

Notice Inviting Quotation

Sealed Quotation are invited for Scanning and Digitization of documents by DISTRICT ADMINISTRATION, Bhiwani.

EMD : 20,000/- in form of DD in favour of "District Information Technology Society, Bhiwani" payable at Bhiwani.

Terms & Conditions : Quotation format and terms & conditions are available on our website – www.bhiwani.gov.in

Last Date for submission of Quotation : Interested agencies may submit their proposal at DITS, Room No. 8, Ground Floor, Revenue Block, Mini Secretariat, Bhiwani upto 27/06/2016 at 12:00 Noon.

Date of opening of Quotation : The bids will be opened on the same day i.e.27/06/2016 at 3.00 P.M at O/o DITS, Bhiwani.

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Deputy Commissioner
Bhiwani

FINANCIAL BID

Company / Firm Name :

Address :

Sr. No.	Item /Work Name	Approx Quantity	Amount (per page price inclusive all taxes)
1	Scanning and Digitization of Documents(A4,Legal etc.)	2.5 Lacs	
2	Binding Register	50000	

**Authorised Signatory of Firm with
Seal / stamp**

Technical Bid

Name of Firm	
Address of Firm	
Registration No.	
Service Tax Number	
Details of experience of successfully executing similar work of scanning and digitization services for Government/ PSU Organizations in India with over 2 lac pages in one calendar year during last 5 years (Attach supported documents).	

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MODE FOR SUBMISSION OF QUOTATION

The Quotation shall be submitted in two cover system in accordance with the procedure detailed below. Specified documents shall be sealed in envelopes of appropriate size each of which shall be sealed.

(a) Envelope 1:-This Envelope shall contain Earnest Money Deposit, duly signed Quotation document & documents/certificates required as per eligibility criteria and super scribed as

“ Envelope 1 – Technical bid for " **Scanning and Digitization of Documents** ".

(b) Envelope 2:-This Envelope shall contain only the Financial bid and super scribed as

“Envelope –2–Financial bid for Quotation for " **Scanning and Digitization of Documents** ".

(C) Envelope 3 :-Envelope shall be of adequate size and shall contain envelopes 1 & 2 and shall be properly sealed. This envelope shall be super scribed as under: " **Scanning and Digitization of Documents** ".

Scope of Work

It is always imperative for any organization to meet accepted standards for managing its large official records. These standards are designed to ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record, are captured in a way that ensures their reliability, authenticity, and usability over their entire retention period and that allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal proceedings. District Administration Bhiwani hopes to achieve the following by scanning and digitizing documents for various departments of district Bhiwani:

- Less Storage space for preserving the documents
- Reduction in overall Searching time
- Increase in productivity of processes and office personnel
- Availability of the document for sending over email
- Reduced turnaround time of processes
- Increase control over all the important digitized documents by restricting access.

(i) Setup of scanning and digitization facility at the End User Department's office

The empanelled vendor, on receiving Purchase Order/ Work Order will setup a scanning facility at the End User Department's office.

- The vendor will install the setup as per the requirement of the type and number of documents.
- The vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers at the End User Department's office:
 - (a) Desktops/Laptop
 - (b) Scanners
 - (c) UPS
- The vendor should scan minimum 5000 pages on daily basis to complete the scanning and digitization in the limited time provided by the end user department. Delay in the completion of work will attract penalty to the vendor.
- The vendor shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops ,UPS etc.) installed at his own cost and make sure the work shall not be stopped on the ground.
- The End User Department will provide space and electricity to the vendor.
- The vendor shall provision for table, chairs, stationery, power backup etc. if the same cannot be provided by the End User Department.

ii) Pre-scanning preparation

Pre-processing of document would be the activities that are to be performed by the vendor on the documents collected before they can be scanned. It shall include (but is not limited to):

- Records would be scanned and digitized at the department premises and the vendor shall be responsible for collecting them from different units of the department to carry out the digitization work. The documents would be received in lots as agreed mutually between the vendor and the department. The vendor shall provide sign-off on number of documents received from the department.
- The vendor shall maintain a note of the document details in a register while collecting these documents. The log register should contain at least the following details:
 - (a) Name of the document collected
 - (b) Size of the pages in document (A4, legal etc.) along with the count
 - (c) Total number of pages in the document
 - (d) Collected from (Government Official)
 - (e) Date of Collection
 - (f) Expected date of return
 - (g) Returned to (Government Official)
 - (h) Returned by (Vendor representative)
 - (i) Actual date of return
- After collection of documents by the vendor, it would be the responsibility of the vendor to maintain and return the documents in their original form to the End

User Department. Any damage to the documents collected shall make the vendor liable for the same.

- The vendor shall check for the number of documents in a file in presence of the representative of End User Department.
- The vendor shall be responsible for removal of unwanted dust, removal of tags, pins, threads, rubber bands etc and sorting & numbering of pages in the document file in the correct order.
- The vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles.
- The vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner can scan it.
- The vendor shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files.

(iii) Scanning & Digitization:

- The size of documents are A4,Legal,biniding register etc.
- The scanning should be done at resolution of minimum 300dpi.
- The size and scanning needs may vary as per the requirement of the End User Department.
- The scanned documents shall be converted into TIFF/PDF/JPEG or other standard formats as per the requirement of the end user department. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a TIFF/ PDF format.
- The vendor will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The vendor will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, storage and return.
- The vendor's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/ distortions. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence.
- The vendor shall perform following image enhancement activities:
 - (a) The vendor shall ensure that the quality of scanned images are enhance to the optimum level.
 - (b) The vendor shall perform skew, de-skew activities on the scanned document to make the image straight.
 - (c) The vendor shall carry out cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text.
 - (d) In case the documents are not legible, the vendor shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same.

- (e) The vendor will deploy its own human resources for all the above mentioned activities. The vendor will deploy adequately skilled manpower resources to complete the job within the specified time.

(iv) Post Scanning:

- After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department.
- Each page shall be serially arranged and shall be counted while giving the documents back to the department.
- A folder structure/ configuration management policy has to be followed while storing the digitized data in the DVD and/ or central storage.
- Nomenclature/Folder Creation of the digitized file should be in accordance with the index provide by End User Department and also rename the scanned file as per format given by End User Department.
- After scanning a randomly checking will be done by End User Department to ensure that the scanning should be done as per guidelines or not. In case they found any anomaly then its bidder responsibility to rectify it and the payment will be processed after removal of all anomalies.
- Copies of the scanned data (and metadata) shall be provided in DVD by the Vendor. The Vendor will create a Master copy for the End User Department and will provide the replica of Master copy as per the requirement of the End User Department.
- Vendor shall use standard methodology for Scanning & digitization and archiving so that in future, any service provider can access the archival database.

(v) Penalty Clause:

(a) If the Service Provider is not executing the contract to the satisfaction of End User Department then may invoke any or all of the following clauses:

- (i) Forfeit the EMD Amount Or
- (ii) Impose a proportionate penalty of the delivered price of the Goods or unperformed services. Or
- (iii) Terminate the contract without giving any notice.

(b) Quality:

100% accuracy shall be maintained in Scanning/Digitization of Documents. For accuracy less than 100%, the penalty will be deducted as mentioned below.

Level of Accuracy (in percentage)	Penalty
>= 98.00 && < 99.00	1% of the order value
>= 95.00 && < 98.90	2% of the order value
>= 90.00 && < 95.00	5% of the order value
<90	No Payment

(c) Delays in deliverables:

If the service provider is not complete the work in the given time limit than the penalty @ 1% of total order value per week will be levied up to the maximum of 10 weeks.

(d) Damage or Permanent loss of Documents:

The selected bidder shall be responsible to take care of documents during the process of scanning and data entry. If any documents will be damaged during the process, the selected bidder shall be responsible to rectify it/ repair the same at its own cost. In case of any permanent loss or damage of documents, the penalty will be applicable as mentioned below:

Measures	No. of Documents	Action	Flat Penalty Rs.
Damage of documents	1	Rectify it/ repair the same on immediate basis	NIL
	2 to 5	Rectify it/ repair the same on immediate basis	Rs. 2000 per document
	Above 5	Rectify it/ repair the same on immediate basis	Rs. 5000 per document
Permanent loss of documents	1	---	Rs. 5000 per document
	2 to 5	---	Rs. 10000 per document
	Above 5	---	Rs. 20000 per document

Terms & Conditions

- Bidders must be a registered firm having PAN,VAT and service tax number.
- Bidders must have experience of successfully executing similar work of scanning and digitization services for Government/ PSU Organizations in India with over 2 lac pages in one calendar year during last 5 years (Attach supported documents).
- In the case of those bidders who are not selected, the EMD will be refunded without any interest accrued within one month of the Financial Evaluation.
- Bidders whose Quotation bid is accepted for empanelment, EMD will be refunded after completion of work.
- The bidder shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by End User Department, out of End User department premises without prior written permission from End User department.

- The Bidder shall be liable to fully recompense End User Department for any loss of revenue arising from breach of confidentiality. End User Department reserves the right to adopt legal proceedings, civil or criminal, against the Bidder in relation to a dispute arising out of breach of obligation by the Bidder under this clause.
- The rate mentioned in the quotation should be inclusive of all Charge / Tax / VAT (if any).
- Chairman of selection committee reserves the right :
 - (a) To reject any or all Quotation without assigning any reason whatsoever and he is not bound to accept the lowest (L1) rate.
 - (b) To change any clauses/items/condition on the Quotation document.
 - (c) To execute the rate contract from a single vendor or multiple vendors based on the rates/ quantum of work.

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