

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Ministry of Culture

National Archives of India (NAI)

Request for Proposal (RFP) for Digitization of Records of National Archives

2023



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1. Notice Inviting E-Tender (NleT)**(Domestic Competitive Bidding)**Date of Issuance of NleT: **28/07/2023**

Director General, National Archives of India (NAI) invites Proposal on behalf of NAI from reputed & experienced Digitization Agencies through **electronic tendering (e-tendering)** for "Digitization of Records of National Archives, within a period of two years as available onsite at National Archives of India, Janpath, and Lahore Shed, New Delhi along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the NAI's portal i.e. www.abhilekh-patal.in".

1. Critical Dates:-

A	NIT No. & Date	59-4/5/2023-Rep(D)/Com Unit Dated 28/07/2023 (As it is a retender)
B	Time limit of the Work	Project Duration is 2(Two) years from the date of signing of the Agreement. The project is extendable on grounds found justified by NAI or based on mutually agreed terms and conditions.
C	Date of Publication of NIT	28/07/2023 17:00 Hrs (As it is a retender)
D	Brief description of Work	RFP for Digitization of an estimated Thirty Crore pages, within a period of two years, available onsite at National Archives of India, Janpath, New Delhi (in the first year) along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the NAI's portal i.e. www.abhilekh-patal.in . The number of pages are calculated on approx basis it can be vary between 20 to 30 Cr
E	Period for Downloading of Bidding Documents	From:-18/08/2023 to 04/09/2023 upto 15:00 hrs.
F	Seek Clarification Start Date	19/08/2023 from 09:00 hrs. (Through MS Excel file via email)
G	Seek Clarification End Date	24/08/2023 up to 15:00 hrs. (Through MS Excel file via email)
H	Pre-Bid Meeting Date, Time & Venue	07/08/2023 at 15:00 hrs. (Atrium, Ground Floor, NAI, Annexe, New Delhi) (already held as it is a retender)
I	Bid Submission Start Date & Time	25/08/2023 from 09:00 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app)



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J	Bid Submission End Date & Time	04/09/2023 up to 15:00 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app and physical copy of original EMD)
K	Technical Bid Opening Date & Time	05/09/2023 at 15:00 hrs.
L	Presentation Date & Time	To be notified after Technical Bid Opening. Eligible bidders will be intimated.
M	Financial Bid Opening Date & Time	To be notified after Technical Bid Evaluation. Technically qualified vendors will be intimated.
N	Place of Opening Bids	Atrium, Ground Floor, NAI, Annexe, New Delhi
O	Tender Fee	No tender fee
P	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs.1,50,00,000 (Rupees One Crore Fifty Lakhs i.e. 2% of estimated tender value)in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi. <i>Not required – in-case of MSME/NSIC/SSI</i>
Q	Selection Process	The method of selection is QCBS Technical: 70% and Financial: 30%
R	Officer Inviting Bids	Director General National Archives of India
S	Bid Validity Period	90 days from the date of opening of Technical bid
T	Mode of Tender Submission	Online (only at CPPP website: https://eprocure.gov.in/eprocure/app)
U	E-tendering	Tender documents may be downloaded from NATIONAL ARCHIVES OF INDIA website: www.nationalarchives.nic.in and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule provided above in this table.

- Other details can be seen from the RFP document.
- NAI reserves the right to cancel/withdraw this invitation for bids without assigning any reason and there shall be no liability whatsoever consequent upon such a decision.

**Director General
National Archives of India (NAI),
New Delhi**



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Acronym

Acronym	Full Form
ABG	Advance Bank Guarantee
CA	Chartered Accountant

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Chitra Malik

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Acronym	Full Form
DD	Demand Draft
EMD	Earnest Money Deposit
GST	Goods and Service Tax
HTR	Hand Return Text Recognition
ICAI	Institute of Chartered Accountants of India
LoA	Letter of Award
LoI	Letter of Intent
MoC	Ministry of Culture
NIT	Notice Inviting Tender
NAI	National Archives of India
PBG	Performance Bank Guarantee
PMU	Project Management Unit
PQ	Pre-Qualification
QCBS	Quality Cost Based Selection
RFP	Request for Proposal
SLA	Service Level Agreement

Shubhankar

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2. Fact Sheet

A	NIT No. & Date	59-4/5/2023-Rep(DyCom Unit Dated 28/07/2023 (As it is a retender)
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Shri Maheshwari

3. Letter of invitation and Background Information

3.1 Letter of Invitation

- a. NAI invites responses ("Proposals") to this Request for Proposals ("RFP") from reputed & experienced Digitization agencies ("Bidders") for Digitization of estimated Thirty Crore pages in National Archives of India, Janpath, and Lahore Shed, New Delhi New Delhi along with in the Regional Office, Bhopal and the Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the NAI's search portal i.e. www.abhilekh-patal.in as described in this RFP, "Scope of Work" ("the Services"). NAI is the Nodal Agency for this public procurement.
- b. Any contract that may result from this public procurement competition will be issued for a term of 2 Years ("the Term").
- c. NAI reserves the right to extend the Term for a period or periods of up to <one year> with a maximum of <two> such extension or extensions on the same terms and conditions.
- d. Proposals must be received not later than time, date and venue/web-portal mentioned in the Fact Sheet.
- e. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

3.2 About NAI

The National Archives of India (NAI) is the custodian of the records of enduring value of the Government of India. Established on 11 March, 1891 at Calcutta (Kolkata) as the Imperial Record Department, it is the biggest archival repository in South Asia. It has vast corpus of public records which include files, volumes, maps, bills assented by the President, treaties, rare manuscripts oriental records, private papers, cartographic records, important collection of Gazettes and Gazetteers, Census records, assembly and parliament debates, proscribed literatures, travel accounts etc. NAI records constitute an invaluable source of information for scholars, administrators and users of archives. Major chunk of oriental records in Persian and other languages like Sanskrit, Gurmukhi, Odiya, etc. NAI has the following vision and mission:

Vision

- To help in spreading a feeling of national pride in our documentary cultural heritage and ensuring its preservation for posterity.

Mission

- To encourage the scientific management, administration and conservation of records all over the country.
- To foster close relations between archivists' and archival institutions, both at the national and international levels.
- To encourage greater liberalization of access to archival holdings.



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- To help in developing greater professionalism and a scientific temper among creators, custodians and users of records for proper care and use of our documentary heritage.

NAI provides following services to the citizens:

- Providing facilities for the public use of reference media, records and publications available among our holdings.
- Searching and issuing of certified extracts of documents to the public for their use in accordance with rules laid down for the purpose.
- Providing assistance to documentary film makers and other professionals in locating, selecting and filming material of their interest.
- Organising conducted tours to our various Sections for the benefit of officials/trainees for education and professional Institutes, as well as groups of individuals, with a view to apprising them with the different activities of the Department.
- Extending professional expertise to Institutions by deputing officers to deliver lectures, conduct workshops on management, administration and preservation of records.

3.3 Project Background

The National Archives of India, to ensure easy access and longevity of documents in its custody, is in the process of digitizing its valuable records along with metadata in accordance with standards for electronic archiving and friendly retrieval, as a precautionary measure against loss by fire, flood, war and sabotage. Following are the details of total estimated number of pages which needs to be digitized by NAI.

Total estimated number of pages to be digitized

S. No.	Records Series	Bundles/Boxes approximately	Volumes	Pages approximately	Remark
1.	R-I	4665 bundles 13010 Boxes	28532	4,95,47,760 pages	1. One volume consist 680 pages 2. One bundle consist 100 files and one box contains 80 files. Each file contains 20 pages.
2.	R-II	20967 bundles 1763 boxes	19729	4,08,76,300 pages	1. One volume consist 300 pages 2. One bundle consist 80 files and one box contains 40 files. Each file contain 20 pages
3.	R-III	18566 bundles 7986 boxes	17545	4,50,71,100 Pages	1. One volume consist 300 pages

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					2. One bundle consist 45 files and one box contains 20 files. Each file contains 40 pages.
4.	R-IV	25276	650	5,07,47,000 Pages	1. One volume consist 300 pages 2. One bundle consist 50 files. Each file contain 40 pages
5.	O.R			28,97,140 pages	
6.	P.A			26,00,000 pages	
7.	Cartography			31,49,752 pages	
8.	Lahore Shed			2,26,54,200 pages	
9.	AR			46,17,585 pages	
10.	RO, RCs			10,43,70,942 pages	RC Bhubaneswar – 35,18,908 pages RC Jaipur - 6,31,02,075 pages RC Pondicherry – 66,16,599 pages RO Bhopal – 3,11,33,360 pages
11.	Total			326,531,779 (approx) pages	

***Note – One page of a file is one digital image.**

Through this RFP, NAI is looking to the digitization of estimated Thirty (30) crore pages in two years available onsite at National Archives of India, Janpath, New Delhi – 110001 along with in Regional Office, Bhopal and Record Centers in Jaipur, Bhubaneswar and Puducherry and uploading on the NAI's portal i.e www.abhilekh-patal.in. The number of pages may vary between 20 to 30 crores.

Estimated Tender Cost: Approximately Rs 75 crores (Seventy Five Crores Only)*

***Actual amount will emerge after the completion of the tender process**

Chhavi Kulkarni

4. Instructions to the Bidders

4.1 General

- a. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the consultancy support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by NAI on the basis of this RFP.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of NAI. Any notification of preferred bidder status by NAI shall not give rise to any enforceable rights by the Bidder. NAI may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of NAI.
- d. This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e. This RFP will follow the Office Memorandum No. P-45021/2/2017-PP (BE-II) Government of India Ministry of Commerce and Industry Department for Promotion of Industry and Internal Trade (Public Procurement Section) dated 16th September, 2020 to encourage Make in India and promote manufacturing and production of goods and services in India with a view to enhancing income and employment.

4.2 Compliant Proposals / Completeness of Response

- a. Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. Comply with all requirements as set out within this RFP.
 - ii. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP
 - iii. Include all supporting documentations specified in this RFP



5. Pre-Bid Meeting & Clarifications

5.1 Bidders Queries

- NAI has already organized a pre-bid meeting with the prospective bidders on 07/08/2023 at 15:00 Hrs, Atrium, Ground Floor, NAI, Annexe, New Delhi. (As it is a retender).
- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Shri Farid Ahmad, DDA, National Archives of India, Janpath, New Delhi 110001 by post or email to archives@nic.in or ddf.nai-archives@gov.in or before 24/08/2023
- The queries should necessarily be submitted in the following format:

S. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1			
2			
3			
4			
5			

- Any requests for clarifications post the indicated date and time may not be entertained by NAI.

5.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- The Nodal Officer notified by the NAI will endeavour to provide timely response to all queries. However, NAI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NAI undertake to answer all the queries that have been posed by the bidders.
- At any time prior to the last date for receipt of bids, NAI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the www.nationalarchives.nic.in and CPPP site <https://eprocure.gov.in/eprocure/app> and emailed to all participants of the pre-bid conference.
- Any such corrigendum shall be deemed to be incorporated into this RFP.
- In order to provide prospective Bidders reasonable time for taking the corrigendum into account, NAI may, at its discretion, extend the last date for the receipt of Proposals.

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6. Key Requirements of the Bid

6.1 Right to Terminate the Process

- NAI may terminate the RFP process at any time and without assigning any reason.
- NAI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by NAI. The bidder's participation in this process may result in NAI selecting the bidder to engage towards execution of the contract.

6.2 RFP Document Fees

- The RFP documents have been made available to be downloaded without any fee from the website www.nationalarchives.nic.in and CPPP site <https://eprocure.gov.in/eprocure/app>.

6.3 Earnest Money Deposit (EMD)

- Bidders shall submit, along with their Proposals, an EMD of Rs. 1,50,00,000 (One Crore Fifty Lakhs) only, in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi with a validity of 90 (Ninety) days.
- After the award of the contract to the successful bidder, the EMD of the unsuccessful bidders will be refunded in due course of time with no interest thereon.
- The EMD of the bidder, whose tender has been accepted, shall be returned on the submission of Performance Security / Performance Guarantee after the award of work or would be adjusted towards the partial amount of Performance Security / Performance Guarantee.
- The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - If selected Bidder does not start the job within 45 days from the date of signing the Agreement.
 - In case of a successful bidder, if the bidder refuses to execute the order or fail to furnish the required Performance Security and fail to sign the contract as stipulated in this tender document within the specified time fixed by the NAI.

Note: The above mentioned requirement is not applicable in case the bidder is registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement



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Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. In such cases, bidder will have to submit a self-declaration along with a copy of the MSEs/MSME registration certificate.

6.4 Submission of Proposals

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bidders are advised to follow the instructions provided in the 'Instructions for Online Bid Submission' for the e-submission of the bids online.

Following items to be uploaded on the portal:

- EMD
- Pre-qualification response
- Technical Proposal
- Financial proposal
- Additional certifications/documents e.g. Power of Attorney, CA certificates on turnover, etc.

However, each of the above documents must be uploaded in the format specified for this purpose and as per the specified folder structure in the e-Procurement portal.

The bidder must ensure that the bid is digitally signed by the Authorized Signatory of the bidding firm and has been duly submitted within the submission timelines. NAI will in no case be responsible if the bid is not submitted online within the specified timelines.

All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

6.5 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney and/or board resolution in the name of the signatory of the Proposal. A copy of the same should be uploaded under the relevant section/folder on the eProcurement portal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

6.6 Consortium

Consortiums shall be eligible to participate in the bidding process. A maximum of three firms are allowed to enter into the consortium. The prime bidder must satisfy the

Signature with name

pre-qualifications of bid. The agreement between consortium members has to be submitted along with the bid clearly mentioning the roles of the consortium firms.

Role of the Parties:

The Parties Shall undertake that Party of the First Part is fulfilling the Pre-qualification criteria as per the requirement of "Tender" in all respects and shall be the "Primary Bidder" of the Consortium and shall have the Power of Attorney from all Parties for conducting all business for and on behalf of the Consortium during the Bidding Process and until the signing of the Contract when all the obligations of the Consortium shall become effective. The project shall be executed by the "Primary Bidder" as a whole and solely responsible to NAI for all the activities mentioned in the Tender Document including financial liabilities.

Joint and Several Liability

The Parties shall undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the Tender Bidding Documents and the Contract, during subsistence of the Contract. The details of each consortium firm/party should be mentioned indicating manpower, turnover, experience and services for which the consortium has been formed.

Conflict of Interest:

The Consortium Parties shall undertake to take all necessary measures in order to avoid any conflict of interest during the performance of the project or the contract of NAI and also to identify any conflict of interest so that Consortium Parties can consult with the Lead Partner and other Parties to sort out such conflicts.

Post Contract Liabilities:

For any loss or damage on account of any breach of this Agreement or the contract for NAI or any shortfall in the execution of the Project, meeting the guaranteed performance / parameters as per technical specifications / documents relating to the Tender, "Primary Bidder" shall undertake to promptly make good such loss or damage on NAI's demand without any demur. NAI shall have the right to proceed against any one of the Parties herein in this regard without establishing the individual liability of such party and it shall neither be necessary nor obligatory on the part of NAI to proceed against the "Primary Bidder" before proceeding against the other Parties herein.



7. Preparation and submission of Proposal

7.1 Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NAI to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. NAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7.2 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

7.3 Venue & Deadline for Submission of proposals

Response to RFPs must be submitted on the eProcurement portal (<https://eprocure.gov.in/eprocure/app>) by the date and time specified for the RFP. Any proposal submitted on the portal after the above deadline will not be accepted and hence shall be automatically rejected. Purchaser shall not be responsible for any delay in the submission of the documents.

7.4 Late Bids

Bids submitted after the due date will not be accepted by the eProcurement system (<https://eprocure.gov.in/eprocure/app>) and hence will automatically be rejected. The Purchaser shall not be responsible for any delay in the online submission of the proposal.



8. Acceptance to Terms and Conditions

Bidders must accept all the "Terms & Conditions" specified in the Tender Document and the bidder should also certify that he / she has studied and understood the Tender Document carefully. All the uploaded documents should be digitally signed by the bidder and uploaded with the Technical Bid. **Any other condition suggested/imposed by the bidder will not be accepted.**

9. Evaluation Committee

- a. NAI will constitute a 'Tender Evaluation Committee' to evaluate the responses of the bidders
- b. The Tender Evaluation Committee constituted by the NAI shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection
- c. The decision of the Tender Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee
- d. The Tender Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e. The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP



10. Tender Opening

The Proposals submitted up to 15:00 on 04/09/2023 will be opened at 15:00 on 05/09/2023 by Director General, NAI or any other officer authorized by NAI, in the presence of Bidders' representatives.

10.1 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of opening of Technical Bid.

10.2 Tender Evaluation

Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If Proposals:

- Are not submitted in as specified in the RFP document
- Received without the Letter of Authorization (Power of Attorney)
- Are found with suppression of details
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested in the checklist
- Have non-compliance of any of the clauses stipulated in the RFP
- With lesser validity period

All responsive Bids will be considered for further processing as described in the next sections.

NAI will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee (to be constituted by NAI) according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

11. Criteria for Evaluation

11.1 Pre-Qualification Criteria

Sr. No	Basic Requirements	Specific Requirements	Documents Required
1	Legal Entity	<ul style="list-style-type: none"> • Should be a Company registered under Companies Act, 1956/2003 or a partnership firm registered under LLP Act, 2008. • A consortium between maximum three firms. 	Copy of Certificate of Incorporation / Registration Certificate, PAN Card and

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RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Sr. No	Basic Requirements	Specific Requirements	Documents Required
		<ul style="list-style-type: none"> Registered with the GST Authorities Should have been operating in India or abroad for the last five years as on the last date of RFP response submission and have a registered office in India 	GST Registration Certificate duly signed by authorized signatory for each consortium member.
2	Sales Turnover	Average annual turnover from digitization/related services work of Archival material as defined in Para 3 below during the last three years i.e. 2020-21, 2021-22 and 2022-23 should be at least Rs 3 Cr.	Extracts from the audited Balance sheet and Profit & Loss; and Certificate from the statutory auditor/CA clearly mentioning the Annual Sales Turnover included should be from Digitization of archival records as specified in para 3 below only.
3	Bidders Experience / Capability	Bidder should have undertaken Digitization of documents including old files, old maps, old books, old photographs, old newspapers, etc. or similar assignments/projects in last three years (03) years i.e., F.Y. 2020-21, 2021-22 and 2022-23. Bidder should have executed at least one project worth not less than 5% of the Gross Total Value of the tender i.e. Rs 3.75 Cr or two projects worth Rs. 1.88 Cr or three projects of Rs 1.25 Cr. A certificate of completion of work from the client/s should be uploaded with the technical bid. The work should have been digitization of	<ul style="list-style-type: none"> Citation, as per RFP specified template Work Order/Agreement Copy of Completion Certificate from client/Performance

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RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Sr. No.	Basic Requirements	Specific Requirements	Documents Required
		<p>documents as mentioned above</p> <p>Note: a) More than one (1) consecutive year's continuous assignment/ project with the same entity would be considered as one (1) assignment/ project</p>	Certificate from client
4	Tools & Machines	The bidder should have State of the Art equipment Digitization related equipment including overhead scanners of total worth of at least INR 1 Cr as on date of submission of proposal. Bidder should provide details of the type, number and make of the State of the Art equipment they propose to use for digitization of the records in NAI and submit documentary proof regarding their ownership, possession, MOA or lease of the said equipment at the time of submission of online bids.	A Self Certification by the authorized signatory along with documentary evidence like purchase orders and their invoices, MOA or lease agreement of hardware/ equipment
5	Quality & Security Certification	The bidder should have below mentioned certifications valid as on the last date of bid submission: <ul style="list-style-type: none"> • ISO 9001:2015 • ISO/IEC 27001:2013 	Copy of valid ISO 9001:2015 & ISO/IEC 27001:2013 certificates
6	Manpower Strength	The company should have at least 60 manpower in its payroll as on the last date of RFP response submission. The manpower team should include the following: <ol style="list-style-type: none"> a. Project Manager (01), Graduate with at least 5 years experience of having executed /supervised similar projects b. Supervisors (02), Graduates with at least 3 years of supervising in similar projects, one each for digitization related work and for management of records being handled for digitization 	Certification by the authorized signatory or Head of HR Department

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Sr. No	Basic Requirements	Specific Requirements	Documents Required
		<p>respectively.</p> <p>c. Metadata creators *</p> <p>d. IT professionals for all work related to digitization including scanning, image cleaning, enhancement, OCR/HTR and metadata experts.</p> <p>Note: *For metadata, Graduates with requisite training in the working of archives as detailed at Item no.15.2 under the sub heading 'Subject Metadata and Captioning' para 5-6 should be proposed for the job. Decision of NAI would be final in the matter</p>	
7	Non Blacklisting Declaration	The company should not be currently blacklisted by any Central or State Government Organization or PSU or other public funded government institution and should not have faced forfeiture of EMD/PBG by any organization/ institution during the past three years	A Self Certification as per the RFP specified format
8	Audit report showing net profit of the company	Audit report of the company for the FYs 2020-21,2021-22 and 2022-23 showing that it's a profit making company. *Audit report and audited balance sheet of the company for FYs2019-2020- 21, 2021-22 should be submitted and provisional balance sheet (CA certified) be submitted for 2022-23.	Certificate of the auditor or CA and provisional balance sheet (CA certified) be submitted for 2022-23.
9	Solvency certificate	Solvency certificate issued in the current financial year i.e. 2022-23 showing the financial stability of the bidder /company	Certificate issued by a reputed bank



RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

11.2 Technical Qualification Criteria

Bidders who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical evaluation

Sr. No.	Criteria	Requirements	Maximum Marks	Supporting Documents
1	Years of experience in the field of digitization (as defined in para 3 of Pre qualification criteria)	Bidder should have minimum experience of three years in digitization of Archival material as defined in the RFP more than 6 years – 10 marks 5 years to 6 years – 7 marks 4 years to 5 years – 5 marks 3 years to 4 years - 3 marks	10	Certificate of authorized signatory of the Company
2	Sales Turnover	Average Annual Sales Turnover generated from services related to Digitization of Archival material during each of the last three financial years i.e 2020-21, 2021-22 and 2022-23 should be minimum Rs 3 Cr. >Rs 7.5 Cr 10 marks >Rs 6 Cr to Rs 7.5 Cr- 7 marks >Rs 4.5 Cr to Rs 6 Cr- 5 marks >Rs 3 Cr to Rs 4.5 Cr- 3 marks	10	Extracts from the audited Balance sheet and Profit & Loss; and Certificate from the statutory auditor/CA clearly mentioning the Average Annual Sales Turnover included should be from Digitization of archival records only.
3.	Bidders Experience/ Capability	Volume of work completed in term of no. of pages of Archival material digitized	20	Citation, as per RFP specified template

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RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

		<p>annually in the last three financial years > 3.5 cr – 20 marks 2.5 Cr. -3.5 Cr – 15 marks 1.5 Cr. To 2.5 Cr. – 10 Marks 1 Cr. To 1.5 Cr. – 5 Marks</p>		<ul style="list-style-type: none"> • Work Order/Agreement • Copy of Completion Certificate from client/ Performance Certificate from client
4	Tools and Machines	<p>The bidder should have Digitization related State of the Art equipment including overhead scanners (as mentioned in Item 15.2 para 1) of total worth of at least INR 1 Cr as on date of submission of proposal. Bidder should provide details of the type, number and make of the State of Art equipments they propose to use for digitization of the archival records and submit documentary proof regarding their ownership, possession or lease of the said equipment at the time of Submission of online bids.</p> <p>Cost of available digitization equipments: >5 Cr.: 15 Marks 2 Cr. to 5 Cr.: 10 Marks 1 Cr. to 2 Cr.: 05 Marks</p>	15	A Self Certification by the authorized signatory along with documentary proof regarding their ownership, possession, MOA or lease of the said equipment at the time of submission of online bids
5	Manpower Strength	<p>The company should have at least 60manpower in its payroll as on the last date of RFP response</p>	15	Certification by the authorized signatory or Head of HR Department



		<p>submission. The manpower team should definitely include the following:</p> <p>a. Project Manager (01) – Graduate with at least 5 years of handling similar projects</p> <p>b. Supervisors (02 i.e one each for IT related work and for records being handled for digitization, respectively) Should be a graduate with at least 3 years' experience of handling similar work</p> <p>c. IT professionals for all work related to digitization including scanning, image cleaning, enhancement, OCR/HTR and metadata expert.</p> <p>Note: *For metadata, Graduates with requisite training in the working of archives as detailed at Item no.15.2 under the sub heading 'Subject Metadata and Captioning' para 5-6 should be proposed for the job. Decision of NA/ would be final in the matter</p> <p>>100 persons- 15 marks 90 to 100 - 10 marks 85 to 90 -7marks 70 to 85 – 5marks 60 to70 - 3 marks</p>		
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RFQ FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

6	Presentation	<ol style="list-style-type: none"> 1. Approach and Methodology 2. Proposed Infrastructure Set-up including proposed Team for same <p>Achieving Quality Compliance:</p> <ul style="list-style-type: none"> • Two sets of 6 sample pages each of scanned image of TIFF, JPEG, PDF, Metadata CSV file and Quality Check CSV file to be presented. • The samples of NAI record would be given to the vendor after the last date of the submission of Bids.. • Each bidder to also show the process used for creating the same. <ol style="list-style-type: none"> 3. The sample sets should be created as per standards /specifications defined in the scope of work. 4. Video and images of live demonstrations of digitization work being executed by the Vendor, if any. 	30	
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Firms that score a minimum of 50 marks in this section would be consider technically qualified and will move to the next stage of financial evaluation.

11.3 Commercial Bid Evaluation

- a. The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- b. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- c. The bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the bidders which did not get disqualified on the basis of point b above). Financial Scores for other than L1 bidders will be evaluated using the following formula:



Financial Score of a Bidder (Fn) = $\{[(\text{Commercial Bid of L1}/\text{Commercial Bid of the Bidder}) \times 100]\%$ (Adjusted to two decimal places)

- d. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e. The bid price will be excluded all taxes and levies and shall be in Indian Rupees.
- f. Any conditional bid would be rejected

Errors & Rectification: 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 there is a discrepancy between words and figures, the amount in words will prevail".

11. 4 Combined and Final Evaluation

- a. The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.
- b. The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:-

$$Bn = 0.70 * Tn + 0.30 * Fn;$$

Where,

Bn = overall score of the bidder

Tn = Technical score of the bidder (out of maximum of 100marks)

Fn = Normalized financial score of the bidder

- c. In the event the composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

12. Appointment of Digitization Agency

12.1 Award Criteria

NAI will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

12.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

NAI reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NAI action.

12.3 Notification of Award

Prior to the expiration of the validity period, NAI will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, NAI may like to request the bidders to extend the validity period of the bid. The notification of award will constitute the formation of the contract. After the award of the contract to the successful bidder, the EMD of the unsuccessful bidders will be refunded in due course of time with no interest thereon.

12.4 Performance Guarantee

The Bidder / Contractor after the award of work shall have to submit interest free Performance Security / Performance Guarantee in prescribed format which is equal to the 3% (Three Percent), of order value within 45 days from the date of the issue of the Letter of Award and it shall be kept valid for a period of 2 years.

The Performance Security / Performance Guarantee shall have to be submitted in the form of Bank Guarantee in the name of DG, NAI, New Delhi. The Performance Guarantee shall be kept valid till completion & closure of the project. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the NAI at its discretion may cancel the order placed on the selected bidder without giving any notice.



NAI shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or NAI incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

Format of PBG shall be shared along with the Lol/LoA.

12.5 Signing of Contract

Post submission of Performance Guarantee by the successful bidder, NAI shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between NAI and the successful bidder.

12.6 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Contract terms and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NAI may award the contract to the next best value bidder or call for new proposals from the interested bidders.

In such a case, the NAI shall invoke the PBG of the most responsive bidder.

13. Fraud and Corrupt Practices

- a. The Applicants/Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NAI shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, NAI shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to NAI for, inter alia, time, cost and effort of NAI, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- b. Without prejudice to the rights of NAI under Clause above and the rights and remedies which NAI may have under the Lol or the Contract, if an Applicant, as the case may be, is found by NAI to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Lol or the execution of the Contract, such Applicant shall not be eligible to participate in any tender or RFP issued by NAI during a period of two years from the date such Applicant, as the case may be, is found by

NAI to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- i. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NAI who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoI or has dealt with matters concerning the Contract or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NAI, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Project or the Award or the Contract, who at any time has been or is a legal, financial or technical consultant/ adviser of NAI in relation to any matter concerning the Project;
 - ii. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - iii. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
 - iv. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by NAI with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
 - v. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

S. K. Chakravarty

14. Non-Disclosure Agreement

The successful Bidder would need to sign a Non-Disclosure Agreement. Format of the same would be shared with the LOI/ LOA.

John Anderson

15. Terms of Reference / Scope of Work

Digitization of estimated 30 crore pages in two years onsite at National Archives of India, Janpath, and Lahore Shed, New Delhi -110001 along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry and uploading on the NAI's portal i.e. www.abhilekh-patal.in

Scope of Work includes

- o Quality Control as per Output Specifications
- o Uploading on NAI's portal

15.1 Input specification:

1. 70% of NAI documents are in legal size and the remaining are in other sizes such as A-4, A-3/B-4/A-2/A-3. Maps and treaties are to be mainly undertaken in A0 size. (As visual material are part of a file and there is generally no indication about it in the file subject, it is almost impossible to give an exact count of all visual documents. Samples of different types of records will be shown during the pre-bid meeting.)
2. Records are old, fragile, deteriorating, rare and brittle and are to handle with great care
3. Apart from written documents they may also contain visual material like photographs, sketches, paintings, Charts, maps, diagrams, photographs, illustrations, etc. (Not possible to state or even estimate the actual numbers because there is no indication about these parameters until the file is opened.)
4. Some of the pages of the records have stain-marks and worm-marks.
5. The pages of some records have become translucent due to ageing.
6. Bleeding of ink on the reverse of the page may be seen in some records

15.2 Job specification:

Image Capturing (Scanning):

1. The records should be digitized at minimum of 300-600 dpi in true optical resolution using Face up Scanning technology with pixel type moving linear CCD sensor overhead scanner or a Metamorfoze and FADGI image quality guidelines compliant Area CMOS overhead scanner in the 24 bitcolour mode specs or 8 bit grayscale to capture original information. Specifically, text documents are to be scanned at minimum 300 dpi (in case of legibility issues 400 dpi) and images/ photographs/ treaties/ manuscripts are to be scanned minimum at 600 dpi.
2. All the pages should be provided with editable text using OCR.
3. All the multilingual pages should be translated into English language.
4. All the digital images should have a checksum for the authenticity of digital image.
5. Scanner should use cold light with such intensity of light during scanning so that it does not damage the fibres of the aging pages or prevent any harm to the original records and uniform illumination at the time of capture. The

Johnnie White

scanner must be capable to tightly control non-linearities and quantization noise for handling records of variable density and achieving optimized results for all types of records.

6. Coloured charts, diagrams, photos, illustration etc. are to be scanned separately wherever applicable.
7. Original scanned records to be captured in TIFF v 6.0 Format with LZW compression (ISO 12230-2:2001) with checksum.
8. The vendor should use a non-destructive book scanners i.e. no requirement of unstitch of file for scanning.

Image processing and cleaning (Image Enhancement):

1. The TIFF images will have to be further enhanced to increase the legibility of the text and overall visual appeal of the document without altering the authenticity of the original source.
2. Image enhancement activities to be carried out to remove bleed through, black border removal, curvature correction, light equalization, brightness and contrast enhancement, de-noising, de-skew and de-speckling, cropping, cleaning, sharpness, focus enhancement, background removal for text areas without violating content in picture zones and without altering the original capture dpi.
3. The removal of digital noise will include removal of worm-marks and stain-marks to the maximum possible extent, while keeping the colour information intact. This component of digital restoration will aim at attaining a relatively high level of noise-free state of the digital images.
4. Resizing of every images with de-skew, rotate, height-width, margin, etc. to make every image perfect and uniform in size.
5. Proper editing has to be done to the images to straighten the orientation of the content matter if there is any disorientation existing in the pages.
6. 100% manual operator assisted quality check to be performed on every image to ensure there are no missing or dropped pages & images are optimized to their optimum levels. Perform quality checking of every digitized image pages. A detailed QC list has to be generated for every page being processed in the project.
7. Nuances in the document such as notes, remarks, and pencil marks are of historical value and they must be preserved in such a way that may be referred in lieu of the original document.
8. Image processing will follow a general priority guideline of legibility, aesthetics and file size in that order.
9. For each document, a thumbnail image should also be generated.
10. The enhanced images will have to be delivered in the JPEG v1.02 Format (ISO DIS 10918-1/ ISO/IEC10918-5:2013).
11. The vendor will carry out the above exercise outside the premises of NAI.
12. The quality check of the final images and verification of physical pages being returned will also be carried out by the third party.
13. The vendor has to install total 75 scanners, 55 at Head office, Delhi and 5 Each at Regional Office, Bhopal & Records Centres at Jaipur, Bhubaneswar and Puducherry.

14. The vendor has to work in two Shifts. The vendor has to digitize an average of 6 lakhs pages per day and report in this regard has to be submitted on daily basis. The vendor has to scan at least 1.25 Cr pages in a month. There is a penalty/reward clause on output of 2% of the base rate if the vendor unable to achieve the target and also a reward clause of 10% of the base rate if the vendor achieved above the target as per the given table above:

Sl. No.	Monthly Target (A)	Target Achieved (B)	Base Rate per page (C)	Amount of Reward/ Penalty (B-A)	Total monthly bill amount	Reward/ Penalty	Condition
1.	1.25 Cr pages	1.30 Cr pages	P	$(B-A) \times P \times 10\%$	$1.25 \text{ Cr} \times P + (B-A) \times P \times 110\%$	Reward	Only on achieving of 1.30 pages
2.	1.25 Cr Pages	$\leq 1.20 \text{ Cr}$ pages	P	$B \times P \times 2\%$	$B \times P \times 98\%$	Penalty	Only on achieving less than 120 Cr pages

15. Generate extensive Reports and Audit trail like Report on total records scanned along with associated indexes, Records.
16. The PDF images along with vendor quality certificate, third party audit certificate and digital signature of third party audit vendor has ability to support direct upload on NAI search Portal i.e. www.abhiilekh-patal.in
17. The vendor has to provide certificate of receiving and giving back physical records after scanning in the given format (Form 15-16).
18. The vendor has to do the checksum for each image and provide the same with the digital image.
19. The vendor has ability to support for Thumbnails on image documents and viewing of the same.
20. The vendor has to provide the quality check certificate of all digital images as per Form 17.

Optical Character Recognition

1. Optical Character Recognition process will be one step conversion from JPEG files. The vendor has to provide translation of multilingual pages in English.
2. Highest Recognition accuracy is desired in this process as there is no scope for manual correction of the recognized text.
3. OCR compatible with documents language over 95% accuracy is desired to be achieved for the Digitized Documents with printed text.
4. The digitized documents would be in the following language - English, Hindi, Gujarati, Marathi, Bengali, Sanskrit, Arabic, Urdu & Persian and other regional languages.
5. OCR should support recognition of multiple languages on the same page.



6. Text should be Unicode supporting of all major Indian languages.
7. The JPEG files will be converted after the OCR process to a searchable PDF/A format with the text layer below the original image.
8. Searchable PDF should contain Indelible Watermark on all pages, secured from modification and extraction of the text layer and 256 bit AES Encrypted.
9. The searchable PDF/A file to be compressed over 90% without altering the original capture dpi, retaining of the page dimensions and without losing the legibility of the document.
10. The PDF file will be delivered in the PDF/A Format (ISO 19005:1/ISO19005-1:2005).
11. The vendor should use appropriate technology to extract the text from the multilingual images and provide the separate data base so that the same can be integrate in the department search portal i.e. www.abhilekh-patal.in.

Subject Metadata and Captioning

1. Metadata of the all the digitized files describing the content of scanned document, in searchable format, should be assigned for each chapter / sub-chapter as per Dublin Core for field structure.
2. The various type of metadata are to be captured, such as; Descriptive metadata, Structural metadata, Technical metadata, Administrative metadata. Administrative or technical metadata incorporates details on original source, date of creation, version of digital object, file format used, compression technology used, object relationship, etc. Administrative metadata may reside within or outside the digital object. The agency would provide the administrative metadata with appropriate documentation. The list of metadata which are to be captured shall be discussed by NAI team with the selected bidder before starting the digitization of the records.
3. An appropriate structural data should be provided by the selected bidder to help NAI organize the image files and to allow for navigation within the item.
4. Metadata has to be provided in .CSV file and XML file format with every batch of digital records and should be prepared in compliance with the Dublin Core standard for online interoperability.
5. The minimum qualification of the skilled manpower for creation of metadata should be; graduation in History with fluency in English language (writing) and computer savvy and understanding of the Archival principle of provenance to be engaged for this activity. NAI would take a test for fluency in English language and computer skills. The decision of NAI in this regard will be final. If any error is found in metadata, the same has to be rectified by the firm without any additional cost.
6. Manpower engaged should have the language skill to prepare metadata for non-English language records.
7. The metadata indexing has to be done with the right spelling, punctuation, grammar and information to the satisfaction of the NAI
8. It is most important to capture the contextual information about the document, which cannot be derived from just the subject. The document has to be read from start to end, by experts with History and Archival background to derive the right context of the document and extract relevant "Keywords" for the

- record which would aid the users in efficient retrieval.
9. The records contain handwritten values for the subject, that cannot be understood most of the times and it is imperative to go through all the pages of the document, to capture this right.
 10. A value addition, very much required by the end user is to know along with the search results if the Document contains vital elements such as photograph, map, letter, newspaper article etc. without having to open every document. This information to be captured by reading the complete document and indexing these values in a field called 'Keywords'.
 11. The vendor has to provide a quality certificate for the digitized documents as per the Form 17

Connectivity/ Dash board:

1. The vendor will take the MPLS connectivity as required from the vendor with whom the NAI will take the MPLS connectivity.
2. The vendor should provide the real time monitoring software with different types of user role to check the data movement in different process of the said tender i.e. pagination, receipt of documents, scanning, quality check, image editing, digital signature, NOC, restoration/delivery of physical records.

General Terms and conditions:

1. The agency should compliance with Federal Agencies Digital Guidelines Initiative (FADGI)/NARA scanning guidelines/Best Practices & Guidelines for Production of Preservable e-Records (PRoPeR) published by Department of Electronics & Information Technology (DeitY) Government of India.
2. The agency should have adequate number of overhead scanners, computers systems including image processing software, skilled manpower and other infrastructure to complete the target of digitization of estimated (30) Estimated Thirty Crore pages within a period of two years (atleast 1.25 Crores pages per month).
3. Bidder should follow laid down protocols while taking out records for digitization and restoring them as per Form 15-16.
4. It will be the responsibility of the firm to take the documents from the stack area with the help of respective Repository in-charges for digitizing and after digitizing the records should be restored in the same/right place from where it has been taken. Records are to be digitized series wise, chronologically; without break in sequence. Documents / records are to be arranged chronologically and necessary pagination to be done by the agency before Digitization work. The bidder has to ensure that the documents digitized are Bar Coded including information about the file number and reference information about firm on the top of document.
5. The Agency is required to setup the infrastructure On-Site for digitization of the records for which adequate space will be provided by NAI. The setup would consist of requisite quantity of equipment like computers, high performance overhead scanners, software, UPS, tables and chairs required

Sobha Kulkarni

- for sitting arrangements for its manpower, etc. and are required to be deployed by the Agency. NAI will not be responsible for installation of the required infrastructure /setup. The space, electricity, electrical points, AC environment would be provided by the NAI.
6. It is also preferred that the latest state-of-art equipment will be used by the Agency to meet the digitization requirements of NAI.
 7. Agency should setup a Project Management Unit (PMU) with a professionally qualified team/supervisor for executing and monitoring the project smoothly. PMU shall also supervise the work of the personnel engaged by the Agency and to ensure and supervise quality compliance of the digitized records. MIS report shall also be generated for monitoring of the work project progress and to be shared with the NAI.
 8. The company should deploy professionally qualified supervisors who should check the digital images before the same is handed over to Department for final checking and storage purpose.
 9. The uninterrupted supply of records will be assured by NAI through Archivist In-charges of all repositories to maintain the seamless continuity of work. The agency should however be well equipped with enough manpower to take out records from the Repositories, maintain record of all the records being taken for digitization (including name of the Records series, Branch, Year, Reference number), ascertain the physical fitness for scanning of records, paginate each of the files/ documents as per the original sequence (chronologically) before being scanned. The register with details of records being taken for digitization is to be signed by the Repository In charges.
 10. The agency should have enough number of Record Attendants to undertake the above processes. The manpower may preferably have undergone training or have experience of handling archival material.
 11. Records identified to be unfit for digitization may be segregated for physical conservation/ preservation and handed over to the Repository In charge.
 12. PMU should coordinate with the Repository In charges in all the above procedures.
 13. No document will be taken out without written approval of the Repository In-charge.
 14. After completion of the project the Agency should transfer the digitized images of documents/records in to the storage of NAI and should delete the same in their stand alone and other stored devices in the presence of staff of concerned unit of NAI and get a certificate to the effect for final payment of the bill.
 15. Adequate number of Menders should also be deployed by the Agency to attend to any minor repair, straightening of records, unstitching and re-stitching, etc. after digitizing, if needed. Agency should engage preferably persons who have undergone training in servicing and repair of records from NAI or any other recognised organization.
 16. The images are to be renumbered as per the page sequence. The original pagination format of each type of records has to be retained. Pagination of

John M. ...

records is to be done by the agency through personnel being engaged for the purpose who are trained in handling archival records (preferably persons with training in servicing and repair of records from NAI or any other recognised organization).

17. No payment will be made for Digital images not found to be of satisfactory quality and 'noise-free' and the agency would have to redo the digitization of the same at no additional cost. The quality of the images would be verified by the Third Party Auditor selected by NAI and random checking of NAI Committee or its authorized representatives before release of payment.
18. Any sub-standard or defective digital image / formats shall have to be replaced without any extra cost. The decision of NAI in this regard will be final. It may be ensured that the digital images are as per technical standards.
19. The documents of NAI to be digitized are of Archival importance and due care in handling of these documents by operators has to be ensured. Any loss or damage of the documents supplied for digitizing may result in cancellation of the contract and the forfeiture of Performance Security.

File naming:

20. The agency should follow a standard naming convention for saved scans and its metadata. Each title should be contained in a separate folder labelled by NAI#. Within each title level folder (labelled as the NAI#), there should be one TIFF folder, One JPEG folder and one PDF file folder with identical files, except for folder the extensions. Further, the file naming convention shall be discussed by NAI team with the selected bidder before starting the digitization of the records.

21. Quality control checklist

Agency has to perform quality checking of every digitized image pages before submitting to NAI. The selected bidder will have to ensure compliance to the following minimum checklist of quality control of scanned files/images before sharing the same for the testing to be done by NAI. Please note that this is an indicative checklist and may be updated by NAI as when needed be.

- Master digital image is a faithful representation of the original
- File name is correct
- File format is correct
- Bit depth is correct See: file, properties, details
- Image is correct size/resolution in long dimension
- Image is not skewed or off centered
- Image has clean edges, clear contrast, and legible text
- No broken figures (illustrations, maps, etc.)
- No moiré patterns (wavy lines or swirls, usually found in areas where there are repeated patterns)
- No presence of digital artifacts (such as very regular, straight lines across picture)
- No pixellation (individual pixels are apparent to the naked eye)



- Not too light or too dark
- No loss of detail in highlight or shadows
- No errors in OCR
- Check for accuracy and completeness of metadata for the respective record/image/manuscript/paintings, etc.
- Spell check of the captured metadata

22. The following have to be Digital images are to be supplied in below mentioned standard of TIFF, JPEG and PDF/A FORMAT in HDDs or optical disk as decided by NAI along with Metadata in XML or CSV format, Checksum with the pages collated as per the original sequence and page integrity should be maintained. Agency shall also provide the Quality Check file in CSV format and for each document a Thumbnail image file. Before handed over the digitized recorded to the NAI, Quality compliance and assurance should be ensure by the Agency. The output of the images should be original size of documents. If the images are not found as per the terms and conditions of the contract, the NAI will have the right to terminate the contract and forfeit the Performance Security.

Technical standards of TIFF, JPEG & PDF Images**:

- i. TIFF v6.0 LZW Compression (ISO 12230-2:2001)
- ii. JPEG v1.02 (ISO DIS 10918-1 / ISO/IEC 10918-5:2013)
- iii. Searchable PDF / A (ISO 19005:1 / ISO 19005-1:2005)

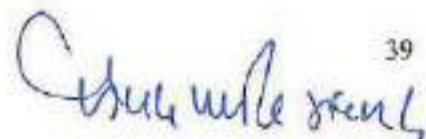
**

- Any updation in above mentioned ISO standards will be duly considered.
- All files should be able to pass JHOVE format validation as valid and well-formed.
- The thumbnail sizes of the images are to be provided to be view from the computer screen or mobile application.

Along with image file, the agency should also provide an ASCII (txt) file containing all metadata for a given scan.

23. Access to digitized files/records

All the digitized files/records should be made accessible from the NAI portal "abhilekh-patal.in". The successful bidder will have to import the scanned images/files and metadata into the AbhilekhPatal portal. Please note that only PDF file shall be imported into the database of AbhilekhPatal portal, whereas, the access to the TIFF and JPEG files needs to be made available for NAI by the selected bidder through the web based application. Also, this application should facilitate to add the desired metadata in future as and when required by NAI.

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RFQ FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Please note that the user acceptance testing will be done based on the data being searched and viewed through the NAI portal 'AbhilekhPatal' and the web application to be made available by the selected bidder.

Working Hours:

Normal working hours of the vendor would be from 7.00 AM to 2.00 PM and 2.00 to 9.00 Pm (Monday-Friday). If the work involves extended hours and additional working days, that may be indicated clearly along with the number of staff proposed to be deployed at various levels. Permission to work on Saturdays also may be considered.

John Mark Green

16. Deliverables & Timelines

Project Duration is 2(two) years from the date of issuance of Letter of Award (LoA). The project is extendable on grounds found justified by NAI or based on mutually agreed terms and conditions.

Deliverables

Digitization of estimated 30crore pages, within a period of two years as per standards mentioned in Scope of Work section. Target per month least 1.25Crores pages (approx.) at NAI, New Delhi along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry. and uploading on the NAI's portal i.e. www.abhilekh-patal.in

Shri Anil Kumar Singh

17. Payment Terms

- a. Payment will be made to the firm on monthly basis for all end to end completed and delivered components as per the details and accepted by the custodial repository of the NAI or its authorized representatives after checking quality compliance of the digitized images/metadata.
- b. Monthly progress of work undertaken is to be provided to the DG, NAI on the last Wednesday of every month. Release of payment would be subject to verification of uploading of digitized material on AbhilekhPatal, search portal of NAI.
- c. No advance payment whatsoever will be made to the firm.

Note:

- i. GST shall be paid at prevailing rate at the time of billing
- ii. 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.



18. SLA & Penalty**18.1 SLA for Digitization services**

Images digitized shall be verified by third party quality check vendor. The digitized images shall be compared with reference to the original document.

The vendor has to work in two Shifts. The vendor has to digitize an average of 6 lakhs pages per day and report in this regard has to be submitted on daily basis. The vendor has to scan at least 1.25 Cr pages in a month. There is a penalty/reward clause on output of 2% of the base rate if the vendor unable to achieve the target and also a reward clause of 10% of the base rate if the vendor achieved above the target as per the given table above:

Sl. No.	Monthly Target (A)	Target Achieved (B)	Base Rate per page (C)	Amount of Reward/ Penalty (B-A)	Total monthly bill amount	Reward /Penalty	Condition
1.	1.25 Cr pages	1.30 Cr pages	P	$(B-A) \times P \times 10\%$	$1.25 \text{ Cr} \times P + (B-A) \times P \times 110\%$	Reward	Only on achieving of 1.30 pages
2.	1.25 Pages	≤ 1.20 Cr pages	P	$B \times P \times 2\%$	$B \times P \times 98\%$	Penalty	Only on achieving less than 120 cr pages

It shall be the responsibility of the successful bidder to rescan, index and upload all such improperly digitized images. He shall not be paid any amount for re-digitization of documents. Concession will be given in cases where department identifies that the minimum quantity was not digitized because of parameters beyond the control of the bidder (e.g. Non-availability of electricity for a prolonged duration, physical files not handed over to the bidder, etc).

Start of services

In case of Purchase order being issued to the bidder, the bidder shall start the work for the same PO within maximum of 45 days of issuance of PO. In case of failure to initiate the project in 45 days, penal provisions of 1% of the order value per month of delay shall be levied on the bidder and same shall be deductible from the vendor's payment.

18.2 Penalties

- The Penalty shall be calculated and deducted from the immediate payment due.

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- b. All above mentioned penalties are exclusive to each other
- c. The maximum penalty at any point of time and for any period should not exceed 20% of project cost as per the Commercial Bid submitted by the successful bidder. If the penalty exceeds this amount, NAI the right to terminate the contract. The project cost for this purpose shall be the rate quoted by the bidder per image in the RFP multiplied by the estimated image volume mentioned in the work order.
- d. Penalties shall not be levied on the successful bidder in the following cases:
 - o The non-compliance to the SLA has been solely due to reasons beyond the control of the bidder.
 - o There is a Force Majeure event affecting the SLA which is beyond the control of the successful bidder.

19. Support to be provided by NAI

- Assistance and Exemptions: Unless otherwise specified in the RFP, NAI shall use its best efforts to ensure that the Government shall:
 - o Provide the Agency, and Personnel with work permits, sitting arrangements and such other documents, files etc. on time as shall be necessary to enable the Agency or Personnel to perform the Digitization work
 - o Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Digitization work
 - o Provide to the Agency and Personnel any such other assistance as may be specified in the RFP
- Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Agency for providing the services i.e. GST tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Agency in performing the Digitization work, then the remuneration and reimbursable expenses otherwise payable to the Agency under this Contract shall be increased or decreased.
- Payment: In consideration of the Digitization work performed by the Agency under this Contract, NAI shall make to the Company/Firm such payments and in such manner as is provided in this RFP.



20. Limitations of Liability

In case of a default on bidder's part or other liability, NAI shall be entitled to recover damages from the selected bidder. In each such instance, regardless of the basis on which NAI is entitled to claim damages from the selected bidder (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), selected bidder shall be liable for no more than:

- Payment referred to in the Patents and Copyrights clause.
- Liability for bodily injury (including death) of personnel or damage to real property and tangible personal property limited to that cause by the Contractor's negligence.
- As to any other actual damage arising in any situation involving non-performance by Contractor pursuant to or in any way related to the subject of this Agreement, the charge paid by NAI for the individual product or Service that is the subject of the Claim. However, the contractor shall not be liable for any indirect, consequential loss or damage, lost profits, third party loss or damage to property or loss of or damage to data.
- For any direct loss or damage that exceeds the total payment for Contract Price made or expected to be made to the Contractor hereunder.
- Subject to the above, the aggregate liability of the Company/Firm, under this Contract, regardless of the form of claim shall not exceed 200% of the contract value.

21. Confidentiality

Selected Bidder is required to exercise the utmost discretion in all matters relating to the Contract. Unless required in connection with the performance of the Contract or expressly authorized in writing by NAI, the Firm shall not disclose at any time to any third party any information which has not been made public and which is known to the Firm by reason of its association with NAI. The Firm shall not, at any time, use such information to any private advantage. These obligations do not lapse upon any completion, expiration, cancellation or termination of the Contract/ Purchase Order.

The firm should ensure recovery proof deletion of all the digital images from their storage on completion of tender and give the certificate that they have not retained any digital images prepared under the said tender on the company letter head.

22. Termination

NAI may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days' written notice of default sent to the selected bidder, terminate the order in whole or in part. If the company/firm materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by NAI in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from NAI. If the project is not

Signature

carried out according to specification due to deficiency in service as per terms of the contract. In such case NAI will invoke the amount held back from the selected bidder as PBG.

Force Majeure

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, war, flood, earthquake, strikes, lockouts, fire, outbreak of pandemic, epidemics, riots, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party effected thereby shall give notice in writing to the other party. Such notices are to be given within 15 days of occurrence / cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

23. Arbitration

All the disputes or differences arising between the parties out of or relating to the Terms & Conditions of Tender and/or subsequent agreement or breach thereof shall be settled by the sole Arbitrator who may be appointed with the consent of both the parties in accordance with the provisions of Arbitration and Conciliation Act, 1966 and any statutory modification or re-enactment thereof. The place of Arbitration shall be New Delhi. The decision of the Arbitrator shall be final and binding upon both the parties. The expenses of the Arbitrator as determined by the Arbitrator shall be shared equally by the Parties. However, the expenses incurred by each Party in connection with the preparation, presentation shall be borne by the Party itself. Arbitration award shall be in writing and shall state the reasons for the award.



24. Instruction for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

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

REGISTRATION

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

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3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to submit EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

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RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the process of online submission of bid submission or queries relating to the CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk "CPP Card Protection Customers – please call our 24 hour toll free helpline number 1800-4000 or 6000 or 4000 (prefix STD code)"
2. A pre-bid meeting will be held after floating of tender as per the schedule given in the 'Important Date Sheet'. Interested vendors may choose to attend the pre-bid meeting at their own cost. In case any vendor requires any clarification on the specification, test parameters, etc. they can raise their query in the pre-bid meeting date given in the tender notice.

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25. Annexure: Proposal Templates

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Pre-Qualification / Technical Evaluation Criteria.

Pre-Qualification Bid & Technical Proposal shall comprise of following forms:

Forms to be used in Pre-Qualification Proposal

- Form 1: Compliance Sheet for Pre-qualification Proposal
- Form 2: Particulars of the Bidders
- Form 3: Letter of Proposal
- Form 4: Declaration of Non Blacklisting
- Form 5: Sales Turnover Format
- Form 6: Citations

Forms to be used in Technical Proposal

- Form 8: Compliance Sheet for Technical Proposal
- Form 9: Proposed Approach & Methodology
- Form 10: Proposed Work Schedule & Project Plan
- Form 11: Tender Acceptance Letter
- Form 12: Team Composition and their Availability
- Form 13: Curriculum Vitae (CV) of Key Personnel
- Form 15: Format for Handing over document to vendor for digitization
- Form 16: Format for Handing over document to Repository In-charge after digitization by the Vendor (On company letter head)
- Form 17: Format for Handing over digital images to NAI after digitization by the Vendor (On company letter head).
- Form 18: Format for Roles and Responsibilities of Prime Bidder and Consortium Firms (A consortium of maximum Three Firms is allowed)
- Form 7: Performance Bank Guarantee

Forms to be used in Financial Proposal

- Excel File provided in the e-procurement Portal
- Form 14: Format of Financial Proposal
(Format is for reference only. Bidder need to fill the excel file provided in the e-procurement portal)



RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 1: Compliance Sheet for Pre-qualification Proposal

Sr. No.	Basic Requirements	Documents Required	Compliance (Yes/No)	Reference and Page No.
1	Letter of Proposal	As per Form-3		
2	Tender Fees	Payment Confirmation screenshot from the Portal		
3	EMD	Scanned copy of EMD to be uploaded and physical original of Demand Draft / Banker's Cheque / Bank Guarantee		
4	Particulars of the Bidder	As per Form-2		
5	Legal Entity	Copy of Certificate of Incorporation; and Copy of GST Registration Certificate		
6	Sales Turnover	Extracts from the audited Balance sheet and Profit & Loss; AND/OR Certificate from the statutory auditor/CA		
7	Bidders Experience/ Capability	Citation, as per RFP specified template Work Order/Agreement Copy of Completion Certificate/ Performance Certificate/ Audit Report are to be submitted.		
8	Manpower Strength	Self Certification by the authorized signatory or Head of HR Department		
9	Non Blacklisting Declaration	A Self Certification as per the RFP specified format		
10	Power of Attorney/Letter of Authorization	Power of Attorney/Letter of Authorization		

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Form 2: Particulars of the Bidder

Sl. No.	Information Sought	Details to be Furnished	Reference and 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		

Signature

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 3: Letter of Proposal

(On the Letterhead of the Company)

Date, Place

To,
The Director General
National Archives of India (NAI)
Janpath, New Delhi -110001

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

Dear Sir/Madam,

We, the undersigned, offer to provide Digitization of estimated 30crore pages to National Archives of India (NAI) on <provide name of the engagement> with your Request for 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 Prequalification 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 RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

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

..... Name of the Bidder
..... Signature of the Authorized Signatory
..... Name of the Authorized Signatory
Place: _____ Date: _____ Seal: _____



Form 4: Declaration of Non Blacklisting

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

I _____ Proprietor/Director/Partner/Authorised 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 have not faced forfeiture of
EMD/ PBG by any organization/ institution during the past three years.

..... Name of the Bidder

..... Signature of the Authorized Signatory

..... Name of the Authorized Signatory

Place: _____ Date: _____



RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 5: Turnover Format

Turnover from digitization of archival records in the last three audited financial years (in INR):

FY (20-21)	FY (21-22)	FY (22-23)	Average

Signature of Authorised Signatory: Seal:
Full Name:
Address:

Signature of CA with Registration No:

John Mike Jones

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 6: 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 assignment.

Copy with name

REF FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 7: Performance Bank Guarantee (Draft Format)

Format for Performance Bank Guarantee
(Hard copy required post contract is awarded)

Ref: _____

Date: _____

Bank Guarantee No.:

To,
National Archives of India,
Janpath, New Delhi, Delhi 110011

Dear Sir,

PERFORMANCE BANK GUARANTEE for "DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES, New Delhi- 110001

WHERE AS

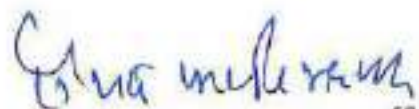
M/s. (name of Successful Firms), a company registered under the Companies Act, 1956, having its registered and corporate office at (address of the Successful Firms), (hereinafter referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated (hereinafter, referred to as "Contract") with you for The DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES New Delhi- 110001".

We are aware of the fact that as per the terms of the Contract, M/s. (name of Successful Firms) is required to furnish an unconditional and irrevocable Bank Guarantee in your favour for an amount of 3% of the Total Contract Value, and guarantee the due performance by our constituent as per the Contract and do hereby agree and undertake to pay any and all amount due and payable under this bank guarantee, as security against breach/ default of the said Contract by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach / default of the said Contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding.....<in words>without any demur or protest.



RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Performance Bank Guarantee shall continue and shall remain in full force and effect hold good until ., subject to the terms and conditions in the said Contract.

We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Contract until

We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights:

- i. Requiring to pursue legal remedies against the Department; and
- ii. For notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

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Notwithstanding anything contained herein above, our liability under this Performance Guarantee is restricted to 3% of the Contract Value, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association / Constitution of our bank and the undersigned is / are the recipient of authority by express delegation of power/s and has/ have full power is to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

This Performance Bank Guarantee shall be valid only till

We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated..... this day.....2023.

Yoursfaithfully,

For and on behalf of the Bank,

(Signature)
Designation
(Address of the Bank)



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Note: This guarantee will attract stamp duty as a security bond.
A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence in the matter.

Note: In case of additional order, separate Performance Bank Guarantee will have to be submitted/deposited by the selected firms.

Shri. Anil Kumar

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 8: Compliance Sheet for Technical Proposal

Sr No.	Criteria	Supporting Documents	Bidders Response	Reference & Page No.
1	Years of Operation in India	Work Order/Agreement and/or Copy of Completion Certificate/ Performance Certificate/ Audit Report clearly stating the start date of the assignment/audit Copy of Certificate of Incorporation		
2	Turnover	Extracts from the audited Balance sheet and Profit & Loss; AND/OR Certificate from the statutory auditor/CA		
3	Bidders Experience / Capability	Citation, as per RFP specified template Work Order/ Agreement Copy of Completion Certificate/ Performance Certificate/ Audit Report are to be submitted.		
4	Tools & Machines	Self Certification by the authorized signatory along with documentary evidences like work orders, purchase orders of hardware and their invoices		
5	Quality & Security Certification	Copy of valid ISO 9001:2015 & ISO/IEC 27001:2013 certificates		
6	Manpower Strength	Self Certification by the authorized		

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Shree Mohan

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		signatory or Head of HR Department		
7	Approach & Methodology			

Shri. V. K. Singh

Form 9: 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.

Chitra Kulkarni

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 10: Proposed Work Schedule & Project Plan

In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Purchaser), and delivery dates of the reports.

The proposed work plan should be consistent with the approach and methodology, showing understanding of the Scope of Work/TOR and ability to translate them into a feasible working plan.

John Mike Reale

Form 11: 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(s), 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.



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6. 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/ organization 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 Bidder, with Official Seal)

Shub-mahle over

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 12: Team Composition and their Availability

In this chapter 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

Spencer

RFP FOR DIGITIZATION OF RECORDS OF NATIONAL ARCHIVES

Form 13: 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 (MMM- YYYY) – To (MMM-YYYY)	Name of Institution/ College/ Affiliated University	Degree/ Diploma/ Certification with Specialization details

Membership of Professional Associations/ Trainings:
 Countries of Work Experience:
 Languages:

Language	Speaking	Reading	Writing

Employment Record:

Firm	From – To Date	Designation / Role	Location

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment or project: Year: Location: Client: Main project features: Positions held: Value of Project: Activities performed:
Name of assignment or project: Year: Location:

*Adnan Malik*⁶⁸

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Client:
Main project features:
Positions held:
Value of Project:
Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Signature of staff member or authorised signatory of the firm:

Note: Submission of proposed Supervisor Resume is mandatory

John White

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Form 14: Format of Financial Proposal

Description of work	Rate per page (excluding GST)
Digitization of documents as per Scope of Work	

Note:

- i. GST shall be paid at prevailing rate at the time of billing
- ii. 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.

Chitra Mohan Rao

Form 15 Sl. No. _____

Format for taking document from Repositories for digitization

I _____ supervisor of M/s _____
 taken over total files _____ consisting of _____ pages
 from the Series/Department _____ Branch _____ Part
 _____ Year _____. On _____, From Repository No. _____ for
 digitization. They are in good condition for digitization.

Name of supervisor _____

M/s _____

Date:

Shri. K. S. Singh

Form 16

Sl. No. _____

Format for Handing over document to Repository In-charge after digitization by the Vendor (On company letter head)

I _____ Supervisor of M/s _____ handed over total files _____ consisting of _____ pages from the Series/Department _____ Branch _____ Part _____ Year _____ on _____ That had been taken over vide Form No. 15 Sl. No. _____. They are properly digitized/stitched, and are as per terms and condition of tender and are ready for restoring in Repository. Quality certificate has been issued by the vendor engaged by NAI with serial NO-----

File Received (_____)

Name of Supervisor

M/s _____

Date:

Name of Repository In-charge

_____ Designation _____

Date:



Form 17

Sl. No. _____

Format for Handing over digital images to NAI after digitization by the Vendor
(On company letter head)

I _____ supervisor _____ have checked the total digital files _____ consisting of _____ pages from the Series/Department _____ Branch _____ Part _____ Year _____ on _____ that have been taken over vide form No. 15 Sl. No. _____. They are properly digitized, with third party audit certificate, third party digital signature and the TIFF, JPG, PDF-A have been transferred to physical storage of 16 Petabyte at NAI, HQ, New Delhi and NAI, RO, Bhopal as per the terms and conditions of tender and have been uploaded on AbhilekhPatal and NAI Trusted Digital repository. All the files have been digitally signed. All the digital copies pertaining to these documents have been deleted and no copies have been retained or transferred to anyone else by the vendor.

Name of Vendor

Designation

Date:



Form 18

Format for Roles and Responsibilities of Prime Bidder and Consortium Firms
(A consortium of maximum Three Firms is allowed)

Details of Prime Bidder

1. Name of Prime Bidder- _____
2. Role & Responsibilities of Prime Bidder- _____

3. List of past work order _____

Details of Consortium Bidder No.1

1. Name of Consortium Bidder No.1 _____
2. Role & Responsibilities of Bidder No. 1- _____

3. List of past work order _____

Details of Consortium Bidder No.2

1. Name of Consortium Bidder No. 2- _____
2. Role & Responsibilities of Bidder No. 2- _____

3. List of past work order _____

Consortium name