

U.T. ADMINISTRATION OF DAMAN & DIU

OFFICE OF THE COLLECTOR, DIU.

TENDER NOTICE NO. : 20-2-20012-13/Accts/LND/2614

Dated 09/11/2012

TENDER DOCUMENT DATA ENTRY WORK OF LAND RECORDS (FORM NO. I & XIV)

Last Date for Providing Tender Document: 21-11-2012

Last Date for Pre-bid queries and clarification: 21-11-2012

Last Date for Submitting Tender Document: 23-11-2012 upto 12.00 pm

Tender Opening Date & Time: 23-11-2012 at 16.00 pm

In view of the importance of accurate and timely updated land records, the Government of India have decided to computerize the core data contained in the Land Records under a special Scheme, viz. "National Land Records Modernization Programme". Accordingly, the U.T. Administration of Daman & Diu has decided to computerize Record of Rights (Form I & XIV) in respect of Diu District.

The U.T. Administration of Daman & Diu, therefore, decided to entrust the data-feeding, verification and correction of Form I & XIV (hereinafter referred to as 'the work'), to the reputed private agencies. The work is to be done in respect of all Form I & XIV of the Diu District. The agency shall include/make good corrections, if any, and hand over on media error free data in the prescribed format, to the respective Mamlatdar. In order to have uniformity in the records computerized by the Department and private agencies, the private agency have to use the already developed application software. DIO, National Informatics Centre, Collectorate, Diu may be consulted for technical details.

JOB SPECIFICATION

1. The whole data entry work is to be carried out within one month after receiving work order.
2. The numbers of Land Records are roughly **13000** in Diu. One record includes Land Details, Occupant Details, Rights Details, Cultivator Details. Please see Annexure - II.
3. The Data Entry will have to be carried out in English.
4. The Server, Computers, Printers, UPS, Networking Hardware etc. is being provided by the Administration and installed at in the Computer Room, attached to Mamlatdar Office.
5. Bidder may decide the quantity of the operators considering the above mentioned completion period.
6. Data entry shall be made for all the records (Form I & XIV) of the Talukas by engaging bidder's own manpower.
7. Records (Form I & XIV) shall be collected from the Mamlatdar, Diu from his office for data entry and returned back after data entry by the agency giving proper acknowledgements at each stage, at their own risk and cost. The work of data entry shall be done at the room allotted to them by the Mamlatdar in his premises only. No original records (Form I & XIV) shall be allowed to be taken outside the allotted premises for whatsoever reason.

8. The bidder shall take print-outs of all records (Form I & XIV) in the format given in Annexure-III hereto and hand over to the Mamlatdar, who after getting the same verified by his staff, will return the verified /corrected print-outs to the agency.
9. The agency shall include/make good corrections, if any, and hand over error free data on CD/DVD to the Mamlatdar.
10. In District Diu, where records are in English, data shall be entered in English.
11. Data Entry shall include 100% verification of data.
12. The application software developed by National Informatics Centre, shall be used by the agencies in order to maintain uniformity. The agencies shall take print-outs to be handed over to the Mamlatdar for verification and further to incorporate all corrections in data, as per the verified records handed back by the Mamlatdar.
13. The rates shall be quoted on per record basis (Form I & XIV) as per details give in Annexure-IV for "per record in English Script".
14. No extra payment shall be made for carrying out corrections.
15. Approximate volume of the work to be done is shown in Annexure-II hereto.
16. Technical Details are available in Annexure-IV.
17. Data Entry screens are shown at Annexure – V.



(H. B. JETHWA)
MAMLATDAR,
H. O., COLLECTORATE, DIU.

