

**No. 1/6/2017-OAS**  
**Press Information Bureau**  
**(Office Automation Section)**

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**Dated: 15<sup>th</sup> January'2018**

**Tender Notice**

**Subject: Tender for Digital Archiving of Old Records of PIB.**

Sealed tenders are invited by Director General (M&C), Press Information Bureau from experienced and financially sound companies along with an Earnest Money Deposit (EMD) and superscribed "**Tender for Digital Archiving of Old Records of PIB**".

2. The quotations must be accompanied by Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft from any commercial bank to be drawn in favour of Section Office, Cash, PIB, failing which the tender shall be rejected summarily.

3. The quotations may be sent by name to the Deputy Director, Press Information Bureau, Room No.716, "A" Wing, Shastri Bhawan, New Delhi in sealed cover super scribed "**Tender for Digital Archiving of Old Records**" latest by **16:00 Hrs on 22<sup>nd</sup> February'2018**. Quotations received after stipulated date/time shall not be accepted / allowed or entertained irrespective of any reason, whatsoever. For the sake of Tehnical Clarification, a pre-bid meeting is proposed to be held on **5<sup>th</sup> February'2018 at 1530 Hrs** in Room No.716, Press Information Bureau, "A" Wing, Shastri Bhawan, New Delhi

4. Quotations and any supply will be governed by the following terms and conditions.

- A. This tender is open to all firms in India, engaged in providing digitisation and digital archiving solution. Firm must be ISO certified.
- B. The firm must have a minimum turnover of **Rs.50 lakh** in last three financial years. Proof of annual turnover shall be submitted in form of CA certified letter and copy of Income Tax return of last three years
- C. The firm must have the required infrastructure, hardware, software and manpower to carry out the work. In respect of creation of Index Excel file with title of releases, the manpower deployed shall have proficiency in English language with sound logical thinking.
- D. The firm must have at least two years of experience in archiving of text pages and the firm must submit proof of having satisfactorily performed archiving job for at least two Government/Semi-government/Autonomous organisations.

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- E. Joint bids or outsourcing or subletting of any nature/third party would not be acceptable.
- F. The firm should give an undertaking that it has not been black listed by any Government or Autonomous/Examining Bodies.
- G. Prices quoted must be inclusive of prevailing taxes/GST.
- H. Rates for digitisation must be quoted on per page (A4/executive/legal size papers only) basis. This quoted rate shall be inclusive of rates of any entailing tasks.
- I. It shall be duly noted that separate rates shall not be quoted for entailing tasks. The entailing tasks that ensues will be as under:-
  - (a) Creation of Index Files in Excel format as records. Each record of file shall contain document name, Ministry Name, Date and Title. (Approximate records will be 1/3<sup>rd</sup> of the total pages).
  - (b) Careful Unbinding and Binding of the bound volumes for proper scanning of the pages.
  - (c) Transfer of digitised data to the Bureau in external hard disk drive (HDD).
- J. A duly constituted Committee of PIB would examine the technical bids and may ask for presentation to be made by the bidders.
- K. The Committee may also decide to physically inspect the premises of the bidders and verify the claimed machinery, computers, scanners etc.
- L. The firm must submit self attested and stamped documentary proof in respect of all the claims to be made as per tender document, failing which, your bid may be cancelled. Also, the respective Technical and Financial bids shall be submitted in accordance with Annexure-I & Annexure-II (Enclosed).

**Responsibilities of the vendor to be selected for the job**

5. The vendor (successful bidder) shall perform the services and carry out its obligations under the contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional standards. It shall employ appropriate technology and safe and effective equipment, machinery, material and methods.





6. The digital records generated during the archiving process will be the sole property of PIB, and the vendor will not partake with any digital file or record or database so generated.
7. The vendor shall be fully responsible for quality for the output. In case the digitisation work carried out is not according to the specification mentioned in the work order, the work will have to be redone. (No extra payment shall be made for this.)
8. The scanning solution should provide support for automatic document quality analysis so that any bad quality document is not accepted as the final output.
9. The job will need to complete **within Six months** from the date of issuance of Job/work Order.
10. In case the successful bidder fails to comply with the job order within the prescribed time, this office reserves the right to cancel order and forfeit the Security Deposit.
11. The successful bidder has to submit Performance Security Deposit amounting Rs.70,000/- (Rupees Seventy Thousand Only) in the form of FD of a commercial bank, in favour of Section Officer, Cash, PIB while accepting the job. This Performance Security Deposit should remain valid for a period of 3 months beyond the date of completion of the job.

**The archiving work involved is as follows:**

- a) There are about **2364** bound volumes with a total of **10,35,432** (approx.) pages that need digital archiving. The matter is typewritten with manual typewriter or computer. The archives are of the period **1947-1997**.
- b) The archiving work will be done in the premises of PIB, where the Librarian will hand over bound volumes of archival material to the vendor.
- c) Vendor will bring his own scanning machine(s), computer hardware and software, and manpower and other necessary items, if any.
- d) The bound volumes of typewritten pages will be unbound by the vendor under supervision of the Librarian. Some old volumes will need extra care in handling.
- e) Each page will be scanned in 300 (or more) dpi, black and white. The scans must have high contrast and must be readable and printable like a normal typewritten page.
- f) The scan will be saved in pdf format.
- g) Scans of some pages might need cleaning for better readability.
- h) Content of every document should be 100% searchable.
- i) Document should be made release wise i.e. one document for one release.
- j) A document will have a single '.pdf' file. While most documents will be single-page documents, some documents will have more pages.



- k) Document name will include Ministry code, date and document number.
- l) Title of document (release) should be included in indexing.
- m) Document list should be made in Excel and each record will contain document name, Ministry, date and title.
- n) Each document will be machine-read and a text file (in rtf or docx format) will be generated for each document.
- o) Each document will be given a unique ID which will be given to the corresponding pdf and text files.
- p) After completing the entire output, the final output should be submitted in external hard disks drives (HDD). In addition to this, the digitised data shall be submitted to NIC-PIB Cell on monthly basis for checking the quality of scanning and creation of index files as per tender guidelines.
- q) Each volume will, after the work of scanning that document is over, be bound properly, taking care of the safety of the documents, and handed over to the Librarian.
- r) PIB may, in its discretion, ask for an equivalent technical solution, without extra payment, if it finds the same more suitable to the archiving work.
- s) **Extension of time for completion of job shall not be allowed.**

**Payment**

12. Payment will be made after satisfactory completion of the job. TDS will be deducted at the prevailing rates at the time of payment as per Rules.

13. PIB reserves the right to cancel the tender at any time or amend/ withdraw any of the terms contained in tender document or to reject any tender without assigning any reason thereof. The decision of the PIB shall be final and binding upon in the event of any dispute arising out of the terms of the contract.

  
(Sushila Minj)  
Deputy Director  
Tel : 2338 3648

सुशीला मिंज / SUSHILA MINJ  
उप निदेशक / Dy. Director  
पत्र सूचना कार्यालय  
Press Information Bureau  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi

**PROFORMA FOR TECHNICAL BID**

**(For Digital Archiving of Old Records of Press Information Bureau)**

<b>S. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Company Profile (viz. firm's Name and Full Postal Address with Telephone / Mobile No.) with copy of ISO Certificate	
2.	Copy of Registration Certificate of (GST & PAN).	
3.	The required infrastructure, hardware, software and manpower to carry out the work with undertaking	
4.	Copy of proof of annual turnover form of CA certified letter and copy of Income Tax return of last three years	
5.	Copy of at least two years of experience in archiving of text pages in at least two Government/Semi-government/Autonomous organisations.	
6.	An undertaking that you have not been black-listed	
7.	EMD details (Amount, Name of Bank, Branch, DD. Date & No.)	

**DECLARATION**

I / We hereby certify that the information furnished in Annexure-I is full and correct to the best of my knowledge. I / We understand that in case any deviation in the statements furnished in Annexure-I at any stage, the company will be blacklisted and will not have any dealing with this Bureau in future. I / We hereby further certify that firm has not been ever blacklisted from any Government Departments / Undertakings.

**(Name and Signature of authorized signatory with stamp)**



**Annexure-II**

**PROFORMA FOR FINANCIAL BID**

**(For Digital Archiving of Old Records of Press Information Bureau)**

I / We hereby declare and affirm that I / we have read and understood the terms and condition of the contract as stipulated in the Tender Notice  
\_\_\_\_\_ Dated \_\_\_\_\_.

2. Accordingly, I / we hereby offer the following rate for Digital Archiving of Old Records of Press Information Bureau.

Rates for digitisation on per page (A4/executive/legal size papers only) basis. (Inclusive of rates for any entailing tasks.)	Rate in figure _____  Rate in words _____ _____
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3. I, on behalf of M/s \_\_\_\_\_ hereby declare that all the terms & conditions as mentioned in the Tender Notice dated \_\_\_\_\_ of Press Information Bureau are fully acceptable to us.

**(Name and Signature of authorized signatory with stamp)**