

REQUEST FOR PROPOSAL

Volume I: Functional & Technical Requirements

FOR

SELECTION OF SERVICE OPERATOR
TO OPERATE, MAINTAIN AND MANAGE
SEWA KENDRAS
IN THE STATE OF PUNJAB

(Reference No. PSeGS/UCSDC/2014)

PUNJAB STATE e-GOVERNANCE SOCIETY
Department of Governance Reforms
SCO 193-195, SECTOR 34 A
CHANDIGARH

Tel: (0172)2604395, 2600971, Fax: (0172) 2604892, 2646320
e-mail:punjabusdc@punjab.gov.in

28th November, 2014

Disclaimer

- The information contained in this Request for Proposal (RFP) or subsequently provided to the Bidders (whether verbally or in documentary or any other form by or on behalf of the Punjab State e Governance Society (PSeGS) or any of their Employees or Advisers) is provided to the Bidders on the Terms & Conditions set out in this RFP and such other Terms & Conditions subject to which this information is provided.
- This RFP is not an agreement and is neither an offer nor invitation by the PSeGS to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.
- This RFP includes statements, which reflect various assumptions and assessments arrived at by the PSeGS in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.
- This RFP may not be appropriate for all persons, and it is not possible for the PSeGS, its Employees or Advisers to consider the objectives, technical expertise and particular needs of each Party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct their own investigations and analysis and should check the accuracy, reliability and completeness of assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The PSeGS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- The PSeGS, its Employees and Advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be

incurred or suffered on account of anything contained in this RFP or arising in any way by participating in this Bid process or otherwise, including accuracy, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

- The PSeGS also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- The PSeGS may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- The issue of this RFP does not imply that the PSeGS is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the Project and the PSeGS reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the PSeGS or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the PSeGS shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Table of Contents

1. Preface.....	6
2. About PSeGS	7
2.1 Brief Objectives and functions of the Society:	7
3. Introduction.....	8
3.1 Background	8
3.2 Project Objectives	12
3.3 Desired Outcomes	13
4. About Sewa Kendras	14
5. Service Delivery Framework	18
5.1 Illustrative Service Delivery Model for Departments with end to end computerization	19
5.2 Illustrative Service Delivery Model for Departments with manual work flow	20
5.3 Illustrative Proposed Service Delivery Model at Sewa Kendras.....	21
6. Scope of Work	22
6.1 Overview of Scope of Work.....	22
6.2 Detailed Scope of Work	24
6.3 Operational Requirements.....	28
7. Roles and Responsibilities.....	33
7.1 Service Operator	33
7.2 Proposed Manpower	35
7.3 Punjab State e-Governance Society (PSeGS).....	37
8. Implementation Timeframe.....	38
9. Sub-Contracting	39
Annexure 1. Proposed Services to be rendered through Sewa Kendras (Indicative List)	40
Annexure 2. Service Performance Level	54
Annexure 3. Technical Specifications of Bill of Materials to be supplied by Service Operator	58
Annexure 4. Status of Back Offices of Participating Departments	74
Annexure 5. About Existing Application.....	76
5.1 e District.....	76
5.2 Web SUWIDHA	78

5.3 State Service Delivery Gateway (SSDG)..... 79

Annexure 6. Indicative Layout of Sewa Kendras..... 80

6.1 Type 1..... 80

6.2 Type 2..... 81

6.3 Type 3..... 82

1. Preface

1. This Request for Proposal (RFP) is being released by Punjab State e-Governance Society (herein after referred as “PSeGS”), a society under the Department of Governance Reforms, Government of Punjab, appointed as the nodal agency for implementation of the Sewa Kendras across urban and rural areas of Punjab.

The purpose of this document is:

- a. To provide an overview of the Sewa Kendras Project as envisioned by the Government of Punjab.
 - b. To list out the various activities and scope of the project.
 - c. To elicit proposals from competent and eligible Companies/Organizations for undertaking this project as Service Operator.
2. Through this RFP, **Punjab State e-Governance Society (PSeGS)** invites responses from those organizations interested in participating in the Sewa Kendras project to bid for provision, implementation and support of various IT enabled e-Government services in the State of Punjab as described in this document.
 3. This RFP document comprises of three (3) volumes. RFP (all parts thereof) are intended to be correlative complementary and mutually explanatory. The Bidder shall read the RFP as a whole and conform to the terms and conditions as laid down in RFP in totality. The different volumes of RFP are:

Volume I: Functional & Technical Requirements

Volume II: Instruction to Bidder

Volume III: Draft Master Service Level Agreement

4. This RFP is not an offer by Punjab State e-Governance Society (PSeGS), but an invitation for obtaining bidder response. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of PSEGS with the preferred/successful bidders. The Department of IT, Government of Punjab will be a confirming signatory to the formal contractual agreement.

2. About PSeGS

Punjab State e-Governance Society (PSEGS) administers the implementation of e-Governance projects for the overall benefit of the citizens and public by setting up the necessary administrative, financial, legal and technical framework, implementation mechanism and resources in the State of Punjab. It facilitates establishment of service centers through the district level Sukhmani Societies or through other methods as an innovative way of providing public facilitation and citizen services where citizens can get various desired information and services.

2.1 Brief Objectives and functions of the Society:

- a) To take all necessary steps to promote efficiency, reduce delays; enhance accountability, transparency and objectivity in the functioning of the government.
- b) To assist the Department of Governance Reforms in formulating and implementing policies, procedures and guidelines for the adoption of Information Technology and e-governance for improvement of citizens services through various government departments & agencies and ancillary activities & services. To promote and disseminate Information Technology culture in the State so that the common man could avail the benefit of information technology and e- governance.
- c) To administer the implementation of e-Governance projects for ensuring use of Information Technology for masses and to lay down the necessary administrative, financial legal and technical framework and resources for the IT enabled Citizen Services.
- d) List and prioritize the areas for Citizen Services in consultation with the concerned Departments and take all steps for improving Citizen Services to the use of IT and to facilitate implementation of Citizen Charters framed by the other departments through the use of e-governance and IT as a tool.

3. Introduction

3.1 Background

The State of Punjab has 22 districts and according to 2011 census, the total Population of Punjab is 2,77,43,338. For rural development, each district is further divided into development blocks depending upon the geographical coverage and population. The total number of development blocks in Punjab is 146. The blocks are further divided into villages and there are about 12,673 census villages in the State. Local government bodies like Municipal Corporations, Municipal Councils and Nagar Panchayats together form the administrative landscape in urban areas of the State. There are 163 urban local bodies which are further divided into wards in every district.

Government of Punjab has envisioned that Citizens of Punjab should get all government services being delivered by any government department in an integrated manner, across the counter under one roof in Urban as well as Rural Areas. To make these services easily accessible in local vicinity of the citizens, Service Delivery Centers namely “Sewa Kendras” for a citizen cluster of 8000-10000 (Tentatively) in rural areas and covering 1.5 to 2 Square Kilometers (Tentatively) in Urban areas citizens population will be setup so that the objective of providing services to citizens in a hassle-free, faster & transparent manner can be achieved.

The objective of Government of Punjab is to facilitate citizens to avail all Government to Citizens services (G2C) anytime, anywhere in a transparent and time-bound manner. The proposed Sewa Kendras may work as the front end for delivering citizen centric services. In the event of delivering citizen centric services online, these centers shall also facilitate citizens to avail services through internet or other dedicated network.

State has felt immediate need to take a holistic approach to leverage the available Information & Communication Technological (ICT) advantages. Growing penetration of smart phones, easily availability of secure & reliable internet, Wi-Fi, Wimax & cloud computing has transformed the significance of communication. Since, ICT is changing in a very dynamic mode & pace, it is important to exploit the innovative ways of service delivery for which following legislative, administrative & institutional framework measures have already been taken by the State:-

- i. Enactment of Right To Service Act - to ensure that Citizens are served in a time bound manner with pre-defined accountability.
- ii. Enactment of Right To Information Act - to empower citizens by bringing transparent sharing of information.
- iii. Formation of Punjab Governance Reforms Commission - to bring in best governance reforms in a uniform & consolidated manner.
- iv. Formation of Punjab State e-Governance Society - to undertake e-Governance initiatives by transforming output based processes to outcome based processes.
- v. Formation of Department of Governance reforms - to focus on overall core governance reforms activities.
- vi. Commissioning of State Wide Area Network - a robust & reliable intranet network to provide speedy, efficient and converged backbone for voice, video and data communications for exchanging governance information and communication requirements of the State.
- vii. Setting up of State Data Centre - to function as central Repository of the State, Secure Data Storage, Online Delivery of Services, Citizen Information/Services Portal, State Intranet Portal, Disaster Recovery, Remote Management and Service Integration etc.
- viii. Implementing e-District Project - to enable seamless service delivery to the citizen by focusing on backend computerization, data digitization & integration of workflows.
- ix. Implementing State Service Delivery Gateway Project - to achieve a high order of interoperability among autonomous and heterogeneous entities of the Government (in the Centre, States or Local bodies), based on a framework of e-Governance Standards. Also to reduce point to point connections between departments and provide a standardized interfacing, messaging and routing switch through which various players such as department's front-end service access providers and back-end service providers can make their applications and data interoperable.

Punjab Government extends its services to citizens and businesses through following Service Delivery Channels:

#	Center	Department	Numbers
1.	Suwidha Centers	Multiple Departments	161
2.	Fard Kendras	Revenue	163
3.	Saanjh Kendras	Police	>500
4.	Gram Suwidha Centers	Multiple Departments	2112
5.	Transport Centers	Transport	22

As on today, these centers together constitute the front end service delivery landscape of Punjab.

Suwidha Centers cater to a variety of services belonging to different departments. Most of these departments are yet to attain back end computerization and service delivery model in service centers is primarily based on front end software for receiving applications and receipts of applications are handed over to citizens in return. Applications received are manually transferred to the back offices of departments for further processing. Once the applications are processed, documents pertaining to service delivery are either manually dispatched back to service centers for citizens to collect or citizens themselves are required to collect them from the respective departments.

Haphazard localization of existing centers entails long commute leading to loss of time and income for majority of citizens availing services through these centers. Furthermore, department specificity has resulted in confusion prevailing among citizens as to which center to go to for which service.

All existing facilities for service delivery shall be harmonized & integrated in order to bring uniformity in terms of standardized façade, uniform working culture, data sharing, etc. and new facilities shall be created wherever there are no existing facilities. Further it is also proposed that all departments shall use these facilities and will not create any other facility for delivery of services to the citizens. These facilities would be termed as “Sewa Kendras”. All Sewa Kendras will have basic facilities for service delivery including IT infrastructure, good ambience, and amenities for citizens and should be manned by responsive manpower. These

facilities will host/run/connect to service delivery solution of various departments with a view to facilitate delivery of services to citizens.

With rapid economic development and exposure to global practices, citizens today in Punjab expect an easy, efficient and equitable service delivery mechanism from government entities. In keeping with emerging realities of service delivery, Punjab Government intends to bolster its service delivery infrastructure through introduction of Sewa Kendras.

The automation of work processes including front-end (i.e. citizen facing processes) and backend processes and historical data digitization will be carried out by the respective departments. Sewa Kendras will use the automated front-end processes for providing the services to the citizens, as and when, automation is achieved by the respective departments. In addition, Sewa Kendras will be used to provide services to the citizens for the departments which are still using manual processes through a common front end application.

It is envisaged that initially approximately 223 citizen centric services will be rendered through these Sewa Kendras.

3.2 Project Objectives

The broad objective of this project is to provide public services to citizens and businesses of the State in a transparent, integrated and time bound manner on a sustainable basis through easily accessible Sewa Kendras. The broad objectives of this project are:

- a) Leverage tools of Information & Communication Technology to enhance accountability and speed up service delivery mechanism.
- b) Do away with current approach of departments working in silos and having their separate service delivery channels.
- c) Facilitate citizens by avoiding confusion among them as to which service delivery channel to go to for which service.
- d) Comfort citizens and enhance their productivity by reducing the travel time required to avail services from haphazardly located service delivery centers.
- e) Minimize monetary loss to the citizens in the form of loss of wages, opportunity cost, transportation cost etc.
- f) Optimization of manpower and resources engaged in service delivery mechanism.
- g) Provide efficient and cost effective methods of service delivery to departments.
- h) Enhance the transparency and responsiveness of the Government to citizen's needs
- i) Enable the government departments to focus on their core functions and responsibilities by freeing them from the routine operations like collection of revenues and accounting, issuing of certificates etc. and thereby enhance the overall productivity of the administrative machinery.
- j) Bring uniformity across State in service delivery mechanism.
- k) Citizens to acquire services directly from the original provider, reducing the need for intermediaries.

3.3 Desired Outcomes

In line with above, the Government of Punjab intends to bring in a paradigm shift that would redefine the contours of service delivery mechanism in the State for decades to come. Given the magnitude of the project, it is imperative to lay down the following desired outcomes of this project, but not limited to:

- a) Reduction in lead time involved in availing the services.
- b) To and fro electronic transfer of data from Sewa Kendras and back offices of the departments.
- c) Drive down service delivery and communication costs.
- d) Robust online management information system (MIS) reporting customized as per the needs of the departments to facilitate policy makers in quick and informed decision making.
- e) Strategically located Sewa Kendras.
- f) One stop shop to avail the entire gamut of citizen centric services of all the departments under one roof.
- g) Electronic Queue Management System (EQMS) to facilitate services on first-come-first-serve basis and also to minimize the waiting time for citizens.

4. About Sewa Kendras

Sewa Kendras will be one stop shop to avail the entire gamut of citizen centric services of all the departments under one roof. It has been envisaged that approximately 1750 rural and 424 urban Sewa Kendras would facilitate delivery of more than 223 citizen centric services relating to various departments of Punjab Government. Based on need, the PSeGS reserves the right to increase/decrease the number of Sewa Kendras at any stage. Following is the district wise tentative number of Sewa Kendras in urban and rural areas of the State.

