



**Request for Proposal (RFP) for selection of  
Agency for digitization of Town Maps**

**Office of the Registrar General and Census Commissioner, India  
Ministry of Home Affairs, Govt. of India,  
2/A, Mansingh Road,  
New Delhi – 110011**

## GLOSSARY

A glossary of the different acronyms used in the document is given below. These are to be used in relation to the interpretation of the acronyms mentioned in the Request for Proposal (RFP).

| S. No. | Acronym | Reference to                       |
|--------|---------|------------------------------------|
| 1.     | ORGI    | Office of Registrar General, India |
| 2.     | RFP     | Request for Proposal               |
| 3.     | GIS     | Geographic Information System      |
| 4.     | DCO     | Directorate of Census Operation    |
| 5.     | SA      | Selected Agency                    |
| 6.     | TOR     | Terms of Reference                 |
| 7.     | LOI     | Letter of Intent                   |
| 8.     | EMD     | Earnest Money Deposit              |
| 9.     | PSU     | Public Sector Undertaking          |

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## 1. INFORMATION TO AGENCIES

### 1.1 Overview

As part of preparation for decennial census operations in the country, the Office of the Registrar General, India (ORGI) prepare maps of the various administrative units of the country to ensure full coverage of the geographical area without any overlapping or omissions. These maps are prepared using Geographic Information System (GIS) and updated as per the changes in jurisdictions notified by the respective State/UT Governments from time to time. Copies of these maps showing states, districts, sub-districts with villages, towns and ward in towns are provided to the Census functionaries for use in both the phases of decennial census, i.e, House listing and Population Enumeration. The work of preparing digital data base showing boundaries of all such administrative units has already been completed. The organization further envisages preparing digital database of all the towns showing ward boundaries and other relevant details. Keeping the above in view, this office intends to hire the expertise along with requisite hardware and software from the reputed agencies engaged in the field of GIS and related activities through this RFP.

### 1.2 Purpose / Intent for RFP

The purpose/intent of this RFP is to short list a suitable agency for digitization of town maps showing ward boundaries and other important landmark features.

### 1.3 Key Events and Dates

| ACTIVITY            | DATE   |
|---------------------|--|
| Issuance of the RFP | 24 <sup>th</sup> Sept. 2010  |
| Cost of the RFP     | Can be obtained from the Office of the Registrar General, India, 2/A Mansingh Road, New Delhi -110011 by furnishing Rs. 500/= or can be downloaded from <a href="http://www.censusindia.gov.in">www.censusindia.gov.in</a> ( <b>Tender</b> ) and the requisite cost should be furnished along with the filled-in sealed Bid.<br><br>The cost should be furnished by means of Demand Draft / Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favour of the 'Registrar General, India'. |

| ACTIVITY   | DATE  |
|--|---|
| Last date for submission of Bids   | 11:00 hours on 14 <sup>th</sup> Oct., 2010  |
| Opening of Technical Bids  | 15:00 hours on 14 <sup>th</sup> Oct., 2010 at ORGI, (Joint Director, Hqrs.), 2A-Mansingh Road, New Delhi - 110 011.                       |
| Earnest Money Deposit  | Rs. 1,00,000/- (Rupees One Lakh only) by means of Demand Draft / Banker Cheque / Bank Guarantee in favour of the Registrar General, India |
| Date, Time and Venue for opening of Financial/ Commercial Bid for technically qualified bidders shall be put on the website. |   |

## 2. SCOPE OF WORK

### 2.1 Digitization of town maps

At present, there are approximately 2,150 statutory town maps (excluding capital cities) with ward boundaries in the paper format (hardcopy), which are to be digitized. The total number of wards in these town are approximately 38,700. The number of wards would vary in the range of 10 to 50.

