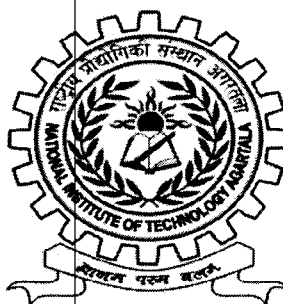


NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
BARJALA, JIRANIA, WEST TRIPURA, TRIPURA-799046

Notice Inviting Tender for "Digitization of Old Records and
Provide Document Management System (Open-Source Software) for Accessing Digitized
Records"



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala
AGARTALA - 799 046 (TRIPURA)

Seal and signature of the bidder

- Page 1 of 28 -

Registrar, NIT Agartala

Seal and signature of the bidder

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Checklist

The bidder shall verify his tender properly before its submission and satisfy that all the information is submitted. **Copy of documents should be numbered (page numbering) at the bottom. Numbering should be started as Page No. 1 and continued; and should be properly attached to the Technical bid.**

Sl. No.	Requirement	Checklist	Remarks	Page No. for ref.
1	Name of the Firm / Agency / Dealer / Supplier with full address including contact number and email id etc.	Whether submitted	Yes / No	
2	Trade License issued by Government / Statutory Body or Company Registration on the item(s) related to this tender.	Whether submitted	Yes / No	
3	GST Registration of the Supplier/Firm/Bidder.	Whether submitted	Yes / No	
4	PAN Registration of the Supplier/Firm/Bidder	Whether submitted	Yes / No	
5	Annual Turnover (last three years)	Whether submitted	Yes / No	
6	Financial Solvency issued by Bank (as per RBI guidelines) not less than 50 lakhs.	Whether submitted	Yes / No	
7	Up to date GST return / any other tax clearance certificate. (last filed GST return) (GSTR 9 & 9B)	Whether submitted	Yes / No	
8	Up to date Income Tax Return (Last filed ITR)	Whether submitted	Yes / No	
9	"Bid Security Declaration form" on Company Letter Head (Annexure-C)	Whether submitted	Yes / No	
10	Service Support details (if applicable)	Whether submitted	Yes / No	
11	Certification of holiday and non-black listing (Self-Certification) (Annexure-G)	Whether submitted	Yes / No	
12	Self-certificate as per applicability (Annexure- D or E) regarding offered item(s) as per Office Memorandum No. 6/18/2019-PPD dated 23-07-2022 & 24-07-2020 and Office Memorandum No. F.18/37/2020-PPD dated 8th February, 2021	Whether submitted	Yes/ No	
13	Certificate under MSME, NSIC, Make-in-India & Startup as per Govt. of India Norms :	Whether submitted	Yes/ No	
14	Experience, if any, with govt. sector /Public Undertaking /Private sector (if applicable) (May be relaxed for MSME, NSIC & Startup as per Govt. of India Norm)	Whether submitted	Yes / No	
15	Self-certificate as per Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020 (Annexure-F)	Whether submitted	Yes / No	
16	Supplier/Firm/Bidder should accept all Terms & Conditions and specification of the items given in the Tender Document (Self Declaration)	Whether properly filled and verified	Yes / No	

SECTION – 1
Brief information and Definition
of Tender Document

No.F.NITA/22(15-PUR)/2024/1445.

Date: 19/05/2025

E-Tender Notice

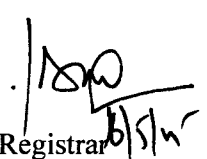
On behalf of National Institute of Technology Agartala, online quotation through Central Public Procurement Portal (CPPP) are invited from the reputed resourceful Agency / Service Provider etc. for implementing digitization solution for old records related to Finance, Academic, Estate and Administrative sections at NIT Agartala as per specification mentioned in Annexure of tender document available at our website www.nita.ac.in and central public procurement portal i.e. www.eprocure.gov.in. The tender document can be downloaded from the website <http://www.eprocure.gov.in>.

