable to the tender and we do
   hereby undertake to supply as per these terms and conditions. The deviations from
   the above terms and conditions are only those mentioned in Annexure – T5.
8. 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 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 attested by the person authorised to sign the tender document.

9. We do hereby undertake, that until a formal Contract 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 _________ 2010

Signature of Bidder

Details of enclosures

Full address:

Telegraphic Address:

Telephone No.:
E-mail:
Fax No.
Annexure C2

(Enclose with Commercial Bid)

PRICE SCHEDULE

Bid No: ___________________________ Date of Opening: ______________

Time: ______________ Hours

1. We ................. hereby certify that we are established Scanning/Image Based Automatic Form Processing Software firm/ or their Authorized Agents M/s ......................... 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 Purchaser. We hereby offer to supply the following items at the prices and within the period indicated below:

   (In Indian Rupees)

<table>
<thead>
<tr>
<th>Line item</th>
<th>Description</th>
<th>Unit cost including taxes etc.</th>
<th>Total Quantity</th>
<th>Total cost (in fig. and words)</th>
<th>Delivery Schedule by date</th>
<th>Delivery offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Hardware Cost</td>
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</tr>
<tr>
<td>1.</td>
<td>Scanner &amp; speed in PPM(with Comprehensive maintenance, including consumable and Scanning workstation/PC)</td>
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<tr>
<td>2.</td>
<td>Six Temporary Centre (separate entry for each, also see Note Below)</td>
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<tr>
<td>B Manpower Cost (Phase wise)</td>
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<td>3.</td>
<td>Pre-scanning manpower (specify for each phase separately)</td>
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<td>4.</td>
<td>Scanning manpower (specify for each phase separately)</td>
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<td>5.</td>
<td>Utility worker (specify for each phase separately)</td>
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<td>6.</td>
<td>Supervisor (S/W engineer) for eFlow management (specify for each phase separately)</td>
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<td>7.</td>
<td>Data Correction /verification manpower (for Phase 2 only)</td>
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<tr>
<td>C1 SI Overheads For Phase1</td>
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<tr>
<td>C2 SI Overheads for Phase2</td>
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<td>8.</td>
<td>Buy back value of Scanner after the end of project</td>
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</tbody>
</table>

Gross Total

Continued on next Page.....
### Others Items Required but not included for calculating the Project Cost (in Indian Rupees)

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Item</th>
<th>Unit cost including taxes etc.</th>
<th>Total Quantity</th>
<th>Total cost (in fig. and words)</th>
<th>Remarks, if any</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Microfilming for 100 years</td>
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<tr>
<td>2</td>
<td>Post-warranty Annual Maintenance Charges per Scanner</td>
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<tr>
<td>3</td>
<td>Scanner Consumable (s) (specify each item and its life)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Archival / Retrieval of images in PDF-A on Computer readable media</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Media specification and Cost separately</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for each item (CD/DVD/External HDD)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Any other item (s) specify</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. It is hereby certified that we have understood the instructions to Bidder and all terms and conditions specified in the Tender Document and are thoroughly aware of the nature of items required to be supplied. We agree to abide by all the Tender terms and conditions.

5. We hereby offer to supply the items detailed above or such portions thereof as you specify in Notification of award.

---

**Note:** Temporary scanning Centre may require -Two ACs of 2 ton each, Temporary Partition for Scanning and Pre-scanning/Receipt of forms. Total area for both would be around 800-1000 SQ. Ft., electrical point for scanning station, UPS, furniture, if need be portable generator set of two to five KVA.
CONTRACT FORM

Tender No. ________________

Full name and address of the Bidder in addition to
Post Box No. if any, should be quoted in all
communication to this office

Contractor’s
Telegraphic
Address

---------------------------------------------------------------------
Tel No./Fax No./City Code

From,

Dear Sir,

I/We hereby offer to supply the stores detailed in the schedule hereto or such portion
as you may be specifying on the Acceptance of Tender at the price given in the said
schedule and agree to hold this offer open till ............................. I/We shall be
bound by a communication of acceptance within the prescribed time.

2. I/We have understood the instructions to Bidders in the booklet DGS&D-229
and conditions of the contract in the Form No. 68 and 71 (Revised) including in the
pamphlet entitling conditions of the contract governing contracts placed by the
Central Purchase Organisation of the Government of India read with the
amendments annexed herewith and have thoroughly examined the specification
drawing and/or pattern quoted in the schedule hereto and my/our offer is to supply
stores strictly in accordance with requirements.

3. The following pages have been added to and form part of this tender........

Yours faithfully,

(Signature of Bidder)

Address ..............................................
Dated..............................................
Signature of witness.....................
Address..............................................

(Signature of the Bidder)

Seal
## SCHEDULE OF REQUIREMENTS
(Refer Annexure-T3 for detailed description of items)

### Scanners Procurement / Operations along with ICR Software
Operational / Management of Image Based Data Capturing Activities

<table>
<thead>
<tr>
<th>I. Supply, Installation, operation &amp; maintenance of A-3 Duplex type Color High Volume Production Scanners with three year on-site Comprehensive warranty at 15 locations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The scanners must have a speed of 130 PPM/260 IPM or more in 300 DPI for A4 size paper and 65 PPM/130 IMP for A3 size. A Tolerance of 2% will be allowed on lower side during technical evaluation.</td>
</tr>
<tr>
<td>b) There must be at least two scanners per location</td>
</tr>
<tr>
<td>c) All scanners should be new and of same make.</td>
</tr>
</tbody>
</table>

| II. Setting up Temporary Infrastructure at 6 Locations out of 15 locations for Receipt, Pre Scanning and scanning activities. However Space would be provided by ORGI/DCOs. |

<table>
<thead>
<tr>
<th>III. Providing the following services at 15 Locations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Receipt of filled in schedules/Boxes</td>
</tr>
<tr>
<td>b) Counting of schedules using counting machine in the presence of District officials and Creation of Inventory</td>
</tr>
<tr>
<td>c) Document preparation for Scanning</td>
</tr>
<tr>
<td>d) Scanning &amp; Archiving of approximately 1.43 Crores House List and 25.46 Crores NPR schedules in Phase 1 to be completed in 6 months period as per schedule Annex G7.</td>
</tr>
<tr>
<td>e) Scanning &amp; Archiving of 25.46 Crores Census Household schedules in 6 months period starting from May 2011.</td>
</tr>
<tr>
<td>f) Data extraction in 16 months for Census Household schedules starting from May 2011.</td>
</tr>
<tr>
<td>g) Backup and Retrieval of Images and data on computer readable media at user desired level for both phases.</td>
</tr>
<tr>
<td>h) SI would provide the media (CD / DVD / External HDD) for copying the NPR images/data at appropriate level decided by ORGI.</td>
</tr>
</tbody>
</table>

| IV. Services of 3 Software Professionals for development of various MIS, Customization & Fine Tuning of ICR Based data capturing application using TIS eFlow 4.5 for the period of 30 months starts from the placement of order. |

| V. Provision of manpower for operations and management of Image Based Data Capturing at all the 15 Locations. The details are at Annexure G1, G2, G3, G4 & G5. |

Please note that the Bidders shall have to quote for all the items.
Scope of Work for System Integrator

Census 2011 Architecture:

Training

The Bidder shall provide on site **free** training the officials nominated by the Purchaser on scanners being supplied by him. The details of the training are as under:

<table>
<thead>
<tr>
<th>Description of module</th>
<th>No. of persons</th>
<th>Duration per batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scanning operation &amp; maintenance at 15 Data Centers</td>
<td>150</td>
<td>2 days</td>
</tr>
<tr>
<td>2. (Training at HQRS only) Features, functionality of the Scanning software, its customization, advanced features and maintenance</td>
<td>40</td>
<td>4 days</td>
</tr>
</tbody>
</table>
Each batch shall have a maximum of 10 persons per site. The trainings would be conducted at the respective sites where the successful Bidder installs the Scanners. The schedules for trainings would be drawn up as directed by the Purchaser. The Purchaser will be able to extend his available training facilities for this purpose.

**Receipt/Pre Scanning /Scanning Operations**

**Receipt of Forms:** The filled in forms will be collected from the Taluk Offices and delivered at the Reception Centres (setup by the SI-S at 15 locations) in sealed boxes by the Department of Posts. This activity will be carried out by the SI-S and boxes would be kept in a systematic manner (charge wise) in the storage hall with a proper inventory of each box.

**Counting of Forms and preparation of inventory:** The SI-S would draw a state/district/charge wise time line in consultation with ORGI/DCOs, for counting of each and every schedule kept in the above receipt boxes. The sealed boxes will be opened in the presence of the staff of the Taluk Office/District and the DCO concerned by the System Integrator and physically counted using **mechanical counting** machines. Counting of all the forms attached to the respective Data Center has to be completed within one month. Procuring/ownership of such machines will remain with the SI-S. Once the forms have been counted an EB wise inventory will be prepared and countersigned by the staff of the Taluk/District Office, staff of the DCO and the representative of the SI-S. Once the sign off takes place, the SI-S will be responsible for the safe custody and storage of the forms till it is formally handed over under acknowledgement to the staff of the respective DCOs after scanning.

