



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

**Project Management Unit (PMU) of the World Bank financed
Assam Citizen-Centric Service Delivery Project (ACCSDP)**

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

Tel: +91 361-2332125; Fax: +91 361-2332564, Email: spd@arias.in; Website: www.arias.in

No. ARIASS/ACCSDP/334/2021/24

Dated Guwahati the 13th August, 2021

REQUEST FOR QUOTATION (RFQ) FOR SCANING AND DIGITIZATION OF OFFICE DOCUMENTS

- 1) ARIAS Society (ARIASS), *an Autonomous Body of the Govt. of Assam* located in the premises of Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 is in the process of implementing e-Office procedure for which it intends to apply a part of its proceeds towards scanning, digitization and storing of files (notesheets, correspondences, etc.) electronically as part of complete electronic filing system.
- 2) The works to be extended by the Service Provider is detailed in *Section II under 'Scope of Works.'*
- 3) Quotation should be addressed to "The State Project Director, Assam Rural Infrastructure and Agricultural Services Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam."
- 4) Bidder shall submit Quotation as per the Terms & Conditions mentioned in *Section III* in the bid document. Quotation not accompanied by specified documents, self declarations, signatures may be rejected by the office as non-responsive and may not be evaluated further.
- 5) Quotation should reach this office latest by 02.00 P.M. on 31/08/2021. Quotations received after due date and time shall be summarily rejected.
- 6) We look forward to receiving your quotation and thank you for your interest in this project.

Yours faithfully,

Sd/-

(Vinod Seshan, IAS)
State Project Director
ARIAS Society

SECTION I
BID FORM

(This form must be submitted using official letterhead of the agency)

RFQ no. ARIASS/ACSDP/334/2021/24 dated Guwahati the 13 August, 2021

Our reference no.....dated.....

To,

The State Project Director
ARIAS Society, Agriculture Complex
Khanapara, G.S. Road, Guwahati-781022, Assam

Sub: Quotation for Scanning and Digitization of Office Documents.

Sir,

1. I/We, the undersigned, hereby submit our Quotation in two parts, namely:

(a) Technical Part, and

(b) Financial Part

2. In submitting Quotation, we make the following declarations:

(a) **No reservations:** Having read the RFQ in its entirety, I/We offer to participate in providing services for Scanning and Digitization of Office Documents at ARIAS Society at the rate specified in the Financial Bid;

(b) **Conformity:** I/We offer to provide services in conformity with all the terms and conditions mentioned in the bid;

(c) **Quotation Validity Period:** My/Our Quotation shall be valid for the period of 60 days from the deadline fixed for submission of the Quotation;

(d) **Eligibility:** I/We meet the eligibility requirements and have no conflict of interest. I/We am/are not participating in more than one quotation in this bidding process and I/We have not been suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government/PSU, etc in India;

(e) **Fraud and Corruption:** I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including, "Prevention of Corruption Act, 1988 (including any modifications thereafter)."

(f) **Annulment:** I/We understand that you are not bound to accept any Quotation you may receive and may also engage more than one Service Provider for the services mentioned in the bid.

(g) **Declaration:** It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the SPD, ARIAS Society wish to take.

Yours faithfully,

(Authorized Signature)

Name of Signatory _____

In the capacity of _____ [insert legal capacity of person signing the Letter of Quotation]

Address _____

Mobile no. _____

email id. _____

SECTION II

SCOPE OF WORK

1) The entire process of digitization would involve:

- i. Scanning of outer cover of the files;
- ii. Untie the notesheets kept inside the files from the tags; remove tags/staple pins of corresponding pages, smoothening of paper edges, orienting direction;
- iii. Each page is scanned and numbered; all pages are stored as one digital file against the particular file number which is searchable in the format (PDF/A) (ISO 19005-1:2005) using scanners with high quality document and image results. Scanning to be done as per guideline mentioned below:
 - a. Correspondence: The Receipts, References and Issues on the correspondence side of the file may be scanned as single PDF document keeping check on the max size as 20 MB. If pages are more and size exceeds 20MB, more than one PDF should be created.
 - b. Noting: Scan all the pages of the Noting/Note Sheets of the file as one single PDF document. If pages are more and size exceeds 20MB, more than one PDF should be created.
 - c. Color and DPI of the scan documents:

Sl. No.	Document type/condition	Color & DPI
1	Regular/normal/good	Black & White -100 DPI
2	Damaged/tarnished/clouded	Black & White- increase DPI as per legibility / visibility maximum upto 150 DPI
3	Seriously damaged/tarnished /clouded	Black & White- increase DPI as per legibility / visibility maximum upto 200 DPI
4	Coloured Photographs/Text	Grayscale - maximum upto 200 DPI

