

No. F-23022/2/2016-Admn.  
Government of India  
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi  
Dated: 7<sup>th</sup> November, 2016

TENDER NOTICE

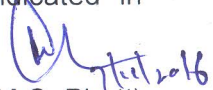
**Subject:** Invitation of Tender for Digitization of documents.

I am directed to invite sealed Tenders for Digitization of documents of Ministry of Petroleum & Natural Gas. The interested parties may submit their bids/quotations (in the form of two bid system viz. technical bid and financial bid). The tender must be dropped in the tender box installed in Ground Floor, Garage No. 18 (Facilitation Centre), Shastri Bhawan, New Delhi **latest by 3.00 PM on 21.11.2016.**

2. The Tender Opening Committee will open the Technical bids at 4.00 PM on 21.11.2016 in Room No.207 'B' wing, 2<sup>nd</sup> floor, Shastri Bhawan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The bid evaluation criterion of the technical bid shall be as under :-

- (i) The bid shall be accompanied by EMD of Rs. 10,000.- (Rupees Ten Thousand only) in the form of Demand Draft to be paid in favour of DDO, Ministry of Petroleum & Natural Gas, New Delhi.
- (ii) The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. An undertaking to this effect duly signed by the proprietor/owner of the firm shall be enclosed.
- (iii) The tender is open for all firms/contractors who are having an experience in scanning/digitization of the official records in any of the Central Government Ministry/Department with a total value of work order at least more than 2 lakhs.
- (iv) The firm must have valid PAN, VAT / Service Tax Registration Numbers issued by concerned authorities. A copy each of the above documents shall be attached with the technical bid.
- (v) The firm shall have a registered office in Delhi/NCR.

2. The firm should submit the bids (i.e., technical bid and financial bid) in two separated sealed envelopes. Both sealed cover should be placed in the main sealed envelope superscribed in Bold letters as "**quotations for scanning and digitization of files and data**" and addressed to the Under Secretary (Admn.), Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi-110001. The financial bids, as per **Annexure-II**, to be kept in a separate sealed cover in respect of only those firms, who meet the prescribed technical criterion and accept the terms and conditions as indicated in **Annexure-I**, shall only be considered for financial evaluation.

  
(M.C. Bhatt)

Under Secretary to the Govt. of India  
Tel.No.011-23387224

1. As per attached list
2. Tech.Director (NIC) for placing the Tender Notice on Ministry's website.

Terms and Conditions

1. The Contractor shall have to provide the scanners and manpower for the digitization work. Space, Computer, electricity points and storage devices will be provided by M/o P&NG. Contractor must provide the high speed scanners. The number of such scanners and manpower deployed will have to be increased as per the requirement. The decision of this Ministry in this regard shall be final and binding.
2. The equipment (Scanners) provided by the contractor shall be capable of providing B/W /Colored document with option of searchable format.
3. Majority of the documents are of A4/ Legal size however there may be documents with different (legal etc.) sizes.
4. The documents must be carefully separated. If stapled, tags, threads, rubber bands and pins need to be carefully extracted. Proper dusting of the document to ensure clarity of scanned document in addition to Ironing and smoothing may also be ensured.
5. Page numbering of each document must be ensured. If some document is not numbered you may get it done by requesting the respective custodian of file/document.
6. It may be ensured that the Scanned documents are readable and in the searchable format i.e. pdf/A and should be in 300 dpi grey scales. All the pages of a single file have to be merged together to generate an exact replica of the physical file. The merged document should be represented in a PDF-A searchable file format for archival storage purpose. The vendor shall use Lossless Compression Techniques as per open standard format for documents.
7. Digitized data is indexed and catalogued as per the e-Office requirements of the End User Department. Digitization work shall be carried out using digitization software provided by M/o P&NG.
8. Every file is required to be numbered and placed back at their initial place or as instructed by concerned section after digitization/scanning by the Vendor.
9. While carrying out the work the guidelines for the production of preservable e-record (PROPeR) published by Department of Electronic and Information Technology (Deity) may be taken care of, which is available in Url [https://egovstandards.gov.in/published standards](https://egovstandards.gov.in/published-standards).
10. The data/documents provided to contractor for scanning contains proprietary information of M/ o P&NG and is to be treated as confidential. The Contractor will be responsible for maintaining confidentiality of contents of the documents.

  
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11. The Contractor should undertake that no unauthorized copy of assigned work would be made in any manner whatsoever. Contractor would be fully accountable for any leakage/piracy of the data from the premises and in transit.
12. If any occurrence of breach of this confidentiality comes to the notice of any of the Government, appropriate action under the Government of India Rules will be initiated against the contractor.
13. Manpower should be deployed after police verification. Police verification certificate has to be provided by the vendor. Deployed manpower should not be changed frequently till the completion of work.
14. For any deletion/virus inflicted, loss or mutilation of the data provided after scanning, the contractor will be fully responsible for compensating the loss caused by negligence.
15. M/O P&NG reserves the right to reject any scanning and indexing work if found unsuitable. The rejected work, if any, will have to be completed by good quality work forthwith at the risk of the Contractor. No payment will be made for the rejected work.
16. Delay in completion of work will attract penalty to the Vendor.
17. Incomplete or conditional tenders will not be entertained. The firm whose tenders are accepted will have to deposit security money of Rs. 25,000/- in the form of FDR. The earnest money and security money shall bear no interest.
18. Ministry of Petroleum & Natural Gas reserves the right to cancel any or the entire Tender without assigning any reason.

  
(M.C. Bhatt)

Under Secretary to the Govt. of India  
Tel.No. 011 23387224

**Financial Bid**

Subject: : Invitation of Tender for Digitization of documents in M/o P&NG.

| S.No. | Service Descriptions   | Rate (excluding Taxes) |
|-------|--|------------------------|
| 1.    | Rates per page*<br>(inclusive of other additional work like indexing, page numbering, copying the file to the hard disk/pen drive, and any other related work related to digitisation of records, if required) |                        |

\*It is stated that the rate quoted here is comprehensive. There will be no extra payment chargeable on behalf of any work as to labour, dusting, equipment maintenance etc. The bid shall be valid for a period 1 year from the date of submission of the bids.

2. I/We accept all the terms and conditions of the tender referred to above.

Signature of the authorized signatory  
Of the Tenderer with seal of the firm

Place:

Date: