

Ministry of Culture

National Archives of India (NAI)

Request for Proposal (RFP) for Digitization of Four and a Half crore pages

August 2020



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1. Notice Inviting E-Tender (NleT)

(Domestic Competitive Bidding)

Date of Issuance of NleT: 24 / 08 /2020

Director General, National Archives of India (NAI) invites proposal on behalf of NAI from reputed & experienced firms specialising in digitization through electronic tendering (e-tendering) for: Digitization of at least Four and a half (4.5) crore pages, within a period of three years as available onsite at National Archives of India, Janpath, New Delhi (in the first year) followed, thereafter, of those in Regional Office, Bhopal and Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the search portal of NAI i.e. www.abhilekh-patal.in.

1. Critical Dates:-

A	NleT No. & Date	No.NAI /59-4/2020CU Dated 24/08/2020
B	Time limit of the Work	Project duration is three (03) years from the date of signing of the Agreement. The project is extendable on grounds found justified by NAI and based on mutually agreed terms and conditions.
C	Date of Publication of NleT	24/08/2020 13:00 Hrs
D	Brief description of Work	RFP for digitization of at least Four and a half crore pages within a period of three years as available onsite at National Archives of India, Janpath, New Delhi (in the first year) followed, thereafter, of those in Regional Office, Bhopal and Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the search portal of NAI i.e. www.abhilekh-patal.in
E	Period for Downloading of Bidding Documents	From:- 24/08/2020 to 14/09 /2020 up to 17:00 hrs. (21 days)
F	Seek Clarification Start Date	27/08/2020 from 17:00 hrs. (Through MS Excel file via email)
G	Seek Clarification End Date	01/09/2020 up to 17:00 hrs. (Through MS Excel file via email)
H	Pre-Bid Meeting Date, Time & Venue	07/09/2020 at 15:00 hrs. (Atrium, Ground floor, NAIAnnexe, New Delhi)



I	Query Response/Corrigendum Date	11/09/2020 up to 15:00 hrs.
J	Bid Submission Start Date & Time	24/08/2020 from 15:30 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app)
K	Bid Submission End Date & Time	14/09/2020 up to 17:00 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app and physical copy of original EMD)
L	Test of scanning, Image Cleaning and Enhancement and Optical Character Recognition (OCR)	15/09/2020 at 11:00 hrs. Venue: NAI, Annexe, New Delhi-110001
M	Technical Bid Opening Date & Time	16/09/2020 at 13:30 hrs.
N	Presentation Date & Time	To be notified after Technical Bid Opening. Eligible firms will be intimated.
O	Financial Bid Opening Date & Time	To be notified after Technical Bid Evaluation. Technically qualified firms will be intimated.
P	Place of Opening Financial Bids	Atrium, Ground floor, NAI Annexe, New Delhi
Q	Tender Fee	INR 2500/- (Rupees Two thousand five hundred only) in the form of DD/Banker's Cheque as per details provided below in EMD. <i>Not required in case of MSEs/MSME/NSIC/SSI</i>
R	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs. 26,00,000 (Rupees Twenty six Lakhs only) in the form of Demand Draft/ Banker's Cheque/ Bank Guarantee only and the same shall be drawn in favour of "Director General, National Archives of India, New Delhi" payable at New Delhi. <i>Not required in case of MSME/NSIC/SSI</i>
S	Selection Process	The method of selection is Quality and Cost Based Selection (QCBS) Technical: 70% and Financial: 30%
T	Officer Inviting Bids	Director General, National Archives of India
U	Bid Validity Period	90 days from the date of opening of Technical bid

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V	Mode of Tender Submission	Online (only at CPPP website: https://eprocure.gov.in/eprocure/app)
W	E-tendering	Tender documents may be downloaded from National Archives Of India website: www.nationalarchives.nic.in and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule provided above in this table.

2. Other details can be seen from the RFP document.
3. NAI reserves the right to cancel/withdraw this invitation for bids without assigning any reason and there shall be no liability whatsoever consequent upon such a decision.

Director General,
National Archives of India (NAI), New Delhi

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Acronyms

Acronym	Full Form
ABG	Advance Bank Guarantee
CA	Chartered Accountant
DD	Demand Draft
EMD	Earnest Money Deposit

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Acronym	Full Form
GST	Goods and Service Tax
ICAI	Institute of Chartered Accountants of India
LoA	Letter of Award
Lol	Letter of Intent
MoC	Ministry of Culture
NleT	Notice Inviting e-Tender
NAI	National Archives of India
PBG	Performance Bank Guarantee
PQ	Pre-Qualification
QCBS	Quality and Cost Based Selection
RFP	Request for Proposal
SLA	Service Level Agreement
OCR	Optical Character Recognition

Fact Sheet:

A	NleT No. & Date	No. NAI /59-4/2020CU Dated 24/08/2020
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B	Time limit of the Work	Project Duration is three (03) years from the date of signing of the Agreement. The project is extendable on grounds found justified by NAI and based on mutually agreed terms and conditions.
C	Date of Publication of NleT	24/08/2020 13:00 Hrs
D	Brief description of Work	RFP for digitization of at least Four and a half (4.5) crore pages within a period of three years as available onsite at National Archives of India, Janpath, New Delhi (in the first year) followed, thereafter, of those in Regional Office, Bhopal and Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the search portal of NAI i.e. www.abhilekh-patal.in
E	Period of Downloading Bidding Documents	From:- 24/08/2020 to 14/09 /2020 up to 17:00 hrs. (21 days)
F	Seek Clarification Start Date	27/08/2020 from 17:00 hrs. (Through MS Excel file via email)
G	Seek Clarification End Date	01/09/2020 up to 17:00 hrs. (Through MS Excel file via email)
H	Pre-Bid Meeting Date, Time & Venue	07/09/2020 at 15:00 hrs. (Atrium, Ground floor, NAI Annexe, New Delhi)
I	Query Response/Corrigendum Date	11/09/2020 up to 15:00 hrs.

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J	Bid Submission Start Date & Time	24/08/2020 from 15:30 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app)
K	Bid Submission End Date & Time	14/09/2020 up to 17:00 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app and physical copy of original EMD)
L	Test of scanning, image cleaning and enhancement and Optical Character Recognition	15/09/2020 at 11:00 hrs. Venue: NAI, Annexe, New Delhi-110001
M	Technical Bid Opening Date & Time	16/09/2020 at 1330 hrs.
N	Presentation Date & Time	To be notified after Technical Bid Opening. Eligible firms will be intimated.
O	Financial Bid Opening Date & Time	To be notified after Technical Bid Evaluation. Technically qualified vendors will be intimated.
P	Place of Opening Financial Bids	Atrium, Ground floor, NAI Annexe, New Delhi
Q	Tender Fee	INR 2500/- (Rupees Two thousand five hundred only) in the form of DD/ Banker's Cheque as per details provided below in EMD. Not required in case of MSEs/MSME/NSIC/SSI

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R	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs. 26,00,000 (Rupees Twenty-six Lakhs only) in the form of Demand Draft/ Banker's Cheque/ Bank Guarantee only and the same shall be drawn in favour of "Director General, National Archives of India, New Delhi" payable at New Delhi. Not required in case of MSME/NSIC/SSI
S	Selection Process	The method of selection is Quality and Cost Based Selection (QCBS) Technical: 70% and Financial: 30%
T	Officer Inviting Bids	Director General, National Archives of India
U	Bid Validity Period	90 days from the date of opening of Technical bid
V	Mode of Tender Submission	Online (only at CPPP website: https://eprocure.gov.in/eprocure/app)
W	E-tendering	Tender documents may be downloaded from National Archives Of India website: www.nationalarchives.nic.in and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule provided above in this table.

2. Letter of invitation and Background Information:

1.1. Letter of Invitation:

- NAI invites responses ("Proposals") to this Request for Proposals ("RFP") from reputed and experienced firms specialising in digitisation "Firms" for digitization of at least Four and a half crore pages within a period of three years as available onsite at National Archives of India, Janpath, New Delhi (in the first year) followed, thereafter, of those in Regional Office, Bhopal and Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the search portal of NAI



i.e. www.abhilekh-patal.in as described in this RFP, "Scope of Work" ("the Services"). NAI is the Nodal Department for this public procurement.

- Any contract that may result from this public procurement competition will be issued for a term of three (03) Years ("the Term").
- NAI reserves the right to extend the Term for a period or periods of up to one year with a maximum of two such extension or extensions on the same terms and conditions.
- Proposals must be received not later than time, date and through the web-portal mentioned in the Fact Sheet.
- Proposals that are received after the deadline SHALL NOT be considered in this procurement process.

1.2. About NAI:

The National Archives of India (NAI) is the custodian of records of enduring value of the Government of India. Established on 11 March, 1891 at Calcutta (Kolkata) as the Imperial Record Department, it is the largest archival repository in South Asia. It has a vast corpus of public records, which include files, volumes, maps, bills assented to by the President of India, treaties, rare manuscripts oriental records, private papers, cartographic records, important collection of Gazettes and Gazetteers, Census records, assembly and parliament debates, proscribed literatures, travel accounts etc. NAI records constitute an invaluable source of information and data for scholars, administrators and users of archives. A major chunk of oriental records are in Persian, and there are also records in Sanskrit, Gurmukhi, Odiya, etc.

NAI has the following vision and mission:

Vision:

- To help in spreading a feeling of national pride in our documentary cultural heritage and ensuring its preservation for posterity.

Mission:

- To encourage the scientific management, administration and conservation of records all over the country.
- To foster close relations between archivists' and archival institutions, both at the national and international levels.
- To encourage greater liberalization of access to archival holdings.
- To help in developing greater professionalism and a scientific temper among creators, custodians and users of records for proper care and use of our documentary heritage.

NAI provides following services to users:

- Providing facilities for the public use of reference media, records and publications available among our holdings.
- Searching and issuing of certified extracts of documents to the public for their use in accordance with rules laid down for the purpose.
- Providing assistance to documentary film makers and other professionals in locating, selecting and filming material of their interest.

- Organizing conducted tours to our various Sections for the benefit of officials/ trainees for education and professional Institutes, as well as groups of individuals, with a view to apprising them with the different activities of the Department.
- Extending professional expertise to Institutions by deputing officers to deliver lectures, conduct workshops on management, administration and preservation of records.

Project Background:

The National Archives of India, to ensure easy access and longevity of documents in its custody, is in the process of digitizing its valuable records along with metadata in accordance with accepted standards for electronic archiving and user friendly retrieval, and also as a precautionary measure against loss by fire, flood, war and sabotage. Following are the details of total estimated number of pages which needs to be digitized by NAI:

Total Estimated Number of Pages to be Digitized

S.No	Venue and Types of holdings	Estimated number of pages (in Crores)
1	Head Quarters, New Delhi	
2	Estimated Public Records (57.26 Lakh files x 200 pages)	11.46
3	Estimated Private Records (14 Lakh pages)	0.14
4	Estimated Rare Books (0.95 Lakh books x 250 pages)	2.37
5	Oriental records/ manuscripts/ Persian records etc.	0.25
6	Estimated Volumes (0.65 Lakh x 200 pages)	1.20
7	Estimated Cartography Maps (1.1 Lakh sheets)	0.01
8	Bills (3601) + Treaties (1,065)	0.01
9	<i>Regional office and Records Centres</i>	
10	Estimated Public Records (9.26 Lakh files x 200 pages)	1.85
11	Estimated Private Records (1 Lakh pages)	0.01
12	Estimated Rare Books (0.28 Lakh books x 250 pages)	0.70
	Total	18.00

Through this RFP, NAI is looking forward to the digitization of at least Four and a half crore pages within a period of three years as available onsite at National Archives of India, Janpath, New Delhi (in the first year) followed, thereafter, of those in Regional Office,

Bhopal and Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the search portal of NAI i.e. www.abhilekh-patal.in to enable online users worldwide to access the records. Digitization of microfilms with NAI is not part of this tender. In the first year the work of digitization may be confined to the Headquarters of NAI at New Delhi; however, after a review of performance by the end of the first year, digitization shall be taken up by the selected firm/s in the Regional Office and the three Record Centres on the same terms and conditions.

Estimated Tender Cost: Approximately Rs 13 crores*

*Actual amount will emerge after the completion of the tender process

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3. Instructions to the Firms

1.1. General:

- a. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Firms must form their own conclusions about the consultancy support required. Firms and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- b. On successful award of the assignment by NAI on the basis of this RFP, information supplied by Firms shall be treated as contractually binding on the Firms.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of NAI. Any notification of preferred Firms status by NAI shall not give rise to any enforceable rights by the Firms. NAI may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of NAI.
- d. This RFP supersedes and replaces any previous public documentation & communications, and Firms should place no reliance on such communications.

1.2. Compliant Proposals / Completeness of Response:

- a. Firms are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render a Proposal non-compliant and the Proposal may be rejected. Firms must:
 - I. Comply with all requirements as set out within this RFP.
 - II. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP
 - III. Include all supporting documentation specified in this RFP

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4. Pre-Bid Meeting & Clarifications

1.1. Firms Queries:

- a. NAI shall hold a pre-bid meeting with the prospective firms on 07/09/2020 at 15.00 hrs in the Atrium, Ground floor, NAI Annexe, New Delhi.
- b. The Firms will have to ensure that their queries for Pre-Bid meeting should reach Shri Farid Ahmad, DDA, National Archives of India, Janpath, New Delhi 110001 by post or email to archives@nic.in or ddf.nai-archives@gov.in on or before 17.00 hrs on 01/09/2020.
- c. The queries should necessarily be submitted in the following format:

S. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1			
2			
3			
4			
5			

Note: NAI shall not be responsible for ensuring that the firms' queries have been received by them. Any requests for clarifications after the indicated date and time may not be entertained by NAI.

1.2. Responses to Pre-Bid Queries and Issue of Corrigendum:

- a. The Nodal Officer notified by the NAI will endeavour to provide timely response to all queries. However, NAI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NAI undertake to answer all the queries that have been posed by the firms.
- b. At any time prior to the last date for receipt of bids, NAI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firms, modify the RFP Document by a corrigendum.
- c. The Corrigendum (if any) & clarifications to the queries from all firms will be posted on the www.nationalarchives.nic.in and CPPP site <https://eprocure.gov.in/eprocure/app> and emailed to all participants of the pre-bid conference.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.



- e. In order to provide prospective Firms reasonable time for taking the corrigendum into account, NAI may, at its discretion, extend the last date for the receipt of proposals.

5. Key Requirements of the Bid

1.1. Right to Terminate the Process:

- NAI may terminate the RFP process at any time and without assigning any reason.
- NAI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by NAI. The firms' participation in this process may result in NAI selecting a firm to engage towards execution of the contract.

1.2. RFP Document Fees:

- The RFP documents have been made available to be downloaded without any fee from the website www.nationalarchives.nic.in and CPPP site <https://eprocure.gov.in/eprocure/app>.
- The demand draft of RFP document (Tender) fees (as mentioned in the Fact Sheet) should be submitted online, before submission of the proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

Note: The above mentioned requirement is not applicable in case a firm is registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organisation or the concerned Ministry or Department. In such cases, firms will have to submit a self-declaration along with a copy of the MSE/MSME registration certificate.

1.3. Earnest Money Deposit (EMD):

- Firms shall submit, along with their Proposals, an EMD of Rs 26,00,000/- (Rupees Twenty Six Lakhs only) in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "Director General, National Archives of India, New Delhi" payable at New Delhi with a validity of 90 (Ninety) days.
- After the award of the contract to the successful firms, the EMD of the unsuccessful firms will be refunded in due course of time with no interest thereon.
- The EMD of the firms, whose tender has been accepted, shall be returned on the submission of Performance Security / Performance Guarantee after the award of work or would be adjusted towards the partial amount of Performance Security / Performance Guarantee.
- Bids/proposals submitted without EMD, mentioned above, will be summarily rejected.
- The EMD may be forfeited:
 - If a firm/s withdraws its bid during the period of bid validity.

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- If selected firm/s does not start the job within 45 days from the date of signing the Agreement.
- In case a successful firm refuses to execute the order or fail to furnish the required Performance Security and fail to sign the contract as stipulated in this tender document within the specified time fixed by the NAI.

Note: The above mentioned requirement is not applicable in case the firms is registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. In such cases, firms will have to submit a self-declaration along with a copy of the MSE/MSME registration certificate.

