

REQUEST FOR PROPOSAL
For
Digitization of Cadastral Maps (Musavis)/Revenue Maps
And Integration with Revenue Records
In Himachal Pradesh



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Tender Reference Number:
Rev(LR)Stat-1-44/NLRMP/DCM/2014



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1. Notice Inviting Bids/Tender

The Government of HP (herein referred to as 'GoHP') invite bids from the companies to select a Service Provider for Digitization of Cadastral Maps (Creation of Spatial Database) and to preserve the data available in the documents, facilitate its easy storage, retrieval and greater access to the public and functionaries of the Department and also to Integrate with Revenue Records in Himachal Pradesh.

The assignment specifications, terms and conditions, and various performatas for submitting the Tender offer are described in the Tender document.

The interested companies are requested to submit their Techno-Commercial Offers.

Earnest Money Deposit (EMD) amounting to Rs. 5.00 lacks per district in the form of Demand Draft from nationalized bank should be submitted along with the offer favouring "Director, Land Records, Himachal Pradesh" payable at Shimla.

The bidder will submit the response to the present tender in single packet which contains following envelopes. This packet is to be super scribed Reference Number, Due Date and with the wordings **"DO NOT OPEN BEFORE 02:30 PM on 18/09/2014"**:

- **(ENVELOPE- I):** Eligibility Bid – (1 original + 2 copies in Envelope I + 1 Soft Copy in CD)
- **(ENVELOPE- II):** Technical Offer– (1 original + 2 copies in Envelope II + 1 Soft Copy in CD)
- **(ENVELOPE- III):** Commercial Offer – (1 original + 1 copy in Envelope III + 1 Soft Copy in CD)
- **(ENVELOPE- IV):** EMD (Earnest Money Deposit).

The cover containing Eligibility bid should be put in single sealed envelope clearly marked as **"ELIGIBILITY BID FOR THE DIGITIZATION OF CADASTRAL MAPS (Musavis)"**.

The cover containing Technical offer should be put in single sealed envelope clearly marked as **"TECHNICAL OFFER FOR THE DIGITIZATION OF CADASTRAL MAPS (Musavis)"**.

The cover containing Commercial offer should be put in single sealed envelope clearly marked as **"COMMERCIAL OFFER FOR THE DIGITIZATION OF CADASTRAL MAPS (Musavis)"**.

The cover containing EMD should be put in single sealed envelope clearly marked **"EMD FOR THE DIGITIZATION OF CADASTRAL MAPS (Musavis)"**.

The packet prepared should also indicate clearly the name, address and telephone number of the company to enable the offer to be returned unopened in case it is declared "Late".



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The offer should be page numbered and appropriately flagged and must contain the list of contents with page numbers. Any deficiency in the documentation shall result in the rejection of the Bid.

The copy of this document can be downloaded from website http://himachal.gov.in/index.php?lang=1&dpt_id=13 or may be obtained during office working days in person by paying an amount of **Rs. 8,000/-** by way of Demand Draft favouring “Director, Land Records, Himachal Pradesh” payable at Shimla. The copy of the tender document will be available at Block No.28 SDA Complex, Kasumpti , and Shimla 171 009 between 11:00 and 16:00 hours on working days and can be collected in person during the dates given on page no: 7 in RFP

Please note that the company need to purchase this document from Director Land Records, Himachal Pradesh. In case the company downloads the document from the website, the cost of document should be paid along with the submission of bid.



2. Schedule of Events

S. No	Information	Details
1.	RFP No.	Rev(LR)Stat-I-44/NLRMP/DCM/2014
2.	RFP Publication Date	05/08/2014
3.	Tender Fee	Rs. 8000/-
4.	Last date for submission of written queries for clarifications	16/08/2014 up to 03:00PM Email:dlr-hp@nic.in
5.	Date of Pre-bid conference	25/08/2014 from 11:30 AM
6.	Release of Response to clarifications	30/08/2014
7.	Bid validity period	180 days from the last date (deadline) for submission of proposals.
8.	Last date (deadline) for submission of bids	18/09/2014 up to 02:00 PM
9.	Opening of Eligibility Bid & Technical Bid	18/09/2014 from 02:30 PM
10.	Technical Presentation by the Bidders	24/09/2014 from 11:00 AM
11.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	29/09/2014 from 11:30 AM at DLR office Block No.28, SDA Complex, Kasumpti, Shimla – 171009
12.	Contact person for queries	0177 -2623683,09817797293 0177 -2626698 (Fax) dlr-hp@nic.in
13.	Addressee and address at which proposal in response to RFP notice is to be submitted:	Director Land Records, Himachal Pradesh Block No.28, SDA Complex, Kasumpti, Shimla – 171009



I.

3. Introduction

Himachal Pradesh is located in North West in India in the lap of the great Himalayan ranges between 30°22' to 33°12' North Latitude and 75°47' to 79°04' East Longitude. It is bordered by Jammu and Kashmir in the North, Punjab in the west, Haryana and Uttar Pradesh in the South and Tibet in the East. The state is divided into two parts Southern and Northern Himachal. The Southern Himachal also known as lower Himachal is as hot as plain areas, whereas upper is Northern region has a temperate summer and cold winter with snow fall in upper reaches. For the administrative purposes the state is divided into 3 divisions i.e. Shimla, Mandi and Kangra. Himachal Pradesh is having 12 districts.

3.1 Objectives of Digitization of Cadastral Maps

Digitization of Musavis and its linkage with textual data i.e. RoR (Records of Rights) etc is envisaged to provide the services related to land records and monitor revenue administration across the state in order to improve the administrative processes.

The objective behind the **DIGITIZATION OF CADASTRAL MAPS (Musavis)** is to digitize cadastral maps in the State and linking of the same with textual data (RoR) and more services will be extended to the citizens. As of now, HIMBHOO MI MIS is being used in Himachal Pradesh for maintaining the RoR for registration of Land Deeds through HIMRIS s/w. The proposed system would create the database of cadastral maps in digitized form and the same would be linked into the existing land records software HIMBHOO MI. This would streamline the land revenue administration as the system would be temper proof with high availability of data in the Tehsils/ Sub-Divisions/ Districts/ State/ Common Service Centre (CSC) after linking of digitized cadastral maps with the textual data.

- I. For every village, there are cadastral maps having parcels of land (popularly known as Khasra numbers), which form the basic record of revenue administration.
- II. After linking of the cadastral map with textual data, the citizen can be provided with the services e.g. RoR with plot map (parcel map), showing dimensions of each side, area and the adjoining plots and Textual RoR data updation in sync with spatial data updation.



4. Scope of Work

The digitization of village (revenue) maps will help State Government to create database of the revenue maps/ Musavis in digitized form and will get linked up with the existing database of Land Records Management Software i.e. HIMBHOOI developed and maintained by National Informatics Centre, Himachal Pradesh. Average no. of plots per Musavi is **120 (approx)**. However, the Khasra nos. may increase after updation.

The Service provider is supposed to provide turnkey solution which includes existing cadastral maps to be digitized and linking the same with existing textual data i.e. Jamabandi. For digitization of Cadastral maps, Musavi should be used as the base. In case Cadastral Maps are not in a position to be scanned then regeneration of Musavis will be carried out by the department. Thereafter, the digitized data will be updated to current stage by the Service Provider selected for this project. The Service Provider would support the project for two years after its successful implementation and impart satisfactory necessary training to revenue officers/ officials across the State for smooth transition of project. Detailed scope of work covered by this bid document includes, but is not limited to:

- I. Prepare detailed scope of work and prepare system design document within 4 weeks from the award of contract. System Design document must include the following along with the details of the proposed Project:
 - a. Methodology of creating index for village sheets, missing sheets, sheets to be retraced.
 - b. Methodology to be adopted for scanning and digitization of cadastral maps (Musavis) and linking of the same with textual data (available in ISCII character set) i.e. RoR which uses platform Visual Basic front end and Microsoft SQL Server as back end.
 - c. Satisfactory training to the departmental officials.
 - d. Security and authentication policies.
 - e. Requirements if any from the Government level.
 - f. The vender has to provide the deliverable as per technical specifications.
- II. Get the design document approved from the Director Land Records, Himachal Pradesh.
- III. The work of scanning and updation has to be done at space provided by State Govt. However, digitization may be done in the office premises of the Service Provider after obtaining approval of the competent authority. Service Provider will give an undertaking that integrity, secrecy and security of data shall be maintained. All the necessary hardware, LAN establishment, UPS wiring along with earthing in Land Records and Settlements offices (District/Tehsil) if required would be installed by the service provider.
- IV. It is required to convert the existing paper maps into GIS-ready digital form in order to facilitate updating of cadastral maps in sync with the changes made in the RoRs. RoRs provide



information on the plots held by individual or joint owners, indicating ownership of land, its classification, land use, source of irrigation etc. Detailed maps of individual pieces of land, called —parcels or —plots, are prepared accurately for each revenue village. A plot of land may have been further sub-divided into two or more sub-plots and transferred to other persons by way of deed of gift or sale or inheritance, or conversion of classification of land use etc. The need for indicating these changes in the map arises every time a change as mentioned above takes place so as to depict the ground reality. The cut off date for updation of Musavis will be mentioned in SLA (Service level agreement). However, one original copy of Musavis in digitized form will be preserved and the changes will be made in another copy of the original Musavi.

