

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(A&E)  
ANDHRA PRADESH, VIJAYAWADA-520002

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



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

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## 1 Section-1: Letter of Invitation

Lr.No. PAG(A&E)/AP/OE-I/U-III/Digitization/2023-24/

Date:23-06-2023

To

All the Firms providing Digitization Services-Reg.

Sub: Letter of Invitation for selection of a Firm to carry out digitization of Old Records and providing Customized Software application for classifying pages in a PDF file as document types and extracting data points from document types using OCR/ ICR technologies with other features for highest data accuracy.

Sir/Madam,

Office of the Prl. Accountant General (A&E), Andhra Pradesh, Vijayawada is an office of the Indian Audit & Accounts Department under the aegis of the Comptroller & Auditor General of India. It is inter alia responsible for compilation and maintenance of accounts, maintenance, and authorization of entitlements (GPF & Pension) of Government of Andhra Pradesh.

This office is inviting Tenders to select a firm/vendor for implementing digitization solution for its old records related to Pension and GPF. The detailed Notice document indicating the scope of work, qualifying requirements, bidding forms and procedure for submission of proposal is attached.

Bids will be evaluated by the Technical Evaluation Committee appointed by the competent authority of this office. Office of the PAG (A&E) Andhra Pradesh reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

A firm/vendor will be selected as per the procedure described in the Tender document. The tenders/bids may please be submitted to the address stated in the document for consideration.

It is hereby stated that all the proposal sent to this office should reach this office by 10:00 AM on 03-07-2023.

Yours Sincerely,

-Sd-

Deputy Accountant General (Admn)

## 2 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 Customised 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 **Client or this office means** the Office of the Principal Accountant General (A&E), Andhra Pradesh at Vijayawada.
- 2.1.4 **Competent Authority** means the Principal Accountant General (A&E), Andhra Pradesh or any other officer designated by the Principal Accountant General (A&E), Andhra Pradesh.
- 2.1.5 **Nodal Officer** means Deputy Accountant General (Admn), Office of the Accountant General(A&E), Andhra Pradesh.

### 2.2 General Instructions:

- 2.2.1 Office of the Accountant General (A&E), Andhra Pradesh, Vijayawada intends to carry out digitization of old records especially pertaining to Pension and providing document management solution for digitized records.
- 2.2.2 Bids in sealed cover are invited for Digitization of old office records of this office from vendors who have the required experience and capabilities for taking up this assignment as per guidelines contained in this document.
- 2.2.3 The sealed bids may be dropped in the Tender Box marked as "Tender for Digitization of old records", kept at the OE-1 section of this office or sent by registered post to the address given below so as to reach by the due date and time  
**The Sr. Accounts Officer (OE), 7th floor, Office of the Principal Accountant General(A&E), Andhra Pradesh, Vijayawada.**
- 2.2.4 For any clarifications regarding this Notice Shri V Sudarsana Rao, Assistant Accounts Officer/OE may be contacted at Ph.96426-81211
- 2.2.5 This document may also found in the official website of this office <https://cag.gov.in/ae/andhra-pradesh/en>

- 2.2.6 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.
- 2.2.7 Forwarding of bids - Bids should be forwarded by the bidders under their original memo/letter pad inter alia furnishing details like TIN number, GSTIN number, PAN number, Bank address with NEFT Account if applicable, etc, and complete postal & e- mail address of their office.
- 2.2.8 Modification and Withdrawal of Bids - A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation which should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in forfeiture of bid security.
- 2.2.9 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.
- 2.2.10 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.
- 2.2.11 Validity of bids: The bids should remain valid for Four months from the last date of submission of bids.
- 2.2.12 Earnest Money Deposit: bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs.2,00,000/- (Rupees Two Lakhs only) along with their bids. The EMD may be submitted in the form of a crossed Bank Draft/Bankers cheque in favour of "Sr. AO (Bills), O/o PAG (A&E), Andhra Pradesh, Vijayawada" 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. EMO is to remain valid for a period of Sixty days beyond the final bid validity period. EMO 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 EMO 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 Office of the Prl.Accountant General (A&E), Andhra Pradesh, Vijayawada on the Earnest Money Deposit

