



**F. No. 59-10/2015 IT Cell
Government of India
Ministry of Culture,
National Archives of India,
Janpath, New Delhi - 110 001
Tel: 011-2338 3436
Fax: 00-91-11-2338 4127
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TENDER DOCUMENT

Sealed quotations are invited under "Two Bids System" Technical & Financial Bid on behalf of Director General, National Archives of India, Janpath, New Delhi- 110001 for the Digitization and Microfilming of Records available at National Archives of India, Janpath, New Delhi-110001

Section I: Instruction to the Bidders

Section II: Scope of Work

Section III: Eligibility Criteria & General Requirements

Section IV: Payment Terms

DISCLAIMER

This Document is not an offer by the NAI, but an invitation to receive bids from bidders. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorized Officer of NAI with the bidder.

SECTION I: INSTRUCTION TO BIDDERS

Background: - The National Archives of India, to ensure longevity of documents in its custody is preparing security microfilms of valuable records as a precautionary measure against loss by fire, flood, war and sabotage through an elaborate digitization / microfilming Programme which is being practiced over the years.

Purpose of the proposal: - Preservation of all the documents is the foremost objective for preservation, coupled with need for improving accessibility (which can only be achieved by digital / analogue storage and an efficient database management / retrieval system) is behind the current initiative for digitization and microfilming of documents available in archives. Once the documents are scanned and microfilmed, preservation of the originals can be ensured for a much longer period as the need to handle the physical documents would be eliminated or minimized to a great extent. This will be achieved by introducing a Comprehensive Scheme including two components of the records to be digitized and microfilmed. The work flow of this scheme is given below:-

- 1) Digitization
- 2) Microfilming

The National Archives of India invites Tenders from experienced and competent organizations working in the field of Digitization and Microfilming of Records to provide these services to the NAI on contract basis.

- The sealed tenders should be sent to:

The Director General,
National Archives of India,
Janpath, New Delhi - 110 001
Tel: 011-2338 3436
Fax: 00-91-11-2338 4127
E-mail: archives@nic.in

I. Submission & Opening:

The Tenders have to be submitted based on "**Two Bid System**" as stated hereunder:

- a. **Sealed Envelope –I:** This shall contain the requisite Earnest Money Deposit (EMD) of **Rs. 40,00,000 (Rupees fourty lakh only)**. This envelope shall bear the Superscription, "**Part – I, Earnest Money Deposit**".
- b. **Sealed Envelope –II:** This shall contain the "**Technical Bid**" covering the relevant technical information as mentioned in Section II and III and as mentioned in the **Bid Requirement** for each component, guaranteed technical particulars, past experience, etc. and other terms and conditions as per the tender specification (except Financial Bid).

The Concept Note for the proposed solution defined later in the Scope of Work, the High Level Design Document, Core Team Profile & the Capability Statement should be provided in the Technical Bid. This envelope shall bear the superscription "Part – II, - Technical Bid".

- c. **Sealed Envelope –III:** This shall contain only "**Financial Bid**" strictly in conformity with the format of commercial Bid in **Section III** and should be inclusive of all taxes. This envelope shall bear the superscription "**Part – III, Financial Bid**".

All the three separately sealed envelopes viz., "Part – I, Earnest Money Deposit", "Part – II, Technical Bid" and "Part – III, Financial Bid" shall be submitted in single large envelope with superscription "Tender for Digitization and Microfilming of Records in NAI" clearly written on the top, so as to reach this Department on or before the stipulated time period.

- d. The tenders should be filled in by the tenderer himself / herself or in the event the tender is filed by his authorized signatory, the name and designation of the authorized signatory should be clearly indicated in the tender.

- II. EARNEST MONEY DEPOSIT:** Tenderers shall submit along with the tenders the requisite EMD of **Rs. 40,00,000 (Rupees Forty lakh only)** in the form of Demand Draft / Bank Guarantee with a minimum validity of 90 days (revalidated if needed) / in favour of "The Director General, National Archives of India, New Delhi". Exemption of EMD as per GFR 2017 will be permissible.

Tenders received without requisite Earnest Money Deposit are liable to be summarily rejected. The tenderers shall not be entitled to revoke, withdraw or alter their offers or any terms and conditions thereof, during the period of validity of their offer. In such event NAI shall forfeit the earnest money deposited along with the tender. In addition to this, the tenderer may at the discretion of the NAI be debarred from tendering for a period as may be considered fit by the NAI against any tender that might be invited by the NAI in the future. The NAI will also have within its rights to circulate the information at its discretion to other prospective purchasers about the tenderer having withdrawn/alterd his offer within the validity period.

The EMD of the unsuccessful bidders will be returned within 90 days of awarding the Tender to the successful bidder. The EMD of the successful bidder will be returned on receipt of Performance Security of **Rs. 1,00,00,000 (Rupees one crore only)**. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial Bank. Performance Security should remain valid for a period of sixty days beyond the date of completion of all the Components of the project.

III. General instruction to Bidder:

- a. The rates should be written explicitly neat and clean including all taxes/GST, preferably typed, and there should be no overwriting or corrections of any kind.
- b. The tenderers are further advised to quote the rates both in words as well as in figures.
- c. A set of technical, descriptive and illustrative literature / leaflets brochures / catalogues should accompany the tender wherever applicable giving cross-reference to the item quoted.
- d. Tenderers are advised to submit the tenders complete in all respects. Earnest Money Deposit of such tenderers, whose technical bids are not considered and accepted by NAI, will be returned to the respective tenderers. The decision of the NAI shall be final

and binding in this regard.

- e. The NAI reserves the right to postpone and / or extend the date of receipt or to withdraw the tender notice without assigning any reason thereof. In such event, tenderers shall not be entitled to any compensation or any claim in any form whatsoever.
- f. Tenders received either late or after the prescribed due date and time will not be entertained and will be rejected summarily.
- g. Each page of the tender document should be signed in ink and submitted by the tenderer, in token of his / her having studied and understood the tender carefully.
- h. Tenderers must accept all the conditions specified in the tender document and a Certificate to this effect may be enclosed with the Technical Bid to facilitate early finalization of tenders.
- i. **The Company should start the job within 30 days from the date of signing the Agreement or else the EMD deposited by the Company will be forfeited as per Government of India rules & procedure.**
- j. Due consideration will be given to firms / companies who have past experience in executing such large-scale project.
- k. The rates quoted will have the validity of 36 months from the date of signing of the contract.
- l. The Director General of National Archives does not bind himself with the L-1 and the decision of Director General of National Archives will be final.
- m. Keeping in view the high magnitude of the proposed work, in the interest of the project and to complete the work in lesser time NAI may divide the said work and negotiate the lowest rate quoted with other bidders who may be interested in taking up the work on the same. Therefore it will be the discretion of the Director General of Archives to assign the job to two or more service bureaus / companies depending upon the capability/ infrastructure on the lowest rate quoted. The selected firm may also be allowed to complete the work in consortium with other competent firm with similar domain But the sole responsibility will lie on the selected firm only and All the other Terms and conditions are mandatory.
- n. That all the disputes or differences arising between the parties out of or relating to construction, meaning and operation or effect of this 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.

SECTION II: SCOPE OF WORK CONSISTING OF THE FOLLOWING 2 COMPONENTS

- 1) **Digitization:** Preparation of Digital images of 2.0 crore pages (approx) within a period of one year.
- 2) **Microfilming:** Preparation of Negative Microfilm rolls of 2.0 Crore Pages approx. (one exposure consisting of 2 pages by the digital images) from Digital Images within a period of one year.

Component – 1

Digitization: Preparation of Digital images of 2.0 crore pages (approx) within a period of one year.

Technical Requirement:-

1. The documents to be digitized will normally be in the size of A-4/B-4/A-3 size.
2. The documents should be digitized at minimum of 300 / 600 dpi in color using **Face up Scanning technology** with pixel type moving linear CCD sensor scanner. Scanning in True color- ICC – International Color Consortium specs, with white balance self calibration to capture original colors, cold light during scanning to prevent any harm to the original document, Light from rear to front during scanning so that the gutter of the book and the adjacent text is properly & uniformly illuminated.
3. **Bid Requirement:** The 'Technical Bid' should contain a CD/DVD of digital images for technical evaluation of quality and performance of the Service Bureau. The following information should also be furnished along with CD/DVD of digital images.
 - a. Model & Make of Scanner.
 - b. Date of Scanning.
 - c. **Proof of purchase of specified Hardware like overhead scanners etc. should be attached**
4. The Company should **Digitize the 2.0 crore pages (approx) within a period of one year.** Necessary infrastructure like Scanner etc. for having the above project should be installed in NAI and the company has to bring scanners & other equipments / accessories on their own. NAI will provide only the space for seating arrangement / installation of overhead Scanners & electrical connection.
5. **The standards of Color Digital Images:**
 - a. 300 / 400 dpi 8 bit Greyscale in TIFF v6.0 LZW Compression (ISO 12234-2:2001)
 - b. JPEG v1.02 (ISO DIS 10918-1) or JPEG 2000 (ISO / IEC 15444-1:2000)
 - c. Searchable PDF / A (ISO 19005:1)
6. **Image Enhancement Activities** Vendor should ensure that quality of scanned images are enhanced upto the optimum level and required image enhancement activities like Deskew, Despackle, contrast ratio setting water marking etc. has been done on the documents.
7. The documents to be digitized are of archival importance and due care in handling of this documents by operators has to be ensured. Any loss or damage of the document supplied

for digitizing may result to cancellation of the contract immediately and the security deposit will be forfeited.

8. The Company / Firm should install necessary number of over head scanners and archive writer or latest technology available in the market etc. for completing the preparation of Digital image of **2.0 crore pages (approx) within a period of one year.** The Digital images to be supplied in TIFF, JPEG 2000 and PDF (A) FORMAT in color CDs / DVDs as per the standards mentioned at **S. No. 5 of Technical Requirement** if the images are not found as per the terms and condition of tenders the Department will have the right to terminate the contract immediately and forfeit the EMD.
9. It will be the responsibility of the agency to take the documents from the stack area for digitizing and after digitizing it should be restored in the same place from where it has been taken. Documents / records are to be arranged chronologically and necessary pagination done before Digitization work.
10. The documents / records are to be re-stitched / rebound again after digitizing if needed. Necessary manpower for this should be employed by the agency.
11. No payment will be made for Digital images not found of satisfactory quality.
12. **The company should deploy professionally qualified supervisor who should check the digital images before the same is handed over to Department for final checking.**
13. The microfilming arrangement shall be two running pages per frame in comic mode with suitably selected technical targets giving all relevant information in the images.
14. Any sub-standard or defective digital Image / formats shall have to be replaced without any extra cost. NAI decision in this regard will be final. It may be ensured that the digital images are as per above mentioned technical standard.
15. **Meta Data of the all the digitized files should be prepared in prescribed format. Design of the data base / Field for preparing Meta Data will be supplied by NAI.** NAI decision in this regard will be final. It may be ensured that the films are fixed and washed for archival pursuance.
16. While on the assignment, the firm will not make or retain any Digital microfilm copy of the documents / records for any purpose whatsoever.
17. **In case of loss or damage to the documents / records, retaining any digital copies of the documents / records and delay in completing the job as per the requirement of NAI, the Performance Security money deposited by the firm will be forfeited.**

Component - 2

Microfilming: Preparation of Negative Microfilm rolls of 2.0 Crore Pages approx. (one exposure consisting of 2 pages by the digital images) from Digital Images within a period of one year.

Technical Requirement

1. The microfilms to be prepared by the digital images.
2. The job assigned is to be undertaken in National Archives of India, Janpath, New Delhi. Necessary space for installation of Archive writer or any other latest technology, Microfilm Automatic Processor etc. and electrical connection and necessary water connection for processing of Microfilms will be provided by National Archives of India. **Proof of purchase of specified Hardware like Archive writer etc. should be attached.**
3. The Company / Firm has to install adequate number of Archive writers or any other latest technology, Automatic Microfilm Processor to achieve the target for Preparation of Negative Microfilm rolls of **2.0 crore pages (approx)**. (one exposure consists of 2 pages) within a period of one year. The supporting technical staffs for the Archive writer or any other latest technology, necessary consumables have to be arranged by the successful bidder(s) at their own cost. **If the above said target is not achieved by the Service Bureau / Company, NAI will have the right to terminate the contract immediately and forfeit the EMD.**
4. The digital images to be Microfilmed are of archival importance and due care in handling of these digital images by operators has to be ensured. **In case of loss or damage to the digital images, retaining any microfilming copies of the documents / records and delay in completing the job as per the requirement of NAI, the performance security money deposited by the firm will be forfeited.**
5. Microfilm rolls of 35mm x 30.5m of Polyester base HQ microfilms of high archival quality raw microfilm having a minimum of one year or more expiry date should be used for preparation of Negative Microfilm rolls.
6. The microfilming arrangement shall be two running pages per exposure in comic mode with suitably selected technical targets giving all relevant information in the microfilm preferably in typed form. The prepared microfilm should have a leader of 75 cm in the beginning and a trailer of 75 cm at the end of each roll.
7. Original Resolution chart must be exposed at the Start of the Microfilm roll.
8. The Microfilm must be processed in the Archival Processor that meets archival standards.
9. The processed Negative Microfilm shall specify the Archival Parameters in Density Contrast and Resolutions as under: -
 - i. Density – 0.9 to 1.2 (ideal 1)
 - ii. Resolution – High
 - iii. Raw Microfilms – Microfilm rolls of 35mm x 30.5m of Polyester base
 - iv. Residual Chemical contents – (1) without traces of silver in the processed film.
(2) 0.007 mg per sq. cm for residual hypo in the processed film.
 - v. Longivity-500 years
10. The processed microfilm rolls shall be accepted only after subjecting them to evaluation or through quoted parameters by technically qualified experts of NAI. If the supplied microfilms rolls do not meet the archival parameter mentioned as in Point No. 9 above the contract will be terminated immediately.

11. Any sub-standard or defective microfilm rolls and unclear images in digital formats shall have to be replaced without any extra cost.
12. **A legible computerized list of the index of Negative Microfilms should be prepared and pasted on the original carton boxes of the Negative Microfilm being supplied. The computerized data to be supplied in the HDD to NAI. The design of the data base will be supplied by NAI.**
13. The Company / firm will be responsible for microfilm processing and ensuring archival quality of microfilms. No payment will be made for microfilms not found of satisfactory quality. NAI decision in this regard will be final. It may be ensured that the films are fixed and washed for archival pursuance.
14. While on the assignment, the firm will not make or retain any microfilm copy of the documents / records for any purpose whatsoever, except for submitting the microfilms to the NAI as per the terms of the job.
15. **The company should deploy at least two professionally qualified supervisors who should check the microfilm rolls before the same is handed over to NAI.**
16. Processed microfilm roll will be delivered to NAI **within 10 days after processing for testing the same** in our "quality control laboratory" for residual hypo in the process film, ideal **density i.e. .09 to 1.2** and resolution etc. along with a certificate that these rolls have been processed in the chemical of same lot. No payment will be made for microfilms not found of satisfactory quality.
17. The prepared microfilm should have a leader of 75 cm in the beginning and a trailer of 75 cm at the end of each roll.
18. Retain the original cartons, spools and protective strips of Microfilm and supply them to NAI along with the microfilms.
19. Only two splicing will be allowed in one roll i.e. one in the beginning, one in the end or one in between if major portion has been asked for retake.

Bid Requirement: The 'Technical Bid' should contain a 'Test Strips' of Negative Microfilm of at least 4 meter long with sufficient leader and trailer, containing exposures of different type of records / paper / manuscripts for technical evaluation of quality of microfilm and performance of the service bureau. The resolution chart should also be exposed in the beginning of the 'Test Strips'. The following information should also be furnished along with the 'Test Strips' -

- a. Make & Model of Archive writer or any other latest technology
- b. Date of exposing of Negative Microfilm.
- c. Date of processing of Negative Microfilm
- d. Reduction ratio in Negative Microfilm.
- e. Residual Hypo test certificate of Negative Microfilm.

SECTION III: ELIGIBILITY CRITERIA & GENERAL REQUIREMENTS

I. Qualification / Eligibility Criteria:

1. Only the reputed and highly experienced service bureaus / agencies who have good infrastructure, have adequate and sound knowledge of microfilming techniques according to the International Standards and capable to undertake all components for longer duration and possess at least 5 years experience work would be eligible to submit the quotations. A self certificate to this effect supported by proofs need to be submitted along with the quotation.
2. All service bureaus / agencies must provide a detailed profile of their firm. The company should be registered in India and the registration number of the firm along with the TIN / VAT / CST / LST/GST No. allotted by the concerned Authorities should invariably be indicated in the quotations(s) along with the self attested photocopy of the document.
3. A list of the clients / organization(s) where similar nature of work has been conducted should be furnished indicating the name, address of the organization and the name of the contact person. The number of years of relation with the client(s) / organization(s) may also be attached.
4. Acceptance certificate on printed letter head to the effect that the service bureau / agency agree to abide by the conditions of the "Tender Document".
5. The Bidder/ parent company may have ISO 9001:2008 certificates for qualities, ISO 27001:2005 Certification for Information Security.
6. The Bidder/ parent company may have CMMI (Capability Maturity Model Integration) level 3 or more level company.
7. The prime bidder may have PMP / PRINCE 2 certified personnel on its payroll as on the date of submission.
8. The Bidder / parent company should have minimum Rs. 1.5 Crore turnover during any of the last 3 consecutive financial years. And the net worth should be positive. Audited balance sheet needs to be submitted in this regards.
9. The Bidder / parent company should provide a certificate from their bankers of their credit worthiness of 1.5 Crore.
10. The Bidder should not currently be blacklisted by any Central or State Government Organization or PSU or other public funded government institution on account of the bidder indulging in fraud or corrupt practices.
11. The Bidder / parent company must have the qualified team members who are capable to execute projects related to Onsite Digitization and Microfilming of Records.
12. The Bidder / parent company is requested to submit the details of the consortium partner (if any) who will jointly handle the project. If department feels, they may verify the credentials and capabilities of consortium partner also.
13. For the execution of the project, the vendor has to deploy the appropriate equipments and manpower for digitization and microfilming of records at the premises of the NAI – New Delhi during office hours on all working days of the NAI for a period of 1 year.

14. The bidder must furnish proof of ownership of the equipments as mentioned in the Scope of Work for execution of all the components.

II. Essential documents to be enclosed along with the Bid:

1. Certificate / Work Order from any one of the PSU / Government Department for similar work for more than one crore documents for any single client should be submitted.
2. Certificate / Work-Order from any one the PSU / Government Department to confirm that bidder / parent company has done for the last 5 years. (Certificate from BFSI (*Banking Financial Services and Insurances*) / Telecom or any certificates of outsourced / sublet work by any other party should not be considered).
3. Audited annual accounts for the last any Five years i.e. F.Y. 2012-2013, 2013-14, 2014-15, 2015-16 and 2016-17 should be submitted.
4. Certificate from the bidders bankers of their credit worthiness of 1.5 crore.
5. Copy of Memorandum of Article and Article of Association in case of registered companies or a copy of partnership deed in case of partnership firm.
6. The Bidder / parent company (s) must have a PAN Number and the same should be furnished with the bid.
7. Copy of valid Quality certificates ISO 9001: 2008, ISO 27001:2005 and CMMI level.
8. Tender must be accompanied with a DD / Bank Guarantee / Banker Cheque for **Rs. 40,00,000/- (Rupees fourty Lakh only)** as earnest money drawn in favour of (The Director General, National Archives of India, New Delhi, payable at New Delhi. This deposit will be refunded to the unsuccessful bidder on their written request after the award of contract to the successful bidder without any interest.
9. Documentary evidences like purchase orders, invoices are to be attached for the contract executed in the past.
10. All the valid certificates like registration certificate of the firm, Service Tax Number etc.
11. Attested copies of Articles of Association (in case of registered firms), by laws and certificate of registration (in case of registered co-operative societies), Partnership deed (in case of partnership firm) should also be submitted along with the technical bid.
12. The Registration number of the firm along with the ESI / EPF / TIN/GST No. allotted by the Authorities should be given in the tender bid.

Note: All bidders have to fulfill tender conditions mentioned in the tender document fully in all respects. If any of the conditions are not qualified and are not fulfilled, the tender will be considered as non-responsive and their bid would be rejected summarily.

III. Commercial Bid Evaluation Criteria

It may be noted that commercial bids will be subjected to the following evaluation process. Based on the technical evaluation criteria, each bidder will be given certain marks. Only those bidders scoring 75% (75 marks out of 100) or above in the technical evaluation will be

shortlisted for commercial evaluation.

In case none of the participant bidders scores more than 75% marks in the Technical Evaluation, the commercial bid of only top 2 bidders on the basis of technical evaluation will be opened and the one having the "maximum score" will be invited for further negotiation of the contract.

IV. Technical Bid Evaluation Criteria

Technical criteria are classified under 3 heads - Credentials, People and Approach & Methodology. The table below highlights the parameters under the technical criteria and scoring methodology.

Criteria	Evaluation Parameters	Max Marks	Scoring Methodology
Credentials	Should possess experience in Handling similar Project of Digitization and Microfilming of Records for any single client from PSU / Government Department during last 5 years. The document processed under single order in last 5 year should be equal to or more than one crore. <i>(Orders from BFSI (Banking Financial Services and Insurances) / telecom company and Sublet work or consortium work should not be considered)</i>	25	<ul style="list-style-type: none"> • Full marks – If criteria is met fully • 50% marks – If the vendor has experience in handling less than one Cr records and more than 50 lakh records for 2 client • Nil – Others
	Should have well defined standby arrangements in terms of hardware and other infrastructure to ensure continuity of operations at Department.	15	Subjective evaluation
	Should have experience in the field of Digitization and Microfilming of Records with Govt Department / PSU during the last 5 years	10	<ul style="list-style-type: none"> • Full marks – If the single project is for one crore records. Completion certificate to be provided for this. • 50% marks – If 2 projects are for less than one crore records and more than 50 lakh records. Completion certificate to be provided for this. • Others – Nil
	a. Technical evaluation / Quality Checking of Microfilm Test Strip received with the Tender / Quotation. b. Technical evaluation / Quality Checking of sample Digital images received with Tender / Quotation.	20	<ul style="list-style-type: none"> • Full marks – If the criteria is met fully • Others – Nil
	Sub – Total	70	

People	<ol style="list-style-type: none"> 1. The Bidder/ parent company has CMMI (Capability Maturity Model Integration) level 3 or more level company. 2. The prime bidder has PMP / PRINCE 2 certified personnel on its payroll as on the date of submission. 3. Should have following quality certification for Data Quality & Information Security. ISO 9001 : 2008 ISO 27001 : 2005 	5	<ul style="list-style-type: none"> • Full marks - If the criteria is met fully • Others - NIL
	Project head who is responsible should have handled such projects in any firm for at least 5 years - certificate to be enclosed	5	<ul style="list-style-type: none"> • Full marks - If the criteria is met fully • Others - NIL
	Proposed team should have experience in executing similar projects in other PSU / Government department.	5	<ul style="list-style-type: none"> • Full marks - If the criteria is met fully • Others - NIL
	Sub - Total	15	
Approach and Methodology	Technical Presentation and Solution Proposal for conceptualisation of the project requirements.	15	Subjective Evaluation
	Sub-Total	15	
	Total Marks	100	Total score : Hundred

Note: The bidder/parent company is required to provide documentary evidence for each of the above criteria and the same would be required on the client's and its consortium partner letter head in case of credentials in the form of confidential report.

V. Format of Commercial Bid:

Note: The rates to be quoted are for Digitization and Microfilming of Records.

Sr. No.	Item	Rate per Frame / page . (Inclusive of all Taxes)	Remarks
1.	Digitization	Rs. ----- Per page.	
2.	Preparation of negative microfilms of documents / records in film of 35mm x 100 feet [two pages in one frame]	Rs. ----- Per frame	

Terms & Conditions:

1. Rates have to be quoted in word & number both and during the ambiguity of the rates quoted in words should be considered as final pricing.
2. The quoted price will be inclusive of all taxes, (VAT if applicable, and CST) duties, Levies, Service tax, GST, Octroi, LBT etc .

VI. Evaluation of Technical and Financial Bids:

- a) The evaluation process would consist of two stages. In stage I, the Technical Bids would be evaluated against pre-defined criteria in section III of the Tender Document for judging the technical capabilities and experience of each bidder. Marks out of 100 would be awarded to each bidder and only such bidders who obtain 75 percent or above marks would be deemed to have qualified this stage.
- b) In Stage II, the Financial Bids of only those tenderers who qualify Stage I would be opened. The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows $Sf = 100 \times Fm/F$ (Where F is the amount of financial proposal).

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula

$S = St \times T \text{ percent} + Sf \times F \text{ percent}$.

The weight (T percent) given to the Technical Proposal is 75 percent

The weight (F percent) given to the Financial Proposal is 25 percent

- c) An 'Expert Committee' for Bid evaluation shall undertake the scrutiny of the technical bids to determine whether the Bid is complete in all respects and conforms to the terms and conditions substantially responsive to the bidding document.
- d) The Expert Committee for bid evaluation shall follow objective criteria for evaluation of technical bids to assess the prior similar project experience, financial and logistic capacity and proposed work plan. All parties scoring above minimum specified threshold will be treated as technically qualified. The decision of the Expert Committee for bid evaluation in this regard shall be final.
- e) The Expert Committee in the presence of bidders or their representatives who choose to be present shall open the price bids. The technically qualified bidders' representatives, who are present at the time of the opening of the price bids, shall sign a register evidencing their attendance.
- f) The Department further reserves the right to accept or reject any or all bids, at any time prior to the awarding of the order, without assigning any reason whatsoever and without thereby incurring any liability to affect bidder or bidders due to such an action taken by the Department.
- g) The decision of the Director General, National Archives of India arrived at as above will be final and no representation of any kind will entertained on the above.
- h) The Director General, National Archives of India shall, however, not bind itself to accept the lowest and/or any bid and reserves the right to accept and/ or reject any bid, wholly or in part.
- i) **Last date of submission of Tenders:** The Last Date & Time of Submission of the Tender Document / quotation with processed sample Images / Microfilm Test Strip etc. should be sent to the Director General of Archives, National Archives of India, Janpath, New Delhi - 110001 latest by **03-10-2017 before 12.00** Noon. No quotations will be accepted after the stipulated date and time.
- j) **Opening of Tenders:** The Technical Bids will be opened on the same day i.e. on **03-10-2017 in NAI at 3.00 PM** in presence of all representatives of the company, who are desirous to be present at the time of opening the sealed quotation.

- k) A presentation will be given by the bidders to show the Technical Presentation and Solution Proposal for conceptualisation of the project requirements for 30 minutes each. The date of Technical Presentation will be informed separately.
- l) The date of opening of Financial Bid will be intimated to the technically successful Bidders later on.

VII. L1 Evaluation criteria

The **Nominal Quote** will be considered from the quoted price by bidder in the financial bid **of the all the four components of the project / services.**

Nominal quote arrived as above will be calculated as per the formula given below. A comprehensive "**Score (S)**" will be arrived at after considering the nominal quote and the marks obtained in technical evaluation with relative weights of 25% for commercials and 75% for technical. The bidder with the highest score will be declared successful:

VIII. Computation Methodology for arriving at "Least Price / Least Quote"

QCBS (Quality cum Cost Basis) is been employed in this project for awarding the contracts (both Execution and Software Implementation). It is a which tries to give weightage to both quality and cost. The weights are usually more for technical (or quality) and less for commercial (or cost) aspects of the bid i.e. 75:25.

The financial scores will be calculated through a normalization process where the lowest bidder is given 100 and scores of all other bidders are normalized against this. For example – If A is the lowest bidder who has bid 20 crores for the project and B and C are the other 2 bidders with bids of 40 crores and 60 crores, normalized scores of A is taken as 100, B is taken as $(100 \times 20 / 40 = 50)$ and C is taken as $(100 \times 20 / 60 = 33.3)$.

1. Cut - Off score for technical bid will be 75 marks or the top score in case none of the bidders reaches the cut-off.
2. In case there is only one bidder having technical score of 75 or more, the next highest technical scorer will also be considered. In case, no bidder is having score of 76, Department may, at its discretion, take up 2 or more top scoring bidders, on technical evaluation and compute the "Score (S)" as per the table below:
3. "Score (S)" will be computed for all bidders short listed as per the criteria mentioned above. 75% weightage will be given to technical score while comparing the commercial quote.

The procedure is as under:

A 'Score (S)' will be calculated for all qualified bidders using the following formula:

$$S = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1-X)$$

Where C stands for nominal quote, **C low** stands for the lowest nominal quote. T stands for technical evaluation score and **T high** stands for the score of the technically highest bidder. X is equal to 0.25 & 1-X= 0.75.

Example :

S.No.	Bidder	Technical Evaluation Marks (T)	Nominal Quote ©	(C Low / C)* 0.25	(T / T high)* 0.75	Score (S)
1	MNO	95	71	$(60/71)^* 0.25=0.21$	$(95/95)^* 0.75=0.75$	0.96
2	PQR	85	65	$(60/65)^* 0.25=0.23$	$(85/95)^* 0.75=0.67$	0.90
3	GHI	80	60	$(60/60)^* 0.25=0.25$	$(80/95)^* 0.75= 0.63$	0.88

In the above example, MNO, with the highest score becomes the successful over here. Now after this calculation rates quoted for the Digitization and Microfilming of Records in National Archives of India, New Delhi reserves the right to negotiate the price with the **finally** short listed bidder before awarding the contract. It may be noted that National Archives of India, New Delhi will not entertain any price negotiations with any other bidder, till the Least Price bidder declines to accept the offer.

The Company should start the job within 30 days from the date of signing the Agreement or else the EMD deposited by the Company will be forfeited as per Government of India rules & procedure. Canvassing in any form by the tenderer to influence the consideration of his/her tender shall render the tenderer liable to rejection.

SECTION IV: Payment Terms

- 1. Payment Terms:** Payment will be made to the firm on quarterly basis for all end to end completed and delivered components as per the targets, signed off and accepted by the Technical Team of the NAI / after getting the satisfactory service reports from the concerned Division Head.
- 2.** Payment Terms will be done on an actual work done on quarterly basis for the successful execution of the work for the digitization and microfilming of records.
- 3.** No advance payment will be made to the firm.
- 4. Liquidated Damages:** Time is of essence in this project. If the selected firm / Bidder fails to complete the Project / Assignment, within the period specified under the Tender Document, the Bidder shall pay to the NAI, as penalty @ 1% of the contract fees for each week of delay or part thereof.
- 5. Income Tax:** TDS / Income Tax on gross amount billed will be deducted from the firm bills as per the provisions of the Income Tax act of Government of India.