

A.P. STATE ARCHIVES & RESEARCH INSTITUTE

NOTICE INVITING TENDER FOR SCANNING / DIGITIZATION / UPLOADING INTO CENTRAL SERVER / REPAIRING THE RECORDS

Sealed tenders are invited from the established companies registered under 1956 companies Act **having office in Hyderabad** involved in scanning/digitizing/Indexing/repairing of old records, for undertaking **Scanning / Digitizing / Uploading into Central Server /Indexing/ Repairing of old records** in State Archives & Research Institute, **which is under Tenth Schedule, Section 75 of The Andhra Pradesh Reorganization Act 2014.** The quantum of records is **approximately 17,00,000 pages** of Ex-Hyderabad Secretariat record from 1900 A.D. onwards in Persian, Urdu, and English languages. The Records shall have to be scanned and digitized using state of art equipment in the space made available to the successful bidder for the purpose of **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing.** The contractor shall have to submit the digitalized material in external hard discs for easy retrieval.

State Archives & Research Institute reserved its right to cancel or withdraw the tender without any notice. This notice is only an invitation to offer and mere submission of the tender shall not vest any right on the tenderer. **The sum of Rs.2000/- is collected** only towards the cost of the tender schedule/document. A.P. State Archives & Research Institute also reserved its right to enter into negotiations even after the tender is finalized and such process shall not entitle the successful tenderer to question the same. Any dispute under this notice shall be an arbitrable dispute and the aggrieved party shall be entitled to invoke the arbitration clause. All proceedings of arbitration shall be subject to the jurisdiction of the Courts situated at Ranga Reddy District, Telangana State. Aggrieved party shall be entitled to submit a representation to the Director for Redressal of the grievance and the decision taken by the Director, State Archives & Research Institute shall be final. It is thereafter, the arbitration clause can be invoked.

The work will be allotted to the successful bidder subject to the condition of the budget allotted by the Government of Telangana and release of the funds from the Government. The State Archives & Research Institute therefore reserved its right to cancel the tender without causing any notice at any stage i.e. before issuing Letter of Intent and after issuing the Letter of Intent on the ground of non-release of funds by State Government. The successful bidder also shall not have any right to dispute such cancellation. Non release of the funds by the Government of Telangana shall be treated as impossibility in assigning the work and no liability will faster on State Archives & Research Institute.

The time shall be the essence of contract. The entire work shall have to be completed within the stipulated period as stated in the work order. On expiry of the stipulated time the contract shall automatically stands cancelled. In such an event, the successful bidder who is issued the work order shall be entitled to claim the amount to the extent of work done only as per the assessment of State Archives & Research Institute. The assessment made by State Archives & Research Institute shall be final and the same shall bind the contractor.

That, in the event State Archives & Research Institute intends to extend the time for further period or periods, the same shall be at the absolute discretion of the State Archives & Research Institute and denial of extension shall not entitle the contractor to raise any issue or question the act of non-extension. In the event the cancellation of the contract by afflux of time or due to any premature cancellation, State Archives & Research Institute shall be entitled to reissue the tender notification for completing the incomplete work of the contractor. In the event, the bid for completing the incomplete work is higher than what was agreed to be paid to the contractor, the State Archives & Research Institute shall have the absolute right to recover back the loss suffered from the contractor, whose contract stood terminated or cancelled either by afflux of time or due to any premature termination. That, the demand made to reimburse the difference shall be sufficient for initiating appropriate proceedings for the recovery. The successful

bidder/contractor shall execute a letter of indemnity to make good all such loss suffered by State Archives & Research Institute in the event of premature cancellation of the contract or due to cancellation of the contract by afflux of time for completing the work which remained incomplete by another contractor.

The cost of the tender document is **Rs.2000/-** and the same is available for sale during the official working hours of State Archives & Research Institute up to **5 PM on 30.09.2015**. Tender Document has to be collected in Person by paying Tender Document Fee by paying Cash/Demand Draft of any nationalized bank payable at Hyderabad in favour of '**Assistant Director ,A.P. State Archives & Research Institute, Tarnaka, Hyderabad**'. Aspirant vendor should submit his company Address proof in Hyderabad at the time of purchase of tender document with a covering letter on their company letter pad with duly signed & stamped. No tender schedule / document shall be issued after the said stipulated date and time i.e. **30.09.2015 up to 5 PM**. The purchase of the tender shall not vest any right on the tenderer to claim any relief. The tender is only an invitation to offer and submission of the sealed tender shall not constitute any contract. Return of the tender document shall also not constitute any contract.

Site visit: It is mandated for each aspirant vendor to depute technically capable person to visit APAPSARI premises to witness the condition of the documents to be digitized, content to be indexed to assess the extent of damages to the documents for repair works. Vendors are advised to submit a letter of site visit along with their bids (Annexure III).

SCOPE OF SCANNING AND DIGITIZATION WORK

1. Batch Processing, Archiving (Scanning and Storing into image/digital form/Searchable PDF/A format complying with section 64B of Indian IT Act) and Retrieval
2. Receiving files by the tenderer(s) from State Archives staff
3. As the records State Archives are generally very old, delicate, fragile, and brittle, Vendors are advised to pay special attention and handle them through sophisticated techniques
4. Preparing the files for digitization purpose i.e. removal of tags, pins, **conduct minor/major repairs based on the condition of the document**, if any through sophisticated techniques
5. Digitization and Storing the Data in digitized form with mirroring facility and one additional back up on hard disk
6. Documents / pages which are either torn or not in proper condition or illegible should be converted into machine readable format (ASCII or Text mode) by OCR (Optical Character Recognition) Process or by data entry through keyboard typing
7. Indexing the scanned digitized data with **15 to 20 indexing fields** in Persian, Urdu, and English languages. Files in Persian & Urdu languages must be translated in English for indexing purpose.
8. Uploading of images converted to PDF/A (ISO 19005 2)format with respective Indexing parameters for easy retrieval in the existing DMS software available at APSARI
9. Handing over the files back to the State Archives staff in their original condition
10. Handing over the slotted digitized data along with the Meta data consisting of **15 to 20 indexing fields** on appropriate electronic media to State Archives

