



# Pt. Ravishankar Shukla University

Amanaka, G.E.Road, Raipur (C.G.) 492010



**TENDER FOR**

**Digitization, Document Management and Retrieval System  
(System Design & Development)  
(DDMRS)**

Design, Development and Implementation of Secured Centralized Integrated Document Management and Retrieval System and Digitization of various Documents of University



पं० रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)



एकिकृत डिजिटाइजेशन, डाक्युमेंट मैनेजमेंट एवं रिट्रीवल  
सिस्टम के डिजाइन एवं डेवलपमेंट हेतु निविदा

178 / विकास/नि.सू./2017

रायपुर, दिनांक 24-05-2017

पं.रविशंकर शुक्ल विश्वविद्यालय, रायपुर के द्वारा एकिकृत डिजिटाइजेशन, डाक्युमेंट मैनेजमेंट एवं रिट्रीवल सिस्टम के डिजाइन एवं डेवलपमेंट तथा संबंधित डिजिटाइजेशन कार्य के लिए सीलबंद निविदा रजिस्टर पोस्ट / स्पीडपोस्ट द्वारा आमंत्रित की जाती है। अद्योहस्ताक्षरकर्ता के कार्यालय में आवेदन प्रस्तुत कर रु. 3000/- नगद भुगतानकर निविदा प्रपत्र प्राप्त किये जा सकते हैं। निविदा के साथ आमानत राशि रु. 60 हजार (साठ हजार) का बैंक ड्राफ्ट जो कुलसचिव, पं० रविशंकर शुक्ल विश्वविद्यालय, रायपुर के नाम से देय हो, संलग्न करना अनिवार्य है। अधिक जानकारी विश्वविद्यालय की वेबसाइट [www.prsu.ac.in](http://www.prsu.ac.in) से प्राप्त की जा सकती है। वेबसाइट से प्राप्त निविदा प्रपत्र के साथ रु. 3000 का बैंक ड्राफ्ट संलग्न करना अनिवार्य है, अन्यथा निविदा अमान्य कर दिया जायेगा।

निविदा जमा करने की अंतिम तिथि - दि. 05/06/2017 04.00 बजे तक  
निविदा खोलने की तिथि - दि. 06/06/2017 03.00 बजे

कुलसचिव

### DOCUMENT CONTROL SHEET

1.	Name of Organization	Pt Ravishankar Shukla University, Raipur
2.	Scope of Work	Design and development of centralised Digitization, Document Management and Retrieval System and Services (DDMR SAS)
3.	Tender reference no	
4.	Tender Type	Open
5.	Tender category	Software Services& Digitization
6.	Tender start date	24/05/2017
7.	Tender / Bid opening date	06/06/2017
8.	Bid validity	45 days beyond the closing date of tender
9.	Location of work	Pt. Ravishankar Shukla University campus Raipur CG 492010
10.	Tender fee (non-refundable and non-adjustable)	Demand draft of Rs. 3,000/- in favour of Registrar,PtRavishankar Shukla University, Raipur .
11.	Earnest Money Deposit (EMD)	Rs. 60,000/- in favour of Registrar,PtRavishankar Shukla University, Raipur in the form of account payee demand draft, banker's cheque guarantee from any nationalised / commercial bank.
12.	Date of publication	24/05/2017
13.	Last date and time for submission of Bids	05/06/2017 upto 04:00 p.m.
14.	Date and time of opening of bids	06/06/2017at 03:00 p.m.
15.	Tender should be addressed to	The Registrar, Pt. Ravishankar Shukla University, Raipur CG 492010
16.	Address for communication	The Registrar, Pt. Ravishankar Shukla University, Raipur CG 492010 Ph: 0771-2262540 Fax: 0771-2262583
17.	Period of completion of work	The software development work must be completed in 2 months with 2 Years AMC.
18.	Validity of contract/rates	Upto 1 year from date of award & can be extended for another 2 years on satisfactory performance on same terms & conditions.

**INDEX**

**Section1: Introduction**

**4**

**Section2: Invitation for tender**

**5**

<b>S.NO.</b>	<b>TOPIC</b>	<b>PAGE NO.</b>
A.	Instruction to Bidders	5
B.	Tender notice	6
C.	Tender Fee, Earnest Money Deposit and Performance Security	7
D.	Eligibility Criteria	9
E.	Terms and Conditions	10
F.	Scope of DDMR SAS work	15
G.	Operational procedure	17
H.	Bid opening process	18

## SECTION 1: INTRODUCTION

Pt. Ravishankar Shukla University, Raipur (**hereinafter referred to as PRSU**) is the premier University of Chhattisgarh ranked with NAAC A grade is known for its standard in teaching. Pt. Ravishankar Shukla University is Chhattisgarh's largest and oldest institution of higher education. There are 128 educational institutions affiliated to the University. In the academic year 2016-17, about 1, 25,000 students were enrolled, both for undergraduate and postgraduate courses. The University plays a major role in the educational, cultural and economic life of the region. PRSU conducts examinations in various streams. PRSU needs to keep transparency and security of the documents in every step, in this way PRSU intend for implementation of data digitization and secured centralized client server based document management system. These documents requires safe keeping and retrieval as and when needed in digital form.

.

## **SECTION 2: INVITATION FOR TENDER**

### **A. INSTRUCTION TO THE BIDDERS**

1. Bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
2. The response to this tender should be full and complete in all respects. Incomplete or partial bid shall be rejected. The bidder must quote for all the items asked for in this tender
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
4. The bidder shall bear all costs associated with the preparation and submission of the bid, including cost of presentation for the purposes of clarification of the bid.
5. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
6. All the communication to PRSU including this tender and the bid documents shall be signed on each page by the authorized representative of the bidder along with the authority letter attached.
7. Bidders can visit PRSU in case of any clarification required for technical job, bid, terms & conditions etc.

## **B. TENDER NOTICE**

PRSU invites open tender in two bid format from professionally competent and experienced firms/organizations experienced in software design, development and implementing customized applications Software & Services for providing Document Digitization, Management and Retrieval system. This Digitization, Document Management and Retrieval System (DDMRS) should have security features and should integrate seamlessly with other systems in PRSU where these documents may be required.

Firms/organizations must be professionally competent / experienced for design and development of the (DDMRS) for Digitization & Digital preservation of records, tabulation records data entry and related scanning services using the pre-defined search parameters as per the University's requirement.

- 1 The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly sealed and super scribed as "**Tender** for the DDMRS" and addressed to the Registrar, Pt. Ravishankar Shukla University, Raipur. The Tender Form can be downloaded from PRSU website [www.prsu.ac.in](http://www.prsu.ac.in). for which Bank Draft of Rs. 3000/- be enclosed with the Tender Form in favour of Registrar, Pt. Ravishankar Shukla University, Raipur, payable at Raipur or Electronic Fund Transfer (A/c No. 10049590033, IFSC Code SBIN0003739, Bank: ,STATE BANK OF INDIA, Pt. R.S.U. BRANCH, Raipur CG) and enclosed copy of acknowledgement with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD & tender fee should be reached to Office of Registrar, Pt. Ravishankar Shukla University, Raipur by speed/registered post **upto 4.00 pm on or before 05/06/2017**.
- 2 The PRSU reserves the right to reject any or all the bidders without assigning any reason.

For further details you may visit on PRSU website [www.prsu.ac.in](http://www.prsu.ac.in) or PRSU Portal.

**Sd/)**

### **C. TENDER FEE AND EARNEST MONEY DEPOSIT**

1. The tender fee (non-refundable and non-adjustable) of Rs. 3000 (Three thousand) in shape of Demand draft of Nationalized/scheduled commercial bank shall be submitted in favour of the Registrar, Pt. Ravishankar Shukla University, Raipur payable at Raipur or could be paid through Electronic Fund Transfer (A/c No10049590033, IFSC Code SBIN0003739, Bank: STATE BANK OF INDIA, Address: Pt. R.S.U. BRANCH, Raipur ( CG).
2. Earnest money deposit (EMD) of Rs 60000 (Sixty thousand) in shape of Demand Draft/Bank Guarantee/Fixed Deposit from Nationalized/ScheduledCommercial Bank shall be submitted in favour of the Registrar, Pt. Ravishankar Shukla University, Raipur payable at Raipur.
3. Both the tender fee and earnest money deposit will be submitted in sealed cover prominently marked as "Tender fee and EMD for tender for DDMRS".
4. The bidders should write the name of their organization on the backside of the Demand Drafts.
5. Bids without tender fee and EMD shall be rejected.
6. In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalisation of technical bids.
7. Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee.

### **PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE**

The successful bidders shall submit an unconditional and irrevocable performance bank guarantee in the favour of Registrar, Pt. Ravishankar Shukla University, Raipur of an amount equivalent to 10% of DDMRSimplementation value or Rs 5,00,000 (five lac) whichever is less, valid for 90 days beyond the date of completion of Contract from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

#### **D. ELIGIBILITY CRITERIA FOR BIDDER**

- 1) Must be registered company/firm under Indian companies act.
- 2) Must have its own registered Office/infrastructure in Raipur (C.G.)to undertake this volume of work from the PRSU. Site inspection can be done by the university to confirm the same.**(Attach proof/certificate of incorporation)**
- 3) The bidder must have a valid ISO/IEC-27001:2013 or ISO 9001 certification. **(Provide certificate)**
- 4) The bidder should have past experience about two years in the design, development and implementation of customized client server based software application / ERP, digitization and Document Management System or similar nature. **(attach details)**
- 5) The bidder should have experience working with and shall have successfully developed software and applications in last two year for any Central/State Government organization/board/University or big organizations with repute. **(attach work order / certificates)**
- 6) The company/firm should not be debarred / blacklisted for any reason / period by any Central/State Govt. Dept. / University / PSU etc. Append a certificate with the quotation/tender that the firm has not been debarred / blacklisted for any reason / period by any Central/State Govt. Dept. / University / PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.
- 7) Bidder must have experienced team of professionals and minimum 10 Employee working full time **(provide employee list)** who can deliver DDMRS as per requirements of PRSU. The bidder should **submit at least five profiles** of the technical professionals who will be working full time on this work.
- 8) The bidder should have capabilities in data entry, scanning and digitization of documents, preparation of tabulation records etc. and work should be carried out in the space made available to the bidder by the university.

#### **Financial Bid**

- The bidder shall quote the rate inclusive of all taxes, duties, etc. other than service tax. Service tax will be paid extra and its rate will be applicable as imposed by Central Govt. from time to time.
- The bidder shall quote rate in the prescribed Commercial Bid format for the entire project on per unit basis as mentioned in the format.A bid submitted with an adjustable price quotation will be rejected as non-responsive.
- Any bid submitted with certain conditions shall summarily be rejected.



## **E. TERMS AND CONDITIONS**

The technical bid shall contain the documents specified or claimed by the bidder fulfilling the Eligibility and should be signed by the bidders failing which the bid will be summarily rejected.

1. The DDMRS developed should be capable of integration with other systems such as University portal, tabulation records DB, Mark Sheets etc. The DDMRS SAS will work as central repository of documents.
2. Majority of these content are in Hindi & English language. DDMRS should allow user to retrieve the documents using Hindi language search also.
3. The DDMRS must be installed in PRSU server and should have authorization based access control features.
4. The rates so quoted should be all inclusive. The available space and electricity will be provided by PRSU free of charge.
5. The rates offered should be valid for 1 year from the date of award of work and can be extended for one more year on satisfactory performance on same term and conditions.
6. The bidder shall have to arrange its own staff. The PRSU would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the PRSU and the staff of the bidder. However, complete secrecy and confidentiality with regard to the data that is entered, scanned and digitized, is required to be maintained by the firm and its employees. Any deviation from the same shall attract severe penal liability against the firm and the erring employee. An undertaking duly notarized shall be submitted by Bidder in this regard.
7. The services provided under DDMRS includes data entry, scanning, auto and manual page indexing of various documents on demand and as per requirements. The scope includes but not limited to tabulation Records, Transcripts and Mark sheets.
8. The scanned images to be uploaded in DDMRS should be at minimum 300 dpi resolution in B/w or Grey scale image size 2048 X 1536 for B/w and 1024 X 468 for Greyscale.
9. The scanner should be duplex and capable of handling fragile, old, delicate documents which may be stapled also.
10. The PRSU reserves the right to deny the entry to any staff member of the bidder, is so deemed appropriate by it.
11. No person engaged by the bidder shall claim any right of employment contractual or otherwise with the PRSU.

12. The bidder will ensure that the staff engaged are disciplined and maintain full decorum of the office.
13. The successful bidder shall undertake the job in the premises of the PRSU.
14. The bidder shall be able to carry out digitization work using DDMRS on all working days between 10 AM to 8 PM and as when required by the PRSU. The bidder may also be allowed to work on holidays and odd hours to finish the work for which necessary permission in writing is to be obtained by the bidder from the PRSU. The successful bidder shall make arrangement for daily check-up of the scanner at his own cost and shall keep all the scanners in perfect working condition at all time, so as to ensure smooth running of work. In case of failure of any scanner, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
15. Continuance of the contract and payment of the work done shall be subject to evaluation of satisfactory performance of the bidder and fulfilling all the terms and conditions of the contract. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Vice Chancellor, PRSU in this regard shall be final and binding.
16. The office of PRSU will provide the files / data to the authorised representative of the bidder, supervising the Scanning/digitizing work, on day to day basis under proper receipt and it will be the responsibility of the bidder to accomplish the task of scanning/digitizing after following all the process, namely Unbundling, Re-bundling, Super Indexing, Scanning/Digitizing, Splitting and Merger, page numbering, Storing, Retrieval, etc. It will be responsibility of the bidder to return the file to the PRSU staff under acknowledgement in the same shape and condition in which it was taken.
17. The bidder will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/trimmed/damaged/misplaced. If required bidder may prepare the document for scanning by opening the binding to create loose leaves (if required) and then get the same bound after the completion of work.
18. At the end of every work, the bidder will hand over the report on complete scanned/digitized data to the PRSU as per Board's requirement and form. The bidder will ensure confidentiality of the documents handed over to it.
19. The bidder will ensure that the space provided to it by the PRSU is not misused in any manner.
20. Payment for digitization work done under the contract shall be made after acceptance of the completion of work and approval of the submitted daily report, subject to statutory and other deductions and penalties if any levied and damages, if any recoverable under the contract provided that the work has been done as per agreed terms and to the satisfaction of the Board. The bidder will be responsible for liabilities of all kind including local and other taxes.

21. Over-writing/over-typing or erasing of figures is not allowed and shall render the tender invalid.
22. An appropriate agreement will be executed by the bidder with the Board, on the agreed terms and conditions. The Board will deal with the bidder directly and no sub-contract/agent/consultant etc. should be asked by the bidders to represent their cause and they will not be entertained by the Board.
23. In the event of termination of contract, the Board shall be entitled to forthwith forfeit the security deposit either full or in part. The bidder shall thereupon forthwith remove all its equipment's and material and hand over the records, which are in its possession. The bidder shall hand over and shall not claim any right in any manner over the digitized data, which will be the property of the PRSU.
24. The bidder shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the PRSU premises itself.
25. The DDMR SAS software solution developed under this project shall be installed in PRSU server and in such a form that conforms to all other requirements of the tender.
26. The bidder shall ensure that archiving is in 'read only' mode, and that its scanning equipment and storage media are tamper-proof and shall not permit additions/insertions/deletions/omissions/alterations in the scanned and stored data.
27. The payments of work done on number of pages and the data entry work done will be calculated taking into consideration successful completion of all the parameters and as per the terms and conditions.
28. If the rate quoted by any of the bidders appears to be unreasonable/abnormally low in comparison to prevalent market rate at the relevant point of time, the tender may be rejected.
29. In case the digitization/Software development work carried out is not according to the specification mentioned in the work order, the work will have to be redone.
30. No advance payment on any account will be made by PRSU.
31. The payment will be made only on presentation of bills in duplicate together with the quantum of actual work done on verification of work to the satisfaction of the authorized officer of the PRSU.
32. The decision of the Vice Chancellor, PRSU shall be final and binding upon in the event of any dispute arising out of the terms of the contract/tender.

33. The output should be of very high quality, acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images/PDF and to our satisfaction.
34. The PRSU, in its discretion, reserves the right to reject all or any part of the tender without assigning any reason.
35. The work order in full or part will be allocated to the bidder based on fulfilment of minimum requisite criteria mentioned in tender. The work involves the entire process of formal handing over to the creation of digital format with the desired level of indexing and provision of the data on the digital media file in duplicate.
36. The Bidder will use the licensed tools for creation of contents, for updating and maintenance of the contents.
37. In case of Bidder's failure to undertake the job after its award or failure to complete the job, the Bidder shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.

#### **PENALTY CLAUSE**

38. In case of excessive errors as defined above i.e. in more than 5% of file/document or in case the PRSU is of the view that the work has not been performed satisfactorily and cannot be professionally performed by the bidder, the Board shall be entitled to terminate the agreement.
39. If a dispute arises out of or in connection with this contract, decision of the Vice Chancellor, PRSU shall be final and binding.

#### **Other Terms**

- ☐ The Board reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.
- ☐ PRSU also reserves the right to modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
- ☐ The applicant vendor shall not sub-let or sub-contract this job to any other person or firm in any circumstances. It shall undertake and complete this work on its own. It shall meet all the technical parameters on its own.
- ☐ The terms and conditions duly signed by the bidders should accompany the specific Tender Form.

## **F. SCOPE OF WORK**

Under this tender/project bidder is required to:

- Design, develop and implement DDMRS as per specifications
- Utilizing DDMRS, digitize the previous year's documents / data available in PDF and image format and do data entry / digitization of the Tabulation Records, Transcripts, Mark Sheets etc. as assigned by university for the current year.

Majority of these content are in Hindi & English language. DDMRS should allow users to retrieve the documents using Hindi language also.

The entire project being onsite - all infrastructure hardware - including desktop computers, scanners and other equipment's, all software and manpower to carry out the work are to be arranged by the agency at their own cost. The solution provider/agency will take back the above said equipment upon the completion of the assignment and will ensure that complete data has been deleted from the equipment being taken back and will not keep copy of digitized data on any device in any form without prior permission of the University. Also, the solution provider will install other required software and all other systems along with the manpower having professional and technical knowledge to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media. However, the PRSU will provide the free space to the Firm

The DDMRS is to provide an integrated end-to-end solution for all our digitization needs and the scope of work is twofold:

1. Design and development of DDMRS Software Application in order to utilize the already available data in PDF/Image format to generate various web based reports, format of reports shall be given by PRSU.
2. Digitization/scanning of documents as per the need of PRSU, and storing the same in the university's secured server for document management system.

This end-to-end DDMR solution and subsequent Services will be central repository of digitized documents.

Main features required in DDMRS is as detailed below:

- a) Automated and or manual meta data insertion during digitization process of the document
- b) Auto indexing of the stored digitized documents
- c) Making searchable PDF documents database in single step
- d) These PDF files should be easily searchable on meta database using standard PDF viewer search utility on the local computer and on the client/server based system.
- e) Security features: Authorization based access feature is required to control the document retrieval process
- f) DDMR should allow at least 100 concurrent users over the internet
- g) Meta data creation using comprehensive data entry templates should be possible
- h) Allowing creation of users, user passwords and user groups
- i) Should allow multiple user access level and authorization of users depending on roles

- j) Should provide comprehensive Easy to access repository, Single interface search for faster access
- k) Should have user friendly interface
- l) Should support documents of formats like MS office, Tiff, jpeg, pdf, PDF/A.
- m) It should also support Mutual certificate-based, protected communication with other systems like answer sheet revaluation system, PRSU portal etc.
- n) After the successfully completion of work Firm/Agency shall have to provide training to PRSU staff for the same and maintenance to two years

The SAS (Software and Service) includes following work:

- a) Scanning, digitization and uploading to documents into DDMR application for the following:
  - duplicate mark sheets, Tabulation Chart
  - Transcription
- b) Preparation of Tabulation Records.
- c) Installation and Maintenance of DDMR in PRSU server

### **G. Operational Procedure**

The process by which the bidder will scan/digitize the PRSU records will include in batches as following:-

The workflow of functioning of scanning unit (where scanning activity by the bidder will be carried out) will be formulated and finalised by the PRSU so as to sync it with functioning of other concerned sections.

The output of scanning/digitization will be verified by authorised officer of the PRSU on the basis of all the technical parameters agreed.

Authorized representative of bidder will receive files from staff of the PRSU under proper receipt and maintain in the register.

Prepare the files for scanning / digitization after the removal of tags, pins, dust, etc.

### **Other Responsibilities of the executing Vendor**

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of the vendor will be as follows

1. Maintaining confidentiality about documents of PRSU.
2. Safe handling of documents used for digitizing and scanning (as these are rare available as singlecopy and cannot be recreated). While handling these proper care is to betaken, so vendor should deploy only experienced scanning operators. In case of any negligence the vendor shall be penalized.
3. The vendor shall be responsible for preparing the documents for scanning/digitization purpose (unfold, fold document and related)
4. If required documents unbinding / Documents rebinding / returning after scanning.
5. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.
6. Upload the digitized contents to web server as per the direction of PRSU.
7. The vendor shall add/replace poor quality scanned images/documents on its own, for which vendor shall not be entitled to get any extra payment.

## **H. Bid Opening Process**

1. Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at PRSU Office.
2. The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders and the same will be evaluated by a duly constituted Committee.
3. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the PRSU can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid of such defaulting bidders will be rejected.

## **Modification and withdrawal of Bids**

The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

## **Corrections in the Bid**

Corrections, if any, in the bid documents submitted by the agency should be attested properly by the authorized signatory failing which the bid is liable to be rejected.

Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted rate will be entertained after the financial bids are opened. All corrections, if any, should be initialled by the authorized signatory before submission, failing which the financial bids may not be considered

## **Disqualification**

PRSU reserves the right to reject bids in the following cases:

1. The Bids which are received after due date and time.
2. Bids not accompanied by all requisite documents along with the earnest Money Deposit (EMD).
3. If the hard copy of financial bid is not signed by the authorized signatory of the agency.
4. Bids not substantially responsive and not submitted in accordance with the required formats.
5. If the agency increases the quoted prices during the validity of the bid or its extended period, if any.

6. If the bidder submits the bid specifying his own terms and conditions.
7. Information submitted in technical bid is found to be misrepresented, incorrect or false.
8. Financial bid is placed in the same envelope as technical bid.
9. Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by P

### **Language of Proposals**

The bids, all correspondence and documents shall be written in English/Hindi.

### **Clarification of Bidding Documents**

The Bidder requiring any clarification of the bidding documents may do so in writing/in person from Office of Registrar, PRSU but not later than 2.00 PM of Last date of bid submission.



TECHNICAL BID

1.	<b>Name and address of the Firm / Company with contact details :-</b>	
	Telephone/Mobile:	Fax :-
	Email.	
	<b>Contact details of the Person authorized to make communication with PRSU</b>	
	Name	
	Designation	
2.	<b>Company /Firm Details</b>	
	Type of Company	
	Company legal name	
	Year of incorporation / establishment	
	TAN No. / PAN No.	
4.	<b>Proposed (tentative) manpower to be deployed by the bidder</b>	
5.	<b>Past ProjectsDetails</b>	
a.	Brief details of <b>software development experience (with proof)</b>	
b.	Name Of Client	
c.	Name of Client personnel involved	
d.	Phone number of client personnel	
e.	e-mail id of client personnel	
f.	Client Address	
g.	Brief details of <b>scanning and digitization work</b> done (with proof)	
h.	Client Name	
i.	Client Address	
6.	<b>Details of Tender Fee and Earnest Money Deposit</b>	
a.	Details of Payment / or Demand draft towards Tender Fee	
	Amount paid	
	Payment bank details:	
	Date	
b.	Details of payment / Demand Draft towards Earnest Money Deposit	
	Demand Draft Amount	
	Issuing Bank of the demand Draft	
	Demand Draft NO.	

Note : Attach all necessary documents that justifies eligibility criteria of tenderer

**FINANCIAL BID**

Note : In the financial bid format, the rate shall be quoted in Indian Rupees in **figures and words**.

Name and Address of Applicant

.....  
 .....  
 Landline No. ....  
 Mobile No. ....  
 Fax No. ....  
 Email-id .....

Sr No.	Item Description	Rate in INR (in figure)	Rate in INR (in words)
1	Design, Development and Implementation of Secured Centralized Integrated Document Management and Retrieval System for Digitization of various Documents of University		
2	Scanning of Document a. A4 Size Paper b. Legal Paper c. A3 Paper	Per page	Per page
3.	Digitization /Data Entry/indexing/making searchable Tabulation Register Answer Sheet	Per Page	Per Page

**Note: -1.** Quantity of the pages to be scanned and digitized may increase or decrease as per requirements of PRSU.

2. L1 bidder shall be determined by sum of overall rates mentioned in Sr. No. 1 , 2 & 3.

**Name & Signature of the  
authorized signatory of the  
Firm/Company**

**FORWARDING LETTER SELF DECLARATION FORM**  
(To be submitted on Bidder's letter head)

Dated \_\_\_\_\_

To

The Registrar,  
Pt. Ravi Shankar Shukla University  
Raipur, CG. 492010

Ref: Yours tender Notice NO. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

This is with reference to your above mentioned tender for design, development of document digitization and retrieval system and related digitization services of the PRSU documents. Having examined the tender documents, we hereby submit our proposal along with the necessary documents, we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India

Further, we agree to abide by all the terms and conditions as mentioned the tender document. We have also noted that the Board reserves the right to consider / reject any or all bids without assigning any reason thereof.

Date:

Authorised Signatory:

Name

Designation

Place

Contact no:

Email:

**Company Seal**