V. Completion of work in defined time-lines.

VI. GIS-ready digitization of cadastral maps and their integration with RoRs involve the following steps:

a. Scanning of the cadastral map or part of the village map and feeding this scanned map into the computer to create a computer image of the map which is known as a raster map.

Every scanned output will be printed on 90 GSM Paper for checking and final printout on 100 Micron polyester matt films.

b. The next step involves going over the outline of the village boundary on the computer image of the map with the mouse and marking the outlines of each plot. This process, known as digitization/vectorization, provides the coordinates of each point on the map.

VII. A printout of these Digitized/Vector maps would be given to the Revenue Department by the service provider need to mention the quality of paper to be used for thorough checking with the original cadastral maps. The Revenue Department would table check the hard copy of digitized map on a glass table with the original map placed below it. Every line and point on the two maps has to match. The correctness of the digitized map would be then certified by the Revenue Department. If any error is detected, the same has to be rectified by the Service Provider/digitizing agency. Necessary arrangement for this testing will be done by the Service Provider.

VIII. Integration of spatial database with textual RoR data would involve the following process:

a. Each plot of land is represented on the digital map as a closed polygon. Each polygon is identified by a unique plot number and each plot is also referenced by this unique plot number. This provides a basis for integration of digital map data with the textual RoR data.



- b. The basic textual RoR database consists of several tables which provide information on ownership, land classification, etc. The HimBhoomi software developed by NIC is being used in Himachal Pradesh for the maintenance of land records.
 - c. After integration of the textual and spatial RoR data, the digitized map shown on the computer, which indicates through colour codes depicting the plots which do not have a corresponding textual detail or plot number, or where the textual and spatial data (area) do not match each other. The corrections will have to be carried out by the Service Provider with the help of revenue official/officer.
- IX.** The software used in the digitization process creates a number of files. Each of these files pertains to a GIS-based layer and each layer consists of three files. The GIS data are organized in layers. Each layer contains a subset of information that would be present on a regular map. All the necessary files created are put in a storage device (e.g., a CD) and given to the Revenue Department for checking. If any error is detected, the same has to be rectified by the Service Provider.
- X.** Once the Revenue Department has approved the vectorized map and the files, the Service Provider proceeds to add each of the handwritten information on the original map except the signature at the bottom given out neatly typed. Distances (line lengths) as per Musavis to be fed for each arm/side of polygon in such a way that these dimensions are retrievable against any plot/Khasra. During updation of Khasras into smaller plots as a result of mutation/transaction these line lengths will also change. So it will be stored as attribute against each line segment.
- XI.** Printout of the vector map on 100 Micron polyester matt film will be updated to current stage by the Service Provider along with the authorized official and the same will be verified by the revenue officer. Then the same will be fed in to the computer by the Service Provider. Final printout will be handed over to Department for its approval. Verification process of digitized data will be elaborated in SLA (Service Level Agreement) to be signed with the successful Service Provider.
- XII.** To establish 3 or 4 scanning/digitization center at centralized location (District/Tehsil), with required infrastructure such as Software's, Desktops/PCs, Scanners, Printers / Plotters, UPS and Networking and other hardware etc. No map or data can be taken out of center by the service provider.
- XIII.** Maintain registers for receiving the cadastral maps, scanning, checking, returned, digitizing, indexing and returning the same to the department.



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- XIV.** While scanning adjustment of various parameters like contrast, brightness and density of images should be made to optimal level so that all the contents written on the village map are captured in readable format.
- XV.** Maps should be properly digitized as per the specifications provided by the department in the contract. The project will cover all the fields mentioned in framework above. However, these fields are illustrative only.
- XVI.** The Agency (or Service Provider) can suggest changes in the scope of the work mentioned in this document on detailed system analysis and design as per the requirement of Land Records. However, the acceptance of the same is solely at the discretion of Director Land Records HP.
- XVII.** Service provider will get the digitization of cadastral maps updated to current stage and linking of the same with existing database of Land Records Management Software (i.e. HIMBHOOI) approved from the Tehsildar/ Patwari or the concerned officer(s) mentioned in the Service Level Agreement (SLA) signed between State Government and the successful bidder for implementation of the project later on.
- XVIII.** Indexing and storing of the village map should be done, as guided by the department. Scanned, digitised and hardcopy of maps must also be handed over to the concerned office.



5. Technical Specifications

5.1 Creation of GIS ready digitized Cadastral Maps

Source document will be paper/cloth bound cadastral map sheets normally in A0 size on the scale of Rural and Urban revenue village. This source document will be scanned at notified locations. The Service Provider has to scan at 300 dpi and 400 dpi where clarity is not as per requirement and format must be in tiff format (*.tiff) or any other suitable format prescribed in the work order. The Director Land Records reserve the right to change the format as and when needed. This format will be assigned in job order. After scanning (upon accomplishment of scanning), one copy of map on 90 GSM Paper will be printed and cross-checked with the original input map given by officials as notified. The Service Provider has to make sure that original document and printed document are 100% matching. Output will be submitted as scanned image on CD and hardcopy as mentioned above.

5.2 Criteria for Digitization of Cadastral Maps:

5.2.1 Scanning:

The village maps provided by the office of Land Records and Settlements for each tehsil will be traced, wherever required, before scanning. The maps will have to be traced in case:

- a. the quality of map is such that they can't be directly scanned and need to be scrubbed;
- b. the information content is not legible; and
- c. The information content is such that it would hinder heads- up digitization after scanning.

5.2.1.1 Scanning Specification

- a. All the maps need to be indexed and list of inventory prepared. The codification used in HIMBHOOHI District (2 digit) Tehsil (2 digit) Revenue Village (6 digit) and sheet number (2 digit). For e.g.; 010100000101 for 01-District, 01-Tehsil, 000001-Revenue Village and 01-1st sheet.
- b. The maps to be scanned at 300 dpi Colour (as per requirement) mode for normal cases, 400 dpi on 24 bit colour for damaged or destroyed Musavis whose boundaries are not clear
- c. Images should be stored in **tiff** format.
- d. The image orientation should be upright.
- e. The image should be cleaned and de-speckled to remove noise.



- f. Legibility features should be good.
- g. Measured length and width within the bounding box of map should be +/- 0.1% of the original maps.
- h. The image should not be skewed or wrapped.
- i. Scanned image will be approved by officer/ official designated by the Government of HP.

5.2.1.2 Raster editing

After getting the scanned maps in tiff format, the map is cleaned for unwanted entities. Before starting digitization, it is desired that the map should be cleaned from the unwanted speckles, noise, etc. To each of the scanned image the metadata is to be tagged to the format as given by LRD.

5.2.2 Digitization of scanned cadastral maps Activities

GIS-ready digitized cadastral Village maps may be created in separate data base and they should be digitized in 3 layers i.e. area layers, line layers and point layers so as to facilitate digital capturing of all the features of the existing paper map.

- i. Identification of relevant features.
- ii. Association of feature codes.
- iii. Grouping in layer/ coverage as required.
- iv. Distances of various lines to be entered and shown as written on existing maps. The distance should be used for future calculation for area etc.
- v. Attaching polygon No./plot/Khasra no. to each and every polygon.
- vi. Digitized maps should match 1:1 scale with existing Musavis.
- vii. Standard symbology (Alamaats) should be codified and used and has to be first approved by the State Govt. for entire State. Such symbols may be incorporated in the point layer/ Line / Polygon.
- viii. Each Musavi sheet to be separately digitized printed and checked. If a village has more No. of sheets the same also needs to be taken up.



