



Pt. Ravishankar Shukla University

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



TENDER FOR

Digitization of Document/Answer Book of University, Computer Based Evaluation of Answer Booklets & Implementation of Secured Centralized Integrated Web-based Document Management System



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

स्केनिंग, डिजिटल इजेशन एवं उत्तरपुस्तिका कम्प्यूटर आधारित मूल्यांकन हेतु निविदा



179 / विकास/नि.सू./2017

रायपुर, दिनांक 24-05-2017

पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर के द्वारा स्केनिंग, डिजिटल इजेशन एवं उत्तरपुस्तिका का कम्प्यूटर आधारित मूल्यांकन 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 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	Digitization of Document/Answer Book of University, Computer Based Evaluation of Answer Booklets & Implementation of Secured Centralized Integrated Web-based Document Management System
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 will have to be completed in 2 month with 2 Years AMC.
18.	Validity of contract/rates	Upto1 year from date of award & can be extended for another 2 years on satisfactory performance on same terms & conditions.

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SECTION 1: INTRODUCTION

Pt. Ravishankar Shukla University, Raipur (**hereinafter referred to as PRSU**) is the premier University of Chhatisgarh 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 web based document management system. 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.
8. The interested bidders can inspect the files, records and also the place to be provided for the purpose during working days of the PRSU within 10.00 am to 5.00 pm.

B. TENDER NOTICE

PRSU invites open tender in two bid format from professionally competent and experienced firms/organizations experienced in Software & Services for providing Document Digitization, Management and Retrieval & Computer Based Evaluation. This Digitization, Document Management and Retrieval System,(DDMRS) & Computer Based Evaluation should have security features and should integrate seamlessly with other systems in PRSU where these documents may be required. Main purpose of this tender is to scan/digitize the answer book and making it for evaluation/revaluation/retotalling and providing copy of answer book to the student , if they needed.

(professionally competent and experienced firms/organizations for the Scanning, Digitization & Digital preservation of record consisting of approximately 25 lakh pages accessible through a customised Document Management System (DMS) with pre-defined search parameters as per the University requirements.)

- 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. 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 visiton PRSU website www.prsu.ac.inor PRSU Portal.

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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 No. 10049590033, IFSC Code SBIN0003739, Bank: STATE BANK OF INDIA, Address: Pt. R.S.U.,BRANCH, Raipur CG 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 with minimum average turnover of 50 Lakhs per annum in consecutive last three Financial years (attach proof viz. CA certificate, Balance Sheet, P&L Statement).
- 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)
- 3) The bidder must have a valid **ISO/IEC-27001:2013** and ISO 9001 certification.
- 4) The bidder should have past experience about three years in the digitization and Document Management System or similar work with minimum single invoicing of Rs.20 Lacs or above. (Attach proof). The bidder should have executed similar nature work in at-least three Central/State Government Department/Board/University.
- 5) 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.
- 6) Bidder must have experience team of professionals and minimum 25 Employee working full time (**provide documented proof**) 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.
- 7) The bidder should have capabilities in data entry, scanning and digitization of at least 50000 (fifty thousand) pages per day in the space made available to the bidder. The bidder must have an experience of carrying out scanning work simultaneously in 3 different location for a single project.
- 8) The bidder shall have successfully digitally evaluated and processed result for at-least 300000 (Three LACS) answer booklets in last three year for any Central/State Government organization/board/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 Computer Based Answer sheet evaluation system, University portal, Revaluation, tabulation records etc. The DDMR SAS will work as central repository of documents.
2. The DDMRS must be installed in PRSU server and should have authorization based access control features.
3. The rates so quoted should be all inclusive. The available space and electricity will be provided by PRSU free of charge.
4. 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.
5. 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.
6. 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 evaluation, revaluation, etc.
7. 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.
8. The scanner should be duplex and capable of handling fragile, old, delicate documents which may be stapled also.
9. The PRSU reserves the right to deny the entry to any staff member of the bidder, is so deemed appropriate by it.
10. No person engaged by the bidder shall claim any right of employment contractual or otherwise with the PRSU.
11. The bidder will ensure that the staff engaged are disciplined and maintain full decorum of the office.
12. The successful bidder shall undertake the job in the premises of the PRSU.

13. 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.
14. 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. The bidder shall be able to do the scanning/digitization work 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.
15. The office of PRSU will provide the files 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.
16. 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.
17. At the end of every work, the bidder will hand over the 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.
18. The bidder will ensure that the space provided to it by the PRSU is not misused in any manner.
19. Payment for scanning/digitization work done under the contract shall be made after completion of work, 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.
20. Over-writing/over-typing or erasing of figures is not allowed and shall render the tender invalid.
21. 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.

22. 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.
23. 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.
24. 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.
25. 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.
26. The payments of work done on number of pages will be calculated taking into consideration successful completion of all the parameters of those numbers of pages as per the terms and conditions.
27. 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.
28. 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.
29. No advance payment on any account will be made by PRSU.
30. 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.
31. 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.
32. 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.
33. Preparing 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.
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

1. PRSU reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.
2. 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.
3. 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.
4. The terms and conditions duly signed by the bidders should accompany the specific Tender Form.