Sl. No	Department / Section	Ref. No.	Items	Estimated cost (Rs.)	Last date of receipt of tender	Time and date of opening of Technical bid
1	NIT Agartala	No.F.NITA/22 (15-PUR)/2024	Implementing digitization solution to records related to selected sections at NIT Agartala	25,00,000.00	18/06/2024 Up to 3:00 PM	19/06/2024 At 3:00 PM

The interested Agency / Service Provider etc. may arrange online submission of the tender through www.eprocure.gov.in along with scan copy of essential documents mentioned in the tender document.

Tender(s) is/are to be submitted only online through central public procurement portal i.e. "<http://www.eprocure.gov.in>". All the documents are to be scanned and uploaded along with the tender documents.

Tender sent by any other mode will not be accepted.


Registrar
NIT Agartala

No.F.NITA/22(15-PUR)/2024/1448

Date: 19/5 /2025

E- Tender Enquiry**IMPORTANT INFORMATION**

Name of the Institute : NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

GST Number of the Institute : 16AAAGN0550K1ZG

PAN of the Institute : AAAGN0550K

TAN of the Institute : SHLN00719F

Institute Bank A/C No. : 030936141729 (IFSC: SBIN0011491) under SBI, NIT Agartala Branch.

Name of Department / Branch : Purchase Section.

Enquiry / Reference Number : No.F.NITA/22(15-PUR)/2024

Some important/Critical dates:

Uploading on CPP Portal and Department's web-site	Date: 28/05/2025	Time: 5:00 PM
Bid submission start date	Date: 28/05/2025	Time: 5:00 PM
Pre bid conference date	Date: 05/06/2025	Time: 11:00 AM
Bid submission end date	Date: 18/06/2024	Time: 3:00 PM
Opening of technical bid	Date: 19/06/2024	Time: 3:00 PM

A Pre-bid Conference will be held on schedule mentioned above. All prospective bidders are requested to kindly submit their queries to the email address nitapurchasesection2@gmail.com at least two days before Pre-Bid Conference:

Details of e-tender document.

The National Institute of Technology- Agartala (NITA), an Autonomous Body under Ministry of Education, Govt. of India, is country's premiere Research Institute to generate scientific knowledge in the field of Science and Technology. It functions as a national importance for basic and applied research in the field of science and technology.

NIT Agartala inviting Tenders to select a firm/vendor for implementing digitization solution for its old records related to Finance, Academic, Estate and Administrative sections. The detailed Notice document indicating the scope of work, qualifying requirements and procedure for submission of proposal is mentioned below.


Registrar

National Institute of Technology
Agartala – 799 046, Tripura

BRIEF INFORMATION ABOUT TENDER

Tender No.: No.F.NITA/22(15-PUR)/2024

Date: /2025

Name of work / service: Digitization of Old Records and Provide Document Management System (Open-Source Software) for Accessing Digitized Records.

Tendering Process: The bids (technical and financial) should be submitted online through CPP portal i.e www.epuocure.gov.in before the last date & time of submission specified in tender document.

Evaluation Process: Both the Technical and Financial bids will be evaluated by NITA. In the first stage, technical bids shall be opened and evaluated by the committee constituted by the Competent Authority.

At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and recommendations for awarding the work order / contract.

Cost of Tender Document: The tender document is free of cost, which can be downloaded from Institute's website as well as CPP Portal (e-Procurement).

Bid security (EMD amount): INR 1,00,000/- (Rupees one lakh only) to be paid through RTGS / NEFT preferably, DD, BC&BG in an acceptable form safeguarding the NITA interest in all respect.

Security Deposit amount: The Contractor shall deposit Rs. 5,00,000 (Rupees Five Lakh only) as interest free Security Deposit which shall be refunded after the expiry of the agreement and after adjusting applicable deductions, if any.

Validity of Bid : 180 days from the date of opening of technical bid.



Registrar
National Institute of Technology
Agartala – 799 046, Tripura

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
POST OFFICE – NIT AGARTALA, WEST TRIPURA, PIN NO. – 799046

SECTION – 2
(Instruction to Bidders)

2.1 Definitions:

2.1.1 Digitization includes following activities:

2.1.1.1 Preparation of records for scanning.

2.1.1.2 Scanning of documents and converting them into electronic form.

2.1.1.3 Provision of Customized software application for classifying pages in an indexed PDF file as document types and extracting data points from document types using OCR/ ICR technologies with other features for highest data accuracy.

2.1.1.4 Quality check and authentication.

2.1.1.5 Loading scanned documents on database/electronic media.

2.1.2 **Vendor** means the firm which is awarded the contract to digitize the records of this office.

2.1.3 **Competent Authority** means the Director, NIT Agartala.

2.2 General Instructions:

2.2.1 National Institute of Technology, Agartala intends to carry out digitization of old records Finance, Academic and Administration section and providing document management solution for digitized records.

2.2.2 Bids are invited through e-tender on behalf of the National Institute of Technology Agartala, Tripura, Agartala-799046 for Digitization of old office records for Finance, Academic, Estate and Administration sections of NIT Agartala from reputed vendors who have the required experience and capabilities for taking up this assignment as per guidelines contained in this document. The number of section for which records are to be digitized may increase or decrease as per requirement.

2.2.3 The bidders should quote their rates in clear terms without ambiguity. The quotation should be only in Indian Rupees. The last date & time for submission of the bid is marked in the enquiry.

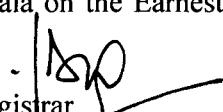
2.2.4 The bids should be submitted online through www.eprocure.gov.in before the last date & time of submission specified in tender document.

2.2.5 Bids received after the deadline of receipt indicated in para 2.2.4 above, shall not be taken into consideration.

2.2.6 Each bidder shall submit only one bid against one enquiry. A bidder, who submits more than one bid against single enquiry, shall be disqualified and considered non-responsive.

2.2.7 At any time prior to the due date for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

- 2.2.8 All prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.
- 2.2.9 For any clarifications regarding this tender please contact with Mr. Kamlesh Tilwani, Asst. Registrar (Pur), Ph.7022230363.
- 2.2.10 This e-tender document may also available in the official website of the Institute <https://www.nita.ac.in>
- 2.2.11 This Notice is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the Notice, should it become necessary at any stage.
- 2.2.12 Submission of bids - Bids should be submitted through CPP Portal i.e. www.eprocure.gov.in.
- 2.2.13 Clarification regarding contents of the bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
- 2.2.14 Rejection of bids: Canvassing by the bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection with forfeiture of Earnest Money Deposit. Conditional tenders will be rejected.
- 2.2.15 Validity of bids: The bids should remain valid for six months from the last date of submission of bids.
- 2.2.16 Earnest Money Deposit: bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs. 1,00,000/- (Rupees One Lakhs only) along with their bids. The EMD may be submitted in the form of a crossed Bank Draft/Bankers cheque in favour of Registrar, NIT Agartala from any of the public sector banks or a private sector bank authorized to conduct government business. The amount of EMD will be relaxed as per the guidelines of Central Government in relation to MSME/Start-up units, provided such certificate is made available by the vendor. EMD is to remain valid for a period of Sixty days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity. The bid security of the successful bidder would be returned, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender. No interest will be payable by the NIT Agartala on the Earnest Money Deposit.


Registrar
National Institute of Technology
Agartala – 799 046, Tripura

3 Section-3: Scope of Work**3.1 Responsibilities of the Vendor.**

3.1.1 The vendor will carry out review of the physical records available with this office along with the register/list available to gain better understanding of the work and better planning of work.

3.1.2 The vendor, in consultation with the client, shall prepare parameters for indexing/Bookmarking, creation and uploading of metadata for digitized documents.

3.1.3 The vendor will prepare a detailed action plan for digitization of records of this office along with detailed schedule and workflows. The vendor will commence the work only after the detailed plan, schedule and workflow are approved by the competent authority of this office.

3.1.4 The vendor is responsible to scan and digitize the records provided. After scanning and digitizing the records, indexing, and cataloguing is to be done for the records. The vendor should provide for.

3.1.4.1 An image cleaning application which can Automatically Binarize, remove black blocks, increase contrast, and remove noise from images as the documents under consideration are decades old.

3.1.4.2 An application which can classify each page/set of pages in the PDF document as specific section, so that data points can be extracted.

3.1.4.3 An application which can extract a minimum number of data points (25 - 35) from each file of a specified type.

3.1.4.4 Vendor may note that OCR/ICR based data capture from scanned files may be restricted only to 20-25% of the entire set of records.

3.1.4.5 A web-based application that can be hosted at the NIT Agartala and provide access to users to do quality check and index data verification from home/remote location for the complete duration of this project/job.

3.1.5 The application should have the following modules:

3.1.5.1 User Management module.

3.1.5.2 Scan quality control module.

3.1.5.3 Data verification module.

3.1.5.4 Reports module.

3.1.5.5 Types of reports: User level, Department Level, and Section/Office level reports.

3.1.6 The work shall be completed within 180 days of the award of the work including mobilization and deployment of manpower and equipment.

3.1.7 The vendor will authenticate the scanned document for its accuracy and completeness through a digital signature and ensure 100% accuracy of extracted data points by doing 100% quality check.

3.1.8 The vendor will also provide for a software application, do quality check and index data verification from home/remote location for the complete duration of this project by designated official of this office, authenticating scanned records and digitally signing them before being transferred to database or any electronic media for preservation.

3.1.9 The vendor shall provide extensive training to staff of the client on using the web- based Quality Control Software application for checking scan quality of the images, verifying the accuracy of the data points captured and suggesting corrections on online mode.

3.1.10 The vendor shall deploy the required equipment (including UPS, scanners, desktop computers, printers etc.) and manpower to carry out the complete digitization of all records as per the time schedule given in clause above.

3.1.11 The operation also involves collection of the documents from the record room/concerned section for digitizing. The documents once received are to be arranged, scanned, indexed, and placed back to the same location from where it was received from. It is the responsibility of the vendor to return the files/registers in the same condition as it was received.

3.1.12 The vendor shall maintain marking and listing of all the files before scanning and handover the physical files safely after the digitization is completed.

3.1.13 The vendor shall submit an MIS Report on a weekly basis regarding the work completed to the Nodal Officer, NIT Agartala.

3.1.14 A DMS application to be made available for storage and consumption of the scanned files. The application should have features which would make document retrieval efficient.

3.1.15 The vendor shall carry out onsite scanning at NIT Agartala.

3.2 Document, Type & Size:

3.2.1 Document Type: Letters, Legal notes, documents (Hand-written and computer-generated sheets), registers, broadsheets (A3 size), hand books, Sketches etc.

- 3.2.2 Size: More or less 2000000 (twenty lakhs) nos. pages will be scan (more than 90% of the pages available in the file are of A4 and Legal size and only a nominal 10% are in other sizes, mainly A3). Nos. of copies for scanning may increase or decrease as per requirement.

3.3 Standards of Digitization Process:

The vendor shall adhere to the flowing standards at all stages of the digitization process.

- 3.3.1 During digitization process, the vendor is required to ensure the scanned image to be as close to the original as possible. Resolution of the scanned documents shall be 300 dpi and above.
- 3.3.2 Documents are to be scanned in colour.
- 3.3.3 The database created by the vendor shall be non-editable.
- 3.3.4 PDF files should be indexed and enabled for interactive use like applying digital signature, annotations and comments using PDF reader.
- 3.3.5 Authentication by Digital Signature of vendor: - The Digital Signature is to be placed at either the beginning or at end of the final PDF that is completely processed, signed by authorized personnel of the Vendor before saving it in the database.

3.4 Software Application:

The vendor shall, immediately on commencement of digitization work, provide a web- based software application with the following features/modules: The application shall need to have Image cleaning capability which can automatically binarize, remove black blocks, increase contrast, and remove noise from images as the documents to be scanned are decades old.

- 3.4.1 The application shall classify each page/set of pages in the PDF document as a specific section, so that data points can be extracted.
- 3.4.2 The application should have the capability to extract a minimum number of data points (25 - 35) from each file of a specific document type using OCR/ICR technologies.
- 3.4.3 Application should have the capability to classify documents based on the OCR confidence level (between scanned document and the data extracted). The confidence threshold for such classification would be decided in consultation with the client.
- 3.4.4 The application should be web enabled and it shall be hosted at NIT Agartala and provide access to users to do the scan quality check and index data verification from home/remote location for the complete duration of the project.

3.4.5 The application should have the following modules.

3.4.5.1 User Management module

3.4.5.2 Scan quality control module

3.4.5.3 Data verification module

3.4.5.4 Reports module

3.5 Roles and responsibilities of the client:

3.5.1 This office will deploy a Nodal officer to supervise the work.

3.5.2 This office will identify, mark and handover the documents to be digitized.

3.5.3 This office will deploy officials for quality check and authentication of scanned documents.

3.5.4 The signature (digital) is to be placed at either the beginning or end of the final PDF that is completely processed.

3.5.5 This office will arrange to take back the physical records after digitization is completed.

3.5.6 This office will provide the space required (approx. 2,000 sq. ft.) at a single location along with power connection, basic furniture (like tables, chairs etc.) as mutually agreed.

3.6 Eligibility Criteria :

Parameter	Evaluation Criteria
Scanning/Digitization of records	1) Vendor should have completed at-least ONE project of scanning and indexing of more than Twenty-Five Lakh pages each for any Government organization. 2) Vendor should have completed at-least one project of digitization of records which are older than 20 years.



Registrar

National Institute of Technology
Agartala – 799 046, Tripura

4 Section-4: Pre-Qualification criteria for bidders:

4.1 Technical Bids:

4.1.1 Technical Bids are invited from only those firms which fulfill the following conditions. Supporting documents may please be attached. If not, the firm will be disqualified at the Technical bid stage itself and the financial bid will not be considered for opening.

4.1.2 Evaluation of Technical Bids:

The vendor should be able to demonstrate the following features of the application:

4.1.2.1 An image cleaning tool that would be used in the application. This tool shall automatically binarize, remove black blocks, increase contrast, and remove noise from images as the documents to be scanned are many decades old.

4.1.2.2 A tool to classify each page/set of pages in the PDF document as a specific section from where data points can be extracted.

4.1.2.3 A Document Management System.

4.1.2.4 Extraction of data points from the document (at-least 25 points)

4.1.2.5 The demonstration of the software should be made within 4 days from opening of the technical bid.

4.1.2.6 Quality check and 100% Accuracy of the extracted data to be ensured.

4.1.2.7 The vendor should provide a web-based application that can be hosted at NIT Agartala and provide access to users to do the scan quality check and index data verification from home/remote location for the complete duration of the project.

4.1.3 The application should have the following modules:

4.1.3.1 Users Administration Module.

4.1.3.2 Scan Quality control module.

4.1.3.3 Data Verification module.

4.1.3.4 Reports module.

4.1.4 Vendor should be a well-established firm with a positive net worth. The firm should have an average turnover of 1 crore in the last three years (2020-2023).

4.1.5 No consortium is allowed.

4.2 Financial Bid:

At second stage, financial bid(s) of Technically Qualified bidder(s) will be opened.

4.2.1 Price has to be filled through CPP portal as per BOQ (<https://www.eprocure.gov.in>). The scanned copy of Price Bid, dully filled in, has to be uploaded on the above e-procurement site. The prices filled in the e-procurement site will be treated final and shall be binding to the vendor.

4.2.2 The bidders should quote their rates in clear terms without ambiguity. The quotation should be only in Indian Rupees.

4.2.3 The rates quoted by the Bidders/Agency should preferably be on basic price, GST, and all other charges including delivery (if any) of the Materials at National Institute of Technology, Agartala.

4.2.2 All taxes and duties will be paid extra and such amounts of mandatory/statutory taxes & duties shall be explicitly mentioned in BOQ while submitting of bid. If GST amount not quoted in the BOQ (price bid), the total cost will be treated as inclusive of GST.

4.2.3 Evaluation of Financial Proposal: The Competent Authority will determine whether the Financial Proposals are all-inclusive, complete, qualified or unqualified, and unconditional. The cost per page indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations.

4.2 Financial evaluation will be done based on LCS method i.e, responsive technically qualified proposal with the lowest evaluated cost shall be selected.



Registrar

National Institute of Technology
Agartala – 799 046, Tripura

5 Section-5: Standard Terms & Conditions of Bid:

- 5.1 The bidder is required to give confirmation of their acceptance of the Standard Conditions of this E-tender enquiry mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer (client). Failure to do so may result in rejection of the Bid submitted by the Bidder.
- 5.2 **The bidders who are registered as a Micro or Small Enterprise under NSIC/MSME organization of Govt. of India for exemption of submitting EMD/Bid security must enclose relevant documentary proof of authentication of their firm's registered as a Micro or Small Enterprise under NSIC/MSME organization of Govt. of India.**
- 5.3 If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover /Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded with technical bid.
- 5.4 If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded with technical bid.
- 5.5 National Institute of Technology, Agartala is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself. A self-declaration as per Annexure- F should be enclosed in the technical bid.
- 5.6 **Bidder(s) is/are required to upload a self-certificate as per applicability (Annexure- D or E) regarding offered item(s) as per Office Memorandum No. 6/18/2019-PPD dated 23-07-2022 & 24-07-2020 and Office Memorandum No. F.18/37/2020-PPD dated 8th February, 2021 issued by Department of Expenditure, Procurement Policy Division, Ministry of Finance, Govt. of India.**
- 5.7 Bidders are required to upload a declaration on company letter head stating that the bidder has not been black-listed & holiday listed by any Ministry/Department/Organization (As per Annexure-G).
- 5.8 Bidders are required to upload Bid Securing Declaration Form on company letter (As per Annexure-C).

- 5.9 The technical bid and the financial bid should be submitted through www.eprocure.gov.in. The technical bids shall be opened and evaluated by the competent committee/authority. At the second stage, financial bids of only the technically qualified bidders shall be opened for further evaluation and recommendations for awarding the purchase order/contract.

It may specifically be mentioned whether quotation is strictly as per terms and conditions of the tender. Deviation, if any, must be spelt out specifically in technical bid. In the absence of this, the quotation may be rejected.

- 5.10 Law: The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
- 5.11 Effective Date of the Contract: The contract shall come into effect on the date of signatures of both the parties on the mutual agreement (Effective Date) and shall remain valid for one year or till the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
- 5.12 **Arbitration: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration and will be restricted within the jurisdiction of High Court of Tripura, Agartala only.**
- 5.13 Non-disclosure of Contract documents: Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample, or information thereof to any third party.
- 5.14 Termination of Contract: The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:
- 5.14.1 At any time without assigning any reason after giving a notice of one month.
 - 5.14.2 The Seller is declared bankrupt or becomes insolvent.
 - 5.14.3 The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - 5.14.4 As per decision of the Arbitrator.
 - 5.14.5 The Seller will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment in terms of due to seller for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- 5.15 Notices: Any notice required or permitted by the contract shall be written in the Hindi/English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

- 5.16 **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign, or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof.
- 5.17 **Liquidated Damage:** No payment would be made for the documents not scanned, indexed, merged etc. properly or up to the satisfaction of the end user. The vendor must produce a certificate duly signed from the end user in this regard, indicating the quantity and quality of the above work. If the vendor fails to complete the works within the stipulated time-period, a recovery or penalty at the rate of 0.05% per week or part thereof on total contract value will be deducted from the Payment. A joint review will be conducted at regular interval (at the end of every month) during the contract period.
- 5.18 If document taken for the scanning is not returned in the same condition or the document is lost/misplaced/torn during the scanning, the department will penalize the firm, who must pay the penalty, which will be decided by the NIT Agartala.
- 5.19 **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
- 5.20 **Taxes and Duties:** Quoted price must be all inclusive of taxes and duties applicable. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.
- 5.21 **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee with an amount of Rs. "5,00,000.00" by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business within 15 days from the receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the duration of the contract.
- 5.22 **Tolerance Clause -** Buyer reserves the right to increase or decrease the quantity of work by 50% - 70% of pages to be scanned / cataloguing proposed for scanning without any change in the term & condition and per page prices quoted by the Seller. However, timeline for completing the task will be extended proportionately. If the vendor cannot complete the work awarded within the specified time for reason whatsoever, the vendor shall engage another vendor to complete the work at the cost of original vendor to whom the contract is awarded.
- 5.23 **Validity of Contract:** The period of contract is till the completion of scanning and digitization of old records.
- 5.24 **Payment Terms:** The payment will be made by this Office through electronic mode (RTGS/NEFT). The proportional part payment will be released on satisfactory completion of 25%, 50%, 75% and 100% of the awarded work respectively. The bank details like bank account number, bank name, IFSC Code, MICR Code for E-payment

must be submitted with the bill. Payment due will be calculated based on the number of pages scanned/digitized and price per page quoted by the Vendor.

- 5.25 Penalty for use of Undue influence: The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or dis favour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.
- 5.26 Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability / penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
- 5.28 Bidder should arrange their own machineries (hardware & software) to perform the Job. NIT Agartala will not provide any machinery(ies) (hardware & software) for performing the said job.
- 5.28 An agreement should be sign between "Successful Bidder" and "NIT Agartala" to maintain the confidentiality of the records/documents.
- 5.29 The bidder has to submit valid trade license, GST registration certificate, Last filled ITR, last filed GST return (GSTR 9 & GSTR 9B) and Annual turnover (not less than 1 crore) for Last three years and other certificates & undertaking as per bid document.



Registrar
National Institute of Technology
Agartala – 799 046, Tripura

Details of Work:

- a. Review of the physical records available with this office along with the register/list available to gain better understanding of the work and better planning of work.
- b. To prepare parameters for indexing/Bookmarking, creation and uploading of metadata for digitized documents in consultation with the client.
- c. To prepare a detailed action plan for digitization of records of this office along with detailed schedule and workflows. The vendor will commence the work only after the detailed plan; schedule and workflow are approved by the competent authority of this office.
- d. After scanning and digitizing the records, indexing, and cataloguing is to be done for the records. The vendor should provide for.
 - i. . An image cleaning application which can Automatically Binarize, remove black blocks, increase contrast, and remove noise from images as the documents under consideration are decades old.
 - ii. An application which can classify each page/set of pages in the PDF document as specific section, so that data points can be extracted.
 - iii. An application which can extract a minimum number of data points (25 - 35) from each file of a specified type.
 - iv. Vendor may note that OCR/ICR based data capture from scanned files may be restricted only to 20-25% of the entire set of records.
- e. A web-based application that can be hosted at the NIT Agartala Office/data center and provide access to users to do quality check and index data verification from home/remote location for the complete duration of this project/job.

The application should have the following modules:

- i.. User Management module
 - ii. Scan quality control module
 - iii. Data verification module
 - iv. Reports module
 - v. Types of reports: User level, Department Level, and project-level reports.
- f. Authenticate the scanned document for its accuracy and completeness through a digital signature and ensure 100% accuracy of extracted data points by doing 100% quality check.
 - g. A software application also provide for quality check and index data verification from home/remote location for the complete duration of this project by designated official of this office, authenticating scanned records and digitally signing them before being transferred to database or any electronic media for preservation.

