

REQUEST FOR PROPOSAL

For selection of a Firm to carry out digitization of Old office records and providing Document Management Solution for digitized records



Office of the Accountant General
(Accounts & Entitlement),
Telangana, Saifabad, Hyderabad
500004

Contents

Section 1 - Letter of Invitation	2
Section 2 – Instruction to the Bidders	3
2.1 Definitions.....	3
2.2 General Instruction	3
Section 3 – Scope of Work	7
3.1 Responsibilities of the Vendor	7
3.2 Document type and Size	8
3.3 Standards for Digitization Process.....	9
3.4 Software Application/Extraction of Data Points	9
3.5 Role and responsibilities of the Client.....	10
Section 4 - Criteria and Procedure for Bid Evaluation	11
4.1 Technical Bids.....	11
4.2 Financial Bid	12
4.3 Combined and final evaluation.....	12
Section 5 - Standard Conditions of Contract	14
Annexure I.....	18
Annexure – II Form ‘A’	19
Annexure II Form “B”	20
Annexure –III.....	21

Section 1 - Letter of Invitation

Lr. No. AG (A&E)/OE/Digitization/2020-21/

Date: 12.10.2020

To,

Mr./Ms.

M/s: [Name of Firm & Address]

Sub: Letter of Invitation for selection of a Firm to carry out digitization of Old records and providing Customised 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 Accountant General (A&E), Telangana, Hyderabad 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 authorisation of entitlements (GPF & Pension) of the state government of Telangana.

This office is inviting to select a firm/vendor for implementing digitization solution for its old records related to Pension and GPF. The detailed RFP 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 AG (A&E) Telangana 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 RFP document. Please inform us in writing at the following address upon receipt of this document with RFP document.

You may clearly acknowledge:

a) That you will submit the proposal by the date & time i.e. **10.00 Hrs. to 15.30 Hrs. of 16/11/2020** indicated in the RFP document.

Yours sincerely,

Sd/-

(R.V.K.SAI GANDHI)

Sr.Dy. Accountant General (Admin)

Section 2 – Instruction to the Bidders

2.1 Definitions

- **Digitization** includes following activities:
 - Preparation of records for scanning
 - Scanning of documents and converting them into electronic form
 - 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
 - Quality check and authentication
 - Loading scanned documents on database/electronic media
- **Vendor** means the firm which is awarded the contract to digitize the records of this office.
- **'Client' or 'this office'** means the Office of the Accountant General (Accounts & Entitlement) Telangana at Hyderabad.
- **Competent Authority** means Accountant General (A&E) Telangana or any other officer designated by the Accountant General (A&E) Telangana.
- **Nodal Officer** means Deputy Accountant General (Accounts & IT), Office of the Accountant General (Accounts & Entitlement), Telangana at Hyderabad.

2.2 General Instruction

1. Office of the Accountant General (A&E), Telangana, Hyderabad intends to carry out digitization of old records especially pertaining to Pension and providing document management solution for digitized records.
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.
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:

**Sr. Accounts Officer (OE),
Office of the Accountant General (A&E) Telangana,
Saifabad, Hyderabad, Telangana 500004.**

For any clarifications regarding this RFP, Shri P.K.PRAHALLAD RAO, Assistant Accounts Officer may be contacted at 040 -23237165, 22331565.

4. The complete RFP has also been published on the office website <http://www.agaepts.gov.in>.
5. This RFP 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 RFP, should it become necessary at any stage.

6. **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 EFT Account if applicable, etc, and complete postal & e-mail address of their office.
7. **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.
8. **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.
9. **Rejection of bids:** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
10. **Validity of bids:** The bids should remain valid for Six months from the last date of submission of bids.
11. **Earnest Money Deposit:** bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs.5,00,000/- (Rupees Five 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 (Biils), O/o AG (A&E), Telangana, Hyderabad**” from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of Sixty days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity. The bid security of the successful bidder would be returned, after the receipt of Performance Security from them as

called for in the contract. The EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender. No interest will be payable by the Office of the Accountant General (A&E), Telangana Hyderabad on the Earnest Money Deposit.

Table A: Brief Details of the RFP/tender

Sl.No		
1	Tender Number	AG (A&E)TS/ Digitization
2	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.
3	Date of issue	2/11/2020
4	Submission of Tender/Proposal	The tender documentation must be submitted separately in three sealed covers. These sealed covers must be enclosed in a big envelope. On the cover of the envelope, title of the tender notice must be indicated with last date of receiving tenders.
		The three sealed envelopes should contain-
		1. First Sealed cover - i.) EMD (Earnest Money Deposit) Rs.5,00,000/- as DD/Bankers Cheques
		2. Second sealed cover: Technical Bid Annexure II
		3. Third sealed cover- Price Bid as per Annexure III
		Note: The tenders should be either put in Tender Box or sent through registered/speed post at the given address. Sr. Accounts Officer (OE), Office of the Accountant General (A&E) Telangana, Hyderabad.
5	Contact Details for Bid Queries	1. Name: Sri P.K.PRAHALLAD RAO, Asst. Accounts Officer(OE) Phone: 040 -23237165, 22331565 Email:prahallada27.anp.ae@nic.in 2. Name: V.S.N.PRABHU, Sr. Accounts Officer(OE) Email:prahuvsn48.anp.ae@nic.in
6	Submission of Proposal (Both Technical & Financial)	16/11/2020, 1500 hours in the office of AG (A&E) TS Hyderabad.
7	Opening of Technical Bid	18/11/2020, 1530 hours in the chambers of Competent authority, office of AG (A&E) TS Hyderabad

8	Opening of Financial Bid	20/11/2020, 1530 hours in the chambers of Competent authority, office of AG (A&E) TS Hyderabad
9	Site Visit for understanding scope of project and Pre-bid meeting	11/11/2020 & 12/11/2020. Between 3 to 5pm (Only two persons from each company).
10	Earnest Money Deposit	Rs 5,00,000/- (Fixed) (Rupees Five Lakhs only)
11	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.
12	Performance Guarantee	10% of the contract value within 15 days of receipt of the value of the work order
13	Authority for acceptance of the tender	Accountant General (A&E) TS, Hyderabad.

Section 3 – Scope of Work

3.1 Responsibilities of the Vendor

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.
2. The vendor, in consultation with the client, shall prepare parameters for indexing, creation and uploading of metadata for digitized documents.
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.
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:
 - a) 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.
 - b) An application which can classify each page in the PDF document as a specific document type so data points can be extracted.
 - c) An application which can extract a minimum number of data points (25 – 35) from each file of a specified type.
 - d) Vendor may note that OCR/ICR based data capture from scanned files may be restricted only to 20-25% of the entire set of records.
 - e) A web based application that can be hosted at the AG Office data center and provide access to users to do quality check and index data verification from home/remote location for the complete duration of this project.
 - f) The application should have the following modules:
 - Users Administration module
 - Scan quality control module
 - Data verification quality control module
 - Reports module

- Types of reports: User level, Department Level and project-level reports
5. The work shall be completed within 150 days of the award of the work including mobilisation and deployment of manpower and equipment.
 6. 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.
 7. 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.
 8. 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.
 9. 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 5 above.
 10. 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.
 11. The vendor shall maintain marking and listing of all the files before scanning and handover the physical files safely after the digitization is completed.
 12. The vendor shall submit an MIS Report on a weekly basis regarding the work completed to the Nodal Officer of this office.
 13. The vendor shall carry out onsite scanning at the Office of the Accountant General (A&E), TS. [Address: AG Office Complex, Saifabad, Hyderabad 500004]

3.2 Document type and Size

- (i) Document Type: Letters, Legal notes, documents (Hand-written and computer generated sheets), registers, broadsheets (A3 size)

- (ii) Size: Majority documents are in A4 size, legal size papers

3.3 Standards for Digitization Process

The vendor shall follow the standards given below:

- (i) 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.
- (ii) Documents are to be scanned in Colour.
- (iii) The database created by the Vendor shall be non-editable.
- (iv) PDF files should be indexed and enabled for interactive use like applying digital signature, annotations and comments using PDF reader.
- (v) PDF/A should be digitally signed by an authorised personnel of the Vendor before saving it in the database.

3.4 Software Application for classification of each page in a document and Extraction of Data points using OCR / ICR technologies

The vendor shall, immediately on commencement of digitization work, provide a software application for:

1. An image cleaning application which can automatically binarize, remove black blocks, increase contrast and remove noise from images as the documents to be scanned are decades old.
2. An application which can classify each page in the PDF document as a specific document type so data points can be extracted.
3. An application which can extract a minimum number of data points (25 – 35) from each file of a specific document type.
4. A web based application that can be hosted at the AG Office data center and provide access to users to do the scan quality check and index data verification from home/remote location for the complete duration of this project.
5. The application should have the following modules
 - Users Administration module
 - Scan quality control module
 - Data verification quality control module
 - Reports module

3.5 Role and responsibilities of the Client

1. This office will deploy a Nodal officer to supervise the work.
2. This office will identify, mark and handover the documents to be digitised.
3. This office will deploy officials for quality check and authentication of scanned documents.
4. This office will arrange to take back the physical records after digitization is completed.
5. This office will provide the space required (approx. 2000 sq. ft.) at a single location along with power connection, basic furniture (like tables, chairs etc.) as mutually agreed.

Table B

ELIGIBILITY CRITERIA

Parameter	Evaluation Criteria
Scanning/Digitization of records	<ol style="list-style-type: none">1. Vendor should have completed at-least ONE project of scanning and indexing of more than Twenty Five Lakh pages each for any Government organization.2. Vendor should have completed atleast one project of digitization of records which are older than 40 years.

Section 4 – Pre-Qualification criteria for Bid Evaluation

4.1 Technical Bids

Technical Bids are invited from only those firms which fulfill the following conditions. Supporting documents may please be attached. If not, the firm will be disqualified at the Technical bid stage itself and the financial bid will not be considered for opening. Technical Bid shall be submitted as per the format given in *Annexure-II*.

Evaluation of Technical Proposals:

- The vendor should be able to demonstrate an image cleaning application which can automatically binarize, remove black blocks, increase contrast and remove noise from images as the documents to be scanned are many decades old.
- The vendor should be able to demonstrate an application which can classify each page in the PDF document as a specific document type from where data points can be extracted.
- It would be preferable if the vendor has the experience of having designed and installed a Document Management System.
- The vendor should be able to demonstrate an application which can extract a minimum number of data points from the specific document type (atleast 25 data points).
- The demonstration of the software should be made within 4 days from opening of the technical bid.
- 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 A.G. Office data center 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.
- The application should have the following modules:
 1. Users Administration Module
 2. Scan Quality control module
 3. Data Verification quality control module
 4. Reports module
- The vendor should bookmark different forms in the PDF document.
- Considering the prevailing situation owing to COVID – 19, preference would be to vendors/firms operating from Hyderabad.
- 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 five years (2015-2020).
- 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-III*.

Evaluation of Financial Proposal

- Each Financial Proposal will be assigned a financial score (SF). The Competent Authority will determine whether the Financial Proposals are all-inclusive, complete, unqualified and unconditional. The cost per page indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations.
- The lowest Financial Proposal will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times (\text{Lowest financial proposal})/F$$

Where, F = amount of Financial Proposal

4.3 Combined and final evaluation

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.30 and 0.70, respectively.

All the bidders whose financial bids are opened will be ranked based on the Combined and Final Score (S). Work will be awarded to the bidder with the highest Combined and Final Score.

Table C

Technical Proposal (EOI) Evaluation Criteria:

Sl No.	Parameter	Evaluation Criteria	Maximum Score
		a) Financial strength, capacity of firm, Average Annual TO for last 5 years (5) 1. Up-to 2crores (2) 2. 2 crores to 5 crores (3) 3. More than 5 crores (5)	30
		b) Scanning/Digitization of records older than 40 years. (8+2) 1. Two to Three projects (3) 2. More than Three projects (5) 3. At-least one project with IAAD in digitization (2)	
		c) Overall experience and Credential of the firm: (10) 1. No. of projects related to scanning & digitization (3) 2. Age of experience in the field of digitization (3) 3. Worth of digitization projects done in the last five years by volume(4)	
		d) Firms having facility in Hyderabad. (Yes-5, No-0)	
2	Approach & Methodology	a) Clear understanding of scope of services, including their interpretation.	20
		b) Methodology Proposal and Clear deliverables (5)	
		c) Team organization and scheduling : Team and its Optimization work plan to meet an efficient activity scheduling (5)	
		d) Proposed Team Structure (with clearly identified roles & responsibility) (5)	
		e) Workflow , Timeline & scheduling (5)	
3	Quality Management & Solution Proposed	a) Quality Standards (8) 1. ISO 9001:2008 or equivalent Certification (Yes=4, No=0) 2. ISO 27001:2005 or equivalent certification (Yes=4, No=0)	20
		b) DMS (Software) (8) 1. Open Source Software (Yes=8, No=0) [Latest version of alternative software if any	
		c) OTHERS:- (4) Probable method of electronically page numbering the documents before scanning may be specified (Yes=4, No=0)	
4	Key Personnel	a) Experience and competence of the Key staff (15) 1. Competence and hands-on experience of the Team Leader in execution and co-ordination of such projects. Profile of the Team Leader (>=15 years digitization experience=5, >=10 years exp=2,<10 years=0) 2. Profile and Experience of Key Staff in man years on similar digitization projects. (10)	30
		b) Extent of on-site commitment/ engagement of the key staff for the project (10)	
		c) Availability of Senior technical personnel, software developer (5)	
Grand Total			100

Note: The score given by the Evaluation Committee will stand final and no representation in this regard will be entertained.

Section 5 - Standard Conditions of Contract

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.
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.
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.
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. **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 offence 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. 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. **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.
7. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:
 - a) At any time without assigning any reason after giving a notice of one month.
 - b) The Seller is declared bankrupt or becomes insolvent.
 - c) 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.
 - d) As per decision of the Arbitrator.
 - e) 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.
8. **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.

9. **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.
10. **Liquidated Damage:** No payment would be made for the documents not scanned, indexed, merged etc. properly or upto the satisfaction of the end user. The vendor has to 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.25000/- (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.
11. 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 has to pay the penalty, which will be decided by the AG Office Hyderabad.
12. **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.
13. **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.
14. **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.

15. **Tolerance Clause** – Buyer reserves the right to increase or decrease the quantity of work by 35% of pages to be scanned/cataloging proposed for scanning without any change in the terms & conditions 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 period for reasons whatsoever, the vendor shall engage another vendor to complete the work at the cost of original vendor to whom the contract is awarded.
16. **Validity of Contract:** The period of contract is till the completion of scanning and digitization of old records.
17. **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.

Annexure I

EMD Letter with Bank Draft
(To be inserted in First Envelope)
Tender number -: AG (A&E) / TS/ Digitization 2020

Date. / /2020

To,

Office of the Accountant General (A&E)
Telangana
Saifabad, Hyderabad 500 004

Subject: Submission of Earnest Money deposit.

Dear Sir,

With reference to **Tender number : AG(A&E) / TS/ Digitization 2020**, the required Earnest Money deposit Rs.5,00,000/- (Rupees Five 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 favor of **“Sr AO Bills”, Office of the Accountant General (A&E), Telangana**“ payable at Hyderabad.

Thanking you,

(Authorised Signatory)

Name -----

Seal of organization

Annexure – II

Form 'A'

**Office of the Accountant General (A&E) Telangana
Tender Number : AG(A&E) / TS/ Digitization 2020-21**

**SUPPLIER INFORMATION
(To be inserted in second Envelope of Technical bid then sealed)**

Sl.No.	Particulars	Relevant information from firm/company
1	Name of the company	
2	Postal Address of the firm/company	
3	Contact Number (s)	
4	E-mail address	
5	Name of Contact Person Designation 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	Whether the firm has a office/branch at Hyderabad? If yes, address of the branch:	
11	Court cases against you or your firm/ company (if any)	
12	If yes, brief account of these cases and their status. (Enclose extra sheets)	

For

(Authorized signatory)

Name
Seal of organization

Annexure II

Form "B"

Office of the Accountant General (A&E) Telangana

Technical Bid

Technical Information Documents Checklist

(To be inserted in Second Envelope & then sealed)

Sl.No.	Particular	Confirmation (in Yes/No)	Remarks
1	The firm's average turnover for the past five financial years (2015-16, 2016-17,2017-18, 2018- 19, 2019-20) minimum of Rs. 5 Crore or above.		
2	Firm has completed minimum three projects for Government / PSU's having experience of digitization and e-cataloging of ancient document/records where the number of pages digitized/scanned were at least 1 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 the 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.		

Note: Attach extra sheet, if required

(Signature and seal of Authorized signatory)

Annexure -III

Office of the Accountant General (A&E) Telangana

FINANCIAL BID/PRICE BID

(To be inserted in Third Envelopes & then sealed)

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

Financial Bid for Digitisation Project

A) QUOTATION FOR SCANNING OF DOCUMENTS

Sl.No	Type of Document (File/Books)	Size of Page	Rate per page(exclusive) Rs.	Applicable GST % Rs.	Rate per page with GST Rs.
1	A4 size	210 x 297 mm			
2	A3 size	297 x 420 mm			
3	Legal size	216 x 356 mm			

B) QUOTATION FOR DATA CAPTURE PROCESS

Sl.No	Item	Rate per page (exclusive) Rs.	Applicable GST % Rs.	Rate per page with GST 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			

3. 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 1 crore pages and 2 lakh files.

4. Rs..... (in words)
Rs.....

Place

Date

Signature of Authorized signatory

Name & Seal

Mr.