INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI – 110016

Dated: 01/10/2015

Open Tender Notice No. IITD/ISPS(SP-263)/2015

Indian Institute of Technology Delhi is in the process of implementing the "Digitalization of Institute Records System" as per details below:

Details of the work	Digitalization of Institute Records System
Ernest Money Deposit (EMD) to be submitted	Rs. 25,000/- (Twenty five thousands only)

Tender Documents may be downloaded from Central Public Procurement Portal - *http://eprocure.gov.in/eprocure/app*. Tenderers can search the tender document in the CPP Portal by clicking the button "Tenders by Organisation" then selecting the name of the organisation as "Director-Indian Institute of Technology (IIT-DELHI)".

Aspiring Bidders who have not enrolled/registered in the e-procurement system should enroll/register before participating in the bidding process through the website - *http://eprocure.gov.in/eprocure/app*. The portal enrolment is free of cost.

Bidders are advised to go through instructions provided below at 'Instructions for online Bid Submission'. The complete tender document duly filled with all the relevant information can be submitted online on the website *http://eprocure.gov.in/eprocure/app* as per the schedule given below:

Schedule

Tender Reference No.	**IITD/ISPS(SP-263)/2015**
Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN
Tender Category (Services/Goods/Works)	Services
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Digitalization of Institute Records System
Re-bid submission allowed (Yes/No)	YES
Is Offline Submission Allowed (Yes/No)	NO
General Technical Evaluation Allowed (Yes/No)	YES
Withdrawal Allowed (Yes/No)	YES
Is Multi Currency Allowed	No (Only INR)
Payment Mode (Online/Offline)	Online
Date of Issue/Publishing	**01/10/2015** (14:00 Hrs)
Document Download/Sale Start Date	**01/10/2015** (14:00 Hrs)
Document Download/Sale End Date	**26/10/2015** (16:00 Hrs)
Date for Pre-Bid Conference	**12/10/2015** (12:00 Hrs.)
Venue of Pre-Bid Conference	Library Seminar Hall, IIT Delhi
Last Date and Time for Uploading of Bids	**26/10/2015** (16:00 Hrs)
Date and Time of Opening of Technical Bids	**28/10/2015** (15:00 Hrs)
Tender Fee	NIL
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	90 days
Address for Communication	Dr. Nabi Hasan, Deputy Librarian Central Library, IIT Delhi, Hauz Khas, New Delhi – 110016
Contact No.	011-2659-1452 , 011-2659-1496
Fax No.	011-2659-6759
Email Address	hasan@library.iitd.ac.in

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app).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.

1) The tenders will be received online through portal http://eprocure.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through http://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site http://eprocure.gov.in/eprocure/app under the link "Information about DSC".
3) Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at http://eprocure.gov.in/eprocure/app

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

Registration

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: http://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
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 II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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 DSCs 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 / eToken.

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 may 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 / e-mail 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 about 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 name and contents of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3) Bid documents may be scanned with atleast 100 dpi with black and white option.
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" 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.

Submission of Bids

1) Bidder should log into the site well in advance for bid submission so that he/she 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) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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.
5) 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.
6) 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.
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, 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.

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. The contact number for the helpdesk is 1800 233 7315.

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Store Purchase Section

BID DOCUMENT

The Indian Institute of Technology Delhi (IITD) is an autonomous government institution under Ministry of HRD, Government of India, located at Hauz Khas, New Delhi – 110016. IITD over the years of its functioning has generated a large volume of documents in the form of reports, records and other publications (i.e. BOG Minutes, ECS Minutes, Senate Minutes, Service Books of retired employees, ACRs, Import Files, Student Records, etc.). Total number of pages are 3 lakh (approx.) Number of pages may vary. In case of more pages the bidder should do the same job at same rate. These documents require substantial space for storing and preservation and also management and maintenance of such records require lot of efforts. In order to ensure that all these documents are preserved and maintained in a proper order as also to ensure their timely retrieval, IITD invites Bids from reputed firms for Digitalization of such documents.