- iv. After scanning, the Service Provider is required to hand over the scanned files to the Client. The Service Provider shall take back up of all data at the end of the day on hard disk for data retrieval in case of emergency.
 - v. The Service Provider shall handover the scanned files to the authorized person from the ARIAS Society putting a mark as 'Scanned & Digitized' on the physical file. For this a format will be maintained as per the sample given at **Annexure 1**.
- 2) It is estimated that around **four (4) lakh pages** (file covers, notesheets, pages, etc.) are required to be scanned and digitized available in the physical form in the office. **Number of pages mentioned is based on approximation. It may increase or decrease.**
 - 3) The Service Provider has to carry out the task of **quality scanning & digitization**, storing and indexing, numbering in appropriate way within the given timelines. The Service Provider should ensure and cross check the page number captured to verify the number captured is in sequence for all pages.
 - 4) The Service Provider has to install the requisite equipment for scanning in the office of the ARIAS Society (scanners/computers, etc.) and skilled manpower for carrying out the scanning/digitization works. **No file/document shall be taken outside the office for scanning.** The office will provide space to set up the equipment for scanning purpose during the period of work.
 - 5) The size of the pages is in LS, A4 and A3. The quality and clarity of scanning should be beyond doubt and ARIAS Society's decision in this regard shall be final.

- 6) The physical documents should be properly and securely kept for digitization and returned with all the pages intact and secured in its original form to the authorized officer at the end of each work day.
- 7) The Service Provider has to maintain utmost confidentiality at all times before, during and after the entire work.
- 8) The Service Provider should ensure that the scanners should have the following facilities for digitization, however not limiting to:
 - a. *Automatic Document Feeder (ADF)/Overhead scanner/flatbed scanner as the case may be to scan multiple pages;*
 - b. *Both side scanning;*
 - c. *Legal paper/A4/A3 size scanning;*
 - d. *OCR software*
- 9) The Service Provider should deploy **teams along with requisite equipment**. The pre-requisite of each team would be to have adequate knowledge of scanning, editing, indexing & storing.
- 10) **It shall be the sole responsibility of the Service Provider to complete the entire entrusted work with quality and in time within 90 (ninety) days from the date of issue of the Work Order.**

SECTION III

TERMS AND CONDITIONS

- 1) The bid may be downloaded from the official website- <http://www.arias.in/procurements.html>. No hardcopy of the bid shall be given by the office to the bidders.
- 2) Interested & eligible bidders may e-mail with their queries, if any, at spd.arias.in until one day prior to the closing date of the bid.
- 3) The envelope should be superscribed with '**QUOTATION FOR SCANNING & DIGITIZATION OF OFFICE DOCUMENTS' TO BE OPENED NOT BEFORE 2.15 P.M. ON 31/08/2021**' addressed to '**THE STATE PROJECT DIRECTOR, ARIAS SOCIETY, AGRICULTURE COMPLEX, KHANAPARA, G.S. ROAD, GUWAHATI-781022, ASSAM.**'
- 4) Each page of the bid document along with supporting testimonials must be signed and stamped by the authorized signatory of the bidder to commit the Service Provider to contractual obligations in lieu of acceptance of all terms and conditions of the Quotation.
- 5) Quality scanning is the prime responsibility of the Service Provider. Therefore, **one supervisor** should be engaged by the Service Provider to carry out quality check of scanned documents and accuracy of the data as per the data provided by the Client. **The supervisor shall be the contact point for the Client.**
- 6) The Service Provider should ensure that scanned documents are kept secured from viruses/malwares.
- 7) Bids may be submitted by hand or through post before the closing date and time. Bids received by email shall be treated as invalid and rejected. The Client shall not be responsible for any postal delays.
- 8) Bids may be rejected at any stage of the evaluation, if it is found that the bidder has provided misleading information or has been blacklisted by a central or state government or agency thereof or has indulged in any malpractice/unethical practice and has not honoured contractual obligation elsewhere.
- 9) The Service Provider should acknowledge and accept that it shall not be entitled to any extra payment for additional days in case of loss of data while it is still handling the digitized files.
- 10) All eligibility documents for **Technical Qualification** mentioned under **Section IV (Bidder's Profile)** should be placed inside the envelope along with the filled up **Financial Form at Section V.**
- 11) **EVALUATION OF QUOTATIONS:** The purchaser shall evaluate and compare the quotations determined to be substantially responsive which:
 - a) are properly signed;
 - b) confirm to the terms and conditions and specifications.
 - c) The bidder quoting the lowest rate (L1) may not be the successful bidder if it fails to fulfill technical criteria. Conditional discounts shall not be taken into account for price comparison.
- 12) **AWARD OF CONTRACT:**
 - a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
 - b) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
 - c) The bidder whose bid is accepted will be notified of the award of the contract by the authority prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the award of contract.

13) **Payment Terms:** No advance payment would be made to the Service Provider. However, the Service Provider may generate monthly bills against the number of scanned documents of the previous month.

14) **Penalty Clause:** If any of the terms and conditions of this contract is not adhered to on account of proven negligence of the Service Provider, the agency shall be liable to pay penalty for such lapse. For the sake of calculating penalty, the following illustration may be seen:

Total number of pages to be scanned: 4,00,000 pages

Total number of pages to be scanned per month: $4,00,000/3 = 1,33,333$

The penalty would be levied **@0.5% per day of the total contract value** beyond the days fixed for completion of the work per month. If the penalty reaches **@10%**, the Contract with the Service Provider would be terminated.

15) **LAWS GOVERNING THE CONTRACT & JURISDICTION:** The contract shall be governed by the laws in force in India. In the event of any dispute, such dispute would be subject to the courts in Guwahati only.

SECTION IV

BIDDER'S PROFILE FOR TECHNICAL QUALIFICATION

(This form must be submitted using official letterhead of the agency)

Sl. no.	Essential information to qualify technically	Mention the document name submitted as proof of eligibility
1	Name of the Firm	<i>to be filled by the bidder</i>
2	Status of the firm (whether Proprietorship/ Partnership/any other)	<i>to be filled by the bidder</i>
3	Complete registered address of the firm in Guwahati	1) <i>Address:</i> 2) <i>Mobile:</i> 3) <i>Email id:</i>
4	Name of the Proprietor/Managing Partner/etc.	<i>to be filled by the bidder</i>
5	Date of commencement of business (<i>minimum 5 years</i>)	<i>proof to be enclosed by the bidder</i>
6	Name of organization(s) to which the Firm has rendered similar services in the past 2 years (supporting documents with Work Orders, etc.)	<i>proof to be enclosed by the bidder</i>
7	Up-to-date Trade License	<i>to be submitted by the bidder</i>
8	PAN no.	<i>to be submitted by the bidder</i>
9	GST no.	<i>to be submitted by the bidder</i>
10	Any other information which the firm desires to inform in relation to the RFQ	<i>to be submitted by the bidder</i>

NB: Bidders are advised to submit the aforementioned *documents serially as stated above with page numbers.*

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

(Authorized Signature)

Name & Title of Signatory _____

Date_____

SECTION V

PRICE BID

(This proforma must be submitted using official letterhead of the agency only)

RFQ no. ARIASS/ACCSDP/334/2021/24 dated Guwahati the 13 August, 2021

Our reference no.....dated.....

To,

The State Project Director
ARIAS Society, Agriculture Complex
Khanapara, G.S. Road, Guwahati-781022, Assam

Sub: Quotation for Scanning and Digitization of Office Documents.

Sir,

- 1) I/We, the undersigned, hereby submit the financial part of our Quotation. In submitting our Financial Part, we make the following additional declarations:
 - a. My/Our quotation shall be valid for the period of 60 days from the deadline fixed for the quotation submission;
 - b. I/We have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

Sl. no.	Description	Approximate pages	Unit cost for scanning/digitization/indexing in Rs.	GST in Rs.	Total unit cost inclusive of GST in Rs.
1)	Scanning & Digitization of records (LS, A4, A3 pages)	4,00,000*			

** Pages may increase or decrease at the time of allotting final work order.*

Rupees (in words) per scanned page.

Total cost for scanning/digitization/indexing of 4,00,000 pages

In figures (Rs.) inclusive of GST

In words (Rupees) inclusive of GST.

Yours faithfully,

(Authorized Signature)

Name Signatory _____

Designation _____

Date _____

Document Hand Over/Take Over Format

- 1) Name of the file/document collected:
- 2) Number of the file/document collected:
- 3) Number of pages in the file
 - a. A4:
 - b. Legal:
 - c. A3:
 - d. Others:

Total.....pages
- 4) Collected from (name of the official):
- 5) Collected by (name of Service Provider representative):
- 6) Date of collection:
- 7) Date of return:
- 8) Name and signature of official:
- 9) Name and signature of Service Provider representative: