

D-21011/02/2016-Ad.II
CABINET SECRETARIAT
RASHTRAPATI BHAVAN

New Delhi, the 4th March, 2016

To

(THE INTRESTED BIDDER)

Subject: Invitation to Tender for Digitization of documents.

I am directed to invite sealed Tenders for Digitization of documents of Cabinet Secretariat. Interested firms may send their tender along with a Bid Security Deposit of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D. D. O, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi."

2. The tender document may be collected from Section Officer Ad.II, Room No. 6, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-4 (Phone:2301-5937 & 2301-5938). The tender details/document can also be downloaded from the websites of www.cabsec.nic.in and www.eprocure.gov.in.

3. **The quotations may be submitted in two bids, viz. technical and financial in separate sealed covers.** Technical Bid should contain company profile and authenticated documents to prove the eligibility of all conditions as per Annexure-II. The Financial Bid should contain only the Financial Charges as per Annexure-III. Omission of any of the demanded documents may result in the rejection of their entire tender. They should go through the tender advertisement thoroughly and submit their quotations only if they meet terms and conditions of the Cabinet Secretariat.

4. The firms should submit the quotations in separate sealed envelopes. Both sealed covers should be placed in the main sealed envelope super scribed "**Tender for Digitization of documents of Cabinet Secretariat**" and the same should be addressed to "**The Under Secretary (Ad.II), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi**, and should be deposited in the **Tender Box** kept for the purpose in the **Reception Office of the Cabinet Secretariat, South East Wing, Rashtrapati Bhavan, New Delhi**, latest by **3:00 PM on 29th March, 2016**. The quotation/tender received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. **No tenders through post/speed post/ regd. post or courier will be accepted**

5. The Tender Opening Committee will open the technical bids at **3:30 PM on 29.03.2016** in Room No. 9, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/competent authority will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives



of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.

6. The Firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with Government Ministries/ Departments have not been banned.

7. The Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.



(Nilratan Das)

Under Secretary to the Govt. of India

Tel:2379 3211

Enclosure: Terms & conditions (Annexure-I) and formats of Technical Bid (Annexure-II) and Financial Bid (Annexure-III).

Copy to:

1. Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The aforesaid letter may kindly be up-loaded in a non-editable version on this Secretariat's official website www.cabsec.nic.in and www.eprocure.gov.in under intimation of the office.
2. **All Ministries and Department of Govt. of India** located at New Delhi/Delhi with the request that the firms engaged by them for the purpose may be requested to submit their tenders, if interested.

Terms and Conditions

(A) General Terms & Conditions:

1. The invitation is open to all contractor who are having at least 03 year of experience in scanning of the documents of the Ministries/Department of the Central Government.

(B) Timelines and payment terms:

1. 90% payment will be made on satisfactory completion and acceptance of the assigned work. 10% payment will be made one year after the expiry of date of completion and acceptance of the assigned work.

(C) Assets & Space

1. Contractor must provide the high speed scanners.
2. The equipment (Scanners) provided by the contractor shall be capable of providing B/W and colored scanning.
3. The Contractor shall have to provide the scanners and labour for the digitization work. Space, Computer, electricity points and storage devices will be provided by this Secretariat.
4. The scanning work of documents shall be under taken at the premises of Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Delay in completion of work will attract penalty to the Vendor.

(D) Quality Work

1. Majority of the documents are of A4 size however there may be documents with different (legal etc.) sizes. The documents must be carefully parted. If stapled, tags, threads, rubber bands and pins need to be carefully extracted.
2. Any external annexure like photographs is to be fixed carefully and neatly, if required with glue.
3. Proper dusting of the document to ensure clarity of scanned document in addition to Ironing and smoothening may also be ensured.
4. Page numbering of each document must be ensured. If some document is not numbered you may get it done by requesting the respective custodian of file/document.
5. It may be ensured that the Scanned documents are **readable and in the searchable format i.e. pdf/A as well as in .tiff**. All the pages of a single file have to be merged together to generate an exact replica of the physical file. The merged document should be represented in a **TIFF/PDF-A searchable file** format for archival storage purpose. The



vendor shall use Lossless Compression Techniques as per open standard format for documents.

6. The quality of the old documents may have deteriorated and hence extra care and precautions (use of flatbed mode/scanner) shall be taken while handling these documents.
7. Digitized data is indexed and catalogued as per the metadata requirements of the End User Department. Metadata and Indexing work shall be carried out using digitization software provided by Cabinet Secretariat, which is up to 200 characters.
8. If the documents are bound and stitched, they need to be unbound and unstitched and after scanning they should again be bound and stitched.

(E) Quantum of Work

1. The quantum of work would be approximately 7 to 10 lakh pages which are required to be scanned. However, the number of pages may vary.
2. The vendor should specify the rates for stitching and binding of each file in the financial bid separately.

(F) Security

1. The data/documents provided to contractor for scanning contains proprietary information of Cabinet Secretariat, Rashtrapati Bhavan and is to be treated as confidential. The Contractor will be responsible for maintaining confidentiality of contents of the documents.
2. Contractor should undertake that no unauthorized copy of assigned work would be made in any manner whatsoever. Contractor would be fully accountable for any leakage/piracy of the data from the premises and in transit.
3. If any occurrence of breach of this confidentiality comes to the notice of any of the Government, appropriate action under the Government of India Rules will be initiated against the contractor.
4. The contractor shall ensure securing of original manuscript against any kind of misuse, including photocopying, mutilation or destruction by any other means and shall also ensure the secrecy of digital data against illegal copying and any kind of virus.
5. The contractor will be fully responsible for returning the manuscript intact and also for compensation for any damage caused due to loss or otherwise.
6. For any deletion/virus inflicted, loss or mutilation of the data provided after scanning, the contractor will be fully responsible for compensating the loss caused by negligence.
7. Manpower should be deployed after police verification. Police verification certificate has to be provided by the vendor. Deployed manpower should not be changed frequently till the completion of work.



(G) Rectification

1. After completion of job, if any discrepancies are found in the scanned document/key parameters, the contractor should rectify the same free of cost. The contractor should provide such service till one year from the completion of job.
2. Any error found in the data during the scanning and indexing work if found in the data during scanning process will be corrected free of cost by the Contractor.
3. Cabinet Secretariat reserves the right to reject any scanning and indexing work if found unsuitable. The rejected work, if any, will have to be completed by good quality work forthwith at the risk of the Contractor. No payment will be made for the rejected work.

**Signature of the authorized signatory
of the Tenderer with seal of the Firm**



Technical Bid

Subject: Invitation to Tender for Digitization of Documents in Cabinet Secretariat.

S. No.	Particulars	To be filled by the Tenderer
1	(a) Name of Firm/Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2	Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
3	Proof of 3 years' experience in the form of attested copies of contract letters entered with the Ministries/ Department.	
4	List of attested copies of latest i. the audited accounts for the period ii. IT Returns filed and iii. IT Clearance Certificate iv. Sales Tax Certificate	
5	List of attested copies of i. PAN/TAN Card ii. Service Tax Registration Number	
6	Attested copies of Performance Certificates from existing Government Clients.	

Note: Only requisite documents are to be attached.

**Signature of the authorized signatory
of the Tenderer with seal of the Firm**

Place:-

Date:-



Financial Bid

Subject: Invitation to Tender for Digitization of Documents in Cabinet Secretariat.

With reference to your Tender No. D-21011/02/2016 dated 04.03.2016 on the subject mentioned above, I/we quote the rate for above mentioned work as under:

SI. No.	Service Descriptions	Rate	Taxes	Total
1	Rates per page*			
2	Consolidated rate for Data Entry and Indexing per record up to 200 characters			
3	Rate for Stitching of each file / document			
4	Rate for Binding of each file/ document			

* It is stated that the rate quoted here is comprehensive. There will be no extra payment chargeable on behalf of any work as to labour, dusting, equipment maintenance etc. The bid shall be valid for a period of 1 year from the last date of submission of the bids.

2. I/we accept all the terms and conditions of your letter referred to above.

**Signature of the authorized signatory
of the Tenderer with seal of the Firm**