District	Number of Sewa Kendras		
	Urban Area	Rural Area	Total
Amritsar	37	116	152
Barnala	11	40	51
Bathinda	37	89	126
Faridkot	8	40	48
Fatehgarh Sahib	16	41	58
Fazilka	8	76	84
Ferozepur	12	72	84
Gurdaspur	18	126	144
Hoshiarpur	21	125	146
Jalandhar	38	103	141
Kapurthala	16	53	70
Ludhiana	52	143	195
Mansa	11	61	72
Moga	11	77	88
Muktsar	14	65	79
Nawanshehar	6	49	54
Pathankot	7	38	45
Patiala	31	113	145
Ropar	12	51	63
S.A.S.Nagar	34	45	79
Sangrur	26	114	140
Taran Taran	5	98	103

From operational perspective of this Project, the State has been divided into 5 zones. Each zone is a cluster of 4-5 districts. The details of these zones are as below:-

Tentative Zonewise Numbers of Rural & Urban Centers				
Zone No	District	Urban Centers	Rural Centers	Total
1.	Fatehgarh Sahib	16	41	57
	Fazilka	8	76	84
	Ferozepur	12	72	84
	Ludhiana	52	143	195
2.	Hoshiarpur	21	125	146
	Jalandhar	38	103	141
	Kapurthala	16	53	70
	Nawanshehar	6	49	54
	Ropar	12	51	63
3.	Amritsar	37	116	152
	Gurdaspur	18	126	144
	Pathankot	7	38	45
	Taran Taran	5	98	103
4.	Barnala	11	40	51
	Patiala	31	113	144
	S.A.S.Nagar	34	45	79
	Sangrur	26	114	140
5.	Bathinda	37	89	126
	Faridkot	8	40	48
	Mansa	11	61	72
	Moga	11	77	88
	Muktsar	14	65	79
Total		431	1734	2165

Zone Wise Summary						
Zone No	Zone	Urban Centers	Rural Centers	Total	% age	No of Districts.
1	Ludhiana	89	332	420	19%	4
2	Jalandhar	93	381	474	22%	5
3	Amritsar	67	377	444	21%	4
4	Patiala	102	312	414	19%	4
5	Bathinda	81	331	412	19%	5
Total		431	1734	2165	100	22

Sewa Kendras are to be operated and maintained with a very high degree of focus on quality of service delivery. This calls for a software capability integrated with the individual department systems so as to achieve time stamping of various events like the issue of tokens to the citizens, calling the citizen to the counter and completion of transaction which would be cornerstone for smooth and efficient operations of these centers.

Sewa Kendras should establish an image for themselves as entities that care for citizens. Speed of delivery, effectiveness and courtesy should be the watchwords of Sewa Kendras which should be reflected in the actions, conduct and behavior of all the personnel associated with Sewa Kendras; particularly personnel and staff deployed by the Service Operator.

Possession of completed centers will be handed over to the Service Operator within one month of date of contract signing.

The importance of geographic location of these centers cannot be overemphasized. It is imperative that the centers are built up in strategically identified places keeping in view the broad objective of enhancing accessibility and ease to the citizens at large. The centers shall have good ambience, amenities for citizens and responsive manpower. Centers shall have following facilities according to the type of the center:

- I. Information/Help Desk Counter/Display Boards
- II. Waiting Chairs for citizens to wait for their turn
- III. Form Filling Platform for filling-up of forms
- IV. Various Information Panels for sharing information regarding various services, required supporting documents and respective fees
- V. Token management system
- VI. Water Cooler, First Aid-Box
- VII. Public Utilities (Washroom - common for Staff and Citizen)
- VIII. Space for keeping records/documents
- IX. Suggestion Box etc.

The indicative list of items to be provided by PSeGS at Sewa Kendras is given below:

Sl. No.	Item	Sewa Kendras Type I	Sewa Kendras Type II	Sewa Kendras Type III
1.	No. of Counters per Sewa Kendra	7	4	2
2.	Approximate Area (Sq. Ft)	1000	800	400
3.	Site Preparation (Civil Work)	As Required	As Required	As Required
4.	Waiting Chairs	10	8	6
5.	Staff Chairs (for Counters, Center Supervisor, Reception and Security Guards)	10	7	5
6.	Electrical appliances (e.g. Fan, Tube light, Bulb, etc.)	As Required	As Required	As Required
7.	Writing table for form filling	As Required	As Required	As Required
8.	Air Conditioner - 1.5/2 tons capacity	2	2	1
9.	Almirah/Storage cabinets for Records, Stationary, Cash Collection etc.	As Required	As Required	As Required
10.	Reception Counter	1	1	1
11.	Fire Extinguisher	As Required	As Required	As Required
12.	Suggestion/Feedback Box	1	1	1
13.	First Aid Box	1	1	1
14.	Water Cooler/Water Dispenser (40 Ltrs.)	1	1	1
15.	Water Filter (RO)	1	1	1
16.	Display Boards	As Required	As Required	As Required
17.	Electrical & Network Cabling	As Required	As Required	As Required
18.	Connectivity to SDC	As Required	As Required	As Required
19.	Power Connection	1	1	1
20.	DG Set (15/10/2 KVA for Type I/II/III)	1	1	1

Based on the number of counters, there may be different types of centers across the State as indicated below:

- Type 1 : 7 counters per center
- Type 2 : 4 counters per center
- Type 3 : 2 counters per center

It is envisaged that rural areas of the State would mostly operate on Type 3 model. Urban areas will have a mix of Type 1, Type 2 and Type 3 centers depending upon actual survey of the location. All the existing front end service delivery centers like SUWIDHA Centers, Fard Kendras, Saanjh Kendras etc. shall be harmonized with these Sewa Kendras in due course of time on AS IS - WHERE IS basis.

5. Service Delivery Framework

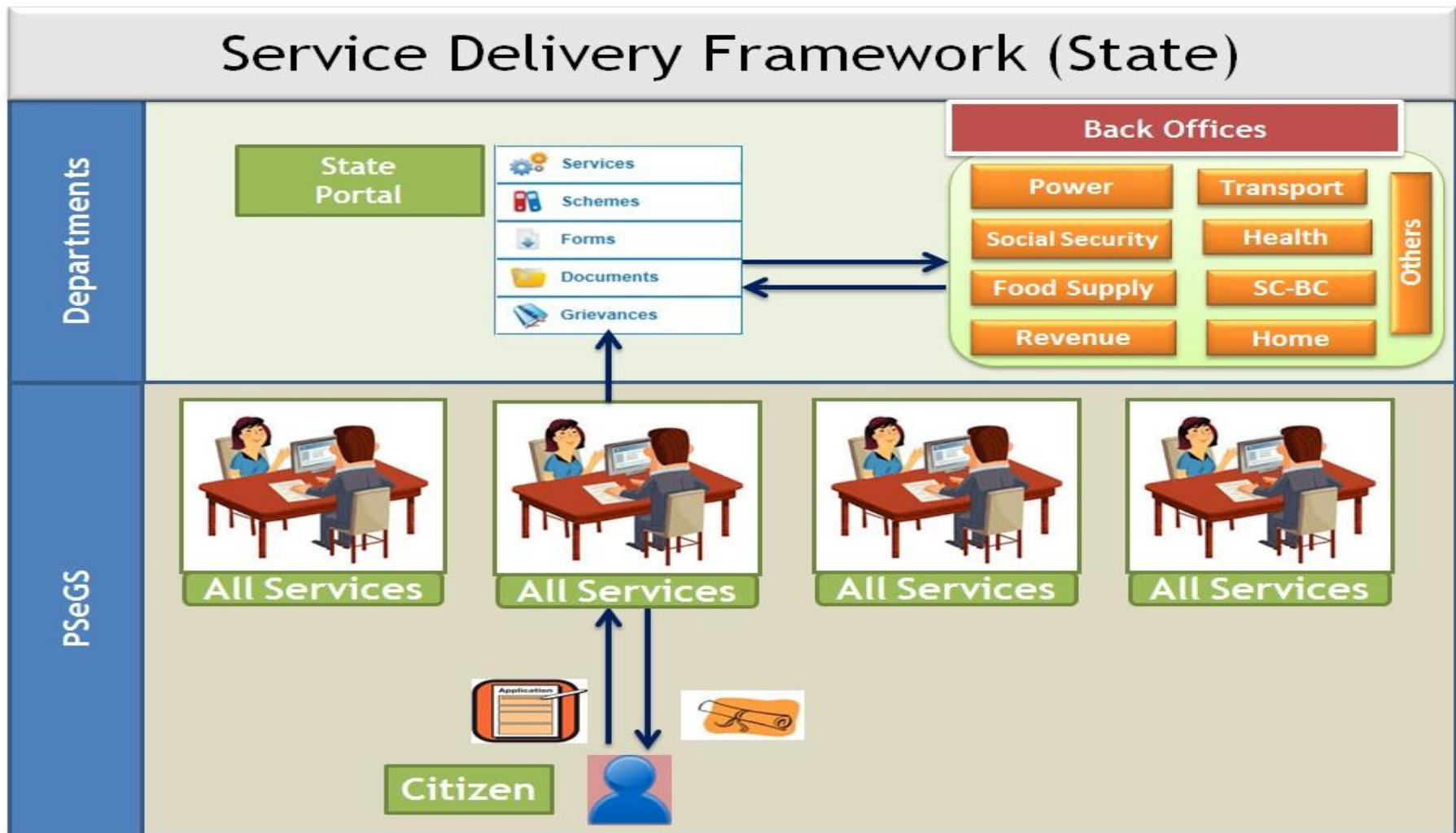
Sewa Kendras are to be designed, developed and implemented on a Service Oriented Approach and the responsibility devolves on all the stakeholders. This project is not a typical bought-out project like procurement of goods and execution of civil works. It is not also comparable to a typical BOT project. It is a project with a heavy service orientation. Government of Punjab is not merely interested in establishing Data Centers and Service Centers laden with hardware, software and networks. It is interested in the Outcomes i.e. citizen services delivered in compliance with the Service Level Agreement (SLA).

An indicative list of Services to be rendered through Sewa Kendras is provided in Annexure 1. Though this project is being planned to start with approximately 223 G2C services at all the Sewa Kendras, in future more services may be offered through these centers. Sewa Kendras shall provide ALL the services at any of the counters at ANY of the centers.

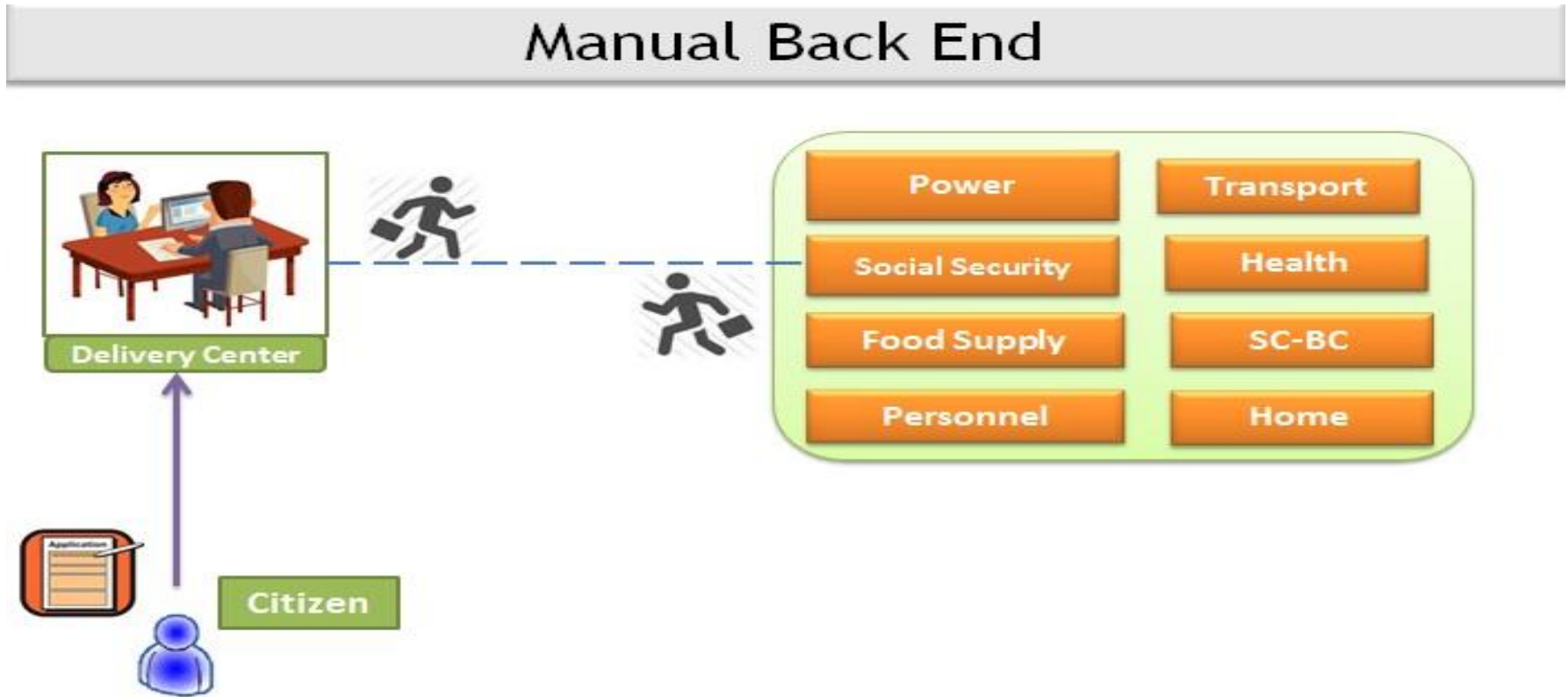
Below mentioned are three illustrative Service Delivery Models as follows:-

- a) For Departments with end to end automation
- b) For Departments with manual work flow
- c) Within Sewa Kendras

