

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- 1) Bidders are required to submit Bid in one envelope (Superscribed: "Tender for Digitization") in the name of The Director, RIMS, Imphal containing two separate envelopes for the Technical Bid and the Financial bid each. Annexure are to be filled as attached.
- 2) Earnest Money Deposit (EMD) Rs. 20,000/- (Rupees twenty thousand) only should be submitted in the form of Bank Draft from any Nationalized Bank/schedule bank in favour of Director RIMS payable at Imphal. Interest on such Earnest Money will not be borne by the institute. The earnest money of unsuccessful firm will be refunded on demand. For the successful bidder, it will be retained as security deposit which shall be refunded after satisfactory completion of the work. In the event of failure to complete the works within the stipulated period from the date of placing supply order, the security Deposit shall be forfeited without any prior notice. The EMD in the form of Bank Draft should be enclosed in the Envelope containing the Technical Bid.
- 3) The bidder shall scan and digitize at least that many page as, in the opinion of competent authority can be conveniently scanned/digitized every day, in the space made available to the bidder for the purpose of scanning and digitization.
- 4) The bidder must have scanning/ digitization experience, facility setup under its ownership for at least one year. The bidder must be able to carry out cropping and cleaning of images (removing black noises around the text), skew correction to make the images straight and providing equal margins all around the text.
- 5) Firm's GST No., Registration No., PAN No., etc. should be enclosed.
- 6) The bidder must have an experience of at least 1 year as on 31<sup>st</sup> March, 2020 in successfully executing the Scanning/Digitization work with development of application software during last one year in Government Dept. /Ministries/State departments/Any renown private organization (minimum 10 Lakhs copies). Copy of implementation/completion to be enclosed.
- 7) The contractor shall ensure compliance with all labour law provisions, including the payments of minimum wages as declared by Central Government or State government.
- 8) In case of partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 9) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- 10) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, this office may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

- 11) After evaluation of the Technical bid, the financial bids of only those who are technically qualified will be opened for further consideration.
- 12) The successful bidder, having been communicated about acceptance of his offer and awarded of the tender, shall have to enter into an agreement with RIMS, Imphal.
- 13) The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
- 14) The manpower & scanners for conducting the Scanning/ Digitization activity shall be provided by the bidder. The office will provide the computers and server for storing the scanned copy of the files. Finally, on completion of Scanning, entire data need to be transferred to HDD in triplicate. The searchable application software along with the data has to be transferred to the authorized officer of the institute.
- 15) No advance shall be provided for executing the work.
- 16) No interest shall be paid for the delayed payment. All payments shall be made by Electronic Transfer of 'Fund through RTGS/ NEFT as per Mandate Form submitted by successful bidder.
- 17) The rates so quoted should be all inclusive (hardware scanners/ software/ manpower/ taxes) including discount if any. The Server, Computer, Office space, furniture and electricity shall be provided by the institute free of charges.
- 18) The rate tendered should be valid for 1(one) year from the date of contract.
- 19) The bidders qualifying the eligibility criteria shall be required to give a live demonstration of the work.
- 20) All Scanned/ Digitized files will be stamped and duly signed by the users including that the "FILE IS SCANNED/ DIGITIZED AND DULY RECONSTRUCTED" and the bidder will be fully responsible for any loss/damage of any document.
- 21) Documents are to be collected from rooms/shelves and required to be counted and entered into the log register (format would be provided to successful bidder during contract signing) before taking to the scanning area on which both, officer/section/in-charge concerned and contractor supervisor should sign.
- 22) Since some documents are old and are not in good physical condition, documents are required to be repaired if not in condition fit for scanning. Vendor is required to handle these documents carefully preferably scan such documents using flat bed of scanner.
- 23) It shall be the responsibility of vendor to take care of the protection and security of documents. In case of loss of any documents appropriate remedy including penalty may be imposed on the vendor for the loss suffered. A committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.
- 24) The scanner should have minimum of 300 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24 bit colour (True colour)]. Also, the scanning of note sheet/ document would be conducted with due care using flatbed of scanner in color.

- 25) The output i.e. scanned combined Note sheet pages/ Scanned combined Correspondence pages of a file or a document have to be given in Searchable PDF format with metadata as prescribed by the institute which should be available in the customized application software.
- 26) Vendor should ensure that qualities of scanned images are enhanced upto the optimum level and required image enhancement activities have been done on the documents. In case the documents are not legible it shall be the bidder's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.
- 27) Vendor should take precautions with documents in an orderly manner without disturbing the Chronology of the documents and without mixing pages between different documents.
- 28) It is absolute responsibility of the vendor to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the digitized documents.
- 29) Authority may direct to get all the documents scanned and digitized afresh by any other vendor, if it is found that the vendor has not performed the task of scanning digitization satisfactorily and the images are of poor quality and expenditure in doing so incurred by authority shall be deducted from the vendor's bill.
- 30) Invitation for bids is for selection of the firm (also called the bidder) capable of Scanning/ digitization of Record/ physical documents as specified in the scope of work and in accordance with the terms and conditions commencing from the date of signing of agreement till the completion of all the relevant documents, size of page may vary as in physical file. The Tender can be extended if agreed by the institute at same rates as well as same terms and conditions. Prices quoted should be firm and inclusive of all taxes.
- 31) The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Notice. The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages of bid shall be serially numbered. Failure to furnish all information required, or submission of a bid not conforming to the requirements in every respect will be at the Bidder's risk and may result in rejection of the bid.
- 32) The Purchaser/institute reserves the right to cancel the tendering process and reject all tenders at any time prior to award of contract without incurring any liability, whatsoever to the affected bidder or bidders.
- 33) Any further notifications/ corrigendum related to this tender will be published on RIMS website only and not elsewhere.



(K. Doungel)

Deputy Director (Admn.)  
Regional Institute of Medical Sciences,  
Imphal

## (Technical Bid)

Sl. No.	Details/ Particulars	Enclosed (Yes/No)	Page No.
1	Name of Bidder		
2	Year of Establishment		
3	Type of Entity (Public ltd/ Private Ltd./Partnership/ Proprietary)		
4	Contact Person, Phone No. and Email address		
5	Registered office Address		
6	Registration certificate number (enclose copies)		
7	Pan card		
8	GST No.,		
9	List of Department/ Ministries/ State departments/ any renown private organization (minimum 10 Lakhs copies) where similar work carried out with supporting documents . (Attach a separate list if required).		
10	Successful completion certificate of Scanning/Digitization work executed during last 1 year (to be enclosed)		
11	Details of Software (attach separate list if required)		
12	Details of Manpower (attach a separate list if required)		
13	Details of the Earnest Money Deposit Rs. 20,000/- (Rupees twenty thousand only).		

Signature of the bidder with seal.

Date:  
Place:

**Financial Bid**

(Following Finance bid to be submitted on the letterhead of the company firm)

Sl. No.	Particulars	Quantity	Rate per page	Total Price:	Taxes	Total Price (including taxes)
1	Cost of Scanning/ Digitizing/ Achieving of documents or pages of A4/ Legal/ A3 sizes etc at minimum 300 DPI resolution in B/W, Grey Scale or Color in searchable PDF format including pre-scanning and post-scanning activities (600 DPI or higher as per para 26 of the Annexure - I.	Minimum 100000 pages to as much possible		To be obtained according to the number of pages scanned.	As applicable	To be obtained
2	Application Software					

1. I/We have gone through the Terms & Conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.
2. The above quoted rates are inclusive of all charges payable up to RIMS, Imphal site and cost involved for whole work. No other charges would be payable by the Institute.
3. That I/We shall provide the quality work.
4. Work to be started: within 30 days from issuance of PO at RIMS, Imphal.
5. That I/We undertake that the information given in this tender are true and correct in all respect.

Signature of the bidder with seal.

Date:

Place:

Tender acceptance letter  
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Conditions of Tender.  
Tender Reference No.

Name of Tender/ Work:

Sir,

I/We have obtained the tender document for the above mentioned 'Tender/ Work' from the web site(s) namely:  
as per our advertisement, given in the above mentioned website(s).

1. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents) which form part of the contract agreement and I/We shall abide hereby by the terms/ conditions/ clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender documents(s)/ corrigendum(s) in its totality/ entirety.
4. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Date:

(Signature of the Bidder, with Official seal)