



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Education, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GSTIN - 03AAAAI1781K2ZS

• Phone : +91-172- 2240121 • Fax : +91-172-2240124 • <http://www.iisermohali.ac.in> • Email: stores@iisermohali.ac.in

CPPP/Institute Website

IISERM (1584)22/23-Pur

Dated: 10th November 2022

ई - निविदा आमंत्रण सूचना NOTICE INVITING E-TENDER

आईआईएसईआर मोहाली के कार्यालय अभिलेखों का डिजिटलीकरण और संस्थापन हार्डवेयर (स्कैनिंग/गुणवत्ता/संग्रह, मौजूदा रिकॉर्ड/डिजिटाइजेशन आदि की वृद्धि/क्रॉपिंग शामिल है) प्रदान करने के लिए दो बोली प्रणाली में निदेशक, आईआईएसईआर मोहाली की ओर से ऑनलाइन निविदाएं आमंत्रित की जाती हैं। तकनीकी विनिर्देश और नीचे दिए गए विवरण के अनुसार और सीपीपीपी पर मूल निर्माता/आपूर्तिकर्ता से बीओक्यू सूची अर्थात् <https://eprocure.gov.in/eprocure/app> निविदा दस्तावेज ई-प्रोक्योरमेंट पोर्टल की वेबसाइट <https://eprocure.gov.in/eprocure/app> और संस्थान की वेबसाइट www.iisermohali.ac.in से डाउनलोड किए जा सकते हैं।

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for **Providing and Installation of Hardware and Digitization of Office Records (includes scanning / quality / archiving, enhancement / cropping of existing Record / digitization etc.) of IISER Mohali** as per technical specification and details given below and BOQ list from the service providers at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website www.iisermohali.ac.in.

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)
Assistant Registrar (Stores & Purchase)



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ई - निविदा आमंत्रण सूचना / E-TENDER NOTICE

Tender Ref.- IISERM(1584)22/23-Pur

Dated : 10th November 2022

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	10 th November 2022	6:00pm
2.	Tender Document download start Date & Time	10 th November 2022	6:00pm
3.	Bid Submission start Date & Time	10 th November 2022	6:00pm
4.	Bid Submission End date and Time	09 th December 2022	Upto 11:00am
5.	Tender opening Date and Time	10 th December 2022	At 11:30am

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for following item(s) from the service providers at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website www.iisermohali.ac.in. Online Tender fee of Rs 590/- (Non-refundable) should be submitted by bidder in favour of IISER Mohali through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790). However, scanned copy of the Tender fee paid and UTR copy should be uploaded on website along with technical bid. **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments, the bidders are exempted from payment of Tender Fee as per GOI notifications/GFR (2017) and Ministry of Finance OM No. F.9/4/2020-PPD dated 12 November 2020.**

Bidders will also be required to execute bond/undertaking Bid Security Declaration Form attached as ANNEXURE-I in lieu of EMD.

ITEM WISE DETAILS

Sr. No.	Description	Qty. (in units)
1.	Providing and Installation of Hardware and Digitization of Office Records (includes scanning / quality / archiving, enhancement / cropping of existing Record / digitization etc.) of IISER Mohali. <u>Terms & Conditions and Scope of Works:</u> As per Annexure - II * Bidders are required to fill Annexure III	As per requirement

A) IMPORTANT NOTES:-

- I. Restriction under Rule 144 (xi) of the General Financial Rules (GFRs). 2017 under sub clause 3, in terms of DOE, MoF No. F.18/37/2020-PPD dated: 8th February, 2021:**
 - (i) A bidder is permitted to procure raw material, components, sub-assemblies etc. from the vendors from countries which shares a land border with India. Such vendors will not be required to be registered with the Competent Authority, as it is not regarded as "sub-contracting".
 - (ii) However, in case a bidder has proposed to supply finished goods procured directly/indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the Competent Authority.
- II. The online updated Price BOO is in INR format. Bids are invited in INR only against domestic tender.**
- III. The Online bids should be submitted directly by the service provider/OEM, the OEM is required to furnish certificate to this effect. If quotation is submitted/filled by any representative/ agent/dealer then they must upload a Authorization Authority certificate from the principal company/OEM.**
- IV. All MSME/NSIC/Startup Units shall be considered as per provisions/rules prescribed by Govt of India.**
- V. Auto-extension of last date for E-Tenders has been activated by CPP Portal which has participation 2 bids or less.**

