



सत्यमेव जयते

**Proposal for appointment of Agency/Agencies for  
Modernization of Library System**

**(Tender Notice No. 2/9/2010-Lib. Dated 16.11.2011)**



**Office of the Registrar General and Census Commissioner,  
India  
Ministry of Home Affairs,  
Government of India,  
2/A, Man Singh Road,  
New Delhi -110011**

## 1. Overview in respect of Office of Registrar General & Census Commissioner, India and Census of India

The Office of Registrar General & Census Commissioner, India (ORG&CCI) is an attached office of the Ministry of Home Affairs and has currently 35 offices all over the country. Besides the Head Office at New Delhi and the Language Division at Kolkata, 33 offices are located in States/UTs and are known as Directorate of Census Operations (DCOs). One of the main responsibilities of ORG&CCI is to conduct decennial Census of India.

Conduct of the Census is a role assigned to Government of India, under the Constitution. The Indian Census has a rich tradition and enjoys the reputation of being one of the best in the world. The first Census in India was conducted in the year 1872. This was conducted at different points of time in different parts of the country. In 1881 a Census was taken for the entire country simultaneously. Since then, Census has been conducted every ten years, without a break in spite of several adversities like wars, epidemics, natural calamities, political unrest, etc. This mammoth administrative exercise of collection of micro level data for the entire country, requiring huge commitment of manpower and material resources, is conducted by the Government of India every ten years with the active support of States/UTs. Census, 2011, conducted very recently, is the fifteenth in this unbroken series since 1872 and the seventh after independence.

The Post-Census operations call for tabulation of the data collected during Census, in proper format, at the earliest, with high level of accuracy, to make it available for use by all concerned. Accordingly, after every Census, ORG&CCI and DCOs publish a wealth of data with regard to statistics on population. Also, a large number of ancillary studies relating to rural craft, fairs and festivals and ethnographic surveys are undertaken from time to time and data is published. Over a period of time, ORG&CCI has become the repository of a wealth of sociological information relating to the country also. Special Socio-economic Surveys are also undertaken and Census Atlases are published at the State level as well as at India level.

To ensure optimum use of wealth of data already available since first Census as also of the latest Census, 2011, by various target and user groups, ranging from traditional Census data users, like, Government departments, research scholars, NGOs, etc. including industrial, business and commercial houses, modernization of its existing Library system at Sewa Bhawan, R.K. Puram, New Delhi has been taken up by ORG&CCI.

## 2. Purpose/Intent of the proposal

The Office of RG&CCI has a main library at Sewa Bhawan, R.K. Puram, New Delhi, which is visited by foreigners, high dignitaries, research scholars etc. The library is having a total collection of about 65000 books and 10000 nos. of photographs and receives about 4000 nos. of general magazines/newspapers annually. Besides the main library, there are some other small libraries in Social Studies/Data Processing/Census Divisions, which are to become part of the main library.

The purpose of this tender is to appoint, in two bid system, a reputed Agency (hereafter referred to as 'Agency') for "Modernization of Library System of ORG&CCI for undertaking and accomplishing the following activities :-

S.No.	Name of activity	Estimated volume
(i)	Developing the inventory of the Library collection by manually accessioning the same in standard format	65000 nos. of collections approx. Inventory for photographs are also to be carried out.
(ii)	One time cleaning of the books before starting the work associated with creation of bibliographical records.	One Time job for about 65000 copies
(iii)	Separating the multiple copies of a document and prepare a list of such copies for disposal on the basis of weeding out policy evolved by ORGI. Such separation could be undertaken during the process of creating the Bibliographical records in machine readable form.	Out of total copies of about 65000

(iv)	Creation of bibliographical records in machine readable form using the identified classification scheme and cataloguing tools like AACR II, on MARC 21 machine readable bibliographic format with mandatory and essential tags as determined by ORGI.  1. Cataloguing – Using Descriptive level 2 of AACR II on MARC 21 tags; 2. Classification – ORGI may use their own scheme for serially published documents else the DDC Scheme 3. Subject Headings – Deriving the Headings (primarily from statistical tables) from the document and developing an automated authority file of subject headings for standardization	65000 copies approx.
(v)	1. Preparing the Bar Codes and pasting them including pasting of official labels, stamping on each book etc. 2. Shelving the Documents, after the completion of the total job, in a sequence as determined by the ORGI	As and when they are ready for such operation. Estimated volume is about 65000 copies.
(vi)	Continuance of maintenance services in the Library upto six months after completion of all above mentioned jobs	For six months

**NOTE:**

- (i) **The successful bidder will have to make arrangements to deploy the required infrastructure such as desktops, printers with paper etc. to undertake the entire operation related to creation of bibliographical records;**
- (ii) **Though the effort will be to outsource the entire work to one agency but if the situation so demands the work can be outsourced by ORG&CCI to more than one agency;**
- (iii) **It will not be permissible for the agency/agencies to whom the work is outsourced by ORG&CCI to further outsource the work. However, in case this is undertaken by the agency/agencies then ORG&CCI will be within its rights to cancel the order and forfeit the EMD;**
- (iv) **The proposed activities are to be undertaken in the ORGI Office premises at Sewa Bhawan, R.K. Puram during office hour/days.**

**3. Expected Deliverables:**

1. One print out for data validation work;
2. The Online Public Access Catalogue of the retrospective collection on the identified LMS Package;
3. Physical documents belonging to ORGI duly shelved on the shelves of the library;
4. Data backup on the external media

**4. Eligibility Criteria for Bidders: -**

- i) Average Annual Turnover of the Agency/Agencies should be more than ₹30.00 lakh for last three years (2007-08, 2008-09, 2009-10). Copies of audited balance sheets to be enclosed alongwith Technical Bid;
- ii) The Bidder has technical and professional proficiency in undertaking such job. List of IT skilled technicians and list of Library Professionals with their work experience including the Supervisory Level Professionals with their work experience, who would be entrusted to undertake such work, should be enclosed alongwith Technical Bid;
- iii) The Agency/Agencies must have undertaken and successfully completed at least one project of modernization of Library Systems in the offices of Government of India / Public Sector undertakings/ any other reputed companies & private concerns, valuing ₹ 10.00 lakh or more during the last three years. (Copies of such Work Order and work completion certificate should be submitted with Technical Bid).
- iv) The bidder should not have been black listed by any Central Government/State Government Offices/PSUs and a self certificate in this regard is to be enclosed with the Technical Bid.

**N.B: Any Bid (Technical) not accompanied with the above mentioned papers shall be summarily rejected.**

5. **AVAILABILITY OF TENDER DOCUMENT:** Tender Document can be obtained free of cost from the Office of the Registrar General & Census Commissioner, India, 2-A Mansingh Road, New Delhi or the same can also be downloaded from [www.censusindia.gov.in/tender](http://www.censusindia.gov.in/tender).
6. **DUE DATE:** Due date for submission of offer is on or before **3.00 P.M. on 08.12.2011** at the Office of the Registrar General & Census Commissioner, India, 2-A Mansingh Road, New Delhi- 110011. Offers received after due date and time of submission shall not be considered.

**The Technical Bids will be opened first on 08.12.2011 at 3.30 P.M. The Financial Bids will be opened on 13.12.2011 at 3.00 P.M. only in respect of those tenderers who qualify in the Technical bid.** The list of technically qualified firms shall be declared on the website of ORG&CCI before opening of Financial Bid at 3.00 P.M. on 13.12.2011.

7. **OFFERS:** Intending Agencies should submit their Technical Bid and Financial Bid in prescribed Performa at **Annexure-I & II** respectively in separate sealed covers duly superscripted as "Technical Bid or Financial Bid" for providing manpower support for modernization of Library System of ORGI as the case may be and should be put together in a bigger sealed cover. It should be addressed to "**The Under Secretary (HQ), O/o The Registrar General & Census Commissioner, India, 2-A, Man Singh Road, New Delhi- 110011**". If tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING and shall be deposited in the TENDER BOX provided for the purpose. If the tenders are sent by post, then tender must be sent in double covers well in advance and this office, however, shall not be responsible for non-receipt within stipulated date/time. INSIDE COVER should have TENDER NO. & DUE DATE OF OPENING AND SEALED while OUTSIDE COVER should only bear address of the ORGI without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**
8. **RATES:** Rates should be indicated in both FIGURES & WORDS including all charges and would remain constant for one year from the date of award or till the successful completion of the desired activities mentioned at para 2 in the Tender, whichever is later.
9. **ERASING, OVER-WRITING AND CORRECTIONS:** Erasing, over-writing and corrections should be authenticated by the tenderer's signature. In case, this has not been done, such offer is likely to be rejected. All pages in Technical/ Financial Bid document & its enclosures are to be signed & stamped and then be serially page numbered by the 'Tenderer'.

**10. EARNEST MONEY DEPOSIT (EMD):**

**EMD is to be enclosed with Technical Bid. Conditions regarding depositing of EMD are as given below:**

- (a) **Bidders are required to deposit ₹ 40,000/- towards EMD in the form of Account Payee Demand Draft/Pay Order of any Nationalized/ Scheduled Bank drawn in favour of " Pay & Accounts Officer (Census)" payable at "New Delhi" alongwith Technical Bid;**
- (b) Any bid without Earnest Money will be rejected by the office as non responsive;
- (c) Unsuccessful bidder's Earnest Money will be discharged / returned as promptly as possible but not later than 30 days after the award of the work order.
- (d) The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the bidder or be adjusted towards Performance Security" as per the condition laid in para 11.
- (e) No interest will be payable by the office on the amount of the Earnest Money.
- (f) **Failure of the successful bidder to comply with the requirement/job order shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the office may make the award to the next lowest evaluated bidder at the risk and cost of the successful bidder.**

11. **PERFORMANCE SECURITY":** The successful bidder with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next hundred, in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/ Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi" which should be valid for a minimum period of one year. If the Security Deposit is not

deposited within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, the ORGI shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. The “Performance Security” shall be released by the Registrar General & Census Commissioner, India after successful completion of the prescribed job. No interest will be payable for “Performance Security”. In the event of non-providing the services, the Performance Security shall be forfeited to the extent the services are not provided. Further, if the office has to get the services from any other bidder because of failure to provide in full or part by the successful bidder, the difference in payment may be made from such amount.

## **12. EVALUATION OF THE PROPOSAL**

- (i) An Evaluation Committee formed by ORG&CCI would examine both the Technical and Financial bids based on the details provided and the technical presentation to be made by the applicant Agencies on the specified time and date fixed by the ORGI.
- (ii) The Evaluation Committee will determine whether the proposal is complete in all respects and the decision of the Evaluation Committee shall be final in this regard.
- (iii) **Technical Evaluation:** The Evaluation Committee will first evaluate the Technical Bid submitted by the applicant agencies. The experience, credibility, quality and competence of the Agency would constitute the core parameters for technical evaluation. The applicant agencies can be asked to give a technical presentation and the bids of the agencies which fail to do so will stand summarily rejected.
- (iv) Financial bid of only those Agencies, who are found to be technically qualified, will be opened on the specified date and time, which shall be communicated to such Agencies. The communication will also be displayed on the web-site of ORG&CCI.

**13. LATE OFFER:** Any offer received after due date of opening and time will not be acceptable.

**14. ATTENDING TENDER OPENING:** The representative of the tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the tenderer.