Dated: 1st October 2015
Place: New Delhi

Dr. Nabi Hasan
Deputy Librarian, Central Library
Indian Institute of Technology Delhi
Tel: +91-11-2659-1452 (O)
Email: hasan@library.iitd.ac.in

SCOPE OF WORK

Purpose/Intent of the proposal

The need for preservation, coupled with need for improving accessibility (which can be achieved by digital storage and an efficient database management/retrieval system) is behind the current initiative for digitalization of IITD's documents.

Description of Tasks

1) Preparation of a detailed action plan for digitalization of documents along with the detailed workflows. The action plan would clearly indicate the International Standards (In case the Firm is of the opinion that the same are different from the Standards indicated by IITD at technical specification which will be followed by the Firm for digitalization).
2) IITD will issue the documents to be digitized to the firm in parts as required for scanning. The firm should take necessary precautions while handling the documents and return them undamaged in its original form (after re-stitching/rebound, if required) after digitization. No handling & re-stitching/re-bounding charges in this regard will be paid separately by the IITD.
3) Successful delivery of Pilot project of 500 pages covering different type of records and implementation of Integrated Digital Record Management System (IDRMS) using Open Source Software on Intranet and Internet.
4) Batch preparation for digitization.
5) Scanning and digitization of the documents (including image enhancement etc.).
6) Metadata creation and indexing of digitized documents.
7) Quality checks and validation of digitized material. Indexing in coordination with IITD's team.
8) Document returning/re-positioning.
9) Development, testing and implementation of IDRMS solution on Intranet and Internet. Populating the databases in the IDRMS.
10) Preparing detailed specifications of all the necessary hardware, software, connectivity and supporting infrastructure required to run and maintain the IDRMS. At the end of the contract period, IITD shall procure the said infrastructure at its own cost.
11) Development/Customization of Technical and User manuals (Protocols) for running IDRMS, safe maintenance of digitized data and a data migration plan to take care of Technological Obsolescence.
12) Training of the IITD staff (approximate 5 Nos) to operate the integrated solution.

TECHNICAL SPECIFICATIONS /REQUIREMENTS FOR THE PROJECT

File Formats for Digitized Documents

1. While digitizing the documents, the Firm will be required to ensure the image to be as close to the original as possible. Scanning optical resolution of 300 DPI (24 bit colour/8 bit grey scale/Black and White) should be used as per need to ensure good quality image.
2. Standard cleaning processes, which do not interfere with/affect the original documents in any manner, will be followed.
3. The Firm must follow the following standards as part of the execution of this activity:
    - ISO 27001:2005 standard for Information Security Standards
    - ISO 19005-1:2005 for final digital file format
4. The output file provided by bidder should adhere to following minimum specifications:
    a) Output file to be used for long term archiving and web viewing should be in PDF/A format (ISO 19005-1:2005);
    b) In case of images with printed English text, the output PDF/A document should be searchable and re-flowable {Reader Extensions enabled (enabling documents for interactive use with free Adobe Reader);
    c) The PDF file created should be highly compressed (50% - 80% in comparison of JPEG compression and 30% - 50% in comparison of CCITT G4 Compression). A PDF/A file created from an uncompressed TIFF image scanned at 24 bit color should be at least 100 times smaller than the original image. e.g. an uncompressed TIFF image of A4 size scanned at 24 bit color, 300 dpi will be of a size 25MB (approximate), corresponding PDF/A file should be of 250KB or less;
5. Raw Master Image, Clean Master Image and PDF/A (Lossless) will be saved and will be provided to IITD in External hard Disks and DVDs. The detailed specifications for Raw Master Image, Clean Master Image and PDF/A will be as under:-
    - **Raw Master Image**: (Original Digitized Image) File Format: Tiff 6.0 or higher
        - Compression: Uncompressed
        - Spatial Resolution: 300/600 dpi, minimum, optical
    - **Clean Master Image**: (Cleaned Image) File Format: Tiff 6.0 or higher
        - Compression: Loss less compression
        - Spatial Resolution: 8" X 10" at 300 dpi
    - **PDF/A Image**:
        - File Format: PDF
        - Specifications: As mentioned above
        - Spatial Resolution: 1024 x 768 pixels at 300 dpi
6. PDF should be enabled for interactive use (applying digital signatures, annotations, comments) with free Adobe Reader;
7. The viewing of the PDFs on Internet and Intranet should be secure.

