

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) MEGHALAYA  
SHILLONG – 793 001**

Tender No. TMC.609/Digitization/2019/1816

Dated: 30.01.2020

**TENDER DOCUMENT  
FOR DIGITISATION OF DOCUMENTS/RECORDS**

**DEPUTY ACCOUNTANT GENERAL (AE & VLC)  
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)  
MEGHALAYA, SHILLONG-793001**

**(TENDERING AUTHORITY)**

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) MEGHALAYA  
SHILLONG – 793 001**

Tender No. TMC.609/Digitization/2019/1816

Dated: 30.01.2020

**TENDER DOCUMENT FOR**

*Hiring of Agency for Digitisation of Documents / Records*

**TENDER No. XXX/XXX/XXX**

**DATED 30.01.2020**

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Dated: 30.01.2020

**ANNEXURE-1**

**NOTICE INVITING TENDER**

Office of the Pr. Accountant General (A&E) Meghalaya, Shillong and Finance Department, Government of Meghalaya are jointly inviting tender from reputed firms for selection of agency for the work of Digitization of records/ documents available in office at Pr. Accountant General (A&E) Meghalaya, Shillong under Open Tender Enquiry Method.

The description of works is given in the tender document. The tender document floated for the purpose can be downloaded from this office website ([www.agmegh.cag.gov.in/tender.html](http://www.agmegh.cag.gov.in/tender.html)) as well as from the website of Finance Department, Government of Meghalaya ([www.megfinance.gov.in](http://www.megfinance.gov.in)). Bids can be submitted to this office in Hard Copies.

Sl. No.	Particulars	Date	Time
1	Date of publication of tender	31-01-2020	During Office hours
2	Starting date of downloading tender document	31-01-2020	-do-
3	Starting date of submission of bid	31-01-2020	-do-
4	Pre-bid Meeting in O/o the Pr. AG(A&E), Opposite Governor House, Shillong	10-02-2020	3 pm
5	Closing date of submission of bid	20-02-2020	5 pm
6	Closing date & time for submission of original EMD and affidavit	20-02-2020	5 pm
7	Opening date of technical bid	21-02-2020	3 pm
8	Opening date of Financial bid	28-02-2020	3 pm

The Tendering Authority reserves the rights to reject any or all the bids without assigning any reason and the decision of the Tendering Authority shall be final and binding.

**Deputy Accountant General (AE&VLC),  
O/o the Pr. AG(A&E)  
Member Secretary of the Committee for  
Digitization of records & Tendering  
Authority**

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) MEGHALAYA  
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**ANNEXURE-2  
BID SUBMISSION FORM**

*(to be printed on Bidder's letterhead, signed, stamped and submitted to this office)*

*Date:*

To

Deputy Accountant General (AE & VLC) & Member Secretary of the Committee  
Office of the Pr. Accountant General (A&E)  
Meghalaya, Shillong – 793 001

Ref: Invitation for Bid No. Tender No. xxx/xxx/xxx

Dated : 30.01.2020

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing the required services as per the details given in the tender document.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) MEGHALAYA  
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**ANNEXURE-3**

**INSTRUCTIONS TO THE BIDDERS**

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) MEGHALAYA  
SHILLONG – 793 001**

Tender No. TMC.609/Digitization/2019/1816

Dated: 30.01.2020

**1. GENERAL**

Office of the Pr A.G (A&E) Meghalaya, Shillong jointly with the Finance Department, Government of Meghalaya hereinafter referred to as the 'Client' invites bids from reputed firms, working in the field of Digitization, under Open tender enquiry method for selection of agency for Digitization of documents/records available in this office under Open Tender Enquiry Method' to ensure longevity of documents.

While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to clarify any doubts with the tendering authority or in the pre-bid meeting. No claim on account of any errors detected in the tender documents shall be entertained.

The Bidder should download the tender document, fill-up necessary comments and send to this office. Submission of tender document is in token of the Bidder having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract.

The bidder shall attach the copy of the authorization letter / Power of Attorney as proof of authorization for signing on behalf of the Bidder.

All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.

The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded).

For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Pr AG(A&E), Opposite Governor House, Meghalaya, Shillong. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

The number of machines tendered in the tender document is tentative and may increase or decrease at the sole discretion of the competent authority of the Client.

If the work of the bidder is found satisfactory, the Tendering Authority of the Client may further increase the quantum of work to the same bidder.

**2. MINIMUM ELIGIBILITY CRITERIA**

The following shall be the minimum eligibility criteria for selection of bidders technically.

- i. Only reputed and highly experienced service bureaus/agencies who have good infrastructure, have adequate and sound knowledge of Digitization/microfilming techniques alongwith the experience of developing Document Management System (DMS) according to the International Standards and capable of undertaking

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both components for longer duration and possess at least 5 years' experience of similar work would be eligible to submit the quotations. A self certificate to this effect supported by proofs need to be submitted along with the bid.

- ii. All service bureaus / agencies must provide a detailed profile of their firm. The company should be registered in India and copy of Certificate of Incorporation / Registration Certificate, PAN Card and GST Registration Certificate duly signed by authorized signatory must be produced.
- iii. 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.
- iv. Acceptance certificate / Undertaking by the bidder agreeing to abide by the Terms & Conditions of the "Tender Document".
- v. The Bidder should have ISO 9001:2015 certificates for qualities & ISO/IEC 27001:2013 Certification for Information Security.
- vi. The Bidder should not currently and in the last 5 (Five) years be blacklisted by any Central or State Government Organization or PSU or other public funded government institution. A self certificate to this effect should also be submitted with the Technical Bid.
- vii. Turn Over: Average turn over of **Rs. 1 Crore for the preceeding 3 (three) years, supported by the audited balance sheets.**
- viii. **Bid Requirement:** The 'Technical Bid' should contain a CD/DVD/Pendrive of sample digital images for technical evaluation. The following information should also be furnished along with sample of digital images.
  - a. Model & Make of Scanner.
  - b. Date of Scanning.
  - c. The bidder should indicate the number of scanners, computers systems which are adequate to complete the target of digitization of approximately 4-5 lakh pages in a month period.
- ix. The bidder should have experience in designing/developing DMS (Document Management System).

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**Documents supporting the Minimum Eligibility Criteria**

1. Bidder should have work order for Digitization and making Microfilms thereof for more than **30 Lakh documents** for any single client i.e. for any one of the PSU/ Government Department. A certificate and work order to this effect and certificate of work completion/ in progress from the client should also be submitted with the Technical Bid.
2. Copy of valid Quality/Security certificates ISO 9001:2015, ISO/IEC 27001:2013, PMP / PRINCE 2 and CMMI level.
3. All other documents in support of Minimum Eligibility criteria as specified in Clause 2 (i) to 2(viii) above are to be attached.

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

**3. EARNEST MONEY DEPOSIT:**

The bids shall be accompanied by an Earnest Money Deposit of **1,00,000/- (Rupees One Lakh only)** in the form of Bank Guarantee/Demand Draft of any nationalized bank. The validity of the Bank Guarantee/Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of **Director of Accounts & Treasuries, Government of Meghalaya, Shillong**

EMD should be put in the envelope containing Technical Bid. In the event of non receipt of the EMD before the closing of the submission of the Bids, the bid shall not be evaluated.

No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.

Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited by the client.

The bids without Earnest Money shall be summarily rejected.

No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

**The bid security (earnest money deposit) may be forfeited:**

- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or



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- (ii) In case of successful bidder, if the bidder
  - (a) Fails to execute the order in accordance with the terms of the tender document, or
  - (b) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the Client, or
  - (c) Fails or refuses to honor his own quoted prices for the services or part thereof.  
In such cases, the bidder is also liable to be debarred from future tendering.

No interest shall be paid on the earnest money deposit.

**4. VALIDITY OF BIDS**

Bids shall remain valid and open for acceptance for a period of **90 days** from the last date of submission of Bids.

The Client may request for extension of validity of bids for another period of 30 days, without any modifications and without giving any reasons thereof.

**5. PREPARATION AND SUBMISSION OF TENDER**

The tender document, along with terms and conditions, has been uploaded on [www.agmegh.cag.gov.in/Tender.html](http://www.agmegh.cag.gov.in/Tender.html) & [megfinance.gov.in](http://megfinance.gov.in). The bidders can log on to the website and see the tender document. The Bidders shall be required to submit Technical and Financial Bids through hard copies. **Two separate envelopes for Technical Bid and Financial Bid superscripted as “Technical Bid for Digitization of Records” and “Financial Bid for Digitization of Records” respectively and put in a single sealed envelope superscripted “Tender for Digitization Work” shall be submitted.**

The bidders should sign & stamp copies of all relevant certificates, documents etc. including earnest money deposit as per the requirements contained in Clause 6 of Annexure 3 of the Tender document in support of their Technical bids. The bidder should sign on all statements, documents etc. submitted by him, owning responsibility for their correctness/authenticity.

The Bidders are also required to submit earnest money deposit and affidavits and the Sample of Images in original as mentioned in Clause 6 of Annexure 3 of the tender document inside the envelope of Technical Bid and drop box at Reception, **Office of the Principal Accountant General (A&E) Meghalaya, Opposite Governor House, Shillong – 793 001** or send by post at the above highlighted address on or before the dates specified in the tender document or can be handed over in person to Sr. Accounts Officer, in-charge Record, Room No.-28, 2<sup>nd</sup> Floor, O/o the Principal Accountant General (A&E), Opposite Governor House, Meghalaya, Shillong – 793001.

The bids shall be summarily rejected, if the tender is submitted other than through hardcopies or original Earnest money Deposit and other documents viz. affidavits are not submitted by the Bidders within stipulated date/time as mentioned in Clause 8 of Annexure 3 of the tender document.

The important dates are mentioned in clause 8 of Annexure 3 of the Tender document.

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**6. TECHNICAL BID**

The Bidder shall be required to follow the procedure as specified above and submit its bid (Technical and Financial). The following documents shall be required to be submitted by the Bidder in support of their Bid:-

- a. **Annexure-2:** The Bidder shall be required to print 'Bid Submission Form' as per Annexure-2 on Company's letterhead (signed & stamped) with the Bid document.
- b. **Annexure-9:** The Bidder shall be required to submit a notarized affidavit on non judicial stamp paper of Rs.10/- as per Annexure-9 to the effect of acceptance of the terms and conditions of the tender document. The Bidder shall ensure that photo copy of the Affidavit is sent alongwith Earnest Money Deposit and other documents as per the timelines defined in the tender document.
- c. **Annexure 10 :** The Bidder shall be required to submit a notarized affidavit on non judicial stamp paper of Rs.10/- as per Annexure-10 to the effect that none of the relatives of the Bidder are employees of the Client and that the bidder has not been convicted of an offence under the Prevention of Corruption Act, 1988 and the bidder has not been convicted under the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract. The Bidder shall ensure that copy of the Affidavit is sent alongwith Earnest Money Deposit and other documents as per the timelines defined in the tender document.
- d. **Annexure 8: Technical Bid Form:** The Bidder shall be required to sign & stamp the Technical Bid Form as per Annexure 8.
- e. **Earnest Money Deposit:** A copy of earnest money deposit should be sent as per clause 3 of Annexure-3 of the tender document. The Bidder shall ensure that original of the earnest money deposit is also submitted in the office as per the instructions of Clause 3 of Annexure-3.
- f. **Documents in support of Minimum Eligibility Criteria:** The Bidder shall be required to send through hardcopies, document in support of minimum eligibility criteria as mentioned in point No.8 of Annexure-3 of the Tender Document.

**7. FINANCIAL BID:**

The Bidder should quote rates for the respective category only in Indian Rupees (in figures as well as words in English) in Annexure 6. In case of difference of rate in figures and words, rate written in words shall only be considered. If rate is not quoted for all the items, the bid will not be valid and hence the same will be rejected.

The rates quoted shall be firm and final. The price should be inclusive of all i.e., cost of digitization, cost of developing DMS, transportation and installation of machines, manpower so required for execution of the work and any other cost required in connection with the execution of the work and all other applicable taxes and duties including GST.

At the time of payment of bills, the income tax and any other tax / duty etc. that is required to be deducted, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

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**8. CRITICAL DATES**

Sl. No.	Particulars	Date	Time
1	Date of publication of tender	31-01-2020	During Office hours
2	Starting date of downloading tender document	31-01-2020	-do-
3	Starting date of submission of bid	31-01-2020	-do-
4	Pre-bid Meeting in O/o the Pr. AG(A&E), Opposite Governor House, Shillong	10-02-2020	3 pm
5	Closing date of submission of bid	20-02-2020	5 pm
6	Closing date & time for submission of original EMD and affidavit	20-02-2020	5 pm
7	Opening date of technical bid	21-02-2020	3 pm
8	Opening date of Financial bid	28-02-2020	3 pm

**9. TECHNICAL BID OPENING PROCEDURE**

The technical bids shall be opened by the Technical Committee constituted by the competent authority for the said purpose, at the time and date as specified in the tender document.

A letter of authorization shall be submitted by the Bidder's representative, in case they wish to be present for opening of the bids before opening of the Bids.

Absence of bidder or their representative shall not impair the legality of the opening procedure.

After opening of the Technical Bids and verifying the EMD amount, statements, documents, certificates, proof of EMD etc. submitted by the bidders will be verified for technical evaluation. The technical bids shall be evaluated by the Technical Committee to ensure that the bidders meet the minimum eligibility criteria as specified in the Tender Document.

Bids shall be declared as Valid or Invalid based on the preliminary scrutiny by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bids.

**10. CLARIFICATION ON TECHNICAL BID EVALUATION.**

The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification regarding its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client's request for clarification and the response shall be in writing in conventional manner.

If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.

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Client also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2 of Annexure-3.

**11. TECHNICAL BID EVALUATION**

The Client shall follow segregated bid evaluation system where the technical bid and financial bid shall be evaluated separately.

The technical bid evaluation shall be done based on the following criteria:

- (i) That the Bidder has signed & stamped the 'Bid Submission Form' as per Annexure-2 in the prescribed format.
- (ii) That the Bidder has signed & stamped the Technical Bid Form, as per Annexure 8, in the prescribed format.
- (iii) That the Bidder has signed & stamped a copy of notarized Affidavit, as per Annexure 9, in the prescribed format
- (iv) That the Bidder has submitted a copy of notarized Affidavit as per Annexure 10, in the prescribed format.
- (v) The original of the EMD should be submitted by the Bidder as per the timelines specified in the tender document.
- (vi) That the Bidder meets the minimum eligibility criteria as per Clause 2.1 of Annexure 3 and has submitted copies of all documents required in support of minimum eligibility criteria as per clause 2 and 2.1 of Annexure-3.

The original copy of Earnest Money Deposit, Annexure-9 and Annexure-10 should be delivered by the Bidder in Technical Bid envelope put within the envelope superscribed "Tender for Digitization Work" in drop box at Reception of Office of the Principal Accountant General (A&E) Meghalaya, Opposite Governor House, Shillong – 793001 or sent by post at the same address on or before the dates specified in the tender document. The bids shall be summarily rejected, if the tender is not submitted along with original copy of Earnest money Deposit and other documents viz. affidavits etc., by the Bidders within stipulated date/time as mentioned in Clause 8 of Annexure 3 of the tender document.

A substantially responsive bid shall be the one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum eligibility criteria as per the tender document shall be rejected.

The bidder who qualifies in the technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/ venue for the Financial Bid opening in written communication.

A "Technical Committee" for Bid evaluation shall undertake the scrutiny of the technical bids to determine whether the Bid is complete in all respect conforms to the terms and conditions and is substantially responsive to the bidding document.

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The Technical Committee for bid evaluation shall evaluate the technical bids/samples as per the technical requirements mentioned in the tender document. The decision of the Technical Committee for bid evaluation in this regard shall be final.

The Client 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 thereof whatsoever and without thereby incurring any liability to affect bidder or bidders due to such an action taken by the client.

The decision of the Client arrived at as above will be final and no representation of any kind will entertained in this regard.

The Client shall, however, not bind himself to accept the lowest and/or any bid and reserves the right to accept and/ or reject any bid, wholly or in part at any time during the tender process.

**12. FINANCIAL BID OPENING PROCEDURE**

The Financial Bids of all the technically qualified bidders, whose bids are accepted in conformity with the required specifications shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

All the qualified bidders/their authorized representatives who choose to be present at the time of opening of the Financial Bids shall be required to produce authority letter.

Absence of bidders or their authorized representatives shall not impair the legality of the process.

Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process.

**13. DETERMINATION OF THE SUCCESSFUL BIDDER**

The Bidder meeting the minimum eligibility criteria with the lowest bid price, subject to arithmetical correction, shall be deemed as the successful Bidder.