F. SCOPE OF WORK

Under this tender/project about 150000 (1.5 Lacs) answer books (32 pages each) has to be digitized, archived, and converted into the base digital format and implementation of data digitization in order to make it secured centralized web based document management system so that PRSU can utilize the digital data of the same for various purpose/report. **Total number of pages approximately 50 lacs.** Majority of the content are in Hindi & English language,. This digitization of answer book project is high definition time bound initiative to be accomplished with in maximum of 1 months. All the theses have to be digitized within the premises of The PRSU and no physical document or digitized material shall be allowed to leave the premises at any point of time.

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 :

1. Digitization/scanning of answer book and other documents as per the need of PRSU, making it secured centralized web based document management system

Pre Scanning Activities

1. Documents/Answer Book Shall be available at PRSU. Vendor is required to handle these documents/Answer Book carefully. Documents are to be collected from Section / department and required to be counted and entered into the log register before taking to the scanning area.
2. It will be the responsibility of the vendor to take care of document's security. In case of loss of any document, appropriate remedy including penalty may be imposed on the vendor for the loss suffered. A committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.
3. Preparing the Document/Answer Book for scanning / digitizing purpose, i.e., removal of tags, pins, flags etc.
4. Each page shall be serially numbered and shall be counted while giving the document back.

Scanning Activities

Archiving (Scanning Storing into image / digital form) and Retrieval.

1. Scanning storing the data in scanned form with mirroring facility and two additional backup on external hard disk drive.
2. Indexing the scanned data and stored in computer / secondary storage devices. Handing over the files back to the PRSU in their original condition.
3. Handing over the slotted scanned data on appropriate electronic media to PRSU.
4. Imparting of adequate training to the staff of the PRSU for (a) Archival (Scanning and Storing) (b) Retrieval and printing.
5. Scanned document must be in gray scale.

Image Enhancement Activities

1. Bidder should ensure that quality of scanned images are enhanced upto the optimum level .
2. In case the documents are not legible, it will be the bidder's responsibility to scan the documents on high resolution.
3. In case, if documents are not visible then document scanning shall be done in visible format . No extra payment shall be made for the same.

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

Main features expected from DDMRS is as detailed below:

- a) Automated and or manual meta data insertion during digitization process of the document
- b) Digitization/scanning of answer book shall be utilized for online valuation or revaluation of answer book and its obtained marks shall be utilized for preparation of results
- c) Auto indexing of the stored digitized documents
- d) Making searchable PDF documents database in single step
- e) These PDF files should be easily searchable on metabase using standard PDF viewer search utility on the local computer and on the client/server based system.
- f) Security features: Authorization based access feature is required to control the document retrieval process
- g) DDMR should allow at least 100 concurrent users over the internet
- h) Meta data creation using comprehensive data entry templates should be possible
- i) Allowing creation of users and user groups
- j) Should allow multiple user access level and authorization of users depending on roles
- k) Should provide comprehensive Easy to access repository, Single interface search for faster access
- l) Should have user friendly interface

- m) Should support documents of formats like MS office, Tiff, jpeg, pdf, PDF/A.
- n) It should also support Mutual certificate-based, protected communication with other systems like answer sheet revaluation system, PRSU portal etc.
- o) 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:
 - answer sheets
 - Revaluation
 - duplicate mark sheets, Tabulation Chart
 - Transcription
- b) Preparation of Tabulation Records.
- c) Installation and Maintenance of DDMR in PRSU server

SCOPE FOR COMPUTER BASED EVALUATION:

1. The Software shall have Flexible delivery models ensure mapping with the current evaluation process
2. Solution shall possess easy navigation with arrow keys or mouse click through pages
3. Solution shall have option for enabling multiple simultaneous evaluation for the same booklet. In case of 2nd or further valuation, evaluated marks entered by previous evaluator cannot be viewed by another evaluator
4. Student's information shall not be displayed to Evaluator
5. Option to monitor and take necessary action by identifying the evaluator's correction speed of booklets.
6. Full screen view of answer sheets
7. RTI request shall be handled efficiently and timely
8. High evaluation accuracy ensuring minimal revaluation and re-totaling
9. Feature for faster valuation and reporting – Marks using functional keys - Annotation on scripts
10. Generalized evaluation table generator for any type of question paper with different sets of options and corresponding maximum marks.

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 answer book/documents used for 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. Answer book /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. Provide a digital copy of entire digitized content in Portable Hard Disk/Storage device and upload the 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.	Name and address of the Firm / Company with contact details :-		
	Telephone/Mobile:	Fax :-	Email.
	Contact details of the Person authorized to make communication with PRSU		
	Name		
	Designation		
	Phone/Mobile No.		
	Fax NO.		
	E-Mail ID		
2.	Company /Firm Details		
	Type of Company		
	Company legal name		
	Year of incorporation / establishment		
	TAN No. and PAN No.		
4.	Proposed (tentative) manpower to be deployed by the bidder		
5.	Past ProjectsDetails		
a.	Brief details of software development experience (with proof)		
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 scanning and digitization work done (with proof)		
h.	Client Name		
i.	Client Address		
6.	Details of Tender Fee and Earnest Money Deposit		
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.	Digitization/Scanning of Answer book/Document of PRSU & Implementation of Secured Centralized Integrated Web-based Document Management System. (with software, unfolding, folding document in "as it is" form)	Per page	Per page
2.	Answer book Computer Based evaluation/Revaluation/ etc purpose	Per A/B	Per A/B

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 rates mentioned in Sr. No. 1 & 2

* A/B Signifies Answer Book

**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