**Storage of Forms:** Once an inventory has been prepared all the forms will have to be safely stored till the scanning is done, In all the 15 locations, building for this purpose will be provided by the ORGI/DCOs.

**Setting up Temporary Scanning Centres:** The SI-S would be required to set up Temporary Scanning Centres along with necessary infrastructure (Temporary Partition of around 1000ft Area in two partition of 800Sqft and 200 Sq. Ft., fixing of 2 ACs of 2 ton each, 2 KVA UPS and portable Gens Set of 5 KVA, electric points for Scanning station) required for Receipt, Document Preparation, Scanning and movement of images from scanning location to Data Capture/processing Centre in 6 (six) locations namely Bangalore, Chandigarh, Chennai, Kolkata, Mumbai and Patna, buildings for this purpose will be provided by the DCOs for these locations. Remaining eight Locations, this facility is already available with Data Capture Center. However the SI-S would also procure, install, maintain and operate (including movement of schedules between storage) and scanning the necessary scanners for all the 15 locations for scanning purpose.

**Pre Scanning Operations:** The pre scanning activities (Document preparation for scanning) would involve activities like removing extraneous objects like pins, staples, clips, tags, blades etc from the bundles of forms; decreasing any crumpled forms; dehumidification; preparing batches of forms for scanning etc. The SI would be required to engage sufficient manpower for all these activities.
Movement of batches to and from Scanning Centre: Scanning will have to be conducted in a batch mode. The SI-S has to ensure the movement of the batches of forms for scanning and back to storage after the scanning is completed in a systematic manner. The required appliances for moving the prepared batches will have to be arranged by the SI-S. The SI will have to ensure that inventory is maintained at every stage of the operation. Movement of Forms from Receipt to placing it back after scanning would be the responsibility of SI.

Scanning: The Client systems along with the appropriate software required for the scanning operations will have to be procured by the SI-S. Adequate manpower to man the scanners will also be their responsibility. The SLA will set out clearly the number of forms that would have to be scanned every day. After scanning, the images will have to be captured on the specified media. Back up will also have to be taken. These images will have to be transported safely to the Data Capture/Processing Centres. SI is supposed to provide the necessary services/utilities and media for Archival, Backup, retrieval and Indexing, copying of scanned Images and data on desired level(s) as decided by ORGI/DCOs.

Data Processing Operations

Data Capture/Processing Centres: 15 Data Capture/Processing Centres have been set up by the ORGI. All the required infrastructure support required by the SI will be available at these Centres. The SI will be required to use the infrastructure provided by the ORGI.

Imaging Software: The SI will be required to work with imaging software owned by the ORGI.

Customizations and tuning of software: The SI will be required to liaise with the software developer to customize and tune the software to the levels required. The costs for such customization and tuning would have already been finalized with the software developer.

Training on the software: The staff of the SI would have to be trained in adequate numbers on the software. The cost of training per head would have already been finalized with the software developer.

Sizing of Hardware: The specifications of the hardware required for achieving the specified level of output has been finalized after due consultation with the software developer. The SI will have to satisfy himself during the pre-bid period that the hardware proposed is adequate to achieve the specified output.

Output:
The work flow consists of the following processes:
1. Form Recognition (unmanned)
2. Manual ID (manned)
3. Character Recognition (unmanned)
4. Tiling (manned)
5. Correction/Completion (manned)
6. Exception (manned)
7. Export (Preparation of ASCII/Data Bases/Grouping of Image and Data File on desired level and transfer on media) (unmanned)
8. Quality Check (manned)
9. Acceptance

For Phase-2 i.e. Household Census, the SI-S will be responsible for providing adequate manpower to man all the manned stations above except those in S. No. 6 and 8. The SLA will clearly lay down the daily output that will be required up to the completion stage. Quality Check will be done on a specified sample of recognized characters in every batch by the staff of the ORGI. Only if the result is within acceptable limits the batch will be deemed to be completed. If the result of QC is outside the acceptable limits, the batch will have to be reprocessed.

**Database/ASCII Files:** The completed files will have to be downloaded into the specified storage media and transported to the DP Division at Delhi by the SI-S. Adequate back up will also have to be taken. The media will have to be safely stored at the DP center of the state as well as in a secure DR center by the SI till the end of the operations after which these may be handed over to the ORGI.

**Overall Supervision by the ORGI/DCOs**

The SI will function at all stages under the active supervision of the staff of the ORGI. At no stage will the forms/data etc be allowed to be taken out of the designated premises. Adequate security will have to be provided at all levels. Access controls both physical as well as for data will also have to be strictly maintained.
Summary of Service Level Agreement

The SI would sign an Agreement with the ORGI within one week of issuing the Letter of intent. The main items of SLA are listed below:

a) Scanner and scanning station uptime should be 99 percent
b) Fortnightly preventive maintenance
c) The Final scanning output Per day, per scanner excluding the rescanning should not be less than 50,000 Census/NPR Schedules. For the calculation purpose, it will be done on weekly or as decided by the ORGI/DCOs.
d) For scanner operations, SI must deploy at least two persons per scanner per shift.
e) SI must deploy sufficient number of officials in document preparation activities to meet the scanning requirement of each scanner as per the minimum scanning output listed at ‘C’ above.
f) Rate of penalty for scanner down time will be 0.5 percent of total cost of each scanner on weekly basis.
g) In case the output falls short of the desired number of forms, the penalty will be imposed on the number of forms by which productivity is short as per the Cost per form mentioned in Tender Clause No 27. ORGI may use its discretion to waive off the penalty, if otherwise satisfied. SI shall have no right for seeking the use of discretion by the purchaser.
h) ORGI reserve the rights to make up the losses either by getting the work done by other resources for which payment will be deducted from the Security Deposit as well as may terminate the contract.
i) Average Rate of extracted output is 80,000 schedules per location per day in eFlow, applicable for phase-2.
j) All the output produced by the SI would be cleared by the ORGI/DCOs for payment subject to the passing of Quality Check prescribed by the ORGI. However, if any group of extracted data is not passing the QC, will be reprocessed by the SI and if it again fails to pass the QC then it would be going to adjudicator and based on the result of that penalty or acceptance of the output would be decided by ORGI.
k) Details of quality check/Assurance would be finalized later on in mutual consultation with SI.
l) ICR software would be able to produce 90% recognition for Arabic numerals with around 2 percent false positive rate from recognized numeric characters. However, recognized characters have to be verified manually using the ‘Tile’ utility available with eFlow software. In the light of this, vendor may calculate the manpower requirement for 100 percent digitization of schedules with left out unrecognized characters. Number of computer available for correction / verification work and estimated number of manpower is paced at Annexure-G5.
### Recommended Number of Counting Machine, Maximum Number of High Speed Duplex A3 Size Color Production Scanners and Volume of Scanning

<table>
<thead>
<tr>
<th>DDE Centre</th>
<th>Phase-1 Scanning Housing Census &amp; National Population Register Census Total</th>
<th>Phase-2 Scanning House Hold Total</th>
<th>Total (Phase-1 + Phase-2) Scanning workload</th>
<th>At least 130 PPM Scanner Units</th>
<th>Counting Machine 2000 PPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chandigarh</td>
<td>720827</td>
<td>15602230</td>
<td>16323057</td>
<td>31925287</td>
<td>3</td>
</tr>
<tr>
<td>Delhi</td>
<td>2181809</td>
<td>23681435</td>
<td>25863244</td>
<td>49544679</td>
<td>5</td>
</tr>
<tr>
<td>Lucknow</td>
<td>1902589</td>
<td>26558119</td>
<td>28460708</td>
<td>55018827</td>
<td>5</td>
</tr>
<tr>
<td>Patna</td>
<td>963099</td>
<td>28390653</td>
<td>29353752</td>
<td>57744405</td>
<td>6</td>
</tr>
<tr>
<td>Jaipur</td>
<td>652872</td>
<td>14994205</td>
<td>15647077</td>
<td>30641282</td>
<td>3</td>
</tr>
<tr>
<td>Gauwahati</td>
<td>471086</td>
<td>9325282</td>
<td>9796368</td>
<td>19121650</td>
<td>2</td>
</tr>
<tr>
<td>Kolkata</td>
<td>842133</td>
<td>18893124</td>
<td>19735257</td>
<td>38628381</td>
<td>4</td>
</tr>
<tr>
<td>Bhubaneswar</td>
<td>802871</td>
<td>8524623</td>
<td>9327494</td>
<td>17852117</td>
<td>2</td>
</tr>
<tr>
<td>Bhopal</td>
<td>943175</td>
<td>20655272</td>
<td>21598447</td>
<td>42253719</td>
<td>4</td>
</tr>
<tr>
<td>Gandhinagar</td>
<td>1534360</td>
<td>12559759</td>
<td>14094119</td>
<td>26653878</td>
<td>3</td>
</tr>
<tr>
<td>Mumbai</td>
<td>1021724</td>
<td>23988772</td>
<td>25010496</td>
<td>48999268</td>
<td>5</td>
</tr>
<tr>
<td>Hyderabad</td>
<td>777963</td>
<td>17506294</td>
<td>18284257</td>
<td>35790551</td>
<td>4</td>
</tr>
<tr>
<td>Bangalore</td>
<td>551698</td>
<td>12523533</td>
<td>13075231</td>
<td>25598764</td>
<td>3</td>
</tr>
<tr>
<td>Thiruvananthapuram</td>
<td>309086</td>
<td>7239234</td>
<td>7548320</td>
<td>14787554</td>
<td>2</td>
</tr>
<tr>
<td>Chennai</td>
<td>594645</td>
<td>14164370</td>
<td>14759015</td>
<td>28923385</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14269937</td>
<td>254606905</td>
<td>268876842</td>
<td>523483747</td>
<td>54</td>
</tr>
</tbody>
</table>

**Note:**
1. SI has to supply minimum Two New Color scanners of same speed, make & Model at all the above-mentioned locations as per specification given at Annexure T-3.
2. Allocation and number of schedules are tentative and may change during execution.
### Image Processing and Data Extraction Volume at 16 Locations

<table>
<thead>
<tr>
<th>Location of Scanning Center</th>
<th>PHASE-2 House Hold Data Extraction Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chandigarh</td>
<td>15602230</td>
</tr>
<tr>
<td>Delhi</td>
<td>17705413</td>
</tr>
<tr>
<td>Lucknow</td>
<td>26558119</td>
</tr>
<tr>
<td>Patna</td>
<td>21613657</td>
</tr>
<tr>
<td>Jaipur</td>
<td>14994205</td>
</tr>
<tr>
<td>Gauwahati</td>
<td>9325282</td>
</tr>
<tr>
<td>Kolkata</td>
<td>18893124</td>
</tr>
<tr>
<td>Bhubaneswar</td>
<td>8524623</td>
</tr>
<tr>
<td>Ranchi</td>
<td>Will be scanned at Patna and processed at Delhi</td>
</tr>
<tr>
<td>Bhopal</td>
<td>20655272</td>
</tr>
<tr>
<td>Raipur</td>
<td>Will be scanned and processed at Bhopal</td>
</tr>
<tr>
<td>Gandhinagar</td>
<td>12559759</td>
</tr>
<tr>
<td>Mumbai</td>
<td>23988772</td>
</tr>
<tr>
<td>Hyderabad</td>
<td>17506294</td>
</tr>
<tr>
<td>Bangalore</td>
<td>12523533</td>
</tr>
<tr>
<td>Thiruvananthapuram</td>
<td>7239234</td>
</tr>
<tr>
<td>Chennai</td>
<td>14164370</td>
</tr>
<tr>
<td>Pushpa Bhawan Delhi</td>
<td>12753018</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>254606905</td>
</tr>
</tbody>
</table>
Annexure-G4

Recommended/Minimum Number of Manpower to be Deployed by SI for Facility Management for 3 shift Operations

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of scanning Operators</th>
<th>Number of Pre scanning operators</th>
<th>Number of Correction Operators</th>
<th>Support Staff</th>
<th>Number of S/w Engineer &amp; Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANDIGARH</td>
<td>12</td>
<td>30</td>
<td>117</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>DELHI</td>
<td>6</td>
<td>45</td>
<td>216</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>UTTAR PRADESH</td>
<td>24</td>
<td>30</td>
<td>159</td>
<td>24</td>
<td>6</td>
</tr>
<tr>
<td>BIHAR</td>
<td>12</td>
<td>30</td>
<td>216</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>RAJASTHAN</td>
<td>12</td>
<td>30</td>
<td>114</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>ASSAM</td>
<td>6</td>
<td>15</td>
<td>72</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>WEST BENGAL</td>
<td>12</td>
<td>30</td>
<td>141</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>ORISSA</td>
<td>6</td>
<td>15</td>
<td>66</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>MADHYA PRADESH</td>
<td>12</td>
<td>30</td>
<td>156</td>
<td>18</td>
<td>6</td>
</tr>
<tr>
<td>GUJARAT</td>
<td>12</td>
<td>30</td>
<td>96</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>MAHARASHTRA</td>
<td>12</td>
<td>30</td>
<td>180</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>ANDHRA PRADESH</td>
<td>12</td>
<td>30</td>
<td>132</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>KARNATAKA</td>
<td>12</td>
<td>30</td>
<td>96</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>KERALA</td>
<td>6</td>
<td>15</td>
<td>57</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TAMILNADU</td>
<td>12</td>
<td>30</td>
<td>108</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>PUSHPA BHAWAN</td>
<td>6</td>
<td>15</td>
<td>57</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>JHARKHAND</td>
<td>6</td>
<td>15</td>
<td>6</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CHATTISGARH</td>
<td>6</td>
<td>15</td>
<td>6</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td><strong>186</strong></td>
<td><strong>465</strong></td>
<td><strong>1983</strong></td>
<td><strong>192</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Deployment Phase 1:
- June 10 – Dec. 10

Deployment Phase 2:
- May 11 – Nov. 11
- April 1 – Jul. 11
- May 11 – Oct. 11
- Apr 11 – Dec. 11

**Note:** Above manpower is recommended and based on experience gained during Census 2001, some variation may be there. The manpower mentioned against the Jharkhand and Chatisgarh will be utilised at Patna and Bhopal respectively.
**DATA CENTER WISE RECOMMENDED DEPLOYMENT OF SYSTEM-INTEGRATOR-SOFTWARE MANPOWER AT EACH STAGES OF IMAGE BASED DATA EXTRACTION DURING CENSUS 2011**

<table>
<thead>
<tr>
<th>Name of State having DDE Center</th>
<th>Deployment Plan of Contractual Manpower For data Extraction Work from Receipt/Pre-Scanning to Completion Based on 130 PPM speed of Scanner and eflow ICR experiences in Census 2001</th>
<th>Available Hardware to SI for data correction per shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of State having DDE Center</td>
<td>Receipt /Pre-Scanning</td>
<td>Scanning SI</td>
</tr>
<tr>
<td>CHANDIGARH</td>
<td>30</td>
<td>12</td>
</tr>
<tr>
<td>DELHI</td>
<td>45</td>
<td>6</td>
</tr>
<tr>
<td>UTTAR PRADESH</td>
<td>30</td>
<td>24</td>
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<td>BIHAR</td>
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<td>ORISSA</td>
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<td>MADHYA PRADESH</td>
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<td>GUJARAT</td>
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<tr>
<td>MAHARASHTRA</td>
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<tr>
<td>ANDHRA PRADESH</td>
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<td>12</td>
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<tr>
<td>KARNATAKA</td>
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<td>12</td>
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<tr>
<td>KERALA</td>
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<td>6</td>
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<tr>
<td>TAMILNADU</td>
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<td>12</td>
</tr>
<tr>
<td>PUSHPA BHAWAN</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>JHARKHAND</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>CHHATTISGARH</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>465</td>
<td>186</td>
</tr>
</tbody>
</table>

**Qualification Required**

- Senior secondary
- Senior-secondary with Diploma in Computer or data entry
- BCA/MCA or Graduate in Computer Science

**Experience in Respective Operation required**

- Knowledge of local language and computer operation
- At least one year in data entry/verification/computer operations, Knowledge of Local language preferable
- At least two years software development/operations

**Note:** Jharkhand will be scanned at Bihar and processed at Delhi and Chhattisgarh would be scanned and processed at MP. The manpower mentioned against the Jharkhand and Chhattisgarh will be utilised at Patna and Bhopal respectively.
IMAGE BASED AUTOMATIC FORM PROCESSING SOFTWARE –

Name of Software: TIS eFlow version 4.5 (Available with the ORGI)

Functional Capabilities of TIS eFlow ICR Software:

A. General

1) The software is modular and based on Client/Server architecture.

2) The software runs on Windows based server platform with Windows OS 7 clients. Able to run multiple applications.

3) The Core module is resident on Server

4) It uses .net environment

B. Application Development flexibility and Ease of Use

2. The software possess the menu driven tools to create / customize new applications with following capabilities :-

   • definition of new forms and fields
   • engine tuning
   • modification of data capture workflow
   • development and incorporation of DLL’s (customization of modules)

3. The software has ease of use in different aspects, such as –

   • for designing a new application for a new form
   • for the operators (including local screen customization)
   • for the software administrator (to control the whole system operation in real time environment ).

C. Image Enhancement

01. The software is capable to work with the already scanned images (TIFF format) of more than 150 dpi.

02. The software has image enhancement options such as de-skewing, de-speckling, removing horizontal and vertical lines, removing shading, repairing and reconstructing broken characters segments etc.

03. The software allows the implementation of any of the above options per form, per field, per engine, per group of engines.
D. Form identification and Forms Removal

1) The software uses technology for forms removal (form dropout) which allows to export only dynamic data which was filled in, while removing all constant data (i.e. the pre printed characters).

2) The software support Forms removal techniques using red/blue/green (RGB) dropout ink for reducing storage space.

3) The software is capable to identify and tackle variations in forms from among predefined multiple templates.

E. Recognition Tools

1. The software uses current industry standard ICR engines such as AEG, JUSTICR, CGK with facility of making virtual engines from these.

2. The software allows to choose different recognition engines and different settings for each engine according to the type and nature of each field on the form to achieve best recognition.

3. The software has inbuilt capability to use open voting algorithm to weight the results of different recognition engines.

4. The software offers flexibility and ease of use for tuning of the different recognition engines to achieve the highest recognition results.

F. Data verification/correction tools

1. The software allows changing the interface of the manual completion screen for enhancing the operators productivity without the need to write code.

2. The software enables the operators to work in the following modes:

   Page Mode - in which the operators view one page at a time.
   Field Mode - in which the operator views the same field across the batch
   Character mode - in which the operator views the same character across the batch.

3. The software allows Forced/mandatory verification of selected fields

4. It includes Switch over option to display flagged fields for corrections or all the fields.

5. It has the flexibility and ease of use of different system tools, such as code dictionaries, rules and validation procedures during the manual correction phase
G. Quality Control tools

The work flow must have feature of providing quality control services where the module should be capable of randomly selecting the batches followed by its verification.

To provide operator level efficiency and productivity, system should be able to generate monitoring reports.

H. Tools for handling of Exception Cases

Software has separate module to identifying forms which are marked by the operators as exception cases for appropriate corrective action by supervisors.

I. Tools for Exporting the final output file in ASCII format

Software provides the facility to extract / export data in ASCII/XML or other database format as per the user requirement.

J. Tools for Computer Assisted Coding

The aim of computer assisted coding is to assign numeric codes to the handwritten alphabetical descriptions present in the form images with the help of Directory of codes containing descriptions and corresponding codes. SI will have to develop separate module to allow displaying of descriptions from the images and subsequently assigning a predefine / dynamic code as the case may be. An efficient search algorithm will have to be developed to find the matching description from the associated look-up table of directory of codes by incorporating popup windows and to automatically assign the corresponding code. This module must also have the option to select specific field across the batch for coding by a specialised team of operators. It should be also possible to de-link this module and to work as an independent application program.

K. Controlling/Administration tools

1. The software has a controller module to enable a supervisor to monitor the system’s performance on-line, to have an overall view of the flow of data and to balance the workload.

2. The control station has an on-line status display of all station activities, online/off-line statistics, preferences and data priorities as well as queues and batches to ensure quick and easy management.

3. The software has the ability to i) fully control each batch during the production cycle ii) utilize a real-time visual feedback method for identifying bottlenecks iii) control the system’s workload during production iv) change the priority of handling each batch during production.
L. Tools for Generation of Statistics

1. The software has tools to generate automatic statistics of the performance of the data capture system. These statistical reports should reflect the success of the recognition at three levels:

   I. Form identification - form removal
   II. Field recognition - the success of ICR engines per field
   III. Character recognition - the success of ICR engines per character

2. The core team has to develop software module to measure the operators productivity in real time/ periodicity. The module thus developed must provide the above statistics at the desired levels.

M. Systems Stability and Scalability

- A batch on a crashed workstation must not be locked, it should be possible to release it for work on another workstation
- Any workstation should be replaceable immediately by login on a backup workstation with the same user name
- From the output point of view – the recognition rates does not decrease during the production period, but have a learning capability.
- It should be easy to scale-up the system by adding workstations, without any configuration changes.

N. Core team

The core team will customize the various modules of TIS eFlow software to Achieve all above mentioned functional capabilities.
### Tentative Time Schedule for Receipt, Pre Scanning, Scanning & Archiving of Housing Census and NPR schedules

#### Period of field work* and likely date of completion of printing/ packing of field schedules

<table>
<thead>
<tr>
<th>State</th>
<th>State Name</th>
<th>Period of field work</th>
<th>Date of receipts filled in schedule from Charge offices</th>
<th>Receipt/Store/Scanning/eflow Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Jammu &amp; Kashmir</td>
<td>15th May to 30th June, 2010</td>
<td>7th July onwards</td>
<td>Chandigarh</td>
</tr>
<tr>
<td>02</td>
<td>Himachal Pradesh (Synchronous areas)</td>
<td>7th April to 22nd May 2010</td>
<td>29th May onwards</td>
<td>Chandigarh</td>
</tr>
<tr>
<td></td>
<td>Himachal Pradesh # (Non-Synchronous)</td>
<td>1st June to 15th July, 2010</td>
<td>23rd July onwards</td>
<td>Chandigarh</td>
</tr>
<tr>
<td>03</td>
<td>Punjab</td>
<td>1st May to 15th June, 2010</td>
<td>23rd June onwards</td>
<td>Chandigarh</td>
</tr>
<tr>
<td>04</td>
<td>Chandigarh</td>
<td>15th April to 31st May, 2010</td>
<td>8th June onwards</td>
<td>Chandigarh</td>
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<tr>
<td>05</td>
<td>Uttaranchal</td>
<td>1st May to 15th June, 2010</td>
<td>23rd June onwards</td>
<td>Delhi</td>
</tr>
<tr>
<td>06</td>
<td>Haryana</td>
<td>1st May to 15th June, 2010</td>
<td>29th June onwards</td>
<td>Chandigarh</td>
</tr>
<tr>
<td>07</td>
<td>Delhi</td>
<td>1st May to 15th June, 2010</td>
<td>23rd June onwards</td>
<td>Delhi</td>
</tr>
<tr>
<td>08</td>
<td>Rajasthan</td>
<td>15th May to 30th June, 2010</td>
<td>7th July onwards</td>
<td>Jaipur</td>
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<tr>
<td>09</td>
<td>Uttar Pradesh</td>
<td>7th May to 2nd June, 2010</td>
<td>9th June onwards</td>
<td>Lucknow/ Delhi</td>
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<tr>
<td>10</td>
<td>Bihar</td>
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<td>Not finalised</td>
<td>Patna</td>
</tr>
<tr>
<td>11</td>
<td>Sikkim</td>
<td>7th April to 22nd May 2010</td>
<td>29th May onwards</td>
<td>Guwahati</td>
</tr>
<tr>
<td>12</td>
<td>Arunachal Pradesh</td>
<td>15th April to 31st May, 2010</td>
<td>8th June onwards</td>
<td>Guwahati</td>
</tr>
<tr>
<td>13</td>
<td>Nagaland</td>
<td>1st June to 15th July, 2010</td>
<td>22nd July onwards</td>
<td>Guwahati</td>
</tr>
<tr>
<td>14</td>
<td>Manipur</td>
<td>15th May to 30th June, 2010</td>
<td>8th July onwards</td>
<td>Guwahati</td>
</tr>
<tr>
<td>15</td>
<td>Mizoram</td>
<td>15th May to 30th June, 2010</td>
<td>8th July onwards</td>
<td>Guwahati</td>
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<tr>
<td>16</td>
<td>Tripura</td>
<td>26th April to 10th June, 2010</td>
<td>18th June onwards</td>
<td>Guwahati</td>
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<tr>
<td>17</td>
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<tr>
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<tr>
<td>19</td>
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<td>23rd May onwards</td>
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<td>Patna</td>
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<tr>
<td>21</td>
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<td>7th April to 22nd May 2010</td>
<td>1st June onwards</td>
<td>Bhubaneswar</td>
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<tr>
<td>22</td>
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<td>1st May to 15th June, 2010</td>
<td>23rd June onwards</td>
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<td>23</td>
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<td>7th May to 22nd June, 2010</td>
<td>23rd June onwards</td>
<td>Bhopal</td>
</tr>
<tr>
<td>24</td>
<td>Gujarat</td>
<td>21st April to 4th June, 2010</td>
<td>11th June onwards</td>
<td>Gandhinagar</td>
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<tr>
<td>25</td>
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<td>21st April to 4th June, 2010</td>
<td>11th June onwards</td>
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<tr>
<td>26</td>
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<td>21st April to 4th June, 2010</td>
<td>11th June onwards</td>
<td>Gandhinagar</td>
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<td>27</td>
<td>Maharashtra</td>
<td>1st May to 15th June, 2010</td>
<td>22nd June onwards</td>
<td>Mumbai</td>
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<tr>
<td>28</td>
<td>Andhra Pradesh</td>
<td>26th April to 10th June, 2010</td>
<td>18th June onwards</td>
<td>Hyderabad</td>
</tr>
<tr>
<td>No.</td>
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<td>Start Date</td>
<td>End Date</td>
<td>City</td>
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<tr>
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<tr>
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<td>Karnataka</td>
<td>15th April to 31st May, 2010</td>
<td>8th June onwards</td>
<td>Bangalore</td>
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<tr>
<td>30</td>
<td>Goa</td>
<td>1st April to 15th May, 2010</td>
<td>22nd May onwards</td>
<td>Mumbai</td>
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<tr>
<td>31</td>
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<td>1st June onwards</td>
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<td>1st June onwards</td>
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<tr>
<td>33</td>
<td>Tamil Nadu</td>
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<td>22nd July onwards</td>
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<td>1st June to 15th July, 2010</td>
<td>22nd July onwards</td>
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</tr>
<tr>
<td>35</td>
<td>A&amp;N Islands</td>
<td>1st April-30th April, 2010</td>
<td>8th May onwards</td>
<td>Kolkata</td>
</tr>
</tbody>
</table>

*Note: The Phase 2 activities for SI will start from April 2011 onwards at all the Data Centers*

*End of Tender Document*