Metadata and Indexing of Digitized Documents

a. The Firm must ensure proper indexing of the images. The parameters for indexing and creating metadata have to be provided and finalized by the successful bidder in consultation with IITD.
b. It should be possible to refine and add to the metadata/key words over the years, based on user feedback.

Software for IDRMS (DSpace Open Source Software)

IITD requires IDRMS for uploading of digitized documents along with its metadata by the vendor. All digitized images along with metadata would initially reside on the production server and once they are quality assured by the IITD would be transferred to the online server through Intranet/ Internet. The proposed IDRMS should be a readymade solution using DSpace open source software. The solution provider should install and customize the DSpace software along with all the supporting software and utilities as per the following required specifications of IITD.

a. The same IDRMS software should be capable of running seamlessly over Intranet, Virtual Private Network (VPN) as well as the Internet.
b. It should support large no. of digital formats and allow integrating all type of digitized documents including text and images etc.
c. The system should assign a Persistent Identifier to each contributed item (Handle System) i.e. Creating a URI for each asset uploaded in IDRMS.
d. The hierarchy to manage the contents in the repository (i.e. communities, collections and items) should be decided by the IITD.
e. Extensive meta-data creation using comprehensive data entry templates should be possible;
f. Institutional archives both Open access and restricted access should be created from a single interface;
g. For huge files, digital content should be stored in file servers (FTP Server) for efficient streaming and access;
h. The IDRMS should provide extensive features for searching and browsing the database. It should enable the user to search quickly and comprehensively across different collections from the vast material available in IITD. Users should be able to search for any item via a single interface using many advanced search techniques such as context based searching, keywords based searching, Full text searching using industry standard search engines;
i. Ease of Access: The level of effort required in order finding, or gaining access to use it should be minimal by using various Browse options;
j. For making the IDRMS more user friendly and easy to use, proposed system should have feature of predictive search i.e. software should provide suggestions when user start keying the alphabets in certain fields for search.
k. The IDRMS should be Unicode compatible;
l. Allows Multiple User Access levels and Authorization of Users depending on Roles;
m. The IDRMS should come with inbuilt viewer for viewing PDF files in the form of book with book like page flipping functionality along with zoom in & out feature with no dependency on any PDF reader on the user's desktop;
n. The IDRMS should be capable of displaying document without providing option of downloading the document on multiple platforms like Windows, Linux, Android, Apple etc.
o. Proposed IDRMS must be compatible with all the browsers i.e. Internet Explorer, Mozila Firefox, Chrome etc.
p. Allowing creation of Users, and User groups;
q. Authentication: The mechanism whereby there is a provision in a system where staff/user(s) can register in the system and create their account and system may also securely identify their users.
r. Authorization: The mechanism by which a system determines what level of access a particular authenticated user should have to secure resources controlled by the system.
s. The IDRMS must have import & export data facility for Communities, Collections and Items; the process need to be documented for Backup and Restore Script of Database on a periodical basis;
t. The solution provider shall provide a tool within IDRMS for MIS reporting which provides statistical reports/ summary to enable performance analysis of the repository.
u. The IDRMS must have a facility for saving all searches so as to track the document usage patterns.
v. The solution provider should deliver the Source code of the implemented IDRMS along with the required training material to the IITD. There should be no restrictions on user licenses.

