



Government of Kerala

KERALA STATE ARCHIVES DEPARTMENT

Tender No No. GU-416/2009/SA

Name of Work: Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for the Department of Archives, Government of Kerala

KERALA STATE ARCHIVES DEPARTMENT

Nalanda,
Nanthencode , Trivandrum .
Phone : 0471 - 2311547
E-mail: keralaarchives yahoo.co.in

No. GU-416/09/SA

Notice inviting Tender

Sealed and Competitive Tenders in duplicate, are invited from Reputed Solution Providers for '**Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for the Department of Archives, Government of Kerala**' as per the details given in the Tender Document.

E M D	: Rs.10,000/- only (Rupees Ten thousand only)
Last date & time of issue of Tender forms	:10.03.09 2 PM
Last date & time of receipt of Tender	: 10.03.09 at 3PM
Date & time of opening of Tenders	: 10.03.09 at 4 PM

Tender forms and other details can be had from the office of the undersigned during office hours on all working days as mentioned above on written request.

Cost of Tender forms shall be payable in cash at the Directorate of State Archives.

Cost of Tender forms :(Original)	- Rs 700 /- + VAT(12.5%)
Additional Copy	- Rs 400 /- +VAT(12.5%)

The undersigned reserves the right to reject any or all the Tenders without assigning any reason.

DIRECTOR OF ARCHIVES

CONTENTS

Prequalification Bid

Pre qualification Information forms, Information and Instructions to Applicants

General Instructions and Special conditions

Conditions of Contract

TENDER No: No. GU-416/09/SA



Government of Kerala

KERALA STATE ARCHIVES DEPARTMENT

Work: Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for State Archives Department , Government of Kerala

PRE QUALIFICATION BID

Issued to
.....
.....

Date:

DIRECTOR OF ARCHIVES

(To be submitted in Superscribed Sealed cover)

KERALA STATE ARCHIVES DEPARTMENT

(To be submitted in a superscribed sealed cover)

Issued to

.....
.....
.....

DIRECTOR OF ARCHIVES

Date:.....

KERALA STATE ARCHIVES DEPARTMENT

Nanthencode , Trivandrum .

Phone : 0471 - 2311547

E-mail: E-mail: keralaarchives yahoo.com

Tender No - No. GU-416/09/SA

PRE QUALIFICATION BID

Name of Work

Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for the State Archives Department, Government of Kerala.

Period of Completion of work

The entire work shall be completed within 6 months.

The completed pre-qualification bid document **in duplicate** should be submitted in sealed envelope (Envelope No.1) superscribed with the name of work and tender No. The Price Bid shall be submitted in a separate envelope sealed and superscribed "Envelope-II-Price Bid".

The Pre-qualification bid will be evaluated and those who are qualified to be considered for tender will be informed the date and time of opening of the Price bid. The Price bids of those tenderers who are pre-qualified will be opened in the presence of those who are present at the time of opening.

Any information concerning the documents, prior to their submission, can be had from the above-mentioned Office during working hours.

Price bids submitted by the Pre-qualified applicants alone will be opened.

DIRECTOR OF ARCHIVES

TABLE OF CONTENTS

I. INFORMATION AND INSTRUCTIONS TO APPLICANTS

1. Introduction
2. Purpose of Pre qualification
3. Evaluation criteria
4. Submission of Pre-qualification Documents
5. Language of application
6. Cost incurred by the applicant
7. Method of applying
8. Postal Delay
9. Information to be furnished by the applicant
10. Certificates of completed projects
11. Declaration by the applicant
12. Financial Strength
13. List of Technical Personnel available
14. Site visit
15. Adequacy of staff and equipment
16. Overwriting

II. PREQUALIFICATION INFORMATION

1. Letter of transmittal
2. Declaration by Bidders
3. Forms
 - Form I General Information
 - Form II Member of a Group of Companies
 - Form III Subsidiary of a Large Corporation
 - Form IV Joint Venture
 - Form V Financial Statement
 - Form VI Key Management personnel
 - Form VII Key technical personnel
 - Form VIII Details of works completed
 - Form IX Details of works in hand
 - Form X Details of Offices in Kerala

PART I - INFORMATION & INSTRUCTIONS TO APPLICANTS

1. PURPOSE OF PRE-QUALIFICATION:

The pre-qualification BID from firms of repute is aimed at selection of a firm having sufficient relevant experience of work to be executed, financial resources, backed by competent technical personnel and other expertise necessary for ensuring that the work if awarded to them would be executed in time, with requisite standard and quality and in a smooth manner as per specifications.

2. EVALUATION CRITERIA :

Kerala State Archives Department will pre-qualify those firms which are considered suitable for works under question.

Essential Pre qualification criteria will be as follows:

- 1. The Firm/Contractor must have carried out more than one major digitization work of similar nature. The tenderer should submit a list of such works with details such as email id, contact person and telephone number for verification.**
- 2. Tenderer shall submit original letter from the client endorsing the claim of having completed the digitization work successfully. No claims without this endorsement in original will be considered for pre-qualification.**
- 3. The Contractor should have offices and establishments in the State with technical support personnel. Details shall be submitted.**

If the applicant is a Joint Venture it shall give all the necessary information as described in section 6 below. To qualify a Joint venture, the joint venture must jointly satisfy the criteria set out in this section and a copy of the joint venture agreement shall also be furnished.

The decision of Technical Committee chaired by the Director of Archives in the evaluation of pre-qualification bids will be final and without appeal. Archives Department will not be bound to give any reason for the acceptance or the rejection of any Firm on any account, whatsoever.

3. SUBMISSION OF PRE-QUALIFICATION DOCUMENTS:

“The Pre-qualification Information” which is annexed as part II shall be duly completed, signed in duplicate and the Bidder shall return the Original pre-qualification documents issued by Archives Department along with the copy. Original will govern whenever there are any discrepancies between the Original and the copy. The Pre-qualification Booklet purchased shall be submitted duly signed on all pages along with the forms.

The original and copies of the documents must be submitted in sealed cover (Envelope No.1) superscribed "Pre-qualification Bid" and shall be submitted along with the envelope containing the Price Bid. Documents submitted in connection with the pre-qualification will be treated as confidential and will not be returned.

4. LANGUAGE OF APPLICATION :

All the information must be submitted in English/ Malayalam

5. COST INCURRED BY THE APPLICANT :

The cost incurred by the applicant in preparing the application, in providing clarifications or attending discussions and conference in connection with the document will not be reimbursed under any circumstance.

6. METHOD OF APPLYING :

If the applicant is a **partnership firm**, it shall be signed by the authorized partner/(s) of the firm above their full type written names and current address, or alternatively by a power of attorney for the firm by signing the application in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current addresses of all the partners of the firm shall also accompany the application.

If the application is made by a **Company** incorporated under Indian Companies Act or having the status, it shall be signed by a duly authorised person holding the Power of Attorney for signing the application in which case a certified copy of the Power of Attorney shall accompany the application.

If the application is made by a **group of firms or a joint venture consortia** the Lead Firm shall submit a complete information with regard to all the information required in the forms pertaining to each Firm in the Group and shall state in the covering letter attached to the application as to which of the Firm shall have the responsibility for applying for bid, submission of bid and completion of contract documents and furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the group of firms applying for the bid, submission of bid and for completion of contract documents. The full information and satisfactory evidence pertaining to the participation and responsibility of each member Firm or group of Firms making the application shall be furnished along with the pre-qualification document duly signed by each Firm.

The Lead Firm should be clearly identified and the responsibility of the lead and other Firms should be defined by the applicant.

7. POSTAL DELAY :

Archives Department will not be responsible for any kind of postal delay or non-delivery of bid documents sent to the applicants.

8. INFORMATION TO BE FURNISHED BY THE APPLICANT

The firms are required to give the complete information as asked for in the “PRE-QUALIFICATION INFORMATION” (PART - II).

The various forms attached to this pre-qualification information (part - II) are to be filled up by the applicant without any alterations or modifications of their own to the details called for. **Preparing information in new pro-forma devised by the applicant, avoiding the information intended to be furnished in the prescribed formats or not filling all the details or not filling all the details called for in the prescribed formats may make the application liable to be rejected.**

The details furnished or the replies to the questions should be complete in all respects. In case the information or reply is “NIL” or “NOT APPLICABLE”, etc. it should be invariably mentioned rather than leaving space blank or with some marks.

It is desired that the applicants shall indicate all the relevant information on the type of the work done, location of the works, name of project and clients, the date of execution of contract and the amount of work under the relevant columns of the format.

Also under the columns “Brief technical description” wherever appearing in the aforesaid formats the applicant should mention the size of the work done, working methods and site conditions encountered.

Forms are to be typed/ written neatly and applicant’s name must appear on each page of the application.

In the event space provided in the forms are not sufficient for entries, or if the applicant wishes to furnish additional information it may be inserted on a separate sheet with appropriate references.

10. CERTIFICATES OF COMPLETED PROJECTS :

Certificates of similar projects listed in Form VIII & IX etc., from the clients in original, which can vouch the stability, technical know-how and capabilities in respect of the specialised fields of Bidders should be attached.

11. DECLARATION BY THE APPLICANT :

The declaration by the applicants that they are not having any connection directly or indirectly with Archives Department employees who are in charge of this work, should be signed and attested in the declaration form attached.

13. LIST OF TECHNICAL PERSONNEL AVAILABLE:

Applicant must have suitably qualified personnel to handle the project. Applicants shall provide the information on prime and alternate technical person who will be nominated for the work.

14. SITE VISIT:

If required, the implementation site of the work may be inspected by the applicant or his representative in consultation with the Director, Archives Department.

15. ADEQUACY OF STAFF (AND EQUIPMENT):

The applicant must have adequate staff (and equipment) for carrying out the works described in the Bid document, efficiently and in accordance with the time schedule.

16. OVERWRITING :

All overwriting or corrections shall be attested with applicant's initials in ink under seal.

PART II. - PRE-QUALIFICATION INFORMATION

1. LETTER OF TRANSMITTAL.(To be submitted in applicants letterhead with complete postal address, telephone no, fax no, and e-mail address)

Date: _____

To

The Director,
Kerala State Archives Department
Nalanda, Nanthencode,
Trivandrum, Kerala State, INDIA-695003

Sir,

Sub_:- Submission of application for pre-qualification of firms for **Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for Kerala State Archives Department .**

Having examined the details given in the invitation for pre-qualification of firms for the aforesaid project, we hereby submit the application for pre-qualification with relevant documents.

We hereby certify that all the statements made and the information supplied in the enclosed forms I to XI are true and correct. We also authorise the Kerala State Archives Department to approach Individuals, Employers, Firms and Corporations to verify our competence and general reputation.

Kerala State Archives Department and its authorised representatives are hereby authorised to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application.

Signature of the authorised signatory of the Applicant/Firm

Seal of the Applicant/Firm

Date :

I,..... (name of the authorised signatory)
hereby declare that I am not in any way related to any of Archives Department 's employees who is in charge of or having control of this work. I agree that if, at any stage it is found that this declaration is untrue, the bid security/performance security furnished by me will be forfeited and the contract entered will stand cancelled. It is understood that the relationship with Archives Department's employees referred to herein will be restricted to my Father, Mother, Son, Daughter, Brother, Sister, Direct Uncle, Nephew, Father-in-law, Mother-in-law, Brother-in-law, Sister-in-law and First cousins of the Officer concerned.

Signature of the authorised signatory of the Applicant/Firm

Place :

Date :

3. FORMS

FORM I

1.	Name of the Applicant/Firm	
2.	Nationality of the Applicant/Firm Head Office address Fax Number Telephone Number E – Mail	
3.	Year and place of the establishment of the company	
4.	Former name of the company, if any.	
5.	The Applicant is a) a propriety firm b) a limited company or limited corporation c) a member of a group of companies d) a subsidiary of a large corporation e) Joint venture consortia	
6.	Number of years of experience in Document Digitisation and Archiving :	
7.	Are you registered with any Government/Department/Public Sector Undertaking in India, (if yes, give details)	
8.	Do you intend to associate any other organisation for the works for which you are bidding? If so please give full particulars of that organisation separately.	

9.	Have you in any capacity ever not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	
10.	In how many projects you were imposed penalties for delay? Please give details.	
11.	In what other line of business are you financially interested?	
12.	Have you ever been denied tendering facilities by any Government/Department/Public sector Undertaking? (Give details)	
13.	Information regarding any current litigation in which the tenderer is involved	

Signature of the authorised signatory of the
Applicant/Firm

FORM - II

MEMBER OF A GROUP OF COMPANIES

(If the applicant is a member of a group of companies please give the following information otherwise state, 'not applicable')

1.	Name and address of Group	:	
2.	Name and address and description of other companies in the group.	:	
3.	Name and address of the Bankers	:	

Signature of the authorised signatory of the Applicant/Firm

FORM - III
SUBSIDIARY OF A LARGE CORPORATION

(If the applicant is a subsidiary of a large corporation please give the following information otherwise state, 'not applicable')

1.	Name and address of parent organisation	:	
2.	State the involvement if any, the parent company have in the project	:	
3.	Name and address of the Bankers	:	

Signature of the authorised signatory of the Applicant/Firm

FORM - IV

JOINT VENTURE

(If the applicant intend to enter into a joint venture for the project please give the following information otherwise state, 'not applicable')

1.	Name and address of joint venture	:	
2.	Name and address of all partners of joint venture	:	
3.	Name and address of the Bankers to the joint venture	:	

Certified that the following documents are attached

1. Details of the responsibility of the firm leading the joint venture and responsibility of other joint venture partners
2. Details regarding financial participation of each firm in the joint venture
3. Certified copy of the agreement to the joint venture

Signature of the authorised signatory of the Applicant/Firm

FORM – V

FINANCIAL STATEMENT

(Must be given separately for each partner in case of joint venture)

1.	Name of firm	:	
2.	Name of partners/Director	:	
3.	Capital		
	(a) Authorised	:	
	(b) Issued and paid-up	:	

Certified that the Balance sheet and profit and loss statement with auditors report for last 3 years are furnished along with the Pre-qualification Bid

Signature of the authorised signatory of the Applicant/Firm

Note :Fiscal year of the company can be followed.

FORM - VI

KEY TECHNICAL PERSONNEL IN KERALA STATE

Sl No	Name	Designation	Qualification	Experience in Years	Location

Signature of the authorised signatory of the Applicant/Firm

FORM- VII

**DETAILS OF SIMILAR WORKS COMPLETED AND APPLICANTS
PERFORMANCE FOR THE LAST 3 YEARS**

(in the following pro-forma).

Attach separate sheet for each work, With documentary proof. Details without documentary proof will not be considered.

1.Name of the work

2.Place and country

3.Name and address of the client

4.Clients Business

5.Total tendered cost:

6.Period of completion:

(i)Date of award of work:

(ii)Originally stipulated time limit:

(iii)Extended time limit, if any,

(iv)Date of completion

(v)Reasons for non-completion of work in stipulated time limit/ extended time limit (if applicable).

7.Were there any penalties/fines/stop notice/ compensation/ liquidated damages imposed (Yes or No). (If yes, give amount and explanation).

Signature of the authorised signatory of the Applicant/Firm

Letter in original from the clients certifying the successful completion of each project shall be submitted. Claims with out supporting certificates will not be considered.

FORM-VIII

DETAILS OF SIMILAR WORKS / COMMITMENT IN HAND

(in the following pro-forma)

Attach separate sheet for each work, With documentary proof. Details without documentary proof will not be considered.

1.Name of the work

2.Place and country

3.Name and address of the client

4.Clients Business(If not power utility, specify the business)

5.Total tendered cost:

6.Period of completion:

(i)Date of award of work:

(ii)Originally stipulated time limit:

(iii)Extended time limit, if any,

(iv)Reasons for non-completion of work in stipulated time limit/ extended time limit (if applicable).

7.Were there any penalties/fines/stop notice /compensation /liquidated damages imposed (Yes or No). (If yes, give amount and explanation).

Signature of the authorised signatory of the Applicant/Firm

Letter in original from the clients certifying the award of each work or attested copies of work orders shall be submitted. Claims with out supporting documents will not be considered.

FORM IX

DETAILS OF OFFICES IN KERALA

Complete address with telephone, fax, email.

Signature of the authorised signatory of the Applicant/Firm

FORM – X

ADDITIONAL INFORMATION.

Any further information which the applicant considers relevant in regard to the capabilities

Signature of the authorised signatory of the Applicant/Firm

**GENERAL INSTRUCTIONS
AND
TECHNICAL SPECIFICATIONS**

CONTENTS

1. Check List for Tenderer
2. General Instructions
3. Technical Specifications

Note to the Bidder

The Tenderer shall duly sign under seal on all the pages of the bid.

Check List for Tenderers

Tender should contain the following documents and details:

Envelope I

1. EMD
2. Agreement in format given in Annexure V
3. Pre-qualification Bid and Documents **signed on all pages under seal** (In duplicate).
4. Section II 'General Instructions and Technical Conditions **duly signed on all pages**
5. Documents to prove Experience

Envelope II

1. Price Bid in schedule given in the Tender form

A. GENERAL INSTRUCTIONS

1. Name of work:-

Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for State Archives Department , Government of Kerala.

2. Scope of the Work:-

- (a) Obtain raw scanned image using High –end planetary scanners, document camera
- (b) Perform image enhancing by retouching image of damaged documents.
- (c) Create digital versions as PDF/A files with all features of navigation
- (d) Incorporate metadata field like author, date of creation, title and key words.
- (e) The Department is in process of establishing a full fledged Digital Archives Management system with images stored in a relational database having features like users management,password protection, search facilities etc. The scanned images and related data shall be inserted in the above database and shall be compatible with above system. The user interface for inserting image and data like keywords, index etc will be available in Digital Archives Management system.
- (f) Provide training for staff for Record Management, Administration and Maintenance.
- (g) Perform quality assurance checks by ensuring that all pages of the set/document have been digitized, enhanced and achieved according to agreed file naming and digital preservation standards.

3. Submission of Tender:-

The TENDERS are to be submitted in two separately sealed envelopes. The first envelope should contain the EMD as per clause, stamped Agreement in form given in Annexure and Pre-qualification Bid along with all documents required to be submitted. This envelope should be superscribed “Envelope I – Pre-qualification Bid”. The second envelope should contain the Price Bid in the prescribed form. This envelope should be superscribed “Envelope III – Price Bid”. **The two envelopes should be put in one common envelope and sealed.** The common envelope should be superscribed with the full Tender No, Name of work and the date of opening and should be addressed to Director, Kerala State Archives Department, Nalanda, Thiruvananthapuram.

The documents in **Envelopes should be submitted in duplicate. The Tenderer shall duly sign under seal on all the pages of the bid.**

4. The Tender should be accompanied by the following documents:

Envelope I

- EMD
- Agreement in format given in Annexure

- Pre-qualification Bid and Documents signed on all pages under seal.
- General Instructions and Technical Conditions duly signed on all pages under seal
- Documents to prove Experience

Envelope II

- Price Bid in Prescribed form.

Tenderer should ensure that the the envelopes are superscribed properly and verified for contents before sealing the covers. Tenderers alone will be responsible for any wrong submission of Tenders and such Tenders are liable to be rejected.

5. Opening of Tenders:- The Tenders will be opened on the date and time of opening notified, in the presence of such of those tenderers or their authorised representatives who may be present at the time. After confirmation of the two envelopes in respect of all Tenderers, first one containing EMD, Agreement and Pre-qualification Bid will be opened. The price bid of those tenderers who have pre-qualified by the pre-qualification committee alone will be opened in a later date duly notified
6. Unless accepted in writing, the conditions of the Tender document will be valid and no extension for submission of Tenders will be granted on any account
7. The Archives Department is not bound to accept the lowest offer and is having absolute right to reject any or all the tenders without assigning any reason.
8. Jurisdiction: Courts situated in Thiruvananthapuram City alone will have jurisdiction on the Contract.
9. The Tenderers are required to comply with the statutory requirements in respect of the Tender submitted by them.
10. The language of the Tender should be English /Malayalam and the corrections, if any, should be attested under seal.
11. The Tender should be submitted by the authorised signatory.
12. The Tenderers are to be aware of the conditions of the locations of work and should have a clear idea of the plan of action.
13. The Tenderer should be a reputed **Solution Provider** having sound technical and financial capabilities and also having strong service network in Kerala.
14. The intending tenderer should have offices in the state. The tenderer is required to submit along with the Pre-qualification Bid the full address including the telephone and fax numbers of the above offices. The list of technical service personnel and their

qualifications shall also be submitted along with the Pre-qualification Bid in the prescribed form.

15. At any time prior to the deadline for submission of Tenders, Archives Department may, for any reason, whether at its own initiative or in response to a clarification requested by any prospective Tenderer, modify the Tendering documents by amendment.
16. The amendment will be notified in writing or by fax to all prospective Tenderers which have received the Tendering documents and will be binding on them. The amendment will be attached to the Tendering documents sold subsequently.

SPECIAL CONDITIONS

- (1) The records are of varying form sizes from A5 to A0 vast majority ben legal size. A uniform rate shall be quoted for all sizes
- (2) The work is to be carried out at the Regional Archives, Ernakulam
- (3) Time allowed for completion of work is 6 months
- (4) Documents shall not be taken outside the premises of Regional office of State Archives.
- (5) The tenderer should bring all the necessary hardware for the digitization work like High end documents scanners, digital cameras, PCs, CD's etc.
- (6) Bound volumes if unbundled shall be restored to the original form as per archiving standards
- (7) Electricity and space for installing scanner will be provided.

B. COMMERCIAL CONDITIONS

1. **Earnest Money Deposit (E M D):-** The amount of E M D for the Tender is given in the Tender Notification. No adjustments against any other pending payments to the tenderer from the ARCHIVES DEPARTMENT are allowed. E M D may be given in Cash or by Demand Draft in favour of Director, Kerala State Archives Department payable at Trivandrum. Cash may be paid at the cash counter at the ARCHIVES DEPARTMENT.. Tenders without EMD will be rejected.

Bank Guarantee is not acceptable. The EMD will be released after the successful bidder has furnished the Security Deposit.

2. **Security Deposit:-** The successful tenderer shall, before he enters in to an agreement in writing, deposit a sum equivalent to 5% of the value of the contract. The Security Deposit may be in the form of Cash, Demand draft or Bank Guarantee (BG). The BG shall be from a Nationalised Bank having branches in Thiruvananthapuram , in the prescribed form (Annexure III) with a validity period covering the entire warranty period. Demand Draft shall be favouring Director, Kerala State Archives Department payable at Trivandrum. The Security Deposit will be released after the successful completion of contract period.

- 4. Agreement:-** The successful Tenderer, immediately on receipt of the order should return the marked copy duly acknowledged in token of acceptance and should execute the agreement in stamp paper worth Rs. 100/- in the prescribed format (Annexure II) within 10 days from date of receipt of the order.
- 5. Delivery, Installation and Commissioning:-** The work shall be completed within the stipulated time at the prescribed location. Failure shall lead to automatic cancellation of the work order unless work order is extended on or before the expiry of the completion date. In such cases the contract ceases and the security deposit will be forfeited..
- 6. Liquidated Damages:** In case the contractor could not perform the agreement within the specified period and if he applies for extension of time on sufficient reasons before the expiry of the above period and if extension is not granted, liquidated damages will be charged @ 1% per week of the value of contract or balance contract to be performed subject to a maximum of 10%. In case the contract is not completely and satisfactorily performed within the extended period of placement of order, ARCHIVES DEPARTMENT has the right to terminate the contract and forfeit the Security Deposit.
- 7. Rate:-** Price quoted should be firm in all respects for a period of three months from date of opening of the tender. Price variation clause will not be entertained. The prices quoted should be inclusive of all taxes, freight, installation charges and other levies if any. This should be as per the price schedule enclosed in the tender document. However basic price, duties and taxes may be shown separately with the total cost. Any reduction of duties / taxes will be passed on to the purchaser.
- 8.** The tenders will be evaluated based on the total amount quoted for all the items taken together.
- 9. Completion Period:** The work shall be completed as per the conditions of the contract within six months from the date of receipt of the Work Order.
- 10. Payment:-**Invoices in duplicate are to be raised in the name of the Director, Kerala State Archives Department, Nalanda , Thiruvananthapuram – 695003. Payment of the total value of the work will be made on certification by Authorised Officer in charge of the work after successful completion of the work .
- 11. Training:-**Training is to be imparted to required persons of Kerala State Archives Department about the basic operation and simple maintenance of the System at no extra cost.
- 12.** Information contained in the documents are not to be stored in any other medium other than the specified one for the project and should not be passed to any outside agency or used without the written permission of the Director of Archives.
- 13.Careful Handling-The paper documents may be in a brittle condition and the technician concerned shall take all care to handle them & with utmost ease.**

- 14. License:-** For the Operating System and other packages, the license should be in the name of Kerala State Archives Department.
- 15. Taxes:-** D forms can be issued for billing to avail sales tax concession, if required. The percentage of Taxes and Duties taken in the Tender, if any, should be indicated clearly. If there is any reduction in the percentage on the rate of Taxes & Duties, the same should be passed on to ARCHIVES DEPARTMENT . The documents relating to the percentage of Taxes & Duties should be presented along with the invoice.
- 16. Transport and handling:-** The expenses for transporting the items to various locations, handling at the locations etc. will be to the Contractor's account.



Government of Kerala

KERALA STATE ARCHIVES DEPARTMENT

Tender No No. GU-416/09/SA

Name of Work: Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for the Department of Archives, Government of Kerala

PRICE SCHEDULE

SCHEDULE

Item Specification	Rate per page (Rs.)	Amount (Rs.)
<p style="text-align: center;">Digitization of Paper Records at Regional Archives, Kozhikkodu compatible with Archive Management Software developed for Kerala State Archives Department</p> <p style="text-align: center;">Taxes and Duties</p> <p style="text-align: right;">Total</p>		

Total Quoted Price in words: Rupees.....

Scope of Work:

Obtain raw scanned image using High-end planetary scanners .Perform image enhancing by retouching image of damaged documents. Create digital versions of PDF/A files with all features of navigation. Incorporate metadata field like author, date of creation, title and key words.

Provide training for staff for Record Management, administration and Maintenance. Perform quality assurance checks by ensuring that all pages of the set/document have been digitized, enhanced and achieved according to agreed file naming and digital preservation standards.

Company Seal

Signature of the Tenderer
Name & Address