**** **GOVERNMENT OF ASSAM**

**DIRECTORATE OF TECHNICAL EDUCATION, ASSAM**

 **KAHILIPARA, GUWAHATI, PIN: 781019**

*Website:* [*https://dte.assam.gov.in*](https://dte.assam.gov.in) *E-mail ID:* *dte.assam@gov.in* *Phone: 0361-3518492*

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**No.TE(E)Trg-06/2022/6279 Date:26.12.2022**

**NOTICE INVITING BID FOR DIGITIZATION OF DOCUMENTS**

The Directorate of Technical Education, Assam is in the process of implementation of e-Office. In this connection the Directorate of Technical Education, Assam plans to digitize and convert manual files to e-files for proper up keep of official records and files in a systematic manner to be used for e-office. This assignment includes classification/ cropping of existing records/scanning/quality enhancement/digitization i.e Documents Management Solution (DMS) with indexing using software for easy search and retrieval of scanned documents.

Bids are invited from professionally competent and experienced firms /organizations for the Scanning/Digitization of Records, along with development of customized e-data management system (EDMS). The Bid documents can be downloaded from the website *www.dte.assam.gov.in*. Online window for downloading Bid document will be open between **27th December, 2022 and 17th January, 2023, 1.30 pm.** Bid is to be submitted in drop box in two parts, i.e. **Technical Bid and Financial Bid**. Technical Bid shall be opened on **17th January, 2023, 2.30 pm.**

 Sd/-

Director Technical Education

Kahilipara, Guwahati -19

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**NOTICE INVITING BID**

**FOR SCANNING/DIGITIZING THE RECORDS**

1. Sealed Bids affixing Court fee stamps of Rs.8.25 (Non-refundable) and Rs.500/-(Non-refundable) as Processing fee by way of Bank Draft in favour of Director of Technical Education, Assam, Guwahati, are invited for Scanning/digitizing the record of the Directorate of Technical Education, Assam (Legal/A4/AO) consisting of approx. 2500 files.
2. The bidder shall scan and digitize the record using the state of the art equipment at the Directorate of Technical Education, Assam in the space made available to the bidder for the purpose of scanning/digitization.
3. The interested persons can inspect the records lying in the office as also the place to be provided for the purpose after contacting Registrar during office hours.
4. The bidder must own Scanning/digitizing, indexing, storing and retrieval facility setup.
5. The bidder must have adequate experience of having Scanned/digitized, indexed, stored and provide retrieval facility for documents and must provide proof for this.
6. The bidder must have annual turnover of not less than Rs.20,00,000/- (Rupees Twenty lakhs) only duringthe past three financial years (2019-20, 2020-21, 2021-22) out of which at least Rs.4,00,000/- (Rupees four lakhs) should be of scanning/digitization work (within last 3 years) and the audited balance sheets of the relevant period shall have to be provided.
7. The bidder will indicate separately for each of the past three financial years, turnover, if any, from scanning and/or digitization of records. The bidder will submit certificate from its Chartered Accountant, certifying its annual turnover, in last three financial years, from the scanning and/or digitization of records alone.
8. The bidders should be registered with the Service Tax Department and must carry a valid PAN number from the Income Tax Department.
9. Bid details may be obtained from the Directorate of Technical Education, Assam website www.dte.assam.gov.in
10. Bids in complete with all documents will be received in drop box on or before 17th January, 2023, 1.30 pm.

**SCOPE OF SCANNING AND DIGITIZATION WORK**

1. Batch Processing, Archiving (Scanning and Storing into image/digital form/searchable PDF) and Retrieval.
2. Receiving files by the bidder(s) from The Directorate of Technical Education, Assam
3. Preparing the files for digitization purpose, i.e., removal of tags, pins, etc.
4. Digitization and Storing the Data in digitized form with mirroring facility and one additional back-up on hard disk drive.
5. The scanning of the records ofA4/legal/A3 sizes at minimum 300 dpi resolution in B/W or Grayscale/or color as decided by the committee constituted for this purpose.
6. Tabulation book/sheet of size 45 cm x 65 cm are to be scanned and stored.
7. Documents/pages identified by the Registrar or which are either torn or not in a proper condition or illegible should be converted in to machine readable text format (ASCII or Text mode) by OCR (Optical Character Recognition) Process or by data entry through keyboard typing.
8. Indexing the stored digitized data.
9. Handing over the files back to the staff of the Directorate of Technical Education, Assam in their original condition.
10. Handing over the slotted digitized data on appropriate electronic media to the Directorate of Technical Education, Assam.
11. Providing licensed updated scanning software to the Director of Technical Education, Assam.
12. Transferring the stored digitized data on the hard disk of computers of the Directorate of Technical Education, Assam.
13. Imparting of adequate training to the staff of this Directorate for (1) archival (scanning and storing) (2) retrieval and printing.
14. Full maintenance and support for five years after the completion of the work.
15. The software and the methodology to be adopted should ensure seamless integration with the existing workflow system of the Directorate of Technical Education, Assam.

**TERMS AND CONDITIONS**

1. The bidders are required to quote their lowest per page rate for digitization and scanning.
2. The rates so quoted should be all inclusive. The available space and electricity will be provided by the Director of Technical Education, Assam, free of charges.
3. The Rates offered should be valid preferably for two years but in any case for not less than one year.
4. Each Bid should be accompanied with a Bank Draft for Rs.20000.00 as earnest money, drawn in favour of the Director of Technical Education, Assam. This deposit will be refunded to the unsuccessful bidders on their written request without any interest after completion of the bid process.
5. The bidders qualifying the eligibility criteria will be required to submit experience certificate/work order/proof of ongoing similar projects mentioning the number of copies completed per day.
6. If the bidder is already doing the Scanning/digitizing work on 'job work basis’ in any Government department or in any reputed private firm, name, address and telephone number of the same may be mentioned.
7. The successful bidder shall compile and make an instruction manual (5 hardcopies and softcopy) for Scanning/digitizing, storing and retrieving operations and the same shall be provided to the Directorate of Technical Education, Assam for use of its staff for carrying out the operation of Scanning/digitizing and retrieval.
8. The bidder shall have to arrange its own staff. The Directorate of Technical Education, Assam would neither bear any expenses nor accept responsibility for the same and there would be no relationship between The Directorate of Technical Education, Assam and the staff of the bidder.
9. The bidder should have its own sufficient latest state of the art Scanners/Computers, other equipment/parts, sufficient infrastructure and qualified professionals in Guwahati, Assam having a permanent local office in Guwahati. Some documents are in the forms of big Maps/Plans etc. Arrangement of scanning for the same should also be made. The hardware including the scanner will be approved by the Directorate.
10. The Registrar of the Directorate of Technical Education, Assam reserves the right to deny entry to any staff member of the bidder, if so deemed appropriate by it.
11. The successful bidder shall not depute any such person in The Directorate of Technical Education, Assam who is a party to a litigation pending in this Directorate.
12. The bidder must submit undertaking that they are not blacklisted by any organization.
13. No person engaged by the bidder shall claim any right of employment, contractual or otherwise, with the Directorate of Technical Education, Assam.
14. The bidder will comply all Acts and/or Rules and Regulations framed by Government of Assam or Government of India relating to the work and employees and the Registrar will not be answerable for the terms and conditions of employment of the staff engaged or the work undertaken by the bidder.
15. The bidder will ensure that the staff engaged is disciplined and maintains full decorum of the office.
16. The hardware is to be installed by the bidder, after it is approved by the Director of Technical Education, Assam. Once it is installed it will not be allowed to be taken away by the bidder, without permission from the Directorate of Technical Education, Assam.
17. In the Directorate of Technical Education, Assam premises, the successful bidder shall undertake the job of Scanning/digitizing only for the Directorate of Technical Education, Assam.
18. The successful bidder shall make arrangements for daily checkup of the Scanners at his own cost and shall keep all the scanners in perfect working condition at all times, so as to ensure smooth running of work. In case of failure of any scanner, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
19. The Scanning/digitizing of documents shall not be stopped on any ground, whatsoever.
20. Continuance of the contract and payment of the work done shall be subject to satisfactory performance report to be submitted by such officers as are appointed by The Directorate of Technical Education, Assam for regular as well as random checking and further subject to the bidder fulfilling all the terms and conditions of the contract. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Registrar, Directorate of Technical Education, Assam, in this regard shall be final and binding.
21. The bidder may be allowed to do the scanning/digitization work only on all working days between 10.00 A.M. to 5.00 P.M. only.
22. The Registrar will provide the files to the authorized representative of the bidder, supervising the Scanning/digitizing work, on day to day basis under proper receipt and it will be the responsibility of the bidder to accomplish the task of scanning/digitization after following all the processes, namely Unbundling, Rebundling, Super Indexing, Scanning/digitizing, Splitting and Merger, Page numbering, Storing, Retrieval, etc.
23. It will be responsibility of the bidder to return the file to the Directorate of Technical Education, Assam staff under acknowledgement in the same shape and condition in which it was taken.
24. The bidder will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost /misplaced/damaged.
25. The bidder after successfully storing the data on its own computer shall transfer the same on the computer/server to be provided by the Directorate of Technical Education, Assam along with the documentation, technical and user manual. However, the bidder shall be fully responsible for the proper archiving, storing and retrieval of the Scanned/digitized data for a minimum period of one year after completion of his work.
26. Complete secrecy and confidentiality is required to be maintained by the bidder and his employees.
27. The bidder shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the Directorate of Technical Education, Assam itself.
28. The bidder has to develop and supply two copies each of the software products along with the source code. The bidder has to develop the software specific to The Directorate of Technical Education, Assam needs, with water marking and digital signature facilities.
