

# **Annaxure-B**

## **e-Dhara : Computerisation of Land Records**

### **Program of Scanning of VF 7/12 Old Registers**

#### **Tender Procedure Document**

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## Competitive Bidding For Scanning Of VF 7/12 REGISTERS

### Part-I: Invitation for Bids

On behalf of Revenue Department, Collector Rajkot invites bids from interested bidders for the "Scanning of VF 7/12 Records".

a	Tender form Fee	Rs. 1500/- Non Refundable to be credited vide Draft to Collector Rajkot.
b	Pre Bid meeting and Place	Dt.23/07/2018 at 12:00 Hours Collector Office
c	Last date, time & place for Submission online Tenders	Dt.31/07/2018 up to 18:10 Hrs As above (b)
d	Last date, time & place for physical Submission of EMD, Technical Bid and Bid processing fees by RPAD.	By R.P.A.D.or Speed post in Registry Branch of Collector Office, Rajkot by Dt.01/08/2018,18:10 hrs
f	Time and date of opening of Technical & Commercial bids	Dt.03/08/2018 at 12:00 hrs Dt.03/08/2018 at 16:00 hrs
g	Place of opening of Tenders	Collector Office, Rajkot
h	Address for communication	Collector Office, Rajkot
i	Contact person	<b>Shri H.M.VORA</b> <b>Resident Additional Collector, Rajkot</b> 0281-2447760 <b>Shri B. R. Dhandhukia</b> <b>DIO(NIC),Rajkot</b> 98240 94560
j	Earnest Money Deposits	2,00,000/-Rs. (Two Lack only) (By Demand Draft of Nationalized Bank in the name of Collector, Rajkot)
k	Validity of Tender	180 days
l	No. of 7/12 pages for scanning	20,00,000 Approx

A Pre bid meeting will be held on Dt.23/07/2018 at 12-00 hrs at Meeting Hall Collector Office, Rajkot and suggestion of the specification from Bidders would be discussed. If there is any Correction or amendment in the terms & condition of the tender during pre-bid meeting. the same would be mentioned in online corrigendum. bidders are require to bid as per finalized Tems & conditions of the tender only.

Bids will be opened in the presence of Tender Opening Committee, members whoever are present as well as Bidders or their representatives who choose to attend on the specified date and time. The Tender Committee is been empowered to take the final decision regarding the Tender.

**Collector Rajkot**

## **Part-II: Introduction & Scope of Work**

The Collector Office, Rajkot District works within the purview of Revenue Department and **carries out** important activities **viz.** land administration, record of rights and maintenance and updating of Land records.

Mamlatdar Offices and **village** Talati offices maintain **land records**. VF7/12 registers of the land records and mutation entries there in are very important, old **and permanently live** record. This record is affected by environment and day to day handling. Record becomes torn and brittle. Moreover, mutation entries lying in this register were left-out for computerization. To make the complete VF 7/12 mutation record digital and to preserve the record from being eliminated, the Government has decided to scan and store it in digital form step by step, to be undertaken by outsourcing the job.

### **1. Scope of Work**

It will be the responsibility of the agency to:

#### **(1) Work Site:**

The successful bidder will have to carry-out work of all stages of scanning in Collector Office. The space in existing Computer room at the site can be used by the bidder and bidder has to put up the required set-up including furniture in computer room.

#### **(2) Infrastructure:**

- a) **Hardware** - Provide for all the requisite Hardware and Peripherals to meet the desired service standards. Provide UPS and D.G. Set in case of power failure and check it regularly. The hardware should be sufficient to complete the work load within the time limit (before 2018) without compromising on quality.
- b) **Networking** - Current networking facility available in the Collector office will be provided to Agency if required. If there is requirement of any additional networking facility, the agency will have to bear extra cost of hardware, wiring and Cabling.
- c) **Software** - The Agency will be provided scanning software for Addition, Insertion, Updation, Archival and Retrieval of scanned document by NIC/ Collector. The agency has to employ all the hardware with requisite licensed system software to operate the systems and storage of data to carry-out the scanning work
- d) **Electric Power** - Electric supply will be made available by the Collector office. If required to improve current electrification facility Agency will have to bear extra expenses.

