



Request for Proposal (RFP)

(ONLINE e-TENDER)

For

Selection of Implementation Agency (IA)

For Implementation of

NLRMP – National Land Records Modernization Programme

UT ADMINISTRATION OF DAMAN & DIU

RFP No. NLRMP/MMP/RFP/P-II/13593

The Secretary, Revenue,
UT Administration of Daman & Diu
Secretariat, Fort Area, Daman – 396220

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DISCLAIMER

The information contained in this Request for Proposal document (hereinafter referred to as "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Revenue Department, UT Administration of Daman & Diu (hereinafter referred to as "Department"), or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers ("Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Department in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Department, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Department, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

Department also accepts no liability of any nature whether resulting from negligence or

otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

Department may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that Department is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for providing digitization services; and Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the bidder and Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the bid, regardless of the conduct or outcome of the bidding process.

TENDER NOTICE

Revenue Department U.T Administration of Daman & Diu

Revenue Department, UT Administration of Daman & Diu invites proposal from IT Solution Providers for Implementation of National Land Records Modernization Project through online e-tendering. The details of the bid are as under. The RFP will be available at www.daman.nprocure.com and www.daman.nic.in.

#	Parameter	Details
1.	Tender Reference	RFP No. NLRMP/MMP/RFP/P-II/13593 dated 18 th Feb,2015
2.	Bid Inviting Authority	Revenue Department, U.T Administration of Daman & Diu
3.	Place of Execution	Collectorate of Daman, Dholar, Moti Daman, Daman
4.	Cost of RFP Document	Rs. 5,000/- by Demand Draft from Nationalized/Scheduled Bank drawn in favor of "The Secretary, Revenue" payable at Daman.
5.	Bid Security/ Earnest Money Deposit	Rs.20,00,000/- in the form of Bank Guarantee/FDR/Demand Draft from Nationalized/Scheduled Bank drawn in favor of "The Secretary, Revenue " payable at Daman
6.	Last Date for Submission of written queries for clarification (by email only)	5 th March 2015 up to 1200 hours
7.	Date and Venue of Pre-Bid Conference	13 th March 2015 at 1100 hrs Conference Hall, Collectorate of Daman, Dholar, Moti Daman, Daman - 396220
8.	Online Submission of Complete Proposal	6 th April, 2015 by 1600 hours
9.	Physical Submission of EMD and Tender Fee only	7 th April, 2015 by 1100 hours
10.	Date, Time and Venue for opening of Prequalification and Technical Bids	7 th April, 2015 by 1200 hours at Conference Hall, Collectorate of Daman, Dholar, Moti Daman.
11.	Date, Time and Venue for Technical Presentation (only for qualified bidders)	Conference Hall, Collectorate of Daman, Dholar, Moti Daman. (The date and time will be conveyed to the qualifying bidders)
12.	Date, Time and Venue for opening of online Commercial Bids received in response to the RFP	Conference Hall, Collectorate of Daman, Dholar, Moti Daman. (The date and time will be conveyed to the qualifying bidders)
13.	Contact details for queries	1. collectordaman@gmail.com 2. kamlesh.patel@semt.gov.in 3. ddeggs-dd@nic.in
14.	Address for Correspondence	Conference Hall, Collectorate of Daman, Dholar, Moti Daman.

Collector, Daman

U.T Administration of Daman & Diu

Place: Daman

Date: 7th August, 2014

1. INTRODUCTION

1.1. PROJECT BACKGROUND

The National Land Record Modernization Program (NLRMP) sponsored by the Government of India has been created by merging the already existing centrally sponsored initiatives for Computerization of Land Records (CLR) and Strengthening of Revenue Administration & Updating of Land Records (SRA & ULR) in the Department of Land Resources (DoLR), Ministry of Rural Development.

The integrated programme would modernize management of land records, minimize scope of land/property disputes, enhance transparency in the land records maintenance system and facilitate movement towards guaranteed conclusive titles to immovable properties in the country. The major components of the programme are computerization of all land records including mutations, digitization of maps and integration of textual and spatial data, survey/re-survey and updating of all survey and settlement records including creation of original cadastral records wherever necessary, computerization of registration and its integration with the land records maintenance system, development of core Geographic Information System (GIS) and Capacity building etc. Further it aims to establish an Integrated Land Management system which would provide a single window for accessing all the components of NLRMP and interlink them.

UT Administration of Daman & Diu desires to simultaneously implement all components of National Land Records Modernization Programme (NLRMP) initiated by Ministry of Rural Development, Government of India (GOI). To implement NLRMP, the department requires agencies specialized in the domain of survey technology, application development and further specializations as would be made clear by the scope of the project.

1.2. OBJECTIVES OF NLRMP

The objective of NLRMP project is to modernize and manage Land Records in a transparent and efficient manner leading to better, improved and faster service delivery. Key objectives of this project are as follows:

1. To provide a single window to handle land records including the maintenance and updating of textual records, maps, survey, settlement operations and registration of immovable property.
2. To ensure that the cadastral records available on paper with the Department of Revenue mirrors the ground reality.

3. To ensure that the record titles reflects the true ownership.
4. To provide for guaranteed conclusive titling and to protect the title owner from losses arising due to existing defects and irregularities.
5. To implement an integrated land management system which should provide an easy interface to various components of land record maintenance and registration process?
6. To enhance the efficiency and speed of service delivery to citizens by leveraging the use of ICT. This should simultaneously result in improved efficiency internally within the departments.
7. To give land administrators, planning authorities, and citizens better and easier access to land related information.
8. To provide secure system to handle confidential land records.
9. To ensure self-sustainability of the systems .
10. To achieve uniformity of data and coding scheme standardized for the entire country
11. To equip department officials with the appropriate set of skills required for delivering services in a modern, efficient and client-service oriented manner.

1.3. NLRMP IN UT ADMINISTRATION OF DAMAN & DIU

UT Administration of Daman & Diu has taken the right stride towards implementation of one of the most important MMPs initiated by Government of India. A lot of work has already happened in UT of Daman & Diu with respect to NLRMP MMP. Some of the key components which have been already initiated in the UT are as follows:

1.3.1. Computerization of Land Records

This is one of the foremost component taken up by UT Administration of Daman & Diu. This component was initiated last year and the following activities have either been completed or are in process:

1. Development of Dharani Application by NIC for handling RoR
2. Digitization of all rural Record of Rights has been done for Daman & Diu and data entry for urban records has been initiated.
3. RFP for UT level Data Center has been floated in August,2013. Currently the RFP is at an advanced stage of Commercial Bid Evaluation.
4. UT-WAN implementation has begun. UT-WAN project is expected to be complete by 30th June, 2014.

5. Dharani Urban application has also been deployed for managing urban land holdings.

1.3.2. Computerization of Registration

1. Software – Garvi has been developed by NIC
2. IT infrastructure for Garvi has been provided in SRO, Daman
3. Scanning of about 8,00,000 documents has already been done
4. Scanning for documents post 2010 and for those from the year 1999 and the year 2000 needs to be done

1.3.3. Training and Capacity Building

Training program on existing applications are being provided on need basis.

While these components were implemented as a part of the original schemes of government of India, they need to be integrated with the rest of the components of NLRMP which must be implemented in parallel and deployed.

1.4. STAKEHOLDERS OF NLRMP

For the success of a project, it is imperative to identify the right stakeholders and classify them correctly. Prioritization of these stakeholders on the basis of the impact of the project on them is an important activity at the beginning of the project. Stakeholders in this project are department stakeholders and other stakeholders. Detailed list of stakeholders are as follows:

Department Stakeholders	Other Stakeholders
<ul style="list-style-type: none">▪ Secretary, Revenue▪ Deputy Secretary, Revenue▪ Collector▪ Deputy Collector▪ Mamlatdar▪ Talathi▪ Sub – Registrar▪ City Survey Officer	<ul style="list-style-type: none">▪ Department of Information Technology, UT Admin of Daman & Diu▪ Department of Rural Development▪ Department of Planning▪ National Informatics Center▪ State e-Mission Team▪ Daman & Diu eGovernance Society (DDeGS)▪ Project Management Consultants▪ Implementation Agency

2.1. DEPARTMENT STRUCTURE IN DAMAN & DIU

Revenue department is headed by the The Secretary, Revenue. The revenue administration over Daman and Diu is performed through 2 collectorates – 1 in Daman and 1 in Diu. The Mamlatdar (Tehsildar) office, the Enquiry office and the Sub Registrar's office (SRO) comes directly under the Collector's office in each district. The Mamlatdar's office handles and manages all land records in the district and administers revenue collection apart from other responsibilities such as:

1. Furnishing Record of Rights
2. Dispute Handling related to land
3. Land Amalgamation/Division
4. Mutation in Land Records

The Mamlatdar Office comprises of the following staff :

1. Mamlatdar
2. Circle Inspector
3. Talathis
4. Clerks

The sub registrar's office deals with all land registration procedures and comprises of the following staff :

1. Sub Registrar
2. Clerks

The Enquiry Office/Survey Office deals with survey and land enquiry related work, plot demarcation, site planning, property confirmation/reconfirmation etc. The enquiry office comprises of :

1. Enquiry Officer
2. Head Surveyor
3. Field Surveyors
4. Clerks

2.2. EXISTING MODE OF OPERATION OF THE REVENUE DEPARTMENT

Currently land record management is administered manually by the revenue department. Record of Rights module in the already available application at Mamlatdar Office is however used for furnishing the Record of Rights.

2.2.1. Mamlatdar Office

At the Mamlatdar office, the Dharani application (developed by NIC) is available for computerization of land records but 2 out of the 6 modules available are currently being used at Mamlatdar office Daman. Data entry of rural Record of Rights (ROR) has been completed and all historical mutation records are yet to be computerized.

There is no existing link between the Mamlatdar office and the SRO currently and hence all mutation records resulting out of registrations are dealt with manually. The citizen must approach the Mamlatdar Office post registration to initiate mutation manually by submitting the relevant documents. The mutation is completed only once it has been verified and certified by the Mamlatdar Office and then the new ROR is made available for the citizen to collect. In case of change in any parcel size or amalgamation/partition of parcel, the same is conveyed to the Survey Office for demarcation on the map. This integration of SRO and Land Records Office for seamless and smooth operation is one of the objectives of NLRMP.

2.2.2. SRO Office

While the computerization of the SRO has been achieved by the Garvi application provided by NIC, it is not currently being used for registration purpose as minor customization of this application is still pending. The SRO office documents have been scanned and are being maintained in a Document Management System available with the SRO. However documents for the year 1999, 2000 and those for the year 2010 onwards are yet to be scanned.

A separate DMS would be procured as a part of NLRMP to store copies of documents which are received as a part of the currently progressing registrations through Garvi application.

2.2.3. Survey/Enquiry Office

The maps for the 2 districts are stored in a non-digitized format in the respective surveyor's office. In case of any land record mutation, all demarcations are performed by the surveyor's office manually. This is done after the mutation request is received at the Mamlatdar's office and when the surveyor's office is notified of the confirmed mutation.

The urban land holdings are managed by the Survey/Enquiry Office in the form of property registers which consist of the following :

- Provisional property
- Confirmed property

- Re-confirmed property

The survey office issues the property card post re-confirmation and the respective mutation in record is noted in a file. The application Dharani Urban has been recently made available at the Survey Office to manage urban land holdings. Data entry of existing land holdings is being initiated.

2.3. EXISTING LEGACY SYSTEMS

Currently the only applications available to the revenue department are Dharani application at Mamlatdar's office, Garvi application at the SRO's office and Dharani Urban at the Survey Office.

However the applications are currently utilized partially due to modification requirements of few aspects which will integrate these applications together and bring about true computerization of the entire revenue department.

2.4. EXISTING DATA CENTER INFRASTRUCTURE

Currently UT level data center setup is in progress and the applications available to the department are hosted locally. RFP for establishing the UT data center has been floated and the vendor selection process is going on. Once established, all applications will be hosted in the data center.

2.5. EXISTING NETWORK INFRASTRUCTURE

Secured and high speed connectivity for Government functioning and connecting UT Head Quarters, District Head Quarters, and UT Wide Area Network (UT-WAN) connectivity has been envisaged for each UT. It is one of the core infrastructure components under the National e-Governance Plan of the Government of India. The main purpose of this is to create a dedicated Closed User Group (CUG) network and provide secured and high speed connectivity across various government offices of the UT.

Currently there is no UT – Wide Area Network (UT-WAN) but the implementation of UT-WAN has already begun in Daman and Diu and the project is expected to be completed by 30th June, 2015. NLRMP also aims to provide direct connectivity between various revenue offices such as registry office and land records office. This will help to provide functional integration among Tehsils, Districts, SROs and State Data Center. This connectivity will be facilitated by the UT-WAN infrastructure.

Currently the collector's office is connected to the NIC office which in turn is connected to the SRO office. The Mamlatdar office and the SRO are not linked directly.

2.6. EXISTING CLIENT SITE INFRASTRUCTURE

Basic client site infrastructure such as desktop computer, offline UPS, printer, finger print reader and basic networking hardware is already available in the Land Records Office and the Sub-Registrar Office. Most of the infrastructure has been procured recently under the Land Record Modernization initiative.

There are 20 desktops at the Land Records Office and 5 desktops at the Registry Office. An equal number of printers are also present. All desktops have individual offline UPS attached. Sub-registrar Office also has biometric devices and web cameras which were procured when Garvi was deployed.

3. NLRMP SCOPE

This section just provides a short background of the NLRMP project as has been defined by Department of Land Resources, Government of India. It is **NOT** the scope of work for the vendor. The scope of work for the vendor can be found under Section 4.

3.1. COMPUTERIZATION OF LAND RECORDS

3.1.1. Data entry of all textual data including mutation data

The department stores data in the form of textual and spatial records. The textual records comprise mainly of

1. Record of Rights (ROR)
2. Mutation records (inclusive of legacy records)
3. Dispute records
4. Objection Notice
5. Acknowledgement forms

As a part of NLRMP, all ROR records along with mutation records, associated forms issued and land attributes must be updated and computerized. Even the pending mutation records must be computerized.

Much of this computerization process has been initiated and completed under the Computerization of Land Records Scheme (CLR) for Daman and Diu. The records that are pending must be computerized.

Once entered, the data will be verified by department officials for correctness and only once this is verified would the data be frozen.

UNICODE should be used for data storage and local language display and support. Any database created using the ISCII (Indian Script Code for Information Exchange) or any other solution must be converted to UNICODE.

3.1.2. Digitization of maps

The spatial data are stored in the form of maps which are stored at the Enquiry Officer's office. It is essential to digitize the existing physical maps so that a completely computerized land record management system can be set up. Any changes in the ROR can accordingly be made to reflect on the digitized maps when the spatial and textual data is integrated in NLRMP.

Any changes arising in the cadastral maps due to plots being divided or amalgamated can be done automatically post the registration process. Currently the changes in the map are done manually on the existing maps.

The basic guidelines for digitization of maps are as follows:

1. The village map or its part is scanned to produce what is called a raster map. This scanned map is fed into the computer to create a computer image
2. The outline of the map boundaries are highlighted and outlines of each plot is made by vectorization
3. The revenue department compares this vectorized map with the original map to check the accuracy of the digitized maps
4. The output of digitization must be in GIS compatible format which can be fed into GIS system. The geographic information linked to the attributes captured should be visible on the GIS system.

3.1.3. Integration of textual and spatial data

Each plot of land is represented as a polygon with a unique number that identifies the polygon. The numbering system may vary from state to state.

Each plot must be linked to its attributes which can be recovered from the digitized ROR. The ROR will contain several chunks of information regarding the land such as ownership, classification, crop cultivation pattern etc.

This will help the maps to be up to date with the ROR updates if any. It also allows the department to identify various plots that have common attributes which can be used for planning and analysis purpose.

3.1.4. UT Data Center

The UT Data Center aims to act as a central data repository for the state which would host data from all the departments.

All UT wide e-governance applications will be running on the UT Data Center which would make data from various departments easily retrievable. More importantly, it would make the job of linking various departments easier.

The UT Data Center is being established under a different project.

3.1.5. Inter-connectivity between Revenue Office and Registration Office

Under the NLRMP, it is proposed that all the revenue offices in the state or the UT must be connected to one another and this connectivity may be achieved via Local Area Network (LAN) or Wide Area Network (WAN). Each location would be provided with a 2 Mbps link for last mile connectivity from the Point of Presence of the State Wide Area Network (SWAN).

Until the UT-WAN is not fully functional, interim measures may be used, which will be designed keeping in mind the protocols or security policies laid down by the Department of IT, Government of India.

This type of connectivity would bring about ease in data sharing and also ensure that land records throughout the network are updated real time. Any registration process at the SRO will automatically push the records being changed to the Revenue Office where it can be verified and authenticated in the system.

3.2. SURVEY/RESURVEY

Resurvey is an essential step towards achieving a state of conclusive titling of land records. As per the guidelines laid down by Government of India, the survey may be carried out using Aerial Photography or High Resolution Satellite Imagery in combination with TS+GPS to ensure that cadastral maps reflect the ground realities.

The total area under the UT of Daman and Diu is 112 sq. km. The cadastral survey of an area which has already been surveyed earlier is called as Resurvey which is generally required under the following conditions:

1. The plot boundaries shown in existing maps do not truly reflect the ground realities. This arises on accounts of sub-divisions or due to misplacement of large percentage of the local ground control point markers which makes it difficult to identify fields with reference to records
2. Transfer of dry lands into wet lands
3. Sub division of land
4. Large scale transfer of holding

For Resurvey purpose, Ground Survey method using Total Station (TS) and Global Positioning System (GPS) may be used. The selection of the technology can depend on several factors such as terrain conditions, vegetation cover, accuracy required, costs, timelines etc.

3.2.1. Establishment of A Ground Control Network

The Survey of India has undertaken the task of establishment of a ground control point library for the entire country. The control points are being established in phases. 300 GCPs have been established at a spacing of 200-300 Km apart. While these can be set up in coordination with Survey of India, it must not hold up the implementation of NLRMP. As a result, a ground control network comprising of primary, secondary, tertiary and auxiliary points must be set up.

3.3. COMPUTERIZATION OF REGISTRATION

3.3.1. Computerization of Sub Registrar's office

The registration process was not covered under the CLR or SRA & ULR initiative by Government of India. Computerization of registration process removes hassles which are faced in manual registration process. Moreover it helps in moving towards integration of registration office with the revenue office.

Sub-Registrar's office carries out registration and recording of various types of documents related to transfer of immovable property. The manual registration process involves dealing with paper documents and deeds and maintaining them for future reference.

Moreover the changes in the ROR which result out of the registration process are manually notified to the Revenue Office where it goes through a complete process of approval, verification and authentication before the ROR is changed and the maps are changed (if required)

Computerization of registration process would help in mutations getting pushed to Revenue Office automatically from where the Revenue Office application can perform the authentication and verification. This removes the need to maintain paper documents which can get misclassified or lost in the long run.

Each SRO must possess adequate software, hardware, process re-engineering and staff training to support a computerized office. Complete computerization needs to be achieved by facilitating the following:

1. Prevalent rates of different types of properties in different localities must be uploaded and linked to the software used for computerization of SRO
2. Wherever possible, re-engineer the process by fixing deed formats in 2-3 pages

3. E-Stamping facility should be made available along with computerization for depositing stamp duty. This facility is already available and in use in Daman & Diu.
4. A biometric module must be used to capture details (photograph, finger prints etc.) of the citizens at the registration office.
5. Scanning of legacy data for distribution of copies of registered deeds

3.3.2. Data entry of valuation details

Valuation details are specific to the area and survey number which is being investigated. These valuation details are available at the SRO on the basis of the type of land the locality on which the land is present. These records are used for valuing the property before registration. The stamp duty and the registration fees are decided on the basis of the land valuation.

These valuations details must be computerized as well as a part of NLRMP to ensure that any registration process automatically picks up the stamp duty and registration fees value when property details are fed into the application.

3.3.3. Data entry of legacy encumbrance data

Legacy encumbrance data basically comprises of data such as Doc No, Document Name, Registration Date, SRO details, Seller and Purchaser name, property description etc.

This will basically show all historical transactions for every parcel of land in the district with all the above mentioned details.

3.4. MODERN RECORD ROOMS

NLRMP lays down guidelines for the establishment of a modern record room/land records management room which will support physical storage of land record documents and existing physical cadastral maps.

1. A storage area with Compactors/storage devices for physical storage of records of all types including maps.
2. An operational area for computers/networking hardware, printers etc.
3. A citizen service delivery area along with a waiting room for citizens who wish to procure old documents from the modern record room.

Apart from the above mentioned aspects towards physical improvement of record room, this component also comprises of scanning old textual records along with a Document Management System to view, retrieve and print the scanned records for citizen delivery.

3.5. TRAINING AND CAPACITY BUILDING

One of the core guidelines of NLRMP is to bring employees of the department up to date with the land record modernization program.

The vendor is required to draw up a comprehensive training program to enhance the skills of the department's human resources. The training should be provided to officials at all the levels of hierarchy. This will not only include a basic sensitization training for awareness on the modernization process but should also include a technical training for department officials (survey officials, revenue officials etc) who will actually be working on the applications being developed as a part of this project.

3.6. IMPLEMENTATION OF CORE GIS

Post digitization of maps in GIS ready format, the maps along with various attributes attached to the maps will be fed into the GIS application. Each attribute will form a layer and each layer corresponds to 3 files which basically represent geographic information, attributes information and the interlinking/relational component between the maps and the attributes.

The number of GIS layers would depend on the number of attributes which need to be showcased on the GIS application. Each GIS layer can be of three types i.e. Point Layers, Liner Layers or Area Layers depending on the type of attribute which is being captured.

Once completed, this application can be used for UT wide micro and macro planning. This component aims to speed up the decision making capacity of the department as regional data would be readily and easily available from a single source.

3.7. LEGAL CHANGES

With the implementation of NLRMP in the UT of Daman and Diu, various land and registration related acts, statutes and policies will need to be revised. NLRMP guidelines also mention changes in such acts as per the requirement.

3.8. PROGRAMME MANAGEMENT

NLRMP also lays down guidelines for establishment of a Project Sanctioning and Project Monitoring Committee which will periodically review and the progress of the project and resolve issues faced by involving stakeholders from all departments.

The programme management committee at the UT level would comprise of the following :

1. Members from Revenue Department
2. Members from NIC
3. Members from SeMT
4. Members from Department of Information Technology

Programme Management Unit (PMU) would be responsible for bringing about coordination between various state departments for NLRMP implementation.

4. SCOPE OF WORK

The bidder is expected to provide a complete end to end solution to implement and integrate all components of the National Land Modernization Program.

Broad scope of services expected from the successful bidder in order to achieve the project objectives have been described below:

- 1. Project Planning and Management**
- 2. Customization of NIC applications**
- 3. Development of Integrated Land Management Portal**
- 4. Scanning and Digitization of Cadastral Maps**
- 5. Resurvey of UT Administration of Daman & Diu**
- 6. Scanning and Digitization of physical records**
- 7. Establishment of Modern Record Room construction**
- 8. Core GIS Implementation**
- 9. Computerization of Registration**
- 10. Procurement of Hardware and Software for Project Implementation**
- 11. Post Implementation Support**
- 12. Project Documentation**

Detailed scope of work has been described in the sections to follow.

4.1. PROJECT PLANNING AND MANAGEMENT

The successful bidder must plan the project to the minutest details on the onset of the project. An indicative list of plans which the successful bidder should make at beginning of the project is as follows:

1. *Project Schedule:* A detailed week-wise timeline indicating various activities to be performed along with completion dates and resources required for the same
2. *Manpower Deployment List:* List and number of all manpower that will be deployed with the task assigned to each. Roles and Responsibilities of every type of manpower should be mentioned
3. *Resource Deployment List:* List and number of all resources other than manpower like scanners, survey tools etc. that will be deployed at each location

4. *Communication Plan*: Detailed communication plan indicating what form of communication will be utilized for what kinds of meeting along with recipients and frequency. The format will be provided by the department to the successful bidder before start of the project.
5. *Progress Monitoring Plan*: Detailed Daily, Weekly, Monthly Progress Report formats along with issue escalation format and details of future course of action to be provided regularly.
6. *Standard Operating Procedures*: Documents detailing the procedure being followed by the implementation team for various components to be shared with all stakeholders.
7. *Risk Mitigation Plan*: List of possible risks and security issues and the mechanism being followed to mitigate these issues must be prepared and shared.
8. *Escalation Matrix*: A detailed list of contact persons with contact details with contact details and response time must be submitted by the vendor.

Note: This is just an indicative list and successful bidder should suggest and incorporate required project planning and management tools for successful execution of the project.

4.2. CUSTOMIZATION OF NIC APPLICATIONS

4.2.1. Application Specific Customization

The vendor must provide a team of efficient programmers who will work under the NIC, Daman & Diu to customize various land record applications that are to be used in this Union Territory. While partial computerization of the land records office has been achieved, the applications are not fully functional and hence customization is needed. The applications owned by NIC currently are :

1. Dharani Rural
2. Dharani Urban
3. Garvi
4. Bhunaksha

A brief idea of the work required on each NIC application is listed below.

1. Dharani Rural

This application has two modules mainly which are

- a) Mutation Module
- b) ROR module

The ROR module is completely functional as all ROR data has been digitized. The mutation module comprises of several sub modules based on different mutation procedures. There are 5 modules in Dharani Rural which require customization. This must be done by the vendor under directions from NIC.

2. Dharani Urban

The Dharani Urban application is used at the City Survey Office to manage all urban land records and all modules in Dharani Urban require customization. The vendor under directions from the department and NIC must work to customize all the available modules in Dharani Urban based on the procedures followed in the department.

The applications owned by NIC currently are :

- 1. Dharani Rural (developed in VB .NET 2.0)
- 2. Dharani Urban (developed in VB .NET 3.0)
- 3. Garvi (developed in C# .NET 3.5)
- 4. Bhunaksha (Core Java + PGSQL)

All NIC applications except Bhunaksha are developed in .NET Framework and no GIS component is involved except in Bhunaksha. Dharani (Rural/Urban) are web based applications. Garvi is not a web based application and requires installation on the client machine.

Bhunaksha is a basic GIS application which is developed inhouse by NIC using Open Source JAVA Library 'GeoTools' to facilitate management of digitized parcel maps. It uses SQL server/postgres and functions on Windows/Linux.

The resource requirement for managing and implementing the development and customization of Dharani (Rural/Urban), Garvi and the ILMP are laid down

Sr No.	Resource Type	Quantity	Minimum Qualifications
1.	Project Manager	1	BE/BTech/MCA with atleast 7 years of total Experience with minimum 3 years experience in a Project Management role. Experience in NLRMP components is desirable
2.	Business Analyst	1	BE/BTech/MCA with atleast 5 years of Software Requirement Analysis experience. Experience in NLRMP components is desirable.
3.	Programmer 1	2	BE/BTech/MCA with minimum 2 years of Software Development Experience in VB .NET and MS SQL
4.	Programmer 2	2	BE/BTech/MCA with minimum 2 years of Software Development Experience in C# and MS SQL
5.	Programmer 3	2	BE/BTech/MCA with minimum 2 years of Software Development experience in Core Java and PGSQL
6.	Data Base Administrator	1	BE/BTech/MCA with minimum 4 years experience in MS SQL and PGSQL

The above resources are responsible for managing and completing the Software Development and Customization aspect of the RFP as per the Timelines laid down in the RFP. The initial deployment has to be done for 9 months. Post this duration, if required, the department may extend the services of the resources on pro-rata basis.

4.2.2. Generic Customization Requirements

The Scope of Work also includes the integration of Land Records Application (Dharani Rural/Urban) and the Sub-registrar Office application (Garvi) to ensure that every registration in Garvi at SRO triggers an automatic mutation in Dharani at Land Records Office.

Post successful registration, the key attributes must be pushed from Garvi to Dharani and must appear as a pending mutation to the Talathi who will verify the details and process the mutation as per the Dharani workflow. This should be a 2 way integration so that Garvi can also verify applicants details such as ROR, Name and pending mutation if any at the time of registration.

