

Based on the Pre- Bid meeting held on 05.10.2020, the Tender Document Version 2.0 (Ref: ELCOT/DIGITIZATION/33328/2020, due on 11.11.2020) is prepared and uploaded on the websites.

1. Documents Format for Technical Bid
2. Excel Format for Price Bid.

The Bidders are requested to download this Tender Document Version 2.0 only and submit both Technical and Price Bids on or before due date of 11.11.2020, through e-Tender Portal.

	<b>Electronics Corporation of Tamil Nadu Limited</b>
<b>Rate Contract Tender</b>	
	<b>Rate Contract Tender for Digitization of Old Records / Documents, Microfilming and Conversion of Microfilm into Digital Records and Scanning of Palm Leaf Manuscripts etc,</b>
	<b>Tender Ref.: ELCOT/PID/DIGITIZATION/33328/2020</b>

## Table of Contents

Know your Rights .....	5
Letter of Undertaking .....	6
1. Introduction .....	8
2. e-Tender Schedule .....	9
3. Eligibility Criteria .....	10
4. General Instructions .....	11
4.1 Details to be Furnished .....	11
4.2 Letter of Authorisation .....	11
4.3 Clarifications and Amendments .....	12
4.4 Contacting Tender Inviting Authority.....	12
4.5 Force Majeure .....	12
4.6 Black List .....	13
4.7 Dispute and Jurisdiction Clause .....	13
5. Bid Preparation and Submission .....	14
5.1 e-Tender Procedure .....	14
5.2 Two Part Bidding .....	14
5.3 Technical Bid Form .....	15
5.4 Price Bid Form .....	15
5.5 Bid Closing Date & Time .....	16
5.6 Cost of Bidding.....	16
5.7 Tender Document Fee .....	16
5.8 Earnest Money Deposit (EMD).....	16
5.9 Portal Charges .....	17
5.10 Letter of Authorization .....	17
6. Tender Opening and Evaluation .....	18
6.1 Technical Bid Opening.....	18
6.2 Tender Validity .....	18
6.3 Initial Scrutiny.....	18
6.4 Clarifications by ELCOT.....	19
6.5 Suppression of Facts and Misleading Information.....	19
6.6 Tender Evaluation.....	19
6.6.1 Part- 1 Technical Bid Evaluation.....	20
6.6.2 Part -2 Price Bid Evaluation .....	20
6.7 Negotiations .....	21
6.8 Award of Contract .....	21
6.9 ELCOT Reserves the Right to: .....	21
7. Execution of Work.....	23
7.1 Acceptance of Tender and Withdrawals .....	23
7.2 Letter of Acceptance (LOA) .....	23
7.3 Security Deposit (SD) .....	23
7.4 Execution of Agreement.....	24
7.5 Release of Firm Work Order .....	25
7.6 Refund of EMD .....	25
7.7 Release of SD.....	25
7.8 Termination of Contract .....	25
7.8.1 Termination for default.....	25

7.8.2 Termination for Insolvency.....	26
7.8.3 Termination for Convenience.....	26
7.9 Assigning of Tender whole or in part .....	26
7.10 Other Conditions .....	26
7.11 Billing .....	27
7.12 Forfeiture of EMD and SD .....	27
8. Scope of Work .....	28
8.1 Digital Scanning & Microfilming for Various Government Department.....	28
8.2 Digital Scanning of Old Records / Documents: .....	28
8.3 Handling of Old Records / Documents for Digital Scanning .....	29
8.4 Scanning of Palm leaves .....	30
8.5 Scanning of Coins.....	30
8.6 Scanning of Photo Negative and Positive Films/Slides .....	30
8.7 Scanning of Photographs .....	31
8.8 Scanning of Inscriptions, Copper Plates, Wooden Paintings, Paintings and Drawings, Canvas Paintings, Glass Negatives etc.: .....	31
8.9 Digital Photography of Coins, Inscriptions, Copper Plates, Wooden Paintings, Paintings and Drawings, Canvas Paintings:.....	32
8.10 Scanning of Maps .....	32
8.11 Storing the Images in Electronic Media .....	32
8.12 Microfilming: .....	33
8.12.1 Microfilm Roll (35mm Roll) conversion from Digital Record: .....	33
8.12.2 Microfiche Conversion from Digital Record: .....	33
8.13 Conversion of Microfilm into Digital Records: .....	34
8.14 Indexing .....	34
8.15 Conversion of PDF to Flip Book (Optional).....	35
8.16 Archival and Retrieval Software (Optional).....	35
8.17 Deliverables: .....	36
9. Payment Terms.....	38
10. Liquidated Damages .....	39
11. Model Form of Contract .....	40
12 Bank Guarantee Format .....	48
Technical Bid (Envelope-A) .....	50
T1. Profile of the Bidder(s).....	51
T2. EMD Particulars.....	51
T3. Compliance with Eligibility Criteria.....	52
T4. Details about Provident Fund Annual Returns for three years: .....	54
Price Bid (Envelope - B) ANNEXURE – I (Excel Format in Line Items A to U ) .....	55

**Acronyms used in the Document**

<b>EMD</b>	<b>Earnest Money Deposit</b>
<b>DD</b>	<b>Demand Draft</b>
<b>DSC</b>	<b>Digital Signature Certificate</b>
<b>BG</b>	<b>Bank Guarantee</b>
<b>LD</b>	<b>Liquidated Damages</b>
<b>SD</b>	<b>Security Deposit</b>
<b>LOA</b>	<b>Letter Of Acceptance</b>

**Important Notice**

This Tender process will be governed by The Tamil Nadu Transparency in Tenders Act 1998 and The Tamil Nadu Transparency in Tenders Rules 2000 as amended from time to time.

In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act 1998 and The Tamil Nadu Transparency in Tenders Rules 2000, the Act and Rules shall prevail.

## **Know Your Rights**

The bids submitted online within the due date and time will be opened on the scheduled date and time in the presence of the bidders who are present.

The bidders have the right to insist on processing of technical bids in the bidders presence only.

Price bids of the technically qualified bidders will be opened in the presence of the technically qualified bidders who are present.

Vendors / bidders are eligible for a vendor signed copy of the price bid comparison statement on the spot.

Please insist on your rights and avail the same.

Managing Director  
ELCOT

**Letter of Undertaking**

To

The Managing Director  
Electronics Corporation of Tamil Nadu Limited  
692 Anna Salai,  
Nandanam, Chennai – 600 035  
Sir,

Sub: Undertaking for participating in ELCOT's Tender - Regarding.

Ref: Tender No. ELCOT/PID/DIGITIZATION/33328/2020

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I / We ----- have gone through the Terms and Conditions, Scope of Work and will abide by them as laid down (Tender Documents, Technical Bid and Price Bid)

I / We ----- hereby confirm that our Company was not blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years. We also hereby confirm that our EMD/SD was not forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, non-compliance with the tender conditions etc.

I / We ----- hereby declare that all the particulars furnished by us in this Tender are true to the best of my/our knowledge and we understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

I / We \_\_\_\_\_ certify that we are liable and responsible for any disputes arising out of Intellectual Property Rights.

**In case of violation of any of the conditions above, I/We ..... Understand that I/We are liable to be blacklisted by ELCOT for a period of three years.**

Yours faithfully

for \_\_\_\_\_

Signature:

Name,

Designation,

Seal.

**Note:**

- 1) Declaration in the Company's letter head should be submitted as per format given above.
- 2) If the bidding firm has been blacklisted by any State Government/ Central Government/ Public Sector Undertakings earlier, then the details should be provided.



## 1. Introduction

The Government of India / Tamil Nadu Government Old Records / Documents / Books preserved in various Departments are to be digitized and from the digital images Negative and Positive Microfilm copies are prepared to be with the help of Archives Writer / Microfilm processor (Digital Data to Microfilm Media). Scanning of Old Records will be in various sizes ranging from A0 to A4 in stitched files / volumes in printed format. It has been proposed to this is for Digital Scanning and Microfilming of Mended records.

At present the digitization requirements is from the Departments of Tamil Nadu Archives and Historical Research, CMDA, Department of Archaeology and V.O.C. Port etc.,. However, that the requirements may come from other Departments also. It is a Rate Contract Tender hence, we may use the Rate Contract Price to meet customer demand in future during the rate contract period. ELCOT does not guarantee the minimum / maximum quantity of work for the Successful Bidder.

## 2. e-Tender Schedule

### ELECTRONICS CORPORATION OF TAMILNADU LIMITED (ELCOT)

1	Tender Inviting/Accepting Authority, Designation and Address	The Managing Director, ELCOT, II Floor, MHU Complex, 692, Anna Salai, Nandanam, Chennai-600 035. <a href="http://www.elcot.in">www.elcot.in</a> , <a href="mailto:md@elcot.in">md@elcot.in</a> , <a href="mailto:projects@elcot.in">projects@elcot.in</a>
2	a) Name of the Work	Rate Contract for Digital Scanning of Old Records/Documents, Microfilming and Conversion of Microfilm into Digital Records and Palm Leaf Manuscripts etc., for various Government Departments and upload the Digital Images into their Website.
	b) Tender Reference	<b>ELCOT/PID/DIGITIZATION/33328/2020</b>
	c) Place of Execution	In the premises of the User Department throughout the State of Tamil Nadu.
3	a) Tender Documents available place	Tender documents can be freely downloaded from <a href="https://tenders.elcot.in">https://tenders.elcot.in</a> , <a href="http://www.elcot.in">www.elcot.in</a> and <a href="http://www.tenders.tn.gov.in">www.tenders.tn.gov.in</a> till closing date and time of the tender. The tender document fee is waived for downloading the tenderdocuments from these sites.
	b) e-Tender Portal Charges	For every Tender submitted through e-Tender, a portal charge of Rs.10,000/- (Rupees Ten Thousand Only) should be paid electronically through their respective internet banking enabled account or NEFT/RTGS to the account of ELCOT. ELCOT Account No:400381773, IFSC Code:IDIB000N078 Indian Bank, Nandanam Branch
4	Earnest Money Deposit	<b>INR 1,50,000/-</b> (Rupees One Lakh Fifty Thousand Only) should be paid electronically through their respective internet banking enabled account or NEFT/RTGS to the account of ELCOT at the address mentioned in 3 (b) above.
5	Tender submission	Two Part Tender comprising Technical Bid and Price Bid should be submitted electronically through e-Tender <a href="https://tenders.elcot.in">https://tenders.elcot.in</a>
6	Bid Signing	Bidders should possess valid Class2/Class 3 – Digital Signature Certificate having Digital Signing and Encryption keys to submit the Bids online.
7	Help Manuals for e-Tender	Bidders may download the help documents and user manuals from <a href="https://tenders.elcot.in">https://tenders.elcot.in</a>
8	Date and Place of Time of e-Portal Training and Pre-Bid Meeting	<b>05.10.2020 @ 11.00 A.M.</b> at the address mentioned in Column (1) above.
9	Due Date, Time and Place of submission of Tender.	<b>11.11.2020 at 3.00 P.M.</b> at the address mentioned in (1) above
10	Date, Time and Place of Opening of the Technical Bids.	<b>11.11.2020 at 3.15 P.M.</b> at the address mentioned in (1) above

11	Date, Time and Place for Opening of Price Bids	Will be intimated to the Technically Qualified Bidders only.
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### 3. Eligibility Criteria

The Bidders should have the following Eligibility for participating in the Tender. The Bidders should enclose documentary evidence for fulfilling the Eligibility in the Technical Bid. If a bidder fails to enclose the documentary proof for eligibility, their bid will be summarily rejected.

#	Eligibility Conditions	Documentary Proof to be submitted
1.	The Bidder should be a Company or Partnership Firm or Proprietorship Firm registered in India and should be in the field of business of Scanning / Software / Microfilming of Old Records or Documents at least for the last Three years as on 31/03/2020.	<ul style="list-style-type: none"> <li>● Copy of the Certificate of Incorporation / Registration issued by the relevant statutory authority should be submitted</li> <li>● Copy of the Work Orders or Agreements for the last Three years on or before 31.03.2020</li> </ul>
2.	Bidder should have an average annual turnover of <b>Rs.5 Crore</b> in the last three audited years. The bidder must enclose the audited annual report for the last three financial years.	<ul style="list-style-type: none"> <li>● Copies of the Audited Financial Statements for three consecutive financial years for (2016-17, 2017-18, 2018-19) should be submitted.</li> </ul>
3.	Bidder should have executed one single work order in any of the State/Central Government Organisation/PSU/Boards/Government Projects in the respective category in the last three years as on 31.03.2020 <b>1. Scanning of Old Records/Documents for the value of Rs.10 Lakhs,</b> <b>2. Microfilming / Microfiche for the value of Rs.10 Lakhs</b> <b>3. Conversion of Microfilm into Digital Records for the value of Rs.5 Lakhs</b>	<ul style="list-style-type: none"> <li>● Copy of single work order(s) or Agreements and Completion Certificates from the customers should be submitted.</li> </ul>
4	Bidder shall have a local office in Chennai or any other place in Tamil Nadu.	<ul style="list-style-type: none"> <li>● Local address proof such as copy of the house Tax Receipt /EB Bill if it is own</li> <li>● If it is Rental, copy of the Rental Agreement / Telephone Bills valid on or before 31/03/2020 should be enclosed.</li> </ul>

**Important Note.**

1) The bidders should ensure that all the supporting documents as required in the Tender document should be submitted without fail. Bids received without supporting documents to prove their Eligibility are liable for rejection.

2) The bidders for Digitization / Software / Microfilm conversion should meet the above eligibility entire in the **respective field**.

**4. General Instructions****4.1 Details to be Furnished**

- The Tender should be filled by the Tenderer in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the tender, the English translation shall govern.
- The Bidder should enclose the Company's Profile, Turn Over and Audited Financial Statements for the past 3 years signed and authenticated by Statutory Auditors of the bidder company in original along with the Tender Form.
- The Bidder should submit the cost in the Bid Form given in the Tender. The cost should be indicated clearly. The Bidder should attest with full signature if any scoring or overwriting. The cost quoted should be firm and should not be subjected to any variation clauses.
- ELCOT shall not pay any increase in duties, taxes and surcharges on account of any revision by the Government either Central and / or State after expiry of the stipulated contract period.

**4.2 Letter of Authorisation**

A letter of Authorisation from the Board of Directors or Managing Director of Bidder's Organisation or Power of Attorney authorising the Tender submitting authority should be submitted in the Technical Bid. The Bids received without the letter of Authorisation or Power of Attorney will be summarily rejected.

### 4.3 Clarifications and Amendments

- a) A prospective Bidder requiring any clarification in the Tender may notify ELCOT by letter or by Fax or by E-mail to [md@elcot.in](mailto:md@elcot.in) with a copy to [projects@elcot.in](mailto:projects@elcot.in)
- b) The responses to the clarifications will be notified in the websites by means of Corrigendum to the Tender Document.
- c) No clarifications would be offered by ELCOT within 48 hours prior to the due date and time for opening of the Tender.
- d) Before closing of the Tender, clarifications and amendments if any, will be notified in the websites mentioned in the Tender Schedule. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. ELCOT will not make any individual communication and will in no way be responsible for any ignorance pleaded by Bidders.
- e) ELCOT is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the Bid documents based on changes announced through the website.

### 4.4 Contacting Tender Inviting Authority

- a) Bidders shall not make attempts to establish unsolicited and unauthorised contact with the Tender Accepting authority, Tender Inviting Authority or Tender Scrutiny Committee after the opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to bring to bear extraneous pressures on the Tender Accepting Authority shall be sufficient reason to disqualify the Bidder.
- b) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from Bidders relating to the tenders submitted by them during the evaluation of tenders

### 4.5 Force Majeure

Neither the Purchaser/ELCOT nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their

respective obligations due to causes or contingencies beyond their reasonable control such as:

- Natural phenomena including but not limited to earthquakes, floods and epidemics.
- Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared, priorities and quarantine restrictions.
- Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.

#### **4.6 Black List**

- Any vendor who is blacklisted in ELCOT will not be eligible to bid for tenders in ELCOT, as per the conditions of blacklisting.
- In case show cause notice has been issued by ELCOT for poor performance, then ELCOT reserves the right to disqualify the bid submitted by such vendor.

#### **4.7 Dispute and Jurisdiction Clause:**

“Any dispute or difference, what so ever, arising between the parties to this contract arising out of or in relation to the terms of this contract shall be resolved by the parties mutually by acting in good faith towards fulfilling the contract and for this purpose the parties mutually agree to furnish or exchange all relevant documents, information and any other material within their special knowledge and thereby conclude their discussions between them/their representative or officers within a period of time as may be mutually agreed to say the time of commencement of the move to resolve the dispute”.

“In case the parties failed to resolve the dispute amicably within the time frame agreed and in the manner stated supra, the agreed party shall approach the court in Chennai city alone to the exclusion of all other courts to adjudicate the unresolved dispute”

## 5. Bid preparation and Submission

### 1. 5.1 e-Tender Procedure

- a) ELCOT facilitated e-Tender portal <https://tenders.elcot.in> The prospective bidders should register themselves in the e-Tender Portal and Submit the Bids electronically through e-Tender portal. The paper based physical Tender submission is not permitted.
- b) The e-Tender training session will be held on the date and time as mentioned in the Tender Schedule. The Bidders are requested to download the e-Tender help manual and user manuals from the portal for reference.
- c) It is mandatory for the Bidders to Possess a valid Class -2/Class-3 Signing and Encryption Digital Signature Certificate in the name of the tender submitting authority to complete the e-Tender Bid Process as per the provisions of Government of India IT Act 2000 with latest amendments.
- d) The Technical Bid form on word format and Price Bid form are available in spreadsheet format for downloading. The registered Bidders can login to the e-Tender system and download the Bid Forms.
- e) The Bid Forms should be filled and submitted using the Digital Signature Certificate. The supporting documents should be scanned and uploaded in the e- Tender system.

### 5.2. Two Part Bidding

Bidders should examine all Instructions, Terms and Conditions and Technical specifications given in the Tender document. Failure to furnish information required by the Bid or submission of a Bid not substantially responsive in every aspect will be at the Bidders risk and may result in rejection of Bids. Bidders should strictly submit the Bid as specified in the Tender, failing which the bids will be considered as non-responsive and will be rejected.

**5.3 Technical Bid Form**

- a) The Technical Bid Form will be in specific format which should be filled and signed using the Digital Signature Certificate (DSC) as guided by the e-Tender portal.
- b) The Technical Bid Form should not be changed or altered or tampered Otherwise the bids are liable for rejection.
- c) The Technical Bid Form should not contain any Price indications strictly, otherwise the Bids will be summarily rejected.
- d) The bidders should submit the details of the line items offered against the tender requirement, as an Technical bid (Envelope – A)

**5.4 Price Bid Form**

- a. The Price Bid Form (Envelope –B) will be in specific format which should be filled and signed using the Digital Signature Certificate (DSC) as guided by the e-Tender portal.
- b. The Price Bid Form should not be changed or altered or tampered otherwise the bids are liable for rejection.
- c. The Price Bid Form should not contain any conditional offers or variation clauses, otherwise the Bids will be summarily rejected.
- d. The Prices quoted shall be in INDIAN RUPEES (INR) only. The tender is Liable for rejection if Price Bid contains conditional offers.
- e. The cost quoted by the Bidder shall include cost and expenses on all counts viz.,cost of equipment, materials, tools, techniques, methodologies, manpower, upervision, administration, overheads, travel, lodging, boarding, in-station & outstation expenses, etc., and any other cost involved in the supply.
- f. The cost quoted by the Bidder shall be kept firm for a period specified in the Tender from the date of opening of the tender. The Bidder should keep the Price firm during the period of Contract including during the period of extension of time if any. Escalation of cost will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase of duties / taxes payable to the Government in India within the stipulated delivery period. The Bidders should particularly take note of this factor before submitting the Bids.



- g. The Prices finalised after negotiations should be kept valid during the Rate Contract period and no escalation in the final price will be entertained including reasons due to Foreign Exchange fluctuations. Exchange Rate fluctuations (Foreign Currency Rate Exchange) cannot be cited as reason for delay or dishonour of Purchase Order.

#### **5.5 Bid Closing Date and Time**

The Bids should be submitted not later than the date and time specified in the Tender Schedule or Corrigendum if published. The e-Tender portal will automatically lock the date and time exactly on the date and time. Even if the Bid submission is in half way through during the closing date and time, Submission would not be possible. Hence the Bidders should be cautious to submit the Bids well in advance to avoid disappointments.

#### **5.6 Cost of Bidding**

The Bidders should bear all costs associated with the preparation and submission of Bids. ELCOT will in no way be responsible or liable for these charges/costs incurred regardless of the conduct or outcome of the bidding process.

#### **5.7 Tender Document Fee**

Tender document may be freely downloaded from the websites as mentioned in the Tender Schedule. The Tender document fee is waived for those documents which are downloaded from the website indicated earlier.

#### **5.8 Earnest Money Deposit (EMD)**

- a) An EMD amount as specified in the Tender should be paid electronically through their respective internet banking enabled account or NEFT/RTGS to the account of ELCOT before the date and time of opening of the Tender.
- b) The Earnest Money Deposit of the unsuccessful Bidders will be returned after the acceptance of the Successful Bidder, at the expense of the Bidders within a reasonable time. The above Earnest Money Deposit held by ELCOT till it is returned to the unsuccessful Bidders will not earn any interest therefor.

- c) The Earnest Money Deposit of the Successful Bidder will be adjusted towards Security Deposit against the first LOA and the balance amount if any will be returned only after the finalization and issue of firm work order of that LOA to the Successful Bidder.
- d) The EMD amount will be forfeited by ELCOT, if the Bidder withdraws the bid during the period of its validity specified in the tender or if the successful Bidder fails to sign the contract or the successful Bidder Fails to remit Security Deposit within the respective due dates.

### **5.9 Portal Charges**

- a) For each and every Bid submitted, a non-refundable Portal charge as mentioned in the Tender Schedule should be paid by way of electronically through their respective internet banking enabled account or NEFT/RTGS to the account of ELCOT before the date and time of opening of the Tender.
- b) The payment particulars should be entered in the e-Tender Portal. At the time of the Technical Bid opening, the payment committed in the Bid should be factual and should match with the physically submitted payments.
- c) Even though the payment particulars are entered in e-tender portal, if the Bidder fails to submit the physical instrument their bid is liable for rejection. If any of the information committed in the e-Tender Bid does not match with physically submitted payment. ELCOT reserves the right to reject the bid summarily.

### **5.10 Letter of Authorisation**

A letter of Authorisation from the Board of Directors/ Appropriate authority authorising the Tender submitting authority or a Power of attorney should be submitted in the Technical Bid, otherwise the Bids will be summarily rejected.

## 6. Tender Opening and Evaluation

### 6.1 Technical Bid Opening

The Technical Bid will be opened on the date and time as specified in the Tender Schedule in the presence of those Bidders, who choose to be present against production of an authorisation letter from the Bidding authority. A maximum of two representatives for each Bidder would be allowed to attend the tender opening.

### 6.2 Tender Validity

- a) The offer submitted by the Bidders should be valid for a minimum period of 2 years from the date of opening of the Tender. The Rate Contract will be valid for duration of 24 months from the date of signing of the agreement. The contract period may be extended for further period of 12 months (1 year) from the date of signing of Contract Agreement, on mutual consent. The Successful Bidders should extend the price validity till the completion of the order whichever is later.
- b) However ELCOT reserves the right to extend or short close the Tender validity period in situations to benefit the Government.

### 6.3 Initial Scrutiny

Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If tenders:

- are not submitted in two parts (Technical Bid and Price Bid) as specified in the Tender
- are submitted without the Letter of Authorisation as specified in the Tender
- are submitted without EMD amount
- are found with suppression of details
- are with incomplete information, subjective, conditional offers and partial offers
- are submitted without supporting documents to relevance Eligibility Criteria and Evaluation
- are not complying with any of the clauses stipulated in the Tender

- are with lesser validity period

ELCOT will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation. The decision of ELCOT will be final in this regard.

#### **6.4 Clarifications by ELCOT**

When deemed necessary, ELCOT may seek bonafide clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid or price quoted. During the course of Technical Bid evaluation, ELCOT may seek additional information or historical documents for verification to facilitate decision making. In case the Bidder failed to comply with the requirements of ELCOT as stated above, such Bids may at the discretion of ELCOT, shall be rejected as technically non-responsive.

#### **6.5 Suppression of facts and misleading information**

- a) During the Bid evaluation, if any suppression or misrepresentation of information is brought to the notice of ELCOT, ELCOT shall have the right to reject the Bid and if after selection, ELCOT would terminate the contract as the case may be will be without any compensation to the Bidder and the EMD/Security Deposit as the case may be shall be forfeited.
- b) Bidders should note that any figures in the proof documents submitted by the Bidders for proving their eligibility is found suppressed or erased, ELCOT shall have the right to seek the correct facts and figures or reject such Bids.
- c) It is up to the Bidders to submit the full copies of the proof documents to meet out the criteria. Otherwise, ELCOT at its discretion may or may not consider such documents.
- d) The Tender calls for full copies of documents to prove the Bidder's experience and capacity to undertake the project.

## **6.6 Tender Evaluation**

ELCOT will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation. The decision of ELCOT will be final in this regard.

### **6.6.1. Part- 1 Technical Bid Evaluation**

- a) Only the Bidders who have submitted required EMD would be eligible for further processing.
- b) Only the Bidders who have duly complied with the Eligibility Criteria as per clause no.3 would be eligible for further processing
- c) The Tenders, which do not conform to the Technical Specifications or Tender conditions or Tenders from Bidders without adequate capabilities for Scanning and Microfilming will be rejected. The Eligible Bidders alone will be considered for further evaluation.

### **6.6.2 Part -2 Price Bid Evaluation**

- a) Bidders who are qualified in Technical Bid only will be called for Price Bid opening. The technically qualified Bidders alone will be informed the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the bidders at ELCOT. The technically qualified Bidders or their authorised representatives will be allowed to take part in the Price Bid opening.
- b) The Price Bid has 21 parts (Annexure – 1 (A to U)), Scanning of Old Records/Documents, Retrieval Software, Microfilm (Roll) / Microfiche Conversion and Conversion of Microfilm(Roll) / Microfiche into Digital Records, Scanning of Coins, Photo Negative and Positive Films/Slides, Inscriptions, Copperplates, Wooden paintings, paintings and drawings, Canvas Paintings, glass negatives etc. The Price Bid evaluation will be conducted as stipulated in the Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tenders Rules 2000 with amendments.
- c) The total cost of individual items of each part will be taken for Price Bid evaluation. The bidder who has quoted the lowest total price

for any part will be declared as the L1 bidder for that part. **The bidder may quote for any one or more parts of A to U. However within one part, partial bid is not allowed. The bidder should quote for all the items in that part.**

- d) All the Bidders, who are selected after the Price Bid evaluation will be called as Successful Bidders.

## **6.7 Negotiations**

- ELCOT may negotiate with the L1 Bidder(s) to reduce the price further as well as to match the L1 price for the line items for which they have not quoted the lowest Price. If the L1 withdraws from the bid / fails to appear for negotiation, then L2 will be called for negotiations and so on depending on the requirement for the situation as ELCOT deems fit. ELCOT reserves the right to ask other Bidders to match L1 Price.
- If more than one Bidder matches the L1 Price, then order will be placed with more than one Bidder, who matches the L1 Price. However, preference will be given to the L1 Bidder. The L1 Bidder will be given an order value more than the other Bidders, who match the L1 Price. The decision of ELCOT in this regard will be the final.

## **6.8 Award of Contract**

- Total quantity will be apportioned among the L1 Bidder and other Bidders who have agreed to match L1 rate, as per the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 and Terms and Conditions of the Tender.
- No dispute can be raised by any Bidder whose Bid has been rejected and no claims will be entertained or paid on this account.

## **6.9 ELCOT reserves the right to;**

- a) Negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of prices.
- b) Insist on quality / specification of Scanning & Microfilming of old Records /Documents and Conversion of Microfilm into Digital Record
- c) To modify, reduce or increase the quantity as per the customer requirement.

- d) Intimation of the location for Scanning & Microfilming based upon the customer requirements to an extent of the tendered quantity as per the provisions of Tamil Nadu Transparency Rules 1998 and 2000
- e) If delivery performance of the successful Bidder is not as per the Tender terms and conditions , then ELCOT reserves its right to reallocate the quantity to other successful Bidder(s).

## 7. Execution of Work

### 7.1 Acceptance of Tender and Withdrawals

The right of final acceptance of the tender is entirely vested with the MANAGING DIRECTOR, ELCOT who reserves the right to accept or reject, any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of ELCOT to communicate with rejected Bidders. After acceptance of the tender by ELCOT, the Bidder should have no right to withdraw his tender or claim higher price. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances. Tenders with incomplete information are liable for rejection.

### 7.2 Letter of Acceptance (LOA)

After successful completion of the negotiations, a Letter of Acceptance of the tender will be issued to the successful Bidder by ELCOT. Under this rate contract, ELCOT has the right to issue LOA to more than one bidder. The implementation period accepted will be counted from the date of issue of the "Letter of Acceptance".

### 7.3 Security Deposit (SD)

- a) The Successful Bidder should remit a Security Deposit at 5% of the value of the work order inclusive of EMD by way of a Demand Draft from any Nationalised / Scheduled Bank drawn in favour of "Electronics Corporation of Tamil Nadu Limited" payable at Chennai **within seven days** from the date of LOA. Alternatively, the S.D. can be paid by way of an irrevocable Bank Guarantee valid for the duration of contract period.
- b) The Security Deposit will be refunded to the Successful Bidder only after successful completion of contractual obligations. The Security Deposit held by ELCOT till it is refunded to the Successful Bidder will not earn any interest thereof.



- c) The Security Deposit will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Tender.

#### **7.4 Execution of Agreement**

- a) The Successful Bidder shall execute a Contract in the Rs. 100/- non-judicial stamp paper bought in Tamil Nadu only in the name of the Bidder within one week from the date of LOA issued by ELCOT in the model form given in the tender document with such changes/modifications as may be indicated by ELCOT at the time of execution. If the same is not executed within one week, the SD of the Successful Bidder will be forfeited and his tender will be held as non-responsive.
- b) The expenses incidental to the execution of the agreement should be borne by the successful Bidder.
- c) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the Contract without prejudice to the rights of ELCOT and ELCOT also have the right to recover any consequential losses from the Successful Bidder.
- d) The contract period will be counted from the day of signing the contract. The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the price written consent of ELCOT. ELCOT reserve its right to cancel the purchase order either in part or full, if this condition is violated. If the successful Bidder fails to execute the agreement, the SD of the successful Bidder will be forfeited and their offer/bid will be held as non-responsive.

## **7.5 Release of Firm Work Order**

After the receipt of the Security Deposit and execution of the Contract agreement specified in the Tender, ELCOT will release the formal work order to the successful Bidder. The payment will be based on the Work Order(s) issued from time to time.

## **7.6 Refund of EMD**

The EMD amount paid by the Successful Bidder(s) will be adjusted towards Security Deposit payable by them. If the successful Bidder submits Security Deposit for the stipulated value in full by way of Bank Guarantee, the EMD will be refunded. The EMD amount of the unsuccessful Bidder will be refunded after finalisation and issue of firm purchase order to the Successful Bidder.

## **7.7 Release of SD**

The Security Deposit will be refunded to the Successful Bidder on completion of entire supply subject to satisfaction of ELCOT. Such completion would be arrived at when the entire quantity is supplied by the Bidder as per the contract agreement and as per Work Order(s) issued by ELCOT from time to time.

## **7.8 Termination of Contract**

### **7.8.1 Termination for default**

- a) ELCOT may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 7 days, sent to the Successful Bidder, terminate the contract in whole or part, if the Successful Bidder fails to deliver any or all of the goods /work within the time period(s) specified in the Contract, or fails to supply the items as per the Delivery Schedule or within any extension thereof granted by ELCOT or if the Successful Bidder fails to perform any of the obligation(s) under the contract or if the Successful Bidder, in the judgement of ELCOT, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.

- b) In the event ELCOT terminates the Contract in whole or in part, ELCOT may procure, upon terms and in such manner as it deems appropriate, the goods and services similar to those and delivered and the Successful Bidder shall be liable to ELCOT for any additional costs for such similar goods. However, the Successful Bidder shall continue the performance of the contract to the extent not terminated.

### **7.8.2 Termination for Insolvency**

ELCOT may at any time terminate the Contract by giving written notice with a notice period of 7 days to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to ELCOT.

### **7.8.3 Termination for Convenience**

ELCOT may by written notice, with a notice period of seven days sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for ELCOT's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective. On termination, the successful Bidder is not entitled to any compensation whatsoever.

### **7.9 Assigning of Tender whole or in part**

The successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. The Bidder should not under-let or sublet to any person(s) or body corporate for the execution of the contract or any part thereof without the written consent of ELCOT.

### **7.10 Other Conditions**

- a) The final decision would be based on the technical capacity and pricing of the Bidder. ELCOT does not bind itself in selecting the bidder offering lowest prices alone.

- b) ELCOT reserves the right to / not to accept lowest price, to reject any or all the tenders without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of ELCOT/ Government Departments for good and sufficient reasons.
- c) ELCOT will not pay any increase in duties, taxes and surcharges etc. on account of any revision by the Government after expiry of the contract period.
- d) As this is a Rate Contract tender, it is requested that we may use the final price offered by the Successful Bidder for meeting the customers requirement in future also during the Rate Contract validity period.

### **7.11 Billing**

The Successful Bidder shall raise the Invoice for the completed Scanning and Microfilming of Records / Documents against the Work Order(s) released.

### **7.12 Forfeiture of EMD and SD**

- a) If the Successful Bidder fails to act according to the tender conditions or backs out after the tender has been accepted, the EMD will be forfeited by ELCOT.
- b) If the Successful Bidder fails to remit the SD, the EMD remitted by them will be forfeited by ELCOT and the tender will be held void. If the successful bidders fails to sign the contract with in the stipulated time/period then the SD remitted will be forfeited and the tender will be held void.
- c) If the Successful Bidder fails to act upon the tender conditions or backs out from the contract, the SD mentioned above will also be forfeited by ELCOT.

## **8. Scope of Work**

### **8.1 Digital Scanning & Microfilming for Various Government Dept.,**

Scanning of Old Records/Documents available in the various Government Departments. The documents are to be Scanned and from the Digital images Negative and Positive Microfilm copies are to be prepared with the help of Archives writer / Microfilm processor (Digital data to Microfilm media).

The successful Bidder in the field of Digital scanning & Microfilming has to undertake the above work.

The detailed Scope of Work is given below.

The entire work should be carried out in the premises of User Departments, in all working days between 10 a.m. to 6 p.m. and completed within the stipulated time span. The Bidder should have sufficient numbers of Computers, Accessories, requisite Scanners and Microfilm Automatic Processor to finish the work. Necessary space for installation of overhead Scanners, Archives writer / Microfilm processor(Digital data to Microfilm media), Infrastructure for installation of Microfilm Automatic Processor, necessary Electrical Power(UPS) and necessary Water connection for processing of Microfilms will be provided by the User Departments at free of cost. However, if any additional electrical fittings / equipments required may be borne by the Bidder.

The working hours and working days may be adjusted as per the requirements of the User Departments, if necessary.

### **8.2 Digital Scanning of Old Records / Documents:**

The Scanning documents are of generally A4 / Foolscap size. The Bidder itself will involve examination of the Volumes, determining the paper quality, whether printed on both sides or not, the colour and size to decide the appropriate scanning methods.

The entire work should be carried out in the premises of User Department site (Any where in Tamil Nadu). The Bidder should have sufficient nos. of

Computers, Accessories, and requisite Book Scanners/Overhead Scanners to complete the work within the stipulated time span.

The Bidder should use **Book Scanners / Overhead Scanners** to ensure scanning without damaging the Records / Documents.

All Records / Documents will be scanned at a minimum of **150 dpi to maximum of 600 dpi in Black and White or Grey scale or Colour.**

The quality of images should clear and readable and of archival durability.

One exposure should cover two pages or as required by the user department.

### **8.3 Handling of Old Records / Documents for Digital Scanning**

**It will be the responsibility of the Bidder to take the Records / documents from the stack area for digitizing and after digitizing it should be restored in the same place where it has been under the supervision of the departmental Staff.**

The Bidder should be in a position to handle the high volume of the Archive's Records and due care in handling of the Records / Documents by Operators have to be ensured.

- a) The Records / Documents should be scanned without disturbing the binding. **Suitable Overhead Scanner/Book Scanner recommended for handling of Old Records / Documents. Stitched files / Volumes should be electronically flattened.** However in some cases where it is absolutely necessary, due care should be taken to remove the binding with prior permission of the designated authorities and rebind them using sophisticated methods and make it similar to its original form.
- b) Operators to use the surgical gloves so as not to damage any of the documents.
- c) Soft bristled paint brushes to be used to wipe away accumulated dust and dirt as necessary.
- d) All pages of the Records / Documents shall be numbered before scanning, if not already numbered.

- e) The Bidder is responsible for any damage of Records / Documents. If there is any damages happened, the firm should pay, for the damage on the basis of exposures, i.e. double the amount of charges, fixed per exposure and **the contract will also be terminated after giving 7 days notice.**

#### 8.4 Scanning of Palm Leaves

The Successful Bidder should ensure the following:

- Suitable Scanner (**Palm leaf Scanner**) to be used.
- Cleaning of the Palm leaves with dry soft brush before scanning.
- Applying lemon grass oil mix with surgical spirit on every leaf of both sides.
- Applying lamb black powder on the Palm leaves to capture the writings on the Palm leaves.
- Cropping, De-Skew and image enhancement to ensure good quality images are provided.

#### 8.5 Scanning of Coins

The Successful Bidder should ensure the following:

- Suitable High Resolution Scanner to be used for Scanning Coins.
- Cleaning of the Coins with required chemicals/substance before scanning.
- Scanning to be done in Colour and to capture both sides of the coins.
- Each coin should be scanned to capture complete details as visible in the original coin.
- Image enhancement and removal of external noise should be undertaken for every coin.
- Scanning to be undertaken in Minimum @ 600 dpi resolution.

#### 8.6 Scanning of Photo Negative and Positive Films/Slides

The Successful Bidder should ensure the following while Slide Scanning:

- Suitable High Resolution Optical 2400 dpi Film/Slide Scanner (Minimum) to be used for Scanning Slides.
- Slide Scanners should have facility to scan various sizes of Slides with film guides available for scanning. The film Scanner should have the feature for Film Area Guide to mount films..

- Scanning to be done in Colour/Gray/Black & White as per the original images in the film slide.
- Each Slide should be scanned to capture complete details as visible in the original Slide and all 4 edges should be captured without loss of image.
- Image enhancement and removal of external noise should be undertaken for every Slide.
- Scanning to be undertaken in Minimum @ 600 dpi resolution.

### **8.7 Scanning of Photographs**

The Successful Bidder should ensure the following while Photograph Scanning:

- Suitable High Resolution 6400 dpi Photo Scanner (Minimum) to be used for Scanning Photographs.
- The Scanners should have facility to scan various sizes of Photographs.
- Scanning to be done in Colour/Gray/Black & White as per the original images in the Photograph.
- Each Photo should be scanned to capture complete details as visible in the original Photo and all 4 edge should be captured without loss of image.
- Image enhancement and removal of external noise should be undertaken for every Photograph.
- Scanning to be undertaken in Minimum @ 600 dpi resolution.

### **8.8 Scanning of Inscriptions, Copper Plates, Wooden Paintings, Paintings and Drawings, Canvas Paintings, Glass Negatives etc.:**

The Successful Bidder should ensure the following while scanning the above mentioned artifacts:

- Suitable High Resolution Over Head Scanner to be used for Scanning.
- The Scanners should have facility to scan various sizes of Artifacts.
- Scanning to be done in Colour/Gray/Black & White as per the original Artifacts.
- Each Artifact should be scanned to capture complete details as visible in the original and all 4 sides should be captured without loss of image.
- Image enhancement and removal of external noise should be undertaken for every Artifact.
- Scanning to be undertaken in Minimum @ 600 dpi resolution.



### **8.9 Digital Photography of Coins, Inscriptions, Copper Plates, Wooden Paintings, Paintings and Drawings, Canvas Paintings:**

The Successful Bidder should ensure the following for digital photography of the above mentioned artifacts:

- Suitable High Resolution Digital Camera should be used for photography.
- Images to be done in Colour/Gray/Black & White as per the original Artifacts.
- Each Artifact should be captured complete details as visible in the original and all 4 slides should be captured without loss of image.
- Image enhancement and removal of external noise should be undertaken for every Artifact.

### **8.10 Scanning of Maps**

The Successful Bidder should ensure the following:

- Suitable High Resolution Scanner up to A0 size to be used for scanning maps.
- Scanning to be done in Colour and to capture entire area of the map
- Each maps should be scanned to capture complete details as visible in the original map.
- Image enhancement and removal of external noise should be undertaken for every map.
- Scanning to be undertaken in Minimum @ 600 dpi resolution.

### **8.11 Storing the Images in Electronic Media**

After scanning batch is completed, the original raw image shall be saved as Raw Master Image. The Raw Master Image shall be requisite processed to remove dirt, worm marks, water marks, noise, shadow, scratch marks, skew, speckle etc., adjustment of brightness and contrast, gamma correction, sharpening and blurring, removing patterns and adjusting.

The processed Raw Master Images shall be saved as clean Master Image and stored in TIFF and PDF/A format or as desired by the user department.

## 8.12 Microfilming:

### 8.12.1 Microfilm Roll (35mm Roll) conversion from Digital Record:

- The scanned images should be written on un-perforated Silver Halide film rolls (35mm X 30m) for Archival purpose. Each exposure should cover two pages or as required by the user department.
- The processed Microfilm rolls shall specify the archival parameters intensity contrast and resolutions. The Bidder should do the **Residual Chemical Test** for the prepared Microfilm (without traces of Silver in the processed film and 0.005mg per sq. inch as per Methylene Blue Test for Residual Hypo in the processed film) in a recognized Institution and produce **Certificate** for the same within the time limit prescribed for the above test.
- Microfilm roll should contain - Roll Start & Roll End, Index Details of files.
- The Roll should be provided in Original Plastic Box.
- The Box should contain complete Index about the roll.
- The processed Microfilm rolls shall specify the archival parameters in density contrast and resolutions.
- An equal frame distance should be maintained between frames.
- The qualified Supervisors should check the Microfilm rolls before the same is handed over to the User Department.

### 8.12.2 Microfiche Conversion from Digital Record:

- The processed Microfiche shall specify the archival parameters intensity contrast and resolutions.
- The Bidder should do the **Residual Chemical Test** for the prepared Microfiche (without traces of Silver in the processed film and 0.005mg per sq. inch as per Methylene Blue Test for Residual Hypo in the processed Microfiche) in a recognized Institution and produce **Certificate** for the same within the time limit prescribed for the above test.
- Microfiche should contain Index details on top of each fiche.
- Each Microfiche in Envelop & set of 50 to 100 Fiches in Plastic Box.
- The Box should contain complete index about the Microfiche.

- The processed Microfiche shall specify the archival parameters in density contrast and resolutions.
- An equal frame distance should be maintained between frames.
- The qualified Supervisors should check the Microfiche before the same is handed over to the User Department.

### **8.13 Conversion of Microfilm into Digital Records:**

Palm Leaves are to be Scanned and converted into Digital images (Microfilm media to Digital data) through Microfilm Scanners.

The successful Bidder to be selected through this tender should undertake the above work. The detailed Scope of Work is given below.

- True Microfilm scanners like Minolta 7000 or Wicks and Wilson or equivalent to be used. Scanner should have features like auto output to large size image, Auto Brightness and Contrast Setting, Rotation etc.
- The Successful Bidder should ensure Cropping, De-Skew and image enhancement to ensure good quality images are provided.
- The digitized images should be clear and readable and shall be available in the file format of TIFF / PDF / PDF-A / JPEG/BMP.
- Resolution of the scanned image is 300 dpi or above.
- Indexing of the digitized Images has to be done as per the requirement of the User Department.

### **8.14 Indexing**

Indexing (with Maximum of 10 fields) of the digitized and microfilm images have to be done as per the requirement of the User Department.

### **8.15 Conversion of PDF to Flip Book (optional)**

Right on Flip option, Zoom in and Zoom out options if required by the User Department.

## **8.16 Archival and Retrieval Software (Optional)**

Suitable Search & Retrieval Software should be developed in consultation with the Customer with front end JAVA using open source database. The proposed software should work on Windows, Linux Operating Systems seamlessly in LAN, Intranet & Internet environment. The Successful Bidder should install the Software Application and provide support and maintenance (free Warranty) for a period of six months from the date of installation.

- The Scanning, Indexing and Image Retrieval Software needs to be given to the User Departments separately at their respective offices.
- The Software should support all industry standards Database such as SQL Server, Oracle and Postgres SQL .
- The archival and indexing solution should be from same vendor so that the solution is well integrated.
- The Software must be capable of seamlessly integrating with any or all of the existing legacy and Core applications and shall support interface with other open-standard systems.
- The proposed systems should have the provision to interface with the existing systems in future.
- The Software shall support viewing of Images and PDF/A document in the native viewer without any additional License or Cost. The image viewer should have annotation functionalities like highlighting, marking text, underlining putting sticky notes on documents etc.,
- The retrieval software should work on browser, there should not be any client level installation components involved
- It should support to separate records and Metadata for better management of huge volume of various records.
- The Software should have the facility to scan multiple pages into batches for auto/manual processing
- The Software should have the ability to import existing images (PDF/A, Tiff) for indexing and uploading it in to archival software; instead of rescanning it to upload into archival software.

- The Software should have feature to show thumbnail view of images in a record for QC and Verification.
- Should have facility to define sequential batch name for scanning multiple batches with option of prefix and suffix such as Year, District, and Department Name etc.
- The Software should provide various document and folder level operation such as move / copy, email, download etc., for forwarding the documents to various users.
- The Software should provide Indexing of the records based on the predefined parameters such as Year, month, Department Name, District Name etc..
- Archival Software should archive all type of records such as in Tiff, PDF, PDF/A, Doc, XLS, PPT and DWG etc.
- The Software should empower to Manage Audit Trails and exporting reports. Extensive audit log from login to logout should be captured.
- It shall support extensive reporting facility at Document/Record, Folder and User level.
  - It should support multiple permissions like Search, Read only, Write, Delete, Print, Download etc., for each record to provide restricted sharing to users to maintain confidentiality.
  - It should provide facility of Change Password for users.
  - The proposed indexing and archival solution should be platform independent and should support both Linux and Windows platform. Bidder has to submit the reference from Vendor.

### 8.17 Deliverables:

- The digitized images should be clear and readable and shall be available in PDF/A format along with TIFF or JPEG or BMP as desired by the User Department. The digitized images of Records / Documents should be supplied in **Magnetic Tapes or External Hard Drive or DVD** to the User Department as required.
- The cartons, spools and protective strips should be supplied to User Department along with the Microfilm to retain them in original.

- A computerized list of the indexing of every frame indicating film no. should be prepared and pasted on the carton boxes being supplied in separate folder.
- Digital images rejected fully / partially by user department will be re-done at the Firm's own cost.
- Any sub-standard or defective rolls or part thereof shall have to be replaced without any extra cost.
- The work will be completed within a stipulated period as mentioned in the work order(s).
- User manual for Retrieval Software should be provided by the vendor.
- After successful installation and implementation of Retrieval Software the vendor should hand over the source code of the S/W (in DVD) to the User Department.

## 9. Payment Terms

- a) No advance payment will be made or no letter of credit will be issued.
- b) 95% cost of Scanning of Microfilm/Microfiche of Digitized Records/Documents, Scanning/Digital Photography of Coins, Photo Negative and Positive Films/Slides, Inscriptions, Copper Plates, Wooden Paintings, Paintings and Drawing, Canvas Paintings, Glass Negatives etc., will be released on receipt of Acknowledgement / Completion Certificate issued by the officials of the User Department and Subject to receipt of funds from the User Department.
- c) Balance 5% cost of Scanning / Digital Photography/Micro/Microfiche of Digitized Records / Documents etc., will be released after one year from the date of the above certification. Alternatively, ELCOT reserves the right to release the balance 5% payment against the Bank Guarantee to be furnished by the Successful Bidder from a Nationalized or Scheduled Bank drawn for a period of 12 months.
- d) All payments will be released within 15 days after receipt of request for payment with Acknowledgment / Completion certificate from the Officials of user Department subject to receipt of funds from User Department.
- e) The Taxes as applicable at the time of supply within the Delivery Schedule specified in the Tender shall be paid. In case, the Duties and/or Taxes have been reduced retrospectively, the successful bidder is liable to return the same.
- f) The Successful Bidder shall have full and exclusive liability for payment of all Duties, Taxes and other statutory payments payable under any or all of the Statutes/Laws/Acts etc., now or hereafter imposed.
- g) Payment will be released after completion of the entire work mentioned in the work order. If there is any delay in completion of the entire work for which the vendor is not responsible, payment will be released for the completed portion of work.

## 10. Liquidated Damages

- a) This is a time bound project. Any delay will make the project fruitless. Hence if the Successful Bidder fails to complete the works as per the delivery schedule specified, the following liquidated damages (LD) will be applied.
- b) Any delay in implementing beyond the stipulated period will attract penalty. A penalty will be levied at the rate of 0.25% per day on the balance portion of the work order value, subject to a maximum of 5% of the work order value if the work has not been completed in full within the stipulated period subject to Force Majeure conditions as per Clause 4.5 above. Even if the work is not commenced beyond this period, the Security Deposit paid by the Contractor will be forfeited and not limiting to this, the Contractor will be blacklisted from participating in ELCOT's Tenders.
- c) In the event of non-fulfilment or non-observance of any of the conditions stipulated in the agreement and work order, the Contractor shall pay as penalty, an amount equivalent to 5 % of the total order value or an amount equal to the actual loss incurred by the User Department / ELCOT in seeking an alternative working arrangement, whichever is higher. The Liquidated Damages amount will be automatically deducted from the Bills submitted by the Successful Bidder.
- d) The Bidder is responsible for any damage of Records / Documents. If there is any damages happened, the firm should pay, for the damage on the basis of exposures, i.e. double the amount of charges, fixed per exposure and **the contract will also be terminated after giving 7 days notice.**



## 11. Model Form of Contract

(To be executed on a Rs. 100/- Stamp Paper bought in Tamil Nadu  
by the successful Bidder for the Digitization and Other works)

This Contract is entered into at Chennai on the --- day of --- **2020** between Electronics Corporation of Tamil Nadu Limited, a wholly owned Government of Tamil Nadu Undertaking, a Company registered under the Companies Act, 1956 and having its registered Office at 692, Anna Salai, Nandanam, Chennai-600 035, hereinafter referred to as 'ELCOT' (which term shall mean and include its successors and permitted assigns) on behalf of ----- hereinafter referred to as "Purchaser"

and

-----, a company registered under the Companies Act 1956 and having its Registered Office at ----- hereinafter referred to as the "Successful Bidder" (Which term shall mean and include its successors and permitted assigns)

Whereas the Government of Tamil Nadu appointed M/s. Electronics Corporation of Tamil Nadu Limited (ELCOT) a wholly owned Government of Tamil Nadu Undertaking registered under the Companies Act 1956 and having the Registered office at 692, Anna Salai, Nandanam, Chennai – 600 035 hereinafter referred to as ELCOT as Optional Procurement Agency for the purpose of procuring IT Hardware and Software by Government Departments / State Public Sector Undertakings / Autonomous bodies vide G.O.Ms.No. 58 Finance (BPE) Department dated 16-02-99.

Whereas ELCOT on behalf of the various Government Departments has invited a Rate Contract tender vide Tender Ref. No. ELCOT/PID/DIGITIZATION/33328/2020 for Digital Scanning of Old Records / Documents, Microfilming and Conversion of Microfilm into Digital Records and the Successful Bidder was selected as per the following Terms and Conditions:

1. This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force for a period of Two years. But in the event of any breach of the contract at any time on the part of the Successful Bidder, the contract shall be terminated by 'ELCOT' without any compensation to the Successful Bidder. The contract may also be put to an end at any time by the Purchaser upon giving seven days notice to the Successful Bidder.
2. The Successful Bidder agrees to undertake the Scanning, Microfilming and Conversion of Microfilm into Digital Record work prescribed by ELCOT at the price as per the annexure to the Purchaser as per the delivery schedule as given below.
  - a) Scanning and Microfilming work shall be commenced within 8 Calendar days from the date of issue of Letter of Acceptance (LOA) by ELCOT and the entire work should be completed within the stipulated time span as specified in the work order.
  - b) The Duties and/or Taxes as applicable at the time of supply within the Delivery Schedule specified in the Tender will be paid. In case, the Duties and/or Taxes have been reduced retrospectively, the Successful Bidder is liable to return the same.
3. However, ELCOT would not be liable or responsible for the increase in Duties/Taxes as above, if the same arises due to delay on the part of the Successful Bidder.
4. The Successful Bidder will not make or retain any copy of the Records / Documents / documents for any purpose whatsoever, except for submitting the Digital Images to User Department as per Tender Conditions.
5. The Successful Bidder shall not disclose the content of Records / Documents given for Digitizing and the details of the 'Indexing' to any person / its existing or future clients and allow its unauthorized use.
6. The Contract or any part share of interest in it should not be transferred or assigned by the Successful Bidder directly or

indirectly to an person or persons whomsoever without the prior written consent of ELCOT.

**7. Acceptance:**

The officials of User Departments will make arrangements for verifying and acceptance of the Digital Images / Microfilms.

8. If the work not effected as specified in the Work Order, Government / ELCOT shall have the full authority to cancel the Work Order and to take any such action that will be deemed fit in the circumstances.

**9. Liquidated Damages:**

- a) This is a time bound project. Any delay will make the project fruitless. Hence if the Successful Bidder fails to deliver the materials as per the delivery schedule specified, the following liquidated damages (LD) will be applied.
- b) Any delay in implementing beyond the stipulated period will attract penalty. A penalty will be levied at the rate of 0.25% per day on the balance portion of the work order value subject to a maximum of 5% of the work order value if the work has not been completed in full within the stipulated period subject to Force Majeure conditions as per Clause 4.5 above. Even if the work is not commenced beyond this period, the Security Deposit paid by the Contractor will be forfeited and not limiting to this, the Contractor will be blacklisted from participating in ELCOT's Tenders.
- c) In the event of non-fulfilment or non-observance of any of the conditions stipulated in the agreement and work order, the Contractor shall pay as penalty, an amount equivalent to 5 % (Five percent) of the total order value or an amount equal to the actual loss incurred by the User Department / ELCOT in seeking an alternative working arrangement, whichever is higher. The Liquidated Damages amount will be automatically deducted from the Bills submitted by the Successful Bidder.
- d) The Bidder is responsible for any damage of Records / Documents. If there is any damages happened, the firm should pay, for the damage on the basis of exposures, i.e. double the amount of

charges, fixed per exposure and **the contract will also be terminated after giving 7 days notice.**

**10. Payment Terms:**

- a) No advance payment will be made or no letter of credit will be issued.
- b) 95% cost of Scanning of Microfilm / Microfiche of Digitized Records / Documents, Scanning/Digital Photography of Coins, Photo Negative and Positive Films /Slides, Inscriptions, Copper Plates, Wooden Paintings, Paintings and Drawings, Canvas Paintings, Glass Negatives etc., will be released on receipt of Acknowledgment / Completion Certificate issued by the Officials of the User Departments and subject to receipt of funds from the User Departments.
- c) Balance 5% cost of Scanning / Digital Photography/Micro/Microfiche of Digitized Records / Documents etc., will be released after one year from the date of the above certification. Alternatively, ELCOT reserves the right to release the balance 5% payment against the Bank Guarantee to be furnished by the Successful Bidder from a nationalized or scheduled Bank drawn for a period of 12 months
- d) All payments will be released within 15 days after receipt of request for payment with Acknowledgment / Completion certificate from the Officials of User Departments subject to receipt of funds from User Departments.
- e) The Taxes as applicable at the time of supply within the Delivery Schedule specified in the Tender will be paid. In case, the Duties and/or Taxes have been reduced retrospectively, the Successful Bidder is liable to return the same.
- f) The Successful Bidder will have full and exclusive liability for Payment of all Duties, Taxes and other statutory payments payable under any or all of the Statutes/Laws/Acts etc. now or hereafter imposed.
- g) Payment will be released after completion of the entire work mentioned in the work order. If there is any delay in completion of the entire work for which the vendor is not responsible, payment will be released for the completed portion of work..

11. All statutory obligations / liabilities like Salary, ESI, P.F. etc.as per applicable laws for the manpower deployed for this contract will be the responsibility of the Successful Bidder.
12. The manpower deployed by the Successful Bidder will have no right in any manner to claim any benefits / rights with ELCOT.

**13. Force Majeure**

- Neither the Purchaser / ELCOT nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:
    - Natural phenomena including but not limited to earthquakes, floods and epidemics.
    - Acts of any Government authority domestic or foreign including but not limited to war declared, or undeclared, priorities and quarantine restrictions.
    - Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.
14. The following documents shall be deemed to form and be read and constructed as part of this Contract.
    - a) Scope of work
    - b) Tender Terms and Conditions
    - c) Amendments issued by ELCOT for the Tender document
    - d) Corrigendum/Clarifications issued by ELCOT for the Tender document
    - e) Detailed final offer of the Successful Bidder
    - f) Work Order(s) issued by ELCOT from time to time
    - g) Correspondence made by ELCOT to the successful Bidder from time to time during the period of the contract.

Wherever the offer conditions furnished by the Successful Bidder are at variance with conditions of this contract or conditions stipulated in the purchase order, the latter shall prevail over the offer conditions furnished by the Successful Bidder.

15. Any waiver of any terms and conditions by ELCOT / Purchaser in writing shall not have the effect of waiving or abandoning other terms and conditions of the contract.
16. (a) Unless otherwise provided in the Contract any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by registered mail, postage prepaid, return receipt requested in the case of the Successful Bidder to ELCOT at the address set forth above or with other addresses and to the attentions of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by post should be deemed to have been served on the date when in the ordinary course of post, it would have been delivered at the address to which it was sent.
- (b) Any notice to the Successful Bidder shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

The Successful Bidder shall indemnify and keep always indemnified the User Departments and / or ELCOT against any losses, damages, expenses, costs which may be suffered / incurred by the User Departments and / or ELCOT by reason of any commission and / or omission by the Successful Bidder in the execution of this contract.

## **17. Termination of Contract**

### **17.1 Termination for default:**

- a) ELCOT may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of seven days, sent to the Successful Bidder, terminate the contract in whole or part, (i) if the Successful Bidder fails to complete all of the works within the time period(s) specified in the Contract, or fails to supply the items as per the Delivery Schedule or within any extension thereof granted by ELCOT; or (ii) if the Successful Bidder fails to perform any of the obligation(s) under the contract; or (iii) if the Successful Bidder, in the judgement of ELCOT, has engaged in

fraudulent and corrupt practices in competing for or in executing the Contract.

- b) In the event ELCOT terminates the Contract in whole or in part, ELCOT may procure, upon terms and in such manner as it deems appropriate, the goods and services similar to those and delivered and the Successful Bidder shall be liable to ELCOT for any additional costs for such similar goods. However, the Successful Bidder shall continue the performance of the contract to the extent not terminated.

### **17.2 Termination for Insolvency**

ELCOT may at any time terminate the Contract by giving written notice with a notice period of 7 days to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to ELCOT.

### **17.3 Termination for Convenience**

ELCOT may by written notice, with a notice period of seven days sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for ELCOT's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. On termination, the Successful Bidder is not entitled to any compensation whatsoever.

## **18. Dispute and Jurisdiction Clause:**

“Any dispute or difference, what so ever, arising between the parties to this contract arising out of or in relation to the terms of this contract shall be resolved by the parties mutually by acting in good faith towards fulfilling the contract and for this purpose the parties mutually agreed to furnish or exchange all relevant documents, information and any other material within

their special knowledge and thereby conclude their discussions between them/their representative or officers within a period of time as may be mutually agreed to say the time of commencement of the move to resolve the dispute”.

“In case the parties failed to resolve the dispute amicably within the time frame agreed and in the manner stated supra, the agreed party shall approach the court in Chennai city alone to the exclusion of all other courts to adjudicate the unresolved dispute”

- 19.** Subject to the above, the Courts at Chennai alone only shall have Jurisdiction in the matter.

In Witness whereof the parties hereto have signed on the day, month and year above written in the presence of:-

for and on behalf of  
**Successful Bidder**

for and on behalf of  
**Electronics Corporation of  
Tamil Nadu Limited**

**Witnesses:**

- 1.
- 2.

**Witnesses:**

- 1.
- 2.



## 12. Bank Guarantee Format

To  
 Electronics Corporation of Tamil Nadu Limited,  
 MHU Complex, 2<sup>nd</sup> Floor,  
 692, Anna Salai, Nandanam,  
 Chennai- 600 035

Bank Guarantee No.  
 Amount of Guarantee:  
 Guarantee covers from  
 Last date for lodgment of claim:

This Deed of Guarantee executed by -----(Bankers name and Address), having our head Office at -----(address)----- (hereinafter referred to as "the Bank" ) in favour of Electronics Corporation of Tamil Nadu Limited, MHU Complex, 2<sup>nd</sup> Floor, 692, Anna Salai, Nandanam, Chennai- 600 035 (hereinafter referred to as "the Beneficiary ") for an amount not exceeding Rs.----- (in words) as per the request of M/s.(Name & Address) (hereafter referred to as Contractor) against order No. ELCOT / PID/ DIGITIZATION/33328/2020 of M/s. Electronics Corporation of Tamil Nadu Limited. This guarantee is issued subject to the condition that the liability of the Bank under this guarantee is limited to a maximum Rs.----- (in words) and the guarantee shall remain in full force up to --- ---and cannot be invoked otherwise by a written demand or claim by the beneficiary under Guarantee served on the Bank on or before -----.

AND WHEREAS it has been stipulated by you in the said ORDER that the Contractor shall furnish you with a Bank Guarantee for the sum specified therein as a security for compliance with the Contractor's performance obligations for a period of one year in accordance with the contract.

AND WHEREAS we have agreed to give the Contractor a Guarantee.

THEREFORE , we (Bankers Name and Address) -----hereby affirm that we are Guarantors and responsible to you on behalf of the Contractor up to a total of

Rs.----(in words) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default and without any demur, cavil or argument, any sums within the limit of Rs.----- (in words) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until -----and as we hereby undertake to extend the guarantee for further period as may be agreed between you and the Contractor Not withstanding anything contained herein:

1. Our liability under this guarantee shall not exceed Rs. -----/- (in words).
2. This bank guarantee shall initially be valid up to -----.
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this at Chennai.

Witness:

(Signature)

(Name in Block letters)

<b>Technical Bid (Envelope-A)</b>
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1. The Bidders are requested to prepare the Technical Bid in the order of the heading given under.
2. Details shall be furnished for each criteria enclosing with the respective supporting documents to establish the eligibility of the Bidders.
3. The Technical Bid Form will be in spread sheet format. The original Technical Bid Form should be downloaded, filled and signed using the Digital Signature Certificate (DSC) (or) the details of the Technical Bid form can be entered individually online along with the supporting documents as necessary
4. The Technical Bid form should not be changed or altered tampered. If the Bid form is tampered, the Bids will be summarily rejected
5. The Bidders may please note that Price should not be indicated in the Technical Bid.

Authorised signature:

Name of the authorised person:

Designation:

Name of Bidder:

Stamp of Bidder:

Date:

**T1. Profile of the Bidder(s)**

1.	Name of the Company	
2.	Year of incorporation (Enclose Incorporation Certificate)	
3.	<b>Registered Office</b>	
	Address	
	Office Telephone Number	
	Fax Number	
	Name of Contact Person	
	Contact Telephone Number	
	Email Address	
4.	<b>Local office at Chennai/Tamil Nadu</b>	
	Address	
	Office Telephone Number	
	Fax Number	
	Name of Contact Person	
	Contact Telephone Number	
	Email Address	
5.	<b>Registration Details</b>	
	Permanent Account Number	
	CST Registration Numbers	
	VAT / GST Registration Numbers	
	Service Tax Registration Number	
	Banker's Name	
	Banker's Address:	
	Account Number	

**T2. EMD Particulars**

Sl. No.	Particulars	Please give the details along with proof
1.	Name of the Bank	To be uploaded online
2.	Demand Draft (D.D.) Number	To be uploaded online
3.	D.D. Date	To be uploaded online
4.	D.D. Amount	To be uploaded online
	<b>Total Amount</b>	

### T3. Compliance with Eligibility Criteria

#### a) Bidder's existence in the Business for last three years.

Sl. No.	Description	Please give the details along with proof
1.	Certificate of Incorporation/ Registration issued by the relevant statutory authority should be submitted	To be uploaded online
2.	Copies of Work Orders obtained from the customers or Agreements signed dated before 31.03.2020 for the last 3 years	To be uploaded online
3.	Copy of the rental Agreement or Telephone Bills dated on or before 31/03/2020 should be submitted	To be uploaded online

#### b) Details about Annual Turnover (INR) in last three audited years.

Sl. No.	Financial Years	Please give the details along with proof
1.	2016-17	To be uploaded online
2.	2017-18	To be uploaded online
3.	2018-19	To be uploaded online

#### c) Details about experience in the Scanning of Old Records / Documents

Sl. No	Description	Please give the details along with proof
1.	Name of the Project	
2.	Name of the Customer	
3.	Location of the Project	
4.	Start Date and End Date	
5.	Bidder should have executed one single work order in any of the State/Central Government Organisation/PSU/Boards/Government Projects in the respective category in the last three years as on 31.03.2020 <b>1.Scanning of Old Records/ Documents for the value of Rs.10 Lakhs</b>	To be uploaded online

	2. Microfiliming / Microfiche for the value of <b>Rs.10 Lakhs</b> 3. Conversion of Microfilm into Digital Records for the value of <b>Rs.5 Lakhs</b>	
6.	Completion certificate of the project	To be uploaded online
7.	Name and address of the reference person with Contact Nos.	
8.	Other details if any	

d) **Details about experience in the Microfiliming / Microfiche (Conversion from Digital Record / Image)**

Sl. No	Description	Please give the details along with proof
1.	Name of the Project	
2.	Name of the customer	
3.	Location of the Project	
4.	Start Date and End Date	
5.	Bidder should have executed one single work order in any of the State/Central Government Organisation/PSU/Boards/Government Projects in the respective category in the last three years as on 31.03.2020 1. Scanning of Old Records/ Documents for the value of <b>Rs.10 Lakhs</b> , 2. Microfiliming / Microfiche for the value of <b>Rs.10 Lakhs</b> 3. Conversion of Microfilm into Digital Records for the value of <b>Rs.5 Lakhs</b>	To be uploaded online
6.	Completion certificate of the project	To be uploaded online
7.	Name and address of the reference person with Contact Nos.	
8.	Other details if any	

**e) Details about experience in the Scanning of Microfilm (Conversion of Microfilm into Digital Record)**

Sl. No	Description	Please give the details along with proof
1.	Name of the Project	
2.	Name of the customer	
3.	Location of the Project	
4.	Start Date and End Date	
5.	Bidder should have executed one single work order in any of the State/Central Government Organisation /PSU /Boards/Government Projects in the respective category in the last three years as on 31.03.2020 <b>1.Scanning of Old Records/Documents for the value of Rs.10 Lakhs,</b> <b>2.Microfiliming / Microfiche for the value of Rs.10 Lakhs</b> <b>3.Conversion of Microfilm into Digital Records for the value of Rs.5 Lakhs</b>	To be uploaded online
6.	Completion certificate of the project	To be uploaded online
7.	Name and address of the reference person with Contact Nos.	
8.	Other details if any	

## **ANNEXURE 1**

<b>Price Bid (Envelope - B)</b>
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In Version 2.0 the new Revised Price Bid Form is available in spread sheet formats. The details of the Price Bid Form can be entered individually online.

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## ANNEXURE 1

### Price Bid (Envelop – B) Line Items (A to U)

#### A. Cost for Scanning of Old Records / Documents (A4 to A2 Size) by using Book Scanners / Overhead Scanners Only

##### (i) Scanning of Old Records / Documents (A4 to A2) - Black & White Grey Scale

Sl.No	Descriptions	(A4 Size – Black & White)				(A3 Size – Black & White)				(A2 Size – Black & White)				Total (6+10+14)
		Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
<b>Total (i)</b>														

##### (ii) Scanning of Old Records / Documents (A4 to A2) - Colour

Sl.No	Descriptions	(A4 Size – Colour)				(A3 Size – Colour)				(A2 Size – Colour)				Total (6+10+14)
		Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate / Page in Rs.	GST in %	GST in %	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
<b>Total (ii)</b>														
<b>Grand Total (i+ii)</b>														

- Note: 1. The Grand total amount of (A) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.  
 2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.  
 3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**B. Cost for Scanning of Old Records / Documents (A4 to A2 Size) by using Flatbed/ADF Scanners Only**

**(i) Scanning of Old Records / Documents (A4 to A2) - Black & White Grey Scale**

Sl.No	Descriptions	(A4 Size – Black & White)				(A3 Size – Black & White)				(A2 Size – Black & White)				Total (6+10+14)
		Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
<b>Total (i)</b>														

**(ii) Scanning of Old Records / Documents (A4 to A2) - Colour**

Sl.No	Descriptions	(A4 Size – Colour)				(A3 Size – Colour)				(A2 Size – Colour)				Total (6+10+14)
		Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
<b>Total (ii)</b>														
<b>Grand Total (i+ii)</b>														

**Note: 1.** The Grand total amount of (B) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.

**2.** However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.

**3.** The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**C. Cost for Scanning of Old Records / Documents (A0 to A1 Size) by using Roller Scanner.**

**(i) Scanning of Old Records / Documents (A0 to A1) - Black & White Grey Scale**

Sl.No	Descriptions	(A0 Size – Black & White)				(A1 Size – Black & White)				Total (6+10)
		Rate/Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate/Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (i)</b>									

**(ii) Scanning of Old Records / Documents (A0 to A1) - Colour**

Sl.No	Descriptions	(A0 Size – Colour)				(A1 Size – Colour)				Total (6+10)
		Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (ii)</b>									
	<b>Grand Total (i+ii)</b>									

- Note:**
1. The Grand total amount of (C) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

## D. Cost for Scanning of Old Records / Documents (A0 to A1 Size) by using Flatbed Scanner.

### (i) Scanning of Old Records / Documents (A0 to A1) - Black & White Grey Scale

Sl.No	Descriptions	(A0 Size – Black & White)				(A1 Size – Black & White)				Total (6+10)
		Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (i)</b>									

### (ii) Scanning of Old Records / Documents (A0 to A1) - Colour

Sl.No	Descriptions	(A0 Size – Colour)				(A1 Size – Colour)				Total (6+10)
		Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate /Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (ii)</b>									
	<b>Grand Total (i+ii)</b>									

**Note: 1.** The Grand total amount of (D) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.

**2.** However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.

**3.** The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

## E. Cost for Scanning of Palm Leaves by using Palm Leaf Scanner

Sl.No	Descriptions	Lemon oil, Surgical Sprit and Lamb Black Powder provided by the User Department				Lemon oil, Surgical Sprit and Lamb Black Powder provided by the Bidder				Total (6+10)
		Rate / Image in Rs.	GST in %	GST in Rs.	Rate/Image with GST in Rs.	Rate / Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total</b>									

- Note:**
1. The Grand total amount of (E) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

## F. Cost for Microfilm / Microfiche Conversion from Digital Records

### (i) Microfilm Roll From Digital Records

Sl.No	Descriptions	Microfilm Roll 35mm (+ ve Film)				Microfilm Roll 35mm (- ve Film)				Total (6+10)
		Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (i)</b>									

### (ii) Microfiche From Digital Records

Sl.No	Descriptions	Microfiche (+ ve Film)				Microfiche (- ve Film)				Total (6+10)
		Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	Rate / Page in Rs.	GST in %	GST in Rs.	Rate /Page with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (ii)</b>									
	<b>Grand Total (i+ii)</b>									

**Note: 1.** The Grand total amount of (F) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.

**2.** However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.

**3.** The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

## G. Cost for Conversion Microfilm / Microfiche into Digital Records

### (i) Digital Scanning of Microfilm Roll / Microfiche

Sl.No	Descriptions	Microfilm Roll / Microfiche				Total (6)
		Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
	<b>Total</b>					

**Note: 1.** The Grand total amount of (G) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.

**2.** However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.

**3.** The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

## H. Cost for Digital Scanning of Coins (Both Sides) Black & White Grey Scale and Colour

### (i) Per Coin (Both Sides) - Black & White

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Black & White)				Cleaning Chemicals and Substances Provided by Bidder (Black & White)				Total (6+10)
		Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (i)</b>									

### (ii) Per Coin (Both Sides) - Colour

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Colour)				Cleaning Chemicals and Substances Provided by Bidder (Colour)				Total (6+10)
		Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (ii)</b>									
	<b>Grand Total (i+ii)</b>									

**Note: 1.** The Grand total amount of (H) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.

**2.** However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.

**3.** The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.



**I. Cost for Digital Photography of Coins**

**(i) Per Coin (Both Sides) - Black & White Photography**

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Black & White)				Cleaning Chemicals and Substances Provided by Bidder (Black & White)				Total (6+10)
		Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (i)</b>									

**(ii) Per Coin (Both Sides) - Colour Photography**

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Colour)				Cleaning Chemicals and Substances Provided by Bidder (Colour)				Total (6+10)
		Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	Rate /Coin in Rs.	GST in %	GST in Rs.	Rate /Coin with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (ii)</b>									
	<b>Grand Total (i+ii)</b>									

- Note:**
1. The Grand total amount of (I) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**J. Cost for Scanning of Photographs**

**(i) Digital Scanning of Photographs - Black & White Grey Scale**

Sl.No	Descriptions	Digital Scanning of Photographs (Black & White)				Total (6)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
	<b>Total (i)</b>					

**(ii) Digital Scanning of Photographs - Colour**

Sl.No	Descriptions	Digital Scanning of Photographs (Colour)				Total (6)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
	<b>Total (ii)</b>					
	<b>Grand Total (i+ii)</b>					

- Note:**
1. The Grand total amount of (J) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

## K. Cost for Digital Scanning of Photo Negative And Positive Films / Slides

### (i) Digital Scanning of Photo Positive/ Negative - Black & White Grey Scale

Sl.No	Descriptions	Digital Scanning Photo +ve (Black & White)				Digital Scanning Photo -ve (Black & White)				Total (6+10)
		Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (i)</b>									

### (ii) Digital Scanning of Photo Positive/ Negative - Colour

Sl.No	Descriptions	Digital Scanning Photo +ve (Colour)				Digital Scanning Photo -ve (Colour)				Total (6+10)
		Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
	<b>Total (ii)</b>									
	<b>Grand Total (i+ii)</b>									

**Note: 1.** The Grand total amount of (K) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.

**2.** However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.

**3.** The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**L. Cost for Scanning of Estampages of Inscriptions**

**(i) Digital Scanning of Estampages of Inscription for Black & White Grey Scale**

Sl.No	Descriptions	Digital Scanning of Estampages (Black & White)				Total (6)
		Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
	<b>Total</b>					

- Note:**
1. The Grand total amount of (L) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**M.Cost for Digital Photography of Inscriptions**

**(i) Digital Photography - Black & White Grey Scale**

Sl.No	Descriptions	Digital Photography of Inscriptions for (Black & White)				Total (6)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
<b>Total (i)</b>						

**(ii) Digital Photography - Colour**

Sl.No	Descriptions	Digital Photography of Inscriptions for (Colour)				Total (6)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
<b>Total (ii)</b>						
<b>Grand Total (i+ii)</b>						

- Note:**
1. The Grand total amount of (M) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**N. Cost for Digital Scanning of Copper Plates**

**(i) Digital Scanning of Copper Plates - Black & White and Grey Scale**

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Black & White)				Cleaning Chemicals and Substances Provided by Bidder (Black & White)				Total (6+10)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
<b>Total (i)</b>										

**(ii) Digital Scanning of Copper Plates - Colour**

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Colour)				Cleaning Chemicals and Substances Provided by Bidder (Colour)				Total (6+10)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
<b>Total (ii)</b>										
<b>Grand Total (i+ii)</b>										

- Note:**
1. The Grand total amount of (N) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**O. Cost for Digital Scanning of Copper Plates**

**(i) Digital Photography of Copper Plates - Black & White**

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Black & White)				Cleaning Chemicals and Substances Provided by Bidder (Black & White)				Total (6+10)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
<b>Total (i)</b>										

**(ii) Digital Photography of Copper Plates for Colour**

Sl.No	Descriptions	Cleaning Chemicals and Substances Provided by User Department (Colour)				Cleaning Chemicals and Substances Provided by Bidder (Colour)				Total (6+10)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
<b>Total (ii)</b>										
<b>Grand Total (i+ii)</b>										

- Note:**
1. The Grand total amount of (O) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.





**(ii) Digital Scanning of Maps - Colour**

Sl.No	Descriptions	(A0 Size – Colour)				(A1 Size – Colour)				(A2 Size – Colour)			
		Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.
1	2	3	4	5	6	7	8	9	10	11	12		13
a	< 5 Lakhs Qty.												
b	5 < 10 Lakhs Qty.												
c	10 < 20 Lakhs Qty.												
d	20 < 40 Lakhs Qty.												
e	40 < 60 Lakhs Qty.												
f	60 < 80 Lakhs Qty.												
g	80 ≤ 100 Lakhs Qty.												
h	> 100 Lakhs												
<b>Total</b>													

Sl.No	Descriptions	(A3 Size – Colour)				(A4 Size – Colour)				Total (6+10+14+18+22)
		Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	Rate /Image in Rs.	GST in %	GST in Rs.	Rate /Image with GST in Rs.	
1	2	15	16	17	18	19	20	21	22	23
a	< 5 Lakhs Qty.									
b	5 < 10 Lakhs Qty.									
c	10 < 20 Lakhs Qty.									
d	20 < 40 Lakhs Qty.									
e	40 < 60 Lakhs Qty.									
f	60 < 80 Lakhs Qty.									
g	80 ≤ 100 Lakhs Qty.									
h	> 100 Lakhs									
<b>Total (ii)</b>										
<b>Grand Total (i+ii)</b>										

- Note:**
1. The Grand total amount of (P) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**Q. Cost for Digital Scanning of Wooden Painting, Drawing and Canvas Painting**

**(i) Digital Scanning of Wooden Painting, Drawings and Canvas Painting - Black & White**

Sl.No	Descriptions	Wooden Painting (Black & White)				Drawing (Black & White)				Canvas Painting (Black & White)				Total (6+10+14)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
	<b>Total (i)</b>													

**(ii) Digital Scanning of Wooden Painting, Drawings and Canvas Painting – Colour**

Sl.No	Descriptions	Wooden Painting (Colour)				Drawing (Colour)				Canvas Painting (Colour)				Total (6+10+14)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
	<b>Total (ii)</b>													
	<b>Grand Total (i+ii)</b>													

- Note:**
1. The Grand total amount of (Q) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**R. Cost for Digital Photography of Wooden Paintings, Painting & Drawing and Canvas Painting**

**(i) Digital Scanning of Wooden Painting, Drawings and Canvas Painting - Black & White**

Sl.No	Descriptions	Wooden Painting (Black & White)				Painting & Drawing (Black & White)				Canvas Painting (Black & White)				Total (6+10+14)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
<b>Total (i)</b>														

**(ii) Digital Scanning of Wooden Painting, Drawings and Canvas Painting - Colour**

Sl.No	Descriptions	Wooden Painting (Colour)				Painting & Drawing (Colour)				Canvas Painting (Colour)				Total (6+10+14)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
a	< 5 Lakhs Qty.													
b	5 < 10 Lakhs Qty.													
c	10 < 20 Lakhs Qty.													
d	20 < 40 Lakhs Qty.													
e	40 < 60 Lakhs Qty.													
f	60 < 80 Lakhs Qty.													
g	80 ≤ 100 Lakhs Qty.													
h	> 100 Lakhs													
<b>Total (ii)</b>														
<b>Grand Total (i+ii)</b>														

- Note:**
1. The Grand total amount of (R) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**S. Cost for Digital Scanning of Glass Negative**

**(i) Digital Scanning of Glass Negative - Black & White**

Sl.No	Descriptions	Glass Negative (Black & White)				Total (6)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
	<b>Total (i)</b>					

**(ii) Digital Scanning of Glass Negative - Colour**

Sl.No	Descriptions	Glass Negative (Colour)				Total (6)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
	<b>Total (ii)</b>					
	<b>Grand Total (i+ii)</b>					

- Note:**
1. The Grand total amount of (S) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**T. Cost for PDF to Flip Book Conversion**

**Digital Scanning of PDF to Flip Book Conversion**

Sl.No	Descriptions	PDF to Flip Book Conversion				Total (6)
		Rate /Sq. m in Rs.	GST in %	GST in Rs.	Rate /Sq. m with GST in Rs.	
1	2	3	4	5	6	7
a	< 5 Lakhs Qty.					
b	5 < 10 Lakhs Qty.					
c	10 < 20 Lakhs Qty.					
d	20 < 40 Lakhs Qty.					
e	40 < 60 Lakhs Qty.					
f	60 < 80 Lakhs Qty.					
g	80 ≤ 100 Lakhs Qty.					
h	> 100 Lakhs					
<b>Total</b>						

- Note:**
1. The Grand total amount of (T) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.

**U. Cost for Application Software for Search & Retrieval of the Digitized Documents (Optional Items)**

Sl.No	Descriptions	Rate / Unit in Rs	GST in %	GST in Rs.	Rate /Unit with GST in	Total
1	2	3	4	5	6	
a	Cost for Development and Installation of the Web Based Application Software for Search & Retrieval of the Digitized Documents including open Source Database and having multiple indexing field (with maximum of 10 field – Alphabetic, Numeric, Alphanumeric)					
b	Cost for Additional field from 11 <sup>th</sup> Field onwards.(Per Field Per Record)					
c	Customization Charge for changes if required after finalization of Software (Per man day).					
<b>Total</b>						

- Note:**
1. The Grand total amount of (U) will be evaluated to Arrive at the Lowest Price as per the Price Bid evaluation Clause no.6.6.2.
  2. However L1 Bidder to match the L1 price for the line items for which they have not quoted the lowest Price.
  3. The Bidder should quote for all the items in that part. Partial Bid with in the part is not allowed.