#### **(3) Documents to be scanned Within 180 Days from Date of Work Order.**

Sr	Name of records	Size	Qty VF7/12 Aprox. minimum	Bound /Unbound	Remarks
1	VF7/12 Registers	A4	20,00,000/-	Bound	1. Indexing of VF7/12 register pages 2. Scanning of VF7/12

					Register pages. 3. Printing of indexed scanned VF7/12 pages
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a) The service provider will have to carry out a complete process comprising Photo-copying of the pages of the VF7/12 registers, scanning of the pages, cropping/ merging of scanned page, data entry of index detail for indexing, all level verification... In detail :

i. **Indexing of VF7/12 register pages**

1. The service provider will have to first carry out job of indexing of pages of VF7/12 register pages in the software provided by NIC. Indexing comprises of following:
2. Village wise of entry of followings :-
  - a. Entry of total number of village wise THOK (Binded VF7/12 register).
  - b. Year of first VF 7/12 page of first thok.
  - c. Year of last VF 7/12 page of last thok.
3. Thok wise entry:
  - a. Starting year of thok
  - b. Ending year of thok
  - c. Starting survey number of thok
  - d. Ending survey number of thok
  - e. If survey number is changed, then reasons for change in survey number and date of change.
4. Survey Number entry:
  - a. Entry of each survey number
  - b. PAIKI part of survey number (if exists)
  - c. Old survey number (if exists)
  - d. PAIKI part of old survey number (if exists)
5. Generation of Survey number report, which consists of survey number and PDF file name.

ii. **Scanning of pages of VF7/12 register**

1. The service provider has to scan each pages of VF7/12 register (THOK). Each page may have information hand-written on either both sides of page or one side of the page. If information is written on both side of page then, both sides of page has to be scanned. If information is written on one side of page then only one side is required to be scanned.
2. Scanned Image must have minimum 200 dpi resolution.

3. Information displayed on image must not get erased during cleaning of scanned images.
4. Service provider shall have to use best image compression technology for Scanning and Cleaning of document.
5. Size of scanned document should not exceed 1MB.
6. Final output of the scanning should be a PDF file, name of which must be set as per the names given in 'Survey Number Report' (mentioned in pt 3.a.5).
7. There should be cleaning of images after scanning and auto/ cleaning utility for cleaning of unclear images. The quality of images should be consistent for all scanned images.

**iii. Printing of Indexed scanned VF7/12 pages**

1. The service provider has to print each indexed and scanned pages in A4 size paper.
2. The service provider has to bind the printed VF7/12 pages as per the THOK.

- b) The work shown is only a broad estimate. This is the part of the quantum of work to be undertaken **Within 180 Days from Date of Work Order.** Collector has the sole authority to decrease the originally specified or allot additional work, in such circumstances successful bidder shall have to deposit additional Performance Security accordingly. The Service Provider will be handed over the documents in a batch with a check-list and he will cross-check this information with the manual documents received. The agency will inform the concerned official of the Collector in case of any discrepancies.
- c) As VF7/12 registers books are bounded documents. Those books are not to be unbounded for scanning. The agency must put up such kind of Photo-copier which can photocopy/scan the bounded books with a good quality. If service provider found that un-binding of document is required, then after scanning of VF 7/12 register (THOK), agency has to rebind the register in supervision of Talati and Taluka team.
- d) There should be cleaning of images after scanning and auto/ cleaning utility for cleaning of unclear images. The quality of images should be consistent for all scanned images.

**(4) Operational activities:**

- a) **Manpower** - The agency has to make the arrangement of operators. Provide adequate technical support team and supervisor for quality check and verification.
- b) **Verification** - The agency will photocopy pages of VF7/12 registers, scan all the photocopied documents, shall carry out cleaning, cropping, merging,

prepare scanned images of mutations, carry out checks in order to ensure that the scanning quality is good and the pages are perfectly scanned.

If photo-copied document is not clearly visible, Cleaning of scanned document should be performed by agency.

The quality of scanning work will be verified by the Collector supervisor, if quality is not found satisfactory, the agency has to scan the document once again without any extra cost. The concerned officer of the Collector will perform the random checking and verification of work performed by agency during work period.

Note:

- 1) Scanned Image must have minimum 200 dpi resolution.
- 2) Information displayed on image must not get erased during cleaning of scanned images.
- 3) Use best image compression technology for scanning and Cleaning of document.
- 4) Size of scanned document should not exceed 1MB.

- c) **Demonstration by Vendor** - Before the start of the actual work, the agency will give demonstration of their performance using the actual documents of the Collector office. The scanned images may be cleaned if required and the print-outs of the final images will be taken for reference. The quality of image will be verified by the Collector.

During the execution of the contract, the print-outs of the scanned images will be compared with the quality of scanned images to verify the consistency in quality of scanning and cleaning. The agency must ensure that the quality of images after scanning and cleaning is uniform and readable.

- d) **Soft media, data transfer and storage devices** - Scanned images of these documents will have to be converted into PDF files. The PDF files of the scanned documents will have to be stored in appropriate folders. All these scanned image files and their PDF documents should be written on DVDs and USB hard disks/Cartridge base removable Hard disk. The concerned data files of scanned images relating to these documents should be written on the same DVDs and USB hard disks/Cartridge base removable Hard disk.

e) **Deliverables**

The agency has to deliver following after completion of project:

- Three printed set of indexed and scanned documents for each village of all talukas.
- CD/DVD of indexed data base and scanned images of each taluka. If data is more than the storage capacity of storage media, then it should have provided in sets (CD Set-1, CD Set-2, etc.). Indexed database and scanned images should have been kept in village wise folders.
- One CD for each taluka consists E-Book of every THOK. Data should have been kept inside village wise folder.

- f) **Completion date of Work** - Six Months from work order

### **Part-III: Qualification Criteria, General Conditions & Submission of the Bid**

#### **Qualification Criteria:**

- a) The vendor should have at least last 3 financial years (April-2014 onwards) experience in terms of Data Scanning and /or document management imaging & transmission for a sufficiently large number of documents / record.
- b) The vendor must have experience in document handling of around 5,00,000 (Five Lac) documents per annum.
- c) The annual turnover of the firm should be at least Rs. 20 lac each during the last two financial years (i.e 2015-16 and 2016-17). The bidder should submit audited annual accounts of last two financial years in support of Turnover details.
- d) Earnest Money Deposit/ EMD **Rs.2,00,000/-** is mandatory and such bids will not be opened / considered in case EMD is not deposited with the bid documents.
- e) Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority.
- f) The Bidder shall bear all the costs associated with the preparation and submission of its bid, and “the Tendering Authority“ in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.
- g) Failure to furnish all information required by the bidding documents may result in rejection of the bid.

#### **General conditions**

- a) **Change in bidding document by the Collector Rajkot-** At any time prior to the deadline for submission of bids, the Collector office may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete certain conditions in the bidding document.
- b) **Language of Bid** - The bid prepared by the Bidder, all correspondence and documents relating to the bid exchanged by the Bidder and The Tendering Authority shall only be in Gujarati/ English language.
- c) **Bid Form** - The Bidder shall furnish appropriate Commercial Bid documents indicating the services to be provided, a brief description of the services and prices.
- d) **Bid Prices** - The Quote will be on the basis of per **Page** charge in rupees. Blank page not to scan. If required the Tendering Authority may ask for a component wise break up of the price.
- e) **Documents Establishing Bidder’s Eligibility and Qualification** - The documentary evidence of the Bidder’s qualifications to perform the Contract, will be submitted to The Tendering Authority’s satisfaction.
- f) **Earnest Money Deposit** - The Bidder shall furnish, an Earnest Money Deposit in the form of a **DD** drawn in favor of the Collector **Rajkot**, for Rs.2,00,000/-. There is no exemption for submitting the EMD to any agency including SSI Units. Tender submitted without the earnest money deposit will be summarily rejected.



- Unsuccessful bidder's EMD will be discharged/ refunded as promptly as possible.
  - The successful bidder's EMD will be discharged only after the completion of the contract papers.
  - The EMD shall be forfeited:
  - If a Bidder withdraws its bid during the period of Bid validity specified
  - In case of a successful Bidder, if the Bidder fails to sign the Contract or to furnish the performance security.
- g) Period of Validity of Bids** - Bids shall be valid for 180 **days** after the date of bid opening. The Collector may solicit the Bidder's consent in writing to an extension of the period of validity. Bid evaluation will be based on the bid prices.
- h) Performance Security Deposit-** The successful Bidder shall furnish a security deposit 10% of the amount of Contract value, valid for at least one year, so as guarantee his performance of the contract. If additional work is allotted, the agency has to deposit the additional Performance Security accordingly.
- The Performance Security shall be in the form of Bank Guarantee valid for one year from the date of actual start of operation. The proceeds of the performance security shall be payable to the Collector as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
  - The Performance Security denominated in Indian Rupees shall be in the form of bank guarantee issued by a nationalized/ scheduled bank.
- i) Receipt of Tenders and Tender Opening** - The Tender should be submitted online before 18-10 hrs dated 31/07/2018.
- j) Contents of Envelopes** - It will be a three Envelope Bid comprising of 1.EMD cover, (2) Technical Bid (with Technical Details) & (3) Commercial Bid. First envelope shall be marked as Envelope No.1 "Collector/Scanning-EMD", second envelope shall be marked as Envelope No. 2 "Collector/Scanning-Technical Bid" covering technical details and third cover shall be marked as Envelope No.3 "Collector/Scanning- Commercial Bid". The outer cover sealed envelope marked as **Invitation for Bids for Scanning of Old VF7/12 Registers fo "Collector-Rajkot"** consisting the above three (bidder's stamped, sealed, name and address indicated) envelope bids shall be addressed to The Collector, Dist Rajkot.
- k) The Collector's Right to Accept/ Reject Any or All Bids** – Collector Rajkot reserves the right to accept or reject any bid, or to annul the bidding process and reject all bids at any time prior to the award of Contracts, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Collector's action.
- l) Bid Evaluation Committee** - appointed by the Collector will award the contract to the successful Bidder whose bid has been determined as the lowest evaluated bid, and determined to be qualified to perform the contract satisfactorily. The Collector reserves the right to award the contract in parts to more than one bidder.
- m) Notify the successful Bidder** - Collector will notify the successful bidder in writing. The notification of award will constitute the formation of the Contract. The successful bidder shall sign the contract on Rs.100 stamp paper.

- n) Payment** - The payments will be done to the agency after completion of allotted work or as decided by the Collector Rajkot. The completion of work will be certified by the officials of the Collector Rajkot. Payment will be worked out on the basis of per page handled as per scope of work. Any penalties imposed on the agency for non- performance will be deducted from the payments. Work contract tax, service tax and income tax will be deducted at source as per the prevalent rules & regulations at the time of making payments to the Bidder during the billing cycles.
- o) Change Orders** – The Collector reserves the right to vary, modify, revise, amend or change any of the terms and conditions or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway. If any such change causes an increase or decrease in the cost/ time shall be liable for an equitable adjustments made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended.
- p) Penalty for not executing the contract to the satisfaction** – For not executing the contract by the Service Provider to the satisfaction of the Collector Rajkot, the Collector Rajkot shall invoke any or all of the following clauses.
- a)** Forfeit the performance Guarantee Amount
  - b)** Impose a penalty of 10% of the Contract value
  - c)** Terminate the contract without giving any notice
- q) Resolution of Disputes** - The matter regarding any dispute shall sort out at the level of the Collector Rajkot. The dispute persists to remain unresolved will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

#### **Part-IV: Enclosures in 3 Envelopes of Bid/ Contents of Envelopes**

It will be a three Envelope Bid comprising of (1) EMD / Tender Fee cover, (2) Technical Bid (with Technical Details), (3) Commercial Bid. The outer cover sealed envelope marked as **Invitation for Bids for Scanning of Old VF7/12 Registers for "Collector-Rajkot"** consisting the above three (bidder's stamped, sealed, name and address indicated) envelope bids shall be addressed to The Collector, Dist. Rajkot.

Detail and content of the three bids is as under:

##### **(1) EMD Cover**

This envelope shall be marked as **Envelope No.1 - Collector/Scanning-EMD**.

The Bidder shall furnish, as part of its bid, an EMD, in the form of a DD in name of the Collector, Rajkot payable for an amount of Rs. 2,00,000/-.

Name of Bank

DD No.

DD Date

**Amount**

**Rs. /-**

##### **(2) Technical Bid Cover**

This envelope shall be marked as **Envelope No.2 - "Collector/Scanning-Technical Bid"** covering technical details as under:

##### **Document:1**

Year of Establishment of Bidder/ company:

Details of Registration of the Bidder

(Documents to be attached)

##### **Document:2**

##### **Annual Turnover for the last three years:**

Bidder to provide details with copies of the audited Balance Sheet and Profit and Loss accounts.

Year	Turnover (Rs.)
2014-2015	
2015-2016	
2016-2017	

##### **Document:3**

##### **Detail of Existing Infrastructure**

- I.** Software - (Details of license software)
- II.** Hardware - (Detail Number of PCs, Servers with configuration)
- III.** Scanner - (Detail of Scanner with configuration)
- IV.** Manpower - No. of Skilled Employees, Area of Expertise (skill sets)
  - No. of Unskilled Employee

- No. of Administrative Employees

**Document:4**

**Experience in Similar of Completed/ Ongoing Projects**

Name of Brief	Description of projects	Responsibility or role of the Bidder in the Project	Order value (Rs.)	Completion Date (approx.)
dept (with address contact persons and numbers)				

(Please attach proper documents)

**Document:5**

**Proposed Deployment Structure**

An organization chart indicating the project Team as envisaged by the bidder for execution of this assignment

**Document:6**

**Detailed Time Schedule for various activities**

Time estimates required by the Service Provider to set up the facility at the project site and carry out activities

**Document:7**

**Bidder's Authorisation Certificate**

To,  
The Collector

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<Bidder's Name> \_\_\_\_\_, <Designation> \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference <Tender Name, Dept & Date> \_\_\_\_\_. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory.

\_\_\_\_\_

Seal

<Bidder's Name>

**Document:8**

Hardware Deployment Plan

**Document:9**

**Self-Declaration**

Ref: \_\_\_\_\_

Date:

To

**The Collector**

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In response to the tender \_\_\_\_\_ dt. ----- of the Collector, -----, as a owner/partner/Director of \_\_\_\_\_, I / We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

**Name of the Bidder: -**

**Seal of the Organization:**

**Signature: -**

**Document:10**

**Certificate of Conformity**

Date:

To

**The Collector**

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**Certificate**

This is to certify that, the specifications of Hardware which I have mentioned in the Technical specifications for Hardware, and which I shall supply if I am awarded with the work, are in conformity with the specifications in the Tender document.

I also certify that the price I have quoted per page is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in General Condition of Contract.

Name:

Seal:

Designation:

### (3) Commercial Bid Cover

This cover shall be marked as **Envelope No.3 - Collector/Scanning-Commercial Bid**.  
The bidder shall furnish the following document in the envelope.

#### Commercial Tender Format - For Scanning of VF7/12 registers

Date:

To

The Collector

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Sir

Having examined the Bidding Documents the receipt of which is hereby duly acknowledged, I / we, the undersigned, offer to supply/ work as service providers as mentioned in the scope of the work & technical specifications & in conformity with the said bidding documents for the same. We will charge the department per VF7/12 Register Mutation:

Sr. No.	Items	Rate in Rupees
1.	Indexing of survey number of VF7/12 register (Per Survey Number)	
2	Scanning of VF7/12 register pages. (Per single side page)	
3	Double side printing of indexed and scanned VF7/12 pages (Per single side page)	
Total		

Note: (Payment could be based on actual No. scanned and printed page)

I / We undertake that the prices are in conformity with the specifications prescribed. The per-mutation quote is inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all taxes.

I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

If our bid is accepted, we will obtain the Performance Guarantee of Rs. \_\_\_\_\_ for the due performance of the Contract, in the form prescribed by the Tendering Authority.

I / We agree to abide by this bid for a period of 180 (One hundred & eighty only) days after the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to the terms & conditions mentioned in the Tender document.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, Signature \_\_\_\_\_ (in the capacity of) -----

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_ Seal of the Company

NOTE: THIS FINANCIAL BID IS NOT TO BE KEPT IN TECHNICAL BID COVER

## Part V: Bid Opening and Evaluation of Bid

### Opening of Bids by the Collector

1. The Collector Rajkot/ Tender Committee will open all the EMD in the first instance. After the opening of EMD of bid, if he satisfies and passes the same, then the concern bidder becomes eligible for the technical bid.
2. **The Collector Rajkot/ Tender Committee will open** all technical bids. All the required documents enclosed in “Technical Bid with Technical Details” will be scrutinized, if he passes the technical scrutiny, then concern bidder becomes eligible for the commercial bid.
3. If it is found that the documents submitted by the bidder are not compatible with the actual situation at site, or if the document supplied by the bidder are found to be fraudulent or misrepresenting the facts then, it will render the bidder ineligible for participating in the tender process.  

The decision of the Collector/ Tender Committee in this regard is final and binding on the bidder and cannot be challenged.
4. The dates for opening of the commercial bid will be announced after the opening of technical bid and completion of technical scrutiny.
5. The Bidder’s representative who is present shall sign an attendance sheet evidencing their attendance.
6. The Bidder’s names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details as the Collector Rajkot, at his discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders.
7. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances.



## Part VI: Work Specifications

The following will be the broad specifications of the work to be done.

### I. Role of the Collector Rajkot

1. The Collector will provide space for the work at its offices in the District.
2. The Collector will carry out random checking of the scanned documents and the data-base so as to ensure accuracy before DVD and USB hard disks/cartridge base removable hard disks are cut.
3. In order to ensure that the documents are safe and do not go in any unauthorized hands, the Collector will depute its supervisor(s) at the site of scanning/data entry.
4. At the end of the process, the Collector staff will verify scanned work by taking sample printouts and comparing with demo printouts. If the quality is not found as per the demonstration printouts and prescribes norms, Collector will have the option of rejecting the whole scanned work.  
As far as data entry part is concern bidder must ensure 100% correct data entry through the supervisor. In case of un-readability of the original document bidder must take assistance of the Collector.
5. Authorized person in Collector office will verify scanned document's printouts. If the printouts are not found as per the norms prescribed by this office, they shall be generated again and again until they attain the prescribed norms and no extra payment will be made for the same.
6. No staff of Collector will be made available for the said work except for handling over and taking the documents, receiving DVDs and USB hard disks. The entire verification of record will be done randomly and batch wise by Collector staff. It will be onus of the bidder to ensure that the quality of the work is not compromised. If the quality is no satisfactory, it will amount to rejection of the entire batch.
7. **Bidder and / or his employees shall not remove any media from the work premises or shall bring in any media (except blank writable DVDs and USB hard disks/ removable cartridge base Hard disk) in the premises. If any original, scanned document or document in any media or format which found to have been taken out, the contract may be terminated at once without any further notice. This would be in addition to non payment of any work already done and criminal proceeding which will be launched. The successful bidder should extremely be careful on these aspects.**

### II. Role of the Service Provider (SP)

1. Arranging necessary hardware, scanner and power supply equipment.
2. Arranging all kind of necessary furniture and storage devices at the site.
3. Receive the documents along-with covering lists from the Collector officials. The Service Provider will have to maintain Registers for receiving the documents and subsequent dispatch/ handing over to the Authorized Officers of the Collector.
4. The Service Provider must ensure that the documents are not damaged/ mutilated/ defaced/ altered in any manner. The scanning equipment will be of such quality so that they do not damage documents in any manner.
5. Feeding the covering list into the computer and checking the documents for discrepancy, of any, between the documents and its covering list provided by the Collector.

6. Scanning the documents and putting them in the same batches together as they were received along-with the covering list indicating discrepancies.
7. Printing a check list of the data relating to documents so as to ensure 100 percent accuracy of the data base. It is to be remembered that the data base will be checked randomly by the Collector and any error found will be penalized @ Rs.0.5 per page.
8. In addition to the above, the service provider will have to rectify the errors by incorporating them in printed copies in the concerned record/ data and by writing to the new DVDs/USB hard disks with the correct entries.
9. Converting the scanned images into PDF file (one PDF file per document), Each page of the PDF file will have document no, year and page number.
10. Writing the DVDs/ USB and printing the documents and check lists, binding them and finally delivering them to the Collector.
11. The service provider will have to ensure that the entire work of scanning, data entry and printout is done at the site and that no documents are taken out of the site at any time.
12. In order to ensure that there are no missing or duplicate records and/or scanned images, the Service Provider should develop procedure to check against this.
13. Quality control of the scanning work will be an important aspect and the Service Provider will employ sufficient personnel to ensure good quality output.
- 14. The said work is very confidential and involves high responsibility, the Service Provider is solely responsible for this security and confidentiality. The Collector will provide the space. No rent will be charged for the use of space.**
15. The scanning work should commence within **Five** days from the date of receipt of letter of Intent. The work shall be completed within 6 months after receiving work order.
16. The bidder should bring all his equipments in to the premises provided for the job and undertake the work at the said premises. The document shall not be moved out of this premises.
17. File, folders & directory structure on each DVDs and USB hard disk/Cartridge base removable Hard disk shall be specified as follows:

For the record of Collector Offices (Old VF7/12 Registers– Scanning)

- a. District Name
- b. Taluka Name
- c. Village name & Vcode
- d. VF7/12 Register No.

## **Part VII: Other Conditions**

1. Authentication of the said work shall be done by authorized person in the Collector Office Rajkot. Documents scanned to be periodically subject to checks for verification of the quality of documents.
2. The bidder can have a look at the documents in the Collector office, if he feels it is required.
3. The staff of the Collector Rajkot will only hand over documents to the bidder. The Collector staff will provide documents which will be numbered & tied in batches.
4. If the bidder fails to execute the contract, the Security Deposit of the defaulting bidder will be forfeited and contract will be executed at the cost of and risks of such defaulting bidder or the offer of the next lowest evaluated bidder may be accepted and in such case if the extra amount other than the amount of first lowest tender is required to be paid, such extra amount will be recovered from the defaulting bidder.
5. The bidder shall use only licensed software for scanning and allied work. Any material necessary for the said work will not be supplied by this office of the Collector Rajkot.
6. Any material required for the said work shall be obtained at the own risk and responsibility of the bidder. No help or extra charges will be made for this.
7. The bidder shall remove all his documents and vacate the space within 15 days from the completion of the said work. If the bidder fails to do so, the rent as prescribed by PWD will be charged and will be recovered by the deducting from the amount due to the bidder.
8. Bidder shall be held personally responsible for any type of destruction/ mishandling of the documents, since the documents are originals.
9. In case of failure of power supply, alternative arrangement of generator etc. shall be made by the bidder on his own and at his own cost.
10. For the said work if extra furniture, infrastructure, Air-conditioner, electric point (if the service provider feels it is required) shall be provided by the bidder at his own cost.
11. If any additional electrification is required, the bidder shall, fit such points on his own and shall remove them as soon as the said work is completed.
12. The compensation against the damages if any to the electrical equipments and other immovable material / equipments at the space allotted are found shall be recovered from the amount due to the bidder.
13. Since the documents are of important nature, the bidder on awarding of the work will have to give a written undertaking that the documents shall be restored in the original position
14. Bidder shall submit the details along with photo identity, of all his/ her employees who shall be working on this job and shall make sure that all the employees wear a photo identity card all the time in the work of premises.
15. The tendering authority takes no responsibility for delay, lost or non-receipt of Tender document sent by post/ courier.
16. Tenders in sealed/ closed covers will be accepted only.

**Collector Rajkot**

### **Check List**

- A) EMD submitted in envelope no. 1 : yes / no
- B) List of documents submitted in envelope no. 2:

NO	Details	Page No.
1	Bidder's details	
2	GST Registration Certificate	
3	GST Clearance Certificate	
4	PAN CARD DETAILS	
5	EPFO Registration Certificate	
6-A	Audited balance sheet & profit and loss account	
6-B	Turnover Certificate by CA for last 3 Yrs	
7	Bidders Authorization	
8	Self Declaration	
9	Certificate of Conformity	
10	Details of Experience and part Performance of the Bidder.	
11	Experience Certificate in Terms of documents handled in the specified Performa	

**Note:**

- a) Details at 7, 8 and 9 should be on the letter head of the bidder and should be signed by bidder. The Bidder in its bid should include it as attachment.
- b) All the required certificates should be sealed by bidder.

Seal of Bidder