

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I
MADHYA PRADESH, GWALIOR**

No. VLC/Scanning S.B./F-129/Tenders/2021-22/D- 87

Date: 26.11.2021



**OFFICE OF THE PRINCIPAL ACCOUNTANT
GENERAL (A&E)-I MADHYA PRADESH, GWALIOR**

Lekha Bhawan, Jhansi Road

Gwalior – 474 002

Website: <https://cag.gov.in/ae/gwalior-i/en>

**Tender for Scanning of
Service Books**

TENDER NOTICE

Tenders for "SCANNING OF SERVICE BOOKS" are hereby invited from the vendors by O/o the Principal Accountant General (A&E)-I Madhya Pradesh, Gwalior through the tendering process. The tender documents can be downloaded from this office's

Website: <https://cag.gov.in/ae/gwalior-i/en>

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-'A'**. Format of Technical Bid mentioned at **Annexure-'B'**, format of financial bid mentioned at **Annexure-'C'**. The detailed scope of work is specified below.

The tender document containing "Technical bid" and "Financial bid", complete in all respect should be by hand on or before 20/12/2021 up to 3:00 PM which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid.

This office reserves the right to reject all or any of the bids/tenders without assigning any reason thereof. The bid which is conditional/ incomplete/ belated will not be entertained.

TENDER DOCUMENT

- 1. Name and Address of the party** : **O/o the Pr.AG (A&E)-I Madhya Pradesh, Gwalior, Lekha Bhawan, Jhansi Road, Gwalior -474002**

- 2. Tender Document for** : **Scanning of Service Books**

- 3. Last Date & Time for submission of Tenders** : **20/12/2021 up to 3:00 PM**

- 4. Technical bid to be opened on** : **21/12/2021 at 11:00 AM**

- 5. Financial bid to be opened on** : **21/12/2021 at 12:00 PM**

- 6. Place of submission of Tender** : **In a drop-box placed in Sr. Dy. Accountant General (Admn.) Secretariat, 1st Floor, Block-A, O/o the PAG (A&E)-I Madhya Pradesh, Gwalior, Lekha Bhawan, Jhansi Road, PIN - 474002**

SCOPE OF THE SCANNING OF SERVICE BOOKS

The Service records of the Gazetted employees and Non-Gazetted employees working in this office have to be scanned. There are about 350 service books kept in this Office involving work of scanning of about 31,000 A4 size pages and 4500 A3 size pages. The scanning is to be done at this office. The duration of the agreement is for single time.

1 Pre-Scanning Activities

- i. Documents are kept at this office.
- ii. Documents are to be collected from the Sr. AO, DDO and entered into the log register (format should be prepared by the successful vendor during document signing) before taking to the scanning area on which both, officer/section/in-charge concerned and contractor supervisor should sign.
- iii. The documents are required to be scanned at the specific location within the office.
- iv. Since most of the documents are old and are not in good physical condition, documents are required to be repaired if not in condition fit for scanning. Vendor is required to handle these documents carefully.
- v. It shall be the responsibility of vendor to take care of the protection and security of documents. In case of loss of any documents, appropriate remedy including penalty may be imposed on the vendor for the loss suffered. Decision on assessing the damages and finalizing the appropriate remedial measures shall be taken by this office.
- vi. The vendor will make arrangement for proper scanning being carried out and shall be reporting to the in charge officer concerned. The progress of scanning on **daily basis**.
- vii. Scanning agency should also ensure that there is no data breach at their end.

2 Scanning of Files:

The vendor will collect all documents mentioned in the scope of work from the concerned section and return them to the concerned section after successful scanning of the same.

Scanning-

- i. Receiving service books by the contractor from staff of this office after counting and entering details in the log register.
- ii. Preparing the service books for scanning purpose, i.e. removal of tags, pins, etc.
- iii. The documents/pages etc. of different sizes (A4/A3/Legal etc.) are required to be transformed/converted into digital format (both images and pdf) and archived with proper indexing for easy retrieval.
- iv. The pages to be converted in requisite format will have to be cleaned before scanning.

- v. Numbering of pages has to be done before scanning.
- vi. **The scanned images should be in TIFF format at early stage and final copy should be in searchable PDF-A file format. The PDF files should be compressed.**
- vii. The output should be provided in set of two DVDs/HD (provided by the contractor/bidder)
i.e. one will contain Raw TIFF Images and other enhanced, searchable PDF-A.
- viii. The original document is fragile and likely to be lost in the near future, extremely valuable documents where re-digitization is problematic, requires high quality prints (usually 300 DPI with lighting and colour lossless compression).
- ix. Records may be scanned using flatbed scanner/book scanner. While scanning, the important parameter is DPI (dots per inch), which has to be precisely set. In general, the following minimum specifications should be adopted while scanning.
 - a) 300 DPI (In case legibility of the characters is not proper, the bidders scan at higher DPI).
 - b) Image Enhancement - Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc. shall have to be carried out on each image for optimum images clarity.
 - c) Image orientation should be upright.
 - d) Image should be clean and free of noise.
 - e) No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
 - f) Image should not be skewed or warped.
 - g) The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.
- x. The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and colour), and the ability to reproduce pages in their correct (original) sequence.
- xi. A file-naming scheme database - The files name must be Employee Id & Employee Full Name.
- xii. The vendor shall be responsible for preparing the documents for scanning purpose, i.e. cleaning of documents; remove dust, taking them out of shelves and putting them back at its place, paging etc.
- xiii. In case of any damage to content, same should be informed to the in charge officer concerned without delay by the vendor.
- xiv. The scanning solution should provide support for automatic document quality analysis so that any bad quality document doesn't get uploaded to the repository.

3. Image Enhancement and Quality Check of Scanned Images

All scanned images should clear this Quality Check (QC). QC activities in this stage are: • Vendor should check scanned records for DPI, Image Quality, Format, Noise removal etc.

- Vendor should do 100% on screen validation for all scanned images.
- Vendor should check for the quality of the image.
- The image should not be too dark/too light.
- The image should not have been captured under improper Lighting.
- The image should not be cropped from any side.
- The orientation of the image should be right.
- The image should be in correct colour mode.
- The colour is consistent in all the images and not patchy.
- The image should not be skewed.
- The image should not be blurred.
- The image should not have any excessive noise.
- There should not have any data loss due to folds.
- There should not be any data loss due to tight binding and bulge at the centre.
- There should not be extra darkness at the edges.
- Vendor should also check that all records obtained from the department have been scanned and no document has been missed out.

4. Handover of documents (back to department officials)

After completing quality check of scanned images, all the documents should be handed over back to this office in their original condition with a **small water mark stamp of "scanned"**.

5. Delivery of Final Outputs

The vendor will submit the following final deliverables to this office:

- List of Scanned documents along with details like Employee ID & Employee Full Name and other details.
- Scanned documents in DVD's (two sets for each service record) as well as in External Hard Drives, to be provided by the agency vendor, in both Image and PDF format as is stated above.

6. Other Responsibilities of the executing Agency Vendor

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

1. Maintaining confidentiality about work.
2. Safe handling of files used for scanning. While handling files, proper care is to be taken, so vendor should deploy only experienced scanning operators.
3. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.

4. No use of ink or felt tip pens or markers, coloured pencils, crayons, etc.
5. Keep work spaces free of food and drink items.
6. Close files and cover collection items when leaving work area.
7. The data/ images shall be the property of this office and the vendor will have to supply two copies of the same on DVD. (DVD shall be supplied by the vendor) Data/images will not be erased without written permission of the competent authority of this office.

INSTRUCTIONS ON THE PREPARATION OF TECHNICAL BID:

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The person signing the tender shall be deemed having the authority to sign the tender on behalf of the said company. A Letter of Authority has to be attached.
2. Proofs of Income Tax, GST Registration number (As applicable): Self attested copies have to be attached.
3. The company/firm should be in existence and should have been in operation for a period of at least 1 year. The company/firm has to produce Certificate of Incorporation/Registration.
4. The bidder should not have any of their contracts terminated or blacklisted in the last one year by any State or Central Government / PSU/ BFSI/ Private Sector. (Self-attested certificate to be submitted)


26/11/21
Sr. Accounts Officer/VLC

ANNEXURE-'A' – (TERMS AND CONDITIONS)

1.	Tender documents should be downloaded from website https://cag.gov.in/ae/gwalior-i/en as per the dates mentioned in the tender document
2.	Late submission will not be entertained.
3.	Last minute submission should be avoided. As such O/o the PAG (A&E)-I MP Gwalior will not be responsible for any failures in submission of bids.
4.	The vendors are expected to examine all instructions, forms, terms and other information in the tender document.
5.	Tender shall be submitted under Two Bid System viz. Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid's being rejected.
6.	Incomplete or conditional bids will be summarily rejected.
7.	If any vendor does not qualify in technical evaluation, the financial Proposal of the vendor shall not be opened.
8.	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
9.	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose services qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes. The lowest evaluated valid quotation will be selected.
10.	The payment will be released after the completion of services to be provided.
11.	If the tender-opening day happens to be holiday, the same will be accepted and opened on the next working day.

ANNEXURE 'B' (TECHNICAL BID FORMAT)

**O/o the PAG (A&E)-I MP Gwalior's Tender No. VLC/Scanning S.B./F-129/Tenders/2021-22/D- 87
Dated 26.11.2021**

Sr.No.	Particulars	Remarks/Details (Page No.)
1.	Name Of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3.	Status of Applicant (proprietorship/partnership firm/Pvt. Ltd.Co./Public Ltd Co.)	
4.	Copy of registration certificate to be attached	
5.	Certified copy of the turnover of Agency/CA certificate Applicant during last financial one year	
6.	PAN No. (copy will be attached)	
7.	GST No. (copy will be attached)	

Signature & Seal of the Bidder

Date :

DECLARATION

2. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and O/o the PAG (A&E)-I MP Gwalior on the basis of the information given by me/us can be treated as invalid and I/we will be solely responsible for the consequences.

3. I/We agree that the decision of O/o the PAG (A&E)-I MP Gwalior in selection of successful bidders will be final and binding to me/us.

4. All the information furnished by me/us above hear is correct to the best of my/our knowledge and belief.

5. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us hear in above and/or in the accompanying sheets.

Place:

Signature:

Date:

**Name & Designation
& Seal of the Company**

ANNEXURE-C

**O/o the PAG (A&E)-I MP Gwalior's Tender No. VLC/Scanning S.B./F-129/Tenders/2021-22/D- 87
Dated 26.11.2021**

FINANCIAL BID:

A. Cost of scanning per page of service records/files as described in this document:

Cost of scanning of one page (in Rs) _____ (Inclusive of all
taxes, levies & charges)

Period of validity of quotation:

It is further certified that all costs including scanning, DVD's, hardware etc other than that specifically provided for as per the terms of this document, if any, have been included in the cost.

Signature of the authorized person
on behalf of the Service Provider

: _____

Full Name of Service Provider

: _____

Seal :

Place:

Date: