

Tender No.: INST-INS-098-21-22

**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD**



E-TENDER DOCUMENT

Notice Inviting Tender (NIT)

for

Digitization of Old Academic Records of Students of IIT (ISM), Dhanbad.

Tender No.: INST-INS-098-21-22

Date: 8 October 2021

Bid Submission deadline: 08.11.2021 till 03:00PM

DEPUTY REGISTRAR (PURCHASE & STORES)

Indian Institute of Technology (Indian School of Mines), Dhanbad

P.O. – Indian School of Mines (I.S.M.)

DHANBAD –826004 (INDIA)

www.iitism.ac.in, purchase@iitism.ac.in

GSTIN: 20AAAAI0686D1ZA

Tender No.: INST-INS-098-21-22

NOTICE INVITING TENDER

Subject: Digitization of Old Academic Records of Students of IIT (ISM), Dhanbad.

Quotations are invited for the supply and installation of following items at Indian Institute of Technology (Indian School of Mines) Dhanbad

Sl. No.	Description of Materials	Unit	Quantity	Indenting Deptt./section
1.	Digitization of Old Academic Records of Students of IIT (ISM), Dhanbad.	As per detail provided in Appendix 1	As per detail provided in Appendix 1	Office of Dean (Academic), IIT (ISM) Dhanbad.

Tender Schedule

Particulars	Date & Time
Bid Security or Earnest Money Deposit	Rs. 30,000.00 (Rupees Thirty Thousand only)
Last date and time to receive pre-bid queries and attending pre-bid conference.	11-10-2021 till 06:00 P.M.
Pre-Bid date and time	12-10-2021 at 11:00 P.M.
Date of publishing the Corrigendum (if required)	13-10-2021
Start date and time for submission of tenders	13-10-2021 at 1:00 P.M.
Last date and time for submission of tenders	08-11-2021 at 3:00 P.M.
Date and time of opening of tenders	10-11-2021 at 3.00 P.M.

1. You are requested to quote your lowest rates for the supply of above items in price bid.
2. Tender documents and bids should be submitted by Speed post/register post/courier along with courier receipt only. Hand submission of tender documents is not accepted.
3. **Tender Number and tender submission deadline along with email address and contact details must be clearly mentioned on the envelope.**
4. **BID will be opened through online mode such as Google Meet etc. (link will be shared through mail)**

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TENDER FOR DIGITIZATION OF DOCUMENTS

1. INTRODUCTION

As you are aware Indian Institute of Technology (Indian School of Mines), Dhanbad (IIT(ISM) Dhanbad) is an Institution of National Importance functioning under the Ministry of Education, Govt of India.

IIT (ISM) Dhanbad is desirous of preservation and management of its documents for longer period. For this purpose, IIT (ISM) Dhanbad plans to digitize the records in a systematic manner. This includes scanning/quality enhancement/cropping of existing Record/digitization etc.

IIT (ISM) Dhanbad proposes for complete scanning, digitization, indexing of official records and data entry. These are required to be digitally converted with proper indexing for easy retrieval (viz. indexing). The documents would comprise approximately 2.24 lakhs pages (including pages of varying sizes, etc.) and approximately 50 lakh entries which may be increased/ decreased at the time of actual execution of the work.

Incomplete/conditional tenders or received after due date and time shall be summarily rejected. Registrar, IIT (ISM) Dhanbad, reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Correspondence/Clarification, if any may be made in writing to:

Deputy Registrar,
Stores & Purchase Section, Administration Building,
Indian Institute of Technology (Indian School of Mines),
Dhanbad, Jharkhand - 826004
Email: purchase@iitism.ac.in

2. Scope of Work

IIT (ISM) Dhanbad wants to digitize the old academic records of the students. In this regard, the following three primary tasks are required to be done:

- (a) Digital Scanning of Old Academic Records
(Digital Photography of records larger in size than A3 will be permissible).
- (b) Proper Indexing of the Digitized Record prepared above.
- (c) Data entry (of the Old Academic Records) in the Institute MIS* database.

*Management Information System(Intranet Software) database to be used is MySQL.(Each student data has to be linked with the scanned copy, in the database)

The following will be the detailed tasks with respect to points (a) and (b)of the scope of work given above -

- (i) Unbinding the documents from the ledger/record, where required.
- (ii) Scanning of approx. 2,24,000 documents of varying sizes. The documents having size more than A3 can be allowed to be digitally photographed. As estimated detail of documents to be scanned has been provided in part A of Appendix 1.
- (iii) Checking and Ensuring the quality of digitized document and redoing step (ii/iii) above where required.
- (iv) Proper indexing of the checked digitized documents after scanning / digital photography for easy retrieval, and saving the digitized documents thereafter in pdf format. The service provider shall take the approval of the Institute for the format to be used for indexing of the digitized documents.
- (v) Re-Binding the documents in the ledger/record, if unbounded in step (i) above.
- (vi) The work needs to be performed within the premises of IIT (ISM) Dhanbad and no

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physical document or digitized material shall be allowed to be taken outside the premises of IIT (ISM) Dhanbad at any point of time.

- (vii) The quality of scanned/photographed/digitized documents and their indexing should be very good. Hazy / Out of focus/ Unclear documents or the ones which are not properly indexed will be rejected by the Institute. The service provider will again have to do the scanning / photography/ digitization and indexing of all such documents as and when asked by the Institute. Ideally a scanned document should not be below 300 dpi or equivalent quality in case of photographed documents.
- (viii) The entire work should be completed within a period of 6 months from the date of issuance of work order.

The following will be the detailed tasks with respect point (c)of the scope of work given above –

- (i) The data entry work will be done in the Institute premises and on the user interface provided by the Institute.
- (ii) The format / Data Schema to be used for entry of old data will be as provided by the Institute.
- (iii) Data entry of approximately **50, 00,000** (words/numbers etc.) is required to be done as per the detail provided in part B of Appendix 1.
- (iv) The entire work should be completed within a period of 6 months from the date of issuance of work order.

1. Time for Completion

The entire work (digitization, indexing and data entry) shall be completed within **6 months** from the award of the work order.

2. Special Terms to be fulfilled:

2.1 Scanning/Digitizing and Indexing:

- a) The pages to be converted in requisite format may have to be cleaned before scanning/digital photography.
- b) Numbering of pages (of hard copy) has to be done, in case the pages are not numbered, before scanning/ digital photography.
- c) The scanned images may be in TIFF format at early stage but the final copy must be in searchable PDF-3(or higher) file format. The PDF files should be compressed.
- d) The digitized photographed images, if any, must also be finally converted to searchable PDF-3(or higher) file format. The PDF files should be compressed
- e) Apart from Data Entry, the output should also be provided in set of two Pen Drives/Hard Disks (provided by the IIT(ISM) Dhanbad).
- f) The output should be of acceptable quality (in terms of readability and indexing accuracy) and must be in the same sequence as of the original documents, unless clearly specified by the Institute to change the order of documents in a file. It should also be consistent in terms of tone and colour reproduction.
- g) The scanner/camera should have minimum of 300 dpi (dot per inch) optical responses or resolutions with Bit depths not less than 8-bit Gray scale, or 24-bit, Colour(True colour).
- h) Image Enhancement, if required - Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc. shall have to be carried out on each image for optimum image clarity.
- i) Digital images should be created up to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
- j) A file-naming schema database should be created prior to digitization. The same shall be done in consultation with IIT (ISM) Dhanbad.
- n) The vendor shall be responsible for preparing the documents for

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scanning/digitization purpose, i.e. taking them out of the shelves; unbinding, if required; cleaning of documents, if required; Scanning / digitization; re-binding if unbinding done before scanning / digitization; and putting them back at their place.

- o) The service provider will ensure that the quality of the original Institute records is preserved while performing the assigned work. As some of the Institute records are very old, extra care needs to be taken to handle all such records. Any damage to the Institute record while performing the assigned work will be taken and dealt with very seriously and may also result into termination of work order and forfeiture of performance guarantee along with the initiation of other actions as deemed appropriate by the Institute.

2.2 Data Entry of Old Records:

- a) Data and scanned documents to be entered in a prescribed format as provided by IIT(ISM).
- b) The vendor / service provider shall be responsible for preparing the documents for scanning and entry purpose, i.e. cleaning of documents; remove dust, taking them out of shelves and putting them back at its place.
- c) The vendor/ service provider shall be responsible for verification of the entries.
- d) The service provider will ensure that the quality of the original Institute records is preserved while performing the assigned work. As some of the Institute records are very old, extra care needs to be taken to handle all such records. Any damage to the Institute record while performing the assigned work will be taken and dealt with very seriously and may also result into termination of work order and forfeiture of performance guarantee along with the initiation of other actions as deemed appropriate by the Institute.

3. QUALITY AND COST BASED SELECTION (QCBS) CRITERIA TO BE FOLLOWED FOR FINAL SELECTION.

For Final Selection of the successful bidder, the Quality and Cost Based Selection (QCBS) method will be followed with 60% weightage to the Score obtained by the successful bidding entities in the Technical Evaluation and 40% weightage to the Score obtained by the successful bidding entities in the Financial Evaluation.

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4. Opening and Evaluation of Technical Bid (Stage-I)

The duly constituted **Tender Evaluation Committee** shall evaluate the Technical Proposals on the basis of their responsiveness to the **essential eligibility criteria** and by applying the evaluation criteria as given hereunder:

S.No.	Criterion	Maximum Score
A	Manpower to be provided for this work (Zero score will be given if the no. is less than the least required no. as given hereunder)	30
(i)	At least 1 Work Coordinator / Supervisor	4
(ii)	At least 4 persons for Scanning/Photography and Indexing work	11
(iii)	At least 4 persons for Data Entry work	9
(iv)	At least 1 person for binding / unbinding work	3
(v)	At least 1 Helper	3
B	Equipment to be provided for this work (Zero score will be given if the no. is less than the least required no. as given hereunder)	30
(i)	At least 4 Scanners and Digital Cameras (If reqd.)	15
(ii)	At least 6 Personal Computers or Laptops	15
C	Past Experience	35
(i)	Satisfactory completion of Scanning / Indexing work of at least 50,000 documents in past 10 years. (10 marks for each work completed satisfactorily)	20
(ii)	Satisfactory completion of at least one work of Data Entry and processing (of Academic Data with not less than 5 Lakh entries of words/numbers) in an Institute of National Importance / IITs/IIMs/NITs/IISERs/NIPERs or a Central University.	15
D	A brief summary (1-2 page) of Methodology and Plan to be used to execute this work, if assigned.	5
TOTAL MAXIMUM TECHNICAL SCORE (TS) – A + B + C + D		100

- (a) The Technical Evaluation shall be carried out based on the documents submitted by the bidder for technical bid.
- (b) The evaluated Bid will be given a Technical Score (TS). The minimum technical score required to qualify technical evaluation (Stage - I) is 60%. A bid will be considered unsuitable and will be rejected at this stage if it fails to achieve the minimum technical score.

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4.1 Opening and Evaluation of Financial Bid (Stage-II)

The Financial Bids will be opened only of those bidders who secure 60% and above Technical score (TS) in technical bid (Stage -I). The cost indicated in the Financial Bid shall be deemed as final and must reflect the total cost of services (including GST and taxes, as applicable) based on the information provided in the tender document.

A **Financial score (FS)** of the proposals will be determined using the following formula(Stage -II):

FS = 100 x (FL/F) Where,

FS is the financial score of the bidder,

FL is the lowest Financial bid amount quoted among the bidders who were qualified in the

Technical Evaluation and

F is the Financial Bid amount of the particular bidder.

4.2 Selection of Bidder for Award of Work (Stage-III)

The final selection of the successful bidder will be done based on the **Composite Score (CS)** secured by the successful bidders in the Technical bid (Stage- I) and the Financial bid (Stage-II) as per the detailed calculation given hereunder:

The Composite Score (CS) will have

(i) 60 % weightage for **Technical Score (TS)** obtained in the Technical evaluation.

(ii) 40 % weightage for **Financial Score (FS)** obtained in the Financial evaluation.

The following formula will be used for calculation of the **Composite Score (CS)** for a bidder:

$$CS = (TS \times 0.60) + (FS \times 0.40)$$

Tenderers will be ranked accordingly to their **Composite Scores** and will be listed in the order of merit as H 1, H 2 and H 3 and so on (i.e. in descending order of their Composite Scores).

The top scorer H 1 would be eligible for award of work.

5. Errors and Deductions:

Any variation/mismatch in the scanned/indexed/entered data from the data provided, or as desired and intimated to the service provider, by the Institute, shall be treated as error in the service provided by the vendor. In case of such errors, deduction from the payable amount may be done by the Institute as per the detail given hereunder:

%of Errors in the no. of pages/entries made, as applicable	Deduction*from payable amount
Greater than 0.001%and upto1%	05%
Greater than 1.0%and upto3%	08%
Greater than 3.0%and upto5%	15%
Greater than5.0%	No payment

*No payment will be deducted if the rectifications/corrections are made by the service provider in time and the work is completed within the given time period.

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6. Format in which information may be requested from the bidders for the award of technical score is as given hereunder:

S. No.	Criterion	Number	
A	Manpower to be provided for this work (Zero score will be given if the no. is less than the least required no.)	Number of persons to be provided for this work as per the criterion	
(i)	No. of Work Coordinators / Supervisors to be provided		
(ii)	No. of persons to be provided for Scanning/Photography and Indexing work		
(iii)	No. of persons to be provided for Data Entry work		
(iv)	No. of persons to be provided for binding / unbinding work		
(v)	No. of persons to be provided as Helpers		
B	Equipment to be provided for this work (Zero score will be given if the no. is less than the least required no.)	Number of Equipment's to be provided for this work as per the criterion	
(i)	No. of Scanners and Digital Cameras to be provided		
(ii)	No. of Personal Computers or Laptops to be provided		
C	Past Experience	No. of Works completed satisfactorily as per the criterion	For each work, attach a copy of the Work Order and a certificate issued by the authority issuing the work order regarding satisfactory completion of the assigned work
(i)	No. of works consisting of Scanning / Indexing work of at least 50,000 documents completed satisfactorily in the past 10 years.		
(ii)	Satisfactory completion of at least one work of Data Entry and processing (of Academic Data with not less than 5 Lakh entries of words/numbers) in an Institute of National Importance / IITs/IIMs/NITs/IISERs/NIPERs or a Central University.		
D	A brief summary (1-2 pages) of Methodology and Plan to be used to execute this work, if assigned.	Whether Attached (Tick one) YES NO	

7. Eligibility Criteria (Please provide documentary proof for following with technical bid.)

- a) Tender is open to all firms/companies in India, engaged in providing Digitization and Digital Archiving Solution.
- b) The vendor registered under Goods and Service Taxes need only to apply and the vendor should submit the details of registration of their firm/company, income tax return copy & copy of PAN Card, GST certificates.
- c) The vendor should have been certified **ISO 9001:2008** or any other Certificate for

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quality Management.

- d) The vendor should have executed similar assignment for a total volume of 10 lakhs pages with at least 1 lakh pages in a single assignment of Digitization and Digital Archiving Solution in last 3 financial years. These orders should be from any of the Government Departments / Autonomous Bodies / Examining bodies / Corporate bodies. (Provide copy of work orders & successful completion certificates as the documentary or payment remittance as evidence.)
- e) A sum of Rs. **30,000/- (Rupees Thirty Thousand only)** shall be enclosed as Earnest Money Deposit (EMD) along with bid by means of DD drawn on any Nationalized/Scheduled commercial Bank in favour of **Registrar, IIT (ISM), Dhanbad** payable at Dhanbad with the technical bid (part-1). Bid received without EMD in part-1 (techno-commercial bid) will be rejected. No interest will be payable by IIT (ISM), Dhanbad on the Earnest Money Deposit.
- f) The tenderers who are currently registered and shall continue to remain registered during the tender validity period with Central Purchase Organization (CPO) or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME) or as a Start-up as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), are exempted from payment of Tender Fee and Earnest Money Deposit (EMD) / Bid Security. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (registration with CPO or as a MSE or Start-up, as the case may be). Micro & Small Enterprises must attach Registration Certificate issued by DIC / KVIC / KVIB / Coir Board / NSIC / Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as updated Udyog Aadhaar Memorandum / Acknowledgment.
- g) The vendor should have at least 5 high speed, high performance, high definition/resolution page scanners of its own - to scan at least 5,000 pages at 300 dpi in two shift basis per day. (Please provide documentary proof of ownership) Since the entire project is to be executed onsite, all infrastructure Hardware-including Desktop computers, UPS, scanners, other related equipment (as per requirement), all software and manpower to carry out the work are to be arranged by the vendor at their own cost in IIT(ISM) premises. IIT(ISM) shall provide space, electricity and basic fixtures.
- h) Joint bids or outsourcing or subletting of any nature / third party would not be acceptable.
- i) The vendor should give an undertaking that it has not been black listed by any government /Autonomous /Examining Bodies.
- j) Sample images are to be provided in different Modes (Black & White, Color, and Grey Scale) along with the tender in DVD / CD. It has to be submitted along with techno commercial bid.

TERMS AND CONDITIONS

1. The offer must be submitted in **Two-Bid**. Tender should be dropped in the tender box kept in the office of **Deputy Registrar (Purchase & Stores), IIT (ISM), Dhanbad-826004 (Jharkhand, India)** only. Bids may be submitted by hand/ Speed Post / Registered post / Courier in sealed cover only, but IIT(ISM), Dhanbad will not accept such bid if delivered/submitted to the office of the Deputy Registrar (Purchase & Stores section), IIT (ISM), Dhanbad after the submission deadline and such bids will be treated as Late bids / non-responsive bids. It will be the sole responsibility of the bidders that their bid should be submitted/ delivered as per bid submission deadline. IIT (ISM), Dhanbad will not be responsible for any delay or transit loss or late delivery of bids to the office of the Deputy Registrar. All bids / correspondences should be sent to the following address only: "Deputy Registrar (P&S), IIT (ISM), Dhanbad, P.O. - Indian School of Mines (ISM), DHANBAD - 826004 (Jharkhand, India)". Bids sent through Email/Fax or submitted in unsealed cover(s) will not be accepted and such bids will be treated as non-responsive bids.
2. The bids under Two-Bid System will consist of two parts as per following details:-

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- (i) **Techno-Commercial bid (Part 1)** consisting of all technical details along with required EMD amount, cost of tender form (if any), technical offer (catalogue/brochure/specifications etc.), supportive documents related to eligibility criteria (Copies of documents/Certificates like GST Registration/ PAN/ Authorization letters/ PO or Work order copies as proof of supply/work done, tax related documents etc.) along with ALL annexures of this tender **except (Price Schedule - annexure IV)** should be sealed in first envelopes (ENVELOPE-ONE), duly super-scribed as "Techno-Commercial bid (Part 1), Tender No.: 'INST-INS-098-21-22' Tender Name- 'Digitization of Old Academic Record of Students of IIT (ISM), Dhanbad', Submission Deadline: 12.11.2021". All the pages included as Tender Document should be legible, neatly numbered and signed by authorized person with official seal of the Firm as acceptance of the terms and conditions. Offers with Counter Conditions will be liable for Rejection. No information regarding price should be mentioned in this part. Any price indication in the Technical Bid will be summarily rejected.
- (ii) **Price bid (Part 2)** The Price bid (Part 2) should be sealed in second envelopes (ENVELOPE-TWO), duly super-scribed as "Price Bid (Part 2), Tender No. 'INST-INS-098-21-22' Tender Name- 'Digitization of Old Academic Record of Students of IIT (ISM), Dhanbad', Submission Deadline: 12.11.2021".
- (iii) Both sealed envelope (ONE and TWO) should be sealed in third envelopes, duly super-scribed Tender No.: 'INST-INS-098-21-22 Tender Name- 'Digitization of Old Academic Record of Students of IIT (ISM), Dhanbad', Submission Deadline: 12.11.2021" along with complete address of bidder along with contact no. and email.

3. In stage-one, only the Techno-Commercial (Part 1) shall be opened and evaluated. In stage-two, the Price bids (Part 2) of only the technically qualified and acceptable offers will be opened, for further evaluation.

Important Note: Offers submitted not in line with the above guidelines will be liable for rejection.

4. The time schedule may be required to be adjusted as per requirements of the IIT (ISM) Dhanbad and is to be observed strictly as per directions of the IIT (ISM) from time to time, as the work of scanning and software development is time bound and sensitive.
5. **Validity Period:** The validity period of the tender should be clearly specified. It must be at least for **240 (Two Hundred Forty)** days from opening of Technical bid. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (by post, fax or e-mail). The bid security provided shall also be suitably extended failing which the bid would be summarily ignored. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.
6. **Award of purchase order/Contract:** Order will be placed on the selected party after evaluation and approval of competent authority. However, Registrar IIT (ISM) Dhanbad reserves the right to cancel/discontinue this order at any point of time, with a notice to the supplier.
7. **Performance Security or Performance Bank Guarantee (PBG):-** The successful bidder(s), on whom order will be placed, has to submit a performance security of 03% of the total order value at the earliest as per PO terms before release of any payment. Performance security has to be submitted in the form of Bank Guarantee/Demand Draft/FDR from any Nationalized/Scheduled commercial Bank in favour of the Registrar, IIT (ISM), Dhanbad. Performance security should remain valid for a period of twelve months beyond the date of completion of all contractual obligations of the successful bidder(s). No interest will be payable by IIT (ISM) Dhanbad on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the bidder(s) is liable to be forfeited. An undertaking to this is to be submitted within 21 days of receipt of the notification of award/PO, the Supplier shall furnish performance security (PS).

Format of Performance Bank Guarantee (PBG) may be downloaded from link provided

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below:

<https://www.iitism.ac.in/assets/tender/bankguaranteeformats.pdf>

8. Forfeiture of Performance guarantee:
- i) If the successful bidder(s) commits breach of any of the above or Order's terms and conditions or is not able to deliver the item / provide the services / complete the work on time, the contract will be cancelled and security deposit shall be forfeited and a damage liability at the discretion of IIT (ISM), Dhanbad will be imposed on the bidder(s).
 - ii) The difference between the rates agreed to between the IIT (ISM) Dhanbad and the third party, which would undertake such work shall be liable to be payable by the defaulting firm along with the penalty, if any, imposed by the Registrar IIT (ISM) Dhanbad. Such as forfeiture of Performance guarantee.
 - iii) In case of non-retrieval of documents/records/ images and if the vendor is not able to retrieve the same, it shall be treated as mistake.
9. The vendor shall be required to undertake full responsibility of the safe custody and to maintain secrecy / proper care of documents/ data supplied by the IIT (ISM) Dhanbad. Each document and data given by the IIT (ISM) Dhanbad will have to be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the IIT (ISM) Dhanbad. In case of lapse, the vendor will be fully responsible for the consequences.
10. The IIT (ISM) Dhanbad reserves the right to reject any or all the tenders without assigning any reasons.
11. The decision of the Registrar, IIT (ISM) Dhanbad shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
12. The order may be awarded in full or part. The decision of Registrar, IIT (ISM) Dhanbad will be final and binding upon the vendor.
13. **Delivery Period:** As time is the essence for this procurement, hence the ordered materials/work complete in all respects are required to be delivered / installed within 4 months from issue of Purchase Order / Work Order to successful bidder. Terms of Delivery will be F.O.R. IIT (ISM), Dhanbad only.
14. **Liquidated Damage:** Liquidated damages of 1% per week for the delayed period subject to maximum of 5% of the total basic value of the order shall be deducted from the invoice of the supplier. Earliest/expected delivery period should be clearly indicated. No LD penalty if delay is on part of IIT(ISM) OR Force Majeure.
15. Delay in providing documents to the vendor by the concerned department shall not be considered in the calculation of delay. In case of non-availability of pages to be scanned, the firm has to inform the concerned officer in writing.
16. Conditional offer will not be accepted.
17. **Payment:** Payment may be released through RTGS / online payment mode against complete execution of the purchase order (PO) and submission of all the required documents as per the order within 45 days after satisfactory supply, inspection, installation/commissioning & acceptance and on submission of pre-receipted tax invoice, and service report in triplicate and Performance Bank Guarantee. The invoice should be duly certified by the Head of Department / Section of IIT (ISM), Dhanbad to which supply is made or any other IIT (ISM) official authorized for this purpose. Advance payment will not be released. No payment shall be made for the documents not scanned, indexed, merged or uploaded, retrieved up to the satisfaction of IIT (ISM) Dhanbad. The vendor has to produce a certificate duly signed in this regard and IIT (ISM) Dhanbad shall certify the quantity and quality of the work. However, no payment shall be made for system study, analysis and designing.
18. The data/ images shall be the property of the IIT (ISM) Dhanbad and the vendor will have to supply two copies of the same on Pen Drives/hard disc. (Hard disk/Pen Drives shall be supplied by the IIT (ISM) Dhanbad). The vendor shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of pages; remove dust, taking them out of shelves and putting them back at its place, paging etc. In case of any damage to content, same should be informed to concerned officer, IIT (ISM) Dhanbad without delay by the vendor.

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19. In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone. No extra payment shall be made for this.
20. The proposed application solution should provide for automatic correction of parameters like format/ compression not proper, skew, wrong orientation, error in automatic cropping, punch hole marks etc. during scanning.
21. The scanning solution should provide support for automatic document quality analysis so that any bad quality document doesn't get uploaded to the repository.
22. The Bank Guarantee submitted by the vendor shall be liable to be forfeited in whole or part as per decision of the IIT (ISM) Dhanbad, which shall be final. Deduction on account of penalty shall be made from the Bill.
23. Excess payment, if any, made to the vendor shall be recovered by IIT (ISM) Dhanbad from the vendor.
24. All communications are to be addressed to the Deputy Registrar (Purchase & Stores), IIT (ISM), Dhanbad through Email (purchase@iitism.ac.in) quoting the Tender No. and Date.
25. For any dispute, the place of jurisdiction shall be Dhanbad (Jharkhand, India) only.
26. The successful bidder(s) will indemnify IIT (ISM), Dhanbad, in case of any damage or liability, which may arise on account of any act or omission directly/indirectly attributable to the bidder(s).
27. Necessary corrigendum(s), if required, will be issued at any stage, which must be acceptable to the bidder(s). Any corrigendum will be published on our website www.iitism.ac.in only. Bidder(s) must be in touch with our website www.iitism.ac.in for corrigendum(s). It will be sole responsibility of the bidder(s) that they will go through the corrigendum(s) published, if any, on our website www.iitism.ac.in and submit its tender accordingly.
28. The bids will be opened as per IIT(ISM) rules. In case of submission deadline / last date or bid opening-date is a holiday/declared as a holiday, then next working date will be the submission deadline / last date for submission/ opening of tender. Submission deadline or bid opening date & time will not be changed upon any request from the bidder side. However, it may be changed as per IIT(ISM) rules. In this regard, decision of the IIT (ISM), Dhanbad will be final and binding to all the bidders.
29. Professional(s) to be deployed by the successful bidder(s) for the supply of the item / installation / execution of the work in order to provide the item(s) /service(s) as per order must be well qualified.
30. **Pre-bid Conference (PBC):** A Pre-bid Conference may be held as specified in the Tender Schedule. All prospective bidders are requested to kindly attend the Pre-bid Conference. In order to facilitate the purchaser the proper conduct of the Pre-bid Conference, all prospective bidders are requested to kindly submit their queries through email (purchase@iitism.ac.in) mentioning Tender No. and Date on the subject line of the email **Queries for Pre-bid Conference and Tender No.**, so as to reach the purchaser as indicated in invitation to bid under Tender Schedule. Bidders interested to attend Pre-bid meeting must mail to purchase@iitism.ac.in in name of the firm along with name and mobile number of the representative as per Tender Schedule. The purchaser shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the Pre-bid Conference. The proceeding of the Pre-Bid Conference would be hosted on the website of the purchaser. Before formulating and submitting their bids, all prospective bidders are advised to surf through the purchaser's website after the Pre- bid Conference, in order to enable them take cognizance of the revised tender conditions.

Installation of hardware:

- a) The entire project to be done in IIT (ISM) Dhanbad premises: All infrastructure Hardware- including Desktop computers, scanners other equipment's, all software and manpower to carry out the work are to be arranged by the vendor at their own cost.
- b) The vendor will take back the said equipment upon the completion of the assignment and will ensure complete deletion of data on equipment before being taken back. Also, the vendor will install the required software and all other systems and supporting software

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required to carry out the digitization work along with the team to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media. However IIT (ISM) Dhanbad will provide the Space, Electricity and basic fixture

- c) The entire work shall be carried out under vendor's custody and the vendor should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the IIT (ISM) Dhanbad.

Assistant Registrar

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ANNEXURE -I

**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD**

(Technical Bid for Digitization of Old Academic Records of Students of IIT (ISM), Dhanbad)

NOTE: Bidder must read the instructions/terms & conditions carefully before filling up through Annexure.

1. ABOUT THE FIRM

a	Year of establishment	
b	Type of firm /organization (Proprietary/Private/Public/Govt.)	
c	Copy of Registration, (Attach Copy)	
d	Permanent Account No. of the firm (PAN) (copy to be enclosed)	
e	Quality Certification No, if any	
	Details of Issuing Authority	
	Validity of Quality Certificate	From To
f	Activities of the organization:	
g	Since when engaged in Digitization of documents	

Note: - Attach performance Certificate from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

2. Past experience in handling Digitization of records and Document management System with the name of the organization(s), nature of jobs, volume of work in terms of documents, duration for completion of job and since when:
(Copy of work order to be enclosed. Use separate sheet for details)

Year	Name of Organization and contact person along with Tel No.	Nature of work	No. of Documents involved	Duration for completion of job	Value of the Job.
2017-18					
2018-19					
2019-20					

Note: - Attach performance Certificate from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above job

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3. PROFESSIONAL SUPPORT AVAILABLE:

a) Image Scanners

Image scanners - make and specifications	No. Available	Dpi / Resolution	Year of Manufacture	Speed of each scanner (per hour)

4. DETAILS OF BACK-UP FACILITIES AVAILABLE:

In the event of any emergency / break down in:

- i) Computer system
- ii) Power
- iii) Image scanners/ hybrid image scanners

5. Have you ever been debarred by any Organization/Corporate for scanning job. If Yes, Please mention why and when you were debarred. If No, Pl, attach a certificate declaring the same.

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:.....

Off: Telephone No.:.....

Email Address:.....

Mobile No.:.....

**Authorized Signatory
(With full name, Designation and stamp)**

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ANNEXURE-II

Organization Letter Head

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OFM to participate in Tender. It is further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OFM has agreed to support on regular basis with technology / product updates and extend support for the warranty. We, further specifically certify that our Organization has not been Black Listed / Delisted or put to any Holiday by any Institutional Agency / Govt. Department / Public Sector Undertaking in the last three years

The prices quoted in the financial bids are subsidized due to academic discount given to IIT (ISM) Dhanbad.

1) NAME & ADDRESS OF THE Vendor / Manufacturer / Agent	
2) Phone	
3) Fax	
4) E-mail	
5) Contact Person Name	
6) Mobile Number	
7) GST Number	
8) PAN Number	
9) Actual address (with contact person's name) of the manufacturing office in India (for inspection)	
10) EMD Details	
UTRNO.	

(Signature of the Tenderer)
Name: Seal of the Company

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ANNEXURE-III

AFFIDAVIT

I/We _____ (Name) _____
Contractor / Partner / Sole Proprietor (strike out which is
not applicable of (Firm)

do hereby solemnly affirm and declare that the individual/firm/companies is/are not black listed by any Government Department or an autonomous body.

Date,
Place

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therefrom.

Date,
Place

DEPONENT

(NOTE: To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)

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ANNEXURE IV

INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD

PRICE SCHEDULE (Must be quoted in Indian Rupees and FOR IIT(ISM), Dhanbad basis only)
(To be submitted separately along with price bid)

NOTE: TO BE SEALED SEPARATELY. RATES FOR THE WORK INDICATED IN THE TENDER FORM

A. Rates must be quoted exclusive of all taxes

1. The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Hardware/ Software/ Transport/ Manpower/ UPS, System Analysis and designing or any other charges).
2. IIT (ISM), Dhanbad shall not consider any upward variation/ fluctuation on account of any foreign exchange or any revision of ` at any time during the currency of the contract.

S. No.	Activity	Rate per Page	UOM	Quantity (Tentative in nature)
1.	Digitization of Old Academic Records of Students of IIT (ISM), Dhanbad.			Number
2.	Data entry work			Lot
	Total			

** Price of data entry work to given in LOT basis. Total entry in lot is 5 lakh which is tentative in nature.

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:.....

Off: Telephone No.:

Email Address:

Mobile No.:

Authorized Signatory
(With full name, designation and stamp)

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**Form-1
Bid-Securing Declaration Form**

Date: _____
Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Signature:

Name of Authorized Signatory:

Name of Bidder:

Seal of Bidder

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Form-7

Declaration by bidder

{Please specify Class of Supplier and Local Content percentage}

In accordance and manner as specified in Order No. P45021/2/2017-PP (BE-II) dated : 04th June 2020 and 2th March 2021 issued by DIPP, Ministry of Commerce and Industries, Gol.

To,

The Director,

Indian Institute of Technology (Indian School of Mines)

Dhanbad -826004

Respected Sir,

In accordance with the order No. P-45021/2/2017-PP (BE-II) dated 04th June, 2020 and P-45021/2/2017-BE-II-Part (1) (E-50310) dated 4th March 2021 I hereby declare that

- i) I am aware about all provision mentioned in Tender No. Chemistry-INS-078-21-22 as well as order No. P-45021/2/2017-PP (BE-II) dated 04th June, 2020 and P-45021/2/2017-BE-II-Part (1) (E-50310) dated 4th March 2021 and abides by the same.
- ii) I declare that for this tender, I am a **Class-I local supplier / Class-II local supplier / Non-local supplier** (Strike out whichever is not applicable) and classification is based on local content of goods/services/work offered by bidder in this tender.

iii) Local content (in percentage) in offered good/services/work is: ____%

Whereas 'Local Content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

- iv) The services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. are not included as Local content in case of imported products.
- v) The local content for all inputs which constitute the said goods/services/works has been verified and bidder is responsible for the correctness of the claims made therein.

Date:

Signature:

Name of Authorized Signatory:

Name of Bidder:

Seal of Bidder:

Appendix 1

PART A - DETAIL OF RECORDS FOR SCANNING AND INDEXING			
Sl. No.	Year	Size of Ledger/Book (in mm)	Estimated No. of Pages
1	2009-2010	570 mm x 630 mm	1200
2	2010-2011	570 mm x 630 mm	1500
3	2011-2012	570 mm x 630 mm	200
4	2008-2009	570 mm x 630 mm	1200
5	2007-2008	570 mm x 630 mm	750
6	2006-2007	570 mm x 630 mm	600
7	2002-2003	740 mm x 490 mm	300
8	2000-2004	740 mm x 490 mm	800
9	1998-1999	740 mm x 490 mm	250
10	1998-2000	740 mm x 490 mm	150
11	1990-1991	550 mm x 430 mm	550
12	1992-1993	550 mm x 430 mm	400
13	1991-1992	550 mm x 430 mm	600
14	1993-1994	550 mm x 430 mm	400
15	1977-1978, 1984-1985, 1994-1995	550 mm x 430 mm	600
16	1980-1981, 1982-1983	540 mm x 430 mm	200
17	2005-2006	630 mm x 560 mm	350
18	2005-2006	720 mm x 500 mm	50
19	1976-1977, 1977-1978	690 mm x 430 mm	150
20	1979-1980, 1983-1984	690 mm x 430 mm	150
21	1996-1997	720 mm x 500 mm	200
22	1996-1997	530 mm x 450 mm	300
23	1998-1999	710 mm x 490 mm	150
24	1995-1996	540 mm x 450 mm	250
25	1989-1990	550 mm x 430 mm	150
26	1987-1988	550 mm x 430 mm	500
27	1985-1986	540 mm x 430 mm	150
28	1984-1985	540 mm x 430 mm	150
29	1989-1990	550 mm x 430 mm	250
30	1988-1989	560 mm x 430 mm	250
31	1983-1984	540 mm x 430 mm	100
32	1986-1987	540 mm x 430 mm	300
33	1988-1997	540 mm x 450 mm	150
34	1976-1977, 1980-1981	690 mm x 430 mm	25
35	1991-1994	540 mm x 450 mm	50
36	1981-1982, 1994-1995	540 mm x 430 mm	75
37	1982-1985, 1990-1991	550 mm x 430 mm	75
38	1987-1997	540 mm x 450 mm	100
39	1994-1995, 1987-1988	550 mm x 450 mm	50
40	1961-1967	760 mm x 510 mm	100
41	1976-1981	690 mm x 430 mm	50
42	1978-1980	580 mm x 430 mm	100
43	1990-1991, 1996-1997	530 mm x 460 mm	150
44	1987-1997	540 mm x 460 mm	150
45	1985-1997	540 mm x 450 mm	100
46	1988-1996	540 mm x 450 mm	100
47	1988-1997	540 mm x 450 mm	75
48	1999-2001	720 mm x 490 mm	350
49	1958-1960	720 mm x 490 mm	50
50	1962-1963	780 mm x 490 mm	20
51	1974-1995	670 mm x 560 mm	50
52	1974-1995	560 mm x 430 mm	50
53	Red Cover Mix Session	530 mm x 450 mm	1600
54	Red Cover Mix Session	680 mm x 410 mm	1600

Appendix 1

PART A - DETAIL OF RECORDS FOR SCANNING AND INDEXING			
Sl. No.	Year	Size of Ledger/Book (in mm)	Estimated No. of Pages
55	1929- 1952 Diploma I	Register	65
56	1930 - 1952 Diploma II	Register	46
57	1936/37 - 1947/48 Class Exam.	Register	48
58	1958-59, 19 59/60- 1963/64	Register	100
59	1963/64 - 1967 Diploma part I	Register	50
60	1963/64 - 1967 Diploma part I	Register	100
61	1953/58 Class Exam. Register	Register	100
62	1953-63 Diploma part I	Register	100
63	1953-1962/63 Diploma part II	Register	100
64	1964-65 Sessional Marks Register	Register	70
65	1948-49/1952 class Exam	Register	40
66	1959-1963/64 Register for class marks	Register	100
67	2013 - 2014	380 mm x 300 mm	3320
68	2014-2015	410 mm x 300 mm	3600
69	2011- 2012	380 mm x 300 mm	3000
70	2012-2013	380 mm x 300 mm	3200
71	2010-2011	380 mm x 300 mm	2800
72	2009-2010	380 mm x 300 mm	2500
73	2007-2008	380 mm x 300 mm	800
74	2006-2007	380 mm x 300 mm	800
75	2008-2009	380 mm x 300 mm	1000
76	2005-2006	380 mm x 300 mm	800
77	2004-2005	380 mm x 300 mm	1050
78	2003-2004	380 mm x 300 mm	800
79	2002-2003	380 mm x 300 mm	660
80	2001-2002	380 mm x 300 mm	450
81	2000-2001	380 mm x 300 mm	175
82	History Sheets (Student File papers)		180000

Total Pages / Sheets - 224000 (approx.)

PART B - DETAIL OF RECORD FOR DATA ENTRY WORK			
S.No.	Program	No. of Students	No. of Entries
1	Int. M.Sc./ Int. M Sc Tech	186	111600
2	B.Sc.	51	9180
3	B.Sc. (Hons.)	68	16320
4	B.Tech	6446	3094080
5	DISM	321	32100
6	Dual Degree	165	99000
7	Int. M.Tech	31	18600
8	M.Phil	381	38100
9	M.Sc	824	197760
10	M.Tech	2870	688800
11	MBA	565	135600
12	Ph D	829	82900
13	M.Sc.Tech	1211	435960

Total Entries (Words/Numbers) - 4960000 (approx.)