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भारत सरकार • Government of India  
गृह मंत्रालय • Ministry of Home Affairs



ENSURE REGISTRATION OF  
EVERY BIRTH AND DEATH

**जनगणना कार्य निदेशालय, पश्चिम बंगाल**  
**Directorate of Census Operations, West Bengal**

**जनगणना भवन**

**JANGANANA BHAWAN**

आई. बि.- 199, सेक्टर- III, सॉल्ट लेक सिटी, कोलकाता-700 106

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No: VD/TD/12002/Data Entry/2011/062

Date: 09.04.2012

**Re - Tender Notice**

In cancellation of earlier Tender Notice of Even No. /3952 dated 13.03.2012, Sealed rate quotations Super Scribing "**TENDER FOR DIGITIZATION OF VILLAGE DIRECTORY SCHEDULES**" are invited from reputed firms for digitization of 28,402 Village Directory Schedules for publication of District Census Hand Book, Census of India 2011. The data entry for Village Schedules is to be made at a centre chosen by the selected vendor at a place located in and around Kolkata. This will help in monitoring of work at the Directorate's end. The tentative quantity of the materials to be digitized is stated below and a specimen copy of blank Village Directory Schedule is attached herewith.

PARTICULARS OF WORK	VOLUME OF WORK
Digitization of Village Directory Schedule ( Page 3-15 ) of Census – 2011 including supply of draft printouts and soft copy in both excel and .mdb format	<b>28,402 such Schedules ( Page 3-15 ) as per Sample</b>

**Since data collected for Census is strictly confidential, all efforts should be taken by the selected vendors to maintain the secrecy of digitization of village data. No part of the data should be put in the public domain/divulged to any other person not authorized to consult the data/any other person not authorized by the Directorate.**

**Terms and Conditions**

- 1) The Village Directory Schedules will be despatched for digitization at the site of the selected firm and will be collected/received back after the completion of the job by this Directorate.
- 2) The data should be digitized C.D Block & District wise and no overlapping should be done. Individual Files bearing C.D Block names should be catalogued.
- 3) A print copy of the digitized material may be supplied for comparing the input at our end. Necessary corrections, if any may be made thereafter. The print out copies will be submitted in **A4 size paper in seven pages (total)** per village (Section-wise) in legible condition from **Excel format** for easy comparison with the original Village Directory Schedules.
- 4) After the process of digitization & correction is made, the entire data should be loaded in a DVD/CD (District wise & Block wise) and handed over to the Directorate. Final softcopy will be supplied in both in **.mdb** and **Excel format**.
- 5) A Completion Certificate may be submitted after the entire process of digitization is over at the Vendor's end.
- 6) The vendor should utilize sufficient number of computers (at least 15 at a time) along with efficient Data Entry Operators for digitization of Village Directory Schedules so that the entire work can be completed within one month from the date of issue of work order.

- 7) The rates submitted should be inclusive of all applicable taxes and other charges.
- 8) Any breach of the above conditions will be seriously viewed at the Directorate's end and any wrong entry detected by this office in the digitized data will be again undertaken by the Agency free of cost.

The quotations in the prescribed format as per *ANNEX-1* should reach to the Director, Directorate of Census Operations, West Bengal, Jangananana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata -700106 **on or before April 19, 2012 up to 3.00 pm.** An **A/C Payee Demand Draft of Rs. 10,000/- (Rupees Ten Thousand)** only as Bid Security (Earnest Money Deposit) drawn in favour of the '**Director of Census Operations, West Bengal**' **should be attached with the quotation** which will be returned in due course without interest to the unsuccessful bidders at the earliest while the EMD of successful bidder will be adjusted **against 10% of Work Order Value** which will have be kept as 'Performance Security' with this office.

The vendors must have IT Clearance Certificate for three consecutive years (2008-09, 2009-10, 2010-11,etc.) and other relevant papers in support of being a Registered Vendor in the field as well as the credentials which will also be attached along with Tender documents.

The **quotations will be opened on April 19, 2012 at 4.00 p.m.** in this office in presence of the authorised representatives of the firms, if any.

The Director of Census Operations, West Bengal, however, reserves the right to reject any one or all the quotations without assigning any reason thereof.

(D. Ghosh)  
Director

To (All willing bidders),

1).....  
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.....  
.....

- 2) Members of Tender / Purchase Committee/ Dealing Hand.
- 3) ORGI website **[www.censusindia.gov.in/tender](http://www.censusindia.gov.in/tender)**
- 4) Office Notice Board (Salt Lake/ Behala/ Badu)

To:  
 The Director,  
 Directorate of Census Operations, West Bengal,  
 Janganana Bhawan, IB-199, Sector-III,  
 Salt Lake,  
 Kolkata-700106

**Sub: TENDER FOR DIGITIZATION OF VILLAGE DIRECTORY SCHEDULES, CENSUS 2011**

Sir,

In reference to your Tender Notice No. VD/TD/12002/Data Entry/2011/062. dated 09.04.2012; I/We am/are submitting herewith our best rates for the said work ( inclusive of all ) as mentioned below.

Particulars of Work	Rate per VD Schedule ( Inclusive of all ) ( Rs. )	Total for 28,402 VD Schedules ( Inclusive of all ) ( Rs. )	Remarks, if any
1	2	3	4
Digitization of Village Directory Schedule ( Page 3-15 ) of Census – 2011 including supply of draft printouts and soft copy in both excel and .mdb format			

Earnest money of Rs. 10,000/- (Rupees ten thousand) only by means of **Demand Draft** bearing No..... Dated.....drawn from Bank.....in favour of the “**Director, Directorate of Census Operations, West Bengal**” payable at “**Kolkata**” is enclosed herewith as desired.

We possess the Experience of Digitization to the following Organisation. ( Please give details of the organisation along with the copy of the Work Order):

- 1).....
- 2).....
- 3).....

The following Documents are enclosed:

- 1) Non Blacklisting Certificate ( Self Certified )
- 2) Copy of Income Tax Returns for the last 3 (three) years ( self attested)
- 3) Copy of Sales Tax, VAT clearance Certificate (self attested)
- 4) .....(Any other relevant documents)

I/we do hereby agree to abide by the terms and conditions stipulated in the above tender notice and the rates quoted above are final.

I/We hereby undertake that I/we am/are bound to obey the instructions/guidelines issued by the DCO, WB to this effect till the completion of the entrusted work satisfactorily.

In case of any loss sustained to Government in this regard on my/our part, I/we am/are liable to bear the entire cost.

Place:

Date:

(Signature of the Tenderer)  
 Name, Address and Phone No. with Office Seal