



O/o the Mamlatdar, Daman
U.T. Administration of Daman & Diu, Daman – 396220.
Email : collector-daman@nic.in Phone :- 260222230698,2230689

No. Mam-DMN/Digi-Scan/2018-19/

Date: /01/2019

NOTICE INVITING TENDER (e-Tender)

The Office of the Mamlatdar, Daman , Daman on behalf of President of India, invites online tender on <https://ddtenders.gov.in> from the services providers/agencies/Suppliers for Tracing, Scanning and Digitization with indexing of official cadastral maps of Daman.

Sr. No	Particulars	Earnest Money Deposit	Tender Fees (Non-Refundable)
	Estimate cost for Tracing, Scanning and Digitization with indexing of official cadastral maps of Daman	₹30,000/-	₹1,000/-

Bid document downloading Start Date: 15/01/2019
Bid document downloading End : 04/02/2019, 10:30 Hrs.
Date Preliminary Stage Bid Opening Date : 04/02/2019, 15.00 Hrs.
Technical Stage Bid Opening Date : 04/02/2019, 15.30 Hrs.

Bidders have to submit price bid in Electronic format only on www.ddtenders.gov.in website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case. Only tender fees and EMD should be submitted in original to be sent to the above mentioned address by R.P.A.D./Speed Post. Tender received only in hard copy will not be accepted.

The EMD will be accepted in form of FDR or Bank Guarantee of ₹30,000/- from any Nationalized banks payable at Daman in favor of **Mamlatdar, Daman**.

The tender fees in form of Demand Draft of ₹1,000/- issued from any Nationalized banks payable at Daman in favor of **Mamlatdar, Daman**.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: "(GePNIC portal, 24x7 Help Desk number 0120-4200462, 01120-4001002, 0120-4001005 and 0120-6277787 may be contacted or NIC, Daman may be contacted on phone or though e-mail to support-gepnice-dd@nic.in).

Sd/-
Mamlatdar, Daman

Copy to :-

- All Heads of Office, Daman for information & n.a.
- Field Publicity Officer, Daman for wide publicity (8cm x 6 cm size) in (2 (two) Hindi and one in Gujarati Newspaper.
- NIC, Daman for upload in official website of UT Administration in <https://daman.nic.in> for wide publicity
- PA to Finance Secretary/Secretary (Revenue), Daman for information.

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O/o the Mamlatdar, Daman
U.T. Administration of Daman & Diu, Daman – 396220.
Email : dycol-dmn-dd@nic.in Phone :- 260-2231770

TENDER FOR DIGITIZATION OF CADASTRAL MAPS

1. INTRODUCTION

The Department of Land Revenue viz. office of Mamlatdar and Enquiry Officer, City Survey, Daman are facing new challenges of preservation and digitization of cadastral maps. In this context, the Department seeks to digitize these records for proper up keep of these physical records in a systematic manner. This assignment includes **Tracing, Scanning and Digitisation** with indexing and vector mapping using a user-friendly software for easy search, retrieval and editing of scanned images.

The Department proposes for complete **Tracing, Scanning and Digitisation** with indexing and vector mapping of official cadastral maps of Daman. These are required to be digitally converted with proper indexing for easy retrieval (viz. indexing) and vector-mapping to maintain continuity. The documents would comprise approximately 600 maps (Scale 1:100) and may be increased/decreased at the time of actual execution of the work.

2. PROPOSAL

Sealed tenders are invited for and on behalf of the President of India for the office of Mamlatdar, Daman in two bids – technical and financial from reputed agencies with proven competency in providing solution for digitization and Document Management System with web based software dealing with digitised images, preferably with quality certification and fulfill the eligibility conditions to digitize records approximately 600 maps with the Department and to develop an application for Document management/storage and retrieval system. The job is to be completed through tracing of original maps, scanning and converting to PDF format, digitization and a web-based system for reference, retrieval and editing of maps.

The tender forms complete in all respect be submitted in the **Office of the Mamlatdar, Collectorate, Daman-396220.**

Sealing of Envelopes:

- The technical details and experience as per Annexure - I sealed in an envelope superscribing "Technical Details for Digitisation of Cadastral Maps".
- The Financial bid comprising EMD and DD as per Annexure- II. However the rate should be quoted in electronic format only.
- Both these envelopes be sealed in an envelope superscribing "Tender for Digitisation of Cadastral Maps".