5.2.2.1 Editing/Cleaning of data

- i. Relocation of misplaced features.
- ii. Adding missing features.
- iii. Removing undershoots and overshoots.
- iv. Deleting extra features.
- v. Brightness and Contrast Adjustment.
- vi. Colour Balance.
- vii. Resize and Cut.
- viii. Flip/Rotate.
- ix. Image Compress.
- x. File Format Changing.

5.2.2.2 Digitization Specification

Service Provider is supposed to provide vector digital data with complete clean/edit/topology building processing in specified formats, confirming all accuracy and completion requirements, along with associated feature codes. Requirements are:

- a. The Service Provider will submit a check plot for accuracy and completion check. Exact specifications will be provided in the design document, along with agreement.
- b. Digital data would be submitted in the required format for checking of topological correctness.
- c. Service Provider shall incorporate all omissions and rectify all identified errors using check plot and digital data.
- d. Final data set and ink plot on polyester paper for one to one check of 100% data plots with original manuscript, would be provided after all corrections have been carried out.

5.2.2.3 Digitization:

- a. Digitized vector data is supposed to be in planner form i.e. all intersections of lines and significant features on a line should be marked by nodes.
- b. Labels marked on the map should be digitized as point and not as text or annotation including line lengths as mentioned on the map.



- c. The final vector data should be topologically completed and should be transformed, to the base data provided by STATE GOVT. However, each data may not be transformed, but it should be produced as per the requirement reflected in the design document. District/ Tehsil/ Village maps with parameter will be done using HRSI (High Resolution Satellite Imagery).

5.2.2.4 Database standards

RDBMS with spatial data support to be used for data storage. The data should be portable to PostgreSQL. SQL-92 (Relational Model) /SQL -1999 (Object Model) may be adopted as standard for relational database management systems (RDBMSs).

5.2.3 Feature Coding

All the features digitized, as per the requirement, would be assigned feature codes, as specified in the Design document released with the work order. Service Provider will ensure complete and proper association of the corresponding feature codes for all features.

5.2.4 Spatial Database

Service Provider is required to group various features in different classes /coverage, as specified in the design document with proper ground control reference points. Service Provider will also provide a comprehensive coverage containing all control points, and similar important features.

5.2.5 Topologically Complete

The final data set should fulfil the following criteria for all classes/coverage:

- a. Polygons are closed properly. No undershoots or overshoots are acceptable
- b. All linear features should conform to planarity requirement, i.e. all intersections are properly termed as nodes.
- c. All Polygons have individual and unique label.

5.2.6 Accuracy, Quality, Inspection and Completeness

Service Provider will ensure that the digital vector data is accurate and complete, as per the requirement detailed out in the work order.

Completion of the work is defined as accomplishment of all intended features and the logical grouping, as specified in the design document. Accuracy is defined in terms of positional correctness, digital vector data and topological completeness, subject to various tolerance limits, as specified in design document.



The following criteria for testing digital vector data for completion and accuracy may include, but not limit the number:

- a. Physical Verification of test plot on tracing paper on random sample basis.
- b. Random checking of features, during which, not more than 10% of points tested should be +/- 0.1% of the original maps.
- c. Verification of topological correctness by actually constructing the topology.
- d. Verification of job requirements reflected in design document.

The digital data failing to conform these tests will not be accepted. Service Provider shall be given an opportunity to rectify errors to the satisfaction of STATE GOVT. within a stipulated time, failing which the work order shall stand terminated. In such a case, STATE GOVT. reserves the right to get the work executed by another Service Provider at the cost of defaulting party. However, NLRMP guidelines may be referred.

5.2.7 Output Format

Maps should be scanned and made available in .tiff format to their true scale, vectorized and converted into shape file format consisting of three files i.e. the shape file (*.shp), the index of the shape file (*.shx) and the data associated with the shape file (*.dbf). The Service Provider may supply the digital data in *.shp format or in suitable format as per the directions of Director, Land Records and the data should be clean and built. The following three database tables should be developed from the data available in the paper map. This is done by carefully observing each plot in the map sheet. The other component of the original map which are non-map features i.e.

- a. Sheet heading
- b. Plot Numbers (Distance of each arm forming the polygon of plots or Khasra nos.)
- c. Legends
- d. List of Conventional Signs
- e. List of Bta Plot Numbers
- f. Contents of the Certificate Block



5.2.8 User's Manual

The User Manual for operation and complete indexing should also be provided in CD media as well as hard copy in two sets. The User Manual should be in Hindi and also in English with complete indexing of the villages with respective details. 2 Copies each to be provided.

5.2.9 Capacity building & Training

As part of project requirement all the concerned officers/ officials of the Directorate of Land Records viz. Tehsildar/Naib Tehsildar/Kanungo/Patwari etc. needs to be trained by Service Provider. Training to minimum 50 persons and 2 Master Trainers in each Tehsil and preparation of user manual is the responsibility of the service provider.

5.2.10 Deliverables

The project consists of following stages of deliverables:

- a. Scanned maps with complete indexing on CD/DVD media in three sets and printouts on 1:1 scale on desired **90 GSM Paper** as mentioned in this document.

Note:

- i. First printout of scanned map on 90 GSM for checking of 1:1 Scale.
 - ii. If any error/mismatch is found in first printout another printouts shall be provided after correction.
 - iii. Service Provider shall provide '...n' number of printouts till final corrections.
 - iv. The final scanned map printout is to be approved by the revenue officers/staff and thereafter service provider shall provide final scanned map printouts on 100 Micron polyester matt film.
- b. Digitized maps (Musavis) of every village along with symbol library on point/ Line/ Polygon layer on CD/DVD media as .shp file and pdf file. However, additional file formats (i.g. .dwg, .dxf etc) may be mentioned in the design document.
- c. Digitized maps (Musavis updated to current stage) on CD/DVD media as .shp file
- d. Data base of digitized maps as database file.
- e. The printouts in 3 copies on required film/photo paper have to be provided on 1:1 scale in the following manner:



- ◆ First printout of final scanned map on **100 Micron polyester matt film**. Second printout of draft digitized map (Service Provider may have to provide more printouts till final corrections), Third printout of final digitized map in 3 copies on **100 Micron polyester matt film**.

Note:

- i. Service provider shall provide copy of the digitized check print on 90 GSM Paper along with final scan map printout on 100 Micron polyester matt film.
- ii. In case of more than 10 errors in digitized check printouts, service provider shall provide more number of prints till final corrections are made.
- iii. The check printout map has to be approved by the revenue officers/staff. and the service provider shall provide 3 copies of final digitized printouts.
 - a) One copy of digitized printout before updation on 100 Micron polyester matt film.
 - b) Two copies of digitized printouts after updation on 100 Micron polyester matt film.
- a) Digitized maps should be linked with RoR (attribute) which is already computerised and available in Microsoft SQL Server. The software for data and map updation due to transaction/mutation will be tested and used.
- b) User Manual.

Bidders shall follow the rules, regulations, laws and policies / guidelines of Government related to Land Records and Settlements. The missing or extra Khasra numbers will be provided to the Service Provider for correction.

5.2.11 Other Requirements

- i. The survey map of village is available in several sheets (sub-maps). The first sub-maps would be scanned to get a raster image and it would be vectorised to generate vector digital data. These digitised Musavis will then be integrated to generate a map of the village using software tools. Thereafter, the digital maps of different villages of tehsil will be merged (mosaiced) together through software to construct the map of tehsil. Similarly, the digital maps of tehsils would be merged together to form a map of the district.



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- ii. The output format of the digitized cadastral map should be .shp file subject to change to some another format if decided by the Government of HP later on.
- iii. The Government of HP will issue the certificate to service provider about successful implementation of project after receiving the satisfactory report from the authorities at District level
- iv. Maintenance/ Technical Support will have to be provided for a period of 2 (Two) years after the successful completion of project and I(One) Technical Support person will have to be deployed at central location in every district.
- v. After successful implementation of project, service provider will handover Technical document as well as user manual for the database of digitized cadastral maps and Intellectual Property Rights (IPR) to The Director, Land Records. A copy of the user manual would also be provided to authorities at District/ Tehsil/ Subdivision levels. All the deliverables mentioned in this document would become the property of Director, Land Records who reserves the right to replicate the digitization process also in other tehsils etc. in the District.
- vi. Space for setting up of scanning centre and updation would be provided by Government of H.P.
- vii. Open standard may be used for creation of database/ application etc. As for the encoding standards are concerned, the UNICODE should be used for data storage and local language display and support.