The source code for Garvi is currently with NIC, Gandhinagar and NIC, Daman is in the process of making this source code available at Daman for customization. However, in case the source code is not made available at Daman, the vendor must be willing to deploy resources at Gandhinagar for customization of Garvi for integration.

Note:

- 1. The security audit for all NIC applications shall be the responsibility of NIC, Daman & Diu itself.*
- 2. The key focus of all software development and customization work should be to eliminate physical file flow.*
- 3. The applications owned by NIC have been procured from NIC, Goa. Until 1987, Goa was a part of the UT and hence most procedures followed in Daman & Diu are similar to those followed in Goa. The need for customization of these applications as per Daman & Diu standards arises due to the gradual change in workflow that has taken place over the years.*
- 4. A more detailed set of requirements have been laid down in the **Functional Requirement Specification** document attached as Annexure to this RFP. It lays down the list of modules that the vendor must customize*
- 5. Bhunaksha and Garvi will be customized by NIC itself. The vendor only needs to ensure its compatibility with the overall architecture of the Integrated Land Management Portal.*

4.2.3. Criteria for Selection of Programmers

The vendor must ensure the following while deploying the team of programmers:

1. Programmers must comply with criteria in the above sections
2. ILMP – Integrated Land Management Portal development involves a substantial amount of web development and hence the programmers must have sufficient web development expertise for the same.
3. The team of programmers would be interviewed by NIC prior to commencing work. If any resource does not get through this screening, the vendor must provide an alternative resource of same or better qualification.
4. To ensure that project deadlines are met, sufficient number of resources should be deployed so that the applications can be customized simultaneously.
5. The minimum qualification of Software programmers must be BE/B.Tech./MCA.

4.3. DEVELOPMENT OF INTEGRATED LAND MANAGEMENT PORTAL (ILMP)

4.3.1. Scope of Development

As a part of the initiative to develop a single window to manage all land record activities, an Integrated Land Management Portal (ILMP) must be developed which can integrate all applications of the Sub-Registrar Office, The Land Records Office and the City Survey Office. Further, this portal should be accessible to citizens in order that certain services may be provided online to the citizens from this portal. The portal should also be connected to a Payment Gateway and an SMS Gateway. The vendor would only be responsible for integrating these gateways with the ILMP. The purpose of the Payment Gateway would be to issue certified ROR online to citizens. The SMS Gateway will be used to send SMS updates to citizens related to their transactions.

The vendor is responsible for complete development of this ILMP under the guidance and supervision of NIC. The NIC will help the vendor in understanding the current flow and structure of all applications being used and will help the vendor in understanding the requirements for further development. The tentative list of interfaces that the ILMP should have is given below.

Department Specific Links

1. Dharani Rural Application in Mamlatdar Office
2. Dharani Urban Application in City Survey Office
3. Garvi Application at Sub-Registrar Office
4. Bhunaksha
5. GIS Application
6. Web DMS

Citizen Specific Links

1. Link to request for ROR
2. Check mutation status
3. Link to peruse legacy encumbrance data
4. Link to UT Administration site
5. Grievance Redressal link
6. Link to RTI

A detailed requirement for this ILMP and the architecture is laid down in the Function Requirement Specification Document (FRS) which is attached as Annexure to this RFP.

4.3.2. Criteria for Selection of Programmers

The vendor must ensure the following while deploying the team of programmers:

1. The NIC applications have been developed in .NET Framework and hence each programmer must have sufficient expertise in the same.
2. ILMP development involves a substantial amount of web development and hence the programmers must have sufficient web development expertise for the same.
3. The team of programmers would be interviewed by NIC prior to commencing work. If any resource does not get through this screening, the vendor must provide an alternative resource.
4. The minimum qualification of Software programmers must be BE/B.Tech./MCA.

Note:

The security audit for the ILMP will be the responsibility of the vendor. The vendor at his own cost must get the security audit done by a DEITY/Government empanelled agency. It would be the responsibility of the vendor to ensure that the security audit is completed in time.

4.4. SCANNING AND DIGITIZATION OF CADASTRAL MAPS

4.4.1. Digitization requirements

The vendor must digitize the existing cadastral maps in Daman & Diu. Roughly 1100 maps are available in Daman & Diu and they are available at the City Survey Office. The procurement of AO Scanner for scanning has already been mentioned under the “Procurement of Hardware and Software for Project Implementation” section.

The set of guidelines that need to be followed for map scanning and digitization is attached as Annexure B to this RFP. The vendor is responsible for an individual quality check before the department can perform a quality review. The department will use the guidelines for digitization to perform a quality assessment and hence the vendor must strictly abide by these guidelines.

During the requirement gathering phase, the vendor in consultation with the department must understand the map features and layout as per the trend followed in the department. Following this, the vendor must lay down the map requirements on a weekly basis so that the department can keep them ready and prevent any delays.

The task of digitization shall be carried out within the City Survey Office itself. No documents must be taken out of this office at any time for any purpose.

4.4.2. Digitization Deliverables

The bidder should provide the outputs in various formats like:

1. Scanned maps in *.tiff format and *.pdf format
2. Digitized maps along with symbol library on various layers in CD media as *.dwg file, *.shp file & *.pdf file.
3. Scanned maps and Digitized maps on DVD media as well as on storage in Server(if provided)
4. Database of digitized maps as database file. The format and structure to be as per department standards.
5. Attribute data in database with proper linkage to digitized maps
6. Sample printout of digitized maps for correction by department has to be provided on 1:1 scale on 60 GSM tracing paper. The idea is to produce sample maps of the same size as original map for the department to check the quality that there has been no distortion during scanning which will carry forward beyond digitisation.

Note:

The vendor must note that the application for integration of spatial and textual data has already been developed by the NIC. This application, Bhunaksha, will also be storing the digitized cadastral maps. Hence the output of the digitization must be in a compatible format.

The vendor should study each map sheet carefully and suggest department suitable method for capturing all data available in the map and achieve proper view of the same.

Recreation of records is not within the Scope of Work of the Vendor. However, any portion of the map lost during digitization activity would have to be created by the vendor.

4.5. RESURVEY OF DAMAN & DIU

The vendor must perform a complete ground survey of Daman & Diu using ETS and DGPS. The total area under Daman & Diu is 112 sq km.

4.5.1. Resurvey Task List

The list of activities to be performed by the vendor is as follows:

1. Identifying and establishing Primary, Secondary, Tertiary and Auxiliary Control Points using DGPS.
2. Understanding the nature of terrain in Daman & Diu with help from the City Survey office.
3. Planning the task of survey for different localities and making it available to the Gram Panchayats at least 15 days before the task of survey begins.
4. Obtaining a copy of the village map to be surveyed along with the ownership details of the plots.
5. Thorough ground survey using TS and DGPS.
6. Creating draft land parcel maps after survey of each plot and providing it to the owner for his approval immediately after survey of the plot.
7. Noting down objections if any and assisting the department in solving the objections. If required, a resurvey of the same plot must be performed under department supervision and a new draft land parcel map must be created.
8. Reconcile the re-survey data with the available records and finalize the dimensions of each land parcel
9. Conduct post survey activities of finalization of draft parcel maps in coordination with the City Survey Office.
10. Submission of final deliverables in the prescribed format.

4.5.2. Resurvey deliverables

The end deliverables of Resurvey of Daman & Diu are listed below for the vendor to adhere to.

1. Geodetic network with co-ordinates and sketch of the control points showing their description and location
2. District map, taluka maps, village maps and Land Parcel Maps
3. Seamlessly mosaiced district digital database with a provision to show various layers of various topographical details.
4. Digitized copies of the Village maps showing features like Survey No. , Name, Chalta No., etc
5. Superimposition of old digitized village map on the final resurveyed map. The color coding needs to be done as per following guidelines:
 - a. Boundaries and survey no. of new map – black
 - b. Boundaries and survey no. of old map – red
 - c. Chalta No. - Green
 - d. Background –White
6. Edge-matching with the adjacent villages

7. Conversion of entire digital database into existing RDBMS data format.
8. Integration of spatial data with the non-spatial database.
9. Land registers in the prescribed proforma –
 - a. Village Map
 - b. Plot Books, comprising resurvey details of each survey number (LPM) and corresponding sketch
 - c. Main Register (Composite register of pre and post survey details)
 - d. New Form I/XIV
 - e. Demand statement – in case UT decides to collect survey charges from the land parcel holders.
10. The new maps should be provided to the department in PDF, SHP and DWG formats. The maps in .shp format are required for Bhunaksha to integrate the spatial and textual data
11. Correlation statement with correlation sketch showing correlation of every old survey number to the corresponding new LPM number. List of coordinates of all the points by which the land parcel would be determined including topo details.
12. Specification of equipment used for generating data.

A detailed guideline for all tasks to be performed by the vendor as a part of Survey activity is attached in Annexure C. The vendor must ensure that these guidelines are followed right from the start. The Resurvey component of NLRMP will be considered as completed only when the department has done the quality check and signed off every deliverable.

Note:

All the records will be in Gujarati/English

4.6. SCANNING OF PHYSICAL RECORDS AND MODERN RECORD ROOM CONSTRUCTION

The successful bidder must set up a Modern Record Room as a part of NLRMP implementation. The record room will keep a physical copy of all land records document in compactors that must be procured and set up by the vendor.

4.6.1. Scanning of Physical Records

The vendor must procure a single web DMS for this project. Scanning must be performed in 3 stages.

1. Stage I - Pre scanning
 - Document Collection

- Document Preparation/ Repair
 - Quality Check
2. Stage II – Scanning
- Scanning textual records
 - Quality Check of scanned images
 - Document handover
 - Metadata Entry
 - Quality Check of metadata entry
 - Quality Check of 1% printouts
3. Stage III – Post Scanning
- Final output delivery
 - Supply of IT Infrastructure
 - Installation of DMS application and scanned data load
 - Backup and Data Upload
 - Maintenance and Support

Detailed guidelines for each stage of scanning are listed in Annexure D. The vendor must follow the guidelines in detail for scanning as quality assessment by the department would be done on the basis of the guidelines listed in this RFP.

Note:

For all registers that store multiple records (check Annexure A for volumes of such registers) on each page, the individual records must be cropped from the scanned page and indexed on the basis of PTS No/Survey No.

4.6.2. Supply, Installation and Commissioning of Compactors

The vendor must procure physical compactors to store all physical records of the Land Records Office. The documents are of A0/A1/A4 size and hence the compactors should be sufficient enough to store these documents.

The compactor must have the following specifications :

1. It should be capable of storing A0 size maps/A1 size maps.
2. It should be capable of storing A4 size documents and folders.
3. It should have a centralized locking mechanism

4. It should have modular construction so that it is possible to dismantle the compactor to ensure it can be passed through the record room door during setup (door size is 7ft x 3ft)
5. It should have Anti-friction bearings and efficient drive mechanism
6. It should be scratch resistant, uniform and lasting finish

All the physical records in the Land Records and City Survey Office must be collected by the vendor and setup in the Compactors. The vendor must ensure that all documents collected are brought to the record room and stored. No record should be lost during the process. Extreme care must be taken to ensure that the documents are not damaged which will result in penalty as per the RFP.

4.6.3. Physical Improvement of the Room

The vendor must perform complete physical improvement of the record rooms which includes but is not restricted to the following:

1. Re-flooring of the entire record room with vitrified tiles.
2. Re-plastering of the walls and painting of the entire room.
3. Establishing a wooden enclosure for placing compactors and setting up the citizen service delivery window within. The approximate area of the room will be 500 sq feet in Daman and 300 sq feet in Diu. Each room would require to be divided into 2 halves with a partition. One half of the room would be used to setup compactor system and would have an access mechanism with access only to department and a delivery window for citizens to receive services through. The other half of the room would be developed into a waiting lounge for citizens with the following setup:
 - a. 15 single cushioned seats for Daman and 10 single cushioned seats for Diu
 - b. 2 center tables, one each in Daman & Diu
4. The half of the room which will have the compactor setup should have a small space reserved for placing printers, servers, scanners and other items which will be setup to deliver services. The enclosure should have a biometric based access mechanism with access provided only to department officials.
5. The delivery room will have 2 desktops placed across a delivery window to cater to citizen requests.
6. There should be 2 (2 Tonne) split air conditioners for the entire room in Daman and 1 (2 Tonne) split air conditioner for Diu.
7. The delivery room must be well lighted at all times
8. A separate fire extinguishing mechanism, fire alarm and pest repellent system should be set up within the delivery room.

9. All electrification required as a part of the setup must be done by the vendor.

9.2. CORE GIS IMPLEMENTATION

The vendor must establish a GIS system to store geographical information captured during survey. The vendor will be responsible for the following activities:

1. Supply and installation of GIS application
2. Creation of village index based maps by geo-referencing cadastral maps with survey data for creating the core GIS
3. Understanding the nature of the attributes which needs to be captured from the department and ensuring they are captured during survey/resurvey
4. Complete end to end setup of the GIS application

Comprehensive training and documentation on various aspects of the application must be provided to concerned department officials. The detailed requirement of the GIS application is provided in the FRS document.

The vendor is required to set up just one GIS application (which is a part of core GIS Implementation) and this application will cater to the need of the department and the citizens as well. All land related attributes need to be captured in the GIS application to create core database.

4.8. COMPUTERIZATION OF REGISTRATION

While part computerization of Registration Office is being facilitated by Garvi, the vendor must complete the pending aspects of computerization.

4.8.1. Legacy Encumbrance Records

Legacy encumbrance data is the historical registration data which must be made available for citizen viewing across the ILMP. The vendor may use the deeds at the SRO for this purpose. Brief list of responsibilities are listed below.

1. Collection of deeds from SRO.
2. Creation of database with following fields
 - Name of Owner
 - PTS No/Survey No
 - Basis of transfer of plot
 - Registration Number
 - Year

3. Capturing details from deeds
4. Establishing a section on the ILMP to upload this historical registration data such that the citizens can view the following details for any parcel of land

4.9. PROCUREMENT OF HARDWARE AND SOFTWARE FOR PROJECT IMPLEMENTATION

As a part of project implementation, the successful bidder is also responsible for procurement of all hardware and software/applications required for the project. The list of items to be procured is listed below.

Sr No.	Item	Quantity	
		Daman	Diu
1.	Document Management System (as per specification in FRS)	1	
2.	Physical Compactors	1	1
3.	GIS systems/applications	1	
4.	Web Camera	3	2
5.	Palm Readers	1	1
6.	Finger print reader	16	9
7.	Flat bed A0 size color scanner	1	1
8.	Servers (including OS and Networking Components)	5	
9.	Server Chassis	1	

The minimum requirements for the hardware and software are listed in the Annexure E.

The vendor is responsible for procurement of the hardware and setting up of the hardware completely. All user manuals, warranty cards and details of agencies from which the hardware has been procured must be submitted to the department.

Note :

1. A single Web DMS would need to be procured for both districts and the same would be used to store documents of Land Record Office and Sub-Registrar Office.
2. A single GIS application is required for both districts as per section 4.7
3. The A0 flatbed scanner is being procured for Digitization of Cadastral maps.

4.10. POST IMPLEMENTATION SUPPORT

4.10.1. Overall Post Implementation Support Requirements

Post implementation of the Project, the vendor is responsible for providing comprehensive support to the entire NLRMP setup for a period of 5 years from the day of go-live.

The scope for support shall be inclusive of but not limited to the following aspects:

1. The department may register a call for any malfunctioning client side/server side hardware/software (all hardware/software mentioned under section 4.9 – “Procurement of Hardware and Software”). In this case, the vendor must provide onsite support to fix the malfunctioning hardware/software as per the Service Level Agreement laid down in section 9. The vendor must ensure that the malfunctioning entity does not cause a disruption in service at any point.
2. The vendor must also provide adequate resources for regular maintenance and customization of all NIC applications which are being developed as a part of this project. Along with this, the vendor shall be also be responsible for regular maintenance of the ILMP which shall be developed as a part of the project. The applications included under the scope of support are listed below.
 - a. Dharani Urban
 - b. Dharani Rural
 - c. Garvi
 - d. Integrated Land Management Portal
3. The support team must base their service on Incident Management, Problem Management and Change Management principles. The basic guidelines for the same have been mentioned in Annexure F.

4.10.2. Manpower Requirement for Handholding

Apart from the overall support requirements mentioned above, the department also requires data entry operators/technical staff who can perform all the software related data entry work for Land Record Officials on a day to day basis.

The scope of their work would include all Land Record Procedures being undertaken by Talathis, City Survey Staff, Registration Offices, Mamlatdars and Land Registrars on Land Record Softwares which are already functional or may be developed during the course of implementation of this project. A list of all Land Record Officials is provided below for an estimate of volume of work involved.

Staff	No. Of Staff in Daman	No. Of Staff in Diu
Mamlatdar	1	1
Enquiry Officer	1	1
Sub Registrar	1	-
Talathis	7	3

Aval Karkun	-	1
Head Surveyor	1	-
Field Surveyor	3	2

The department requires 15 Data Entry Operator/Technical Staff and 1 Data Entry Service Manager to assist them on a daily basis for all data entry related work on Land Record Softwares. This requirement is for the complete project duration i.e till the end of 5 year support duration.

Note:

- 1. The support team must also take care of any Civil Work Maintenance that is required for the Modern Record Room.*
- 2. The technical support being provided must include the already existing client site hardware such as desktops and printers. There are a total of 20 Desktops in the Land Records Office and 5 desktops in the Registry Office currently in Daman and 12 computers and printers in Diu. There are an equal number of printers. While troubleshooting of desktop and printer issues and repair shall fall under scope of support, the support team need not have to replace the malfunctioning hardware with a new one if the problem is not fixed. Change Requests may be limited to the hardware procured by the vendor.*
- 3. In case there is an incident due to UT-WAN or SDC issues, the support team must liaise with the respective support teams for WAN and SDC to rectify the issue. This would still be counted as a Land Record Incident and must be dealt with as per the SLA laid down in the RFP.*

4.11. TRAINING AND CAPACITY BUILDING

4.11.1. Training Task List

The vendor must share a detailed training plan for all officials of Daman & Diu at the start of the project. While most of the department is aware of basic computer functionality, thorough training is required on individual aspects of the project which include but are not limited to the following:

1. Functionality of Integrated Land Management Portal
2. Map digitization process
3. Operation and Maintenance of Document Management System
4. Operation and Maintenance of GIS systems
5. Thorough training on operation of all modules of NIC applications

6. Training on process flow of all software modules developed
7. Training on usage of all client side hardware and software established

The training must focus on the LDC/UDC/Talathi level as most workflows are initiated at that level. There are close to 25 department officials in Daman and 15 officials in Diu comprising of the following:

1. Mamlatdar
2. Enquiry Officer
3. City Survey staff
4. Sub registrar
5. Circle Inspector
6. Aval Karkum
7. Talathi
8. LDC
9. UDC

The successful bidder may make use of audio visuals for training purpose. The department would make the necessary infrastructure available.

4.11.2. Deliverables checklist

1. All training contents should be compiled into CDs/DVDs and submitted to the department immediately after training.
2. User manuals for ILMP must be submitted to the department. The manuals should be written in English and Gujarati.
3. User manuals for all client side hardware must be submitted to the department.

4.12. PROJECT DOCUMENTATION

The successful bidder will provide documentation which would cover various aspects of the project. This documentation should be submitted as the project undergoes various stages of implementation. Indicative list of documents include:

1. Project Commencement Documentation: Project Plan in giving out micro level activities with milestones & deadlines. It should ideally include documentation on all aspects talked in Chapter 4.1, Project Planning and Management

2. Training Plan and Training Material: Training Material will include the presentations, videos used for trainings and also the required relevant documents for the topics being covered
3. Comprehensive documents from resurvey process containing the following:
 - Survey Proceedings
 - LPM number conventions
 - Register with list of objections and the end solution
4. User Manuals: The vendor must create manuals and easy to use guides for each component of the project being implemented by them. These manuals must be verified by the vendor and then handed over to the department officials working on the respective modules
5. Hardware Manuals: Manuals for all hardware procured must also be made available at the respective offices.
6. Data standards: The successful bidder will provide the technical documents related to databases created for the project.

5. ROLES AND RESPONSIBILITIES

This section is intended to lay down the detailed roles and responsibilities of all stakeholders involved throughout the project implementation duration.

5.1. REVENUE DEPARTMENT

The project has been initiated by the Revenue Department of Daman & Diu to modernize the land record system in the UT. All the deliverables submitted will hence be approved finally by the department. The detailed responsibility of the department in the project implementation has been listed below:

1. Policy formulation and high level decision making
2. Provide strategic guidance to the MMP implementation in the UT
3. Review progress of the project at regular intervals
4. Provide necessary information about the department and processes to vendor through Project management consultants and State eMission team
5. Providing necessary space to vendor for carrying out all project related activities.
6. Resolve implementation related issues, whenever required.
7. Review deliverables of the vendor and provide feedbacks and approvals.
8. Approve and process vendor claims made against deliverables

5.2. SEMT, DAMAN & DIU

The State e-Mission Team performs an overall monitoring role of all e-governance projects in the Urban Territory to lay down the general directions for each project. With regards to the same, the list of responsibilities of the SeMT team is listed below.

1. Provide inputs to vendor on broad technical aspects of the project and the scope of work.
2. Assist department in providing strategic inputs to the project
3. Review progress of activities with the help of PMC and NIC
4. Ensure standardization and consistency of solution with other solutions being implemented in UT.
5. Assist departments in removing any bottlenecks along with the help of PMC and NIC.
6. Assist department to showcase the project at GoI level along with PMC.

5.3. NATIONAL INFORMATICS CENTER, DAMAN & DIU

The National Informatics Center (NIC) is the developer of all land records related applications in the UT. The ownership of these applications shall remain with the NIC and they will provide continuous guidance to the System Integrator in carrying out the software customization and web development work as has been laid down in the RFP. The detailed responsibilities of NIC, Daman & Diu has been listed below.

1. Manage and support software customization and development activities and help the vendor in understanding the functionality of each application owned by NIC.
2. Laying down requirements and roadmap for software development and customization work which the vendor can adhere to through the implementation phase.
3. Provide necessary technical assistance to vendor as and when required on the NIC software being used in the project.
4. Ensure all development is as per NIC standards and guidelines
5. Provide standard and guidelines released by GoI to the vendor through the Project management Consultants
6. Timely and thorough review of all deliverables to ensure that scope of work is being achieved with respect to software customization and web portal development.

7. Review weekly status reports from vendor on progress of software customization with the help of Project Management Consultants
8. Review the application codes written for customization, wherever necessary
9. Assist the vendor is getting the newly developed web application audited by STQC
10. Perform security audit for all NIC owned applications in a timely fashion.

5.4. PROJECT MANAGEMENT CONSULTANTS

The Project Management Consultants are working for assisting the revenue department to implement NLRMP MMP In the UT of Daman & Diu. They have understood the overall requirements and prepared roadmap for implementation along with other stakeholders. Their responsibilities are listed below:

1. Monitor progress of the project and assisting the department in removing bottlenecks to avoid delays.
2. Assist department in conducting weekly and monthly meetings along with other stakeholders to review the progress of the project
3. Monitor risks and issues in the project and assist department in designing mitigation plan
4. Assist vendor in getting better understanding of the department and its processes
5. Review project plan at regular intervals to ensure compliance and report any deviation to the department
6. Assist department in issue resolution, whenever required
7. Review deliverables submitted by vendor along with SeMT and NIC
8. Assist vendor in organizing knowledge management sessions for various stakeholders

5.5. NLRMP IMPLEMENTATION AGENCY (SUCESSFUL BIDDER)

The vendor will primarily be responsible for implementing all aspects of NLRMP MMP as laid down in the scope of work above. A brief list of the vendor's responsibility is give below.

1. Implement NLRMP MMP components based on Scope of Work and FRS document.
2. Adhere to the guidelines laid down in the RFP for implementation of various components.
3. Provide weekly and monthly status reports to Department, PMC, NIC and SeMT.
4. Submit quality deliverables to the department in prescribed time frame

5. Assist department in achieving better citizen delivery through their various deliverables
6. Provide adequate and high quality manpower and other resources as per the requirement of the project
7. Maintain accurate and effective communication with all stakeholders throughout the project
8. Perform thorough and standardized quality check of all deliverables
9. Ensure timely completion of all components of NLRMP

6. INSTRUCTION TO BIDDER

6.1. ISSUER OF RFP

The Secretary, Revenue

Secretariat

Moti Daman,

Daman (UT) - 396220

6.2. GENERAL INSTRUCTION TO BIDDER

1. **This RFP is not transferable.**
2. Bidders are advised to study the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
3. The response to this RFP should be full and complete in all respects. Incomplete OR Partial bids shall be rejected. The bidder must quote for all the items asked for in this RFP.
4. The bidder shall bear all costs associated with the preparation and submission of the bid, including cost of presentation for the purposes of clarification of the bid, if so desired by The Secretary Revenue, Daman & Diu, who will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
5. All communications to The Secretary Revenue, Daman & Diu including this RFP and the bid documents shall be signed on each page by the authorized representative of the bidder along with the authority letter attached.
6. Kindly note that the bidder should take care that the costs quoted by the bidder sufficiently covers all expenses that the bidder shall incur for the project's scope of work mentioned in chapter 4 of this RFP. No additional payments will be done by the department for any purpose.
7. This RFP is intended to give the bidders a brief idea about the nature and volume of work involved. However this is in no way exhaustive or guaranteed by the UT Administration

6.3. SCOPE FOR SUB-CONTRACTING

Considering the diverse nature of the components that need to be implemented as a part of NLRMP, some minor aspects of the tender can be sub-contracted. Such minor aspects would include and be limited to the following only:

1. Document Scanning and Digitization of textual records

2. Setup of Modern Record Room and its components

6.4. TIMELY SUBMISSION

Bidders are solely responsible for timely submission of the bids. Proposals received after the last date and time of submission will not be considered.

The Secretary Revenue, Daman & Diu, may at his/her discretion extend this deadline for submission of bids by amending the bid documents. In such a case, all rights and obligations of The Secretary Revenue, Daman & Diu and bidders subject to the deadline will thereafter be subject to the new deadline.

6.5. AMENDMENT OF RFP DOCUMENT

At any time before the deadline for submission of bids, The Secretary Revenue, Daman & Diu may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP Document by amending, modifying and/or supplementing the same.

All prospective bidders who have purchased/downloaded this RFP Document shall be notified of any amendments in writing by e-mail or fax and will also be available on the e-tendering/department website. All such amendments shall be binding on them without any further act or deed on the part of The Secretary Revenue, Daman & Diu. Prospective bidders are advised to periodically browse the above mentioned websites to find out any further corrigendum/addendum/notice published with respect to this RFP.

In the event of any amendment, The Secretary Revenue, Daman & Diu reserves the right to extend the deadline for the submission of the bids, in order to allow prospective bidders reasonable time to take the amendments into consideration.

6.6. LANGUAGE OF BID

Bids submitted by the vendor and all subsequent communications initiated by the vendor to the Revenue Department must be done in English. If in any case, any other language is used, the same must be attached along with a precise English translation of the document, the interpretation of which shall govern in the future.

6.7. CLARIFICATION OF OFFERS

To assist in the scrutiny, evaluation and comparison of offers, The Secretary Revenue, Daman & Diu may at his/her own discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

6.8. BID PRICES

The bidder must indicate the unit rate and the total bid prices (tax amount should be mentioned separately) for the services that it promises to provide to implement the project. The format has been described in the Annexure attached to this RFP.

The scope of work for which the contract value will be quoted is meant to give a general understanding of the nature and magnitude of the work that must be done but it is in no way an exhaustive set of requirements and it is not guaranteed by the department in any way. The bidder shall carry out all the tasks in accordance with the requirement of the RFP & with due diligence. It shall be responsibility of the bidder to fully meet all requirements of the RFP and to meet objectives of the project.

If during the course of execution of the project any minor revisions to the work requirements like technical specifications, equipment sizing, etc. are to be made to meet the goals of the project, such changes shall be carried out within the proposed price. If in any case, a certain deviation has a major impact on the commercial structure of this project, the Department of Revenue would take the appropriate decision and this decision would be binding on the vendor.

6.9. CONTACTING THE SECRETARY REVENUE, DAMAN & DIU

No bidder shall contact The Secretary Revenue, Daman & Diu or any department officials on any matter relating to its bid, after opening of commercial bid till contract is awarded. If bidder wishes to bring additional information to the notice of The Secretary Revenue, Daman & Diu he/she can communicate in writing to address given for correspondence. The Secretary Revenue, Daman & Diu reserves the right for consideration of such information.

Any effort by bidder to influence The Secretary Revenue, Daman & Diu in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the bidders bid and forfeiture of the bid security amount.

6.10. BID VALIDITY

The proposals shall be valid for a period of 180 days from the last date for submission of the tender. A proposal valid for a shorter period will be rejected as non-responsive. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will

be deemed to be valid until such time that the bidder formally (in writing) withdraws his proposal.

In exceptional circumstances, at its discretion, The Secretary Revenue, Daman & Diu may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by fax or email.

6.11. ADDRESS FOR BID SUBMISSION AND CORRESPONDENCE

The Secretary, Revenue

Secretariat

Moti Daman,

Daman (UT) - 396220.

6.12. BID SUBMISSION INSTRUCTIONS

The bids have to be submitted via the e-tendering procedure followed in Daman & Diu and the bid documents must also be uploaded on the nprocure website - <https://daman.nprocure.com/>

The financial and technical proposals must be submitted online ONLY. No financial details of the bid must be submitted in the technical proposal submitted online.

The Secretary Revenue, Daman & Diu may, at his/her discretion, extend this deadline for submission of offers by amending the RFP, in which case all rights and obligations of the bidder and tender previously subject to the deadline will thereafter be subject to the deadline as extended.

6.12.1. Submission of Bids

- The BG/FDR for Earnest Money Deposit and Tender Fee must be submitted physically on the date decided by the Secretary, Revenue. The scanned copy of the EMD and Tender Fee uploaded online should be complete and clear .
- Financial and Technical Bids must be submitted online **ONLY** on www.daman.nprocure.com. No technical proposal documents will be submitted physically except the EMD and Tender Fee.
- Format for Financial Bid should be as per format provided. The formats are available online on the website www.daman.nprocure.com

6.12.2. General Conditions

The Secretary Revenue, Daman & Diu will not accept submission of proposal in any manner other than that specified in this volume. Proposal submitted in any other manner may be rejected. The technical and commercial proposals should be submitted along with a certified true copy of the corporate sanctions/approvals authorizing its authorized representative to sign/act/execute documents forming part of this proposal including various RFP documents and binding contract, at the address and time as specified in this RFP.

The proposals shall be valid for a period of 6 months from the date of opening of the proposals. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his proposal.

In exceptional circumstances, at its discretion, The Secretary Revenue, Daman & Diu may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by fax or email.

6.13. OPENING OF BIDS

Proposals / Bids will be opened in presence of bidder's representatives (if they are present, else it will be opened in presence of the other representatives, officials present). The bids will be opened at the address mentioned above.

The Secretary Revenue, Daman & Diu will open all bids as per schedule mentioned in "Bidding Schedule" above. If all documents mentioned in each parts of proposal are not found, then proposal/bid may be summarily rejected. The bidder's representative willing to attend the opening of the bids shall bring authorization letter. The bidder's representative shall sign the attendance register.

The bidder's name, technical solutions given by bidder, bid prices and presence or absence of requisite bid security and such other details, as The Secretary Revenue, Daman & Diu at its discretion may consider appropriate, will be announced at the time of corresponding openings.

The bids submitted after due date and time shall not be considered for further evaluation, irrespective of the circumstances. The Secretary Revenue, Daman & Diu reserves the right to postpone or cancel a schedule of bid opening at any time.

Note:

The date for opening of the Commercial bid will be announced after the opening of technical bid and completion of technical scrutiny

6.14. RIGHT TO ACCEPT OR REJECT ANY BID

The Secretary Revenue, Daman & Diu reserves the right to accept or reject any Bid. The Secretary Revenue, Daman & Diu shall be under no obligation to accept the lowest or any other offer received in response to this RFP and to annul the tendering process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for The Secretary Revenue's action.

6.15. TENDER EVALUATION COMMITTEE

Tender Evaluation Committee (TEC) constituted by the The Secretary Revenue, Daman & Diu shall evaluate the tenders. The decision of the Evaluation Committee in the evaluation of the **Technical** and **Commercial** bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

7. QUALIFICATION CRITERIA AND BID EVALUATION

7.1. PRE-QUALIFICATION CRITERIA

#	Qualification Criteria	Documentary Evidence
1.	<p>Bidder must be</p> <ul style="list-style-type: none"> •A company in India, registered under the Companies Act 1956 or •A consortium of not more than 3 companies registered under the relevant act <p>In case of consortium, there should be a Memorandum of Understanding (MoU)/Agreement among all members. Role of each consortium partner should be clearly mentioned in the MoU/Agreement. Though the overall responsibility of the project execution will be of the Prime bidder, individually and severally in case of failure by any consortium member.</p>	<ol style="list-style-type: none"> 1. Copy(ies) of Certificate of Registration 2. Memorandum of Understanding (MOU)/agreement among the members signed by the Authorized Signatories of the companies dated prior to the submission of the bid to be submitted in original. 3. The MoU/agreement shall clearly specify the prime bidder, stake of each member and outline the roles and responsibilities of each member.
2.	Bidder (prime bidder in case of consortium) should have positive net worth for the financial year (FY 2013-14)	Audited balance sheets signed by a registered audit firm or a CA must be submitted as proof of turnover. A certificate from a qualified CA stating the same will also be accepted.
3.	Bidder (prime bidder in case of a consortium) should have an average turnover of atleast 20 crores from IT components for the last 3 financial years (FY 13-14, FY 12-13, FY 11-12).	Audited balance sheets signed by a registered audit firm or a CA must be submitted as proof of turnover.
4.	<p>Prime bidder or a member of the consortium must have undertaken any three of the following work in last 3 financial years (FY 11-12,12-13,13-14):</p> <ol style="list-style-type: none"> a. Integrated Web portal development b. eGovernance software application development and implementation c. Land survey projects d. Map digitization project e. GIS project 	Order copy and testimonial/customer certificate should be submitted
5.	The bidder should submit a solvency certificate from any "Scheduled commercial or Nationalized Bank" stating that the bidder is worth 10 crores at	Relevant certificate obtained from bank must be submitted

	least as on 31 st December,2013 and has sufficient financial resources to complete the project. In case of a consortium, the prime bidder has to have solvency certificate as mentioned above	
6.	Bidder (all members in case of a consortium) should have valid ISO 9001:2008 certification.	<i>Provide relevant valid certificate</i>
7.	The bidder (Any one member in case of consortium)should have valid SEI CMMI level 3 certification or above	<i>Provide relevant valid certificate</i>
8.	Bidder (all members in case of a consortium) should be registered with VAT and Service Tax department. It should carry a valid PAN/ TAN Number, Sales Tax /TIN No.& service tax no.	<i>Provide Copy of Sales Tax/VAT registration number, Service Tax Registration certificate and PAN card details</i>
9.	The bidder/Lead bidder /consortium partner in case of consortia should have at-least 100 qualified professionals working in the company	<i>Self Certificate by HR department along with the summarized list of employees with their qualification should be attached</i>
10.	Bidder (all members in case of a consortium) shall submit a self-declaration for not being under legal action for corrupt or fraudulent practices(blacklisted) by any Ministry/ Department of GoI/ State/UT Government/ Government Organizations	<i>Declaration signed and stamped by each member of the consortium</i>
11.	Bidder must have an office in UT of Daman and Diu or should furnish an undertaking that the same would be established within one month of receiving the work order.	<i>Declaration stating the same must be signed with company seal and submitted</i>

Note:

- a. The Prime bidder may bid as a consortium of a maximum of 3 partners' i.e.1 Prime bidder plus two consortium partners.*
- b. In case of a JV, the Joint Venture should have come into force before last date of submission of tender.*
- c. The consortium shall be formed under a duly stamped consortium agreement. The original stamped consortium agreement should be submitted along with the bid document. In the event of consortium, one of the partners will assume the designation of "Prime Bidder". In case of a successful bidder, which is a consortium, the parties of consortium shall be jointly and severely held responsible for the implementation of the project and provision of services.*
- d. All members of Consortium / Joint Venture / Partnerships shall be equally, jointly & severely responsible for the successful completion of the entire project. A declaration to that effect should be submitted along with the tender.*
- e. A bidder can submit bids either as a single bidder or prime bidder in a consortium or*

a consortium member of a consortium or as a part of JV. In the event the bidder is part of more than 1 bid in any form as mentioned above, all the bids will be summarily rejected.

- f. Bidder (Prime bidder in case of consortium) should have adequate number of resources to ensure that the project gets completed on time.*
- g. Bidder (Prime bidder in case of consortium) should have readiness to deploy adequate resources once they are declared as the successful bidder.*
- h. eGovernance Project refers to any ICT based projects undertaken to assist Government and Public Sector Organizations*

7.2. BID EVALUATION

A tiered evaluation procedure will be adopted for evaluation of proposals, with the technical evaluation being completed before the commercial proposals are opened and compared. A Two Bid system shall be followed for the bid evaluation. The first stage would be a technical evaluation against Technical Proposal. Second stage would be a Commercial Evaluation. The details of evaluation have been explained below.

7.2.1. Stage I - Pre Qualification Evaluation

The first stage of evaluation would involve examination of the bid documents of each of bidders against the “**Qualification Criteria**” and submission of EMD & Tender fees. All bidders clearing this stage will be evaluated on the criteria mentioned in the “**Technical Evaluation framework**”. This is to ensure that the technical skill base, experience and financial capacity and other bidder attributes claimed therein are consistent with the needs of this project. The Secretary, Revenue, Daman and Diu may ask bidder(s) for additional information, visit to bidders site and/or arrange discussions with their professional, technical faculty to verify claims made in bid documentation. During pre-qualification bid preparation, the bidder is required to strictly adhere to the pre-qualification bid format provided in this document. . The format for the same has been detailed in *Annexure H– “Pre-Qualification Bid Document Format”*. Bidder should also submit the other necessary documents.

7.2.2. Stage II - Technical Evaluation

During technical bid preparation, the bidder is required to strictly adhere to the technical bid format provided in this document. The format for the same has been detailed in *Annexure I – “Technical Bid Document Format”*.

Technical Evaluation Framework

Technical Evaluation Committee (TEC) formed by The Secretary Revenue, Daman & Diu will evaluate both technical & commercial bids.

Bidders who have qualified as per the Section 7.1 (Pre-Qualification Eligibility Criteria) of this RFP document shall be evaluated and scored by the Technical Evaluation Committee based on the basis of technical evaluation criteria mentioned in table below, assessing each bidder's ability to satisfy the requirements set forth in the document. **The minimum marks for qualifying through the technical evaluation round is 70 out of 100.**

Technical Marking System

Sr. No.	Parameter	Max Marks	Required Document
1.	Company Competence (Refer below table for detailed point system)	30	Audited Financial Statement / Auditor Certificate, Copies of Work Orders, Completion Certificate, Client Certified certificate for Ongoing projects
2.	Domain Experience (Refer below table for detailed point system)	25	Proof of experience in the form of client citations/work orders to be submitted.
3.	Project Plan (Refer below table for detailed point system)	5	Detailed Project Plan to be submitted describing each element.
4.	Proposed Team and Governance (Refer below table for detailed point system)	10	CV of the Proposed team and Composition of team
5.	Technical Presentation	30	Technical proposal and details addressing the parameters as mentioned in detailed marking system
Total Marks		100	
Cut Off Marks for qualifying		70	

Detailed Marking System

1	Company Competence			10
1.1	Annual Turnover Prime bidder's average annual turnover for the period 2011-2012, 2012-2013, 2013-14. Audited Financial Statements/ Auditor's certificate to be submitted.			5
	Between 20-35 Cr (3 Marks)	Between 35-50 Cr (4 Marks)	Greater than 50 Cr (5 Marks)	
1.2	Certifications			5
	CMMi Level 3 (3 Marks)	CMMi Level 5 (4 Marks)	In addition ISO 27001 (1Mark additional)	
	Previous project experience			20

1.3	Experience of implementing no. of e-Governance projects valued more than 1 crore (minimum 1 project)					10
	1-2	3-4	5-6	7-8	More than 8	
	2	4	6	8	10	
1.4	Number of web portal development projects valued more than 30 lakhs					10
	1-2	3-4	5-6	7-8	More than 8	
	2	4	6	8	10	
2	Domain Experience					25
2.1	Number of maps digitized and verified by the client in the past 3 years as on Bid Submission Date					5
	Between 500-1000 (3 Marks)		Between 1000-1500 (4 Marks)		Greater than 1500 (5 Marks)	
2.2	Total Area Surveyed using ETS + DGPS in the past 3 years					5
	Between 100-200 sq. km(3 Marks)		Between 200-500 sq. km. (4 Marks)		Greater than 500 sq.km.(5 Marks)	
2.3	Number of e-Governance applications developed/customized and maintained (Completed /Ongoing)					5
	2-4 (3 Marks)		5-7 (4 Marks)		Greater than 7 (5 Marks)	
2.4	Number of Document scanning and Metadata entry/DMS setup projects (Complete/Ongoing).(For ongoing projects, only the projects where volume of documents scanned, indexed and verified by client is greater than 150000 pages will be considered)					5
	Between 2-3 (3 Marks)		Between 4-5 (4 Marks)		Greater than 5 (5 Marks)	
2.5	Number of Land Records/Registration Projects involving comprehensive solution implementation and not limited to hardware supply or supply of manpower(Completed / Ongoing)					5
	Between 1-2 (3Marks)		Between 2-4 (4Marks)		Greater than 4 (5Marks)	
3	Detailed Project Plan					5
3.1.	Software customization and web portal development					1
3.2	Scanning and Digitization of Maps					1
3.3	Resurvey and GIS Implementation					1
3.4	Scanning of records and Modern Record Room setup					1
3.5	Hardware/Software Procurement and Post Implementation Support					1
4	Proposed Team and Governance Structure					10
4.1	Project Manager (Qualification and Experience) (minimum 8 year experience)					4
	B.E/ B.Tech./MCA with MBA (2 Marks)		Experience (Min 3 years) in operations in government sector (1 Mark)			
	Experience of NLRMP project components (1 Mark)					
4.2	Proposed team and profiles for Domain Experts					3
	Assessment on number of resources, qualifications of each resource and total number of years of experience					
	Proposed team for Application Development					3

4.3	Assessment on number of resources, qualifications of each resource and total number of years of experience	
5	Technical Presentation	30
5.1	Company Profile	5
5.2	Understanding of scope of work and requirements	5
5.3	Approach & Methodology (AM) for operations/execution, maintenance and Quality of service	10
5.4	Proposed integration of all components of NLRMP	5
5.5	Risk Identification & Mitigation Plan	5

Note:

- a. The documents required as proof for technical marking must be submitted as client citations or work orders or letter of declaration signed by the client. No self-declaration of experience, quantity or quality will be accepted for marking purpose.*
- b. Bidder should give presentation (approx. duration of one hour) with respect to above technical evaluation criteria at the time of opening of the Technical Bid.*
- c. The Secretary Revenue, Daman & Diu reserves right to visit bidder's customers where such a similar project execution has taken place.*
- d. The sample for each document is already attached in the RFP as an Annexure. The same can be availed from the Revenue Department for a certain duration which will be disclosed later*

7.2.3. Stage III – Financial bid evaluation

Financial bids of only those bidders who qualify the technical evaluation will be opened. Cost shall be calculated based on price summary given in *Annexure K – “Commercial Bid format”*.

The Evaluation Committee would assess the reasonability of the prices quoted by the bidder for individual items by taking into account the competition observed from the responses received, last purchase price, estimated value, database maintained on costs based on past contracts entered into etc, and if committee feels, the bidder has quoted unreasonable price for any line item, it may ask the bidder to match with the reasonable price as assessed by the Committee for respective line item

The commercial scores will be calculated as $F_n = F_{\min} / F_b * 100$

where,

F_n = Normalized financial score of the bidder under consideration

F_b = Evaluated cost for the bidder under consideration

F_{\min} = Minimum evaluated cost for any bidder

Note:

- a. The evaluation done by the Technical Evaluation Committee will be final and binding on the bidders.*
- b. A substantially responsive bid is one, which conforms to the requirements, terms, conditions and specifications of the Request for Proposals without material deviation. A material deviation is one which affects in any substantial way the functionality, scope, quality, or performance of the deliverables, or which limits in any substantial way, inconsistent with the Request for Proposal's, the department's rights or the Bidder's obligations for performance of the project and the rectification of which deviation would unfairly affect the competitive position of other bidders presenting substantially responsive Bids.*
- c. Conditional bids shall be summarily rejected. The bidder shall quote only one solution*
- d. Evaluation committee will examine the bids to determine whether they are complete, whether any computational error have been made and whether the bids are generally in order*
- e. The Secretary Revenue, Daman & Diu may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise*
- f. Bids received without tender fee and EMD shall be rejected*
- g. The Secretary Revenue, Daman & Diu may waive any minor informality or non - conformity or irregularity in a Bid, which does not constitute a material deviation.*

7.3. AWARD OF CONTRACT

Award of contract shall be given to the bidder/ consortium who will get the Highest overall score (Best evaluated bid) after final evaluation as per

$$\text{Score}_n = 0.70 * T_n + 0.30 * F_n$$

Where

F_n – Normalized financial scores of the bidder under consideration

T_n = Marks awarded during technical evaluation

The bidder earning the highest marks (i.e highest Score_n) shall be awarded the contract.

The normalized financial score shall be considered along with the marks obtained during technical evaluation to award the bid to a particular bidder in the following manner.

The Evaluation Committee reserves the right to negotiate with the successful bidder on the price quoted by them through the commercial proposal.

7.4. NOTIFICATION OF AWARD

Prior to the expiration of the period of bid validity, The Secretary Revenue, Daman & Diu will notify the successful bidder in writing or by fax or email, that its bid has been accepted.

The notification of award will constitute the formation of the contract. Upon the successful Bidder's furnishing of Performance Security, The Secretary Revenue, Daman & Diu will promptly notify each unsuccessful bidder.

7.5. SIGNING OF CONTRACT

At the same time as The Secretary Revenue, Daman & Diu notifies the successful bidder that its bid has been accepted, The Secretary Revenue, Daman & Diu shall enter into a separate contract with the successful bidder. Terms and Conditions specified in the RFP document shall become the part and parcel of the contract document.

7.6. REJECTION CRITERIA

Besides other conditions and terms highlighted in the RFP, bids may be rejected under following circumstances:

General Rejection Criteria

- a. Conditional Bids
- b. If the information provided by the Bidder is found to be incorrect/ misleading/ fraudulent at any stage / time during the Tendering Process
- c. Any effort on the part of a bidder to influence the bid evaluation, bid comparison or contract award decisions
- d. Bids received after the prescribed time & date for receipt of bids
- e. Bids without signature of person (s) duly authorized on required pages of the bid
- f. Bids without power of attorney/ board resolution

Pre-Qualification Rejection Criteria

- a. Bidders not complying with the Eligibility Criteria given in this RFP
- b. Pre-Qualification Envelope containing commercial details
- c. Revelation of Prices in any form or by any reason before opening the Commercial Bid

- d. Failure to furnish all information required by the RFP or submission of a bid not substantially responsive to the RFP in every respect

Technical Rejection Criteria

- a. Technical Bid containing commercial details
- b. Revelation of Prices in any form or by any reason before opening the Commercial Bid
- c. Failure to furnish all information required by the RFP or submission of a bid not substantially responsive to the RFP in every respect
- d. Bidders not quoting for the complete scope of Work as indicated in the RFP, addendum (if any) and any subsequent information given to the bidder
- e. Bidders not complying with the Technical and General Terms and conditions as stated in the RFP
- f. Bidder not confirming unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this RFP

Commercial Rejection Criteria

- a. Incomplete Price Bid
- b. Price Bids that do not conform to the RFP's price bid format
- c. Total price quoted by the bidder does not include all statutory taxes and levies applicable
- d. If there is an arithmetic discrepancy in the commercial bid calculations, the Evaluation Committee shall rectify the same. If the Bidder does not accept the correction of the errors, its bid may be rejected.

7.7. BID SECURITY (EMD – EARNEST MONEY DEPOSIT)

1. Bidder shall furnish, as part of its pre-qualification bid, a bid security of INR 20,00,000/- (Rupees Twenty Lacs only).
2. The bid security shall be denominated in Indian Rupees, and shall be in the form of a Bank Guarantee/FDR/Demand Draft from a nationalized or scheduled bank in favor of “The Secretary, Revenue”
3. EMD should be valid for a minimum period of 1 year from the date of submission of the tender
4. Unsuccessful Bidder's bid security will be discharged/ returned as promptly as possible but not later than 60 days after the award of the contract to the successful bidder.
5. The successful bidder's bid security will be discharged upon the successful bidder signing the Contract and furnishing the Performance Bank Guarantee.
6. No interest will be payable by the The Secretary Revenue, Daman & Diu on the amount of the Bid Security.
7. The bid security may be forfeited:

- a. If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
 - b. In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within the specified duration.
 - c. If the bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization
 - d. If any information is found wrong or manipulated in the documents submitted.
8. The decision made by the UT Administration regarding forfeiture of the EMD amount and rejection of bid shall be final and binding to the bidder.
 9. Offers, made without EMD, will be treated incomplete and non-responsive and the same will not be considered.

7.8. PERFORMANCE BANK GUARANTEE

1. The successful bidder shall at his own expense, deposit with The Secretary Revenue, Daman and Diu, within 15 working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Scheduled or Nationalized Bank, for the due performance and fulfillment of the contract by the successful bidder.
2. The performance guarantee shall be denominated in the currency of the contract and shall be in the form of a bank guarantee.
3. This Performance Bank Guarantee will be for an amount equivalent to 10 % of contract value. All charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee shall be borne by the successful bidder.
4. The Performance Bank Guarantee shall be valid until the end of 3 months after the complete project period. Subject to the terms and conditions in the Performance Bank Guarantee, 3 months after the complete project period completion, the Performance Bank Guarantee will lapse automatically.
5. The Performance Bank Guarantee may be discharged/returned by The Secretary, Revenue, Daman and Diu upon being satisfied that there has been due performance of the obligations of the successful bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
6. In the event of the successful bidder being unable to service the contract for whatever reason, The Secretary Revenue, Daman and Diu would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of The Secretary Revenue, Daman and Diu under the contract in the matter, the proceeds of the PBG

shall be payable to The Secretary Revenue, Daman and Diu as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the Contract. The Secretary Revenue, Daman and Diu shall notify the successful bidder in writing of the exercise of its right to receive such compensation within 14 days from the date of notification, indicating the contractual obligation(s) for which the bidder is in default.

7. The Secretary Revenue, Daman and Diu shall also be entitled to make recoveries from the successful bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

7.9. FAILURE TO AGREE WITH THE TERMS & CONDITIONS OF THE RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP/Contract shall constitute sufficient grounds for the annulment of the proposal or the award, in which event The Secretary Revenue, Daman & Diu may out rightly reject the proposal or make the award to the next Best Value Bidder or call for new Bids.

8. PROJECT IMPLEMENTATION

8.1. PROJECT TIMELINES

Following table delineates the various project activities and the associated timelines in weeks from the project start date.

#	Activity	Timeline
A	Agreement signing and resource mobilization	
1	Agreement Signing and Work Order Issue	T
2	Requirement Gathering, Project Plan Submission	T + 2 weeks
B	Deliverables Timelines	
3	Computerization of Land Records	
A	Setting up of Scanning and Digitization Infrastructure	T + 2 weeks
B	Scanning and Digitization of 50% of the documents	T + 7 weeks
C	Scanning & Digitization of 100 % of the Cadastral maps	T + 12 weeks
D	Submission and approval of deliverables as per Scope of Work	T + 16 weeks
4	Resurvey	
A	Planning and requirement gathering	T + 4 weeks
B	Setup of Ground Control Network	T + 10 weeks
C	Survey of land parcels	T + 26 weeks
D	Finalization of LPMs and adjudication	T + 32 weeks
E	Submission and approvals of deliverables as per Scope of Work	T + 34 weeks
5	Core GIS Implementation	T + 34 weeks
6	Computerization of Registration	
A	Data Entry of Legacy Encumbrance Data	T + 12 weeks
B	DMS setup in SRO	T + 14 weeks
C	Training on use of DMS and Integration with ILMP	T + 16 weeks
7	Modern Record Room	
A	Scanning of 50% of Textual Records	T + 7 weeks
B	Scanning of 100% of the Textual Records	T + 16 weeks
C	DMS setup in Land Record Office	T + 18 weeks
D	Improvement of Civil Infrastructure and setting up of Compactors	T + 22 weeks
E	Feedback and Approval from department	T + 24 weeks

8	Development of Integrated Land Management Portal and Application Specific Customization	
A	Requirement gathering	T + 6 weeks
B	Submission of SRS and Software Design Document	T + 10 weeks
C	Customization of NIC applications	T + 20 weeks
D	Development of ILMP	T + 26 weeks
E	UAT and SIT	T + 28 weeks
F	Security audit by STQC	T + 32 weeks
G	Post deployment support and sign off by department	T + 34 weeks
9	Training and Capacity Building	
A	Submission of detailed training plan	T + 12 weeks
B	Submission of training material	T + 14 weeks
C	Commencement of training – component wise	T + 18 weeks
D	Completion of the Training	T + 34 weeks
10	Supply, Installation and Commissioning of IT Infrastructure	T + 20 weeks
11	Project Completion Report and Sign Off by department	T + 36 weeks
12	Post Implementation Support	5 years post go-live

Note:

- *T = Project Start Date*
- *Post implementation client side hardware support shall last for duration of 5 years after completion of implementation of project i.e. T+36 weeks.*

9. SERVICE LEVEL AGREEMENTS

9.1. SERVICE LEVEL OBJECTIVE

The purpose of Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service to be provided by the successful bidder to the department for the duration of this contract. SLA defines the terms of the successful bidder's responsibility in ensuring the timely delivery of the deliverables and the correctness of the same based on the agreed Performance Indicators as detailed in the Agreement. This section defines various Service Level Indicators which will be considered by the department in the Service Level Agreement with successful bidder. The successful bidder has to comply with all Service Level Agreements (SLAs) defined below to ensure adherence to project timelines, quality and availability of services.

Note:

Penalties shall not be levied on the successful bidder if there is a Force Majeure event affecting the SLA which is beyond the control of the successful bidder. Decision of an event being a Force Majeure event will be done by The Secretary Revenue, Daman & Diu.

9.2. SLA DEFINITION, MEASUREMENT AND MONITORING

9.2.1. Penalty for delay in project execution

Each component of the project as mentioned in the Project Timelines must be completed within timelines. The delay in completion of any of the components will lead to a penalty of Rs 1000 per day being charged against the vendor subject to a maximum of 10% of the project value.

9.2.2. Penalty for Damage of Physical Maps/Documents

The successful bidder should at all times maintain the condition of the physical documents. The quality of the maps before collection by the vendor will be evaluated by the department and the project incharge for the activity for which maps are required. Based on the evaluation, it would be decided if map has been damaged or not during any activity by the vendor.

If during the entire period of the contract it is found by department officials that documents have been damaged by the successful bidder, they will be penalized as per the following standards:

#	Paper Size	Rs. per document page
1.	Physical Maps	30,000
2.	A0 paper size	20,000
3.	A1 paper size	20,000
4.	A2 paper size	20,000
5.	A3 paper size	10,000
6.	A4 paper size	10,000
7.	Registers	30,000

9.2.3. Privacy & Confidentiality of data

The successful bidder will have to maintain strict Privacy and confidentiality of all the data it/its staff gets access to. Adequate provisions should be made not to allow unrestricted access to the data. Successful Bidder cannot sell/damage/destroy/part with data in any form. Legal Action along with penalty ranging from Rs. 10,000/- to Rs. 100,000/- would be charged on default of this service condition. The exact amount of the penalty will be decided by The Secretary Revenue, Daman & Diu based upon severity of the default.

9.2.4. Post Implementation Support SLA

All incidents logged with the Support team shall be solved as per the criticality of the incident. The Incidents logged shall be categorized into Critical, High and Medium Incidents. The categorization and resolution times for the same have been laid down below. An SLA table is shown below which categorizes the incidents into the 3 categories above.