Date of Downloading tender Form	15/01/2019
Last date for clarifications on the tender	10/01/2019 during the office hour
Last date for submission of bids	21/01/2019 up to 15.00 Hrs.
Opening of technical bids	04/02/2019 15.10 Hrs.
Presentation by technically short-listed bidders	04/02/2019 15.30 Hrs.

Declaration of short-listed bidders for commercial bid evaluation	04/02/2019 16.30 Hrs.
Opening of commercial bids	04/02/2019 16.30 Hrs onwards

Incomplete/conditional tenders or received after due date and time shall be summarily rejected. The validity of tenders is six calendar months. The Tender Inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Submission of bid and Correspondence/Clarification, if any, in writing:

Mamlatdar, Collectorate, Daman-396220"

3. SCOPE OF WORK

The Land Revenue Department is looking for only turnkey solution providers having Document Management Systems experience and must have undertaken and executed project involving digitization of Hard/Print Copies, integrating with born-digital contents and providing post digitization Digital Solution like retrieval of images/records and to capture and integrate new arrival of digital records.

The aim of this tender is:

- i. To archive old cadastral maps in digital format and saving them from further deterioration.
- ii. To provide the Land Department with cadastral map data as per their needs in easy, efficient manner through an internal web-based software.
- iii. To develop a modern, comprehensive and transparent cadastral land maps management system in Daman.

This will include the following activities:

- i. Tracing, scanning and quality enhancement of existing cadastral maps:
 - The maps are to be converted into digital format (both images and pdf) and archived with proper indexing for retrieval.
 - This is a time bound process and has to be completed within 15 days of grant of work order.
 - The original document is fragile and likely to be lost in the near future, extremely valuable documents where re-digitization is problematic, requires high quality prints 1:1. We need as perfect copy as possible -> usually 600 dpi or better 1200 dpi with lossless compression.
- ii. Digitisation and integration with an internal web-based software
 - This involves conversion of scanned images to digitized images without error. Please note that these are land related documents so scope of error is NIL.
 - The digitized image should be easily retrievable, preferably through the same software as for editing of the maps. For example, if a survey number is entered, the map should appear in a printable version.
 - The vendor should have to develop/integrate, test, implement and provide a web based application software to be run on intra-net with proper security provisions and audit trail for storage and retrieval of records on keys as specified by the Department. The software will store data of all maps with demarcations of survey numbers according to cadastral land maps.
 - The software must also have a feature to edit maps by Land Department staff (preferably using authentication by Class II Digital Signature). The features should include amalgamation of two parcels of land, partition of a land parcel etc.

- The software should be such that it can be integrated with the *Bhunaksha* software developed by NIC.
- The software should also be able to capture and integrate new arrival of digital /non-digital (after scanning) records.
- Sufficient number of copies (five – one original and four photocopies) of software documentation & user manuals shall have to be provided.
- The training of staff in Mamlatdar Office and City Survey Office shall be given.

4. ELIGIBILITY CRITERIA (Please provide documentary proof for following with technical bid)

- Tender is open to all firms/companies in India, engaged in providing Digitization and Digital Archiving Solution.
- The vendor registered under Goods & Services Tax (GST) need only apply and the vendor should submit the details of registration of their firm/company, income tax registration & copy of PAN Card, GST etc.
- The vendor should have been certified ISO 9001:2008 or any other Certificate for quality management.
- The vendor should have executed similar assignment for a total volume of 1000 maps pages with at least 200 in a single assignment of Digitization and Digital Archiving Solution in last 3 financial years. These orders should be from any of the Government Departments / Autonomous Bodies. (Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.)
- The vendor should have developed or worked with similar web/LAN - GUI based application software on intra-net /multi user/ multi-distributed for any of the Government Departments / Autonomous Bodies / Examining bodies/ Corporate bodies.
- The vendor should have average annual turnover of at least Rs. 50 Lakhs (Twenty five Lakhs) during last three financial years. (Enclose proof of the audited balance sheets during last 3 Years).
- The vendor should have at least 2, high performance, high definition/resolution page scanners of its own – to scan at least 25 maps at 600 dpi in two shift basis per day. (Please provide documentary proof of ownership).
- Outsourcing or subletting of any nature / third party would not be acceptable. Joint bids are permitted.
- The vendor should give an undertaking that it has not been black listed by any Government/Autonomous/ Examining Bodies.
- Sample images are to be provided in different Modes (Black & White, Color, and Grey Scale) along with the tender in DVD.

5. TECHNICAL REQUIREMENTS

1) Scanning /digitizing / archiving:

- The pages to be converted in requisite format will have to be cleaned before scanning.
- Numbering of pages has to be done before scanning.
- The scanned images should be in TIFF format at early stage and final copies should be in searchable PDF-file format. The PDF files should be compressed.
- The output should be provided in set of two DVDs/HD (provided by the Department) i.e. one will contain Raw TIFF Images and other enhanced, searchable PDF-A.
- The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.

- f) The scanner should have minimum of 600 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
- g) Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc. shall have to be carried out on each images for optimum images clarity.
- h) No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
- i) The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, even the smallest significant character should be legible).
- j) The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- k) Digital images should be created up to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
- l) A file-naming scheme database - should be established prior to capture. The same shall be done in consultation with the officials in charge of the project.
- m) The vendor shall be responsible for preparing the documents for scanning/digitization purpose; i.e. cleaning of documents; remove dust, taking them out of shelves and putting them back at its place etc.
- n) In case of any damage to content, same should be informed to the Mamlatdar Office, Daman without delay by the vendor.

2) Application / Software

- a) Development/Integration of software
 - To develop/integrate and implement a web/LAN - GUI based application software on intra-net/ multi user/ multi-distributed / compatible with the existing network environment with proper security provisions for retrieval of records on keys as specified by the Department.
- b) The software should be capable of:
 - Software must be compatible with *Bhunaksha* software of NIC.
 - Easy storage and retrieval of documents.
 - To capture and integrate new arrival of digital / non-digital (after scanning) records.
 - To index and categorise documents for easy access
 - To connect different maps through vector mapping maintaining proper orientation.
 - Managing multiple user accounts for access control
 - Support from DMS for 50-60 concurrent users.
- c) The software should have the following features:
 - Storage
 - Indexing
 - Vector Mapping
 - Search & Retrieval
 - User access
 - Admin Control – creation of Users & Groups, setting privileges and rights on specific documents
 - Adequate Security Features with ability to set access controls at multiple levels
 - Data Security and unauthorized access protection
 - Built-in back up and data recovery features
 - Scope for future enhancement

3) Training & Manuals

- a) Documentation: Sufficient number of traced copies (five- one original and 4 photocopies) of cadastral maps & user manuals shall be provided by the vendor.
- b) Technical and User Manuals – Both Admin & Users are to be provided
- c) Administrative and user level training are to be provided to the office staff/officials for a group of 25 persons. (Training the trainer – approach methodology should be adopted)
- d) Training Manuals to be provided.
- e) Develop FAQ

4) Warranty

Warranty of the software would be for One Year - from the day of “go-live” and acceptance. This includes all type of technical support for smooth running of the software. No extra charges will be provided for any other reasons.

Following is application support plan covered under warranty:-

- a. Trouble shoot/ fix simple application user interface related queries.
- b. Assist application users in understanding application usage.
- c. Perforating standard base services such as application health check and preventive maintenance.
- d. Critical issues will be addressed and fixed within 48 hours.
- e. Non show stoppers and non-critical issues will be fixed within 5 working days.
- f. Support will be provided on all working days (Monday to Saturday) from 10.00 AM to 5.00 PM except Public holidays
- g. Any modification in the software after acceptance shall be done free of cost during 1st year of implementation.

After completion of 01 year from the “go-live” date, the entire working on the software and documents therein will be handed over to the care of Land Revenue Department completely.

5) Post Warranty Maintenance.

Post Warranty Maintenance based on the performance of the company, may be extended further for a period of three to five years. This includes all type of technical support for smooth running of the software. One time Charges per year claimed shall be quoted in the financial bid. The application support plan (a) to (g) covered under warranty period shall be applicable

6. EVALUATION CRITERIA

Weightage of Technical Bid – 50%

Weightage of Financial Bid – 50%

Technical score will be evaluated by the following formula:

$$T_s = \frac{\text{Points scored}}{\text{Maximum Points scored}} \times 50$$

Similarly, financial score will be evaluated by the following formula:

$$F_s = \frac{\text{Minimum Bid price}}{\text{Bid price}} \times 50$$

$$\text{Final Score (FS)} = T_s + F_s$$

The firm who scores the best from the above will be awarded the contract.

