

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR**

TENDER CALL NOTICE

Sealed Tenders are invited from the firms for **digitization of Archival rare books and records** of Odisha State Archives, Bhubaneswar with detail scope written in Financial BID form. The price should be quoted including all taxes applicable and other charges as applicable. The tenders should accompany the ITCC/STCC and should reach the office of the undersigned on or before within 14.12.2012. The Tenders will be opened on 14.12.2012 at 3.30 pm in the office of the under signed. Detail Documents should be given along with the Tender. The undersigned has all the rights to disqualify based on the quality and technology used by the vendors. The undersigned reserves the right to reject any or all Tenders without assigning any reason thereof. Payment will be made after delivered and certificate from authorised officers or as per the Financial BID form in the undersigned authority. For more details and Tender documents visit to <http://www.orissaculture.gov.in/advertisement.asp>

Superintendent,

Odisha State Archives,
Bhubaneswar.

Technical & Financial BID

DIGITIZATION OF RARE BOOKS AND RECORDS OF Odisha State Archives BHUBANESWAR

BID REF. NO : OSA-01/2012

Last Date for Submission of Financial Bid: **Dt. 14.12.2012 up to 03:30 PM.**

Place of Submission of Bid: Odisha State Archives,
Sachivalaya Marg,
Bhubaneswar-751 001

Opening of Financial Bid **Dt. 14.12.2012 at 03:30 PM.**

**ODISA STATE ARCHIVES
SACHIVALAYA MARG, , BHUBANESWAR- 751013
PHONE: 0674-2501636 FAX :91-0674-2501636
E-MAIL : odishaarchives@gmail.com**

TERMS AND CONDITIONS

- 1.1 Bidders have to ensure compliance of all clauses as described on the tender document and attached Scope of Work /technical specification indicated at Annexure-VI.
- 1.2 All information provided by the OSA offices or rare books and records collected by the bidder for executing the work will be considered confidential and will be handled by the bidder as it is a Confidential Information. In case of any negligence of the vendor may be penalized.
- 1.3 The bidder shall be vicariously liable to indemnify the OSA offices in case of any misuse of data / information by the bidder, deliberate or otherwise, which comes into the knowledge of the Client during the performance or currency of the contract.
- 1.4 Safe handling of legacy records is a major responsibility of bidder. While handling these, proper care is to be taken; hence vendor should deploy only experienced scanning operators. In case of any negligence the vendor may be penalized.
- 1.5 The Technical & financial bid will be submitted with following Annexures
Annexure-I : Technical Bid
Annexure-II : Representative Authorisation Letter
Annexure-III : Self Declaration
Annexure-IV : Acceptance of Terms and condition
Annexure-V : Price Schedule
- 1.6 It will be imperative on each bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.
- 1.7 Sealed financial bid has to be send by Regd. Post / Deposite in the “Superintendent, Odisha State Archives,SACHIVALAYA MARG, BHUBANESWAR, ODISHA, PIN-751001”
Late tender: Any tender received after scheduled date and time of submission of bids will not be considered.
- 1.8 Un-signed & un-stamped financial bids shall not be accepted.
- 1.9 Decision of OSA in respect of evaluation of bids and/ or award of contract shall be final.
- 1.10 Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

- 1.11 No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- 1.12 OSA reserves all rights to ask for any type of clarification failing which it may leads to **CANCELATION** the bid.
- 1.13 OSA will not be responsible for any misinterpretation or wrong assumption by the vendor.
- 1.14 OSA is not responsible for non-receipt of financial bids within the specified date and time due to any reason including postal delay or holidays.
- 1.15 Letter of Intent (LOI) will be issued to the successful Bidder after evaluation of the tender. The firm work order will only be issued after the Bidder deposits the Performance Bank Guarantee as per clause 1.18 within stipulated period.
- 1.16 OSA will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any govt / semi govt/PSU or govt affiliated institution's floated tender/RFP/ Eol process.
- 1.17 The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.

1.18 Penalty

2% of **contract value** will be charged per week or part there of for delay in completion of work as per the required terms and conditions already there mentioned in earlier EOI/financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.

1.19 Performance Security

The selected agency will submit 10% of the total bid value within 15 days of receipt of work order/Lol by way of irrevocable and unconditional Bank Guarantee/ demand draft from Nationalized/Scheduled bank in favour of "Superintendent, Odisha State Archives" for a period of at least 6 months validity. The bank guarantee/DD should contain telephone number and contact office address of the issuing Bank so that the BG/DD can be verified. The proceeds of the Performance Security shall be payable to OSA as compensation for any loss resulting from the Company's failure to fulfill its obligations under the terms and conditions of the Work Order.

The Performance Security regarding commencement of job / task will be discharged by OSA and returned to the company not later than 30 (Thirty) days following the date of completion of the company's performance, related obligations under the terms & conditions of the Work Order.

1.20 PAYMENT TERM

Payment will be made in following manner after completion of work as per scope of work after certified by competent authority

- a) 50% payment will be released after completion of scanning & 10% sample verification of image/PDF document.
- b) 30% payment will be released after data entry.
- c) The final 20% payment will be released after certification from the competent authority.

1.21 Termination For Default

OSA may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the company, terminate the work / task in whole or in part, after sending a notice to the Company in this regard.)

- a) If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the BID Document/Financial Bid document.
- b) If the bidder fails to perform any other obligations under the terms and conditions.

In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

1.22 Evaluation of Commercial offer

The Final Selection of Bidder will be done based on lowest rate quoted by the bidder.
The lowest quoted bid henceforth will be called Lowest One (L1).

1.23 Validity of Offer

The proposals shall remain valid for a period of **180** days after the opening of the commercial bids. In exceptional circumstances, the OSA may solicit the Bidder's consent for extension of the bid validity period.

1.24 Taxes & Duties

1.24.1 The prices shall be inclusive of all taxes & duties as applicable.

1.24.2 OSA shall be authorized to deduct any income/Service tax as applicable from the Bidder.

1.24.3 No escalation of cost is allowed during the validity of bid.

1.24.4 The prices quoted shall be firm throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into account any such change by deduction there from.

1.25 Jurisdiction

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the Court of Bhubaneswar, Odisha only.

1.26 Right To Reject/Accept The Tender

OSA reserves the right either to reject or accept any or all bids. The purchaser has exclusive right to alter the requirements at the time of placing the final purchase order. After placing the purchase order, the purchaser may order to defer the whole contract.. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

1.27 Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001 whose decision on such matters shall be final and conclusive.

ANNEXURE-I

TECHNICAL BID FORM
(Technical Bid)

1. (a) Name of the firm/agency/ _____
Postal Address _____

2. Telephonic/telegraphic
(a) Firm/agency: Land phone (STD) code)- Land line Number) _____
Fax _____
Mobile:- _____
E.mail: _____
URL (of website) if any _____

3. PAN _____ Number (Xerox copy to be attached)

4. TIN/ Service tax _____ No. (Xerox copy to be attached)
(Firm/Agency)

5. Income Tax Assessment Certificates for last 3 years. (2009-10/2010-11/2011-12)
Xerox copy to be attached.

6. List of client completed or undertaken such type of work during last 3 years.

Place:

Date:

Counter signature of Agency/firm

Company Seal

ANNEXURE-II

REPRESENTATIVE AUTHORIZATION LETTER

To,

ODISA STATE ARCHIVES
SACHIVALAYA MARG,
BHUBANESWAR-751 001

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with financial bid reference No. OSA-01/2012 . S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

ANNEXURE-III

Self Declaration

To,

Odisha State Archives
SACHIVALAYA MARG,
BHUBANESWAR-751 001

In response to the invitation No. OSA-01/2012, Ms. /Mr. _____,
as a _____, I / We hereby declare that our company
_____ is having unblemished past record and have not
declare blacklisted by any Central/State Government institution and there has been
no pending litigation with any government department on account of similar
services. I/We further declare that our company have not defaulted in executing any
Government order in the past.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

ANNEXURE-IV

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS AND FINANCIAL BID DOCUMENTS

To,

The Superintendent
Odisha State Archives
Sachivalaya Marg
Bhubaneswar – 751 001
Odisha

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document [OSA-1/2012] regarding For Selection of Agencies for Scanning & Digital Repository of Rare book and Records Of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document [OSA-1/2012] are acceptable to my Company/Organisation. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

ANNEXURE-V
FORMAT FOR FINANCIAL BIDDING

SI. No	Particulars	Page Size	Rate Per Unit (Rs.)	Taxes and Duties if any (Rs.)	Total Price
A	B	D	E	F	G (E+F)
1.	Digitization of one page (which includes scanning and indexing*)	A4/Legal			
		A3			
		A2			

Authorised Signatory

Place : _____

Date : _____

Common Seal of company

Annexure-VI

A1.1 Technical Scope of the Project Work for Financial Bid

Project Scope:

The project scope has envisaged developing and deploying an efficient system for digitization and data capture of rare books and records. The project, therefore, comprises of scanning the rare books and records, appropriately indexing and defining appropriate workflows for the activities involved in order to maintain the system in future.

Broadly following scope of work has been outlined:

- I. Digital scanning of all rare books and records of Odisha State Archives houses in the office premises.
- II. Data entry activities to be performed for all scanned documents for above said period. Oriya language data are need to capture in English during data entry activities.
- III. Development of structured digital database in Oracle platform which will be compatible to data retrieval, archiving and storage including future augmentation process. Vendor has to come out suitable compression technology for suitable handling of database.
- IV. Development of work flow module for scanning, indexing and data entry activities. In addition to this creation of metadata and other relevant information to comply with EC/CC related activities.
- V. Print out data entry summary of each rare books and records of Odisha State Archives would be submitted for acceptance and sign off purpose with Govt officials.

A1.2 Detailing of Scope and Activities to be performed:

Following activities have to be carried out For Scanning of Rare Book and Records:

1. Setting up of the require Infrastructure like electricity connectivity (may required 3 phase connection), space to be made workable condition, networking, sitting furniture etc., for digital structuring at office premises. Scanning to be done for **A2,A3 and LEGAL/A4 size paper.**
2. Collection of the rare books or records from record Keeper from the respective section of the Office.
3. Maintenance of a register for receipts, digitization and handing over of records supported by a automated workflow.
4. The vendor has to develop this workflow application capable of handling auto- indexing, document management Viz, from record receiving to final return of the same to the department.
5. The above work flow mechanism thus devised should be integrated with the scanning software.
6. Unbinding of the Registers and internally marking the sequence of the records
7. Fresh Rebinding of each unbound record used for scanning activity after digitization.
8. Scanning the Records as per the predefined work flow

9. Creation of each scanned Rare Books and Record in Colour/ Greyscale into a multi-page JPEG raw and restore file and latter on in PDF or any other suggested format.
10. Creating a metadata file for identification and indexing of files as per the record kept manually or the scanner log file.
11. Internal checking for the quality of the scanning.
12. Coordinate with the Office representative for regular and random/thorough/detailed check of the scanning operation.
13. Taking necessary steps to rectify the errors as per quality of scanning as per the recommendations of the respective Office personnel.
14. Delivery of Data in DVDs by the Scanning Agency to the Office.
15. Data Entry activities at OSA will be made required attributes to be entered as per the scope and format designed for same.
16. Vendor has to establish data facilitation centre hub at OSA office premises with required IT/ Physical infrastructure with adequate human resource.
17. Printing & binding of digitized records for Verification and Authorization by DSR/SR Officials
18. Verification & Authentication of Data by the concerned officials.
19. Minimum IT Infrastructure & human resource at Office location would be required as follows:
 - i. Latest Configuration System with UPS as standby back up.
 - ii. 01 No. of Laser Printer (600 DPI, 20 PPM)
 - iii. High Speed Over head Scanner.
 - iv. 01 Standby A3 size scanners
 - v. Diesel Generator (DG) as electricity back up at each scanning and location. This is essential and critical keeping load shedding and other down time scenario.
 - vi. Scanning & QC(Quality Check) operators with knowledge and experience in scanning activities. The ratio of scanner and QC team would be 1:4.
 - vii. Book binder.
 - viii. One Supervisor who will be interacting with the DSR/SRO. Rest team size in terms of scanner operator, qc operator, book binder will vary and may required to increase the team size keeping project urgency in consideration.
20. Vendor has to established seamless project coordination and project management framework to execute this project.
21. The bidder/firm/digitization agency must take the daily backup and keep it in a safe place. However, in any case, if the data is lost, then it would be the sole responsibility of the bidder/digitization agency to re-enter the data without any additional cost

