



**TENDER  
FOR  
Scanning and Re-binding of  
HP Secretariat Library Books**

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**AT  
DEPARTMENT OF FOOD, CIVIL  
SUPPLIES AND CONSUMER AFFAIRS**

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No: eGS-FCS&CA/2015/Secretariat Library  
E-Governance Society Food (eGF)  
Department of Food, Civil Supplies and Consumer  
Affairs  
Government of Himachal Pradesh

**Tender Notice**

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## A. Event Schedule:

The summary of various activities with regard to the Tender for cutting, scanning and re-binding of HP Secretariat Library Books are listed in the table below:

<b>Tender Reference:</b>	eGF-FCS&CA/2015/Secretariat Library
<b>Tender Publish Date:</b>	12 <sup>th</sup> July, 2016
<b>Website for uploading for Tender Document:</b>	<a href="http://www.epds.co.in">www.epds.co.in</a>
<b>Last Date and Time for submission:</b>	27 <sup>th</sup> July, 2016 (01:00 PM)
<b>Date and Time of Opening of bids:</b>	27 <sup>th</sup> July, 2016 (03:00 PM)
<b>Address for submission of Bids:</b>	President, eGS-cum-Director, Department of Food, Civil Supplies and Consumer Affairs, H.P. Aapurti Bhawan, Block No. 42, SDA Complex, Kasumpti, Shimla-9
<b>Earnest Money Deposit</b>	Rs. 50000/-(Fifty thousand only) in favour of e-Governance Society Department of Food, Civil Supplies and Consumer Affairs, payable at Shimla-9
<b>Processing fee /Tender fee</b>	Rs. 5000/-(Five thousand only) in favour of e-Governance Society Department of Food, Civil Supplies and Consumer Affairs, payable at Shimla-9
<b>Contact Info for any issue</b>	0177-6533001 hpepds@gmail.com

### **Notice inviting Tender For Scanning, Re-Binding and Supply of Books**

Department of Food, Civil Supplies and Consumer Affairs invites quotations for cutting, scanning, re-binding and supply of books to HP Secretariat Library under State Innovation Fund 2015.

Department of Food, Civil Supplies and Consumer Affairs invites bids in **two parts** (Technical and Financial) from interested agencies having, to provide the services as per the Scope of Work stated below:-

#### **B. Scope of Work:**

The detailed Scope of Work involves:

- Pick-up and delivery of the books from the location specified by department of FCS & CA i.e. HP Secretariat Library.
- Cutting, Scanning and re-binding of 2000 books as per required specifications, within the specified time period.

The Vendor shall use his/her own vehicle and driver representative for pick-up and delivery to the Library and will assume all transportation charges for all Library material sent to and from the Library. A receipt will be counter signed by the competent authority at the HP Secretariat Library and representative of selected bidder at the time of receipt of books.

Books to be scanned and re-bound will be provided to selected vendor at HP Secretariat Library. All pickups and deliveries shall be made indoors at a location specified by the department of FCS & CA, unless the Library agrees to an alternate arrangement. Books shall be cut, scanned, re-bound and returned to the Library within three (3) weeks or less after pick-up.

The firm will be given books in lot of about 1000 books and the bound lot shall be received back at the HP Secretariat Library duly scanned and re-bound as per required specifications, within the specified timelines mentioned. The vendor shall use the same material for rebounding for the scanned book that was present when the book was handed over to the vendor. In the event of damage to the bound material, vendor at his own cost shall provide fresh material for

rebouncing. Transportation shall be done lot-wise only in boxes with proper marking on boxes indicating lot numbers, ticket numbers and other identifications. Bound lot of books should be delivered to the HP Secretariat library as per the timelines mentioned.

The indicative number of books to be scanned and re-bound is 2000. However, the same may vary, subject to the decision taken by the department of FCS & CA. Further, the department of FCS&CA shall not be responsible for any change in number of books. Indicative number pages to be scanned and indexed are 10,00,000 pages.

**Technical Specifications and Requirements:**

Specifications	Judgment / Order, Records A3 / Legal / A4/ Old Rare Books, Journals, ILR Publication
File Format (Print File)* / view file	PDF
Image Quality	200 dpi
Feeding (Scanning) Method (*)	Manual / Flatbed/ Sheet fed/ Book / ADF Scanners or as directed.
Scan Mode	Grayscale
De-skewing	Yes
De-speckling	Yes
Cropping	Yes
Pagination Required	Yes
Image Size	Same as the Original document
Image Enhancement Process (Scanning and	Yes
File Name	As per actual

All images should be true representation of the original records. Generated PDF files should have provision for security features for the required outputs PDF. The vendor shall provide single PDF file for each book.

**The PDF's should comply with the following specifications:**

- a) PDF format (ISO 19005-1:2005).
- b) The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT G4 / JPEG compression (in TIFF / JPEG / PDF file format) for Grayscale images retaining search-ability, good view and print quality.
- c) Should be linearized PDF as defined by PDF reference manual (ISO 32000-1:2008) to ensure faster web viewing.
- d) In case of images with printed English/Hindi text, the output PDF document should be searchable. In this case the PDF should also be reflow-able such that the text readjusts itself on the basis of the size of the screen.
- e) Searchable PDF should be created in one single step by processing the input image file thus ensuring that no intermediate manipulation of content is possible.

**C. Project Timelines:**

<b>Sr. No.</b>	<b>Activity</b>	<b>Completion Schedule ( in days)</b>
<b>1.</b>	Issuance of Work Order by Department of FCS & CA	T
<b>2.</b>	Pickup of first lot of books by the vendor from the HP Secretariat Library.	T + 7
<b>3.</b>	Receipt of bound lot back at the library.	Within 30 days after issuance of lot to the bidder by the Library (T + 37)
<b>4.</b>	Final Milestone- 100% cutting, scanning and re-binding of books and receipt by the HP Secretariat Library.	T + 45

#### **D. Earnest Money Deposit:**

The vendor shall deposit Earnest Money of Rs.50000/- (fifty thousand only) and another separate demand draft of Rs. 5000/ (five thousand only) towards tender fee (non-refundable) by way of demand draft drawn in favour of e-Governance Society, Department of Food, Civil Supplies and Consumer Affairs, Himachal Pradesh. The earnest money deposit will be refunded to the bidders whose offers have not been accepted within 90 days of opening of tenders. Earnest Money Deposit of the vendor whose offer is accepted will be kept as interest free security deposit till successful contract period.

#### **E. Terms & Conditions**

- a) Performance Bank Guarantee of value of 10 % of cost of work order in the favor of “e-Governance Society, Department of Food, Civil Supplies and Consumer Affairs, Himachal Pradesh” should be submitted within 7 working days of receiving the work order. The PBG shall be valid till 3 month (90 days) after completion of tenure of appointment.
- b) Packing, Pickup, and Delivery
  - a. The Vendor shall pack in the Library all Volumes/Books being sent to the Vendor/workplace according to lot numbers specified by the Library. The Library will pre-sort by categories.
  - b. The Vendor shall pick up material to be bound at the HP Secretariat Library or at any location, which may be designated by the department of FCS & CA during the term of this contract.
  - c. The Vendor shall use his/her own vehicle and driver representative for pick-up and delivery to the Library and will assume all transportation charges for all Library material sent to and from the Library. All pickups and deliveries shall be made indoors at a location specified by FCS & CA, unless the Library agrees to an alternate arrangement. Books shall be scanned, re-bind and returned to the Library within three (3) weeks or less after pick-up. The firm will be given lot of about 1000 books for binding at

a time and the bound lot should be received back duly bind as per required specifications, within the specified time period. Vendor will be provided with the second lot of books only after successful completion of scanning, re-binding and return of first lot of bound volumes to the HP secretariat library.

- d. The Vendor shall provide, at no additional charge to the Library, shipping cartons, binding instruction forms, and binding ticket forms.
  - e. Cartons for returned shipments will be labeled and identified by lot number, name of specific Library branch, and the nature of the contents (i.e. books, journals etc.). A copy of the packing slip identifying shipment by lot number, Library name/code number, and quantity of material will be included with the lot. Shipment will be returned complete or otherwise accounted for.
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- c) All work is to be done for the Library according to the attached specifications. These specifications apply to all volumes (books, pamphlets, journals etc.) and are to be adhered to by the Vendor.
  - d) In the event of injury, illness or miss-happening to any manpower, Department of Food, Civil Supplies and Consumer Affairs will not be liable to pay any compensation.
  - e) The Service Charges will be primary criteria for evaluation of financial bid.
  - f) Vendor shall have to pick the first lot to be scanned within 15 days of release of work order and in case vendor fails to do so Department of Food, Civil Supplies and Consumer Affairs, can impose penalty on the vendor as it thinks fit.
  - g) Selected bidder will ensure a high quality of service. The Selected bidder should provide operational mobile connectivity to all resources engaged in this project.
  - h) Selected bidder undertakes that it shall not disclose, divulge or reveal any information, that it may have gained or otherwise acquired from Department of FCS&CA by virtue of or as a result of providing the services and shall ensure that the same is kept secret and confidential at all times.
  - i) Selected bidder would provide logistic support on all working days over the phone



and email. For the same, Department of FCS&CA would be provided with a contact number and a contact mail id of the vendor representative at which the representative of FCS & CA can get in touch in case of any problem with regard to the services.

- j) The Vendor shall in no case pay its employees less than the minimum mandatory rates per month in accordance with the Minimum Wages fixed by the Central Government and a record of that should be kept in a register, which may be made available for examination to Department of Food, Civil Supplies and Consumer Affairs as and when demanded.
- k) The Vendor shall not appoint any sub company/agency to carry out any obligation under the contract.
- l) In case of any damage or loss caused to Department of Food, Civil Supplies and Consumer Affairs, property by the Vendor, the same shall be charged from the Vendor.
- m) If the Vendor has accidentally damaged or lost a book while at the Vendor or in transit, and can replace that damaged copy with another one, she/he shall do so within 30 days. If the Vendor fails to do so, she/he will let the Library know and the Library will arrange for a replacement copy to be ordered, and all costs, including incidental and processing costs, shall be charged from the vendor. In case the replacement for damaged/lost copy is not available in the market for any reasons, penalty shall be imposed upon vendor by the department of FCS & CA at the discretion of the Director, department of FCS & CA.
- n) The loss caused to Department of Food, Civil Supplies and Consumer Affairs, on account of negligence of the Vendor, shall be established by a joint enquiry comprising the representatives of Department of Food, Civil Supplies and Consumer Affairs and Vendor, and Department of Food, Civil Supplies and Consumer Affairs shall be within its right to make it good from the Vendor.
- o) In case of disputes for non-payment of wages to the employees or any other disputes, the payment due to the Vendor can be withheld till settlement of the disputes by Department of Food, Civil Supplies and Consumer Affairs or on the order of the court of law.

- p) For any delay attributable to vendor in achieving the Project milestones date/s, penalty shall be imposed upon the Vendor by the department of FCS & CA at the discretion of the Director, department of FCS & CA. Penalty imposed upon the vendor to be calculated in the following manner:
- Delay up to 07 (Seven) days, from the scheduled end date, at Rs. 5,000/- (Five thousand only) per day and Delay beyond 07 (Seven) days, from the scheduled end date, at Rs. 10,000/- (Ten thousand only) per day.
  - The department of FCS&CA reserves the right to terminate the agreement any time. In the event of termination of agreement, PBG will be revoked and no payment will be made to the vendor.
  - Loss or Damage of Record – Will be considered as breach of contract.
  - Work not performed as per scope or quality not as per the specifications– The PBG will be revoked and no payment will be made.

#### **F. Pre-Qualification Criteria for the applying Firms:**

**The bids of only those firms will be considered, which satisfy the following eligibility criteria:**

- a) The Company/ Proprietorship / Partnership firm should be incorporated under Indian Companies Act 1956 or any other legal entity registered in India under the act.
- b) The Company/ Proprietorship / Partnership firm should not be blacklisted by any State or the Central Government or any Government entity in the last 2 (two) years.
- c) The Company/ Proprietorship / Partnership firm must have an average annual turnover of Rs. 50 lacs. in the past three years.
- d) The bidder should have successfully completed projects of similar nature (scanning, indexing and file retrieval). This must include scanning and indexing of at least 50 lac pages, considering all the projects in last 5 years.
- e) The bidder shall execute the scanning work within the municipal limits of Shimla, Himachal Pradesh.

## **G. Payment Terms:**

**The payment against the services provided by the firm is subject to the following terms and conditions:**

- a) The price quoted by the agency, should be valid for the entire contract period. Payment shall be made at agreed rates against invoices as mentioned. No price variation would be allowed during the contract period.
- b) The Vendor shall provide an invoice of three (3) copies with each lot delivery. The invoice will list separately lot number, including library name and code number, totals bound within the lot and the total amount for each lot number, as well as the grand total for each invoice.
- c) The invoice(s) are to be submitted on the day the bound lot is delivered. If there is any penalty to be imposed as per the agreement, same will be deducted from the amount payable to the vendor. The invoice(s), will be accompanied with delivery slip duly acknowledged (signed and stamped) by competent authority at the HP Secretariat Library.

## **H. Submission and Evaluation of Tender:**

### **Submission of tender:-**

Interested firms meeting all the pre-qualification criteria as mentioned above may submit their offer in the prescribed Annexures of this tender, along with Earnest Money Deposit of Rs. 50,000/-(fifty thousand only) in the form of Demand Draft in favor of e-Governance Society, Department of Food, Civil Supplies and Consumer Affairs payable at Shimla. (The EMD will be returned to the unsuccessful firms after finalization of bids.)

- i) Annexure – 1 duly filled Pre-qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner of the Firm along with the Bank Draft towards EMD should be submitted in one sealed envelope super scribed as – ‘PRE-QUALIFICATION AND TECHNICAL BID’.
- ii) Annexure – 2 duly filled Financial Bid should be submitted in a separate sealed cover super scribed as “FINANCIAL BID”

- iii) The above two envelopes containing Annexure 1 along with EMD and Annexure 2 should be placed in One Covering Envelope and sealed super-scribed as “Tender for scanning, re-binding and Supply of HP Secretariat Library Books for Department of Food, Civil Supplies and Consumer Affairs”
- iv) The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The Tender should reach the following address latest by :  
**27<sup>th</sup> July, 2016 (01:00 PM)**  
**Department of Food, Civil Supplies and Consumer Affairs**  
**Aapurti Bhawan, SDA Complex, Block no 42**  
**Kasumpti, Shimla – 171009**
- vi) Department of FCS & CA reserves the right to accept or reject any or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.

**Evaluation of Technical and Financial Bids:-**

Technical and Financial bids as above received by Department of Food, Civil Supplies and Consumer Affairs, and those meeting the prequalification criteria, would be taken up for evaluation as per the technical and financial bid evaluation criteria. L1 (Lowest bidder) criteria would be implemented for the selection process.

# **Annexures**

## Annexure – I:

### a) Bidders Profile

S.No.	Particulars	Details to be Furnished
<b>Details of the Bidders(Proprietorship/ Partnership Firm/Company)</b>		
1.	Name	
2.	Address	
3.	Telephone :	Fax:
4.	Email:	Website:
<b>Details of Authorized Person</b>		
5.	Name	
6.	Address	
7.	Telephone:	Email:
<b>Information about the company</b>		
8.	Status of company (Public Ltd/Pvt. Ltd/ Proprietorship/ Partnership)  (Provide Ref e.g. Roc Ref#)	Date:
		Ref#:
9.	Location and Address of Offices(in Himachal Pradesh and India (Head office))	
10.	Income Tax Registration Number (PAN)	
11.	Sales Tax Registration Number (VAT)	

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Signature of the  
Bidder

## b) Eligibility Criteria:

The Bidders have to meet the following Eligibility criteria to be eligible for Financial Evaluation:

Sr. No.	Criteria	Required Supporting Document	Compliance (Yes / No)
1.	The Company/ Proprietorship / Partnership firm should be incorporated under Indian Companies Act 1956 or any other legal entity registered in India under the act	Provide company registration certificate issued by the issuing authority / Registration of Proprietorship/ Partnership deed and Registration.	
2.	The Company/ Proprietorship / Partnership firm should not be blacklisted by the Government or Government Entity in the last 2 years	Self-declaration on Letter Head	
3.	The Company/ Proprietorship / Partnership firm must have an average annual turnover of Rs. 50 lacs. in the past three years (Considering individually)	Audited Balance Sheet and Profit and Loss account of 3 financial Years (AY 2013-14, AY 2014-15 and AY 2015-16)	
4.	The bidder should have successfully completed projects of similar nature (scanning, indexing and file retrieval). This must include scanning and indexing of at least 50 lac pages, considering all the projects in last 5 years.	Project Completion Certificate/ Work Order issued specifying the number of pages	
5.	The bidder shall execute the scanning work within the municipal limits of Shimla, Himachal Pradesh.	Copy of Registration certificate	

**c) Bidder's Authorization certificate**

To,

**President (EB) eGF cum Director, FCS&CA  
Department of Food, Civil Supplies and Consumer Affairs,  
HP Aapurti Bhawan, Block No. 42, SDA Complex  
Kasumpti, Shimla 171009 (Himachal Pradesh)**

<Bidder's Name> \_\_\_\_\_, <Designation>  
\_\_\_\_\_ is hereby authorized to sign relevant documents on behalf  
of the company / firm in dealing with the tender for \_\_\_\_\_. He is  
also authorized to attend meetings & submit technical & commercial information as  
may be required by you in the course of processing above said tender document.

Thanking you,

Authorized Signatory.

\_\_\_\_\_  
<Company / Firm Name>

Seal



**d) Self Declaration**

Date: \_\_\_\_\_

To,

**President (EB) eGF cum Director, FCS&CA  
Department of Food, Civil Supplies and Consumer Affairs,  
HP Aapurti Bhawan, Block No. 42, SDA Complex  
Kasumpti, Shimla 171009 (Himachal Pradesh)**

In response to the tender document No. \_\_\_\_\_  
dated \_\_\_\_\_ of Ref. \_\_\_\_\_ as  
owner/partner/Director/proprietor of \_\_\_\_\_

I / We hereby declare that our Agency \_\_\_\_\_ is having unblemished  
past record and was not declare ineligible for corrupt & fraudulent practices either  
indefinitely or for a particular period of time.

Name of the Bidder: -

Signature: -

Seal of the Company/ proprietorship/ partnership firm: -

**e) Citations/ Project Details of the Similar Projects Delivered:**

<b>Sr. No.</b>	<b>Name of Assignment</b>	<b>Client Name and description (Government Department/ Private)</b>	<b>Services delivered (specifying the number of units)</b>	<b>Project Value, dates/duration and current status</b>	<b>Supporting Documentation (details)</b>

**f) Compliance Statement (on Company Letter Head)**

**DECLARATION**

We hereby undertake and agree to abide by all the terms and conditions stipulated by eGF, Department of FCS&CA in the Tender including all annexure(s), addendum(s) and corrigendum(s).

**Signature and Seal of Bidder**

## ANNEXURE-II:

### a) Format for Financial Quotation

**FINANCIAL BID**  
**(To be filled in by bidder)**

Sr.No	Category	Unit	Unit Cost (Rs.)
1	Cost of Scanning per Page.	Per page	

#### **Instructions to the Bidder:**

- Rates quoted by the Bidder should be inclusive of all taxes, duties and charges.
- The invoice(s), will be accompanied with delivery slip duly acknowledged (signed and stamped) by competent authority at the HP Secretariat Library.
- Scanning work includes cutting and rebounding of books.