The agency will be provided scanned images (raster) of these paper maps for digitization at four location, 3 Directorates of Census Operations (DCOs) viz. Lucknow, Bangalore, Mumbai and Map Division, ORGI, New Delhi. The digitized data submitted by the agency should contain the line, point and polygon features. The final output will be in the form of composite town map with appropriate feature depiction in the form of legend for use in Census operation 2011. The digitized maps should invariably show ward boundaries and other important landmark features like major roads/ minor roads/ railway/river, etc., in the following separate vector layers.

| Sl. No. | Unit  | Feature |
|---------|---|---------|
| 1.      | External limits and Ward boundaries of the town   | Polygon |
| 2.      | Major and minor road/ Railway line /River/Nala/Canal, etc.  | Line    |
| 3.      | Park/pond/ open space, etc.   | Polygon |
| 4.      | Important landmark features/ religious places   | Point   |
| 5.      | Cleaning of spatial data, Annotation of the features, Labeling, Map Composition & Final Output with symbology | -       |

The Agency is required to execute the work at 3 DCO locations (Lucknow, Bangalore, Mumbai) and at Map Division, ORGI, New Delhi. The required manpower, hardware and software infrastructure will be provided by the agency. The location wise workload is given in annexure - 1

### 2.2 Quality Control

The agency would be responsible for the quality digitization conferring to the best standard prevailing in the industry, finalization of data layers and submission of digital files to ORGI. The output should match with the paper maps supplied by ORGI to judge the mapping quality/accuracy.

### 3. IMPLEMENTATION SCHEDULE

Agency is required to complete the entire work within three months from the date of award of the project. The services of the agency will commence from the date of issue of Letter of Intent (LOI). The agency would be required to deliver the following according to the timelines given below:

| S.N. | Deliverables / Activities                   | Timelimits   |
|------|---|--------------|
| 1    | Town maps comprising of approx.13,000 wards | First month  |
| 2    | Town maps comprising of approx.13,000 wards | Second month |
| 3    | Remaining wards of town maps                | Third month  |

### 4. PAYMENT SCHEDULE

The payment schedule for the Project is provided in the table below:

| S N. | % of Total Payment | Time of Payment   |
|------|--------------------|---|
| 1.   | 30%                | On completion of 13,000 wards of town maps (1 <sup>st</sup> Month)      |
| 2.   | 30%                | On completion of next 13,000 wards of town maps (2 <sup>nd</sup> Month) |
| 3.   | 40%                | On completion of 100% of work (3 <sup>rd</sup> Month)                   |

## 5. ELIGIBILITY CRITERIA

The eligibility criterion for the agency is given below:

| Sl. No. | Eligibility Criteria  | Proof Required  |
|---------|---|---|
| 1       | The agency should have a valid registration number.   | Copy of the same  |
| 2       | The agency should have a valid PAN / TAN and Service Tax Registration   | Copy of PAN / TAN card and Service Tax Registration certificate                         |
| 3       | The agency should have a minimum average annual turnover of Rs. 2 Crores for 2006-07, 2007-08 and 2008-09.  | Copy of Audited Profit and Loss Statement and Balance sheet                             |
| 4       | The agency should have a minimum experience/ expertise of 2 years in GIS and related areas.   | Copy of Work order/ certificate of completion; as per the format provided in Format 'B' |
| 5       | The agency should not have been blacklisted by central/state Government deptt/undertakings  | Non Conviction certificate duly signed as per Format 'D'                                |
| 6       | The agency should also be empanelled by any Central Govt. Deptt. like SOI, NRSC /PSU like RITES, NHAI or Remote Sensing Application Centre of any State Govt. | Copy of Proof of empanelment  |

## 6. GUIDELINES FOR SUBMITTING THE PROPOSAL

### 6.1 Technical Proposal

While preparing the technical proposal, the agencies are expected to examine the RFP in detail and submit the following information:

- a. Letter of Transmittal (Format 'A'), duly signed by authorized signatory. Please attach the Power of Attorney for the authorized signatory.
- b. Outline of relevant experience on works of a similar nature with details of past work. Copy of Work Order/ Completion Certificate shall be attached for each of the assignments.

- c. A description of the manner in which agency would plan to execute the work. It should include approach, methodology and detailed work plan and time line for carrying out the work in each location/ city in the format marked as 'C'.

## 6.2 Financial Proposal

- a. The price should be quoted per ward as given in the format for financial proposal in Annexure 2.
- b. The financial quotes should cover the entire cost of digitization and generating the final output. It includes one hard copy (A3 size B/W print) of each town and soft copy (.shp file format). The softcopy of each town is to be submitted on CDs/DVDs .
- c. The cost quoted should be inclusive of all taxes. The financial quote shall be submitted separately along with technical proposal.