**15. AWARD CRITERIA:** The purchaser shall award the Job Contract to the successful bidder whose bid has been determined to be responsive by the Technical Evaluation Committee and has been cleared for opening of the Financial Bid and, thereafter, determined as the lowest evaluated bid on the basis of quoted rates for the estimated volume of work (Annexure-II), provided further that the bidder is determined to be qualified to perform the contract satisfactorily. The office shall, however not bind to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part. The office at its absolute and sole discretion reserves the right to award contract to one or more than one bidder for the purposes as may be necessary or expedient.

**16.** Estimated volume of some of the activities mentioned in the statement at para 2 above is subject to variation. Payment is to be made as per actual work done as per unit rate.

**17.** Payment procedure and schedule for various activities mentioned at para-2 are as given below:

<b>S.No.</b>	<b>Activities</b>	<b>Payment Procedure/Schedule</b>
(i)	Developing the inventory of the Library collection by manually accessioning the same in standard format	After satisfactory completion of each job.
(ii)	One time cleaning of the books before the starting the work associated with creation of bibliographical records.	After satisfactory completion of each job.
(iii)	Separating the multiple copies of a document and prepare a list of such copies for disposal on the basis of weeding out policy evolved by ORGI. Such separation could be undertaken during the process of creating the Bibliographical records in machine readable form.	After satisfactory completion of each job.

(iv)	<p>Creation of bibliographical records in machine readable form using the identified classification scheme and cataloguing tools like AACR II, on MARC 21 machine readable bibliographic format with mandatory and essential tags as determined by ORGI.</p> <ol style="list-style-type: none"> <li>1. Cataloguing – Using Descriptive level 2 of AACR II on MARC 21 tags;</li> <li>2. Classification – ORGI may use their own scheme for serially published documents else the DDC Scheme</li> <li>3. Subject Headings – Deriving the Headings (primarily from statistical tables) from the document and developing an automated authority file of subject headings for standardization</li> </ol>	<p>Payment to be processed and cleared in a phased manner in a lot of 5000 records at a time:-</p> <ol style="list-style-type: none"> <li>1. 40 per cent of due amount for a lot of 5000 records will be paid after completion of Data entry work as per the guidelines given and the first print out is given to ORGI for data validation/ conformity with the quality of work;</li> <li>2. 40 per cent of due payment after uploading of the above said corrected/validated data for creation of OPAC.</li> <li>3. 20 per cent of due payment on giving data backup to ORGI on an external device and uploading of the data for accessing OPAC.</li> </ol>
(v)	<ol style="list-style-type: none"> <li>1. Preparing the Bar Codes and pasting them including pasting of official labels, stamping on each book etc.</li> <li>2. Shelving the Documents, after the completion of the total job, in a sequence as determined by the ORGI</li> </ol>	<p>After satisfactory completion of each job.</p>
(vi)	<p>Continuance of maintenance services in the Library upto six months after completion of all above mentioned jobs</p>	<p>After satisfactory completion of job</p>

**18. RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:** The office reserves the right to accept any bid, and to annul the Tender Process at any time prior to award of contract or reject any or all bids at any time without assigning any reason thereof and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders.

**19. ARBITRATION:** Any dispute or difference arising between the ORGI and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Registrar General & Census Commissioner, India or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties subject to the proviso that the Arbitrator shall give reasoned award.

**SPECIAL NOTE:**

1. Any ambiguity in the offer may lead to disqualification.
2. Conditional offer shall be summarily rejected.

**(Purnendu Kant)**  
**Under Secretary (Hqrs.)**  
**Office of the Registrar General & Census Commissioner, India**  
**2-A, Man Singh Road, New Delhi-110011**

**PRESCRIBED PERFORMA FOR TECHNICAL BID**

With reference to Tender Notice No. 2/9/2010-Lib. Dated 16.11.2011, the undersigned furnishes below/encloses herewith following details/documents as part of Technical Bid for consideration.

1. **Name of the Agency** \_\_\_\_\_
2. **Documents evidence of execution of work and turnover as mentioned in the tender.(Yes/No)**
3. **PERIOD OF VALIDITY OF OFFER PRICE (in days):** \_\_\_\_\_
4. **EARNEST MONEY DEPOSIT:**  
**Draft number:** \_\_\_\_\_  
**Date of issue:** \_\_\_\_\_  
**Name of the Bank:** \_\_\_\_\_
5. **DOCUMENTS ENCLOSED: (Copies are to be self attested/ stamped)**
  - (a) EMD of ₹ 40,000/- in the form of A/c payee Demand Draft/ Pay Order of any Nationalized/Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi";
  - (b) Copies of Audited Balance Sheets of the firm/agency during the years (2007-08, 2008-09 & 2009-10);
  - (c) A copy of latest sales tax/ VAT clearance certificate or copy of TIN number dully self attested/ stamped;
  - (d) List of IT skilled technicians and List of Library Professionals with their work experience including the supervisory level professionals with their work experience who would be entrusted to undertake such work;
  - (e) Copies of work order and completion certificate for at least one project (modernization of Library Systems) undertaken by the firm in the offices of Government of India/Public Sector Undertakings/any other reputed companies & private concerns, valuing rupees 10.00 lakh or more during 2008-10 (calendar year);
  - (f) Copy of the Registration Certificate of the Bidder/Firm/Agency;
  - (g) Self Certificate duly signed by the tenderer that the tenderer is not currently black listed either by ORGI or any other Central Government/ State Government Department/ Public Sector Undertaking.
  - (h) Undertaking to deploy the required infrastructure such as desktops, printers etc. for executing creation of bibliographical records.

**N.B: Any Bid (Technical) not accompanied with the above mentioned papers shall be summarily rejected.**

6. I agree to the terms and conditions as mentioned in the Tender Notice No. 2/9/2010-Lib. Dated 16.11.2011 issued by the Government of India, Office of the Registrar General & Census Commissioner, India, 2-A Man Singh Road, New Delhi- 110011.

**Signature with date.....**  
**Name.....**  
**Name of the Agency.....**  
**Office seal.....**

**Annexure-II**  
**(To be filled by the Agency)**

**Format for Financial Proposal**

S.No.	Name of activity	Estimated volume	Rate per unit inclusive of all	Total cost (inclusive of all)
(i)	Developing the inventory of the Library collection by manually accessioning the same in standard format	65000 nos. of collections approx. Inventory for photographs is also to be carried out.		
(ii)	One time cleaning of the books before the starting the work associated with creation of bibliographical records.	One Time job about 65000 books		
(iii)	Separating the multiple copies of a document and prepare a list of such copies for disposal on the basis of weeding out policy evolved by ORGI.(Such separation can be undertaken during the process of creation of Biographical records in machine readable form)	Out of total copies of about 65000		
(iv)	Creation of bibliographical records using the identified classification scheme and cataloguing tools like AACR II, on MARC 21 machine readable bibliographic format with mandatory and essential tags as determined by ORGI.  1. Cataloguing – Using Descriptive level 2 of AACR II on MARC 21 tags; 2. Classification – ORGI may use their own scheme for serially published documents else the DDC Scheme 3. Subject Headings – Deriving the Headings (primarily from statistical tables) from the document and developing an automated authority file of subject headings for standardization	65000 approx.  <b>(Note:</b> Rate to be quoted per bibliographic record basis. In case there are multiple copies of a document with distinct accession numbers but has only one bibliographic record, the same will be treated as one record.)		
(v)	1. Preparing the Bar Codes and pasting them including pasting of official labels, stamping on each book etc. 2. Shelving the Documents, after the completion of the total job, in a sequence as determined by the ORGI	65000 approx.  (Unit rate to be quoted per Bar Code generation)		
(vi)	Continuance of maintenance services in the Library upto six months after completion of all above mentioned job	Six months  (Rate per month to be quoted)		

Total cost (including all) \_\_\_\_\_ (in words: rupees \_\_\_\_\_)

**Signature with date.....**

**Name.....**

**Name of the Agency.....**

**Office seal.....**