- h. Vendor shall provide extensive training to staff of the client on using the web- based Quality Control Software application for checking scan quality of the images, verifying the accuracy of the data points captured and suggesting corrections on online mode.
- i. Vendor shall deploy the required equipment (including UPS, scanners, desktop computers, printers etc) and manpower to carry out the complete digitization of all records as per the time schedule.
- j. The operation also involves collection of the documents from the record room/concerned section for digitizing. The documents once received are to be arranged, scanned, indexed, and placed back to the same location from where it was received from. It is the responsibility of the vendor to return the files/registers in the same condition as it was received.
- k. Maintain marking and listing of all the files before scanning and handover the physical files safely after the digitization is completed.
- l. The vendor shall submit an MIS Report on a weekly basis regarding the work completed to the Nodal Officer of this office.
- m. A DMS application to be made available for storage and consumption of the scanned files. The application should have features which would make document retrieval efficient.

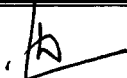
ANNEXURE – B

PRICE BID

As per BOQ

Seal and signature of the bidder

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Registrar, NIT Agartala

Annexure-C

Bid Securing Declaration Form

Date:..... Tender Ref. No:

Tender ID:

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Annexure-D

(Compliance to be submitted in the bidder's letterhead)
(as applicable)

Sub: Compliance to Government of India order OM No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 and OM No. F.18/37/2020-PPD dated 8th February, 2021 regarding restrictions under Rule 144 (XI) of the General Financial Rules (GFRs), 2017.

Item Name:	
Enquiry No.:	

We M/s.(name of the bidder company)
have read the clauses pertaining to the Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1,2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country that shares a land border with India.

We hereby certify that **we are not from such a country** and eligible to be considered for this tender.

(Note: Non-compliance of above said GoI Order and its subsequent amendment, (if any), by any bidder(s) shall lead to commercial rejection of their bids by NIT-Agartala)

For and behalf of(Name of the bidder)

(Signature, date & seal of an authorized representative of the bidder)

Annexure-E

(Compliance to be submitted in the bidder's letterhead)
(as applicable)

Sub: Compliance to Government of India order OM No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 and OM No. F.18/37/2020-PPD dated 8th February, 2021 regarding restrictions under Rule 144 (XI) of the General Financial Rules (GFRs), 2017.

Item Name:	
Enquiry No.:	

We M/s. (name of the bidder company) have read the clauses pertaining to the Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1,2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country that shares a land border with India.

We are from such a country which shares a land border with India & have been registered with the Competent Authority as specified in the above-said order. We hereby certify that we fulfill all requirements in this regard and are eligible to be considered.

Evidence of valid registration by the Competent Authority is attached.

(Note: Non-compliance of above said GoI Order and its subsequent amendment, (if any), by any bidder(s) shall lead to commercial rejection of their bids by NIT-Agartala)

For and behalf of(Name of the bidder)

(Signature, date & seal of an authorized representative of the bidder)

Annexure -F

Self-Certification on the letterhead of the company

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020,

we hereby certify that (Supplier name)
are local supplier meeting requirement of minimum local
content..... % defined in as above orders for the material against
Enquiry / Tender No
dated.....

Details of the location at which local value addition will be made are as follows:

.....
.....
.....
.....

We also understand false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permitted under law.

Date:
Place:

Signature:
Name and Designation:
Mobile no:
Office Telephone No:
Email ID: Office Seal

Annexure -G

NON BLACKLISTING SELF CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / University / Institute on any account.

I/We also certify that firm will provide material as per the specification given by NIT Agartala and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and NIT Agartala may impose any action as per the rules.

Date :

Name :

Place :

Business Address:

Signature of Service

Provider:

Seal of the Service Provider: