

Inspector General of Registration

(Government of Gujarat)

Tender Document for

**Selection of Agencies for
“Establishment and Running of
Electronic Registration Center” for
287 SR offices across Gujarat State**

Tender no.: SW04022017123

(February, 2017)

**Bid Processing Fee: 5,000/-
Earnest Money Deposit: 5,00,000/- (Zone wise)**



**Gujarat Informatics Ltd
Block no. 1, 8th floor, Udyog Bhavan,
Sector-11, Gandhinagar-382017, Gujarat
Ph No. 23259237, 23259240
Fax: 23238925.
www.gil.gujarat.gov.in**

Last date of submission of queries: 10.02.2017 up to 1500 hrs.

Date of Pre-Bid Meeting: 17.02.2017 at 1500 hrs.

Last date of Submission of Bid: 27.02.2017 up to 1500 hrs.

Opening of Technical Bid: 27.02.2017 at 1600 hrs.

INDEX

Sr. No.	Description	Page No.
Section I	Invitation for Bids & Tender Schedule	3
Section II	Instructions to Bidders	5
	♦ Scope of Work	5
	♦ Qualification Criteria	7
	♦ Preparation of Bids	8
	♦ Submission of Bids	12
	♦ Evaluation of Bids	12
	♦ Award of work	14
Section III	General Conditions of Contract	17
Section IV	Special Conditions of Contract	33
Section V	Commercial Bid Format	44
	Annexure	
1	Bid Security/Earnest Money Deposit	47
2a	Technical Specification for Computer Hardware	48
2b	Specification for Furniture	51
3	Bidders Authorization Certificate	54
4.	Hardware Deployment Plan	54
5.	Crisis Management Plan	54
6	Schedule for Stationing of Manpower at various Offices	54
7	Evaluation Formula	55
8	To be submitted Physically	56

**COMPETITIVE BIDDING FOR ESTABLISHMENT & RUNNING OF ELECTRONIC
REGISTRATION CENTRE
SECTION I : INVITATION FOR BIDS**

On behalf of IGR, GIL invites sealed bids from interested bidders for the "Establishment and Running of Electronic Registration Center".

1. The Bidders may download the Tender documents from GIL website www.gujratinformatics.com **as well as from** <https://gil.nprocure.com>.

Bid Processing Fee	Rs. 5,000 /-
Last date of submission of pre-bid queries which will be discussed in pre-bid meeting and clarifications will be issued. Email id: vipulp@gujarat.gov.in	10.02.2017 up to 1500 hrs
Date & Place of Pre-bid meeting	17.02.2017 at 1500 hrs Gujarat Informatics Ltd, Block no. 1, 8 th floor, Udyog Bhavan, Sector-11, Gandhinagar.
Last date, time for Online Submission of bids online	27.02.2017 up to 1500 hrs.
Date and time for Opening of Technical Bids	27.02.2017 at 1600 hrs.
Address for communication	Gujarat Informatics Ltd, Block no. 1, 8 th floor, Udyog Bhavan, Sector-11, Gandhinagar.
Earnest Money Deposit	Rs. 5,00,000/- per zone (No relaxation to anyone including SSI units)
Last date & Time for submission of EMD & Bid Processing Fees & Annexure 8 at GIL in physical	27.02.2017 up to 1500 hrs.
Validity of Tender	180 days.
Contact Person	Director (e-Governance) Gujarat Informatics Ltd.

The bidder can bid for one zone or more than one zone. However, the contract will be awarded for only one zone to the L1 bidder as per the formula given in the Annexure -7.

The lists of zones and the priority for opening of the financial bid are as mentioned below.

Sr. No	Name of Zone	Priority for opening of financial bids	Willingness (Please indicate 'Yes' or 'No' clearly)
1	Zone-1: Rajkot	1	

2	Zone-2: Bhavnagar	2	
3	Zone-3: Ahmedabad	3	
4	Zone-4: North Gujarat	4	
5	Zone-5: Central Gujarat (Vadodara)	5	
6	Zone-6: South Gujarat (Surat)	6	

2. Bids will be opened in the presence of Tender Committee members whoever are present as well as Bidders' or their representatives who choose to attend on the specified date and time. The Tender committee has been empowered to take the final decision regarding the Tender.
3. In the event of the date specified for receipt and opening of bid being declared as a holiday for INSPECTOR GENERAL OF REGISTRATION & SUPERINTENDENT OF STAMPS, GANDHINAGAR office, the due date for submission of bids and opening of bids will be the following working day at the appointed time.

=====

SECTION II: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1 Scope of Work: For computerization of entire process of document registration including auto mutation of entries, it shall be the responsibility of the agency to: -

- A. Provide all the requisite Hardware and Peripherals as mentioned in this document required to meet the desired service standards. In addition to provide required IT Infrastructure for registration process, the bidder is also required to give the desktop computer system to each Sub registrar.
- B. Deploy require Hardware to various locations; ensure Installation & commissioning of the setup.
- C. The SP shall be responsible to take back up of scanned documents on daily basis in the external hard drive at each SRO. However, the data entry done by operator, thumb impression and photo will be uploaded on the central server automatically.
- D. Maintain the hardware regularly upto predetermined standards.
- E. The hardware infrastructure should be upgraded every year throughout the entire contract period.
- F. Providing antivirus kits.
- G. Keep the set up at all locations functional and operational.
- H. Install all requisite software at various locations and provide software up gradation whenever necessary. **The Department will provide the Application Software module for Registration.**
- I. Provide Furniture as per standard design and layout.
- J. Provide Consumables as per requirement regularly.
- K. Provide telephone lines wherever required for own usages, if required.
- L. Provide all the requisite licensed software (Operating system, RDBMS, etc.) to operate the systems. All software Licenses should be Genuine, Perpetual for three years or entire period of Contract. Licenses of the software should be in the name of SP but license documents should be in the custody of IGR office till the contract is expired.
- M. Provide Electric cabling & make power arrangement
- N. Preparation of site/computer room as per necessary requirement.
- O. Provide operators as per SRO requirements. The SP should use the rotation process for providing the operators. The operator should not be in the same SR office for more than one year.
- P. Provide one operator per District Registrar Office.
- Q. Provide adequate technical support team.
- R. Provide UPS in case of power failure and check it regularly.
- S. Creating images of the Original Registered Document.
- T. Other related activities such as add Hardware to capturing fingerprints with fingerprints scanner, photographs of parties with digital (computer-attached), cameras etc.

- U. Pagination and sealing of document and preparing the print of scanned document for certification is the responsibility of the operator provided by SP.
- V. Videography of the process to be done and also the same will be store in CD/DVD for future requirements.
- W. Valuation & Issuing Various Copies as per demand.
- X. Printing of various documents, Reports & Registers as per demand.
- Y. Retrieving fingerprints and photographs to be printed in the endorsement page.
- Z. In case govt. decide to add new SR office(s) in any zone, SP shall be responsible to work at the same rate finalized for the particular zone.
- AA. In addition to (a) to (y) above the agency will work for data entry and print out of various Patraks, Reports, Registers, Recepits, Chalans shown as under. (For Public issues and Office usages)

➤ **Patrak/Statement:**

- Search
- Index 1,2,3,4 (including previous years data)
- Extra Copy of Documents
- Valuation sheet and etc.
- Encumbrance certificate

➤ **Registers/Statements:**

- All type of Receipt
- Register of section 32(A) of stamp Act.
- Register of deficit stamp duty under rule-3(2) of stamp Act.
- Register of Index 1,2,3,4
- Register for Income tax PAN
- General Cash Book
- Daily Cash Book
- Cash Book for deficit stamp duty under rule-3(2) of stamp Act.
- Day Book
- Register for Registration fees of Woman Exemption
- Statement of 'CTS-Patrak'
- Statement of 'A-Patrak '
- Patrak of '21-Column '
- Statement of Income and expenditure
- Statement of Patrak 1, Patrak 2
- Photo Patrak
- All types of Chalan
- Annual Information Reports
- All type of Monthly Information Statements
- Any report and statement demanded by SR/SRO

The agencies will have to quote the charge in the **bid price** as per the format given in the financial bid keeping in view the above scope of work.

Operation standards and Maintenance of Hardware will define the job description which the agency will have to perform, will be laid down from time to time by the IGR & GIL in consultation with NIC. The Department reserves the right to revise/modify ready reckoner for valuation. Such modifications will be installed in software.

Backup: The service provider shall be responsible to take back up of scanned document in external hard drive on daily basis.

Future enhancement: In case any changes/additions in the registration process or online payment and/or online registration facility introduced during the contract period, the same should be required to implement by the selected bidder.

2 Qualification Criteria:

- 2.1 The Service provider should have **at least 5 years of experience** in terms of document management imaging & transmission for a sufficiently large number of documents/record (DMS). Attach Certificate of Incorporation and old work order with client certificate.
- 2.2 Total turnover of the firm should be at least **Rs. 5 Crores during each of last three financial years**. The bidder must attach Statutory Auditor's Certificate Certifying the turnover of **Rs. 5 Crores in each of last three years or cumulative of Rs. 15 Crores in last three years as on 31st March, 2016** from document management services including scanning, data entry by providing IT infrastructure & manpower. Only providing manpower services will not be considered. Bidder should have to upload the copies of the audited Balance sheet and profit and loss accounts.
- 2.3 The bidder should have ISO 9001:2008 certification for "Data Entry/Scanning/Digitization and related services".
- 2.4 The bidder should have executed at least **3 Data Entry/ Scanning projects** during last five years as on 31st March, 2016 with order value of **Rs 12.5 lacs in each**. Copy of the work order of the same must be attached.
- 2.5 The Service provider must have experience in document handling of around **12,50,000 pages per annum in each of last two years**. The necessary documents must be uploaded (work order, Work completion certificate etc.).
- 2.6 The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the state of Gujarat. Self-Certificate mentioning that the Bidder/ Consortium Partner is not currently blacklisted by Government of Gujarat or any of the PSU in the state of Gujarat is due to engagement in any corrupt & fraudulent practices.

- 2.7 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority.
- 2.8 Consortium should not be allowed. Self-declaration shall be attached.

1 Cost of Bidding

- 1.1 The Bidder shall bear all the costs associated with the preparation and submission of its bid, and "the Tendering Authority" in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

2 Bidding Document

- 2.1 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

3 Clarification of Bidding Documents

- 3.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Tendering Authority in writing at the Tendering Authorities address indicated in the Invitation for Bids before the last date of submission of pre-bid queries. The Tendering Authority will discuss the clarification and issue the corrigendum on the website. Late queries shall not be responded.

4 Amendment of Bidding Documents

- 4.1 At any time prior to the deadline for submission of bids, this office may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete certain conditions in the bidding document.
- 4.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- 4.3 In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids. The Tendering authority, at its discretion, may extend the deadline for the submission of bids.

B. PREPARATION OF BIDS

5 Language of Bid

- 5.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and The Tendering Authority shall only be in English language.

6 Bid Form

- 6.1 The Bidder shall complete the Bid Form and the appropriate Commercial Bid furnished in the documents indicating the goods to be supplied & services to be provided, a brief description of the services & goods, quantity and prices.

7 Bid Prices

- 7.1 The Quote will be on the basis of per page charge which includes everything prescribed the scope of work.
- 7.2 If required the Tendering Authority may at a later stage (i.e. after the finalization of contract or at the time of agreement) ask for a component wise break up of the price.

8 Bid Currency

- 8.1 Prices shall be quoted in Indian Rupees only.

9 Documents Establishing Bidder's Eligibility and Qualification

- 9.1 The documentary evidence of the Bidder's qualifications to perform the Contract, if the bid is accepted to The Tendering Authority's satisfaction that all bids submitted shall include the information mentioned in clause 18.

10 Documents Establishing Good's Eligibility and Conformity to Bidding Documents.

- 10.1 The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract.
- 10.2 The documentary evidence of conformity of goods and services to the bidding documents may be in the form of literature, drawing and data, and shall consist of a detailed description of the essential technical and performance characteristics of the goods;
- 10.3 The Bidder shall note that standards for workmanship, material and equipment, and references to International brand names or catalogue numbers designated by the Tendering Authority in its Technical Specifications are intended to be descriptive only and not restrictive.

11 Earnest Money Deposit

The bidder will have to submit **Non-refundable Bid Processing Fees of Rs. 5,000/- & Earnest Money Deposit (E.M.D.) of Rs. 5,00,000/- (Rupees Ten Lacs Only) (Per Zone) (Refundable)** on or before date & hours of submission of bid in a sealed cover at GIL office with the heading **"Bid processing Fees & EMD**

for RFP for Establishment and Running of Electronic Registration Center for IGR, Government of Gujarat.

- Bid processing fees must be in the form of Demand Draft in the name of "Gujarat Informatics Ltd." payable at Gandhinagar along with the covering letter.
- Bid Security / EMD as mentioned above, shall be submitted in the form of Demand Draft **OR** in the form of an unconditional Bank Guarantee **(which should be valid for 9 months from the last date of bid submission)** of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 27.04.2016 issued by Finance Department or further instruction issued by Finance department time to time; **in the name of "Gujarat Informatics Ltd." payable at Gandhinagar** (as per prescribed format given at Annexure A) and must be submitted along with the covering letter.

Please affix the stamp of your company on the overleaf of demand draft.

Note: Failing to submit physical covers of EMD and bid processing fees at GIL on or before given time may lead to the rejection of the bid.

- In case of non-receipt of Bid processing fees & EMD as mentioned above, the bid will be rejected by GIL as non-responsive.
- EMD of all unsuccessful bidders would be refunded by GIL within 30 Days on selection of successful bidder. The EMD submitted of successful bidder would be returned upon submission of Performance Bank Guarantee and signing of contract.
- The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, and furnishing the **Performance Bank Guarantee** and offer of inspection of the ordered material.
- The EMD may be forfeited at the discretion of DOL/GIL, on account of one or more of the following reasons:
 - a) If a Bidder withdraws their Bid during the period of Bid validity.
 - b) If Bidder does not respond to requests for clarification of their Bid
 - c) If Bidder fails to co-operate in the Bid evaluation process, and
 - d) In case of a successful Bidder, the said Bidder fails:
 - i. To sign the Agreement / Contract in time
 - ii. To furnish Performance Bank Guarantee
 - iii. If the bidder is found to be involved in fraudulent practices.

12 Period of Validity of Bids

- 12.1 Bids shall be valid for 180 days after the date of bid opening. The Tendering Authority shall reject a Bid valid for a shorter period as non-responsive.
- 12.2 In exceptional circumstances, the Tendering Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

13 Performance Security Deposit

- The successful bidder shall furnish performance guarantee in the form of bank guarantee for the amount equal of 10% of the value of the Order towards faithful performance of the contract obligation, and performance of the equipment for period of 3 years. In case of poor and unsatisfactory services, IGR shall invoke the PBG.
- The Performance Bank Guarantee has to be submitted within 15 days from the date of issue of Purchase order from any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad / Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 24.07.2016 issued by Finance Department or further instruction issued by Finance department time to time. (The draft of Performance Bank Guarantee is attached herewith).
- The Performance Guarantee shall be discharged by IGR and returned to the Bidder within 30 days from the date of expiry of the Performance Bank Guarantee.

16 Clarification to tender documents

A prospective Bidder requiring any clarification of the bidding documents may notify the Tendering Authority in writing at the Tendering Authorities address indicated in the Invitation for Bids before the last date of submission of pre-bid queries. The Tendering Authority will discuss the clarification and issue the corrigendum on the website. Late queries shall not be responded.

17 Receipt of Tenders and Tender Opening

- 17.1 The tender must be submitted online through <https://gil.nprocure.com>. In any case, no physical bid will be accepted.
- 17.2 The IGR & Gujarat Informatics Limited may extend the last date and time for receiving tenders after giving adequate notice to all the short-listed tenderers in cases where -

17.3.1 The publication of the tender notice has been delayed.

17.3.2 The communication of changes in the tender documents to the prospective tenderers under Para 16 took time;

17.3.3 Any other reasonable grounds exist, for such extension which shall be recorded in writing by the IGR & Gujarat Informatics Limited

18. Contents of Envelopes

- 1) Envelope for the EMD and Bid Processing Fee.
- 2) Envelope shall be marked as Envelope for “**EMD & Bid Processing Fee**” for the tender for “**Establishment and Running of Electronic Registration Center**”.

C. SUBMISSION OF BIDS

19. Sealing and Marking of Bids

19.1 All bids must be submitted online through <https://gil.nprocure.com> as per the formats mentioned in the same using digital signature.

19.2 Telex, cable, e-mailed or facsimile bids will be rejected.

20. Deadline for Submission of Bids

- 1) Bids must be submitted online through <https://gil.nprocure.com>. The system itself not accepting the bid later than the time and date specified in the Invitation for Bids (Section I).
- 2) GIL may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of GIL and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

21 Late Bids

- 1) The system itself not accepting the bid later than the time and date specified in the Invitation for Bids (Section I).

22 Withdrawal of Bids

- 1) The Bidder may modify or withdraw his bid before the last date of submission of bids through the e-Tendering website <https://gil.nprocure.com>.
- 2) No bid may be modified after the deadline for submission of the bids.
- 3) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid EMD.

D. BID OPENING AND EVALUATION OF BIDS

23 Opening of Bids by IGR/GIL

- 1) Inspector General of Registration /GIL will open all bids (only Technical Bids at the first instance) through the e-Tendering website of <https://gil.nprocure.com>, in the presence of Bidder or his representative who choose to attend, and at the following address:
Gujarat Informatics Limited
Block No.1, 8th Floor,
Udyog Bhavan, Gandhinagar.
- 2) The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the tendering Authority, the Bid shall be opened at the appointed time and location on the next working day.
- 3) The Bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details as Inspector General of Registration, at his discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders.
- 4) Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
- 5) Financial Bids of only those bidders who qualify on the basis of evaluation of technical bid & Demonstration will be opened in the presence of the qualified bidders or their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.
- 6) **L1 will be decided on as per the formula given in the Annexure-7.**

24 Clarification of Bids

- 24.1 During evaluation of bids, IGR/GIL may, at its discretion, ask the Bidder for a clarification of its bid. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

25. Contacting IGR/GIL

- 25.1 No Bidder shall contact IGR/GIL on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If he wishes to bring additional information to the notice of IGR/GIL, he should do so in writing. IGR/GIL reserves the right as to whether such additional information should be considered or otherwise

25.2 Any effort by a Bidder to influence IGR/GIL in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security amount.

E. AWARD OF WORK

26 Award Criteria

26.1 The Tender Committee present will award the contract to the successful Bidder whose bid has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

27 Area of operation

Area of operation will be the zone/District/Taluka as a unit of operationalization.

28 IGR's Right to Vary Quantities at Times of Awards

28.1. IGR reserves the right to increase or decrease by 15% of quantity of services originally specified in the schedule of Requirements (rounded off to the next whole number) without change in other terms and conditions, at the time of awarding the Contract.

29 IGR's Right to Accept / Reject Any or All Bids

29.1 IGR reserves the right to accept or reject any bid, or to annul the bidding process and reject all bids at any time prior to the award of Contracts, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the IGR's action.

30 Notification of Awards

30.1 Prior to the expiry of the period of the bid validity, IGR/GIL will notify the successful bidder in writing. The bidder will confirm the same in writing through registered letter.

30.2 The notification of award will constitute the formation of the Contract.

30.3 Upon the successful Bidder's furnishing of performance security pursuant to clause 33, IGR/GIL will promptly notify each unsuccessful bidder.

31 Signing of Contract

31.1 At the same time as IGR/GIL notifies the successful Bidder that its bid has been accepted, IGR/GIL will send the bidder the Contract Form provided by this office.

31.2 Within 15 days of receipt of the Contract Form, the successful bidder shall sign the contract and return it to IGR.

32 Extension of Contract

- 32.1. The contract period is initially for a period of 3 years, which is extendable for another 2 years based on the performance of the successful bidder. The performance of the bidder will be reviewed by GIL/IGR periodically.
- 32.2 After the term of this contract IGR may consider, granting an extension to the same agency or may terminate the contract & call for fresh Tenders.
- 32.3 In case of termination of contract the agency will be responsible for transferring all the data from their machines to the new set of machines of IGR.

34 Corrupt or Fraudulent Practices.

- 34.1 IGR requires that the bidders/suppliers/ contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, IGR defines for the purposes of this provision, the terms set forth as follows:
 - a) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and
 - b) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of IGR, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive IGR of the benefits of the free and open competition;
- 34.2 Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 34.3 Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- 34.4 The past performance of the bidder will be considered & crosschecked if necessary. If the facts are proven to be dubious the bidders tender will be ineligible for further processing.

35 Interpretation of the clauses in the Tender Document / Contract Document

- 35.1 In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, IGR's interpretation of the clauses shall be final and binding on all parties.
- 35.2 The decision taken by the Tender Committee in the process of Tender evaluation will be full and final.

As per the provision in Electronics & IT/ITeS Start-up Policy Resolution No. ITS/10/2015/5284/IT dated 6th June, 2016 issued by Department of Science & Technology; in e-Governance project undertaken by Government Departments or its Boards, Corporations or parastatal bodies getting grants from the Government, the chosen solution provider or system integrator will pass on job work or will outsource part of the work of a value ranging between 5% to 10% of the contract value to the eligible start-ups and to students of shortlisted Technical Colleges in Gujarat. In such arrangements, the responsibility of meeting SLAs (Service Level Agreements) will continue to belong to the solution provider or the system integrator.

SECTION III: GENERAL CONDITIONS OF CONTRACT

1 Abbreviations

- a) SRO means Sub Registrar Office
- b) IGRO means Inspector General of Registration Office
- c) IR means Inspector of Registration
- d) GIL means Gujarat Informatics Ltd

2 Definitions

2.1 In this Contract, the following terms shall be interpreted as indicated:

- a) "The Contract" means the agreement entered into between IGR and the Supplier, as recorded in the Contract Form Signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- b) "Bidder" means any agency that is participating in the tender process.
- c) "Supplier" means any agency who is a successful bidder and to whom the contract has been awarded.
- d) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- e) "The Goods" means all the equipment, machinery and /or other materials which the Supplier is required to supply to IGR under the Contract;
- f) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Supplier covered under the Contract;
- g) "The Project Site", wherever applicable, means the place or places named in Section V.
- h) "Day" means a working day.
- i) "Unit" means one single office where the entire set up has to be provided.
- j) "Office Completeness" means The office should be complete in all respects i.e.
 - ♦ Hardware is supplied, installed and commissioned
 - ♦ Requisite Software is installed
 - ♦ Requisite Application Software is installed.
 - ♦ Connectivity setup is established.
 - ♦ Requisite Manpower is deployed
 - ♦ The entire setup as defined in scope of work has become functional & the transactions can be done on computers.
- k) "Maintenance" means
 - Taking care of the machine
 - Changing the Spares when they become faulty

- Locate, remove, and repair technical faults.
- Identify Software related problems such as run time error viruses etc. & reload the machines with Software
- Maintaining up time of at least 95%
- Housekeeping of all Hardware
- Ensuring continuous power supply to all machines during working hours.
- Any other task to be performed to keep the system functional.

I) Performance Standards

This factor incorporates the maintenance standards, the upgradation standards and service level standards as defined in subsequent paras.

(i) Service Level Standards: -

The agency has to meet the service level norms failing which the contract is liable to get cancelled.

- After Registration and confirmation from Sub Registrar, 45 minutes turnaround time for scanning, i.e. the document shall be returned to the person within 45 minutes after registration. (45 minutes is applicable to 20 pages document).
- Install high quality hardware and peripherals at all sites to ensure minimum downtime.
- Provide quality consumables like branded CDs, Paper, Toners, Tapes, etc.
- Absolutely avoid usage of low quality consumables, refilled toners, etc.

Process Flow: -

- The person(s) requiring registration document comes to the Registration Department with a drafted document
- The document is handed over in 1 and a token is issued to the person(s). The persons go & sit in the visitor's area waiting for his/ her/ their turn to come.
- The document is placed serially on S.R.'s table, who performs the scrutiny as per rules and for market value after determining the type of article and conveys the deficit stamp duty amount to the person. If the person agrees to pay the stamp duty & registration fee, then SRO will issue Receipt/Challans for Deficit Stamp Duty and Registration Fees to the person. If the person does not agree to pay the deficit stamp duty. The document will be kept pending after receiving registration fee.
- The person deposits the fees with Sub Registrar. Next step comprise of the Admission process, taking

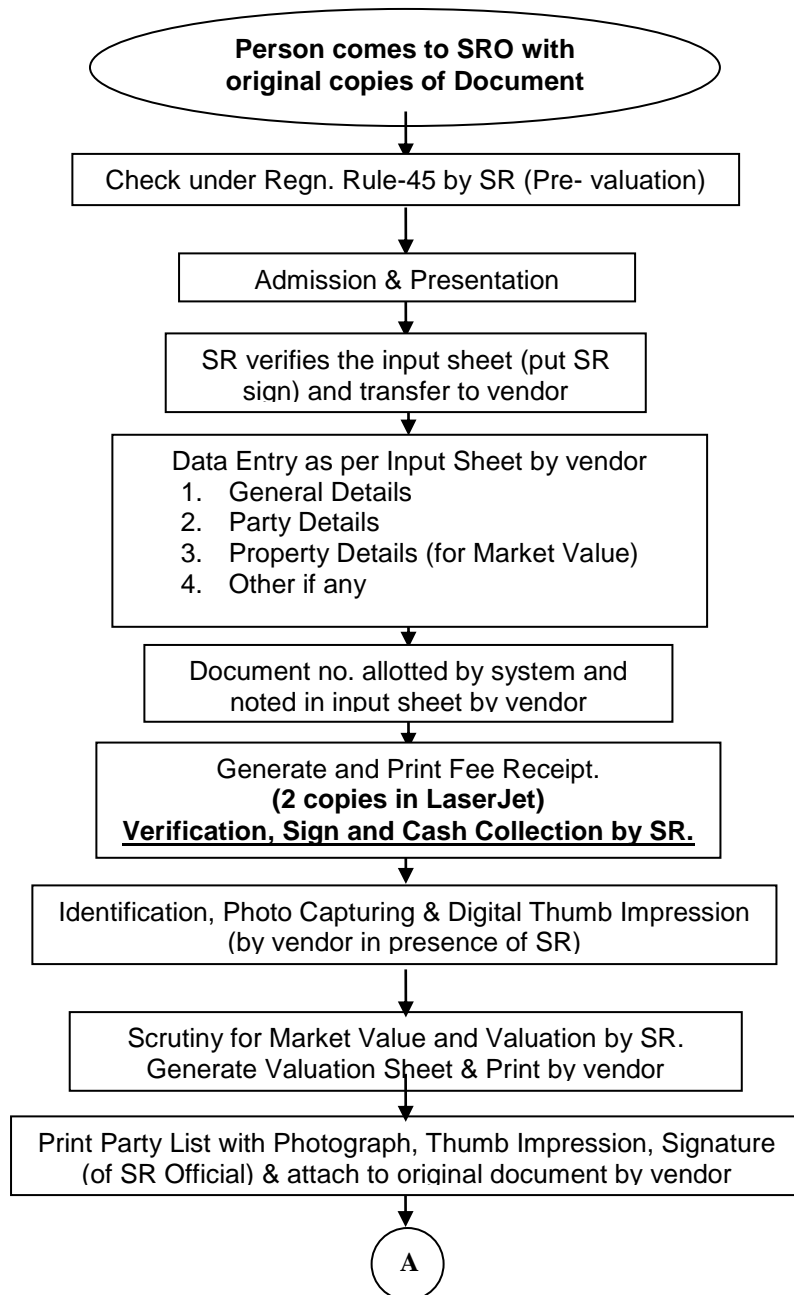
of thumb impression and photographs on the digital equipments. Then the data entry of the document takes place by the manpower agency.

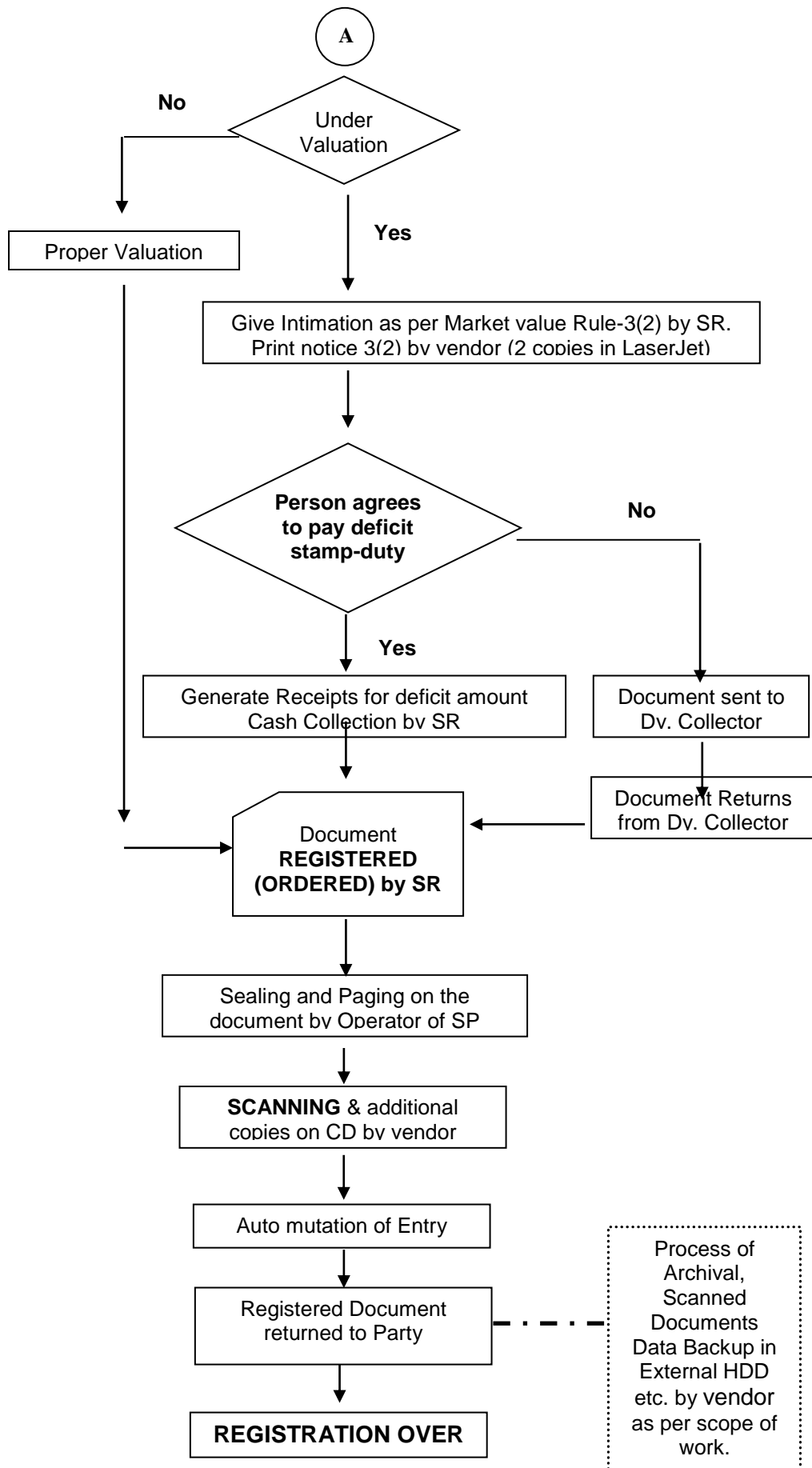
- (e) The operator of the SP attaches the endorsement pages to the original document & sends the entire document for scanning after verification & signing by SR.
- (f) The document is scanned & returned to the person(s) after taking the signature of the person(s).
- (g) After scanning & before returning the document to the party, the operator of SP has to complete the process of Auto Mutation of entry with confirmation of SR.

Schedule of steps & time required

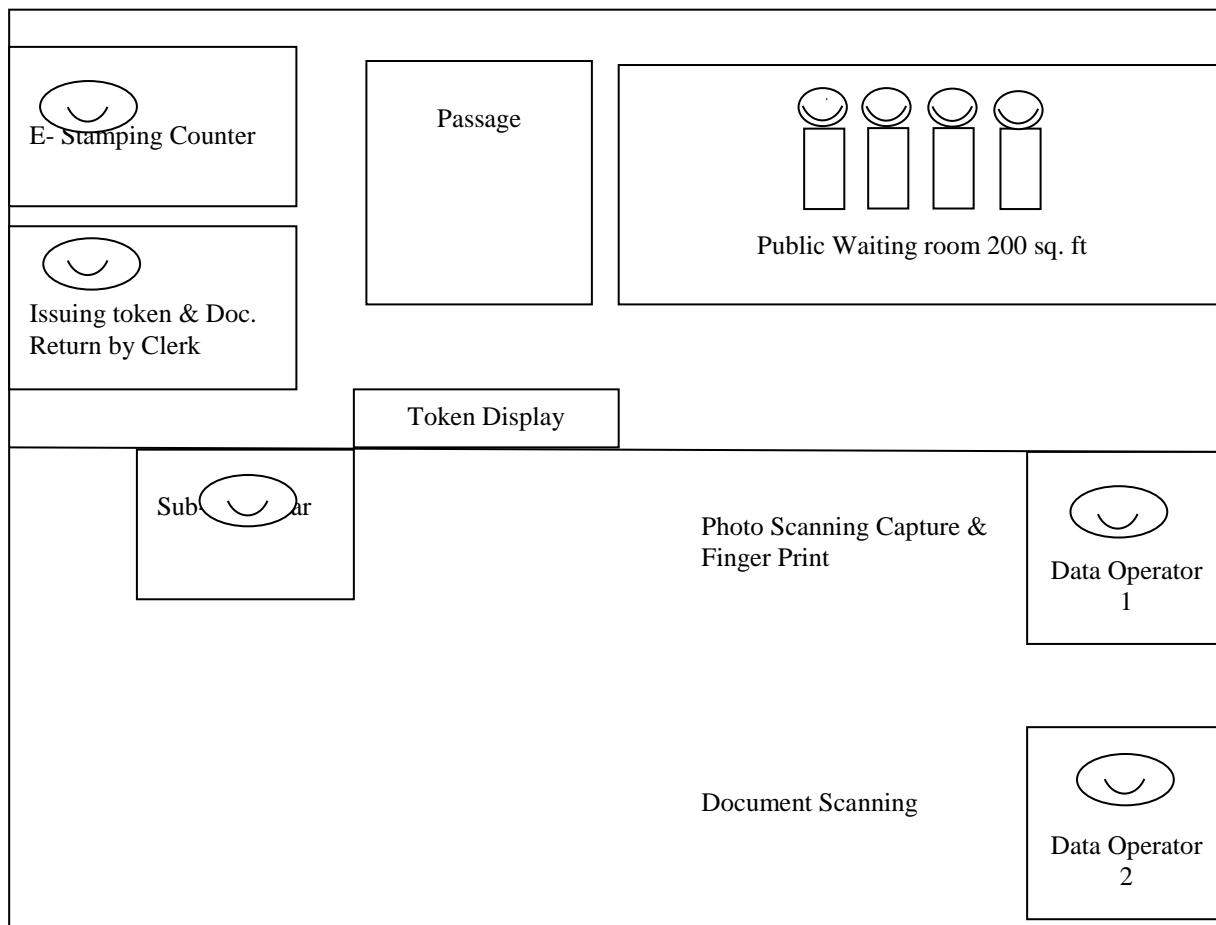
Sr. No.	Steps	Time Required (Minutes)
1.	Submission and Presentation (Including Input Sheet)	3
2.	General details entry & receipts generation	3
3.	Party details entry (up to 6 Parties)	7
4.	Property details entry & generation of Valuation Sheet	7
5.	Photo & thumb capturing	5
6.	Print endorsement and get signature	5
7.	Ordering the document	2
8.	Sealing, Paging and Scanning (20 pages) (without Stapling)	13
	Total	45

REGISTRATION PROCESS FLOWCHART





Layout of Sub-Registrar Office & Sitting arrangement as per e-Jamin lay out.



***PC shall be placed in such a manner that the monitor is visible to the client as well as the SR.**

****In case of heavy offices another clerk for Search, Issue of Index-II & allied activities will be available. System and operator for this work should be arranged by bidder.**

(a) Maintenance Standards means:-

- Maintaining uptime of at least 95%
- Taking care of the machines.
- Changing the spares when they become faulty.
- Locate, remove, repair technical faults
- Identify software related problems such as run time error, viruses etc, and reload the machines with software.
- Housekeeping of all Hardware
- Ensuring clean power supply
- Any other task to keep the system functional
- Take care of System Administration.

- Software maintenance & installation of upgraded versions wherever provided.
- Document Handling means every document which comes to the Sub-Registrar, all the steps in terms of registration scrutiny etc are carried out on the machine provided by service provider and the document is archived in image format
- Service provider means the bidder should come up with a Comprehensive solution as defined in the Scope of Work. The work at a particular office will not be allotted in piecemeal. Bidders providing for part services / activities will not be considered.
- The Service provider must provide sufficient no. of machines and operators to ensure completion of daily work load on the same day in the specified allotted time, and may work beyond office hours if required for the same.

3 Application

- 3.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

4 Use of Contract Documents and Information

- 4.1 The Supplier shall not, without the IGR's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of IGR in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2 Any document, other than the Contract itself, shall remain the property of IGR and shall be returned (in all copies) to IGR on completion of the Supplier's performance under the Contract if so required by IGR.
- 4.3 The supplier shall permit IGR to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited.

5 Patent Rights

- 5.1 The Supplier shall indemnify IGR against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

6 Inspections and Tests

- 6.1 Before award of work to successful bidder, IGR/GIL or his representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to IGR.
- 6.2 The inspections and tests may be conducted on the premises of the Supplier, at the point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no extra charge to IGR.
- 6.3 Should any inspected or tested Goods fail to conform to the specifications, IGR may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of costs to IGR.
- 6.4 GIL/IGR's/Third party auditor appointed by IGR right to inspect test and, where necessary, reject the Goods after the Goods arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by The Tendering Authority or its representative prior to the Goods shipment.
- 6.5 GIL/IGR/Third party auditor appointed by IGR reserve the right of inspection and testing of the goods/ services prior to delivery and after delivery at the site.
- 6.6 IGR reserves the right to carry out inspections after the technical scrutiny & before opening of the commercial bid, if necessary. The physical verification will be at the bidder's site or at the site of the Authorized manufacturers. Such visit will be at the cost of the bidder.
- 6.7 If site visit shows inconformity with documents submitted by the bidder then he will be deemed to be ineligible for participating in the bid.

7 Delivery and Documents

- 7.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by IGR in the Notification of Award.

8 Transportation

- 8.1 Where the Supplier is required under the Contract to transport the goods to a specified place of destination within India or Gujarat defined as Project site, transport to such place of destination in India or Gujarat including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

9 Incidental Services

- 9.1 The supplier is required to provide the following services, including additional services, if any.
- 9.1.1 performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
 - 9.1.2 furnishing of tools required for assembly and/or maintenance of the supplied Goods;
 - 9.1.3 furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
 - 9.1.4 Performance or supervision or maintenance and/or repair of the supplied Goods, for the period of time mentioned in the Tender notification.

10 Payment

10.1 The payments will be done to the agency on monthly basis.

- 10.2 Payment will be worked out as per financial bid format.
- 10.3 In the process of document registration the works for various pages such as receipt, valuation sheet, intimation and endorsement (attached with scanning document) are mandatory. Cost of the printing of pages like valuation report, patrak etc. as on actual will be considered for payment.
- 10.4 Any penalties imposed on the agency for non-performance will be deducted from the payments.
- 10.5 All work contract tax, service tax and income tax will be deducted at source as per the prevalent rules & regulations at the time of making payments to the Bidder during the billing cycles.
- 10.6 Payment will be made within a month's time from the date of receipt of bill, provided there is no dispute.
- 10.7 The charges will be collected by Sub-Registrar.

- 10.8 The monthly invoices along with the details of the documents handled in detail will be submitted by the agencies to the Office of the IR/Inspector General of Registration, Gandhinagar through concerned SR/IR, who will in turn release the 75% of the payment. If there is no technical problem & after verification of the invoices then remaining 25% payment will be released in next month.
- 10.9 It is binding on the agency to whom the work will be allotted to complete the Registration process within 45 minutes. In case of delay, the agency will be penalized proportionately. The amount of penalty will be adjusted against the amount payable to the agency per month & the net payment will be made to the agency. The penalty will be applied in proportion to the number of pages that would have been completed in the overshoot time. The calculation of the delay will be as mentioned in the penalty clause no. 13. The track of delay shall be kept by application software.
(The 45 minute limit specified is for a document of up to 20 pages and up to 6 parties involved. For documents having more than 20 pages or more number of parties, the registration time will be counted proportionately.)

11 Change Orders

- 11.1 IGR may at any time, by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following :
- a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for IGR;
 - b) the place of delivery; and/or
 - c) the Services to be provided by the Supplier including future, amendments like e-registration, e-payment etc.)
 - d) The Quantity of goods to be supplied & or the locations of supply.
- 11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustments shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of IGR's change order.

12 Delays in the Supplier's Performance

- 12.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by IGR.
- 12.2 If at any time during performance of the Contract, the Supplier or his sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify IGR in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, IGR shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without a penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 12.3 The bidders shall read & understand the requirements thoroughly & shall adhere to the schedule strictly. The supply, installation & commissioning of Hardware & software at all locations shall be completed within 30 days from the date of signing the Contract Agreement.

13 Penalty Clause

13.1 If the supplier is not executing the contract to the satisfaction of IGR then he may invoke any or all of the following clauses.

- (a) Forfeit the performance Guarantee Amount
- or**
- (b) Impose a penalty of 5% of the delivered price of the Goods or unperformed services.
- or**
- (b) IGR office will terminate the contract without giving any notice.

The penalty for downtime (acceptable limit is 5%) and delay (not completing the work within the limit of 45 minutes) will be calculated as mentioned below: THE VENDOR WILL BE GIVEN THE RELIEF PERIOD OF SIX MONTHS DURING WHICH TIME THE PENALTY FOR DELAY WILL NOT BE IMPOSED BUT PENALTY FOR DOWNTIME WILL BE APPLICABLE.

Calculation for downtime:

Working Hours: 1030 hrs to 1810 hrs = **460 minutes**

Only 5 % downtime i.e. 23 minutes (5% of 460 minutes) daily is allowed as acceptable downtime as per the tender conditions for maintenance and service.

In case the system of the service provider remains un-operational during the whole day, **460 Minutes** straight will be considered as downtime. In case of partial closure of the system, the duration for which it remains un-operational will be considered as downtime.

At the end of the month, all such un-operational time duration will be summed up to arrive at the total downtime. If the total downtime exceeds 5% of total working hours, the surplus downtime will be taken as penalty as per the laid conditions and will be applicable to the service provider. The downtime monthly can be calculated as follows:

Calculation for delay time in the Registration process:

It has been considered that an average document may contain up to 20 pages and a time of 45 minutes (or 2700 seconds) has been allotted to the service provider to complete the various other processes like scanning, data entry, printing, taking photograph, fingerprinting etc.

- It is also considered that any delay in the processing cannot be linked with the system downtime as processing is only possible when the system is up and running and only during the office hours.
- In case of any registered document pending for the scanning & printing or any activity related to registration process till second day morning 10:30, the system will automatically start the counting delay time.

This implies that the normal time taken for a single page to process is 90 seconds. No penalty or relaxation will be provided if the service provider completes the work in less than 45 minutes. If the time taken by the service provider exceeds 45 minutes for a document of maximum 20 pages, the excess time taken to complete the process will be penalized as follows:

Suppose for a document containing 20 pages, it takes 3105 seconds, since it takes 405 seconds more which is equivalent to the time to process 3 individual pages, the service provider will be penalized for an amount equivalent to 3 * price quoted per page.

If the document contains more than 20 pages, equivalent amount of time will be allowed to perform the processing (i.e. no of pages * 135 seconds) and should be similarly penalized as stated above.

