



Webel Mediatronics Limited

(A Govt. of West Bengal Undertaking)

P- 1 Taratala Road, Kolkata 700 088

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NOTICE INVITING TENDER

Notice Inviting Tender No. WML/EOT/18-19/0002 Dated 31/7/2018

SUB: Scanning / Digitization of Documents (Legal / A3 / A4 / smaller sizes) including metadata indexing for e-office work at School Education Dept. , Govt. of West Bengal.

The DM (PURCHASE) on behalf of Webel Mediatronics Limited, invites Open Tender for the work detailed in table below. (Submission of Bid through **offline**)

Interested bidders who are having sufficient experience & credentials on Scanning / Digitization of Documents, are eligible to participate.

Brief Description	Tender Document fee (Rs.) [Non-returnable]	Earnest Money Deposit (EMD) Rs. [Returnable]	Last date and time of bid submission	Date of opening of tender
Scanning / Digitization of Documents (Legal / A3 / A4 / smaller sizes) including metadata indexing for e-office work at School Education Dept. , Govt. of West Bengal.	500/- (in the form of DD duly pledged in favour of Webel Mediatronics Limited)	3,000/- (in the form of DD duly pledged in favour of Webel Mediatronics Limited)	10.08.2018, 12.00 Hrs	10.08.2018, 15.00 Hrs.
Bid Opening Venue	Webel Mediatronics Limited , (A Govt. of West Bengal Undertaking) P - 1 Taratala Road, Kolkata 700 088			

1) Tender Details:

1) In the event of filling, intending bidder may download the tender documents from the website www.webelmediatronics.in directly. Necessary **cost of tender documents (tender fees)** may be remitted through Demand Draft issued from any Scheduled Bank in favor of "Webel Mediatronics Limited", payable at Kolkata and also to be documented through e-filling. **Cost of Earnest Money (EMD)** may be remitted through Demand Draft issued from any Scheduled Bank in favor of "Webel Mediatronics Limited", payable at Kolkata.

The original Demand Draft against tender fees, Earnest Money Deposit (EMD), should be submitted physically to our Purchase Department, Webel Mediatronics Limited, P-1, Taratala Road, Kolkata – 700088, West Bengal under a sealed cover, along with the Xerox copy of Bid covering letter, before the last date of Tender submission. **Name of the firm, telephone number and name of the item** may be written on the reverse side of the Demand Draft.

If the bidder(s) are exempted from the payment of Earnest Money Deposit, then EMD Exemption Certificate is to be uploaded during on-line submission, and hard copy of that certificate is to be submitted before the last date of bid submission.

Submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in this Tender Document.

Price Bid / **FINANCIAL OFFER** of the prospective Bidder will be considered only if the **TECHNICAL BID** of the bidder is found qualified by the 'Tender Evaluation Committee' of WML. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.

Bid covering letter must be addressed to the Deputy Manager (Purchase), Webel Mediatronics Limited, P1 Taratala Road, Kolkata – 700 088.

For technical queries regarding the tender document, please contact Mr Arup Ratan Bhattachariya, DGM(Dev) through e-mail: webelmedia@gmail.com, or call at our office no. 033 2401 5602 / 033 2401 7699 on or before the last date and time scheduled for pre- bid queries. No queries will be entertained after this time frame.

Quotation is to be submitted in two Bid format.

Part 1: Technical Bid, Part 2: Price Bid.

2. Date and Time Schedule:

Sr. No.	Particulars	Date & Time Schedule
1	Date of uploading of N.I.T. & other Documents (Publishing Date)	31.07.2018
2	Documents download/sale start date	1.08.2018
3	Documents download/sale end date	10. 08.2018 at 11.00 Hrs
4	Pre Bid Queries at WML Office (Off Line / email)	03.08.2018, 12.00 Hrs
5	Last Date of submission of original copies for cost of Tender Documents and Earnest Money Deposit (Off line)	10. 08.2018, 12.00 Hrs
8	Bid Submission closing	10. 08.2018, 12.00 Hrs
9	Bid opening date for Technical Proposals	10.08.2018, 15.00 Hrs
11	Date for opening of Financial Proposal	13.08.2018, 15.00 Hrs

Section A

Eligibility criteria for participation in the tender:-

1) Type of the Bidder:

The Bidder should be a System Integrator.

2) Experience on the related job area:

The bidder should have executed one single order of similar nature of jobs, having min. order value of Rs. 5.0 Lacs (Rupees Five Lacs Only) or executed two orders of similar nature of jobs, having min. order value of Rs. 3.0 Lacs (Rupees Three Lacs Only) each in last financial year at any Govt. Department / Quasi Govt. Dept/ Board / PSU / Banks / Reputed Corporates etc. or similar organizations.

Relevant Purchase order copies along with Job Completion Certificate from the customer duly self-attested are to be submitted.

3) Un-priced Bill Of Quantities

Un-priced BOQ is to be submitted with Tender document in the company letterhead mentioning manufacturers name of the quoted model, HSN / SAC Code, and GST rate of the items quoted.

4) Minimum Annual Turnover Of the bidder for the last financial year

Turnover for the last 3 financial year (FY 2014-17) should be Rs 10.00 Lacs in each year or above. (Copy of Audited Balance Sheets / Profit & Loss Accounts duly certified is required as proof.)

5) Aggregate Annual Turnover:

Aggregate Turnover for the last three financial years (FY 2014-15, FY 2015-16, and FY 2016-17) should be Rs 30.00 Lacs or above. (Copy of Audited Balance Sheets /Profit & Loss Accounts duly certified is required as proof.)

6) Company Profile & Article of Association

The bidder must submit detail profile of the company and Article of Association in the specified area of the job mentioned in the tender document.

7) Certificate of Incorporation

The bidder may either be a Sole Proprietorship firm / a partnership firm / a limited liability partnership / a company incorporated under the companies Act. 1956 / 2013 or a body incorporated under the applicable laws of its origin. Certificate of Incorporation is to be uploaded. In case of change in Company Name, bidder has to submit relevant documents in lieu of the change of name.

8) No consortium is allowed:

The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.

9) No Part bid is allowed

The bidder shall have to quote for all the item(s) mentioned in the tender document. No part bid is accepted. Otherwise the bid will be treated as cancelled.

10) Other Company Documents

Following document must be submitted / uploaded with the Bid

- (a) Copy of valid PAN card,
- (b) Certificate of Incorporation under company's Act, 1956 if applicable.
- (c) GST Registration Certificate and corresponding return submission document.
- (d) Income Tax Return submission document for the FY 2014 - 15, FY 2015 - 16, and FY 2016-17 filed by the bidder and acknowledged by the Income Tax Department.
- (e) Professional Tax (PT) deposit receipt challan for the financial year 2014 -15, 2015 -16. FY16-17.
- (f) Copy of valid Trade License.
- (g) In case of partnership firm, partnership agreement has to be submitted.

All such certificates shall remain valid on the date of opening of Techno-Commercial bids

11) Banned by Govt. Organization

The Bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization banned the Bidder in the past, this fact must be clearly stated.

If this declaration is not given, the bid may be treated as 'non-responsive' and in that case 'The Tender Committee' will have the right to decide accordingly.

12) EMD Money

The Bidder shall furnish Earnest Money Deposit (EMD) & Tender Cost as part of its Bid. Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process.

13) Bid Form

Bid Form duly filled and signed as per format, printed on Bidder's letterhead is to be submitted.

14) Tender Document

This Tender document (NIT) shall have to be submitted along with relevant document. This is required to show that the bidder has accepted all the terms and conditions mentioned in this tender document.

SECTION – B

INSTRUCTION TO BIDDERS

GENERAL

Instruction to submit no. of parts in the bid

Interested Bidders are required to submit their proposals in 1 sealed envelope(s) as per the instructions given below.

2 . Preperation of Tender

Tender shall be submitted in accordance with the following instructions:

- i) Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- ii) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initiated in ink by the person or persons signing the tender.
- iii) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- iv) Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- v) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- vi) Each and every page of the tender document must be signed with date and company seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

3 . Instruction to mark the techno-commercial bid envelope

The firm shall seal and mark the Techno Commercial Bid in one envelope super scribed with words:- "Techno Commercial Bid for " Scanning / Digitization of Documents (Legal / A3 / A4 / smaller sizes) including metadata indexing for e-office work at School Education Dept. , Govt. of West Bengal." "Tender no.EOT/18-19/0002 dated 31-07-18. This envelope will also contain the EMD and Tender Document Fees in a separate small envelope inside it.

4 . Instruction to mark the price bid envelope

The firm shall seal and mark the Price Bid in one envelope super-scribed with words:- "Price Bid for " Scanning / Digitization of Documents (Legal / A3 / A4 / smaller sizes) including metadata indexing for e-office work at School Education Dept. , Govt. of West Bengal." "Tender no.EOT/18-19/0002 dated 31-07-18.

5 . Instruction to mark the both techno-commercial and price bid envelope

All the envelopes shall be sealed in a covering envelope super scribed with words Techno Commercial Bid & Price Bid for " Scanning / Digitization of Documents (Legal / A3 / A4 / smaller sizes) including metadata indexing for e-office work at School Education Dept. , Govt. of West Bengal." "Tender no.EOT/18-19/0002 dated 31-07-18. The sealed envelope containing the sealed Techno Commercial Bid and Price Bid should be addressed to the Mr. Joy Sen, DM (Purchase) through post / speed post / Courier or dropped personally within the stipulated time. No other mode of delivery shall be accepted. WML will not be responsible for any postal delay. Late submission of Bid will not be accepted.

6 . Exemption under NSIC

The bidders (small scale units) who are registered with National Small Scale Industries Corporation, i.e, NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted

from payment of bid security up to the amount equal to their monetary limit. A proof regarding current registration with NSIC for the TENDERED ITEMS will have to be attached along with the bid. Registration other than NSIC & Under Single Point Registration Scheme) will not be entertained.

SECTION – C **General Terms & Condition**

General Terms & Conditions

1) Amendment of Invitation

WML Management team reserves the right to waive specific terms and conditions contained in this tender document. It shall be understood by the Bidders that the proposal is predicated upon acceptance of all terms and conditions contained in this tender, unless the Bidder has obtained such a waiver in writing, prior to submission of the proposal. Such waivers, if granted, will be granted to all prospective Bidders.

At any time one day prior to the deadline for submission of proposals, WML reserves the right to add / modify / delete any portion of this tender document or even cancel the NIT by issuance of Corrigenda / Addenda, which will be published on the website. All prospective bidders should keep track of any publication of such corrigenda / addenda. Such modification once published in website will be binding for all prospective Bidders and will form part of the bid documents (Technical Bid as well as Price Bid).

2) Extension of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WML may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WML. WML at its discretion may also extend deadline of bid submission for other administrative reasons.

3) Assignments

Assignment of the job to third party is not allowed without the consent of WML.

4) Rejection of BID

Any deviation from the given specification / make, will be treated as rejected.

5) Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors, and their submitted bid will not be considered for the forthcoming tenders also.

6) Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document regarding qualification criteria, specifications, and scope of work or at any other points mentioned herein, may contact the person through e-mail / letter as mentioned above in e-NIT. It must be clarified during the pre-bid queries.

7) Discrepancies and Adjustment thereof

Discrepancy between description in words and figures, the rate which corresponds to the words quoted by the Bidder, shall be taken as correct. Discrepancy in the amount quoted by the Bidder due to calculation mistake of the unit rate, the unit rate shall be treated as firm. Discrepancy in totaling or carry forward in the amount quoted by the Bidder shall be corrected.

8) Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this NIT / contract agreement, the said dispute or difference shall be referred to the sole arbitration of Unit Head, WML or in his absence, any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Unit Head shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The selected vendor will have no objection in any such appointment, so long as the arbitrator so appointed is an employee of Webel. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

9) Indemnification

Selected party shall have to give an undertaken to indemnify, hold harmless & defend WML, its affiliates and their respective employees, officers and directors against any claim by a third party including but not limited to damages, costs, legal expenses, wrong reports, expenses as a result of such claim, which arises out of or relate to any breach / violation / other obligation or ignorance of duty under applicable law, in each case whether or not caused by the negligence of WML and whether or not relevant claim has merit.

10) Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

11) Force Majeure Condition

If the execution of the contract is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of nature, then WML may allow such additional time by extending the project execution time-frame as considered to be justified by the circumstances of the case and its decision taken by the competent authority is to be treated as final.

12) Formats and Signing of Proposals

The original proposal shall be signed by an authorized signatory on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for printed literature. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

Details of the enclosures, which are essential part of the Technical bid, should be page marked and mentioned in the forwarding letter in bidder's letterhead, along with relevant page no. to be searched for.

13) Period of Validity of Proposals

The quoted offer and/or rates must be valid for the minimum period as mentioned in the NIT document, from the date of opening the Techno-Commercial bids. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the qualified Bidder(s).

14) Non escalation of price:

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer / rate will remain unaltered till execution of the said work, irrespective of any reason including foreign exchange rate variation, or any other reason thereof.

15) Language of Proposal & Correspondence

The proposal and all documents relating to the proposal (including brochures) supplied by the bidder should be in English language only, and all correspondence between the Bidder & WML will be in English language only.

16) Proposal Currency

Prices shall be quoted in **INR**, inclusive of packing- forwarding and freight charges etc. as stated in NIT document. Taxes and other Duties has to be shown separately If GST rate is applicable, it has to be mentioned).

17) Price

Price quoted should be firm, inclusive of packing, forwarding, Insurance and freight, loading / unloading expense as applicable, Installation charges including other miscellaneous accessories, Acceptance of entire system by the end users, with on-site warranty & maintenance support for one year.

No extra cost, other than that mentioned in Price Bid would be taken into account.

Percentage / specified amount of taxes & duties should be clearly mentioned.

18) Quantity or Place variation

WML reserves the right to increase or decrease the quantity requirement, delete any line item specified in the tender, depending upon the actual requirement at the time of processing the order. The selected bidder shall have to accept the revised quantity and execute accordingly.

19) Qualification criteria:

The Tender Inviting and Accepting Authority through "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- Financial Capacity
- Technical Capability.
- Experience / Credential

Eligibility of each bidder shall be determined based on the document uploaded against the said Tender. No Technical / Commercial clarifications generated from the vendors / bidders will be entertained after opening of the tender. However, Tender evaluation committee, at its discretion, may ask for hard copy of relevant document(s) / clarifications in respect of the claim submitted by the bidder, and may call for additional information in relation to the subject Tender. The bidder shall have to submit / furnish those document, as well as written clarifications required by the tender committee, within the timeframe mentioned in the raised query. Delay in providing information / clarification will not be entertained and the committee will presume that the Bidder has no such information / clarification to provide and shall evaluate the bid with the available information only / their proposals will be liable for rejection.

Financial offer shall be considered for those bidders only, who have been qualified during Technical evaluation.

21) Penalty for suppression / distortion of facts

If there is any deficiency / discrepancy found in the submitted / uploaded bid document, then the corresponding bid will be treated as non-responsive and Tender Committee will have the right to decide

accordingly.

If any bidder fails to produce the original hard copies of the documents like Purchase Order copies / any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

All the documents to be submitted by the bidder along with their offer should not be manipulated and if at any point of time during procurement process or subsequently it is detected that documents submitted are forged / tampered / manipulated in any way, the total responsibility lies with the bidder and WML reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.

22) Rejection of Bid(s)

Purchaser reserves the right to accept or reject any Bid, or withdraw the tender in full or part as the case may be without assigning the reasons thereof., and / or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Purchaser's action. No kind of disputes can be raised by the bidder(s) under any circumstances, at our office or elsewhere.

23) Forfeiture of Earnest Money

The EMD may be forfeited either in full or in part, at the discretion of WML, on account of one or more of the following reasons: -

- a. The Bidder withdraws their bid during the period of bid validity.
- b. The Bidder fails to co-operate in the bid evaluation process / in case of any false submission of document.
- c. If the Bidder violates any of the provisions of the terms and conditions of this tender / LOI / PO.

The decision of WML regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder by Webel and/or Department of IT, Government of West Bengal.

24) Awarding of Contract

Before issuance of the order, the tender inviting authority may verify the credential and other documents of the lowest bidder. If at any point of time during procurement process or subsequently later on, it is detected that the document submitted by the lowest bidder is either contrived or false; in that case work order will not be issued in favour of the said bidder under any circumstances. The total responsibility lies with the bidder and WML reserves the full right to take action as may be deemed fit.

WML will award the contract to the successful Bidder whose bid has been valued as per Price and Other criteria.

WML reserves the right not to accept the Lowest Price bid without assigning any reason whatsoever and the Bidder will not challenge such decision in any forum whatsoever.

WML also reserves the right to split and distribute the order amongst qualified / selected bidder(s) at the same rate and Terms & Condition.

WML reserves the right to drop any line item as per direction of the end customer.

WML reserves the right to negotiate with the successful Bidder (if require) at the time of award of contract.

Quantity may increase / decrease at the time of order placement or during execution further requirement may be added, and the selected bidder shall have to act accordingly. In case, quantity of requirement increases by a significant amount, selected bidder shall have to provide further discount on the entire quantity ordered for.

The Bidder, who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. After receipt of Letter of Acceptance, the successful bidder shall have to submit Performance Bank Guarantee of 5% Order value as mentioned in the LOI, issued from any Scheduled Bank. On receipt of PBG, PO will be issued to the party.

The notification of award will constitute the formation of the Contract. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract.

25) Work Termination for default:

WML may without prejudice, to any other remedy for breach of contract, by written notice of default sent to the Bidder(s), terminate the purchase order in whole or part thereof:

- If the Bidder(s) fail to deliver any or all of the obligations within the time period specified in the LOI / PO.
- If the Bidder(s) fail to perform any other obligations under the contract.
- If their performance is not satisfactory by the end customer.
- If the delivered item(s) are not meeting requirement specification
- If the selected firm becomes bankrupt or insolvent, or blacklisted by any other organization during the contractual execution period, provided such termination will not prejudice or affect any right of action or remedy, which has accrued thereafter to the client.

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SECTION – D

Project Background and Scope of Work

Scope includes Digitization of Files / Documents of School Education Department, GoWB, as part of implementation of E-Office system.

E-Office is a Mission Mode Project under the National e-Governance Programme (NeGP) of Govt. of India. E-Office facilitates simplified, responsive, effective and transparent process of carrying out office procedures electronically in all government offices. The application has been standardised to make it reusable and customisable for replication across governments and local bodies. E-Office application has been developed and is being maintained by NIC.

The documents of all the files belonging to the School Education Dept since year 2015-16 will be digitized in the 1st phase. There are approximately total 3000 files belonging to different categories namely, Secondary Schools, Accounts, Elementary Schools, Audit, Administrative (Appointment), RTI&P.G., Law, Planning & Budget, etc. Such legacy records have historical/legal value. It is therefore required to protect these documents from decaying due to aging or even loss. Documents are confidential in nature and are accessed only by authorised officials. Scanning, Digitization and Indexing of all these paper based documents will besides increasing shelf-life for many years, help for easy retrieval of records, security and versatile report generation.

The files contain note sheets, correspondences, letters, circulars, Govt. orders, related annexure, pension matters of employees, grievances / complaints, HRA & other allowance matters, RTI matters, Monthly salary bills, Retirement benefit bills, Medical bills, Appointment, joining and posting related matters etc. The papers are of different sizes namely, Legal, A3, A4 and less than A4.

Scanning is to be done using Automatic Document Feeder (ADF) Scanners and output will be multipage pdf files. Size of individual pdf files can be maximum 20MB. In case of large size physical files, multiple pdf files will be produced.

Selected party shall have to arrange for equipment like scanners, computers & accessories, and shall deploy manpower services for the work. Scanning will be done at the premise of the Department only. Digitized data will be saved in hard disk of Department computer and backup of the entire digitized data will also be handed over to Department in DVD for onward uploading to E-Office Server.

Total estimated volume of the work is about 300,000 images considering average of 100 images (about 50 pages with content on both sides of the pages) per physical file out of 3000 files to be digitized in 1st phase.

Total no. of physical files to be scanned : Approx. 3000 nos.

Total no. of images to be scanned : Approx. 300,000 nos.

Work includes removing individual sheets from the documents / files, putting the sheets in sequence as per document numbers, preparing batches for scanning through ADF scanners, saving the output images in pdf files, quality checking and handing over the softcopy of the files to the Department.

All the pages of the files will be scanned. Sheets having written or typed text on both sides will be scanned for both sides simultaneously. Images of blank pages shall be deleted automatically during scanning.

The scope pertaining to the project can be found below:

SPECIFICATION

Scanning Resolution	: Min. 150 dpi
Scanner Type	: ADF Scanner
Scanning mode	: 8 bit Grey scale
Image File Format	: Multi-page compressed pdf
Image file size	: Max. 20 MB each
Metadata Indexing	: List of pdf file names against physical file nos. and description.

Proposed Digitization Process: The process involves:

A. Location of Documents

Scanning has to be carried out at customer's location mentioned below:-

School Education Department,
Govt. of West Bengal,
Bikash Bhawan, 5th Floor,
Salt Lake, Kolkata - 91

B. File Identification:

- Documents will be in form of volumes / books / files / cut sheet paper / printed paper / pre-punched papers. Majority of the documents has only text (hand written text also), but a few may have graphics or photographs.
- Documents will be of the following paper sizes: A3, A4, Legal and less than A4 also.

C. Collection of physical documents from the individual departments:

i. The Department would present their documents to the successful bidders. The successful bidders would have to make note of the document details in their log register while collecting these documents.

Following details are to be entered into the log register.

- No. of documents collected,
- No. of pages collected,
- Date of collection,
- Expected date of return,
- Actual date of return,
- Collected from,
- Collected by and Signature,
- Returned to and Signature,
- Returned by
- Remarks.

ii. Documents that are not in good physical condition would have to be repaired before scanning takes place.

iii. The successful bidder is required to take necessary precautions while handling the documents.

iv. The documents are to be maintained in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.

If the files are bound, bidder(s) have to open the binding with prior permission from the customer, scan and re-arrange in the same order of paging. On completion of work, rebinding is to be done by the successful bidder.

It would be the responsibility of the successful bidders to maintain and return the documents in their original form to the department concerned. **Any damage to the documents collected shall make the successful bidders directly responsible for the same and will attract penalty. Printed index of log file must be submitted at time of final data submission.**

D. Pre-scanning preparation:

Preprocessing of document would be the activities that are to be performed on the documents collected before they can be scanned. It shall include (but is not restricted to)

- Matching the files with the list given by the Department, and indicating the discrepancies, if any.
- Removal of pins, threads, rubber bands, covers board etc.
- Applying either of Hot air blowing or Hot Plate Treatment, if required.
- Sorting of pages in the document in the correct order. In case of unavailability / missing pages, it should be highlighted.
- Cleaning, Dusting and Fumigation of Documents, Straightening of individual sheets.
- Smoothing edges, orienting direction.
- Special preparation for documents that are not in a good physical condition and may not be directly scan-able, however stapling, taping, pasting and pin are not allowed.
- Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents.
- Bidder should ensure that number of pages in each document is accurately captured and is then cross checked with the number of pages scanned.

Arrangement of Documents:

Documents to be prepared will stay together, and documents ready to be scanned will stay together.

Documents that have been prepared will be laid face down, and will be flush at the top and left of the page as viewed from the front. These two edges are called the leading edge (top) and the registration edge (left edge viewed from the front).

This process of aligning proper edges makes the act of scanning documents much more efficient. Another benefit of aligning documents is that a cluster of documents can knowingly be safely gripped and transported by their leading and registration edges. Whether moving documents, or placing them into a container to be scanned, this alignment will always remain consistent.

E. Scanning/ image capture:

- These documents that have been pre-processed would have to be scanned.
- Scanning/ Image capture by ADF scanner, sheet fed scanners.
- Contrast / brightness / sharpness adjustment of the image is to be done.
- Documents will be scanned in 8 bit grey scale mode only.
- **Resolution: Minimum 150 DPI.** In case the documents are not legible, it will be the bidder's responsibility to scan the documents at high resolution i.e. **600 dpi or higher.** No extra payment shall be made for the same.
- Post scanning checking, verification with reference to removal / deletion of blank pages, page numbering sequence verification with reference to original document etc.
- Image Quality Assurance, rescanning if required.
- The successful bidders will ensure that all documents are digitized.
- The file numbering will be checked by the scanning agency and if there is any discrepancy in numbering, it should be sorted out with the departmental-in-charge before proceeding.
- No page/document shall be digitized more than once.
- Putting the pages / documents in the files in original order after scanning. Sometimes punching of papers & binding the loose sheets in the same format as scanned may be required before handing over to the authority.
- Data copying / Backup in external hard Disc/ DVD and Computer Hard Disk of the Department.
- Keeping records in a register for Receipt and Returning of the physical files and soft copies. The records in the register should be duly signed by concerned official of the Department and scanning supervisor for document issued and document returned.
- "Scanning Complete" marking on the top of the cover page to avoid duplication of work.