6. ROLES AND RESPONSIBILITY

6.1 Roles and Responsibilities of the Service Provider (SP):

- a. SP will provide necessary Hardware (Laptop or PC, Scanner, Printing, Stationery) and Software Tools. All expenditure for operating the aforementioned equipment shall be borne by the SP.
- b. Service Provider will ensure that the digital vector data is accurate and complete, as per the requirement detailed out in the bid document.
- c. Liaise with Land Record and Settlement offices at District/Tehsil levels to study the whole system related to cadastral maps and Jamabandies etc. and submit design document to Government of HP within 4 weeks from the date of award of contract.
- d. Identification of requirements across Land Records at District/Tehsil levels to help to digitise the cadastral maps in generic manner so that the same can be used by all the concerned offices across the state.
- e. Satisfactory training to users will be provided by Service provider after implementing the software. All necessary changes and suggestion during training and implementation will be incorporated in the project.
- f. Service Providers will prepare Technical Document as well as User Manual for digitisation of cadastral maps and its linking with textual data i.e. Jamabandi.
- g. Project will be deemed to be completed after establishing the completeness of the work in all respects along with accuracy.
 - i. Completion of the work is defined as accomplishment of all intended features and the logical grouping, as specified in the bid/ design document.
 - ii. Accuracy is defined in terms of positional correctness, digital vector data and topological completeness, subject to various tolerance limits, as specified in design document
- h. After successful implementation of project, service provider will handover Technical document as well as user manual for the scanned images and digitised maps and all their copyrights shall be the sole property of the Government of HP.
- i. Even, if an error is detected at later stage after the project period and during the maintenance period, the SP will carry out the correction in the digitized data.



6.2 Roles and Responsibilities of User Department

- a. Government of HP will form one technical team at the level of Director Land Records for monitoring the project activity and its implementation. A similar technical team will be established at the level of Deputy Commissioners' in the concerned Districts.
- b. The technical team will have Technical experts from DIT HP, NIC HP, and Deptt. of Science and Technology and Domain Experts from Director, Land Records, or any other agency nominated by the Government of HP. This team will be headed by Director, Land Records Himachal Pradesh.
- c. The technical team at the level of concerned districts will have Technical experts from District NIC and Domain Experts from Deputy Commissioner's office.
- d. Service provider will interact with these teams during the entire project implementation cycle.
- e. Facilitate liaison of service provider with identified offices of the State Government for identification of System Design Document and requirement which will have to be incorporated in the document during implementation of the project.
- f. Approval of Software design document submitted by the service provider for digitisation cadastral maps and linking of the same with textual data.
- g. Regularly reviewing the progress of work carried out by service provider.
- h. Payment processing of the bills submitted by the service provider.
- i. List of the offices to establish scanning/ digitised centre and requisite revenue records for the implementation of the project.



7. Instructions to Bidders

7.1 Compliant Proposals/Completeness of Response

- I. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after carefully study and examination of the RFP document with full understanding of its implications.
2. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must.
 - a. Include all documentation specified in this RFP.
 - b. Follow the format of this RFP and respond to each element in the order as set out in this RFP.
 - c. Comply with all requirements as set out within this RFP.

7.2 Tender Fee

- I. This document can be downloaded from website http://himachal.gov.in/index.php?lang=1&dpt_id=13 or may be obtained during office working days in person by paying an amount of **Rs. 8,000/-** in the form of Demand Draft favouring “Director Land Records HP” payable at Shimla. The copy of the tender document will be available at Block No.28 SDA Complex, Kasumpti, and Shimla 171009 between 11:00 and 16:00 hours on working days and can be collected in person during the dates given at page no.7 in RFP.
- II. In case the prospective Service Provider (SP) downloads the document from website http://himachal.gov.in/index.php?lang=1&dpt_id=13, the cost of document should be paid along with the submission of the Bid.

7.3 Cost of Proposals

The cost of processing and submission of commercial offer is entirely the responsibility of Service Provider (SP), regardless of the conduct or outcome of the whole process.

7.4 Submission of Proposals

- I. The Turnkey Service provider will submit the response to the present tender in a single envelope which contains following items:
ENVELOPE- I: Eligibility Offer/ Pre-Qualification Proposal– 1 original + 2 copies + 1 Soft copy in CD.
ENVELOPE- II: Technical Offer/Proposal– 1 original + 2 copies + 1 Soft copy in CD.



ENVELOPE- III: Commercial Offer/Proposal – 1 original + 1 copy+ 1 Soft copy in CD.

ENVELOPE-IV: EMD.

- II. The response to Eligibility Offer / Pre-Qualification Proposal, Technical Proposal, Commercial Proposal and EMD (as mentioned above) should be covered in separate sealed envelopes super-scribed with the following information:

Type of Bid: Technical or Commercial or EMD (Earnest Money Deposit).

Bid Title: Digitisation of cadastral maps, Musavis and its linking to textual data.

Bid Reference Number: Rev(LR) Stat-I-44/NLRMP/DCM/2014.

Name and address of the SP: XXXXXX

- III. Please Note that prices should not be indicated in the Technical Proposal and should only be indicated in the Commercial Proposal. The bid shall be rejected if found any prices indicated in Technical Proposal.
- IV. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- V. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- VI. The original proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
- VII. All pages of the bid including the duplicate copies, shall be signed and stamped by the person or persons who is authorised to sign the bid.
- VIII. In case of any discrepancy observed by Directorate of Land Records, Himachal Pradesh in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.
- IX. Bidder must ensure that the information furnished by bidders in respective CDs is identical to that submitted in the original paper bid document. In case of any discrepancy observed by Directorate of Land Records, Himachal Pradesh in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

7.5 Authentication of Bids

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.



7.6 Pre-Bid Conference/Meeting & Clarification

- I. A Prospective Service Provider (SP) requiring any clarification on this document may notify the DIRECTOR, LAND RECORDS HP in writing or by fax or through email at Director, Land Record's communication address indicated in this document.
- II. Directorate of Land Records, HP shall hold a Pre-bid meeting with the prospective bidders as per the date provided in the Schedule of Bid process above in RFP.
- III. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach as per Schedule of Bid process sheet through email in MS EXCEL file as per date and time mentioned in the Schedule of Bid process.

The queries should necessarily be submitted in the following format:

S. No.	RFP Document Reference(s) (Section & Page Numbers)	Content of RFP requiring Clarification(s)	Points of clarification

- IV. Director, Land Records will respond to any request for clarification, which it receives at the time of pre-bid meet. DIRECTOR, LAND RECORDS will respond including an explanation of the query but without identifying the source of inquiry to all prospective Service Providers, which have received this document and the response will also be uploaded at website. http://himachal.gov.in/index.php?lang=1&dpt_id=13

7.7 Modification in RFP

At any time not less than three days prior to the deadline for submission of offer, Director, Land Records may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective service provider, modify this document by amendment.



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Prospective SPs are advised to visit http://himachal.gov.in/index.php?lang=1&dpt_id=13 website regularly to see any changes in the document.

All prospective SPs who have received this document will be notified of the amendment in writing or by fax or through email which will be binding on them. In order to allow prospective SPs reasonable time in which to take the amendment into account in preparing their offer, DIRECTOR, LAND RECORDS HP at its discretion, may extend the deadline for the submission of offers.

7.8 Technical Proposal

The Service Provider shall quote the Technical Details as per **Annexure-II** for the entire scope of work mentioned in this document.

7.9 Commercial Proposal

The Service Provider shall quote the Price Schedule as per **Annexure-III** for the entire scope of work mentioned in this document.

7.10 Commercial Proposal Currencies

Prices shall be quoted in Indian Rupees.

7.11 Format of Commercial Proposal

The original and all copies of Commercial Offer shall be typed or written in indelible ink and shall be signed by the Service Provider (SP) or a person or persons duly authorized to bind the SP to the Contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the offer. All pages of the offer, except for not amended printed literature, shall be initialled by the person or persons signing the offer.

Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person signing the offer.

(Bidders need to submit separate commercial bids for each District in separate sealed envelopes. District wise commercial bids shall be opened and then evaluation shall be done district wise)

7.12 Late Offers

Any offer received by DIRECTOR, LAND RECORDS HP after the deadline for submission of offers prescribed by DIRECTOR, LAND RECORDS HP will be rejected and/or returned unopened to the prospective Turnkey Service Provider.

7.13 Modification and Withdrawal of Offers

No offer may be modified subsequent to the deadline for submission of offer.



No offer may be withdrawn in the interval between deadline for submission of offer and the expiration of period of offer validity specified by Service Provider in the offer form. Withdrawal of an offer during this interval may result in forfeiture of Service Provider's EMD.

7.14 Validity of Proposal

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

7.15 Earnest Money Deposit (EMD)

- a) EMD equivalent to Rs.5.00 lacks per district in the form of Demand Draft from Nationalized bank should be submitted along with the offer favouring "Director, Land Records HP" payable at Shimla.
- b) The EMD shall be denominated in Indian Rupees, and shall be in the form of a DD issued by a Nationalized Bank in favour of the Director, Land Records payable at Shimla.
- c) Unsuccessful SP's EMD will be discharged/returned after award of contract to the successful SP. No interest will be paid by the DIRECTOR, LAND RECORDS HP on the EMD.
- d) The successful SP's EMD will be discharged on submission of Bank Guarantee (in the format given at Annexure-VII) after signing the Agreement. No interest will be paid by the DIRECTOR, LAND RECORDS HP on the EMD.
- e) The EMD may be forfeited:
 - i. If the SP withdraws its offer during the period of validity of offer specified by the DIRECTOR, LAND RECORDS HP in the Document;
 - ii. In the case of a successful SP, if he fails to sign the Contract in accordance with conditions of this Document or to furnish Bank Guarantee for contract performance.
 - iii. During the whole process, if prospective/ successful SP indulges in any such deliberate act as would jeopardise or unnecessarily delay the process of evaluation and finalisation of offer.
- f) Violates any of such important conditions of this document or indulges in any such activity as would jeopardize the interest of the Government of HP.
- g) The decision of the Government of HP regarding forfeiture of Earnest Money Deposit (EMD) shall be final and shall not be called upon question under any circumstances.

7.16 Price Structure

The price quoted should be inclusive of all applicable duties and taxes. No price variation due to variation in duty, tax, exchange rate fluctuation etc. will be permitted. The price should be mentioned in terms of the amount payable by DIRECTOR, LAND RECORDS HP for design, development, implementation and maintenance (for a period of two year after successful



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implementation) of digitisation of Musavis and its linkage to textual (revenue) data project” as per the scope of Work. All costs and charges in the offer should be expressed in Indian Rupees without any dependence on exchange rate, duty or tax structure.

7.17 Non-transferable offer

This offer document is not transferable.

7.18 Tender Evaluation

1. The Evaluation /Technical Committee will scrutinize the offers to determine whether they are complete including Tender Fees, EMD, whether any errors have been made in the offer, whether the documents have been properly signed and whether items are quoted as per the schedule, etc. Incomplete details as given below will be treated as non-responsive, if Proposals are:
 - a. Not submitted in a manner as specified in the RFP document.
 - b. Received without the Letter of Authorization (Power of Attorney).
 - c. Are found with suppression of details.
 - d. With incomplete information, subjective, conditional offers and partial offers submitted.
 - e. Submitted without the documents requested in the checklist.
 - f. Having non-compliance of any of the clauses stipulated in the RFP.
 - g. With lesser validity period.
2. Directorate of Land Records, HP will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Evaluation Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.
3. The Evaluation Committee will examine and evaluate the offers.
4. An offer determined as not substantially responsive will be rejected by the Evaluation Committee and may not subsequently be made responsive by the SP by correction of the nonconformity.



5. The Evaluation/Technical Committee may waive any informality or non-conformity or irregularity in the offer which does not constitute a material deviation according to the Evaluation Committee, provided such waiver does not prejudice or affect the relative ranking of any SPs.

7.19 Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, DIRECTOR, LAND RECORDS may at its discretion ask some or all SPs for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

7.20 Format for Technical and Commercial Offer

The suggested format for submission of commercial offer is as follows:

- i. index
- ii. Covering letter
- iii. Eligibility Bid- Annexure I
- iv. Technical Offer Format – Annexure II
- v. Commercial Offer Format – Annexure III

7.21 Erasures or Alterations

The offers containing erasures or alterations or conditions will not be considered. There should be no hand-written material, corrections or alterations in the offer. GOVERNMENT OF HP may treat such offers not adhering to these guidelines as unacceptable. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure/ manual” is not acceptable. DIRECTOR, LAND RECORDS HP may treat such offers as incomplete and are liable for rejection.

7.22 Evaluation and Comparison of bids

- I. The SP's offer must be complete in all respect and covering the entire scope of work as stipulated in this document.
- II. The SP must submit declaration regarding acceptance of Terms and Conditions contained in this document (as per format enclosed at Annexure-A).
- III. The SP must submit declaration regarding clean track record (as per format enclosed at Annexure-B).
- IV. The SP must submit declaration regarding offices/Locations (as per format enclosed at Annexure-C).



- V. The evaluation process of the offer proposed to be adopted by the Government of HP is indicated under this clause. The purpose of this clause is only to provide the SPs an idea of the evaluation process that Government of HP may adopt. However, the Government of HP reserves the right to modify the evaluation process at any time during the whole process, without assigning any reason, whatsoever, and without any requirement of intimating the SPs of any such change.

7.22.1 Clarification

When deemed necessary, during the evaluation process, the Evaluation Committee may seek clarifications or ask the SPs to make Technical presentations on any aspect from any or all the SPs. However, that would not entitle the bidder to change or cause any change in the substance of the offer submitted or price quoted.

7.22.2 Process of Selection of Service Providers

- I. Bids would be evaluated as per the process defined in RFP.
- II. The bidders have to quote the District Wise Financial bid. However, DLR will prioritize the districts to be taken up by the Service Provider on the basis of their ranking in evaluation, their presence in the particular districts, their technical marks, manpower strength and turn-over.
- III. The maximum number of Districts for which Service Provider can be selected will not exceed three. DLR will try to assign equal number of records to be digitized by each bidder and for this purpose DLR may allocate more districts to any Service Provider.
- IV. District wise approximate volume for digitization of Cadastral Map has been provided as Annexure-V.

7.22.3 Opening of Eligibility Bids

The Evaluation Committee will open the eligibility bids of all the bidders and will examine the same as per format given at Annexure-I. Technical bids will be opened of only those SPs who would qualify the eligibility bids.

7.22.4 Opening of Technical Bids

The Evaluation Committee will open the Technical Offers of only qualified SPs in the presence of the representatives of the SPs who shall attend and demonstrate the methodology and proposed solution, at the time, date and place, as decided by the Government of HP. The evaluation committee shall evaluate the bids further (subsequent to qualification in preliminary evaluation), based on the documents submitted including the proposed approach and methodology, proposed timelines and proposed resources. Each bidder would be essentially require to make a presentation for the same to the evaluation committee. The Bidder must provide in the bid the above mentioned details in format specified in Annexure-II. The Hardware, LAN and other equipments necessary for setting up



Scanning centre room etc. must be strictly as per Technical specifications laid down in this document.

7.22.5 Opening of Commercial Bids:

The Evaluation Committee will open the Commercial Offers of only qualified SPs i.e who will obtain minimum 60 marks in the technical evaluation, in the presence of the representatives of the SPs who choose to attend, at the time, date and place, as decided by the Government of HP. The Bidder must provide in the bid the abovementioned details in format at Annexure-III.

7.23 Award of Order:

The process of award of contract is elaborated at Annexure-IV. The contract will be awarded for each District to the bidder whose bid has been determined to be substantially responsive and has been determined as the best value bid means whose bid has been ranked as R1 for that District.

- I. The award of contract would be decided on the basis of Weighted Score (30%) for the Technical score as per the marks awarded by Evaluation Committee for the Technical Proposal and Weighted Score (70%) for the normalized score as per the financial bids.
- II. After evaluation of all accepted proposals by the evaluation committee, the contract may be awarded to the most responsive bidder.
- III. In case Director, Land Records HP does not find the best offer acceptable, it may go in for negotiations, which can be done with the SPs Rank I and second Rank 2 (R1 and R2). During the negotiations a revised Techno-Commercial Offer will be taken from the representative of the SPs by way of sealed offer. This revised offer will replace/supersede the earlier Commercial Offer, provided that the original offer (i.e. Commercial Offer) will not be allowed to be changed to the detriment of the DIRECTOR, LAND RECORDS HP, as far as rates of every individual items and terms/ conditions are concerned. Therefore, the prospective SPs are advised to send sufficiently senior representatives (who can take spot decisions) for negotiations.
- IV. The commercial offers shall be evaluated by the DIRECTOR, LAND RECORDS HP for completeness and accuracy. If there is a discrepancy between words and figures, the amount in words will prevail. The Gross Bid Value as per Annexure-III shall be used by the DIRECTOR, LAND RECORDS HP for the purpose of commercial evaluation of offers.
- V. Keeping in view the time limitation of NLRMP, multiple vendors will be selected for award of work. The vendors will be ranked R1, R2, and R3 etc. based upon the combined score of



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technical and financial weightage described *ibid*. However, all the selected vendors will be bound to work at the lowest rates quoted in the financial bid for the concerned District.

- VI. In case of non receipt of bids for any district the Director of Land Records reserves the right to assign such districts to the selected bidder on the same rates quoted by the bidder for the adjoining district.



8. Eligibility Criteria of Bidders

The Service Provider (SP) should meet the following criteria as on the date of submission of the bid:

S. No.	Eligibility Criteria	Documents / Information to be Provided
1.	The Company/firm/partnership must be well established and must have been rendering related services as mentioned in the bid document for at least last 5 years and should not have been blacklisted for Map Scanning and Digitisation and RoR Linking. (Attach documentary proof) <u>No Consortium is Allowed.</u>	Certificate of Incorporation Annual Reports for last Five Year.
2.	The company should be registered with Service Tax Authority.	Registration Certificate & Service Tax Number.
3.	The bidder should have experience in supply, installation and support of digitization of cadastral maps and GIS oriented work in Government department.	Copy of Work Order along-with work completion certificate/ performance certificate should be enclosed.
4.	Average Annual Turnover of the firm must exceed Rs. 6_crores in each of the last 3 financial years (FY 12-13, FY 11-12 and FY 10-11). Out of which Rs 2 corer should be from digitisation, mosaicing and CAD projects only.	Balance Sheet/CA Certificate. Income Tax return Statement.
5.	The bidders should have at least 50 Professionals on their payroll for the activities related to Map Scanning and Digitisation.	Attach HR certificate along-with the list of Employees with exposure to Projects and Technologies.
6.	The bidder should have experience in system integration w.r.t digitization, mosaicing and CAD projects of a comprehensive enterprise IT infrastructure comprising of supply, installation and maintenance of Hardware and	Copy of Work Order and Completion Certificate specifying the detailed scope of work.



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	Software, Operating System and RDBMS etc.	
7.	The bidder should have ISO (9001:2000) or Minimum CMMI Level-3 certification.	Copy of valid certificates
8.	a. The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices. b. And should not be blacklisted by any State Govt./Central Govt./ PSU for any reason at the time of Bidding.	A self-certified letter by the designated official of the responding firm in the form of Annexure-B

Note:

- a. Project Manager should be available in the central location during the project period.
- b. It is reiterated that Government of HP's decision regarding Bidder's eligibility will be final and binding on all the Bidders.

9. Terms and Conditions

The terms and conditions are illustrative only and the detailed terms and conditions will be referred in the SLA to be signed with the successful bidder.

9.1 Performance Bank Guarantee

The SP must submit a Performance Bank Guarantee for project phase till commissioning of this project from any Nationalized Bank @15% of Gross Bid Value in the name of DIRECTOR LAND RECORDS Himachal Pradesh for Total Contract Period plus 2 months after expiry of contract as per the format given at "Annexure-VII" within 15 days of the signing of Agreement. Thereafter, separate PBG @30% as per format given at "Annexure-VII" will be submitted for a period of 2 years from the date of completion of the digitisation of Musavis and its linking to the textual database 2 months prior to the expiry of previous PBG.

9.2 Payment Terms

DIRECTOR LAND RECORDS will make payment for the entire services rendered, calculated As per table below:



Project Milestone and Payment Timelines			
S. No	Event	Completion Date	Payment % of total contract
**K1	System Study and Design (SDD) (Including Hardware requirement, System software requirement, establishment of LAN/ Internet connectivity, Design of Security, Architecture, Data Migration Strategy and Data Backup Strategies).	*T+ 4 weeks	—
K2	Establishment of Scanning and Digitization centre, LAN and supply of Hardware.	T+8 weeks	5%
K3	Development, data entry and testing of digitised Musavis and its linking to textual data (jamabandi etc).		35 %(as per break-up mentioned in the event)
		T+12 weeks	10% of the total number of final prints of duly-approved scanned musavis submitted at tehsil level.
		T+16 weeks	10% of the total number of musavis digitized output prints submitted for verification/checking at tehsil level (i.e. before updation at musavi level).



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		T+20 weeks	5% after incorporating checking remarks on digitized data and mosaicing at village level before updation (i.e. before updation at musavi level) along with their final digitized output prints.
		T+28 weeks	10% of total number of musavis updated as per latest transactions and linked with RoR textual data.
K4	Verification and Final User Acceptance Test of project.	T+32 weeks	10%
K5	Handholding / Customization (Comprehensive training of employees on packages developed).	T+ 36 weeks	5%
K6	Handing over of all the documents and manuals for packages developed.	T+40 weeks	5%
K7	Commissioning of Project.	T+ 52 weeks	16%
K8	Annual maintenance of Project and operational support for two years.	K7+ 2 years	24% (Eight Qquarterly instalments over two years from the “K7”, release of each instalment depend upon the quarterly performance level assessed on the basis of SLAs defined in this RFP).

***T—Date of signing SLA with the SP.**

****K- Key events**

Note: The payments will be released only after the approval of deliverables.



9.3 Penalty

SP is supposed to achieve the milestones in the specified time frame. Non adherence to the specified time frame will attract penalty @1% of Gross Bid value per week maximum to 15% of the contract value of the work in the form of forfeiture of the amount of Bank Guarantee or Demand Draft duly deposited. Subsequent changes recommended by Government of HP during implementation and maintenance phase will attract penalty @0.5% per week. Penalty shall also be imposed as follows for inaccuracy/ errors detected during checking of works:

SNo.	Nos. of Errors (in each Map/ Record)	Penalty (in % of the billed amount of that map data)
1.	Less than 15	No penalty
2.	15-25	5%
3.	25-35	8%
4.	35-50	10%
5.	> 50	15%

Musavis should be returned immediately after scanning of the same. In case of damage of the Musavi, penalty would be imposed by Government of HP as elaborated in SLA.

9.4 Acceptance Test

DIRECTOR LAND RECORDS HP along with Evaluation/Technical committee will carry out the acceptance test for every deliverable after Completion each events. The SP has to arrange for demonstration of digitisation of cadastral project and its linking to revenue data i.e. Jamabandi on its behalf for undertaking the acceptance test on the date and time communicated by DIRECTOR, LAND RECORDS HP.

9.5 Cancellation of Contract /Order

DIRECTOR, LAND RECORDS HP reserves its right to cancel the order in the event of one or more of the following situations:

- a.If any batch of job/ services performed and software copies/ CDs/ Hardware copies carrying digital data do not match with approved specifications or approved samples and found inferior in quality, the entire lot will be rejected and no payment will be made for such a supply. Such items will have to be taken back by the service provider at his own risks and cost. No payment will be made for unsatisfactory jobs/ services and contract is liable to cancelled along with forfeiture of security deposit.



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- b. Delay in submitting the Deliverables and all related services beyond the stipulated period.
- c. The Director, Land Records HP shall have the right to inspect the work or get it inspected by his representative or any authorized officer at any stage.
- i. The Director Land Records Himachal Pradesh reserves the right to inspect the process of the scanning, digitization, indexing, storing methodology and the equipments during the contract period at any time.
- ii. The Service Provider shall provide all possible information and extend such co-operation as desired by the inspecting authority of the department during the inspection work.
- iii. In case, the Inspecting authority finds that the services and the equipments used are adversely affecting the quality of work, the department reserves the right to treat this as a breach of contract. As a result, the contract shall be terminated at the expenses of the Service Provider.
- iv. Delay in Project as per the agreed project timelines.
- v. In addition to the cancellation of purchase order, Government of HP reserves the right to levy appropriate damages and deduct from the earnest money deposit (EMD) given by the Service Provider or foreclose the Bank Guarantee given in lieu of performance guarantee.

9.6 Non-Disclosure Agreement

The successful SP has to execute confidentiality agreement incorporating that any data/information which will be handled/ shared will be kept in strict confidence and neither the SP or its associates or channel partners or SP's employees part with the data/information in any form to anybody without prior written consent of the Director, Land Records.

9.7 Security

The SP should ensure all security (both physical and logical) to protect department's data, site, etc. by incorporating standard security measures.

9.8 Termination of the Contract

DIRECTOR, LAND RECORDS HP reserves the right to terminate the entire and / or part of the contract by giving one month notice in writing.



9.9 Indemnity

SP has to indemnify the DIRECTOR, LAND RECORDS against any claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from any proceedings initiated against DIRECTOR, LAND RECORDS HP for any deficiency in services related to Project provided by the SP during the period of contract.

9.10 Force Majeure

The SP shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, “Force Majeure” means an event beyond the control of the SP and not involving the SP’s fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity or either in fires, floods, strikes, lock-outs and freight embargoes.

If a Force Majeure situation arises, the SP shall promptly notify the DIRECTOR, LAND RECORDS in writing of such conditions and the cause thereof within three calendar days. Unless otherwise directed by DIRECTOR, LAND RECORDS HP, the SP shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Notwithstanding above, the decision of DIRECTOR, LAND RECORDS shall be final and binding on the SP.

9.11 Publicity

Any publicity by the SP in which the name of Government of HP is to be used should be done only with the explicit written permission of Government of HP.

9.12 Service Level Agreement

SP would be required to enter into a Service Level Agreements with the Government of HP at the mutually agreed terms within three weeks from the date of issuance of Letter of Intent. In case the SLA is not executed within the said stipulated period, Government of HP will be at liberty to forfeit the EMD and R2-R3 will be invited to sign Service Level Agreement.

Any modification to the existing tender which includes proposed amendment till the date of final bid will form part of SLA. However, any deviation/ modification from the tender clause will be at the sole discretion of Government of HP.



9.13 Resolution of Disputes

Government of HP and the SP shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Government of HP and the SP are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by Government of HP and the other to be nominated by the SP. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The arbitration and reconciliation act 1996 shall apply to the arbitration proceedings and the venue and jurisdiction of the arbitration shall be in the State of Himachal Pradesh.

During the period of arbitration or any dispute pending in any court of law / arbitrator, SP has to ensure that there is no disruption of services and all the services are continued during the period of proceedings.

9.14 THE TENDER PROCESS

DIRECTOR, LAND RECORDS invites prospective service providers to respond to this tender document. The goal of this document is to create data base of digitized Musavis and its linkage with textual data. Instructions for preparing and submitting information are set forth below.

- a) Upon this document, the prospective SP is in a position to prepare and submit the response. On subsequent receipt and evaluation of responses by the DIRECTOR, LAND RECORDS it does not commit to award a contract to any Software Developer even if all of the requirements stated in these documents are met.
- b) Government of HP reserves the right to make no selection and enter into no agreement as a result of this tender document.
- c) Government of HP will not be responsible for the reimbursement of any cost or expenses, which any prospective SP may incur as a direct or indirect consequence of preparing or submitting their response to this tender document.



Annexure I: Eligibility Bid Format

The bidder should attach following checklist for compliance with important criterion in the eligibility bid to be submitted:

Name and Address of the Company:

S. No.	Item	Complied (Yes/ No)	Document attached with Page number reference
1.	Cover letter		
2.	All pages of bid are numbered, signed by authorized signatory and bids are sealed properly.		
3.	Proof of authorized signatory (Power of attorney/ Board declaration).		
4.	EMD and Draft for RFP cost (if not paid already).		
5.	CVs of Key resources proposed, Details on the total number of resources proposed and resource deployment plan.		
6.	Sealed Technical and Financial bid.		
7.	Bids should be submitted as per Pt. 9 in instruction to prospective bidders.		
8.	Turnover (Balance Sheets to be attached) Refer Pt. 5 (Qualification Criteria).		
9.	Lists of Departments/ Offices where scanning and digitization of maps have been done alongwith the successful implementation certificate obtained from the Heads of these offices.		



Annexure-II: Technical Bid Format

Name and Address of the Company:

Sr. No.	Criteria	Points Assigned	Points Scored	Remarks
1.	Financial strength of the Bidder	30		
1.1	Overall Average Turnover of the company (Audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor should be attached) past three consecutive financial years (FY 12-13, FY 11-12 and FY 10-11).			
	6 Crore– 7 Crore.	15		
	7 Crore – 8 crores.	20		
	More than 8 crores.	30		
2.	Specific experience of the Bidder relevant to this project (Certificates from the Heads of the institutions where the Map scanning and digitization have been implemented should be attached).	20		
2.1	Presentation on the methodology proposed and work to be done in Himachal Pradesh.	5		



2.2	<p>Test: I Musavi will have to be scanned and digitized :</p> <p>Scanned images of all Musavis of a village along with corresponding attribute data will be provided to the Service Provider 7(Seven) days prior to the opening of technical bids. Service Providers are required to demonstrate following activities on the date of opening of technical bid:</p> <p>I. Demonstration of extracting map and attribute database on khasra no. including printing of plot/ map on A4 size sheet, show area from RoR data and line/ length of polygon as per Musavi.</p> <p>II. Show mosaic of village (raster as well as vector).</p> <p>III. Division of one selected plot based on :</p> <ul style="list-style-type: none"> ○ Drag and drop through mouse. ○ Distances. 	15		
-----	--	----	--	--



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3.	No. of Project of Digitization of cadastral maps completed during last 5 years i.e. between 1 March, 2009 till the date of Bid Submission. Each project must be of worth Rs. 75.00 lacks or more for consideration for the preceding three financial years. Work order and Experience certificate from the client needs to be attached.	50		
3.1	One Project	05		
3.2	Two Projects	10		
3.3	Three Projects	20		
3.4	Four Projects	30		
3.5	5 Projects	40		
3.6	6 or more than 6 Projects	50		
Total Score for Technical Criteria		100		

Note: Condition 2.1 and 2.2 are mandatory.



Annexure-III: Commercial Bid Format (ON BIDDER'S LETTER HEAD)

[Bidders need to submit separate commercial bids for each Districts in separate sealed envelopes. District wise commercial bids shall be opened and then evaluation shall be done district wise]

Annexure-III-A: COMMERCIAL PROPOSAL SUBMISSION FORM (ON BIDDER'S LETTER HEAD)

Date:

RFP No.

To

The Director,
Land Records,
Government of Himachal Pradesh,
Block No. 28, SDA Complex,
Kasumpti, Shimla - 171009

Dear Sir,

We, the undersigned, offer to provide services for digitization of cadastral maps and its linkage to revenue records project in Land Record Department, Himachal Pradesh.

Our attached Financial Proposal is for the amount of currency Rs.----- (Rupees-----
--- -----) including all taxes and duties. Our Financial Proposal shall be binding upon us to expiration of the validity period of the Proposal, We understand you are not bound to accept any Proposal you receive.

Methodology –

- Our Bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- If our Bid is accepted, we commit to submit a performance bank guarantee in accordance with the Bidding Documents;
- We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and



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- We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Yours sincerely

Name.....

In the capacity of.....

Signed.....

Duly authorized to sign the Application for and on behalf of.....

Stamp / Seal.....

Annexure-III-B: SUMMARY OF COST COMPONENTS (ON BIDDER'S LETTER HEAD)

Name and Address of the Company:

A. Summary of Cost Components Table for proposed District

District Name	Item	Unit Rate (Rs.)	Number of Musavi in selected District	TOTAL PRICE (Rs.) [including All Taxes out of pocket expenses and other charges etc.]
1	2	3	4	5= 3 X 4
	Total Value (inclusive of all Taxes duties/ levies etc) for one Musavi	Unit Rate for or one Musavi as per Schedule I [Bidder needs to provide cost break up in Schedule I]	NI	XI



	Total Manpower Cost	X2 {As per Schedule 2 [Bidder needs to provide cost break up in Schedule2]}
	Gross Bid Value (inclusive of all Taxes duties/ levies etc)	= X1+X2
	Gross Bid Value (inclusive of all Taxes duties/ levies etc) in Words Rs.	

Provide price details of the district for which proposal is submitted in following schedules

Schedule 1: PRICE SCHEDULE COST PER MAP: - THE BIDDERS ARE REQUIRED TO QUOTE FOR FOLLOWING FOR EACH DISTRICTS SEPERATELY:

S. No	Job Work	Price per Map/ sheet (Musavi) in INR
A Scanning:		
1.	Indexing of cadastral map (All sheets to be indexed)	
2.	Scanning of cadastral map in tiff format.	
3.	Check print on 90 GSM paper print with 100% matching on 1:1 scale output.	
4.	Final Print on 100 Micron polyester matt filmsheet.	
	Total (A Scanning).	
B Digitization: (The Vectorization of village maps provided by competent authority using suitable s/w. Digitisation of maps may be done from the output of A)		
1.	Administrative boundaries of a revenue Village boundary with name of village / Tehsil / District .	
2.	Parcel boundaries with Khasra No. as mentioned in the map, (line length of every polygon as available in the map).	
3.	All features in different layers as available in Musavis.	
4.	Updation of maps due to transactions.	
5.	Database of digitized data in postgreys.	



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6.	Linkage with RoR data.	
	Total 2 (for B Digitization).	
C Printing (Every digitised cadastral maps must be printed and submitted).		Cost of Printing as per numbers mentioned in the document/ Map sheet in INR
1.	Printing of each Musavi sheet on 90 GSM paper print sheet, as per sample attached on 1:1 Scale output.	
2.	Printing of each final Musavi sheet. (3 copies) on 100 Micron polyester matt film on 1:1 Scale output.	
3.	Merged village map by mosaicing all village sheets/Musavis on DVD and A0 size paper.	
4.	Mosaiced Tehsil map- District fixing in verified Tehsil/District boundaries provided by State Govt on DVD and A0 size paper.	
	Total 3 (for C Printing).	
	Total Value (inclusive of all Taxes duties/ levies etc) for one Musavi	Unit Rate for or one Musavi=Total 1+Total 2+Total 3

Schedule 2: Manpower Requirement for Support and maintenance after Commissioning of the Project:

S. No.	Team Member	No. of Resources (As mentioned in the	Manpower cost (per month) (including All Taxes, out of pocket expenses and other charges etc)	Total Cost (for two years i.e. 12*2= 24 months)

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		Scope)		
		A	B	$C = A * B * 24$
1.	Technical Field Staff*			
2.	Technical Field Staff			
Total Manpower Cost				

Note: * Qualification for Technical Field Staff at minimum should be either 12th class pass along with 3 years diploma in IT / Computer Science OR graduation with one year diploma IT / Computer Science.

The rate should be quoted with cost of collecting cadastral maps and delivery of digital data from/at:

- I. Corresponding District/Tehsil for which cadastral maps has to be Scanned, Digitized and printed.
- II. Each Service Provider shall have to set up a working office at the District level assigned to them.
- III. No extra charges will be paid. It must be noted that:
 - a. Rates should be inclusive of all Duties, levies and taxes.
 - b. One good quality draft copy of scanned image print out and vector data output shall have to be submitted.
 - Training to minimum 50 persons and 2 Master Trainers in each Tehsil and preparation of user manual is the responsibility of the service provider.

Date: _____

Seal and Signature of the SP

Place: _____



Annexure IV: Award of Order

The final score used for calculating the most responsive bid shall be calculated based on a Quality Cum Cost based evaluation, following table shows the weightage to be used for calculating the total overall score of the bidders:

The Normalisation of Technical and Financial score shall be done by awarding maximum marks to the bidder having highest technical score and lowest financial bid respectively. The total score shall be arrived by using the following formulae:

Total score, S = 30 % (Technical score of bidder) +70% (Lowest Financial bid received/ Financial bid of bidder). The bidder having the highest overall score 'S' shall be declared R1 and the same would be invited for negotiation / awarded contract first.

Calculation for R1, R2 and R3

Sr.No.	Bidders	Financial Score (FS)= 70% * (Lowest Financial bid received/ Financial bid of bidder)	Technical Score (TS)=Tech nical Score of the bidder * 30%	Total Marks = FS+TS	Rank of Bidders
1.					
2.					
3.					
4.					
5.					



Annexure V: District Wise Volumes of Cadastral Maps

District Name	Quantity of Cadastral Maps.(Approx)
Bilaspur	4018
Kullu	10001
L/Spiti	3493
Solan	8848
Kangra	69673
Shimla	30521
Kinnaur	6157
Una	18322
Total	151033

Note:

- The figures provided in the above table are tentative and actual figures may vary. However, these figures may be used for computing the estimates and evaluation.
- Payments will be released on actual work assigned to the selected agency and work completed by the agency.



Annexure VI: Manpower Details

Name of the Company:

Note: - Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No.	Name	Designation	Qualification	Experience	Date of Employment with Company
1.					
2.					
3.					
4.					
5.					

Date: _____

Seal and Signature of the SP

Place: _____



Annexure VII: Format for Performance Bank Guarantee

To

The Director,

Land Records,

Government of Himachal Pradesh,

Block No. 28, SDA Complex,

Kasumpti, Shimla - 171009

1. Whereas M/s _____ (hereinafter called "Supplier") has to undergo "Digitization of village maps, Musavis and its linkage to textual data " Project implementation assignment as per agreement dated _____ signed between _____ on behalf of Director, Land Records, Government of Himachal Pradesh (hereinafter called "Client") and Supplier.

2. NOW THEREFORE KNOW ALL THE MEN THESE PRESENTS THAT WE, _____ having its Head Office at _____

_____ (hereinafter called "the Bank") are bound upto the "Client" in the sum of Rs. _____ (_____) for which payment will and truly to be made to the "Client", the Bank binds itself, its successors and assignees by these presents.

3. "The Bank" further undertakes to pay to the "Client" upto the above amount on receipt of its first written demand, without the "Client" having to substantiate its demand. The Client's decision in this regard shall be final and shall not be called upon to question under any circumstances. The Bank Guarantee will remain in force upto _____. However, its validity can be got extended before _____ solely at the instance of the "Client". This clause shall remain valid notwithstanding anything else contained to the contrary in the document.

4. Our liability under this guarantee is restricted to _____ (_____) and it will remain enforce upto _____ unless a demand in writing is received by the bank on or before _____, all your rights under the said guarantee shall be forfeited and we shall be released and discharged from all the liabilities there under.

5. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____. In witness whereof the Bank, through its authorized officer, has set its hand and stamp on this _____ day of _____ 20____



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For Bank _____

Witness

Signature

Name

M/s _____



Annexure – A: Acceptance of Terms and Conditions Contained in the RFP

Date: _____ 2014 Tender Reference No.: Rev(LR)Stat-I-44/NLRMP/DCM/2014

To

Director

Land Records,

Himachal Pradesh

Block No.28

SDA Complex, Kasumpti, Shimla – 171009s

Subject: **Acceptance of all the terms and Conditions contained in this document.**

Sir,

I have carefully gone through all the Terms and Conditions contained in the RFP Document [No. Rev(LR)Stat-I-44/NLRMP/DCM//2014] regarding digitization of village maps, Musavis and their linkage to textual data in Himachal Pradesh.

I declare that all the provisions of this RFP Document are acceptable to my Company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours Sincerely,

Name: _____

Designation: _____

Company: _____

Address: _____

Note: - Copy of authorisation by competent authority in the bidders company pertaining to not only this form but entire bid should be enclosed.



Annexure B: DECLARATION REGARDING CLEAN TRACK RECORD

Date: _____ 2014 Tender Reference No.: Rev(LR)Stat-I-44/NLRMP/DCM/2014

To

Director

Land Records,

Himachal Pradesh

Block No.28,

SDA Complex, Shimla – 171009

Subject: **Declaration regarding clean track record of the firm**

Sir,

I have carefully gone through the Terms and Conditions contained in the RFP Document [No. Rev(LR)Stat-I-44/NLRMP/DCM/2014] regarding digitization of village maps, Musavis and their linkage to textual data in Himachal Pradesh. I hereby declare that my company has not been debarred/black listed by any Government / Semi Government organizations. I further certify competent authority in my company has authorized me to make this declaration.

Yours Sincerely,

Name: _____

Designation: _____

Company: _____

Address: _____



Annexure C: List of Office/Location

Sr. No	Name of Offices/Locations	Detail about the Offices/Locations



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