B) SUBMISSION OF TENDER

- I. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee and Annexure I (Bid Securing Declaration Form). Late tenders will not be accepted.**
- II. The online bids shall be opened at the office of the Assistant Registrar (S&P), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.**
- III. The bidder shall upload the tender documents/NIT duly filled in and stamped by the authorized signatory on each and every page along with all necessary Annexures as per NIT. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.**

Check List of Documents (signed & stamped) to be provided and attached by the bidder:

S. No.	Particulars of Documents	Yes/No	Page No. (As per technical bid)
1.	Tender Notice Document Copy of NIT		
2.	Technical Compliance Sheet (Page Nos. to be indicated in the technical bid alongwith product catalogue and brochure)		
3.	Authorization/MAF Certificate from OEM (principle)/ Manufacturer certificate		
4.	Tender Fee , if applicable or Exemption Certificate (NSIC/MSME Certificate)		
5.	Undertaking Bid Security Declaration Form – Annexure-I (on letter head duly signed and sealed)		
6.	Information about the Firm (Annexure III)		
7.	Attached Copy of PAN		
8.	Attached Copy of GST		

** If checklist is not provided by the bidder alongwith ABOVE DOCUMENTS the bid shall be summarily rejected.*

- IV. The bidder shall upload scanned copy of the PAN Card, GST number duly signed and stamped. **Also bidders applying against “MSME/NSIC Certificate” issued by appropriate Authority, should ensure that the certificate attached is relevant to the area of service/supply. For example, If the tender is for “supply & installation of Desktop” the certificate should be issued for activity/area of “Computer supply and services activities etc” otherwise bid will be REJECTED without notice.**
- V. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

C) INSTRUCTIONS

1. The Online bids should be submitted directly by the original manufacturer/supplier, If quotation is submitted/filled by any representative/agent/dealer then they must upload a authority certificate from the principal company for quoting the price otherwise such quotation will be rejected.
2. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission of the online bid, IISER Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on website against said tender ID.
3. The rates offered should be FOR Chandigarh/Mohali in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Conditional tenders will be summarily rejected.
4. In case of Ex-godown terms the amount of packaging forwarding freight etc. should clearly be indicated by percentage or lump sum amount. Institute has policy not to make any advance payments towards any purchase, Letter of credit can be opened if required.
5. **Custom Duty, applicable as per GOI Norms.**
6. **GST, applicable as per GOI Norms.**
7. Bidder/s quoting in currency other than **Indian Rupee (INR)** should explicitly mention the currency in which tender quoted wherever applicable in Technical Bid along the tender documents.
8. The delivery period should be specifically stated. Earlier delivery will be preferred.
9. **The firms are requested to provide/upload detailed description and specifications together with the detailed drawings, printed leaflets & literature of the article quoted** and also should enclose **Technical Compliance Sheet**. The name of the manufactures and country of manufacture should also invariably be stated. In the absence of these particulars and documents, the quotation is liable for rejection. Tenders not accompanied by detailed information as required, are liable to be rejected.

10. If any information furnished by the bidder is, at any stage found to be incorrect, false or fabricated, the Institute/purchaser shall have the absolute right to forfeit the security deposits, in addition to cancellation of contract, forfeiting the warranty/performance Guarantees and other action in accordance with law, such as black-listing, risk & cost etc.
11. Validity of offer: 90 days.
12. The warranty (if applicable) period after satisfactory installation should be mentioned and firm should replace all manufacturing defect parts/ whole item under warranty without any extra cost including clearance, freight, taxes. Security deposit/Performance Bank Guarantee @ 3% of the value of supply order, in terms of *Ministry of Finance, DoE, GOI, OM. No. F.9/42020-PPD dated 12-11-2020 and extension of vide circular no. F.9/4/2020-PPD dated: 30th December 2021* as per norms may be sought from the firms.
13. The right to reject all or any of the quotation and to split up the requirements for itemized L-1 or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in>
14. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

सहायक कुलसचिव (क्रय तथा भंडार)
Assistant Registrar (Stores & Purchase)

ANNEXURE-I

Bid Securing Declaration Form

Date: _____ E-Tender No. _____ E-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)

Name and Address: _____

(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)

PS: *Furnish the above in original stationary/letter head with signed and sealed.*

ANNEXURE-II

DIGITIZATION OF INSTITUTE RECORDS

1. INTRODUCTION

Indian Institute of Science Education and Research Mohali (IISER Mohali) is an Institution of National Importance established Ministry of Education, Govt. of India through an Act of Parliament.

IISER Mohali is desirous of preservation and management of its documents for longer period. For this purpose, IISER Mohali plans to digitize the records in a systematic manner. This includes scanning/quality enhancement/cropping of existing Record/digitization etc.

IISER Mohali proposes for complete scanning, digitization and indexing of official records of the Institute. These are required to be digitally converted with proper indexing for easy retrieval (viz. indexing). The documents would comprise approximately 05 lakhs pages (including pages of varying sizes, etc.) and may be increased/decreased at the time of actual execution of the work.

Incomplete/conditional tenders or received after due date and time shall be summarily rejected. The validity of tenders is six calendar months. Director, IISER Mohali, reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Correspondence/Clarification, if any may be made in writing email to stores@iisermohali.ac.in and sanjeevy@iisermohali.ac.in

2. Scope of Work

IISER Mohali is looking for only turnkey solution providers having executed project involving digitization of Hard/Print Copies, integrating with born-digital contents and providing post digitization Digital Solution like retrieval of images/records and to capture and integrate new arrival of digital records.

The activities involved shall be scanning/quality enhancement/cropping of existing Record /digitization:

- a) The documents/pages of different sizes (A5/A4/A3/Legal etc) are required to be transformed / converted into digital format (both images and/or pdf).
- b) This digitization is a time bound initiative to be accomplished with in a period of six months.
- c) The documents have to be digitized within the premises of IISER Mohali and no physical document or digitized material shall be allowed to leave the premises at any point of time.
- d) The original document is fragile and likely to be lost in the near future, extremely valuable documents where digitization is problematic, requires high quality prints 1:1 - we need as perfect copy as possible -> **usually 600 dpi or better 1200 dpi, with lighting and colour calibration (ICC profile), lossless compression.**
- e) The sample of images are to be approved by IISER Mohali, post award of order.
- f) The files are to handed over back after scanning etc to Institute in the pre-existing condition.

3. Eligibility Criteria (Please provide documentary proof for following with technical bid)

- a) Tender is open to all firms/companies in India, engaged in providing Digitization and Digital Archiving Solution.

- b) The vendor registered with Directorate of Service taxes need only apply and the vendor should submit the details of registration of their firm/company, income tax registration & copy of PAN Card, GST certificates.
- c) The vendor should have been certified **ISO 9001:2015** or any other latest valid Certificate for quality Management.
- d) The vendor should have executed at least three similar assignment for a total volume of 10 lakhs pages with at least 1 lakh pages in a single assignment of Digitization and Digital Archiving Solution in last 7 financial years (2016-17 to date of closure of tender). These orders should be from any of the Government Departments / Autonomous Bodies / Statutory bodies. (Provide copy of work orders & successful completion certificates as the documentary).
- e) A sum of **Rs. 25,000/- (Rupees Twenty Five Thousand only)** shall be enclosed as earnest money along with bid by means of FDR/DD/Banker's Cheque drawn on any branch of a Scheduled Commercial Bank in favour of Registrar, IISER Mohali payable at Mohali or through online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790). No interest shall be payable on this.
 - f) The vendor should have at least 5 high speed, high performance, high definition/resolution page scanners of its own – to scan at least 5,000 pages at 600 dpi in two shift basis per day. (Please provide documentary proof of ownership) Since the entire project is to be executed onsite, all infrastructure Hardware-including Desktop computers, UPS, scanners, other equipment (as per requirement), all software and manpower to carry out the work are to be arranged by the vendor at their own cost in IISERM's premises. IISERM shall provide space, Electricity and basic fixtures.
- g) Joint bids or outsourcing or subletting of any nature / third party would not be acceptable.
- h) The vendor should give an undertaking that it has not been black listed by any government/Autonomous/Examining Bodies.

4. Technical Requirements: Scanning /digitizing / archiving:

- a) The pages to be converted in requisite format will have to be cleaned before scanning.
- b) Numbering of pages has to be done before scanning.
- c) The scanned images should be in TIFF format at early stage and final copy should be in searchable PDF-A file format. The PDF files should be compressed to less size without compromising the quality.
- d) The output should be provided in set of two DVDs/HD (provided by the IISER Mohali) i.e. one will contain Raw TIFF Images and other enhanced, searchable PDF-A.
- e) The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and colour reproduction and use neutral common rendering for all images.
- f) The scanner should have minimum of 600 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Gray scale, or 24-bit Colour (True colour)].
- g) Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping& hole removal etc. shall have to be carried out on each images for optimum images clarity.
- h) No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
- i) The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, even the smallest significant character should be legible).
- j) Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners, platens, and IISER's file being used will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Many documents tend to be dirty and will leave dirt in the work area and on scanning equipment.

- k) The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- l) Digital images should be created up to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
- m) A file-naming scheme database - should be established prior to capture. The same shall be done in consultation with IISER Mohali officials in charge of the project.
- n) The vendor shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of documents; remove dust, taking them out of shelves and putting them back at its place etc.
- o) In case of any damage to content, same should be informed to IISERM without delay by the vendor. The penalty @ Rs. 100/- per page would be charged in case of damage to the document.

5. TERMS AND CONDITIONS

- a) The technical details may please be submitted in Annexure-I and rates in BOQ.
- b) The time schedule may be required to be adjusted as per requirements of the IISER Mohali and is to be observed strictly as per directions of the IISERM from time to time, as the work of scanning and software development is time bound and sensitive.
- c) The successful bidder within ten days of the acceptance of the order shall submit a Performance Bank Guarantee in the form of a Bank Guarantee of any nationalized bank, which is equal to 3% of the order value in the form of FD/Bank Guarantee in the favour of "Registrar, IISER Mohali" payable at Mohali.
- d) Forfeiture of Performance guarantee:**
 - i) In case the vendor is not able to execute the job in time or to the entire Satisfaction of the IISER Mohali. Registrar, IISER Mohali may allot the work to any other vendor at any time.
 - ii) The difference between the rates agreed to between the IISER Mohali and the third party, which would undertake such work shall be liable to be payable by the defaulting firm along with the penalty, if any, imposed by the Registrar IISER Mohali. Such as forfeiture of Performance guarantee.
 - iii) In case of non-retrieval of documents/records/ images and if the vendor is not able to retrieve the same, it shall be viewed seriously and a suitable fine, as decided by the IISER Mohali will be imposed.
- e) The performance/bank guarantee shall be released after one year of successful completion of the project and contract.
- f) The vendor shall be required to undertake full responsibility of the safe custody and to maintain secrecy / proper care of documents/ data supplied by the IISER Mohali. Each document and data given by the IISER Mohali will have to be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the IISER Mohali. In case of lapse, the vendor will be fully responsible for the consequences.
- g) The IISER Mohali reserves the right to reject any or all the tenders without assigning any reasons.
- h) The decision of the Director, IISER Mohali shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
- i) The order may be awarded in full or part. The decision of Director, IISER Mohali will be final and binding upon the vendor.
- j) The payment will be made after satisfactory completion of work only on monthly basis. No payment shall be made for the documents not scanned, indexed, merged or uploaded,

retrieved up to the satisfaction of IISER Mohali. The vendor has to produce a certificate duly signed in this regard and the nodal officer in IISER Mohali shall certify the quantity and quality of the work. However, no payment shall be made for system Study, analysis and designing.

- k) The data/ images shall be the property of the IISER Mohali and the vendor will have to supply two copies of the same on DVD & hard disk. (Hard disk/DVD shall be supplied by the IISER Mohali). The vendor shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of pages; remove dust, taking them out of shelves and putting them back at its place, paging etc. In case of any damage to content, same should be informed to nodal officer, IISER Mohali without delay by the vendor.
- l) In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone. No extra payment shall be made for this.
- m) The proposed Application solution should provide for automatic correction of parameters like format/ compression not proper, skew, wrong orientation, error in automatic cropping, punch hole marks etc. during scanning.
- n) The scanning solution should provide support for automatic document quality analysis so that any bad quality document doesn't get uploaded to the repository.
- o) IISERM shall not consider any upward variation/fluctuation on account of any reason whatsoever excluding statutory taxes.

p) Errors, Delays and Deductions:

1. In case of any delay in supplying the desired output in digitization & archiving on the part of the vendor, the following deductions shall be applicable:

a) Penalty @ 2.5% per month delay shall be charged for the order value.

2. Delay in providing documents to the vendor by the concerned department shall not be considered in the calculation of delay. In case of non-availability of pages to be scanned, the firm has to inform the nodal officer in writing.

3. The penalty @ Rs. 100/- per page would be charged in case of damage to the document.

4. In case of non-retrieval of documents/records/ images and if the vendor is not able to retrieve the same, it shall be viewed seriously and a suitable fine, as decided by the IISER Mohali will be imposed.

5. Any variation in miss-match/linking of documents with the desired data while scanning of documents (OR) wrong retrieval of records/ images (OR) non-retrieval of records/images shall be treated as errors and shall be the responsibility of the vendor.

In case of such errors,

% of error in pages	Deduction of Amount
Upto 0.5%	Nil
Greater than 0.5% and upto 1%	05%
Greater than 1.0% and upto 2%	10%
Greater than 2.0% and upto 5%	20%
Greater than 5.0%	No payment

q) The Security Deposit submitted by the vendor shall be liable to be forfeited in whole or part as per decision of the IISER Mohali, which shall be final. Deduction on account of penalty shall be made from the Bill.

r) Excess payment, if any, made to the vendor shall be re-paid to the IISER Mohali by the vendor

1. Installation of hardware:

- a) The entire project to be done in IISER Mohali premises: All infrastructure Hardware-including Desktop computers, scanners other equipment's, all software and manpower to carry out the work are to be arranged by the vendor at their own cost.
- b) The vendor will take back the said equipment upon the completion of the assignment and will ensure complete deletion of data on equipment being taken back. Also, the vendor will install the required software and all other systems and supporting software required to carry out the digitization work along with the team to carry out the digitization and indexing work and transfer the completed work in running condition to requisite media. However IISER Mohali will provide the Space, Electricity and basic fixture. All record to be deleted from all the equipment of the vendor before taking the equipment back.
- c) The entire work shall be carried out under vendor's custody and the vendor should follow all safety regulations and take all measures to prevent damage/ loss to the documents of the IISER Mohali.

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI
(Technical Bid for Digitization of the Document)

NOTE: Bidder must read the instructions/terms & conditions carefully before filling up through Annexure.

1. ABOUT THE FIRM

A	Year of establishment	
B	Type of firm /organization (Proprietary/Private/Public/Govt.)	
C	Copy of Registration, (Attach Copy)	
D	GSTIN No. (Attach Copy)	
E	Permanent Account No. of the firm (PAN) (copy to be enclosed)	
F	Quality Certification No, if any	
	Details of Issuing Authority	
	Validity of Quality Certificate	From <input type="text"/> To <input type="text"/>
G	Activities of the organisation:	
H	Since when engaged in Digitization of documents	

Note: - Attach performance Certificate from the organisation to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

2. Past experience in handling Digitization of records and Document management System with the name of the organisation(s), nature of jobs, volume of work in terms of documents, duration for completion of job and since when: (of any three years from 2016-17)
(Copy of work order to be enclosed. Use separate sheet for details)

Year	Name of Organisation and contact person along with Tel No.	Nature of work	No. of Documents involved	Duration for completion of job	Value of the Job.

Note: - Attach performance Certificate from the organisation to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

3. PROFESSIONAL SUPPORT AVAILABLE:

a) Image Scanners

Image scanners - make and specifications	No. Available	Dpi / Resolution	Year of Manufacture	Speed of each scanner (per hour)

4. DETAILS OF BACK-UP FACILITIES AVAILABLE:

In the event of any emergency / break down in:

- i) Computer system
- ii) Power
- iii) Image scanners/ hybrid image scanners

5. Have you ever been debarred by any Organisation/Corporate for scanning job. If Yes, Please mention why and when you were debarred. If No, Pl, attach a certificate declaring the same.

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:.....

Off: Telephone No.:

Email Address:.....

Mobile No.:

Authorised Signatory
(With full name, Designation and stamp)

BoQ format for Digitization of Documents

A. Rates must be quoted exclusive of all taxes

1. The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Hardware/ Software/ Transport/ Manpower/ UPS, System Analysis and designing or any other charges).

S. No.	Activity	Rate Per Page
1.	Digitization of Documents (Including Cleaning, Scanning, Conversion to PDF, Indexing for Retrieval)	
	GST if any	
	Total	

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person :.....

Off: Telephone No.:

Email Address:

Mobile No.:

Authorised Signatory

(With full name, designation and stamp)