The support team must provide comprehensive onsite support during working hours.

The SLA monitoring and evaluation shall be done by a person nominated by the department. It may also be done by a Third Party Auditor if the department finds the need for the same.

The support team must make their incident management tool available for SLA monitoring and evaluation.

Response Time – This refers to the time gap between the first communication from the department on an Incident and the time when the acknowledgment for the same is sent out to the department with the ticket number.

Resolution Time – The resolution time window starts the moment the Incident ticket is created and the acknowledgment of the Incident is sent out to the department.

Working hours – Working hour refers to the time span between 0800 hours to 2000 hours from Monday to Saturday. Any downtime or unavailability on Sunday for any department services for internal use will not be counted for SLA monitoring and evaluation

purpose. However, citizen services available online through ILMP should be available 24x7 and failure in this regard will be counted for SLA evaluation and monitoring.

Working days– Monday to Friday

INCIDENT MANAGEMENT SLA				
Sr No.	Incident Level	Scope	Response Time	Resolution Time (post Response Time)
1.	Critical	1. Any disruption in normal functioning of ILMP during working hours 2. Any disruption in normal functioning of Garvi during working hours 3. Unavailability of Web DMS 4. Any client side hardware/software used at Registration Office	15 minutes	0.5 hour
2.	High	1. Any disruption in normal working of Dharani Rural 2. Any disruption in normal working of Dharani Urban 3. Any disruption in normal functioning of GIS application 4. Unavailability of Web DMS	15 minutes	1 hour
3.	Medium	1. Malfunctioning client side hardware at the Land Record Office	30 minutes	8 hour

A temporary workaround for all the Incidents categorized above may be implemented and that shall resolve the incident. This workaround should restore all services and normal functioning of affected component. However, for all incident tickets which are closed as “Workaround”, a Problem ticket must be raised immediately and the department must be informed of the same. The SLA for the problem ticket is listed below.

PROBLEM MANAGEMENT SLA				
Sr No.	Incident Level	Scope	Response Time	Resolution Time (post Response Time)
1.	Problem ticket for Critical Incidents	1. Any disruption in normal functioning of ILMP during working hours 2. Any disruption in normal functioning of Garvi during working hours 3. Unavailability of Web DMS 4. Any client side hardware/software used at Registration Office	NA	1 working day
2.	Problem ticket for High Incidents	1. Any disruption in normal working of Dharani Rural 2. Any disruption in normal working of Dharani Urban 3. Any disruption in normal functioning of GIS application 4. Unavailability of Web DMS	NA	2 working days
3.	Problem ticket for Medium Incidents	1. Malfunctioning client side hardware at the Land Record Office	NA	5 working days

The Problem ticket may be resolved normally by the support team or it may require a Change Request in order to change certain configurations. If so, the support team must close the Problem ticket and raise a Change Request for further resolution after informing the department.

All Change Requests shall be approved by the department or NIC prior to being implemented. The SLA table for Change Requests is listed below.

CHANGE REQUEST SLA				
Sr No.	Incident Level	Scope	Response Time	Resolution Time
1.	Critical	1. Any disruption in normal	NA	5 working days

		functioning of ILMP during working hours 2. Any disruption in normal functioning of Garvi during working hours 3. Unavailability of Web DMS 4. Any client side hardware/software used at Registration Office		
2.	High	1. Any disruption in normal working of Dharani Rural 2. Any disruption in normal working of Dharani Urban 3. Any disruption in normal functioning of GIS application 4. Unavailability of Web DMS	NA	7 working days
3.	Medium	1. Malfunctioning client side hardware at the Land Record Office	NA	10 working days
4.	Change on Request	1. Land Record Application Changes 2. Hardware Changes/Replacement 3. Software Changes/Replacement	2 hours	To be decided by department/NIC

Note:

- All costs for change requests will be borne by the vendor.**
- Change request pertaining to Hardware may involve permanent replacement of faulty hardware with a brand new piece. The support team may however treat it as an incident first. If the Incident/ Problem is not resolved, the Change Request must be fulfilled.
- Change request pertaining to Land Records Application may involve process changes, workflow changes or addition/modification to existing application features.
- Change request pertaining to software mainly refers to the Web DMS and GIS application which will be procured.

9.2.5. Penalty for SLA Breach

The breach of SLA for each Incident Level shall be calculated beyond the normal resolution time as mentioned in the SLA sheets above.

Sr No.	Ticket Level	Breach	Penalty
1.	Critical	Beyond resolution time by 0-50% of resolution time	1 % of next scheduled payment for each unit of breach
2.	High	Beyond resolution time by 0-50 % of resolution time	0.5 % of next scheduled payment for each unit of breach
3.	Medium	Beyond resolution time by 0-50 % of resolution time	0.5 % of next scheduled payment for each unit of breach
4.	Change Request	Beyond resolution time by 0-50 % of resolution time	0.5 % of next scheduled payment for each unit of breach

Note:

1. One unit of breach is the first bracket of 0-50 % beyond the resolution time. For example - for a Critical Incident, the resolution time is 30 minutes. First unit of breach would stand between 31st-45th minute. The second unit of breach would stand between 46th – 60th minute and so on.
2. Incident duration would be measured by the duration for which the corresponding ticket was open.
3. The above penalty is application to ALL Incident Tickets, Problem Tickets and Change Requests.

9.2.6. General Conditions

1. The penalty shall be calculated and deducted from the immediate payment due.
2. All above mentioned penalties are exclusive to each other
3. If any of the terms and conditions of this RFP are not adhered to on account of the proven negligence of the bidder or any default or misdemeanor on his part, the bidder will be liable to pay a penalty for such lapse as per the terms & conditions of RFP.
4. The vendor will be responsible to return data in any form/ records / spatial survey records intact and will be fully responsible to pay the penalty caused due to loss or damage as decided by The Secretary Revenue, Daman & Diu.
5. The maximum penalty at any point of time should not exceed 10% of project cost for

the as per the Commercial Bid submitted by the bidder. If the penalty exceeds this amount, department reserves the right to terminate the contract.

10. TERMS AND CONDITIONS

10.1. DEFINITIONS

“System” means application or software being currently used

“Bidder” means eligible and reputed companies providing the services as mentioned in Scope of Work

“Successful Bidder/Vendor” means the bidder with whom The Secretary Revenue, Daman & Diu has entered into a Contract

“Contract” means the agreement entered into between the The Secretary Revenue and the Bidder, as recorded in the Contract form signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein

10.2. PAYMENT TERMS

The payment would happen upon successful completion of milestones mentioned below:

#	Activity	Payment Milestone
1	Computerization of Land Records	
A	Digitization of 50 % of Cadastral Maps	40 % of component value (as per actual)
B	Digitization of 100 % of Cadastral maps	40 % of component value (as per actual)
C	Project Completion report	20% of component value
2	Survey/Resurvey	
A	Completion of Survey of 50% of urban area to be surveyed	40% of sub-component value (as per actual)
B	Completion of Survey of 100% of urban area to be surveyed	40% of sub-component value (as per actual)
C	Completion of Survey of 50% of rural area to be surveyed	40% of sub-component value (as per actual)
D	Completion of Survey of 100% of urban area to be surveyed	40% of sub-component value (as per actual)
E	Project Completion report	20% of component value
3	Core GIS Implementation	

A	Procurement, Installation and setup of GIS Application along with all captured features and attributes	80% of component value
B	Project Completion report	20% of component value
3	Computerization of Registration	
A	Data Entry of Legacy Encumbrance Data	60% of component value (as per actual)
B	Setup of DMS in SRO office	20% of component value
C	Project Completion report	20% of component value
4	Modern Record Room	
A	Setup of DMS in Mamlatdar office and SRO	80 % of DMS cost
B	Scanning old land records	80% of sub-component value (as per actual)
C	Civil work for Development of Modern Record Room	100% of sub-component value
D	Supply Installation and Commissioning of Compactors	100% of sub-component value
E	Project Completion report	Remaining amount for the component and DMS
5	Software Development and Customization	
	Software Development and Customization. Note: Resources are required to be deployed for a total of 9 months from Award of Contract. Post this duration, if required, the department may provide extension on pro-rata basis.	Quarterly
6	Supply, Installation and Commissioning of IT Infrastructure	
a	Delivery and Supply of all Hardware	50% of component value
b	Commissioning and testing of all hardware	40% of component value
c	Project Completion report	10% of component value
7	Post Implementation Support	25 % of yearly cost every Quarter(3 months)

Note:

The word “component” in the payment term above refers to the total quotation for the entire section made in the financial bid. For e.g. “Computerization of Land Records” is a component. The quotation for the same has been asked for in the financial bid document. The payment against the total quotation provided by vendor for “Computerization of Land Records” shall be processed based on the above terms.

After successful completion of each of the milestones, the bidder shall be eligible for payment either as per rates for quoted for the volumes involved or as per the contract.

The verification on completion of each of these milestones shall be done by the concerned department officials. The output would deem to have been verified only upon signoff by the concerned department officials.

Satisfactory completion of any step would involve completion of all aspects mentioned for that component under the Scope of Services.

10.3. DURATION OF THE PROJECT

The timelines for Implementation of the Project have been laid down in section 8.1

The vendor must adhere to the Project Timelines that have been laid down. Any delay in implementation of the project shall lead to a penalty as per the Service Level Agreement mentioned in this RFP.

Post the Implementation Phase, the vendor shall be responsible for Post Implementation Support for 5 years. The total of the Implementation phase and the Post Implementation Support duration (5 years) shall comprise the Complete project period.

10.4. TERMINATION OF THE CONTRACT

The Secretary Revenue, Daman & Diu reserves the right to cancel the contract at any time if it is not satisfied with the services of the successful bidder or there is breach of any of the conditions of this agreement by the successful bidder, provided a period of 15 days has lapsed from the date of serving notice on the successful bidder requiring it to remedy the breach and if the breach has continued up to the date of the termination. In this event, the work done till then by the successful bidder shall be taken over by The Secretary Revenue, Daman & Diu.

The Secretary Revenue, Daman & Diu reserves the right to appoint a new bidder and hand over to him all the documents to complete the assignment. In such an event, the successful bidder shall not be entitled to receive any payments upon termination of the contract. In such case, upon termination, The Secretary Revenue, Daman & Diu may also impose liquidated damages. Notwithstanding anything to the contrary contained in this agreement, successful bidder's collective liability arising out of this agreement shall be limited to the fees paid to the successful bidder for which decision of the The Secretary Revenue, Daman & Diu shall be final and binding on the successful bidder. The successful bidder will be required to pay any such liquidated damages to The Secretary Revenue, Daman & Diu within 30 days of termination date.

10.5. RISK PURCHASE CLAUSE

In case the successful bidder fails to execute the project as stipulated in the delivery schedule, The Secretary Revenue, Daman & Diu reserves the right to procure similar services from alternate sources at the risk, cost and responsibility of the successful bidder.

10.6. INDEMNITY

The successful bidder shall indemnify, protect and save The Secretary Revenue, Daman & Diu against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components (like system software, software tools, hardware etc.) and the services rendered under this tender.

10.7. INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property rights related to the work performed on the NIC applications i.e Dharani Urban/Rural, Garvi and the ILMP shall lie with the NIC, Daman & Diu. The bidder shall not use data related to these applications for any other purpose during or after the term of the contract. The NIC may ask the vendor to sign a non-disclosure form. The successful bidder must be willing to comply with the same.

All intellectual property rights for the work performed on components other than the NIC applications as stated under this RFP shall lie with The Secretary Revenue, Daman & Diu. This clause is applicable to all data in any form or format procured, processed, scanned or produced under this RFP by the successful bidder. The successful bidder shall not use such data for any other purpose during and after the term of contract. In no case should any document provided by the department be taken out of the space provided to the successful bidder for activities pertaining to those documents. The successful bidder must be willing to sign any non-disclosure agreements put forth by the department or NIC.

10.8. PERFORMANCE OBLIGATIONS

While providing services as per Scope of Services, the successful bidder shall ensure that there is no infringement of any patent or design rights or violation of any intellectual property or other right of any person or entity and shall comply with all applicable Laws, Statute, regulations and Governmental requirements and he/she shall be solely and fully responsible for consequences of such an infringement.

10.9. PUBLICITY

Any publicity by Vendor regarding the project in which the name of Revenue department, Daman and Diu is to be used should be done only with the explicit written permission of the The Secretary, Revenue, Daman and Diu

10.10. FORCE MAJEURE

1. Force Majeure would include natural and unavoidable catastrophe that interrupts the expected course of events.
2. The bidder shall not be liable for penalty, liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of Force Majeure.
3. For purposes of this clause, “Force Majeure” means an event beyond the control of the bidder and not involving the bidder and not involving the bidder’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, instances of, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes which would have an impact on department
4. If a Force Majeure situation arises, the bidder shall promptly notify department in writing of such conditions and the cause thereof. Unless otherwise directed by department, the bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
5. The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the appropriate definition as per this agreement. Without limitation to the generality of the foregoing, Force Majeure Event shall include the following classes of events and circumstances and their effects:
 - a. Natural events (“Natural Events”) to the extent they satisfy the foregoing requirements including:
 - Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon;
 - Explosion or chemical contamination (other than resulting from an act of war);
 - Epidemic such as plague;
 - Any event or circumstance of a nature analogous to any of the foregoing
 - b. Other Events (Political Events) to the extent that they satisfy the foregoing requirements including:

- Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage;
- Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-wide and are of political nature;
- Any event or circumstance of a nature analogous to any of the foregoing

10.11. RESOLUTION OF DISPUTES

Any dispute arising out of or in connection with Agreement shall in the first instance be dealt by mutual negotiations.

Any dispute or difference whatsoever arising between the parties to this Agreement out of or relating to the construction, meaning, scope, operation or effect of this Agreement or the validity of the breach thereof, which cannot be resolved through mutual negotiations, shall be referred to The Administrator of Daman & Diu. The decision made by The Administrator, Daman & Diu shall be final and binding upon the parties hereto, subject to legal remedies available under the law. The Arbitration proceedings will be held in Daman & Diu.

10.12. SUBJECT LAWS AND JURISDICTION

The Agreement shall be governed by Indian Laws and the Courts at Daman & Diu will have jurisdiction to entertain the dispute(s).

10.13. EXIT MANAGEMENT CLAUSE

This clause sets out the provisions, which will apply on expiry or termination of the Agreement. The Parties shall ensure that their respective associated entities carry out their respective obligations set out in this Exit Management Clause.

10.13.1. Handover of Assets

Successful bidder shall be entitled to use the Assets for the duration of the exit management period of one month on termination of the Agreement. Post that, the vendor must handover all assets to the department or to any agency that the department may choose.

10.13.2. Confidential Information, Security and Data

The successful bidder, will promptly on the commencement of the exit management period, supply to The Secretary Revenue, Daman & Diu or his/her nominated agencies the following:

Information relating to the current services rendered and performance data relating to the performance of the services, documentation related to each component of NLRMP mentioned in chapter 5 of this RFP. Project data as is reasonably required for purposes of the Project or for transitioning of the services to its replacing Successful bidder in a readily available format.

All other information (including but not limited to documents, records and Agreements) relating to the services reasonably necessary to enable The Secretary Revenue, Daman & Diu and its nominated agencies, or its replacing vendor to carry out due diligence in order to transition the provision of the services to The Secretary Revenue, Daman & Diu or its nominated agencies, or its replacing Vendor (as the case may be).

Project Documentation, including but not limited to the following:

1. Project Commencement Documentation
2. Training Plan and Training Material
3. User Manuals
4. Data/Software standards

10.13.3. Rights of Access to Information

At any time during the exit management period, Successful bidder will be obliged to provide an access of information to The Secretary Revenue, Daman & Diu and/or any replacing vendor to material related to NLRMP.

10.13.4. Exit Management Plan

Successful bidder shall provide The Secretary Revenue, Daman & Diu with a recommended exit management plan ("Exit Management Plan") which shall deal with at least the following aspects:

1. A detailed program of the transfer process that could be used in conjunction with a Replacement Vendor including details of the means to be used to ensure continuing provision of the services throughout the transfer process or until the cessation of the services and of the management structure to be used during the transfer
2. Plans for communication with staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on the project

During the exit management period, Successful bidder shall use its best efforts to deliver the services. This Exit Management plan shall be furnished in writing by Successful bidder

within 7 days from the receipt of notice of termination or before the expiry of the Agreement for “National Land Record Modernization Program, UT of Daman & Diu”

ANNEXURE A – ESTIMATED VOLUME OF WORK

N o.	Document	Volume in Daman	Volume in Diu	Document Dimensions
Number of Records for Scanning				
1.	Record of Rights or Form I & XIV	34592	14000	A4
2.	Mutation Records or Form IX	7000 records(2240 8 pages)	1350 records (2000 pages)	Legal size
3.	Dispute Registers or Form V	50 registers(200 pages per register)	2 registers	Legal size
4.	Form XI	7000	1100	A4
5.	Mutation Ack or Form VIII	7000	1200	A4
6.	Form XII	7000	1100	A4
7.	Objection Notice or Form X	7000	1200	A4
8.	Form B	65 registers (200 page each)	21 registers(200 page each)	(40cm x 32cm)
9.	Form D			(40cm x 32cm)
Data Entry				
10.	Deeds	6,00,00	8,000	Legal size
Area for Survey				
11.	Area for Survey	72 sq km (65 sq km Rural + 7 sq km Urban)	40 sq km (22 sq km Rural + 18 sq km Urban)	NA
Number of maps for digitization				
12.	Number of cadastral maps	664	427	Ao
Number of record rooms				
13.	Modern Record Rooms	1	1	NA
Number of Personnel for training				
14.	Officials for Training	25	15	NA

Note:

- The volumes of documents for scanning are a general approximation of the total number of documents available. The actual number of documents may vary from the volumes mentioned above.
- The number of sheets and registers may increase or decrease.
- Bidder will be given sample documents of each type mentioned under the Scope of Work. All such documents will be made available to the bidder at the Revenue Department. Details to procure the same will be made available in the pre bid meeting

ANNEXURE B – GUIDELINES FOR MAP DIGITIZATION

Guidelines

1. Collection of physical maps from the Revenue Office.

The vendor will collect all cadastral maps mentioned in the scope of work from the department. The vendor shall maintain Log Register for maps collected and returned along with department officials. While collection, the following details should be entered into the log register:

- a. Name of village
- b. Map type
- c. No. of maps collected
- d. Map numbers collected
- e. Date of collection
- f. Expected date of return
- g. Actual date of return
- h. Collected from
- i. Collected by and Signature
- j. Returned to and Signature
- k. Returned by
- l. Any other details will be decided with the successful bidder before start of project

Vendor should provide the department officials list of villages for which maps are required, after grouping them in sets. The vendor should also provide a rough time scale during which they will take the documents from the department. This will help the department in keeping the records ready.

The vendor should maintain order of the maps without disturbing the chronology and without mixing pages between different map types. Continuous assistance from the department will be given for availability of required records. The vendor must handle each of the maps with utmost care and ensure that they are not damaged. Any damage to the map would result in penalty as explained in section 9.2.1.

1. Quality check for Input data evaluation

The first Digitization Quality Check must be performed the moment the map is procured. The vendor must ensure that the maps are not in poor shape for scanning i.e they should not

be cloth mounted or torn or folded. The control marks (tics), if any, should be clearly visible. The features of the map should be clearly visible and the plot numbers should be visible too. All symbols on the map should be properly understandable. Once this check is completed and satisfactory, it can be used for scanning.

2. Tracing or re-production of the analog maps

In case the vendor finds the maps are not suitable for scanning, then it should be traced for reproduction of the map. The vendor should inform the department about all such maps after first level of scrutiny. The maps should be traced by vendor using the following specification:

- a. Tracing to be done on 75 micron polyester film
- b. Tracing should be done with 0.1 pen using black ink only
- c. All the features should be traced
- d. The labels should be placed neatly in the center of the feature with free hand drawing
- e. In case the feature is too small to accommodate the label, it should be placed at a convenient location with a marker arrow
- f. The heading and legend data should also be traced along with scale, north arrow, sheet no., etc. along with map border.

The reproduced sheet should pass the quality norms as set by the department and accepted by the department officials before sending it for scanning.

3. Sheet indexing

All sheets need to be indexed with appropriate index numbers. The index number will be the unique key to identify a sheet. The format for the index number will ideally include village census code, village name, type of map, year and other details. This number will act as the unique identifier.

The format for index number will be finalized with the successful bidder before starting the project.

4. Tic/Gridline highlighting

The tics on a map must be highlighted wherever present to try and identify scanning errors during digitization.

- a. Gridlines and Tics are present

The tics on the maps may be faint or in the form of grid lines. Uniformly distributed tics should be highlighted with a cross (X) depicting the exact intersection of the gridlines or

tic position. The distance between the tics/gridlines, based on the scale, has to be ascertained and measured. This will be useful in selecting the mathematical grid for grid correction.

b. Four corner Tics available

The tentative distance of the corner tics has to be measured, based on the scale, and highlighted with a cross (X) depicting the tics position.

c. No Gridlines or Tics available

Such maps will not have any reference points but to identify and remove errors due to scanning, transferred tics are used. The tics from standard mathematical grid have to be transferred on the analog sheets by overlay method. These transferred tics will help to rectify any distortion in scanning.

5. *Quality check for Input data evaluation*

The second quality check should be performed at this stage before it is sent for scanning:

- a. Maps can be scanned. In case of non-scanable maps, they have been traced for scanning
- b. It should not be a cloth mounted, nor be torn or ragged, and not have too many folds
- c. The features/textual information of the map should be clear and distinguishable
- d. All maps have been properly indexed
- e. All tics have been marked on the map to be scanned
- f. Distance between all tic marks have been accurately captured
- g. All kind of dirt and possible noise creating entity has been removed

Once found acceptable on all the above-mentioned characteristics, the map is tagged suitable for scanning.

Note

In some cases, vendor may find that an individual parcel have been captured in the map sheet more than once. The vendor should note all such parcels and take department's guidance on which of those parcels needs to be scanned. Payment for duplicate parcels will not be done, until and unless suggested by the department.

6. *Scanning of the analog maps (converting analog to raster cadastral images)*

Cadastral maps should be scanned using A0 size raster scanner or any other size scanner as found appropriate for the particular map type. The vendor should set the dpi very precisely during scanning. The following minimum specifications should be adopted while scanning the cadastral sheets:

- a. Maps should be ideally scanned at minimum 400 DPI on 24 bit color mode depending upon the density of the features. If all the details are not picked up during scanning, the DPI should be increased to capture all the details on the map.
- b. While scanning, the sheet should be fed in straight upright position
- c. In flat-bed scanner, the map should be laid flat on the glass, smoothened and scanned and bulging should be avoided

7. Quality check for dimensional accuracy of raster image

The following aspects should be checked immediately after scanning during this quality check:

- a. The raster image of scanned map should be stored in *.tiff format and pdf format
- b. The scanned map orientation should be upright (north oriented)
- c. The raster image should be clean and free from noise (i.e., unnecessary pixels or darkness in the image). To remove the noise, de-speckling should be applied
- d. The distance captured earlier between tic marks is compared with the distance of the scanned image for checking any discrepancy
- e. The measured distance between each marked tics on physical maps and scanned maps should be within +/-0.1%
- f. The dimensional accuracy of the raster image is checked i.e. there is total correspondence between raster image and original map
- g. Checking for expansion – raster image has not expanded compared to the original map
- h. Checking for contraction - raster image has not contracted compared to the original map
- i. Checking for rotation – raster image has been rotated at some angle compared to the original map
- j. The raster image has been given the right map index number

Note

All scanning activities must be done in the presence of the revenue officials and in the premises authorized by revenue officials for scanning. No documents should be taken out of these premises at any cost without the prior approval of the department.

8. Grid correction of scanned cadastral maps

Even after quality checks, some errors can creep in due to machine specification and scanning techniques. There can be also some distortion in the input manuscript (analog cadastral map). The scanned map may carry forward the errors due to differential scanning, wear and tear or differential shrinkage/expansion. The net result may be non-uniform scale at parts of the map, deflection in north orientation, etc.

In such a case, a vector grid can be set up to verify the correctness of the map. The grids can be placed at equal distances on the map depending on the scale of the map. After selecting the appropriate grid, the cadastral scanned maps have to be registered with the grid.

9. Template creation

Before starting vectorization, a standard template has to be created. The layer name, line type, color and thickness for each feature (e.g. parcel, roads, canals, river, etc.) present on the map is standardized using the template. This maintains uniformity in all the map outputs. The template should hold various graphical scales and other map features like north arrow, boundary lines, headings and other permanent annotations. A symbol library should be created, which contains the various symbols available on the original maps. The symbol library gets depicted in the legend of the template. The template should address the font type of the annotation in the maps. UNICODE system should be adopted with proper font for depicting Gujarati/Hindi language script. Detailed template and symbol library should be created prior to commencement of work after discussions between the vendor and department officials. The bidders should get an idea of the number of symbols and layer features in the sample of digitized documents mentioned in this RFP.

10. Vectorization of the scanned maps

Vectorization is the process of converting the raster image to vector image. The cadastral map sheet is displayed in the background, the required environment settings for digitization are set, and the required features are captured into different layers (based on the feature type).

The general specifications for vectorization are given below:

- a. While digitizing, the scale should be maintained accurately, so that the output corresponds 1:1 with the original map
- b. The data is to be digitized using heads-up digitization
- c. The features are to be captured such that they can be shown in appropriate layer
- d. The lines are to be digitized as poly-lines only, coincident lines are to be digitized once and copied to appropriate layer
- e. The uniformity in layers, line type, color, annotation, etc. during digitization should be maintained by using the template, as described above, to capture all the features in their respective layers
- f. The final output of this process will be a digital map which will be a true copy of the paper map, along with necessary legends, scale bar, north arrow, borders, etc.
- g. Digital Quality Check is performed to ensure that features extracted from the physical map are accurate and rightly placed. Any errors found must be reported to the department and due course of action must be taken after that.

11. Attribute Data Creation/ Attachment

Attribute data for each parcel is attached in the text layer. The parcel number and the parcel land use are the two main attributes that are linked to the village polygons. Parcel number will be the primary key for linking with textual data.

12. Quality check for the accuracy of the type, location and attributes

- a. The vendor will superimpose the vectorized maps on the scanned maps and do 100% on screen validation of all output maps
- b. The vendor will also conduct 100% attribute checking.
- c. The vendor will assure that all features abstracted from the scanned map sheets are accurate
- d. The vendor should check that the vectorized maps are not incomplete or double
- e. The vendor should check that the vectorized maps are not at the wrong scale.
- f. The vendor should check that the vectorized maps are not distorted.
- g. The vendor should check that the vectorized maps are not linked to wrong attributes.

Note:

The vendor will submit their detailed quality plan explaining detailed checks that will be done by them like checking the line work, attribute details, template follow, legend details, sheet index, feature matching etc. The vendor will also assist department in conducting

100% on screen validation of the vectorized maps. The vendor shall provide the department with skilled personnel and infrastructure to perform this quality check

13. Layout and printing hard copy for evaluation by department officials

The vendor will submit printout of hard copy of digitized map sheets to the department for verification who will then check various map features for correctness.

14. Incorporation of the corrections suggested by the department

The vendor will incorporate all the changes suggested by the department after department's quality check process is over. The output will be validated completely for accuracy of the vectorized maps, attributes captured, parcel size and shape, sheet indexing, feature location and coding, annotation, etc. The corrections will be handed over to the vendor for necessary actions.

15. Sheet mosaicing of a village

Individual maps sheets of a village are joint to form a complete village map. Edge matching is done by bringing two different map sheets of the same village into the same file and matching their edges with reference to the grid and the features on the maps.

- a. Continuity should be maintained for all the features at the edges and its attributes
- b. Care must be taken to eliminate all dangles (undershoot/overshoot) and label errors
- c. On-screen checking is done to check the common edge between the mosaicing maps. Vendor has to ensure the completeness of the polygon features such as parcels, continuity in line features such as rivers, roads, etc
- d. Duplicate features along the edge, especially symbols have to be removed

16. Conversion of digitized data into topologically correct GIS data format

Once mosaicing is complete the digital data is converted into topologically correct GIS features. The strength of the GIS features is the establishment of the spatial relationships within and between the various features with respect to position, containment, contiguity, proximity, adjacent and intersection. After establishing the topology, the attribute data in the standard structure should be filled up. The unique primary key and the foreign key are generated.

Null and duplicate attributes' lists are generated, both as text file and spatial data outputs. This forms part of the next digitization quality check procedure. The error report is again

evaluated and checked. Wherever possible, corrections are incorporated, or else tagged with appropriate error codes.

17. Metadata Preparation

The system and procedures of database generation should evolve a strong metadata, for which the metadata standard has to be designed. The objectives of the standard are to provide a common set of terminology and definitions for the documentation of digital geospatial data. The standard establishes the names of data elements and compound elements (groups of data elements) to be used for these purposes, the definitions of these compound elements and data elements, and information about the values that are to be provided for the data elements.

The successful bidder must understand the metadata fields to be captured from NIC and department officials.

Database Standards

The successful bidder is responsible for a clean database which complies with standards laid down by NIC. Two main aspects need to be considered which are:

1. Geographic data which should be capable of defining where the parcel of land is or where a particular attribute is situated
2. Unique identification of land parcel which will enable the linkage of attributes linked to that parcel of land such as plot number/survey number/PTS number etc.

Database verification should be done at each stage to ensure that data being fed is free of any errors. The following types of errors can be expected:

1. Spatial data is incomplete or duplicated
2. Spatial data is in the wrong place
3. Scale of spatial data is wrong
4. Spatial data is distorted
5. Spatial data is linked to wrong attribute
6. Non-spatial data is incomplete

For evaluating digital data in the database, following guidelines should be used:

1. Assuring that appropriate digitization methods with proper template, accuracy, precision and quality check procedures are followed
2. Verification of the co-ordinate system (in CAD); projection and datum (in geo - database)
3. Checks for digitization errors like silvers, dangles, and topology rules
4. Attribute verification providing the correctness of feature coding by listing it out and comparing with the manuscript maps. Randomly checking a few parcels for shape and form listing of polygons with null and duplicate attributes
5. Verification of edge-match with adjacent sheets and villages by displaying them side by side
6. Comparison of the total area of the village by aggregating the parcels, etc. vis-à-vis the area reported in census handbooks or available with the Land Records Department in the RoRs
7. Verification of geo-referenced control points (GCPs) and RMS (Root Mean Square) error for the transformation model
8. Attachment of appropriate metadata at all stages of the database preparation

Quality Assurance

Apart from the quality checks mentioned above, an indicative list of some other quality criteria compliance has been given below:

1. Directory/folder structure: 100%
2. File naming convention: 100%
3. Data readability: 100%
4. Data structure: 100%
5. Data format: 100%
6. Attribute correctness: 100%
7. Attribute completeness: 100%
8. Meta data: 100%

It is important for the vendor to notice here that as per the objective of the digitization project, the output obtained from this project may be utilized for two main purposes – resurvey and archival, along with use of these maps by department officials for day to day operations. For resurvey purpose the output required will be in *.dwg format. But another important aspect of the output will be dissemination to the citizens using Bhunaksha. The format required for that will be *.shp format. The *.shp format maps submitted by vendor for Bhunaksha.

Quality check of data must preferably be performed after each step in the digitization process. This is because any imperfections at any step may get enlarged through the digitization process. The accuracy requirement and specifications for each type of features which should be maintained for all three features is indicated below:

Polygon feature specifications

1. The parcel boundary should be digitized in such a manner that the resulting vector line falls in the center of the raster data image element being vectorized.
2. The parcel boundaries are generally straight, hence should be digitized using 2 nodes/vertices in keeping with the shape of the polygon.
3. The feature should be digitized in such a manner that there is no overshooting or undershooting of arcs, or duplicate arcs.
4. The feature should be captured with specked symbol.
5. The feature should be digitized with minimal number of vertices while, at the same time, maintaining the smoothness or angularity of the lines, as the case may be.
6. The feature should be a closed polygon without any dangles or sliver.
7. Each polygon should have a unique number as per the coding scheme.
8. All features like parcels, roads, rivers, etc., which form the polygons, are to be digitized and coded as per the coding scheme.
9. The label (parcel no.) should be placed in the center of the feature.
10. Nodes are to be added wherever symbols are depicted on the parcel boundaries.

Line feature specifications

The linear features shown as single line arcs on the map or linear double line features or symbols like rivers, roads etc. are to be digitized and compiled into the line layer for the parcel. The single line arc features, whether shown as continuous lines or broken lines, are to be captured from the map image. In addition to this, the double line roads, rivers etc. from the polygon coverage are also to be put into the line coverage. The feature coding guidelines are given below:

1. The river/roads depicted on the image represent the outside edges in case of double line features and should be digitized as such. The resulting vector should not deviate from the pixels defining it. These features should be captured only once and copied into the appropriate layers.

2. The feature should be vectorized in such a manner that the shape is captured and retained as it is.
3. The feature should be vectorized using optimum member of nodes/vertices so that the shape is retained and does not appear jagged.
4. In case of single line features, they should be captured as a single continuous feature from one end of the feature to the other end in the parcel without break.
5. There should not be any gap between two connecting features, nor any overshoots; the features should be snapped to connecting features.
6. The features should be coded as per the template created at the beginning.

Point feature specifications

1. The features shown on maps as points, like wells, trees, etc., are to be digitized as point features
2. The feature should be digitized as a point placed at the center of the raster image defining it.
3. There should only be one point at one location.
4. Each feature should have a unique ID.

The list of features can be procured from the survey office by the vendor.

For evaluating the digitized data in shape file format / CAD format, the following guidelines/parameters should be followed:

1. Assuring that appropriate digitization methods with proper template, accuracy, precision and quality check procedures are followed.
2. Verification of the co-ordinate system (in CAD)
3. Checks for digitization errors like silvers, dangles, and topology rules.
4. Attribute verification providing the correctness of feature coding.

ANNEXURE C – GUIDELINES FOR RESURVEY

Control Point Standards

All control points are required to be based on the following datums:

Horizontal Datum : WGS-84

Vertical Datum : Mean Seal Level (MSL)

DGPS Control	Interval in Km	Observation Time	Control Point Monument details
Primary Control Point	15-20	72 hours	Rock stone or Sand stone (30*30*75 cm) in protected areas such as permanent government offices etc. Control point must be fixed to the ground well and should bear a triangle on top with a plummet hole in the middle and a 15 cm steed rod inserted Control point number must be inscribed on the surface of the monument. Accuracy levels of 1:50,000 is expected and point should be identified by DGPS.
Secondary Control Point	4-6	4 hours	Rock stone or Sand stone (23*23*75). Control point must be fixed to the ground well and should bear a triangle on top with a plummet hole in the middle and a 15 cm steed rod inserted. Control point should be numbered and placed in a protected premise such as govt building, hospitals or school buildings. The selected point should be open to sky with a cutoff angle of 15 degrees. Accuracy level of 1:20,000 is expected and DGPS must be used for identification.
Tertiary Control Point	1-2	30 minutes	Rock or Sand stone monument (15*15*45 cm). Monument should have a triangle at the top with a plummet hole and a 15 cm steel rod inserted into it. Should be placed in a location open to sky with a cutoff angle of 15 degrees. Control point must be numbered. Preferred places area Village

			boundary trijunction or bijunction, Government lands etc. Accuracy level of 1:10000 is expected and DGPS must be used for identification.
Auxiliary Control Point	0.2	15 minutes	Auxiliary point for each control point is needed typically. Should be located on permanent structures like bridges, culverts, permanent fixtures etc. Should be within line of sight of the primary, secondary and tertiary control point. Accuracy levels expected should correspond with their respective control points.

Requirements of Control Points

1. Village boundaries are to be marked.
2. (X, Y, Z) coordinates for the control points should be given in spherical coordinates as well as in Cartesian coordinates separately.
3. The (X, Y) coordinates should be in WGS 84.
4. The agency should specify the conditions and specification of the instruments/system used to acquire the required accuracy.
5. Some base lines for calibration with monumentation should be formed at selected locations for maintenance.
6. A sketch for each category of control points shall be submitted showing the location of control points along with description for easy identification.
7. District map showing all the Primary, secondary and tertiary control points with coordinates shall be submitted to the department.
8. The agency shall submit a village map showing the primary, secondary and tertiary control points with description and coordinates in the prescribed format
9. Control Points should be only on the boundaries of land parcel and should not be in between. When located in govt. premises, it should be located at the corner of the buildings or the premises.

Planning and notification before Survey

Before the task for survey of Daman and Diu begins, it is the responsibility of the vendor to plan out the survey schedule for different localities and different villages. This plan must be made available at least 15 days before a particular area is surveyed.

Once the plan is ready and has been approved of by the Survey Office of the Revenue Department, the Revenue Department will use the appropriate method of setting up publicity centers at distinct point in the district to intimate all the owner(s) of land in the respective areas about the survey schedule which has been fixed.

Once the information has been disseminated, the survey team can begin their work in the presence of the Survey officials and the owner of the land and the adjacent lands in the area which is being surveyed.

Preparation of survey work

The following must be done by the vendor in preparation for the survey work.

1. Fix adequate number of geo-referenced control points in the village under re-survey. This activity would be carried out with the help of departmental officials.
2. Taking these control points as reference points, fix the boundary points of the village using DGPS/ ETS.
3. Obtain the village map from the department
4. Obtain Record of Rights from the department
5. Mark the corrections in village map, if any
6. Generate Chalta No. (temporary no.) and also mark them on the map.
7. The basic purpose of this activity is to update and prepare textual and spatial records (village maps only) for resurvey activity. This would give the expected ground situation during resurvey
8. Adequate number of survey teams must be made available and they should each be accompanied by an adjudicating officer (a department official)
9. Each team should have a TS operator and 4 support staff.
10. A base must be setup by the survey team in each survey area (revenue village/ group of revenue villages) from where all activities can be coordinated
11. The action plan must be discussed with the Gram Sabha officials before survey work is commenced
12. Entire Ground Control Network(primary, secondary, tertiary, auxiliary) should be complete before starting survey

Ground survey using TS and DGPS

1. Carry out the field re-survey in the village using DGPS/ ETS equipments and also collect the information for the concerned land parcel in a pre-determined format.
2. Generate the land parcel sketch in pre-determined scale. Serve a notice to the occupant along with this sketch showing necessary details requiring any objections from the occupant.
3. If any objections are received, visit the concern land parcel along with the person and other related persons and officials. The decision on the objection would be taken by the government representative. Modify/ change the map & other record as per the decision.
4. A draft parcel map should be prepared for each land parcel in duplicate. This draft should be given to the owner of the land on the same day as the survey for receiving objections if any.
5. The LPM must have a suitable scale to fit on an A4 size paper and the scale should be rounded off to the next scale 50 (eg. 1:446 will be 1:450).
6. The details of the adjoining survey numbers along with the attributes of the land parcel must also be displayed on the draft.
7. Wherever there is reserved forest or land transferred to the Forest Department, or Government/community land is involved, the concerned officials should be involved in identifying the relevant parcel boundaries.
8. The survey team should take care that the ridges which are not actually boundaries of the parcels, are not taken into account for delineation of the parcel boundaries
9. In cases where collective cultivation is done, or where boundaries are not demarcated, the parcel boundaries should be recorded only after their demarcation on the ground has been carried out with reference to the existing land records in the presence of the concerned owner(s)
10. The survey team must try to ensure that the land parcel is identified by the owner(s) and a unique number must be allotted to it which will help in interlinking maps with textual land records
11. The current land use, irrigation status and other land attributes data shall also be collected by the survey team.

Objection Redressal

1. Any objection received must be flagged in the Digital Topography Database for better control and monitoring

2. Notices in prescribed department format will be served personally or by post to the land owner(s) with the land parcel map and measurement details marked on the same notice
3. The survey team shall work with respective government officials in resolving the objections. If required a resurvey will be performed and a new LPM should be generated
4. The objections should be maintained in a register and also on the DTDB
5. Once all objections have been dealt with by with the adjudicating official, the land parcels would be updated depending on the judgment of the official.
6. Once all survey work is completed, the survey team shall inform the department of the same formally with a complete and detailed completion report.

Survey of government/community land

1. A detailed list of all government/community land with area and the list of private lands adjoining those lands must be prepared by the survey agency.
2. The government land must be surveyed first in the presence of the concerned government official who will be the representative of the concerned department.
3. The private owners of the adjacent land should also be present in case any clarifications are required.
4. The land parcel maps pertaining to the Government/community land parcels should be handed over to the concerned officials, who shall record objections, if any. The details of the parcel must be recorded in the right format.

Post Survey Activities

1. Generate various records based on the re-survey and information gathered from the field.
2. In particular generate a discrepancy register which gives the details of land parcels showing the area difference between re-survey and old survey records
3. In case where the area of resurveyed land parcel is more than 5% and such land parcel has non private land (govt. or semi-govt. land) on any of its side. The encroached area (of adjoining Govt. or Panchayat land) is to be shown by dotted lines and given a different shading and encroachment land register, in prescribed format generated and submitted.
4. Handing over the record for promulgation to the specified government official who would take up the promulgation activity. This activity is to be done by the specified government official.

Note:

1. *It is allowed to take Coordinates of iconic points inside Gujarat as reference. Connectivity between Daman & Diu is not expected.*
2. *Major Iconic Points are required to be decorated on site by the vendor*
3. *All data in the current format will be given to the vendor. Cadastral maps will be digitized in their current form.*
4. *If Record of Rights and Survey data available with the department does not match, record of right shall be considered as base data for the purpose of verification and creating new data.*
5. *LPM distribution will be conducted by the department, with the assistance of the vendor.*

ANNEXURE D – GUIDELINES FOR SCANNING OF TEXTUAL RECORDS

A. Stage I - Pre-scanning

Prior to scanning process, there are number of activities that need to be carried out so that the documents are properly handled. Vendor should take special care to ensure that not even a single document is lost/misplaced/damaged. The steps in this stage of the process are as follows:

1. Document Collection

The vendor will collect all documents mentioned in the scope of work from the concerned department official. It will maintain Log Register for documents collected and returned along with department officials. While collection, the following details should be entered into the log register:

- a. Book type
- b. No. of books
- c. No. of pages (in each book)
- d. Date of collection
- e. Expected date of return
- f. Actual date of return
- g. Collected from and Signature
- h. Collected by and Signature
- i. Returned to and Signature
- j. Date of return
- k. Any other details will be decided with the successful bidder before start of project

Vendor should capture all the above mentioned details accurately. Vendor should ensure that number of pages in each book is accurately captured and is then cross-checked with the number of pages scanned.

To streamline and smoothen the continuous flow of documents, concerned department officials should be provided with the chronology of handover of documents. The vendor should maintain order of the documents without disturbing chronology of the documents and without mixing pages between different documents. In case of unavailability of required documents or pages missing or books missing, it should be notified to the department. Continuous assistance from the department will be given for availability of required records.

Vendor should inform department officials about illegible textual records. Department officials will guide the vendor as to how such documents should be scanned.

2. Document Preparation/Repair

At the time of collecting the documents, the vendor must prepare the documents for scanning in the following manner:

- a. File dusting to remove dirt and other possible noise causing particles
- b. Attaching top sheet/jacket on each land records book/file with details such as
 - Type of Document
 - Book Number
 - Number of pages
 - Size of the page*
 - Document binding to be opened

The above details can be obtained from the department officials handling the particular document.

- c. Provide a running serial number to each book/file and maintain record of the same
- d. Numbering each page in the file using automatic number puncher
- e. Un-binding/defiling of only department approved documents (this should not lead to further deterioration of the documents)
- f. Removal of stapler pins, clips etc. of only department approved documents (this should not lead to further deterioration of the documents)
- g. Repair the documents for scanning using cello-tape* or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)

**In case page size of a document does not fall under the standard size, vendor must capture the nearest standard size.*

Vendor on receipt of such books should prepare and repair all documents received. They should take special care of documents that are very old and not in good physical condition. The vendor is required to take necessary precautions while handling all documents.

Note:

- **The vendor should note that cello-tape used should not lead to shining output. The cello-tape should be such that the data underneath it is not lost and also images does not have shine marks.*

- *The vendor will take guidance from the concerned department officials of the record room on files which needs to be defiled or where stapler pins/clips should be removed, even though it may be mentioned on the top sheet by the department. The vendor will re-bind the documents after scanning activity is over and submit it to the concerned department officials in acceptable manner.*

3. Quality Check

The vendor should conduct thorough quality check before sending any document for scanning. It is mostly a visual quality check of the records for visibility, readability etc.

- a. It should be checked that all files/books have top sheet attached to them
- b. It should be noted that all pages have been numbered
- c. It should also be checked that they are torn or ragged
- d. It should be checked that there are no folds
- e. It should be seen that they are dust free
- f. It should be checked that all damaged documents have been repaired and scan ready
- g. It should be checked that is there any important data loss due to tight binding. In such cases a decision on whether to open the binding should be taken at taluka level.

Note:

The vendor should be prompt in informing department officials regarding completely destroyed documents handed over to them as soon as they receive it. In cases, where the documents are still not in a scan-ready mode, they should be worked upon. Only documents clearing this QC should be taken up for scanning.

B. Stage II – Scanning

1. Scanning

Records may be scanned using flat bed/sheet fed scanner/book scanner. The choice of scanner depends completely on the condition of the document. In case the document is very torn and cannot be fed in the sheet feeder, then flatbed scanner should be used. In case, the document cannot be scanned using any type of scanner, book scanners can be used as image capturing device.

Vendor should note that the scanners being used should be mentioned by the bidders in their bid proposal and only department approved scanners can be used for scanning.

While scanning, the important parameter is DPI (dots per inch), which has to be precisely set. In general, the following minimum specifications should be adopted while scanning:

- a. 300 dpi in colour. (In case legibility of the characters is not proper, the bidder should scan at higher dpi. No extra payment for the same shall be made)
- b. Image should be stored in pdf/a.
- c. Image orientation should be upright.
- d. Image should be clean and free of noise.
- e. Legibility features should be good.
- f. Image should not be skewed or warped.
- g. Images should be scanned in such a way that the printout of image on paper will be clean and legible on 1:1 scale

While scanning, the sheet has to be fed in straight upright position and smoothened so that no folds are generated while scanning. In the flat-bed scanner, the document has to be laid flat on the glass, smoothened and scanned; and bulging should be avoided.

Note:

- *In case the documents are not legible, it will be the bidder's responsibility to scan the documents at higher resolution.*
- *The bidder should note very carefully that some regions in various divisions may have problems of uninterrupted power supply due to load shedding. The bidder should be ready to work during time period whenever electricity is available.*

2. Quality Check (Scanned Images)

Quality check after scanning is of utmost importance. Images clearing this QC will lead to movement of documents to metadata entry phase. QC activities in this stage are:

- a. Vendor should check that no page has been scanned twice. Payment for such extra Scanning will not be made to the vendor
- b. Vendor should ensure that blank pages are not scanned unless given page number by the department officials.
- c. Vendor should check scanned records for DPI, Image Quality, Format, Noise removal etc.
- d. Vendor should do 100% on screen validation for all scanned images and submit the log for 100% QC work done along with QC certificate.
- e. Vendor should check for the quality of the image
 - The image should not be too dark/too light

- The image should not have been captured under improper lighting
 - The image should not be cropped from any side
 - The orientation of the image should be right
 - The image should be in correct color mode
 - The color is consistent in all the images and not patchy
 - The image should not be skewed
 - The image should not be blurred
 - The image should not have excessive noise
 - There should not be any data loss due to folds
 - There should not be any data loss due to tight binding and bulge at the center
 - There should not be extra darkness at the edges
 - There should not be unwanted black vertical lines on the scanned images
- f. Post 100% QC by vendor, 100% on screen QC will be done by department officials
- g. Images should be scrutinized by vendor in detail for any other kind of issue in the scanned images. Vendor should also check that all records obtained from the department have been scanned and no document has been missed out
- h. Quality check should happen on a daily basis along with scanning
- i. Vendor should note that the scanned images will be printed later for serving to citizens. So the quality of no image should be compromised and it should be exact replica in size
- j. Vendor will maintain a register of all the documents which have been rejected in 1st level QC
- k. In case there are issues with the scanned images, vendor will rescan all such documents again and take them for 2nd level QC.

3. Handover of documents (back to department officials)

After completing quality check of scanned images, all the documents should be handed over back to the department in their original condition. Appropriate entries should be made in the inward/outward register in presence of the vendor representatives and department officials.

Note:

Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to penalty for the vendor. Thus the vendor should take utmost care of the documents taken for scanning.

4. Metadata Entry

Metadata stores information related to the scanned images. Accurate metadata should be captured for all scanned images, as that becomes the base for all future search and transactions. Metadata entry is done by adding appropriate tags to each scanned document. Vendors can perform metadata entry activity in the space provided by the department. Vendors should ensure high security in handling data by its operators and project managers. Vendors will ensure that none of the desktops used for scanning and metadata entry have USB ports, CD Drives or USB ports and CD Drives are blocked. Data transfer should be allowed only from Operation Servers. All scanned images should be transferred under the supervision of the supervisor/project manager for the record room along with concerned department officials. No document/ scanned images should move out of the government premises, without consent and supervision of department officials.

Metadata entry will be done in both Gujarati and English. Any conversion of metadata from Gujarati to English or vice-versa must be done by the vendors.

5. Metadata Quality Check

Quality check after metadata entry is very important. Images clearing this QC will lead to submission of the documents to department for acceptance. QC activities in this stage are:

- a. The vendor should do 100% on screen validation and submit log for 100% QC work done along with QC certificate
- b. The vendor should check the documents for the following:
 - Whether all required metadata fields have been captured
 - Whether the metadata captured is correct
- c. The vendor shall generate a report identifying mismatch between the number of documents submitted for scanning and number of documents scanned.
- d. Post 100% QC by vendor, department officials will perform 100% QC on metadata

The bidder should also suggest their quality plan to the department over and above the quality checks mentioned here. Templates for the same will be finalized with the successful bidder before commencement of work.

Note:

- *The vendor will appoint skilled and qualified manpower for QC purpose. Manpower utilized by vendor for QC and scanning & metadata entry work should be different to ensure that one person performs scanning or metadata entry work whereas another person performs Quality Check.*

- *The vendor will provide minimum two computers exclusively, with DMS application installed to department officials during the project for QC activities of the department. The computers will also be loaded with the scanned images and metadata. In case 2 computers are not enough to complete QC in the stipulated time, then vendor should provide more computers.*
- *It should be noted that some documents have already been scanned earlier. In all such cases, as per the decision of The Secretary, Revenue, vendor will convert the scanned images from their current format to pdf/a and perform all other activities like Metadata Entry, Storage at UT-DC.*
- ***All records unacceptable by department (due to improper image, missing metadata, wrong metadata) will have to be rescanned and metadata re-entry should be done by the vendor. The vendor will not be remunerated for all such documents re-scanned.***

6. Quality Check of 1% printouts

The vendor will be required to handover 1% sample printout of each document type of record at the end of each fortnight to the department for quality check, after completion of QC of metadata entry. Vendor should ensure timely submission of images for QC.

Note:

It is the absolute responsibility of the vendor to ensure that the content of scanned documents is an exact replica in size of the original paper document.

- *Printout should be provided in the same page size as that of the original document*
- *In case the printout is rejected, such reasons should be documented and shared with the department officials.*
- *Vendor should rectify all such errors and re-submit the printouts for verification.*

C. Stage III - Post Scanning

On completion of scanning activity, the vendor will perform the following activities:

1. Delivery of Final Outputs

The vendor will submit the following final deliverables to the department:

1. Scanned documents along with metadata stored at UT Data Center.
2. Scanned documents along with metadata stored in Record Room
3. Scanned documents along with metadata in 2 CD/DVD

4. Scanned documents will be delivered in pdf/a format
5. Metadata will be submitted in database format whereas images in file structure format

Vendor will get a completion certificate from the concerned department officials to consider scanning work to be complete.

2. Installation of DMS application and data upload in UT-Data Center

Post completion of all scanning work, vendor will install DMS application and upload all scanned data along with metadata on servers in UT Data Center procured through this RFP. The DMS should be a Web DMS and must be capable of handling atleast 12 parameters for indexing and metadata entry.

ANNEXURE E – MINIMUM SPECIFICATIONS FOR HARDWARE AND SOFTWARE PROCURED

The minimum specifications and compliance sheet for all hardware being procured

WEB CAMERA		
Parameter	Minimum Specifications	Complied
Make & Model	Must be specified	
Connectivity	Wired	
Features	Snap-shot button, USB 2.0 compatibility	
Type	High definition Color	
Image resolution	1280 x 720	
Computer Interface	High Speed USB	
Software	Drivers and Installation CD	
Structure	Stable mounting base	
BIOMETRIC DEVICES		
Parameter	Minimum Specifications	Complied
Make & Model	Must be specified	
Compatibility	Should work with Client/Server and Web Browser Technology applications	
Feature	Auto-ON	
Image Resolution and Quality	500 DPI, High quality images in dry, wet, dirty and oily conditions	
Fingerprint identification efficiency	FAR: < 0.001 % FRR: <0.1 %	
Fingerprint acquisition format	Loss (RAW,PNG or Lossless JPEG2000) image format	
Operating Environment	Temperature : 0 to 40 degrees centigrade Humidity : 0 to 90 % relative humidity	
Supported Operating System(32 bit and 64 bit)	Windows 7/Vista/XP Windows Server 2008 R2	
Ao FLATBED SCANNER		
Parameter	Minimum Specifications	Complied
Make &	Must be specified	

Model		
Document Size	Ao	
Accuracy	0.1 % +/- 1 Pixel	
Optical Resolution	600 dpi	
Color Space	sRGB	
File formats	JPEG,PDF,BMP,TIFF and all standard formats	
Device Drivers	32 & 64 bit Windows 7, Windows 8 , XP & Vista	
Certifications	Energy Star, UL, CE, GOST-R	
Interface	USB 2.0 Connectivity	

BLADE CHASSIS/ENCLOSURE		
Parameter	Minimum Specifications	Complied
Make & Model	Must be specified	
Form factor	Chassis height must be mentioned in RU	
Size of chassis	Must support more than 6 blade servers Should accommodate Intel/AMD processors Must accommodate hot swappable interconnect modules, power supplies (N+1 Redundancy), fans, management modules etc. Must be Supplied with 2x10Gb Ethernet Switch. Chassis must be supplied with 10G switch. Must be Supplied with 2x8Gbps Fiber Switch	
Accessories	Must contain all accessories so that it can be mounted on a 36U Rack	
Connectivity	Should be possible to connect all blades to optical DVD drives & USB port.	
Management Module	Should provide a single point of control for management of the entire console Should provide setup and control of enclosure Should report asset and inventory information for all devices in the enclosure Should report thermal and power information of each server Should provide IP KVM functionalities and access for all server blades.	
Scalability	Should have sufficient number of ports for Ethernet and fc connectivity. Minimum 4x10Gb Ethernet Port from each switch should be provided to be Connected to Existing	

	<p>network.</p> <p>Minimum 4x8Gbps Fiber Port from each switch should be provided to be Connected to Existing Storage / SAN Switch.</p> <p>Chassis must be Supplied with Required Patch Cord, FC Cables , PDUs and Power Cables required for complete setup must be included</p>	
Certification	OEM – ISO 9001	

BLADE SERVER

Parameter	Minimum Specifications	Complied
Make & Model	Must be specified	
Certification	OEM – ISO 9001	
Compliance	UL, FCC & RoHS	
Form Factor	Compatible with chassis being procured	
CPU	2* Quad Core Processor. Speed should be minimum 2 GHz	
Memory	32 GB memory scalable upto 64 GB	
Hard Disk Drive	2 x 146 GB 10K or higher RPM hot plug SAS HDD	
Bandwith on Blade Server	2*10Gbps (minimum) for Ethernet onboard ports and 2*dual port 8Gbps FC cards	
Remote Administration	Should have network management port for remote administration	
Keyboard	Virtual / Physical KVM based remote control	
Hard Disk Controller	SAS based supporting RAID 0 and 1	
Software	Microsoft Sql Server 2008 R2 Standard Edition (20 CAL) Microsoft Studio 2012 Prof with MSDN	

COMPACTORS

Parameter	Minimum Specifications	Complied
Make & Model	Must be specified	
Load bearing Capacity	80 Kg uniformly distributed load per shelf	
Composition	Made out of 0.8mm/20 CRCA steel conforming to IS:513 GR.D	
Features	<p>Should have indexing label holder</p> <p>Should have railing and the rail must be made from forged steel</p> <p>Must be operated through drive wheel</p>	

Coating	Compactor should be powder coated with epoxy polyester powder (with thickness of 40 microns) with uniform color on all steel surfaces and synthetic enamel paint for all surfaces. All parts must be galvanized	
Standards	Paint should be tested as per ISO 101	
Document storage	Must be capable of storing A0/A1/A2/A3/A4 size documents/folders. Approximate volume of documents can be obtained from Annexure A	
Construction	Construction should be modular and should be possible to dismantle the compactor. Should pass through the record room door (7ft x 3 ft)	

GIS		
Parameter	Minimum Specifications	Complied
Make	Must be specified	
Architecture and Platform	Should be compatible with Windows7/ Windows8/ Windows Vista OS	
Performance	Should provide speedy responses to queries Should perform zooming and panning operations over entire Daman & Diu for citizens without performance degradation	
Vector and other Data Support(Read)	<ol style="list-style-type: none"> 1. Software Should be interoperable with services like , Open Geospatial Consortium, Inc. (OGC), Web Coverage Service (WCS), Open Geospatial Consortium, Inc., Web Map Service (WMS) 2. The application should be highly interoperable with the ability to import and export to a wide range of industry standard formats including CAD (DGN, DXF), Geographical Databases, GeoMedia Warehouse, MapInfo, GML(GEOGRAPHY MARKUP LANGUAGE) , XML, SHP, ArcInfo Coverages, Intergraph MGE, MapGuide SDL, MicroStation Geographics V7/V8, Vector Product Format Database (VPF), IDRISI Vector Format etcGeodatabase Terrains, Microsoft Excel Worksheets, dBASE (DBF), Text (TXT, CSV), Query Layers Defined in a DBMS with SQL, Database Connections, Microsoft Access 3. The software should be interoperable with, Microsoft Excel Worksheets, dBASE (DBF), Text (TXT, CSV), Query Layers Defined in a DBMS with SQL, Database Connections, Microsoft Access and others. 	
Vector and other Data Support(Editing)	The software should support complex spatial editing in the software support supported GIS database as well should be interoperable with external formats like	

	Geodatabase file, shapefiles, geomedia files, mapinfo files, microstation files, CAD files etc.	
Raster Data Support(Read & Write)	JPEG, JPEG2000, BMP, PNG, GeoTiff, Tiff, ECW, SRTM, USGSDEM, WMS	
Map datums	Everest 1880, WGS 84, MSL	
Development Support	SDK (Java and C++) with complete User and Developer manuals Should be possible to publish/host OGC compliant services	
Sizing	Must be sufficiently accessible to all citizens over the web portal	
Desktop Licenses	7 licenses for editing and managing spatial data	
Functionality	As specified in FRS	

Document Management System		
Parameter	Minimum Specifications	Complied
Make	Must be specified	
Type	Enterprise Class	
Platform	Should be compatible with Windows7/ Windows8/ Windows Vista OS	
Browser Support	Google Chrome Mozilla Firefox Safari Internet Explorer	
License	Must support atleast 50 users	
Indexing	Should accommodate atleast 12 parameters for metadata entry	
Functionality	As specified in FRS	

Note:

- The server requirements are on the basis of NIC standards.*
- All other items being provided should be made in an ISO certified manufacturing unit
Bidder has to provide supporting reports for the brands of IT infrastructure being proposed.*

ANNEXURE F – GUIDELINES FOR POST-IMPLEMENTATION SUPPORT AND MAINTENANCE

POST IMPLEMENTATION SUPPORT

Incident Management Guidelines

In the Post Implementation phase, the vendor must provide the department with a single point of contact for raising queries and concerns. The department may raise a concern via email, phone or SMS as per convenience. The support team must make use of an Incident Management tool to keep track of all complaints and queries.

1. Each call logged must be converted into an Incident Ticket.
2. The ticket must contain all details of the query/concern along with details of the person who has raised it.
3. The time and date of the query must get automatically captured once the incident is raised.
4. It should be possible to categorize the incidents as per severity and category.
5. The incident ticket should also capture the name of the person working on the incident and it should be possible to reassign the ticket within the support team.
6. It should be possible to link Incident tickets to one another and to Problem tickets and Change Requests.
7. The Incident Management Tool should also be made available to all department officials so that they can raise incidents by themselves if required.
8. The tool should provide automatic prompts to the support team on tickets that are running out of SLA.
9. If the support is being managed by multiple groups, it should be possible to assign the incident to a different group.
10. The tool must have an Incident update feature to capture the status of incidents.
11. It should be possible to attach documents and snaps which the department may send as proof of the incident.
12. The Incident Management tool should keep a log of all calls that have been registered in the past and it must be possible to search for these tickets based on different criteria of category and severity.
13. The tool should have appropriate closure category and comments field.
14. It should allow the department to give feedback on the Quality of Service.

15. The Incident Management tool should be compliant with the best practices framework such as ITIL.

Problem Management Guidelines

It will be the responsibility of the Support team to analyze tickets on a monthly basis to identify recurring issues. The recurring issues may also be reported by the department. These issues may be pertaining to any client side hardware/software or any land record application being used as a part of the NLRMP project. The support team must log these as problem tickets and segregate them from the Incident tickets using the same Incident Management Tool.

The SLA for the problem tickets shall be different but the guidelines for Problem Management will remain the same as those mentioned in the Incident Management Guidelines.

Change Management Guidelines

The department may raise a change request for any hardware or software (listed in section 4.9). The change request could be related to complete change or replacement of the hardware/software or a change in configuration of the same.

Further, the department may require a change in the manner any of the Land Record Applications are functioning. The change could be pertaining to a workflow change, process change or application configuration change. Since the ownership of all the applications and the ILMP shall be with the NIC, they would be the sole approver for all application change requests.

The generic guidelines for all change request management are listed below:

1. The Change Requests may be raised by the department or NIC via email, phone or in person.
2. The support team must immediately log this request in the Incident Management Tool as a Change Request.
3. All details of the Change Request along with name of the Requestor must also be logged.
4. All hardware/software related changes may be dealt with by the support team independently based on their analysis and the department's requirements.
5. The SLA for all other hardware/software change requests must be completed in a time bound fashion as per the Service Level Agreements.

6. All Land Record Application change requests must first be referred to NIC. Post approval from NIC, the same may be completed by the support team in a time bound fashion
7. The SLA for completion of Land Record Application Change Requests shall be decided by NIC and the same must be updated in the Change Request ticket and conveyed to the department. It will be the duty of the support team to adhere to this SLA.
8. The Land Record Application changes made must be subjected to rigorous testing and then approved by NIC before being deployed into production.

MAINTENANCE

The support team would be responsible for regular maintenance of the ILMP and the NIC Land Record Applications. If required, maintenance activity should also be done for any hardware/software being procured for this project under this RFP.

The guidelines for maintenance activity are listed below:

1. Maintenance must be carried out for all NIC Land Records Application and the ILMP atleast once a month compulsorily.
2. The date for maintenance must be decided in advance and the department must be informed about the same atleast 2 weeks in advance.
3. The maintenance activity should only be done on a Saturday unless a mid week maintenance activity is required as a part of an Incident.
4. Any maintenance required for hardware/software may be carried out along with the monthly maintenance if required.
5. Maintenance activity must not interfere with any regular functioning of any of the applications or the ILMP.
6. Post the maintenance activity, the support team must perform an independent review of each application and the ILMP to ensure that all applications are up and running before the week begins and there is no adverse impact on the performance.

ANNEXURE G – COMPANY AUTHORIZATION LETTER

(Company letterhead)

[Date]

To

The Secretary, Revenue
UT Administration of Daman & Diu
Moti Daman - 396220

<Bidder Representative's Name>, < Designation>, is hereby authorized to sign relevant documents on behalf of our Company,<Name of Company>, in dealing with RFP of reference <RFP No. and Date>. He is also authorized to attend all meetings held with respect to this RFP and to submit Technical and Commercial information as may be required by you in the course of processing this RFP.

Thanking you,

Authorized Signatory (Name)

Name & Signature of Authorized Person

Company's Seal

Witness Signature:

Witness Name:

Witness Address:

ANNEXURE H – PRE-QUALIFICATION BID DOCUMENT FORMAT

1. PRE-QUALIFICATION BID COVER LETTER

(Company letterhead)

[Date]

To

The Secretary, Revenue

UT Administration of Daman & Diu

Moti Daman – 396220

Daman & Diu

Ref: Request for Proposal – “Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu” project

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for **“Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu”** to The Secretary, Revenue, Daman & Diu to meet such requirements and provide such services as required and are set out in the RFP.

We attach herein, our response to pre-qualification criteria as required by the RFP, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the implementation plan (Project schedule) for providing Professional Services in **“Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu”**, put forward in RFP or such adjusted plan as may subsequently be mutually agreed between us and The Secretary, Revenue, Daman & Diu or its appointed representatives.

If our proposal is accepted, we will obtain a Performance Bank Guarantee issued by a nationalized or scheduled bank in India, acceptable to The Secretary, Revenue, Daman & Diu, for a sum of 10% of the contract value for the due performance of the contract.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 6 months from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and The Secretary, Revenue, Daman & Diu.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to The Secretary, Revenue, Daman & Diu is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead The Secretary, Revenue, Daman & Diu as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

(Signature)

(Name)

(In the capacity of _____)

[Seal / Stamp of bidder]

2. PARTICULARS OF BIDDERS

Details of the Organization	
Name	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Number of employees	
Other Relevant Information	
<p>Mandatory Supporting Documents:</p> <p>Certificate of Incorporation from Registrar Of Companies(ROC)</p> <p>Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company</p>	

Financial Information			
	FY 2010-11	FY 2011-12	FY 2012-13
Revenue (in INR crores)			
Profit Before Tax (in INR crores)			
Other Relevant Information			
<p>Mandatory Supporting Documents:</p> <p>Auditor Certified financial statements for the last three financial years 2010-11,2011-12 and 2012-2013. (Please provide the entire Balance Sheet)</p>			

Contact Details	
Name of contact person	
Contact Person's phone number	
Contact Person's email id	
Website	
Telephone Number	
Fax Number	

The above documents must be submitted for each member in case of a consortium.

3. PROFILES OF PREVIOUS PROJECT EXPERIENCE

Relevant Project Experience	
General Information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Service levels being offered/ Quality of service (QOS)	
Technologies used	
Outcomes of the project	
Other Details	
Total cost of the project	
Total cost of the services provided by the bidder	
Duration of the project (no. of months, start date, completion date, current status)	
Other Relevant Information	
Mandatory Supporting Documents:	
Letter from the client to indicate the successful completion of the projects	
Work order	
Project Capability Demonstration	
Please provide complete details regarding the scope of the project to indicate the relevance to the requested technical evaluation criterion.	

Authorized Signatory (Name)

Name & Signature of Authorized Person

Company's Seal

4. PRE-QUALIFICATION ELIGIBILITY CRITERIA COMPLIANCE

#	Qualification Criteria	Documentary Evidence	Complied (Y/N)
1.	Criteria 1	Document 1	
2.	Criteria 2	Document 2	
3.	Criteria 3	Document 3	
4.	Criteria 4	Document 4	
5.	Criteria n	Document n	

Note:

All the pre-qualification eligibility criteria mentioned in Chapter 6 should be covered along with other items required like Tender fee, EMD etc.

ANNEXURE I – UNDERTAKING FOR NOT BEING BLACKLISTED

(Company Letterhead)

We M/s. _____ (Name of the Bidder) having head office at _____
undertake the following:

1. We M/s _____ (Name of the Bidder) are not blacklisted by the
Central Government, State Governments or Government Corporations in India.

2. We further undertake that our dealer(s) M/s _____ (Name of
dealers) involved in this project having office at _____ is/are also not
blacklisted by the Central Government, State Governments or Government Corporations in
India.

Signed on behalf of M/s _____ (Name of Bidder)

Place:

Date:

ANNEXURE J – TECHNICAL BID FORMAT

1. TECHNICAL BID COVERING LETTER

(Company letterhead)

[Date]

To

The Secretary, Revenue

UT Administration of Daman & Diu

Moti Daman – 396220

Daman & Diu

Ref: Request for Proposal – “Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu” project

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for “**Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu**” to The Secretary, Revenue, Daman & Diu to meet such requirements and provide such services as required and are set out in the RFP.

We attach herein, the technical response as required by the RFP, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the implementation plan (Project schedule) for providing Professional Services in “**Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu**”, put forward in RFP or such adjusted plan as may subsequently be mutually agreed between us and The Secretary, Revenue, Daman & Diu or its appointed representatives.

If our proposal is accepted, we will obtain a Performance Bank Guarantee issued by a nationalized or scheduled bank in India, acceptable to The Secretary, Revenue, Daman & Diu, for a sum of <<**Amount**>> for the due performance of the contract.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 6 months from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and The Secretary, Revenue, Daman & Diu.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to The Secretary Revenue, Daman & Diu is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead The Secretary, Revenue, Daman & Diu as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

(Signature)

(Name)

(In the capacity of _____)

[Seal / Stamp of bidder]

2. AUTHORIZATION LETTERS FROM OEM

(Company letterhead)

[Date]

To,

The Secretary, Revenue
UT Administration of Daman & Diu
Moti Daman - 396220

Ref: Request for Proposal – “Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu” project

Sir,

We _____, (Name and address of the manufacturer)
who are established and reputed manufacturers/designers of
_____ having factories/ offices at
_____ (Addresses of locations) do hereby authorize M/s.
_____ (Name and address of the bidder) to bid, negotiate and
conclude the contract with you against the above mentioned RFP for the above
equipment/product manufactured/ designed by us.

We undertake that we would provide full support for the above products along with spares, patches, updates and parts of supplied products for the complete project period as laid down in this RFP. If the support for the product quoted stops during the project period, the product will be replaced with a superior product at no extra cost.

Further we hereby also confirm that the products quoted above do not have an end of sale or end of life atleast until 6 months from the date of bid submission.

Yours faithfully,

For and on behalf of M/s. _____
(Name of manufacturer)

Signature _____

Name _____

Designation _____

Address _____

Date _____

Note: This letter of authority should be on the letter head of the concerned OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer.

3. PROFILE OF KEY PEOPLE

Please attach the profiles of the key people who would be involved during the course of this project. The profile shall necessarily include the following details in the format mentioned below:

1. **Name of Staff** [*Insert full name*]: _____
2. **Proposed Position** _____
3. **Name of Firm and Years with the firm** _____
4. **Date of Birth:** _____
5. **Nationality:** _____
6. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]

No	University	Degree	Year

7. **Membership of Professional Associations:** _____

8. Other training

No	Training	Year

9. Languages

No	Language	Read	Write	Speak

10. Employment Record

No	Designation	Firm	Duration

10. Detailed Tasks Assigned

[*List all tasks to be performed under this assignment*]

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best*

	<i>illustrate staff capability to handle the tasks listed under point 11.]</i> Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed:
--	---

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member or authorized representative of the staff]

Full name of authorized representative

4. PROPOSED ONSITE RESOURCE DEPLOYMENT

#	Resource Level	Responsibility	Brief Description of Qualification-Certifications, Technical, Degree/Diploma	No. of Resources deployed at the proposed level

Please provide details for each Core Project Team Member in following format:

Sr. No.	Item	Details
1	Name	
2	Specify role to be played by him/her	
3	Current job title	
4	Experience in years.	
5	Number of years with the organization	
6	Current job responsibilities	
7	Summary of Professional/ Domain Experience	
8	Skill Sets	
9	Highlights of Assignments handled and significant accomplishments	
10	Educational Background, Training and Certifications	

5. PROPOSED OFFSHORE RESOURCE DEPLOYMENT

#	Resource Level	Responsibility	Brief Description of Qualification-Certifications, Technical, Degree/Diploma	No. of Resources deployed at the proposed level

Please provide details for each Core Project Team Member in following format:

Sr. No.	Item	Details
1	Name	
2	Specify role to be played by him/her	
3	Current job title	
4	Experience in years.	
5	Number of years with the organization	
6	Current job responsibilities	
7	Summary of Professional/ Domain Experience	
8	Skill Sets	
9	Highlights of Assignments handled and significant accomplishments	
10	Educational Background, Training and Certifications	

6. HARDWARE SPECIFICATION COMPLIANCE SHEET

This has to be filled for all IT infrastructure mentioned in Section 4.9

Item:

Make:

Model

Parameter (Technical Specifications)	Technical specifications proposed by the bidder	Compliance (Yes/No)
Parameter 1		
Parameter 2		
Parameter 3		
Parameter 4		
Parameter n		

7. PROJECT IMPLEMENTATION METHODOLOGY

Bidder is required to submit the proposed technical solution in detail. Following should be captured in the explanation:

1. Strength of the Bidder to provide services including examples or case-studies of similar work done for other clients
2. Understanding of the requirements
3. Clear description of the proposed solution
4. Project Management Methodology – Bidder's approach to manage the entire project for timely completion
5. Timelines for implementation of various components
6. Project Organization and Management Plan
7. Project Monitoring and Communication Plan – Bidder's approach to project monitoring and communications among stakeholders.
8. Implementation plan – Bidder's approach to implement the project
9. Training Plan – Bidder's approach to imparting training to department officials
10. Risk Management Plan – Bidder's understanding of possible risks and solutions to mitigate them

Note:

a. All the pages (documentary proofs if required and other documents that may be attached) should contain page numbers and would have to be uniquely serially numbered.

ANNEXURE K – PERFORMANCE BANK GUARANTEE FORMAT

(On stamp paper of Rs.100/-)

Bank Guarantee No. _____

Date: _____

To,

<<The Secretary, Revenue>>

<<Name of District>>

<<Address 1>>

<<Address 2>>

Dear Sir,

Whereas <<Name of the vendor>> having its corporate office at <<Address of the vendor>>

(hereinafter called “Vendor”), has undertaken, in pursuance of Contract dated <<Date>>

(hereinafter referred to as the Contract) for project – “Implementation of National Land Record Modernization Program, UT of Daman & Diu” .

AND WHEREAS it has been stipulated in the said Contract that the Vendor shall furnish a Bank Guarantee (“the Guarantee”) from a nationalized or scheduled bank for the sum of <<Amount>> <<Amount in words>> as security for project – **“Implementation of National Land Record Modernization Program, UT of Daman & Diu”**.

WHEREAS <<Name of Bank branch at Name of Branch>> (Hereinafter referred to as the “Bank” which expression shall unless repugnant to the context or contrary to the meaning thereof, include its successors and assigns) have agreed to give the <<The Secretary, Revenue>> (hereinafter called “Secretary”) the Guarantee.

THEREFORE the Bank hereby agrees and affirms as follows:

The Bank hereby irrevocably and unconditionally guarantees the payment of all sums due and payable by the Vendor to Secretary under the terms of the said Contract. Provided however that the maximum liability of the Bank towards Secretary under this Guarantee

shall not, under any circumstances, exceed <<Amount>> <<Amount in words>> in aggregate.

In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice received by us during normal banking hours, on or before <<Date>> from Secretary in that behalf and without delay, demur or setoff, pay to Secretary any and all sums demanded under this guarantee by Secretary under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from Secretary to the Bank shall be sent by registered post (acknowledgement due) at the following address, which should be received by the Bank, on or before <<Date>>.

Name of Bank _____

Name of Branch _____

Address of Branch _____

This Guarantee shall come into effect immediately upon execution and shall remain in force up to <<Date>>.

The Bank may at its sole discretion extend the Guarantee for a further period which may be mutually decided by the Vendor and Secretary, provided we are in receipt of a written notice received by us during normal banking hours, on or before <<Date>>.

The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged or otherwise affected by:

Any change or amendment to the terms and conditions of the contract or the execution of any further contracts.

Any breach or non-compliance by the Vendor with any of the terms and conditions of any Contract/credit arrangement, present or future between the Vendor and the Bank, provided that nothing herein above will enlarge or extend the liability of the Bank under this Guarantee.

The Bank shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of Secretary or any other indulgence shown by Secretary or any other matter whatsoever which under the law, but for this provision, have the effect of relieving the bank provided that nothing hereinabove will enlarge or extend the liability of the Bank under this guarantee.

This Guarantee will be subject to Indian law and jurisdiction of courts in Daman & Diu.

Notwithstanding anything contained above:

- i) Our liability under this bank guarantee shall not exceed <<Amount>> <<Amount in words>>.
- ii) This bank guarantee shall be valid up to <<Complete project period>> and
- iii) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if we receive a written claim or demand on or before<<Date>>. And if no such claim is received by us by the date mentioned as aforesaid, then all rights of the Secretary under this guarantee shall cease.

The beneficiary should seek confirmation of issuance of this guarantee from the controlling office of the issuing branch which is Name of Branch

We Name of Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing

Dated the _____ day of _____ 2013

For Name of Bank

i. Signature _____

ii. Name _____

iii. Designation _____

iv. GBPA No. _____

Guarantee Bond No.

ANNEXURE L- FORMAT FOR PRE-BID QUERIES

All enquiries from the bidders relating to this RFP must be submitted in writing
in the following format:

Name of Bidder:

Name and position of person submitting request:

Full formal address of the organization including phone, fax and email:

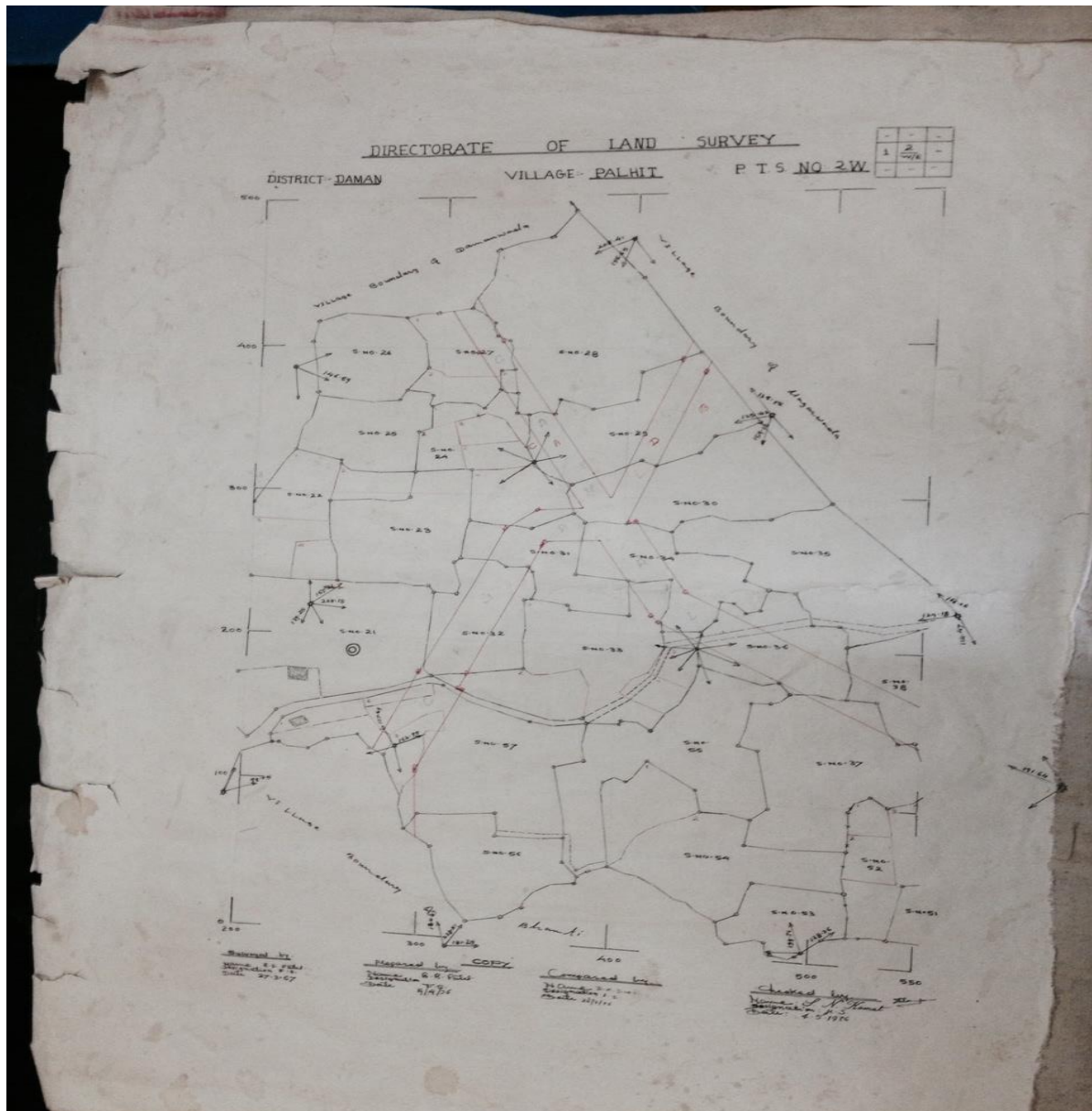
Sr No.	RFP Section	Content requiring Clarification	Points of Clarification
1.			
2.			
3.			

ANNEXURE M – DOCUMENT CHECKLIST

Sr No	Document Name	Yes/No	Page No.
1.	Annexure G – Company Authorization Letter		
2.	Annexure H.1 – Pre-qualification Bid Cover Letter		
3.	Annexure H.2 – Particulars of Bidders		
4.	Annexure H.3 – Profiles of previous project experience		
5.	Annexure H.4 – Pre-qualification Eligibility Criteria Compliance document		
6.	Annexure I - Undertaking for Not being Blacklisted		
7.	Annexure J.1 – Technical Bid Covering Letter		
8.	Annexure J.2 – Authorization Letters from OEM		
9.	Annexure J.3 – Profile of Key People		
10.	Annexure J.4 – Proposed Onsite Resource Deployment		
11.	Annexure J.5 – Proposed Offshore Resource Deployment		
12.	Annexure J.6 – Hardware Specification Compliance Sheet		
13.	Annexure J.7 – Project Implementation Methodology		
14.	Documents supporting Technical Evaluation Criteria		
15.	Tender Fee		
16.	Earnest Money Deposit		

ANNEXURE N - SAMPLE OF ALL DOCUMENTS

Cadastral Maps



Record of Rights

FORM NO. 1 & XIV

Date : 18/10/2013

ગામ નમુના નં. ૧ અને ૧૪

Page 1 of 1

Name of field કુવાવાળુ
બેનર નું નામ
S. No. : નં. 226
Sub Dn No. 5

VILLAGE કચીનામ
ગામનું નામ
Taluka તાલુકો
DAMAN દમણ

Cultivable area વાવેનર વાવક સેપકેશન	Ha. Ars. હે. અરે.	Name of occupant કબજેદારનું નામ	Khata No. ખાતા નં.	Mut. No. કે. નં.	Name of the tenant ગણીતિયાનું નામ
(a) Dry Crop (અ) જલવન	00-00	[રડકા બાવણા]			
(b) Garden (બ) બગીચા	00-00	કેડા બાવણા			
(c) Rice (ક) સારી	00-11				
(i) નવી જમીન	00-00				
(ii)	00-00				
(iii)	00-00				
Total Cultivable Area કુલ વાવક સેપકેશન	00-11				
II Un-cultivable Area બિન વાવક જમીન	00-00				
(a) Class (a) વર્ગ (અ)	00-00				
(b) Class (b) વર્ગ (બ)	00-00				
Total Uncultivable Area કુલ બિન વાવક જમીન	00-00				
Grand Total કુલ સેપકેશન	00-11				

Other Rights ઈનર રાઈટ

Name of Person holding rights and nature of rights:

ઈનર રાઈટ ધારક કબજેદાર નું નામ કયા રાઈટ નો રાઈટ

Details of Cropped Area										
Year વર્ષ	Name of the Cultivator ખેડવારનું નામ	Mode રીત	Season મોસમ	Name of Crop પાક નું નામ	Irrigated ખેતવાળ Ha. Ars. હે. અરે.	Unirrigated જલવન જમીન Ha. Ars. હે. અરે.	Land not Available for cultivation/ખેતી જિલ્લા ની જમીન		Source of irrigation ઊંચાઈ ના સ્રોત	Remarks ટિપ્પણી
							Nature સ્વભાવ	Area જમીન Ha. Ars. હે. અરે.		
2012-2013	-	-	-	-			પડતર	00-11	-	

અસલ ઉપર થી નકલ કરી

Talathi Name :

Signature :

**Request for Proposal - Implementation of National Land Records Modernization Programme,
UT of Daman & Diu**

Form V

FORM No. V
નમુના નં. ૫
[See Rule 6(3)] [નિયમ - ૬ (૩) મુજબ]

SPL.DLS RRV

Village ગામ	Taluka Daman તાલુકા દમણ	Register of disputed cases તકરારી રજીસ્ટર			
Sr.No. અનુક્રમ નંબર	Sr.No. in Mutation Register ફેરફાર રજીસ્ટરનો	Sr.No. & sub-dn. No. or.name of the field સુવે નંબર / ક્ષિત્સાનંબર	Date of receipt of objection તકરાર દાખલકર્તા ની તારીખ	Particulars of disputes with names તકરારનો પ્રકાર અને તકરાર દાખલ કરનારનું નામ	Orders of officers અધિકારીનો નિકાલ હુકમ
1	2	3	4	5	6
1	240000020	121 / 2	08/06/2013	Rajan : વાવિંદાર શ્રી રાજન વલ્લભ પટેલ રેલ. Vallabh દલવાડાના એ સર્વે નં. ૧૨૧/૨ વાળી Patel જમીન અને વાપા અરજી આપેલ છે	

Form VIII

**DIRECTORATE OF LAND SURVEY
U.T ADMINISTRATION OF DAMAN & DIU**

Form of acknowledgement of the report regarding acquisition or rights

Received from Parvatiben Bhagwan Mangwla of Devka Village Daman Taluka on 14-June-2013 a report orally / in writing regarding the acquisition of rights of rights in respect of given below land parcel of village Devka taluka Daman with the following documents in support there of :-

Sr No	Survey	Subdiv
1	139	5

1 FORM I - XIV
2 SALE DEED

Place : - Mamlatdar Office, Daman
Date : -

Talathi of :- Devka

**Request for Proposal - Implementation of National Land Records Modernization Programme,
UT of Daman & Diu**

Form IX

FORM No. 9

નમુના નં. ૯

Serial No. of. Entry ઈંદ્રીનો અનુક્રમ નં. 1	Nature of the right acquired પ્રાપ્ત કરેલ હક્કનો પ્રકાર 2	Name of the field or S.No. and Sub. Dn. No. affected ખેતરનું નામ અંગર સ. નં. / હિસ્સા નં. 3	Initials of remarks by the testing officer તપાસણી અધિકારીની સહી / ચેરો 4
120000015	વેચાણ હક્ક :- અરજદાર શ્રી રમણ ઢેડા રહે. પટલારા, વચલાદ્વીપા, મોટી દમણનાએ મોજા :- મગરવાડા, મોટી દમણ મુકામે આવેલ સામે જણાવેલ કોલમ. નં. ૩માં જણાવેલ સર્વે નં. વાળી જમીનમાં વેચાણ દસ્તાવેજ મુજબ પોતાનું નામ દાખલ કરવા અરજ કરેલ તે બાબતે	685/3	Verifying Officer Remarks આપ સાહેબના સુચન અનુસાર અરજદાર શ્રી.રમણ ઢેડા રહે.પટલારા,મોટી દમણનાએ મોજા:-મગરવાડા,મોટી દમણ ગામે આવેલ સર્વે.નં.૬૮૫/૩ વાળી જમીન ક્ષેત્રફળ ૧૦૦૦.૦૦ ચો.મી.શ્રી.ભણા જીવણ,શ્રી.કિશન જીવણ અને શ્રી.દીપક જીવનના સંપૂર્ણ નામો લેઈળ ચાલી આવેલ છે.સદરજી જમીન વેચાણ દસ્તાવેજથી શ્રી.રમણ ઢેડાએ ખરીદ કરેલ છે.જેઓના વેચાણ દસ્તાવેજ સબરજીસ્ટરની કચેરી દમણ ખાતે સીરીયલ નં. ૧૧૬૧/૨૦૧૩ તા.૧૫/૦૪/૨૦૧૩ થી નોંધાયેલ છે.તેમજ મહે.કલેક્ટર શ્રી.દમનની કચેરી ખાતેથી વેચાણ પરવાનગી નં.col/sp-254/2012/6474dt.1 4/02/2013 થી નોંધાયેલ છે.પ્રકરણ ૧ અને ૧૪ ની નકલ,દસ્તાવેજની કોપી,તથા પાવર ઓફ એટર્નીકોપી સામેલ છે.મુટેસન થવા વીનતી. જે આપ સાહેબને વિદીત થાય. Certifying Officer Remarks -- Not Certified Yet --

Form X

નમુના નંબર ૧૦

નોટીસ

આથી મોજે દેવકા તાલુકે - દમણ જિલ્લે - દમણની જમીન સંબંધમાં હક્ક પ્રાપ્ત કર્યા બદલની નોંધ ફેરફાર રજીસ્ટરમાં નીચે બતાવ્યા પ્રમાણે કરવામાં આવી છે.

રજીસ્ટરની નોંધનો અંક. નં.	પ્રાપ્ત કરેલા હક્કનો પ્રકાર	હક્ક પ્રાપ્ત જમીનનું નામ સ.નં. હિ.નં.	કરેલી અગર
80000007	વેચાણ દસ્તાવેજ મુજબ :- અરજદાર પાર્વતીબેન ભગવાન માંગેલા રેલવાસી માંગેલવાડ, દેવકા, નાની દમણના એ કોલમ ૩ મા જણાવેલ સર્વે નંબર વાડી જમીન વેચાણ દસ્તાવેજ મુજબ નામે કરવા અરજી કરેલ છે તે બાબતે.	139\5	

આથી મને જાણાય છે કે, ઉપર જણાવેલી ફેરફારની નોંધમાં હક્ક હિત ધરાવો છો. તેથી તમોને સદરહું ફેરફારની નોંધ બાબતમાં નોટીસ દ્વારા ખબર આપું છું કે આ નોટીસ મળેથી દિન ૧૫ માં ફેરફારની નોંધ સંબંધમાં જે કઈ તકરાર કે વાંધો હોય તે મૌખિક અગર લેખિત અરજી દ્વારા સાદર કરવો, જો નક્કી કરેલા સમયની અંદર જો કોઈ તકરાર કે વાંધો આવશે, નહિ તો આ ફેરફારની નોંધ તમારે મંજૂર છે. એમ સમજવામાં આવશે.

તલાટી :- _____ સે.
જ.

સ્થળ :- મામલતદાર કચેરી, દમણ

તારીખ :

કોપી રવાના

- | | |
|----------------------------|------------------------------|
| 1 પરસોત્તમ બાબુ | - તાઈવાડ, દેવકા, નાની દમણ |
| 2 પાર્વતીબેન ભગવાન માંગેલા | - માંગેલવાડ, દેવકા, નાની દમણ |
| 3 પાર્વતીબેન બાબુ | - તાઈવાડ, દેવકા, નાની દમણ |
| 4 પંચાયત કચેરી | - નોટીસબોર્ડ ઉપર |
| 5 મામલતદાર કચેરી | - નોટીસબોર્ડ ઉપર |

Form XI

નમુના નં - ૧૧

મુકામ :- મામલતદાર કચેરી દમણ

તારીખ :-

તલાટી :- મગરવાડા સેઝા

ગામ :- મગરવાડા

તાલુકા :- દમણ

આથી હું તમોને ખબર આપુ છું કે, તમારા મગરવાડા ગામના ફેરફાર રજીસ્ટર અંદર (જણાવેલ ફેરફારની નોંધ) નોંધેલા ફેરફારો કે, સર્ટીફિકેટ અધિકારીના છેલ્લા મુકામ દરમિયાન નોંધવામાં આવ્યા છે. તે મંજૂર કરવા સારૂ તથા તકરારો રજીસ્ટરમાં દાખલ કરેલા આ ફેરફારો સંબંધની તકરારો નિકાલ કરતા સારૂ હું તા. _____ ના રોજ કલાકે _____ સ્થળ :- મામલતદાર કચેરી દમણ, તા.:- દમણ મુકામે કરવાનો છું.

આથી સરકારશ્રી દમણ અને દીવ ના એગ્રીકલ્ચરલ ટેનન્સી (રેવેન્યુ સર્વ અને રેકડઝ ઓફ રાઈટસ) ના નિયમ ૧૯૬૭ થી નક્કી કરેલા નમુના નં.૧૨ મા, કે જેમા ફેરફારની નોંધ કરવાની છે. તેમા હક્ક (હિત) ધરાવતા તથા તેઓની તકરાર સંબંધમા હિત છે. એમ ગામોની રેકર્ડ ઉપરથી જણાય છે. તેઓને મારા હુકમની તારીખ પહેલા ઓછામા ઓછા પંદર (૧૫) દિવસ અગાઉ નોટીશ બજાવવા સારૂ તમોને જાણ કરુ છુ.

સર્ટીફિકેટ અધિકારી.

Form XII

નમુના નંબર ૧૨

નોટીસ

આથી મોજે દેવકા તાલુકે - દમણ જિલ્લે - દમણની જમીન સંબંધમાં હક્ક પ્રાપ્ત કર્યા બદલની નોંધ ફેરફાર રજીસ્ટરમાં નીચે બતાવ્યા પ્રમાણે કરવામાં આવી છે.

ફેરફાર રજીસ્ટરની નોંધનો અંક. નં.	પ્રાપ્ત કરેલા હક્કનો પ્રકાર	સંબંધિત હક્ક ફેરફાર થયેલ ખેતરનું નામ સ. નં. તથા હી. નં. (જે જમીનમાં હક્ક પ્રાપ્ત કર્યો તે જમીનનું [ખેતરનું] નામ અગર સ. નં. તથા હી. નં.)
80000019	વેચાણ હક્ક :- અરજદાર શ્રી મહેન્દ્ર ગોજિયા ટેડેલ ઉર્ફ મહિન્દ્ર ગોજિયા રહે. દેવકા રોડ, નાની દમણનાએ મોજે :- દેવકા, નાની દમણ મુકામે આવેલ સામે જાણાવેલ કોલમ. નં. ૩માં જાણાવેલ સર્વે નં. વાળી જમીનમાં વેચાણ દસ્તાવેજ મુજબ નામ દાખલ કરવા અરજી કરેલ તે બાબતે.	100/ 1

જે અંગે તકરારી રજીસ્ટરમાં નોંધાયેલા ફેરફારની નોંધ સંબંધમાં જો વાંધો હશે તો તેનો નિકાલ કરી ફેરફારની નોંધને મંજૂર કરવા તપાસણી અધિકારી તા. _____ ના રોજે _____ સમયે આવશે.

આથી મને ગામના રેકૉર્ડ ઉપરથી જાણાય છે કે તેમાં ઉપર જાણાવેલી ફેરફારની નોંધ સંબંધમાં હિત ધરાવે છે.

મોજે દેવકા સેજના તલાટી હું હિત ધરાવતા તમામ લોકોને ઉપરના ફેરફારની નોંધ સંબંધમાં તથા તેવી તકરાર સંબંધમાં કેલવા માટે, તપાસણી અધિકારી (સર્ટી ફાઈગ ઓફિસર) ની રૂબરૂ હાજર થવાની ખબર આપુ છું.

જો તમે હાજર નહિ રહેશો તો તમારે આ સંબંધમાં કઈ કહેવું નથી એમ સમજી ફેરફાર સંબંધની તકરારનો નિકાલ તમારી ગેરહાજરીમાં કરવામાં આવશે. તેની સમજૂત લેશો.

સ્થળ :- મામલતદારકચેરી, દમણ

તારીખ :

તલાટી :- _____

Form D

Administration of U.T. Daman & Diu
Office of the Enquiry Officer,
City Survey, Daman

FORM 'D'
(See rule 7)
Goa, Daman & Diu Land Revenue (City Survey) Rules, 1969
PROPERTY CARD

PTS No.	Area	Tenure	Particulars of assessment or rent paid to Government and when due for revision.
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Easements :-

Holder in origin of the title
(so far as traced)

Lessee :-

Other encumbrances :-

Other Remarks :-

Date	Transaction	Vol. No.	Now Holder (H). Lessee (L) or Encumbrances (E)	Attestation

Govt Ptg. Press Daman-1/2011/2000.

***FUNCTIONAL REQUIREMENT
SPECIFICATIONS***

FOR

***INTEGRATED LAND
MANAGEMENT PORTAL***

1. Introduction

This document is intended to lay down the required functionality of the Integrated Land Management Portal which must be developed as a part of NLRMP MMP implementation. Further it lays down the extent of customization that the applications listed below need.

1. Dharani - Rural
2. Dharani - Urban
3. Garvi
4. Bhunaksha

An indicative but non exhaustive list of department officials which will use the ILMP for land administration is given below. The portal will also be accessible to citizens for various citizen services.

#	Designation	Daman	Diu
1	Mamlatdar	1	1
2	Enquiry Officer	1	1
3	Sub Registrar	1	-
4	Circle Inspector	-	-
5	Aval Karkun	-	1
4	Talathi	7	3
5	Head Surveyor	1	-
6	Field Surveyor	3	2

Apart from the above, the portal may also be used for administrative purpose by other Revenue Department officials such as the Revenue Secretary, Collector and Dy Collector.

As far as the existing Land Record Applications are concerned, no web services or APIs are existing currently and the same will have to be developed by the vendor. Two integration and data sharing is expected to be achieved between Garvi and Dharani (Rural/Urban).

2. Overview

Integration of various land management applications is an important step in achieving the basic objective of this project which is to develop a single window for all land management functions over the entire Union Territory.

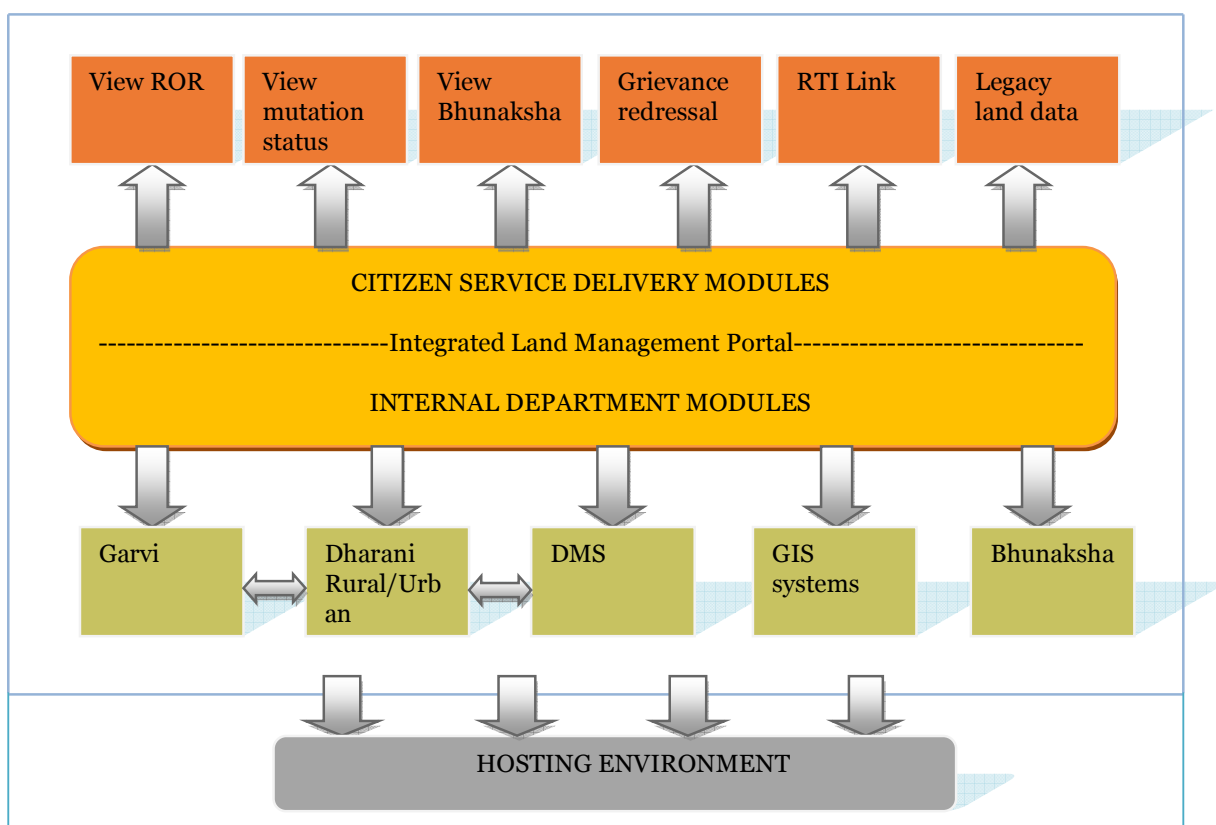
The most important functions of the land management portal would be to inter-link the registration office, the land records office and the survey office to maintain real time revenue records and provide a single window for the citizens to have view/access land records.

Further, the portal would also provide citizen services such as ROR viewing, Mutation status, access to Bhunaksha, grievance redressal, RTI query etc. A detailed structure of the proposed architecture is shown below.

3. Proposed System Architecture

The portal will have two sections mainly.

1. Citizen service delivery section to make various online services available to citizens
2. Internal department functions which basically contain links to internal applications



In case the UT Data Center is not functional when the system is developed, the applications must be hosted locally within the department. However a detailed plan of action for migration to UT Data Center must be laid down well in advance.

4. Existing Application Overview

a. Dharani Rural

This application is used at the Land Records office for management of Record of Rights and Mutation procedures for all rural land records. The application has the following functioning modules currently:

- Furnish ROR
- Perform Mutation arising from registration
- Perform Amalgamation
- Perform Partition
- Perform Sub-division
- Perform correction under S/103
- Correction Order

The access is provided to all Talathis, Circle Inspector and Mamlatdar/Tehsildar to perform their respective duties for mutation and corrections.

The amalgamation and partition workflows are exceptions and are conducted through the Dy. Collector Office by the Land Superintendent and the respective remarks are sent to City Survey, Town Planning and Mamlatdar Office.

b. Dharani Urban

Dharani Urban is a relatively new application for all urban land holdings and is currently not in use. This application will be used by the City Survey office which handles all urban land holdings. The application has been made ready for data entry which is being initiated but the other modules are still inactive and will be soon customized as per Daman & Diu land records standards.

c. Garvi

Garvi application is used at the Sub Registrar office and is currently not integrated with Dharani. It has the following modules :

- Pre-Valuation
- Receipt of Registration
- Receipt of Registration Fee with pre-valuation
- Photo and Thumb Capturing
- Receipt of deficit duty/Miscellaneous receipt
- Document Updation
- Print Endorsements

This application is partly functional and pending some minor customization which will be done by NIC resources itself. Currently Garvi is not being used at the SRO.

d. Bhunaksha

It is a basic GIS application which helps achieve integration of textual and spatial data. It is not currently available at NIC, Daman and will be customized by NIC, Delhi and deployed here.

e. GIS System

No GIS system is currently available at the Daman & Diu Administration. It will be established by the team conducting the Survey of Daman & Diu.

f. DMS

A DMS is currently available at the SRO which is storing legacy documents. However, a separate web DMS will need to be procured as a part of this project.

5. Functional Requirements

The department would require a team of programmers who will work under the department's supervision and follow NIC standards in fulfilling the software development and system integration requirements of this project.

a. Document Management System

A separate web DMS is required for this project to mainly store documents received as a part of the current registration process. The same DMS will also be used at the Modern Record Room for storing Land Record documents. The DMS should be capable of storing documents received on a daily basis at the Land Records Office for various transactions.

The DMS being procured must have the following functionalities at least:

- Smart query and real time search options on the basis of keywords of the metadata to find documents
- Should be capable of being integrated with barcode readers and biometric devices
- Facility to add new documents in addition to auto generation of barcode for each new document
- Role based user creation and management facility is required

- Software should support system privileges and provide facility for login/password
- Changes required in any document should be performed on a copy of the document to protect the original documents
- The DMS should not require a separate PDF or file reader application to be installed on the user's desk. It should provide its own digital document reading facility
- The software should have an audit trail facility to keep track of changes being made and the users who are making these changes
- Must support multiple languages such as English, Hindi and Gujarati.
- Must support document sets so that documents of a particular case can be bunched together.
- Should provide automated workflow features.
- It should be possible to integrate this DMS over the web through the ILMP
- Should be capable of accommodating at least **12** parameters for indexing and metadata entry

It would be preferable to procure a DMS that can also keep track of physical records being stored in the record room. Anytime these records are accessed or taken out of the room, an entry must be made in the DMS to keep track of documents that have been taken out of the storage area.

Only a single document management system is required for the UT with document indexing. The document management system needs to be integrated with Dharani and Garvi application so that paperless land record transactions can be performed.

b. Integration of Dharani Rural

The ROR module and the mutation module are completely functional and currently in use at the Land Records Office. The remaining 5 modules have not been activated. The source code for these modules is based on Goa standards and needs to be customized as per the procedure followed here in which vendor assistance is required.

Further, the vendor is required to integrate Dharani Rural into the proposed architecture in the following manner:

- **Integration with Garvi**

This is required to receive mutation remarks and mutation attributes from the registration office after successful registration.

These attributes should automatically be pushed to the mutation module in Dharani and populate the respective fields on screen for the Talathi to verify. The Talathi may choose

to verify the fields from the documents submitted during registration. This can be done by using the registration reference number to access the DMS at the SRO over the network through the integrated portal.

Once this verification is done, the mutation workflow over Dharani would be initiated as it exists today. The citizen need not visit the land records office to initiate mutation.

- **Integration with Bhunaksha**

This is required so that any mutation that causes a respective change in the ROR status or the dimensions of the parcel under consideration can send a remark to Bhunaksha. The change in dimensions would be performed at the City Survey office.

The change in ROR status remark also has to be pushed as Bhunaksha is meant to integrate spatial and textual data.

- **Integration with DMS**

Integration with both DMS used is required so that the Land Records Office has ready access to all documents required to perform mutations.

c. Integration of Dharani Urban

Currently the only module which has been activated is the creation of new property forms for data entry as data entry has already been initiated. The other modules which will be used in Dharani Urban are as follows:

- Furnish ROR
- Mutation
- Partition
- Amalgamation
- Sub-division
- Corrections S/103
- Delete Chalta No
- Reports

The source code for all the above modules are available as per Goa standards and hence have not been deployed. These must be customized based on the procedure followed in the department and then deployed.

d. Integration of Garvi

Garvi is a completely functional application as well but it needs to be integrated with Dharani (Rural & Urban) and the DMS.

▪ **Integration with Dharani**

This is needed so that once registration is successful and complete, a mutation remark to the respective ROR is sent in the land records office (Dharani Rural/Urban) with the registration attributes which include but are not limited to the following:

1. Applicant's name
2. Details of land (Address, Area, Dimensions etc)
3. Address of applicants
4. Thumb impressions and signatures of applicants
5. Registration/Reference Number

Once registration is successful, the mutation acknowledgement form (Form VIII) which is stored in Dharani must be generated from Dharani and made available at the SRO office itself to the citizen. Currently the acknowledgement form is generated at the Land Records Office when the citizen approaches the Talathi for a mutation request.

More importantly integration should be used to reject registration under the following circumstances:

1. A mutation against the same ROR is pending at the Land Records Office
2. Documents submitted are insufficient

The vendor would be responsible for the necessary customization of Garvi to integrate it as detailed above.

e. Integration Land Management Portal (ILMP)

This will act as the single window for performing all land records procedures. The ILMP should be designed to have two ends:

- a. Citizen facing end which will cover the following services
 - Viewing uncertified ROR – This module will pull the respective ROR from Dharani module.
 - View mutation status – This module should be able to display the mutation status and the office that the mutation is pending with.

- View Bhunaksha – All citizens should have a view only access to Bhunaksha.
 - Submit grievances – This module should submit all citizen grievances to Land Records Office. The Land Records Office should have a separate dashboard to view these grievances and respond over the portal itself.
 - Provide link to RTI
 - View legacy land ownership data – This module should be capable of showing legacy land records data such as past ownership, historical mutation data etc.
 - Provide link to U.T of Daman & Diu homepage
- b. Department facing end which will cover the following services
- Link to Garvi
 - Link to Dharani Rural
 - Link to Dharani Urban
 - Link to DMS at SRO and Land Records Office
 - Link to GIS systems
 - Link to Bhunaksha to make changes in maps and ownership information
 - Troubleshooting link
 - User Manuals for all components of ILMP

f. Grievance Redressal Module

The grievance redressal module must be available to citizens online through the ILMP as shown in the architecture.

This module should be capable of receiving citizen grievances related to any kind of land record issues. The functional requirements of this module are listed below:

1. Citizens should be allowed to submit detailed grievances.
2. Citizens should be allowed to add attachments to their applications.
3. All land record officials should be provided with separate logins into this module in order to address grievances or to refer them to the right authority.
4. The grievance once filed must first appear on the Talathi/ concerned officer's screen from where it may be referred to other officials.
5. The grievances should escalate to the next ranking official if it is not addressed within specified amount of time which will be decided by the department.

6. Officials should be allowed to refer the grievance to other officials.
7. Once the grievance has been satisfactorily addressed, a notification should go out to the applicant via an email or SMS. Infrastructure for Payment Gateway and SMS Gateway is available with the UT Administration already. The bidder is only expected to integrate them with the application architecture and test the solution.
8. The grievance redressal module should also be integrated with Dharani so that Talathi can receive an automatic notification of the grievance without having to login into the module online every time.

g. GIS Functional Requirements

The functional requirements for the Geographic Information System have been listed below.

Geodatabase Raster Management	
1.	Create and Edit Raster Attribute Tables for All Supported Single Band Raster Formats
2.	Create and Manage Rasters in Personal and File Geodatabases
3.	Compress Geodatabase Rasters with LZ77, JPEG, or JPEG 2000 Compression Algorithms
4.	Create and Manage Raster Data in a Multiuser Geodatabase
Spatial Referencing	
1.	Vector and raster georeferencing
2.	Georeferencing using Raster-raster, Raster-Vector, Vector-Raster, Vector-Vector and vice versa
3.	Shift, Flip, Rotate, or Fit Image to Display, Interactively Specify From and To Control Points, Save and Load Control Points with Error and Accuracy Information
4.	Transformation method: First-, Second-, and Third-Order Polynomial, Adjust, Spline,
5.	Save spatial referencing Creating a New Dataset (Rectify), Save Reference Information with the Image
Coordinate System	
1.	More than 800 Predefined Geographic Coordinate Systems
2.	More than 4,800 Predefined Projected Coordinate Systems
3.	More than 150 Predefined Vertical Coordinate Systems
4.	Ability to Create and Use Custom Coordinate Systems
Application Framework	
1.	Dockable/Floating Toolbars, Dockable and Auto Hiding Windows & Unicode Support for Multilanguage Attributes
2.	Drag and Drop to Rearrange Tools/Toolbars, Add Geoprocessing Tools to Any Menu, Create New Toolbars or Menus without Programming,
3.	Software should have support to Extend the Applications with Add-ins built with .NET, Java, or others and Build New GIS Components with .NET or Java and the Standard Development kits (SDKs)
4.	Script Analysis, Conversion, Data Management, and Map Automation should be supported with scripting options like Python.

Geometry Construction Options	
1.	Constrain the Next Segment by Direction
2.	Constrain the Next Segment with a Deflection Angle from Last Segment
3.	Constrain the Next Segment by Length
4.	Specify an Exact X,Y Location
5.	Specify an X,Y Difference from the Last Vertex,
6.	Constrain the Next Segment to Be Parallel to the Last Segment
7.	Constrain the Next Segment to Be Perpendicular to the Last Segment
8.	Constrain the Next Segment Based on an Angle from an Existing Feature Segment in the Map
9.	Create Geometry from Existing Features in the Map
10.	Create a Curve Tangent to the Last Segment
11.	Finish a Polygon by Generating Perpendicular Segments from the First and Last Segment
12.	Flip the Orientation of the Geometry, Trim Geometry to a Specific Length
Geometry Creation Tools	
1.	Point and Click On-Screen Digitizing
2.	Use Stream Digitizing
3.	Auto Complete Construction (Polygon Border, Freehand Curve)
4.	Create Freehand Bézier Splines
5.	Add a Coordinate Based on an Angle from One Location and a Distance from Another
6.	Add a Coordinate Based on the Implied Intersection of Two Segments
7.	Add a Coordinate in Decimal Degree (DD, DMS, DDM) Format
8.	Construct a Bezier Curve
9.	Construct a True Circular Curve
10.	Construct a Tangent Curve
11.	Construct Rectangles and Circles
12.	Add a Coordinate Based on a Distance from Two Known Locations
13.	Add a Coordinate at the Midpoint between Two Known Locations
14.	Add Coordinates along Existing Coordinates
15.	Create a Curved Line at the Intersection of Two Existing Lines (Fillet)
Spatial Data Editing	
1.	Simultaneously Edit Multiple Layers
2.	Use Feature Templates to Predefine Editing Tasks per Layer
3.	Perform Unlimited Undo/Redo Operations
4.	Integrate with ArcPad® for Field Editing
5.	Provide Digitizer Support for Devices with Wintab-Compliant Drivers
6.	Make Measurements Using Any Units, Including Custom Units
7.	Automatically Correct Ground Measures Appropriately in the GIS
8.	SnapTips Give Feedback on Snap Agent Used
9.	Simple Editing of Multipatch (3D) Features
10.	Snapping Types: Edge, End, Intersection, Midpoint, Point, Tangent, Vertex
11.	Snapping to Topology Elements: Topology Nodes
12.	Snapping Tolerance: By Pixels, By Map Units, Interactively

13.	Multipart Features (Point, Line, and Polygon): Add and Delete Parts, Zoom to Parts, Add, Delete, and Edit Vertex Locations, Create Separate Features from Each Part (Explode)
14.	Generalization: Smooth Line Features, Simplify the Shape of Line Features (Generalize)
Feature Manipulation Tasks	
1.	Create Features Using New Geometry
2.	Create New Polygons Using the Geometry of Existing Features (Autocomplete Polygons)
3.	Reshape Existing Features
4.	Cut Polygon Features
5.	Create Mirror Copies of Existing Features
6.	Extend or Trim Existing Features
7.	Split Existing Lines at Their Explicit or Implicit Intersection
8.	Add, Delete, Interactively Move, or Modify the Coordinate Values for Vertex Locations of Existing Features
Feature Editing Tools	
1.	Move, Rotate, Delete, Copy, and Paste
2.	Split a Line at a Distance or Percentage
3.	Divide a Line Based on a Distance, a Number of Segments, or a Measure Value (M-Coordinate)
4.	Buffer Features
5.	Copy Lines Parallel to Their Existing Location
6.	Merge Existing Features
7.	Create New Features by Merging Features in the Same or Another Layer (Union)
8.	Create New Features from the Buffer of Existing Features
9.	Create New Polygons by Intersecting Existing Feature Classes
10.	Clip One or More Polygons with Another Polygon
11.	Extend and Trim Lines with Other Features in the Map
12.	Align to Edge or Shape
13.	Replace Geometry
Coordinate Geometry	
1.	Automatically Modify Field Measures to the GIS (Ground to Grid) with Interactive Tools or by Specifying an Offset and Scale
2.	Create Fields to Store Coordinate Geometry (COGO) Measurements
3.	Add New Features by Specifying Courses along a Traverse
4.	Create Two-Point Line Features with a Variety of Curve and Straight-Line Construction Methods
5.	Create New Lines from a Strip Description (Offset Line)
6.	Construct Symmetrical or Asymmetrical Cul-de-Sacs from a Street Centerline
7.	Split a Line at Specific Intervals (Proportion)
8.	Merge Multiple Straight Lines into a Single Two-Point Line with Updated COGO Attributes
9.	Populate COGO Measurements from the Geometry of a Feature (Inverse)
10.	Examine COGO Characteristics of Existing Features (COGO Report)
11.	Calculate All Missing Measurements of a Curve from Any Two Measurements
12.	Compare Measured Polygon Area with Legal Polygon Area (COGO Area)

13.	Split Existing Lines into COGO Lines
Parcel Editing	
1.	Create Parcel Fabric Features
2.	Perform Least-Squares Adjustment of Parcel Fabric Features
3.	Adjust Associated Layers
Raster Editing and Vectorization	
1.	Vectorize 1-Bit Raster Data
2.	Vectorize 8-Bit Raster Data (with Bilevel Classification Applied)
3.	Raster Snapping: Centerline, Corner, Intersection, Ends, Solid
4.	Interactively Trace Raster Lines, Ignore Holes in Raster Linear Features during tracing
5.	Vectorize Entire Raster, Vectorize Specific Raster Area, Simultaneously Capture Line and Polygon Vectors
6.	Vectorize Raster Lines Less than or Equal to Specified Width
7.	Reduce Vectors (Compression) on Creation
8.	Smooth Vectors on Creation
9.	Jump Gaps (Dashes) within Raster
10.	Use Variable Methods for Resolving Intersections
11.	Save and Load Parameters
12.	Use Dynamic Vectorization Preview
13.	Raster cell Selection: Select Foreground or Background Cells, Select Connected Cells Interactively, Select Connected Cells by Count, Select Connected Cells by Diagonal Area
14.	Cleanup: Undo/Redo Raster Cleanup Operations, Erase or Fill Selected Cells, Save Selected Cells to New Raster
15.	Discover Raster Line Width, Discover Raster Solid Diameter
Multiuser Geodatabase editing	
1.	Multiple Editors Can Simultaneously Edit the Same Feature Classes in a Multiuser Geodatabase
2.	Isolate Editing Projects in Separate Versions (Create Version) Enabling a Variety of Workflows, Merge Versions (Reconcile and Post), Manage Conflicts between Editors by Row or Column, Delete Versions
3.	Simultaneously View and Edit Versioned GIS Data in GIS and Applications Other Than GIS
4.	Version / session Management : Alter Version, Change Version, Create Version, Create Versioned View, Delete Version, Post Version, Reconcile Versions.
Distributed Geodatabase	
1.	Creating and managing replicas of databases, disconnected GIS database editing, compare schemas, export / import data from schemas, managing workspaces.
Topology	
1.	Display a Summary of the Errors and Exceptions in the Topology
2.	Display Errors, Exceptions, and Dirty Areas in the Map
3.	Construct and Edit Topologies Created from Layers in the Map, Move Topological Edges and Nodes
4.	Modify the Coordinates of Shared Edges or Nodes
5.	Add or Remove Individual Feature Classes in a Topology

6.	Add or Remove a Rule in a Topology
Topology Rule	
1.	Polygons Contain Points, Polygon Contains One Point
2.	Polygons Must Not Overlap, Polygons Must Not Have Gaps, Polygons Must Not Overlap Polygons in Another Feature Class, Polygons Must Be Covered by One Polygon in Another Feature Class, Polygons Must be Covered by One or More Polygons in Another Feature Class, Polygons from Two Feature Classes Must Cover Each Other, Polygon Boundaries Must Be Covered by Lines of Another Feature Class, Polygon Boundaries Must Be Covered by the Boundaries of Polygons in Another Feature Class
3.	Lines Must Not Overlap, Lines Must Be Inside, Lines Must Be Single Part, Lines Must Not Self-Overlap, Lines Must Not Overlap with Lines in Another Feature Class, Lines Must Not Have Dangles, Lines Must Not Have Pseudonodes, Lines Must Not Intersect, Lines Must Not Self-Intersect, Line Endpoints Must Be Covered by Points of Another Feature Class, Lines Must Be Covered by Polygon Boundaries of Another Feature Class, Lines Must Not Intersect or Touch Interior With, Lines Must Be Covered by Lines of Another Feature Class
4.	Points Must Be Coincident With, Points Must Be Covered by Lines of Another Feature Class, Points Must Be Disjoint, Points Must Be Disjoint, Points Must Be Inside Polygons, Points Must Be Covered by the Endpoints of Lines, Points Must Be Covered by the Boundary of Polygons of Another Feature Class
GeoProcessing	
1.	Data Compare: Feature Compare, File Compare, Raster Compare, Table Compare, TIN Compare
2.	Create Cartographic Partitions, Delineate Built-up Areas, Aggregate Polygons, Aggregate Points,
3.	Raster management: Build Pyramids and Statistics, Build Raster Attribute Table, Clip, Composite Bands, Create Ortho Corrected Raster Dataset, Create Pan-Sharpened Raster Dataset, Get Cell Value, Mosaic (with Optional Color Balancing), Resample
4.	Conversion: Excel to Table, Feature Class to Feature Class, Import CAD Annotation, import multiple spatial files to GIS database Import Coverage Annotation to GIS database, Import from CAD to GIS database, Export to CAD, import KML and export to KML
5.	Packaging: Consolidate Layer, Consolidate Locator, Consolidate Map, Consolidate Result, Create Map Tile Package, Extract Package, Package Layer, Package Locator, Package Map, Package Result, Share Package
6.	Geotagged Photos to Points, Match Photos to Row by Time
7.	Parcel Fabric: Make Parcel Fabric Layer, Make Parcel Fabric Table View, Load a Topology to a Parcel Fabric, Append Parcel Fabric, Copy Parcel Fabric
8.	Analysis: Buffer, Clip, Intersect, Multiple Ring Buffer, Select, Spatial Join, Summary Statistics, Table Select, Union, Create Thiessen Polygons, Erase, Frequency, Identity, Near, Generate Near Table, Point Distance, Polygon Neighbors, Split, Symmetrical Difference, Tabulate Intersection, Update
9.	Spatial Statistics Tools - Analyzing Patterns: Average Nearest Neighbor, High/Low Clustering Incremental Spatial Autocorrelation, Multi-Distance Spatial Cluster Analysis, Spatial Autocorrelation. Mapping Clusters: Cluster/Outlier Analysis, Grouping Analysis, Hot Spot Analysis . Measuring Geographic Distributions: Central Feature, Directional Distribution (Standard Deviation Ellipse), Linear Directional Mean, Mean Center, Median Center, Standard Distance. Modeling Spatial Relationships: Exploratory Regression, Generate Spatial Weights Matrix, Ordinary Least Squares Regression. Rendering: Cluster/Outlier Analysis with Rendering, Collect Events with Rendering, Count Rendering, with Rendering, Z-Score Rendering.

	Utilities: Calculate Areas, Calculate Distance Band from Neighbor Count, Collect Events, Convert Spatial Weights Matrix to Table, Export Feature Attribute to ASCII
10.	Geometric Networks: Add Edge-Edge Connectivity Rule to Geometric Network, Add Edge-Junction Connectivity Rule to Geometric Network, Create Geometric Network, Remove Connectivity Rule from Geometric Network, Remove Empty Feature Class from Geometric Network, Trace Geometric Network, Set Flow Direction
11.	Data Indexing: Add Attribute Index, Add Spatial Index, Remove Attribute Index, Remove Spatial Index
Map Navigation	
1.	The software should have tools to Pan, Zoom, and Rotate the Map according to user requirements and should also be able to use Mouse Wheel for zoom-in and zoom-out
2.	The software should have ability to search and to zoom into the user specified x, y coordinates
3.	The software should have facility to create and organize user desired number of Spatial Bookmarks and should be able to share the same
4.	The software have the facility to display MapTips as user pause the mouse pointer on a feature and use user defined attribute field for the same
5.	The application should have facility to create and work with a list of most frequently used or favorite addresses, locations, features, and spatial extents and able to use with multiple maps
6.	The Identify Features list the feature(s) found at the location from all layers and also be possible to Flash, Zoom To, Pan To, and Create Bookmark from the identified feature(s)
Graph	
1.	Plot Data from a Variety of Datasets in a Single Graph, Create 2D and 3D Graphs, Overlay Multiple Graphs in a Single Graph, Selections Automatically Propagate between Map, Table, and Graph
2.	Graph Types: Horizontal and Vertical Bar, Line, and Area, Histogram Bar, Scatterplot, Scatterplot Matrix, Box Plot, Bubble, Polar, Pie
Thematic Vector Data Classifications	
1.	Single Symbol, Unique Value, Match to Predefined Style, Graduated Colors or Symbols, Proportional Symbols, Dot Density Mapping with Scale-Driven Density Management, Chart Mapping Including Pie and Bar Chart, Bivariate and Multivariate Data Rendering, Interactive Histogram for Data Classification
Symbology	
1.	Use Interactive Symbol Composer, Access More than 19,500 predefined Symbols,
2.	Search for Symbols by Descriptive Tag, Add or Modify Symbol Search Tags
3.	Use Halos and Advanced Background Symbols, Define Symbols for Fill, Lines, Outlines, and Points
4.	User-Imported Picture Symbols (PNG, JPG, JPEG, GIF)
5.	Modify the Geometric Effects of a Symbol: Line Width, Hatch Size
6.	Reshape and Move a Feature to Align One Specified Point with Another (Warp), Resize a Feature Symbol by Resizing Its Bounding Box, Orient a Symbol to a Specific Angle
Raster Data Display	
1.	Display Raster Products from Image Sensor Raw and Metadata
2.	On-the-Fly Orthorectification
3.	On-the-Fly Panchromatic Sharpening

4.	On-the-Fly Hillshade Effect for Elevation Data
5.	Display Raster Catalog Tiles as a Time Series
6.	Import Renderer or Statistics from Another Layer
7.	Data-Stretching Algorithms: Standard Deviations, Histogram Equalize, Interactive Histogram, Minimum–Maximum, Custom, None
8.	Raster Panchromatic Sharpening: Bovey, Gram-Schmidt, IHS (Intensity Hue Saturation), Simple Mean
9.	Resample: Nearest Neighbor, Bilinear Interpolation, Cubic Convolution, Majority
10.	Raster Display Classification Methods: Manual Interval, Equal Interval, Defined Interval, Quantile Interval, Natural Breaks (Jenks), Geometrical Interval, Standard Deviation
11.	Time Animation and Temporal Data: Create Time Series, Layer Transition, or Map Navigation Animation, Animate Data Change with Tabular (Charts), Vector, Raster Catalog, and NetCDF Data, Export Animations as Sequential Images, Create Video from Sequential Images, View Temporal Data with the Time Slider, View Live Temporal Data in Real Time
Advanced Cartography	
1.	Store Multiple Representations of GIS Features in a Spatial database for use in a Variety of Map Products
2.	Create Rules That Dynamically Manipulate the Geometry and Symbology of a Feature (Representation Rules)
3.	Share Representation Rules through Style Files
4.	Change the Shape or Symbology for a Single Feature without Changing the GIS Data It Represents
5.	Define Feature Visibility and Transparency for Each Feature or Based on an Attribute
6.	Mask Individual Features or Parts of Features without Masking All Features in a Layer
7.	Dynamically Place Point Symbols along Lines or Polygons
8.	Dynamically Modify the Geometry That Is Displayed for a Feature (Geometric Effects)
9.	Graphic Quality: Detect Graphic Conflict, Propagate Displacement, Resolve Building Conflicts, Resolve Road Conflicts
10.	Geoprocessing Representation Management: Add Representation, Calculate Representation Rule, Drop Representation, Remove Override, Select Feature by Override, Set Layer Representation, Update Override
11.	Geoprocessing Symbolization Refinement: Align Marker to Stroke or Fill, Calculate Grid Convergence Angle, Calculate Line Caps, Calculate Polygon Main Angle, Create Overpass, Create Underpass, Create Underpass, Set Representation Control Point at Intersect, Set Representation Control Point by Angle
Address Matching (Geocoding)	
1.	Geocoding Toolbar for Locator Management and Use
2.	Geocode Single or Batch Addresses
3.	Find Address within Current Map Extent
4.	Geocode Using Alternate Street Names, Intersection, or Place-Name Aliases
5.	Aggregate Multiple Geocoding Locators into a Single Geocoding Locator (Composite Locator)
6.	Address Inspector Finds Address by Map Click
7.	Use Tools for Processing Result Sets, Including Custom Queries

8.	Consolidate Locator, Create Address Locator, Create Composite Address Locator, Geocode Addresses, Package Locator, Reverse Geocode Point Features, Rebuild Address Locator, Rematch Addresses, Standardize Addresses
Advanced Labeling	
1.	Advanced Python Expression Parser
2.	Street Placement, Customizable Dynamic Stacking, Font Reduction, Customizable Abbreviation and Label White Space Management,
3.	Repeated Labeling, Label Overrun on Features, Graticule Labeling Alignment, Background Labeling
4.	Advanced Feature Weighting, Advanced Label Offsets, Advanced Line Label Positions, Advanced Curved Label Placement, Watermark-Style Background Labels
5.	Geologic Strike and Dip Symbolology,

Note :

- 1. Goa, Daman & Diu were a part of the same Union Territory until 1987 and hence most procedures followed in Daman & Diu are similar to those followed in Goa. Some modifications in the land record management processes have taken place over the years bringing up the need for customization.*
- 2. The team of programmers would need to work as per NIC standards under the guidance of NIC and the department.*
- 3. The programming for the above applications has been done in .NET Framework and hence programmers must have sufficient skill and expertise in the same.*
- 4. Resources deployed must also possess sufficient web development experience to set up the ILMP.*

6. Non Functional Features

These requirements are meant to focus on the qualitative aspects of the application designed to ensure that the applications is user friendly standardized.

Troubleshooting Module	
1.	This module should be available in the ILMP for the department to be able to solve minor application related issues by themselves. Further, it should provide the option of filing hardware complaints with the support team such that these complaints are sent via email from the portal itself to the concerned people.
2.	All manuals and user guides for the applications being used through the ILMP must be uploaded in this section for quick access and resolution.
3.	A separate link should be placed for citizens accessing this site to receive their complaints about the portal if any.

System Performance	
1.	The ILMP and its various components must be up and running on all days and at all times.
2.	The system should be designed in a manner such that all users of the department can access it simultaneously without degradation in performance of the ILMP.
3.	All department users must be able to access all components of the ILMP at all times.
4.	Thorough testing must be done to ensure that user errors are kept to a minimum.
5.	ILMP should undergo Security Audit before hosting in UT Data Center
6.	The system should be designed in a manner that all applications can be run simultaneously without any deadlocks and real time updates in data can take place in the background irrespective of what process are running in the front end.
7.	Search actions executed on the ILMP must be completed in the shortest possible time. Legacy data must also be accessible to users in the shortest possible time.
8.	The data captured and updated during the week must be backed up at the end of the week in the database.
9.	In case of a system failure, critical data stored must not be lost. For this, data being entered by users against particular transactions must be auto saved every 5 minutes.
10.	Specific and sufficient disaster recovery guidelines must be laid down and the same guidelines must be tested before the system goes live.

Design Standards	
1.	The portal design should be user friendly and easy to use with adequate directions and detailed site maps.
2.	The portal should clearly show the various services that are available for citizens.
3.	Each non text media object must be accompanied with a text equivalent for better understanding.
4.	The site navigation options should be self descriptive and detailed enough to cover all aspects of the portal.
5.	Each window should clearly show the current position of the user on the portal with respect to the overall structure and also clear options of where the user can navigate next.
6.	The portal should be designed in a manner such that the user can access to any corner of the portal with minimum effort or minimum navigation.
7.	Error messages that pop up during the course of operations should be clear and concise. They should be clearly pointing to the reason behind the error and the possible solution.
8.	The font size, colour codes, units of measurement etc should be standard over the entire system. Content should be readable and free of mistakes.
9.	The overall design should enhance readability of content on the site.
10.	Links should be self descriptive to help users understand their purpose. This can be achieved by grasping domain details to ensure that land records office users and citizens can sight commonly used terms for clarity and understanding.
11.	The overall page layout should be same in structure for all pages. Similar information should be placed at the same position on all the pages.
12.	Each page should provide a link back to the home page of the ILMP.

13.	Pages which are restricted to a particular user group such as Talathis, Registry Office clerks etc. must be customized as per their roles and requirements to ensure that all the resources they require regularly are easily accessible to them.
14.	The web application should follow all applicable standards and guidelines like GIGW, WCAG etc.

Access modules

1.	Access for various users at the registration office, land records office and the survey office should be clearly defined.
2.	Information outside the circle of responsibility of a user should not be visible or accessible to him in any manner.
3.	Users should be provided with role based access to various components of ILMP and to the applications attached to the ILMP.
4.	There should be scope to allow one user to be a member of multiple groups.
5.	Citizens should be granted read only access to Bhunaksha and the GIS application.
6.	All department users using various applications of the portal should have the option of resetting password for each application.
7.	The password should be a valid for a period of 2 months before which it must be reset. If not done, the password must expire following which a new one should be made available by entering the user id and the email id on which the new password should be sent.

Audit Module

1.	The audit trail module must be designed for all department users to track their actions with appropriate time stamp, transaction number, mutation number, registration number etc. Any actions performed by the users in any of the module must be tracked and the record of the same must be kept in the system for as long as possible.
2.	The audit trail data should be un-alterable in any manner.
3.	The system should be designed in a manner such that the audit trail can be extracted on request to track actions performed by various users.
4.	The system should be capable of capturing and storing violations such as incorrect logins or cases in which access is denied or access control mechanisms are being violated.
5.	The audit trail should be available on the basis of each transaction, each user, each workstation and all events in chronological fashion.

Quality Assurance

1.	The basic requirement is that NIC programming standards must be followed in all modules.
2.	The modules developed should be supplemented with adequate comments and documents describing the approach followed in customizing the module.
3.	Thorough test cases should be designed to carry out functional testing of the module designed or customized.
4.	Functional testing should be carried in the presence of the department officials who will be involved in the workflow and must be signed off by them.

5.	Thorough test cases must be developed to perform a rigid user acceptance test.
6.	The user acceptance test must be signed off by the department to consider the testing complete and software ready for deployment.
7.	From the day that the ILMP and its components are deployed in production, the team of programmers shall provide full support to the department for a period of 1 week to identify any points for improvisation.
8.	Post the 1 week phase, the department must sign off the completion of this component.

GUIDELINES FOR FINANCIAL PROPOSAL SUBMISSION

1. All details regarding the financial proposal must be submitted online ONLY on www.daman.nprocure.com and as per the bid submission procedure of www.nprocure.com. All financial formats are available on the site.
2. Price shall be quote in INR strictly
3. The contract price quoted should be complete in all respects and the vendor will not be allowed to claim anything in excess of the Contract price. The price quoted should be inclusive of all duties, cess, taxes as may be applicable.
4. The prices quoted must remain constant throughout the complete project period and no variations will be entertained for whatsoever reason. Any conditional or varying financial proposals submitted may be rejected.
5. The bidders must ensure that sufficient care is taken in creating the financial proposals and no errors are made. In case of any calculation errors, the evaluation of the financial proposal shall be done as the department finds suitable.
6. The Evaluation Committee reserves the right to negotiate with the successful bidder on the price quoted by them through this commercial proposal.
7. The tax rates have been added as separate column. The tax rate may be added as the current application rate. If rates change in the future, the bidder will be paid by the department as per the tax rate prevalent then.
8. For the purpose of this document and for bidders to upload their bids successfully, the following shall stand wherever not defined:

A – Price per Unit without Tax in Rs

B – Tax in Rs

C - Quantity

COMMERCIAL BID DOCUMENT FORMAT

(Company letterhead)

[Date]

To

The Secretary, Revenue

UT Administration of Daman & Diu

Moti Daman – 396220

Daman & Diu

Ref: Request for Proposal – “Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu” project

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for **“Selection of Implementation Agency for National Land Records Modernization Programme, UT Administration of Daman & Diu”** to The Secretary, Revenue, Daman & Diu to meet such requirements and provide such services as required and are set out in the RFP.

Our commercial Financial Proposal in accordance to this RFP has been submitted online on www.daman.nprocure.com as per instructions given in this RFP document. Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, upto the expiry of the validity period of the proposal.

We undertake, if our proposal is accepted, to adhere to the implementation plan (Project schedule) for providing Professional Services in **“Implementation of National Land Record Modernization Program, UT of Daman & Diu”**, put forward in RFP or such adjusted plan as may subsequently be mutually agreed between us and The Secretary, Revenue, Daman & Diu or its appointed representatives.

If our proposal is accepted, we will obtain a Performance Bank Guarantee issued by a nationalized or scheduled bank in India, acceptable to The Secretary, Revenue, Daman & Diu, for a sum of <<**Amount**>> for the due performance of the contract.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP

document and also agree to abide by this tender response for a period of 6 months from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and The Secretary, Revenue, Daman & Diu.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to The Secretary, Revenue, Daman & Diu is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead The Secretary, Revenue, and Daman & Diu as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

(Signature)

(Name)

(In the capacity of _____)

[Seal / Stamp of bidder]

FINANCIAL PROPOSAL

1. CAPEX for Computerization of Land Records

Description	Price without tax (A) (per map)	Tax (B)	Price with Tax (A+B)	Quantity(C)	Total Price(C*(A+B))
Digitization of Cadastral Maps (quantity in no of maps)				1091	
TOTAL					

2. CAPEX for Survey/Resurvey

Description	Price without tax (A) (per sq km)	Tax (B)	Price with Tax (A+B)	Quantity(C)	Total Price(C*(A+B))
Survey of Rural Area (Quantity in sq km)				87	
Survey of Urban Area(Quantity in sq km)				25	
TOTAL					

3. CAPEX for Computerization of Registration

Description	Price without tax (A) (per record)	Tax (B)	Price with Tax (A+B)	Quantity(C)	Total Price(C*(A+B))
Data Entry for Legacy Encumbrance Data (quantity in no of records)				68000	
TOTAL					

4. CAPEX for Modern Record Room

Description	Price without tax (A)	Tax (B)	Price with Tax (A+B)	Quantity(C)	Total Price(C*(A+B))
Document Management System				1	

(quantity is in no of DMS required)					
Scanning of old land records (quantity in no of records)				133200	
Supply Installation and Commissioning of Compactors(quantity in no of locations)				2	
Civil work for development of Modern Record Room(quantity in no of locations)				2	
TOTAL					
5. CAPEX for Software Development and Customization					
Description	Price without tax (A)	Tax (B)	Price with Tax (A+B)	Quantity(C)	Total Price(C*(A+B))
Development of ILMP				1	
Customization of Dharani Urban				1	
Customization of Dharani Rural				1	
Customization for Integration				1	
TOTAL					
6. CAPEX for Core GIS Implementation					
Description	Price without tax (A)	Tax (B)	Price with Tax (A+B)	Quantity(C)	Total Price(C*(A+B))
Procurement, Installation and setup of GIS Application along with all captured				1	

Server Chassis	1																				
Civil Work Maintenance of Modern Record Room (Quantity in no of locations)	2																				
Data Entry Operator/Technical Staff for Handholding	15																				
Total																					
9. OPEX (For Components without quantity)																					
Description		Year Wise Support Breakup																			Total Price
		Year 1				Year 2			Year 3			Year 4			Year 5						
		A1	B1	A1+B1	(A2+B2)*C	A2	B2	A3+B3	(A3+B3)*C	A3	B4	A4+B4	(A4+B4)*C	A5	B5	A5+B5					
Support for existing Client Side hardware (Quantity as per RFP)	-																				
Application Support for Land Records Application	-																				

Year- Wise total	-																				
TOTAL																					
9. Other Costs - OPEX (if any)																					
Total																					
10. Other Costs – CAPEX (if any)																					
Total																					
Price Summary																					
Description	Price without tax (A)	Tax (B)	Price with Tax (A+B)	Quantity(C)	Total Price(C*(A+B))																
CAPEX (1-7)	NA	NA	NA	NA																	
OPEX (8)	NA	NA	NA	NA																	
Other Costs - OPEX (9)	NA	NA	NA	NA																	
Other Costs – CAPEX (10)	NA	NA	NA	NA																	
TOTAL																					

Date:

(Signature)

(Name)

(In the capacity of _____)

[Seal / Stamp of bidder]