

ABSTRACT NIT
Government of Jammu & Kashmir
Directorate of J&K Funds Organisation, Muthi, Jammu.

Tender Notice No: DGF/Comp/460/154 Date: - 26/03/2018

For and on behalf of the Governor of J&K sealed tenders affixed with revenue stamp worth Rs.5/- are invited by the Directorate of J&K Funds Organisation, from reputed agencies, established and experienced in “**Scanning/digitizing/ meta tagging/ indexing/storage/integrated retrieval of GPF / SLI ledger cards**” maintained at the District fund Offices/State Life Insurance Offices of J & K Funds Organisation of A2/A3 size on actual work basis”.

Document Control Sheets

Tender No.	No.DGF/COMP/460/154 dated:- 26 /03/2018
Name of Organization	J&K Funds Organization Finance Department
Date of Publishing Tender Document	26.03.2018
Last Date and Time for submission of Bids	17.04.2018 up to 3.00 pm
Date and Time of Opening of Bids	23/04/2018 at 3.00 p.m. (Technical Bid) 19/05/2018 at 3.00 p.m. (Commercial Bid)
Address for Communication	Anudeep Kaur Sudan Deputy Director (Central) Directorate of J&K Funds Organization Finance Complex, Muthi, Jammu/Old Sectt. Srinagar E-mail: ddcfunds1@gmail.com
Scope of Work	Scanning/digitizing/meta tagging/ Indexing / storage / integrated retrieval of GPF/ SLI ledger cards maintained at the District Fund Offices/SLI Offices of Funds Organisation J & K Government consisting of approximately 80 lakh pages of A2/A3 size on actual work basis.
Tender Fee	Rs. 5000/- (Rs. Five thousand only)
Earnest Money Deposit to be submitted.	Rs. 1,00,000/- (Rupees one lakh only). The payment for EMD can be made through FD/DD/CDR/Bank Guarantee and Payment for tender fee can be made through Demand Draft in each case favouring Deputy Director (Central) of Funds Organisation, J&K.

Prospective bidders desirous of participating in this tender may submit their bids upto 3 pm on 17 April 2018. Queries if any could be sent to the undersigned through email on funds-jk@nic.in having subject “Pre-bid queries”. Pre-bid Meeting, shall be also held on 10th April at 3 Pm.

Based on queries received, if required, Directorate of J&K Funds Organisation may amend the Tender/issue corrigendum.

Interested parties may view and download the Tender document containing the detailed terms & conditions, from the website : www.jkfunds.nic.in

Sd-

**Director General
J&K Funds Organisation
Finance Deptt Jammu/Kashmir**

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**Government of Jammu & Kashmir
Directorate of J&K Funds Organization,
Jammu.**

TENDER DOCUMENT FOR

**“SCANNING/ DIGITIZING/ META TAGGING /
INDEXING / STORAGE /
INTEGRATED RETRIEVAL
OF GPF / SLI LEDGER CARDS”**

**MAINTAINED AT DISTRICT FUND OFFICES /
STATE LIFE INSURANCE OFFICES
OF FUNDS ORGANISATION, JAMMU & KASHMIR**

***(CONSISTING OF APPROXIMATELY 80 LAKH PAGES OF A2/A3 SIZE, ON
ACTUAL WORK BASIS)***

Phone:

Jammu: 0191-2598724, Fax: 0191-2598724.

Srinagar: 0194-2474215, Fax: 0194-2474215.

Website: www.jkfunds.nic.in

Email: Funds-jk@nic.in

Summary of Notice Inviting Tender:-

For and on behalf of the Governor of J&K sealed tenders affixed with revenue stamp worth Rs.5/- are invited by the Directorate of J&K Funds Organisation, from reputed agencies, established and experienced in scanning, digitization, integrated retrieval and related works pertaining to image capturing for electronic archival and retrieval.

Objectives:-

To undertake the work of scanning, digitization, indexing/ meta tagging, Storage & integrated retrieval of G. P. Fund / SLI records (**approximately 80 lakh pages**) which are maintained in shape of Ledger accounts mostly in sizes (**230 mm x 340 mm; 340 mm x 430 mm; 340 mm x 475 mm; 330 x 510 mm**) at District Fund Offices and State Life Insurance offices of the J&K Funds Organisation.

The purpose of the exercise is to conserve the important records available in the shape of Ledgers accounts by scanning & digitizing the same using state of art scanning and meta-tagging methodologies so that it is subsequently used with robust online/ offline search and query facilities for settlement of final refund cases.

Location:

District Fund Offices, Jammu, Srinagar and all other District Fund Offices/S.L.I.Offices. Out of eighty lac pages approximately 60% work has to be done at Srinagar & Jammu Fund Offices ; Two G P Fund Offices at Zonal Police Headquarter, Jammu and Srinagar; GPF Move Office, Civil Secretariat, Jammu; GPF Migrant Cell, Jammu and two Divisional State Life Insurance Offices, Jammu and Srinagar. Rest of the work has to be carried out in 20 District Offices located at following District Fund Offices:

1. Budgam 2. Baramulla 3. Kupwara 4. Bandipora 5. Ganderbal 6. Pulwama
7. Anantnag 8. Kulgam 9. Shopian 10. Leh 11. Kargil 12. Udampur 13.Reasi
- 14.Ramban 15 Doda 16. Kishtwar 17. Samba 18 Kathua 19 .Rajouri
20. Poonch.

Specifications:

Digital images with spatial Resolution of 300/600 dpi of mostly A2 and A3 size documents supplied in a) TIFF Format, b) JPEG Format and PDF Format in CDs/DVDs and to load the images/pages on server.

Digitized Images, in True Color, A2 and A3 size documents with spatial Resolution of 300 dpi supplied in TIFF/ JPEG/PDF-A Formats in CDs/DVDs; meta-tagging of each document with the meta-tags provided by the Department and to load the images/pages on a Server facilitating the search, query and retrieval of the same by means of easy to use software.

There should be two versions of the software namely (i) Desktop version to work on standalone machines and (ii) Web version which should work online in three tier architecture. Both the versions of the said software should be able to run independent of platform. The Web version software should be prepared so that it is able to run on any prominent browser like Mozilla Firefox, Google Chrome, Internet Explorer and others including those on mobile phones like Opera Mini and others. The Web based version should also be Security Audited before handing over to the department / deployment on Networked Server. An Audit Clearance Certificate from STQC / CERT_IN empanelled agency must be submitted along with the software.

Eligibility details:

1) Registered agencies shall have experience in scanning, digitizing/imaging and archiving of valuable documents and creation of metadata with the institutions in the similar field. The firm shall embody in their offers the best practices, techniques, planning, programming strategies etc., as required in order to achieve the target, progress and prescribed quality standards. The interested firms shall have at least two successful completion certificates, for work of similar nature during the last 5 years, issued by the institutions of repute to their credit. The agency shall give the full details of the infrastructure and technical experts in their organizations.

2) Tenderers are advised to study the tender Document carefully. Submission of the Technical and Financial Bid shall be deemed to have been done after careful study and examination of all instructions, forms, terms and conditions and requirement specifications in the tender document with full understanding of its implications. Offers not complying with all the given clauses in this tender document are liable to be rejected.

Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid. The financial bid shall contain the financial details including turnover for the past 3 years besides the cost offer.

3) Orders will be placed with the successful firm after signing Memorandum of Understanding with the Department of J&K Funds Organisation. The job order will be valid for a period of six months. It may be extended for a further period of maximum three months depending upon the need for continuity of the project.

4) The last date for submission of tenders is 16 April 2018 upto 3:00 pm. The tenders without earnest money shall be summarily rejected. The Financial bid shall be opened only of those firms who qualify at the stage of evaluation of Technical bid.

Submission Details:

Reputed agencies, well established and experienced in related fields pertaining to documents scanning, compression, meta-tagging, archival and retrieval, may send their offers in separately sealed two part bid, Technical and Financial in response to this invitation. An earnest money of Rs.1,00,000/= (Rupees one Lac Only) in the shape of CDR/DD/Bank Guarantee pledged in favour of Director General, J&K Funds Organisation payable at Jammu/Srinagar be attached in separate cover superscripted "Earnest Money Deposit." Cost of tender amounting to Rs.5000/= shall also accompany the tender in the form of D.D. The tenders comprising of **four separate sealed covers** (cost of tender document, earnest money, Technical bid and financial bid) be submitted in one sealed cover clearly marked on sealed envelope as "Tender for Digitization of G P Fund / S.L.I. Records of J&K Funds Organisation Finance Department" and addressed to Director General, J&K Funds Organisation Finance Complex, Muthi Jammu Tel/fax No, 01912598724.

Any clarification regarding the tender document can be had from the office of Director General, J&K Funds Organisation during pre-bid meeting fixed for the purpose.

Objective / Scope:-

The Directorate of J & K Funds Organisation intends to conserve the ledgers records of its Fund Offices and S.L.I. offices by converting the same into digital format, indexing these by means of meta-tagging, storage on servers and backup media and its retrieval by means of retrieval software enabling easy query and printing. The scope of the Tender is to scan/digitize/store and have integrated retrieval of these ledgers maintained at the GPF offices in J&K consisting of approximately 80 lakh pages of sizes given below, on actual work basis.

Size measure:-

230 mm x 340 mm

340 mm x 430 mm

340 mm x 475 mm

330 mm x 510 mm

The scope of digitization work to be carried out by the tenderer is briefly described as under:

- 1) Batch Processing, Archiving (Scanning and Storing into TIFF/image/Searchable PDF/PDF/A etc. format) and Retrieval.
- 2) Receiving ledgers by the tenderer(s) from Fund Offices and handing over of the same ledger in their original condition.
- 3) Preparing the ledgers for digitization purpose, removal of bindings, will be attempted only if it is extremely essential. Rebinding of same shall be the sole responsibility of the tenderer.
- 4) Storing the digitized data in digitized form with mirroring facility (storing data on more than one storage media viz. external HDD, NAS drive etc.).
- 5) Documents/pages identified by the Registry which are either torn or not in a proper condition or illegible should be converted into machine readable text format (ASCII or Text mode) by OCR (Optical Character Recognition) Process or by data entry through keyboard typing.
- 6) After the ledger scanned is digitized, the tenderers will add a page containing information to locate the ledger card easily.
- 7) Handing over the slotted digitized data on appropriate electronic media to Funds Organisation of Jammu and Kashmir in three sets.

- 8) Providing licensed updated software to the Directorate of Funds Organisation.
- 9) The output of scanning & digitation will have to be posed to by the vendor as per the meta/data to be finalized by Funds Organisation of Jammu & Kashmir and provided to the agency in due course of time but not later than the date of start of work. The requirement/specifications of implementation will be finalized by Directorate of J&K Funds Organisation.
- 10) The PDF/A output should also accompany XML output simultaneously with PDF/A.
- 11) Transferring the stored digitized data on the Hard Disk/NAS Storage of Funds Organisation Jammu & Kashmir.
- 12) Imparting of adequate training to the staff for
 - (a) archival (scanning and storing)
 - (b) retrieval and printing.
- 13) Full maintenance and support for one year after the completion of the work.
- 14) The software and the methodology to be adopted should ensure seamless integration with workflow system prepared by NIC or any other workflow system that may be used by Directorate of J&K Funds Organisation.
- 15) The PDF/A files as scanned & digitized by the vendor will be digitally signable using Digital Signature software, without requiring any proprietary/commercially purchased software.
- 16) The workflow of functioning of scanning cell (where scanning activity by the vendor will be carried out) will be formulated and finalized by Funds Organisation of Jammu and Kashmir so as to make it in sync with functioning of other concerned Branches.
- 17) The output of scanning/digitization will be verified by authorized officers of Funds Organisation of Jammu & Kashmir on the basis of all the technical parameters of this tender.
- 18) All the transactions are required to be encrypted and protected using only open source software. The encryption policy and algorithm shall be decided by the Funds Organisation in consultation with the successful Bidder and N.I.C.
- 19) The process by which the bidder will scan/digitize the ledger records will include the following:
 - I. Authorized representative of bidder will receive ledgers from staff of the J&K Funds Organisation under proper receipt.
 - II. Preparing the ledgers for scanning / digitization purpose after removal of dust and any attached paper. Removal of bindings will be attempted only if it is

extremely essential. Rebinding of same shall be the sole responsibility of the tenderer.

III. Scan and digitize each document of ledger in minimum 300 DPI (dots/inch) and the data is to be stored by way of images in searchable PDF (Pending Cases) or PDF/A (decided) with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction where readability is poor the firm should be prepared to go for 600 dpi resolution, keeping in view higher resolution and greater ability to delineate fine details. The images so stored in the database should be properly indexed as per the requirements of Funds Organisation Jammu & Kashmir and should be capable of adding more images, at later stage if need be in an old stored file. Below are the mandatory specifications of required PDF/A file format. The PDF's should comply with the following specifications:

- (a) PDF/A format (ISO 19005-2: 2011).
- (b) The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG/PDF file format) for Mono/Colour/Grey scale images retaining Search ability, good view and print quality. Should be linearized PDF: (as defined by PDF reference manual (ISO 3200-1:2008) to ensure faster web viewing. In case of images with printed English text, the output PDF document should be searchable. In this case the PDF should also be reflowable such that the text readjusts itself on the basis of the size of the screen. Searchable PDF should be created in one single step by processing the input image file thus ensuring that no intermediate manipulation of content is possible. Should be enabled for interactive use (applying digital signatures, annotations, comments) with free Adobe Reader or any other popular free PDF software, PDF/A should be digitally signed (using available digital signature in batch mode). Also it should be possible to digitally sign these PDF files using free Adobe Reader.
- (c) Automated Meta data insertion in the PDF files- Meta data available in spread sheet or text file should be inserted into the PDF file in a single step during the creation of the PDF file itself. The metadata inserted inside the PDF should conform to the XMP specification for storing rich metadata. This will enable any content management system that supports XMP to import this metadata as indexes. The Metadata of the ledger files are required to include the following

fields and ten additional fields may be specified at the time of actual implementation of the contract:-

Full Data Structure:-

1. Case type - G.P. Fund F.R/T.E or S.L.I.
2. Ledger number.
3. Ledger year.
4. District / Office
5. Date of disposal/ finalization.
6. Keywords.
7. DDO.
8. Scanning agency name.
9. Date of Scanning.

Eligibility Criteria:-

Registered firms shall have experience in scanning, digitizing/imaging, and archiving old and valuable documents and creation of metadata for the Government/ institutions in the similar field. The firm shall fully outline in their offers the best practices, techniques, planning, programming strategies as required in order to achieve the target, progress and prescribed quality standards. The interested firm shall have to their credit at least two successful completion certificates, for works of similar nature. The firm shall give the details of the infrastructure and technical experts in their organization.

1. Tenderers are advised to study the tender document carefully. Submission of the Technical & Financial Bid shall be deemed to have been done after careful study and examination of all instructions, terms and conditions and requirement specifications in the tender document with full understanding of its implications. Tenders not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission bid not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid. The financial bid shall contain the financial details including turnover for the past three years besides the cost offer.

2. Orders will be placed with the successful firm after signing Memorandum of Understanding (MOU) with the Directorate of Funds Organisation (J&K). The job order will be valid for a period of 6 (six) –months in the first instance. It may be extended for a further period of maximum three 3 months depending upon the need for continuity of the projects.

The tenders without earnest money shall be rejected in the first instance. The tenders submitted after due date shall not be accepted. The financial bid of only those firms shall be opened who qualify the stage of evaluation of Technical bid.

3. Checklist of parameters relevant to Eligibility Criteria are given in the “**Annexure 1**”. Documentary evidence for compliance of the eligibility criteria in annexure must be enclosed along with the bid with the references as required.

4. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, shall be highlighted and all pages of the bid document should be serially numbered.

5. If the bid is not accompanied by the above mentioned documents, the same would be rejected.

6. Undertaking for subsequent submission of any of the above document will not be entertained under any circumstances. However, the Funds Organisation reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.

7. The Registration number of the firm along with the GST/ VAT/CST/LST No. allotted by the Authorities should be given in the tender bid.

8. The prospective tenderer shall submit their bids addressed to the Director General, J&K Funds Organisation, with one lac as Earnest Money in the shape of DD payable to Director General Directorate J&K Funds Organisation, along with all credentials regarding performance during last three years.

9. The tenderer should have done digitization of ledgers, old documents etc. -documents / certificates stating satisfactory execution of the project and acceptance of the deliverables by the organization, for whom such work has been done earlier, should be attached.

10. Acceptance of Penalty Clause.

11. The firm should be well versed with national standards for digital archiving, should be able to demonstrate the continuous use of specified quality methods to be consistent in Quality and Delivery.

12. Firms having Quality Certifications of ISO or SEI CMM will be given weightage.

General Conditions:-

1 The approximate, location wise, number of ledger cards/ pages required to be scanned/ digitized/ meta tagged/ indexed / stored/ retrieved at the J & K Funds Organisation is given in **Annexure 2** . *The total number of Case files / pages may increase or decrease and, therefore, the payment shall be made for actual number of pages digitized.*

2. The Bidder is required to set up its own scanning / digitizing, indexing, storage, integrated retrieval and other ICT infrastructure facilities with UPS, furniture etc. and good quality scanners of high speed scanning capability.
3. The Bidder is required to ensure that the items/ equipment used for scanning/ digitization are State of the art and tamper-proof. (He shall furnish relevant details.)
4. Work place, Electricity required for the set-up of the Digitization Centre will be provided by the Funds Organisation without cost to the successful Bidder.
5. No Hardware/Software will be provided by J&K Funds Organisation. The Successful Bidder is required to install all the necessary hardware/ software for scanning/ digitizing / storage (integrated retrieval of the case files at its own cost.
6. The Bidder should either be a Company registered/ incorporated under the Companies Act or a Firm registered under the Indian Partnership Act, 1932 or under the Limited Liability Partnership Act or proprietorship firm having proof of being a business establishment. A Consortium of not more than 2 such parties may also bid, in which case prime bidder will be financially responsible for the project.
7. The Bidder is required to have adequate experience in performing scanning / digitizing, indexing, storage and integrated retrieval facility related job for at least one Crore pages including old and fragile records and must submit proof in support thereof.
8. The Bidder should have at least ISO 9001:2000 or above certification in the relevant field.
9. The Bidder must be capable of providing the Software solution for (a) process control during digitization and (b) Subsequently DMS/ CMS for retrieval of documents as per requirement of Funds Organisation, Jammu and Kashmir.
10. The bidder must have an annual turnover of not less than Rs.2,00,00,000/- (Rupees Two Crore) in each of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17) and the audited balance sheet of the relevant period is required to be submitted by the Bidder.
11. The Bidder is also required to indicate the turnover separately for each of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016 -17), if any, from

scanning /digitization of records at least to the tune of Rs.1,00,00,000/- (Rupees one Crore). The Bidder is required to submit Work Order and completion certificate in support thereof.

12. Over-writing/ over-typing or erasing of figures in the documents submitted is not permitted and shall render the Bid invalid. The Funds Organisation in its discretion, reserves the right to reject all or any of the Bids without assigning any reasons.

13. The Bidder must be having valid Tax registration and should furnish proof of latest service tax clearance.

14. The tenderers are required to quote their lowest per page rate including tax for full job as outlined in the title of tender.

15. The per page rates so quoted should be all inclusive of the services to be provided by the tenderer. The available space and electricity will be provided by the Funds Organisation free of charges.

16. The Rate offered should be valid for a period of one year. Funds Organisation of Jammu and Kashmir, at its sole discretion, may extend the term of the vendor (on satisfactory performance) for a further period of three months.

17. If the tenderer is already doing the similar work on 'job work basis' in any Government department or in any reported private firm, name, address and telephone number of the same may be mentioned.

18. The successful tenderer shall compile and make an instruction manual for Scanning/digitizing/meta tagging/indexing / storage and integrating retrieving operations and the same shall be provided to the Funds Organisation of Jammu and Kashmir for use of its staff.

19. The tenderer shall have to arrange its own staff. The GP Fund Organisation Jammu and Kashmir would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the GP Fund Organisation of Jammu and Kashmir and the staff of the tenderer.

20. The scanner should be duplex and capable of handling fragile, old, delicate documents which may be stapled also. Non Impact scanners should be deployed into service in specific cases where the situation so demands.

21. The tenderer should have its own sufficient latest state of the art, high speed Scanners , Computers, other equipments / parts, sufficient infrastructure and qualified professionals.
22. The Funds Organisation reserves the right to deny entry to any staff member of the tenderer, if so deemed appropriate by it.
23. No person engaged by the tenderer shall claim any right of employment contractual or otherwise with the G.P. Fund Organisation of Jammu and Kashmir.
24. The tenderer will comply all Acts and / or Rules and Regulations framed by Government of Jammu and Kashmir relating to the work and employees and the G.P. Fund Organisation, Jammu & Kashmir will not be answerable for the terms and conditions of employment of the staff engaged or the work undertaken by the tenderer.
25. The tenderer will ensure that the staff engaged is disciplined and maintains full decorum of the G.P. Fund Organisation.
26. In the G.P. Fund Organisation, Jammu & Kashmir premises, the successful tenderer shall undertake the job of Scanning / digitizing only for the G.P. Fund Organisation of Jammu and Kashmir.
27. The successful tenderer shall make arrangements for daily check-up of the Scanners at its own cost and shall keep all the Scanners in perfect working condition at all times, so as to ensure smooth running of work. In case of failure of any scanner, the tenderer shall have to make alternative arrangement immediately so that the work does not suffer.
28. Continuance of the contract and payment of the work done shall be subject to evaluation of satisfactory performance by such officers as are appointed by the G.P. Fund Organisation, Jammu & Kashmir for regular as well as random checking and further subject to the tenderer fulfilling all the terms and conditions of the contract. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Director General, J&K Funds Organisation, in this regard shall be final and binding.
29. The tenderer shall be able to do the Scanning / digitization work on all working days from 10.00 AM to 6 PM and if as and when required by the GP Fund Organisation of the Jammu and Kashmir, the tenderer may also be allowed to work on holidays and

odd hours to finish their work for which necessary permission in writing is to be obtained by the tenderer from the G.P. Fund Organisation of Jammu and Kashmir.

30. The offices will provide the bound ledgers to the authorized representative of the tenderer, supervising the scanning / digitizing work, on day to day basis under proper receipt and it will be the responsibility of the tenderer to accomplish the task of scanning / digitization after following all the processes, namely Unbinding if necessary, Rebinding, Super Indexing, Scanning/ digitizing, Splitting and Merger, page numbering, Storing, Retrieval, etc.

31. It will be responsibility of the tenderer to return the ledgers to Funds Organisation of Jammu & Kashmir staff under acknowledgement in the same shape and condition in which it was taken.

32. The tenderer will ensure that the ledgers/documents handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged.

33. The tenderer after successfully storing the data on its own computer shall transfer the same on the Computer/Server/SAN Storage to be provided by the Funds Organisation of Jammu & Kashmir along with the documentation, technical and user manual. However, the tenderer shall be fully responsible for the proper archiving, storing and retrieval of the Scanned/digitized data for a minimum period of one year after completion of his work. Tenderer shall suggest the configuration and the number of computers and other hardware for Archival and Retrieval of digitized data, including back up.

34. Complete secrecy and confidentiality is required to be maintained by the tenderer and his employees. Use of mobile phones or cameras for clicking images of the documents would not be permitted in any case.

35. The tenderer shall not be allowed to take away any ledger record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the premises of Fund Offices of Jammu & Kashmir itself.

36. The tenderer has to develop and supply two copies each of the software products along with the source code. The tenderer has to develop the software specific to the Funds Organisation of Jammu & Kashmir needs. There should be two versions of the software namely (i) Desktop version to work on standalone machines and (ii) Web version which

should work online in three tier architecture. Both the versions of the said software should be able to run independent of platform. The Web version software should be prepared so that it is able to run on any prominent browser like Mozilla Firefox, Google Chrome, Internet Explorer and others including those on mobile phones like Opera Mini and others. The Web based version should also be Security Audited before handing over to the department / deployment on Networked Server. An Audit Clearance Certificate from STQC / CERT_IN empanelled agency must be submitted along with the software.

37. The tenderer using the integrated software for scanning/digitizing and document management or any other similar programme shall provide its license to the Funds Organisation of Jammu & Kashmir.

38. The software module should have multiple access with security features, with facility for updation of information etc.

39. The Funds Organisation of Jammu & Kashmir will have to copyright on the product format, concept layout and design. The Funds Organisation of Jammu & Kashmir will have exclusive rights to use it anywhere, in any manner.

40. It shall be the duty of the tenderer to have the licensed software updated from time to time and provide all possible assistance/help during the scanning/digitization work.

41. Time is the essence of the contract and the tenderer shall adhere to the time schedule and deadline as prescribed by the Funds Organisation of Jammu & Kashmir for execution of the work.

42. On the completion of the work, the tenderer shall hand over the latest licensed updated software and also the database to the Funds Organisation which shall become the property of Funds Organisation of Jammu & Kashmir for all intents and purposes.

43. Licensed copy of the application software and database design as may be developed by the tenderer or its employees for and during execution of the work shall vest in the Funds Organisation of Jammu & Kashmir and the tenderer shall execute necessary documents for the same and also get an assignment from its employees, in favour of Funds Organisation of Jammu & Kashmir.

44. The database created by the tenderer shall be retrievable in Searchable Portable

Document Format (PDF) by the user. Necessary training for the retrieval of the database form the scanning/digitizing/meta tagging/ indexing/ storing, organizing and retrieval is to be imparted to the staff of Funds Organisation of Jammu & Kashmir.

45. The retrieval parameters will be finally decided by the Funds Organisation of Jammu & Kashmir in consultation with the tenderer/NIC and provided to the agency in due course of time but not later than the date of start of work.

46. The data is to be stored by way of images in Searchable PDF/PDFA with 300 DPI or above resolution to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of Funds Organisation of Jammu & Kashmir and should be capable of adding more images at later stage if need be, in an old stored file. The data so stored shall be in a non-editable form. The Retrieval/Archival software should be web enabled and another version should be desktop based, as already mentioned.

47. The Scanned/digitized record will be the property of the Funds Organisation of Jammu & Kashmir. The Vendor shall have no right, title or interest in it and shall not use it in any manner.

48. In case, the tenderer finds any original document, which is in a very bad condition, it will make its best efforts to take out better print (either by typing on a separate sheet of paper or taking out a better photocopy thereof) and then put the said data in the relevant data base. The original ledgers shall however be retained in the main file/ledger.

49. All Scanned/digitized ledgers will be stamped and duly signed by the user indicating that the "LEDGER IS SCANNED/DIGITIZED AND DULY RECONSTRUCTED" and the tenderer will be fully responsible for any loss/damage of any document.

50. At the end of day, the successful tenderer will hand over the complete scanned/digitized data to Funds Organisation of Jammu & Kashmir in storage and same will be kept by tenderer on multiple storage media for disaster recovery.

51. If it is found at any time that the Scanning/digitizing, indexing, storing or retrievable has not been done in accordance with the agreed terms and conditions the Funds Organisation of Jammu & Kashmir shall be entitled to withhold further payment of the Vendor and forfeit the Security Bank Deposit/Guarantee of the vendor.

52. The vendor will be required to digitize minimum such number of pages as may be fixed by the Funds Organisation of Jammu & Kashmir from time to time. The staff of the Funds Organisation of Jammu & Kashmir will do random checking of the work being done by the tenderer and in event of the tender not executing or completing the minimum required volume of work, misses the pages scanned or if the scanning is of poor quality, Funds Organisation of Jammu & Kashmir may impose a penalty at double the rate at which the work is awarded and require the tenderer to clear the backlog in succeeding month in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the tenderer, in case of repeated defaults. The penalty may also be imposed for poor scanning, not scanning the required number of pages or in case the vendor stops, slows down or otherwise disrupts the working during the contractual period.

53. The tenderer will ensure that the space provided to it by the Funds Organisation is not misused in any manner.

54. Payment for scanning/digitization work done under the contract shall be usually made on monthly basis, subject to statutory and other deductions and penalties, if any levied and damages, if any recoverable under the contract provided that the work has been done as per agreed terms and to the satisfaction of Funds Organisation of Jammu & Kashmir. The tenderer will be responsible for liabilities of all kind including local and other taxes. Over-writing/over-typing or erasing of figures is not allowed and shall render the quotation invalid.

55. The Funds Organisation in its discretion, reserves the right to reject or accept any or all the tenders partly or completely at any time without assigning any reason thereof.

56. An appropriate agreement will be executed by the tenderer with the Funds Organisation of Jammu & Kashmir on the agreed terms & conditions. Funds Organisation Jammu & Kashmir in its discretion reserves the right to cancel the contract at any time without assigning any reason.

57. The Funds Organisation will deal with the tenderer directly and no middlemen/agents/commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Funds Organisation.

58. In the event of pre-mature termination of contract, Funds Organisation of Jammu &

Kashmir shall be entitled to forthwith forfeit the security deposit either full or in part apart from taking such legal remedies as available in law. The tenderer shall thereupon forthwith remove all its equipment and material and hand over the ledger and other records, which are in its possession. The tenderer shall also supply the digitized data, which will be the property of Funds Organisation of Jammu & Kashmir.

59. The Vendor shall ensure that Archiving is in 'read only' mode and that its scanning equipment and storage media are tamper-proof and shall not permit additions/insertions/deletions/omissions/alterations in the scanned and stored data. The equipment's installed in the Fund Offices of Jammu & Kashmir shall be used exclusively for the purpose of scanning, storing, retrieving and web hosting the data of Funds Organisation of Jammu & Kashmir and not for any other purpose. The Vendor shall generate comma-separated-value based 'csv file' containing tagged/indexed key fields as to be decided by the Funds Organisation of Jammu & Kashmir.

60. The payments of work done on number of pages will be calculated taking into consideration successful completion of all the parameters as per the terms and conditions.

61. The software to be used by the vendor for day to day work should not require Funds Organisation of Jammu & Kashmir to install any commercial/non-open source technology software in the servers/computer of the Funds Organisation of Jammu & Kashmir.

62. The decision of the Funds Organisation of J&K arrived during the various stages of the evaluation of the bids is final & binding on all Vendors. Any representation towards these shall not be entertained by the Funds Organisation of J&K.

63. In case the successful bidder is found in-breach of any condition(s) of Tender or supply order, at any stage during the course of contract, the legal action as per Rules/laws will be taken.

Handling of records:

- 1) In general binding is not allowed to be taken out as it may damage the ledgers 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. Same shall be attended within the premises of Funds Organization only by the tenderer.

- 2) Operators to wear surgical gloves so as not to damage any of the ledgers/ record.
- 3) Soft bristled paint brushes to be used to wipe away accumulated dust and dirt as necessary.
- 4) To maintain the sequence Department would provide the services of departmental personnel to enumerate the pages and record the missing folios if required.

Preparation of Bids:-

- 1) Bidders are advised to go through the Tender advertisement and the Tender document carefully to understand the documents required to be submitted, including the names and content of each of the document and covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
- 3) A standard BoQ format has been provided with the Tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable.

Submission of Bids:-

The bid document containing the details can be viewed and downloaded from www.jkfundsnic.in . The cost of the document in the shape of D.D / Cheque for Rs 5000/= shall be accompanied with the bid offer in separate cover superscripted “Cost of Tender Document”.

a) The Bid must be in four parts as mentioned below:

- **Technical Bid**
- **Financial Bid**
- **EMD &**
- **Cost of tender document.**

b) The offer must be submitted in four separate sealed covers put in one sealed outer cover and superscripted “**Tender for Scanning/ digitizing/ Meta_Tagging/ Indexing/ Storage and integrated retrieval of GPF/ SLI Ledger cards of funds Organisation J & K**”. The inner covers should be superscripted as under and should be sealed separately.

1. **“Technical Bid”.**
2. **“Financial Bid”**

3. “Earnest Money”

4. “Cost of tender Document”

(Please note that prices should not be indicated in the Technical Bid, if mentioned bid will be rejected).

c) A description of the work plan for performing the task must be submitted along with the tender.

f) Incomplete or unsigned bids are liable to be *rejected*. All the covers thus prepared should also indicate clearly the name and address of the tenderer.

Earnest Money Deposit:-

1. EMD shall be submitted by the tenderer in form of DD/CDR/Bank draft/Bank guarantee.

2. The Earnest Money Deposit (EMD), without any interest accrued will be refunded as follows:

I. In the case of those Bidders who fail to qualify the eligibility criteria, and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee’s recommendations.)

II. In the case of Bidders whose Tender bids are accepted, EMD will be refunded on receipt of Security Deposit.

III. In case the tender process is cancelled for any reason at any stage, the EMD will be refunded within fifteen days of cancellation. There will be no refund of tender fee in any case.

Assistance to Bidders:-

1) Any queries relating to the Tender document or the terms and conditions contained therein, the process of bid submission or queries relating to Tendering System of Government Of Jammu & Kashmir should be addressed to the Director General J&K Funds Organisation on the email ID: funds-jk@nic.in or Phone Numbers (0191-2598724, 0191-2598040)as mentioned in the Tender document.

Pre-Bid Session:-

There will be a pre-bid Meeting on 10 April 2018 with the Vendors for any clarifications regarding Tender technical specifications and Tender terms and conditions. Meeting will be held in the Office of The Director General Funds Organisation, Jammu & Kashmir. Funds Organisation shall not be bound to clarify any query after the pre-bid Meeting.

Receipt & opening of the bids

The sealed tender must reach Director General Funds Organisation office up to 3:00 pm on the date 17th April 2018 ; otherwise it will not be accepted. In the event of the specified date for the receipt of Bids being declared a holiday, the Bids will be received upto the appointed time on the next working day.

Submission of Technical Bid:

- i. Bid Letter (Annexure “A”)
- ii. Bid Particulars (Annexure “B”).
- iii. Firm’s Project Methodology pertaining to this project (Annexure “C”).
- iv. Firm’s Experience (Annexure “D”)
- v. Details of hardware, software and manpower (Annexure “E”).
- Vi. Documentary proof for fulfillment of pre-qualification condition (Annexure “F”).
- vii. Details of the Earnest Money Deposit (Annexure “G”).
- viii. CD (Containing the scanned output of 300 & 600 dpi quality of at least a 20 year old document of such nature.

Submission of Financial Bid:

- 1) Financial Bid comprising the following:
 - a) Bid Letter (Annexure H).
 - b) Details of the Cost of Services offered (Annexure I).
- 2) Price should be submitted in the specified Proforma (as per Annexure I) the price quoted by the tenders should be on a per unit basis including labour, material, hardware, software, peripherals, consumables, equipment’s and all duties and taxes, inclusive of all applicable tax whatsoever payable for accomplishing the task. Prices, inclusive of all statutory levies, quoted must be firm and final and shall remain valid throughout the period of the contract and shall not be subject to any upward revision whatsoever.
- 3) The price and rates quoted by the bidder shall be fixed and firm for the duration of the contract and shall not be subject to any kind of escalation/adjustment on any account.
- 4) It will be imperative on each Tenderer to fully acquaint themselves with the local climatic conditions and factors which would have any effect on the performance of the contract and / or the cost.

Procedure for opening the Tender:-

- 1) Envelopes containing EMD and cost of tender document will be opened in the presence of tenderers whose one authorised representative will be allowed to attend the Tender opening.
- 2) Technical Bids will be opened only of those tenderers whose EMD amount and cost of tender is found in order.

Opening of Technical Bids:-

Director General J&K Funds Organisation will open the Technical Bid of the tenderers through a designated committee, in the presence of the representatives of the tenderers who choose to attend the same.

Technical Evaluation Process:-

1. A duly constituted Technical Evaluation Committee (TEC) will shortlist Technical Bids on the basis of technical parameters.
2. If considered necessary, the short listed Bidders may be asked to demonstrate the process of scanning and digitization and retrieval of archived digital files using the state of the art equipment and best practices in vogue. In case the Vendor fails to demonstrate satisfactorily the process of digitization and its utility to the GP Fund Organisation, the bid shall be rejected.
3. For Technical evaluation, bidders have to ensure the availability of appropriate specialist, along with every type of documentation required, from their Organization for interacting with TEC and evaluation team. In case of a bidder does not make the required specialist along with proper documentation available, then such defaulting bidder shall be taken off the Tender evaluation process and the bid will stand rejected.
4. As part of technical evaluation, the bidders shall give presentation on how they will meet the schedule of delivery & how they will successfully carry out the process of scanning and digitization so as to meet the schedule. They also should specify their inventory management & manpower deployment at Fund Offices for smooth implementation of the Project.
5. It is mandatory for the bidders to strictly adhere to the time schedule.

Bid Evaluation criteria:-

6. The bids shall be evaluated on the techno-economic criterion with 60% weightage for technical bid and 40% for financial bid.

7. The Bid Evaluation process would consist of two stages. In stage I, the Technical Bids would be evaluated against pre-defined criteria for judging the technical capabilities and experience of each bidder. Marks out of 100 would be awarded to each bidder and only such bidders as obtain 60% or above would be deemed to have qualified this stage. In Stage II, the Financial Bids of only those bidders who qualify Stage I would be opened. However, the marks obtained by a bidder in Stage I are solely meant to determine their eligibility for Stage II and these would in no case be considered for awarding the contract. The breakup of maximum marks to be awarded during evaluation of Technical Bids is as follows:

Project Methodology to be Adopted	= 15 Marks
Experience of having carried out similar projects	= 25 Marks
Hardware and Other Infrastructure	= 25 Marks
Retrieval Software (Platform, Database, Features)	= 20 Marks
Manpower with appropriate qualification and experience	= 15 Marks

8. The Expert Committee for bid evaluation shall follow the objectives criteria for evaluation of technical bids to assess the prior similar project experience, financial and logistic capacity and proposed work plan. All parties scoring above minimum specified threshold will be treated as technically qualified. The decision of the Expert Committee for bid evaluation in this regard shall be final.

9. The Experts Committee in the presence of technically qualified bidders or their representatives who choose to be present shall open the price bids. The technically qualified bidder's representatives, who are present at the time of opening of the price bids, shall sign a register evidencing their attendance.

10. Director General Funds Organisation further reserves the right to accept or reject any or all Bids, at any time prior to the awarding of the order, without assigning any reasons whatsoever and without thereby incurring any liability to affect bidder or bidders due to such an action taken.

11 The decision of Director General Funds Organisation arrived at as above will be final and no representation of any kind will be entertained on the above.

12 Director General Funds Organisation shall however not bind itself to accept the lowest and/or any bid and reserves the right to accept and/or *reject* any bid, wholly or in part.

13 Date of opening of the price bids will be duly notified to the bidders.

Evaluation of Financial Bids:-

1. The financial Bids of only those Bidders short listed from the Technical Bids by TEC will be opened in the presence of their Representatives on a specified date and time to be intimated to the respective Bidders by Tender Process Section, and the same will be evaluated by a duly constituted Finance Evaluation Committee (FEC).

2. No enquiry shall be made by the bidder(s) during the course of evaluation of the Tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Funds Organisation can make any enquiry / seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.

Awarding of the Contract

1) Orders will be placed on the finally selected tenderer. The allotment will be valid for a period of 12 (Twelve) months from the signing of MOU. It may be extended for a further period of up to three months depending upon the need for continuity/relevance contemporariness of the projects.

2) Director General Funds Organisation reserves the right to carry out surprise inspection of the performance of the tenderer prior to commencement or when the work is in progress. The surprise inspection may cover all areas related to the work, especially methodology, manpower, infrastructure etc. Funds Organisation reserves the right to cancel the work assigned to the tenderer at any time which includes the time after completion of assigned work, if found non-confirming to the standard terms and conditions of the order or if found to be inadequate in comparison to declaration made in the Technical Bid. In case the work is cancelled on account of adverse inspection report then the total costs incurred will be borne by the tenderer and under no circumstances the tenderer shall be eligible for any payment or damages from Funds Organisation.

3) The successful tenderer shall not, without Director General Funds Organization's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of Director General Funds

Organisation in connection therewith, to any person other than a person employed by the tenderer in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

4) The selected tenderer shall indemnify Director General J&K Funds Organisation against all third party claims of infringement of patent, trademarks, copyright and industrial design rights arising from the use of the supplied software/hardware/manpower etc. and related services or any part thereof.

5) Director General J&K Funds Organisation may at any time terminate the Contract by giving written notice to the selected tenderer, without compensation to the selected tenderer, if the selected tenderer becomes bankrupt otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has occurred or will occur thereafter to Director General Funds Organization

6) Since the documents/record folios are of very high importance it has to ensure that no documents or its copies are removed or taken out of the Fund Offices. The firm's staff deployed shall have proven record of credibility and full particulars are provided to the department before their deployment.

Security Deposit

1. In case of tenderers whose tenders are not considered for placing the order or whose bids are rejected by the Committee the Earnest Money deposit will be refunded without any interest after whole process of selection is complete within one month of the acceptance of T.E.C(Technical evaluation committee recommendations.)

2. In case of tenderer whose tenders are accepted for placing the order, the Earnest Money Deposit will be kept as the security Deposit till the validity of the allotment.

3. If at the time of Bid submission, wrong information is submitted or any material information is concealed by the tenderers, his earnest Money Deposit shall be forfeited.

4. If the successful tenderer is not able to complete the work in its totality within the specified period and fulfill its obligations as specified under the contract, the EMD deposit shall be forfeited in full.

5. Earnest Money Deposit will also be forfeited in case of mentioning of Price in the Technical Bid.

6. No interest will be payable for the Earnest Money Deposit and the security Deposit.

Deliverables:

- The firm will give one copy of the Digitized/ records/Manuscripts (DVDs) to Director General Funds Organization and one copy to the respective Fund Office.
- Each DVD will be labeled with Title, Record ID (to be provided by Director General Funds Organization)
- Each DVD will have one 'Basta' pack of records with one file format stored. For example TIFF(Raw and Clean), JPG,s(Master) will be stored in separate DVD's for each 'Basta'
- Certificate of Quality Control Team should be enclosed.
- Monthly outputs will be delivered to Director General Funds Organization
- Load the digitized data on server.
- Loading of the digitized ledger record on Server with adequate Storage or SAN
- Software for Indexing and Retrieval (Search/Query/Printing) of Scanned ledger record.

Storage Specification

- All images should be delivered in reliable and high quality DVDs with naming convention as decided by the Director General Funds Organization.
- One copy of the image will also be kept in a storage media preferably SAN and the firm will be required to copy the same with proper indexing as specified by Director General Funds Organization.

Quality Checks

- a) Director General Funds Organization shall form a **Quality Control Team** for checking the quality of the deliverables either in whole or part. The team would visit each fund office either on prior notice or as a surprise visit to check on quality standards followed by the firm.
- b) The firm should deliver DVD's on weekly basis after the quality checks have been performed. The firm will re-scan the folios/pages where the quality standards are found to be low.
- c) Final delivery of DVD's after every weekly will be done only after adequate quality checks have been performed.
- d) Only after the Quality Control Teams certifies the completeness and accuracy of a portion of completed work would the same be copied onto CD/DVD media and also Uploaded on the Server.

Miscellaneous

- a) The end product of all the work assignments carried out by the firm, in any form, will be the sole property of Directorate of Funds Organization.
- b) In the event the firm's Company or the concerned Division of the company is taken over/bought over by another company, all the obligations under the agreement with Directorate of Funds Organization should be passed on for compliance by the new company/new Division in the negotiation for their transfer.
- c) As the place of work will be respective fund office it will be imperative on the firm to fully acquaint themselves with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost.
- d) Naming of the images will be done according to Director General Funds Organization format.
- e) The firm will be given maximum of 4 weeks to start the work after signing of the contract.
- f) The selected firm shall not allow the unauthorized use of image or documents. The firm also should not allow use of image to any of its existing or future clients. To ascertain this formal **Non-Disclosure Agreement** will be signed with the selected firm before the start of the work.
- g) The selected firm should submit CVs of the professionals, who will be involved in the project, along with the details of infrastructure, seven days in advance to Directorate Funds Organisation before commencing the work. Director General Funds Organization at its satisfaction will examine the same. An instruction in writing will then be issued by the Director General Funds Organization to the firm to commence the work.
- h) The Director General, Funds Organisation (J&K) reserves the right to call the firm for any kind of corrections in the work assigned within one year from the date of completion of the contract.

Payment Terms

- 1) Payments shall be subject to deduction of any amount for which the allottee is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at source) as per the income-Tax Act 1961 and any other taxes.
- 2) Payment will be made on submission of invoice along with the proof of acceptance to all delivery locations as specified in the work order.
- 3) Penalty Clause:

i. Tender selected by Directorate of Funds Organization shall perform their part of the obligations under the contract within the time frame, not exceeding four weeks from the date of placement of the order. Any delay which is directly attributable to the allottee and not permitted by Directorate of Funds Organization shall render such allottee liable to any or all of the following penalties:

ii. Penalty @ 1.5% of the total amount of the order for a week's delay subject to a maximum of 7.5%

iii. Termination of the contract and forfeiture of security Deposit/EMD.

4) Should the selected firm, during the currency of contract, encounter/face conditions and/or circumstances causing delay in timely performance of the contract/order, such firm promptly notify Directorate of Funds Organization in writing the circumstances leading to delay, its duration and cause(s). Such intimation shall not *ipso facto* entitle the firm or bestow them with right to extend the time so stipulated in the contract/order. Director General Funds Organization J&K reserves the right to accept or refuse extension of time limit without assigning any reasons whatever.

5) If the firm is not able to fulfill its obligations under the contract, which includes no completion of the work order, the Director General Funds Organization reserves the right to get the work accomplished in open market and EMD/security Deposit of defaulting firm shall be forfeited. Such a firm shall be liable to pay any or all costs, damages/compensation etc. resulting out of the nonperformance by the defaulting firm.

Liability of the tenderer.

Bidders are advised to study the Bid Document carefully. Bids not complying with all the clauses in this tender document are liable to be rejected. Failure to furnish all the information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the firm's risk and may result in the rejection of the bid.

Indemnity:

The selected Vendor shall indemnify the Directorate of Funds Organisation against all third party claims of infringement of Patent, Trademark/Copyright or Industrial Design Rights arising from the use of the supplied Software/Hardware etc. and related services or any part thereof. The Directorate of Funds Organisation stand indemnified from any claims that the hired manpower may opt to have by virtue of working on the Project for whatever period.

The Directorate of Funds Organisation also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired manpower while working on the Project.

Termination for insolvency:

The Directorate of Funds Organisation J&K may at any time terminate the Purchase Order/Contract by giving written notice of four weeks to the Vendor, without any compensation to the vendor, if the vendor becomes bankrupt or otherwise insolvent.

Termination for default

- a. Default is said to have occurred
 - i. If the firm fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by Directorate of Funds Organisation.
 - ii. If the firm fails to perform any other obligation(s) specified under the contract.
- b. If the firm, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from Directorate of Funds Organisation (or takes longer period inspite of what Directorate of Funds Organisation may authorize in writing), the Director General Funds Organization may terminate the contract in whole or in part. In addition to above, Director General Funds Organization may at its discretion also take the following actions:
 - i Director General Funds Organization may get the work accomplished through open market, upon such terms and in such manner, as it deems appropriate, and the defaulting firm shall be liable to compensate adequately Directorate of Funds Organization for any extra expenditure involved towards accomplishment of the work in its totality.
 - ii. The default will result in forfeiture of Security deposit/EMD.

Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of Govt (hereinafter referred to as “events”), provided notice of happenings of any such event duly endorsed by the Appropriate Authorities/Chamber of Commerce in the country of the party giving notice, is given by party

seeking concession to the other as soon as practicable, but within 21 days from the date of

occurrence and termination thereof any satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser may at his option, terminate the contract.

Disaster Management.

Management of scanned/digitized records will be the responsibility of the successful bidder. Selected bidder need to follow a daily back up policy and would periodically handover running back up every week. Any data loss within a week due to technical reason has to be taken care by the bidder and in all circumstances weekly back up need to be submitted.

Arbitration

Director General Funds Organization and the firm shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work order. If any dispute shall arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to Commissioner/ Secretary to Govt. Finance Department J&K and his decision shall be final and binding on the both parties.

Technical Bid

Bid Letter

**The Director General,
Directorate Of J & K Funds Organisation
Finance complex Muthi, Jammu**

Subject:- Offer for providing services relating to Scanning/Digitization/Storage & integrated retrieval of ledger cards in Funds Organisation.

Sir,

The undersigned, having read and examined in detail the specification in the tender documents do propose to provide the Services as specified in the tender document. Our Offices are equipped with adequate and latest technology hardware/software. We are well equipped with all the latest image capture methods and facilities required for providing services and our establishment is open for inspection by the Directorate of Funds Organisation J&K. All prices mentioned in our offer are in accordance with the terms and conditions specified in the tender document. All the prices and other terms and conditions of this offer are valid for a period of 180 calendar days from the opening of the bids. We are an Indian firm and do hereby confirm that our tender is all inclusive. We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

We enclose herewith the complete Technical Bid as required by you. This includes:

- (i) Bid Particulars (Annexure B)
- (ii) Firm’s Project Methodology for this project (Annexure C)
- (iii) Performa for the firm’s experiences (Annexure D), attached photocopies of letters of Awards to establish validity.
- (iv) Details of hardware, software and manpower (Annexure E)
- (v) Documentary proof for fulfilment of pre-qualification conditions of the tender documents (Annexure F)

- (vi) Details of earnest money deposit furnished in the form of Bank Guarantee.(Annexure G)

Certified that we are:-

A sole proprietor firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor,

Or

A partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer to arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/ by virtue of general power of attorney.

Or

A company and the person signing the tender is the constituted attorney.

Or

A consortium of companies with the primary party designated in the Annexure A and the person signing the tender is the constituted attorney or authorised signatory of the primary party.

Note: Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorised to sign the tender documents.

We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature: _____

Full Address:_____

Telephone No:_____

Details of Enclosures:_____

Fax No:_____

Company Seal:_____

Annexure “B’

TECHNICAL BID

Bid Particulars.

1. Name of tenderer:
2. Date of Establishment of the firm:
3. Address of the tenderer:
Telephone No:
Fax No;
E mail:
4. Proposed time for schedule for digitizing 80 lakh ledger cards in Funds Organisation J&K.
5. Name and address of the firm to whom all references shall be made regarding this tender:

Phone:

Fax:

E-mail:

Technical Bid

Project Methodology

Tenderer’s Project Methodology pertaining to this Project of Directorate of J&K Funds Organisation with special reference to the aspects of Scanning, digitization, meta tagging, indexing , storage and integrated retrieval to be adopted.

Technical Bid

Firm’s Experience

Client’s details where Scanning/Digitization/Meta tagging/Indexing/ Storage integrated retrieval projects have been undertaken

Name and Address of Client:

Type of Client:

Place(s) of service:

Type of image Capture done:

Duration:

Total Number of Manpower Deployed:

Approximate value of service:

(In Indian Rupees)

Details of Hardware/Software/Technology used:

Any special feature of the project which the firm may like to specify:

Name, Title and Contract details of the contact at Client location:

Firm’s signature, Name, designation & Company Seal:

NOTE:

1. Separate sheets for each client to be enclosed
2. Letter from the client on the project executed

Technical Bid

Details of Hardware, Software and Manpower

1. Name of the Company and Address:
2. Details of Hardware (Make, Model, Configuration, Age)
3. Details of Software (Platform, Front-end, Back-end, Features, User Interface)
4. Details of Manpower (Name, Age, Qualification, Relevant Experience)

Branded/Proprietary

Platform of the Software

Backend Database

Features of Software

Signature if the Firm

Date

Place

Company Seal

Note: Separate sheets may be attached as required.

The technical team, at their discretion may inspect the infrastructure.

CD of Sample Digitized Images to be enclosed (minimum 10 images)

Note;

Hardware specification for each piece of Hardware proposed to be used for scanning/digitizing/storage/integrated retrieval of ledger cards be provided on separate sheets.

Specifications relevant for the purposes of scanning/digitizing/storage/integrated retrieval of ledgers only are required to be provided.

Annexure “F”

Technical Bid

Documentary Proof for Fulfilment of Pre-Qualification Conditions

(Please attach separate sheet if required. The Authorized signatory representing the tenderer should duly attached photocopies of the supporting document)

Annexure “G”

Technical ‘G’

Earnest Money Deposit Details

(Please give the details of Earnest Money)

Financial Bid

Bid Letter

To,
Director General,
Directorate of Funds Organisation (J&K)
Finance Complex Muthi-Jammu.

Dear Sir,

We declare that we are equipped with adequate hardware/software and other facilities for providing services as required by your tender. Our establishment is open for inspection by the representatives of Directorate of Funds Organisation (J&K). We hereby offer to provide Services. All the papers and rates are mentioned in the Financial Bid in Annexure “ ”

We do hereby undertake that,

In the event of acceptance of our bid, the services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and we shall perform all the services.

The prices quoted are inclusive of all charges, travelling, hardware/software/manpower etc for providing the desired services.

We enclose herewith the complete commercial Bid as required by you. This includes:

1. Bid Letter (Annexure “H”)
2. Details of Cost offered (Annexure “I”)

We agree to abide by our offer for the period of 90 days from the date fixed for opening of tenders and that we shall remain bound by a communication within that time. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

Certified that we are:

A sole proprietor firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the tender is the constituted attorney.

Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the tender document.

We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender documents and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of Firm:

Full Address:

Telephone No:

Details of Enclosures:

Fax No:

Company Seal:

Annexure “I”

Financial Bid

Details of Cost

Price Bid for Scanning/Digitizing/meta tagging/ indexing/Storage and integrated retrieval of ledger cards of GP Fund offices/ SLI offices of Funds Organization.

Rate per page (all inclusive):

Annexure- 1 : ELIGIBILITY CRITERIA

No.	Specific Requirements.	Documents Required	Reference of enclosed proof along with corresponding page number.
1.	Cost of Tender Document should be submitted with tender.	The Payment for Tender Document cost INR 5000/- (Rupees five Thousand only) (Non refundable) can be made by eligible bidders /contractors through bank draft from any commercial bank in the name of Deputy Director (Central), Directorate of J&K Funds Organisation.	
2.	EMD should have been submitted	(Rupees one lakh only) The Payment for EMD can be made through FD,DD,CDR or valid Bank Guarantee favouring Deputy Director (Central) Directorate of J&K Funds Organisation.	
3.	The Bidder should be registered in India under the Indian Companies Act. 1956/ Partnership firm/sole proprietorship firm and existing for the past 3 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership. Deed for Partnership Firms/VAT or Service Tax Registration Certificate for Sole Proprietorship Firms.	
4.	The bidder is required to have adequate experience in performing scanning/	Must submit proof in support work experience in the said field.	

	digitizing, meta tagging, indexing, storage and integrated retrieval facility related job for at least 1 (One) Crore Pages including old and fragile records.		
5.	The Bidder should have at least ISO 9001:2000 or above certification in the relevant field.	Copy of requisite certificate.	
6.	The Bidder is required to indicate the turnover separately for each of the preceding three financial years (i.e. FY 2014-15, 2015-16 and 2016-17) from scanning/digitization of records at least to the tune of Rs. 1,00,00,000 (rupees One Crore)	Audited Balance sheet of the bidder for each of the last 3 financial years (i.e. FY 2014-15, 2015-16 and 2016-17). The Bidder is also required to submit Work Order and Completion certificate in support thereof.	
7.	The Bidder should have a registered number of: I. GST/Sales Tax where his business is located. II. Sales Tax. III. Income Tax/Pan/TIN.	Copies of relevant registration certificates. Valid VAT clearance certificate for previous three Financial Years from the CTO of the circle concerned.	
8	The bidder have to submit affidavit regarding any non deplement /black listing on an judicial stamp paper.	Copy of same may be attached with the financial bid.	

Annexure 2.

S.No	Place	Approximate numbers of pages (assuming on an average of 100 pages per ledger (In Lakhs)
1.	Srinagar	15.00
2.	Jammu.	13.00
3.	Budgam	2.00
4.	Baramulla	5.00
5.	Kupwara	1.00
6.	Bandipora	0.60
7.	Ganderbal	0.50
8.	Pulwama	1.80
9.	Anantnag	4.00
10.	Kulgam	0.15
11.	Shopian	0.15
12.	Leh	0.50
13.	Kargil	0.75
14.	Udhampur	2.50
15.	Reasi	0.15
16.	Ramban	0.30
17.	Doda	2.75
18.	Kishtwar	0.50
19.	Samba	1.50
20.	Kathua	2.50
21.	Rajouri	1.70
22.	Poonch	0.50
23.	A.O Migrant cell Jammu	2.50

Annexure 2

24.	GPF Office ZPHQ Srinagar	3.00
25.	GPF Office ZPHQ Jammu	4.75
26.	GPF Move cell Civil Sectt SGR/Jammu	1.50
27.	GPF Move cell PHQ SGR/Jammu	0.75
28.	A.O SLI Srinagar	2.10
29.	A.O SLI Jammu	2.00
	Total	73.45