

**RFP FOR SELECTION OF DATA QUALITY CHECK AND QUALITY AUDIT
SERVICE AGENCY**

**RFP FOR SELECTION OF DATA QUALITY CHECK AND QUALITY AUDIT
SERVICE AGENCY**

Ministry of Culture

National Archives of India (NAI)

**Request for Proposal (RFP) for selection of data quality check and quality
audit Service Agency**

2023



Chitra Mukherjee

RFP FOR SELECTION OF DATA QUALITY CHECK AND QUALITY AUDIT
SERVICE AGENCY

1. Notice Inviting E-Tender (NleT)

(Domestic Competitive Bidding)

Date of Issuance of NleT: 17/08/2023

Director General, National Archives of India (NAI) invites Proposal on behalf of NAI from reputed & experienced Audit Agencies through **electronic tendering (e-tendering)** for selection of **audit service agency for data quality check** at National Archives of India, Janpath, and Lahore Shed, New Delhi along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry.

1. Critical Dates:-

A	NIT No. & Date	59-4/8/2023-Rep(D)/com unit dated 17/08/2023 (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	17/08/2023 at 14:00 hrs. (As it is a retender)
D	Brief description of Work	Request for Proposal (RFP) for selection of audit service agency for data quality check, within a period of two years, 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.
E	Period for Downloading of Bidding Documents	From:-18/08/2023 to 11/09 /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	25/08/2023 at 11:00 hrs. (Atrium, NAI, Annexe Building, Janpath, New Delhi 110001)
I	Bid Submission Start Date & Time	30/08/2023 from 09:00 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app)
J	Bid Submission End Date & Time	11/09/2023 up to 15:00 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app and physical copy of original EMD)

Handwritten signature

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K	Technical Bid Opening Date & Time	12/09/2023 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, NAI, Annexe Building, Janpath, New Delhi 110001
O	Tender Fee	No tender fee
P	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs.18,00,000 (Rupees Eighteen Lakhs Only) i.e. 2% of 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.

2. Other details can be seen from the RFP document.
3. 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
DD	Demand Draft
EMD	Earnest Money Deposit
GST	Goods and Service Tax

Issue with name

RFP FOR SELECTION OF DATA QUALITY CHECK AND QUALITY AUDIT
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Acronym	Full Form
ICAI	Institute of Chartered Accountants of India
LoA	Letter of Award
Lol	Letter of Intent
MoC	Ministry of Culture
NIT	Notice Inviting Tender
NAI	National Archives of India
PBG	Performance Bank Guarantee
PQ	Pre-Qualification
QCBS	Quality Cost Based Selection
RFP	Request for Proposal
SLA	Service Level Agreement

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**RFP FOR SELECTION OF DATA QUALITY CHECK AND QUALITY AUDIT
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2. Fact Sheet

A	NIT No. & Date	59-4/8/2023-Rep(D)/com unit dated 17/08/2023 (As it is a retender)
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O	Tender Fee	No tender fee
P	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs.18,00,000 (Rupees Eighteen Lakhs Only) i.e. 2% of tender value)in the form of Demand Draft / Banker's Cheque / Bank

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[Handwritten Signature]

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		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
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Shree Anil Kumar

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 Audit agencies ("Bidders") for data quality check in National Archives of India, Janpath, New Delhi along with in the Regional Office, Bhopal and the Records Centres at Jaipur, Bhubaneswar and Puducherry 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 to provide the accurate data online .NAI intends to engage a third party to conduct quality check and audit of the digital images being created by another agency under the project of digitization of 30 crores pages approx available at National Archives of India, Janpath, and Lahore Shed, New Delhi along with those housed in its Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry.

Note – vendor has to audit only the PDF format, metadata, OCR/HTR and translation.

Estimated Tender Cost: Approximately Rs 9 crores)*

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



4. Instructions to the Bidders

4.1 General

- a. While every effort has been made to provide comprehensive and accurate background information requirements and specifications, Bidders must form their own conclusions about the nature of services 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 & communication, and Bidders should place no reliance on such communication.
- 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 summarily 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.



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5. Pre-Bid Meeting & Clarifications

5.1 Bidders Queries

- a. NAI shall hold a pre-bid meeting with the prospective bidders on 25/08/2023 at 11:00 A.M at Atrium, NAI, Annexe Building, Janpath, New Delhi 110001.
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the Nodal officer Syed Farid Ahmad, Deputy Director of Archives, 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
- c. 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			

- d. 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

- a. The Nodal Officer notified by the NAI will endeavour to provide timely response to all queries. However, NAI makes no commitments 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.
- b. 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.
- c. 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.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. 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.



6. Key Requirements of the Bid

6.1 Right to Terminate the Process

- a. NAI may terminate the RFP process at any time and without assigning any reason.
- b. NAI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- c. 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

- a. 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)

- a. Bidders shall submit, along with their Proposals, an EMD of Rs. 18,00,000 (Eighteen Lakhs) i.e. 2% of the 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 with a validity of 90 (Ninety) days.
- b. 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.
- c. 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.
- d. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e. 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 contract.
 - 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.



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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 Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is 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 e-Procurement 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 is not applicable to participate in the bidding process.

As the necessary

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 e-Procurement 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.



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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



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10. Tender Opening

The Proposals submitted up to 15:00 Hrs on 11/09/2023 will be opened at 15:00 Hrs on 12/09/2023 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.• Registered with the GST	Copy of Certificate of Incorporation / Registration Certificate, PAN Card and GST Registration



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Sr. No.	Basic Requirements	Specific Requirements	Documents Required
		<p>Authorities</p> <ul style="list-style-type: none"> 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 	<p>Certificate duly signed by authorized signatory</p>
2	Sales Turnover	<p>Average annual turnover for the last three years i.e. 2020-21, 2021-22 and 2022-23 should be at least Rs 50 Lakhs.</p>	<p>Extracts from the audited Balance sheet and Profit & Loss.</p>
3	Bidders Experience/ Capability	<p>Bidder should have undertaken digital image processing/optical character recognition (OCR)(HTR) projects in last three years (03) years i.e., F.Y. 2020-21, 2021-22 and 2022-23</p> <p>Bidder should have executed at least one such project in the past worth not less than 50 lakh or two projects worth not less than 30 lakh or three projects worth not less than 20 lakh. A certificate of completion of work from the client/s should be uploaded with the technical bid.</p> <p>Note:</p> <p>a) More than one (1) consecutive year's continuous assignment/project with the same entity would be considered as one (1) assignment/ project</p>	<ul style="list-style-type: none"> Citation, as per RFP specified template Work Order/Agreement Copy of Completion Certificate from client/ Performance Certificate from client
4	Tools & Machines	<p>The bidder should have digital image audit related software/tools with related equipments worth at</p>	<p>A Self Certification by the authorized signatory along with</p>

(Handwritten Signature)

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Sr. No.	Basic Requirements	Specific Requirements	Documents Required
		least 15lakhs as on date of submission of proposal. Bidder should provide details of the type, number and make of the equipment and software/tools in their possession.	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 atleast 25 manpower in its payroll as on the last date of RFP response submission. The manpower team should include image processing experts, optical character recognition experts / handwriting recognition experts.	Certification by the authorized signatory or Head of HR Department
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 and if available otherwise a provisional balance sheet (CA certified) be submitted for 2023-24. showing that it's a profit making company	Certificate of the auditor or CA
9	Solvency certificate	Solvency certificate issued in the current financial year showing the financial stability of the bidder /company	Certificate issued by a reputed bank

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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 (as defined in para 3 of Pre qualification criteria)	Bidder should have minimum experience of three years in digital image processing/optical character recognition (OCR)/(HTR). 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 Turnover during the last three financial years i.e.2020-21, 2021-22 and 2022-23 should be minimum Rs 50 lakh. ≥ 1 Cr-10 Marks, Rs 80lakh to 1 Cr.- 7 marks Rs 60lakh to Rs 80 lakh - 5 marks Rs 50 lakh to Rs 60 lakh - 3 marks	10	Extracts from the audited Balance sheet and Profit & Loss.
3	Bidders Experience/ Capability	Maximum value of project completed in terms of digital image processing/optical character recognition (OCR)as included in para	20	<ul style="list-style-type: none"> • Citation, as per RFP specified template • Work Order/Agreement

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		<p>3 of 11.1 of Pre qualification criteria is to be considered</p> <p>>50 Lakh – 20 marks 40 Lakh to 50 Lakh – 15 marks 30 Lakh to 40 Lakh – 10 Marks 20 Lakh to 30 Lakh – 5 Marks</p>		<p>• Copy of Completion Certificate from client/ Performance Certificate from client</p>
4	Tools and Machines	<p>The bidder should have digital images audit related software/tools and equipment (as mentioned in Item 15.2 para 1) of total worth of at least INR 15 lakhs as on date of submission of proposal. Bidder should provide details of the type, number and make of the software/tools and equipment in their possession.</p> <p>>50 lakh- 15 Marks 20 lakh to 50 lakh- 10 Marks 15 lakh to 20 lakh- 5 Marks</p>	15	<p>A Self Certification by the authorized signatory along with documentary proof regarding their ownership, possession, MOA or lease of the said software's/tools equipment at the time of submission of online bids</p>
5	Manpower Strength	<p>The company should have at least 25 manpower on its payroll as on the last date of RFP response submission. The manpower team should include for image processing experts, optical character recognition experts and handwriting recognition experts.</p>	15	<p>Certification by the authorized signatory or Head of HR Department</p>

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		<p>> 75 persons- 15 marks 55to 75- 10 marks 35 to 55 -7marks 30 to 35 -5marks 25 to30 - 3 marks</p>		
6	Presentati on	<p>1. Approach and Methodology 2. Proposed Infrastructure Set-up including proposed Team for same Achieving Quality Compliance:</p> <ul style="list-style-type: none"> • Two sets of audit report of digital images of 6 sample image in PDF, Metadata CSVfile and Quality Check CSV file to be presented. • The samples of digital images and metadata would be provided by the NAI. • Each bidder to also show the process used for audit the same. <p>3. The audit of sample sets should be created as per standards /specifications defined in the scope of work. 4. Video and images of live demonstrations of audit of digital images work being executed by the Vendor, if any.</p>	30	

Cut off marks would be 50. Those who will score above the cut-off in this section would be considered as Technically Qualified and will move to the next stage of financial evaluation.

John Williams

11.3 Financial 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) = ((Commercial Bid of L1/Commercial Bid of the Bidder) X 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 exclude 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:-

$$B_n = 0.70 * T_n + 0.30 * F_n;$$

Where,

B_n = overall score of the bidder

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

F_n = 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.



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12. Appointment of Audit 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

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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 contract and 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 Lol 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

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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.



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.

A handwritten signature in blue ink, appearing to read "John Williams", is located on the right side of the page.

15. Terms of Reference / Scope of Work

Selection of DATA QUALITY CHECK AND QUALITY AUDIT SERVICE AGENCY at National Archives of India, Janpath, and Lahore Shed, New Delhi along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry. Scope of Work includes

- o Quality Control as per Output Specifications

15.1 Input specification:

- 1 Digital images are in PDF formats and Metadata in CSV file and XML file format with every batch of digital records and should be checked in compliance with the Dublin Core standard for online interoperability. The selected audit firm has to audit the digital images along with process adopted on the said audit as per the job specification mentioned at 15.2

15.2 Job specification:

Audit of digital Images Capturing (Scanning):

1. The digital images are to be checked that they have been prepared between the range of 300-600 dpi, text documents should have been scanned at minimum 300 dpi (in case of legibility issues 400 dpi) and images/ photographs/ treaties/ manuscripts are scanned minimum at 600 dpi.
2. Coloured charts, diagrams, photos, illustration etc. are to be audited separately wherever applicable.
3. The PDF file have to be checked that these are in the PDF/A Format (ISO 19005:1/ISO19005-1:2005).

Audit of digital image processing and cleaning (Image Enhancement)

1. Image enhancement activities should be checked like the removal of 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.
2. The proper removal of digital noise will include removal of worm-marks and stain-marks to the maximum possible extent, while keeping the colour information intact.
3. Checking of resizing of every images with de-skew, rotate, height-width, margin, etc. to make every image perfect and uniform in size.
4. Checking of proper editing has been done to the images to straighten the orientation of the content matter if there is any disorientation existing in the pages.

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5. 100% quality check to be performed on each and every image to ensure that there are no missing or dropped pages & images are optimized to their optimum levels. A detailed QC list has to be generated for every page being processed in the project.
6. Nuances in the document such as notes, remarks, corrections in the text and pencil marks are of historical value which should be checked with the original document and retained in the digital image.
7. Image processing will follow a general priority guideline of legibility, aesthetics and file size in that order.
8. The vendor will have to carry out to do the above exercise outside the premises of NAI.
9. The OCR for printed/typewritten material should have at least 95% accuracy and for handwritten text atleast 50% accuracy.
10. OCR/HTR should be checked with support recognition of multiple languages on the same page.
11. The translation work of different languages into the English language should be audited for an accuracy of atleast 80%
12. Text should be in Unicode supporting all major Indian languages.
13. Searchable PDF should contain Indelible Watermark on all pages, secured from modification and extraction of the text layer and 256 bit AES Encrypted.
14. 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.
15. The pagination on digital images has to be checked with physical pages and the same sequence of the digital images, as in the original records, is to be ensured.

Audit of Subject Metadata and Captioning

1. All metadata of the digitized files describing the content of scanned document are in searchable format, that have been assigned for each chapter / sub-chapter as per Dublin Core for field structure.
2. The various type of metadata have 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 should check the administrative metadata with appropriate documentation. The list of metadata which are to be checked shall be discussed by NAI team with the selected bidder before starting the Audit of the records.
3. The structural data should be checked which is going to be provided to the selected bidder to help NAI to organize the image files and to allow for navigation within the item.
4. Metadata will be made available in CSV file and XML file format with every batch of digital records and should be checked in compliance with the Dublin Core standard for online interoperability.

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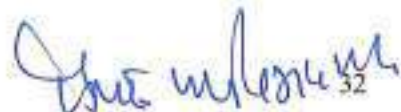
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5. The minimum qualification of the skilled manpower for audit of metadata should be graduation with fluency in English language (reading and writing) and advanced computer skill. If during the audit any error is found in metadata, the same has to be reported by the firm.
6. Manpower engaged should also have the language skill to audit metadata for non-English language records.
7. The other relevant metadata indexing has to be audited to ensure the correct spellings, punctuation, grammar and information to the satisfaction of the NAI.
8. 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, plan drawing/sketch, newspaper clipping etc. without having to open every document. This information is to be captured by reading the complete document and indexing these values in a field called 'Keywords'. The selected firm has to check the keywords for their accuracy and relevance to the content of digital images.
9. Physical checking files 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, that all of the pages have been captured is to be done and the physical records of the images are to be returned as per the "Form 15 dated _____ Format for taking document from Repositories for digitization"

General Terms and conditions:

1. The agency should have adequate number of image processing software, skilled manpower and other infrastructure to complete the target of audit of digital images.
2. It is also preferred that the latest software equipment is used by the Agency to meet the audit of digital images requirements of NAI.
3. Agency should setup a Project Management Unit with a professionally qualified team/supervisor for executing and monitoring the project smoothly. MIS report shall also be generated for monitoring of the work project progress and to be shared with the NAI.
4. The company should deploy professionally qualified supervisors who should audit the digital images before the same is handed over to Department for final checking and storage purpose with quality checking certificate and digital signature.
5. All digital images are to be audited offsite.
6. The digital images of the records of NAI to be audited are of Archival importance and due care in handling of these images by auditor has to be ensured. Any loss or damage of the images supplied for auditing may result in cancellation of the contract and the forfeiture of Performance Security/Performance Guarantee.

Safety & Security of Data, Premises, Location/ site


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1. The Digital Images and their Metadata, provided by the NAI to the Service Provider is the property of the NAI. The Service Provider shall display due diligence in the handling of the said data and be responsible for the data, thus provided.
2. The Service Provider shall not use the information, the name or the logo of the NAI and/or Government of India except for the purposes of providing the Services as specified under this contract.
3. The Service Provider shall not use and/or transmit any information, data, layouts, designs, diagrams, storage media (hard disk/tapes) or any other goods/material in physical or electronic form, which are proprietary to or owned by the NAI, without prior written permission from the NAI.
4. The Service Provider would be governed by the provisions of the Applicable Laws, including but not limited to the Information Technology Act, 2000, and Other Subsidies, Benefits and Services) Act, 2016 and the Regulations framed there under or orders or communications thereof, and other relevant Acts and amendments thereof.
5. The NAI reserves the right to carry out third party audits of the Service Provider to ensure compliance of stated and implicit requirements.
6. The rogue behaviour of the employees of Service Provider shall fall under the 'Unlimited liability' to the Service Provider.

7. Quality control checklist for Audit

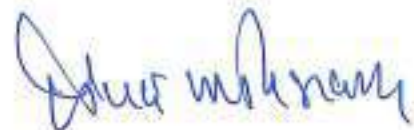
Agency has to perform quality checking of each and every digitized image before submitting quality certificate to NAI. The selected bidder will have to ensure compliance to the following minimum checklist of quality control of scanned files/images before sharing the same for the testing to be done by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

- 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 noise patterns (wavy lines or swirls, usually found in areas where there are repeated patterns)
- No presence of digital artefacts (such as very regular, straight lines across picture)
- No pixilation (individual pixels are apparent to the naked eye)
- Not too light or too dark
- No loss of detail in highlight or shadows
- Not more than 5 % error in OCR
- Not more than 50% error in HTR

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- Check for accuracy and completeness of metadata for the respective record/image/manuscript/paintings, etc.
 - Spell check, punctuation & grammar of the captured metadata
 - Translation accuracy should be at least 80%
 - Physical page checked
8. The following formats have to be audited in the Digital images in PDF/A FORMAT along with Metadata in XML or CSV file format with the pages collated as per the original sequence and page integrity should be maintained. Agency shall also audit the Quality Check file in CSV format and for each document there should be a thumbnail image file. Before handing over the digitized images to the NAI, Quality compliance and assurance should be ensuring by the Agency. The output of the images should be original size of documents.
- Technical standard of PDF Images**:
- i. Searchable PDF / A (ISO 19005:1 / ISO 19005-1:2005)
- All images should be able to pass JHOVE format validation as valid and well-formed.
 - The thumbnail sizes of the images are to be audit to be view from the computer screen or mobile application.
 - Along with image file, the agency should also audit an ASCII (txt) file containing all metadata for a given scan.



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

Auditing of digital images of 30croreapprox pages, within a period of two years as per standards mentioned in Scope of Work section. at National Archives of India, Janpath, and Lahore Shed, New Delhi along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry.



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 NAI or its authorized representatives after checking quality compliance of the digitized images/metadata.
- b. Monthly progress of work undertaken is to be submitted to the DG, NAI on the last Wednesday of every month. Release of payment would be subject to verification of uploaded of digitized images 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. Penalties

a. Incorrect Certification:

Digitized Images along with its audited data shall be verified by NAI or its authorized representatives on a random basis. If more than 20% of the randomly checked images/metadata is found to be incorrectly certified, a flat deduction of 25% will be made from the bills related to the month in which these certificates were submitted.

b. Start of services

In case of work 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 4 weeks, penal provisions of 2% of the order value per week of delay shall be levied on the bidder and same shall be deductible from the vendor's payment.

- c. The Penalty of 2% of the work order value shall be calculated and deducted from the immediate payment due if the dependency of unaudited digital images exceeds 1.50 Cr images at any time.
- d. All above mentioned penalties are exclusive to each other.
- e. 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.
- f. 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 make its best efforts to:
 - Provide the Agency, and Personnel with data access and user IDs to perform the Audit work
 - 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 Audit work
 - 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 audit 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 audit 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) 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 authorised 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.

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 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.

23. 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.

24. 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.



25. 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

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the bidders through SMS / email in case there is any corrigendum issued to the tender document.

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,

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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.

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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Shree Anil Singh

26. 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 7: Performance Bank Guarantee
- 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

Forms to be used in Financial Proposal

- Excel File provided in the e-procurement Portal
- Form 14: Format of Financial Proposal.
- Form 15: Format for taking document from Repositories for digitization.
- Format for Quality Check Certificate

(Format is for reference only. Bidder need to fill the excel file provided in the e-procurement portal)



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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		

[Handwritten Signature]

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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		

Chitra M. Kulkarni

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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 Audit of approx 30 crore digital images 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 Audit 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: _____



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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: _____



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Form 5: Turnover Format

Turnover in the last three audited financial years (in INR Lakhs):

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

Signature of Authorised Signatory; Seal:

Full Name:

Address:

Signature of CA with Registration No:



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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.

Shri. Anil Kumar

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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 "AUDIT OF IMAGES 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 AUDIT OF IMAGES 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.

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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.

Yours faithfully,

For and on behalf of the Bank,

(Signature)
Designation



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(Address of the Bank)

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.



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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		

Subu N. S.

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		authorized signatory or Head of HR Department		
7	Approach & Methodology			

John M. ...

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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.



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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.



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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.


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

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

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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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

John M. ...

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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:

Language	Speaking	Reading	Writing

Languages:
 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:

John M. ...
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Location:
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



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Form 14: Format of Financial Proposal

Description of work	Rate per digital image (excluding GST)
Audit of digital images 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.

Chauhan



Handwritten signature or initials

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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:



Quality Check Certificate

Sl. No. _____

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

I _____ supervisor _____ have checked the total digital PDF/A images of _____ consisting of _____ pages handed over vide form 15 format for handing over _____ dated _____ on _____ and certify that:

- Quality of scanned images is good and clearly legible.
- OCR is accurate to the extent of 95%.
- HTR is accurate to the extent of 50%.
- Translation is accurate to the extent of 80%.
- Quality of metadata, CSV and XML are up to the mark.
- Physical pages have been properly stitched back and also these are complete. These are properly digitized with the audit certificate and digital signature has been made on the images. These images are good enough to upload on AbhilekhPatal. 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.