GENERAL TERMS AND CONDITIONS

1. Bid should be submitted in the prescribed form. Bidders giving insufficient particulars are liable to be rejected.
2. Estimated cost of the bid is Rs. 1,95,000/-
3. Each bidder shall deposit Earnest Money equal to 2.5% of offered value of the tender. For this purpose, the tender documents should be accompanied by an Account Payee Demand Draft for the said amount drawn on SBI, Diu, in Favor of the Collector, Diu. The Earnest Money shall be returned to the unsuccessful bidders on finalization of the tenders. No interest shall be paid on the EMD.
4. The tender, either by an account Payee Demand Draft in favor of the Collector, Diu, or by Bank Guarantee of Scheduled Bank, after the acceptance of the tender and before taking up the work. The deposit shall be refundable on the completion of the contract work. No interest shall be payable on the deposit. If bank guarantee is given, the same shall be kept valid till the completion of the contract work.
5. In case Security Deposit/Bank Guarantee is not paid/ given within stipulated time, the Earnest Deposit shall be forfeited in favor of Government.
6. Tenders duly sealed and superscribed with the marks "TENDER FOR DATA ENTRY OF FORM I & XIV" are to be submitted to the Collector, Diu. No tenders shall be accepted after the due date and time mentioned above.
7. Only those bidders who own sufficient facilities for entering data shall be eligible. Full details of the experience in the field, number of computing resources available, number of data entry operators employed, etc. should be furnished.
8. No advance payment of any sort shall be made under any circumstances. Bills are to be submitted duly stamped and pre-receipted. Payment will be made after completion of the work.
9. All extra expenditure incurred for getting the work done from open market due to failure of the agency in completing the work within the schedule as mentioned in the order, shall be recoverable from the agency.
10. The Collector, Diu, reserves the right to deduct any amount it deem, reasonable for unsatisfactory execution of the work.
11. The Agency will submit the check list after completion of each village, which will be verified by respective Talathi. He will make correction of errors/omissions in the first checklist and after signing each page will return the same for carrying out modification in the data already entered into the computers. The concerned Circle Officers will also see the correctness and will also certify that Talathi has made all the necessary Correction.
12. The data entry agency has to pay a penalty at the rate of 10% in case the mistake exceed than 2% after the modification of records on basis of second checklist. This penalty will be deducted during the settlement of bills or claim.
13. The agency shall complete the data entry and hand over the print-outs within a period of one months after the receipt of work order. If the work is not completed within the specified time, penalty @ 1% (of the delayed job) cost per days delay subject to a maximum of 5 % shall be deducted from the agency's bill and if the delay goes beyond 5 days, Collector, Diu may, at its discretion, get the work done from open market and the cost of such work shall be borne by the agency.
14. The Agency shall not assign or sublet the work or any part thereof to any other party without obtaining the prior permission from Collector, Diu.
15. The agency shall be responsible to ensure the complete secrecy and security of the data provided to them by the Collector, Diu or the Mamlatdar, Diu. The information of data so provided to the agency shall not be passed on by them to anyone. The agency shall be liable to legal action for any violation of this condition.

16. The duly authorized official of the Collector, Diu shall be given free access to the Computer Room attached to Mamlatdar Office for test checking of the work done/required to be done for corrections, etc.
17. The Collector, Diu reserves the right to terminate the contract at any time if found unsuitable. Decision of the Collector, Diu in this regard shall be final and binding on the agency.
18. Any trade discount, etc. should be clearly indicated in the offer and no further correspondence in the matter shall be entertained.
19. The accepted rates shall be operative for a period of one year from the date of acceptance.
20. The Collector, Diu reserves the right to forfeit the deposits if the agency fails to comply with any of the terms and conditions of the tender/order.
21. The bidder shall enclose a list of organizations served.
22. The Collector, Diu reserves the right to place order on a single agency or split the order among a number of agencies or reject any offer(s) without assigning any reasons thereof.
23. The agency shall make its own arrangements for receiving of documents from Mamlatdar Office, Diu and return the same back. Proper acknowledgement of receipt and delivery of document shall be given by the Agency to the Mamlatdar at each occasion.
24. The data shall be entered/ verified and transferred on the CD/DVD. The bidder shall use his own media for conversion of data as required.
25. Tenders offered without Earnest Money Deposit shall not be considered.
26. Tenders should be accompanied by receipt slip of payment of Rs. 1000/- "Non-Refundable" towards the cost of the tender form if purchased from Collector Office. If downloaded from web site, the same should be accompanied by the DD of Rs. 1000/- in the name of Collector, Diu payable at Diu.
27. The successful Bidder shall have to sign Security Bond for security of records (Form I & XIV).
28. Payment shall be made only after the certification by the concerned Mamlatdar and in consultation with the National Informatics Centre, Diu.
29. The Collector, Diu reserves the right to reject any or all of the tenders without assigning any reasons thereof.
30. Canvassing in any form is not desired and may lead to disqualification from the bid.
31. The rate quoted by the agencies shall be inclusive of all taxes as applicable from time to time.



(H. B. SETHWA)
MAMLATDAR,
H. O., COLLECTORATE, DIU.

Signature of Bidder with Seal

Date:

Annexure – I
U.T. ADMINISTRATION OF DAMAN & DIU
DIU

Ref. Tender No.		
01	(A) Name of Data Entry Agency	
	(B) Address	
	(C) No. of Data Entry Operators	
	(D) Organizations Served	
02	RATE FOR ENTRY Form No. I & XIV	
	Rate per record	Data Entry in English
		Rs. Ps.
	Form 1/14	
	Inclusive of Printing Check Lists until 100% Error Free Data	
03	Approximate value of the work	
04	Will Agency work in computer room at Mamlatdar office(s) ?	Yes / No

I, agree to abide by the terms and conditions of the tender.

Authorized Signatory

Name:

Designation:

Seal:

Place:

Date:

Annexure – II
U.T. ADMINISTRATION OF DAMAN & DIU
DIU

Information on the Estimated Work

1. Total Number of Land Records (1/14) in Diu District Taluka : **13,000**
2. Average Number of Occupants per Land Record: **4**
3. Average Number of Other Rights per Land Record: **0.1**
4. Average Number of Cultivators per Land Record: **5 (1 x last 5 year)**

Annexure – III
U.T. ADMINISTRATION OF DAMAN & DIU
DIU
Sample Form 1 / 14

FORM I & XIV फार्म I एवं 14

Name of the field *Beta* Occupant *Bhuchanoda* Class-II *Bhuchanoda* Village: *Bhuchanoda*
 क्षेत्र का नाम उपभोगता वर्ग II ग्राम
 Survey Number *340* Sub-Divisional No. *33* Tenure Khata Taluka : Diu
 सर्वे संख्या उप-प्रभाग संख्या काश्तकार खता सं तालुका : दीव

1. Cultivable Area I कृषि योग्य क्षेत्र	Ha. Ars. क्षेत्रफल हे.	Name of Occupant दखलदार का नाम	Mutation No. दखिल / खरीज संख्या	Name of the Tenant किरायेदार का नाम
(a) Dry Crop (क) सुखा फसल	0.03.00	<i>Ramji Dhanji Bamania</i>		-
(b) Garden (ख) बगीचा	0.02.00			
(C) Rice (ग) चावल	0.01.00			
(i) Khajan खजन				
(ii) Ker कर				
(iii) Morad मेरद				
Total Cultivable Area कुल कृषियोग्य क्षेत्र	0.06.00			Other rights Name of the person Holding rights and Nature of rights अन्य अधिकार प्राप्त व्यक्ति का नाम एवं अधिकार की प्रकृति <i>Some of the portion of enjoyed by the Smt. Raniben Khandji Bamania</i>
II Un-Cultivable गैर कृषियोग्य क्षेत्र				
Pot-Kharab पोट - खराब				
(a) Class (a) (1) वर्ग (क)	0.00.25			
(b) Class (b) (2) वर्ग (ख)	0.01.25			
Total Un-Cultivable Area कुल गैर कृषियोग्य क्षेत्र	0.01.50			
Grand Total कुल योग	0.07.50			
Assessment फैरो प्रेडियल Fore Redial Rent किराया निर्धारण	Rs. रु	Ps. पैसा		

