

Terms of Reference

Digitalization of Registration of Births and Deaths record in all the districts of Punjab State.

1. BACKGROUND:

Registration of births and deaths in Punjab state is done at rural and urban areas. In rural areas, Panchayat Secretary is the Local Registrar for registering current Birth and Death events occurring in the villages of his/ her jurisdiction and after the end of the current year the record is deposited block wise in the Civil Surgeon cum District Registrar, Births and Deaths offices. Prior to 2004, the record is maintained at Police station wise. The record of urban area is lying in the respective office of Executive Officer/ Medical Officer of health of Municipal Corporation / Councils / Nagar Panchayats. The record of birth and death is maintained in Punjabi language. .

For the year 2009, the data entry work is being done by the Department Personnel on the application software developed for this purpose. The department intends to digitize the old births and deaths records of rural area of year 2008 to 2000 in first phase lying in the above said offices.

2. Scope of work :

Under National Rural Health Mission, the births & deaths record lying in 16 Civil Surgeons Offices (except record of district Kapurthala, SBS Nagar, Amritsar and Bathinda) is to be digitized at concerned Civil Surgeon Office. The Contracting firm shall deploy the Data Entry Operators to digitize the birth and death records on the application software having 12-15 fields , The Samples of districts for registers and application softwares can be seen on any working day between 9:00 A.M to 5 P.M at Room No 226,First Floor,Parivar Kalyan Bhavan,Sector-34-A ,Chandigarh or in all the Civil Surgeons Office where .Data entry of births and deaths record is to be done . The entry of above four districts have already been done though the concerned Deputy Commissioner's offices (Suvidha Centres).and the software / Soft Copies of the records are lying with them

Above said four districts are also need to make compatible with existing software so as to generate uniform reports .

3. Work Load:

The total work load of births and deaths records of rural areas for the year 2008-2000 is approximately 25 lacs. entries , out of which births record comprises of 18 Lacs entries and death records approximately 7 lacs . One complete entry of register will be considered as one record and number of fields in the data entry may vary after and before 2004.

4. Snap Shot :

A copy of snap shot of register from which data entry will take place and application software is attached herewith. The fields may varies..

5. Time Schedule:

Validated data entry along with hard and soft copy (Two set of DVDs) is to be completed and handed over to designated officer within 90 days from the date of allotment of work.

General Conditions:

1. Data Entry work should be done on respective locations as designated by the Punjab Health Department. Data Entered will be treated as Satisfactory only after the Verification by the concerned Nodal officer of the Respective District Registrar Office. Any correction needs to be done

after the verification that also will be done by the contracting firm with No any other extra charges for this task. For Verification process by the District Registrar the Contracting Firm will provide him with the print outs of the data entered year wise ,block wise ,police Station wise as the case may be at their own cost till the satisfaction of the District Registrar and correctness of data entered to the full satisfaction . The Data Entry Work Should be done as per the Working Schedules of the Punjab Health Department. The firm shall also provide scanned copy of each and every page of the record in JPG mode and handed over to concerned officer in DVDs.

2. During the period of the contract, the Contracting firm and their personnel shall have access to proprietary or confidential information relating to the Project. Such information constitutes valuable confidential property of Health Department. Neither the information nor the documentation is to be reproduced, shown or disclosed to a third party.
3. The Contracting firm shall ensure that the work undertaken will be done by their personnel under direct supervision of the contracting firm and no sub contracting is allowed.
4. If the work is not carried out to the satisfaction of Department and if the behavior or character or conduct of the personnel engaged by the Contracting firm are found to be unsatisfactory at any time during the period of operation of the contract, Department reserves the right to terminate the contract and if the contract is so terminated the Contracting firm shall not have any claim for compensation for the remaining period of contract.
5. The Contracting firm shall ensure that the work undertaken by them will be done to the entire satisfaction of Department.
6. No equipment or furniture items within the premises of the end user shall be shifted from their present position without obtaining clear instructions from authorized representative of Department.
7. The Contracting firm should have good financial standing and should be in the area of providing data entry services at least for the last two years in the same project .The successful bidder will have to deposit security money of Rs. 50000/- before signing of contract.
8. The Contracting firm should have adequate service infrastructure / hardware in all districts of Punjab or have arrangements to support the system round the clock if needed.
9. The Contracting firm should confirm that they shall maintain sufficient number of data entry operators on their rolls to take care that data entry process should be done within the given time .
10. The Data Entry staff shall be engaged, supervised, controlled and paid by Contracting firm and they shall not be considered as Department employees in any manner whatsoever, and the Contracting firm shall be responsible to the Department for their proper conduct and good behavior. The Contracting firm shall be responsible to settle all disputes whatsoever that may arise between the Contracting firm and their employees.
11. The Contract shall not be awarded to an agency merely because the rate quoted is low but the competence of the firm in relation to managerial capabilities, sustainability, track record, financial soundness, etc shall be given due consideration and the final decision shall depend on all these parameters. Offers of firms who, in the opinion of Punjab Health

Department do not satisfy the above requirements will not be accepted and the firms who are judged as competent to take up the job shall only be accepted. Punjab Health Department reserves the right to reject or ignore the lowest or any other tender/EOI either in full or part without assigning any reasons thereof.

Submission of EOI

Submission of EOI along with performance certificates from the firm and organizations serving / served stating

1. Name & Address of the Departments
 2. Work order Number &Date
 3. Description of Work Done
- along with the Back ground of the firm ,Technical Profile & Financial Statement , Manpower available for data entry specific for this project.

EOI Shall reach on the stated address on or before 30/07/2010 up to 5.00 PM

Envelope should be super scribed "Expression of Interest for Data Entry Work For Births and Deaths –Please do not Open ".

For and on behalf of
Mission Director NRHM,
PUNJAB