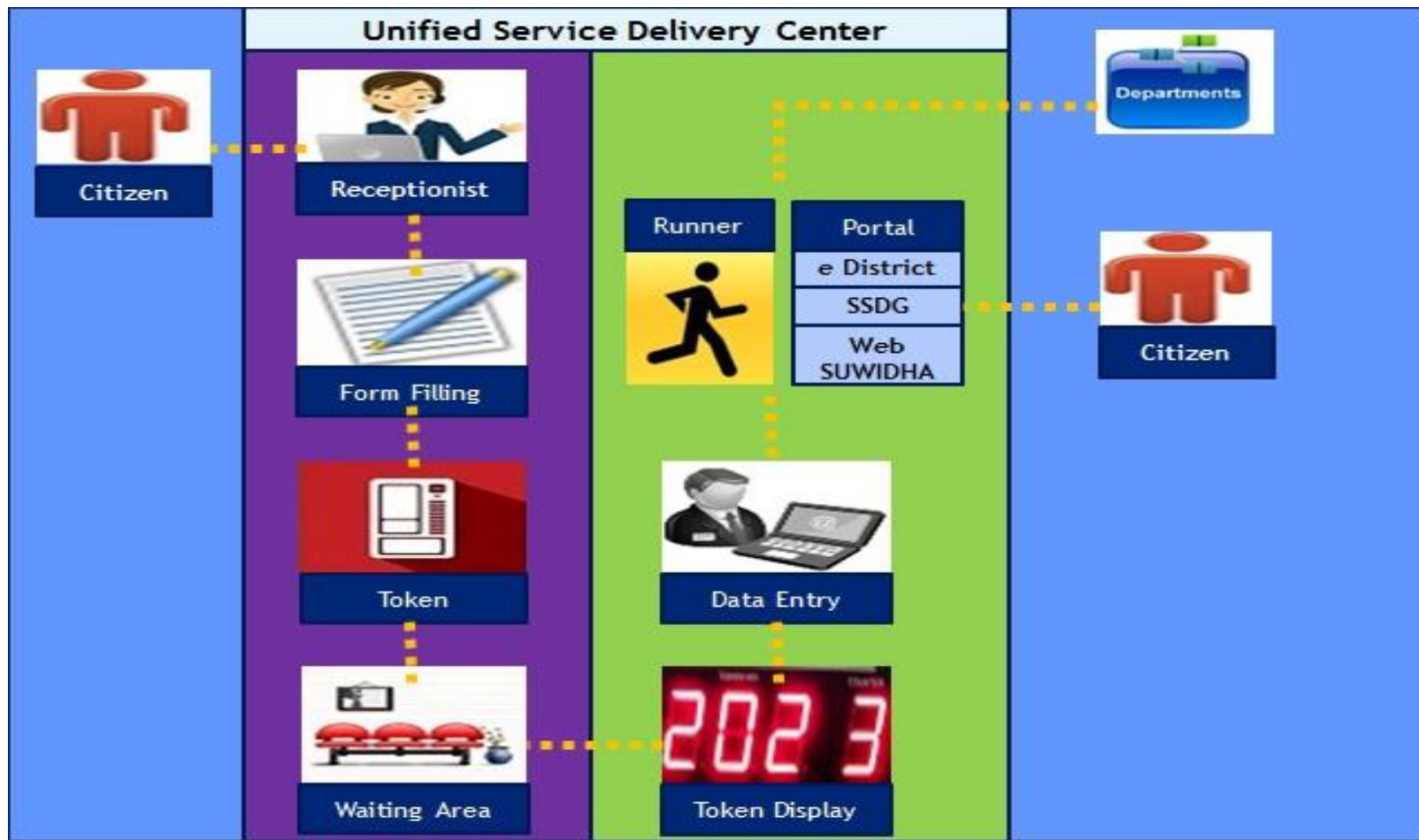
5.1 Illustrative Service Delivery Model for Departments with end to end computerization



5.2 Illustrative Service Delivery Model for Departments with manual work flow



5.3 Illustrative Proposed Service Delivery Model at Sewa Kendras



6. Scope of Work

The overall scope of work of the project involves operations and maintenance of Sewa Kendras in the state of Punjab.

This section provides the scope of work for Service Operator under the following two sub-sections:

- Overview of Scope of Work
- Detailed Scope of Work

6.1 Overview of Scope of Work

Broad scope of work for the Service Operator is provided as below:

- a. Coordination with PSeGS and all the concerned stakeholders like Participating Departments and District Administration etc. for successful operation and maintenance of Sewa Kendras.
- b. Providing all required resources to operate and maintain Sewa Kendras as specified in this section.
- c. Supply, Installation and Configuration of the ICT hardware, software and other peripherals including CCTV Camera required for smooth operation of Sewa Kendras in line with the requirements of this project.
- d. Develop common user interface/application software for counter operators. This interface will have list of services linked to URL's of their respective servers.

This clause is applicable only if the bidder opts for the consolidated State wide bidding. In case of multiple zone wise service operators, PSeGS shall provide the said common user interface application/software.

The said common user interface/application software would have the following functionalities, but not limited to:-

- Authentication/Authorization
- Business Transaction recording
- Central level accounting covering operator/center/service/department wise collection
- MIS reporting

- Integration with Electronic Queue Management System (EQMS)

However, currently the State is already in the rollout phase of State Portal and State Service Delivery Gateway (SSDG) Project under National e Governance Plan, in future SSDG will be used as a single interface application. More details on SSDG are provided in Annexure 5.

- e. Providing all Services to citizen through Sewa Kendras. An indicative list of Services to be rendered through Sewa Kendras is provided in Annexure 1.
- f. Collection of money in the form of cash and other modes of payment from the citizens at the Sewa Kendras and its safe custody, accounting, reconciliation and deposit in accordance with the procedure laid down by PSeGS.
- g. Operate and maintain the entire Sewa Kendras including hardware, software, furniture & fixtures, etc. irrespective of whether supplied by Service Operator or PSeGS.
- h. Providing all consumable items including stationary, printer, toner, cartridge, pen drive, drinking water, etc.
- i. Ensuring security for all assets, deployed resources, records, cash, etc. at each Sewa Kendra.
- j. Providing all required Insurance covers, including third party cover, for all the personnel deployed, assets including cash, cash-in-transit, hardware, software, networks, furniture & fixtures, etc. available at Sewa Kendras against fire, theft, natural calamities, etc. PSeGS will not be liable for any loss or damage of any asset, personnel, etc.
- k. The Service Operator will be responsible for making good, any loss of property on account of any reason whatsoever including misappropriation/ fraud/ mishandling, etc. by the Service Operator or its resources.

6.2 Detailed Scope of Work

6.2.1 Supply, Installation and Configuration of hardware, software, networking and other peripherals

Service Operator will procure and supply brand new hardware, software, networking infrastructure items of the same make and model across all the centers in order to maintain uniformity and standardization. In addition, the Service Operator will also be responsible for all up gradations related to hardware and software for the entire duration of contract period. This shall be based on Service Operator's own assessment to meet all the project requirements including Service Performance Levels as specified in Annexure 2 and shall be subject to following minimum bill of materials:

S. No.	Component	Units required		
		Sewa Kendras Type I	Sewa Kendras Type II	Sewa Kendras Type III
		Qty	Qty	Qty
1.	Desktops	8	5	2
2.	Printers	8	5	2
3.	Scanners	8	5	2
4.	LAN Switch - 24 Ports PoE with one OFC port	1	1	1
5.	Establishment of LAN	As required	As required	As required
6.	Network Rack (with size)	1	1	1
7.	UPS (10/5/3 KVA for Type I/II/III)	1	1	1
8.	CCTV Fixed Camera	2	2	2
9.	NVR	1	1	1
10.	32" LED TV	1	1	1
11.	Token System	1	1	1
12.	Biometric Attendance System	1	1	1
13.	Fake Currency Detector Machine	1	1	1
14.	Digital Camera with Tripod Stand	7	4	2
15.	Digital Slate with Digital Pen	7	4	2
16.	Consumables e.g. all stationaries, Water refilling, diesel, pen drive, batteries etc.	As required		
17.	Any other item required for smooth running of Sewa Kendras	As required		

Detailed minimum specifications of above items are provided in Annexure 3.

6.2.2 Replacement of Bill of Materials

Service Operator shall replace all above Bill of Materials provided by Service Operator at the time of commencement of Sewa Kendras operation with brand new items during 4th year of Sewa Kendras operation. In case Service Operator fails to replace any of items by the end of 4 years of operation in any Sewa Kendras, PSeGS may stop the further payment for all Sewa Kendras. In such eventuality, it should be noted that Service Operator must continue operation of Sewa Kendras.

6.2.3 Development of Common User Interface

Service Operator shall develop a common user interface for counter operators in the form of application software where list of all services will be displayed on counter monitors of operators at Sewa Kendras. Name of Services will be linked to the URL of respective departments/servers of those services. On clicking the “<name of Service>”, counter operator will be redirected to main service application. After reaching the respective department portal, the counter operator will enter citizen data in the input screen/e-form, scan enclosure documents (wherever applicable), and take digital photograph (wherever applicable) etc. and will complete the transaction. The counter operator will be responsible for complete service fulfillment as per respective service flow. The single page application will be hosted at State Data Center. All hardware, software including licenses required for hosting this user interface application/page will be responsibility of the PSeGS.

6.2.4 Manpower Deployment Requirements

Service Operator shall assess the resource requirements periodically to operate the Sewa Kendras based on the transaction load for smooth implementation of project and to meet SLA requirements as specified in this RFP. Service Operator shall propose an efficient team structure including project management team at block/district/state level to ensure smooth operation of Sewa Kendras. However Service Operator shall ensure below minimum requirements of resources at any point of time during the operation of Sewa Kendras:

Minimum Manpower Requirement				
Sr. No	Positions	Number of Seats		
		Sewa Kendras Type 1	Sewa Kendras Type 2	Sewa Kendras Type 3
1.	Operators for Counter	7	4	2
2.	Facilitator cum Receptionist	1	1	-
3.	Attendant cum Helper cum Runner	1 per Kendra	2 per 5 Kendras	1 per 5 Kendras
4.	Center Supervisor	1	1	-
5.	Security Guard	1	1	-

The person attending to duty shall come in uniform as may be suggested by PSeGS.

Dress Norms (Tentative)	
Males	Females
Well tucked in collared, long sleeved shirt/half sleeve shirt Formal Trousers	Salwar kameez with sleeves, and dupattas or formal shirts with formal trousers. Tidy well - kept hair
Black/brown/tan leather shoes	Black/brown/tan leather shoes or sandals
Jackets (for Winters)	Jackets (for Winters)
The colour of the dress and summer/winter schedule shall be decided by PSeGS after selection of Service Operator.	

All deployed resources must be qualified enough for operating Sewa Kendras in all respect. Minimum Qualifications for the above positions are provided below:

#	Position	Qualification & Skills	Experience
1.	Counter Operator	<ul style="list-style-type: none"> • Minimum Graduate in any discipline • Typing speed of minimum 20 WPM on computer terminal. • Should be able to read, write and speak Punjabi • Fluent in Hindi and English 	<ul style="list-style-type: none"> • Minimum 1 year of relevant working experience

#	Position	Qualification & Skills	Experience
2.	Facilitator cum Receptionist	<ul style="list-style-type: none"> • Minimum Graduate in any discipline • Typing speed of minimum 20 WPM on computer terminal. • Pleasant personality • Should be able to read, write and speak Punjabi • Fluent in Hindi and English 	<ul style="list-style-type: none"> • Minimum 1 year working experience in providing services to customers/citizens
3.	Attendant cum Helper cum Runner	<ul style="list-style-type: none"> • Minimum 10+2 in any discipline • Age 21 to 35 years as on date of deployment • Should be able to read, write and speak Punjabi 	<ul style="list-style-type: none"> • 6 months working experience desirable
4.	Center Supervisor	<ul style="list-style-type: none"> • Minimum Graduate in any discipline • Fluent in Punjabi, Hindi and English 	<ul style="list-style-type: none"> • Minimum 4 years of experience in providing services to customers/citizens • 1 year of experience as supervisor/team lead
5.	District Program Manager	<ul style="list-style-type: none"> • Minimum Post Graduate in any discipline • Fluent in Punjabi, Hindi and English 	<ul style="list-style-type: none"> • Minimum 7 years of relevant experience
6.	Accountant	<ul style="list-style-type: none"> • B. Com • Fluent in Punjabi, Hindi and English 	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience
7.	State Program Manager	<ul style="list-style-type: none"> • Minimum MBA • Fluent in Punjabi, Hindi and English 	<ul style="list-style-type: none"> • Minimum 10 years of experience in Project/Program Management out of which minimum 4 years of experience should be as Team Leader in a multi locational project

Counter Operators and Facilitators cum Receptionists will go through a typing speed and behavioral test as and when required by the PSeGS.

The Service Operator shall arrange to hold periodic training workshops for improving the skills of the counter operators in proper and efficient usage of the system and its day-to-day operation. The training must also focus on citizen relationship management. The workshops shall cover all the users at least once in 6 months without impacting the operations of centers. Certifications will be provided to users based on these workshops. Furthermore, it would be mandatory that new joining manpower shall not be deployed directly in the Sewa Kendras unless they have gone through induction training program for minimum 52 hours duration. PSeGS may ask Service Operator to provide the necessary proof in this regard.

Service Operator shall furnish the proof of appointment of resources to be deployed at the time of joining the duty at Sewa Kendras.

Apart from the above requirements, Service Operator may deploy additional manpower in order to manage the project successfully solely at his own cost and responsibility.

Service Operator shall be responsible to comply with all the relevant statutory requirements including deposition of ESI, PF, taxes, duties, etc. Service operator will be required to submit a certificate issued by Chartered Accountant along with the copy of relevant documents including proof of salary paid, deposition of all the statutory dues and other statutory requirements with submission of invoice to PSeGS. PSeGS will not be liable for any violation/lapse on part of the Service Operator in discharging the above mentioned responsibilities.