29. The bidder using the integrated software for Scanning/digitizing and document management or any other similar programme shall provide its license to the Directorate of Technical Education, Assam.
30. The software module should have multiple access with security features, with facility for updation of information etc.
31. The Directorate of Technical Education, Assam will have the copyright on the product format, concept layout and design. The Directorate of Technical Education, Assam will have exclusive rights to use it anywhere, in any manner.
32. It shall be the duty of the bidder to have the licensed software updated from time to time and provide all possible assistance/help during the scanning/digitization work.
33. Time is the essence of the contract and the bidder shall adhere to the time schedule and deadline as prescribed by the Directorate of Technical Education, Assam for execution of the work.
34. On the completion of the work, the bidder shall hand over the latest licensed updated software and also the database to this Directorate which shall become the property of the Directorate of Technical Education, Assam for all intents and purposes.
35. The database created by the bidder shall be retrievable in Searchable Portable Document Format (PDF) by the user. Necessary training for the retrieval of thedatabase for the Scanning/digitizing storing, organizing and retrieval is to be imparted to the staff of the Directorate of Technical Education, Assam.
36. The retrieval parameters will be finally decided by the Directorate of Technical Education, Assam in consultation with the bidder(s).
37. The data is to be stored by way of images in Searchable Portable Document Format (PDF) with adequate resolutions to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of The Directorate of Technical Education, Assam and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non- editable form.
38. The digitization software should be web enabled.
39. The Scanned/digitized record will be the property of the Directorate of Technical Education, Assam. The Vendor shall have no right, title or interest in it and shall not use it in any manner.
40. In case, the bidder finds any original document, which is in a very bad condition, it will make its best efforts to take out better print (either by typing on a separate sheet of paper or taking out a better photocopy thereof} and then put the said data in the relevant database. The original papers shall however be retained in the main file.
41. All Scanned/digitized files will be stamped and duly signed by the user indicating that the “FILE IS SCANNED/DIGITIZED AND DULY RECONSTRUCTED” and the bidder will be fully responsible for any loss/damage of any document.
42. At the end of every month, the bidder will hand over the complete Scanned/digitized data to the Director of Technical Education, Assam - one copy on computer system and two copies on USB HDD.
43. If it is found at any time that the Scanning/digitizing, indexing, storing or retrieving has not been done in accordance with the agreed terms and conditions, the Directorof Technical Education, Assam shall be entitled to withhold further payment of the Vendor and forfeiture of the Bank Guarantee. No advance payment will be made.
44. The bidder will be required to digitize minimum such number of pages as may be fixed by the DTE office from time to time. The staff of The Directorate of Technical Education, Assam will do random checking of the work being done by the bidder and in the event of the bidder not executing or completing the minimum decided volume of work, The Directorate of Technical Education, Assam may impose a penalty @ Rs.1 per unfinished page and require the bidder to clear the backlog in succeeding month in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the bidder.
45. The bidder will ensure confidentiality of the documents handed over to it.
46. The bidder will ensure that the space provided to it by the Directorate of Technical Education is not misused in any manner.
47. Payment for scanning/digitization work done under the contract shall be made only after satisfactory completion of the work as per agreed terms after obtaining completion certificate by the Director of Technical Education, Assam. The bidder will be responsible for liabilities of all kind including local and other taxes.
48. Over-writing/over-typing or erasing of figures is not allowed and shall render the bid invalid.
49. The Director in its discretion, reserves the right to reject or accept any or all the bids partly or completely at any time without assigning any reason thereof.
50. The work may be awarded to one or more bidder(s) as the case may be at the discretion of the Director of Technical Education, Assam.
51. An appropriate agreement will be executed by the bidder with the Director, on the agreed terms & conditions. The Director in its discretion reserves the right to cancel the contract at any time without assigning any reason.
52. The bidder should submit the bids in two Parts - “Part I-Technical Bid” & “Part II- Financial Bid” as per Annexure ‘I’ and ‘II’ attached herewith. In case, the bidder is found not suitable in Technical Bid, his financial bid will not be opened.
53. The Director of Technical Education, Assam will deal with the bidder directly and no middlemen/agents/commission agents etc. should be asked by the bidders to represent their cause and they will not be entertained by the Director.
54. In the event of termination of Contract, the Director of Technical Education, Assam shall be entitled to forfeit the earnest money forthwith, either full. The bidder shall thereupon remove all its equipment and material forthwith and hand over the judicial and other records, which are in its possession. The bidder shall also leave the digitized data, which will be the property of the Directorate of Technical Education, Assam.
55. Interested parties may send their bids in sealed covers, super scribing as ‘TECHNICAL & FINANCIAL BID’ FOR SCANNING/DIGITIZING OF RECORD so as to deposit in drop box before **17th January, 2023, 1.30 pm** during office hours.

Encl: Annexure I & II

**ANNEXURE-I (Technical Bid)**

|  |  |
| --- | --- |
| **Particulars** | **Description** |
| 1. Description/Name of the Vendor (including legal status, ownership etc.)
 |  |
| 1. Number of Desktop systems/ laptops (configuration & OS) you propose to install.
 |  |
| 1. Number of Scanners to be installed with Scanning/digitizing speed (Duty cycle and other features).
 |  |
| 1. Other Hardware equipment you propose to provide/use.
 |  |
| 1. Number of technical persons to be deputed by you for the work (with details of their educational qualifications, experience, functions, etc.)
 |  |
| 1. Number of non-technical persons to be deputed by you (with details of their educational qualifications, experience, functions, etc.)
 |  |
| 1. How much space you require to execute the work?
 |  |
| 1. How long you estimate to complete the work in all respects?
 |  |
| 1. What would be the output / day in terms of number of pages that can be scanned/digitized, indexed, stored and retrievable?
 |  |
| 1. What is the Software you propose to use for scanning/digitizing, indexing, storing and retrieval?
 |  |
| 1. What facilities you expect from the Directorate of Technical Education, Assam in executing the work?
 |  |
| 1. List your clientele with amount of work completed, their addresses and contract person’s details.
 |  |
| 1. The vendor understanding of the project requirements and the proposed total solutions.
 |  |
| 1. Main features of proposed solution and any area of risk.
 |  |
| 1. Maintenance and technical support services to be provided after supply of the software.
 |  |
| 1. Methodology to be used for Scanning/digitizing.
 |  |
| 1. Steps to prevent accidental or intentional destruction of software and data.
 |  |
| 1. Installation and handover of software to The Directorate of Technical Education, Assam.
 |  |
| 1. Any other relevant information. (The information required is not exhaustive. Vendors are requested to include all information that may be necessary for such type of projects)
 |  |

**ANNEXURE-II (Financial Bid)**

1. Quote the rate per page irrespective of the page size.
2. Rates so quoted shall be inclusive of all inputs such as Scanning/digitizing, indexing, storing, hardware, software cost, manpower, storage media, training or any other cost involved in the execution of work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.no** | **Paper size** | **Rate (in Rs.)** | **GST (in Rs.)** | **Total amount (in Rs.)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

NOTE: Rates must be quoted in both figures and words showing the breakup of all taxes etc.