The Client does not bind himself with the L-1. To complete the work on time the work order may be divided between the selected L1 and L2 firms subject to the condition that selected L2 agrees to all terms and conditions of L1 and the decision of Client will be final.

**14. RIGHT OF ACCEPTANCE:**

The Tender Committee formed for the purpose reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Tendering Authority in this regard shall be final and binding.

Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.

The Tendering Authority reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this shall be binding on the bidders.

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In case of failure to comply with the provisions of the terms and conditions mentioned, the agency that has been awarded the contract, the competent authority reserves the right to award the contract to the next higher bidder or any other outside agency.

The Tendering Authority shall terminate the Contract if it is found that the Contractor was black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. In such case, the Contractor is also liable to be blacklisted by the Client and the performance bank guarantee shall be forfeited.

**15. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)**

The Earnest Money Deposit of the unsuccessful bidders at the *technical bid evaluation stage* shall be returned within 7 days after opening of the eligible financial bids.

The Earnest money Deposit of the unsuccessful bidders at the *financial bid evaluation stage* shall be returned within 7 days, on award of contract to the Successful bidder.

The Earnest money deposit of all the bidders shall be returned in case of cancellation of Tender after the opening of Technical bids and prior to opening of financial bids.

No interest shall be paid on Earnest Money Deposit.

**16. CURRENCIES OF BID AND PAYMENTS**

The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

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**ANNEXURE-4**

**GENERAL CONDITIONS OF CONTRACT (GCC)**

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**1. DEFINITIONS**

**General**

In this Contract including the Schedules the following words and expressions shall (unless the context requires otherwise) have the meaning assigned to them in this Schedule.

Agreement	The work “Agreement” and “Contract” has been used interchangeably.
Party	The work “Party” means the Successful Bidder and the Client means “O/o the Principal Accountant General (A&E), Meghalaya, Shillong and Finance Department, Government of Meghalaya
Letter of Acceptance	Shall mean the intent of the client to engage the successful bidder
Termination date	Shall mean the date specified in the notice of Termination given by either Party to the other Party, from which the Contract shall stand terminated.
Termination Notice	Shall mean the notice of Termination given by either Party to the other Party
Contractor	Shall mean successful bidder to whom the work order has been awarded
Tender Committee	Committee of Office of the Pr. AG(A&E) Meghalaya, Shillong and Finance Department, Government of meghalaya, formed for this purpose.
Tendering Authority	Deputy Accountant General (AE & VLC) & Member Secretary of the Tender Committee, O/o the Pr. AG(A&E), Meghalaya, Shillong



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**2 CONFIDENTIALITY**

The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client's business or security arrangements and/or business of the Client. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Client's information.

**3. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'**

After determining the successful bidder, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within **Three (3) days** of receipt of the same by him.

The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be binding to the contract.

**4. PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT)**

The successful bidder within ten days of the acceptance of the LoA shall execute a Performance Bank Guarantee in the form of a Bank Guarantee of any nationalized bank, which is equal to 5% of the order value in favour of **Director of Accounts and Treasuries, Government of Meghalaya** payable at Shillong.

The Bank Guarantee shall be forfeited by order of the competent authority in the event of any breach or negligence or non-observance of any term/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. The Contractor is also liable to be blacklisted by the Client in such cases. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the competent authority sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until firm's bill has been received, examined and decision is taken thereof.

- a) If the contractor is called upon by the competent authority to deposit Security and the contractor fails to provide the security deposit within the period specified such failure shall constitute a breach of the contract and the competent authority shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
- b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the Client, which may have been issued to the contractor

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**5. INSOLVENCY**

The competent authority may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

If the contractor shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment if the firm be dissolved under partnership act, or

- i) If the contractor shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- ii) If the contractor commits any breach of this contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the Client and provided also that the contractor shall be liable to pay the Client for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

**6. GENERAL TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT**

The approximate number of pages to be digitized is 33 lakhs alongwith the requirement of developing DMS solution as provided in Annexure-13. However, the number of pages to be digitized can increase or decrease at the sole discretion of the authority of the Client. The selected Bidder should start the work of digitization within 15 days from the date of award of the 'Letter of Acceptance' failing which the Earnest Money deposited by the Bidder will be forfeited.

The quoted rates should also have the validity of 24 months from the date of signing of the Contract.

The Contractor shall ensure that the superior workmanship is used in execution of the work of digitization. In case if it is found at a later stage that sub-standard or inferior quality of work is done, necessary action will be taken against the Contractor including forfeiture of the Security Deposit and debarring him from quoting future bids.

The Contractor shall take all safety precautions in connection with the execution of work, failing which, the competent authority not own any liability whatsoever.

The work of digitization as per the technical specifications and instructions provided in Annexure-13 shall be carried out by the Contractor in the premises of the Office of the Principal Accountant General (A&E) Meghalaya, Opposite Governor House, Shillong for which no additional cost shall be payable. Other infrastructure facilities to be provided by O/o the PAG (A&E) are mentioned in Point 7 of Annexure – 13.

The documents to be digitized will normally be in the size of A-4/B-4/Legal/A-3 size.

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-

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calibration to capture original colors, cold light during scanning to prevent any harm to the original document.

The Contractor is expected to digitize approximately 4-5 lakh pages (which can increase or decrease at the sole discretion of the authority of the Client) **in a Month**. The overall period of completing the task will not be more than 1 year w.e.f. the date of commencement of the work. Necessary infrastructure like Scanner, etc. should be installed in the premises of the Client for undertaking the above mentioned project and the company has to bring scanners & other equipments / accessories on their own for which no freight charges will be paid by the Client. Client will provide only the space for seating arrangement of manpower/ installation of over head Scanners & electrical connection.

**The vendor should provide 3 sets of scanned data one each in a external hard disk/appropriate storage device/media.**

**Technical Requirements / standards of Digital Images\*:**

- a. 300 / 400 dpi 8 bit Grayscale in TIFF v6.0 LZW Compression (ISO 12234-2:2001)
- b. JPEG v1.02 (ISO DIS 10918-1 / **ISO/IEC 10918-5:2013**) or JPEG 2000 (ISO / IEC 15444-1:2000 / **ISO/IEC 15444-1:2016**)
- c. Searchable PDF / A ( ISO 19005:1 / **ISO 19005-1:2005** )

**Image Enhancement Activities** firms should ensure that quality of scanned images are enhanced up to the optimum level and required image enhancement activities like Deskew, Despackle, contrast ratio setting, water marking, etc. has been done on each image.

The documents of Client to be digitized are of importance and due care in handling of these documents by operators has to be ensured. Any loss or damage of the documents supplied for digitizing, may result in cancellation of the contract and the forfeiture of Performance Security.

The Company / Firm should install adequate number of over head scanners and Archive Writer or any other latest technology equipment, etc. available in this domain for completing the work of preparation of Digital image of 4-5 lakh pages (approx) **in a Month**. The Digital images are to be supplied in TIFF, JPEG 2000 and PDF (A) FORMAT in color in external Harddisk as per the standards mentioned in **Technical Requirements**. If the images are not found as per the terms and conditions of tender document the Department will have the right to terminate the contract immediately and forfeit the Performance Security.

It will be the responsibility of the firm to take the documents from the stack area with the help of respective Repository in-charges 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. The bidder has to ensure that the documents digitized are stamped as "Scanned by (firm Name, with date)"

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The documents/records are to be re-stitched/rebound again by the firm after digitizing. Necessary manpower for this should be employed by the firm itself.

No payment will be made for Digital images not found to be of satisfactory quality and the agency has to redo the digitization of the same free of cost.

**The company should deploy professionally qualified supervisors who should check the digital images before the same is handed over to Department for final checking. The Head Supervisor will be the contact point with the client regarding digitization work.**

Any sub-standard or defective digital Image/formats shall have to be replaced without any extra cost. Client decision in this regard will be final. It may be ensured that the digital images are as per above mentioned technical standard.

Meta Data of the all the digitized files, in searchable format, should be prepared in prescribed format. Design of the data base/Field for preparing Meta Data will be supplied by Client. The decision of Client in this regard will be final. If any error is found in metadata, the firm has to redo it free of cost.

While on the assignment, the firm will not make or retain any Digital/microfilm copy of the documents/records for any purpose whatsoever.

**In case of loss of or damage to the documents/records, or the firm found to be retaining any digital copies of the documents/records and delay in completing the job as per the requirement of Client, the Performance Security money deposited by the firm will be forfeited.**

**7. CONTRACTOR'S LIABILITY**

The Contractor shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor.

The Contractor shall not be liable in any way whatsoever and the Client hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly consisting of, caused by, resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever (including but not limited to Computer Virus) unless such loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to the negligence or default of the Contractor or any of its employees engaged in the provision of the Contract to the Client.

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The Contractor shall not Sub-Contract, transfer or assign the contract or any other party thereof without prior written permission of the Client. In the event of the contractor contravening this condition, Client shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the Client may sustain in consequence or arising out of such replacing of the contract.

**8. PAYMENTS**

No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

Payments shall be made for the Contract after completion of the work in all respects. All payments shall be made by NEFT only, after deducting TDS, as per the rules of the Government and as applicable from time to time.

Competent Authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the tender document.

The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

The Contract cost shall be final and binding. The prices shall be valid for a period of 24 months. No price escalation shall be entertained by the Client on any account whatsoever. Client shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made.

**Liquidated Damages:** Time is of essence in this project. If the selected firm / Bidder fails to complete the Project / Assignment in stipulated time specified under the Tender Document, then liquidated damages / penalty at the rate of 1% (One percent) of the contract value (excluding taxes) per fortnight subject to maximum of 5% of the contract value (excluding taxes) will be deducted from the due payment of the bidder or from the performance security / performance guarantee as the case may be.

**9. TRIPARTITE AGREEMENT**

The Project is financed by Government of Meghalaya & the successful vendor will be required to enter into a Tripartite Agreement involving the Vendor/Contractor, Finance Department of Government of Meghalaya and Pr. Accountant General (A&E) Meghalaya, Shillong.

**10. PENALTY**

In case of breach of any condition of the contract and for all type of losses caused, the Contractor shall fully indemnify the office of the Pr AG(A&E) Meghalaya, Shillong for such losses.

In cases of negligence in performing duties, as stipulated herein the Annexures or as agreed in the Contract by the Contractor, the competent authority shall be at liberty to get the work done from somewhere else at the cost and risk of the Contractor and shall make deductions from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Director of Accounts & Treasuries, Meghalaya, Shillong.

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The powers of the Tendering Authority under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of performance security deposit.

**11. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES**

“Force Majeure” shall mean any event beyond the control of Client or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
- (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but no more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

the date of commencement of the event of Force Majeure;

the nature and extent of the event of Force Majeure;

the estimated Force Majeure Period,

reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.

the measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.

any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

**12. GOVERNING LAWS AND SETTLEMENT OF DISPUTE**

Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved mutually between the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the parties in accordance with the provisions of the

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Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Shillong and the award of the arbitrator shall be final and binding on the parties.

**Jurisdiction of Court :** This Contract is governed by the laws of ‘Republic of India’ and shall be subject to the exclusive jurisdiction of the courts in Shillong.