Scanners are to be chosen having the following minimum features: -

Scanner type	: ADF, Sheet-fed
Scan Resolution	: Up to 600 dpi (colour / mono)
Features	: Auto-color detect, auto-crop, auto-exposure, auto orient, OCR, edge removal, background cleanup, remove hole, color drop out, straighten the page.
Levels of grey scale	: 256
Bit depth	: 24 bits
Connectivity	: USB 2.0 (Hi-Speed)
Operating Systems	: Microsoft Windows 10, 8.1, 8, 7 (32-bit or 64-bit)
Software included	: Scan driver, TWAIN scan driver, Scanner Tools Utility

F. Image Editing and enhancement:

The successful bidder(s) shall perform the following Image Enhancement Activities

- The successful bidder must carry out cropping and cleaning of images like removing black noises around the text, De-skew; De-speckle Background noise, de-speckle (removing small dots between the texts) and provide equal margins all around the text.
- Successful bidder should ensure that quality of scanned images are enhanced up to the optimum level and page- by- page image editing has been done by applying filters and tools as applicable, noise removal etc. using industry standard image editing software as per customer satisfaction.
- Quality enhancement / verification shall be carried out by trained skilled operator other than the one scanning the document. Scanned image should be replica of the original document. Bidder should ensure latest licensed software for Quality Check is installed.

G. Quality Control:

- A number of quality checks will have to be put in place in order to ensure the quality and validity of the scanned data. At the first level, the bidder(s) will have to conduct quality control of the following:
 - Image quality check.
 - Validation of the image against the original data.
 - Metadata entry of documents.
- Ideally, quality control will be performed at periodic intervals while the documents are being scanned. To test for quality, take a random sample of the documents and check to see if they are satisfactory. Then, review each image in the quality sample either on screen or on a printed version. If the images are mostly going to be viewed by the users on screen, then check the quality on screen. If the images are mostly going to be printed before they are used, then check the quality using a printout.
- Digitized data will be submitted on weekly basis for QC.
- Quality check after scanning and image editing work is of utmost importance. Bidder should ensure quality of work. Bidder should check scanned records for DPI, image Quality, Format, Noise removal etc.
- Bidder should ensure that the digitized document is the exact replica of the original paper document maintained as part of the records in the books.
- Bidder should ensure the following Quality check in the images:
 - a) Scanned images must be in colour mode and maintain prescribed resolution.
 - b) Skew correction to make the documents straight.
 - c) Remove black noises around the text.
 - d) De-speckle (remove small dots between the texts).
 - e) Provide equal margins around the text.
 - f) Brightness and contrast adjustment.
 - g) The Image should not be too dark / too light.
 - h) The Image should not have been captured under improper lighting.
 - i) The Image should not have been cropped from any side.
 - j) The orientation of the image should be proper.
 - k) The colour is consistent in all the images and not patchy.
 - l) The image should not be skewed.
 - m) The image should not be blurred.
 - n) The image should not have excessive noise.
 - o) There should not be any data loss due to folds.
 - p) There should not be any data loss due to tight binding and bulge at the center.
 - q) There should not be extra darkness at the edges

In case the output of the scanned document is not satisfactory, the operator would rescan the document at a higher resolution.

- Validation of the image against the original data
 - Check for missing documents if any.
 - Check whether the images are as per the document sequence.
 - Check the visual quality of the image vis-à-vis the original document.
 - The above checking is to be carried out by Image editing operators.
 - At a second level, a supervisory level staff of the successful Bidder(s) either individually or jointly with a designated Department official will conduct a verification of the scanned images with the original documents on a sample basis. If the error at this stage is greater than a threshold level (to be finalized later on), the whole batch will have to be individually checked. The errors generated and the corresponding resolution will have to be noted in an error log which has to be maintained and will be the responsibility of the

respective supervisor. The required periodicity, sampling ratio and the threshold level for errors will be specified by the Department in discussion with the selected partner before the start of the project.

H. Indexing / Metadata Entry of Legacy Records, Files and Documents

Metadata entry comprises of capturing of data of requisite fields by viewing the files given for scanning. Metadata entry includes the following process:-

- Fields for Metadata Entry will be provided by the customer as required for e-office.
- Bidder(s) shall carry out data entry in excel.
- All fields in the Metadata Entry sheet are to be captured.
- Bidder(s) should ensure that Metadata Entry should be carried out from the scanned images captured.
- In case of erroneous data captured, the department officials will reject the Metadata Entry and Bidder(s) will have to redo the Metadata Entry without any extra cost.

Two types of pdf folders are to be generated against each physical file – correspondence pdf file, and note sheet pdf file with naming configuration as CP-PHYSICALFILENUMBER-1, and NS-PHYSICALFILENUMBER-1, and CP-PHYSICALFILENUMBER-2, and NS-PHYSICALFILENUMBER-2, etc. depending upon volume of the pages scanned against each file.

I. Handover of Digitized data:

- After the image editing, the digital files will be tagged and stored in the drive. Folder structure has to be followed while storing the digitized data in the storage device.
- Nomenclature of the digitized file should be in accordance with the e-governance and customer standard.
- The edited images (PDF files) will be submitted in External Hard Discs /DVDs, and copied to Departmental Hard Disc attaching an excel file with printed Index. External hard disk will be provided by successful bidder. No extra payment shall be made for the same.

J. Backup:

The successful bidder is required to take back-up of incremental data at the end of the day. The backup shall be taken on a hard disk drive and shall be stored in a secured place for data retrieval during emergency.

K. Handover of documents:

After scanning and image editing, the documents would have to be handed over to the department concerned in their original condition. Appropriate entries would also have to be made by the successful bidder in their register.

- After scanning, the physical document would have to be pinned together/tagged in the same form as it was given for scanning by the departments.
- Each page of a document shall be serially numbered and shall be counted while giving the documents back.
- Bidder shall have to maintain and return the documents in their original form. Any damage to the documents shall make the Bidder liable to penalty as specified.

L. Reports:

- The successful bidder shall also provide tools for checking the scanning progress. This shall include the daily, weekly, monthly and overall progress (number of images scanned, percentage scanned etc). The tool should also display department-wise and record room - wise progress. The tool should be able to provide reports on the status of scanning on a periodic basis.
- The successful bidder will maintain a register that will serve a purpose of evidence for the number of documents and pages entered by the successful bidder on each day. The details of this register would have to be entered on a daily basis.
- The format, content, periodicity and other information related to reports shall be discussed and finalized with the successful bidder before the commencement of the project.

M. Infrastructure:

- The successful bidder will use its own infrastructure. This shall include, but is not limited to, deployment of Hardware components like PCs/laptops, scanner, UPS, storage etc. that shall be required for the implementation of the project, and all items are to be kept at site till completion of scanning activities.
- The space for setting up the infrastructure as well as the power connections will be provided by the Department.
- The successful bidder shall have to deploy their own human resource & adequately skilled manpower to complete the job within the specified time.

N. Loss of data

- Bidder should take good care of all Government records and will be responsible for security of the record from time of receipt to time of delivery.
- Penalty / record will be charged against the loss or damage.

O. General

- Working time will be allowed from 10.00 AM to 5.00 PM.
- The files / documents will not be allowed to be removed from premises allocated to the successful bidder.
- Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents.
- The selected firm shall at its own cost provide the necessary consumables, including paper, ink and spares required for maintaining and operating its machinery/equipment smooth execution of scanning/digitization of records. The firm shall make its own arrangements for safety/security of the equipment and also keep them secured against theft, fire and damages.

P. Technical Bid Evaluation

As part of the Technical Evaluation, the Technical Bids will be examined to ascertain responsiveness of the Technical bids with the General Terms and Conditions of the Contract and Technical Requirements & Scope of Work as defined in the RFP.

Q. Opening of Commercial Bids

The Purchaser will open the Commercial Bids of only Technically Qualified Bidders (TQB).

R. Commercial Bid Evaluation

- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered. If there is no price quoted for certain material or service, the bid shall be declared as disqualified.
- Any conditional bid would be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- The Total Bid Price, as computed by the Purchaser shall be used for the purpose of commercial evaluation of bids.

Note: If the quoted price is abnormally low and is considered for placement of order then the party will be asked to justify the rates quoted and will have to give performance guarantee in addition to security deposit. Amount will be decided by the purchaser at the time of placement of order

S. Awarding of Contract

- WML will award the Contract to the successful bidder(s) whose bid has been determined to be substantially responsive and has been determined as the Best Valued Bid after evaluation.
- WML reserves the right not to accept the Lowest Price bid without assigning any reason whatsoever and the Bidder will not challenge such decision in any forum whatsoever.
- WML also reserves the right to place order for part quantity of item, and / or in a phased manner.
- WML reserves the right to negotiate with the Bidder whose proposal has been ranked first on the basis of best value.
- WML reserves the right to splitting of the Contract and Curtailment & Increment of Work.
- WML reserves the right to cancel the order for the entire quantity placed on the selected bidder, if their work performance / schedule evaluated on weekly basis, is not satisfactory by us / end customer. In the case, the entire work shall then be allocated to L2 party at L1 price.

WML's Right to Accept any Bid and to Reject any or All Bids

WML reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for WML's action.

Notification of Award

WML will notify the successful bidder in writing that their bid has been accepted. The notification of award will constitute the formation of the contract upon furnishing Performance Security by the successful Bidder. WML will promptly notify each unsuccessful Bidder.

Signing of Contract

WML shall enter into a separate contract with the successful Bidder(s). Terms and Conditions specified in the RFP document shall become the part and parcel of the contract document. NDA needs to be signed with the successful bidder. The successful Bidder(s) will have to provide a security deposit of 10% of the value of the LOI

awarded to them, in the form of a Bank Guarantee within 7 working days for a period of 1 year. After receiving the PBG, firm P.O. will be issued.

Failure to Agree with the Terms and Conditions of the RFP

a. Failure of the successful bidder (for single party) to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event WML may award the contract to the next best value bidder or call for new proposals from the interested bidders.

b. In such a case, WML shall invoke the PBG of the most responsive bidder.

Period of Validity of Proposals / non escalation of price:

The quoted offer and/or rates must be valid for a minimum period of **12 months** from the date of opening the Techno-Commercial bids, and no escalation of price shall be allowed.

SECTION - E

1. Profile of Key People

Bidder(s) should attach the profiles of the deployed people who would be involved during the course of this project. The profile shall necessarily include the following details in the format mentioned below

a) Proposed Position:

b) Name of Firm and Years with the Firm [Insert name of firm proposing the staff]:

c) Name of Staff [Insert full name]:

d) Date of Birth: Nationality:

e) Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

f) Training:

g) Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

h) Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment, dates of employment From [Year]: To [Year];, name of employing organization, positions held.]

2. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative

3. Proposed Resource Deployment for the current project

Sr. no.	Resource Level	Responsibility	No. of Resources deployed at the proposed level along with their names

Bidder should provide details for Project coordinator in following format:

Sr. no.	Item	Details
	Name	
	Specify role to be played by him/her	
	Current job title	
	Experience in years	
	Number of years with the organization	
	Current job responsibilities	
	Summary of Professional /Domain experience	
	Skill sets	
	Highlights of assignments handled and significant accomplishments	
	Educational Background, Training / Certifications	

4. Proposed Infrastructure Deployment for the current project:

Sr. no.	Resource / Equipment's / Scanners	Name and Make / Model, brief Specification etc.	No. of equipment that will be deployed
1	Scanners		
2	Laptop / PC's		
3	UPS		
4	External HDD / DVD		

5. Timelines

The project duration is 3 months from the date of signing the contract.
Estimated per day productivity = 5000 images / day. i.e. 1 Lakh images per month.