### 2.3 Brief Details of the RFP/Tender:

S.No	Particulars	Description
	Tender Number	PAG(A&E)/AP/OE-I/U-III/Digitization/2023-24/
1	Name of work.	Digitization of old records and providing Customised Software application for classifying pages in an indexed PDF file as document types and extracting select data points from document types using OCR/ ICR technologies with other features for highest data accuracy.
2	Date of Issue of tender	22-06-2023
3	Check list for Submission	Submit the following in three separate envelopes 1. First Sealed cover - EMD (Earnest Money Deposit) Rs.2,00,000/- as DD/Bankers Cheques 2. Second sealed cover: Technical Bid Annexure II 3. Third sealed cover- Price Bid as per Annexure III
4	Contact Details	M Nagaraju Sr. Accounts Officer/OE, contact: 8688145699
5	Submission of Proposal (Both Technical & Financial)	on or before 03-07-2023 10:00 AM
6	Opening of Technical Bid	03-07-2023 3PM
7	Opening of Financial Bid	05-07-2023 3PM
8	Site Visit for understanding scope of project and Pre-bid meeting	30-06-2023
9	Earnest Money Deposit	Rs 2,00,000/- (Rupees Two Lakhs only) 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.
10	Payment Terms	The payment will be released on completion of work or part proportional payment on completion of 25%, 50%,75% and 100% of the work respectively.
11	Performance Guarantee	10% of the contract value within 15 days of receipt of the value of the work order
12	Authority for acceptance of the tender	Principal Accountant General(A&E), Andhra Pradesh

### 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 PAG Office data centre and provide access to users to do quality check and index data verification from home/remote location for the complete duration of this project.
- 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 project-level reports.
- 3.1.6 The work shall be completed within 150 days of the award of the work including mobilisation 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 of this office.
- 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 the Office of the Accountant General (A&E), Andhra Pradesh, Vijayawada.
- 3.2 Document type and Size:
- 3.2.1 Document Type: Letters, Legal notes, documents (Hand-written and computer-generated sheets), registers, broadsheets (A3 size)
- 3.2.2 Size: Majority documents are in A4 size, legal size papers.
- 3.3 Standards of Digitization Process:
- The vendor shall adhere to the following 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 authorised 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 the PAG Office data centre 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 digitised.
- 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	<ol style="list-style-type: none"><li>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.</li><li>2 Vendor should have completed at-least one project of digitization of records which are older than 20 years.</li></ol>

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

**4.1 Technical Bids:**

4.1.1 Technical Bids are invited from only those firms which fulfil 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. Technical Bid shall be submitted as per the format given in Annexure.

**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.

The vendor should provide a web-based application that can be hosted at the AG Office data centre 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 Preference would only be given to vendors/firms operating from Andhra Pradesh and Telangana.
- 4.1.5 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).
- 4.1.6 No consortium is allowed.

## **4.2 Financial Bid:**

Bidders who qualify in technical evaluation will be invited for submission of financial bid in the format given in Annexure.

- 4.2.1 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 fulfil its obligations.
- 4.2.2 Financial Bids which are less than 50% of the average of the financial bid values of the other technical qualified bidders will be disqualified. For calculating the average financial bid value, the financial bid values of all the bidders except of the bidder for which the bid is being evaluated shall be taken. This condition shall be applicable if at least three bidders qualify the Technical round.
- 4.2.3 Financial evaluation will be done based on LCS method i.e, responsive technically qualified proposal with the lowest evaluated cost shall be selected.

## **5 Section-5: Standard Conditions of Contract:**

- 5.1 The bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal 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 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.
- 5.3 Effective Date of the Contract: The contract shall come into effect on the date of signatures of both the parties on the contract (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.
- 5.4 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. The client is authorized to appoint an arbitrator in consultation with the Vendor.
- 5.5 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.
- 5.6 Termination of Contract: The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:
  - 5.6.1 At any time without assigning any reason after giving a notice of one month.
  - 5.6.2 The Seller is declared bankrupt or becomes insolvent.
  - 5.6.3 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.
  - 5.6.4 As per decision of the Arbitrator.
  - 5.6.5 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.
- 5.7 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.

- 5.8 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.
- 5.9 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 Rs.25,000/- (Rs. Twenty-Five Thousand only) per working day will be deducted from the Payment due. A joint review will be conducted at regular interval (at the end of every month) during the contract period.
- 5.10 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 AG Office Vijayawada.
- 5.11 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.
- 5.12 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.
- 5.13 Performance Guarantee: The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd) for a sum equal to 10% of the contract value within 15 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.
- 5.14 Tolerance Clause - Buyer reserves the right to increase or decrease the quantity of work by 35% 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.
- 5.15 Validity of Contract: The period of contract is till the completion of scanning and digitization of old records.
- 5.16 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.

- 5.17 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 disfavour 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.
- 5.18 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.

## 6 ANNEXURE-I

**EMD letter with Bank Draft**  
*(To be inserted in First Envelope)***Tender number: - PAG(A&E)/AP/OE-I/U-III/Digitization/2023-24/**

Date:

To  
Office of the Principal Accountant General (A&E), AP  
Vijayawada, Andhra Pradesh  
Subject: Submission of Earnest Money Deposit

Dear Sir,

With reference to the Tender Document Number: PAG(A&E)/AP/OE-I/U-III/Digitization/2023-24/, the required Earnest Money deposit Rs.2,00,000/- (Rupees Two Lakhs only) is being deposited vide Bank Draft number \_\_\_\_\_ dated \_\_\_\_\_ from (Name of bank, branch name, city) \_\_\_\_\_ is attached with this letter for consideration of tender in favour of "Sr AO Bills", Office of the Accountant General (A&E), Andhra Pradesh " payable at Vijayawada..

Thanking you,

(Authorised Signatory)

Name: \_\_\_\_\_

Seal of Authority (Under)

## 7 ANNEXURE-II

## FORM "A"

Office of the Principal Accountant General(A&amp;E), Andhra Pradesh

Tender number:- PAG(A&amp;E)/AP/OE-I/U-III/Digitization/2023-24/

**INFORMATION OF THE SUPPLIER/VENDOR***(to be enclosed in Technical bid)*

S.No	Particulars	Information furnished
1	Name of the Company	
2	Post Address of the firm/Company	
3	Contact Numbers (Including Office)	
4	Email Address	
5	Name of the person representing the firm, Designation and his mobile number	
6	Year of establishment	
7	Type of Firm	(Public Limited/Private Limited/Proprietary)
8	Firm's TIN No.	
9	Firm's PAN No	
10	Firm's GST No	
11	Whether the firm/branch located at Vijayawada, if Yes. Please furnish the address of the branch	
12	Whether any court cases are pending on the firms	YES/NO
13	If yes, brief account of these cases and their status. (Enclose extra sheets)	

For

(Authorised Signatory)

Name: \_\_\_\_\_

Seal of Authority (Under)

## 8 ANNEXURE- III

**Form "B"**  
**Technical Bid**

**Technical Information Documents Checklist**  
*(To be inserted in Second Envelope & then sealed)*

S.No	Particulars	Confirmation (in Yes/No) and Bid section number	Remarks
1	The firm's average turnover for the past three financial years ( 2020-21, 2021-22, 2022-23) minimum of Rs. 1 crore or above.		
2	Firm has completed minimum three projects for Government/PSU's having experience of digitization and e-cataloguing of ancient document/records where the number of pages digitized/scanned were at least one crore of these three projects one project is of an IAAD		
3	Copies of the work orders/contracts clearly having mentioned work details, nodal officer name of that department for this work with then designation and contact number.		
4	Work completion certificates indicating total number of pages which should indicate the deliverables and scope of work for the projects has been attached.		
5	PAN and GST Registration Certificate.		
6	Technical solution proposal for this project		

Note: Attach extra sheets, if required.

(Signature and seal of the Authorized personnel)

## 9 ANNEXURE-IV

**FINANCIAL BID***(to be inserted in Third envelop and sealed)*

1. Name of the firm/Company :
2. Address of the firm/Company :
3. Rates quoted by the firm/Company :

## FINANCIAL BID FOR DIGITIZATION PROJECT

**A. QUOTATION FOR SCANNING OF DOCUMENTS** *(More than 90% of the pages available in the files are of A4 and Legal size and only a nominal of 10% are in other sizes, mainly A3)*

S.No	Type of Document(Files/Books)	Size of page	Rate per page in Rs.	Applicable GST % and Rs.	Rates per page including GST in Rs
1	A4 Size	210 x 297 mm			
2	A3 Size	297 x 420 mm			
3	Legal Size	216 x 356 mm			

*(NOTE: - Scanning rate is for Single side of a page. If matter is on both sides, count will be for two pages. Blank pages would not be counted)*

**B. QUOTATION FOR DATA CAPTURE PROCESS**

S.No	Particulars	Rate per file in Rs.	Applicable GST% and Rs.	Rates per file including GST in Rs.
1	Use of existing or custom designed technology for capturing identified data fields from the scanned files. (Approximately 30-35 data points)			
2	Quality Control Mechanism and 100% check of data captured as mentioned in Sl.No.1			

**C. Quotation for Document Management System**

S.No	Particulars	Rate (Rs.)	Applicable GST	Amount
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			% in Rs.	including GST in Rs.
1	Open Source Software for Document Management System			

4. Total amount of items above in rupees based on scope of work, technical Bid and terms & conditions: "Digitization of old Records of Pensions etc. (in figures) calculated for 60 lakh pages and one lakh Fifty Thousand files approximately.

5.

Rs. \_\_\_\_\_  
 (Rupees \_\_\_\_\_ Only)  
 (in Words)

Place:  
 Date:

(Authorised Signatory)

Name: \_\_\_\_\_  
 Seal of Authority (Under)