6.3 Operational Requirements

Service Operator will be responsible for following, but not limited to, for ensuring smooth operation of Sewa Kendras:

- a) Sewa Kendras shall be operational for 6 days a week except on Republic Day (26th January), Independence Day (15th August) and one day weekly off. The weekly off for all the Sewa Kendras within a zone shall be staggered in two different days a week i.e. on any weekly off day, 50 % Sewa Kendras of a particular zone shall remain open. In general, scheduled working hours for all Sewa Kendras shall be eight and half hours a day i.e. from 9:30 am to 6 pm. However, PSeGS reserves the right to change the operational schedule (working days and/or working timings) with prior notice. Further, with prior notice, PSeGS may ask Service Operator to extend the working hours of some of the selected Sewa Kendras on need basis.

- b) Service Operator will arrange for recording of attendance of all the resources deployed at Sewa Kendras through biometric device.
- c) Service Operator will be responsible for any loss, embezzlement or mishandling of cash by any deployed personnel.
- d) Service Operator shall be responsible for cleaning and housekeeping of Sewa Kendras premises and toilets.
- e) Service Operator will be responsible to manage and maintain complete infrastructure at Sewa Kendras whether supplied by Service Operator or PSeGS including furniture & fixtures, refilling of water, electrical cabling/equipment, all type of stationaries, consumables etc.
- f) Service Operator will provide safe drinking water, toiletries, etc. for resources at Sewa Kendras and citizens.
- g) Service Operator will ensure that statutory/government fee collected at Sewa Kendra shall be deposited in the designated Bank and/or any other agency as per the procedure laid by PSeGS.
- h) Service Operator will provide operation & maintenance services for all IT infrastructure available at Sewa Kendras for entire tenure of contract. The operation & maintenance of IT infrastructure shall include:
 - Maintenance of hardware, software, networking components at Sewa Kendras whether supplied by Service Operator or PSeGS.
 - Installation, configuration, maintenance including upgrades/updates of system software, any other software, etc.
 - Up-gradation of IT hardware to meet the requirements of quality of service.
 - Resolving any bug/damage/issue in hardware, software and networking components.

- Providing security from virus threats and unauthorized access/modification/deletion of data.
- i) Service Operator will install latest anti-virus tools and upgrade them as and when required to protect the systems at Sewa Kendras.
 - j) Service Operator will install Electronic Queue Management System with provision of allocating token numbers to citizens on first-come-first-serve basis along with token display mechanism on LED TVs. This Electronic Queue Management System will serve as a basis for monitoring of SLAs pertaining to efficient service delivery as per project requirement.
 - k) Service Operator will be responsible to maintain continuous two way communication with PSeGS and other stakeholders as per the project requirement.
 - l) Provision of Citizen Appointment System for convenience and transparency in service delivery.
 - m) Service Operator will be responsible for all expenses incurred for running Sewa Kendras including, but not limited to, Personnel, Water, Sewerage, Housekeeping, Courier, Postage, Communication including Telephone and Fax, Consumables, Stationery and other administrative and operative etc.
 - n) Postage and Courier expenses incurred on dispatch of citizen service delivery output shall be reimbursed to Service Operator by PSeGS at actuals on submission of proof.
 - o) Electricity Expenses for power consumed during working hours of Sewa Kendras will be reimbursed to Service Operator by PSeGS at actuals on submission of bills and payment receipts. Service Operator shall be liable for any unauthorized use, loss or theft of power from any of the Sewa Kendras.
 - p) Diesel charges to run the DG set during power outage will be reimbursed to him on actual basis on any of suitable models such as actual purchase of diesel, consumption of diesel or per unit reimbursement of actual DG units consumed. In any case, Service Operator shall maintain the end to end record of diesel purchased, diesel consumed, DG units consumed and any power consumption

beyond working hours and scope of project. Service Operator shall be liable for any unauthorized use, loss or theft of diesel from any of the Sewa Kendras.

- q) Service Operator will maintain adequate inventory of consumables and spares for at least two month's operations. In this regard, he will be solely responsible to maintain uninterrupted operations in each Sewa Kendra.
- r) Service Operator will ensure white wash of Sewa Kendras once in every 2 years and other related measures to maintain the Sewa Kendras and premises in exactly the same condition as at the time of handover to Service Operator.
- s) Wherever departments are yet to attain back end computerization, Service Operator is required to maintain the service delivery as per existing SUWIDHA model with respect to:
 - a. Submit/dispatch the application forms to the respective departments.
 - b. Collect certificates and other documents pertaining to service from the departments.

Service Operator will maintain department wise "DAK Register" for maintaining comprehensive records for all incoming and outgoing documents exchanged with each department. Service Operator shall be solely responsible to get the proper acknowledgment receipts (mentioning name and designation of the concerned departmental official) while handing over any documents(s) to the departments pertaining to any kind of service delivery being handled through Sewa Kendras. Further, Service Operator will provide the similar acknowledgements to the departments while receiving any documents from the departments and will maintain the record of the same. In this regard, the Service Operator will devise a detailed SOP (which will be approved by PSeGS) and ensure compliance of the same. However, for better understanding of the existing processes being followed by SUWIDHA centers, bidder may visit any SUWIDHA center in the State.

- t) Service Operator will maintain all Sign Boards and Logos in good condition.
- u) Service Operator will maintain comprehensive transaction wise records and control mechanism for all cash receipt transactions for e.g., collection of bills/taxes etc. on behalf of other departments as per the requirements of concerned departments.

- v) Service Operator will submit daily/weekly/monthly MIS reports as per template & mechanism intended by the PSeGS from time to time.
- w) Service Operator will maintain asset register for all assets supplied by Service Operator or PSeGS. The register should contain all required applicable information including date of purchase, quantity, vendor, guarantee/warranty, etc. and shall be available at Sewa Kendras at any point of time for inspection by PSeGS or any third party auditor appointed by PSeGS.
- x) Service Operator will provide all outputs including acknowledgements/certificates and any other printed documents of good quality which are legible and clear.
- y) Service Operator is required to integrate and operate equipment required as per department specific needs.
- z) Service Operator shall ensure any other provision required to operate Sewa Kendras as intended in this project.
- aa) To follow the operating guidelines and instructions issued by PSeGS with respect to Operations and Management of the Sewa Kendras.

PSeGS or any third party agency on behalf of PSeGS may conduct surprise inspection of Sewa Kendras for any violation or misconduct or misreporting of facts provided to PSeGS.

6.3.1 Transfer of ownership of Sewa Kendras assets

Service Operator shall transfer/handover the ownership/possession and custody of all the assets (procured by Service Operator and/or being used in Sewa Kendras for providing the services to the citizen) to the PSeGS at the end of project/on termination of contract, if any, at zero value.

7. Roles and Responsibilities

Clear defined roles and responsibilities of all the stakeholders is a prerequisite for success of any project of this enormity as it brings transparency, accountability, manageability and efficiency in the execution of the project. The following are the roles and responsibilities of the PSeGS and the selected Service Provider.

7.1 Service Operator

The following are roles and responsibilities of the Service Operator:

- a. Procurement of the hardware and peripherals for all the service centers to be setup initially and in future in conformity with the requirements of the bid submitted.
- b. Installation of the Hardware, peripherals and system software at the Sewa Kendras.
- c. Ensuring that a backup mechanism is in place as contingency plan in the event of any hardware equipment going out of order during working hours of Sewa Kendras.
- d. Maintenance of the connectivity including call logging, follow-ups with connectivity service providers.
- e. To follow all the policies/guidelines relating to internet usage, information infrastructure, information security and data security issued by State Government and Government of India.
- f. To comply with the technical requirements of the relevant security, safety and other requirements specified in the prevailing Information Technology Act, Telegraph Act or any other applicable laws and all amendments including the regulations issued by State Government or Government of India.
- g. Recruitment, training and controlling the manpower required to be deployed in service delivery centers.
- h. Adherence to labor laws and/or other related laws.

- i. To provide regular and periodic training to the manpower deployed at Sewa Kendras for continual skill development.
- j. Establishing security services at all the sites with respect to protecting physical assets.
- k. Insurance of all the personnel deployed by the partner and all the IT systems including hardware, software and networks against fire, theft and natural calamities.
- l. To devise service specific Standard Operating Procedures (SOPs) and its compliance after approval by PSeGS.
- m. Rendering services listed and any other services to be included within the scope of project in future, conforming to the SLA prescribed in the RFP.
- n. In the event of encountering issues in rendering services specific to a particular department, it will be incumbent on Service Operator to immediately report the same to concerned departments, PSeGS and other authorities as specified by PSeGS.
- o. Making available all the consumables and any other goods or articles required from time to time for delivering the service i.e. dispatch of Forms, data entry and MIS report generation which include but not limited to: Self Adhesive Envelopes for packing Forms, self-adhesive Address labels, Cartridges for Laser Printers, Batteries for UPS, Computer stationery required for various applications, reports and receipts, Other Items (if any required).
- p. Effecting overall coordination with all the participating agencies/departments to provide their services through Sewa Kendras. Postage expenses incurred for dispatch of service output to the citizen shall be reimbursed to Service Operator on actual basis.
- q. Devising a computerized callback/IVRS feedback mechanism for obtaining feedback from citizens and sharing the same with PSeGS.
- r. Service Operator will be responsible for timely submission of electricity & water bills. In case of failure in doing so, all penalties and cost of restoration of connection shall be borne by the Service Operator.

- s. Service operator will be responsible for maintenance of generator set. However, Service Operator will maintain a complete log book of Generator Set recording comprehensive date wise detail regarding run time of DG set, diesel used, power outage timings and units of power generated by DG set etc.
- t. Service Operator will not use the Sewa Kendras premises (in part or full) for any other commercial activity beyond the scope laid down by the PSeGS.
- u. To operate and maintain Sewa Kendras in accordance with the predefined Sewa Kendra coding structure as prescribed and decided by PSeGS.
- v. To ensure that there is no unauthorized form selling within and around Sewa Kendras.
- w. To ensure no touts and/or agents are working in collusion with manpower deployed at Sewa Kendras.
- x. To follow the operating guidelines and instructions issued by PSeGS with respect to Operations and Management of the Sewa Kendras.
- y. Any other works entrusted by the PSeGS that are related to the scope of the Project.

7.2 Proposed Manpower

#	Position	Roles and Responsibilities
1.	Counter Operator	<ul style="list-style-type: none"> • Interaction with citizens and performing data entry work • Entering, updating, verifying and/or retrieving data into/from various systems • Receiving, Scanning and uploading documents • Ensuring the accuracy and confidentiality of information recorded • Assisting Citizens in providing right information to be entered • Adhering to relevant guidelines/instructions with respect to operations and maintenance of Sewa Kendra • Any other job responsibility assigned by Service Operator or his representative

#	Position	Roles and Responsibilities
2.	Facilitator cum Receptionist	<ul style="list-style-type: none"> Facilitating citizens in form filling Issuing Token Numbers Addressing queries Maintaining the files, records and documents as required Adhering to relevant guidelines/instructions with respect to operations and maintenance of Sewa Kendra Any other job responsibility assigned by Service Operator or his representative
3.	Attendant cum Helper cum Runner	<ul style="list-style-type: none"> Dispatching applications to departments with manual workflow Collecting documents from departments with manual work flow Cash/other instruments of payment deposit to banks Adhering to relevant guidelines/instructions with respect to operations and maintenance of Sewa Kendra Any other job responsibility assigned by Service Operator or his representative
4.	Center Supervisor	<ul style="list-style-type: none"> Ensure adherence to Standard Operating Procedures and overall coordination in Sewa Kendra Ensuring man management Ensuring housekeeping To oversee cash/bank management Liaison with all stakeholders Adhering to relevant guidelines/instructions with respect to operations and maintenance of Sewa Kendra Any other job responsibility assigned by Service Operator or his representative
5.	District Program Manager	<ul style="list-style-type: none"> Responsible for overall operations and maintenance of all Sewa Kendras of his/her respective district Organize trainings and workshops Coordination with all stakeholders Liaison with Center Supervisors and ensure that all issues and requirements are either resolved or forwarded to concerned authorities Submission of MIS reports/any other information to PSeGS
6.	Accountant	<ul style="list-style-type: none"> Identification and resolution of issues relating to Chart of Accounts Handling cash/bank management Maintaining books of accounts as per requirement Ensuring timely deposit of Government dues

#	Position	Roles and Responsibilities
		<ul style="list-style-type: none"> • Adhering to relevant guidelines/instructions with respect to operations and maintenance of Sewa Kendra • Any other job responsibility assigned by Service Operator or his representative
7.	State Program Manager	<ul style="list-style-type: none"> • Ensure achievement of milestones and deliverables • Liaison with District Program Managers and ensure that all issues and requirements are either resolved or forwarded to concerned authorities • Submission of monthly reports to PSeGS • Adhering to relevant guidelines/instructions with respect to operations and maintenance of Sewa Kendra • Any other job responsibility assigned by Service Operator or his representative

7.3 Punjab State e-Governance Society (PSeGS)

As owner of the project, the role of PSeGS in the successful implementation of this project includes discharging the following responsibilities:

- a. Ensuring active participation of all the departments involved in the project.
- b. Selection and identification of locations for the operations of the Sewa Kendras and more locations in future as the case may be to cater to increasing volumes of transactions.
- c. Site preparation including
 - i) Selection of suitable open space to build easily accessible centers to the citizens with adequate space for parking.
 - ii) Effective modifications to an existing building or structure so as to ensure adequate ventilation and illumination, if applicable.
 - iii) Providing essential furniture and equipment like air conditioners, lights, fans etc. required for smooth functioning and operations of the centers.
 - iv) Providing a uniform look and feel, façade to all Sewa Kendras, in keeping with the Service Oriented Approach.

- d. Issuance of Government Orders, wherever required, on policy issues like
 - i) Providing services through electronic service centers.
 - ii) Acceptance of payments through the service centers and their accounting.
- e. Effecting a tie-up with a Bank or financial institution to handle all the cash transactions as well as transactions through instruments that take place in the service centers on a day to day basis
- f. Creation of a mechanism for resolution of disputes that may arise with Service Operator.
- g. Contracting certifying auditors for compliance at Sewa Kendras.
- h. Setting up a Data center in Punjab for hosting the applications.
- i. Providing last mile connectivity with adequate bandwidth to the Sewa Kendras and Data center
- j. Providing necessary hardware at data center required for hosting common portal

8. Implementation Timeframe

The table below gives the Indicative Schedule for the project:

S. No.	Description	Time for completion
1.	Operation of Sewa Kendras	Within two months of possession of Sewa Kendras site by Service Operator
2.	Delivering Service from Sewa Kendras through Applications	Within one month of intimating to Service Operator about the readiness of Application of any Department to deliver any service

9. Sub-Contracting

The Service Operator is allowed to sub-contract any of the project activity. However, Service Operator shall not sub-contract any work related to the agreement without prior written consent of PSeGS. Service Operator shall provide the list and scope of activities planned to be sub-contracted, within 45 days of signing the agreement or at least 45 days before the start of sub-contracted work. It is clarified that the Service Operator shall be the principal employer for all claims arising from the liabilities; statutory and otherwise, concerning the sub-contractors. The Service Operator shall undertake to indemnify the PSeGS or its nominated agencies from any claims on the grounds stated hereinabove. The Service Operator shall not allow a sub-contractor to assign and enter into further secondary sub-contract for any of the work to be carried out by the sub-contractor.

Annexure 1. Proposed Services to be rendered through Sewa Kendras (Indicative List)

A comprehensive list of department wise proposed services to be rendered through Sewa Kendras is provided below:

Sr. No	Department	Service
1.	Revenue	Certified Copies of all documents at Fard Centre level i.e., Record of Rights (Jamabandi), Girdawri, Mutation etc.
		Certified Copies of all documents at Village level i.e., Record of Rights (Jamabandi), Girdawri, Mutation, etc. (if the copies sought are manual and number of pages sought is less than 5)
		Certified Copies of all documents at Village level i.e., Record of Rights (Jamabandi), Girdawri, Mutation, etc. (if the copies sought are manual and number of pages sought is more than 5 but less than 15)
		Certifies Copies of all documents at Village level i.e., Record of Rights (Jamabandi), Girdawri, Mutation, etc. (if the copies sought are manual and number of pages sought is more than 15)
2.	Revenue	Demarcation of Land
3.	Revenue	Registration of all kinds of documents i.e., sale deed, lease deed, GPA, partnership deed etc.
4.	Revenue	Certified copies of all kinds of previously registered documents
5.	Revenue	Attestation of uncontested mutations
6.	Revenue	Private partition of land (Mutual consent of landowners)
7.	Revenue	Issue of Income Certificate
8.	Revenue	Area/Succession/Dependent Certificates/Counter Signatures etc.
9.	Revenue	Issue Of Non Encumbrance Certificate
10.	Revenue	Countersigning of Documents
11.	Revenue	Attestation of Documents
12.	Health	Certified Copies of Birth/Death Certificates - Corporation Cities

Sr. No	Department	Service
13.	Health	Certified Copies of Birth/Death Certificates - MC Towns
14.	Health	Certified Copies of Birth/Death Certificates - Rural Areas
15.	Health	Copies of the Post Mortem report
16.	Health	Copy of Interim Medico Legal Report
17.	Health	Copy of Complete Medico Legal Report
18.	Health	Issuance of Disability Certificate Obvious Disability (Loco Motor, Blindness)
19.	Health	Issuance of Single Disability Certificate
20.	Health	Issuance of Multiple Disability Certificate
21.	Health	Registration of Death and Birth Certificate (after one year of event)
22.	Health	Birth and Death Certificate (Name Entry & New Birth Certificate)
23.	Health	Correction of entry in Birth and Death Certificate
24.	Health	Emergency Medical Response (Ambulance at 108)
25.	Health	Janani Suraksha Yojana Assistance
26.	Health	Mata Kaushalya Yojana Assistance
27.	Health	Supply of essential medicine (as notified by the department for different Institutions)
28.	Health	Facility for X-ray/Pathological Test/Vaccination - DT/Polio Anti Rabies, Anti Venom (as notified by the Department for different institutions)
29.	Transport	Renewal of Driving License
30.	Transport	a) Registration Certificate of vehicles (Non Transport)
		b) Registration Certificate of vehicles (Transport)
31.	Transport	Fitness Certificate for commercial vehicle
32.	Transport	Issue of Driving License - Motor Car/Motor Cycle

Sr. No	Department	Service
33.	Transport	Issue of Tax Clearance Certificate (for period of 2 years)
34.	Transport	Issue of Tax Clearance Certificate (for period beyond 2 years)
35.	Transport	Issue of Route Permit or National Permit
36.	Transport	Addition/deletion of Hire Purchase entry
37.	Transport	Transfer of Vehicle (if the place of registration is the same place)
38.	Home	Registration of Marriage under Hindu Marriage Act
39.	Home	a) Renewal of Arms License (if the license is presented before the expiry date and the license issuing district is the same where service has been sought)
		b) Renewal of Arms License (if the license is presented after every alternative cycle of 6 years, where police verification is necessary)
40.	Home	Addition/Deletion of weapon (if the license issuing district is the same where service has been sought)
41.	Home	Extension of purchase period of weapon (within permissible time period and if the license issuing district is the same where service has been sought)
42.	Home	Issuance of Marriageability Certificate
43.	Home	Registration of Marriage Under Special Act
44.	Home	Solemnization of Marriage
45.	Home	New Arms License
46.	Home	Duplicate Arms License
47.	Home	Entry of Weapon
48.	Home	NOC for Sale of Weapon
49.	Home	Permission to Carry the Weapon
50.	Home	Extension of Jurisdiction
51.	Home	Cancellation of License

Sr. No	Department	Service
52.	Home	Change of Address
53.	Home	Addition/Deletion of Retainer
54.	Home	Change of Bore
55.	Home	Permission for Deposit of Weapon in Death Case
56.	Home	Permission for Sale/Transfer of Weapon in Death Case
57.	Home	Extension of Cartridges
58.	Home	Registration of Foreigners (Arrival and Departure)
59.	Home	Extension of Residential Permit of Foreigners
60.	Home	Copy of FIR or DDR
61.	Home	NOC for use of loud speakers (applicable only in case S.D.M. obtains NOC from the concerned S.H.O before granting permission)
62.	Home	NOC for Fairs/Melas/Exhibition/Sports Events etc.
63.	Home	Stranger Verification (after receiving the verification from other District/State of which the stranger is resident)
64.	Home	Tenant/Servant Verification (if resident of local area)
65.	Home	Tenant/Servant Verification (if resident of other District/State and after receiving the verification from other District/State)
66.	Home	Other Verification related services
67.	Home	Copy of untraced report in road accident cases
68.	Home	Copy of untraced report in cases pertaining to stolen vehicles
69.	Home	Copy of untraced report in theft cases
70.	Home	NOC for pre-owned vehicles
71.	Home	Service Verification (in case of resident of Punjab)
72.	Home	Character Verification

Sr. No	Department	Service
73.	Home	Verification for renewal of Arms License
74.	Home	NOC for issuance/renewal of License of Arms Dealers
75.	Home	Issuance of NOC for setting up of Petrol Pump, Cinema Hall etc.
76.	Home	Passport Verification
77.	Home	Verification for fresh Arms License
78.	Home (Police)	Acknowledgement of Complaint
79.	Home (Police)	Information of action taken of complaints (FIR/DDR/ matter closed)
80.	Local Govt.	Sanction of Building Plans (other than Residential)
81.	Local Govt.	Sanction of Building Plans/Revised Building Plans (Residential)
82.	Local Govt.	Issue of Completion/Occupation Certificate for Buildings (All Categories)
83.	Local Govt.	Issue of No Objection Certificate/Duplicate Allotment/Re Allotment Letter
84.	Local Govt.	Issue of Conveyance Deed
85.	Local Govt.	Issue of No Due Certificate
86.	Local Govt.	Transfer of property in case of sale
87.	Local Govt.	Transfer of property in case of death (uncontested)
88.	Local Govt.	Issue of permission for mortgage
89.	Local Govt.	(a) Sanction of building Plans/Revised Building Plans (Residential)
		(b) Sanction of Building Plans/Revised Building Plans (other than Residential)
90.	Local Govt.	Issue of Completion/Occupation Certificate for Buildings (All Categories)
91.	Local Govt.	Sanction of Water Supply/Sewerage Connection in Corporation Cities

Sr. No	Department	Service
92.	Local Govt.	Sanction of Water Supply/Sewerage Connection - MC Towns
93.	Local Govt.	Sanction of Water Supply/Sewerage Connection in the Improvement Trusts
94.	Local Govt.	Issue of New Trade License by Municipal Committees and Municipal Corporations
95.	Local Govt.	Renewal of Trade License by Municipal Committees or Municipal Corporations
96.	Local Govt.	Removal of Solid Waste from Streets/Roads
97.	Local Govt.	Replacement of Street lights
98.	Local Govt.	Water pipes Leakages/Sewerage/Blocked/Overflow
99.	Local Govt.	Payment of Water Bill
100.	Local Govt.	Change of Title in Water Bill
101.	Local Govt.	Approval of Water Disconnection
102.	Local Govt.	Water Reconnection
103.	Local Govt.	Payment of Sewerage Bill
104.	Local Govt.	Change of Title in Sewerage Bill
105.	Local Govt.	Approval of Sewerage Disconnection
106.	Local Govt.	Sewerage Reconnection
107.	Local Govt.	Assessment of Disposal Charges
108.	Local Govt.	Water & Sewerage Bill Amendment
109.	Local Govt.	License for Slaughterhouse
110.	Local Govt.	License for a Rickshaw
111.	Local Govt.	License for setting up Communication Tower on Private Property
112.	Local Govt.	License for setting up Communication Tower on ULB Property
113.	Local Govt.	Renting/Leasing of ULB properties

Sr. No	Department	Service
114.	Local Govt.	Collection of Rent/Lease
115.	Local Govt.	Collection of Tahebazari Fees
116.	Local Govt.	Annual Fee for Communication Towers on ULB Property
117.	Local Govt.	Approval of Additional Construction
118.	Local Govt.	Sanction of Change of Land Use
119.	Local Govt.	Approval of Town Planning Scheme
120.	Local Govt.	Issue of NOC for Fire Safety
121.	Local Govt.	Issue of Fire Call Report
122.	Local Govt.	Approval for Hoardings/Advt. Boards on Private Properties
123.	Local Govt.	Contracting of Advertisement Sites with Relevant Media
124.	Local Govt.	Assessment and Collection of Property Tax
125.	Local Govt.	Issuance of TS -1 Certificate
126.	Local Govt.	Issue of Bus Pass (for Buses operated by the ULB)
127.	Local Govt.	Verification of Widows, Elderly, Handicapped etc. for inclusion in Appropriate Scheme
128.	Local Govt.	Payment of Regular Installment
129.	Local Govt.	Payment from Defaulters
130.	Local Govt.	Issuance of Possession Letters
131.	Local Govt.	Issuance of Allotment Letters
132.	Local Govt.	Sanction of Change of Land Use
133.	Local Govt.	Approval for Time Extension
134.	Local Govt.	Penalty for violation of approved Plan or Construction without Plan
135.	Local Govt.	Number of Applications received for Right to Information Act

Sr. No	Department	Service
136.	Local Govt.	Spray/Fogging for Prevention of Air borne Diseases
137.	Local Govt.	Conducting Fire Rescue Operation
138.	Local Govt.	Sterilization of Stray Dogs
139.	Local Govt.	Challan for Dumping Dirt and Garbage
140.	Local Govt.	Penalty for Stray Cattle
141.	Power/ Electricity	Normal fuse off Call/Complaint
142.	Power/ Electricity	Overhead Line Breakdowns
143.	Power/ Electricity	Breakdowns due to Breakage of Poles
144.	Power/ Electricity	Underground Cable Breakdowns
145.	Power/ Electricity	Distribution Transformer Failure
146.	Power/ Electricity	Power Transformer Failure (with Primary Voltage up to 66000 Volts)
147.	Power/ Electricity	Street Light Faults
148.	Power/ Electricity	Period of Scheduled Outage
149.	Power/ Electricity	a) Maximum duration in a single stretch
		b) Restoration of supply
150.	Power/ Electricity	Voltage fluctuations No Expansion/Enhancement of Network involved
151.	Power/ Electricity	a) Inspection Replacement of Slow/Fast/Creeping/Stuck up Meters
		b) Replacement of Burnt Meters

Sr. No	Department	Service
152.	Power/ Electricity	a) Release of Supply
		b) Release of Supply - Low Tension
		c) Release of Supply - High Tension (11000 Volts)
		d) Release of Supply - High Tension (33000 Volts)
		e) Release of Supply - Extra High Tension
		f) Erection of Sub Station required for Release of Supply
153.	Power/ Electricity	a) Transfer of Title and/or Change of Category
		b) Conversion from LT Single Phase to LT Three Phase or vice versa
		c) Conversion from LT to HT or vice versa
		d) Conversion from HT to EHT or vice versa
154.	Power/ Electricity	a) Shifting of Meter/Service Connection
		b) Shifting of LT/HT lines up to 11KV
		c) Shifting of HT line exceeding 11 KV
		d) Shifting of Transformer
155.	Power/ Electricity	a) Resolution of complaints on disputed Electricity Bill
		b) Reconnection of Supply following Disconnection due to Non-Payment of Bills
156.	Social Security	a) Sanction of all social security benefits to Old Age/Handicapped/Widow (Urban Areas)
		(b) Sanction of all social security benefits to Old Age/Handicapped/Widow (Rural Areas)
157.	Social Security	Issue of Identity Cards to all Categories of Handicapped Persons
158.	Social Security	Disbursement of Old Age/Widow/Other Pension and Benefits - New Cases
159.	Social Security	Senior Citizen ID Cards
160.	Social Security	Sanction of Scholarship to Physically Challenged
161.	Social Security	Disbursement of Scholarship to Physically Challenged - New Cases

Sr. No	Department	Service
162.	Social Security	Financial Assistance to Dependent Children (Urban)
163.	Social Security	Financial Assistance to Dependent Children (Rural)
164.	Agriculture/ Mandi Board	Supply of Soil Sample Results
165.	Agriculture/ Mandi Board	Issue of NOC/Duplicate Allotment/Re-Allotment
166.	Agriculture/ Mandi Board	Issue of Conveyance Deed
167.	Agriculture/ Mandi Board	Issue of No Due Certificate
168.	Agriculture/ Mandi Board	Re-transfer of Property in Case of Sale
169.	Agriculture/ Mandi Board	Re-transfer of Property in Case of Death (Uncontested)
170.	Agriculture/ Mandi Board	Issue of NOC for Mortgage
171.	Agriculture/ Mandi Board	Providing Financial Aid (Ex gratia) to Cultivators for any injury or death during Farming Operations
172.	Agriculture/ Mandi Board	Issue of ID Card to farmers for Participation of Apni Mandi
173.	Agriculture	Issuance and Renewal of License for Sale of Seeds/Fertilizers/Insecticides
174.	Agriculture	Addition of Go down in Seeds/Fertilizers Licenses
175.	Agriculture	Issuance of Duplicate Agricultural License of Seeds/Fertilizers/Insecticides
176.	Agriculture	Addition/Deletion of item in License for Seeds/Fertilizers/Insecticides
177.	Food, Civil Supplies and Consumer Affairs	Issue of Ration Card
178.	Food, Civil	a) Issue of Duplicate Ration Card

Sr. No	Department	Service
	Supplies and Consumer Affairs	b) Addition of New Member
		c) Deletion of Member
		d) Change of Name in Ration Card
179.	Food, Civil Supplies and Consumer Affairs	Issuance of Surrender Certificate
180.	Rural Development and Panchayat	Issuance of Job Card under NREGA
181.	Rural Development and Panchayat	Rural Area Certificate
182.	Welfare of SCs and BCs	Term Loan to SC
183.	Welfare of SCs and BCs	Term Loan to BC
184.	Welfare of SCs and BCs	Shagun Scheme
185.	Welfare of SCs and BCs	Sanction of Stipends/Scholarships
186.	Welfare of SCs and BCs	Disbursement of Stipends etc. - New Cases
187.	Welfare of SCs and BCs	Issue of Various Certificates like Caste, OBC etc.
188.	Housing and Urban Development	a) Sanction of Building Plans/Revised Building Plan (Residential)
		b) Sanction of Building Plans/Revised Building Plan (Commercial)
189.	Housing and Urban Development	Issue of Completion/Occupation Certificate for Buildings
190.	Housing and Urban Development	Issue of No Objection Certificate/Duplicate Allotment/Re Allotment Letter

Sr. No	Department	Service
191.	Housing and Urban Development	Issue of Conveyance Deed
192.	Housing and Urban Development	Issue of No Due Certificate
193.	Housing and Urban Development	Transfer of Property in case of Sale
194.	Housing and Urban Development	Transfer of Property in case of Death (Uncontested)
195.	Housing and Urban Development	Issue of Permission for Mortgage
196.	Housing and Urban Development	Attested copy of any Document
197.	Housing and Urban Development	Change of Ownership (Other than Death Cases)
198.	Housing and Urban Development	Demarcation of Plot
199.	Housing and Urban Development	Issue of Plinth/Roof Level Certificate
200.	Housing and Urban Development	Water Supply and Sewerage Connection
201.	Higher Education	Issuance of Duplicate Certificate
202.	Higher Education	Issuance of Original Migration Certificate/Detailed Marks Cards/Verifications of Documents
203.	Higher Education	Degrees of Successful Candidates
204.	School Education	School Leaving Certificate

Sr. No	Department	Service
205.	School Education	Issuance of Duplicate Certificate
206.	Personnel	Issue of Residence Certificate etc.
207.	Rural Water Supply and Sanitation	Sanction of Water Supply Connection
208.	Industries & Export	Sanction of Water Supply and Sewerage Connection
209.	Industries & Export	Mortgage 1 st Charge
210.	Industries & Export	Registration of Lease/Conveyance Deed
211.	Industries & Export	Conversion from lease to Free hold
212.	Industries & Export	Issue of Conveyance Deed in Municipal Corporations
213.	Grievances & Pensions	Acknowledgement of all Complaints
214.	Animal Husbandry	Issuance of Duplicate Certificates
215.	Animal Husbandry	Issuance of Migration Certificates/Detailed Marks Certificates/ Verification Of Documents
216.	Animal Husbandry	Degrees of Successful Candidates
217.	Animal Husbandry	Supply of Medicine/Vaccines at designated Hospital as decided by Govt.
218.	Town and Country Planning	Change of Land Use/NOC in case of Petrol Pump, Rice Sheller, Brick Kiln
219.	Town and Country Planning	Change of Land use where the Master Plans are notified and there Local Planning Areas are not notified. Residential, Industrial, Institution up to 25 acres and Commercial (excluding multiplex and shopping mall) up to 2 acres
220.	Town and Country	a) Sanction of Building Plans up to 500 square meters
		b) Sanction of Building Plans above 500 square meters to 5000

Sr. No	Department	Service
	Planning	square meters
		c) Sanction of building plans above 5000 square meters
221.	Town and Country Planning	a) Issue of Completion/Partial Completion Certificate up to 500 square meters
		b) Issue of Completion/Partial Completion Certificate above 500 square meters to 5000 square meters
		c) Issue of Completion/Partial Completion Certificate above 5000 square meters
222.	Town and Country Planning	Land use Classification Certificate (to be issued by Office of District/Deputy District Town Planner)
223.	All Departments (General)	General Service (Rectification of error occurred at the Level of an Official while delivering the Services)

Annexure 2. Service Performance Level

In case of default in ensuring delivery of quality services to citizens, following penalties shall be applicable:-

A) General SLAs

Sr. No	Parameter	Penalty Level	Method of Measurement
1.	Denial of Service	Rs. 1.0 Lakhs per instance	Finding by PSeGS or its designated agency or by authorized person of PSeGS
2.	Non availability of Manpower	Rs. 0.5 Lakhs per person per instance	Finding by PSeGS or its designated agency or by authorized person of PSeGS
3.	Non operationalization of Center (Complete closure of center on a working day)	Rs. 3 Lakhs per day per center	Finding by PSeGS or its designated agency or by authorized person of PSeGS
4.	Non operationalization of a counter due to any reason	Rs. 0.25 Lakh per day per counter	Finding by PSeGS or its designated agency or by authorized person of PSeGS
5.	Non adherence to Center working hours	Rs. 0.25 Lakh per day per instance	Finding by PSeGS or its designated agency or by authorized person of PSeGS
6.	Housekeeping non conformities (NC)	Rs. 0.1 Lakh per NC	Finding by PSeGS or its designated agency or by authorized person of PSeGS
7.	Manpower not in uniform	Rs 0.02 Lakh per person	Finding by PSeGS or its designated agency or by authorized person of PSeGS
8.	Courteousness to citizens below 7 marks on the scale of 0-10 (10 being highest)	Rs 0.1 Lakhs per instance	1. Finding by PSeGS or its designated agency or by authorized person of PSeGS 2. Written Feedback by Citizen
9.	Poor Quality of printing and stationary	Rs. 0.10 lakhs per instance	Finding by PSeGS or its designated agency or by authorized person of PSeGS

10.	Non adherence of pre-defined Inventory levels of spares and consumables	Rs. 0.25 lakhs per center	Finding by PSeGS or its designated agency or by authorized person of PSeGS
11.	Non-functioning of electronic equipment/fixtures beyond permitted repair period	Rs. 0.10 lakhs per equipment per instance	Finding by PSeGS or its designated agency or by authorized person of PSeGS
12.	Non maintenance of civil works and furniture	Rs. 0.10 lakhs per equipment per instance	Finding by PSeGS or its designated agency or by authorized person of PSeGS
13.	Unauthorized and/or commercial use of Sewa Kendra premises and its property for any activity beyond the scope of agreement	Rs. 10.0 lakhs per center per instance or termination of contract or both as per PSeGS discretion	Finding by PSeGS or its designated agency or by authorized person of PSeGS
14.	Non adherence to guidelines, instructions and standard operating procedures as prescribed by PSeGS/Government of Punjab	10% of the monthly payment of the defaulting center.	Finding by PSeGS or its designated agency or by authorized person of PSeGS
15.	Delay in deposit of Statutory/Government fees in Treasury account through designated banks.	2% per day of the due amount	Finding by PSeGS or its designated agency or by authorized person of PSeGS
16.	Theft, misplacement and/or mishandling of any Government record, forms, certificates, holograms or any other specific stationary	Rs. 5 Lakhs per incident and legal action as per government procedures.	Finding by PSeGS or its designated agency or by authorized person of PSeGS

B) Citizen Service Delivery SLAs

SLA No.	SLA Parameter	Baseline Metrics		Lower Performance		Higher Performance		Breach		Method of measurement
		Metric	Score	Metric	Score	Metric	Score	Metric	Score	
Service Delivery to Citizens										
1.	Average Time Spent by the Citizens at Sewa Kendras for Group A Services (Services involving citizen photographs, scanning of documents etc.)	<30mins	15	30-50 minutes	10	<20 minutes	20	>50 minutes	(-10)	1. Average for one month for each Sewa Kendra. 2. Measured from the time a token is issued to the time when stakeholder leaves the counter.
2.	Average Time Spent by the Citizens at Sewa Kendras for Group B Services (Services involving either citizen photographs or scanning of documents)	<20mins	15	20-35 minutes	10	<14 minutes	20	>35 minutes	(-10)	1. Average for one month for each Sewa Kendra 2. Measured from the time a token is issued to the time when stakeholder leaves the counter.
3.	Average Time Spent by the Citizens at Sewa Kendras for Group C Services (Services which do not involve either citizen photographs or scanning of documents)	<10mins	15	10-25 minutes	10	<7 minutes	20	>25 minutes	(-10)	1. Average for one month for each Sewa Kendra 2. Measured from the time a token is issued to the time when stakeholder leaves the counter.

Note - Above SLAs shall be calculated for every month for all services handled through all Sewa Kendras.

The final SLAs shall be calculated on the basis of gross average SLAs after summing of all debit/credit points accrued during the month. Any net credit of points shall not be carried over for subsequent months.

The applicable penalty on the gross average SLAs for the month shall be levied as below:

Baseline: No Penalty

Lower Performance: 0.5% of Monthly payout

Breach: 5% of monthly Payout. In case of continuous breach of 3 months, PSeGS reserves the rights to terminate the contract.

In future, more SLAs may be defined with mutual agreement of PSeGS and Service Operator.

In any case, overall total deduction from the payment due to Service Operator will not exceed 50% of monthly payment. This deduction is in addition to the other penalties/liquidity damages as mentioned in this RFP.

All above penalties shall be levied on the Service Operator for any failure happened on his part in any of the agreed Timelines/SLAs/Terms & Condition. However, in any case, the total penalty value shall not be greater than 15% of the total contract value beyond which PSeGS reserves the right to terminate the contract.

Annexure 3. Technical Specifications of Bill of Materials to be supplied by Service Operator

Service Operator needs to provide compliance to each specification of all Bill of materials provided as under:

1. Desktop

Make & Model Offered - (To be filled by the Service Operator)		
Specification Required	Compliance (Yes/No)	Specification Offered
Operating system & Software		
Genuine Windows 8 Professional/latest equivalent Windows operating system with required software for word processing, spreadsheet, presentation etc.		
Processor		
Intel(R) 4th Gen or higher Intel i5 processor or higher or AMD A8 or higher		
Memory		
4 GB memory , system should have minimum Two free DIMM slots; Non-ECC dual-channel DDR3 Memory Expandable to 16 GB DDR3		
Hard drive		
320 Gb or higher SATA Hard Drive		
Monitor : 18.5" LCD		
USB 2.0 : (minimum 2 in front)		
Integrated Sound Card		
Multimedia keyboard with bilingual support		
Optical mouse with pad		
Network interface Integrated 10/100/1000Mbps (Ethernet)		
Antivirus and Antimalware standalone version with years of subscription equivalent to tenure of contract		
Minimum 2 free PCI/PCI-X slot for dual monitor		
The desktop should be equipped with all necessary accessories to perform the operations at Sewa Kendras during the project period		
The desktop should not contain outdated/pirated software/technologies		
The desktop should have all necessary software to perform Sewa Kendras operations smoothly		

Make & Model Offered - (To be filled by the Service Operator)		
Specification Required	Compliance (Yes/No)	Specification Offered
Desktop should be IEEE certified and compatible compliances.		
Desktop should be fulfil all compliance of quality ISO9000; 90001		

2. 24 Port Switch

Make & Model Offered - (To be filled by the Service Operator)			
Specifications		Complied / Not Complied	Specification Offered
Technical capability	50 Gbps or higher switching capacity		
	40 Mpps or higher forwarding performance		
	Non, blocking, wire speed architecture		
	Configurable up to 10000 MAC addresses, 1000 VLAN, IPv6 ready from Day 1		
Management	SNMP V2/V3 ,SSHv2, Telnet, CLI and web based interface		
Security	Port based ACL, DHCP snooping IPv4 & IPv6, Port Security, spanning tree Root Guard, BPDU guard, Protection against Rouge route advertisement.		
Standards	IEEE 802.1x		
	IEEE 802.3x full duplex on 10BASE-T and 100BASE-TX ports		
	IEEE 802.1D Spanning-Tree Protocol		
	IEEE 802.1p class-of-service (CoS) Prioritization		
	IEEE 802.1Q VLAN		
	IEEE 802.1s		
	IEEE 802.1w		
	IEEE 802.3, 802.3ad, 802.3ab, 802.3z IEEE 802.3u		
Interfaces	24 Ports 10/100/1000 Mbps with minimum 2 populated uplink of SFP		
Power	100 - 240 VAC, 50/60 Hz		
	NDPP/EAL certified/OEM shall be in Gartner Leader Quadrant		

3. UPS System

UPS 10 KV/5 KV

Make & Model Offered - (To be filled by the Service Operator)			
Specifications		Complied / Not Complied	Specification Offered
Technology	True On Line UPS with double conversion technology		
	Rectifier and inverter should be based on IGBT		
Power Rating Input	5000 VA / 4000 W		
Voltage Range	160 VAC - 300 VAC @ 100% Load, 110 VAC - 300 VAC @ 50%		
Frequency	40 Hz ~ 70 Hz		
Power Factor	≥ 0.95		
Output - Voltage Range	220/230/240 VAC +/- 3%		
Output - Voltage Distortion	≤ 3% (Linear Load) ≤ 6% (non Linear Load)		
Frequency	47.5 ~ 52.5 Hz		
Power Factor	0.8		
Crest Factor	3:1		
Inverter Overload			
Inverter Overload - Transient Response	Less or equal to 3% for 100% nonlinear load (Battery mode)		
Battery Type	Sealed Maintenance Free, Valve Regulated Lead Acid		
Battery cell rating	Battery cell of 12V		
Rated Voltage	Minimum 180 VDC		
Backup Time	60 min 8000 VAH;		

Protection	Inbuilt protection for surge suppression and EMI/RFI filter provided as well as The unit shall have Surge Current Capacity of min. 10kA with two mode of protection & <0.5 ns Response time. UPS shall be provided with only externally connected SPD as per IEEE Standard 1100-2005		
Environmental and Other			
Audible Noise	Less than 45dB at 1 meter		
Operating temp & Humidity	20 - 90%RH @ 0 - 40 °C (non condensing)		
LCD Display	UPS Status, Load level, Battery level, Input / Output voltage, Discharge Timer & Fault conditions		
Management			
SMART RS 232	Supports Windows, Novell, Linux and FreeBSD		
SNMP	Power Management from SNMP manager and web browser option should be present		
Credentials	Manufacturer Should be ISO 9001:2000 certified Manufacturer Should be ISO 14001 certified		

UPS 3 KV

Make & Model Offered - (To be filled by the Service Operator)			
Specifications		Complied/ Not Complied	Specification Offered
Technology	True On Line UPS with double conversion technology		
	Rectifier and inverter should be based on IGBT		
Power Rating Input	3000 VA / 2400 W		
Voltage Range	160 VAC - 300 VAC @ 100% Load, 110 VAC - 300 VAC @ 50%		
Frequency	40 Hz ~ 70 Hz		
Power Factor	≥ 0.95		
Output - Voltage Range	220/230/240 VAC +/- 3%		
Output - Voltage Distortion	≤ 3% (Linear Load) ≤ 6% (non Linear Load)		
Frequency	47.5 ~ 52.5 Hz		
Power Factor	0.8		
Crest Factor	3:1		
Inverter Overload			
Transient Response	Less or equal to 3% for 100% nonlinear load (Battery mode)		
Battery Type	Sealed Maintenance Free, Valve Regulated Lead Acid		
Battery cells rating	Battery cells of 12V		
Rated Voltage	Minimum 96 VDC		
Backup Time	30 min VAH 2496		

Protection	Inbuilt protection for surge suppression and EMI/RFI filter provided as well as The unit shall have Surge Current Capacity of min. 10kA with two mode of protection & <0.5 ns Response time. UPS shall be provided with only externally connected SPD as per IEEE Standard 1100-2005		
Environmental and Other			
Audible Noise	Less than 45dB at 1 meter		
Operating temp & Humidity	20 - 90%RH @ 0 - 40° C (non condensing)		
LCD Display	UPS Status, Load level, Battery level, Input / Output voltage, Discharge Timer & Fault conditions		
Management			
SMART RS 232	Supports Windows, Novell, Linux and FreeBSD		
SNMP	Power Management from SNMP manager and web browser option should be present		
Credentials	Manufacturer Should be ISO 9001:2000 certified Manufacturer Should be ISO 14001 certified		

4. Digital Camera with Tripod Stand

Make & Model Offered - (To be filled by the Service Operator)		
Specifications	Complied / Not Complied	Specification Offered
Pixels (Min.) - 5 megapixels or higher		
LCD Monitor		
Type TFT		
Display Size 2.7 inches or higher		
Recording Format - JPEG		
Zoom - 4X or higher		
ISO Sensitivity Setting - Auto/80/100/200/400/800/1600/High		
Recording Media - SD memory card, SDHC memory card, SDXC memory card,		
Auto Focus Range- Approx. (W)=3 cm to infinity, (T)=80 cm to infinity		
Self - Timer -Yes		
Shooting Modes- Auto, Portrait, Landscape, Night Snapshot, Indoor, Low Light, Long Shutter, Movie, Documents		
White Balance Auto/Daylight/Cloudy/Fluorescent/Incandescent / Flash		
Flash Function Auto/Red Eye Reduction/Off		
Other Features - Face detection/Noise reduction		
USB Connectivity Yes (Hi- Speed)		
Battery Backup 120 Min		

5. Network Rack 6U

Make and Model Offered - (To be filled by the Service Operator)		
Specifications	Compliance (Yes/No)	Specification Offered
Front Door with Toughened Glass quality.		
Adjustable Mounting rails - Front and Back		
2 Fan Mounting provision		
Top and bottom cable entry provides Optimal flexibility for cable management		
Backside open with Easy wall mount provision		
Frame structure with max loading capacity up to 60kg		
Compatible with 19" International standards & ETSI standard.		
6U Wall Mount Network Rack WxDxH (550 x 400 x 350 mm)		
Two Fan Mounting provision		
Grey/Black Color		

6. IP Based CCTV Camera

Make and Model Offered - (To be filled by the Service Operator)			
S. No	Desired Specification/Qualitative Requirement	Compliance (Yes/No)	Specification Offered
1.	It should have 1/3" Megapixel progressive HD CMOS sensor.		
(a)	It should be PoE enabled and outdoor ready with IK10 enclosure		
(b)	The Camera should incorporate a built-in 3.5mm megapixel, Remote focus and Zoom		
(c)	It should support Real-time MPEG-4 and Motion JPEG and H.264 compression with VGA/QVGA/QQVGA resolution.		
(d)	It should support 30 frames per second.		
(e)	It should support 540 TV Lines.		
(f)	It should support Dual Stream for Live Monitoring & recording.		
(g)	0.3 Lux (day mode), 0 Lux (night mode) with IR LED.		
(h)	It should be equipped with 15 meter IR illumination distance.		
(i)	It should support privacy zone masking which blocks out unwanted or prohibited area within the video image to protect privacy.		
(j)	It should support tampering detection function that alerts the operator if the camera is tampered and electronic tamper detection system can sense whenever the camera has been redirected, defocused, blocked, or spray-painted, and respond promptly with an alarm notification.		
2.	Network Protocol Support		
(a)	It should support Network Protocol Support for:- IPV4,IPV6,ARP,TCP/IP,UDP,ICMP,DHCP, NTP, DNS, DDNS, SMTP, FTP, HTTP/HTTPS, UPnP Port Forwarding, RTP / RTSP/ RTCP, IP filtering, 3GPP, CoS/QoS, SNMP, IGMP, 802.1x, ONVIF Compliant.		
3.	Video Features		
(a)	It should have JPEG support for still image.		
(b)	It should support H.264/MPEG4/MJPEG format compression simultaneously.		

Make and Model Offered - (To be filled by the Service Operator)			
S. No	Desired Specification/Qualitative Requirement	Compliance (Yes/No)	Specification Offered
(c)	It should support Motion detection recording.		
(d)	It should have the support for Time stamp and text overlays.		
(e)	It should support Configurable image size, quality, frame rate, and bit rate.		
(f)	It should have Built-in Infrared-Cut Removable (ICR) Filter module.		
4.	IO Port		
(a)	It should have 1 Alarm Input.		
(b)	It should have 1 Alarm Output.		
(c)	It should have 1 RS-485 port.		
5.	Remote Management		
(a)	It should be accessible via web browser.		
(b)	It should have the support for taking the snapshots/video clips and save via web browser.		
(c)	It should support Motion Detection Weekly Schedule.		
(e)	Power Consumption of Camera should be energy efficient		
(f)	The camera shall support temperature -20° to 50° C.		
(g)	It should be FCC, CE, UL Certified.		

7. NVR

Make and Model Offered - (To be filled by the bidder)		
Specifications	Compliance (Yes/No)	Specification Offered
OS :Open source, Windows or Support any OS		
Supported Cameras: Supports all network cameras. Includes support for auto-discovery, and up to minimum 6 cameras		
Recording performance: Max. capacity (NVR mode only): H.264 1080P		
H.264 720P		
MJPEG 1080P		
MJPEG 720P		
Should store video for last 90 days at any point of time		

8. 32" LED Display

Make and Model Offered - (To be filled by the bidder)			
Specification	Details	Compliance (Yes/No)	Specification Offered
Electricals (Rated Voltage)	120/230 VAC, 50/60 Hz		
Voltage Range	100-240 VAC, 50/60 Hz		
Frequency	Horizontal: 60-73 KHz Vertical: 47-63 Hz		
Video			
Sync Format	PAL/NTSC		
LCD	Panel LED		
Viewable	Picture Area 32 in		
Active Display Area	H x V) 698.4 x 392.85 mm (27.5 x 15.5 in.)		
Pixel Pitch	(H x V): 0.3637 x 0.3637 mm Resolution 1 1920 x 1080		
Aspect Ratio	16:9		
Display Colors	1,073 million		
Response Time	6.5 ms (typical)		
Backlight	50,000 hours		

9. Queue Management Token System

Make and Model Offered - (To be filled by the bidder)		
Specifications	Compliance (Yes/No)	Specification Offered
Manager Queue in real time		
Option: Have a capability to print Sewa Kendras/Sewa Kendras advertisement on token		
Audio and Visual notification of called Token		
Able to connect with any CRM application.		
Computer based should be capable with associate display board.		
Should capable to display token number with Audio		
Shall have Software development kit to be used		
Shall be able to connect with LCD/LED TV		

10. Biometric Attendance System

Make and Model Offered - (To be filled by the bidder)		
Specification	Compliance (Yes/No)	Specification Offered
<ul style="list-style-type: none"> • FP + RFID Uni- optical sensor 3” colour TFT LCD • 500 enrollment & able to store 50,000 records • Built-in RFID support • Lightning fast FP matching algorithm (Biokey VX 10.0 dual engine) • Combined with BIO600 32 bit hardware platform suitable for 1:1 or : N FP matching • Data transfer : USB 1.1 Flash disk & TCP/IP • Installation with LAN cable laying and connectivity to one computer • Enrolment of all employees in the office • Training to employees for software operation and report generation. • Machine should be web server enabled • Data should be auto called from machine 		
<ul style="list-style-type: none"> • Software Compliance • Customization of software as per the requirement for multiple entry-exits with • Multiple device and necessary report generation like. • % Employees coming late by 1 hour • % Employees leaving early by ½ an hour • Battery back- up in case of power failure • Biometric Attendance system Software with implementation 		

11. Fake Currency Detector Machine

Make and Model Offered - (To be filled by the bidder)		
Specification	Compliance (Yes/No)	Specification Offered
Note size Range - Up to 190 X 85mm (1000 Rupee Note)		
Power Supply - AC 220V± 10%, 50Hz		
Consumption - 80 Watts		
Other Features: <ul style="list-style-type: none"> • Fast and Accurate Counting Automatic Start/Stop • UV Detection • Automatic detection with complete analysis of different parameters. • Half Note - Auto Detect, Double Note - Auto Detect • Batching, Adding Mode (0 to 999) • Preset Mode, Dust Collector • Easy Operation, Digital Display Customer Display - Optional • Pass the certification of ISO9001:2000 • Pass the certification of province-class hi-tech product • LED display for easy viewing. 		

Annexure 4. Status of Back Offices of Participating Departments

The number of services being delivered through existing centers currently is quite limited. This can be attributed to the fact that only a couple of departments have achieved computerization of their back offices. Below is the synopsis of online service delivery mechanism in the State.

SUWIDHA (Single User Window Disposal Help Line for Applicants): This is one of the early initiatives of e-Governance in Punjab to provide G2C services in a time bound manner. This project was conceived and implemented with the sole purpose of providing citizens single point receipt and delivery of various services related to various departments. The government fee for the respective services is accepted at the counter and services are delivered in a pre-defined time period. Presently 157 SUWIDHA Centers till sub-tehsil level are operational to provide more than 36 Public services at District/Sub Division level.

Saanjh Kendras: This is an initiative taken by Punjab Police to provide an access point to the citizens to lodge a complaint or to find out the status of their complaint. Under this project, 280 Saanjh Kendras are already operational and are providing more than 27 services of police department to citizens.

Fard Kendras: Punjab Land Record Society (PLRS) was formed by Department of Revenue with the objective of computerizing land records and making them accessible to the citizens. The society has setup 163 FARD Kendras in Public Private Partnership to facilitate citizens to collect their documents across the counter on paying nominal fee. Record of Rights of about 12780 villages has been computerized. The data of 22 districts has already been put on the website of the society. Currently citizens can get the copy of FARD (nakal) across the counter by paying a very nominal fee on the same counter. PLRS is planning to deliver more land record services through these kendras in near future. Further, society is in the process to implement “Comprehensive integrated computerization of Land Records” in Punjab.

State Transport Service Counters: Department of Transport has setup service delivery counters at District Transport Offices & at SUWIDHA Centers to provide smart card based driving licenses, permits and learners licenses. Presently 22 service centers are working in all 22 Districts and offering 19 services related to Driving License & Vehicle Registration to the citizens.

Gram Suwidha Kendras: The CSC scheme envisaged by the Government of India and adopted by the Punjab State Government aims for establishing and operating 2112 rural CSCs under the state's brand name "Gram Suwidha Kendra" in 10 segregated zones to provide transparent, time-bound and affordable Government to Citizen (G2C) Services to the citizens in the ratio of 1:6 villages. So far State has not made any investment in this project. This scheme has not delivered the desired results in most of the States due to its non-feasible PPP business model which involve multiple private partners.

As evident, not all 149 notified services under Right to Service Act 2011 till date in the State are being rendered through existing centers. Also, it is worth mentioning that the modus operandi of these centers also involves manual flow of data through runners for departments who are yet to attain back end computerization.

Against this backdrop, it will be incumbent upon the selected Service Provider to design suitable front-end applications to deliver the entire set of 223 services as identified by the Department of Governance Reforms. These services involve considerable transaction volumes and will provide a critical mass for making a significant impact on the lives of ordinary citizens.

Annexure 5. About Existing Application

5.1 e District

e District is one of the State Mission Mode Project envisioned under the National e-Governance Plan (NeGP) of Department of Electronics & Information Technology (DeitY), Government of India. The project focuses on complete backend workflow computerization of various citizen centric services being delivered at District & sub-district level. In Punjab, Punjab State e-Governance Society (PSeGS) is the State Designated Agency (SDA) for the implementation of the Project in Punjab. The project implementation has been planned in two phases. The first phase was the Pilot implementation, which has already been implemented successfully in two Districts namely i.e. Kapurthala & Shahid Bhagat Singh Nagar (Nawanshahr). In both these districts, all the planned services under the project have been made live for delivery to citizens. Now, under the Phase 2, i.e. the State Wide Roll Out, the project is being implemented across the remaining 20 districts of the state. For this purpose, DeitY, Gol had selected M/s Wipro as State Program Management Unit to assist the state in implementation of the project. PSeGS has further selected M/s HP India Sales Pvt. Ltd. as System Integrator for implementation of the project in the State. At present, the Local Area Networking, IT Infrastructure deployment, Bandwidth Connectivity, training of field officials is in progress. The service Go-Live is expected shortly. The list of services under the progress is given below:

S. No	Department Name	Service Name
1.	Personnel Department	Residential Certificate
2.	Social Welfare Department	Caste Certificate (SC/OBC)
3.	Social Security Department	Old Age Pension
		Financial Assistance to Disabled Persons
		Financial Assistance to Widow & Destitute Women
		Financial Assistance to Dependent Children
4.	Department of Health	Issuance of Birth/Death/Not Found Certificate
		Addition of Name in Birth certificate
		Correction of Name in Birth/Death Certificate
		Late entry of Name in Birth/Death Certificate

S. No	Department Name	Service Name
5.	Agriculture Department	New/Renewal of Agriculture Licenses
		Issuance of Duplicate Agriculture license
		Addition in license of Items
		Addition in license of Godown
6.	Home Department	New Arms License
		Duplicate Arms License
		Renewal of License
		Entry of Weapon
		Addition/Deletion of Weapon
		NOC for Sale of Weapon
		Permission to Carry the Weapon
		Extension of Jurisdiction
		Cancellation of License
		Change of Address
		Addition/Deletion of Retainer
		Change of Bore
		Permission for Deposit of weapon in death Case
		Permission for sale/transfer Weapon in Death Case
		Extension of Cartridges
		Issuance of Marriageability Certificate (Under The Special Marriage Act, 1954)
Solemnization of Marriage (Under The Special Marriage Act, 1954)		
Registration of Marriage Under The Punjab Compulsory Registration of Marriage Act, 2012		
7.	Revenue Department	Revenue Court Case: Issue of notices / Listing of cases

S. No	Department Name	Service Name
		Government Dues & Recovery: Issue of notices/Updation of treasury receipts
		Copying service
		Countersigning of documents
		Attestation of Affidavit/Indemnity Bond/Surety Bond
8.	Department of Rural Development	Rural Area Certificate
9.	Department of Governance Reforms	Grievance Redressal system
		Right to Information Services

5.2 Web SUWIDHA

Web SUWIDHA Project has been implemented for Web Enablement of Suwidha Software for anywhere access of the application and centralized monitoring of citizen service delivery. Web-Suwidha Software has been developed by NIC Punjab. The Web SUWIDHA is hosted in State Data Center and is available on domain name www.suwidhaonline.punjab.gov.in. The project has been made live in 115 SUWIDHA centers across 22 districts.

Now all the 36 notified services of Punjab State e-Governance Society are being delivered using Web-SUWIDHA software at all Suwidha centers of State. All the 149 services under Right to Service Commission Punjab have also been configured in Web Suwidha Application. Web Suwidha has been integrated with SMS Gateway for sending SMS to citizens on submission of citizen application and also on final approval of citizen application. Under this Project, Centralized State Level MIS has been developed for Right to Service Commission Punjab for monitoring of citizen service delivery across the State.

5.3 State Service Delivery Gateway (SSDG)

The State Portal and State Service Delivery Gateway project has been formulated under the National e-Governance Plan (NeGP) by Department of Electronics and Information Technology (DeitY), GoI and is being implemented by Department of Governance Reforms, Punjab.

The State Portal and State Service Delivery Gateway project aims to fulfill the vision of providing easy, anywhere and anytime access to government services and delivery of the services to the citizens via remote access using SUWIDHA Centers or Gram SUWIDHA Kendras (GSK) or any other front end service delivery center authorized by the Government of Punjab.

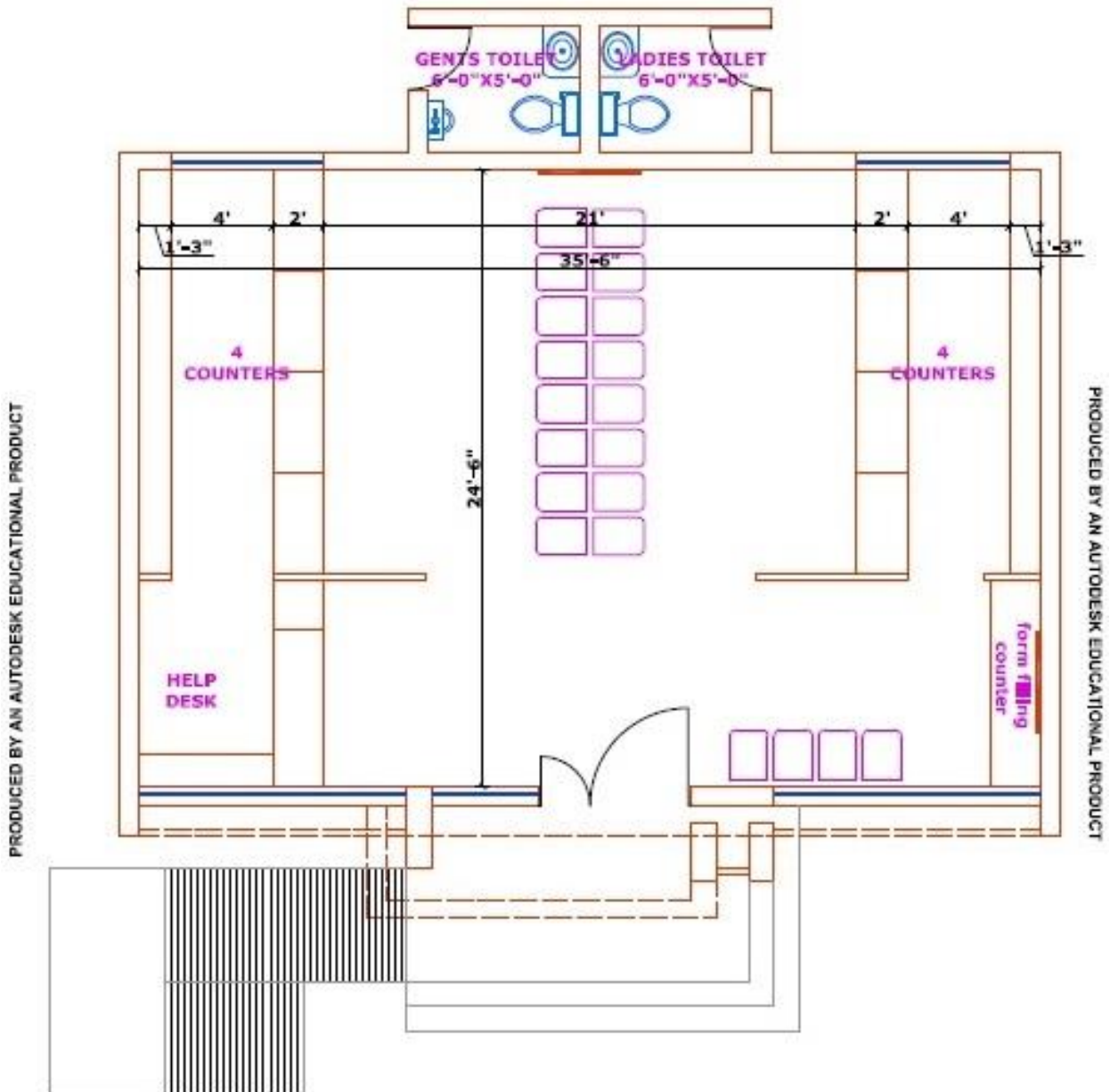
The main components of the State Portal and State Service Delivery Gateway are

- State portal including applications & electronic forms
- Training for e-Forms, State Portal and SSDG
- Computing infrastructure at the destination offices including gaps in connectivity
- Formation of SUWIDHA coordination cell at the SUWIDHA centers

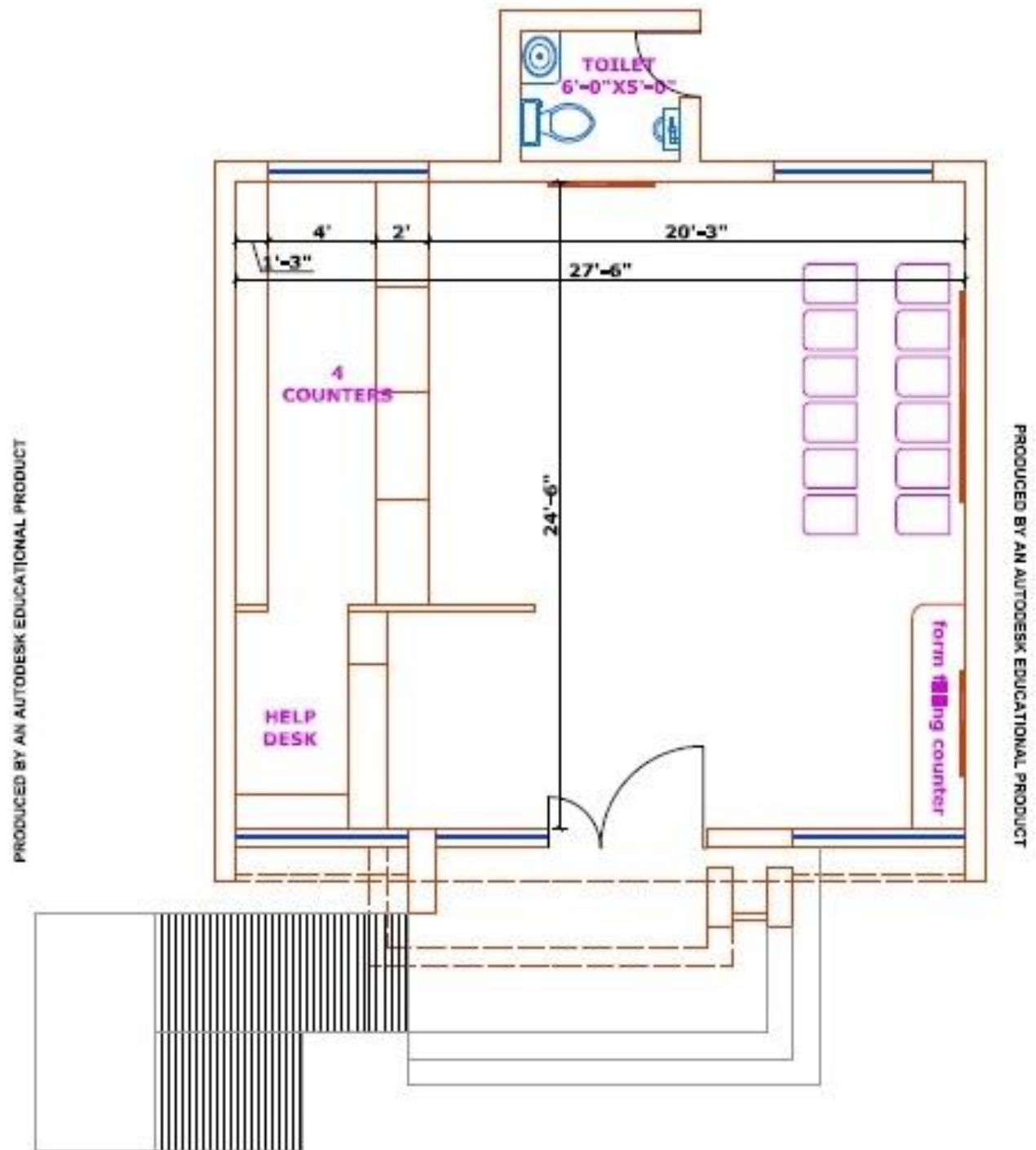
The application software of SSDG is hosted in the State Data Centre. Integration across State shall be enabled, through mandatory adherence to technical specifications and e Governance standards.

Annexure 6. Indicative Layout of Sewa Kendras

6.1 Type 1



6.2 Type 2



6.3 Type 3

