



**Draft Tender Notice
F. No. 40/2/2021-Rep R
Government of India
National Archives of India
Janpath, New Delhi-110001
e-mail-archives@nic.in**

Director General of Archives invites e-Tenders/Quotations under "Two Bids System" Technical & Financial Bid for the following Project in National Archives of India **on CPPP**.

Outsourcing of preparation of digital images along with the web based tool for 13281 microfilms and uploading on our search portal namely Abhilekh patal in NAI.

S. No.	Requirement of the technical Bid
1.	TIFF
2.	JPEG 2000
3.	PDF A Searchable
4.	Watermark

The sample images meeting the above parameters may be submitted in DVDs for technical evaluation of quality of images.

The Director General of Archives will receive the quotations up to **21-07-2022 at 5.00 PM.**

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NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI -110001

Invitation of quotations for a project of Preparation of Digital images of 6000 microfilms (excluding the duplicate ones) acquired from CSL and 7281 microfilms acquired from India Office Library Records London and British Library in National Archives of India, Janpath, New Delhi-110001. These 6000 rolls acquired from CSL pertain to microfilms in 14 various Indian languages like **Gujrati, English, Hindi, Kannada, Malyalam Marathi, Punjabi, Snnskrit, Sindhi, Tamil, Telgu, Urdu, Bengali, Konkani** which are mostly in print.

Important Dates:

S. No.	SCHEDULE	TIME AND DATE
1.	Date of Publication of Tender and Time	21-06-2022 at 2.30 PM
2.	Bid Document Download Start Date and Time	21-06-2022 at 2.30 PM
3.	Clarification Start Date and Time	21-06-2022 at 02.30 PM
4.	Clarification End Date and Time	30-06-2022 at 12.30 PM
5.	Bid clarification by NAI	06-07-2022 at 03.00 PM
6.	Bid Submission Start Date and Time	21-06-2022 at 2.30 PM
7.	Bid Submission End Date and Time	21-07-2022 at 5.00 PM
8.	Bid Opening Date and Time	26-07-2022 at 12.00 PM
9.	Technical Presentation (Maximum Duration: 20 minutes. Hard Copy of the presentation to be given to the NAI technical evaluation team)	To be informed later on after evaluation of Technical bids.
10.	Test of scanning from the microfilm roll provided by NAI team in NAI premises on the Microfilm scanner and computers of the bidder in front of technical evaluation team of NAI.	To be informed later on after evaluation of Technical bids.
11.	Financial Bid opening date and time (Responsive bid representative/s only attend)	The date of opening of Financial Bid will be intimated to the technically successful

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		Bidders later on
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Eligibility Criteria

1. Only the reputed and highly experienced Service Bureaus / agencies who have good infrastructure, have adequate and sound knowledge of digitization techniques according to the International Standards and capable to undertake digitization work for longer duration and possess at least 5 years experience work, would be eligible **to submit the quotations along with proof of work.** A self certificate to this effect need to be submitted along with the quotation.
2. All service bureau/agencies must provide a detailed profile of their firm. The company should be registered in India and the registration number of the firm along with the GST/PAN No. allotted by the concerned Authorities should invariably be indicated in the quotations(s).
3. A list of the clients/organization(s) where similar nature of work has been conducted should be furnished indicating the name, address of the organization and the name of the contact person. The number of years of relation with the client(s)/organization(s) may also be attached.
4. **The Company should start the job of preparation of digital images within 20 days from the date of signing the Agreement or else the EMD deposited by the Company will be forfeited.**

1. PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

1. A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria.

S. No.	Basic Requirement	Specific Requirements	Documents Required
Mandatory Qualification Criteria for both the Packages			
1.	Legal Entity	The bidder should be a company registered under Indian Companies Act 1956 OR A partnership firm registered under Indian Partnership Act, 1932. OR A Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 2008 OR A Proprietorship firm registered under the	Copy of Certificates of incorporation / Certificate of Registration

		Indian Shops & Commercial Establishments Act, 1958 or a similar Act of any other State/ Union, as applicable	
2.	Financial: Net Worth	The net worth of the bidder as per the last published balance sheet on 31-03-2021 should be Positive.	CA Certificate with CA's Registration Number/ Seal
3.	Tax registration and clearance	The bidder should have a registered number of 1. GST where his business is located 2. Pan Number	<ul style="list-style-type: none"> • Copies of PAN • GST registration Certificate/ Number
4.	Mandatory Undertaking	<p>Bidder should: -</p> <p>a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</p> <p>b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>c) not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Comply with the code of integrity as specified in the bidding document.</p>	A Self Certified letter as per Annexure-4: Self-Declaration

5.	Financial: Turnover from	Annual Average Turnover of the bidder from Digitization work for the last three financial years i.e. from 2018-19 to 2020-21 as per the last published audited balance sheets) should be at least 25 crores (Twenty five Crore)	CA Certificate with CA's Registration Number/ Seal
6.	Technical Capability	<p>The bidder must have successfully completed relevant projects/works of any Central Government Department/ State Government Department /PSU / Govt. Undertakings in India during last five years ending last day of month previous to the one in which bids are invited should be either of the following:</p> <p>One similar completed project/work costing not less than the amount equal to 3 crores OR</p> <p>Two similar completed projects/workscosting not less than the amount equal 2 crore OR</p> <p>Three similar completed projects/works costing not less than the amount equal to 1 crore each</p>	<p>Work Order / Work Completion/Phase Completion/Under Execution Certificates from the client</p> <p>Bidder should submit project references for each project as per Annexure-7 and (Certified by the Statutory Auditor/CA)</p>
7.	Scanning equipment	<p>The Microfilm scanner should be a high-volume microfilm scanner that should provide the highest resolution images in the series through the use of a 12-bit camera with 12288 pixel array and precision lens.</p> <p>The Microfilm scanners should have advanced optics and camera system with unrivalled tonality, depth of field and resolution with exceptional image clarity.</p> <p>Bidders should have at least 5 Microfilm scanners in their inventory.</p>	Invoice copy to be submitted as proof at the time of bid submission.

8.	Certification	ISO 9001:2015, ISO/IEC 27001:2013, Privacy+, PMP, CMMI/3	Copy of valid quality/security certificates
9.	Financial: Turnover	Annual Average Turnover of the bidder from microfilm scanning work for the last three financial years i.e. from 2018-19 to 2020-21 (as per the last published audited balance sheets), should be at least Rs. 3 Cr. (Three Crore)	CA Certificate with CA's Registration Number/ Seal

2. SCOPE OF WORK, DELIVERABLES & TIMELINES

The objective of the RFP is to select Agency(s) specialized in microfilm scanning of master or second generation microfilms as per the below specifications.

1. SCOPE OF WORK

- High quality 300-600 dpi greyscale tiff images for each page
- Work report for each microfilm reel

Source Material

The source material is master negative microfilm reels, or second generation copies where available.. The microfilm will be of a suitable quality to ensure high quality digital images. This will be assessed by the bidder once the microfilm has been made available and before digitisation takes place. If the microfilm is not of suitable quality the bidder will contact NAI to obtain advice on how to proceed.

The order of titles for digitisation will be defined by NAI. The order of work, including title, and date period will be conveyed to the bidder. The bidder must consider each new title requested and discuss the viability of the title with NAI before commencing work. Information on the number of reels within a title, and the quality of the microfilm must be provided to NAI before work commences.

Preparation and Handling of Microfilm

The microfilm will be handled appropriately as outlined below:

- wear clean white cotton gloves or equivalent when handling film to avoid scratching
- only touch the edges of the film
- use winders to wind or re-wind the film
- wind or re-wind film gently and slowly

In addition microfilm should be in good condition before scanning. To assist removal of dust the rollers on the scanner will be regularly cleaned as the microfilm is digitised.

Work Report

The bidder must return to NAI an electronic Work Report for each completed microfilm reel. The Work Report will provide information about the reel; sequence numbers used. The bidder may also identify in the Work Report any anomalies or irregularities regarding the content of the microfilm reel.

Quality Assurance

The bidder will quality assure work before it is sent to NAI.

It is a requirement that:

- 100% of files are named accurately
- 100% of files meet file format
- 100% of files meet file naming specification
- 100% of images meet imaging specification
- 100% of the delivery media is readable.

NAI will perform quality checks on all scanned material as follows:

- confirmation of correct filenames
- confirmation of image pairs and size
- images in original sequence, and meet image specifications, including frame split,
- cropping, deskew, rotate, despeckle
- .xls work report is present.

If NAI identifies images which do not meet the work specification the bidder must re-work the individual images or the entire reel as appropriate. Acceptance of work by NAI will be a pre-requisite for payment.

Maintenance of Equipment

The bidder must keep relevant equipment well maintained and serviced, and be able to show a record of this. Maintenance of equipment may affect image output or quality so significant equipment maintenance activities should be recorded in relevant Work Reports.

Digital Image Output

General:

- Microfilm will be assessed by the bidder before digitization takes place to ensure that it is suitable for digitization
- All frames on the microfilm reel are to be captured, saved and supplied to the Reprography, including blank pages and missing issue/page targets, with the exception of microfilm start and end reel targets.
- **One digital image should represent one page. (In many cases the microfilm will have 2 pages per frame which will need to be split into 2 digital images).**
- A raw grayscale tiff image is to be supplied for each page.
- Some image manipulation is to take place such as cropping, de-skew, rotation to reading view, and enhancement of bi-tonal files.
- Image manipulation is to be automated wherever possible within the scanning software e.g. auto-frame split, crop, rotate, de-skew, de-speckle.
- No image manipulation is to take place manually or using image manipulation programs other than the agreed scanning software without the prior agreement of NAI.
- Any discrepancies in page numbers, missing pages, or queries/comments about the reel can be noted in the Work Report.

Filenames and Directories

- The bidder is to assign filenames for digital images and deliver these in an arrangement of directories as outlined below.
- All file names will be unique.
- The sequence numbering should be continued from the end of one reel to the start of the next reel for each individual title, so that all file names are unique for a title.
- Files will be named sequentially in the order they appear on the microfilm.
- Targets are to be treated as pages and will be named accordingly, except the microfilm start and end targets which are to be ignored.

2. ROLES AND RESPONSIBILITIES

2.1. Responsibilities of the User Department -

- I. To identify and appoint senior level nodal officers (s) and nodal team for facilitating successful project execution and decide quality of microfilm scanning in consultation with successful bidder.
- II. Provide selected bidder/ system integrator access to premises of its Department

- III. NAI in consultation with the concerned Department's Nodal officer will issue a work order for the volume of the work of the specified Department. The volume of work is to be confirmed by the respective Department /Nodal officers.
- IV. Approve the plan, prepared by the successful bidder for execution of work, verify the test scanning work, monitor the work of vendor on daily basis and provide support to selected bidder in finalizing the metadata, approval mechanism of digitized/scanned documents etc.
- V. Providing office space for the microfilm scanning work and provide the internet connectivity raw power and infrastructure (Table, Chair, etc.) at all the offices where scanning is to be performed to the selected bidder.
- VI. Physical security (e.g. Provide closed storage for files, etc.) of the documents while in possession of the selected bidder.
- VII. The concerned departments are required to configure their LANs so as to access the DMS at NAI.
- VIII. Conduct periodic meetings with the System Integrator and monitor the progress of the project
- IX. Highlight/ escalate the issues/ risks in the project and resolve and mitigate the issues/ risks
- X. Review and approve project deliverables in consultation with NAI as per the RFP.
- XI. User Department will verify the work completed by the bidder on daily/regular basis and submit the verification report to NAI for releasing of payment to vendor as per payment terms.
- XII. If department requires any language expert/specially skilled manpower for digitization/microfilm scanning project then department will select language expert/specially skilled manpower and send their recommendation to NAI for hiring of that language expert/specially skilled manpower under the department's project funds available with NAI.**

3. PROJECT DELIVERABLES, MILESTONES & TIME SCHEDULE:

The selected bidder is expected to carry out all work as specified above, under scope of work. The selected bidder is expected to carry out all ground work for implementation including documentation, coordination with user department and other stakeholders of the project, site survey, etc. These reports or deliverables are to be submitted timely by selected bidder to user department/NAI to ensure timely and smooth execution of the project. Certain key deliverables are identified for each of the parts/stages, which are mentioned hereunder. However, selected bidder has to prepare and submit day to day work progress report through online workflow management system (WMS) software and also provide any

required information in form of reports in excel sheet and document, as desired by user department related to the project.

- a. The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the selected bidders shall arrange supplies and provide the required services within the specified period.
- b. It should be noted that, any delay in the stipulated timelines, shall attract Liquidated Damages (LD) to the selected bidder as per the details mentioned in the subsequent sections of this bidding document.

3. Contract Documents:

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

1. Interpretation:

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

2. Language

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected bidder and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.

b) The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

3. Joint Venture, Consortium or Association

Consortium of firms is not eligible to bid. Further, the selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.

4. Service of Notice, Documents & Orders

a) A notice, document or order shall be deemed to be served on any individual by -

- a. delivering it to the person personally; or
- b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;
- c. on a body corporate by leaving it at, or sending it by post to, the registered office of the body corporate.

b) When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the document, notice or order, as the case may be.

5. Supplier's/ Selected Bidder's Responsibilities:

The Supplier/ Selected Bidder shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or work order.

6. Purchaser's Responsibilities

a) Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.

b) The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.

7. Contract Price

a) The Rate Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.

b) Prices charged by the Supplier/ Selected Bidder for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.

8. Recoveries from Supplier/ Selected Bidder

- a) Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills or Performance Security Deposit (as the case may be).
- b) The Purchase Officer shall withhold amount to the extent of short supply, broken/ damaged or for rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and Bid Security available with the department.
- c) The balance, if any, shall be demanded from the Supplier/ Selected Bidder and when recovery is not possible, the Purchase Officer shall take recourse to law in force.

9. Taxes & Duties

- a) The TDS, GST, etc., if applicable, shall be deducted at source/ paid by NAI as per prevailing rates.
- b) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent.

10. Confidential Information

- a) The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

11. Specifications and Standards

- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the tender form and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the article supplied conforms to the specifications shall be final and binding on the supplier/ selected bidder.
- b) Technical Specifications and Drawings
 - i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
 - ii. The Supplier/ Selected Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof

provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

- iii. The goods and related services supplied under the Contract for execution of work order shall conform to the standards mentioned in work order and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the work order. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

12. Delivery period & Extent of Quantity – Repeat Orders

- a) The time specified for delivery shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.
- b) The selected bidder shall arrange supplies within the stipulated time period.
- c) If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bidding document. If the bidder fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.

13. Settlement of Disputes

Any dispute arising out of the contract shall be settled as per the provisions of Arbitration and Conciliation Act, 1996.

14. Patent Indemnity

- a) The supplier/ selected bidder shall, subject to the Purchaser's compliance with sub- clause (b) below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or

other intellectual property right registered or otherwise existing at the date of the Contract by reason of: -

- i. the supply of the Goods by the supplier/ selected bidder or the use of the Goods in the country where the Site is located; and
- ii. the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the supplier/ selected bidder, pursuant to the Contract.

- b) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the supplier/ selected bidder a notice thereof, and the supplier/ selected bidder may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- c) If the supplier/ selected bidder fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- d) The Purchaser shall, at the supplier's/ selected bidder's request, afford all available assistance to the supplier/ selected bidder in conducting such proceedings or claim, and shall be reimbursed by the supplier/ selected bidder for all reasonable expenses incurred in so doing.
- e) The Purchaser shall indemnify and hold harmless the supplier/ selected bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the supplier/ selected bidder may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

15. Force Majeure

- a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the NAI in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by NAI, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e) In case a Force Majeure situation occurs with NAI, NAI may take the case with the supplier/ selected bidder on similar lines.
NAI may at any time terminate the Contract by giving a written notice of at least 30 days to the supplier/ selected bidder, if the supplier/ selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to NAI.

6 SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

- ii) All payments would be made on actual basis only.
- iii) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing the services and goods delivered along with required documents pursuant to general conditions of the contract and upon fulfillment of all the obligations stipulated in the Contract.
- iv) Due payments shall be made promptly by the purchaser, generally within sixty (60) days after submission of an invoice or request for payment by the supplier/ selected bidder, and the purchaser has accepted it.
- v) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- vi) All remittance charges will be borne by the supplier/ selected bidder.
- vii) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.

- viii) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- ix) Any penalties and/or liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective deliverables.
- x) Taxes, as applicable, will be deducted/paid as per the prevalent rules and regulations.

A. Penalties

The scanned/digitized images shall be verified by the designated Nodal Officer of the concerned department. The scanned images shall be compared with reference to the original document. The selected bidder shall be penalized based on the evaluation of the accuracy of digitized data

- a) Data Accuracy-

Microfilm scanning

The penalty will be imposed on incorrect work performed by the selected bidder per frame as-

S. No.	Service Criteria	Penalty
1	Erroneous found is up to 5% of total frames	No penalty shall be imposed. The selected bidder shall rectify the erroneous with no extra payment.
2	Erroneous found is > 5% <= 10% of total frames	he entire microfilm scanning will be cancelled. The selected bidder shall rectify the erroneous with no extra payment. 2% of cost will be deducted from the payment
3	Erroneous found is > 10% <= 15% of total frames	he entire microfilm scanning will be cancelled. The selected bidder shall rectify the erroneous with no extra Payment. 5% of cost will be deducted from the payment
4	Erroneous found is > 15% <= 20% of total frames	he entire microfilm scanning will be cancelled. The selected bidder shall rectify all the erroneous with no extra payment. 10% of cost will be deducted from the payment

Note-

- If any frame not found properly visible, it will be considered as “Erroneous”.
- Accuracy of less than 80% will be considered as the Breach of the Contract and may lead to termination the contract as mentioned in the “Termination of contract” section.

- The maximum penalty at any point of time and for any period should not exceed 10% of data entry cost as per the Commercial Bid submitted by the bidder. If the error exceeds 20% of the total Data entry of legacy files/documents, NAI/concerned department reserves the right to terminate the contract.
- Under no circumstances shall the original documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to heavy penalty for the vendor (Rs. 500/- per document frame/image/page). Thus the selected bidder shall take utmost care of the digitized documents taken for microfilm scanning. The penalty shall be calculated and deducted from the immediate payment due of Data entry services cost.

The overall penalty at any point of time and for any period should not exceed 10% of total cost of that work order.

D. Change Requests/ Management

- i) An institutional mechanism will be set up for taking decisions regarding requests for changes. The Purchase Committee will set up a Change Control Committee with members from the procurement agency and the selected bidder. If it is unable to reach an agreement, the decision of the Purchase Committee will be final.
- ii) NAI may at any time, by a written order given to the bidder , make changes within the general scope of the Agreement in any one or more of the following: -
 - Designs, specifications, requirements which software or service to be provided under the Agreement are to be specifically developed and rendered for NAI.
 - The method of deployment, shipping or packing.
 - Schedule for Installation Acceptance.
 - The place of delivery and/or the services to be provided by the bidder.
- iii) The change request/ management procedure will follow the following steps: -
 - Identification and documentation of the need for the change - The information related to initiator, initiation date and details of change required and priority of the change will be documented by NAI.
 - Analysis and evaluation of the Change Request - Impact of the change in terms of the estimated effort, changed schedule, cost and the items impacted will be analyzed and documented by the bidder.
 - Approval or disapproval of the change request – NAI will approve or disapprove the change requested including the additional payments.
 - Implementation of the change – The change will be implemented in accordance to the agreed cost, effort, and schedule by the selected bidder.

- Verification of the change - The change will be verified by NAI on implementation of the change request.

ANNEXURE-1: TECHNICAL SPECIFICATIONS and STANDARDS

Note: All the specifications below are minimum specifications and higher specifications shall be used wherever necessary/required. Deviation on higher side shall only be considered and no extra weightage shall be awarded for such deviations.

a) Microfilm’s Technical Specifications-

Microfilm		Make & Model: (To be filled)	
S. No.	Parameter	Specification (Minimum Requirement)	Compliance (Y/N)
1	Microfilm Type	Master : <ul style="list-style-type: none"> • Width-35mm and Length 30.5m or more • silver-halide on a polyester base • LE-500 or equivalent • Kodak/Agfa/Image Link/Fuji/etc. 	Y
2	Resolution	Resolution chart must be exposed at the start and end of the roll	Y
3	Reduction Ratio	1/10 to 1/20	Y
4	Background Density Target	Normal Documents- 0.9-1.2 (ideal 1) Bad quality documents – within 0.8 to 1.4 As per ISO 6200:1999 Standards	Y
5	Gutter Space (Space	1 mm (minimum)	Y

	between two frames)		
6	Film Leader/Trailer	leader of no less than a 3 ft of film before the first target of the roll and no less than a 3 ft trailer after the last target of the roll of film.	Y
7	Residual chemical content	LE-500 films should contain no more than 0.007 mg of residual thiosulfate ion/residual hypo per square cm.	Y

Note- The bidder will provide undertaking for support of one year on its letterhead for replacement of any sub-standard or defective rolls or part thereof found within one year of execution of work to be replaced without any extra cost.

ANNEXURE - 2: PRE-BID QUERIES FORMAT

Name of the Company/Firm: _____

Bidding Document Fee Receipt No. _____ Dated _____ for Rs. _____/-

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

S. No.	RFP Page No.	RFP Rule No.	Rule Details	Query/ Suggestion/ Clarification

*Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .PDF).
Queries not submitted in the prescribed format will not be considered/ responded at all by the
procuring entity.*

ANNEXURE-3: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,

{Procuring entity},

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-4: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

_____,
In response to the NIB Ref. No. _____ dated _____ for {Project Title},
as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We
hereby declare that presently our Company/ firm _____, at the time of bidding: -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoI, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-5: CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}

To,

{Procuring Entity},

CERTIFICATE

This is to certify that, the specifications of Services / Items which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

Technical Requirement

The Approximately Digital image of **13281 microfilms** in National Archives of India are to be Digitized in **TIFF, JPEG2000 & PDF(A)** formats and supplied in three good quality branded DVDs/CDs separately in gray scale **and uploading on our search portal namely Abhilekh patal in NAI.**

1. Within a period of 2 years.
2. The microfilms should be digitized at minimum of **300-600** dpi in grey scale as per requirement. RAW images should be delivered in TIFF and JPEG 2000 format; Mono images should be delivered in Searchable PDF-A format (for machine printed languages only).
3. The PDF's should comply with the following specifications:
 - (i) PDF/A format (ISO 19005-1:2005/COR 2:2011) (For long term preservation)
 - (ii) The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT G4/JPEG compression for Lossless compression is a class of data compression that allows the original data to be perfectly reconstructed from the compressed data with no loss of information (in TIFF/JPEG 2000/PDF-A file format) for Mono/Grey scale images retaining Search ability, good view and print quality
 - (iii) In case of images with printed English text, the output PDF document should be searchable. Searchable PDF should be created in one single step by processing the input image file thus ensuring that no intermediatemanipulate on of content is possible.
4. **Image Enhancement Activities** - One of the Scanners owned by agency should have 105 x Zoom Lens and with Micro Opaque Scanning capability. Vendor should ensure that quality scanned images are enhanced up to the optimum level and required image enhancement activities like Deskew (To rotate ascanned image to compensate for skewing.), Despackle (that smoothes areas in which noise is noticeable while leaving complex areas untouched), contrast ratio setting etc. has been done on the documents. In case the microfilms are not legible it will be the bidders responsibility to scan the microfilm on high resolution i.e. 600 dpi or higher.
 - a. The bidder will use integrated software for scanning, digitizing workflow & document management System. Indexing of each image is of utmost importance and there should be not a single spelling mistake.
 - b. The software module so offered should have multiple access with security features on different rights of the users, with facility for updating of Information simply by right click of the user rights in the GUI. Three Tier

Architecture is a must for the Software for access of the digital images for the safety purposes.

- c. On the completion of the work, the bidder shall hand over the software and also the database to NAI which shall become the property of NAI for all intents and purposes.
- d. The digitized record should be web enabled for LAN / WAN and Remote Access of the authorized Users with digital signatures and auto water marking of images with NAI logo enabled. The web access should support at least one browser each Windows, Linux and Macintosh.
- e. Imparting of adequate training to the staff of NAI staff for (i) archival (ii) retrieval and (iii) printing.
- f. Those agencies whose technical bid will qualify in the other technical aspects will be intimated at a later date for giving the demonstration of web based retrieval tool to the technical committee of NAI.
- g. The Company should Digitize sufficient number of exposures per day to complete the work in one year. Necessary infrastructure like Scanner etc. for having the above project should be installed in NAI. And the company has to bring scanners & other equipments on their own. NAI will provide only the space, electricity & seating arrangement.
- h. Those agencies whose technical bid will qualify in the other technical aspects will be intimated at a later date for opening of financial bid .
- i. The Company should start the job of digitization work of microfilm within 30 days from the date of signing the Agreement or else the EMD deposited by the Company will be forfeited.
- j. Necessary space for installation of over head Scanners, and infrastructure forelectrical connection will be provided by National Archives of India.
- k. The microfilm to be digitized are of archival importance and due care in handling of this microfilm by operators has to be ensured. Any loss or damage of the microfilm supplied for digitizing may result to cancellation of the contract immediately and the security deposit will be forfeited.
- l. It will be the responsibility of the agency to take the microfilms from the Microfilm Repository of NAI, New Delhi for digitizing and after digitizing it should be restored in the same place from where it has been taken.
- m. While on the assignment, the firm will not make or retain any Digital images copy of the microfilm for any purpose whatsoever, except for submitting the Digital images to the NAI as per the terms of the job.
- n. No payment will be made for Digital images not found of satisfactory quality.
- o. The company should deploy professionally qualified supervisor who**

should check the digital images before the same is handed over to NAI for final checking.

- p. The rate quoted will have the validity of 36 months from the date of signing of the contract.**
- q. The Director General of National Archives does not bind himself with the L-1 and the decision of Director General of National Archives will be final.**
- r. Retrieval Solution**

A customized web based – Electronic Document Management software based on Internationally acceptable metadata elements has to be developed to meet the exact requirements of NAI. It should be integrated software for scanning, digitizing workflow & document management System along with the source code of the software

Bid Requirement

1. The Service bureau/agencies will have to submit the tenders in two parts viz. 'Technical bid' and 'Financial Bid' and uploaded accordingly.
2. **Technical Presentation: (Maximum Duration: 20 minutes. Hard Copy of the presentation to be given to the NAI technical evaluation team)**
3. **Test of scanning from the microfilm roll provided by NAI team in NAI premises on the Microfilm scanner and computers of the bidder in front of technical evaluation team of NAI. Date and time to be informed later on to the bidder after evaluation of Technical bids.**
4. The 'Technical Bid' should contain a DVDs of digital images of microfilm, for technical evaluation of quality of Digital images and performance of the Service Bureau. The following information should also be furnished along with the 'Digital images'.
 - a. Make of Scanner
 - b. Date of creation of Digital images
 - c. Digital images optical Resolution.
 - d. Digital images formats.
5. The agencies must submit a sample of similar scanned outputs on a DVD, qualifying the output criteria as detailed in the specifications. Financial bid will be opened of only those vendors who qualify the technical bid along with submission of proof of documents.
6. Proof of purchase of specified Hardware (minimum two microfilm scanners) should be attached.
7. Any form of Joint Venture, consortium or Sub-contracting is strictly not allowed.
- 8.

Earnest Money Deposit/Security Deposit

All quotation should be accompanied with an earnest money of Rs.1000000/- (Rupees ten lakh only) in the form of Bank Draft of a scheduled bank guaranteed by Reserve Bank of

India in favour of the "Director General, National Archives of India, Janpath, New Dehi-110001. Exemption from EMD will be admissible as per Government of India rules.

Preparation of Tender Document

a) First Cover

(Documents to be attached)

1. Technical Bid along with DVD of Digital images as mentioned above
2. Earnest Money Deposit
3. Experience certificates of the service bureau/agencies
4. Company profile along with registration number of the firm with GST and PAN no.
5. A list of the client(s) organization(s), where similar nature of work has been conducted, may be furnished indicating the name, address of the organization and the name of the contact person. The number of years of relation with the client(s)/organization(s) should also be mentioned.
6. Acceptance certificate on printed letter head to the effect that the service bureau/agencies agree to abide by the conditions of the tender document.

b. Second Cover: (Documents to be attached)

1. Financial Bid as per the enclosed format at **Annexure – 'A'**

Opening of Tenders

1. The 'Financial bid' will be opened only after the scrutiny of the 'Technical Bid' has been done and short listed.

Payment Terms

1. Payment will be made once in three month after obtaining a certificate from the Reprography Division about the satisfactory quality of digital images.
2. Digital images rejected fully/partially by NAI technical Officers will be re-done at Firms own cost If the company fails to deliver the Digital images as per condition laid down in technical condition, NAI will have the option to cancel the contract immediately and award the contract to other company.

Annexure-“ A”

Description of work	Rate per exposure(Two pages in one exposure including all taxes)	Remarks
Digital images of microfilm at 300-600 dpi (optical resolution) supplied in gray scale with retrieval tool i) TIFF FORMAT ii) JPEG 2000 FORMAT iii) PDF(A) format in DVDs	Rs.....Per Page	