ELIGIBILITY CRITERIA

The following eligibility conditions shall apply:

1. Average Annual Turnover of the Firm/Agency should atleast be more than Rs. 2 Crores for each year during last three financial years (2012-13, 2013-14, 2014-15) (Ref. Annexure-B). Copies of balance sheets along with the financial statements to authenticate the turnover be enclosed along with the Technical Bid;
2. The firm must have atleast 3 years' experience in technical and professional proficiency experience in undertaking/executing such digitization/digitalization projects;
3. The firm must have undertaken and successfully completed atleast three similar type of projects, each costing minimum Rs. 2 lakh during last 5 years in Central Govt./ State Govt./ PSUs/ Autonomous Bodies/ Other Organizations of repute. (A copy of the Work Orders and Work completion proof should be uploaded with the Technical Bid);(Ref. Annexure-D)
4. The Firm should not have been black listed by any Central Government/State Government Offices/PSUs/ Autonomous Bodies/ Other Organization of repute and a self-certificate to this effect be enclosed with the Technical Bid; (Ref. Annexure-D)
5. The Firm should have a local office in Delhi NCR (attach copy of address proof of the office).
6. The Technical bid must accompany a certificate confirming compliance of specifications in respect of IDRMS along with screenshots. (Ref. Annexure-A)
7. Short listing of the firms will be made on the basis of the eligibility criteria. The financial bid of only those firms shall be opened whose Technical bid are found to be acceptable as per eligibility criteria mentioned in the bidding document. The time and date of opening of financial bid shall be informed to the successful bidders. Bidders /their representatives are free to attend the bid opening.
8. Earnest money amounting to Rs. 25000/- (Rupees twenty five thousand only) through online RTGS/NEFT be paid. Tenders without earnest money shall be rejected.
9. Bidders are free to quote their price, however this shall be accompanied by a detailed commentary along with break-up of each item cost to justify reasonability of their price quoted. Relative standing of bidders will be decided on the basis of lowest evaluated bid taking into consideration of both its technical and financial offer made. (Ref. Annexure-E)
10. Financial bid should indicate the total price on turn-key basis in the given format i.e in PDF. The Technical bid and the financial bid should be submitted online in 2 Envelops.
11. The IIT Delhi reserves the right to accept or reject any/all the bids without assigning any reasons thereof.

GENERAL TERMS & CONDITIONS

1. The prospective bidder who does not deposit the Earnest Money Deposit (EMD) will be summarily rejected.
2. The bidder is expected to examine all instructions, forms, terms, specifications and other information in the bidding document. Failure to furnish all information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the bid.
3. At any time prior to the deadline for submission of bids, the IIT Delhi may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective bidder, amend the bidding document. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the IIT Delhi, at its discretion, extend the deadline for submission of bids.
4. A description of the detailed workflow for performing the task must be submitted along with the technical proposal.
5. IIT Delhi will discuss the metadata search elements required to be build up for the necessary indices.
6. If the work is not to the satisfaction of the IIT Delhi, the IIT Delhi shall have the right to deduct payments, depending upon the work which is unsatisfactory. If it is found that the work in progress is not up to the mark, the IIT Delhi shall reserves the right to cancel the contract by making payment only for the approved/finished portion of the work.
7. The IIT Delhi reserves the right to call the agency for corrections in the database without any additional payment, if detected within one year from the date of completion of the contract.
8. The agency shall be required to rectify all errors and omissions detected through the random checks.
9. During the technical evaluation, the Technical Evaluation Committee may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.
10. IITD reserves the right to select or reject any or all bids without assigning any reasons thereof. Conditional & incomplete tenders shall summarily be rejected.
11. Rate should be quoted both in figures & in words in English in the Rate Sheet.
12. It is difficult to estimate the exact quantum of documents or number of pages available in IITD for the purpose, however the total number of pages may be around 3 lakh (approx..) which may vary during the actual work.
13. The interested bidder can inspect the records by contacting Dr. Nabi Hasan, Deputy Librarian (Central Library), IIT Delhi on any working day between 10.00 A.M. to 5.00 P.M.
14. Firm shall maintain strict secrecy and confidentiality and shall not divulge any information relating to assignment to any third party.
15. **Before finalization of the Technical Bid; the Tender Committee would require a presentation of proposed DSpace based integration of the IDRMS from every participating bidder. This will be a mandatory requirement for considering for the Financial bid. Date and Time will be intimated to the bidders.**
16. During the process of evaluation of applications, IITD reserves the right to award full or part of work as per the urgency and requirement.
17. The applicant is expected to strictly adhere to the terms specified in this bid document as well as subsequent communication in regard to the said assignment. Any violation could lead to reduction in payments or termination of agreement between both parties.
18. The rates/offer shall be valid for 90 days from the date of opening of the tenders as given in the tender notice.
19. The present assignment, if awarded to a firm is for the specific project, and if need be, the services may be extended in future, based on the Proformance of the firm and IITD's requirement in this regard.
20. No interest will be payable on the Earnest Money Deposit.
21. It will not be permissible for the firm/agencies to which the work is outsourced to further outsource the work.
22. The rates quoted shall include cleaning up of images and other noises since some of the reports/Service Books, etc. are very old and have lost their originality (colour).The rates shall be inclusive of all taxes as

