

Tender Document
Data Preparedness
under Rashtriya Swasthya Bima Yojana
(RSBY)

NOT TRANSFERABLE



**OFFICE OF THE MISSION DIRECTOR,
NATIONAL RURAL HEALTH MISSION, ASSAM
SAIKIA COMMERCIAL COMPLEX,
G. S. ROAD, CHRISTIANBASTI, GUWAHATI - 781005**

Tender Document – Data preparedness under RSBY



**OFFICE OF THE MISSION DIRECTOR,
NATIONAL RURAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NRHM/RSBY/New Tender/322/10-11/38098

Dated 16th December 2013

Tender for Data preparedness under Rashtriya Swasthya Bima Yojana
(RSBY)

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TENDER REFERENCE : NRHM/RSBY/New Tender/322/10-11/38098 Dated 16th December 2013

DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT : 17/11/2013

DATE OF PRE BID MEETING : 27/12/2013, 2:30 PM

LAST DATE & TIME OF RECEIPT OF BID : 07/01/2014, 2:00 PM

TIME & DATE OF OPENING OF BID (TECHNICAL BID) : 07/01/2014, 3:00 PM

PLACE OF OPENING OF BID : Office of the Mission Director
National Rural Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti,
Guwahati - 781005

ADDRESS FOR COMMUNICATION : Office of the Mission Director
National Rural Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti,
Guwahati – 781005

COST OF TENDER DOCUMENT : Rs. 1,000/- (Rupees one thousand only)



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**STATE HEALTH SOCIETY, ASSAM
GUWAHATI: ASSAM**

No: NRHM/RSBY/New Tender/322/10-11/38098

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Tender in two Bid System – Technical Bid and Price Bid are invited, from reputed Organizations for data preparedness for Rashtriya Swasthya Bima Yojana (RSBY).

1. General:

a) About Rashtriya Swasthya Bima Yojana (RSBY):

Rashtriya Swasthya Bima Yojana (RSBY) has been launched by Ministry of Labour and Employment, Government of India to provide health insurance coverage for Below Poverty Line (BPL) families. The objective of RSBY is to provide protection to BPL households from financial liabilities arising out of health shocks that involve hospitalization. Beneficiaries under RSBY are entitled to hospitalization coverage up to Rs. 30,000/- for most of the diseases that require hospitalization. Government has even fixed the package rates for the hospitals for a large number of interventions. Pre-existing conditions are covered from day one and there is no age limit. Coverage extends to five members of the family which includes the head of household, spouse and up to three dependents. Beneficiaries need to pay only Rs. 30/- as registration fee while Central and State Government pays the premium to the insurer selected by the State Government on the basis of a competitive bidding.

National Rural Health Mission, Assam under Department of Health & Family Welfare, Govt. of Assam has been designated as State Nodal Agency for implementation of RSBY scheme in the State of Assam.

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b) Requirement of Data

Rashtriya Swasthya Bima Yojna (RSBY) uses the Below Poverty Line (BPL) data and other approved categories for identifying households eligible under the scheme. The BPL data received from the States are pre-loaded on computers and these are used to generate the required smart cards under the RSBY program. The RSBY program requires these data for eligible families to be submitted in a particular format. All data submissions must be through the RSBY Enrollment Database Validation and Submission Program (RSBY EDVASP), which may be downloaded and used from www.rsby.in.

c) Objective:

- Creation of database of all BPL beneficiaries/ families as per guidelines of Ministry of Labour and Employment, Government of India to implement the RSBY scheme in the State.
- Work will be for BPL data, MNNREGA, other different categories of different districts of Assam and the quantum of work will be for 26.5 Lakh families which may increase or decrease as per the actual data received. Merging the existing RSBY data with different eligible categories after duly eliminating the duplicate data of both the categories (if any)

Interested organizations may submit the bid for data preparedness for Rashtriya Swasthya Bima Yojana (RSBY).

General Conditions

- The Tender Document can be obtained from the Office of the Mission Director, National Rural Health Mission, Assam, Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati – 781005, after depositing non-refundable fee of Rs. 1,000/- (Rupees one thousand) only in the form of a Demand Draft/ Bankers Cheque in favour of “State Health Society, Assam” payable at Guwahati from 17/12/2013 to 06/01/2014. The Tender Document may be obtained during office hours on all working days. The Tender Document may also be downloaded from the official website of NRHM, Assam (www.nrhmassam.in) from 17/12/2013 to 06/01/2014. The bidder who has downloaded the bidding document from the website has to pay Rs. 1,000/- (Rupees one thousand only) (non-refundable) in the form of Demand Draft/Bankers Cheque in favour of “State Health Society, Assam”, along with the bid.
- At any time prior to the date of submission of bid, the authority inviting Tender may, for any reason, whatever at his own initiative or in response to a clarification from a prospective bidder in writing, modify the Tender Document by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide

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reasonable time to take the amendment into account in preparing the bid, the authority inviting Tender may at its discretion, extend the date and time of submission of bids.

- Bids shall be opened in presence of bidders or their representatives who intend to witness the opening, on the specified date and time.
- All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the Bid Document and Court Fee Stamp of Rs. 8.25/-.
- The bid and correspondence and documents shall be in the English language.
- The RFP Document is not transferable.
- The proposal document shall be signed by the proposer in all the pages with official seal.
- Measurement, Inspection, Testing and Acceptance Testing
 - NRHM, Assam will release payment on the basis of all accounts of quantities of work and bill of services rendered by the vendor. Representative of NRHM Assam will verify necessary details with outcomes as per normal expectations and terms and conditions of the Tender.
 - The Vendor shall warrant that the material supplied for the work shall be new and free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications.
- In case of consortium, bidder must provide relevant details including consortium agreement of all parties forming the consortium. All the licensing requirements should be fulfilled by prime bidder. The prime bidder shall be responsible for billing on its own behalf and on behalf of consortium partners.
- Interested eligible bidders, if they so desire, may obtain further information from the Office of the Authority inviting Tender.

2. **Deliverables:**

- a) Conversion of RSBY data (about 26.5 Lakhs) in RSBY format for all districts
- b) The data may be available as hard/soft copies in Assamese/ English
- c) Places where soft copy data is not available, the data feeding in RSBY format shall be required to be done from hard copy.
- d) RSBY data validation as per RSBY software and guidelines (Annexure –A).
- e) Uploading of RSBY data in central RSBY data base/ RSBY web site after the validation and clearance from Ministry of Labour – Govt. of India
- f) The technical specifications for all the data related work will be in accordance with the specifications prescribed by the RSBY – Govt. of India (Annexure –A).
- g) All the conditions as specified by the Govt. of India for RSBY data entry must be complied with.
- h) The data conversion work pertaining to all districts. It must be completed within 30 days from the date of handing over data to the agency.
- i) The work should be started within 7 days from the date of issue of work order.

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3. Pre-qualification criterion and Documents to be submitted:

Bidder/ all consortium partners will have to provide the following particulars and should meet the following criterion:

Sl	Pre-qualification criterion for the Bidder	Documents to be submitted
1	<ul style="list-style-type: none"> ➤ Should be registered body under the Indian Societies Registration Act / Indian Religious and Charitable Act/ Indian Trust Act/ Indian Company Registration Act or their state counterparts / proprietary firm/ partnership firm with at least 3 years of experience in the relevant field. 	<ul style="list-style-type: none"> ➤ Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization, etc) should be provided as per Annexure B. ➤ Attested/Notarized copy of the registration certificate. ➤ Attested/Notarized copy of the updated valid VAT Registration certificate ➤ Attested/Notarized copy of up-to-date Trade license ➤ Attested/Notarized copy of Income Tax PAN Card No (Photocopy of the PAN Card need to be submitted).
2	<ul style="list-style-type: none"> ➤ The bidder must have previous experience of data entry / data conversion of not less than 10 Lakh data entry/conversion. 	<ul style="list-style-type: none"> ➤ Detail list of projects of data entry/ data conversion should be enclosed ➤ Proof of experience must be enclosed otherwise the bid will be treated as technically disqualified. ➤ The bidder should provide relevant and necessary documentary evidence in relation to the previous similar contracts executed by the bidder, e.g., copies of the work order/ agreement, timely completion certificate, customer satisfaction certificate, etc.a
3	<ul style="list-style-type: none"> ➤ Average Annual Turnover of the Bidder during last three financial years should not be less than Rs. 3 Lakh. 	<ul style="list-style-type: none"> ➤ Annual Turnover of last 3 years (year wise break up need to be provided) as per Annexure C signed by Chartered Accountant & CEO/CFO should be enclosed ➤ A copy of last three financial years' relevant audited balance sheets should be submitted with the offer. If the audit for the year 2012-2013 is not yet completed then provisional balance sheet signed by Chartered Accountant & CEO/CFO should be enclosed.

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SI	Pre-qualification criterion for the Bidder	Documents to be submitted
4	<ul style="list-style-type: none"> ➤ The bidder should not have been blacklisted by any government organization. 	<ul style="list-style-type: none"> ➤ Self-declaration certificate regarding the matter that the organization is not blacklisted by any Government Organization. ➤ Should submit a self declaration for not being under legal action for corrupt or fraudulent practices.
5	<ul style="list-style-type: none"> ➤ Other Documents (to be submitted by the bidder along with the proposal) 	<ul style="list-style-type: none"> ➤ Non refundable court fee stamp of Rs.8.25 (Rupees eight & paisa twenty five) only. ➤ Bids must be accompanied by Earnest Money Deposit (EMD) in the form of Demand Draft/ Bankers Cheque in favour of State Health Society, Assam. EMD submitted in any other form or bids without EMD shall not be entertained. The amount of EMD shall be Rs. 1 Lakh (Rupees one lakh only). The EMD of the successful bidder shall be retained till completion of the bidding process but shall not carry any interest. If the successful bidder fails to execute the agreement within the specified time, or withdraws his bid within the validity of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the bid. ➤ The proposal document shall be signed by the proposer in all the pages with official seal. ➤ Value Added Services that will be included free of cost to be mentioned ➤ Any other information, which may be useful in the process of evaluation

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4. Technical Bid: Cover – A

All the documents mentioned in “3. Pre-qualification criterion and Documents to be submitted” should be put in a separate sealed envelope and marked as “Technical Bid: Cover – A”.