7. TERMS AND CONDITIONS

- a. The technical details may please be submitted in Annexure-I, list of documents as per Annexure II.
- b. The vendor shall have to execute an agreement on non-judicial stamp paper of Rs. 10/- if considered for allotment of the work with terms and conditions enumerated in the tender form.
- c. The vendor to which the work is allotted will be required to deposit 10 percent of the total likely amount payable to it for the work as a performance guarantee in the form of a Bank Guarantee.
- d. The time schedule may be required to be adjusted as per requirements of the Land Department and is to be observed strictly as per directions of the same from time to time, as the work of scanning and software development is time bound and sensitive.
- e. Forfeiture of Performance guarantee:
 - i) In case the vendor is not able to execute the job in time or to the entire satisfaction of the Land Revenue Department, the Mamlatdar, Daman (with the approval of competent authority) may allot the work to any other vendor at any time. The difference between the rates agreed to between the Land Revenue Dept. and the third party, which would undertake such work shall be liable to be payable by the defaulting firm along with the penalty, if any, imposed by the Mamlatdar, Daman.
 - ii) In case of non-retrieval of documents/records/ images and the vendor is not able to retrieve the same, it shall be treated as mistake.

In the above cases, the performance/Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Mamlatdar, Daman (with the approval of competent authority), which shall be binding on the vendor.
- f. The performance/bank guarantee shall be released after one year of successful completion of the project and contract.
- g. The vendor shall be required to undertake full responsibility of the safe custody and to maintain secrecy / proper care of documents/ data supplied by the Department. Each document and data given by the Department will have to be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Mamlatdar, Daman (with the approval of competent authority). In case of lapse, the vendor will be fully responsible for the consequences.
- h. The Mamlatdar, Daman reserves the right to reject any or all the tender without assigning any reasons.
- i. The decision of the Mamlatdar, Daman (after approval from competent authority) shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
- j. The order may be awarded in full or part. The decision of the Mamlatdar, Daman (after approval from competent authority) may be final and binding upon the vendor.
- k. The payment will be made after satisfactory completion of work only on monthly basis. No payment shall be made for the documents not scanned, indexed, merged or uploaded, retrieved upto the satisfaction of the Mamlatdar, Daman. The vendor has to produce a certificate duly signed on this and the nodal officer in the Department shall certify the quantity and quality of the work. However, no payment shall be made for system study, analysis and designing.
- l. The data/ images shall be the property of the Land Revenue Department, Daman and the vendor will have to supply two copies of the same on DVD/hard drive. Data/images will not be erased without written permission of the Mamlatdar, Daman.

- m. The vendor shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of pages; remove dust, taking them out of shelves and putting them back at its place, paging etc. In case of any damage to content, same should be informed to nodal officer without delay by the vendor.
- n. In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone. No extra payment shall be made for this.
- o. The proposed Application solution should provide for automatic correction of parameters like format/ compression not proper, skew, wrong orientation, error in automatic cropping, punch hole marks etc. during scanning.
- p. There should be an independent software quality check service available as part of overall scanning solution which can be used to audit scanned documents for resolution, format/ compression, orientation etc.
- q. Errors, Delays and Deductions:
 - i. In case of any delay in supplying the desired output in digitization & archiving and software development/integration, on the part of the vendor, the following deductions shall be applicable:
 - Penalty @ 3.5% per month delay shall be charged.
 - In case of delay beyond 4 months no payment shall be made.
 - ii. Delay in providing documents to the vendor by the concerned department shall not be considered in the calculation of delay. In case of non-availability of pages to be scanned, the firm has to inform the nodal officer in writing.
 - iii. Any variation in linking or mismatch of documents with the desired data while scanning of documents (OR) wrong retrieval of records/ images (OR) non-retrieval of records/images shall be treated as errors and shall be the responsibility of the vendor. In case of such errors,

% of error in pages	Deduction of Amount
Upto 0.5%	Nil
Greater than 0.5% and upto 1%	5%
Greater than 1.0% and upto 2%	10%
Greater than 2.0% and upto 5%	20%
Greater than 5.0%	No payment

- iv. The Bank Guarantee submitted by the vendor shall be liable to be forfeited in whole or part as per decision of the Mamlatdar, Daman (with the approval of competent authority), which shall be final. Excessive deduction on account of penalty shall be made from the Bill.
Excessive payment, if any, have already been made to the vendor shall be repaid by the vendor.
- r. Installation of software:
The vendor will install the required software and all other systems and supporting software required to carry out the digitization work along with the team to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media.
- s. The entire work shall be carried out under vendor's custody and the vendor should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the Land Department.

Signature &
Designation of Tender Mamlatdar, Daman
Inviting Officer

The above terms and conditions are accepted and are binding to me/us.

Signature of tenderer

Place : _____

Dated: _____

Name of Tenderer
with seal of the firm

NOTE:- Please return one copy of these terms & conditions dully sign with seal of firm along with the tender.

ANNEXURE – I
APPLICATION PROFORMA

1. Name of the Firm : _____
2. Contact person : _____
3. Contact Information : _____
4. Address : _____
5. Telephone No. : _____
6. Mobile No. : _____
7. Email : _____
8. Details of the Office and infrastructure (attach documentary proof)
9. Professional experience of the Agency : give details of work experience/major similar jobs handed by the Agency during the last two years in the following format:

Sl. No.	Similar nature of work done with the Govt./Ministry/Development/Office/PSUs/Private Sectors etc. in the last 3 years.	Work type	Value of work ₹. In lakh

- If the provided is insufficient, a separate sheet may be attached (also attach documentary proof of work)
10. Professional experience of Staff working in the Agency : Give details of work experience, Qualification & Job handled by them during the last two years in the following format :-

Sl. No.	Name of the Employee	Educational Qualification	Work experience	
			Working since	Brief of works Handed by them

- If the space provided is insufficient, a separate sheet may be attached (also attach documentary proof of work)

11. Legal status of Organization :-

- a. Is it a registered firm /company ? Yes/No.
(Photocopies of certificate of registration should be attached)
- b. Is the organization a proprietorship :

Firm, partnership firm or company ? (Attach documents) {if a partnership firm, state the name (s) and address (es) of your partners. If company, state the name and Address of Directors}

c. State whether the proprietor/any of the Partners/Directors is/are retired

Government officials: yes /No (if yes, the date of his/her/their retirement and the Department from which retired).

12. Has the Agency/its sister concerns/any director ever been blacklisted/defaulted by any organization ? yes/No. (if yes, give details).

FINANCIAL INFORMATION :

13. Audited income Tax Returns and balance sheets of the Agency/firm for the last 2 (two) financial years (Proof of documents attached)

14. Documentary proof of annual turnover.

15. Copies of PAN number and Services tax number.

16. Copies of GST number.

ANNEXURE - II
SCHEDULE OF DOCUMENTS TO BE ATTACHED

S.No.	Document/Certificate	Uploaded/Enclosed
1.	Copy of Tender fees	Yes/No
2.	Copy of EMD	Yes/No
3.	GST Number	Yes/No
4.	PAN Number	Yes/No
5.	Chartered Accountant Certificate regarding annual turnover of 50 lakhs or above in last three financial years	Yes/No
6.	Partnership Deed / Memorandum / Registration of firm(s) etc.	Yes/No
7.	Scanned copy of Terms & Conditions of tender duly stamped and signed on each page	Yes/No
8.	Scan copy of Schedule of Documents correctly filled and stamped and signed	Yes/No

It is verified that all the certificates/permissions/documents are valid and as on date have not been withdrawn/cancelled by the current issuing authority.

It is further verified that the above declaration is as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and if any of these certificates is found to be not as per the prescribed format of the Administration.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

Place:

Date:

Sign and Stamp of Tenderer

ANNEXURE – III

FINANCIAL BID FOR DIGITIZATION OF DOCUMENTS

NOTE: TO BE SEALED SEPARATELY. RATES FOR THE WORK INDICATED IN THE TENDER FORM.

A. Rates must be quoted exclusive of all taxes

1. The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Hardware/ Software/ Transport/ Manpower/ UPS, System Analysis and designing or any other charges).
2. The Land Revenue Department shall not consider any upward variation/ fluctuation on account of any foreign exchange or any revision of rates at any time during the currency of the contract.

S.No.	Activity	Rates
1.	Digitization of Documents (Including Cleaning, Tracing, Scanning, Conversion to PDF, Indexing for Retrieval, Vector Mapping)	To be submitted in electronic format only
2.	Software Development/Integration for Retrieval and Document Management System along with User Manual and System Manual. (with Source Code and documentation for Source Code if software is developed)	- do -
3.	Post warranty Annual Maintenance of Software	- do -

B. Rate should be inclusive of all taxes

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person :

Off: Telephone No.:

Email Address:

Mobile No.:

Web Site :

Authorised Signatory (With full name, designation and stamp)