Thus, at the end of the month the delay per documents should be summed up in seconds to arrive at the total delay for the month. The penalty should be calculated as per the formula:

$$\text{Penalty (in Rs)} = \frac{\text{Total Delay in seconds}}{135} * \text{Price quoted per page in Rs.}$$

Downtime calculation:

E.g. Total working days:= 24 days (24 * 460 = 11040 minutes)

Acceptable downtime = 5 % (i.e. 11040*0.05= 552 minutes)

Suppose the total downtime after one month (24 working days) is 1200 minutes and bill submitted for month is Rs. 60000/-.

As the acceptable downtime is 5% (552 minutes), the total of 648 minutes (1200 minutes-552 minutes) is liable for imposing penalty.

Hence, the total downtime in % liable for imposing penalty will be:

$$= \frac{(648) * 100}{11040}$$

$$= 5.87\%$$

Calculation of Downtime

1) Total downtime	:	1200	Minutes
2) Total Working Days in month	:	24	Days
3) Working time in one day	:	460	Minutes
4) Total working time in one month (Sr. no. 2 * Sr. no. 3)	:	11040	Minutes
5) Acceptable Downtime (Sr. No. 4 * 5/100)	:	552	Minutes
6) Applicable Downtime for Penalty (Sr. no. 1 – Sr. no. 5)	:	648	Minutes
7) Applicable Downtime for Penalty in % (Sr. no 6 * 100/Sr. no. 4)	:	5.87	%
8) Total billing amount of Month (Rs.)	:	60000.00	Rupees
9) Penalty applicable for Applicable Downtime (Sr. No. 7 * Sr. No. 8/100)	:	3522.00	Rupees

Delay Calculation:

Suppose, the total delay is 18000 seconds, no of pages which can be served during this duration will be: = 18000/135 second required per page i.e. 133 pages.

Hence, the total amount to be penalized will be= **Rs 133** (Rs 1 * 133). We will consider the rate of average rate of scanning & printing of page for calculating the delay)

Calculation of Delay Time

10) Total Delay time (in Seconds)	:	18000	Seconds
------------------------------------	---	-------	---------

11)	Time required per page	:	135	Seconds
12)	No. of pages (Sr. No. 10 / Sr. No 11)	:	133	Pages
13)	Per page Rate (Rs.)	:	1	Rupees
14)	Applicable penalty for Delay time (Sr. No. 12* Sr. no. 13)	:	133.00	Rupees
Total Applicable Penalty (Rs.) (Sr. No. 9 + Sr. No. 14)			3655.00	Rupees

The total penalty to be deducted from the total payment of service provider will be:

= Penalty towards downtime + penalty towards delay
= Rs. 3522 + Rs. 133
= **Rs. 3655/-**

Hence the service provider can be paid an amount equivalent to Rs 60,000 – Rs 3655 = **Rs 56,345/-** for the services rendered by SRO during the month.

14 Termination for Default or Otherwise

14.1 IGR may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- a) if the supplier fails to deliver any or all of the Goods/Services within the period(s)/schedule specified in the Contract,
- b) if the Supplier fails to perform as per the performance standards.
- c) If the Supplier, in the judgment of IGR has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

14.2 In Circumstances mentioned in a, b, c above IGR may exercise the following option: -

- (1) Direct the agency to leave the Hardware/Software and Furniture in the offices of the Sub-Registrar and terminate the Contract.

14.3 In case of premature termination of Contract for no fault of Supplier IGR may exercise the following options:-

- (1) Direct the agency to take back the Hardware and without any additional compensation.
- (2) Direct the agency to leave behind the Hardware & pay him the cost of Hardware less the depreciation as per the

Income Tax Act / Rules. The IGR may consult GIL as to the genuine cost of Hardware. IGR may also take suitable decision as to the system/platform software in consultation with GIL.

15 Force Majeure

- 15.1 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 15.2 If a force Majeure situation arises, the Supplier shall notify IGR in writing of such conditions within 15 days and the cause thereof. Unless otherwise directed by IGR in writing, the Supplier shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

16 Termination for Insolvency

IGR may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to IGR.

17 Resolution of Disputes

The matter regarding any dispute shall first be sorted out at the level of Inspector General of Registration, Gandhinagar, Gujarat in consultation with GIL. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

18 Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, (excluding service tax) and duties as applicable upto the completion of job. Any increase in the Rates will not be allowed after signing the Contract Document.

19 Binding Clause

All decisions taken by IGR regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

20 Support Manpower:

- 20.1 The agency will be bound to supply Support Manpower with good antecedents as specified in the Manpower deployment Plan.
- 20.2 All salaries and statutory benefits will have to be borne by the agency & no payments will be made by this office.
- 20.3 In case of absence of any of his employee, the agency should provide alternative person immediately.
- 20.4 The agency should ensure that the behavior of manpower is decent. The agency will be held responsible for indecent behavior of manpower, & such employees should be immediately replaced when such matter is reported.
- 20.5 The agency should submit the affidavit stating that it should not ask for employment in Government in the proforma, which will be provided by this office at the time of signing the contract.

21. The Inspector General of Registration, Gandhinagar, reserves the right:-

to vary, modify, revise, amend or change any of the terms and conditions mentioned above; **or**
to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

22. The Decision regarding acceptance of Tender by IGR will be full and final.

23. Conditional tenders shall be summarily rejected.

24. IGR is free to phase out the work if it feels it necessary.

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1 Supplier's Integrity

The supplier is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

3. Supplier's Obligations

The Supplier is obliged to work closely with IGR's staff, act within its own authority and abide by directives issued by IGR.

The Supplier will abide by the job safety measures prevalent in India and will free IGR from all demands or responsibilities arising from accidents or loss of life the cause of which is the Supplier's negligence. The Supplier will pay all indemnities arising from such incidents and will not hold IGR responsible or obligated.

The Supplier is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.

The Supplier will treat as confidential all data and information about IGR, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of IGR.

4. Site Preparation and Installation

The Supplier shall prepare the sites in compliance with the standard technical and environmental specification.

5. Hardware Installation

The Supplier is responsible for all deliveries, unpacking, assemblies, wiring, installation, cabling between hardware units and connecting to power supplies. The Supplier will test all hardware operation and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.

6. Installation, Commissioning & testing after delivery.

(a) Supply and installation of clients preloaded with licensed Windows 2003 Professional or Windows XP or above with latest Service Pack.

(b) Preparation of Site Implementation Document.

(c) Installation of the following Network Components:

- Installation of Routers/Hubs
- Configuration of desktop
- Installation & configuration of CD writer on clients.
- Providing for patch cords.
- Providing Thumb impression Pads at various locations.

- Providing for scanners
- Provide for Web Cameras/Digital Camera

(d) Installation and Configuration of Virus Clearance Software on desktop.

(e) Vendor shall provide a list of their approved technical support staff, together with their working experience.

(f) Vendor shall provide at least one support Analyst as the focal point of contact between Department and vendor and an alternative person in his absence.

(g) On-Site System administration and MAN/LAN maintenance

(h) Database Installation & Administration

(i) Implementation of Data and Network Security

(j) Backup and Recovery of Data

(k) Installation of Application Software.

(l) Maintain adequate redundancy (10%) of hardware items.

7. All electricity bills will be borne by the Department.
8. For own usages the agency will provide for telephone lines wherever there are no telephone lines. The agency will have to bear all the cost towards payment of the telephone bills.
9. The agency will have to ensure power supply in such a way that the work is not hampered. He may provide requisite back-up facility to serve the purpose.
10. GIL will do the technical inspections of the hardware/software supplied and other items as required. Vendor will provide all assistance to IGR/GIL/NIC staff to enable periodic technical/administrative/operational verification of the system.

SECTION V: Details of pages & Documents handled in year- 2015-16

Name of Zone	District covered in the zone	No. of S.R.O.s covered in the District	No. of Documents Registered in the District During Year 2015-16	No. of Pages Scanned of Documents Registered in the District During Year 2015-16	No. of Pages Printed of Documents Registered in the District During Year 2015-16
1	2	3	4	5	6
RAJKOT	Rajkot	18	90080	2102780	2720283
	Jamnagar	9	32097	926873	1026901
	Kutch(Bhuj)	10	47025	1114633	1363532
	Morbi	5	23927	589901	662144
	Devbhumi dwarka	4	8999	210935	220262
Total	5	46	202128	4945122	5993122
BHAVNAGAR	Bhavnagar	13	26455	707654	955087
	Junagadh	11	26475	659599	1070357
	Amreli	11	15026	296479	580046
	Porbandar	3	10048	180334	227405
	Gir-Somnath	6	13286	359827	410700
	Botad	4	7061	137614	202642
Total	6	48	98351	2341507	3446237
AHMEDABAD	Ahmedabad	22	161206	4685925	7263478
	Gandhinagar	4	33349	1034131	1504398
	Surendranagar	11	20040	538163	676489
Total	3	37	214595	6258219	9444365
NORTH GUJARAT	Banaskantha(Palanpur)	14	31770	962449	1176559
	Mahesana	10	35271	974405	1271860
	Patan	9	19251	620689	768343
	Sabarkantha(Himatnagar)	8	17050	455075	625707
	Arvali(Modasa)	6	9041	256298	299013
Total	5	47	112383	3268916	4141482
CENTRAL GUJARAT (VADODARA)	Vadodara	15	85068	2160394	3552241
	Kheda(Nadiad)	10	17608	573951	677944
	Anand	8	26283	666912	998593
	Panchmahal(Godhara)	7	11006	273109	455140
	Dahod	8	6079	115746	204220
	Chhota Udaipur	6	3264	95979	146154
	Mahisagar	6	4002	106858	149302
Total	7	60	153310	3992949	6183594
SOUTH GUJARAT (SURAT)	Surat	18	172924	5906791	10658540
	Bharuch	9	30268	955145	1236824
	Narmada	4	2116	55590	70985

	Navsari	6	20753	798553	939567
	Tapi	5	3958	120338	159810
	Valsad	6	25179	912655	1407304
	Dang	1	17	610	771
Total	7	49	255215	8749682	14473801
GRAND TOTAL	33	287	1035982	29556395	43682601

Details of LOCATION & No. of DOCUMENTS Registered in 287 SROs of the Gujarat State							
#	DISTRICT	SRO NAME (Location) in the District	No. of Documents Registered in the SRO During Year 2015-16	Working Day	No. of Doc. Per Working Day	Category of SRO (Whether Type-A or Type-B)	Remarks
1	2	3	4		5	6	7
1	AHMEDABAD	Ahmedabad-1(City)	5335	265	20	B	
2	AHMEDABAD	Ahmedabad-2(Vadaj)	14445	265	55	B	2- Joint S.R.
3	AHMEDABAD	Ahmedabad-3(Memnagar)	9075	265	34	B	
4	AHMEDABAD	Ahmedabad-4(Paldi)	10246	265	39	B	
5	AHMEDABAD	Ahmedabad-5(Narol)	8137	265	31	B	
6	AHMEDABAD	Ahmedabad-6(Naroda)	18331	265	69	B	2- Joint S.R.
7	AHMEDABAD	Ahmedabad-7(Odhav)	10010	265	38	B	1- Joint S.R.
8	AHMEDABAD	Ahmedabad-8(Shola)	14621	265	55	B	2- Joint S.R.
9	AHMEDABAD	Ahmedabad-9(Bopal)	8291	265	31	B	
10	AHMEDABAD	Ahmedabad-10(Vejalpur)	5857	265	22	B	
11	AHMEDABAD	Ahmedabad-11(Aslali)	10442	265	39	B	
12	AHMEDABAD	Ahmedabad-12(Nikol)	16137	265	61	B	2- Joint S.R.
13	AHMEDABAD	Ahmedabad-13 (City Taluko-Agri.)	2660	265	10	A	
14	AHMEDABAD	Ahmedabad-14 (Daskroi Taluko-Agri.)	2509	265	9	A	
15	AHMEDABAD	Viramgam	2847	265	11	A	
16	AHMEDABAD	Sanand	9599	265	36	B	
17	AHMEDABAD	Dholka	3304	265	12	A	
18	AHMEDABAD	Dhandhuka	1701	265	6	A	
19	AHMEDABAD	Bavala	4016	265	15	A	
20	AHMEDABAD	Mandal	1264	265	5	A	
21	AHMEDABAD	Detroj(Rampura)	441	265	2	A	
22	AHMEDABAD	Dholera	1938	265	7	A	