Mandatory Compliance for Project Execution:

Responsibility of the bidder/firm/digitization agency

- Entering into a project execution agreement with the OSA.
- Liaisoning with respective Govt. official / personnel for taking possession of the working space.
- Liaisoning with the respective Govt. official / personnel for facilitating input rare books and records.
- Necessary site preparation for establishing the desired work environment and infrastructure.
- Infrastructure includes Tables, Chairs, Servers, LAN, Printers, UPS, Lighting when regular power fails etc).
- Collecting the Rare Books/Records from the respective Office designated officer and returning the same with;
 - Dedicated resource to receive and return the rare books and Records.
 - Dedicated resource to ensure the page count and quality of book
 - Dedicated resource to ensure the quantum and quality of output
- Data Entry, Editing and printing of one copy of checklist and one copy of final printout to be submitted to the department.
- Maintaining the confidentiality of the District Administration data as per Information Technology Act 2000.
- Uninterrupted electric supply with proper wiring capable of taking load of equipments
- Sufficient fans, lighting nodes and other electrical fixtures in good working condition
- It is the responsibility of the bidder/digitization agency to make arrangements for Standard concealed electrical wiring with back up power to run DATA ENTRY/SCANNING work uninterruptedly
- Wherever necessary, the bidder/digitization agency has to arrange for Generator (DG) for the required power so that the work is completed within the stipulated time period.
- Insurance of all the machines and material against all risks is necessary.
- Daily status reporting from the site acquisition to the record handling and rate of digital structuring is to be devised for timely incorporation as part of the Project MIS.
- Handing over the error free data (two copies) at the time of completion of work in the respective office on the media specified (CD/DVD) also at the end of the contract period along with final hard copy of abstract printout.
- As this is a Government project no pirate and illegal usage of software and hardware is permissible. Hence, agency should use authentic legal licence for Oracle database at their own cost.
- Agency has to ensure insurance aspect of all infrastructures deployed for the project. Proof of copy has to be submitted in this regards.
- All works will be done as per scope of the work.

- Security and the Safety of the Manual Record will be the sole responsibility of the bidder/digitization agency and in case of any damage the Nodal officer can take the appropriate action.
- Security aspect in terms of Physical infrastructure (External door in good condition with proper lock, Windows fitted with wire mesh, Power Back up Generator will be the sole responsibility of the bidder/digitization agency
- The bidder/digitization agencies is need to work closely with the Project Owner's (Tendering Authority) staff, act within its own authority and abide by directives issued by the Authority.

Project Deliverables:

The complete project has to be **delivered by 15th of march 2013** from the date of award of contract.

- I. Project Execution Plan
- II. Digital scanned database of rare books and records as per following specification.
 - Each Rare Book and Records multi page file in JPEG Raw, JPEG Restore and PDF format
 - Colour
 - 300 Dpi Resolutions (min)
 - Two set of data in DVD Form
- III. Data Entry out put in structured Oracle database format
- IV. Data entry summary print out of each rare books and records of Odisha State Archives to suffice sign off and acceptance of the job.