

**Open Competitive Bidding (Single Stage
Single Envelop Bidding)
For the works of Digitization of Cabinet
Records**

**Home and Political Department
Assam Secretariat, Dispur, Guwahati-781006**

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ABBREVIATIONS & DEFINITIONS

Authorised Signatory	The bidder's representative/officer vested (explicitly, implicitly, or through conduct) with the power to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bidder	"Bidder" means any firm/ agency/ company/ contractor/ supplier/ vendor responding to Invitation for Bids and which is participating in the Bid. Also called offeror or quoter.
EMD	Earnest Money Deposit
GoI/ GoA	Govt. of India/ Govt. of Assam
Goods	"Goods" means a tangible physical product that can be contrasted with a service, which is intangible i.e. all the products which the bidder is required to supply to Purchaser under the Contract.
INR	Indian Rupee
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
IT	Information Technology
ITB	Instruction to Bidders
LoI	Letter of Intent
NIT	Notice Inviting Tender
PAN	Permanent Account Number
PC	Procurement Committee
PQ	Pre-Qualification
Project Site	"The Project Site", wherever applicable, means the designated place or places
PSD/SD	Performance Security Deposit / Security Deposit
Purchaser/ Tendering Authority	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer. RHC in this RFP document.
RFP	Request for Proposal (Bidding document), an early stage in procurement process, issuing an invitation for suppliers, through a bidding process, to submit a proposal on a specific commodity or service.
HAP	Home and Political Department, Government of Assam, Dispur, Guwahati
Services	"Services" means the services to be delivered by the successful bidder and as intangible equivalent of an economic good.
STQC	Standardisation Testing and Quality Certification, Govt. of India
TIN	Tax Identification Number
TPA	Third Party Inspection Agency
VAT/CenVAT/GST	Value Added Tax/ Central VAT/ Goods and Services Tax
WO/ PO	Work Order/ Purchase Order
Working Day	A Working Day from 9:30 AM to 05:00 PM except Assam Government Holidays.
BoQ	Bill of Quantity
BoM	Bill of Material

Disclaimer

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Home and Political Department, GoA or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP document and such other terms and conditions subject to which such information is provided.

This RFP document is not an agreement or an offer by Home and Political Department to the prospective Bidders or any other person. The purpose of this RFP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP document. This RFP document includes statements, which reflect various assumptions and assessments arrived at by Home and Political Department in relation to the proposed Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for Home and Political Department, GoA, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP document. The assumptions, assessments, statements and information contained in this RFP document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP document and obtain independent advice from appropriate sources.

Information provided in this RFP document to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Home and Political Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Home and Political Department, GoA, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP document and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP document or arising in any way in this Selection Process.

Home and Political Department, GoA, also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP document. Home and Political Department may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP document. The issue of this RFP document does not imply that Home and Political Department is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the proposed Assignment and Home and Political Department, GoA, reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Home and Political Department, GoA, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and Home and Political Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**Government of Assam
Home and Political Department**

NOTICE INVITING TENDER

Dated, Guwahati, the 22nd of November, 2021

Offline bids (Technical & Financial) in four (4) covers are invited from eligible bidders for scanning/digitizing the cabinet records of the Home and Political Department consisting of approximately 2,00,000 pages on turnkey basis, as per technical and other details mentioned in this RFP document including entry of metadata for each record to be entered.

DOCUMENT CONTROL SHEET

Tender No.	
Name of Organization	Home and Political Department, Government of Assam
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)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Information Technology
Re-bid submission allowed (Yes/No)	No.
Is Offline Submission Allowed (Yes/No)	Yes
General Technical Evaluation Allowed (Yes/No)	No
Withdrawal Allowed (Yes/No)	No
Is Multi Currency Allowed	No (Only INR)
Payment Mode (Online/Offline)	Offline
Date of Issue/Publishing	26/11/2021
Document Download/Sale Start Date	27/11/2021
Document Download/Sale End Date	17/12/2021
Clarification Start Date	29/11/2021
Clarification End Date	03/12/2021

Date & Venue for Solution Demonstration
Last Date and Time for submission of Bids	17/12/2021 till 2:00 P.M.
Date and Time of Opening of Technical Bids	17/12/2021 till 2:30 P.M.
One time Procurement	NA
Contract Type (Empanelment/ Tender)	Tender
Multiple Technical Annexure(s)	NO
Quoting for all Technical Annexure is compulsory	Yes
Will each Annexure under "Annexure: Technical" be treated as Separate	NO
Empanelment Size	NA
Tender Fee	NIL
Number of Covers/Packets (2/3/4) 2 Cover – (EMD + Pre-qualification + Technical) and Financial. 3 Cover - (EMD + Pre-qualification), Technical and Financial. 4 Cover– EMD, Pre-qualification, Technical and Financial.	4
Bid Validity days (180/120/90/60/30)	90 days
Location (Work/Services/Items/As per tender document)	As per tender document
Validity of empanelment from the date of empanelment	NA
Extension with mutual consent	NA
Minimum Period for revision of rates/updating of technology. This will be done for amongst all technically qualified bidders.	NA
Address for Communication	Commissioner & Secretary to the Government of Assam, Home & Political Departments, Janata Bhawan, CM Block, 3 rd Floor, Dispur, Guwahati-06

1. Background

Home and Political Department intends to digitize around approximately 2,00,000 documents available in the department in the form of files, hard-bound documents etc. of the cabinet meetings records in order to preserve such documents and make them available for search etc., It seeks proposals from reputed and experienced firms/ Service Providers/ Vendors/ Agencies for digitization (scanning, cleaning of scanned images, indexing, storing, meta-data entry etc.) of the documents available in the department premises.

2. Important Dates

Date of downloading of Bidding document	27/11/2021
Last Date and Time for submission of Proposal	2.00 PM , Date of publication of document + 21 days
Date, Time & Venue of Technical Bid Opening	2.30 PM, Date of publication of document + 21 days
Date, Time & Venue of Financial Bid will be communicated later via E-mail.	NA
Address for Communication	The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam

Note:

- a. In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- b. RFQ documents can only be downloaded from Home and Political Department website <https://homeandpolitical.assam.gov.in/> and regional newspaper. RFP documents will not be sold at Home and Political Department.

3. OBJECTIVE

Home and Political Department, Government of Assam conducts the Cabinet meetings from time to time. Starting from Notice for these meetings, preparations of the index of the memorandums received from different departments for considerations in the meetings, Agenda for these meetings and finally the decisions of the meetings based on the agenda items. These meetings which are generally held at least twice a month have generated files, documents which require them to be stored securely as these are generally not accessible for all and are kept in secured space. Many a times decisions or other information are required out of these meeting documents and this creates problem to search any information. It is felt that such cabinet meetings documents are digitized and an information system is created which will provide fast and easy search and retrieval of information as well as provide a secure way to store such important information.

This Tender caters to preparation of the documents for scanning, cleaning, storing in searchable PDF format and entering relevant meta-data for the records, make available of the final stored

data which can be utilised for final integration with e-Cabinet Project and related sub-systems required for the Project.

Sealed Tenders for digitization, valid for a period given in RFP, are invited to operationalize the items as given in the “**Scope of Work**”.

4. SCOPE OF WORK

The selected bidder is expected to carry out all activities covering digitization including preparation of documents for scanning, scanning and documentation, storing, Quality Inspection, indexing of records in coordination with Home & Political Department etc. Detailed scope of work for the project is as given below:

1. The scanned documents will be provided to the tenderer(s) from staff of the Department and logged in a physical register duly signed by Department Nodal Officer and the agency who will be getting the work. Documents/pages identified by the Department which are either torn or not in a proper condition or illegible should be digitized by adopting other methodology like typing, etc.
2. Each Cabinet Record to be digitized will comprise of the following
 - Notice
 - Memorandum
 - Agenda
 - Minutes / Decision of the meetingThe above four will need to be scanned separately but referenced to the single master Cabinet record.

Scanning of the above 4 for a single Cabinet Record to be done and placed in a single folder of the local drive.

Scanning and Storing into image/digital form/Searchable PDF, XML etc.

3. Entry into the application
Enter the documents as individual categories but will be linked/identified by the unique Reference number.
4. Storing the Data in digitized form with mirroring facility and one additional back- up.
5. Indexing the stored digitized data.
6. Handing over the files back to the Department staff in their original condition after digitization
7. Handing over the slotted digitized data on appropriate electronic media as and when such media are provided by the Department authorities.
8. Transferring the stored digitized data on the storage/cloud space managed by the Department.
9. Training to the Department staff on (1) archival (scanning and storing) so that regular scanning work can be done by them
10. The methodology to be adopted should ensure seamless integration with the proposed system of the Department.

11. The successful tenderer shall compile and make an instruction manual for Scanning/digitizing, storing and retrieving operations and the same shall be provided to the Department for use of its staff for carrying out the operation of Scanning/digitizing and retrieval for regular work after the archival work is over.
12. The tenderer shall have to arrange its own staff. The Departments would neither bear any expenses nor accept responsibility for the same.
13. The tenderer should have its own sufficient latest state of the art Scanners/Computers, other equipments/parts, sufficient infrastructure and qualified professionals to carry out the work smoothly and uninterrupted.
14. The hardware is to be installed by the tenderer. Once it is installed it will not be allowed to be taken away by the tenderer, until completion of the work and production of work completion certificate issued by the respective Department authorities.
15. The successful tenderer shall undertake the job of scanning/digitizing only for the Department within the Department premises.
16. The successful tenderer shall ensure that all the equipment is in perfect working condition at all times, so as to ensure smooth running of work. In case of failure of any equipment, the tenderer shall have to make alternative arrangement immediately so that the work does not suffer.
17. The tenderer shall ensure that the digitization work is not stopped on any ground which may affect its completion within the stipulated time.
18. The tenderer may be allowed to do the scanning/digitization work on all working days between the time periods fixed by the Departments only. In case the tenderer wishes to carry on the job on holidays and during odd hours, necessary permission in writing is to be obtained by the tenderer from the Departments.
19. The Department authority will provide the files to the authorized representative of the tenderer, supervising the Scanning/digitizing work, on day to day basis under proper receipt.
20. It will be responsibility of the tenderer to return the complete file to respective Department staff under acknowledgement in original shape and condition.
21. The tenderer will ensure that the documents/files handed over to it are kept in proper condition and no document is lost/misplaced/damaged.
22. The tenderer after successfully storing the data on its own computer shall transfer the same on the computer/server to be provided by the Department along with the documentation, technical and user manual. **Complete secrecy and confidentiality is required to be maintained by the tenderer and his employees** in respect of the document provided to them for digitization and the tenderer shall ensure that no copy of the digitized document shall be made available to anyone in the form of hard copy/soft copy/email/attachment etc., other than the authorized Department official.

23. The tenderer shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the respective Department premises only.
24. Time is the essence of the contract and the tenderer shall adhere to the time schedule and deadline as prescribed by the Department for execution of the work.
25. The database created by the tenderer shall be retrievable in various formats including Searchable Portable Document Format (PDF) by the user.
26. The Metadata of the Cabinet records are required to include the following fields and additional fields may be specified during the development phase.

Fields marked as "*" are mandatory.

Cataloging Information		
Label	Definition	Obligation
Record Identifier	An unambiguous reference to the e-record. It is the unique alphanumeric number assigned to the e-record.	Mandatory
Title	Name of the document.	Optional
Subject	The specific theme of the document or e-record.	Optional
Languages	State Recognized Official Language Code to be mentioned for describing the languages used in the e-record.	Mandatory
Type	The meta level classification of e-record in terms of whether it is a document, financial, human resource, legal, property, etc.	Optional
MainCategory	The higher level classification of the e-record.	Optional

Sub-Category	The secondary level classification of the e-record.	Optional
DateTime	The official date and time on which the e-record got completed.	Mandatory
Coverage	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.	Optional

Name ID	The name(s) of persons associated with the e-record e.g. name of property owner in case of property registration document. Mention the unique number associated with the person(s) such as UID No., PAN number, Election ID No., Passport No. Registration No. License No.or other ID numbers as applicable.	Optional
Record Producer	The name of the records creating agency or the organization which produced the final e-record.	Mandatory
Owner	The name of the owner of e-record or the copyright associated with it.	Optional
Context	The background information that helps in knowing the circumstances in which the e-record is created.	Optional
Validity	A limited period for which the information in the e-record is applicable.	Optional
Retention	The duration for which the e-record must be preserved and the disposal action if necessary.	Mandatory
Relation	A related resource which defines the type of relation in terms of - - Renewal - Reference	Optional
Description	The explanation, comments or remarks or any other observations which the record producer may wish to write about the e-record.	Optional

27. The retrieval parameters will be finally decided by the Department in consultation with the tenderer(s).
28. The data is to be stored by way of images in Searchable Portable Document Format (PDF) with adequate resolutions to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of Department & prevailing Rules in this regard and should be capable of adding more images, at later stage if needed, in an old stored file. The data so stored shall be in a non-editable form.
29. The Scanned/digitized record will be the property of the Department. The Vendor shall have no right, title or interest in it and shall not use it in any manner.
30. In case, the 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.

31. All Scanned/digitized files will be stamped and duly signed by the Staff appointed by the tenderer, indicating that the **"FILE IS SCANNED/DIGITIZED AND DULY RECONSTRUCTED"** and the tenderer will be fully responsible for any loss/damage of any document.
32. If it is found at any time that the Scanning/digitizing, indexing, storing module is not in accordance with the specified needs of the Department and the agreed terms and conditions, the Department shall be entitled to withhold further payment of the Vendor and forfeit the Performance Bank Guarantee.
33. The staff of the Department 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 within the stipulated time. The Department may impose penalty for the unfinished work and require the tenderer to clear the backlog within a stipulated time, 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.
34. The tenderer will ensure that the space provided to it by the Department authorities is used only for the contemplated work and not misused in any manner.
35. Over-writing/over-typing/changing or erasing of figures in the original case records as well as in the digitized documents is not allowed.

Annexure-I.
ELIGIBILITY CRITERIA

1. The bidder's annual turnover from IT Services/Scanning/Digitizing/Software Development Services & Support/e-books, e-magazines, e-library services in Assam should be at least Sixty **(60) Lakhs**, for last three financial years 2018-19, 2019-20 and 2020-21, to be supported by authentic documentary evidence (audited balance sheet) and confirmation regarding turnover. The turnover refers to the company responding to this tender and not the composite turnover of its subsidiaries/sister concerns/ techno-commercial collaborators etc. (quote value in Rs.Lakhs)
2. Proof of executing scanning/digitizing related works/ Software Development Services & Support of minimum **60 (sixty) lakhs** in last three (3) financial years. Certification from the concerned department/company signed by the authorised signatory with seal where the above work has been done/is being done. In case of continuing work, volume of work done must be mentioned. Information must be provided in the format given at Annexure-IX. However, the Department reserves the right to seek additional supporting documents.
3. A copy VAT/ST/CST No. allotted by the Sales Tax Authorities, as well as PAN number of the firm allotted by the Income Tax authorities should be submitted. The bidder should be registered with Service tax department of the Government.
4. A copy of the Registration number of the firm with attested copies of Articles of Association (in case of Registered firm), Byelaws and certificates of registration (in case of registered co-operative Societies), partnership deed (in case of partnership firm) should be submitted.
5. Bidders having any relevant ISO Certifications/ other certifications must mention it with documentary evidence.
6. Bidders having relevant work experience in scanning and digitizing case records in Government Departments of India must mention the same along with supporting documents.
7. The Firm should have up-to date Trade License and the same is to be provided along with all information.
8. The Firm is to furnish a self certificate containing that "The firm has not been blacklisted by any Govt authority".
9. The Firm should have sufficient skilled technical person. List of the same may be provided along with all information.
10. The Firm is to furnish detailed Registered Office address in Greater Guwahati.

Annexure-II.
EARNEST MONEY DEPOSIT

1. The bidders are to submit EMD in original amounting to **Rs. 2% of quoted value** along with their bid in the form of Banker's Cheque /Bank Draft/Bank Guarantee (format in Annexure-VII) in favour of the Commissioner & Secretary to the Govt of Assam, Home & Political Department, Dispur, Guwahati.
2. Validity of EMD should be at least six months
3. The EMDs should reach the **Home & Political** Department on or before the last date of submission of bids.
4. The EMDs will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained till the successful bidder submits the Performance Bank Guarantee.
5. Firms, who are registered for carrying out scanning/digitization works/IT Services/Software Development Services & Support/e-books, e-magazines, e-library services with NSIC under Single Point Registration Scheme, shall be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested copy of the **VALID** and subsisting Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Firm for exemption from furnishing the EMD. In case, such Firms emerges as the successful bidder, the firm will have to submit the Performance Bank Guarantee on issuance of work order and before commencing the work.

ANNEXURE III
For Technical Evaluation
TECHNICAL INFORMATION TO BE FURNISHED BY THE BIDDER

Sl No.	Description	Information to be furnished by the Bidder
1	Details of Server(s)/ High end Desktops (with configuration and OS) the Bidder intends to install if any	
2	Details of the Storage the Bidder intends to install.	
3	Details of the Computers, Hardware, Equipment, the Bidder intends to install.	
4	Details of the Scanners (make, model, scanning/ digitization speed, duty cycle and other features) the Bidder intends to install.	
5	Number of technical persons proposed to be engaged by the Bidder for scanning/digitization/storage/ integrated retrieval per site.	
6	Number of non-technical persons proposed to be engaged by the Bidder per site.	
7	The area required by the Bidder for execution of the scanning/digitizing/storage/ retrieval, etc.	
8	Proposed output per day in terms of number of pages to be scanned/digitized, indexed, stored and retrieved.	
9	Detailed methodology with stage wise information about the processes, procedures and methods proposed to be employed by the Bidder for providing a complete solution of the entire project with work flow chart.	
10	Maintenance and technical support services the Bidder intends to provide.	
11	Specifications like resolution, size, formats , etc. supported for the digitized document	

Annexure IV
INSTRUCTIONS FOR SUBMISSION OF BIDS

SUBMISSION AND OPENING OF BIDS

1. Sealing, Marking and Submission of Bids.
 - 1.1 Bidders may submit their bids by post or by hand or drop in the box earmarked by the Procuring Entity. Bids so submitted shall enclose the original and each of the bid in separately sealed envelopes duly marked as "ORIGINAL" and "COPY. The envelopes containing the original and the copies shall then be enclosed in one single sealed outer envelope.
 - 1.2 The inner and outer envelopes shall bear the:
 - a) name and complete address along with the mobile, telephone number and email address of the Bidder.
 - b) complete postal address of the Procuring Entity.
 - c) specific identification mark / Bid Ref No and subject matter of procurement.
 - d) A warning not to open before the time and date for bid opening as indicated in the Bidding Documents
 - e) The bidder shall seal the original Bank Draft/Pay order/Bank Guarantee as per Annexure EMD in an envelope. The Bidder shall mark its name and tender reference number on the back of the Bank Draft/ Pay order before sealing the same. The address of the Department, name and address of the bidder and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence "**NOT TO BE OPENED BEFORE THE DATE AND TIME OF BID OPENING**". If the envelope is not marked as specified above, the Home and Political Department will not assume any responsibility for its misplacement, pre-mature opening etc.

The bidder shall drop their tender in the Particular Tender Box which will be available at Ganasewa Bhawan, Ground Floor on or before 14:00 hrs, on bid submission date. In case Tender is sent through Speed Post in the name of the Home and Political Department, it must be ensured that it reaches the Home & Political Department before date and time mentioned above. Tender not meeting above deadlines will not be accepted and their uploaded bid will be rejected.

- 1.3 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility about its consequences viz. misplacement or premature opening of the bid.

2. DEADLINE FOR SUBMISSION OF BIDS.

- 2.1 Bids must be received by the Procuring Entity at the address and no later than the date and time specified in the BDS. The date of submission and opening of bids shall not be extended except when-
 - a) sufficient number of bids have not been received within the given time and the Procuring Entity is of the opinion that further bids are likely to be submitted if time is extended or
 - b) the Bidding Documents are required to be substantially modified as a result of discussions in pre-bid meeting or otherwise and the time for preparations of bids by the prospective Bidders appears to be insufficient for which such extension is required.
- 2.2 In cases where the time and date of submission bids is extended, an amendment to the Bidding Documents shall be issued in accordance with ITB Para 10 in which case all rights and obligations of the Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline extended.
- 2.3 If the due date for submission of bids is not a working day, the bids shall be received and opened at the same time and hour on the next working day.

3. LATE BIDS

- 3.1 The Procuring Entity's officer authorized to receive the bids shall not receive any bid that is submitted personally by hand after the time and date fixed for submission of bids under any circumstances.
- 3.2 Any bid which arrives by post after the deadline for submission of bids shall be declared and marked as "Late and returned unopened to the Bidder by registered post.

4. PREPARATION OF BIDS

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

5. ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority within 5(five) days from the date of publication of the tender to the Commissioner & Secretary to the Government of Assam, Home & Political Department, Dispur, Assam.

ANNEXURE V
BID SUBMISSION

Offline Bids to be submitted in **Four** Envelopes with the contents as follows:

Envelope-1 (Following documents to be provided as single PDF file)			
S. No.	Documents	Content	File Types
1.	EMD	The scanned copy of EMD instrument	
2.	Processing Fee	The scanned copy of the Demand Draft containing the processing fee of Rs 1000.00/-	
Envelope - 2			
S. No.	Documents	Content	File Types
1.	Eligibility Criteria	All relevant documents as mentioned in Annexure I	
Envelope 3			
S. No.	Documents	Content	File Types
1.	Technical Bid	All relevant details as mentioned in Annexure III	
Envelope-4			
S. No.	Documents	Content	File Types
1.	Financial Bid	BoQ	.XLS
2.	Financial Bid (GTV)	Grand Total Value Financial bid in the format given at Annexure VI	

Annexure VI
EVALUATION MECHANISM (Two Bids System, Technical/ Financial)
Financial bids will be opened only if the Technical Evaluation is
qualified

Evaluation will be carried out on the criterion/ parameters given below:

Technical Evaluation

1. During technical evaluation, vendors shall demonstrate the proposed solution at the Department.
2. The number of related projects of value worth minimum Rs. 50 (Fifty) Lakhs done by the vendor in the last three financial years.
3. Individual value of each project executed by the vendor.
4. Technical support infrastructure including technical manpower, customer care mechanism, response time, timeline for project execution, specifications like resolution, size, formats, etc. supported for the digitized document.
5. The TEC has the option to call for any relevant information from the vendor for proper assessment and evaluation.
6. Information provided in Annexure III

Financial Evaluation

1. Lowest Quoting Bidder will be the one who has quoted **the combined lowest price perpage** for the following works and more.
 - 1) Scanning per page (Scanning to be done in open standards searchable format)
 - 2) Cleaning and creation of searchable PDF
 - 3) Entry into existing application with required Meta data
2. The commercial bids shall be evaluated for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

BoQ	<i>BoQ as uploaded online</i>
Detailed Financial Bid	Detailed Financial Bid in the format given below

DETAILED FINANCIAL BID FORMAT FOR THE ITEMS QUOTED

- Prices in Detailed Financial Bid should be quoted in the following format.
- Rates so quoted shall be all inclusive.
- Prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.
- Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straight away and EMD of such vendor will be forfeited.
- Sum of all taxes to be given in Column 3(Taxes).

SI No	Particulars	Basic Price (In Rs.)	Taxes/VAT (In Rs.)	Unit Price (All inclusive) (In Rs.)	Indicative Quantity of pages (in Thousands)	Total Price (All inclusive) (In Rs.)
	1	2	3	4=2+3	5	6=4x5
1	Rate per page (scanning)				No. *	
2	Rate for cleaning and creation of searchable pdf per page					
4	Data entry rate for entry of documents with meta-data (meta data per 100 characters)					
GRAND TOTAL VALUE (GTV) in Rs.						
GRAND TOTAL VALUE (GTV) in words						
(Rupees _____)						

*** The total number of pages may increase or decrease**

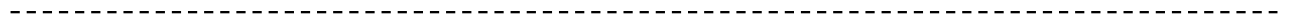
1. All fields in the financial bid format are MANDATORY.
2. Octroi and State Entry Tax should not be included in Column Taxes.

Authorized Signatory
Name:

Date:

Place:

SEAL



ANNEXURE – VII
EMD BANK GUARANTEE FORMAT

(To be executed on Non-Judicial Stamp Paper of appropriate value and shall be in the name of the Bank issuing the guarantee.)

To: _____

,
Guwahati, PIN- 781006, Assam

Bank Guarantee No.:

Dated :

1. In consideration of the _____ Department, Guwahati (hereinafter called the “___ Department”) having agreed to accept the Earnest Money Deposit (EMD) of Rs. ##### (Rupees ##### Thousands only) in the form of a Bank Guarantee from(Name of the Bidder) having its registered office at.....(hereinafter called the “Bidder”) against the Bid of the Bidder for the due fulfillment of the terms and conditions of the tender document published for scanning/digitizing the case records of the Departments consisting of approximately 2,00,000 pages on turnkey basis.

We (Name and address of the Bank) (hereinafter called the “Bank”) at the request of.....(Name of the Bidder) do hereby undertake to pay to the _____ Department, Guwahati acting through the _____, _____ Department, Guwahati (hereinafter called the “_____”) an amount not exceeding Rs. ##### (Rupees ##### Thousands only) by reason of any breach by the Bidder of any of the terms and conditions contained in the tender document from the date of opening of the Bid.

2. We (Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, on a demand made by the Department that the amount claimed is due to it by reason of breach of the terms and conditions of the tender document by the Bidder.

Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, the liability of the Bank under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees.....only).

3. The Bank undertakes to pay to the Department any amount of money so demanded notwithstanding any dispute(s) raised by the Bidder in any suit or proceedings before any Department or tribunal in respect thereto. The liability of the Bank under this guarantee is absolute and unequivocal. The payments so made by the Bank under this guarantee shall be a valid discharge of its

liability for payment hereunder and the Bidder shall have no claim against the Bank for making such payment.

4. We(Name of the Bank) further agree that the guarantee herein contained shall remain in force and valid upto a period of month(s) after the finalization of the contract.
5. We (Name of the Bank) undertake not to revoke this guarantee during its validity period without the previous consent of the Department in writing.
6. This guarantee shall remain valid and in full effect from.....

Date:

Place:

Banker's Signature & Seal

ANNEXURE - VIII
PERFORMANCE BANK GUARANTEE FORMAT

(To be executed on Non-Judicial Stamp Paper of appropriate value and shall be in the name of the Bank issuing the guarantee.)

Bank Guarantee No.:

Dated :

To:

Department

Guwahati, PIN- 781006, Assam

Whereas **<Bidder Name >**, hereinafter called “the successful bidder” has undertaken, in pursuance of **Purchase Order No. <.....> Dated < >**for scanning/digitizing the case records of the Department consisting of approximately 2,00,000 pages on turnkey basis herein after called “the order”, as per terms and conditions provided in the Tender No: **<.....>dated< > published at www.homeandpolitical.assam.gov.in .**

AND WHEREAS, it has been stipulated by the Department in the above mentioned Tender that the supplier shall furnish a Bank Guarantee from a recognized scheduled bank for the sum specified therein as security/guarantee for compliance with the Supplier’s Performance obligations on execution of the order.

AND WHEREAS we, **<Bank Name, Branch>** have agreed to furnish the guarantee on behalf of the supplier.

WE, **<Bank Name, Branch>**,therefore, hereby affirm that we are the guarantor(s) and responsible to you, on behalf of the supplier, up to a total of **Rs.< >-(Rupees <..... > Only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default of the terms of the aforementioned tender, without cavil or argument, any sum or sums with in the limit of**<.....>(Amount of Guarantee)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein,

irrespective of any claim to the contrary made by the successful bidder.

The Guarantee is valid until the < >

Signature and Seal of Guarantors

Date _____ 20

Address: _____

Annexure IX
PROOF OF WORK DONE

Ref:

Date:

To,

Department
Guwahati - 6

Subject: Proof of work done for Tender No _____

Sir,

This is to certify that firm/company have completed..... Project worth..... **Lakhs** forproject in the financial year.....
The details of the project have been furnished below:

Sl No	Project # <To be replicated for each project>	Details
1.	Name of Client	
2.	Name of client personnel involved	
3.	Phone number of client personnel	
4.	Email id of client personnel	
5.	Quantity	
6.	No. of days taken for project completion	
7.	Value of Project executed	
8.	Remarks,(including shortcomings, if any.	

Thanking You

**(Authorized
signatory with
Seal)**

Name: Designation: