

# **M.P BOARD OF REVENUE (GWALIOR)**

## **SHORT TERM TENDER NOTICE**

### **DOCUMENT FOR DIGITIZATION WORK OF COURT ORDERS**

Tender Document Cost: 2000-(TWO THOUSANDS ONLY)

## **M.P BOARD OF REVENUE (GWALIOR)**

**TENDER No.:- 02/MPBR/DIGITIZATION/2016-17-BOREV**

**DATE: - 13-01-2017**

### **TENDER NOTICE**

#### **FOR DIGITIZATION WORK OF COURT ORDERS**

**Tender Document Cost: 2000-(TWO THOUSANDS ONLY)**

M.P BOARD OF REVENUE (GWALIOR) invites bids for digitization work from reputed and financially sound firms; those are in the business for the last five years and capable to doing the work on credit basis. Tender document can be obtained from the MP government e –procurement website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) on a payment of Rs. 2000.00 on line. Tender document can also be seen at the BOARD OF REVENUE website [www.boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com)

**NOTE- 1. Tender Document Cost: 2000/- (Two thousands only)**

- 2. Last date of bid purchase - 27.01.2017 (up to 17:00 P.M.)**
- 3. PREBID MEETING – 23.01.2017 (15:00 PM, VENUE-BOARD OF REVENUE, GWALIOR)**
- 4. Last date of bid submission - 02.02.2017 (up to 17:00 P.M.)**
- 5. Technical Bid opening date - 03.02.2017 (15:00 P.M.)**
- 6. Financial Bid opening date - 04.02.2017(15:00 P.M.)**

**SECRETARY**

**E TENDER No:- 02 /MPBR/ Digitization work /2016-17-BOREV -**

**GWALIOR/ DATE-.....**

From - M/s.....  
.....

To- THE SECERTARY  
BOARD OF REVENUE.MOTI MAHAL (GWALIOR)

SUBJECT: TENDER ENQUIRY FOR **DIGITIZATION** WORK OF COURT ORDERS

1. I /We here by submit on line Tender for Digitization work of court orders at Board of revenue office as per the detailed out in the Schedule of the tender Enquiry.
2. I /we have gone through & agree to the all terms and conditions set out in the tender enquiry.
3. I/ We noted that overwritten entries shall be deleted unless duly cut & re-written and initiated.
4. Each paper of the Tenders are duly signed (No thumb impression should be fixed)
5. The BOREV reserves the right to accept or reject any or all tender without assigning any reasons thereof.

SIGNATURES & NAME WITH SEAL

OF THE AUTHORIZED SIGNATORY OF TENDERING FIRM

POSTAL ADDRESS OF FIRM:

PIN CODE:

TELEPHONE Nos. : LANDLINE MOBILE FAX NO.

## IMPORTANT INFORMATION

**1. PURCHASER: BOREV.**

**2. CONSIGNEE: SECRETARY**

**3. NAME OF WORK :- DIGITIZATION WORK OF COURT ORDERS OF SIZE**

S.no	Paper Size	size (in centimeter)	Remark
1	2	3	WORK DISCRPTION MENTIONED BELOW
1	A-4	22.5 x 30.7	
2	A-3	43.0 x 30.7	
3	LEGAL	22.5 x 35.0	

**4. PERIOD OF CONTRACT:** Till 31-03-2018 from the date of conclusion of Contract.

**5. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis..

**6. NON TRANSFERABILITY:** This tender is non-transferable.

**7. TERMS & CONDITIONS:** tendering firm shall have to be complied with Terms & Conditions as set out in this Tender Document. Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.

**8.EARNEST MONEY:** An amount of Rupees Rs. 100000/- only has to be submitted DEPOSIT by way of Demand Draft only in favor of **SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR(M.P)** Payable at GWALIOR, Offers received without EMD Shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering Firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date May be forfeited .It's at the discretion of BOREV. EMD is refundable without any interest to the firm or Supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

9. Performance Security :- (i) The successful bidder will be required to furnish Performance Security of 5% of the contract value in the form of Demand Draft/Pay Order/Bank Guarantee from a commercial bank in an acceptable form in favour of Secretary, Board of Revenue Gwalior ( M.P) within 15 days of receipt of the Letter of Intent. The Performance Security would be retained by the Board till satisfactory completion of all the work & warranty obligations. The Performance Security shall remain valid till sixty (60) days of the completion of all contractual obligations including warranty obligations.

(ii) In the event of digitization work not being completed as per the quality and specifications approved by this office, the Performance Security is liable to be forfeited. The EMD will be refunded to the successful bidder on receipt of Performance Security. No interest on Performance Security would be payable by Board under any circumstances.

**10. ON LINE & PRESCRIBED FORMS:** The Tender is accepted on line only in two bid system as per the format prescribed in this tender document shall only be considered. Offers not received in prescribed

format shall be ignored .Fax/Email/Letter head/Quotations will not be accepted and ignored straightaway.

**11. TENDER FEE:** Tendering firms are required to furnish a non –refundable tender form fee of Rs2000/ (Rupees one thousands only) .It should be paid on line through e-procurement website [www.mpeproc.gov.in](http://www.mpeproc.gov.in)

**12. LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall not be accepted under any circumstances.

**13.BOREV's RIGHTS:** BOREV reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

**14. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only. Note: - Contract agreement is to be signed at BOREV, Gwalior. Contract agreement by post shall not be entertained.

Signatures of the bidder

## 1 – SCOPE OF DIGITIZATION WORK

The Board desires to digitize the **all the orders of the court in a desired manner/format for future retrieval method. The court order may be of size - A4/legal/A3/notesheet, etc. that are required to be digitized and archived. All the records have to be digitized within the premises of Board and no physical document or digitized material shall be allowed to leave the premises at any point of time.**

The tentative date to start this job is within 07 days after placing the work Order.

1 The successful Bidder, after receiving the Case files/ order from The Revenue Board , **shall Bar code** these Case files / order and provide proper receipt of each Case file/ order , to the Revenue Board. The Revenue Board will provide the Case files/ order only to an authorized staff of the successful Bidder deputed for receiving the Case files on day to day basis.

2. Movement of the Case files/ order to the Digitization Centre after they are handed over to the successful Bidder is required to be undertaken in a secure manner so that no damage is caused to the Case files/ order .

3.It shall be the responsibility of the successful Bidder to ensure that the Case files / order handed over to it are kept in a proper condition and that no Case file/ order is soiled/lost/misplaced/damaged etc.

4. The workflow of Digitization will be formulated and finalized by The Revenue Board so as to synchronise it with the functioning of other Sections of The Revenue Board . The process of digitizing of the Case files/ order shall include the following:

(i)The successful Bidder is required to prepare the Case files/ order for digitization, after removal of tags, pins, dust, etc.;

(ii)Trimming, tearing or cutting of the Case files/pages is not permitted;

(iii)The scanning of the pages is required to be in mono (line art), grey-scale or colour as prescribed by the the Revenue Board;

(iv) Digitization of each page is required to be done with proper image processing and quality control to ensure proper readability of the final output;

(v) The scanned/digitized data is required to be stored in searchable PDF/A format;

(vi)The Metadata of each Case file is required to be recorded in the PDF file itself. The Metadata inserted inside the PDF must conform to the XMP specification for storing rich Metadata which enables importing

of the Metadata fields directly in the Content Management System/Document Management System database. Annotations and bookmarks for the relevant pages is also required to be recorded in the PDF files

and stored as separate attributes in the database for searching purposes;

(vii) XML output of the Metadata with other details of the PDF files are also required to be simultaneously generated by the Bidder;

**(viii) The PDF files generated are required to be indexed, so as to facilitate weeding of the digitized Case files by deleting relevant pages of the PDF files which are weeded out after expiry of the prescribed period.**

(ix) The CMS/DMS should be capable of handling more than one PDF file for each Case file, as per the requirement of The Revenue Board;

(x) The PDF/A is required to comply with the following specifications:

(a) PDF/A format is required to be ISO 19005-1:2005 or later;

**(b) The compressed PDF files created for viewing are required to be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG/PDF file format) for Mono/Colour /Grey scale images retaining search ability, clarity of image and print quality. It is also required to be a linearized PDF {as defined by PDF reference manual(ISO 3200-1:2008)} to ensure faster web viewing.**

Searchable PDF/A shall be created in one single step by processing the input image file(s) thus ensuring that no intermediate manipulation of the contents is possible;

(c) The PDF/A files are required to be capable of being digitally signed using an open source Digital Signature

Software without requiring any proprietary/commercial software;

Signatures of the bidder

**(d) The PDF/A output is required to be capable of being water marked with the image approved by The Revenue Board;**

(e) All the transactions are required to be encrypted and protected using only open source software. The encryption policy and algorithm shall be decided by The Revenue Board in consultation with the successful Bidder.

(xi) The Metadata of the Case files are required to include the following fields and upto ten additional fields may be specified at the time of actual implementation of the contract:-

(1) \*Case Number

(2) \* Case year

(3) \* Case type ( Appeal / Revision / Review / Restoration /Miscellaneous)

(4) \* Date of disposal

(5) \* Applicant name(s)

(6) \* Respondent name(s)

(7) Petitioner Counsel name(s)

(9) Respondent Counsel name(s)

(10) District

(11) Proceeding Officer (s) name

(12) Division

(13) District

(14) Tahseil

(15) Year

**Fields marked as “\*” are mandatory.**

5. Scanned/digitized data is required to be transferred to Server/SAN Storage/Data Centre(s) etc. periodically (to be specified by The Revenue Board), in a secure manner with additional/secondary backup of the digital record.
6. The output of scanning/digitization shall be verified by the authorized officers of the Revenue Board for compliance of all the technical parameters contained in this tender document.
7. The successful Bidder is required to ensure the regular traction of the work and share the MIS (Management Information Systems) reports with The Revenue Board periodically. In case of any shortfall, the successful Bidder will make adequate adjustments by providing additional manpower, material and equipments so as to meet the targets set out in the WORK PLAN enclosed as Annexure – I of the tender document.
8. The software and the methodology to be adopted by the successful Bidder is required to ensure seamless integration with the work flow followed in software of The Revenue Board which has been developed MPSIDC using Java, PHP, MySQL, Oracle etc.
9. The successful Bidder shall develop CMS/DMS specific to the needs of The Revenue Board. The CMS/DMS is required to be developed using open source technologies. The successful Bidder shall hand over the complete software solution to The Revenue Board with the source code and the Intellectual Property Rights (IPR) including copyrights of the entire software solution. The successful Bidder will also handover all the documentation and technical drawings of the software solution and its source code.
10. The modules of CMS/DMS are required to be capable of multiple access with security features and facility for updating /versioning.
11. CMS/DMS provided by the successful Bidder is required to be platform independent and capable of archival, management and retrieval as per the requirements of the tender document.
12. CMS/DMS is required to be web enabled.
13. CMS/DMS provided by the successful Bidder is required to ensure seamless integration with the existing workflow based system or any other database of The Revenue Board
14. CMS/DMS provided by the successful Bidder is required to have Document and Record caching functionality with no limitation on the number of caching sites.

Signatures of the bidder

15. The successful Bidder may be asked to modify or make provisions for additional reports based on search parameters.
16. Java APIs are required to be provided for connecting CMS/DMS through web and allow other home grown applications of the Revenue Board to read and write data remotely. Source Code, proper documentation and Java doc of such Java APIs must be made available by the successful Bidder to The Revenue Board.
17. Provision for storing and retrieval of multimedia information/record available in CD/DVD/Audio/Video format etc. related to the Case files are required to be integrated with CMS/DMS.
18. The scanners deployed are required to be capable of duplex scanning and handling fragile/delicate records.
19. The successful Bidder is also required to make provisions in the software solution for weeding of the digitized Case files/PDF-A.
20. Disaster Recovery Management of scanned/digitized records will be the responsibility of the successful Bidder.

21. It will be the responsibility of the successful Bidder to handover the Case files to The Revenue Board after proper stamping and acknowledgement in the same shape and condition in which the Case files were provided.

22. **It will be the responsibility of the successful Bidder to provide on-site maintenance and support for one year after completion of the work without any additional cost.**

**23. The successful Bidder will take back the said equipments upon the completion of the assignment and will ensure complete deletion of data on equipments being taken back. However** Board will provide the Space, Electricity and basic fixture to the successful Bidder.

24. The successful Bidder may be allowed to do the scanning /digitization work on all working days between 10.45 A.M. to 5:00 P.M. only. In case the Agency wishes to carry on the job on holidays and during odd hours, necessary permission in writing is to be obtained by the Agency from Board.

25. The entire project is to be executed onsite, all infrastructure hardware including desktop computers, scanners other equipments, all software's and manpower to carry out the work are to be arranged by the Agency at their own cost.

26. Handling and maintenance of the hardware installed by the Agency will be the responsibility of the Agency/Vendor .

27. In case of any damage to contents, same should be informed to the concern officer of Board without delay by the Agency.

28. If it is found at any time that the Scanning / digitizing, indexing, storing or retrieval has not been done in accordance with the agreed terms and conditions, vendor will have to redo the entire at his own cost.

Signatures of the bidder

#### **TERMS AND CONDITIONS**

**1.** The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.



2. The prices/rates quoted should be indicated in words as well as in figures.
3. Bidders are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their tender.
4. Tenders received without Tender Fee , EMD will not be considered at all.
- 5 .Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in RMTMU will stand automatically extended up to 1500 hours of the next working day in the Government offices.
6. Late/delayed tenders received in BOREV due to any reason whatsoever will not be accepted under any circumstances.
7. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender.
- 8.The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque ,Tender Fee receipt /DD, Registration Certificate, copies of Supply Orders and successful execution of the Contract for past performance, Copy of PAN No, Income Tax return, service Tax registration or copy of Constitution of firm/company  
The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices.  
Both the covers, the 1st and the 2ndcover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself.
- 9 . The copy sealed tender document should be sent to SECRETARY BOARD OF REVENUE. MOTI MAHAL (GWALIOR) by speed post /Registered post / reputed courier service only. The sealed tender envelope should be super scribed as under: "E TENDER No:- -----/DIGITIZATION WORK /2016-17- BOREV TENDER DOCUMENT For DIGITIZATION WORK "
- 10.The BOREV will not be bound to accept the lowest tender and contract can be placed on any other firm whose **quality of work** are found superior or as per the requirements of BOREV. The decision of the BOREV shall be final in this regard.
11. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to PBR (President BORD OF REVENUE) and his decision shall be binding to both the parties.
12. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only.
13. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
  - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
  - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the

partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

### **Signatures of the bidder**

#### **NOTES:**

i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by the entire partner admitting execution of the partnership agreement or the general.

**14 .** The tenderers should sign at each page of the tender and all its Annexure. **NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**

**15.** The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned. as per annexure 2.

**16 .** Payment Terms: 80% payment shall be released on satisfactory completion of the work. 20% payment will be released after 6 months on verifying the all aspects of digitization. Advance payment will not be made under any circumstances.

**17.** Work Instructions: DIGITIZATION work are required to be done at the **BOREV office only** .

#### **18.GUARANTEE/ WARRANTY:**

The Bidder shall guarantee that digitization **work in** this contract shall be of the best quality and workmanship. In case of failure in doing the work within specified time given by the BOREV, the BOREV shall be entitled to impose the penalty from the firm for such defective work. As may be decided by the office .

19. All firms are required to submit the following along with their tender. Failing which their offer will be ignored :**a)** Name and full address of their Banker with their Account Number.

**b)** List of organization/offices to whom the bidding firm has made supply for the last 3 years.

**c)** Performance statement for the last 2 years in respect of work, must be in the format enclosed at Annexure-“1” to this tender document.

**d)** Financial status of the firm- enclosed tax returns for last three years.

**21.** Service Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of service tax.They should indicate the rate (s) of service Tax (as may be applicable) and. In case firm are exempted from payment of service tax, a copyof the Exemption Certificate issued by the appropriate authority may be furnished.

**22.** The decision of the BOREV shall be final as to the quality of the work and shall be binding upon the Bidder and in case of any of the work not being found as per specification shall be liable to be rejected and any expenses or losses caused to the BOREV shall be borne by the firm. It will be the responsibility of the firm to ensure that works are of the best quality and free from all defects.

**23.** Inspection: The inspection of the Digitization shall be carried out by authorized representative of **BOREV** at its store.

**24.** The **BOREV** reserves the right to reject any or all the quotations without assigning any reason

### **Signatures of the bidder**

**ANNEXURE-1**  
**PERFORMANCE STATEMENT FOR THE 2014 -15**

Name of the Firm.....

<b>Contract no</b>	<b>Description of Work</b>	<b>Quantity Value</b>	<b>Original Period</b>	<b>Work done within original DP</b>	<b>Last position of work</b>	<b>Present position with reasons for delay</b>

Signature of Bidder

**Financial year 2015 -16**

Name of the Firm.....

<b>Contract no</b>	<b>Description of Work</b>	<b>Quantity Value</b>	<b>Original Period</b>	<b>Work done within original DP</b>	<b>Last position of work</b>	<b>Present position with reasons for delay</b>

Signature of Bidder

**ANNEXURE-2  
DECLARATION**

From:-M/s .....

.....

.....

To

SECRETARY  
BOARD OF REVENUE.  
MOTI MAHAL ,GWALIOR (M.P)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR) after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

(Signature of the Tenderers)

Name:  
Designation with Seal of the Firm

Dated.

**M.P BOARD OF REVENUE , GWALIOR(M.P.)**

FINANCIAL BID  
(To be submitted in Envelope-3)

Name of the Tenderer Firm:.....

Address :.....

..... Phone No. :.....

DIGITIZATION WORK OF COURT ORDER -

	<b>Paper Size</b>	<b>WORK</b>	<b>RATES -PER DOCUMENT INCLUSIVE OF ALL WORK (WITHOUT TAXES)</b>
<b>1</b>	A-4, A-3, LEGAL	<b>SOFTWARE (DOCUMENT MANAGEMENT SYSTEM SOFTWARE DEVELOPMENT &amp; DATA LINK THROUGH METADATA FIELDS)</b>	
<b>NOTE-: COPYRIGHTS OF DEVELOPED SOFTWARE WILL BE THE PROPERTY OF BOARD OF REVENUE MP</b>			

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of security work expected from us .

Signature of Tenderer with Seal