

# **INVITATION FOR QUOTATION**

**DATA ENTRY OF URBAN LAND RECORDS  
OFFICE OF THE ENQUIRY OFFICER,  
CITY SURVEY, DAMAN  
COLLECTORATE, DAMAN**

Dear Sir,

You are hereby invited to submit the quotation for data entry work, the details of which are listed below:

1. The data entry work is required to digitize urban land records data available at the Enquiry Office in the Collectorate of Daman. Scope of Work will include:
  - a) **Document Collection from the department**
  - b) **Data entry**
  - c) **Data verification**
  - d) **Data correction**
  - e) **Submission of data to department**
  - f) **Correction of errors as pointed out by department**
  - g) **Submission of final corrected data in the prescribed format**
2. Volume: The approximate number of records to be entered is around 10,000 (more or less) There are three types of records that need to be digitized.
3. Form B confirmed property records (Annexure I) have approximately **17 fields** per record with each field having an average of **4 lines**. There are more or less 4000 such entries. Data entry screen is attached in Annexure III
4. Form B provisional property records (Annexure I) which have approximately **4 fields** per records with each field having an average of **4 lines**. There are more or less 4000 such entries. Data entry screen is attached in Annexure III.
5. Form D records (Annexure II) have approximately **8 fields** per record to be digitized with each field having an average of **4 lines**. There are more or less 2000 such entries. Data entry screen is attached in Annexure IV.
6. The necessary records will be made available to the operator by the department as and when required.
7. Timeline: The data entry work must be completed within **45 days** strictly. This duration is inclusive of all Sunday and Saturday.
8. The data entry work must be done in **English language**.
9. Infrastructure: The department has **3 data entry terminals (computers)** available which can be used for data entry work. To complete the work in 45 days, **the agency may bring their own data terminals** in addition to the terminals with the department if the agency feels that more than 3 computers are required to complete the work in time.

10. The department will provide printers and papers to submit printouts for verification by the department.
11. Application: The data has to be entered into **software already available** with the department. Any queries regarding the same can be clarified by the National Informatics Center office in Daman.
12. Reporting: Successful bidder must **regularly submit print outs** of data entered to the department who will get the data verified and return the printouts with corrections if any. Successful bidder should perform their own quality check on the report before submission to the department.
13. The corrected error free data must also be **handed over** to the department in CD/DVD.
14. The rates must be quoted on **a record (Plot No./PTS No.) basis** as per the annexure attached.
15. Format of registers containing urban records is attached as annexure.

Last Date for Submission of Quotation: **27/12/2013, 1:00 P.M**

Last Date for Queries : **26/12/2013**

Quotation Opening Date and Time : **27/12/2013, 5:00 P.M**

Contact details for Queries : **+91-9374866667 or citysurveydaman@gmail.com**

Signature :

Name : **(N. K. HALPATI)**

Seal :



## Terms and Conditions

1. The bidder must have at least **3 prior data entry experience**, each of **10000** records or more. The bidder must also submit work order/testimonial as a proof for the same. The work order or testimonial should clearly depict the number of records for which data entry was performed. Documents which fail to show the number of records shall not be considered for evaluation.
2. The data entry agency **should not sub contract** the work to another agency.
3. The work would be awarded to the agency that submits the **lowest quotation**.
4. The format for submission of Quotation is attached as Annexure. These documents must be submitted on a **Company Letter Head** and each page must be **signed** by a competent authority.
5. The bidder must provide a composite quotation for all three types of records that need to be digitized. The quotation must also be **inclusive of all charges** that the agency may bear to provide the services to the department.
6. The quotation made should be inclusive of all taxes and additional charges. **No additional claims can be made.**
7. Quotation shall remain valid for a period of **60 days** after the last day of submission of quotation.
8. Each bidder must submit just **one quotation**.
9. The price quoted will remain the same **throughout the duration of the data entry work** and will not be subject to any change for any reason.
10. **The department shall hold the rights to negotiate the quotation of the lowest bidder.**
11. **The department shall reserve the right to reject the Quotation submitted by any bidder without giving any reason whatsoever.** The decision of the department shall be binding on all the participants.
12. Each bidder must submit an Earnest Money Deposit (EMD) amounting to **Rs 5000** to protect the department against the risk of bidder's conduct which would warrant the security's forfeiture. This amount shall be refunded to each bidder once the bidding process is over. No interest will be paid by the department. **The EMD should be in the form of a Demand Draft (DD) in favour of the Enquiry Officer, City Survey, Daman.**
13. The agencies may visit the Enquiry Office, City Survey, Daman to check the registers/files from which the data entry has to be done.
14. The successful bidder must also submit a Performance **Bank Guarantee equal to 10%** of the contract value to protect the interests of the department. This amount shall be refunded once the assignment has been completed in the right manner and

accepted by the department. **No interest** will be paid by the department on this amount. This amount should be submitted in the form of a Bank Guarantee in favour of the Enquiry Officer, City Survey, Daman.

15. The data entry work will be carried out **in the premises** of the Office of the Enquiry Officer, City Survey, Daman under the supervision of the department officials. No documents must be taken out of the premises of the department for any reason whatsoever.
16. Any documents collected from the department for data entry work must be done under the knowledge of the department officials.
17. Bidder will maintain a register to capture the number of documents handed over and returned by them. All documents accessed must be made a note of and signed by the department. When the documents are returned, the receipt of the same must be signed by the department.
18. The data entry operator would be **responsible for data entry**, data verification and data correction. Bidder should ensure that the **person performing data verification and data correction should not be the operator who performed data entry for that record**.
19. The data entry agency will bear complete responsibility of the security of official data being provided to them for data entry. Under no circumstances should this data be **shared/copied** with anyone who is not involved in this assignment. **Any misuse of data or breach of security will lead to legal action by the department.**
20. Payment would be made **only after the department approves of the quality and correctness of data entered** and National Informatics Center approves the data entry standards followed.
21. The Enquiry Officer, City Survey, Daman shall **reserve all rights to eliminate the contract with the bidder** and the decision of the department shall be binding on the bidder.
22. **No conditional quotations shall be entertained.**

## Penalty

1. The department will charge a penalty of Rs 200 per day after the completion of 45 days, in which the data entry agency is expected to complete the data entry work.
2. The operator must ensure that no official documents are damaged during the data entry procedure. Any damage may lead to a penalty of Rs 500 per document or as per the official in charge of the document may find necessary.
3. The department shall hold all rights to deduct any amount it feels necessary to compensate for any unsatisfactory work.
4. In case of failure of the agency to complete the work successfully, any expenses borne by the department against outsourcing the pending work to another entity shall be borne by the agency.



## ANNEXURE A - FORMAT FOR BIDDER'S DETAILS

Tender Number :		
1.	Name of Agency	
2.	Address	
3.	No of data entry operators	
4.	List of past contracts and volumes involved (proof to be submitted along with quotation)	

I agree that the information furnished above is true to the best of my knowledge.

Name :

Designation :

Sign :

Seal :

Place :

Date :

## ANNEXURE B - FORMAT FOR RATE QUOTATION

Tender Number :	
1	Rate per record (Plot No./PTS No.) (all inclusive)

The rate quoted above is a composite rate inclusive of all charges. I understand the above terms and conditions and agree to abide by the conditions.

Name :

Designation :

Sign :

Seal :

Place :

Date :



### ANNEXURE I (Form-B Sample)

ADMINISTRATION OF U. T. OF DAMAN & DIU,  
OFFICE OF THE ENQUIRY OFFICER,  
CITY SURVEY, DAMAN - 396 220.

City Survey: Daman  
Peth of Ward:

FORM - B  
INQUIRY REGISTER

Page No.209  
TIKKA OR SHEET NO. 76

[illegible]

## ANNEXURE II (Form-D Sample)

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.

# ANNEXURE III

Dharani v2.0 (URBAN) for Directorate of Settlement & Land Records

User : Pratik

Office: ISLR , Daman

Designation: DE OP

HO?

RECORD OF RIGHTS	+
Provisional Property	-
Create New Form	
Enter New Property Details	
Enter Holder Detail	
Enter Other Detail	
NEW FORM	+

<b>Serial No</b>	
PT Sheet No	1
Serial no or Chalta No.	1
Old City Survey Municipal or Village Panchayat or Survey and Sub-Division or plot No.	7878
Area	00000.00
Date of Service of notice	1/1/2013
Who of (a)(b)(c) etc in column 4 were present.	E01
Is the plan prepared and measurements taken by the survey	E02
Final City Survey No.	E03
Classification under rule 8(2) for survey fee	E04
Amount of survey fee fixed by the Collector	E05
Receipt No. for fee paid	E06
Tenure and rent or assessment with date on which it is due for revision	E07
Decision in respect of the name of holder, mortgages in possession or lessee or encumbrance-holder and attached easements.	E08
Reference to the file of proceedings when contested.	E09
Date of service of decision order issued under rule 2(3) of the G., D. & D. Land Revenue (Inquiry into Title of Land) Rules, 1969.	1/1/2013
Appeal order, if any	E10
Remark	E11
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

# ANNEXURE IV

Dharani v2.0 (URBAN) for Directorate of Settlement & Land Records

User : user

Office: ISLR , Daman

Designation: data entry operator

HOME LOG OUT

Provisional Property  
NEW FORM  
Create New Form D  
Enter New Property Details  
Enter Holders Details  
Reject Incorrect New Form D  
Entry

## CREATE A NEW FORM D--ENTER NEW HOLDERS DETAILS

Serial No 21 City Daman

SubCityPTSheetChaltaNo

SelectDaman 2 6

Add New Delete Close

NOTE> A - Easements , H - Holders , L - Lessees , E - Encumbrances , R - Other remarks and 'Original'=M====> Mutated Holder.

Select Column -----Select-----

Column Type Original Mutated

ToBe\_Printed on Form-D YES NO

Mutation Type --- Select ---

Name

Allowed characters are alphabets,digits

Mutation No

Mutation Date (dd/MM/yyyy)

Area (In Sq.Meters)

Vol. No.

Remarks

To Be Included as Bracketed/Deleted Entry

Please select a PT\_SHEET/CHALTA\_NO to view the Holders details

Save Cancel View Property Details

Last Login: 22/11/2013 10:11

Documents

Downloads

Change Password

Other Links



Designed and Developed by NIC Daman State Centre