

कार्यालय उप संचालक अभिलेखागार
संचालनालय पुरातत्व अभिलेखागार एवं संग्रहालय
मध्य प्रदेश
वाणगंगा मार्ग, भोपाल 462003

क्रमांक 959/अभि./2015

भोपाल दिनांक 16/11/2015

द्वितीय निविदा आमंत्रण सूचना

दू बिड प्रणाली (तकनीकी एवं वित्तीय बिड) के अंतर्गत निम्न कार्य हेतु निविदा आमंत्रित की जाती है:-

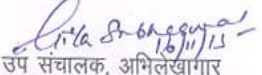
1. ऐतिहासिक अभिलेखों की डिजिटल इमेज तैयार करने हेतु।

डिजिटल इमेज अच्छे ब्रांड की डी.व्ही.डी./टिफ फॉर्मेट की पोर्टबल हार्ड डिस्क के साथ कार्यालय को प्रदाय करनी होगी। डिजिटल इमेज सही इन्डेक्सिंग के साथ JPEG एवं PDF फॉर्मेट में भी प्रदाय की जाना होगी।

'तकनीकी बिड एवं वित्तीय बिड' अलग अलग सील बंद लिफाफे में निविदा की शर्तों के अनुसार डी.व्ही.डी. तैयार कर बड़े लिफाफे में जमा करना होगी। टेण्डर फार्म एवं निविदा की शर्तें हमारी विभागीय वेब साईड www.archaeology.mp.gov.in से डाउनलोड की जा सकती है। टेण्डर फार्म मूल्य राशि रु. 2,000/- (रुपये दो हजार केवल) का बैंक ड्राफ्ट, "जो कि उप संचालक अभिलेखागार, पुरातत्व, अभिलेखागार एवं संग्रहालय, भोपाल के नाम से देय हो" के साथ कार्यालय उप संचालक अभिलेखागार, पुरातत्व, अभिलेखागार एवं संग्रहालय, वाणगंगा मार्ग, भोपाल, 462003 में रखे 'टेण्डर-पेटी' में डाले अथवा रजिस्टर्ड डाक से भी भेज सकते हैं।

निविदाये दिनांक 04/12/2015 को 12:00 बजे तक टेण्डर पेटी में डाली जा सकती है, जो उसी दिवस अपराह्न 3:00 बजे उपस्थित निविदाकर्ताओं के प्रतिनिधियों के समक्ष खोली जावेगी।

किसी भी अथवा सभी बिड को किसी भी स्तर पर बिना कारण बताये निरस्त करने का अधिकार सक्षम प्राधिकारी के पास सुरक्षित रहेगा।


उप संचालक, अभिलेखागार
संचालनालय पुरातत्व अभिलेखागार एवं संग्रहालय
मध्य प्रदेश, भोपाल

Office of Deputy Director, Archives
Directorate of Archaeology Archives and Museums,
Madhya Pradesh,
Banganga Marg, Bhopal-462003

No. 959 /Arch/2015

Bhopal, Dated 16 - 11 -15

Second Tender Notice

Tenders are invited under "Two Bids System" Technical & Financial Bid for the following:

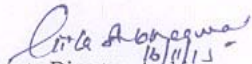
- 1- Preparation of Digital images of Historical Records.

The Digital images are to be supplied in good branded DVDs / portable Hard Disks in Tiff Format. The images are also to be supplied in JPEG and PDF format with proper indexing in three separate DVDs.

Both the 'Technical Bid' and the 'Financial Bid' should be sealed separately in a cover and then submitted in a big envelope along with the DVDs as specified in the Terms and Conditions. The Tender form and terms and conditions may be downloaded from our website www.archaeology.mp.gov.in The Tenders along with tender form cost of Rs. 2,000/- (Rupees Two Thousand) only in the form of Bank Draft in favour of Deputy Director, Directorate of Archaeology Archives and Museums, M.P., Bhopal should be deposited in the 'Tender Box' kept in the office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums, Madhya Pradesh, Banganga Marg, Bhopal-462003 or sent by registered post.

The Tenders will be received up to 12 noon on 04/12/2015 and the same will be opened in the presence of representatives of Tenderers who are present at 3 pm on the same day.

The competent authority reserves the right to consider or reject any or all the Bids at any stage without assigning any reason.


Deputy Director, Archives
Directorate of Archaeology
Archives and Museums,
M. P. Bhopal

**Office of Deputy Director, Archives
Directorate of Archaeology Archives and Museums,
Madhya Pradesh,
Banganga Marg, Bhopal-462003**

No. 959/Arch/2015

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- 1- Preparation of Digital images of Historical Records.

The Digital images are to be supplied in good branded DVDs / portable Hard Disks in Tiff Format. The images are also to be supplied in JPEG and PDF format with proper indexing in three separate DVDs.

Eligibility Criteria

- 1- Only the reputed and highly experienced Service Bureaus / agencies who have good infrastructure, have adequate and sound knowledge of digitization techniques according to the International Standards and capable to undertake digitization work for longer duration and possess at least 5 years experience of working for an Archival Institution would be eligible to submit the tenders. A self certificate to this effect need to be submitted along with the tenders.
- 2- All service bureau/agencies must provide a detailed profile of their firm. The company should be registered in India and the registration number of the firm along with the VAT/CST/LST No. allotted by the concerned Authorities should be indicated in the Tenders.
- 3- A list of the clients/organizations where similar nature of work has been conducted should be furnished indicating the name, address of the organization and the name of the contact person. The number of years of relation with the clients/organizations may also be attached.
- 4- The Company should start work within 15 days from the date of signing the Agreement.

Technical Requirement

- 1- Documents are to be Digitized in TIFF, JPEG & PDF formats and supplied in three good branded quality DVDs.
- 2- The documents to be digitized will normally be in the size of A-4/B-4/A-3 size in stitched files/volumes.
- 3- The documents should be digitized at minimum of 300/ 600 dpi using Face up Scanning technology with pixel type moving linear CCD sensor scanner. Necessary infrastructure like Scanner should be installed in office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums, Madhya Pradesh, Banganga Marg, Bhopal. The supporting technical staff for the work and necessary consumables have to be arranged by the successful bidder at their own cost.
- 4- Book cradle mechanism should be used for bounded volumes of documents for minimum handling of the documents/ records. Stitched files/ volumes should be electronically flattened.

- 5- The job assigned is to be undertaken in office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums, Bhopal. Necessary space for installation of over head Scanners, and other essential infrastructure, electrical connection will be provided by office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums, Bhopal.
- 6- The documents to be digitized are of archival importance and due care in handling of the documents by operators have to be ensured. Any loss or damage of the document supplied for digitizing may result to cancellation of the contract immediately and the security deposit will be forfeited.
- 7- The company / Firm should prepare digital images within a period of Two months. If the work is not completed by the company during this period Commissioner, Directorate of Archaeology Archives and Museums, Madhya Pradesh, Banganga Marg, Bhopal will have the right to terminate the contract immediately.
- 8- It will be the responsibility of the agency to take the documents from the stack area for digitizing and after digitizing it should be restored in the same place from where it has been taken. Documents / records are to be arranged chronologically and necessary pagination done before Digitization.
- 9- The documents/records are to be restitched / rebound again after digitizing if needed. Necessary manpower for this should be employed by the agency.
- 10- The digitizing arrangement shall be two running pages per frame in comic mode with suitably selected technical targets giving all relevant information in the images.
- 11- Any unclear images in digital formats shall have to be replaced without any extra cost.
- 12- A computerized list of the index of DVD's should be prepared and pasted on the DVD covers being supplied. The computerized data to be supplied in the DVD format to office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums. The design of the data base will be supplied by office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums.
- 13- The Company/ firm will be responsible for preparing good quality of digital images. No payment will be made for DVD's not found of satisfactory quality. Commissioner, Directorate of Archaeology Archives and Museums, Madhya Pradesh, Banganga Marg, Bhopal's decision in this regard will be final.
- 14- While on the assignment, the firm will not make or retain any Digital copy of the documents / records for any purpose whatsoever, except for submitting the DVD's to the office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums as per the terms of the job.
- 15- In case of loss or damage to the documents / records, retaining any digital copies of the documents / records and delay in completing the job as per the requirement of office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums, the security money deposited by the firm will be forfeited.
- 16- Digital images will be delivered to office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums. The images may be sent to the quality control laboratory of National Archives of India, New Delhi or any other organization/agency for testing periodically. No payment will be made for digital image not found of satisfactory quality.
- 17- The company should deploy professionally qualified supervisor who should check digital images before the same is handed over to office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums for final checking.
- 18- Due consideration will be given to firms/ companies who have past experience in executing digitizing projects in Archival Institutions.
- 19- The rate quoted will have the validity of 24 months from the date of signing of the Contract/ Agreement.
- 20- Company will have to submit monthly report of the work done.
- 21- The tentative cost of the work is Rs. 10.00 lakh approximately.

Bid Requirement

- 1- The Service bureau/agencies will require to submit the tenders in two parts viz. 'Technical bid' and 'Financial Bid' separately in two separate sealed envelopes and should be superscribed accordingly. Both the envelopes should, then, be kept in another sealed cover and superscribed as 'Tender for preparation of Digital Images.
- 2- The 'Technical Bid' should contain a DVD of digital images containing exposures paper manuscripts, for technical evaluation of quality and performance of the Service Bureau.
 - a. Make of Scanner DVD's.
 - b. Date of exposing

Earnest Money Deposit/Security Deposit

1. All Tenders should be accompanied with an earnest money of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Bank Draft of a scheduled bank in favour of the "Deputy Director, Archives, Directorate of Archaeology Archives and Museums, Bhopal.
2. The successful bidder would be required to submit security deposit of Rs. 50,000/-Rupees Fifty Thousand only) at the time of signing of Agreement for this work.

Preparation of Tender Document

a) First Cover

(Documents to be attached)

- 1- Technical Bid along with DVD as mentioned above
- 2- Earnest Money Deposit
- 3- Experience certificates of the service bureau/agencies
- 4- Company profile along with registration number of the firm with VAT/CST/LST no.
- 5- A list of the client(s) organization(s), where similar nature of work has been conducted, may be furnished indicating the name, address of the organization and the name of the contact person. The number of years of relation with the client(s)/organization(s) should also be mentioned.
- 6- Acceptance certificate on printed letter head to the effect that the service bureau/agencies agree to abide by the conditions of the tender document.

b. Second Cover

(Documents to be attached)

- 1- Financial Bid as per the enclosed format at Annexure – 'A'

Last date of submission of Tenders

- 1- The tender should be sent to the office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums, Banganga Marg, Bhopal 462003 latest 04/12/2015 before 12.00 noon. No tenders will be accepted after the stipulated date and time.

Opening of Tenders

- 1- The tenders will be opened in the office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums, Banganga Marg, Bhopal 462003 at 3.00 p.m. on 04/12/2015 in presence of all representatives of the company, who are desirous to be present at the time of opening the sealed tender.

- 2- The 'Financial bid' will be opened only after the scrutiny of the 'Technical Bid' has been done and short listed.

Payment Terms

1. Payment will be made after obtaining a certificate from the Reprographic Unit about the satisfactory quality of digital images.
2. Income tax/service tax and other taxes which ever is applicable will be deducted as per rules.
3. 75% payment of the billed amount will be released after preliminary inspection of the digital images received at office of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums.
4. The balance 25 % payment (final payment) will be released after final inspection of the digital images subject to fulfillment of Technical conditions.
5. Frames rejected fully/partially by officers of the Deputy Director, Archives, Directorate of Archaeology Archives and Museums will be re-done at Firms own cost.
6. If the company fails to deliver the DVD's as per condition laid down, Commissioner, Directorate of Archaeology Archives and Museums, Madhya Pradesh will have the option to cancel the contract immediately and award the contract to other company.

Annexure A

S.No	Description of work	Rate	Remarks
1.	Digital images of documents of A4/A3 and Full scape size documents at 300/600 dpi supplied in i) TIFF Format ii) JPEG FORMAT iii) PDF format in DVDs	Rs..... per image	

**OFFICE OF DEPUTY DIRECTOR, ARCHIVES
ARCHAEOLOGY, ARCHIVES & MUSEUMS
BANGANGA, BHOPAL**

No./ /MU/ Arch./2015

Bhopal, Dated

TENDER FORM

1	Name of Firm		
2	Office Address		
3	Phone No. (Office)		
4	Name of Head of Firm		
5	Designation		
6	Address		
7	Phone No./ Mobile No.		
8	Details of Bank Draft of Earnest Money	No. -----Date----- Name of Bank Amount Rs.	
9	Vat/CST/LST No. (Enclose Copy)		
10	Pan Number (Enclose Copy)		
11	Experience	Name of Organisation and address	Period
12	Description of work	Rate	Remarks
(1)	Digital images of documents of A4/A3 and Full scape size documents at 300/600 dpi supplied in i) TIFF Format ii)JPEG FORMAT iii) PDF Format in DVDs	Rs..... per image	

Details of Documents attached

- | | |
|---------|----------|
| 1 | 3 |
| 2 | 4 |
| 5 | 6 |
| 7 | 8 |
| 9 | 10 |

Place:

(Signature with Seal)

Date

Name -----

Address-----