## 7. EVALUATION CRITERIA

- 7.1. The technical and financial proposals/Bids should be based on the details provided in the RFP. A technical presentation by the agencies would be made at ORGI after opening the technical Bid. The agencies who have scored minimum 60 % marks on the technical proposal would only qualify for financial Bid.

Technical Evaluation shall be carried out based on the following:

| Sl. No. | Evaluation Item                              | Marks      |
|---------|--|------------|
| 1       | Agency Profile                               | 30         |
| 2       | Previous Experience on GIS                   | 30         |
| 3       | Proposed Approach, Methodology and Work Plan | 40         |
|         | <b>Total</b>                                 | <b>100</b> |

The final decision for awarding the assignment shall be on the basis of lowest quoted rates.



## 7.2 Detailed Evaluation Criteria

The detailed evaluation criteria in respect of the above items are given below.

| SL. NO.   | CRITERIA   | MAXIMUM OBTAINABLE MARKS | CRITERIA FOR AWARDED MARKS   |
|---|--|--------------------------|--|
| <b>Agency Profile-----30 marks</b>                                |  |                          |  |
| 1.  | <p><b>Average Annual Turnover of the Agency</b></p> <p>(Enclose Statutory Audit / Certified financial statements for the last three FY, 2006-07, 2007-08, and 2008-09). (Note: Minimum annual turnover for qualifying to apply for RFP is Rs 2 crores)</p> | 15                       | <ul style="list-style-type: none"> <li>• <math>\geq 5</math> crores = 15</li> <li>• <math>\geq 3</math> and <math>&lt; 5</math> crores = 10</li> <li>• <math>\geq 2</math> and <math>&lt; 3</math> crores = 5</li> </ul> |
| 2.  | <p><b>Years in GIS Business doing work of similar nature</b></p> <p>(Minimum number of years in GIS business: 2)</p>   | 15                       | <ul style="list-style-type: none"> <li>• <math>\geq 5</math> years = 15</li> <li>• <math>\geq 3</math> and <math>&lt; 5</math> years = 10</li> <li>• <math>\geq 2</math> and <math>&lt; 3</math> years = 5</li> </ul>    |
| <b>Previous Experience on GIS-----30 marks</b>                    |  |                          |  |
| 3.  | <p><b>Experience of providing similar services</b></p> <p>(Copy of Work order/ certificate of completion; along with the details as per the format provided in Format 'B')</p>   | 30                       | <ul style="list-style-type: none"> <li>• <math>\geq 3</math> assignments = 30</li> <li>• 2 assignments = 20</li> <li>• 1 assignment = 10</li> </ul>  |
| <b>Proposed Approach, Methodology and Work Plan -----40 marks</b> |  |                          |  |
| 4.  | Extent of understanding of the Scope of Work & Implementation Schedule   | 20                       | <ul style="list-style-type: none"> <li>• Tasks and deliverable fully specified = 10</li> <li>• Tasks and deliverable partly specified = 10</li> </ul>  |
| 5.  | Practicality of the proposed   | 20                       | <ul style="list-style-type: none"> <li>• Approach &amp;</li> </ul>   |

|                             |                        |
|-----------------------------|------------------------|
| Approach & Methodology      | Methodology = 10       |
|                             | • Risk assessment = 10 |
| <b>Total ---- 100 marks</b> |                        |

### 7.3 Award of Contract

- ORGI will notify only those agencies who have qualified in technical evaluation criteria . by securing minimum 60 % marks. The notification will be placed on website .
- ORGI shall reserve the right to negotiate with the bidder (s) whose proposal has the lowest rate. A contract will be awarded to the responsible, responsive bidder whose proposal conforms to the RFP and is, in the opinion of the ORGI, the most advantageous and represents the best value to the project, price and other factors considered.
- ORGI shall reserve the right to award the contract to one or more agencies in order to complete the work in time.
- The evaluation committee will determine whether the financial pr oposal/ information is complete in all respects and the decision of the evaluation committee shall be final.
- The proposal will be valid for 90 days from the date of submission
- Cost of preparing the proposal and incidental expense s shall be borne by the bidders.
- On completion of the process of selection, the agency selected shall be awarded the contract for digitization by issuing the letter of intent (LOI). The issue of LOI shall be the deemed date of commencement of the assignment and the assignment shall be completed as per the period stipulated in the contract.
- The payments will be subject to taxes, cess es etc. as per the applicable Indian laws.
- The agency would be required to furnish the detailed address, telephone number, fax number and electronic mail address for proper and fast communication .
- Information/ clarification, if any, may be obtained from Deputy Registrar General ( Map) , Office of Registrar General, India, ( ORGI), West Block - I, Wing-II, 2<sup>nd</sup> Floor, R.K. Puram, New Delhi - 110 066. Phone No. 011-26106259, E-mail: drg-map.rgi@censusindia.gov.in.

### 7.4 Submission of Bids

- The bidder shall submit a sealed cover consisting of two (2) copies of all the bid documents. Both of the copies of the bids (Original and Duplicate) must consist of the following:
  - a. Technical proposal super scribing on the right hand side top of the cover as "Technical Bid". The envelop for technical proposal should also contain Deman d Draft / Banker Cheque for EMD and deman d draft for cost of RFP (if not paid earlier).
  - b. Commercial proposal super scribing on the right hand side top of the cover as "Commercial Bid".

- c. The envelopes containing the Technical & Commercial Proposal has to be enclosed in another envelope, clearly super scribing the, original/duplicate copy and contents of the envelope.
- All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the bidder before submission. Corrections, if any shall be counter signed. The Bidder should submit the Bid in the prescribed annexed Performa only, failing which the offer shall be summarily rejected.

## 8 GENERAL INSTRUCTION AND TERMS & CONDITIONS OF RFP

- The successful agency cannot sublet the assignment to other individual/ firms/ organizations.
- The agency will have to maintain the confidentiality of the data.
- On completion of work and transferring digital data to ORGI, the agency needs to delete the digital data from their computer hard disks. The agency will have to sign a undertaking to this respect with ORGI.
- The agency will not use this data for any other purpose.
- Violation of any of the above will amount breach of contract and would therefore entitled ORGI to initiate appropriate legal and other action as permissible under the law.
- Amendments to the tender: ORGI reserves every right to amend any of the tender conditions before the last date for the receipt of the tender. Amendments, if any, would be put on the web. The decision of extending the due date and time for the submission of tender documents on account of amendments will be the sole discretion of ORGI.
- ORGI reserves the right to cancel the RFP at any stage without assigning any reason.
- Earnest Money deposit: The bidders should furnish a n Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakhs only) by means of Bank Guarantee/ Demand Draft / Banker Cheque payable in favour of the “Registrar General, India”. The Tenders received without the Earnest Money Deposit will be summarily rejected. In case of unsuccessful bidders, the Earnest Money Deposit will be refunded within a reasonable time. The amount remitted towards Earnest Money Deposit is liable to be forfeited in the case the bidder withdraw from his offer after submission of the tender or after the acceptance of the offer by ORGI or fail to sign the contract or to remit the Security Deposit. No interest will be payable by the ORGI on the Ea rnest Money Deposited.
- If the envelope not sealed and not marked as instructed above, ORGI will not be responsible for misplacement of the proposal submitted.
- The bidder is advised to attach all relevant information that is considered necessary . No further information will be entertained after submission of application unless it is required by ORGI. The ORGI, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- Proposals must be received by ORGI, at the address specified not later than the date and time specified in the invitation of RFP. In case the specified date f or the submission of proposal being declared holiday by the ORGI, the same will be received on next working day with the same specified time.

- Opening of tender: Sealed tenders received up to 14<sup>th</sup> October 2010, by 11:00 hrs will be taken up for opening.
- Any efforts by an agency to influence the ORGI personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agency's proposal and also lead to blacklisting of the organization.
- The RFP shall not bind the ORGI in any way whatsoever to offer any job to the applicant/agency if it is decided to abandon the assignment .
- Arbitration: Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent.
- Termination for Insolvency: The ORGI may at any time terminate the assignment by giving a written notice to the agency. Termination of contract will be without compensation to the agency provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the ORGI.
- Failure to comply with the quality control procedure and will invite suitable penalties.
- The invitation to submit the proposal is given to:

Office of the Chief Engineer, Government of India.....

Format A: Letter of Transmittal

To

The Under Secretary (Hqrs.)  
Office of the Registrar General, India  
2A-Mansingh Road  
New Delhi - 110 011

Dear Sir/Madam,

We, the undersigned, offer to undertake the requisite work of digitization of town maps showing wards in accordance with your Request for Proposal (RFP) dated ----- . We hereby submit our Proposal, which includes this Technical Proposal, and a Financial/ Commercial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements submitted in this Proposal are true and accept that any misinterpretation contained therein may lead to our disqualification.

The prices quoted in the Financial Proposal are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date. Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs. We understand that ORGI is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the Agency*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Authorized Signature (in full and initials):

Name and Designation of Signatory:

Name of Agency:

Address:

Format B: Outline of Relevant Experience

|  |  |
|--|--|
| <b>Project Title:</b><br><i>(Attach separate sheet for each project)</i>               |  |
| Country:<br>State:   | District:  |
| Name & Address of the Client:  | Duration of Assignment:  |
| Start Date (month/year):   | End Date (month/year):   |
| Use of Computing devices (Yes / No.):<br><br>(If yes provide description for the same) | Use of IT / software application (Yes / No)<br><br>(If yes provide description for the same) |
| <b>Narrative Description of Project:</b>   |  |
| <b>Description of Actual Services provided by your staff within the assignment:</b>    |  |
| <b>Relevance of the assignment *</b>   |  |

\* Please provide relevant experience to facilitate technical evaluation.

\* Please attach copy of work order/ completion certificate for each assignment

Format C: Approach, Methodology and Detailed Work Plan

**a. Approach and Methodology – including plan of action, monitoring plan, quality control, timeline etc.**

**b. Location wise Work Plan – including infrastructure.**

Format D: Non-Conviction Certificate

[On the letterhead of the organization]

Non-Conviction Certificate

This is to certify that ----- (Name of the organization), having registered office at ----  
----- (Address of the registered office) has never been blacklisted or restricted to apply for  
any such activities by any Central / State Government Department or Court of law anywhere in  
the country.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

## Annexure – 1 : Location Wise Work Load

| SN | State/UT                             | Maps to be digitized |
|----|--------------------------------------|----------------------|
| 1  | 2                                    | 3                    |
|    | <b>Map Division, ORGI, New Delhi</b> |                      |
| 1  | J&K                                  | 84                   |
| 3  | Punjab                               | 99                   |
| 7  | Rajasthan                            | 51                   |
| 8  | Sikkim                               | 8                    |
| 9  | Arunachal Pradesh                    | 26                   |
| 10 | Nagaland                             | 18                   |
| 11 | Manipur                              | 28                   |
| 12 | Mizoram                              | 22                   |
| 13 | Tripura                              | 16                   |
| 14 | Meghalaya                            | 10                   |
| 15 | Assam                                | 5                    |
| 16 | West Bengal                          | 14                   |
| 17 | Uttaranchal                          | 74                   |
| 18 | Chhattisgarh                         | 169                  |
| 19 | MP                                   | 137                  |
|    | <b>Total</b>                         | <b>761</b>           |
|    | <b>Lucknow</b>                       |                      |
| 1  | Uttar Pradesh                        | 346                  |
| 2  | Bihar                                | 49                   |
| 3  | Jharkhand                            | 7                    |
|    | <b>Total</b>                         | <b>402</b>           |
|    | <b>Bangalore</b>                     |                      |
| 1  | Karnataka                            | 170                  |
| 2  | Kerala                               | 3                    |
| 3  | Tamil Nadu                           | 402                  |
|    | <b>Total</b>                         | <b>575</b>           |
|    | <b>Mumbai</b>                        |                      |
| 1  | Gujarat                              | 112                  |
| 2  | Daman & Diu                          | 2                    |
| 3  | Maharashtra                          | 184                  |
| 4  | Andhra Pradesh                       | 90                   |
| 5  | Goa                                  | 14                   |
|    | <b>Total</b>                         | <b>402</b>           |
|    | <b>G. Total</b>                      | <b>2140</b>          |



Annexure 2: Format for Financial Proposal

| Cost per ward (INR)<br>[(inclusive of all taxes)] |            |
|---|------------|
| In Words  | In Figures |
|   |            |

Date:

Authorized Signatory \_\_\_\_\_

Place:

Name:

Seal of the Organization:

Designation: