

**ADDITIONAL TERMS AND CONDITIONS FOR DIGITISATION
OF RECORDS AT HISTORY DIVISION, MINISTRY OF DEFENCE**

PART-I

1. **About Office:** History Division, Ministry of Defence is a record, research and reference office of the Ministry of Defence and three Services HQs. Besides preserving records related to Ministry and the Armed Forces, the Division also write the histories of operations conducted by the Armed Forces from time to time. The Division is located at Wing No. 1, West Block-8, RK Puram, New Delhi-110066.
2. **Requirement:** The Division aspires to digitize records / books / photos related to Armed Forces comprising tentatively 15 lakh pages at its premises to be completed in next 3 years period with approx 5 lakh pages every year. The successful Bidder would also provide digitized data in NAS Device (minimum 75 TB) and two sets of hard disc for storage of digitized data (15 Lakh pages) from Bidders own resources. (Details of contract, deliverables, scope of work is given in relevant parts of this tender document)
3. After scanning and quality check, the vendor will upload the digitized documents on the existing server/DMS of the History Division and ensure its compatibility and smooth working/outcome. The vendor would also ensure that the uploaded documents are conveniently accessed by officers/users of the History Division through existing LAN on intranet. [Details of existing Server: Windows Server 2022, 2 CPUs 6 Core each=12 Core, Storage 139 TB (approx), 4 TB HDD]
4. This proposal is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the PROPOSAL, without citing reasons should it become necessary at any stage.
5. This Buyer will provide requisite space and electricity only. All the technical items including computers, scanners, stationery, etc. will be managed by the Vendor from his own resources. The work will be carried out in the premises of History Division, Ministry of Defence, West Block VIII, RK Puram, New Delhi- 110066. However, if required, some of the work can be carried out at Military Establishments located outside Delhi.
6. **Pre-Bid Meeting with Vendors:** A pre-bid meeting will be held in the office of History Division, Ministry of Defence, West Block-8, RK Puram, New Delhi-110066 at **1500 Hrs on 03 Dec 2024** in order to obtain the requisite security clearance and facilitate entry, the vendors are to forward the following information with regard to the participants (maximum 02 representatives per vendor). The information is to be forwarded at least two days prior to the Pre-bid Meeting date at History Division email id (histdiv-mod@nic.in).
 - a) Name, Nationality, Age, Address and Contact numbers
 - b) Company name
 - c) Any other information relevant to the subject

PART II-ESSENTIAL DETAILS OF ITEMS /SERVICES REQUIRED

Scope of Work

1. (I) Digitisation of 15 Lakh pages (approx)

(a) Pre-Scanning Activities

(i) Vendor is required to handle the documents carefully. Documents are required to be counted, given page numbers with pencil, and entered into the log register before taking to the scanning area.

(ii) Since some documents are old and are not in good physical condition, documents are required to be repaired (to the extent possible for better quality scanning), if not in condition fit for scanning, and to be tagged properly.

(iii) It will be the responsibility of vendor to take care of security and safety of documents. In case of loss of any document, appropriate remedy including penalty may be imposed on the vendor for the loss suffered as per penalty clause of this bid document. A Committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.

(b) Scanning Activities

Batch processing, Archiving (Scanning, storing into image/digital form) and Retrieval:

(i) The document/material shall be stored in Raw Tiff, JPEG and PDF/A Format.

(ii) The pages to be scanned will be in Legal size and also in other sizes such as A-4, A-0/B-4/A-3. The Maps to be mainly of A0 size. There will be photos also in the archival collection, and also books on military history that would also be digitized. The records/rare books are old, fragile, deteriorating, rare and brittle. Some of the pages of the records/books have stain-marks and worm-marks which is to be taken care of at the time of handling for digitisation. Further, the pages of some records have become translucent due to ageing which requires care for conservation.

(iii) The scanning of the records/books of Legal/A4/A3/A0 and any other size should be performed in 300-600 DPI (based on the quality of page) in 24 bit true colour LZW Compression.

(iv) Preparing the files for scanning/digitisation, i.e. removal of tags, pins, etc.

(v) Scanning and storing the scanned Data in raw tiff, JPEG and pdf A form.

(vi) Indexing the scanned and stored data. Handing over the files back to the User (History Division) in their original condition. Files to be tagged with new tag if old is brittle while handing over after digitization.

(vii) All digitized data including RAW TIFF, JPEG and PDF A shall be stored in NAS Storage (compatible to existing server) provided by the successful bidder. In addition, the bidder will also provide all the digitized data in two sets additional external Hard Disks for storage. These additional Hard Discs would also be provided by the bidder.

(viii) One copy of the scanned data shall be uploaded on existing DMS (software) set up and access to the same made available to the History Division, Ministry of Defence on intranet (existing LAN) by the Vendor/bidder.

(c) Image Enhancement Activities

level (i) Vendor should ensure that qualities of scanned images are enhanced up to the optimum and required image enhancement activities have been done on the documents.

(ii) In case the documents are not legible, it will be the Vendor's responsibility to scan the documents in high resolution to improve legibility to maximum extent possible.

(iii) Image enhancement activities to be carried out to remove de-noising, de-skew and de-speckling.

(d) Optical Character Recognition (OCR):

(i) Optical Character Recognition process will be one step conversion from TIFF files.

(ii) Highest Recognition accuracy is desired in this process as there is no scope for manual correction of the recognized text.

(iii) OCR with 95 % accuracy for typed and printed document in English and 80% to 85% accuracy for typed and printed document in Indian languages where OCR is available.

(e) Indexing/Metadata Entry

(i) Vendor is required to create metadata fields (up to 15 fields per record) as per Dublin Core format for easy search/ navigation (within the document), indexing as well as fast retrieval of the desired content as per the request of the User (History Division). The same has to be finalized based on requirement projected by the User (History Division) during the execution of the Contract.

(ii) Metadata of the all the digitized files describing the content of scanned document in searchable format should be assigned for each document.

(iii) Metadata has to be provided in .CSV file, XML and .xls file format with every batch of digital records.

(f) Retrieval of digitized documents

- Document rates.
- (i) The hyperlinking of the data should be done with the bookmarking for the faster retrieval before uploading to the Document Management System (DMS) customized as per the requirement of the user department. The system should allow scaling at any point in future.
 - (ii) It should be able to store and retrieve documents in PDF A format.
 - (iii) Training to the officials and staffs of History Division to facilitate the operation of Management System (DMS) for uploaded data should be included in the proposal &

(g) Scanning Activities Conditions

- (i) Take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
- (ii) Post scan/digitization standards to be followed as:- Image clarity, confirm the number of pages of image with that of original, Confirm image resolution, De skewing, De specking, Cropping (No content should be missing), Image orientation.
- (iii) The Vendor shall add/replace poor quality scanned images/documents on its own, for which vendor shall not be entitled to get any extra payment.
- (iv) It is absolute responsibility of the vendor to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the digitized documents.
- (v) Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.
- (vi) At least one high quality Face up / overhead / Non Contact scanners such as Charged Coupled Device (CCD) /CMOS (Complementary Metal Oxide Semi Conductor) ideal for digitising of old archival records/ books/photos would be installed by the Vendor and remain functional all times at History Division during the bid period. The Vendor would not claim for rental or any type of expenditure for this device even when records are not being supplied for digitization during the contract period.

(II) Time Period

The complete activity of digitization along with the metadata of 15 lakh pages (approx) is required to be completed in next 3 years from the date of awarding the Contract, with approx Five lakh pages every year. Work Orders will be issued from time to time during the currency of the contract period as per the availability of records/books/photos for digitization. The number of pages, given in this bid document for digitization work, are tentative. In case the pages for digitization are less in numbers, the Vendor would not claim payment for digitization of left over (non-digitized) pages.

(III) The Vendor has to provide training to support staff and ensure technical support within 24 hours during execution of the project. Delay in technical support beyond 24 hours would attract a penalty of Rs. 500 for every hour.

(IV) Penalty Clause

The designated team from the Buyer shall check for errors like missing pages, inverted pages, blurriness in images or the images which are extra cropped wherein the text in the image is cropped as well, etc. of the data as submitted by the Vendor. Buyer shall charge penalty in the following manner for such errors:

- (a) Rs. 200/- per error/image
- (b) For errors more than 50% of number of pages scanned on monthly/work order basis, buyer shall annul the contract and Bank Guarantee will be forfeited.
- (c) Any delay by the successful Bidder in the digitization work as per the work order and prescribed in the tender document will attract a deduction at the rate of 0.5% of the unfinished part of the contract work (per week or part of week) subject to a maximum of 10% of the value of the contract which will be recovered from the pending bills”, provided delay is not due to administrative reason of the Buyer.
- (d) For loss/damage to document by Vendor, a penalty of Rs 5,000 per page would be charged from the Vendor.

2. **Technical Details:**

- (a) List of items, quantity and their description/specification to be included in the proposed project are attached as Appendix ‘A’.
- (b) Technical Bid ‘*Evaluation Criteria*’ is attached as Appendix ‘B’.

Eligibility Criteria: Pre-Qualification

The bids fulfilling the following Pre-Qualification Criteria would only be considered for technical evaluation. The bids which found not fulfilling these criteria will be summarily rejected.

Sr. No.	Subject	Pre-Qualification Criteria	Supporting Document(s) required to be submitted by the Bidders
1.	Legal Entity	A single entity or a partnership firm duly registered as per the Companies Act or Partnership Act or any other relevant Act in India or globally.	Copy of Registration or equivalent certificate.
2	Experience	The bidder must have successfully completed at least one single order of Rs 40 lakhs or 2 orders each of Rs 25 lakhs or 3 orders each of Rs 20 lakhs in digitization of archival documents such as old files, maps, rare books, etc., in last three years to any Central/State Govt	Details of digitisation work undertaken by the Bidder at offices of Central/State Govt Organisation/PSU/Public Listed Company. Copies of Contracts/Work Orders, agreement, completion

		<p>Organisation /PSU/ Public Listed Company.</p> <p>ii). Digitisation experience of the Bidder shall include digitisation of minimum 5 lakh pages in any Central/State Govt Organisation/PSU/Public Listed Company.</p>	<p>certificate from any of these clients in support of past experience in similar services. Such documents(s) should also include number of pages of archival records digitized.</p>
3.	Turnover	<p>Minimum average annual financial turnover of the bidder during the last three financial years on digitization work of archival records should be Rs 25 lakh. (April 2021 to March 2024).</p>	<p>Certificate from a Chartered Accountant (CA) certifying the annual turnover from digitization work for the year (April 2021 to March 2024)</p>
4.	Tools/Machines	<p>Scanning Technology: The Bidder shall preferably own the high quality Face up / overhead / Non Contact scanners (minimum 2 scanners in all) such as Charged Coupled Device (CCD)/CMOS ideal for digitising of old archival records/ files. However, if the Bidders do not own the scanners they shall give evidence of hiring the scanners for the digitisation project.</p>	<p>Purchased order/ Receipt of the equipment(s), or Lease Agreement for use of the equipment, if rented and not purchased. Note: The scanning equipment should conform to have CCD / CMOS or equivalent features otherwise the tender shall not be accepted.</p>
5.	Non blacklisting declaration	<p>The Bidder should not have been blacklisted / debarred by Central/ State Govt Organisation/ PSU/ Public Listed Company in the last three years at any stage as on the date of submission of the bid.</p>	<p>Self-certification by the Bidder on their letter head duly signed by the authorised signatory should be submitted. Power of Attorney for the authorised signatory may also be submitted. (As per Format (Form 3) given in bid document)</p>
6.	Manpower	<p>The Bidder should have minimum 15 employees in its pay roll who are engaged in digitization work.</p>	<p>i). Photo IDs and Pay Rolls of 15 employees engaged in digitization work shall be submitted. ii). Proof of engagement of employees in past Digitization projects shall be submitted.</p>

7	GST	The Bidder should be registered for Goods and Services Tax (GST) or any other such requirements as stipulated by the Government.	A copy of latest GST Certificate along with receipt of premium paid shall be submitted with technical bid.
8.	Solvency Certificate	The bidder should be solvent and present solvency certificate issued in the current financial year showing the financial stability of the firms	Solvency certificate issued by a recognized bank (issued not earlier than 31 March 2024) should be submitted with bid.

All documentary evidences shall be duly signed and stamped by the Bidder.

3. **Delivery Schedule** - The work as per the contract shall be completed after the work order as and when issued within the contractual period. The digitized data (as per scope of work) would be uploaded on Server/DMS and made available on existing LAN by the Vendor at History Division, MoD, Wing-01, RK Puram, Sector-01, New Delhi-110066. All scanned data including Raw Tiff, JPEG, and PDF 'A' would be provided in Network Attached Storage (NAS) devices (with minimum storage capacity of 75 TB), and also two sets of additional external hard disc [All New] by the Vendor from his own resources. The Vendor would ensure compatibility of the storage/NAS provided by him with the existing servers, DMS, LAN etc. The work to be completed in three years from the date of award of tender.

(Please note that Contract can be cancelled unilaterally by the Buyer in case contracted items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.)

4. **Consignee Details.** Director, History Division, Ministry of Defence, West Block-VIII, Wing-01, RK Puram, Sector-01, New Delhi-110066.

PART III- SPECIAL CONDITIONS OF PROPOSAL

The Bidder is required to give confirmation of their acceptance of Special Conditions of the PROPOSAL mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Bidder in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:** The Bidder will furnish 3% EMD of the contract value. The successful Bidder would be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a scheduled private sector bank authorized to conduct government business for a sum equal to 5% of the Contract value within 30 days of awarding the Contract. Performance Bank Guarantee should be valid up to 60 days beyond last date of contract. The specimen of PBG is given in Form DPM-15 (Available in MoD website or can be provided on request) and should be in favour of Director, History Division, Ministry of Defence, West Block VIII, RK Puram, New Delhi-110066. The PBG shall be forfeited in case of any breach of the contract, and the damage/loss shall be recovered from the forfeited PBG.

2. **Payment Terms:**

(a) It will be mandatory for the successful Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT/RTGS mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by successful Bidder for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request).

(b) The payment for the work done will be made as per work order issued from time to time subject to satisfactory services, completion of work, and submission of pre-receipted bills. No claim beyond the actual work order shall be paid.

3. **Advance Payments:** No advance payment(s) will be made.

4. **Paying Authority:** PCDA HQrs, 6th Floor, Defence Office Complex, Africa Avenue, New Delhi-110011.

5. **Personnel to be deployed by the vendor:** Names, designation and details of functional capability of key personnel of the vendor who could be deployed under the project is to be submitted to the buyer by vendor. The persons deployed should be sufficiently qualified for the work required in the contract. The buyer reserves the right to interview the proposed personnel to ascertain their level of experience and qualification and to accept or reject any names from the list. Further, if buyer finds that any of the vendor's team member(s) is/are inefficient with regards to undertaking the stated task by the vendor or committed serious misconduct, the vendor shall replace the person(s) on written request from the buyer.

6. **Police verification:** At all time, the contractor will be responsible to ensure that workers engaged by him are security cleared by police station of worker's residing area. Police verification is to be submitted at least 10 days prior to commencement of the contract. The contractor will ensure that no person employed by him for the service has been/in involved in any activity against the interest of State. The Contractor shall be obliged and solely responsible to comply with all statutory security requirements in respect of manpower engagement by the firm and Ministry of Defence/History Division shall not be a party to any dispute arising out of such deployment by the contractor. Further, the manpower deployed by the contractor under the contract shall be the employee of the contractor and in no circumstances shall ever have any claim of employment with the Ministry of Defence/History Division.

7. **Quality:** The quality of the services delivered shall correspond to the technical conditions or specifications enumerated in Buyer document.

8. The material supplied & services rendered will be inspected/assessed by the Director, History Division or his nominee any time and in case of any deficiency or deviation to the specifications laid down and accepted in tender, is noticed, the defective goods/services will be replaced or material destroyed at his sole discretion. The entire cost, risk and responsibility shall be borne by the Contractor.

9. The Director, History Division, Ministry of Defence reserves the right to discontinue the services/supplies prior to the completion of the period specified in this agreement or to extend the contractual period beyond the specified period.

10. Notwithstanding anything contained herein, the Government has the right at any time to terminate this Agreement, either wholly or in part, by giving 10 days' notice in writing to the Contractor, by registered mail.

The Government shall have no further liability to make any payment in terms of this Agreement and all the obligations under this Agreement shall cease after expiry of the said period of notice, provided that no notice is required to be given except a letter of termination in case the contractor fails to comply with the terms and conditions of this agreement.

11. The Contractor shall observe all rules regarding security precautions/instructions as applicable to Armed Forces Headquarter/ISOs and enforced by the Security Office, Ministry of Defence. Any breach of security shall render the contract liable to termination in addition to forfeiture of security deposit or any other remedy as decided by the Government and as laid down above.

12. **Warranty** The following warranty will form part of the contract placed on successful bidder.

(a) The bidder warrants that the goods supplied under the contract conform to technical specifications prescribed and shall prefer, accordingly to the technical specifications.

(b) The bidder must supply all items as New with comprehensive warranty valid for three years from the date of acceptance of stores by inspection committee.

13. **Extension of Contract:** The buyer reserves the right to extend the contract by 06 months at a time at the same terms and conditions of the contract. However, extension should be done within 06 months before completion of the contract. The Bidder has to confirm the acceptance of the same, for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.

14. **Risk & Expense clause –**

(a) Should the services being employed not been delivered within the time specified in the contract document, or if the services is found to be not satisfactory, the Buyer shall after granting the seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the services being offered/software being used to perform the services does not perform in accordance with the specification/parameters provided by the seller during the examination/test to be one in DPM 2009, the Buyer shall be at liberty without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the Seller be at liberty to hire services from any other source as he thinks fit.

(d) Any excess of hiring charges of value of any hiring of services procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the seller. Such recoveries shall not exceed 50 percent of the value of the contract.

15. **Franking clause**– The following Franking clause will form part of the contract placed on successful Bidder –

a. **Franking Clause in the case of Acceptance of Goods** “The fact that the goods have been inspected after the delivery period and passed by the Inspecting Officer will not have the effect of keeping the contract alive. The goods are being passed without prejudice to the rights of the Buyer under the terms and conditions of the contract”.

b. **Franking Clause in the case of Rejection of Goods** “The fact that the goods have been inspected after the delivery period and rejected by the Inspecting Officer will not bind the Buyer in any manner. The goods are being rejected without prejudice to the rights of the Buyer under the terms and conditions of the contract.”

16. **Quality Assurance**: Successful Bidder would provide the Standard Acceptance Test Procedure (ATP) within 01 month of this date of contract. Buyer reserves the right to modify the ATP. Bidder would be required to provide all test facilities at his premises for acceptance and inspection by Buyer. The details in this regard will be coordinated during the negotiation of the contract. The item should be of the latest manufacture, conforming to the current production standard and having 100% defined life at the time of delivery.

17. **Inspection Authority**: The Inspection will be carried out by Inspection committee. The mode of Inspection will be Departmental Inspection / User Inspection.

18. The Vendor will also provide the Source Code of the Software, if any, for the running of software post completion of the project.

PART IV- EVALUATION CRITERIA & PRICE BID ISSUE

1. **Evaluation Criteria**- The broad guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the PROPOSAL, both technically, and commercially/financially.

(b) The Firms that score minimum of **70** out of 100 marks in Technical Evaluation by TEC (Technical Evaluation Committee) (as per evaluation criteria given in para 2, Part II and Appendix ‘B’) would be considered as technically qualified and will move to the next stage of financial evaluation.”

1.1 Financial bid evaluation:

a). If a Firm which quotes Nil charges / consideration, the bid shall be treated as unresponsive and will not be considered,

b). The total price for all the deliverables and services specified in the bid document will be taken into account for calculating the financial bids

Final Evaluation: The selection process would follow the Quality and Cost Based Selection (QCBS).

i) Technical and Financial scores secured by each firm will be added using weightage of 60% and 40% respectively to compute a Composite Bid Score. The Technical score would be evaluated as per criteria given in Appendix 'B'.

ii) The maximum marks (total score) for Technical and Financial Evaluation of the bids would be 100. It will be normalized as follows for each bidder:

$$\text{Total Score} = 0.60 * T(s) + 0.40 * F(s)$$

$$\text{Where } F(s) = (LP/BP) * 100$$

Note- Here T(s) stands for technical score out of 100 for the bidder; F(s) stands for percentage of Bidder's Commercial price compared to lowest; BP for Bidder's price; LP is lowest price amongst the bidders shortlisted after technical evaluation.

For Example:

A Bids for Rs. 175 and scored 85 marks in the Technical Evaluation.

B Bids for Rs. 150 and scored 60 marks in the Technical Evaluation.

C Bids for Rs. 200 and scored 80 marks in the Technical Evaluation.

Since B has scored below 70 marks in the Technical Evaluation, B shall not be considered for financial evaluation

$$\text{Total score of (A)} = 0.6 * 85 + 0.4 * (175/175) * 100 = 91$$

$$\text{Total score of (C)} = 0.6 * 80 + 0.4 * (175/200) * 100 = 83$$

The Bidder A with highest total score (91) shall be selected.

iii) The bid with highest total score will be considered first for award of contract. If there is a tie on the highest total score, the tie will be broken considering highest technical score. MSME clause will, however, apply in all cases.

iv) History Division, MoD will notify the successful Firm in writing or email, etc., that its proposal has been accepted. In case the tendering process has not been completed within stipulated period, the Division may request the Firms to extend the validity period.

2. **Commercial/ Financial Bid Format:** The bidders shall submit their commercial/financial bid strictly as per the prescribed format (as annexed at Form-10, Format for Financial Proposal). The Total Cost of all items (software/hardware) including GST, Installation, Commissioning and Testing and Applicable GST shall be the criteria for deciding the Lowest Bidder.

INSTRUCTIONS TO THE BIDDERS

SCOPE OF WORK

- (I) Digitization of 15 Lakh pages (tentative) including scanning, creation of metadata, and uploading on existing DMS and Server and providing access to officers/users of the History Division on existing LAN. The Bidder will ensure compatibility of the work/service with existing Server, DMS, LAN, etc., at History Division.
- (II) The data including Raw Tiff, JPEG, and Pdf A would be provided on two sets of additional external hard discs, and a Network Attached Storage (NAS) with minimum 75 TB storage devices (all new) to be provided by the bidder. NAS and all work/equipment regarding digitization to be compatible to existing server, DMS, LAN, etc., at the History Division.

Technical Evaluation Criteria

Technical evaluation carries 100 marks for the criteria mentioned as below. The technical evaluation will be done by the Technical Evaluation Committee (TEC) constituted for the purpose on the parameters given against each criteria. The decision of the TEC will be final and binding.

Sl No	Criteria	Requirements	Maximum Marks	Supporting Documents
1	Firm's Experience/capability	<p>Volume of work completed in terms of number of pages of archival documents digitized annually in the last three financial years (ending 31 March 2024) in Central/State Govt Organisation/PSU/Public Listed Company,</p> <p>a). 5 Lakh to 10 lakh pages - 15 Marks</p> <p>b). Above 10 and upto 20 lakh pages- 20 Marks</p> <p>c). Above 20 Lakh pages- 25 Marks</p>	25	<p>Certificate from authorized signatory of the Company along with Work Order/Agreement and Copy of Completion certificate from Clients/Performance Certificate from Clients</p>

2	Sales Turnover	<p>Average Annual Sales Turnover generated from Services related to digitization of archival documents during last three financial years ending 31 March 2024,</p> <p>a) Up to Rs 25 Lakh - 15 Marks</p> <p>b) Above Rs 25 Lakh and upto Rs 50 Lakh - 20 Marks</p> <p>c) Above Rs 50 Lakh - 25 Marks</p>	25	<p>Extract from audited balance sheet and Profit & Loss; and certificate from statutory auditor/CA clearly mentioning the Average Annual Sales Turnover included should be from Digitisation of archival records only.</p>
3	Profit by the Firm	<p>The Firm should have made annual average Profit from digitisation work during the last three financial years ending 31 March 2024 as follows,</p> <p>a). Upto Rs 10 lakh – 15 Marks</p> <p>b). Above Rs 10 Lakh and upto Rs 20 Lakh – 20 Marks</p> <p>c). Above Rs 20 Lakh – 25 Marks</p>	25	<p>Certified copy of the Profit and Loss Account of the firm/ agency for the digitization work. The CA Certificate should indicate the profit and loss from digitization.</p>

4	Presentation on Implementation Plan of the Project	The Firm would present their implementation plan in terms of machine, manpower deployment, Proposed infrastructure set up, etc., and also their approach and methodology for the project. Video and images of live demonstrations of digitized work being executed by the Firm, if any could also be part of the presentation. The presentation would be approx. 20-30 minutes with some 10 minutes questions session by the Technical Evaluation Committee (TEC).	25	Technical Evaluation Team would evaluate the potential through presentation by the Firm
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Form 1: Particulars of the Firms

Sl	Information Sought	Details to be Furnished	Reference and ID No.	Page No.
1	Name and address of the bidding Company/Firm			
2	Incorporation status of the Company/Firm (public limited / private limited/LLP etc.)			
3	Year of Establishment			
4	Date of Registration			
5	ROC Reference No.			
6	Details of company registration			
7	Details of registration with appropriate authorities for GST			
8	Name, Address, email, Phone nos. and Mobile Number of Contact Person			

Form 2: Letter of Proposal

(On the Letterhead of the Company)

Date,

Place

To,

History Division, Ministry of Defence,
West Block-VIII, Wing-01,
RK Puram, Sector-01, New Delhi-110066

Subject: Submission of the Prequalification and Technical bid for <provide name of the assignments>

Dear Sir/Madam,

We, the undersigned, offer to provide Digitization proposal as per proposal to the History Division on <provide name of the engagement with your Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Prequalification and Technical bid.

We hereby declare that all the information and statements made in this Pre-qualification and Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Digitization work related to the assignment not later than the date to be indicated in Lol/LoA.

We agree to abide by all the terms and conditions of the PROPOSAL document. We would hold the terms of our bid valid for 180 days as stipulated in the PROPOSAL document.

We understand you are not bound to accept any Proposal you receive.

Name of the Firms

.....Signature of the Authorized Signatory

.....Name of the Authorized Signatory

Place: _____ Date: _____ Seal: _____

Form 3: Declaration of Non Blacklisting

(on non-judicial stamp paper of Rs. 100/- or on the Letterhead of the Company)

I _____ Proprietor/Director/Partner/Authorized Signatory of the company/firm M/s _____ do hereby solemnly affirm that our firm M/s _____ has not been currently blacklisted by any Central or State Government Organization or PSU or other public funded government institution and has not faced forfeiture of EMD/ PBG by any organization/ institution during the past three years.

.....Name of the Firms

.....Signature of the Authorized Signatory

.....Name of the Authorized Signatory

Place:

Date

Form 4: Turnover Format

Turnover from digitization & Documentation Management system of archival records in the last three audited financial years (in INR Lakhs):

Years	FY 21-22	FY22-23	FY23-24	AVERAGE
Turnover				

Signature of Authorized Signatory: Seal:

Full Name:

Address:

Signature of CA with Registration No

Form 5: Citation

Assignment Name	
Name & address (including contact details) of the client	
No. of Staff-weeks; duration of assignment	
Scope of Work	
Start Date and Completion Date (Month/Year)	
Fees/Value of Services (in Indian Rs.)	
Supporting Documents	Yes/No Page No-

Note: Please add supporting documents (i.e. Lol/LoA, Completion Certificate, Performance Certificate etc.) against each of the assign

Form 6: Proposed Approach & Methodology

Approach, methodology and work plan are key components of the Proposal. You are suggested to present Approach and Methodology divided into the following sections:

Understanding of the project Technical
Approach and Methodology

Approach and Methodology:

You should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

Form 7: Tender Acceptance Letter

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

Date:

To.Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender Documents from Page No. _____ to _____ (including all documents like annexure(s), schedule, etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

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

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely,

Yours Faithfully,

(Signature of the Firms, with Official Seal)

Form 8: Team Composition and their Availability

In this you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical staff,

Name of Staff with Qualification and Experience	Area of expertise	Position Assigned	Task Assigned	Time Committed for the Engagement

Form 9: Curriculum Vitae (CV) of Key Personnel

Name of Firm:

Position in the Firm:

Name of Staff:

Date of Birth:

Date of Joining:

Total No. of years of experience:

Total No. of years with the firm:

Nationality:

Education & Certification:

Duration From (MM-YYYY)– To (MM-YYYY)–	Name of Institution/College/Affilia ted University	Degree/Diploma/Certification with Specialization details

Membership of Professional Associations/ Trainings:

Countries of Work Experience:

Languages:

Language	Speaking	Reading	Writing

Form 10: Format of Financial Proposal

Description of work	Rate {excluding GST)	Total Price including GST/Taxes
(I). Digitisation of 15 Lakh pages including scanning, creation of metadata, and uploading on existing DMS and Server and providing access to officers/users of the History Division on existing LAN. (Rate per page)		
(II). The data including Raw Tiff, JPEG, and Pdf A to be provided in two sets additional external hard disc and Network Attached Storage (NAS) devices to be provided by the bidder (NAS data storage to be not below than 75 TB), Cost of two external hard disc and NAS Device (all new).		
Grand Total		

Note:

1. GST shall be paid at prevailing rate at the time of billing Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.
3. I / We accept all the terms and conditions of the PROPOSAL/tender document.
4. I, undertake to abide by the Terms and Conditions as laid down in the PROPOSAL/ tender document.

Signature of Authorized Representative / Proprietor

Name : _____

Designation : _____

Name of the Firm / Agency: _____

Tel. No. : _____

E-mail : _____

Cell Phone No.: _____

Place : _____ Date: _____

OFFICE SEAL