



OUR CENSUS
OUR FUTURE



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

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



ENSURE REGISTRATION OF
EVERY BIRTH AND DEATH

जनगणना भवन

JANGANANA BHAWAN

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IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

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No: VD/TD/12002/Data Entry/2011/3952

Date: 13.03.2012

Notice Inviting Tender

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.

SL. NO.	PARTICULARS OF WORK	VOLUME OF WORK
	Census of India 2011 VILLAGE DIRECTORY SCHEDULE	Data Entry of Page No. 3-15 of 28,402 Village Directories.

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

Points:

- 1) 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.
- 2) 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.
- 3) 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.
- 4) A Completion Certificate may be submitted after the entire process of digitization is over at the Vendor’s end.
- 5) 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 by **30.04.2012**.
- 6) 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 March 28, 2012 up to 3.00 pm**. A pre-bid meeting will be held on **March 20, 2012 at 4 p.m.** in the Meeting Room of this office. 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 kept in the office and be returned only after successful completion of work.

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 **March 28, 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.

Sd/-
(D. Ghosh)
Director

To,
1).....
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.....

- 2) Members of Tender Committee/ Dealing Hand.
- 3) Office Notice Board (Salt Lake/ Behala/ Badu)

Special Note (after discussion in pre bid meeting on 20.3.12)

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- 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 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.
- 3) Final softcopy will be supplied in both in .mdb and Excel format.
- 4) The rates submitted should be inclusive of all applicable taxes and other charges.

To:
The Director,
Directorate of Census Operations, West Bengal,
Janaganana 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. I VD/TD/12002/Data Entry/2011 dated 13.03.2012; I/We am/are submitting herewith our best rates for Digitization of 28,402 Village Directory Schedules inclusive of all (including draft printout, DVD/CD, and other associated Charges) as mentioned below.

Particulars of Work	Rate for digitization of Village Directory Schedules from Page Nos. 3-15	Remarks, if any
1	2	3
Digitization of Village Directory Schedules, Census 2011		

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 the name, address and phone number of Organisation):

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

The following Documents are enclosed:

- 1) Copy of Income Tax Returns for the last 3 (three) years (self attested)
- 2) Copy of Sales Tax, VAT clearance Certificate (self attested)
- 3)(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