**13. TERMINATION**

- 13.1 This Contract may be terminated by the Client in case the Contractor is found in material breach of its obligations under this Contract Agreement. In the event of breach of the Terms and Conditions of the contract, the contract shall be terminated and nothing shall be payable by the Client. The Client shall also blacklist the Contractor and forfeit the performance security for its breach of terms and conditions of the Contract.

**14. DISCLAIMER**

The relatives / near relatives of employees of the Client are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their spouse.
- (c) The one is related to the other in the manner as father, mother, son(s), son’s wife (daughter-in-law), daughter(s) & daughter’s husband (son-in-law), brother(s) & brother’s wife, sister(s) and sister’s husband (brother-in-law)

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**ANNEXURE-5**

**SCHEDULE OF WORKS/ REQUIREMENTS**

**The schedule of works / requirements is detailed in clause 6 of Annexure 4 of the tender document.**

Date:

(SIGNATURE OF BIDDER)

Place:

(OFFICIAL SEAL)  
FULL NAME & DESIGNATION



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**ANNEXURE-6**

**PRICE BID**

Name of Bidder.....

**Digitization as per Technical Requirements mentioned in Tender Document: (rate inclusive of all taxes)**

Sl. NO	Section	Name of records	Meta data fields	Size	Files	Avg. Pages	Total Pages (apprx)	Unit Rate	Total Cost
1	Pension	Service Books & Pension Forms	PPO/GPO/ CPO No. File ID,	A4/Legal	40000	50	2000000		
2.	GPF	Ledger Cards	Account No. & Name	32cm X44 cm	40100	10	401000		
3.	GE	Entitlement Register of Govt Servant	GE Name/Unique ID	34 cm x 44 cm	370	250	92500		
4.	GE	Personal Files	Name of Person	A4	4952	168	834350		
							3327850	Total Cost:-	

Date :

(SIGNATURE OF BIDDER)

Place:

(FIRM'S OFFICIAL SEAL)  
FULL NAME & DESIGNATION

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA  
NEW DELHI**

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**ANNEXURE-7  
BID SECURITY FORM  
(To be used for EMD in case submitted by Bank Guarantee)**

No..... Date.....  
To

**Director of Accounts and Treasuries  
Department of Finance, Government of Meghalaya,  
Nokrek Building, Lower Lachumiere,  
Shillong – 793 001**

Whereas M/s.....(Hereinafter called “the bidder”) has submitted its bid dated.....for digitization work under Tender No...../GS/..... dated ..... KNOW ALL MEN by these presents that WE .....of having our registered office at ..... (Hereinafter called ‘the Bank’) are bound unto The Owner in the sum of Rs 1,00,000/- (Rupees One lakh only) for which payment will and truly to be made of the Owner, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligations are:

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Owner, during the period of bid validity.
  - (a) fails or refuses to execute the Contract, if required;  
OR
  - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.  
OR
  - (c) fails or refuses to perform their duties fully or partially to the satisfaction of the Owner.

We undertake to pay the Owner up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the Owner will not justify the demand of the amount claimed by it is due to it owing to the occurrence of any one or both of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified in ..... of the Bid document up to 90 days and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Name & Signature of witness

Address of witness Signature of the Bank

Authority Name

Signed in capacity of

Full address of Branch

Tel No. of Branch

Fax No. of Branch

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**ANNEXURE-8  
TECHNICAL BID FORM**

1. Name of the firm.....
2. Name of the authorised person submitting the Bid “Shri/Smt.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....  
.....
5. Address of the firm .....  
.....  
.....
6. Tel no. with STD code (O).....(Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address.....
11. Registration & incorporation particulars of the firm:
  - i) Private Limited
  - ii) Public Limited
  - iii) Any other – Please specify.....
12. Name of Director(s).....
13. Email ID of Director (s).....
14. Mobile Number of Director (s).....
15. Bidder's bank, its address and current account number .....  
.....  
.....
16. Permanent Income Tax number, Income Tax circle .....
17. GST No. ....

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18. Particulars of EMD

Demand Draft / Bank Guarantee No.....

Date.....

Name of bank.....

Address of Bank.....

Validity of BG/DD.....

**Details of Documents submitted**

1.	Earnest Money Deposit	Yes/No
2.	Copy of PAN	Yes/No
3.	Copy of GST	Yes/No
4.	Copies of Last three years Balance Sheet	Yes/No
5.	Copies of ITR for the last three years	Yes/No
6.	Annexure-2	Yes/No
7.	Annexure-8	Yes/No
8.	Annexure-9	Yes/No
9.	Annexure-10	Yes/No

Dated Signature of Bidder with Stamp.....

Name of the Bidder.....

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**ANNEXURE-9**

**UNDERTAKING**

(Notarized Affidavit to be executed on non judicial stamp paper of Rs.10/-).

**A copy of Affidavit same should be delivered alongwith other documents as per the timelines of the tender document.**

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document No.....dated.....and undertake to comply with them unconditionally.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. That I/We give the rights to the competent authority to forfeit the Earnest Money/Security money deposit submitted by me/us in case of breach of conditions of Contract and take action for blacklisting my/our agency.
4. That I/We also give rights to the competent authority to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fail to accept the work order and/or execute the contract agreement, or in cases of negligence in executing the contract, or in case of breach of contract.
5. That I/We also give rights to the competent authority to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fail to submit the performance bank guarantee in accordance with the terms and conditions of the tender document / contract agreement / Letter of Acceptance.
6. That I/We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
7. That I hereby undertake to provide the services as per the directions given in the tender document/contract agreement.

**Place:**

**Date:**

Dated Signature of Bidder alongwith Stamp.....

Name of the Bidder.....

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**ANNEXURE-10**

**(Notarized Affidavit to be executed on non judicial stamp paper of Rs.10/-).  
A copy of Affidavit same should be delivered alongwith other documents as per the  
timelines of the tender document.**

- (i) That I, the undersigned that my firm has not been convicted of an offence under the Prevention of Corruption Act, 1988.
- (ii) That my firm has not been convicted under the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (iii) That I hereby certify that none of my relative(s) as defined in the tender document is/are employed in this department as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, competent authority shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

**Place:**

**Date:**

Dated Signature of Bidder alongwith Stamp.....

Name of the Bidder.....

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**ANNEXURE-11  
PERFORMANCE BANK GUARANTEE**

(To be executed on non Judicial stamped paper of an appropriate value)

Date : .....

Bank Guarantee No : .....

Amount of Guarantee : .....

Guarantee Period : From ..... to.....

Guarantee Expiry Date : .....

Last date of Lodgement : .....

**WHEREAS** Office of the Director of Accounts and Treasuries, Finance Department, Government of Meghalaya, in short 'DAT' (as the party on behalf of Government of Meghalaya) having its office in Shillong – 793 001 which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [*Please insert date of acceptance of the letter of acceptance(LoA)*] ("**Contract**") with [*insert name of the Successful Bidder*].....(hereinafter referred to as the "**Contractor**") which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for Digitization Work shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [*insert reference number of the Tender Documents*] dated [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

**AND WHEREAS** one of the conditions of the Contract is that the Contractor shall furnish to the DAT a Bank Guarantee from a scheduled bank in India having a branch at Shillong for an amount equal to 10% (ten percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "**Guaranteed Amount**") against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Warranty Period including any extension thereof.

**AND WHEREAS** the Contractor has approached [*insert the name of the scheduled bank*] (here in after referred to as the "**Bank**") having its registered office at [*insert the address*].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the DAT without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the

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Contractor merely on a demand raised by the DAT stating that the amount claimed is due to the DAT under the Contract. Any such demand made on the Bank by the DAT shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the DAT in such Demand. The DAT shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the DAT by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the DAT shall surrender the current PGB to the bank for amendment in price.

- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding *[figure of Guaranteed Amount to be inserted here]*.....  
.....only).
- (iii) The DAT will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the DAT under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the DAT to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the DAT in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Shillong for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.
- (ix) Unless a Demand under this bank guarantee is filed within the stipulated period from the date of expiry of this bank guarantee all the rights of the DAT under this bank



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guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.

- (x) However, in the opinion of the DAT, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfils its obligations under the Contract.
- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted] ..... granted to him by the Bank.

Date:

Bank

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank

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**ANNEXURE-12**

(Letter of Authorisation for attending Bid Opening)

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING  
(To reach on or before time of bid opening (Technical and Financial))**

To

The Deputy Accountant General (AE & VLC) & Member Secretary of the Tender Committee  
Office of the Principal Accountant General (A&E), Meghalaya, Shillong

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in  
the Tender No. \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of \_\_\_\_\_ (Bidder)  
in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
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I.

II.

Alternate Representative

Signatures of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the Bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received

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**ANNEXURE – 13**

**Detail Technical Specifications and Important Instructions**

**1. Collection & Preparation of Documents**

The documents should be collected, on a regular basis under the supervision of an Officer, scanned at the Office site. Scanning will be done through an Overhead Scanner in its present position without disturbing the contents. After scanning they should be arranged in the same manner as they were received & returned the same day.

- a. **Document & batch Preparation:** Inspecting & separating documents, grouping documents into categories & designating the beginning & end of documents and batches.
- b. **Document return & hands off:** The documents should be returned back to the concerned Department's Officer with a check being done again for the integrity of the documents being returned.

**2. Quality of scanning**

Vendor will do the scanning in suitable compressed form as per following parameters:

1. 300-600 Dots per inch (DPI) resolutions with Colours (24 bit) for brittle and very old document to maintain the originality of the document and making it searchable.
2. 300 DPI resolutions with Grey Scale (8 bit) for colour back ground documents ensuring originality and search ability of the documents.
3. 300 DPI resolution with black & white for legible documents ensuring originality and search ability of the documents.
4. Scan image should not be duplicated and all images should be in proper sequence.
5. Scan image should be cropped in a proper manner and no content should be deleted.
6. Scanned content should be required in all four format Raw TIFF, Clean TIFF, Clean JPEG and Clean PDF.

**3. Metadata:**

The Metadata of each Case file is required to be recorded in the PDF file itself. The Metadata inserted inside the PDF must conform to the XMP (Extensible Metadata Platform) specification for storing rich Metadata which enables importing of the Metadata fields directly in the Content Management System/Document Management System database. Annotations and bookmarks for the relevant pages is also required to be recorded in the PDF files and stored as separate attributes in the database for searching purposes.

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XML (Extensible mark-up Language) output of the Metadata with other details of the PDF files are also required to be simultaneously generated by the Vendor.

The PDF files generated are required to be indexed, based on criteria to be specified to facilitate so as to facilitate weeding of the digitized Case files by deleting files which are not required after expiry of the retention period.

**4. Quality Assurance:**

Every image must be readable. The best image quality should be achieved by using state of the art Scanners, Processors & quality equipment with automatic exposure control features. The minimum scanning resolution should be 300 DPI, in general. However, the vendor should increase this if required, to ensure proper readability of output image.

Field Office officials or any other officials authorized by the office will verify the number of pages, readability, search facility and other decided parameters and on acceptance the authorized officials shall verify the same.

PDF/Archives which are rejected during the verification process due to poor quality or otherwise, will be scanned again to prepare PDF/Archives file, which will again pass through verification process till it is accepted.

During this process, Office of Principal Accountant General (A&E) officials or any other officials authorized by the office shall note down the number of pages verified & passed on the Requisition, which will form the basis for making the payments. Such verified and accepted number of pages will be signed by official concerned and Company (its officials).

Officials of the Office /any other officials authorized by Office will verify digital signatures applied by Vendor before applying its own digital signatures/or verifying the scanned documents. In case company has not applied digital signatures then it will be sent back to Company for digital signatures after verification of scanning process.

A test check by internal audit wing may also be considered to check on a sample basis.

The Contractor will take care of old and torn out documents and will digitalise them after restoring the documents in the best possible manner, without damaging the same.

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5. The successful Vendor shall develop **DMS (Document Management System)** specific to the needs of the scanning & digitization of records of the Office.

**(A) Expected features of DMS:**

- a. Easy to use and Dash board interface
- b. Designed to provide an overall view of the data, users and other information.
- c. Quick search design- ensure that users get to their documents in the fastest possible way.
- d. Web client- the application can be accessed from any browser.
- e. Help option- Help file is provided with a task based approach.
- f. Import indexing data- provision for importing indexed data via CSV txt files.
- g. Tags- attach to simple text document with key words for searching.
- h. Document Notes- add notes to each document to identify information without reading the entire document.
- i. Quick search-find any record by simply entering the data in the search box.
- j. Advanced search- expand the search bar to see more options and customize the search with save facility.
- k. Sorting- sort search results
- l. Built in Word and Excel viewer- The build in MS-Word and MS excel viewer to view .doc and .xls files
- m. Print- Print one or more documents with a single click.

**(B) Security: The following security features should be available in the DMS.**

- a. Roles-Map security roles to existing designations/job profiles to decide the level of access each user has to the document repository.
- b. Share, Restrict or Assign control access by simply sharing and restricting a document from another user.
- c. Control printing and saving facility to be provided, saving to local machine, emailing by simply denying the Distribute permission for a document.
- d. Event logging/Auditing Log details about user actions like addition and modification with the Even Logging feature.

The DMS is required to be developed using open source technologies only. The Vendor shall handover the complete software solution to the scanning & digitization of records of the Office with the source code and the Intellectual Property Rights (IPR) including copyrights of the entire software solution.

DMS should have well established online support system in terms of Forums/ Blogs. Vendor should provide link for such forum/blog in compliance. The offered DMS should have open data portability and should have facility to Archive to integrate DMS with any other application in future.

Complete Software Requirement Specifications (SRS) for the entire project is required to be made available by the successful Vendor, Technology used for implementation is required to be clearly elaborated and should preferably be open source.

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**6. Ease Of Access:**

- a) The effort required to gain access to a document shall be minimal and it shall be compatible with various browsing options.
- b) It should be easy to use and should have Dash board interface. Users can search for any item via a single field interface i.e. by inserting value in Google like singlefield through a drop-down menu. Help option should be provided with a task based approach where users can learn how to perform specific tasks.
- c) Advanced search facility should be provided to see more options and customize the search with save searches facility later reuse.

**7. Required Infrastructure: (Hardware and Software)**

The Vendor should provide necessary hardware (including Server, desktop systems, Overhead image scanners, printers, etc. in sufficient quantity), application software and other infrastructure for Scanning & Digitization work at the location of the Office. The Vendor shall ensure 99% uptime for the entire solution. The hardware supplied shall be the property of the Vendor and any maintenance required in this regard shall be the responsibility of the Vendor. **No Hardware/software will be provided by the office. Only work place, Electricity, basic electrical fixtures, essential furniture for sitting arrangement required** for the set-up of the Cell will be provided by the Office. No demand from the contractor in this regard will be obligatory for the client.

**8. Set-up of Scanning Centre:**

The Vendor should install set-up of Scanning Centre in the respective field offices. All man-power required for digitization shall be provided by the vendor. Office will depute staffs for monitoring the work.

**9. Document Maintenance, Management and Accessibility :**

The scanned documents are to be stored in a structured manner for easy access and retrieval.

The selected Vendor will use open source development tools for developing all types of application software & utilities and these application software & tools shall be compatible with existing platforms.

File searching should be possible by file name, key words, author of the file and hierarchical position of the author, date created and date modified.

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## **10. Methodology**

The Vendor shall be required to independently arrive at the methodology, based on globally acceptable standards and best practices, suitable for the Office by providing state-of-art technology by using scanner/overhead non-contact scanners.

The system should necessarily integrate the following features for smooth functioning:-

The system should allow collection of information along with hierarchy. The system should allow reviewing, commenting and approving by various personnel in the hierarchy. The system should support movement of information across and within department.

The Vendor should also have to give the blue print/methodology with the capacity details, technology along-with Hardware/Software along-with details of manpower to be used for execution of scanning & digitization of records of the Office. The Vendor should have to submit the Technical Solution to the Office on the scanning & digitization of records of the Office.

## **11.Training:**

- The selected Vendor will maintain and give support for one year after the completion of the job. Office Technical Team should also be given training of all the application Software /utilities developed by the selected Vendor during the project.

Also, adequate training to the staff of the Office shall be provided by the company free of charge on the following:-

- Archival (Scanning and storing)
- Indexing
- Retrieval and printing.

**12. Contact Point:-** Tendering authority will be the sole Authority to address any query & issue related to the Tender.

**Contractor (Successful bidder who is awarded the work) will also appoint one supervisor to overall supervise the digitization work and who will be the single contact point for the client regarding the Digitization process, work and targets.**

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**13. After Job support:** After job support of digitization of existing records is over, the Bidder will continue to retain one set of hardware/software in the office, for digitization of newly created documents and training the associated staff of the office to continue doing the same work at the office level in future. 2 nos of staff needs to be deployed by the vendor to carry-out this work for 6 months.