11. Metadata to be made available for quick access to the documents digitized. **The 15 to 20 Search fields** i.e. dates, file number, departments, the section, rack number, slot number and other location indicators, etc may be developed in English language after due translation of Persian and Urdu documents whatsoever.
12. Imparting adequate training to the staff of this Archives for (1) Archival (Scanning) (2) Retrieval & Printing
13. Reference media will be made available on Internet so the accessibility to the information of the records available in the archives will be possible from anywhere in the World, if necessary.
14. FIVE (5) types of images to be generated for every page of the records:
 - (1) Master Image (Original Un-cleaned and Uncompressed)
 - (2) Cleaned Image
 - (3) Black & White copy of the Cleaned Image
 - (4) PDF-A of Cleaned Image
 - (5) PDF-A of Black & White copy of the cleaned image

Images are to be supplied in all the above formats with proper Indexing in portable Hard Disk(s)

15. Image Enhancement Process: Vendors are advised to follow image enhancement specifications which are:
 - (a) Original raw image shall be saved as per the following specifications:
 - Raw Master Image: Original Digitized Image
 - File Format: Raw
 - Spatial Resolution: 300 dpi, minimum
 - File Naming: As Specified by APSARI
 - (b) The raw image shall be processed to remove dirt, worm marks, noise, shadow, scratch marks, skew, water marks, etc
 - (c) Adjustment of brightness and contrast, gamma correction, sharpening and blurring, removing patterns and adjusting colors will be also be the part of Image Processing
 - (d) Cleaned image (i.e. after following points b & c) shall be saved as per the following specifications:
 - File Format: TIFF
 - Spatial Resolution: 1024 x 768 Pixels
 - File Naming: Follow Raw Data's naming convention
 - (e) Cleaned image to be saved in Black & White format
 - File Format: Black & White
 - Compression: Suitable Compression. Preferably LZW
 - Spatial Resolution: 1024 X768 Pixels

- File Naming: Similar to Cleaned Image naming convention
- (f) A derivative access image namely PDF-A image will be derived from the cleaned image
- File Format: PDF Compression Group 4 CCITT lossy compression
 - Spatial Resolution: 1024 x 768 pixels at 300 Dpi
 - File Naming: Follow naming convention suggested for Raw Data
- (g) A derivative access image namely PDF-A image will be derived from the Black & White image

Pictorial Presentation of Scope of the Project

Andhra Pradesh State Archives & Research Institute intends to digitize old records and find proposed scope of work in pictorial form.

Proposed scope of work is as follows:

Collection & Movement of Records from its Stack Area



Pagination of the Records



Repairs to the damaged documents, if any



Image Capture



Conducting Quality Check for the scanned images

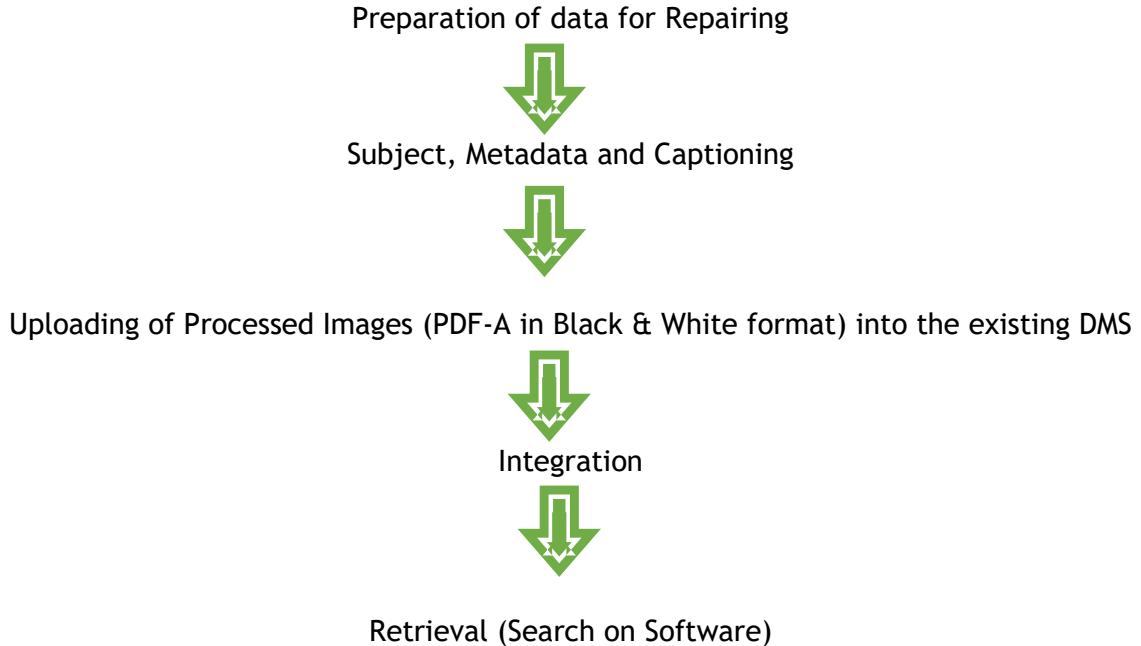


Re-stitching / rebinding of digitized records



Image processing and cleaning (editing)





TERMS AND CONDITIONS

1. The Tenderer must carefully read all Terms & Conditions and specifications before filling up the tender document. Every page of the tender document to be signed by the tenderer at the space marked as “SIGNATURE OF THE TENDERER WITH SEAL”
2. Aspirant vendor should submit his / her company Address Proof in Hyderabad at the time of purchase of tender document with a covering letter on their Company’s letter pad with duly signed & stamped
3. The Tender Document must be purchased from APAPSARI, Hyderabad in person only by paying Rs.2,000/- either by Cash or Demand Draft. Demand Draft must be in favour of “The Assistant Director (D.D.O.), A.P.State Archives & Research Institute” payable at Hyderabad
4. Tender will be Techno-Commercial Bid System which means Vendor scoring higher marks in Technical bid will be given higher marks
5. The Tenderers are required to quote their lowest per page rate for **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing as per the price bid format only.**
6. The rates so quoted shall include all taxes, levies, duties both under the Central Statutes and State Statutes including service tax, etc as all taxes, levies, duties due and payable including workers cess, etc shall have to be paid by the contractor only.
7. Due consideration will be given to firms / companies who have past experience in executing such large-scale digitizing preferably in any of the Archives or Archeology departments with the similar type of documents.

