

2025

RajCOMP Info Services Limited (RISL)

Empanelment for Digitization &
Microfilming of Records of Govt.
Departments for one year (After Prebid)

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**Empanelment for Digitization & Microfilming of Records of Govt. Departments for one year
(After Prebid)**

Reference No. F4.3(513)/RISL/Tech/2022/736

Date: 07-05-2025

Mode of Bid Submission	Online through e-Procurement/ e-Tendering system at http://eproc.rajasthan.gov.in
Procuring Authority	Managing Director, RISL, First Floor, C-Block, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Start Date & Time/End Date & Time of Submission of Bid	As per NIB
Pre-Bid Meeting Date & Time	As per NIB
Date & Time of Opening of Technical Bid	As per NIB

Bidding Document Fee: INR 5,000/- Only

RISL Processing Fee: INR 2,500/- Only

Name of the Bidding Company/ Firm:			
Contact Person (Authorised Bid Signatory):			
Correspondence Address:			
Mobile No.		Telephone & Fax Nos.:	
Website & E-Mail:			
<p align="center">RajCOMP Info Services Limited (RISL) First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Raj.) Phone: 0141- 5103902 Fax: 0141-2228701 Web: http://risl.rajasthan.gov.in</p>			

ABBREVIATIONS & DEFINITIONS

Act	The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) and Rules thereto including subsequent amendments, if any, and as applicable
Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bid/ e-Bid	A formal offer made in pursuance of an invitation by a procuring entity and includes a proposal and/ or quotation.
Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents. Also called as EMD.
Bidder	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity
CMC	Contract Monitoring Committee
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Managing Director, RISL, and Govt. of Rajasthan in this bidding document.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement
Day	A calendar day as per GoR/ Gol.
Digitization	Scanning & Digitization of physical Records/Documents
DMS	Document Management System
DVD-R	DVD-Recordable i.e. DVD can be written once and read arbitrarily many times
RISL	RajCOMP Info Services Ltd., Government of Rajasthan.
e-GRAS	Online Government Receipts Accounting System (e-GRAS) is an e-Governance Initiative of Government of Rajasthan under Mission Mode Project category and is part of Integrated Financial Management System (IFMS). E-GRAS facilitates collection of tax/ non-tax revenue in both the modes: online as well as manual. All types of government revenue may be deposited online using this website: https://egras.raj.nic.in/
Estimated Bid Value	Value of subject matter of procurement mention in bidding documents by the Procuring Entity
FOR/ FOB	Free on Board or Freight on Board
Gol/ GoR	Govt. of India/ Govt. of Rajasthan
IFB	Invitation for Bids (A document published by the procuring entity

	inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
INR	Indian Rupee
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
ITB	Instruction to Bidders
LD	Liquidated Damages
LE500	Life Expectancy of Five Hundred Years for exposed & processed Microfilming Roll
LoI	Letter of Intent
Microfilming	Microfilming of Digital images/documents
Digital Preservation	Digital preservation aims to make digital content readily available to future users, regardless of technological changes
NCB	A bidding process in which qualified bidders only from within India are allowed to participate
NIB	Notice Inviting Bid
Notification	A notification published in the Official Gazette
PAN	Permanent Account Number
BG	Bank Guarantee
PC	Procurement/ Purchase Committee
Performance Security Deposit (PSD)	Performance Security Deposit is the security which is submitted by the bidder against the work order received.
PQ	Pre-Qualification
Procurement Process	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
Procurement/ Public Procurement	The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and “procure” or “procured” shall be construed accordingly
Project Site	Wherever applicable, means the designated place or places.
Purchaser/ Procuring Entity	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer. RISL, GoR in this RFP document.
RFP/ Bidding Document	Request for Proposal (Bidding document), an early stage in procurement process, issuing an invitation for suppliers, through a bidding process, to submit a proposal on a specific commodity or service.
GST	Goods and Services Tax

Services	Any subject matter of procurement other than goods or works and includes physical, warranty, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity
SLA	Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.
State Government	Government of Rajasthan (GoR)
State Public Procurement Portal	http://sppp.rajasthan.gov.in
Subject Matter of Procurement	Any item of procurement whether in the form of goods, services or works
TIN	Tax Identification Number
TPA	Third Party Auditors
ReAMS	Rajasthan e-Archival Management System
UAT	User Acceptance Testing
Unbalanced Bid	Any bid below more than fifteen percent of Estimated Bid Value
Unbalanced Bid Amount	Positive difference of eighty five percent of Estimated Bid Value minus Bid Amount Quoted by the bidder
WO/ PO	Work Order/ Purchase Order

NOTICE INVITING BID (NIB)

Reference No. F4.3(513)/RISL/Tech/2022/ 736

Date: 07-05-2025

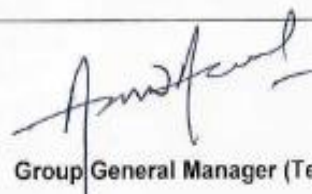
Unique Bid No. RIS 2526WL0B00004

Name & Address of the Procuring Entity	<ul style="list-style-type: none">• Name: Managing Director• Organisation: RajCOMP Info Services Limited (RISL)• Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)											
Name & Address of the Project Officer In-charge (POIC)	<ul style="list-style-type: none">• Name: Sh. Aqeel Ahmed• Designation: Group General Manager (Technical)• Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)											
Subject Matter of Procurement	Empanelment for Digitization & Microfilming of Records of Govt. Departments for one year											
Duration of Empanelment	1 year and may be extended further for one year as per RTPP Act & Rules											
Bid Procedure	Single Stage- One Part/Envelope, open competitive bidding (e-Procurement) e-Bid procedure at https://eproc.rajasthan.gov.in .											
Bid Evaluation Criteria (Selection Method)	Technical Responsiveness Bidder may participate in Package A or Package B or both the packages.											
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none">• Websites: https://sppp.rajasthan.gov.in, https://eproc.rajasthan.gov.in, https://www.doitc.rajasthan.gov.in, https://risl.rajasthan.gov.in• Bidding document fee: Rs.5000/- (Rupees Five Thousand only) in Banker's Cheque/Cash/Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".• RISL Processing Fee: Rs.2500/- (Rupees Two Thousand Five Hundred only) in Banker's Cheque/Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".											
Bid Security and Mode of Payment	<table><tr><th>Package No.</th><th>Package Items/ Services</th><th>Bid Security (in INR)</th></tr><tr><td>1.</td><td>Package-A, Scanning & Digitization of Records of Govt. Departments</td><td>INR 2,00,000/-</td></tr><tr><td>2.</td><td>Package-B, Microfilming of Digitized Records of Govt. Departments</td><td>INR 50,000/-</td></tr></table> <ul style="list-style-type: none">• Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee (in specified format in Annexure-8: Bid Security Format), of a Scheduled Bank• Bid Security shall be in favour of "Managing Director, RISL" payable at "Jaipur"			Package No.	Package Items/ Services	Bid Security (in INR)	1.	Package-A, Scanning & Digitization of Records of Govt. Departments	INR 2,00,000/-	2.	Package-B, Microfilming of Digitized Records of Govt. Departments	INR 50,000/-
Package No.	Package Items/ Services	Bid Security (in INR)										
1.	Package-A, Scanning & Digitization of Records of Govt. Departments	INR 2,00,000/-										
2.	Package-B, Microfilming of Digitized Records of Govt. Departments	INR 50,000/-										
Period of Sale of Bidding Document (Start/ End Date)	<ul style="list-style-type: none">• Start Date: 07/05/2025 at 05:30 PM• End Date: 03/06/2025 at 04:00 PM											
Date/Time/Place for Pre-bid meeting	<ul style="list-style-type: none">• Date: 14/05/2025• Time: 03:00 PM• Place: Board room, RISL, First Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan).• Last date of submitting clarifications requests by the bidder (Along with Tender Fee Proof): 15.05.2025 upto 05:30 PM• Place: Queries can be submitted online at the following email address: aqueel.risl@rajasthan.gov.in											
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none">• Manner: Online at eProc website (https://eproc.rajasthan.gov.in)											

	<ul style="list-style-type: none"> Start Date: 23/05/2025 at 05:30 PM End Date: 03/06/2025 at 04:00 PM
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	Upto 03/06/2025 till 3:00 PM
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none"> Date: 03/06/2025 Time: 05:00 PM Place: RISL, Board Room, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Bid Validity	90 days from the bid submission deadline

Note:

- 1) Bidder (authorised signatory) shall submit their offer on-line in Electronic formats for technical proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.
- 2) *In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee as specified in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee, RISL Processing Fee and Bid Security should be drawn in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.
- 3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 4) RISL will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 5) Bidders are also advised to refer "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.
- 6) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by DoIT&C, GoR on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot.
Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days)
e-mail: eproc@rajasthan.gov.in
Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
- 7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
- 10) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.



Group General Manager (Technical)



RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

email: info.risl@rajasthan.gov.in
website: www.risl.rajasthan.gov.in
CIN: U77220RJ2010SGC033185

Ref. F4.3 (513)/RISL/Tech/2022/ 1092

Date: 22-05-2025

Corrigendum

The revised date for Start/ End Date for the submission of bids, Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee and Date/ Time/ Place of Technical Bid Opening for "Empanelment for Digitization & Microfilming of Records of Govt. Departments for one year" (NIB reference number F4.3(513)/RISL/Tech/2022/736, dated 07-05-2025, UBN No. : RIS2526WLOB00004 are as follows:

Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none"> • Manner: Online at eProc website (https://eproc.rajasthan.gov.in) • Start Date: 11/06/2025 at 05:30 PM • End Date: 24/06/2025 at 04:00 PM
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	Upto 24/06/2025 till 3:00 PM
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none"> • Date: 24/06/2025 • Time: 05:00 PM • Place: RISL, Board Room, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)

This date modification will supersede all reference made to this regard.


(Aqeel Ahmed)
CGM (Technical)
RISL

1. PROJECT PROFILE & BACKGROUND INFORMATION

1. About the Department

RajCOMP Info Services Ltd. (formerly RajCOMP) is a fully owned Government of Rajasthan Company; it is a leading consulting organization in the field of Information Technology. RajCOMP Info Services Ltd. (RISL) operates under the aegis of Government of Rajasthan.

RISL is designated State Designated Agency (SDA) for implementation of NeGP Components i.e. State Data Centre (SDC), State Wide Area Network (SWAN), Common Service Centre (CSC), State Service Delivery and other State's Mission Mode Projects (MMPs) and Facilitate State Government for implementing e-Procurement Project.

RISL takes up the activities of procuring and outsourcing of hardware, software, networking components and other products and services on behalf of Government Departments/ Organization(users)..

2. Need & Benefits of the Project

The selected bidder/Agency would help RISL/External Govt. Departments in digitization of physical records and microfilming of digitized images/documents as and when required. This will facilitate RISL/External Govt. Departments in delivering intended services timely and effectively with proper care taken off by the selected bidder (s) / agency regarding the digitization & microfilming of records.

3. Project Objective

The main objectives of the project are primarily Preservation and Accessibility of rare documents through digitization, microfilming & web technology.

A. Preservation

Preservation of all the artefacts like and other department documents etc. is the foremost objective. Once the documents digitized and/or microfilmed, preservation of the original can be ensured for a much longer period as the need to handle the physical documents would be eliminated or minimized to a great extent since digital document would be made available through an online Portal. Digitization & Microfilming as a security & precautionary measures against loss of valuable records by fire, flood, war, sabotage, etc. Microfilm adds migration free life of 500 years to digitized documents irrespective to digital technology change in hardware & software after 2-3 years and risk of nuclear war.

B. Accessibility and Availability

Rajasthan e-Archival Management System (ReAMS) Portal allows to access the records of govt. departments to department users online. Department users, researchers and citizens can search and access the documents on ReAMS Portal. This will improve the speed and convenience of accessing the documents and information kept by the Departments. All records would be linked based on subjects, keywords, notes or any other criteria making a tremendous amount of data easily available on any subject matter enhancing search ability. Once digitized documents are

microfilmed they can be accessed anytime using microfilm reader till 500 years without risk of frequent digital technology migration and risk of nuclear war.

4. Stakeholders

The project shall deliver benefits to various stakeholders associated with the project which has been identified as:

- a. User Departments: Departments/PSUs of Govt. of Rajasthan which requests for digitization/ microfilming work
- b. RajCOMP Info Services Ltd. (RISL)
- c. Department of Information Technology & Communications (DoIT&C), Government of Rajasthan
- d. Selected bidders / Implementation Agencies
- e. Citizens

PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

1.1. A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria:

S. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	<p>The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement</p> <p>OR</p> <p>A company registered under Indian Companies Act, 2013</p> <p>OR</p> <p>A company registered under Indian Companies Act, 1956</p> <p>OR</p> <p>A partnership firm registered under Indian Partnership Act, 1932.</p> <p>OR</p> <p>A Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 2008</p>	Copy of Certificates of incorporation/ Certificate of Registration
2.	Financial: Turnover	<p>For Package – A (Scanning & Digitization)</p> <p>Average Annual Turnover of the bidder for Digitization during the financial years i.e. (2021-22, 2022-23 and 2023-24) as per the last published audited balance sheets should be at least Rs. 7.00 Cr.</p> <p>For Package – B (Microfilming)</p> <p>Average Annual Turnover of the bidder for microfilming/microfiche during the financial years i.e. (2021-22, 2022-23 and 2023-24) as per the last published audited balance sheets should be at least Rs. 1.00 Cr.</p>	CA Certificate with CA's Registration Number/ Seal with UDIN
3.	Financial: Net Worth	The net worth of the bidder as on 31/03/2024 should be Positive.	CA Certificate with CA's Registration Number/ Seal with UDIN
4.	Tax registration	The bidder should have a registered number of	<ul style="list-style-type: none"> • Copies of PAN • GST registration

	and clearance	1. GST IN where his business is located 2. Income Tax/PAN Number	Certificate/ Number • Copies of relevant certificates of registration
5.	Technical Capability	<p>The bidder must have completed/partially completed project(s) in India (Work order should be only from Government/ Semi-Government/PSU and Work Order date should be on or after 1st April 2020) having following scope of work:</p> <p>A. <u>For Package A- (Scanning & Digitization)</u> One digitization related project (Single Work Order) of value not less than Rs. 1.0 Cr. OR Two digitization related projects (Single Work Order for each project) of cumulative value not less than Rs. 1.25 Cr.</p> <p>B. <u>For Package B- (Microfilming)</u> One microfilm/microfiche project (Single Work Order) of value not less than Rs. 30.00 Lakhs or Two microfilm/microfiche projects (Single Work Order for each project) of cumulative value not less than Rs. 40.00 Lakhs</p>	Project reference for each project as per Annexure-7 AND Work Order + Work Completion Certificates from the Client OR Work Order + Self Certificate of Completion (Certified by the CA) OR Work Order + Phase Completion Certificate from the client/ CA Certificate mentioning the amount of remittance of Work Completed Note: All CA Certificate with CA's Registration Number/ Seal with UDIN
6.	Certification	1. ISO 9001:2015 2. ISO/IEC 27001:2013	Copy of valid certificates
7.	Mandatory Undertaking	Bidder should: - a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of	A Self Certified letter as per Annexure-4: Self-Declaration

		<p>false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>c) not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Comply with the code of integrity as specified in the bidding document.</p>	
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Note:

- (i) Bidder may participate in Package A or Package B or both the packages.
- (ii) Bidder shall submit relevant documents only.
- (iii) All the submitted documents shall be sealed and signed by the Authorised Signatory.

2. In addition to the provisions regarding the qualifications of the bidders as set out in (1) above:
- a. The procuring entity shall disqualify a bidder as per the provisions under “Clause: Exclusion/ Disqualification of bids in Chapter-5: ITB”.
 - b. The procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to pre-qualify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

2. SCOPE OF WORK, DELIVERABLES, MILESTONES and TIMELINES

The objective of the RFP is to select Agency(s) specialized in digitization of records/maps/etc. and microfilming of digitized images/documents on Empanelment basis for a period of one (1) year, from with the successful bidders and may be further extended for one (1) year as per RTPP Act & Rules.

The limited tender/bidding process within the empanelled firms will be carried out for new requirement/scope by defining requirements/scope and quotes would be obtained from the participating empanelled firm.

However, Tentative Scope of work is mentioned in this chapter.

During the period of empanelment, RISL may place multiple work orders to the selected bidder(s) for any no. of units up to the validity of the empanelment. However, this empanelment doesn't ensure necessarily placing of a work order by RISL to the selected bidder(s).

Digitization/microfilming work may be performed for any locations at district/division level in Rajasthan as per requirement of user department or any other department of Govt. of Rajasthan

2.1. Package A- Scanning & Digitization

The selected bidder(s) shall scan, digitize the records/documents of various Govt. Departments of Government of Rajasthan through this empanelment.

Digitization of various documents types like historic records, manuscripts, office documents, etc. in the form of binded books, files, loose papers etc. shall be performed through this empanelment.

Some of the manuscripts of MAAPRI, Tonk are in different materials such as palm leaf, birch bark, cloth etc. and in languages such as Sanskrit, Tamil, Telugu, Arabic, Persian, Bengali, Malayalam etc. The documents will be in different languages such as Persian, Arabic, Hindi, English etc.

The selected bidder(s) shall digitize the records/documents using appropriate scanning and digitization hardware, software, etc. provided by the selected bidder to ensure best quality digital images in JPG, TIFF & PDF/A format as per latest archival standard.

Digitization daily progress shall be tracked through online application software provided by RISL. Selected bidder(s) shall submit required digitized documents and their data on daily/regular basis on RISL software one by one or in bulk. Selected bidder(s), Department & RISL QC/Verification shall be done only on RISL software. After user department QC, external hard drive shall be provided by selected bidder(s) to Department/RISL to handover backup copy of final digitized documents & data to Department.

2.1.1. Educational Qualification & Experience of Manpower

A unit shall consist following manpower (but not limited to), as per requirement of project. Detail requirement will be intimated at the time of placing the work order.

S. No.	Role	Required Qualification and Experience
1.	Scanning Manager/Site In Charge	<ul style="list-style-type: none"> Graduate with minimum 5 years experience in managing digitization projects in India. Experience of working on Digitization Software, Web Application, EPR Solutions, MSWord, MS Excel, Database System, Document/Data Management, FTP, Computer Networking and other technological skills required for digitization project.
2.	QC Executive	<ul style="list-style-type: none"> Graduate with minimum 2 years experience in digitization projects in India. Experience of working on Web Application, EPR Solutions, MS Word, MS Excel, Document/Data Management, FTP, Computer Networking and other technological skills required for digitization project.
3.	Metadata Executive/Subject Expert	<ul style="list-style-type: none"> Graduate with minimum 2 years experience of data entry work in digitization projects
4.	Scanning Executive	<ul style="list-style-type: none"> Graduate with minimum 2 years experience of scanning work in digitization projects
5.	Document Executive	<ul style="list-style-type: none"> Graduate with minimum 2 years experience of document management in digitization projects
6.	Language Expert (Arabic/Persian/Urdu/etc.)	<ul style="list-style-type: none"> Fazil/Aalim/Post-Graduate/Graduate in same Language (Arabic/Persian/Urdu/etc.).

2.1.2. Identification and Planning

- The selected bidder(s) shall assess the type, volume and condition of the physical documents to be digitized of the concerned departments
- Finalize the logistics of data digitization activity to be held at office level/district level/state level.
- Based on the type, logistics and volume of documents to be digitized, the selected bidder shall identify and set up the following IT infrastructure (but not limited to) in adequate numbers-
 - Desktops/Laptops
 - Scanners
 - Power Backup (for all Digitization hardware deployed by selected Bidder)

- IV. Local Server (for storage of Digitized Raw Image, Master Image & Web Image and uploading of final digitized documents and data)
- V. Required team(s) of manpower as mentioned above at point no. 2.1.1 of Scope of Work.
- d. The selected bidder shall ensure smooth execution of digitization project by providing appropriate maintenance and backup of deployed digitization/IT infrastructure/manpower.
- e. The selected bidder shall prepare a detailed work plan with the logistics of (whether at office level/district level/state level), milestones and timelines (as per work order) for the digitization process for the concerned department with their consultation and also submit to RISL.
- f. The selected bidder shall adhere to standard methodologies of digitization while preparing the work plan.
- g. The work plan will be approved by the concerned department. This work plan once approved by the concerned department shall form the basis of monitoring the progress of work on this project. The work plan should also take into account the prioritization of the documents to be digitized as decided by the concerned department. Complete monitoring and reporting of digitization project will be on application software provided by RISL.
- h. The work plan should be with minimum exposure/movement of documents and bidder also needs to ensure that there is minimum requirement for repetitive exchange of documents, after completion of scanning work. Work cycle should be completed within one week for a lot of documents, including bidder verification on application software of RISL. Selected bidder also needs to ensure that there will not be correction/re-work of more than 5% for Scanning, Digitization, meta-data entry, Data entry of legacy files/documents.
- i. Bidder needs to have back-up for all hardware, equipment and manpower, etc. so that work flow not get affected for digitization work.
- j. The user department shall provide the basic infrastructure for digitization work to the selected bidder like internet connectivity, electricity, water, tables, chairs, space, etc. without any cost to the selected bidder.
- k. The security, maintenance & insurance cost of the equipment etc. will be borne by the selected bidder. The cost of travel and transportation involved during the digitization process shall also be borne by the selected bidder.
- l. Scanning may be in simplex and duplex mode as per requirements of User Department.

2.1.3. Data Digitization Process-

The selected bidder shall follow below mentioned steps for digitizing the data:

I. Pre-Scanning-

- a) The selected bidder shall collect the scannable documents/records (containing page number, if pages are not numbered in documents then ensure to get page numbering done by user Department before accepting documents for scanning) to be digitized from the concerned department. The selected bidder shall maintain an **Inward-Outward Log Register** online/offline which will record the received documents. The log register shall contain following details but not limited to:

- i. Name of the document collected
 - ii. Size of the pages in document (A4, legal, A3, etc.) along with the count
 - iii. Total number of pages in the document (collected)
 - iv. Collected from (Official Name & Designation and signature with seal)
 - v. Collected by (Vendor's representative)
 - vi. Date of Collection
 - vii. Expected date of return
 - viii. Total number of pages in the document (returned)
 - ix. Total number of pages digitized in the document
 - x. Returned to (Official Name & Designation and signature with seal)
 - xi. Returned by (Vendor's representative)
 - xii. Actual date of return
 - xiii. Any other details, if any will be decided by the user department/RISL with the successful bidder before start of project
- b) The received records will be transferred to document executives who will prepare it for scanning during which following activities will be performed on the documents to make it scannable and to enhance the life of physical documents which would include:
- i. Sorting of documents, documents segregation and additional de-stapling, creasing (removing wrinkles etc.), dusting, applying tape to torn pages, trimming crumpled documents as may be required.
 - ii. Segregating and categorizing the documents on the basis of document type and the condition as well as importance from the preservation perspective.
 - iii. De-tagging, if required.
 - iv. Blank sheet / barcode have to be inserted after each document as an identifier between two documents, which is recognized by the application software provided by the selected bidder as a file separator.
- c) The documents will be separated by selected bidder for batch scanning.
- d) In general binding is not allowed to be taken out as it may damage the manuscripts however in some cases where it is absolutely necessary, due care should be taken to remove the binding and rebind them using sophisticated methods and to restore the original form.
- e) The selected bidder should conduct thorough quality check before sending any document for scanning which includes visibility, readability, numbering, discrepancies, any data loss due to tight binding, scan readiness, etc.
- f) The selected bidder shall return the documents as in the condition it was handed over to them.
- g) In case of historical documents and manuscripts, operators shall wear surgical gloves so as not to damage any of the manuscripts and soft bristled paint brushes shall be used to wipe away accumulated dust and dirt as necessary.
- h) All pre digitization activities like, cleaning and improving legibility of the manuscript will be ensured by agency prior to handing the manuscripts over for digitization

II. Scanning & Digitization

- a) Depending on the type and condition of the document and requirement of user department, the selected bidder shall deploy the different types of scanners like automatic document feeder (ADF) scanner, flatbed scanner, overhead scanner, overhead book scanner, etc.
- b) The selected bidder shall scan and digitize the records/documents of the concerned department in b&w/grey/color.
- c) Selected bidders(s) shall update the daily progress of digitization work on RISL software.
- d) The records shall be digitized at minimum 200 dpi in b&w/grey or 300 dpi in color with appropriate scanner for concerned department's requirements. In case the documents are not legible, it needs to be scanned on high resolution i.e. 600 dpi or higher as per requirement of user department/RISL. No extra payment shall be made for the same.
- e) Historical documents and manuscripts shall be digitized at minimum 300 to 600 dpi using high quality overhead book scanner as per requirement of user department. User department shall finalize DPI value for each document type and communicate the same to bidder and RISL before starting of the digitization work.
- f) The scanner shall be equipped with lights, capable of scanning images in TIFF, JPEG and PDF/A formats and having software options like upgrade to color, batch scan wizard, adjusting color depth, direct export to preferred graphics application, modifying images, automatic crop, document management with automatic naming, conversion of raster images etc.
- g) The selected bidder shall ensure that the originality of the document shall be maintained.
- h) Page size of the physical file can vary across departments and within file also.
- i) The selected bidder shall perform following indicative image enhancement activities:
 - The quality of scanned images are enhance to the optimum level
 - Perform skew, de-skew activities on the scanned document to make the image straight
 - Cropping and cleaning of images like removal of black noises around the text, providing margins around the text as per the original document.
- j) No document/page shall be scanned more than once and no blank pages shall be scanned even if they are part of file.
- k) After scanning of documents, total number of physical pages will be matched with total number of images scanned and if some images are missing then those will be inserted in the batch at this level only.
- l) Final images shall be prepared in JPG, TIFF & PDF/A as per latest archival standard.
- m) The order of the pages should be same in both physical file and digitized file. Physical file page ordering shall be considered as reference.
- n) For each record, Raw Image (Lossless TIFF), Master Image (cleaned - JPG, TIFF & PDF/A), Web Image (cleaned – compressed PDF/A) record types must be stored in local server. Master Image and Web Image documents shall be uploaded along with Metadata in RISL application on daily basis. On RISL/User Department request Raw Image, Master Image and Web Image documents must be provided in external hard drive for testing work quality. The PDF/A output shall be capable of being watermarked with the image approved by the RISL/user department.

- o) In case of images with printed English text, the output PDF/A document should be searchable. Searchable PDF/A should be created in one single step by processing the input image.
- p) Selected bidder shall perform the OCR (only in English language) on the document with 95% accuracy, so that the documents can be searched using the text in the document. The user department may relax the accuracy of OCR, as per document condition and it will be decided at the time of placing of work plan submitted by Bidder.
- q) Quality check (Scanned images) - Quality check after scanning is of utmost important. Images clearing this QC will lead to movement of documents in metadata entry phase. The selected bidder shall ensure following QC activities in this stage:
 - i. No page has been scanned twice. Payment for extra scanning will not be made to the selected bidder.
 - ii. Ensure that blank pages are not scanned
 - iii. Check scanned records for dpi image, quality, format, Noise removal etc.
 - iv. 100 % on screen validation for all scanned images and submit the log for 100 % QC work done along with QC certificate generated from application software of RISL.
 - v. Check that all records obtained from the department have been scanned and no document has been missed out.
- r) The selected bidder shall perform application software based 100% QC of digitized documents at no extra cost to the concerned department/RISL.
- s) The selected bidder shall appoint skilled and qualified manpower for QC purpose and should not be the part of scanning and data entry team as mentioned above at point no. 2.1.1 of Scope of Work.
- t) Meta data Entry- Metadata stores information related to the scanned images/document. The selected bidder shall define the metadata for scanned documents in consultation with concern department. Accurate metadata should be captured for all scanned images/document so that becomes the base for all future search and transactions. Metadata entry is done by adding appropriate tags to each scanned document
 - i. The selected bidder shall create detailed metadata as per requirements that will be specified by the concerned departments conforming to international standards (Dublin Core). The concerned departments shall provide key resources/ domain experts to be involved in the cataloguing activity. The metadata may contain following values but not limited to-
 - Title
 - Creator
 - Subject
 - Description
 - Publisher
 - Contributor
 - Date
 - Type
 - Format
 - Identifier

- Source
 - Language
 - Relation
 - Coverage
 - Rights
- ii. Barcode of archival records and AI based scanning of metadata
 - iii. The metadata format will be finalized by the concerned user department during the requirement finalization.
 - iv. The selected bidder shall ensure that correct metadata entry shall be done by metadata entry operators. The selected bidder should correct all such errors at no extra cost.
 - v. The selected bidder should deploy adequate manpower to ensure that correct metadata entry in English and Hindi (Unicode) is done. Language details for all records should be captured in language metadata tag. The selected bidder should capture language details of each document type at the beginning of the entire metadata entry activity.
- u) Quality check after metadata entry- Quality check after metadata entry is very important. Images clearing this QC will lead to submission of the documents to the concerned department for acceptance. QC activities in this stage are:
 - a. The selected bidder shall do 100% on screen validation and submit log for 100% QC work done along with QC certificate generated from application software of RISL.
 - b. The selected bidder shall check the documents for the following:
 - I. Whether all required metadata fields have been captured
 - II. Whether the metadata captured is correct
 - v) Generate a report from application software, identifying mismatch between the number of documents submitted for scanning and number of documents scanned.
 - w) The bidder will ensure the quality of work and all the digitized data/images should be clearly visible and up to satisfaction of concern user department
 - x) Bidder shall take special care while scanning historical documents and manuscripts of departments like MAAPRI, Tonk & RSAD, Bikaner, etc.:
 - a. Backing all originals with a bright white opaque paper is necessary for better scanning results. Black backing is allowed to use in some cases such as minimizing bleed-through from the back.
 - b. Illustration and charts shall be scanned separately and merged with the text at the appropriate location. While capturing image of illustration especially when they are crated using metal such as silver, special care should be taken to avoid oxidation.
 - c. Original raw image shall be saved as per Raw Master Image Specification. No cropping is allowed.
 - d. The raw image shall be processed to remove dirt, worm marks, water marks, noise, shadow, scratch marks, skew etc. After cropping the image, a small border should be visible around the entire document. If there is important information in the border of the document, then the entire border will remain in the cleaned image including the full border.

- e. Adjustment of brightness and contrast, gamma correction, sharpening and blurring, removing patterns and adjusting colors will also be the part of Image Processing.
- f. Cleaned image shall be saved as per Clean Master Image Specification.
- g. A derivative Access image namely PDF/A image will be derived from the cleaned image.

III. Post Scanning

- a) At the end of scanning/digitization process, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. Each page shall be serially arranged and shall be counted while giving the documents back to the concerned department.
- b) Appropriate entries should be made in the inward/outward register online/offline in presence of the vendor representatives and departmental officials who would sign the entries

IV. Data Storage, Upload, Backup and data transfer (external hard drive)

- a) For each record, Raw Image (Lossless TIFF), Master Image (cleaned - JPG, TIFF & PDF/A), Web Image (cleaned – compressed PDF/A) record types must be stored in local server. Master Image and Web Image documents shall be uploaded along with Metadata in RISL application on daily basis. On RISL/User Department request Master Image and Web Image documents must be provided in external hard drive for testing work quality. Final Raw image (Lossless TIFF), verified Master Image (cleaned- JPG, TIFF & PDF/A) and verified Web Image (cleaned – compressed PDF/A) shall be delivered to Department in hard-drive.
- b) The scanned/digitized documents and data shall be uploaded in the application software by selected bidder.
- c) After 100% QC by vendor on RISL software, Department shall ensure 100%QC on RISL Software.
- d) Verified scanned documents along with metadata are provided by selected bidder in external hard drive to Department for uploading on DMS provided by RISL on periodic basis and disaster management purpose. The high speed (minimum 10 Mbps) internet connectivity will be provided by the concerned department for uploading of the scanned & digitized data on RISL software on daily/weekly basis.
- e) A folder structure/ configuration management policy has to be followed in consultation with RISL and concerned department while storing the digitized data in the DMS provided by RISL and external hard drive.
- f) Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the concerned Department and RISL.
- g) Copies of the scanned data (and metadata) shall be provided in external hard drive by the selected bidder as per requirement of department. The selected bidder shall create a Master copy for the concerned department.
- h) The DMS for search and retrieval shall be provided by the RISL.

2.1.4.Reports

The selected bidder shall generate a report which identifies any mismatch between the number of documents submitted for scanning and number of documents scanned. The

selected bidder shall also provide daily, weekly, monthly and overall and department - wise progress for checking the progress of scanning number of images/pages scanned, percentage scanned, number of metadata entry done, etc.) through application software of RISL.

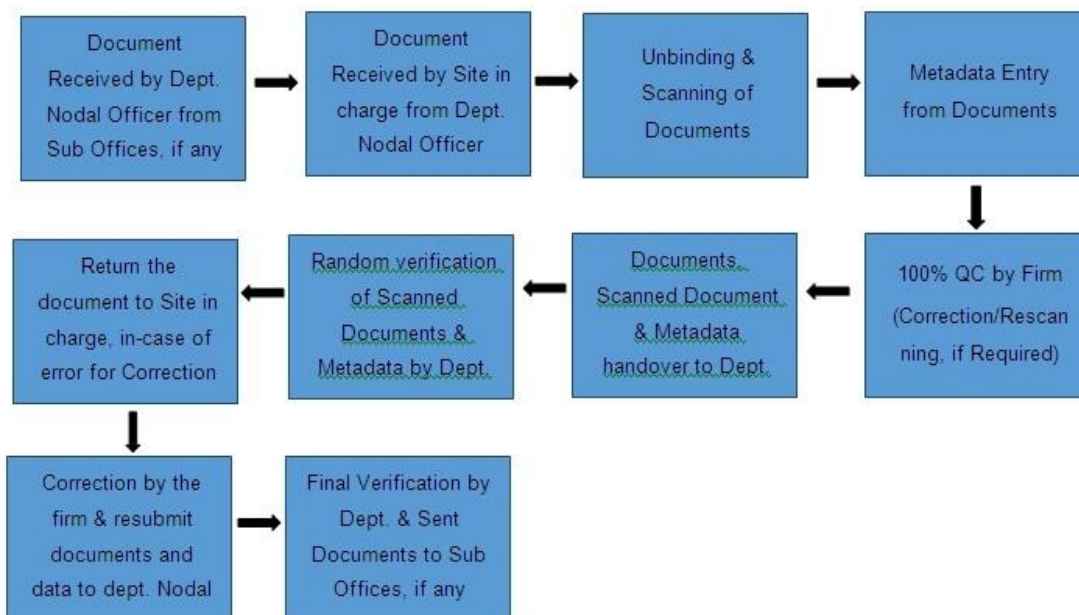
2.1.5.Data Entry of Legacy files/document

- a. The selected bidder shall deploy adequate IT infrastructure (computer with basic software like MS office- word, MS-excel, PDF Editor, Image Editor(JPG/Tiff), etc., storage devices etc.) and sufficient number of data entry operators for data entry activity as per the requirement of the concerned department. The space, furniture and electricity will be provided by the concerned department.
- b. The selected bidder shall use the MS-word, MS-excel, PDF Editor, Image Editor (JPG/Tiff), to carry out the data entry work. The data entry need to be carry out for A4 and legal size paper.
- c. The data entry software shall be arranged by the selected bidder to carry out the data entry work.
- d. The progress report of data entry shall be uploaded by selected bidder(s) on RISL application software along with final data on daily/weekly basis. 100 % on screen validation for all documents and submit the log for 100 % QC work done along with QC certificate generated from application software of RISL.
- e. The selected bidder understand the requirement of the concerned department about the data to be entered manually.
- f. The data entry shall be carry out in English and Hindi.
- g. The selected bidder shall follow the same methodology in collection and handing over document to Nodal officer of the concerned department.
- h. The selected bidder shall report the daily progress of the data entry work to the respective Nodal Officer.
- i. The selected bidder shall also be responsible for:
 - Correctness and 100% accuracy of captured data
 - Data security and weekly data back up in external hard drive as directed by RISL/concerned department.
- j. The final sign off for the complete data entry work shall be given by the concerned Nodal Officer on the basis of system generated reports subject to the verification by the concerned Department on RISL software.

2.1.6.Workflow of Documents for Scanning & Digitization

The tentative work flow of documents for Scanning & Digitization will be as follows:

Workflow diagram of Document for Scanning & Digitization



2.2. Package B-Microfilming

The selected bidder(s) shall microfilm the digitized records/documents of various Govt. Departments of Government of Rajasthan through this empanelment.

The selected bidder(s) shall microfilm the digitized images/documents using appropriate microfilm roll, microfilm writer, microfilm processor, microfilm reader, etc. to ensure quality microfilming rolls with 500 years of life as per latest technical specifications and latest archival standard.

Microfilming daily progress shall be tracked through online application software provided by RISL. Selected bidder(s) shall submit required digitized documents and their data on daily/regular basis on RISL software one by one or in bulk. Selected bidder(s), Department & RISL QC/Verification shall be done only on RISL software. After user department QC, external hard drive shall be provided by selected bidder(s) to Department/RISL to handover backup copy of final microfilmed documents & data to Department. Microfilming rolls shall be provided by selected bidder

2.2.1. Educational Qualification & Experience of Manpower

A unit shall consist following manpower (but not limited to), as per requirement of project. Detail requirement will be intimated at the time of placing the work order.

S. No.	Role	Required Qualification and Experience
1.	Microfilming Manager/Site In Charge	<ul style="list-style-type: none"> Graduate with minimum 5 years experience in managing microfilming projects in India. Experience of working on Microfilming Software, Web Application, EPR Solutions, MSWord, MS

		Excel, Database System, Document/Data Management, FTP, Computer Networking and other technological skills required for microfilming/digitization project.
2.	Microfilming Executive	<ul style="list-style-type: none"> Graduate with minimum 2 years experience of microfilming work in microfilming projects
3.	QC Executive	<ul style="list-style-type: none"> Graduate with minimum 3 years experience in microfilming projects in India. Experience of working on Web Application, EPR Solutions, MS Word, MS Excel, Document/Data Management, FTP, Computer Networking and other technological skills required for microfilming/digitization project.
4.	Language Expert (Arabic/Persian/Urdu/etc.)	<ul style="list-style-type: none"> Fazil/Aalim/Post-Graduate/Graduate in same Language (Arabic/Persian/Urdu/etc.)

2.2.2. Identification and Planning-

- The selected bidder(s) shall assess the type, volume and condition of the digitized documents to be microfilmed of the concerned departments
- Finalize the logistics of microfilming activity to be held at office level/district level/state level.
- Based on the type, logistics and volume of documents to be microfilmed, the selected bidder shall identify and set up the following IT infrastructure (but not limited to) in adequate numbers-
 - Desktops/Laptops
 - Scanners
 - Power Backup (for all Microfilming hardware deployed by selected Bidder)
 - Local Server (for storage of Digitized Raw Image, Master Image & Web Image and uploading of final digitized/microfilmed documents and data on RISL software one by one or in bulk)
 - Required team(s) of manpower as mentioned above at point no. 2.2.1 of Scope of Work.
 - Microfilm Writer, Microfilm Processor, Microfilm Reader, etc. required to complete the microfilming work as per archival standard and RFP document
- The selected bidder shall ensure smooth execution of microfilm project by providing appropriate maintenance and backup of deployed microfilming/IT infrastructure/manpower.
- The selected bidder shall prepare a detailed work plan with the logistics of microfilming (whether at office level/district level/state level), milestones and timelines (as per work

order) for the microfilming process for the concerned department with their consultation and also submit to RISL.

- f. The selected bidder shall adhere to standard methodologies of microfilming while preparing the work plan.
- g. The work plan will be approved by the concerned department. This work plan once approved by the concerned department shall form the basis of monitoring the progress of work on this project. The work plan should also take into account the prioritization of the documents to be digitized as decided by the concerned department. Complete monitoring and reporting of digitization project will be on application software provided by RISL.
- h. The work plan should be with minimum exposure/movement of documents and bidder also needs to ensure that there is minimum requirement for repetitive exchange of documents, after completion of scanning work. Work cycle should be completed within one week for a lot of documents, including bidder verification on application software of RISL. Selected bidder also needs to ensure that there will not be correction/re-work of more than 5% for microfilming work.
- i. Bidder needs to have back-up for all hardware, equipment and manpower, etc. so that work flow not get affected for microfilming work.
- j. The user department shall provide the basic infrastructure for microfilming work to the selected bidder like internet connectivity, electricity, water, tables, chairs, space, etc. without any cost to the selected bidder.
- k. Necessary space for installation of Archive writer or any other technology equipments, Microfilm automatic processor and furniture, electrical connection and necessary water connection for processing for Microfilms etc. will be provided by the user department.
- l. The security, maintenance & insurance cost of the equipment etc. will be borne by the selected bidder. The cost of travel and transportation involved during the microfilming process shall also be borne by the selected bidder.

2.2.3. Microfilming Work

The digitized images/documents will be microfilmed (Analog Frame) and preserve for the long time archival of the documents/records of the department. In this empanelment, currently the selected bidder(s) shall microfilmed the digitized images/documents of various Govt. Department. The selected bidder shall install necessary number of Microfilm Achieve Writer, Microfilm Processor, etc. for completing the preparation of digital imaging of documents and converting the same into analog images on negative microfilm using Microfilm Archive Writer as per defined timelines. For microfilming of the digitized images/documents, the selected bidder shall follow the below mentioned steps:

- a) The selected bidder shall collect the digitized images/documents from the concerned department. The selected bidder shall maintain an **Inward-Outward Log Register** online/offline which will record the received documents. The log register shall contain following details but not limited to:
 - i. Name of the document collected
 - ii. Size of the pages in document (A4, legal, A3, etc.) along with the count
 - iii. Total number of pages in the document (collected)

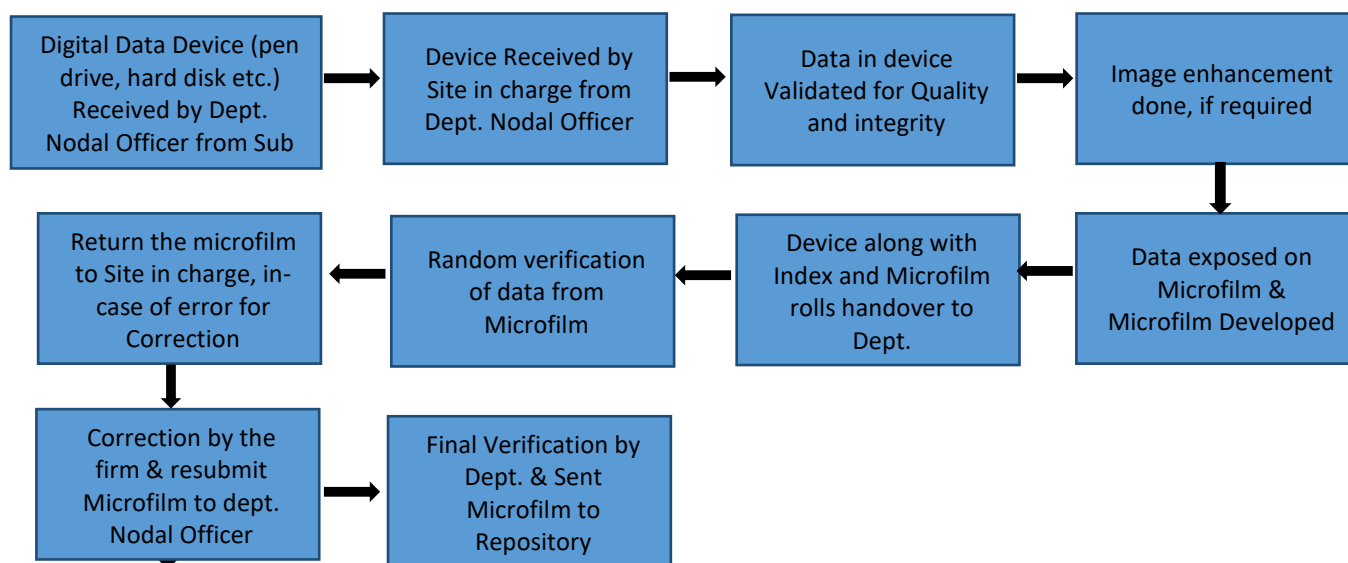
- iv. Collected from (Official Name & Designation and signature with seal)
 - v. Collected by (Vendor's representative)
 - vi. Date of Collection
 - vii. Expected date of return
 - viii. Total number of pages in the document (returned)
 - ix. Total number of pages microfilmed in the document
 - x. Returned to (Official Name & Designation and signature with seal)
 - xi. Returned by (Vendor's representative)
 - xii. Actual date of return
 - xiii. Any other details, if any will be decided by the user department/RISL with the successful bidder before start of project
- b) The digital output of scanned images shall be converted to analog images and written on un-perforated or perforated rolls of high quality negative microfilms of 35 width mm and 30.5m or more length for archival purpose with a minimum 1 meter Leader and 1 meter Trailer. The selected bidder shall provide microfilm as per latest technical specifications.
 - c) Raw microfilm having a minimum of one year or more expiry date should be used for preparation of Negative Microfilm rolls. Expired date microfilms will not be accepted.
 - d) The scanned images will be sent to digital archival station for conversion of images into microfilms as per required specifications
 - e) These images will be tagged as per the file naming convention as per requirement and collated into batches for the microfilm conversion process.
 - f) Resolution chart must be exposed at the start and end of the roll. Resolution chart should be system generated from the microfilm archive writer that meets archival standards.
 - g) Only one splicing will be allowed in one roll.
 - h) The digitizing arrangement shall be two running pages per frame in comic or other mode with suitably selected technical targets giving all relevant information in the images (It can be changed based on the requirement of the concerned user department)
 - i) During microfilming, verify the microfilm against the index to confirm complete capture of the record collection and, after inspection, identify file number or titles on the film storage containers. Maintain the index in hard copy or electronic form and, if possible, on the roll microfilm for the life of the microfilm application.
 - j) The microfilm must be processed in the microfilm processor that meets archival standards.
 - k) The processed microfilm rolls shall be accepted only after subjecting them to critical evaluation of methylene blue or Residual Thiosulfate/Residual Hypo test. After methylene blue test, the processed microfilm should contain no more than 0.007 mg of thiosulfate ion /residual hypo per square cm. The selected bidder shall provide the 3rd party test certificate for residual thiosulfates or methylene-blue test which is to be performed for 2% of the total micro films selected randomly within 10 days after processing of the film. No payment will be made for microfilms, if quality is not found satisfactory.
 - l) Any sub-standard or defective rolls or part thereof found within one year of execution of work shall be replaced without any extra cost.
 - m) The Microfilm Roll shall be provided in good quality Plastic Box (Life as per life of microfilm (LE500)) and shall contain complete index about the roll..

- n) Any sub-standard or defective microfilm rolls and unclear images in microfilm shall have to be replaced without any extra cost. No payment will be made for microfilms not found of satisfactory quality.
- o) A legible computerized list of the index of negative microfilms should be prepared and pasted on the original carton boxes of the negative microfilm being supplied. The computerized data to be supplied in external hard drive to user department.
- p) The bidder should not retain the original cartons, spools and protective strips of microfilms and should supply them to department with the microfilms.
- q) A computerized list of the index of negative films will be prepared and pasted on the carton boxes of the negative microfilms being supplied. The computerized data will be supplied in the external hard drive.
- r) While on the assignment, the selected bidder will not make or retain any microfilm copy of the documents / records for any purpose whatsoever, except for submitting the microfilms to the RISL/concerned department as per the terms of the job.
- s) The selected bidder shall hand over all the computer external hard drive to RISL/ concerned department after work is over. The selected bidder shall not copy or otherwise duplicate such information or knowingly allow anyone else to copy or otherwise duplicate such Information. The selected bidder shall be required to sign a Non-disclosure Agreement (NDA) with RISL.
- t) Selected bidder update the details of microfilming work on application software provided by RISL along with microfilm roll details and indexed data. Bidder shall update the progress of different stages like preparation, writing, processing, etc. on RISL software on daily basis. Bidder shall do 100 % QC along with QC certificate generated from application software of RISL.

2.2.4. Work Flow of Documents for Microfilming

The tentative work flow of data will be as follows:

Workflow diagram of Document for Microfilming



3. INSTRUCTION TO BIDDERS (ITB)

1. Bid Security

Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- b) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
- c) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- d) The bid security may be given in the form of a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.
- e) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- f) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- g) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
- h) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
 - a. when the bidder withdraws or modifies its bid after opening of bids;
 - b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
 - c. when the bidder fails to commence the supply of the service or execute work as per supply/ work order within the time specified;
 - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
 - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- i) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- j) No interest shall be payable on the bid security.
- k) The procuring entity shall promptly return the bid security after the earliest of the following events, namely: -
 - a. the expiry of validity of bid security;
 - b. the execution of agreement for procurement and performance security is furnished by the successful bidder;
 - c. the cancellation of the procurement process; or

- d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.
- l) In case of bidders who are successful in the process of empanelment, their bid security shall be retained till the existence of empanelment and the same would be returned only after the empanelment cease to exist.

2. Sale of Bidding/ Tender Documents

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB). The complete bidding document shall also be placed on the State Public Procurement Portal and e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft, banker's cheque.

3. Pre-bid Meeting/ Clarifications

- a) Any prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding documents.
- b) A pre-bid conference is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.
- c) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
 - a. Last date of submitting clarifications requests by the bidder: as per NIB
 - b. Response to clarifications by procuring entity: as per NIB
- d) The minutes and response, if any, shall be provided promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites.

4. Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity:

- a. Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

5. Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

6. Format and Signing of Bids

- a) Bidders must submit their bids online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>.
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory, uploaded only in PDF format with clear readability, and prescribed filename as mentioned in the table below
- c) A Single stage- one part/ cover system shall be followed for the Bid: -
- a. Technical Bid, including fee details, eligibility & technical documents
- d) The technical bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
Fee Details		
1.	Bidding document Fee (Tender Fee)	Instrument/ Proof of submission (PDF)
2.	RISL Processing Fee (e-Procurement)	Instrument/ Proof of submission (PDF)
3.	Bid Security	Instrument/ Proof of submission (PDF)
Eligibility Documents		
4.	Bidder's Authorization Certificate	As per Annexure-3 (PDF) and copy of PoA/ Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/ contract on behalf of the firm.
5.	All the documents mentioned in the "Eligibility Criteria", in support of the eligibility	As per the format mentioned against the respective eligibility criteria clause (PDF)
Technical Documents		

6.	Certificate of Conformity/ No Deviation	As per Annexure-5 (PDF)
7.	Tender Form	As per Annexure-6 (PDF)

The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

7. Cost & Language of Bidding

- a) The Applicant shall bear all costs associated with the preparation and submission of its Application, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Application, as well as all correspondence and documents relating to the Application exchanged by the Applicant and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

8. Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

9. Deadline for the submission of Bids

- a) Bids shall be received online at e-Procurement portal and up to the time and date specified in the NIB.
- b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

10. Withdrawal, Substitution, and Modification of Bids

- a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".

- b) Bids withdrawn shall not be opened and processes further.

11. Opening of Bids

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorised representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) All the documents comprising of technical Bid/ cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have submitted the prescribed fee(s) to RISL).
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
- I. bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
 - II. bid is valid for the period, specified in the bidding document;
 - III. bid is unconditional and the bidder has agreed to give the required performance security; and
 - IV. other conditions, as specified in the bidding document are fulfilled.
 - V. any other information which the committee may consider appropriate.
- f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.

12. Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.
- d) All communications generated under this rule shall be included in the record of the procurement proceedings

13. Selection Method

- a) All the Tender / Application forms shall be scrutinized on the basis of information and supporting documents submitted by the applicant under this RFP.
- b) Bidder may participate in Package A or Package B or both the packages.
- c) The applicants meeting all the eligibility criteria, and other conditions as stated in the RFP and declared technically responsive shall be considered for empanelment for the respective package's.

14. Evaluation & Tabulation of Technical Bids

a) Determination of Responsiveness

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission were: -
 - i. "deviation" is a departure from the requirements specified in the bidding document;
 - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - iii. "omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c. A material deviation, reservation, or omission is one that,
 - i. if accepted, shall: -
 - affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 - limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
 - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

b) Non-material Non-conformities in Bids

- a. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.

- b. The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate, GST clearance certificate, within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.
- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

c) Technical Evaluation Criteria

Bids shall be evaluated based on the documents submitted as a part of technical bid. Technical bid shall contain all the documents as asked in the clause "Format and Signing of Bids".

d) Tabulation of Technical Bids

- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
- b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
- c. The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
- d. The bidders who qualified in the technical evaluation shall be informed in writing for completing the requirements towards empanelment.

15. Exclusion of Bids/ Disqualification

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
 - 1) the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - 2) the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
 - 3) the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
 - 4) the Bid materially departs from the requirements specified in the bidding document or it contains false information;
 - 5) the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other government authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
 - 6) a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.

- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
 - 1) communicated to the concerned bidder in writing;
 - 2) published on the State Public Procurement Portal, if applicable.

16. Lack of competition

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
 - a. the Bid is technically qualified;
 - b. the price quoted by the bidder is assessed to be reasonable;
 - c. the Bid is unconditional and complete in all respects;
 - d. there are no obvious indicators of cartelization amongst bidders; and
 - e. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
- d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

17. Acceptance of the successful Bid and award of contract

- a) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- b) The vendors who fulfill the requisite eligibility criteria for empanelment will be empanelled and purchaser will issue the empanelment letter to successful bidders.
- c) The empanelled firms will become eligible for participating in the RFP/ tendering process for projects of supply of goods or services or both in their category of empanelment, which would be invited during the period of their empanelment. However as per project requirement, RISL may again ask for some eligibility criteria incl. presentation in the respective RFP from the empanelled vendors.
- d) Request for Proposals for each events along with financial bids for projects of supply of goods or services or turnkey projects for procurement from empanelled vendors will be invited through e- procurement system.
- e) The remaining procedure of tendering and the terms and conditions of the RFP/ Contract including provision for bid security, Liquidated Damages, etc. shall be similar to those prescribed for procurement of goods and services through open tenders

18. Information and publication of award

Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.

19. Procuring entity's right to accept or reject any or all Bids

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

20. Validity of the empanelment

This Empanelment shall remain valid for a period of One (1) year from the date of issue of empanelment letter / agreement with the empanelled firm. However, the tenure of empanelment may be extended further for another One (1) year based on the performance of the firm and mutual consent of RISL and the respective Organization / Firm.

21. Confidentiality

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
- a. impede enforcement of any law;
 - b. affect the security or strategic interests of India;
 - c. affect the intellectual property rights or legitimate commercial interests of bidders;
 - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.
- c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

22. Cancellation of procurement process

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
- b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -
- a. at any time prior to the acceptance of the successful Bid; or
 - b. after the successful Bid is accepted in accordance with (d) and (e) below.

- c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.
- e) If the bidder who's Bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f) If a bidder is convicted of any offence under the Act, the procuring entity may: -
 - a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;
 - b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

23. Code of Integrity for Bidders

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
 - a. Prohibiting
 - any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
 - improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - any financial or business transactions between the bidder and any officer or employee of the procuring entity;
 - any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - any obstruction of any investigation or audit of a procurement process;
 - b. disclosure of conflict of interest;
 - c. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.
- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: -
 - a. exclusion of the bidder from the procurement process;

- b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
- c. forfeiture or encashment of any other security or bond relating to the procurement;
- d. recovery of payments made by the procuring entity along with interest thereon at bank rate;
- e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
- f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

24. Conflict of Interest

A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to: -

- a) they have controlling partners in common;
- b) they receive or have received any direct or indirect subsidy from any of them;
- c) they have the same legal representative for purposes of the bid;
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another;
- e) A bidder participates in more than one bid in the same bidding process. However, this does not limit the inclusion of the same sub-contractor, not otherwise participating as a bidder, in more than one bid; or
- f) A bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process. All bidders shall provide in Eligibility Criteria documents, a statement that the bidder is neither associated nor has been associated directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or being proposed as Project Manager for the contract.

25. Interference with Procurement Process

A bidder, who: -

- withdraws from the procurement process after opening of financial bids;
- withdraws from the procurement process after being declared the successful bidder;
- fails to enter into procurement contract after being declared the successful bidder;
- fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

26. Appeals

- a) Subject to "Appeal not to lie in certain cases" below, if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued thereunder, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

- a. Provided that after the declaration of a bidder as successful in terms of “Award of Contract”, the appeal may be filed only by a bidder who has participated in procurement proceedings:
- b. Provided further that in case a procuring entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a bidder whose technical Bid is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that sub-section within the period specified in (c) above, or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to an officer or authority designated by the State Government on its behalf within 15 days from the expiry of the period specified in (c) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :
First Appellate Authority: Principal Secretary, IT&C, GoR
Second Appellate Authority: Finance Secretary (Budget), Finance Department, GoR
- f) Form of Appeal:
 - a. Every appeal under (a) and (c) above shall be as per Annexure-14 along with as many copies as there are respondents in the appeal.
 - b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
 - c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- g) Fee for Appeal: Fee for filing appeal:
 - a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
 - b. The fee shall be paid in the form of bank demand draft or banker’s cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:
 - a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
 - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall, -
 - i. hear all the parties to appeal present before him; and

- ii. peruse or inspect documents, relevant records or copies thereof relating to the matter.
- c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d. The order passed under (c) shall also be placed on the State Public Procurement Portal.
- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.

27. Stay of procurement proceedings

While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

28. Vexatious Appeals & Complaints

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the “The Rajasthan Transparency Public Procurement Act 2012”, with the intention of delaying or defeating any procurement or causing loss to any procuring **entity** or any other bidder, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

29. Offences by Firms/ Companies

- a) Where an offence under “The Rajasthan Transparency Public Procurement Act 2012” has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:
Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.
- b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.
- c) For the purpose of this section-
 - a. "company" means a body corporate and includes a limited liability partnership, firm, registered society or co-operative society, trust or other association of individuals; and

- b. "director" in relation to a limited liability partnership or firm, means a partner in the firm.
- d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

30. Debarment from Bidding

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
 1. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
 2. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.
- d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

31. Verification of Eligibility Documents by RISL

RISL reserves the right to verify all statements, information and documents submitted by the bidder in response to tender document. The bidder shall, when so required by RISL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of verification by RISL shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of RISL thereunder. If any statement, information and document submitted by the bidder is found to be false, manipulated or forged during verification process, strict action shall be taken as per RTPP Act 2012.

32. General Instructions

Anything that is not mentioned/ covered explicitly in the RFP shall be governed by RTPP Act, 2012 and Rules thereto.

7 SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

- a) The empanelment does not mean guarantee of any work order.
- b) RISL may revoke the empanel process & may also be remove empanelment firm at any point of time as per requirement.
- c) The scope of work mentioned is indicative and not exhaustive. The actual scope of work will be defined on case to case basis on basis of requirement from department (s) in the form of Request for Proposals/ Financial Bids/ request for quotation which would be invited through e-proc system. RISL may again ask for some documents as per eligibility criteria including presentation in the respective RFP from the empanelled vendors.
- d) Review of list of empanelled Firms : The list of empanelled Firms will be reviewed by RISL from time to time during the period of Empanelment in case following is not complied with –
 - a) Time schedule for completion of job.
 - b) Quality of service.
 - c) Adherence to terms and conditions of Purchase/Work Order.
 - d) General Conduct of the firm.
- e) Firms who default on above points (a to d) may be removed from the empanelled list either for a limited period or on a permanent basis on case-to-case basis in addition to imposing such liquidated damages/ Penalties and other actions as may be permissible under bid/tender conditions of the relevant work order / contract.

ANNEXURE-1: BILL OF MATERIAL(BoM)-INDICATIVE

Package-A (Scanning & Digitization)

Sr. No.	Item Description	Page Size	Unit
ADF Scanner			
1	Cost of Scanning of document (b & w/ greyscale/colour)	A0	Page
		A1	Page
		A2	Page
		A3	Page
		A4	Page
		A5	Page
Flatbed Scanner			
2	Cost of Scanning of document (b & w/ greyscale/colour)	A0	Page
		A1	Page
		A2	Page
		A3	Page
		A4	Page
		A5	Page
Overhead Scanner			
3	Cost of Scanning of document (b & w/ greyscale/colour)	A0	Page
		A1	Page
		A2	Page
		A3	Page
		A4	Page
		A5	Page
Overhead Book Scanner			
4	Cost of Scanning of document (b & w/ greyscale/colour)	A0	Page
		A1	Page
		A2	Page
		A3	Page
		A4	Page
		A5	Page

5	Cost of data entry per field/attribute (up to 20 character)	NA	Data Entry Field
6	Cost of data entry per field/attribute (21-30 character)	NA	Data Entry Field
7	Cost of data entry per field/attribute (31-40 character)	NA	Data Entry Field
8	Cost of data entry per field/attribute (41 and above character)	NA	Data Entry Field
9	Cost of Typing work per page-A4 size	A4	Page
10	Cost of Typing work per page-Legal	Legal	Page
11	Cost of OCRing per page	NA	Page
12	Cost of external Hard-Drive (2TB) for Archival Purpose	NA	Hard- Drive

Package-B (Microfilming Work)

Sr. No.	Item Description	Page Size	Unit
1	Cost of Microfilming Work per frame (two image per frame)	NA	Frame
2	Cost of Microfilming Work per frame (one image per frame)	NA	Frame

Note: The above mentioned items are only indicative for evaluation/calculation purpose and may increase/decrease as per actual requirements during limited tender and as per requirement of various Government offices

ANNEXURE-2: PRE-BID QUERIES FORMAT

Reference No. F4.3(513)/RISL/Tech/2022/736

Date: 07-05-2025

Name of the Company/Firm: _____

Bidding Document Fee Receipt No. _____ Dated _____ for Rs. _____/-
Package (1.Scanning & Digitization/2.Microfilming/Both): _____

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

S. No.	RFP Page No.	RFP Rule No.	Rule Details	Query/ Suggestion/ Clarification

Note:-

1. Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX) on email id mentioned in NIB. Queries not submitted in the prescribed format will not be considered/ responded at all by the procuring entity.
2. Kindly attach the coloured scanned copy of the receipt towards the submission of the bidding/ tender document fee. Queries submitted without bidding/ tender document fee details may not be considered/ responded by the procuring entity.

ANNEXURE-3: BIDDER'S AUTHORIZATION CERTIFICATE**(to be submitted by the bidder on his Letter head)**

To,

{Procuring entity},

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Name, Designation & Signature of Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-4: SELF-DECLARATION**(to be submitted by the bidder on his Letter head)**

To,

{Procuring entity},

_____,
In response to the NIB Ref. No. _____ dated _____ for {Project Title}, as
an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We
hereby declare that presently our Company/ firm _____, at the time of bidding: -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Name, Designation & Signature of Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-5: CERTIFICATE OF CONFORMITY/ NO DEVIATION**(to be submitted by the bidder on his Letter head)**

To,

{Procuring Entity},

CERTIFICATE

This is to certify that, the specifications of Services / Items which I/ We have mentioned in the Technical bid of NIB Ref. No. _____ dated _____, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Name, Designation & Signature of Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-6: TENDER FORM

(to be submitted by the bidder on his Letter head)

Reference No. F4.3(513)/RISL/Tech/2022/736
Date: 07-05-2025
Addressed to:

Name of the Tendering Authority	Managing Director, RajCOMP Info Services Limited (RISL)
Address	First Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Telephone	0141- 2229394, 5103902
Tele Fax	0141-2228701
E-mail	aqueel.risl@rajasthan.gov.in (clearly mention the NIT no. in the subject of the mail)

Firm Details:

Name of Firm				
Name of Contact Person with Designation				
Registered Office Address				
Address of the Firm				
Year of Establishment				
Type of Firm Put Tick () mark	Public Limited	Private Limited	Partnership	Proprietary
Telephone Number(s)				
Email Address/ Web Site	E-mail:		Website:	
Fax No.				
Mobile Number	Mobile 1:		Mobile 2:	
Certification/ Accreditation/ Affiliation, if any				

- a) The requisite tender fee amounting to Rs. _____/- (Rupees <in words>) has been deposited vide receipt no. _____ dated _____.
- b) The requisite RISL processing fee amounting to Rs. _____/- (Rupees <in words>) has been deposited vide receipt no. _____ dated _____.
- c) The requisite EMD amounting to Rs. _____/- (Rupees <in words>) has been deposited vide Banker's Cheque/ DD No. / BG No. _____ dated _____.
- d) We agree to abide by all the terms and conditions mentioned in this form issued by the Procurement Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).
- e) If we are selected for work, we will hand over all the computer external hard drive to RISL/ concerned department after work is over. We will not copy or otherwise duplicate such information or knowingly allow anyone else to copy or otherwise duplicate such Information. We will sign a Non-disclosure Agreement (NDA) with RISL as required by tendering authority.

Name of the Bidder: -

Name, Designation & Signature of Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-7: FORMAT FOR SUBMISSION OF PROJECT REFERENCES

(to be submitted by the bidder on his Letter head)

Project Name:	Value of Contract/ Work Order (In INR): Value Received Till Date (In INR):
Country: Location within country:	Project Duration:
Contact Details of Client: Name of Client: Address: Contact No.: Email:	Total No. of staff-months of the assignment:
Number of Sites or Locations covered	Number of Users of the implemented solution
Contact person with address, phone, fax and e-mail:	Approx. value of the relevant work/services (provided by your company under the contract (in INR):
Start date (month/year): Completion date (month/year):	
Name of associated Bidders, if any:	
Narrative description of Project:	
List of Services provided by your firm/company	

Note:

1. Please attach a copy of the Work Order/Purchase Order for all mentioned references and Project Completion/ Project Phase Completion letters/ certificates from Client & use separate format for each project.

Name of the Bidder: -

Name, Designation & Signature of Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-8: BANK GUARANTEE FORMAT**BANK GUARANTEE FORMAT – BID SECURITY**

(To be stamped in accordance with Stamp Act on a **Stamp Paper purchased from Rajasthan State only** and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,
The Managing Director,
RajCOMP Info Services Limited (RISL),
First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Raj).

Sir,

1. In accordance with your Notice Inviting Bid for <please specify the project title> vide NIB reference no. <please specify> M/s. (Name & full address of the firm) (Hereinafter called the “Bidder”) hereby submits the Bank Guarantee to participate in the said procurement/ bidding process as mentioned in the bidding document.

It is a condition in the bidding documents that the Bidder has to deposit Bid Security amounting to <Rs. _____ (Rupees <in words>)> in respect to the NIB Ref. No. _____ dated _____ issued by RISL, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur, Rajasthan (hereinafter referred to as “RISL”) by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till the bid validity date (i.e. <please specify> days from the date of submission of bid). It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum of <Rs. _____ (Rupees <in words>)> to the RISL as earnest money deposit.

2. Now, therefore, we the (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at..... (Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the RISL of the said guaranteed amount without any demur, reservation or recourse.
3. We, the aforesaid bank, further agree that the RISL shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the RISL on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said bidding document and the decision of the RISL that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the RISL shall be final and binding on us.
4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the RISL and it is further declared that it shall not be necessary for the RISL to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security

which the RISL may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.
6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.
7. The right of the RISL to recover the said amount of <Rs. _____ (Rupees <in words>)> from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the said M/s.(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..
8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to <Rs. _____ (Rupees <in words>)> and our guarantee shall remain in force till bid validity period i.e. 90 days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.
9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.
10. We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

Date (Signature)

Place (Printed Name)

(Designation)

(Bank's common seal)

In presence of:

WITNESS (with full name, designation, address & official seal, if any)

(1)

(2)

Bank Details

Name & address of Bank:

Name of contact person of Bank:

Contact telephone number:

ANNEXURE-9: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof

Before the (First/ Second Appellate Authority)

1. Particulars of appellant:
 - a. Name of the appellant: <please specify>
 - b. Official address, if any: <please specify>
 - c. Residential address: <please specify>
2. Name and address of the respondent(s):
 - a. <please specify>
 - b. <please specify>
 - c. <please specify>
3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved: <please specify>
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative: <please specify>
5. Number of affidavits and documents enclosed with the appeal: <please specify>
6. Grounds of appeal (supported by an affidavit): <please specify>
7. Prayer: <please specify>

Place

Date

Appellant's Signature