5. Price Bid: Cover - B

Price Bid should be submitted as per format mentioned below in a separate sealed envelope marked as “Price Bid: Cover – B”:

Name of the Company	
Complete Address	
PAN No	
CST/ VAT No	
Service Tax No	

Sl	Particulars	Basic Unit Price (Rs.)	Tax Amount (Service Tax/ VAT, etc) (Rs.)	Unit Price (Rs.)
1	Fresh Data Entry (Per record)			
2	Data conversion from Excel/ MS Access to MS Access (Per record)			
3	Data Upload (per record)			
4	Institutional Overhead			
5	Any other cost (Please specify)			
	Total			

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6. Selection Criteria

- Short listed parties will be invited for presentation of technology that will be used before opening the Price Bid. The time and venue for the presentation shall be intimated to the Applicants. All Applicants shall be required to make presentations up to 30 minutes, before opening of Financial Proposals, to demonstrate their credentials before the Evaluation committee and to submit hard copies during the presentation. The presentation shall broadly cover the following aspects:
 - Brief Company profile, local presence, associates, major clients & projects etc.
 - Experience and capabilities of conducting similar assignments
 - Understanding of assignment along with methodology indicating broad scope of work and road map
 - Architecture of the proposed system
 - Proposed Key Personnel along with Team Leader and Manpower commitment. The key personnel, as given by the bidder in the technical proposal should not change during the tenure of the contract, without prior approval of the Mission Director, NRHM, Assam.
- Technical Marks will be given based on the basis of Applicant's Experience, Architecture, Presentation, Availability of Space, Expertise, HR and financial capability. **Only those Applicants who's Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration.**
- Financial Bids will be opened for technically qualified Bidders only.
- Selection will be based on Financial Bid only.
- Mission Director, NRHM, Assam reserves the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.
- Selected parties will have to sign a service level agreement after issue of the work order.

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7. Other Terms & Conditions

i) AGREEMENT

The successful bidder shall execute an agreement on a non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of purchase order

ii) SECURITY DEPOSIT

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 10 % of the order value in the form of Bank Guarantee (BG) from any Indian Scheduled-A Bank in favour of the Tender Inviting Authority valid for a period of 1 year from the date of supply. However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encashed and the amount will be forfeited.

iii) SUPPLY AND COMMENCEMENT CONDITIONS

a) Work Order

Work order will be placed on the successful bidder at the discretion of the Tender Inviting Authority.

b) Specifications and Quality

Services provided by the Bidder should be of best quality.

c) Delivery Period

The work to be completed within 30 days from the date of issue of order.

d) Penalty for Delayed Delivery

(i) In case there is delay in completing the work beyond the stipulated period as mentioned in the work order, there shall be reduction in price

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@ 0.5% of the value of work order per week of delay or part thereof subject to a maximum of 10% of the total order value.

- (ii) Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

e) Guarantee

Supplier shall give guarantee against any and all defects in design, workmanship of material and performance for a period of 12 months (or as specified in the PO) from the date of commissioning/installation. Should any defects develop during the guarantee period, it should be remedied promptly free of cost by the supplier and all expenses for transportation of goods necessitated for such repairs or replacement shall be borne by the supplier. The guarantee period for such repaired/replaced goods shall again be 12 months from the date of commissioning/installation.

iv) **FORCE MAJEURE**

The above conditions of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the bidder the time period of supply may be extended by the Tender Inviting Authority at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

v) **PAYMENT PROVISIONS**

- a) No advance payments will be made to the successful bidder.
- b) Payments towards the completion of the work will be made strictly as per rules of the Tender Inviting Authority. Full payment will be made only after satisfactory completion of the work and subject to furnishing of requisite Bank Guarantees.

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- c) On completion of services, bills/ invoices should be raised in triplicate in the name of the Tender Inviting Authority.
- d) If at any time during the period of contract, the price of tendered items is reduced or brought down by any Law or Act of the Central or State Government or by the bidder himself, the bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the bidder fails to notify or fails to agree to such reduction in rates.
- e) In case of any enhancement in excise duty due to notification of the Government after the date of submission of bids and during the validity period of contract, the quantum of additional excise duty so levied will be allowed to be charged extra as a separate item without any change in price structure of the product approved under the tender. For claiming the additional cost on account of the increase in excise duty, the bidder should produce a letter from the concerned Excise Authority confirming payment of additional excise duty on the goods supplied to the Tender Inviting Authority and also must claim the same in the invoice separately.
- f) Tender Inviting Authority will have the right to receive supply even after expiry of contractual delivery date and in such case, price reduction as specified under Clause No.16 e (i) will be applicable.
- g) If the deliverable is not as per specification, it shall not be accepted.

vi) **ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

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vii) ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Mission Director, National Rural Health Mission, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National Rural Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

viii) LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Court within the city of Guwahati only.

- 8. “Technical Bid: Cover – A” and “Price Bid: Cover- B” should be put in two separate sealed envelopes and they should be put in a bigger sealed envelope. On the top of which, it should be written as “Tender – Data Preparedness under RSBY”.**

Last date of submission of proposal in sealed envelope is **2:00 PM of 07/01/2014**. The proposal may be submitted to:

**The Mission Director
National Rural Health Mission, Assam
Saikia Commercial Complex
G. S. Road, Christianbasti
Guwahati – 781005, Assam**

Incomplete application form or application submitted by organizations that do not fulfill eligible criteria will be rejected.

**-sd/-
Mission Director
NRHM, Assam**

Undertaking by the vendor

I have read all the terms, conditions, enclosures and the whole revised tender document (No.....) Dated from (page no 1 to page no.....) and understood the contents. As a token of acceptance of all the terms of tender, I am here by submitting the entire tender document in physical format. I am designated and authorized by my firm to fill in this tender and therefore I am submitting this in the form of undertaking. My authorization letter is also attached herewith.

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ANNEXURE –A

Rashtriya Swasthya Bima Yojana - User's Guide for the Enrollment Database Template

Introduction

The Rashtriya Swasthya Bima Yojna or RSBY uses the Below Poverty Line (BPL) data for identifying households eligible under the scheme. The BPL data received from the States are pre-loaded on computers and these are used to generate the required smart cards under the RSBY program. The RSBY program requires these data for eligible families to be submitted in a particular format. All data submissions must be through the RSBY Enrollment Database Validation and Submission Program (RSBY EDVASP), which may be downloaded and used from www.rsby.in. This document introduces the template required for data submissions into the RSBY EDVASP procedure.

Please note that the conversion of existing data into the required template and the successful submission of the data through RSBY EDVASP is the sole responsibility of the state. Following the usual recommendations regarding the ownership of such data, it may be noted that no party other than the concerned state has the right to alter or change such data. Therefore, the submission procedure requires that states work through their own arrangements in converting their data to that required by the RSBY template. As a rough guideline for states, the following timings have been noted in leading states on the RSBY enrollment procedure:

- In districts where the data are complete in soft-copy it takes 1 week to write a program that converts the data from existing format to RSBY format. Subsequent districts can then be converted using such a program and take virtually no time.
- In districts where some of the data do not exist in soft-copy, it takes 2-3 months to enter the data manually and convert to RSBY format. Depending on the extent of the problem, this may take longer.

We stress that RSBY EDVASP is at its most powerful when used to detect problems in the *values* entered in the data. Unless the data are in the correct format as defined below, the program will exit with an error message—while useful, we recommend that states first use this document to generate data in the correct template, and *then* use RSBY EDVASP. Here are some examples where RSBY EDVASP will exit with an error message:

- Data not in correct software: The user will not be able to map the data for RSBY EDVASP. The correct software is described in Section II.
- Data tables are incorrect: RSBY EDVASP will point out missing or extra tables and then exit.
- Data types are incorrect: RSBY EDVASP will point out incorrect data types and then exit.

The remainder of this document is a guide for putting the states data in the required template for RSBY enrollment. It is organized as follows. Sections II, III, IV and V discuss the template for RSBY data in terms of database format (Section II), Table format (III), Column Format and

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permissible data (IV) and Special RSBY requirements (V). A further Section VI describes the frequently encountered problems and the Frequently Asked Questions.

II. Software used for template

BPL data should be organized as a database for RSBY purpose to facilitate its efficient use in enrollment

process. Because Microsoft Access is selected to be the database management system, the BPL data template must be in the format of Access (2003 version).

Microsoft Access is an entry-level database management system and is one of the top choices among desktop database systems. It has several advantages over other alternatives, including its flexible environment for database developers and users, its use of the familiar Microsoft Office interface, and its great potential as a front-end for any Open Data Base Connectivity-compliant server database such as Microsoft's SQL Server and Oracle. Overall it is regarded as the most appropriate database system to meet RSBY's demands.