8. The State Archives and Research Institute is not bound to accept lowest bid or any bid as the contract is highly technical in nature and required the appropriate skills to preserve historical and ancient records by way of scanning, digitization, undertaking document repairs, undertaking restoration work of archival material / historical records of the past, etc. In spite of receiving the lowest quotation The State Archives and Research Institute have the absolute right and authority to knock down the tender in favour of person or persons who is found competent and having the appropriate experience in undertaking such skill work in spite of quoting higher rate.
9. Vendor must have rendered Scanning, Digitization, Document Repair, Restoration works of archival materials / historical records in the past. Vendor must have processed minimum 25 lakh pages in any of the State archives in India during the two calendar years (i.e.2013, 2014). Vendor should furnish Work Completion Certificate in support of their claim from any of the Archival Institutes along with the order copy on the Client's Letterhead duly signed by the officer not below the rank of Deputy Director of the organization.
10. Vendor who completed or done digitization of old documents / rare books at least 100 year old satisfactorily in any of the state archives in India will be given preference. Vendor should furnish Testimonials in support of completion of digitization service of old documents / rare books at least 100 year old on the Client's Letterhead along with the order copy.
11. The interested vendors are mandated to inspect the records preserved in the stack area by requesting Director in writing during office hours.
12. The work should be started by the firm immediately after finalization of the tender and should be completed within stipulated time or as per the work order.
13. The tenderer must own Scanning / Digitizing / Repairing, Indexing, Storing and Retrieval facility set up.
14. Consortium bidding, bidding through representatives, representative offices is NOT allowed
15. The required space for carrying out digitization works will be provided by the State Archives. Vendor has to bear the electricity charges on the actual basis. APSARI will provide a separate meter to record the consumption towards digitization project.
16. Bidders are advised to make necessary arrangements for Power Back Up. Required Generator / UPS shall be arranged by the tenderer on their own cost
17. Electrical points, Electric wiring, networking, air-conditioning and UPS to be fixed by the tenderer on their own cost
18. The Rates offered should be valid preferably till the completion of assigned work within the specific given time
19. Payment for **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing** work done under the Contract shall be made on quarterly basis subject to statutory and other deductions and penalties, if any levied and damages, if any recoverable under the Contract provided that the work has been done as per agreed terms and to the satisfaction of State Archives & Research Institute. The tenderer will be responsible for liabilities of all kinds including local and other taxes.

20. The TDS will be deducted as per the prevailing Law as on the date of payment.
21. Each tender should be accompanied with a **Bank Draft for Rs.1,00,000/- (Rupees One Lakh Only)** towards Earnest Money Deposit (EMD) drawn in favour of “The Assistant Director (D.D.O.), A.P.State Archives & Research Institute” valid for a period of **SIX Months** from the date of publication. EMD exemption is NOT allowed for any organization under any circumstances / reasons
22. EMD can be submitted in the form of Bank Guarantee also, Bank Guarantee should be favoring “The Assistant Director (D.D.O.), A.P.State Archives & Research Institute , Hyderabad”. Bank Guarantee should be valid for a period of **180 Days** from the date of Bid Opening
23. EMD will be retained in case of successful Tender and will not carry any interest till submission of Performance Security Deposit or this amount can be adjusted as part of Performance Security Deposit on mutual consent from the selected bidder(s).
24. This deposit will be refunded to the unsuccessful tenderers on their written request without any interest after the prime bidder submitting the Performance Security Deposit.
25. The successful tenderer shall have to submit **Security Deposit of Rs.2,00,000/- (Rupees Two Lakhs Only)** within a week of the receipt of the intimation of acceptance of their tender.
26. If the tenderer is already doing any Scanning / Digitizing work on job work basis in **any Government department or in any State Archives Department**, Name, Address and Telephone Number of the same should be mentioned.
27. The tenderer shall have to arrange its own staff. The State Archives & Research Institute would neither bear any expenses nor accept responsibility for the same. There would be no relationship between the State Archives & Research Institute and the staff of the tenderer
28. The supporting Technical staff for the work and necessary consumables have to be arranged by the successful bidder at their own cost.
29. The documents / records to be re-stitched / rebound again after digitizing / repairing if needed. Necessary manpower for this should be employed by the Agency.
30. The tenderer shall be the principal employer for all workers, labourers, out sourced persons, etc and such persons shall not have any right to claim any right of employment or contract with The State Archives and Research Institute.
31. The Director, State Archives & Research Institute reserves the right to deny entry to any staff member of the tenderer, if so deemed appropriate by it.
32. The tenderer will comply all Acts and/or Rules & Regulations framed by Government of Andhra Pradesh or Government of India to the work and employees. The Director will not be answerable for the terms and conditions of employment of the staff engaged or the work undertaken by the tenderer .

33. The successful tenderer will ensure that the staff engaged by the tenderer is disciplined and maintains work ethics. The tenderer alone will be vicariously liable and responsible for the acts or deeds or things of the employees of workers engaged by the tenderer for undertaking the work in terms of the tender.
34. In State Archives & Research Institute premises, the successful tenderer shall undertake the job of **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing only** for the State Archives & Research Institute.
35. The successful tenderer shall make arrangements for daily check up of the Scanners at their own cost and shall keep all the scanners in perfect working condition at all times so as to ensure smooth running of work. In case of failure of any scanner, the tenderer shall have to make alternative arrangement immediately so that the work does not suffer.
36. The **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing** of documents shall not be stopped on any ground whatsoever.
37. Continuance of the Contract and Payment of the work done shall be subject to satisfactory performance by such officers as are appointed by State Archives & Research Institute for regular as well as random checking and further subject to the tenderer fulfilling all the terms & conditions of the Contract.
38. The India Contract Act and other relevant laws of the country including the laws governing Intellectual Property Rights (IRP) will govern all obligations between parties.
39. As the Records in State Archives & Research Institute are old this consists of Persian, Urdu, Telugu and English languages. The man power provided by tenderer should include the person(s) having reasonably good knowledge and understanding of the above languages to create metadata and e-cataloguing after proper translation of the languages.
40. The successful tenderer may be allowed to do the **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing** work on all working days between 10:00 AM to 5:00 PM only. It will be imperative on each vendor(s) to fully acquaint themselves with the local conditions and factors which would have any effect on the performance of the contract and/or the cost.
41. In case, the tenderer wishes to carry on the job on Holidays and during odd hours, necessary permission in writing has to be obtained by the tenderer from the Director, State Archives & Research Institute
42. The Director will provide the files to the authorized representative of the tenderer supervising the **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing** work on day to day basis under proper receipt and it will be the responsibility of the tenderer to accomplish the task of **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing** after following all the processes, namely unbundling, Rebundling, Super Indexing, Scanning / digitizing, Splitting and Merger, Page Numbering, Storing, Retrieval, etc
43. It will be the responsibility of the tenderer to return the file(s) to State Archives & Research Institute's staff under acknowledgement in the same shape and condition in which it was taken after digitization
44. The tenderer will ensure that the documents / files handed over to it are kept in proper condition and no document is soiled / lost / misplaced / damaged

45. Complete secrecy and confidentiality is required to be maintained by the tenderer and their employees
46. The tenderer shall not be allowed to take away any file / record either in the shape of hard copy or soft copy and the work has to be carried out in the State Archives & Research Institute itself
47. Time is the essence of the Contract and the tenderer shall adhere to the time schedule and deadline as prescribed by the State Archives & Research Institute for execution of the work
48. If it is found at any time that the **Scanning/Digitizing/Uploading into Central Server/Indexing/Repairing** has not been done in accordance with the agreed terms and conditions, the Director, State Archives & Research Institute shall be entitled to demand the vendor to re-do the entire works without any consideration and also withhold further payment of the Vendor and forfeiter of the Bank Guarantee
49. The tenderer will ensure that the space provided to it by the State Archives & Research Institute is NOT misused in any manner
50. The Director, APSARI in his / her discretion, reserves the right to reject or accept any or all the tenders partly or completely at any time without assigning any reason(s) thereof. The Director reserves the right to make counter offer to the rate(s) proposed by any bidder(s).
51. Over-writing or over-typing or erasing of figures is NOT allowed and shall render the tender invalid.
52. The tenderer shall prepare Clause-by-Clause compliance statement indicating deviations and exceptions if any to all the Technical Specifications and Commercial conditions contained in the bid document.
53. The Director, APSARI may at its own discretion can change the volume of the Work based on the need and urgency of the department.
54. The volumes indicated may vary upwards or downwards based on the documentation process at APSARI.
55. The Director, APSARI has right to extend the contract or period of contract in exceptional circumstances without affecting the existing rates.
56. The Work may be awarded to one or more tenderer(s) as the case may be at the discretion of the State Archives & Research Institute.
57. Item wise rates may be shown separately for Document Collection, Document Preparation, Scanning, Meta Data Creation, Repairing of the Documents, Reconstruction of the digitized records / volumes etc. .
58. **Equipment Insurance:** Vendor has to make own arrangement in insuring the equipment installed On Site. APSARI will not admit any claims towards the loss / damage to the Vendor's equipment or property.
59. **Third party Liability:** Any loss /damage caused to the property of APSARI by vendor or their team member, APAPSARI reserves the right to claim the damages on actual basis.

60. An appropriate Agreement will be executed by the tenderer with the Director on the agreed terms & conditions. The Director on his / her discretion reserves the right to cancel the Contract at any time without assigning any reason.
61. The Director is empowered to change the Contract period.
62. The decision of Director is final in all respects as far as this Agreement is concerned.
63. The Company must have at least 05 years of standing without any legal cases.
64. The tenderer shall execute the work on its own resources and work .No third party execution will be allowed. In case, if found any, it directly attracts the cancellation of the contract.
65. The staff who will handle the work shall be fully trained and expertise in the said work .In case they are found not suitable, the director reserves the right to not to allow that person to do the work.
66. The tenderer should submit the bids in Two Parts - “Part I - Technical Bid” & “Part II - Financial Bid” as per Annexure I and II attached herewith. Only the technically qualified bidder’s financial bids will be opened

Technical Bid should contain the following:

1. All the documents as specified as per Point No.22 of the Technical Requirements.
 2. EMD in the form of Demand / Bank Guarantee as specified in the tender document
 3. Technical literature, if any related to this tender
 4. Undertaking that Vendor has NOT changed the wording of the tender document
67. The bid should be addressed to the Director, APAPSARI, Tarnaka, Hyderabad
 68. The Director will deal with the tenderer directly and no middlemen, agents, commission agents, etc should be asked by the tenderer to represent their cause and they will NOT be entertained by the Director
 69. **Bid Submission Date & Time:** Both the Technical and Financial Bids should be kept in a Single cover. Last date to submit the Bid is **01/10/2015 before 3 PM**. The Technical bids will be opened on the same day at 5:00 PM in the presence of the bidders available. Bids will be received in person or by post only. Bid covers received in damaged condition will NOT be accepted by the tendering authority. In the event of the last date of submission of tender happens to be a Holiday, the next working day will be considered as the last date of bid submission. The bid cover should prescribe the tender description, last day & time of bid submission, address of the tenderer along with contact number. Any bid received by the Tendering authority after the deadline for submission of bids prescribed by the Tendering Authority shall be rejected and returned unopened to the bidder
 70. Tenders submitted through Fax or Email are NOT accepted and will be summarily rejected
 71. In the event of Termination of Contract, State Archives & Research Institute shall be entitled to forthwith forfeit the Security Deposit either full or in part apart from taking such legal remedies as per available in Law. The tenderer shall there upon forthwith remove all its equipment and material and hand over the Records which are in their possession. The tenderer shall also leave the digitized data which will be the property of State Archives & Research Institute

72. **Clarifications:** Any interested bidder wish to seek additional information or clarification on this tender may write to the Director, APSARI within 10 days prior to the bid opening date by post or email : 'archives.digit2015@gmail.com' . APSARI after scrutinizing the requests will clarify and may incorporate the changes on its own discretion by way of a corrigendum. The corrigendum issued if any will become part of the tender document. Vendor should provide an undertaking that they have not changed any wordings of the tender document and do not deviate from the tender clauses mentioned in the document.
73. **Force Majeure:** If at any time, during the continuance of this contract, performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion., sabotage, fires, floods, explosions, epidemics, quarantine restriction, strikes, lockouts or acts of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Director APAPSARI as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at his option terminate the contract.
74. **Termination of default:** The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier, terminate this contract in whole or in part,
- (a) If the tenderer fails to deliver any or all of the goods within the time period(s) specified in the Contract or any extension thereof granted by the Tendering Authority
 - (b) If the tenderer fails to perform any other obligation(s) under Contract and
 - (c) If the tenderer, in either of the above circumstances does not remedy their failure within a period of 15 days (or such longer period as the Tendering Authority may authorize in writing) after receipt of the default notice from the Tendering Authority
75. **Arbitration:** In the event of any question, dispute or difference arising under this agreement or in any connection there-with (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitrator appointed by the Director, APSARI. The agreement to appoint an arbitrator will be in accordance with the Arbitration and conciliation Act 1996. There will be no objection to any such appointment on the ground that the Arbitrator is Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason whatsoever the Director APSARI shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors. Arbitration clause shall bind both the parties
76. **Confidentiality Agreement:** The Successful tenderer shall ensure that all information procured from the institute is kept confidential and none of the information is taken out for any commercial exploitation. The entire work of scanning/digitizing/repairing of old

records shall be entrusted to the successful bidder under a trust and hence any leakage of information or passing of the information for any commercial exploitation or any other purpose whatsoever shall amount to committing an offence of steeling and criminal breach of trust, entitling the institute to initiate appropriate criminal prosecution for the offence committed.

77. **Indemnification:** The successful tenderer shall be vicariously liable and responsible for any act of its employees. The successful tenderer alone will be responsible for any damage caused to the records while scanning/digitizing/ repairing. In case of any such damage caused, the successful tenderer/contractor alone shall ensure that the records are repaired at its own cost and information is retrieved. In the event of any such retrieval of data or repair of records is not possible, the successful tenderer shall compensate by making the payment to M/s State Archives & Research Institute towards the value of the documents damaged or lost as valued by the institute. The successful tenderer shall keep State Archives & Research Institute indemnified and harmless against any loss suffered by the institute while **scanning/digitizing/uploading into central server/repairing** of old records by successful tenderer or its employee(s).
78. **Principal Employer:** The contractor alone shall be the principal employer of all the employees engaged by the contractor. The contractor shall comply with all Labor Laws (legislation) including minimum wages, gratuity, EPF, ESI, etc whichever is applicable without any default. The State Archives & Research Institute shall be entitled to deduct TDS, Service Tax, Sales Tax, VAT, etc (wherever applicable) from the payment made to the contractor, from time to time.
79. **Bid Validity:** All the bids should be valid for a period of one year from the date of bid opening. On exceptional circumstances, the Director, APAPSARI may request the bidders to extend the bid validity on mutually agreed terms.
80. The State Archives and Research Institute reserved its right to cancel the tender at any stage without showing any reason. In case of cancellation no right shall vest with any of the tenderer to question the cancellation.
81. The tender notice is only an invitation to offer and no right shall accrue in favour of the tenderer till the tender crystallizes into a contract.
83. Any dispute under this agreement shall be resolved by way of arbitration. The Director of the State Archives and Research Institute shall appoint the arbitrator if this arbitration clause is invoked by any of the tenderer and the provisions of Arbitration and Conciliation Act shall apply to the Arbitration proceedings. The place of arbitration shall be at Hyderabad and the entire expenditure of arbitration shall be borne by the tenderer only. The courts situated Hyderabad alone shall have the jurisdiction over the arbitration proceedings.
82. Even after a contract is entered into or even if the letter of intent is issued to the successful bidder, The State Archives and Research Institute shall have the right to cancel the tender or contract without causing any notice, if it is found that fraud is played by producing any improper or fake document to establish the required qualification for participating in the tendering process.
85. For assessing the technical competency of the tenderer, a committee will be constituted to have an assessment of the tenderer through the documents submitted and also by way of direct interaction. The decision of the committee shall be again assessed by the Director of The State Archives and Research Institute, whose decision shall be final.

86. For any loss suffered by the State Archives and Research Institute by the act and deeds of the tenderer or its employees, workers, out sourced labourer or contractors or persons, etc including damage caused to the historical or ancient records or any loss suffered due to leakage of the confidential information, the tender / contractor alone shall indemnify the State Archives and Research Institute and make good the loss suffered. In such an event all the expenditure incurred by The State Archives and Research Institute towards any legal expenditure or for restoration of records or repair of any objectives or records shall be reimbursed by the tender / contractor with interest at the rate of 24% per annum from the date of such expenditure increased by the State Archives and Research Institute till the date of full and final recovery. It is further agreed that such amount becoming due and payable can be recovered by The State Archives and Research Institute by initiation of any legal proceedings including invoking the Revenue Recovery Act of the State Government, or under any other statute or statutes or by filing civil suit.

Technical Evaluation Criteria

Sl. No.	Technical Parameters	Supporting Document Required	Maximum Score	Minimum Qualification Score
I	Legal Entity		6	
I (a)	Company should be registered under Companies Act 1956 should have registered offices in India and should be in existence for at least last 5 years, as on 31st March 2015	Copy Certificate of Incorporation issued by Registrar of Companies	1	1
I (b)	The bidder should be registered with Sales Authority, Income Tax Authority and Service Tax Authority	Valid copy of VAT / ST / CST No. Valid copy of Service Tax number	1	1
I (c)	The bidder should be registered with Income Tax Authority	Valid copy of PAN card issued in the name of the Company to be submitted	1	1
I (d)	It is mandatory for the bidder to have office in the region of bidding	List of Office locations in the prescribed format to be provided	1	1
I (e)	Should have been operating more than 5 years	Work Orders issued by any client (preferably government agencies) to be submitted for each Year of Operation	1	1
I (f)	Should be in the business as Service Provider for Data Digitization for atleast 5 years as of March 2015	Work Orders issued by any client (preferably government agencies) to be submitted for each Year of Operation	1	1
II	Certifications		4	
I (a)	To confirm in Yes or No, whether company falls under the Micro, Small and Medium Enterprises Development Act, 2006.	Registration Certificate	2	2

	If yes, a copy of the Registration Certificate must be provided			
I (b)	Certification issued by any Agency	Valid Certification valid as on March 31, 2015	2	2
III	Financial Stability		6	
III (a)	Annual Turnover of the company must be more than 1 crore per annum	Balance Sheets of 3 previous financial years to be submitted	2	2
III (b)	Vendors should have a turnover of more than 1 crore per annum from IT & ITES business	Necessary proof to be submitted	2	2
III (c)	Vendors should have Positive Net Worth for the three previous years	Net Worth issued by a Banker to be submitted	2	2
IV	Relevant Experience with old records		6	
	Professional expertise in handling repair works, digitization, unbinding, rebinding, etc for minimum of 10 Lakh documents (project must have handled within 2 years from the date of bid opening)			
IV (a) 1	Documents over and above 100 Years		6	4
IV (b) 2	Documents over and above 75 Years		4	2
IV (c) 3	Documents over and above 50 Years		2	1
V	Total Number of pages scanned in the past 3 financial years -	Work Orders and Work Completion Certificate from the Client must be enclosed	6	
V (a) 1	Documents over and above 50 lakhs		6	4
V (b) 2	Documents over and above 30 lakhs		4	2
V (c) 3	Documents over and above 15 lakhs		2	1
VI (c)	Project Size: Digitization and Data Entry project value in the past 3 financial years-	Work Orders and Work Completion Certificate from the Client must be enclosed	6	
VI (c) 1	More than 1 crore		6	4
VI (c) 2	More than 50 lakhs		4	2
I (d)	More than 25 Lakhs		2	1

Technical Evaluation Criteria ... Contd

Sl. No.	Technical Parameters	Supporting Document Required	Maximum Score	Minimum Qualification Score
VII	Client Profile: Vendor should provide details of the departments for which digitization and data entry services are provided	Work Orders and Work Completion Certificate from the Client must be enclosed	4	
VII (a) 1	Central Government Departments		4	2
VII (b) 2	PSUs / State Governments		2	1
VIII	Overall Response		12	6
	Understanding of scope, objectives and completeness of response; overall concord between requirements, proposal etc.			
IX	Technical Capacity		20	10
	Professional expertise, knowledge and experience with similar kind of Project (project must have handled within 2 years from the date of Bid Opening)			
X	Technical Presentation		30	15
		Total Marks:	100	

Note:

** Technical Score less than 70% will not be considered for Financial Bid. Bidder has to score minimum qualification marks in each evaluation criteria mentioned above to qualify for financial bid.

1. APAPSARI will assign points to the technically qualified bidders based on the technical evaluation criterion mentioned & approved by committee. The commercial bids for the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive. The passing score in Technical stage is 70 out of Total 100 (Hundred) Marks in the above mentioned criteria. If deemed necessary, TC in its sole discretion to make required variations in the cut off points for technical evaluation including criteria for technical evaluation.
2. Bidder is required to submit necessary credentials/ documentary proof of Purchase Order/ Agreement/ Completion Certificates, detailing Scope of Work, Timelines, project experience certificate etc. or relevant documents in support each of above parameters.
3. APAPSARI reserves the right to take the decisions of whose commercial bids are to be opened.

Commercial Evaluation Criteria

The Bid Evaluation Committee will evaluate the Commercial bids received from the bidders, in specified format, as mentioned below:

The Price Score of the bidder will be calculated using the following formulae:

$$\text{Price Score} = \text{L.P.O.P.} \times 100$$

Where

L.P. is the Lowest Price offer of the Technically Qualified Bidders

O.P. is the Offer Price of the bidder being evaluated

Overall Evaluation Criteria

The Bids received will be evaluated using Quality cum Cost Based Solution (QCBS), giving 70 percent weightage to the Technical Score and 30 percent weightage to the Price Score.

$$\text{Total Score} = (\text{Technical Score} \times 0.70) + (\text{Price Score} \times 0.30)$$

Bid Evaluation Committee

The bid evaluation committee constituted by APAPSARI shall evaluate the bids. This may involve the representations from field and/or other department's experts. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids shall be final.

TECHNICAL REQUIREMENT

1. The data has to be stored by way of images in Searchable Portable Document Format (PDF/A) with adequate resolutions to ensure readability and easy in retrieval. The images so stored in the database should be properly indexed and repaired as per the requirements of State Archives & Research Institute and should be capable of adding more images at later stage if needed be in an old stored file. The data so stored shall be in a non-editable form
2. The documents to be digitized will normally be with size of A4-A2, A3 and Legal size in stitched files / volumes
3. The team working for metadata and e-cataloguing must be well versed with Persian and Urdu languages.
4. In view of the fragile nature of the documents, the vendor should have the capability to handle such content without damaging the same.
5. Charts, Illustrations, Maps, other relevant important documents, etc shall be scanned separately and merged with the corresponding file at the appropriate location. No deviation is acceptable and vendors are advised to make a NOTE of the same.
6. 90% of payment of the billed amount will be released after preliminary inspection of the **digital images / meta data created / Status of uploading into central server/Repairing**. 10% amount will be adjusted as part of Performance Security

Deposit. This amount will be adjusted against the final billing or on completion of the project after successful implementation of the project

- (a) Checking quality of the digitized records before offering for Quality Check to APSARI is the responsibility of vendor

Vendors are expected to verify digitized records based on the following parameters. Following are some of the parameters but NOT limited only to them.

- * It should be checked that all files / books have top sheet attached to them
- * It should be noted that all pages have been numbered
- * It should be checked that they are not torn or ragged
- * It should be checked that there are no folds
- * It should be seen that they are dust free

- (b) A Quality Check Team consisting of Officers (rank equivalent to Assistant Director or above) will be formed by APAPSARI to perform quality check of the digitized records, metadata created either in whole or part.

- (c) Quality checking of the digitized records, metadata will be handled based on the following against receipt of the same for Quality Check. They will be verifying all possible parameters (even the ones suggested to vendors) for better output.

* QC of digitized records:

* QC Team will check that no page has been scanned twice. If it is observed, payment for such extra scanning will NOT be made to the Vendor

* QC Team ensures that the blank pages NOT scanned unless given page number by APAPSARI earlier

* QC Team also verifies the following:

- * Resolution - Minimum 300 dpi
- * Image Format - TIFF Only
- * Image Output Format - PDF/A

* QC of Metadata created: QC after metadata entry is very important. Images clearing this QC will lead to submission of the documents to department for acceptance.

QC Team checks:

- * Whether all required metadata fields have been captured
- * Whether the metadata captured is correct

- (d) To check quality procedures followed by the vendor, the team may perform surprise visit at any time during the project tenure

- (e) The vendor should submit digitized records and metadata created in frequent intervals after INTERNAL QC to APSARI.

- If any folios / pages are found below standard, vendor is expected to re-scan and submit them for Quality Check
- If any corrections to be made to the metadata created, necessary corrections to be performed

7. The digitization tasks include image capturing, image processing, advance editing including cleaning & numbering of scanned images, etc .
8. The minimum Resolution of digitized images should be 300 dpi. On specific cases where image quality is NOT good, the scanning resolution should be 600 / 1200 dpi. Documents to be digitized using Face up Scanning Technology with pixel type moving linear CCD Sensor Scanner. Overhead scanners / high resolution DSLR digital camera (without flash) also can be used to capture images.
9. Book cradle mechanism should be used for bounded volumes of documents for minimum handling of the documents / records. Stitched files / volumes should be electronically flattened.
10. The on screen JPEG resolution will be 1024 x 768 pixels
11. The Scanned / Digitized / Microfilmed record will be the property of the State Archives & Research Institute. The vendor shall have no right, title or interest in it and shall not use it in any manner
12. **While on the assignment, the bidder will not make or retain any Digital copy of the documents / records for any purpose whatsoever.**
13. The documents to be digitized are of archival importance and due care in handling of these documents by operators have to be ensured. Any loss or damage of the document supplied for digitizing may result to cancellation of the contract immediately and the security deposit will be forfeited
14. It will be the responsibility of the agency to take the documents from the stack area for digitizing/Indexing /repairing and after digitizing/Indexing/repairing , 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 / Indexing/Repairing
15. Due consideration will be given to firms / companies who have past experience in executing digitizing projects in Archival Institutions
16. Vendor has to submit Monthly Report of the work done
17. The documents / records / files / bundles are to be stitched or rebounded again after digitizing. If needed necessary manpower & material for this should be employed by the Agency. This aspect may be kept in mind while quoting the rate
18. In case, the successful tenderer finds any original document which is in a very bad condition, it will make its best efforts to take out better print (either by typing on a separate sheet of paper or taking out a better photocopy thereof) and then put the said data in the relevant database. The original papers shall however be retained in the main file
19. All scanned / digitized files will be stamped by the user indicating that the file is "SCANNED" and to be duly reconstructed. The tenderer will be fully responsible for any loss / damage of any document
20. **At the end of the project**, the tenderer has to hand over the complete Scanned / Digitized data to State Archives & Research Institute by **providing one copy on USB HDD**

21. The successful tenderer will be required to digitize minimum such number of pages as may be fixed by the A.P State Archives from time to time. The staff of the Director of the State Archives & Research Institute will do random checking of the work being done by the tenderer and in the event of the tenderer not executing or completing the minimum decided volume of work, State Archives & Research Institute may impose a penalty @ Rs.1 per unfinished page and required the tenderer to clear the backlog in succeeding month in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the tenderer. Max penalty levied will be up to 10% of the project cost.
22. List of Documents to be enclosed as part of Eligibility & Technical qualification criteria:
- (a) Bids without a valid EMD shall be rejected outright
 - (b) Tenders shall NOT be accepted after stipulated date and time
 - (c) The Annual Turnover of the vendor applying must be more than 1 crore per annum
 - (d) Only reputed and experienced organizations who have good infrastructure, adequate and sound knowledge of digitization, Indexing facility (Persian and Urdu knowing manpower) & repairing techniques according to the International Standards which possess at least 5 years of experience of working for Archival Institutions would be eligible to submit their Proposal. A Self Certificate to this effect need to be submitted by the Head of the Organization of the Tenderer
 - (e) A list of the clients / organizations where similar nature of work has been conducted should be furnished indicating the name, address of the organization along with contact details of the contact i.e. Name, Designation, Contact Number, Email Address, etc along with the age of their relationship with the organization
 - (f) Certificate of Incorporation & Memorandum of Association (In case of a company) or Partnership Deed (In case of a Partnership Firm) or Self Declaration (In case of Proprietary concern)
 - (g) Earnest Money Deposit (EMD) by way of Demand Draft or Bank Guarantee
 - (h) Power of Attorney to sign on the Bid, if any
 - (i) **Copy of PAN Card issued by competent authority in the name of the Firm / Company. PAN Cards issued on Individual's Name are NOT acceptable**
 - (j) Copy of registration with any government agency issued on or before March 31, 2015
 - (k) Copy of ESI Registration Certificate issued on or before March 31, 2015
 - (l) Copy of EPF Registration Certificate issued on or before March 31, 2015
 - (m) Copy of Service TAX Registration Certificate issued on or before March 31, 2015
 - (n) Copy of VAT Registration Certificate issued on or before March 31, 2015
 - (o) Copy of Certificate issued on or before March 31, 2015 by ISO Authorities and the organization must be ISO Certified minimum 5 years before the date of bid .

- (p) Copy of latest Balance Sheet or Certificate from Chartered Accountant certifying Annual Turnover of Rs.1 Crore for last Three (3) Financial Years i.e. 2012-2013, 2013-2014, and 2014-2015 generated from IT and ITES Business
- (q) Duly filled in proposal giving details of expertise, equipment available, details of man power, proposed infrastructure to handle **Scanning / Digitization / Uploading into Central Server / Indexing/ Repairing** with proper seal and signature of authorized person on each page of the proposal
- (r) Vendor has to submit ESI/PF amount remittance list every month in proof of amount being paid for employees
- (s) Vendor has to submit proof of Service tax remittance as and when demanded by APSARI
- (t) **Proof of Experience:** Vendor should product a Work Experience Letter duly signed by the competent authority (Head of the Institution) to substantiate the work experience claimed by Vendor
- (u) Vendor should submit detailed Approach & Methodology of the tendered requirement. This includes the components used for fortification of this project, kind of stationary used, quantity of stationary used etc projecting various processes involved at each stage of this work.
- (v) Vendor has to submit an affidavit duly notarized that their organization is not black listed/debarred from any of the state/central/autonomous organizations across India.
- (w) Vendor should submit an affidavit indicating the sufficiency of hardware, computers, scanners, man power without forming any consortium /out sourcing work.
- (x) Letter of Undertaking that vendor has NOT changed the wording of the Tender Document.
- (y) Should contain a Sample of CD / DVD of Digital Images for Performance of the bidder.

Note: No self-declaration letters are considered for evaluation purpose.

23. The approximate volume of Scanning/Digitizing/Uploading into Central Server/Indexing /Repairing is **17, 00,000** pages of old records (Variation is permitted by 50% upwards/downwards).

24. The rate should be quoted per image as per Annexure II

Interested parties may send their tenders in PVC sealed covers, super scribing as “,TECHNICAL & FINANCIAL BID” FOR SCANNING/DIGITIZING OF RECORDS so as to reach on or before **01 October 2015**, before 3.00 P.M.

Assistant Director (Accounts)

Encls: Annexure I, II & III

ANNEXURE - I

1. Description / Name of the Vendor (including legal status, ownership etc.)
2. Number of Desktop systems (configuration & OS) you propose to install
3. Number of Scanners to be installed with Scanning/digitizing speed, Duty cycle and other features
4. Other Hardware equipment you propose to provide/use
5. Number of technical persons to be deputed by you for the work (with details of their educational qualifications, experience, functions, etc.)
6. Number of non-technical persons to be deputed by you (with details of their educational qualifications, experience, functions, etc.)
7. How much space you require to execute the work?
8. How long you estimate to complete the work in all respects?
9. What would be the output/day in terms of number of pages that can be scanned, digitized, indexed, stored and retrievable?
10. What facilities you expect from the S.A & R.I. in executing the work?
11. List your clientele with amount of work completed, their addresses and contract person's details
12. The vendor understanding of the project requirements and the proposed total solutions
13. Main features of proposed solution and any area of risk
14. Methodology to be used for Scanning / Digitizing
15. Any other relevant information. (The information required is not exhaustive. Vendors are requested to include all information that may be necessary for such type of projects)

ANNEXURE - II

1. Quote the Rate per Page irrespective of the Page Size (A4, A3 and Legal)
2. Warranties and Guarantees

Note: Rates so quoted shall Inclusive of all Inputs such as Scanning, Digitizing, Indexing, Storing, Hardware, Manpower, Storage Media, Training or any other Costs involved in the execution of Work

FORMAT FOR FINANCIAL BID

Sl. No.	Description of the Work	Base Rate (Rs.) per activity (Rs.) - <A>	Total Rate (Rs.) - Including All Taxes, Levies, etc as applicable - - Grand Total of the basic rates provided in Column <A>
I	Digitization of Documents of A4, A3 and Legal Size documents in 300 dpi to be supplied as:		Rs..... Per Image
A	Collection & Movement of Records from its Stack Area	Rs..... Per Image	
B	Re-arrangement of files in chronological order	Rs..... Per Image	
C	Pagination of the documents		
D	Inward of the records into Excel		
E	Repairs to the damaged documents based on the type of "damage"	Rs..... Per Image	
	(a) Very Old Records	Rs..... Per Image	
	(b) Delicate	Rs..... Per Image	
	(c) Fragile	Rs..... Per Image	
	(d) Brittle	Rs..... Per Image	
F	Image Capture	Rs..... Per Image	
G	Rebinding of the digitized records as per its form:		
	(a) Files	Rs..... Per Image	
	(b) Books	Rs..... Per Image	
	(c) Folders	Rs..... Per Image	
	(d) Volumes	Rs..... Per Image	
H	Image Processing & Cleaning (Editing)	Rs..... Per Image	
I	Subject, Metadata ,Captioning.	Rs..... Per Image	
J	Uploading of processed images into the existing DMS	Rs..... Per Image	
K	Preparation of Data to be submitted to APSARI	Rs..... Per Image	
	Note: No Extra Charges will be paid for scanning at 600 / 1200 dpi resolution wherever applicable		

* No hidden charges, taxes will be entertained after the price bid opening

BID SECURITY FORM

(BG format to be made on 100 rupees stamp paper by the Jurisdiction in which executed)

Whereas(hereinafter called “ the Bidder”) has submitted its bid datedfor the works of “Scanning /Digitizing/Indexing and Repairing of old records in APSARI vide tender Number APSARI/Digitization/15-16 dated 09/09/2015 KNOW ALL MEN By these presents that

WE.....OF.....having our registered office at(hereinafter called “the Bank”) are bound unto AP State Archives & Research Institute (hereinafter called “the Purchaser”) in the sum of **Rs 1,00,000-00** for which payment will and truly to be made of the said Purchaser, the bank binds itself, its successors and assigns by these present.

THE CONDITION of the obligation are:

1. If the Bidder Withdraws his bid during the period of bid validity specified by the Bidder on the bid form or
2. If the bidder, having been notified of the acceptance of his bid by the purchaser during the period of bid validity
 - (a) fails or refuses to execute the Contract , if required ; or
 - (b) fails or refuses to furnish the performance Security , in accordance with the instruction to bidders

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand without the purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified in the tender document up to and including THIRTY (30) Days after the Period of bid validity and any demand in respect thereof should reach the Bank not later than the specified.

Date/dates. __/__/____

Name & Signature of Witness	Signature of the Bank Authority
Address of Witness	Name
	Signed in Capacity of
	Full address of Branch
Signature of the Bidder with Seal	Tel No of Branch
	Fax No. of Branch

Annexure III

Site Visit Report

(Vendor should carry a copy of this letter during his site visit and get it duly authenticated by the concerned officer & the same shall be submitted along with their bid)

The Director

AP State Archives & Research Institute

Tarnaka

I, _____, designation _____ representing M/s. _____ (Company name) have visited AP State Archives Research Institute stack area (located at _____ & _____) on --/--/---- and observed all the types and conditions of the records to be digitized. I have also assessed the condition of the damaged records and content written (language & handwriting patterns) on the records for indexing & metadata creation.

Having visited the site and understood the complete scope of work as per the tender document the financial bid submitted by us shall be comprehensive.

Name of the representative of the Company

Name of the Officer met at APAPSARI

Designation

Designation

Date of Visit

Date