6. Project Implementation Schedule

Sr. No.	Project Mile Stone	Time line (calendar days)
1.	Issue of Letter of Intent (LoI) to successful Bidder	T
2.	Submission of PBG	T + 7 days
3.	Deployment of resources to Start Scanning work	T + 7 days
4.	Scanning & editing of one lakh images	T + 40 days
5.	Scanning & editing of cumulative 2 lakh images	T + 60 days
6.	Completion of the awarded quantity	T + 90 days

7. Responsibility Statement:

Sr. no	Particulars	Responsibility
1	Scanners / Skilled Manpower / Licensed Scanning software / Licensed Image Editing Software / Licensed Quality Check Software / PCs / Anti-Virus Software / Licensed Operating System etc	Successful bidder
2	Working space / Electricity / Furniture / Documents / Quality approval, Identification of duplicate pages / draft paper etc. from the file content, and removal of unwanted pages, checking the page content and arrangement in proper sequence. Numbering of each page in the order to be scanned, and handing over the files ready for work. Storage of files in the designated hard disk of computer, once accepted.	School Education Department

Bidder(s) should ensure that Scanners / Manpower are deployed to the maximum capacity in the space provided by customer to complete the project as per timelines.

- Bidder(s) should follow the guidelines / instructions of the Department officials for day to day digitization activity.
- Bidder(s) should ensure scanners, desktop, manpower are made available on priority as required for smooth execution of the project.

8. Compliance Sheet for Technical Proposal

(The Technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical proposal)

Sr. no	Specific requirements	Documents Required	Compliance	Amount / Volume / Quantity	Reference page numbers of bidder's submitted doc.
1	Scanning and Digitization Turnover	A certified document by the Chartered Accountant stating the Scanning and Digitization Turnover of the Bidder has to be submitted.	Yes/No		
2	Scanning Volume	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate (for ongoing projects) from the client	Yes/No		

3	Scanning of old records	Evidences / self-declaration to be submitted (based on customer certificate stating documents age as reflected in PO or completion certificate).	Yes/No		
4	Image editing	Copy of Declaration or Completion certificate issued by the customer stating image enhancement work carried out by the Bidder.	Yes/No		
5	Profile of proposed team members and Resource Deployment	As per RFP	Yes/No		
6	Turn Over	A certified document by the Chartered Accountant stating the annual Turnover of the Bidder has to be submitted.	Yes/No		
7	ISO 9000 Certificate	Copy of ISO certificate	Yes/No		
8	Office in West Bengal	Certificate of Incorporation	Yes/No		

SECTION – F
SPECIAL TERMS AND CONDITIONS

1. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before three days of opening the bid.

2. Withdrawal from Tender

Any Bidder may withdraw his bid by written request at any time prior to the scheduled closing time for receipt of bids and not thereafter. If any Bidder(s), however, withdraw their bids before acceptance or refusal within a reasonable time without giving any satisfactory explanation for their withdrawal, they may be disqualified from participation in any tender of this organization for a minimum period of 2 (two) years.

3. Opening of Tender

The bids shall be opened at the time set forth in the document. Bidders or their authorized representatives if wishes may be present at the time of bid opening.

4. Invoice and Payment Terms

Invoice:

- Invoice shall be drawn by the Bidder(s) every month provided End to End activity is completed by the Bidder(s) for each file which includes (Numbering / Scanning / Image Editing / QC / Handing over in HDD/ DVD).
- Each completed file handed over will be checked by The Department officials for correctness. Invoice can be raised after post approval of work carried out by the party during the previous month.
- The total bill amount shall include GST at applicable rates.
- Invoice should be accompanied by completion certificate consisting of number of pages scanned and edited for each paper size, in absence of which Invoice will be not be honored.

Payment:

- The payment will be made after Completion of scanning, image editing, indexing, storage and upon verification of all submitted data / documents by the Department, and on back – to -back basis i.e., on receipt of corresponding payment by WML from the end customer. Payments shall be processed for number of images scanned completely and image editing done that have been verified and approved by the authority. *Scanning of blank pages, page separators etc. shall not be counted for payment.*
- **Payment = [Number of images (pages) correctly scanned in a department * rate per image as quoted in the commercial bid – applicable penalty].**
- Deduction of all statutory and necessary taxes from each bill will be made as per Government Rules prevailing at the time of payment. WML will issue necessary tax deduction certificate.
- All payments will be made by A/C payee cheque only.

Note: Invoice is to be raised as per actual pages scanned. However, quantities mentioned in this RFP document are indicative. Total no images may increase / decrease, however the unit rate remains unchanged.

5. Service Level

5.1 Service level objectives

- a. The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service to be provided by the successful bidder to WML for the duration of this contract. SLA defines the terms of the successful bidder's responsibility in ensuring the timely delivery of the deliverables and the correctness of the same based on the agreed Performance Indicators as detailed in the Agreement. This section defines various Service Level Indicators which will be considered by WML in the Service Level Agreement with Successful bidder.
- b. The successful bidder has to comply with all Service Level Agreements (SLAs) defined below to ensure adherence to project timelines, quality and availability of services.
- c. Note: Penalties shall not be levied on the successful bidder in the following cases:
 - The non-compliance to the SLA has been solely due to reasons beyond the control of the bidder
 - There is a Force Majeure event affecting the SLA which is beyond the control of the successful bidder

5.2 SLA definition, measurement and monitoring

a. Penalty for delay in project execution

For any delay in completion of activities of the project (as mentioned in the timelines), WML will charge penalty of Rs. 10,000/- per week subject to a maximum of 10% of the project value. WML reserves the right to terminate the contract (wholly or partly) and will get the job completed by any other competent party.

b. SLA for scanning services

Images scanned and edited shall be verified by WML or its authorized personnel. The scanned image shall be compared with reference to the original document.

- For every image improperly scanned (which shall be decided by the officers mentioned above), there shall be a penalty of 50% per image quote mentioned by the bidder.
- For every image not scanned (missed out from the original document), there shall be a penalty of 50% per image quote mentioned by the bidder.

It shall be the responsibility of the successful bidder to rescan, editing and index with Metadata such improperly scanned images. He shall not be paid any amount for rescanning of documents.

There shall again be a comparison of such images by the authority concerned and nonconformance found would be levied to penalty as mentioned above and the rescanning would have to be done free of cost by the successful bidder.

Based on actual weekly performance, WML reserves the right to cancel the order or reduce quantity of work awarded to that party.

c. Penalties

- a. The Penalty shall be calculated and deducted from the immediate payment due.
- b. All mentioned penalties are exclusive to each other

The successful bidder will have to maintain strict privacy and confidentiality of all the data its staff gets access to. Adequate provisions are to be made not to allow unrestricted access to the data to people in the organization who have not signed the NDA. Successful Bidder cannot sell or part with any data in any form. Penalty to the extreme case of summary termination of contract and forfeiture of PBG would be imposed on the successful bidder upon default of this service condition. The exact penalty will be decided by WML based upon severity of the default.

The successful bidder should provide adequate tools for capturing data required for measuring SLAs at no extra cost to WML. This should be part of the solution design and the BOM proposed should include the necessary tools for the same.

Accuracy of less than 90% will be considered as the Breach of the Agreement and Purchaser reserves the Right to terminate the agreement.

In all such cases, where the accuracy is below 100%, the Agency will be responsible to carry out corrections with no additional cost to Purchaser.

The maximum penalty at any point of time and for any period should not exceed 10% of awarded contract value as per the Commercial Bid submitted by the successful bidder. If the penalty exceeds this amount, or if the work performance is not satisfied by WML officials / end customer, WML reserves the right to terminate the contract.

6. Security Deposit

Successful Bidder(s) will have to submit a performance bank guarantee (PBG) within 7 working days of issuance of LOI, amounting **10% of ordered value (inclusive of all taxes) for a validity period of 1 year.**

Failure to submit the said PBG will result in termination of any claim of the Bidder(s) and forfeiture of earnest money. The LOI placed on the Bidder will then automatically be cancelled and the Bidder will be debarred from taking part in any tender of WML for two years from the date of issuance of LOI.

7. Acceptance of Tender

The acceptance of the bids will rest with the accepting authority who is not bound to accept the lowest bid and reserves the right to reject in part or in full any or all bids(s) received and to split the work among participants without assigning any reason thereof.

8. Non escalation of Price

The price offers shall remain firm for the period of 12 months and no escalation of price will be allowed.

9. Quantity or Place variation

The Vendor may be asked to provide the same services at the same rate at different places and / or at the same places within this price validity period, for any additional quantity if required, which they are bound to accept.

10. Price

1. Price should be quoted as per Price Bid format.
2. No deviation in any form in the Price Bid sheet is acceptable.
3. Price quoted should be firm, inclusive of packing, forwarding, insurance and freight charges.

4. Percentage / specified amount of taxes & duties should be clearly mentioned in “Unpriced BOQ” otherwise WML reserves the right to reject such vague offer.

5. The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format. No extra cost, other than that mentioned in Price Bid would be taken into account.

Price Bid format:-

Sr. No.	Description	Rate Per Image (Rs)	Total Quantity	Total Amount (Rs)
1.	Scanning / Digitization of Documents (Legal / A3 / A4 / smaller sizes) including metadata indexing for e-office work at School Education Dept. , Govt. of West Bengal		300,000 images	
	GST @ 18%			
	TOTAL AMOUNT : (Rs Only)			

Total Amount in words: Rs. ----

.....

SECTION – G
BID FORM (FORM I)

(Bidders are requested to furnish the Bid Form in the Format given in this section, fill in the entire form
and submit on their respective Letterheads)

Ref.No:(Mandatory)
(Mandatory)

Date:

The Deputy General Manager (Dev)
Webel Mediatronics Limited
P1 Taratala Road,
Kolkata-700 088

Dear Sir,

Having examined the tender documents together with the corrigenda, subsequently issued, we, the undersigned, offer to undertake the job of "Scanning / Digitization of Documents (Legal / A3 / A4 / smaller sizes) including metadata indexing for e-office work at School Education Dept. , Govt. of West Bengal." "Tender no.EOT/18-19/0002 dated 31-07-18.

We agree to abide by this bid for a period of **180 days** from the date fixed for Price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of this period.

This bid, together with your written acceptance thereof and your order (PO) / notification of award (LOI), shall constitute a binding contract between us.

We understand that WML reserves the right to accept in full or part and / or reject any or all the bids received or split the order within successful bidder(s) without any explanation to Bidders and its decision on the subject will be final and binding on Bidders. We also understand that WML is not bound to accept the lowest bid for placement of order.

We have given an EMD of Rs.----- (DD) dated _____ issued by -----) along with our Technical document.

We also abide to furnish Bank Guarantee of 5% of the job value as Performance Bank Guarantee.

Dated, thisday of (month), 20.....

Signature

.....
.. (In the capacity of)
Duly authorised to sign the bid for and on behalf
of (Name and Address of the Bidding Company)

(Affix Official Seal/Stamp)

SECTION – H
FORM – II

STRUCTURE AND ORGANISATION

Name of Applicant / Company :

Office Address :

Office Phone, Fax No.

Official Mail -ID:

Concerned persons name,
Designation, Mail id

Telephone No. :

Name and Address of Bankers :

Service Center locations

Number of technical staff to be
involved in networking installation,
and maintenance work, with their
brief Bio-data on domain
expertise.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature of applicant with designation and Company Seal

SECTION - I
FORM - III

EXPERIENCE PROFILE

Name of the Firm:

List of projects completed that are similar in nature to the works executed during the last 3 (three) years, i.e. (2014 -15), (2015 -16).and (2016 – 17).

Sr. No	Customer's Name	PO No. and Date	Value in Rs.	Date of Successful Completion of the job	Completion Certificate issued by Customer

Note:

- 1) Certificate from the Customers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant with designation and
Company Seal

SECTION – J
FORM - IV

SELF-DECLARATION – NO BLACKLISTING
{to be filled by the bidder in bidder letter head}

To,
{Tendering Authority},
_____,

In response to the Tender/ NIT Ref. No. _____ dated _____ for ---
-----{Project Title}, as an Owner/ Partner/ Director of
_____, I/ We hereby declare that presently our Company/
firm _____, at the time of bidding, is having unblemished record and is not declared
ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any
Central/ State/ Semi-Government/ or other Govt. subsidiaries including autonomous bodies in India.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken,
my/ our security may be forfeited in full and our bid, to the extent accepted, may be canceled.

Thanking you,
Name of the Bidder: -
Authorised Signatory: -

Seal of the Organization:

Date:

Place:

SECTION – K
FORM - V

PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of the Chairman, WML (hereinafter called 'WML') having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the WML an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by WML by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WML by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WML in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We undertake to pay to the WML any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WML under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ (office/Department) of WML certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of FOURTEEN MONTHS (as specified in the tender no _____) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the WML that the WML shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WML against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability

by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WML or any indulgence by the WML to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WML in writing.

Dated the _____ day of _____

for _____
(Indicate the name of bank)

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