1.4. Submission of Proposals:

a) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

b) Firms are advised to follow the instructions provided in the 'Instructions for Online Bid Submission' for the e-submission of the bids online.

c) Following items to be uploaded on the portal:

- i. Tender Fee
- ii. EMD
- iii. Pre-qualification response
- iv. Technical Proposal
- v. Financial proposal
- vi. Additional certifications/documents e.g. Power of Attorney, CA certificates on turnover, etc.

d) However, each of the above documents must be uploaded in the format specified for this purpose and as per the specified folder structure in the e-Procurement portal.

e) The firms must ensure that the bid is digitally signed by the Authorized Signatory of the bidding firm and has been duly submitted within the submission timelines. NAI will in no case be responsible if the bid is not submitted online within the specified timelines.

f) All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of a firms's proposal.

1.5. Authentication of Bids:

A Proposal should be accompanied by a power-of-attorney and/or board resolution in the name of the signatory of the Proposal. A copy of the same should be uploaded under the relevant section/folder on the eProcurement portal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

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1.6. *Consortium:*

Consortiums/Joint Ventures/Proprietorship Firms shall not be eligible to participate in the bidding process.

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6. Preparation and submission of Proposal

1.1. Proposal Preparation Costs:

The firms shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, onsite tests, providing any additional information required by NAI to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. NAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.2. Language:

The Proposal should be filled by the firms in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Firms. For purposes of interpretation of the documents, the English translation shall govern.

1.3. Venue & Deadline for Submission of proposals:

Response to RFPs must be submitted on the eProcurement portal (<https://eprocure.gov.in/eprocure/app>) by the date and time specified in the RFP. Any proposal submitted on the portal after the above deadline will not be accepted and hence shall be automatically rejected. Purchaser shall not be responsible for any delay in the submission of the documents.

1.4. Late Bids:

Bids submitted after the due date will not be accepted by the eProcurement system (<https://eprocure.gov.in/eprocure/app>) and hence will automatically be rejected. The Purchaser shall not be responsible for any delay in the online submission of the proposal.

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7. Test of Scanning, Image Cleaning & Enhancement and Optical Character Recognition (OCR):

- i) Firms that have submitted their bids by the last date would be eligible for taking the above mentioned tests to be conducted at NAI, New Delhi on 15 September 2020 at 11:00 hrs.
- ii) All firms shall bring the equipment necessary for the above three types of test to the venue in NAI, New Delhi and set it up between 08:00 hrs and 10:30 hrs latest on the date of the test.
- iii) All Firms participating in the test must confirm in advance, latest by 17:00 hrs on 11.09.2020, by email to the Nodal Officer their participation in the Test and also the details of the equipment and manpower they propose to bring to NAI, New Delhi for the tests.
- iv) Equipment already deployed or/and in use in the NAI shall not be available for use to any firm for the test.
- v) The Nodal Officer will facilitate the entry and return of manpower and equipment after the completion of the test.
- vi) Material for the test will be provided by NAI at the venue of the test.
- vii) Further details pertaining to the test shall be conveyed in due time.

8. Acceptance of Terms and Conditions:

Firms must accept all the "Terms & Conditions" specified in the Tender Document and the firms should also certify that they have studied and understood the Tender Document completely. All the uploaded documents should be digitally signed by the firms and uploaded with the Technical Bid. Any other condition suggested/imposed by the firms will not be accepted.

9. Evaluation Committee:

- a. NAI will constitute a 'Tender Evaluation Committee' to evaluate the responses of the firms.
- b. The Tender Evaluation Committee constituted by the NAI shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents / documentary evidence may lead to rejection.
- c. The decision of the Tender Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- d. The Tender Evaluation Committee may ask for meetings with the firms to seek clarifications on their proposals.
- e. The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviation.



- f. Each of the responses shall be evaluated as per the relevant criteria and requirements specified in this RFP
- g. Results of the Test for Scanning, Image Cleaning & Enhancement and OCR shall be evaluated by a Committee of Experts.

10. Tender Opening:

The Proposals submitted up to 17.00hrs on 14-09-2020 will be opened at 13.30 hrs on 16-09-2020 by Director General, NAI, or any other officer authorized by him, in the presence of the representatives of concerned firms.

1.1. Tender Validity:

The offer submitted by the Firms should be valid for minimum period of 90 days from the date of opening of Technical Bid.

1.2. Tender Evaluation:

Initial Bid scrutiny will be held and proposals will be treated as incomplete and non-responsive if they are :

- i. Not submitted as specified in the RFP document; or,
- ii. Received without the Letter of Authorization (Power of Attorney); or,
- iii. Found with suppression of details; or,
- iv. Submitted with incomplete information, or are subjective, conditional offers and partial offers; or,
- v. Submitted without the documents requested in the checklist; or,
- vi. Have non-compliance of any of the clauses stipulated in the RFP; or,
- vii. With lesser validity period

All responsive Bids will be considered for further processing as described in the next sections.

NAI will prepare a list of responsive firms, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee (to be constituted by NAI) according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

11. Criteria for Evaluation

11.1 Pre-Qualification Criteria:

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1	Legal Entity	<ul style="list-style-type: none"> • Should be a Company registered under Companies Act 1956/2003 or a partnership firm registered under LLP Act, 2008 • Should be registered with the GST Authorities • Should have been operating in India for the last five years as on the last date of RFP response submission 	Copy of Certificate of Incorporation / Registration Certificate, PAN Card and GST Registration Certificate duly signed by authorized signatory
2	Sales Turnover	<ul style="list-style-type: none"> • Average annual Sales turnover from digitization of records as defined in Para 3 below during the last three years i.e 2016-17, 2017-18 and 2018-19 should be at least Rs 3 Cr. 	Extracts from the audited Balance sheet and Profit & Loss; and Certificate from the statutory auditor/CA clearly mentioning the Annual Sales Turnover included should be from Digitization of archival records as specified in para 3 below only.

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3	Firms Experience/ Capability	<p>Firms should have undertaken Digitization of documents including old files, old maps, old books, old photographs, old newspapers, etc. or similar assignments/projects in last three years (03) years i.e., F.Y. 2016-17, 2017-18 and 2018-19 of Central or State Autonomous bodies / Public Sector Undertakings (PSUs)/ Trusts/Government Missions/Government SPVs.</p> <p>Firms should have executed at least one project worth not less than 80% of the Gross Total Value i.e Rs. Thirteen (13) Crores or two projects worth 50% or three projects numbering 40% of the Gross Tender Value. A certificate of completion of work from the client/s should be uploaded with the technical bid. The work should have been digitization of documents as mentioned above</p> <p>Note: a) More than one (1) consecutive year's continuous assignment/ project with the same entity would be considered as one (1) assignment/ project</p>	<ul style="list-style-type: none"> • Citation, as per RFP specified template • Work Order/Agreement • Copy of Completion Certificate from client/ Performance Certificate from client
4	Tools & Machines	<p>The firms should have State of the Art digitization related equipment including overhead scanners of total worth of at least INR 1 Cr as on date of submission of proposal. Firms should provide details of the type, number and make of the State of the Art equipment they propose to use for digitization of the records in NAI and submit documentary proof regarding their ownership, possession, MOA or lease of the said equipment at the time of submission of online bids.</p>	<p>A Self Certification by the authorized signatory along with documentary evidence like purchase orders and their invoices, MOA or lease agreement of hardware/ equipment</p>
5	Quality & Security Certification	<p>The firms should have below mentioned certifications valid as on the last date of bid submission:</p> <ul style="list-style-type: none"> • ISO 9001:2015 • ISO/IEC 27001:2013 	<p>Copy of valid ISO 9001:2015 & ISO/IEC 27001:2013 certificates</p>

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6	Manpower Strength	<p>The company should have minimum 50 graduate personnel on its payroll as on the last date of RFP response submission. The manpower team should include the following:</p> <ol style="list-style-type: none"> Project Manager (01): Graduate with at least 5 years experience of having executed /supervised similar projects Supervisors(02): Graduates with at least 3 years of supervising in similar projects, one each for digitization related work and for management of records being handled for digitization respectively. Metadata creators IT professionals for all work related to digitization including scanning, image cleaning, enhancement, OCR and metadata experts <p>Note: *For metadata, Graduates with requisite training in the working of archives as detailed at Item no.15.2 under the sub heading 2(d)'Subject Metadata and Captioning'para 5-6 should be proposed for the job. Decision of NAI would be final in the matter.</p>	Certification by the authorized signatory or Head of HR Department
7	Non Blacklisting Declaration	The company should not be currently blacklisted by any Central or State Government Organization or PSU or other public funded government institution and its EMD/PBG should not have been forfeited by any organization/ institution during the past three years	A Self Certification as per the RFP specified format
8	Audit report showing net profit of the company	Audit report of the company for the FYs 2016-17,2017-18 and 2018-19 should establish that it is a profit making company	Certificate of the auditor or CA

Suresh Kumar

9	Solvency certificate	Should be solvent and present solvency certificate issued in the current financial year showing the financial stability of the firms /company	Certificate issued by a reputed bank
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11.2 Technical Qualification Criteria:

Firms who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical evaluation

Sr. No.	Criteria	Requirements	Maximum Marks	Supporting Documents
1	Firms Experience/ Capability	Volume of work completed in terms of number of pages of archival documents digitized annually in the last three financial years >3.5 cr–10 marks >2.5 cr to 3.5 cr–7 marks >1.5 cr to 2.5 Cr pages – 5 marks	10	Certificate of authorized signatory of the Company along with Work Order/Agreement and Copy of Completion Certificate from Client/Performance Certificate from Client.