Year वर्ष	Name of Cultivator कृषक का नाम	Mode प्रकार	Season निपत अवधि	Details of Cropped Area काटकर बनने वाले क्षेत्र का विवरण				Source of Irrigation सिंचाई का स्रोत	Remarks अभ्युक्ति
				Name of Crops फसल का नाम	Irrigate d Ha. Ars सिंचित क्षेत्र हे	Un-Irrigate d Ha. Ars. असिंचित क्षेत्र हे	Land not available for Cultivation गैर कृषियोग्य भूमि जो अतिके लिए उपलब्ध नहीं है		
12-13	<i>Ramji Dhanji Bamania</i>	1	Kharif Rabi Summer	<i>Bajra</i>	-	0.06.00	House	0.01.50	-
			Kharif Rabi Summer						

Annexure – IV
U.T. ADMINISTRATION OF DAMAN & DIU
DIU

Technical Details

1. The Application software is developed using .NET technologies.
2. The Application software is browser based. Any browser compatible with IE6+ can be used. IE is preferable, however.
3. The Server will have to require installation of MS-SQL database server which will be provided by department.
4. Server requires Windows 2003+, IIS, .NET Framework 2.0 installed.
5. The server specification must be reasonable for smooth operation of .NET web application with MS-SQL 2005/2008 running with 25 to 30 users at a time.
6. ONE Land Record (LR) comprises as below:

Type of Record	One OR Multiple	Maximum Size of One Record*
Land Details Record	One record per LR	538 bytes max – Avg 200 bytes
Occupant Record	One OR multiple records per LR	778 bytes max – Avg 300 bytes
Cultivator Record	One OR multiple records per LR	538 bytes max – Avg 200 bytes
Other Rights Record	One OR multiple records per LR	778 bytes max – Avg 300 bytes

* The maximum size of the record is calculated using the maximum size of all the fields. In practice, this will hold almost 50 to 70% of the size.

Annexure - V

1. Land Details (1 record per one Land Parcel)

Create a Form 1 & XIV (not available in database)				
Serial Number	Taluka	Village	Survey Number	Sub Division Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enter Area in sq. meters				
Mutation No	Mutation Date	Mutation Type	Field Name	
<input type="text"/>	<input type="text"/>	Succession Deed ▾	New field name	<input type="text"/>
Tenure	Pt Sheet	Area under Dry Crop	Area under Garden	Land Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OTHERS ▾
Area under Rice	Area under Khajan	Area under Ker	Area under Morad	Total Cultivable Area
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Area under Pot-Kharab	Area under Class (A)	Area under Class (B)		Total Non Cultivable Area
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Fore	Predial	Rent	Assessment	Grand Total Area
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Remarks				
<input type="text"/>				
Message :				
<input type="button" value="Save"/> <input type="button" value="Back"/>				

2. Occupant / Tenant / Other Rights Details

Form I (1/14)

= An entry with status 'To be Included-Deleted Entry' will appear on Form I as deleted entry.

Allowed characters are alphabets digits - / & () comma space

Name	<input type="text"/>	Area	<input type="text"/>	Khata No	<input type="text"/>
Mutation No	<input type="text"/>	Mutation Date	<input type="text"/>	Mutation Type	<input type="text" value="--- Select ---"/>
OTR	<input type="radio"/> Occupants <input type="radio"/> Tenants <input type="radio"/> Other rights			Remarks	<input type="text"/>
	<input type="checkbox"/> Deleted Status of Name				

* Please enter area in sq. mtr.

Message :

Add New	Save	Delete	Cancel	Back
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3. Cultivator Details (1 per land parcel x 5 years)

Name				Year of Cultivation (2005-2006)	
Mutation No	Mutation Date		Mutation Type	-- Select --	
Cultivation No	Mode of cultivation	-- Select --	Season	-- Select --	
Crop	Source of Irrigation	-- Select --	Un- irrigated Area		
Irrigated Area	Non- cultivable area		Nature of Non-Cultivation	-- Select --	
Remarks					

Message :
Please add Cultivator details for the new Form I & XIV

***** END OF THE DOCUMENT *****