applicable as on date, transportation/ cartage, handling, opening of stitches & re-stitching of the documents/ records etc., all complete.

23. The firm must start the work within 15 days from the date of signing the Agreement failing which the EMD will be forfeited and IITD will take further necessary action as it deems fit.
24. No advance payment shall be given for this job.
25. Erasing, over-writing and corrections should be authenticated by the tenderer's signature. In case, this has not been done, such offer is likely to be rejected. All pages in technical bid /Financial Bid document & its enclosures are to be signed & stamped and then be serially page numbered by the 'Tenderer'.
26. For safe keeping of soft copy of digitized data by IITD, as per laid down international standards for preservation, a plan shall have to be given by the Firm so that IITD is able to take timely action before the project could start. IITD will issue the documents, records, reports, service books, publications etc to be digitized to the firm in parts as required for scanning at IITD, New Delhi. The firm will return the documents / records after re-stitching / rebound after digitization or as required by IITD.
27. It will be the responsibility of the Firm to take the documents from the concerned office for digitization and after digitization, restore in the same place from where taken.
28. The unclear images or problematic digital formats shall have to be replaced without any extra cost;
29. While on the assignment, the Firm shall not make or retain any digital copy of the documents/records for any purpose whatsoever, except for submitting to the IITD as per the terms of the tender document;
30. The Firm shall deploy professionally qualified supervisor (s) who would check the digital images before handing over the same to IITD for final checking.
31. Completion of assignment: Time is the essence of the contract. The time period for completion of digitization job is maximum six months from the date of award of contract.

The Evaluation Criteria:

1. Stage 1:-
   Evaluation will be undertaken for those bids who have submitted EMD as mentioned above.
   Stage 2:-
   The bid will be scrutinized with respect of eligibility conditions mentioned in the tender document. The financial bid of only those firms shall be opened whose pre- qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document.
2. After receiving the confirmed offer from IITD, the successful bidder will give his acceptance of the terms & condition of contract.
3. The EMD submitted by unsuccessful applicants is refundable. The EMD amount submitted by the selected firm shall automatically be retained as Performance Guarantee and refunded on completion of assignment / paid on production and acceptance of the final bill.

Schedule of payment and payment terms

The following payment schedule is specified:

a) 100% on successfully completion of job. There shall be no provision for any advance payment.
b) Income Tax, Service Tax and any other tax, as per statutory rules of the Central Govt., shall be deducted from the Bill(s). The payment of eligible bill(s) shall be made through NEFT/RTGS after submission of the Bill.
c) Consortium and sub-contracting for the job mentioned in this document is not allowed. The applicant must have the capacity to execute the work themselves.
d) Authorized IITD person(s) would be involved in the creation and maintenance of its archive and could be approached for any advice, support and guidance as and when required and requested by the Firm during the course of execution of the project. All outputs and deliverables submitted by the Firm shall be approved by the IITD's Internal Team and then cleared for payment.

Penalties

a) The documents to be digitized are of archival importance and due care in handling of these documents by the operators have to be ensured. Any loss or damage of/to the documents supplied for digitization would be taken very seriously and in this case the IITD has the right to cancel the contract and forfeit the EMD amount;
b) In case the digitization work is not completed within the time frame as specified in the work order, a penalty @ 0.2% of the order cost per day will be levied subject to a maximum ceiling of 10% of order cost & thereafter the contract will be cancelled & no claim in this regard will be entertained.

Warranty

Warranty of the IDRMS Software would be for a period of one year from the date of installation and acceptance. This includes all type of technical support for smooth running of the software system.

Arbitration

All disputes or differences, whatsoever, arising between the parties out of or relating to the interpretation, meaning and operation or effect of this contract or the breach thereof, shall be resolved through mutual consultation and negotiation. In case the matter is not resolved through mutual consultation and negotiation then the dispute shall be referred to sole arbitrator appointed by Director, IITD. The arbitration procedure will be carried on in accordance with the Arbitration and Conciliation Act, 1996. All disputes shall be subject to the jurisdiction of courts in Delhi.

ANNEXURE-A

[Letter head of Company]
COMPLIANCE SHEET / TECHNICAL INFORMATION

We, hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. We have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification**.**

Sl. No.	Technical Specifications	Compliance Y/N
1	Average Annual Turnover of our Firm/Agency is more than Rs. 2 Crores for each year during last three financial years (2012-13, 2013-14, 2014-15). Copies of balance sheets along with the financial statements to authenticate the turnover are enclosed along with the Technical Bid; (Ref. Annexure-B)	
2	Our firm have atleast 3 years' experience in technical and professional proficiency and experience in undertaking/executing such digitization/digitalization projects;	
3	Our firm have undertaken and successfully completed atleast three similar type of projects, each costing minimum Rs. 2 lakh during last 5 years in Central Govt./ State Govt./ PSUs/ Autonomous Bodies/ Other Organizations of repute. (A copy of the Work Orders and Work completion proof is enclosed with the Technical Bid); (Ref. Annexure-B)	
4	Our Firm have not been black listed by any Central Government/State Government Offices/PSUs/ Autonomous Bodies/ Other Organization of repute.	
5	Our Firm have a local office in Delhi NCR (attach copy of address proof of the office).	
6	We confirm compliance of specifications in respect of IDRMS along with screenshots.	
7	We have paid Earnest money amounting to Rs. 25000/- (Rupees twenty five thousand only) and the UTR number is also furnished: (Ref. Annexure-B)	
8	Our financial quote is accompanied by commentary along with break-up of each item cost to justify reasonability of price quoted.	
9	We have submitted the total price on turn key basis in the given format i.e. Price Bid. (Ref. Annexure-E)	
10	We agree to following excepted deliverable: (Ref. Scope of work at page no.6)	
a	Digitized copies of documents in Raw TIFF, Clean TIFF and PDF/A (Lossless and Compressed) formats to be supplied in DVDs/ External Hard Disks. Single file and not multi-page TIFFs shall be prepared;	
b	The DSPACE would be required to be customized as per needs of the IITD.	
c	IDRMS and its maintenance for one year.	
d	Training of staff for running the IDRMS;	
e	A data migration plan to take care of Technological Obsolescence	
11	We agree to provide following support for the DSPACE Software would be for a period of one year from the date of installation and acceptance. This includes all type of technical support for smooth running of the IDRMS/software system. Following applicable support plan is covered under warranty: (Ref. Scope of work at page no.6)	
a	Troubleshoot/fix application user interface related queries.	
b	Assist application user in understanding applicable usage.	
c	Critical issues will be addressed and fixed within 48 hours.	

We have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder
Name : _____
Designation : _____
Organization Name : _____
Contact No. : _____

Signature of Bidder and Seal

ANNEXURE-B

BIDDERS INFORAMTION

	NAME & ADDRESS OF COMPANY	
1	Phone	
2	Fax	
3	E-mail	
4	Contact Person Name	
5	Mobile Number	
6	TIN Number	
7	PAN Number	
8	Website	
9	Date of Establishment	
10	Turn Over: (CA certified supporting documents may be attached)	
	(i) 2012-13	
	(ii) 2013-14	
	(iii) 2014-15	
11	Service Tax Registration Certificate	
12	EMD and Tender fees payment details	UTR Number for EMD _____ UTR Number for Tender fees _____
13	Number of Technical Staff deployed	
14	Number of other staff deployed	
15	Commercial representative in the country (for international companies only)	
16	Name	
17	Address	
18	Telephone	
19	Fax	
20	Complete Address of Local Office in delhi	

(Attach a detailed list of technical manpower employed and details of infrastructure available with the firm)

Signature of Bidder

Name : _____

Designation : _____

Organization Name : _____

Contact No. : _____

Annexure-C

Technical Proposal

S. No.	Technical Parameters	Remarks of the Bidder			
1.	Approach to the assignment how our firm intends to address the objectives and scope of work of the study including the training of staff for running and maintenance of IDRMS. (Bidders are free to attached any diagram or table in separate page(s) just below this table)				
2.	Time frame outlining the specific steps to be undertaken.				
3.	Description of personnel who will be assigned the tasks.	**Name**	**Age**	**Qualification**	**Experience (In Yrs.)**
4.	List of equipments proposed to be used by the Firm.				
5.	Copies of work order for at least three projects of digitization undertaken by the Firm in the last 5 years for offices of Central Govt./ State Govt./ PSUs/ Autonomous Bodies/ Other Organization of repute, valuing Rupees 2 lakh or more; (Annexure-D)				
6.	Copy of the Registration Certificate of the Firm;				
7.	This is certified that the Firm is not currently black listed either by IITD or any other Central Government/ State Government Department/ Public Sector Undertaking.				
8.	Undertaking and plan to deploy the required infrastructure for executing the digitization project.				

Note: Relevant copies are attached herewith.

Signature of Bidder

Name : _____

Designation : _____

Organization Name : _____

Contact No. : _____

Annexure-D

Format of Bidder's Previous Experience and Clients

No.	Description (1)	Client	Contact person, phone number, email address of the client(s) serviced	Date of service		Contract Amount
				From	To	(Currency) INR

1. Bidder shall indicate the description of products, services or works provided to their clients.
2. Attach copy(ies) of work orders, work completion proof in support of above experience)

Signature of the authorized person ----------

Name ----------

Address ----------

Seal ----------

Annexure-E

Financial Bid

Sl. No.	Name of activity	Rate (Inclusive of all)
(i)	Digital images of documents irrespective of the page size and color as mentioned in the scope of work (Ref. scope of work at page no.6) at minimum 300 dpi supplied in Raw TIFF, Clean TIFF, PDF/A (Lossless & Compressed) formats in External Hard Disks, and CDs/DVDs with one year warranty as per the terms & conditions as above. Rates quoted should be inclusive of all input such as scanning, metadata creation, indexing, storing, manpower, any other cost involved in the execution of work	₹ Per page
(ii)	Software (DSpace Open Source only) along with its installation, customization, training of Staff (5 Nos.)	₹
Total cost of the Project for 3 lakh (approx..) pages with Item (i) & (ii) as above (turnkey basis)		₹

Amount in Rs. (Figure)
Amount in Rs. (Words)

RATES: Rates for digitalization and IDRMS implementation (DSpace), etc. should be indicated in both FIGURES & WORDS including all charges for 3 lakh (approx..) pages (turnkey per page basis and also for the IDRMS) and would remain constant till the successful completion of the job.

Signature of the authorized person ----------
Name ----------
Address ----------
Seal ----------

Bid Submission

i. Online Bid Submission :

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below:-

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	**Documents**	**Content**	**File Types**
1.	Technical Bid	Compliance Sheet / Technical Information (Annexure-A)	.PDF
2.		Bidders Information (Annexure-B)	.PDF
3.		Technical Proposal (Annexure-C)	.PDF
4.		Format of Bidder's Previous Experience and Clients (Annexure-D)	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in PDF format (Annexure-E)	.PDF