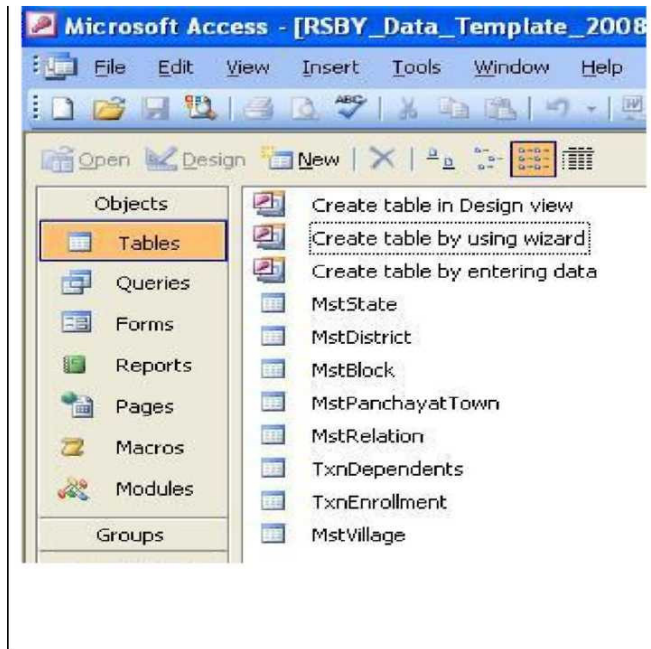
Since Access is already widely used for database management, there are many resources available (tutorials and training materials) online and offline to educate and assist users. For example, Microsoft itself provides a number of online demos and training courses on its website. Additional assistance can be easily found from IT service providers.

BPL data in any other format must be converted into Access format first, following the requirement below. Data in some other formats such as Dbase and Excel are relatively easier to be converted as Access can import these two formats. However for other formats significantly more efforts are needed. The data set in Access format will have a filename ending with ".mdb".

III. Data tables for template

Tables are essential building blocks of the database. There shall be eight tables for the BPL data and their names must be exactly the same as the following names in double quotation:

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1. "MstState"
2. "MstDistrict"
3. "MstBlock"
4. "MstPanchayatTown"
5. "MstVillage"
6. MstRelation
7. "TxnEnrollment"
8. "TxnDependents"

Each table contains rows called records and columns called fields. A record is a collection of facts about a particular unit, while a field is a single kind of fact that may apply to each record. The definitions of the field names given in these tables are straightforward. The prefix "Mst" refers to "Master" and these tables contain location codes and location names, or, in the case of MstRelation, relationship codes within the family and a text field describing the relation.

"MstState" table shall contain one record and three fields - "SerialNo", "StateCode", and "StateName". In the following example, "MstState" table contains one record for Rajasthan.

The screenshot shows the Microsoft Access interface for a table named '[MstState : Table]'. The table has three columns: 'SerialNo', 'StateCode', and 'StateName'. The 'SerialNo' column is highlighted as an AutoNumber field. The table contains one record for Rajasthan.

	SerialNo	StateCode	StateName
+	1	08	Rajasthan

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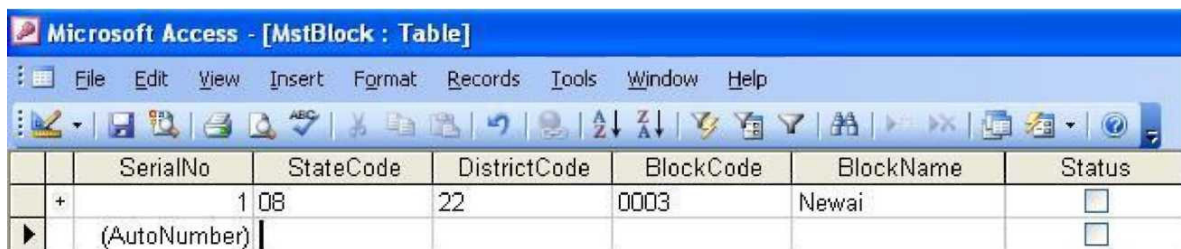
"MstDistrict" table shall contain one record and four fields - "SerialNo", "StateCode", "DistrictCode", and "DistrictName". In the following example, the table contains only one record for the Tonk district of Rajasthan.



The screenshot shows the Microsoft Access interface for the 'MstDistrict : Table'. The table has four columns: SerialNo, StateCode, DistrictCode, and DistrictName. A single record is displayed with SerialNo 1, StateCode 08, DistrictCode 22, and DistrictName Tonk. The SerialNo field is marked as an AutoNumber.

	SerialNo	StateCode	DistrictCode	DistrictName
+	1	08	22	Tonk
▶	(AutoNumber)			

"MstBlock" table shall contain all blocks in the particular district of the particular state (one record for each block) and each record contains six fields - "SerialNo", "StateCode", "DistrictCode", "BlockCode", "BlockName", and "Status". The field status is to be created by the State in the database and left blank—this is solely for the use of the enrollment program.



The screenshot shows the Microsoft Access interface for the 'MstBlock : Table'. The table has six columns: SerialNo, StateCode, DistrictCode, BlockCode, BlockName, and Status. A single record is displayed with SerialNo 1, StateCode 08, DistrictCode 22, BlockCode 0003, BlockName Newai, and Status blank. The SerialNo field is marked as an AutoNumber.

	SerialNo	StateCode	DistrictCode	BlockCode	BlockName	Status
+	1	08	22	0003	Newai	<input type="checkbox"/>
▶	(AutoNumber)					<input type="checkbox"/>

"MstPanchayatTown" table shall contain all Panchayats and Towns in the particular district of the particular state (one record for each Panchayat or Town) and each record contains six fields - "StateCode", "DistrictCode", "BlockCode", "Panchayat_TownCode", "Panchayat_TownName", and "Status". The field status is to be created by the State in the database and left blank—this is solely for the use of the enrollment program.

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	StateCode	DistrictCode	BlockCode	Panchayat_TownCode	Panchayat_TownName	Status
+	08	22	0003	0070	Arniya	<input type="checkbox"/>
+	08	22	0003	0071	Bansthali	<input type="checkbox"/>
+	08	22	0003	0072	Bassi	<input type="checkbox"/>
+	08	22	0003	0073	Birdli	<input type="checkbox"/>
+	08	22	0003	0074	Bahar	<input type="checkbox"/>

"MstVillage" table shall contain all villages in the particular district of the particular state (one record for each village) and each record contains seven fields - "StateCode", "DistrictCode", "BlockCode", "Panchayat_TownCode", "VillageCode", "VillageName", and "Status". The field status is to be created by the State in the database and left blank—this is solely for the use of the enrollment program.

	StateCode	DistrictCode	BlockCode	Panchayat_TownCode	VillageCode	VillageName	Status
+	08	22	0003	0070	02629600	Bhahwat	<input type="checkbox"/>
+	08	22	0003	0070	02629700	Pura	<input type="checkbox"/>
+	08	22	0003	0070	02629800	Churara	<input type="checkbox"/>
+	08	22	0003	0070	02629900	Arniya	<input type="checkbox"/>

"MstRelation" table contains 19 mutually exclusive relationships between household head and household members for BPL households and three fields - "SerialNo", "RelationCode", and "RelationDescription".

	SerialNo	RelationCode	RelationDescription
+	1	1	Self
+	2	2	Wife
+	3	3	Father
+	4	4	Mother
+	5	5	Son
+	6	6	Daughter
+	7	7	Brother
+	8	8	Sister
+	9	9	Father In Law
+	10	10	Mother In Law
+	11	11	Grand Son
+	12	12	Grand Daughter
+	13	13	Grand Father
+	14	14	Grand Mother
+	15	15	Brother In Law
+	18	16	Sister In Law
+	19	17	Other
▶	utoNumber)		

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"TxnEnrollment" table contains all BPL households in the the particular district of the particular state (one record for each household) and each record contains twelve fields - "FamilyID", "EName", "VernacularName", "Father_HusbandName", "Door_HouseNo", "VillageCode", "Panchayat_TownCode", "BlockCode", "DistrictCode", "StateCode", "BPLCitizen", and "Status". Both "VernacularName" and "Father_HusbandName" must be in Unicode. The field status is to be created by the State in the database and left blank—this is solely for the use of the enrollment program.

FamilyID	EName	VernacularName	Father_HusbandName	Door_HouseNo	VillageCode	Panchayat_Town	BlockCode	DistrictCode	StateCode	BPLCitizen	Status
10040001	Tarachand	ताराचन्द	नानगराम चौधरी		02623800	0069	0003	22	08	Y	

"TxnDependents" table contains all BPL household members in the particular district of the particular state (one record for each household member) and each record contains seven fields - "FamilyID", "MemberID", "MemberName", "Gender", "Age", "RelationCode", "Status". "MemberName" can be either in English or in local language. If it is in local language, it must be in Unicode. The field status is to be created by the State in the database and left blank—this is solely for the use of the enrollment program.

FamilyID	MemberID	MemberName	Gender	Age	RelationCode	Status
10040001	1			35	1	<input type="checkbox"/>
10040001	2			32"	2	<input type="checkbox"/>
10.040001				8	5	<input type="checkbox"/>
10040001				3	5	<input type="checkbox"/>

IV. Field names, value type, value length, value range in tables

As for the table names, all field names must be exactly the same as the field names listed in the following table. There are four value types in this template - number, text, auto number, and yes/no. A field's data type limits and describes the kind of information you can enter in a field. The table below also gives two other important field properties - value length and range of possible values - to make it easier to enter and manage data. The last column shows example values in the template.

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Field name	Value type	Value Length	Value range/note	Example values
SerialNo	auto number			
StateCode	text	2	01 to 35	08
StateName	text	50		Rajasthan
DistrictCode	text	2	01 to 99	22
DistrictName	text	50		Tonk
BlockCode	text	4	0001 to 9999	0003
BlockName	text	50		Newai
Panchayat_TownCode	text	4	0001 to 9999	0073
Panchayat_TownName	text	50		Arniya
VillageCode	text	8	00000001 to 99999999	02626800
VillageName	text	50		Bhahwat
FamilyID	number	8	1 to 99999999	10040001
EName	text	75	English	Tarachand
VernacularName	text	75	Local language in Unicode	chHctI<HI
Father_HusbandName	text	75	Local language in Unicode	
Door_HouseNo	text	50	Can be blank	
BPLCitizen	text	1	always = Y	Y
MemberID	number	2	1 to 99	1
MemberName	text	75	Local language in Unicode	
Gender	number	1	1 to 2	1 (male); 2 (female)

Field name	Value type	Value Length	Value range/note	Example values
RelationCode	Number	2	1 to 17	5
RelationDescription	Text	75		Father
Status	yes/no		to be left as blank	

V. Relationship requirement within the database

Age	Number	3	1 to 999	32
-----	--------	---	----------	----

These seven tables are related to each other through primary key field and foreign key field. Why do we need relationships between tables? Through primary keys, tables share data so that we can avoid repeating information in more than one table. The primary key is an identifier that's unique to each record. When tables relate, the primary key of one table becomes a foreign key of the other table.

The following examples clarify why we have imposed the requirements of foreign key relationships.

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- In one state, the table TxnEnrollment contained village codes 1,2,3,4, and 5. In the same database, the table MstVillage contained village codes 1, 2, 3 and 5. Note that village 4 was missing from the table. Since MstVillage is the only source of information for village names, we could not ascertain the name of Village 4, and this village would therefore not be eligible for RSBY enrollment.
- In another state, the table TxnEnrollment contained Family IDs 1,2,3 and 4, but TxnDependents contained only FamilyIds 1,2 and 4. In this case, we do not know the dependency information for FamilyID 3, making this family ineligible for RSBY enrollment.

Foreign key relations have been included to ensure that these cases do not arise in the enrollment process.

The following table shows primary key fields and foreign key fields in each data table. In combination these key fields guarantee the uniqueness of records within each data table. Access also has a built-in rule to avoid situations where one table's foreign key field can have any value out of value range of that same field in another table which has the field as its primary key field. For example, the values of Panchayat_Towncode in MstVillage, where it is a foreign key field, cannot go beyond the values of Panchayat_Towncode in MstPanchayatTown, where it is a primary key field.

Table	Primary key field	Foreign key field
MstState	StateCode (S)	
MstDistrict	DistrictCode (D)	S
MstBlock	BlockCode (B)	S, D
MstPanchayatTown	Panchayat_TownCode (P)	S, D, B
MstVillage	VillageCode (V)	S, D, B, P
TxnEnrollment	FamilyID (F)	S, D, B, P, V
TxnDependents	MemberID	S, D, B, P, V, F

VI. Special Requirements for RSBY Data

Apart from these data template requirements, there are two other special requirements for the RSBY enrollment data.

- The first is that village codes MstVillage must match village codes in the village directory of the census of India. For your convenience, we have obtained these census codes and each state's page (arrived at after the login process on www.rsby.in) contains an excel file with the state's village directory with census village codes. We understand that there will be villages in the state not covered under the census and therefore not *all* village codes can be matched to census village codes. This problem is discussed further in Section VIII on Frequently Asked Questions.
- The second is that all location codes have been assigned as "Text" fields, but the expected values are all numeric. The reason for doing this was to ensure that the location codes could be matched to the census. Many census village codes have leading zeroes in

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them, such as "004234567". This can only be stored as a "text", since storing it as a number will truncate the leading zeroes and return only "4234567". Note that the "text" format allows for values other than numbers (such as "ABCDE"), but that such location codes will not match the census and will show up as non-matching in RSBY EDVASP.

VII. Frequently Encountered Problems and Frequently Asked Questions

We have now worked with several states on their BPL data and these are some of the most frequently encountered problems we have found.

Database Level Problems

1. The database is not in access format.
 - a. If the database is in excel, SQL or some similar database program format, any trained software specialist may be hired to convert to access.
 - b. In case the database is in .jpg, .pdf, .doc or similar non-database format:
 - i. It is possible that the ministry responsible for this data has provided a report.
They should be asked to provide a copy of the database.
 - ii. It is also possible that the data is only available as scanned copy/ picture of the form filled during survey. In such case, data entry from the paper forms to electronic database will have to be carried out.
2. Tables are not those provided in the template. This problem arises frequently because data are often stored in the format provided by NIC for the BPL exercise. In this case, the best option is to write a query that converts the existing database into that required under the template.
3. Additional table are included. These should be removed before submission.

Column Level Problems

1. Column formats are not correct. Many columns should be filed as Text but should contain only numeric values. This is to ensure that leading zeroes are not dropped from the database (the text 007 is stored as 7 if the field-type is changed to Numeric). Also note that if you are converting a field that is Text to Numeric, all non-numeric values will become missing.
2. Additional Columns are included: These should be removed. Only the columns specified in the format are allowed.
3. Additional Rows are included in MstState and MstDistrict: There should only be **1** row in both these tables.

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Data Level Problems

1. Household member names are not filled in. The only solution is to enter them manually from the original survey forms. In case the hard-copies are no longer available, the survey would have to be redone. Any household where member names are missing will not be eligible for enrollment in the current year.
2. Location names are in the local language. Please get in touch with NIC and use a transliteration program to convert to English.
3. Household member names are in local language. Please get in touch with NIC and use a transliteration program to convert to English.
4. Family ID is not unique: This often happens because the family ID is unique at the block level, but not the district level. If this is the case, then concatenating the block ID and the Family ID will produce a new variable that is unique. This new variable may be called the FamilyID.
5. Local Language data is in a local font, such as Devlys. Please ensure that all local language fonts are in UNICODE only. The program will return an error if other fonts are used.
6. Village level Codes do not match Census Codes for a large number of cases. As much as possible, join small villages with larger nearby village that have a census code. In case new villages have been created that have not been given the census code, unique codes could be given using the format state code + district code + serial number. However this coding should be done at the state level to ensure uniqueness of the village code.

Frequently Asked Questions

1. **Why are many variables, such as villagecode in text format while the values are all numeric?**

This is to ensure the sanctity of the codes when leading zeroes are present. The text 007 will be stored only as 7 if the data-type is changed to numeric. Nevertheless, EDVASP checks all the codes to ensure that only numbers are used. An error is returned if non-numeric text is encountered.

2. **There are new villages in the district, not covered under the census. What should we do?**

There are 3 possibilities. One possibility is that the village is really a settlement, which belongs to another revenue-village in the census. In this case, the village should be given the code of the revenue-village. A second possibility is that the village is a new village, but it can be merged with a village close-by. In this case, please give the same code as the village close-by. The third possibility is that the village cannot be merged. In this case, a new village code could be created by using the state code, district code and a running serial number.

3. **My data is for urban areas. What template should I use?** Please continue to use the same template. Location codes can be understood as wards and circles.
4. **The familyID is unique only within blocks. What should we do?** Family ID needs to be unique across a district. However in some states, Family ID is unique only across a village or Panchayat. In order to create uniqueness, the current Family ID would have to be joined with District code & Block/ Panchayat code to make it unique even across the district. This exercise can be done through a small program as long as the Family ID,

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District code & Block/ Panchayat code exist in the database. If not, they should first be added to the database. Remember though that the maximum size of Family ID can be 10 (in numbers). Because of small problems in the duplication of familyID's we suggest that you join the state code, district code and existing familyID to form the new FamilyID. Do remember that FamilyID is a numeric variable, so that no leading zeroes will be preserved.

5. **We have completed data for one block. Can this be submitted?** No. You must submit data for the complete urban or rural part of a district. However, you may come across a case where there are 8 blocks in a district and the data for 7 blocks has been completed, but the data for the

8th block cannot be completed because the hard-copies are not available. In this case, you could consider submitting the data for the 7 blocks as the complete district with the understanding that the 8th block will be left out of the enrollment process in the current year.

6. **We have converted local language names to English, but there are errors. Do we need to make sure that all the names are correctly transliterated?** You may not need to make sure that all names in English are correct (It is a decision that the state/ district administration have to take).. It is understood that any transliteration programs will have errors, and that it will take too long to check every name visually. Messages should be given to enrollment personnel that either the English or the local language name should be correct.

VII. Conclusion

While we understand that this process may at first seem burdensome, the good news is that leading states that have now brought their data into RSBY format have taken at most 2-3 months to do so, *even when data needed to be entered from the hard copy*. This exercise will ensure the sanctity of the enrollment process and will bring these data to a new level of internal consistency. Your cooperation is essential. In the remainder of the document, we provide 3 Appendices. Appendix 1 presents examples of correct and incorrect data, and you are encouraged to go through the examples to understand the template requirements. Appendix 2 presents the technical details for the RSBY template and Appendix 3 is the process flow that emerged in the state of Uttaranchal for converting existing data to the RSBY template.

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Annexure B Information of the Bidder

Sl		
1	Name of the Bidder	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
	Phone No:	
	Fax No:	
	Official Email ID:	
4	Year of Establishment	
5	Type of Organization (NGOs/Health Providers/Trusts/Govt./Semi Govt. organizations)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
5	Website	
6	Address of Guwahati/ Assam Office	
7	Contact Person of Guwahati, Assam Office	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
10	Brief Description of the organization	

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Annexure C

Annual Turnover Statement

The Annual Turnover of M/s _____ for the past three years and concurrent commitment for the current financial year are given below and certified that the statement is true and correct.

Sl	Year	Turnover (Rs. In Lakh)
1	2010-11	
2	2011-12	
3	2012-13	
Total		
Average turnover per annum		

Date :

Signature of Auditor/

Chartered Accountant

Seal :

(Name in Capital)