23	AMRELI	Amreli	4536	265	17	A	
24	AMRELI	Dhari	1412	265	5	A	
25	AMRELI	Babara	1229	265	5	A	
26	AMRELI	Rajula	1632	265	6	A	
27	AMRELI	Lathi	1256	265	5	A	
28	AMRELI	Vadiya	547	265	2	A	
29	AMRELI	Savarkundla	2293	265	9	A	
30	AMRELI	Liliya	527	265	2	A	
31	AMRELI	Khambha	484	265	2	A	
32	AMRELI	Jafarabad	352	265	1	A	
33	AMRELI	Bagsara	758	265	3	A	
34	ANAND	Anand	12829	265	48	B	1- Joint S.R.
35	ANAND	Khambhat	2410	265	9	A	
36	ANAND	Petlad	2881	265	11	A	
37	ANAND	Borsad	2990	265	11	A	
38	ANAND	Umreth	1721	265	6	A	
39	ANAND	Ankalav	1102	265	4	A	
40	ANAND	Sojitra	981	265	4	A	
41	ANAND	Tarapur	1369	265	5	A	
42	ARVALLI	Modasa	4011	265	15	A	
43	ARVALLI	Bayad	1741	265	7	A	
44	ARVALLI	Bhiloda	1333	265	5	A	
45	ARVALLI	Dhansura	982	265	4	A	
46	ARVALLI	Meghraj	585	265	2	A	
47	ARVALLI	Malpur	389	265	1	A	
48	BANASKANTH A	Palanpur	7095	265	27	B	
49	BANASKANTH A	Tharad	3581	265	14	A	
50	BANASKANTH A	Danta	896	265	3	A	
51	BANASKANTH A	Deesa	7148	265	27	B	
52	BANASKANTH A	Diyodar	1562	265	6	A	
53	BANASKANTH A	Vadgam	2571	265	10	A	
54	BANASKANTH A	Kankrej	1951	265	7	A	
55	BANASKANTH A	Vav	705	265	3	A	
56	BANASKANTH A	Dhanera	1918	265	7	A	
57	BANASKANTH A	Dantiwada	1177	265	4	A	
58	BANASKANTH A	Bhabhar	1302	265	5	A	
59	BANASKANTH A	Amirgadh	373	265	1	A	

60	BANASKANTH A	Suigam	335	265	1	A	
61	BANASKANTH A	Lakhani	1156	265	4	A	
62	BHARUCH	Bharuch	8706	265	33	B	1- Joint S.R.
63	BHARUCH	Ankleshwar	11595	265	44	B	1- Joint S.R.
64	BHARUCH	Vagra	2750	265	10	A	
65	BHARUCH	Jambusar	2109	265	8	A	
66	BHARUCH	Jhagadiya	1078	265	4	A	
67	BHARUCH	Amod	1593	265	6	A	
68	BHARUCH	Hansot	1586	265	6	A	
69	BHARUCH	Valiya	603	265	2	A	
70	BHARUCH	Netrang	248	265	1	A	
71	BHAVNAGAR	Bhavnagar-1	4243	265	16	A	
72	BHAVNAGAR	Bhavnagar-2	4903	265	19	A	
73	BHAVNAGAR	Bhavnagar-3	2536	265	10	A	
74	BHAVNAGAR	Bhavnagar-4	3151	265	12	A	
75	BHAVNAGAR	Talaja	1367	265	5	A	
76	BHAVNAGAR	Palitana	1471	265	6	A	
77	BHAVNAGAR	Mahuva	4159	265	16	A	
78	BHAVNAGAR	Shihor	1736	265	7	A	
79	BHAVNAGAR	Jesar	406	265	2	A	
80	BHAVNAGAR	Ghogha	445	265	2	A	
81	BHAVNAGAR	Umarala	618	265	2	A	
82	BHAVNAGAR	Valabhipur	527	265	2	A	
83	BHAVNAGAR	Gariyadhar	894	265	3	A	
84	BOTAD	Barvala	441	265	2	A	
85	BOTAD	Gadhda	1198	265	5	A	
86	BOTAD	Ranpur	634	265	2	A	
87	BOTAD	Botad	4788	265	18	A	1- Joint S.R.
88	CHHOTA UDEPUR	Chhotaudepur	571	265	2	A	
89	CHHOTA UDEPUR	Kawant	172	265	1	A	
90	CHHOTA UDEPUR	Bodeli	1189	265	4	A	
91	CHHOTA UDEPUR	Jetpur-Pavi	364	265	1	A	
92	CHHOTA UDEPUR	Naswadi	504	265	2	A	
93	CHHOTA UDEPUR	Sankheda	464	265	2	A	
94	DAHOD	Dahod	3890	265	15	A	
95	DAHOD	Devgad-Bariya	531	265	2	A	
96	DAHOD	Garbada	48	265	1	A	
97	DAHOD	Limkheda	183	265	1	A	

98	DAHOD	Dhanpur	29	265	1	A	
99	DAHOD	Zalod	1023	265	4	A	
100	DAHOD	Fatepura	252	265	1	A	
101	DAHOD	Sanjeli	123	265	1	A	
102	DANG	Ahwa	17	265	1	A	
103	DEVBHUMI DWARKA	Khambhalia	3944	265	15	A	
104	DEVBHUMI DWARKA	Dwarka	2068	265	8	A	
105	DEVBHUMI DWARKA	Kalyanpur	1642	265	6	A	
106	DEVBHUMI DWARKA	Bhanwad	1345	265	5	A	
107	GANDHINAGA R	Gandhinagar	18754	265	71	B	2- Joint S.R.
108	GANDHINAGA R	Kalol	9392	265	35	B	1- Joint S.R.
109	GANDHINAGA R	Dehgam	2726	265	10	A	
110	GANDHINAGA R	Manasa	2477	265	9	A	
111	GIR- SOMNATH	Veraval	5548	265	21	B	1- Joint S.R.
112	GIR- SOMNATH	Talala	1615	265	6	A	
113	GIR- SOMNATH	Sutrapada	698	265	3	A	
114	GIR- SOMNATH	Kodinar	2048	265	8	A	
115	GIR- SOMNATH	Una	2772	265	10	A	
116	GIR- SOMNATH	Gir Gadhada	605	265	2	A	
117	JAMNAGAR	Jamnagar-1	7163	265	27	B	
118	JAMNAGAR	Jamnagar-2	9594	265	36	B	
119	JAMNAGAR	Jamnagar-3	6334	265	24	B	
120	JAMNAGAR	Jamnagar-4	1311	265	5	A	
121	JAMNAGAR	Kalavad	1683	265	6	A	
122	JAMNAGAR	Jam-Jodhpur	1232	265	5	A	
123	JAMNAGAR	Jodiya	642	265	2	A	
124	JAMNAGAR	Dhrol	1584	265	6	A	
125	JAMNAGAR	Lalpur	2554	265	10	A	
126	JUNAGADH	Junagadh-1	7496	265	28	B	1- Joint S.R.
127	JUNAGADH	Junagadh-2	1206	265	5	A	
128	JUNAGADH	Keshod	3620	265	14	A	
129	JUNAGADH	Manavadar	1582	265	6	A	
130	JUNAGADH	Mangrol	1776	265	7	A	
131	JUNAGADH	Maliya-Hatina	1323	265	5	A	
132	JUNAGADH	Visavadar	1176	265	4	A	

133	JUNAGADH	Vanthali	1455	265	5	A	
134	JUNAGADH	Mendarda	1057	265	4	A	
135	JUNAGADH	Bhesan	742	265	3	A	
136	JUNAGADH	Junagadh City Taluka	5042	265	19	A	
137	KUTCH	Bhuj	10895	265	41	B	
138	KUTCH	Gandhidham	5670	265	21	B	
139	KUTCH	Nakhatrana	1695	265	6	A	
140	KUTCH	Anjar	8879	265	34	B	
141	KUTCH	Mandavi	4698	265	18	A	
142	KUTCH	Rapar	2164	265	8	A	
143	KUTCH	Mundra	8516	265	32	B	
144	KUTCH	Bhachau	2835	265	11	A	
145	KUTCH	Naliya	1360	265	5	A	
146	KUTCH	Lakhapat	313	265	1	A	
147	KHEDA(NADIAD)	Nadiad	7187	265	27	A	
148	KHEDA(NADIAD)	Kheda	1129	265	4	A	
149	KHEDA(NADIAD)	Kapadwanj	2737	265	10	A	
150	KHEDA(NADIAD)	Thasara	1217	265	5	A	
151	KHEDA(NADIAD)	Galteshvar	487	265	2	A	
152	KHEDA(NADIAD)	Mahemadavad	1426	265	5	A	
153	KHEDA(NADIAD)	Matar	1053	265	4	A	
154	KHEDA(NADIAD)	Kathlal	1218	265	5	A	
155	KHEDA(NADIAD)	Mahudha	598	265	2	A	
156	KHEDA(NADIAD)	Vso	556	265	2	A	
157	MAHESANA	Mahesana	12872	265	49	B	1- Joint S.R.
158	MAHESANA	Visnagar	4446	265	17	A	
159	MAHESANA	Kadi	6697	265	25	B	
160	MAHESANA	Kheralu	747	265	3	A	
161	MAHESANA	Unjha	3947	265	15	A	
162	MAHESANA	Vijapur	3359	265	13	A	
163	MAHESANA	Vadnagar	925	265	3	A	
164	MAHESANA	Satlasana	612	265	2	A	
165	MAHESANA	Becharaji	1139	265	4	A	
166	MAHESANA	Jotana	527	265	2	A	
167	MAHISAGAR	Lunawada	1909	265	7	A	1- Joint S.R.
168	MAHISAGAR	BalAsinor	956	265	4	A	
169	MAHISAGAR	Santrampur	400	265	2	A	
170	MAHISAGAR	Virpur	409	265	2	A	

171	MAHISAGAR	Khanpur(Bakor)	223	265	1	A	
172	MAHISAGAR	Kadana	105	265	1	A	
173	MORBI	Morbi	15538	265	59	B	2- Joint S.R.
174	MORBI	Wankaner	2855	265	11	A	
175	MORBI	Tankara	1647	265	6	A	
176	MORBI	Maliya Miyana	696	265	3	A	
177	MORBI	Halvad	3202	265	12	A	
178	NARMADA	Nanod	1672	265	6	A	
179	NARMADA	Tilakwada	203	265	1	A	
180	NARMADA	Sagbara	63	265	1	A	
181	NARMADA	Dediyapada	178	265	1	A	
182	NAVSARI	Navsari	7765	265	29	B	
183	NAVSARI	Chikhli	1713	265	6	A	
184	NAVSARI	Gandevi	2740	265	10	A	
185	NAVSARI	Jalalpor	7633	265	29	B	
186	NAVSARI	Vansada	658	265	2	A	
187	NAVSARI	Khergam	244	265	1	A	
188	PANCHMAHAL	Godhara	5875	265	22	B	
189	PANCHMAHAL	Kaalol	1147	265	4	A	
190	PANCHMAHAL	Halol	2565	265	10	A	
191	PANCHMAHAL	Morva Hadaf	279	265	1	A	
192	PANCHMAHAL	Sahera	668	265	3	A	
193	PANCHMAHAL	Jambughoda	125	265	1	A	
194	PANCHMAHAL	Ghoghamba	347	265	1	A	
195	PATAN	Patan	7585	265	29	B	
196	PATAN	Radhanpur	2413	265	9	A	
197	PATAN	Chanasma	1338	265	5	A	
198	PATAN	Harij	1263	265	5	A	
199	PATAN	Sidhpur	2743	265	10	A	
200	PATAN	Santalpur	1061	265	4	A	
201	PATAN	Sami	918	265	3	A	
202	PATAN	Saraswati	720	265	3	A	
203	PATAN	Shankheshvar	1210	265	5	A	
204	PORBANDAR	Porbandar	7557	265	29	B	
205	PORBANDAR	Ranavav	1753	265	7	A	
206	PORBANDAR	Kutiyana	738	265	3	A	
207	RAJKOT	Rajkot-1	10030	265	38	B	1- Joint S.R.
208	RAJKOT	Rajkot-2	9625	265	36	B	1- Joint S.R.
209	RAJKOT	Rajkot-3	8539	265	32	B	1- Joint S.R.
210	RAJKOT	Rajkot-4	7655	265	29	B	
211	RAJKOT	Rajkot-5	4931	265	19	A	
212	RAJKOT	Rajkot-6	7291	265	28	B	

213	RAJKOT	Rajkot-7	5239	265	20	B	
214	RAJKOT	Rajkot-8	4431	265	17	A	
215	RAJKOT	Gondal	7066	265	27	B	
216	RAJKOT	Jasdan	3410	265	13	A	
217	RAJKOT	Jetpur	5228	265	20	B	
218	RAJKOT	Dhoraji	2615	265	10	A	
219	RAJKOT	Upleta	3519	265	13	A	
220	RAJKOT	Padadhari	2284	265	9	A	
221	RAJKOT	Kotada Sangani	2908	265	11	A	
222	RAJKOT	Lodhika	4066	265	15	A	
223	RAJKOT	Jam-Kandorna	746	265	3	A	
224	RAJKOT	Vinchhiya	497	265	2	A	
225	SABARKANTH A	Himmatnagar	7830	265	30	B	1- Joint S.R.
226	SABARKANTH A	Idar	4122	265	16	A	
227	SABARKANTH A	Prantij	1513	265	6	A	
228	SABARKANTH A	Talod	1389	265	5	A	
229	SABARKANTH A	Khedbrahma	899	265	3	A	
230	SABARKANTH A	Vadali	1112	265	4	A	
231	SABARKANTH A	Poshina	16	265	1	A	
232	SABARKANTH A	Vijaynagar	169	265	1	A	
233	SURAT	Surat-1(Athwa)	17510	265	66	B	2- Joint S.R.
234	SURAT	Surat-2(Udhna)	14250	265	54	B	2- Joint S.R.
235	SURAT	Surat-3(Navagam)	13135	265	50	B	
236	SURAT	Surat-4(Katargam)	26225	265	99	B	4- Joint S.R.
237	SURAT	Surat-5	9660	265	36	B	
238	SURAT	Surat-6	5290	265	20	B	
239	SURAT	Surat-7	4779	265	18	A	
240	SURAT	Surat-8	1071	265	4	A	
241	SURAT	Surat-9	822	265	3	A	
242	SURAT	Surat-10	9373	265	35	B	
243	SURAT	Kamrej	23173	265	87	B	1- Joint S.R.
244	SURAT	Bardoli	4945	265	19	A	
245	SURAT	Mahuva	762	265	3	A	
246	SURAT	Mangrol	7422	265	28	B	
247	SURAT	Umarpada	32	265	1	A	
248	SURAT	Olpad	19448	265	73	B	1- Joint S.R.
249	SURAT	Palsana	13857	265	52	B	

250	SURAT	Mandavi	1170	265	4	A	
251	SURENDRANA GAR	Surendranagar	5014	265	19	A	
252	SURENDRANA GAR	Dasada-Patadi	1926	265	7	A	
253	SURENDRANA GAR	Dhrangadhra	2633	265	10	A	
254	SURENDRANA GAR	Muli	1123	265	4	A	
255	SURENDRANA GAR	Limbdi	2041	265	8	A	
256	SURENDRANA GAR	Wadhwan	3143	265	12	A	
257	SURENDRANA GAR	Thangadh	813	265	3	A	
258	SURENDRANA GAR	Chotila	1306	265	5	A	
259	SURENDRANA GAR	Sayala	702	265	3	A	
260	SURENDRANA GAR	Chuda	694	265	3	A	
261	SURENDRANA GAR	Lakhatar	645	265	2	A	
262	TAPI	Vyara	2223	265	8	A	
263	TAPI	Songadh	639	265	2	A	
264	TAPI	Nizar	302	265	1	A	
265	TAPI	Uchchhal	134	265	1	A	
266	TAPI	Valod	660	265	2	A	
267	VADODARA	Vadodara-1(City)	10026	265	38	B	1- Joint S.R.
268	VADODARA	Vadodara- 2(Danteshwar)	6172	265	23	B	
269	VADODARA	Vadodara-3(Akota)	17244	265	65	B	2- Joint S.R.
270	VADODARA	Vadodara-4(Gorwa)	11241	265	42	B	1- Joint S.R.
271	VADODARA	Vadodara-5	14167	265	53	B	1- Joint S.R.
272	VADODARA	Vadodara-6	3162	265	12	A	
273	VADODARA	Vadodara-7	6531	265	25	B	
274	VADODARA	Vadodara-8	1960	265	7	A	
275	VADODARA	Dabhoi	2249	265	8	A	
276	VADODARA	Padra	3176	265	12	A	
277	VADODARA	Karjan	2411	265	9	A	
278	VADODARA	Waghodia	3447	265	13	A	
279	VADODARA	Savli	1886	265	7	A	
280	VADODARA	Desar	350	265	1	A	
281	VADODARA	Shinor	1046	265	4	A	
282	VALSAD	Valsad	6950	265	26	B	

283	VALSAD	Pardi	2336	265	9	A	
284	VALSAD	Kaparada	159	265	1	A	
285	VALSAD	Umargam	4555	265	17	A	
286	VALSAD	Dharampur	709	265	3	A	
287	VALSAD	Vapi	10470	265	40	B	
TOTAL	33	287	1025524				

**SECTION V: COMMERCIAL TENDER FORMAT
FOR ESTABLISHING & RUNNING ERC**

Zone 1:

Sr. No.	Item description / Particulars	Unit Rate (Rs.)	Qty.	Total (Rs.)
		A	B	C=A*B
1	Cost of per document for document registration process as per scope of work (including data-entry, photo, finger- print capturing etc.)		202128	
2	Cost of scanning per page		4945122	
3	Cost of Printing per page		5993122	
Grand Total (Rs.)				

Zone 2:

Sr. No.	Item description / Particulars	Unit Rate (Rs.)	Qty.	Total (Rs.)
		A	B	C=A*B
1	Cost of per document for document registration process as per scope of work (including data-entry, photo, finger- print capturing etc.)		98351	
2	Cost of scanning per page		2341507	
3	Cost of Printing per page		3446237	
Grand Total (Rs.)				

Zone 3:

Sr. No.	Item description / Particulars	Unit Rate (Rs.)	Qty.	Total (Rs.)
		A	B	C=A*B
1	Cost of per document for document registration process as per scope of work (including data-entry, photo, finger- print capturing etc.)		214595	
2	Cost of scanning per page		6258219	
3	Cost of Printing per page		9444365	
Grand Total (Rs.)				

Zone 4:

Sr. No.	Item description / Particulars	Unit Rate (Rs.)	Qty.	Total (Rs.)
		A	B	C=A*B
1	Cost of per document for document		112383	

	registration process as per scope of work (including data-entry, photo, finger- print capturing etc.)			
2	Cost of scanning per page		3268916	
3	Cost of Printing per page		4141482	
Grand Total (Rs.)				

Zone 5:

Sr. No.	Item description / Particulars	Unit Rate (Rs.)	Qty.	Total (Rs.)
		A	B	C=A*B
1	Cost of per document for document registration process as per scope of work (including data-entry, photo, finger- print capturing etc.)		153310	
2	Cost of scanning per page		3992949	
3	Cost of Printing per page		6183594	
Grand Total (Rs.)				

Zone 6:

Sr. No.	Item description / Particulars	Unit Rate (Rs.)	Qty.	Total (Rs.)
		A	B	C=A*B
1	Cost of per document for document registration process as per scope of work (including data-entry, photo, finger- print capturing etc.)		255215	
2	Cost of scanning per page		8749682	
3	Cost of Printing per page		14473801	
Grand Total (Rs.)				

Note:

- The quantity mentioned above for all line items is notional for evaluation purpose only. However, at the time of the billing the actual quantity may vary in the particular zone during the period of contract depending upon the actual no. of registration to be done. The contract will be for the unit rate.
- The Zone wise overall L1 bidder has to match the item wise L1 rate of the particular zone. In case of the item wise L1 rate is unreasonably high in any zone may need to be matched with the item wise lowest rate amongst all zones.
- Service tax extra as applicable at the time of invoicing.

ANNEXURE – 1

BID SECURITY / EARNEST MONEY DEPOSIT

The Bidder shall furnish, as part of its bid, an EARNEST MONEY DEPOSIT in the form of a DD drawn in favour of **Gujarat Informatics Limited** payable at **Gandhinagar** for an amount mentioned below.

Sr. No.	Zone	EMD amount (Rs.)
1	Zone 1	5,00,000/-
2	Zone 2	5,00,000/-
3	Zone 3	5,00,000/-
4	Zone 4	5,00,000/-
5	Zone 5	5,00,000/-
6	Zone 6	5,00,000/-

ANNEXURE – 2a

MINIMUM SPECIFICATION FOR COMPUTER HARDWARE

1. Client Machines

Latest hardware configuration system with processor of 3 GHz or above , 6MB L2 cache or higher, 4 GB RAM, Hard Disk of 500 GB or above, LCD Monitor of 18.5" or above, 250 W SMPS. Other components are as per the latest hardware configurations available in the market.

2. Laser Printer

A4 size Laser printer- ≥ 23 ppm, 600 X 600 dpi Resolution, Minimum 250 MHZ Printer Processor or System Processor Utilization, Minimum 64 MB RAM, PCL 5E/Post script support, High Speed USB 2.0 & inbuilt Network connectivity.

5. Switch

24 port Switch having support for uplink facility or as per requirement.

6. Scanner (ADF)

Legal size flatbed with SCSI Interface, SCSI Interface card, cables, TWAIN and ISYS Drivers, MTF $>2,000,00$ pages, scan time for legal size page at 300 dpi <5 seconds, 356 level gray and binary scan support.

7. External Hard Drive

External Hard Drive with a minimum of 2-TB for daily back up in each SR office.

8. UPS

All the items said above including printer should be on UPS with minimum 8 hours Battery Backup. Hence UPS of required capacity may be provided. Vendor will do all power point Supply & fitting.

9. PC Camera (For Photo Capture of all party in document)

- USB support
- CCD sensors
- Output image format: JPEG, BMP
- Resolution: min. 640x480 VGA, 24 bit color
- Focus distance 10 cm to infinity
- Automatic exposure, white balance and color control
- Windows 8/10 compatible
- TWAIN compatible drivers
- Sufficient cord length (approx. 150 cm.)

10. Biometric device (fingerprint scanner)

- USB support
- Minimum sensing area: 13.6 x 16.2 mm min.
- Sufficient cord length (approx. 150 cm.)
- 500 dpi resolution
- Power consumption <90 mA
- Windows 2003 compatible
- Easy application integration support for Windows 2000

11. CD/DVD

As per the requirement peripherals like CD/DVD to be provided.

12. Web/PC Camera for Video Recording

- USB support
- CCD sensors
- Output image format: avi or any other suitable format
- Resolution: min. 640x480 VGA, 24 bit color
- Focus distance 10 cm to infinity
- Automatic exposure, white balance and color control
- Windows 8/10 compatible
- TWAIN compatible drivers Sufficient cord length (approx. 150 cm.).
- Headphone

Note: The above specifications are tentative in nature. The service provider should be responsible to provide latest system as per the requirements/ at the time of actual deployment.

Set-up Requirement at each SRO

	Sub- Registrar Office (No. of Unit Required)	
	Type-A (1-20 Documents per Day)	Type-B (Above 20 Documents per Day)
Set-up Required at each Sub-Registrar Office		
<u>Computer Hardware</u>		
Client	2+	6+
Laser Printer	2	3
Hub/Switch	1	1
Scanner	1	2
UPS	1	2
PC digital Camera	1	1
Biometric Finger Print Reader (Scanner) device	1	1
Data cabling, networking		
Electronic Token Display System	1	1
<u>Infrastructure</u>		
Table	2	5
Chair (Executive)	1	2
Chair for Computer Operator	1	4
Chair for Visitor	6	12
Electric circuit (Electricity connection appliances)	1	1
Paper & other stationery	As per requirement (It is expected that bidder should keep buffer stock for at least one week)	As per requirement (It is expected that bidder should keep buffer stock for at least one week)
toner	1+1	2+2
External Hard Drive	1	1
<u>Manpower</u>		
Supervisor	One at each district level	
No. of Operators	1	4
hardware technician	One at each district level	
Clerical/ unskilled	1	1

- The vendor must put additional computer hardware/ operators/ furniture if required
 - (1) to complete the work in schedule time limit of 45 minutes
 - (2) to minimize waiting time of citizen
 - (3) to avoid rush.

Note: All the above specifications are **minimum specifications** and higher specifications shall be used wherever necessary.

ANNEXURE – 2B

MINIMUM SPECIFICATION FOR FURNITURE & OTHER REQUIREMENT

SRO Unit Workstation will comprise of the following:

WOODEN TABLE (SUB-REGISTRAR)

Size = Executive Table

1 mm thick beech lamination on top of the table, over bonded particle of 25 mm thick with post formed edge, 3 No. drawers fixed on the right hand side with lock and key, 2 wire manager on two sides of the table top., 18 mm thick vertical component using 1 mm thick beech lamination. PVC edge bending on non-post formed edges and table to be dismountable and packed in cardboard box.

CHAIR (SUB-REGISTRAR) – BODYLINE H.B.G.S. (HIGH BACK GASLIFT AND SCHUKRA)

Size = Executive Chair

Five-pronged base with nylon casters, poly urethane black colour arms, seat and back is made out of P.U.F. (Poly Urethane Foam) bluish bottle green fitted with gas lift mechanism for height adjustment and back pain reliever incorporated within the chair.

COMPUTER TABLE DATA ENTRY OPERATOR & SCANNER OPERATOR

Size = L 1200 x W 500 x H 750 mm

1 mm thick beech laminate table top over 18 mm bonded particle board, one keyboard tray black in colour, below that space to keep printer i.e. movable shelf, right side hollow space to keep C.P.U. (Central Processing Unit) with one drawer in beech lamination with lock and key, 18 mm thick modesty vertical component panel black in colour and table to be dismantable and packed in cardboard boxes.

COMPUTER CHAIR – (WITH GAS LIFT)

Size = W 480 x H 550 x D 850 mm

Five-pronged base with nylon casters, gas lift mechanism, seat and back is P.U.F. (Poly Urethane Foam) with designed fabric and curved back fixed rest.

VISITORS CHAIR – BODYLINE (WITH ARM REST)

Size = W 540 x D 530 x H 850 mm

Black colour powder-coated, Tabular "S" type leg seat and back in made P.U.F. (Poly Urithin Fom) arm rest cushioned in black poly urithin chair having spring action and bluish bottle green incolour

Partition panels with Reaceway below work Surface-925 (H) x 627 (W) mm

Hot preseed panels block 44mm (+2/-0mm thick) made up of imported Honey Comb" paper core (40 mm thick) edged with particleboard batten frame & is cladded with 3 mm MDF and laminate of 1 mm on both sides.

Partition panels with Reaceway below work Surface-925 (H) x 784 (W) mm

Hot preseed panels block 44mm (+2/-0mm thick) made up of imported Honey Comb" paper core (40 mm thick) edged with particleboard batten frame & is cladded with 3 mm MDF and laminate of 1 mm on both sides.

Work Surface – 5990 (D) x 1513 (W) mm

25 mm thick work surface of MDF of interior grade with post formed edge using 0.6 mm laminate top and balancing laminate at the bottom and PVC of 1.5mm on non-post formed edges.

Wooden SDU 740(H) x 885 (W) x 448(D) mm

18mm thk MDF + laminate (1mm) everywhere. The back will be 8 mm MDF with laminate on both sides PVC lipping of 1.5 mm everywhere and metal frame below with locking arrangement and handles.

Light Duty Cash Box without coin tray

115(H) x 305(W) x 220(D) mm body and Door constructed from 1.25mm thick steel plate, 4 holes to be provided for bottom anchoring. The cash box should have 6 level lock and should be of a superior powder-coated finish.

ELECTRICAL CIRCUIT

Electrical circuit to be provided with in the panels. A total of 10 points to be provided in the work station broken up into 2-3 point and fuse and 2-2 point and fuse as indicated in the drawing. The switch point should conform to IS 1293 and should be rated for 250V, 6/16A A.C. supply. It should be provided with an interlock, which will not enable in section of the twin active points unless the earth point is inserted first. Fuse should be rated for 16A, 250V AC and should have thinned copper wire of size 0.5 mm. Wire to be provided should conform to 3/20 or 2.5 sq.mm. With 0.8 thick insulation with a total dia of 3.8 mm. The wire should be related to carry a current of 18 to 22 amps. Requisite length to be provided through the panels. The wires should be brought out for further connecting to the UPS.

Note: Additional furniture as required should be provided by the Vender.

ANNEXURE - 3

BIDDER'S AUTHORISATION CERTIFICATE

To,
The Inspector General of Registration, Gandhinagar,

<Bidder's Name> _____,
<Designation> _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference <Tender Name, Dept & Date> _____. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory.

<Bidder's Name>
Seal

ANNEXURE-4
Hardware Deployment Plan

ANNEXURE-5
Crisis Management Plan

ANNEXURE-6
Schedule for Stationing Manpower at various locations

Annexure 7: Final Evaluation Methodology

The financial evaluation would be done strictly on following terms and conditions:

1. All the bidders may apply for one or more zones, as mentioned in the RFP; however the contract will be awarded for only one zone to the L1 bidder.
2. The decision to award contract to a particular eligible bidder will be in a priority sequence, as defined in the RFP, where the contract for the top priority Zone will be decided first and then rest will follow in sequence.
3. All the eligible bidders, who have quoted for a Zone will be arranged in increasing order of their financial bids and the contract will be awarded to the L1 Bidder. Incase the L1 Bidder fails to comply/ fulfill the necessary terms and conditions for the award of contract; the same will be awarded to next lowest bidder where the L2 bidder will have to match the rates of L1 bidder and fulfill all the necessary terms and conditions for award of contract. The same process will be followed for all the Zones as specified in the RFP.
4. Incase of a conflict situation, following will be done:
 - a. Incase the same bidder is L1 in more than one Zone, the contract will be awarded to bidder for the Zone with higher priority and for the rest of Zones, he will not be considered except for the fact that the 2nd lowest bidder in that Zone does not agree to match the rates of the first L1 bidder for award of Contract.
 - b. All the bidders who have not been L1 in earlier priority Zones will be listed independently in the subsequent Zones in order of priority in increasing order of financial bids. Unless there is conflict, the same process of awarding the contract to L1 bidder will be followed. Incase of conflict, the process as defined in point 3 and 4(a) will be followed.

Exception:

Exception will be followed only in cases where no bidder is ready to match L1 rate and / or there are not enough bidders available for the Zone, the work will be awarded to original L1 bidder, even if he has been awarded the contract for any higher priority Zones earlier during the process.

Note: IGR reserves the complete right to take final decision to award contract based on the process described above.

Annexure 8
(TO BE SUBMITTED PHYSICALLY)

AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 100/- duly attested by
First Class Magistrate/ Notary public)

I/We, _____, age _____ years residing at _____ in capacity
of _____ M/s. _____ hereby solemnly affirm that

All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

I I We have submitted following Certificates I Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	

All the Certificates I Permissions I Documents I Permits I Affidavits are valid and current as on date and have not been withdrawn I cancelled by the issuing authority.

It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates I Permissions I Documents I Permits I Affidavits is I are found to be invalid I wrong I incorrect I misleading I fabricated I expired or having any defect.

I I We further undertake to produce on demand the original Certificate I Permission I Documents I Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.

I I We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.

My I Our firm has not been banned I debarred I black listed at least for three years (excluding the current financial year) by any Government Department I State Government I Government of India I Board I Corporation I Government Financial Institution in context to purchase procedure through tender.

I I We confirm that I I We have meticulously filled in, checked and verified the enclosed documents I certificates I permissions I permits I affidavits I information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

The above certificates/ documents are enclosed separately and not on the Proforma printed from tender document.

I I We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____, which is issued on the name of _____
[Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm;1, whichever is applicable].

I I We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.

I / We have physically signed & stamped all the above documents along with copy of tender documents (page no. ---- to --).

I I We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

My I Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company .

I / We hereby commit that we have paid all outstanding amounts of duesItaxesIcessIchargesIfees with interest and penalty.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the Tenderer

Place:

(Signature and seal of the Notary)