



**F. No. 59-6/2018 CU**

**Government of India**

**Ministry of Culture**

**National Archives of India,**

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**Tender for the Digitization and Microfilming of two crore pages  
available at National Archives of India, Janpath, New Delhi**

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**Section I: Instruction to the Bidders**

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## TENDER DOCUMENT

Online Bids on e-procurement portal are invited under two cover system on behalf of Director General, National Archives of India, Janpath, New Delhi- 110001 for the "Digitization and Microfilming of two crore pages available at National Archives of India, Janpath, New Delhi-110001". **Manual bids shall not be accepted.**

### SECTION I: INSTRUCTION TO BIDDERS

**Background:** - The National Archives of India, to ensure longevity of documents in its custody, is preparing security microfilms of valuable records as a precautionary measure against loss by fire, flood, war and sabotage through an elaborate digitization / microfilming Programme which is being practiced over past many decades.

**Purpose of the proposal:** - Digitization and microfilming of 2.0 crore pages, available in **National Archives of India, Janpath, New Delhi** are proposed. The work flow of this proposed project is given below:-

- 1) Digitization
- 2) Microfilming

The National Archives of India invites e-tenders from experienced and competent bidders / vendors working in the field of Digitization and Microfilming of records to provide these services to NAI on outsourcing basis.

Tender documents may be downloaded from **NATIONAL ARCHIVES OF INDIA** website [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in Important DATE SHEET as under.

#### Important Dates-

Published Date	21/08/2018 9:30 A.M
Bid Document Download / Sale Start Date	21/08/2018 9:30 A.M
Clarification Start Date	21/08/2018 10:30 A.M
Clarification End Date	31/08/2018 12:30 P.M
Pre bid meeting	N/A
Bid Submission Start Date	21/08/2018 10:30 A.M

Bid Document Download / Sale End Date	11/09/2018 12:00 Noon
Bid Submission End Date	11/09/2018 12:00 Noon
Bid Opening Date	12/09/2018 03.00 P.M

\*Financial bids will be opened only of those firms who will qualify in the technical evaluation.

Tender value- Rs 10,000,0000/- (Rs. Ten crore) Approximate\*

\*The actual cost will come up after finalization of tender.

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

Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions for Online Bid Submission' for the e-submission of the bids online

The bidder shall be required to deposit the interest free refundable EMD of ₹ **20,00,000/-** (**₹ Twenty Lakh only**) in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi with a validity of 90 (Ninety) days.

Scanned copy of EMD should be unloaded and the physical original of **Demand Draft / Banker's Cheque / Bank Guarantee must be sent to** Director General, National Archives of India, New Delhi **-110001 in separate sealed envelopes Super-scribed as "EMD for Digitization and Microfilming of 2.0 Crore pages at NAI"**. Those registered with MSME, NSIC or SSI are exempted from furnishing the EMD

### Instruction for Online Bid Submission

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

### REGISTRATION

1) Bidders 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 bidder Enrollment" on the CPP Portal which is free of charge.

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2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders 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 bidders 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.

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

6) Bidder 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.

### **SEARCHING FOR TENDER DOCUMENTS**

1) There are various search options built in the CPP Portal, to facilitate bidders 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 bidders 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 bidders 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 bidders through SMS / email in case there is any corrigendum issued to the tender document.

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

### **PREPARATION OF BIDS**

1) Bidder 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 document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready 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 with 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 bidders. Bidders 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 Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

## **SUBMISSION OF BIDS**

1) Bidder 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. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder 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) Bidders 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 bidders. Bidders 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 bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders 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.

7) 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.

#### **ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

#### **Submission of Tender**

1. Consortium of the bidders in this tender will be acceptable subject to their submission of proof of formation of consortium indicating the prime bidder. Document to be uploaded with the bid.

2. Tender should be uploaded online in **Two Part** i.e. "**Technical Bid & Financial Bid**".

#### **Part – I (Technical Bid):**

- i) Scanned Copy of Earnest Money Deposit (EMD) and Registration Certificate must be uploaded with the technical bid for seeking exemption of EMD.
- ii) Bidder should have work order for Digitization and making Microfilms thereof for more than 50 Lakh documents for any single client i.e. for any one of the PSU / Government Department. A certificate and work order to this effect and certificate of

work completion/ in progress from the client should also be uploaded with the Technical Bid.

- iii) Audited annual accounts for the last three years i.e. F.Y. 2015-16, 2016-17 and 2017-18 should be submitted.
- iv) Copy of valid Quality / Security certificates ISO 9001:2015, ISO/IEC 27001:2013, PMP / PRINCE 2 and CMMI level.
- v) All the valid certificates like Registration Certificate of the firm / GST Number, etc. and documentary evidences like purchase orders, invoices are to be attached .
- vi) Scanned and signed copy of Tender Acceptance Letter as per Annexure-I
- vii) Only reputed and highly experienced service bureaus / agencies who have good infrastructure, have adequate and sound knowledge of microfilming techniques according to the International Standards and capable of undertaking both components for longer duration and possess at least 5 years' experience of similar work would be eligible to submit the quotations. A self certificate to this effect supported by proofs need to be submitted along with the quotation.
- viii) 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 uploaded.
- ix) The Bidder should not currently be blacklisted by any Central or State Government Organization or PSU or other public funded government institution. A certificate to this effect should also be uploaded with the Technical Bid.

The bid of any tenderer who has not completed any of the conditions of **Technical Bid** as mentioned above is liable to be summarily rejected.

#### **Part – II (Financial Bid):**

- i) Schedule of price bid in the form of BOQ\_XXXX .xls

#### **I. General instruction to Bidder:**

- a. The rates should be submitted explicitly including all taxes / GST. The bidders are further advised to quote the rates both in words as well as in figures.
- b. A set of technical, descriptive and illustrative literature / leaflets/ brochures / catalogues should accompany the tender wherever applicable giving cross-reference to the item quoted.
- c. Bidders are advised to submit the e-tender complete in all respects. Earnest Money Deposit of such bidders, whose technical bids are rejected by NAI, will be returned to the respective bidders after the award of the tender. The decision of NAI shall be

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final and binding.

- d. NAI reserves the right to postpone and / or extend the date of receipt or to withdraw the e-tender notice without assigning any reason thereof. In such event, bidders shall not be entitled to any compensation or any claim in any form whatsoever.
- e. Bidders must accept all the "Terms & Conditions" specified in the Tender Document and the bidder should also certify that he / she has studied and understood the Tender Document carefully. All the uploaded documents should be digitally signed by the firm(s) and uploaded with the Technical Bid. Any other condition suggested by the bidder will not be accepted.
- f. **The selected Bidders should start the job within 30 days from the date of signing the Agreement or else the EMD deposited by the bidder will be forfeited as per Government of India rules & procedure.**
- g. The rates quoted should have the validity of 24 months from the date of signing of the contract.
- h. The Director General of National Archives does not bind himself with the L-1. To complete the work on time the work order may be divided within the selected L1 and L2 firms subject to the condition that selected L2 agrees to all terms and conditions of L1 and the decision of Director General of National Archives will be final.
- i. That all the disputes or differences arising between the parties out of or relating to construction, meaning and operation or effect of this 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.

## **SECTION II: SCOPE OF WORK**

- 1) **Digitization 2) Microfilming:** Preparation of Digital images of 2.0 crore pages and Preparation of Negative Microfilm rolls of above Digital images of 2.0 Crore Pages (one exposure consisting of 2 pages of digital images) within a period of two years.

### **Component – 1**

**Digitization: Preparation of Digital images of 2.0 crore pages (approx) within a period of Two years.**

**Technical Requirement:-**

1. The documents to be digitized will normally be in the size of A-4/B-4/A-3 size.



2. The documents should be digitized at minimum of 300 / 600 dpi, in color, using **Face up Scanning technology** with pixel type moving linear CCD sensor scanner. Scanning in True color - ICC – International Color Consortium specs, with white balance self calibration to capture original colors, cold light during scanning to prevent any harm to the original document.
3. **Bid Requirement:** The 'Technical Bid' should contain a CD/DVD of sample digital images for technical evaluation. The following information should also be furnished along with sample CD/DVD of digital images.
  - a. Model & Make of Scanner.
  - b. Date of Scanning.
  - c. **The bidder should indicate the number of scanners and computers systems which are adequate to complete the target of digitization of 2.0 crore pages within a period of two years .**
4. The Company should **Digitize the 2.0 crore pages within a period of Two years.** Necessary infrastructure like Scanner, etc. should be installed in the premises of NAI for undertaking the above mentioned project and the company has to bring scanners & other equipments / accessories on their own for which no freight charges will be paid by NAI. NAI will provide only the space for seating arrangement of manpower / installation of over head Scanners & electrical connection.
5. **Technical Requirements / standards of Digital Images\*:**
  - a. 300 / 400 dpi 8 bit Grayscale in TIFF v6.0 LZW Compression (ISO 12234-2:2001)
  - b. JPEG v1.02 (ISO DIS 10918-1 / **ISO/IEC 10918-5:2013**) or JPEG 2000 (ISO / IEC 15444-1:2000 / **ISO/IEC 15444-1:2016**)
  - c. Searchable PDF / A ( ISO 19005:1 / **ISO 19005-1:2005** )\* Any updation in above mentioned ISO standards will be duly considered.
6. **Image Enhancement Activities** firms should ensure that quality of scanned images are enhanced up to the optimum level and required image enhancement activities like Deskew, Despackle, contrast ratio setting, water marking, etc. has been done on each image.
7. 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.
8. The Company / Firm should install adequate number of over head scanners and Archive Writer or any other latest technology equipment, etc. available in this domain for completing the work of preparation of Digital image of **2.0 crore pages (approx) within a period of Two years.** The Digital images are to be supplied in TIFF, JEPG 2000 and PDF (A) FORMAT in color CDs / DVDs as per the standards mentioned at **S. No. 5 of Technical Requirements.** If the images are not found as per the terms and conditions of tender document the Department will have the right to terminate the contract immediately and forfeit the Performance Security.
9. 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 it should be restored in the same place from where it has been taken. Documents / records are to be

arranged chronologically and necessary pagination done before Digitization work. The bidder has to ensure that the documents digitized are stamped as "Scanned by ....(firm Name, with date)"

10. The documents / records are to be re-stitched / rebound again by the firm after digitizing if needed. Necessary manpower for this should be employed by the firm itself.
11. No payment will be made for Digital images not found to be of satisfactory quality and the agency has to redo the digitization of the same free of cost.
12. **The company should deploy professionally qualified supervisors who should check the digital images before the same is handed over to Department for final checking.**
13. Any sub-standard or defective digital Image / formats shall have to be replaced without any extra cost. NAI decision in this regard will be final. It may be ensured that the digital images are as per above mentioned technical standard.
14. Meta Data of the all the digitized files , in searchable format, should be prepared in prescribed format. Design of the data base / Field for preparing Meta Data will be supplied by NAI. The decision of NAI in this regard will be final. If any error is found in metadata, the firm has to redo it free of cost.
15. While on the assignment, the firm will not make or retain any Digital / microfilm copy of the documents / records for any purpose whatsoever.
16. **In case of loss or damage to the documents / records, or found to be retaining any digital copies of the documents / records and delay in completing the job as per the requirement of NAI, the Performance Security money deposited by the firm will be forfeited.**

### Component - 2

**Microfilming: Preparation of Negative Microfilm rolls of 2.0 Crore Pages (one exposure consisting of 2 pages by the digital images) from the above Digital Images within a period of two years.**

#### Technical Requirements

1. The microfilms are to be prepared from the digital images of 2 crore pages.
2. The job assigned is to be undertaken only in the premises of National Archives of India, Janpath, New Delhi. Necessary space for installation of Archive Writer or any other latest technology equipments, Microfilm Automatic Processor and furniture, electrical connection and necessary water connection for processing of Microfilms, etc. will be provided by National Archives of India.
3. The Company / Firm has to install adequate number of Archive Writers or any other latest technology equipments, Automatic Microfilm Processor and furniture etc. to achieve the target for Preparation of Negative Microfilm rolls of 2.0 crore pages (one

exposure consists of 2 pages) within a period of two years. The supporting technical staff for the Archive Writer or any other latest technology equipments, necessary consumables have to be arranged by the successful bidder(s) at their own cost. If the above said target is not achieved by the Firm, NAI will have the right to terminate the contract immediately and forfeit the Performance Security. **The working hours will be from Monday to Friday from 9:30 AM to 6:00 PM. which can be extended in case of any exigency with approval of Director General of National Archives.**

4. The digital images to be Microfilmed should be of archival quality and due care in handling of these digital images by operators has to be ensured. **In case of loss or damage to the microfilm, retaining of any microfilming copies of the documents / records and delay in completing the job as per the requirement of NAI, the performance security money deposited by the firm will be forfeited.**
5. Microfilm rolls of 35mm x 30.5m of Polyester base HQ microfilms of high Archival quality raw microfilm having a minimum of one year or more expiry date should be used for preparation of Negative Microfilm rolls. No expired date microfilms will be accepted.
6. The microfilming shall be done in two running pages per frame in comic mode with suitably selected technical targets giving all relevant information in the images. The prepared microfilm should have a leader of 75 cm in the beginning and a trailer of 75 cm at the end of each roll.
7. Original Resolution chart must be exposed at the Start of the Microfilm roll.
8. The Microfilm must be processed in the Archival Processor that meets archival standards.
9. The processed Negative Microfilm should meet the Archival Parameters as under: -
  - i. Density - 0.9 to 1.2 (ideal 1)
  - ii. Resolution - High
  - iii. Raw Microfilms - Microfilm rolls of 35mm x 30.5m of Polyester base
  - iv. Residual Chemical contents - (1) without traces of silver in the processed film. (2) 0.007 mg per sq. cm for residual hypo in the processed film.
  - v. Bidder has to give an undertaking that the microfilms prepared have the Longevity of 500 years.
10. Any sub-standard or defective microfilm rolls and unclear images in microfilm shall have to be replaced without any extra cost. No payment will be made for microfilms not found of satisfactory quality.
11. **A legible computerized list of the index of Negative Microfilms should be prepared and pasted on the original carton boxes of the Negative Microfilm being supplied. The computerized data to be supplied in HDD to NAI.**
12. **The company should deploy at least two professionally qualified supervisors who should check the microfilm rolls before the same is handed over to NAI.**
13. Bidders should not retain the original cartons, spools and protective strips of Microfilm and should supply them to NAI along with the microfilms.
14. Only one splicing will be allowed in one roll i.e. one in the beginning, one in the end or one in between if major portion has been re-microfilmed for retake.

**Bid Requirement:** The 'Technical Bid' should contain a 'Test Strips' of Negative Microfilm of at least 4 meter long with sufficient leader and trailer, containing exposures of different type of records / paper / manuscripts for technical evaluation of quality of microfilm. The following information should also be furnished along with the 'Test Strips' -

- a. Make & Model of Archive Writer or any other latest technology equipment.
- b. Date of exposing of Negative Microfilm.
- c. Date of processing of Negative Microfilm
- d. Reduction ratio in Negative Microfilm.
- e. Residual Hypo test certificate of Negative Microfilm.

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### SECTION III: ELIGIBILITY CRITERIA & GENERAL REQUIREMENTS

#### I. Qualification / Eligibility Criteria:

1. Only reputed and highly experienced service bureaus / agencies who have good infrastructure, have adequate and sound knowledge of microfilming techniques according to the International Standards and capable of undertaking both components for longer duration and possess at least 5 years' experience of similar work would be eligible to submit the quotations. A self certificate to this effect supported by proofs need to be submitted along with the quotation.
2. All service bureaus / agencies must provide a detailed profile of their firm. The company should be registered in India and copy of Certificate of Incorporation / Registration Certificate, PAN Card and GST Registration Certificate duly signed by authorized signatory must be uploaded digitally.
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. Acceptance certificate by the bidder agreeing to abide by the Terms & Conditions of the "Tender Document".
5. The Bidder should have ISO 9001:2015 certificates for qualities, ISO/IEC 27001:2013 Certification for Information Security.
6. The Bidder should have CMMI (Capability Maturity Model Integration) level 3 or more level company if available.
7. The bidder should have PMP / PRINCE 2 certified personnel on its payroll as on the date of submission.
8. The Bidder should have minimum Rupees one Crore turnover during any of the last 3 consecutive financial years supported by the balance sheets for the 03 (Three) consecutive terms duly audited by Chartered Accountant. Year in which no turnover is shown would be considered for working out the average.
9. The Bidder should not currently be blacklisted by any Central or State Government Organization or PSU or other public funded government institution. A certificate to this effect should also be uploaded with the Technical Bid.
10. If the work of the bidder is found satisfactory, the competent authority of NAI may further increase the quantum of work to the same bidder.

#### II. Essential documents to be enclosed along with the Bid:

1. Bidder should have work order for Digitization and making Microfilms thereof for more than 50 Lakh documents for any single client i.e. for any one of the PSU / Government Department. A certificate and work order to this effect and certificate of work completion/ in progress from the client should also be uploaded with the Technical Bid.
2. Audited annual accounts for the last any three years i.e. F.Y. 2015-16, 2016-17 and 2017-18 should be submitted.



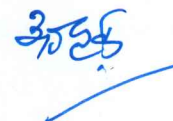
3. Copy of valid Quality / Security certificates ISO 9001:2015, ISO/IEC 27001:2013, PMP / PRINCE 2 and CMMI level.
4. The bidder shall be required to deposit the interest free refundable EMD of ₹ **20,00,000/- (₹ Twenty Lakh only)** in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi with a validity of 90 (Ninety) days. Scanned copy of EMD should be unloaded and the physical original of **Demand Draft / Banker's Cheque / Bank Guarantee must be sent to** Director General, National Archives of India, New Delhi **-110001 in separate sealed envelopes Super-scribed as "EMD for Digitization and Microfilming of 2.0 Crore pages at NAI"**. Those registered with MSME, NSIC or SSI are exempted from furnishing the EMD. Self-Attested photocopy of Registration Certificate must be uploaded with the technical bid for seeking exemption of EMD.
5. The EMD of the bidder, 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. EMD of the successful bidder shall be forfeited, if they refuse 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.
6. **Performance Security / Performance Guarantee** - The Bidder / Contractor after the award of work shall have to submit interest free Performance Security / Performance Guarantee in prescribed format which is equal to the 10% (Ten Percent) of order value within Fifteen days from the date of the issue of the Letter of Award and it shall be kept valid for a period of 30 (thirty) months. The Performance Security / Performance Guarantee shall have to be submitted in the form of Bank Guarantee in the name of DG, NAI, New Delhi.
7. After the award of the contract to the successful bidder, the EMD of the unsuccessful bidder will be refunded in due course of time with no interest thereon.
8. All the valid certificates like Registration Certificate of the firm / GST Number, etc. and documentary evidences like purchase orders, invoices are to be attached .

Note: All bidders have to fulfill tender conditions mentioned in the tender document fully in all respects. If any of the conditions are not fulfilled, the tender will be considered as non-responsive and their bid would be rejected summarily.

### III. Format of Commercial Bid:

**Note:** The rates to be quoted are for Digitization and Microfilming of Records.

S. No.	Item	Rate per Frame / page . (Inclusive of all Taxes / GST)
1.	Digitization as per Technical Requirements in component -1	Rs. ----- Per page.
2.	Preparation of negative microfilms of documents / records as per Technical Requirements in component -2	Rs. ----- Per frame (2 pages in one frame)



#### **Terms & Conditions:**

1. Rates have to be quoted in word & digits both and during the ambiguity of the rates quoted in words will be considered as final pricing.
2. The quoted price will be inclusive of all taxes / GST, etc .

#### **IV. Evaluation of Technical and Financial Bids:**

- a) An 'Expert Committee' for Bid evaluation shall undertake the scrutiny of the technical bids/samples to determine whether the Bid is complete in all respects and conforms to the terms and conditions and is substantially responsive to the bidding document.
- b) The Expert Committee for bid evaluation shall evaluate the technical bids/samples as per the technical requirements mentioned in the tender documents .The decision of the Expert Committee for bid evaluation in this regard shall be final.
- c) The Expert Committee in the presence of bidders or their representatives who choose to be present shall open the price bids. The technically qualified bidders' representatives, who are present at the time of the opening of the price bids, shall sign a register evidencing their attendance.
- d) The Department further reserves the right to accept or reject any or all bids, at any time prior to the awarding of the order, without assigning any reason thereof whatsoever and without thereby incurring any liability to affect bidder or bidders due to such an action taken by the Department.
- e) The decision of the Director General of National Archives of India arrived at as above will be final and no representation of any kind will entertained in this regard.
- f) The Director General, National Archives of India shall, however, not bind himself to accept the lowest and/or any bid and reserves the right to accept and/ or reject any bid, wholly or in part at any time of the tender process.

**Last date of submission of Tenders:** The Last Date & Time for online submission of the Tender Document / quotation is latest by **11/09/2018 before 12.00** Noon. No quotations will be accepted after the stipulated date and time. And the sample digital Images / Microfilm Test Strip etc should be submitted to Director General, National Archives of India, Janpath, New Delhi-110001 in a sealed envelope clearly super scribed "**sample digital Images / Microfilm Test Strip for Tender F. No. 59-6/2018 CU**" before the closing date of the online submission of bids.

- g) **Opening of Tenders:** The Technical Bids will be opened on **12/09/2018 in NAI at 3.00 PM** in presence of all representatives of the company, who are desirous to be present at the time of opening the e-bids.
- h) The date of opening of Financial Bid will be intimated to the technically successful Bidders later on the portal.

**\* This tender document complies with the "Public Procurement (Preference to Make in India) Order, 2017 issued by DIPP and "Public Procurement Policy for Micro and small Enterprise (MSEs) Order, 2012 issued by MoSME.**



#### **SECTION IV: Payment Terms**

- 1. Payment Terms:** Payment will be made to the firm on quarterly basis for all end to end completed and delivered components as per the details and accepted by the Technical Team of the NAI / after getting the satisfactory reports from the concerned Division Head.
- 2.** No advance payment will be made to the firm.
- 3. Liquidated Damages:** Time is of essence in this project. If the selected firm / Bidder fails to complete the Project / Assignment in stipulated time specified under the Tender Document, then liquidated damages / penalty at the rate of 1% (One percent) of the contract value (excluding taxes) per fortnight subject to maximum of 5% of the contract value (excluding taxes) will be deducted from the due payment of the bidder or from the performance security / performance guarantee as the case may be.
- 4. Income Tax:** TDS / Income Tax on gross amount billed will be deducted from the firm bills as per the provisions of the Income Tax act of Government of India.

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

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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).

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.

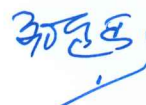
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

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 Bidder, with Official Seal)



Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: National Archives of India

Name of Work: Digitization and Microfilming of two crore pages available at National Archives of India, Janpath, New Delhi

Contract No: 59-6/2018 CU

Name of the Bidder/ Bidding Firm / Company :

[Redacted area for Bidder/ Bidding Firm / Company name]

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else to enter the Bidder Name and Values only )

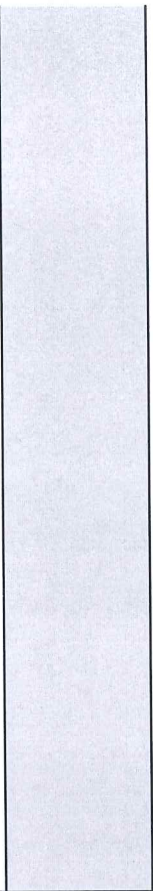
NUMBER #	TEXT #	TEXT #	NUMBER #
Sl. No.	Item Description	Units	Rate per Frame / page (Inclusive of all Taxes / GST) in Rs.
1	2	5	13
1.01	Digitization as per Technical Requirements in component -1	Per Page	
1.02	Preparation of negative microfilms of documents / records as per Technical Requirements in component -2	Per frame (2 pages in one frame)	

Total in Figures

Quoted Rate in Words

IN

*Handwritten signature*



the bidder is liable to be rejected for this tender. Bidders are allowed

NUMBER #	TEXT #
TOTAL AMOUNT in Rs.	TOTAL AMOUNT In Words
53	55
0.00	INR Zero Only
0.00	INR Zero Only
0.00	INR Zero Only

R Zero Only

30/05