

**CALL FOR EXPRESSION OF INTEREST FOR DATA ENTRY
FOR GAUTAM BUDH NAGAR DISTRICT
e-DISTRICT PROJECT FOR THE GOVERNMENT OF UTTAR PRADESH**

Deadline for submission of Expression of Interest: 31/03/2008 till 5.00 p.m.

Note: Due to unsatisfactory response to previous request for Expression of Interest (Eol), the received Eols have been cancelled and fresh Expressions of Interest are being sought. The Interested agencies must send the specified documents duly sealed to the specified address during working hours of business days upto the deadline.

Background and Objective

e-District is a State Mission Mode Project under the National e-governance Plan. The project aims to target high volume services currently not covered by any other MMP under NeGP and undertake backend computerization to e-enable the delivery of these services through Common Service Centers. Government of Uttar Pradesh envisages e-district that delivers majority of services being provided by the district administration through the use of Information and Communication Technology (ICT).

Objectives of e-District:

- To integrate and seamlessly deliver citizen services by district administration through backend digitization and process redesign
- Implementation of an efficient electronic workflow system for reduction of workload of the district personnel
- To create a smart link/interface between citizens, governments, public utilities and other information providers
- Fast processing of public cases/appeals/grievances dissemination of information
- Focus on backend computerization

UP e-District is expected to enable the automation of workflow and internal processes of District Administration for providing services to the citizens. This project is of paramount importance to the State as it would help in creating an electronic workflow system for the district administration and help in providing efficient individual department services through Common Service Centers (CSCs) which would be the primary front end channels as envisaged under the NeGP programme by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India (GoI).

The objective of this program is to implement Pilot e-district model in 6 districts of Uttar. The identified districts are:

- Ghaziabad
- Gautam Budh Nagar
- Sitapur
- Gorakhpur
- Rae Bareli
- Sultanpur

The following major service categories have been identified for e-District project in the State of Uttar Pradesh for the above mentioned districts:

1. Certificates
2. Pension Schemes
3. Ration Card
4. Revenue Court
5. Dues & Recovery
6. Issuance of Khatauni
7. RTI & Grievance Redressal
8. Employment Related Services
9. Electoral Services

New Eligibility Criteria

The present call for Expression of Interest is open to the agencies that fulfill the following criteria:

- a) The Agency should have been in the business for providing data digitization services for at a minimum of 5 years with at least the past 3 years in Hindi.
- b) The Agency should have a minimum of INR 100 Lakhs as annual turnover during each of the last three financial years (2004-05, 2005-06, 2006-07).
- c) The Agency must have successfully completed the following, in the past 3 years:
 - 1 project of data digitization in hindi with order value greater than INR 10 lakhs
 - 1 project of data digitization with order value greater than INR 30 lakhs or 2 projects of data digitization with order value greater than INR 15 lakhs
- d) The Agency shall have Quality certification from an accredited and internationally reputed / renowned firm (viz. ISO 9000)
- e) The Agency must have at least 50 permanent employees on roll over each of the last three years (as on March 31, 2005, 2006 & 2007)

Implementation Timelines

Sr No	Activity	Completion Schedule (in weeks)
1	Issue of LOA (Letter of Acceptance) of Tender.	T
2	Completing the setting up of Project Office and resource mobilization	T + 1
3	Start of the data digitization process	$T_1 = T + 1$
4	1st Milestone – 25 % of data entry complete	$T_1 + 4$
5	2 nd Milestone – 50% of data entry complete	$T_1 + 8$
6	3 rd Milestone – 75% of data entry complete	$T_1 + 12$
7	Completion of data entry process	$T_1 + 16$

Broad Scope of Work

1. The scope of work will include digitization of government records from sources like Parivar Register, Birth and Death Register, Revenue Court etc for the Gautam Budh Nagar district.
2. The data entry agency will use its own infrastructure including but not limited to computers, servers, clients, UPSs, Gensets etc. for the entry of data.
3. The agency will be provided with the hard copy of the data and is expected to digitize the same as-is with 98% accuracy. All the government data is maintained in Hindi and the Agency is expected to key-in the data in Hindi only.
4. The data would be manually entered by keying-in the data in the application for each of the record.
5. The data entry agency will ensure that all records are entered and no record is entered more than once. The data entry agency will maintain a register that will serve a purpose of evidence for the number of records entered by the agency on each day.
6. The data entry agency would deploy its adequately skilled manpower resources to complete the job within the specified time.
7. A team comprising members from the District Administration and NIC would be formed to supervise the data entry process and perform random check of the keyed-in data.

Application Procedure

The Agency has to submit his proposal (in hard bound form – 3 copies) by the deadline mentioned i.e. 31/03/2008 till 5.00 p.m. The proposal should include the following details:

- a. Complete profile of the company including key contact details (names of the personnel to be contacted, their designation, contact numbers and e-mail id)
- b. Documentary proof of compliance with the eligibility criteria
- c. References (contact details, customer completion certificate, customer satisfaction certificate etc.) for the projects shall be provided.
- d. Approach and Methodology i.e. a description of the method used for digitization
- e. Key Issues and Risks identified in the project
- f. CVs of the personnel to be deployed for the project

The shortlisted Agencies will be called for a presentation on the approach and methodology as well as on the key issues and risks identified in the project. Detailed Terms & Conditions and Scope of Work shall be given to the shortlisted Agencies.

Please provide your complete proposal at the following address:

Additional District Magistrate (F&R)

Room No. 109/110,

Collectorate

Surajpur

Gautambudh Nagar – 201306

Uttar Pradesh, India

The date for the presentation will be communicated separately to the shortlisted Agencies.