Shree media group

2	Sales Turnover	<p>Average Annual Sales Turnover generated from services related to Digitization of documents as mentioned in Item 11.1 para 3 during each of the last three financial years i.e 2016-17, 2017-18 and 2018-19 should be minimum Rs 3 Crores.</p> <p>>Rs 7.5 Cr –10 marks >Rs 6 Cr to Rs 7.5 Cr- 7 marks >Rs 4.5 Cr to Rs 6 Cr –5 marks Rs 3 Cr to Rs 4.5 Cr- 3 marks</p>	10	<p>Extracts from the audited Balance sheet and Profit & Loss; and Certificate from the statutory auditor/CA clearly mentioning the Average Annual Sales Turnover included should be from Digitization of archival records only</p>
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3	Tools and Machines	<p>The firms should have Digitization related State of the Art equipment including overhead scanners (as mentioned in Item 15.2 para 1) of total worth of at least INR 1 Cr as on date of submission of proposal. Firms should provide details of the type, number and make of the State of Art equipment they propose to use for digitization of the archival records and submit documentary proof regarding their ownership, possession or lease of the said equipment at the time of submission of online bids.</p> <p>> 3 Cr to 4 Cr.: 10 Marks >2 Cr. to 3 Cr.: 7Marks 1 Cr. to 2 Cr.: 5 Marks</p>	10	<p>A Self Certification by the authorized signatory along with documentary proof regarding their ownership, possession, MOA or lease of the said equipment at the time of submission of online bids</p>
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Self cert meke mark

4	Manpower Strength	<p>The company should have minimum 50 graduate manpower on its payroll as on the last date of RFP response submission. The manpower team should definitely include the following:</p> <p>a. Project Manager (01) –Graduate with at least 5 years of handling similar projects</p> <p>a. Supervisors (02 i.e one each for IT related work and for records being handled for digitization, respectively) who should be a graduates with at least 3 years' experience of handling similar work</p> <p>b. IT professionals for all work related to digitization including scanning, image cleaning, enhancement, OCR and Metadata experts</p> <p>Note:</p> <p>*For metadata, Graduates with requisite training in the working of archives as detailed at Item no.15.2 under the sub heading 2(d) 'Subject Metadata and Captioning' para 5-6 should be proposed for the job. Decision of NAI would be final in the matter</p> <p>>80 to 100- 10 marks >70-80 -7 marks</p>	10	Certification by the authorized signatory or Head of HR Department
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Arjun Mohan Menon 27

		>60- 70 -5marks 50 to 60 -3 marks		
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Aug 2016 marks 28

5	Test for quality	<p>a. Scanning –10 marks b. Image Cleaning and Enhancement –10 marks c. Optical Character Recognition (OCR) of scanned images -10 marks</p> <p>Total –30 marks</p> <p>Note: Marks would be awarded for each specific activity – Scanning, Image Cleaning and Enhancement and Optical Character Recognition (OCR) by a Committee of experts</p>	30	<p>Practical test to be undertaken in NAI on 18.08.2020 at 11.00 hrs; equipment and manpower to be brought by firms with prior intimation to the Nodal Officer on his email id; firms to retain a copy of the scanned image for their use in presentation</p> <p>Firms to also record the procedure for use in the Presentation</p>
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S. S. Srinivasan

6	Presentation	<p>1. Approach and Methodology</p> <p>2. Proposed Infrastructure Set-up including proposed Team for same</p> <p>Achieving Quality Compliance:</p> <ul style="list-style-type: none"> • Images scanned on 18.08.2020 in NAI are to be submitted in TIFF, JPEG, PDF, Metadata CSV file and Quality Check CSV file also to be presented. • Each firm to also show the process used for creating the same. <p>3. The sample sets should be created as per standards /specifications defined in the scope of work.</p> <p>Video and images of live demonstrations of digitization work being executed by the Vendor, if any.</p>	30	
	Total		100	

Firms that score a minimum of 70 marks in this section, would be considered as Technically Qualified and will move to the next stage of financial evaluation.

11.3 Commercial Bid Evaluation:

- The Financial Bids of technically qualified firms will be opened on the prescribed date in the presence of firms representatives.
- If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- The firms with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the firms which did not get disqualified on the basis of point b. above). Financial Scores for other than L1 firms will be evaluated using the following formula:

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Financial Score of a Firms (Fn) = {(Commercial Bid of L1/Commercial Bid of the Firms) X 100}% (Adjusted to two decimal places)

- d. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e. The bid price will include all taxes and levies and shall be in Indian Rupees.
- f. Any conditional bid would be rejected

Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

11.4 Combined and Final Evaluation:

- a. The technical and financial scores secured by each firm will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.
- b. The firms securing the highest Composite Bid Score will be adjudicated as the most responsive Firms for award of the Project. The overall score will be calculated as follows:-

$$Bn = 0.70 * Tn + 0.30 * Fn;$$

Where,

Bn = overall score of the firms

Tn = Technical score of the firms (out of maximum of 100marks)

Fn = Normalized financial score of the firms

- c. In the event the composite bid scores are 'tied', the firms securing the highest technical score will be adjudicated as the Best Value Firms for award of the Project.

12. Appointment of Digitization Firms

1.1. Award Criteria:

NAI will award the Contract to the successful firm/s whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

1.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s):

NAI reserves the right to accept or reject any proposal, and to annul the tendering process/ public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected firm/s or any obligation to inform the affected firm/s of the grounds for NAI action.

1.3. Notification of Award:



- a) Prior to the expiration of the validity period, NAI will notify the successful firm/s in writing or by fax or email that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, NAI may like to request the firms to extend the validity period of the bid.
- b) The notification of award will constitute the formation of the contract. After the award of the contract to the successful firms, the EMD of the unsuccessful firms will be refunded in due course of time with no interest thereon.

1.4. *Performance Guarantee:*

- a) The Firm/s after the award of work shall have to submit interest free Performance Security / Performance Guarantee in prescribed format (Form 7) which is equal to the 10% (Ten Percent) of order value within 30 days from the date of the issue of the Letter of Award and it shall be kept valid for a period of 3 years. The Performance Security / Performance Guarantee shall have to be submitted in the form of Bank Guarantee in the name of DG, NAI, New Delhi. The Performance Guarantee shall be kept valid till completion & closure of the project. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected firm/s shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected firm/s fails to submit performance guarantee within the time stipulated, the NAI at its discretion may cancel the order placed on the selected firm/s without giving any notice.
- b) NAI shall invoke the performance guarantee in case the selected Firm/s fails to discharge their contractual obligations during the period or NAI incurs any loss due to Firm/s' negligence in carrying out the project implementation as per the agreed terms & conditions.
- c) Format of PBG shall also be shared along with the Lol/LoA.

1.5. *Signing of Contract:*

Post submission of Performance Guarantee by the successful firm/s, NAI shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the firms between NAI and the successful firm/s.

1.6. *Failure to Agree with the Terms and Conditions of the RFP:*

Failure of the successful firm/s to agree with the Contract terms and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NAI may award the contract to the next best value firm/s or call for new proposals from the interested firms.

In such a case, the NAI shall invoke the PBG of the most responsive firms.

Signature

13. Fraud and Corrupt Practices:

- a. The Applicants/Firms and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NAI shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Firm/s has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, NAI shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to NAI for, inter alia, time, cost and effort of NAI, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- b. Without prejudice to the rights of NAI under Clause above and the rights and remedies which NAI may have under the Lol or the Contract, if an Applicant, as the case may be, is found by NAI to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Lol or the execution of the Contract, such Applicant shall not be eligible to participate in any tender or RFP issued by NAI during a period of three years from the date such Applicant, as the case may be, is found by NAI to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
 - i. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NAI who is or has been associated in any manner, directly or indirectly with the Selection Process or the Lol or has dealt with matters concerning the Contract or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NAI, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or/and (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Project or the Award or the Contract, who at any time has been or is a legal, financial or technical consultant/ adviser of NAI in relation to any matter concerning the Project;

Contract M&A Branch

- ii. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- iii. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- iv. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by NAI with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- v. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

14. Non-Disclosure Agreement:

The successful Firms would need to sign a Non-Disclosure Agreement. Format of the same would be shared with the LOI/ LOA.

15. Terms of Reference / Scope of Work:

Digitization of at least Four and a half crore pages in three years onsite at National Archives of India, Janpath, New Delhi -110001 (in the first year) followed, thereafter, of those in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the NAI's portal i.e. www.abhilekh-patal.in

Scope of Work includes:

- a. Quality Control as per Job Specifications mentioned at 15.2
- b. Uploading on NAI's portal

15.1 Input specification:

1. 70% of NAI documents are in legal size and the remaining are in other sizes such as A-4, A-)/B-4/A-2/A-3. Maps and treaties are to be mainly undertaken in A0 size. (As visual materials are part of a file and there is generally no indication about it in the file subject, it is almost impossible to give an exact count of all visual documents. Samples of different types of records shall be shown during pre-bid meeting).
2. Records are old, fragile, deteriorating, rare and brittle.
3. Documents, apart from written records, include visual material like photographs, sketches, paintings, Charts, maps, diagrams, photographs, illustrations, etc. (Not possible to state or even estimate because there is no indication about these parameters until a file is opened for examination.)
4. Some of the pages of the records have stain-marks and worm-marks.
5. The pages of some records have become translucent due to ageing.

15.2 Job specification:

Chaitanya Mohan

2(a) Image Capturing (Scanning):

1. The records must be digitized at a minimum of 300-600 dpi in true optical resolution using Face up Scanning technology with pixel type moving linear CCD sensor overhead scanner or a Metamorfoze and FADGI image quality guidelines compliant Area CMOS overhead scanner in the 24 bit colour mode specs or 8 bit grey scale to capture original information; specifically, text documents are to be scanned at minimum 300 dpi (in case of legibility issues 400 dpi) and images/ photographs/ treaties/ manuscripts are to be scanned minimum at 600 dpi.
2. Scanner should use cold light with such intensity of light during scanning so that it does not damage the fibres of the aging pages or cause any harm to the original records and provide uniform illumination at the time of capture. The scanner must be capable of tightly controlling non-linearities and quantization noise for handling records of variable density and achieving optimized results for all types of records.
3. Coloured charts, diagrams, photos, illustration etc. are to be scanned separately wherever applicable.
4. Original scanned records to be captured in TIFF v 6.0 Format with LZW compression (ISO 12234-2:2001)

2(b) Image processing and cleaning (Image Enhancement):

1. The TIFF images will have to be further enhanced to increase the visual appeal of the document without altering the authenticity of the original source.
2. Image enhancement activities to be carried out to remove bleed through, black border removal, curvature correction, light equalization, brightness and contrast enhancement, de-noising, de-skew and de-speckling, cropping, cleaning, sharpness, focus enhancement, background removal for text areas without violating content in picture zones and without altering the original capture dpi.
3. The removal of digital noise will include removal of worm-marks and stain-marks to the maximum possible extent, while keeping the colour information intact. This component of digital restoration will aim at attaining a relatively high level of noise-free state of the digital images.
4. Resizing of every image with de-skew, rotate, height-width, margin, etc. to make every image perfect and uniform in size.
5. Proper editing has to be done to the images to straighten the orientation of the content matter if there is any disorientation existing in the pages.
6. 100% manual operator assisted quality check to be performed on every image to ensure there are no missing or dropped pages & images are optimized to their optimum levels. Perform quality checking of every digitized image pages. A detailed QC list has to be generated for every page being processed in the project.
7. Nuances in the document such as notes, remarks, and pencil marks are of historical value and they must be preserved in such a way that future generations can study the image in lieu of the original document.
8. Image processing will follow a general priority guideline of legibility, aesthetics and file size in that order.
9. For each document, a thumbnail image should also be generated.
10. The enhanced images will have to be delivered in the JPEG v1.02 Format (ISO DIS 10918-1/ ISO/IEC10918-5:2013)

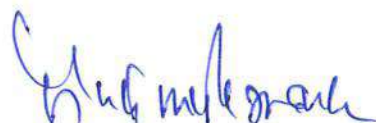
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(2c) Optical Character Recognition (OCR):

1. Optical Character Recognition process will be one step conversion from JPEG files.
2. Highest Recognition accuracy is desired in this process as there is no scope for manual correction of the recognized text.
3. OCR compatible with documents language over 95% accuracy is desired to be achieved for the Digitized Documents with printed text.
4. The digitized documents would be in the following language - English, Hindi, Gujarati, Marathi, Bengali, Sanskrit, Arabic, Urdu & Persian.
5. OCR should support recognition of multiple languages on the same page.
6. Text should be Unicode supporting of all major Indian languages.
7. The JPEG files will be converted after the OCR process to a searchable PDF/A format with the text layer below the original image.
8. Searchable PDF should contain Indelible Watermark on all pages, secured from modification and extraction of the text layer and 256 bit AES Encrypted.
9. The searchable PDF/A file to be compressed over 90% without altering the original capture dpi, retaining of the page dimensions and without losing the legibility of the document.
10. The PDF file will be delivered in the PDF/A Format (ISO 19005:1/ISO19005-1:2005).

2(d) Subject Metadata and Captioning:

1. Metadata of the all the digitized files describing the content of scanned document, in searchable format, should be assigned for each chapter / sub-chapter as per Dublin Core for field structure.
2. The various type of metadata are to be captured, such as; Descriptive metadata, Structural metadata, Technical metadata, Administrative metadata. Administrative or technical metadata incorporates details on original source, date of creation, version of digital object, file format used, compression technology used, object relationship, etc. Administrative metadata may reside within or outside the digital object. The firms would provide the administrative metadata with appropriate documentation. The list of metadata which are to be captured shall be discussed by NAI team with the selected firms before starting the digitization of the records.
3. An appropriate structural data should be provided by the selected firms to help NAI organize the image files and to allow for navigation within the item.
4. Metadata has to be provided in .CSV file and XML file format with every batch of digital records and should be prepared in compliance with the Dublin Core standard for online interoperability.
5. The minimum qualification of the skilled manpower for creation of metadata should be: graduation in History with fluency in English language (writing), related computer skills and understanding of the Archival principles of provenance to be engaged for this activity. NAI would take a test for fluency in English language and computer skills. The decision of NAI in this regard will be final. If any error is found in metadata, the same has to be rectified by the firm without any additional cost.
6. Manpower engaged should have the language skills to prepare metadata for non-English language records.
7. The metadata indexing has to be done with the right spelling, punctuation, grammar and information to the satisfaction of the NAI.



8. It is most important to capture the contextual information about the document, which cannot be derived from just the subject. The document has to be read from start to end, by experts with History and Archival background to derive the right context of the document and extract relevant "Keywords" for the record which would aid the users in efficient retrieval.
9. The records contain handwritten values for the subject, that cannot be understood most of the times and it is imperative to go through all the pages of the document, to capture this right.
10. A value addition, very much required by the end user is to know, along with the search results, if the Document contains vital elements such as photographs, maps, letters, newspaper articles etc. without having to open every document. This information to be captured by reading the complete document and indexing these values in a field called 'Keywords'.

15.3 General Terms and conditions:

1. The firms should be in compliance with Federal Firms Digital Guidelines Initiative (FADGI)/NARA scanning guidelines.
2. The firms should have adequate number of overhead scanners, computers systems including image processing software, skilled manpower and other infrastructure to complete the target of digitization of four and half crore pages within a period of three years (at least 12.5 lakh pages per month).
3. Firms should follow laid down protocols while taking out records for digitization and restoring them.
4. It will be the responsibility of the firm to take the documents from the stack area with the help of respective Repository in-charges for digitizing and after digitizing the records should be restored in the same/right place from where they have been taken. Records are to be digitized series wise, chronologically; without break in sequence. Documents / records are to be arranged chronologically and necessary pagination to be done by the firms before Digitization work. The firm has to ensure that the documents digitized are stamped on the top cover of the document as "Scanned by (firm Name, with date and number of pages/images)".
5. The Firm is required to setup the infrastructure On-Site for digitization of the records for which adequate space will be provided by NAI. The setup would consist of requisite quantity of equipment like computers, high performance overhead scanners, software, UPS, tables and chairs required for sitting arrangements for its manpower, etc. and are required to be deployed by the Firms. NAI will not be responsible for installation of the required infrastructure /setup. The space, electricity, electrical points, AC environment would be provided by the NAI.
6. It is also required that the latest state-of-art equipment will be used by the Firm/s to meet the digitization requirements of NAI.
7. Firm/s should setup a Project Management Unit (PMU) with a professionally qualified team/supervisor for executing and monitoring the project smoothly. PMU shall also supervise the work of the personnel engaged by the Firm/s and to ensure and supervise quality compliance of the digitized records. MIS report shall also be generated for monitoring of the work project progress and to be shared with the NAI.

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8. The company should deploy professionally qualified supervisors who should check the digital images before the same is handed over to Department for final checking and storage purpose.
9. The uninterrupted supply of records will be assured by NAI through Archivist In-charges of all repositories to maintain the seamless continuity of work. The firms should, however, be well equipped with enough manpower to take out records from the Repositories, maintain record of all the records being taken for digitization (including name of the Records series, Branch, Year, Reference number), ascertain the physical fitness of records for scanning, paginate each of the files/ documents as per the original sequence (chronologically) before being scanned. The register with details of records being taken for digitization is to be signed by the Repository In charges.
10. The firm/s should have enough number of Record Attendants to undertake the above processes. The manpower may preferably have undergone training or have experience of handling archival material.
11. Records identified to be unfit for digitization may be segregated for physical conservation/ preservation and handed over to the Repository In charge.
12. PMU should coordinate with the Repository In charges in all the above procedures.
13. No document will be taken out without written approval of the Repository In-charge.
14. After completion of the project the Firms should transfer the digitized images of documents/records in to the server of NAI and should delete the same in their stand alone and other stored devices in the presence of staff of concerned unit of NAI and get a certificate to the effect for final payment of the bill.
15. Adequate number of Menders should also be deployed by the Firm/s to attend to any minor repair, straightening, unstitching of records before digitizing and re-stitching, etc. after digitizing, if needed. Firm/s should engage preferably persons who have undergone training in 'Servicing and Repair of Records' from NAI or any other recognized organization.
16. The images are to be renumbered as per the page sequence. The original pagination format of each type of records has to be retained. Pagination of records is to be done by the firms through personnel being engaged for the purpose who are trained in handling archival records (preferably persons with training in 'Servicing and Repair of Records' from NAI or any other recognized organization).
17. No payment will be made for digital images not found to be of satisfactory quality and 'noise-free' and the firms would have to redo the digitization of the same at no additional cost. The quality of the images would be verified by the custodial repository of NAI or its authorized representatives before release of payment.
18. Any sub-standard or defective digital Image / formats shall have to be replaced without any extra cost. The decision of NAI in this regard will be final. It may be ensured that the digital images are as per technical standards.
19. The documents of NAI to be digitized are of archival importance and due care in handling of these documents by operators has to be ensured. Any loss or damage of the documents supplied for digitizing may result in cancellation of the contract and the forfeiture of Performance Security.
20. File naming: The firms should follow a standard naming convention for saved scans and its metadata. Each title should be contained in a separate folder labelled by

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NAI #. Within each title level folder (labelled as the NAI#), there should be one TIFF folder, One JPEG folder and one PDF / A file folder with identical files, except for folder the extensions. Further, the file naming convention shall be discussed by NAI team with the selected firms before starting the digitization of the records.

21. Quality control checklist:

Firm/s has to perform quality checking of every digitized image pages before submitting to NAI. The selected firms will have to ensure compliance to the following minimum checklist of quality control of scanned files/images before sharing the same for the testing to be done by NAI. Please note that this is an indicative checklist and may be updated by NAI as when needed:

- i. Master digital image is a faithful representation of the original
- ii. File name is correct.
- iii. File format is correct.
- iv. Bit depth is correct. See: file, properties, details.
- v. Image is correct size/resolution in long dimension.
- vi. Image is not skewed or off centered.
- vii. Image has clean edges, clear contrast, and legible text.
- viii. No broken figures (illustrations, maps, etc.).
- ix. No moiré patterns (wavy lines or swirls, usually found in areas where there are repeated patterns).
- x. No presence of digital artefacts (such as very regular, straight lines across picture).
- xi. No pixellation (individual pixels are apparent to the naked eye).
- xii. Not too light or too dark.
- xiii. No loss of detail in highlight or shadows.
- xiv. No errors in OCR.
- xv. Check for accuracy and completeness of metadata for the respective record/image/manuscript/paintings, etc.
- xvi. Spell check of the captured metadata.

22. The digital images are to be supplied in below mentioned standard of TIFF, JPEG and PDF/A Format in HDDs or optical disk as decided by NAI along with Metadata in XML or CSV format with the pages collated as per the original sequence and page integrity should be maintained. Firms shall also provide the Quality Check file in CSV format and for each document a Thumbnail image file. Before handing over the digitized records to the NAI, Quality compliance and assurance should be ensure by the firm/s. The output of the images should be original size of documents. If the images are not found as per the terms and conditions of the contract, the NAI will have the right to terminate the contract and forfeit the Performance Security.

Technical standards of TIFF, JPEG & PDF Images**:

- i. TIFF v6.0 LZW Compression (ISO 12234-2:2001)
- ii. JPEG v1.02 (ISO DIS 10918-1 / ISO/IEC 10918-5:2013)
- iii. Searchable PDF / A (ISO 19005:1 / ISO 19005-1:2005)

**

- Any updation in above mentioned ISO standards will be duly considered.

Sanjay Mohan 39

- All files should be able to pass JHOVE format validation as valid and well-formed.
- The thumbnail sizes of the images are to be provided to be viewed on computer screen or mobile application.

Along with image file, the firms should also provide an ASCII (txt) file containing all metadata for a given scan.

23. Access to digitized files/records:

- All the digitized files/records should be made accessible from the NAI portal 'www.abhilekh-patal.in'. The successful firm/s will have to import the scanned images/files and metadata into the AbhilekhPatal portal. Please note that only PDF/A file shall be imported into the database of AbhilekhPatal portal, whereas, the access to the TIFF and JPEG files needs to be made available for NAI by the selected firms through the web based application. Also, this application should facilitate to add the desired metadata in future as and when required by NAI.
- Please note that the user acceptance testing will be done based on the data being searched and viewed through the NAI portal 'AbhilekhPatal' and the web application to be made available by the selected firms.

24. Working Hours:

Normal working hours of the National Archives is from 9.30 AM to 6.00 PM (Monday-Friday). If the work involves extended hours and additional working days, that may be indicated clearly along with the number of staff proposed to be deployed at various levels. In that case permission to work on Saturdays may also be considered.

16. Timelines & Deliverables

16.1 Timeline:

Project Duration is three (03) years from the date of issuance of Letter of Award (LoA). The project is extendable on grounds found justified by NAI or based on mutually agreed terms and conditions. The progress of work shall be periodically reviewed and assessed.

16.2 Deliverables:

Digitization of at least Four and a half crore pages, within a period of three years as per standards mentioned in Scope of Work section. Target per month is 12.5 lakh pages (approximately) at NAI, New Delhi and (in the first year) followed, thereafter, of those in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry.

17. Payment Terms

- Payment will be made to the firm/s on monthly basis for all end to end completed and delivered components as per the details and accepted by the custodial repository of the NAI or its authorized representatives after checking quality compliance of the digitized images/metadata.

Signature 40

- b. Monthly progress of work undertaken is to be provided to the DG, NAI on the last Wednesday of every month. Release of payment would be subject to verification of uploading of digitized material on www.abhilekh-Patal.in, search portal of NAI.
- c. No advance payment whatsoever will be made to the firm/s.

Note:

- i. GST shall be paid at prevailing rate at the time of billing
- ii. Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the firm/s.

18. Service Level Agreement (SLA)& Penalties

- a. *SLA for Digitization services:*
 - i. Images digitized shall be verified by NAI or its authorized representatives. The digitized images shall be compared with reference to the original document.

Sr.	Service	Penalty in case of default
1	For every image improperly scanned	50% of the per page cost

It shall be the responsibility of the successful firm/s to rescan, index and upload all such improperly digitized images. The firm shall not be paid any amount for re- digitization of documents.

There shall again be a comparison of such images by the authority concerned and non-conformance found would be levied to penalty as mentioned above and their digitization would have to be done free of cost by the successful firm/s.

For instance, if the successful firms quotes Rs.X per image and has digitized a total of 100 images. If 10 images have been found to be improper, then the penalty would be $10 * 50%$ of X. Thus the payment to the firms would be calculated based on: $90X - 10 * 50%$ of X – Other Applicable Penalties.

ii. *Start of services:*

In case of LOA being issued to the firms, the firm/s shall start the work for the same LOA within a maximum of 4 weeks of issuance of LOA. In case of failure to initiate the project in 4 weeks, penal provisions of 2% of the order value per week of delay shall be levied on the firms and same shall be deductible from the Firm/s' payment.

iii. *Quarterly Target:*

Sudhakar Mani

Time is of essence in this project. If the selected Firm/s fails to complete the quarterly target (Target per quarter –37.5 lakh pages (approx.) within the quarter, then penalty at the rate of 2% (two percent) of the contract value for the quarter (excluding taxes) per fortnight will be deducted from the due payment of the firms or from the performance security / performance guarantee as the case may be. Concession will be given in cases where department identifies that the minimum quantity was not digitized because of parameters/factors beyond the control of the firms (e.g. Non-availability of electricity for a prolonged duration, physical files not handed over to the firm/s, etc.).

b. Penalties:

- i. The Penalty shall be calculated and deducted from the immediate payment due.
- ii. All above mentioned penalties are exclusive to each other
- iii. The maximum penalty at any point of time and for any period should not exceed 20% of project cost as per the Commercial Bid submitted by the successful firms. If the penalty exceeds this amount, NAI has the right to terminate the contract. The project cost for this purpose shall be the rate quoted by the firms per image in the RFP multiplied by the estimated image volume mentioned in the work order.
- iv. Penalties shall not be levied on the successful firm/s in the following cases:
 - a. The non-compliance to the SLA has been solely due to reasons beyond the control of the firms.
 - b. There is a Force Majeure event affecting the SLA which is beyond the control of the successful firms.

19. Support to be provided by NAI

I. *Assistance and Exemptions:* Unless otherwise specified in the RFP, NAI shall use its best efforts to ensure that the Government shall:

- i.i Provide the Firms, and Personnel with work permits, sitting arrangements and such other documents, files etc. on time as shall be necessary to enable the Firms or Personnel to perform the digitization work
- i.ii Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Digitization work
- i.iii Provide to the Firm and personnel any such other assistance as may be specified in the RFP

II. *Change in the Applicable Law Related to Taxes and Duties:* If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Firms for providing the services i.e. GST tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Firms in performing the Digitization work, then the remuneration and reimbursable expenses otherwise payable to the Firms under this Contract shall be increased or decreased accordingly.

Subul Mehta

III. *Payment*: In consideration of the digitization work performed by the Firms under this Contract, NAI shall make to the Firms such payments and in such manner as provided in this RFP.

20. Limitations of Liability

In case of a default on firms' part or other liability, NAI shall be entitled to recover damages from the selected firm/s. In each such instance, regardless of the basis on which NAI is entitled to claim damages from the selected firm/s (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), selected firm/s shall be liable for no more than:

- i. Payment referred to in the Patents and Copyrights clause.
- ii. Liability for bodily injury (including death) or damage to real property and tangible personal property limited to that cause by the Contractor's negligence.
- iii. As to any other actual damage arising in any situation involving non-performance by Contractor pursuant to or in any way related to the subject of this Agreement, the charge paid by NAI for the individual product or Service that is the subject of the Claim. However, the contractor shall not be liable for any indirect, consequential loss or damage, lost profits, third party loss or damage to property or loss of or damage to data.
- iv. For any direct loss or damage that exceeds the total payment for Contract Price made or expected to be made to the Contractor hereunder.
- v. Subject to the above, the aggregate liability of the Firm, under this Contract, regardless of the form of claim shall not exceed 20% of the contract value.

21. Confidentiality

Selected Firm/s is required to exercise the utmost discretion in all matters relating to the Contract. Unless required in connection with the performance of the Contract or expressly authorised in writing by NAI, the Firm/s shall not disclose at any time to any third party any information which has not been made public and which is known to the Firm by reason of its association with NAI. The Firm/s shall not, at any time, use such information to any private advantage. These obligations do not lapse upon any completion, expiration, cancellation or termination of the Contract/ Purchase Order.

22. Termination

NAI may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days' written notice of default sent to the selected firm/s, terminate the order in whole or in part. If the firm/s materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by NAI in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from NAI. If the project is not carried out according to specification due to deficiency in service as per terms of the contract. In such case NAI will invoke the amount held back from the selected firms as PBG.

Excess work done

23. Force Majeure

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, war, flood, earthquake, strikes, lockouts, fire, outbreak of pandemic, epidemics, riots, civil commotions, etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party effected thereby shall give notice in writing to the other party. Such notices are to be given within 15 days of occurrence / cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

24. Arbitration

All the disputes or differences arising between the Parties out of or relating to the Terms & Conditions of Tender and/or subsequent agreement or breach thereof shall be settled by the sole Arbitrator who may be appointed with the consent of both the parties in accordance with the provisions of Arbitration and Conciliation Act, 1966 and any statutory modification or re-enactment thereof. The place of Arbitration shall be New Delhi. The decision of the Arbitrator shall be final and binding upon both the parties. The expenses of the Arbitrator as determined by the Arbitrator shall be shared equally by the Parties. However, the expenses incurred by each Party in connection with the preparation, presentation shall be borne by the Party itself. Arbitration award shall be in writing and shall state the reasons for the award.

25. Instruction for Online Bid Submission:

The firms are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the firms in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

A. REGISTRATION:

- 1) Firms are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online firms Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the firms will be required to choose a unique username and assign a password for their accounts.
- 3) Firms are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the firms will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

Chaitan Mohan

5) Only one valid DSC should be registered by a firm. Please note that the firms are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Firms then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

B. SEARCHING FOR TENDER DOCUMENTS:

1) There are various search options built in the CPP Portal, to facilitate firms to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the firms may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the firms have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the firms through SMS / email in case there is any corrigendum issued to the tender document.

3) The firms should make a note of the unique Tender ID assigned to each, in case they want to obtain any clarification / help from the Helpdesk.

C. PREPARATION OF BIDS:

1) Firms should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Firms, should get ready in advance, the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned in 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the firms. Firms can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Firms to ease the uploading process. If Firms has uploaded their Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

D. SUBMISSION OF BIDS:

Satish Mohan

- 1) Firms should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Firms will be responsible for any delay due to other issues.
- 2) The firms have to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Firms have to select the payment option as "offline" to submit EMD as applicable and enter details of the instrument.
- 4) Firms should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Firms are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the firms. Firms are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the firms). No other cells should be changed. Once the details have been completed, the firms should save it and submit it online without changing the filename. If the BoQ file is found to be modified by the firms, the bid will be rejected.
- 6) The server time (which is displayed on the firms' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the firms, opening of bids etc. The firms should follow this time during bid submission.
- 7) All the documents being submitted by the firms would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

E. ASSISTANCE TO FIRMS:

Sudesh Maheshwari 46

Form 1: Compliance Sheet for Pre-qualification Proposal

Sr. No.	Basic Requirements	Documents Required	Compliance (Yes/No)	Reference and Page No.
1	Letter of Proposal	As per Form-3		
2	Tender Fees	Payment Confirmation screenshot from the Portal		
3	EMD	Scanned copy of EMD to be uploaded and physical original of Demand Draft / Banker's Cheque / Bank Guarantee		
4	Particulars of the Firms	As per Form-2		
5	Legal Entity	Copy of Certificate of Incorporation; and Copy of GST Registration Certificate		
6	Sales Turnover	Extracts from the audited Balance sheet and Profit & Loss; AND/OR Certificate from the statutory auditor/CA		
7	Firms Experience/ Capability	Citation, as per RFP specified template Work Order/Agreement Copy of Completion Certificate/ Performance Certificate/ Audit Report are to be submitted.		
8	Manpower Strength	Self Certification by the authorized signatory or Head of HR Department		
9	Non Blacklisting Declaration	A Self Certification as per the RFP specified format		
10	Power of Attorney/Letter of Authorization	Power of Attorney/Letter of Authorization		

Chitra Mohan

Form 2: Particulars of the Firms

Sl. No.	Information Sought	Details to be Furnished	Reference and Page No.
1	Name and address of the bidding Company/Firm		
2	Incorporation status of the Company/Firm (public limited / private limited/LLP etc.)		
3	Year of Establishment		
4	Date of Registration		
5	ROC Reference No.		
6	Details of company registration		
7	Details of registration with appropriate authorities for GST		
8	Name, Address, email, Phone nos. and Mobile Number of Contact Person		

Sudhakar

Form 3: Letter of Proposal

(On the Letterhead of the Company)

Date,
Place

To,
The Director General
National Archives of India (NAI)
Janpath, New Delhi -110001

Subject: Submission of the Prequalification and Technical bid for <provide name of the assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide Digitization of at least 4.5crore pages to National Archives of India (NAI) on <provide name of the engagement> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Prequalification and Technical bid.

We hereby declare that all the information and statements made in this Pre-qualification and Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Digitization work related to the assignment not later than the date to be indicated in LoI/LoA.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

..... Name of the Firms
..... Signature of the Authorized Signatory
..... Name of the Authorized Signatory
Place: _____ Date: _____ Seal: _____



Form 4: Declaration of Non Blacklisting

(on non-judicial stamp paper of Rs.100/- or on the Letterhead of the Company)

I _____ Proprietor/Director/Partner/Authorised Signatory of the company/firm M/s _____ do hereby solemnly affirm that our firm M/s _____ has not been currently blacklisted by any Central or State Government Organization or PSU or other public funded government institution and has not faced forfeiture of EMD/ PBG by any organization/ institution during the past three years.

..... Name of the Firms
..... Signature of the Authorized Signatory
..... Name of the Authorized Signatory
Place: _____ Date: _____

Chug malle onore

Form 5: Turnover Format

Turnover from digitization of archival records in the last three audited financial years (in INR Lakhs):

FY (16-17)	FY (17-18)	FY (18-19)	Average

Signature of Authorised Signatory: Seal:
Full Name:
Address:

Signature of CA with Registration No:

[Handwritten signature]

Form 6: Citation

Assignment Name	
Name & address (including contact details) of the client	
No. of Staff-weeks; duration of assignment	
Scope of Work	
Start Date and Completion Date (Month/ Year)	
Fees/Value of Services (in Indian Rs.)	
Supporting Documents	Yes/No Page No-

Note: Please add supporting documents (i.e. Lol/LoA, Completion Certificate, Performance Certificate etc.) against each of the assignment.

S. H. M. S.

Form 7: Performance Bank Guarantee (Draft Format):**Format for Performance Bank Guarantee
(Hard copy required post contract is awarded)**

Ref: __

Date: -----

Bank Guarantee No.:

To,

National Archives of India,
Janpath, New Delhi, Delhi 110011

Dear Sir,

PERFORMANCE BANK GUARANTEE for "The Digitization of Four and a Half crore pages in three year available at National Archives of India, Janpath, New Delhi – 110001".

WHEREAS

M/s. (name of Successful Firms), a company registered under the Companies Act, 1956, having its registered and corporate office at (address of the Successful Firms), (hereinafter referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated (hereinafter, referred to as "Contract") with you for **"The Digitization Four and a Half crore pages in one year available at National Archives of India, Janpath, New Delhi –110001"**.

We are aware of the fact that as per the terms of the Contract, M/s. (name of Successful Firms) is required to furnish an unconditional and irrevocable Bank Guarantee in your favour for an amount of 10% of the Total Contract Value, and guarantee the due performance by our constituent as per the Contract and do hereby agree and undertake to pay any and all amount due and payable under this bank guarantee, as security against breach/ default of the said Contract by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach / default of the said Contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding..... <in words>without any demur or protest.



Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Performance Bank Guarantee shall continue and shall remain in full force and effect hold good until, subject to the terms and conditions in the said Contract.

We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Contract until

We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights:

- i. Requiring to pursue legal remedies against the Department; and
- ii. For notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained here in above, our liability under this Performance Guarantee is restricted to 10% of the Contract Value, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

Shubhendra Kumar

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association / Constitution of our bank and the undersigned is / are the recipient of authority by express delegation of power/s and has/ have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

This Performance Bank Guarantee shall be valid only till

We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated this day 2020.

Yoursfaithfully,

For and on behalf of theBank,

(Signature)

Designation

(Address of the Bank)

Note: This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence in the matter.



Note: In case of additional order, separate Performance Bank Guarantee will have to be submitted/deposited by the selected firms.

Handwritten signature

Form 8: Compliance Sheet for Technical Proposal

Sr. No.	Criteria	Supporting Documents	Firms Response	Reference & Page No.
1	Years of Operation in India	Work Order/Agreement and/or Copy of Completion Certificate/ Performance Certificate/ Audit Report clearly stating the start date of the assignment/audit Copy of Certificate of Incorporation		
2	Turnover	Extracts from the audited Balance sheet and Profit & Loss; AND/OR Certificate from the statutory auditor/CA		
3	Firms Experience / Capability	Citation, as per RFP specified template Work Order/ Agreement Copy of Completion Certificate/ Performance Certificate/ Audit Report are to be submitted.		
4	Tools & Machines	Self Certification by the authorized signatory along with documentary evidences like work orders, purchase orders of hardware and their invoices		

Subject matter complete

5	Quality & Security Certification	Copy of valid ISO 9001:2015 & ISO/IEC 27001:2013 certificates		
6	Manpower Strength	Self Certification by the authorized signatory or Head of HR Department		
7	Approach & Methodology			

Form 9: Proposed Approach & Methodology

Approach, methodology and work plan are key components of the Proposal. You are suggested to present Approach and Methodology divided into the following sections:

Understanding of the project
 Technical Approach and Methodology

Approach and Methodology:

You should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.



Form 10: Proposed Work Schedule & Project Plan

In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Purchaser), and delivery dates of the reports.

The proposed work plan should be consistent with the approach and methodology, showing understanding of the Scope of Work/TOR and ability to translate them into a feasible working plan.

Form 11: Tender Acceptance Letter

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

Sudhakar Singh

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Firms, with Official Seal)

Form 12: Team Composition and their Availability

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical staff.

Name of Staff with Qualification and Experience	Area of Expertise	Position Assigned	Task Assigned	Time Committed for the Engagement

Form 13: Curriculum Vitae (CV) of Key Personnel

Chandrasekhar

Name of Firm:

Position in the Firm:

Name of Staff:

Date of Birth:

Date of Joining:

Total No. of years of experience:

Total No. of years with the firm:

Nationality:

Education & Certification:

Duration From (MMM- YYYY) –To (MMM- YYYY)	Name of Institution/ College/ Affiliated University	Degree/ Diploma/ Certification with Specialization details

Membership of Professional Associations/ Trainings:

Countries of Work Experience:

Languages:

Language	Speaking	Reading	Writing

Employment Record:

Firm	From –To Date	Designation / Role	Location

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Singh Mahesh

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Value of Project:

Activities performed:

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Value of Project:

Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Signature of staff member or authorized signatory of the firm:

Note: Submission of proposed Supervisor Resume is mandatory

Handwritten signature

Form 14: Format of Financial Proposal

Description of work	Rate per page (excluding GST)
Digitization of documents as per Scope of Work	

Note:

- i. GST shall be paid at prevailing rate at the time of billing
- ii. Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.

Handwritten signature