



1, क्वीन्स वे, कोलकाता - 700 071
1, Queen's Way, Kolkata - 700 071

विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मन्त्रालय के प्रशासनिक नियन्त्रण
के तहत एक स्वायत्त संगठन)
(An autonomous organisation under the administrative
control of the Ministry of Culture, Govt. of India)

V.M. No. 74/2017

09 January 2017

TENDER NOTICE

Sealed tenders are invited under two bid systems (i.e. Part — I; Technical Bid and Part — II: Financial Bid) for Digitization of the various files/ records/documents pertaining to various units of Victoria Memorial Hall (VMH).

2. General terms & conditions:

- (i) The interested firms have to submit the Technical bid and Financial Bids in the prescribed Proforma.
- (ii) No bid will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
- (iii) Approx. 2,000 files (around 2 lac pages) are required to be digitized.
- (iv) Digitised data has to be given in DVDs/ Hard disk. Hard disk/ DVD media will be provided by the VMH.
- (v) The digitized Files in picture (JPEG) and PDF black & white file format is to be supplied separately.
- (vi) The paper size is A4/ Legal.
- (vii) Scanning is required to be done on 300 dpi resolution (B&W)
- (viii) Documentation/ indexing of the files as per their placement in the Compactors/ Store Room.
- (ix) Every file is required to be numbered and placed back at the Compactors/ Store Room after digitization by the vendor.
- (x) Digitization work should be completed within three months from the placement of order.
- (xi) For digitization manpower, hardware and software will be provided by the bidder.
- (xii) Bidder must have experience of at least three years in scanning/digitization work.

3. The Earnest money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand) in the form of Account Payee Demand Draft/ Banker Cheque drawn in favour of "The Trustees of Victoria Memorial" has to be submitted along with bid in a sealed cover superscribed "Bid For Digitization Work" addressed to the Administrative Officer, VMH, 1, Queen's Way, Kolkata – 700071 upto 2.00 PM on or before 21 /01/2017. Bid shall not be considered in case the EMD is not submitted with tender bid. The said Earnest money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.

4. The successful tenderer will have to deposit Performance Security Deposit of Rs. 20,000/- in the form of either Demand Draft/ Banker Cheque drawn in favour of "The Trustees of Victoria Memorial" from a commercial bank.

5. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be enclosed. No overwriting/correction either in the Technical Bids or Financial Bids is permitted. The bids submitted in the proforma



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other than the proforma provided for the purpose, will be rejected summarily.

6. Conditional bids shall not be considered and will be rejected summarily.
7. The Bid shall be opened at 03.30 PM on 21/01/2017 in the room of Administrative Officer, VMH. Representatives of the tenderers may remain present at the time of opening the tender.
8. The Financial Bid of only those tenderer will be opened, who qualify in the technical bid.
9. The bidding firm has to give a self certificate to the effect that it has neither been blacklisted by any Central Ministry/ Department, PSUs etc. nor any criminal case is registered/ pending against the firm. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be. will be forfeited and no excuse what so ever will be entertained therefor.
10. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
11. The Technical Bids will be evaluated by the Authority of VMH. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened. The Authority of VMH, after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid.
12. VMH reserves the right to reject any or all the tenders at any time or relax/amend/withdraw any of the terms and conditions contained in the tender Documents without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained,
13. The tender documents can be downloaded from the VMH's website www.victoriameorial-cal.org.

Administrative Officer

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

- a. Tender is open to all firms in India, engaged in providing Digitization and Digital Archiving Solution
- b. Copies of PAN Card, Sales Tax/VAT and Service Tax certificates are to be furnished.
- c. The agency should have executed similar assignment for a total volume of 5 lakhs pages with at least 50 thousand 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.)
- d. The agency should have average annual turnover of at least Rs. 10 Lakhs (Ten Lakhs) during last three financial years. (Enclose proof of the audited balance sheets during last 3 Years).
- e. The agency should have atleast 3 high speed, high performance, high definition/resolution page scanners of its own, to scan atleast 2,000 pages at 600 dpi in two shift basis per day. Documentary proof of ownership may be submitted. Since the entire project is to be executed onsite, all infrastructure Hardware—including Desktop computers, UPS, scanners, other equipments (as per requirement), all software and manpower to carry out the work are to be arranged by the agency at their own cost in VMH's premises. VMH shall provide space, Electricity and basic fixtures.
- f. Joint bids or outsourcing or subletting of any nature / third party would not be acceptable.

Entry of the Metadata

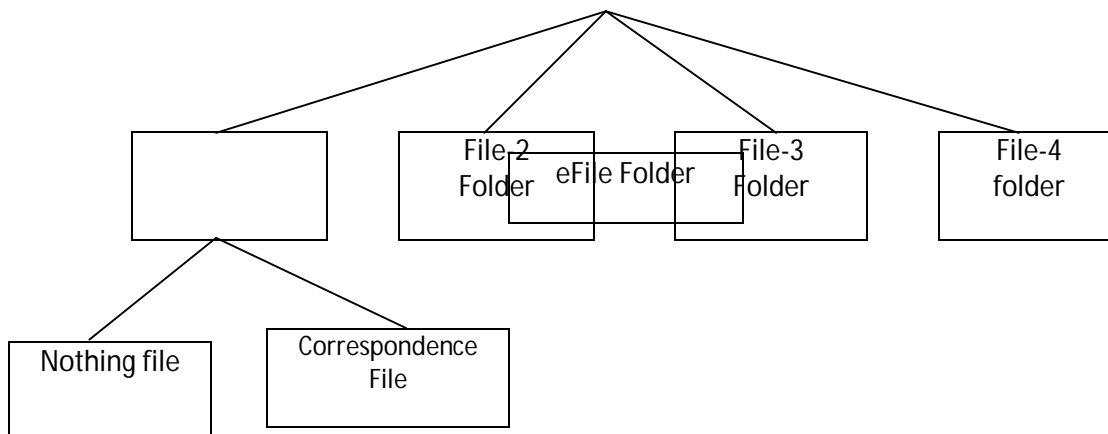
The required metadata is to be entered against each physical file. The indicative metadata is as follow:

Active Files	Closed Files	Recorded Files
<ul style="list-style-type: none"> • File no. • Created by (Name of Section/Desk) • Date & time of creation • From • Section • Department/ Unit • Office of • Subject Description • Sub-Subject • Priority/ Urgency • Remarks • Due Date • Classification/ Categorisation • Keywords of the contents for search • Correspondence file name • Noting file name 	<ul style="list-style-type: none"> • e-File no • Closed by • Section • Department/ Unit • Office of • Subject • Sub-Subject • Date & time of creation • Created by • Remark (if any) • Retention period • Classification/ Categorisation • Keywords of the contents for search • Correspondence file name • Noting file name 	<ul style="list-style-type: none"> • File no. • Closed by • Closed on • Section • Department/ Unit • Office of • Subject description • Sub-Subject • Remarks • Confidentiality • Keywords of the contents for search • Correspondence file name • Noting file name

Storing the scanned documents

- Scanned copies of Noting portion of the file is to be saved in the Noting's folder under the eFile folder.
- Scanned copies of correspondences are saved in the Correspondence folder under the eFile folder.

Directory Structure



PROFORMA FOR TECHNICAL BID

1.	Name of Agency	
2.	Nature of the concern i.e. sole proprietor or partnership firm or a company	
3.	Full address of Regd. Company with Telephone no. Fax no. and E-mail address	
4.	Full address with Telephone no. Fax no. & E-mail address of operating/ Branch office in Kolkata.	
5.	PAN Number/Sales Tax/ VAT Registration Certificate along with TIN Number.	
6.	List of Ministries/Government Department where such digitization work were carried out by the firm.	
7.	Certificate of satisfactory performance from the organization where such work was carried out.	
8.	Self Certificate relating to “Not blacklisting etc”.	
9.	Earnest money as per Para -3 of the Tender Notice.	

Signature of authorized Person
Name:

Seal:

Date:
Place:

FINANCIAL BID

S.No.	Description	Rate (IN INR)
1.	Rate per page for scanning of A4/ Legal Size, and OCR to create two multipage page text pdf file for each physical file (one for noting and one for correspondence)	
2.	Metadata for each Physical file (maximum of 1000 characters)	
3.	Additional rate of metadata (per 100 characters)	