



TAMIL UNIVERSITY, THANJAVUR

Tender Document

For

Digitization of Modi Manuscripts

December 2018

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TAMIL UNIVERSITY, THANJAVUR

Name of Work: Digitization of Modi Manuscripts

1. INVITATION

On behalf of the Tamil University, Thanjavur, Tender is invited for the Digitization of Modi Manuscripts under two cover tender systems (Pre-Qualification Bid & Financial Bid) from reputed firms/ Service Providers / Agencies by the Registrar, Tamil University, Thanjavur. One cover shall contain EMD & Pre-Qualification Documents and the Second Cover shall contain Financial Bid. The Tender submission date is **18.12.2018 at 14.00 Hrs.**

2. PRE-QUALIFICATION CRITERIA

- a) The Bidder should have previous experience in Digitization of Modi Manuscripts departments / Universities/ other educational institutions/agencies.
- b) The bidder should have got their firm registered with either Service Tax Directorate or with the Commercial Taxes Department or any other Government Department.
- c) The bidder should have recorded an average annual turnover of Rs.1.00 Crore per year during the last three (3) financial years. (2014-15, 2015-2016 & 2016-2017). The bidder should submit the Annual Report/Audited Accounts Certified by Auditor in this regards.
- d) The bidders should have not been Block listed by any of the Government Agency in the past years for any reasons whatsoever.
- e) See paragraph No 17.2 for further details.

3. SCOPE

The scope of this tender is to Digitization of Modi Manuscripts in Tamil University, Thanjavur . The responsibilities of the selected tenderer are given below:

Tamil University is looking for only turnkey solution providers having Documents Management Systems experience and must have undertaken and executed project involving digitization of Hard/Print Copies, integrating with born-

digital contents and providing post digitization Digital Solution like retrieval of images/records and to capture and integrate new arrival of digital records.

The activities involved shall be

.Scanning/quality enhancement/cropping of existing Record/digitization:

- .Nearly 5,00,000 exposures A4 have to be digitized within the premises of Tamil University and no physical document or digitized material shall be allowed to leave the premises at any point of time.
- The original document is fragile and likely to be lost in the near future, extremely valuable documents .
- Delivery of Data in the Following formats
 - . Four raw TIFF and JPEG(600dpi)
 - .Four Clean TIFF and JPEG and(600dpi)
 - .Four PDF for each manuscript(600dpi)
- Delivery of Data in four sets of portable HDD's
 - HDD labels and jacket covers design and printing as per RMVS and TU prescribed format with adequate approvals

4. PERIOD OF COMPLETION

The work should be completed before 4 months from the date of supply order.

5. EARNEST MONEY DEPOSIT

- An **Earnest Money Deposit of Rs.24,800/- (Rupees Twenty Four Thousand Eight hundred only)** should be accompanied along with the Pre-Qualification tender.
- The Earnest Money Deposit should be remitted in the form of Demand Draft issued by any Nationalized or Scheduled Banks drawn in the favour of "The Registrar, Tamil University, Thanjavur 613 010.
- NOTE: The EMD in the form of Bank Guarantee/ Cheque or other form will not be accepted.
- Pre-Qualification Bid without the requisite Earnest Money Deposit will be summarily rejected and treated as Non-Responsive tender.

- The Tenderer should not withdraw from the work after acceptance and received the work order from the university at any cost. Such withdrawal if any, is subject to legal proceedings by the university and cost of damage should be claimed from the tenderer.

6. EMD forfeit

If the successful tenderer fails to Digitization of Modi Manuscripts within the stipulated period, the Earnest Money Deposit amount remitted by the Tenderer forfeited and legal procedures by the University and the cost of the damage should be claimed from the Tenderer.

7. LANGUAGE OF TWO COVER TENDER SYSTEM

Tenders shall be offered in the prescribed forms in ENGLISH Language only.

8. VALIDITY OF BID

The Bids shall be valid for a period of 60 days (Sixty days) from the date of opening.

9. SUBMISSION OF BIDS

- a. Tenders should be submitted only through Post (or) in person in the Tender Box placed at the Registrar, Tamil University, Thanjavur – 613 010.
- b. A two stage bidding procedure will be followed. Cover-1 shall contain the EMD, Pre-Qualification Bid, Signed Tender Conditions and Bidding document. The Cover-2 shall contain only the Financial Bid i.e., the cost of the components as in the Schedule C.

10. OPENING OF TENDERS.

The Cover-1 containing the original copy of the EMD, Pre-Qualification Bid and Tender Conditions and Bidding document will be opened by The Registrar, Tamil University, Thanjavur at **14.30 Hours on 18.12.2018** itself, in the presence of the Tenderers (or) their Authorized Representatives, who choose to be present. The Pre-Qualification Bids of the Tenderers will be evaluated. The Financial Bids i.e., Cover-2 of the Tenderers will be opened only for the Tenderers, who have cleared Pre-Qualification criteria. The date and time of opening of the Financial Bids will be informed to the qualifying Tenderers, in the Pre-Qualification bids.

11. PAYMENT, SEHEDULE

S.No	Milestone	Payment
1.	Digitization of Modi Manuscripts	<p>a)20% of the total amount shall be paid after completion of 30% of the total work</p> <p>b)the next installment of 40% of the total amount will be paid after completion and by acceptance of 70% of the total work(Utilization Certificate HDD's to be submitted to ensure that 70% work is complete) and</p> <p>c)last installment of 40% of the total amount shall be paid after completion of the work</p> <p>d)Payments shall be subject to deductions of any amount for which the company is liable under the terms of the work order. Further all payments shall be made subject to deduction of TDS(Tax Deduction at Source) as per the income tax Act and any other taxes.</p> <p>e) Payment will be made on submission of invoice along with the proof of acceptance of Delivery.</p>

12. NEGOTIATION

If it is felt that the price quoted by the lowest Tenderer is exorbitantly high with reference to the prevailing market rate, negotiation of rates will be made with the lowest Tenderer, for reducing the quoted rates to the reasonable levels. If the tender contains unbalanced items/rates the lowest tenderer must be prepared to furnish the detailed cost break up and other clarifications to the proposals submitted by them, as may be required to adjudge the reasonableness of their price proposals.

13. LIQUIDATED DAMAGES

Liquidated damages will be imposed on the contractor for the lapses/short fall in achieving the rate of progress as per existing schedule.

14. LEGAL JURISDICTION:

Jurisdiction of all legal proceedings, if necessary, relating to the above tender shall be the appropriate court in Thanjavur only.

15. ARBITRATION

Any fact or condition, which may not have been mentioned in Terms & Conditions and may arise after issuing work order, shall be decided as per the State Government policy/rules. In case rules/policies do not provide such situation, the issue will be referred for arbitration. Arbitration for any such dispute shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof.

16. WHOM TO CONTACT

For any clarifications regarding tendering, the bidders shall contact the Registrar at the following address.

The Registrar,
Tamil University
Thanjavur – 613 010.
Telephone: 04362-226720
Email: registrar@tamiluniversity.ac.in
tamilunivreg@gmail.com

Dated Signature of applicant with Seal

17. INFORMATION AND INSTURCTIOINS

17.1 FOR SPECIAL ATTENTION

Bids are invited in accordance with Tamil Nadu Transparency in Tenders Act, 1998 & Tamil Nadu Transparency in Tenders Rules, 2000.

17.2 PRE-QUALIFICATION CRITERIA

- i. Should have TIN/VAT registration issued by Commercial Department, Government of Tamil Nadu.
- ii. Should be an Income Tax Assesse with PAN Card.
- iii. Should have GST in registration issued by Central Excise Department, Govt. of India

DOCUMENTS TO BE PRODUCED

Copy of the work order and the issued by the concerned Government Department / Agency.

2. The bidder should have got their Firm registered with either Service Tax Directorate (or) with the Commercial Taxes Department or any other Government Department.

DOCUMENTS TO BE PRODUCED

- a) Copy of the Service Tax Registration Certificate issued by the competent authority.
- b) Copy of the Certificate of Registration with the Tax Payer Identification Number (TIN) issued by the competent authority.

3. The bidder should have recorded an average annual turnover of Rs. 1.00 crore per year during the last three (3) financial years (2014-15, 2015-16 & 2016-2017).

DOCUMENTS TO BE PRODUCED

Copy of the Audited Balance sheet with associated documents duly certified by a Chartered Accountant.

4. The bidders should have not been Black listed by any Government Agency in the past years for the reasons whatsoever.

DOCUMENTS TO BE PRODUCED

A self-declaration in form of an undertaking to the effect that they have not been Blacklisted by any Government Department to be given in Rs.20/- valued India Non – Judicial stamp paper duly notarized.

18. METHODS OF TENDERING

- i. If the Qualification Application is made by an individual, it should be signed by the individual with his full name and his current address.
- ii. If the Qualification Application is made by a sole Proprietary Firm, it shall be signed by the Proprietor along with his full name and full name of the Firm with its current address. Document with regard to Registration as FIRM by the Registrar of Firms should be produced.
- iii. Qualification application from joint ventures is not acceptable.
- iv. All the Signatures in the Pre-Qualification Bid Application and all the Signatures in the Documents produced **shall be dated.**

- v. All the originals of the documentary evidences produced shall be produced, if asked for, for verification at the time of opening of **Pre-Qualification tender** or subsequently.
- vi. Any clarification on the documents submitted by the bidders may be called for by the Commercial Taxes Department.

19. CAPABILITY OF APPLICANT

The Applicant shall include with the Pre-Qualification Application, details in the prescribed Performa vide Schedule 'A' and 'B'.

- (i) Schedule – 'A' - Affidavit
- (ii) Schedule – 'B' - Self-Declaration on –Black Listing Certificate
- (iii) Schedule – 'C' - Commercial Quote

20. OPENING OF BIDS

- i. Bids received in sealed cover up to **14.00 hours on 18.12.2018** will be opened on the same day at **14.30 hours** by the Registrar, Tamil University, Thanjavur in the presence of the Applicants or their authorized representative.
- ii. The Pre-Qualification bid and Financial Bid received belatedly on account of any reasons whatsoever, will not be opened or considered and will be returned unopened to the applicant.
- iii. Telegraphic Applications will not be entertained.
- iv. The date of opening of Financial Bid will be notified to the qualified applicants after evaluation of Pre-Qualification Bid well in advance.

SCHEDULE "A"

AFFIDAVIT

(To be furnished in Twenty Rupees Non – Judicial Stamp paper duly certified by Notary public)

- 1) I/WE the undersigned solemnly declare that all the statements made in the documents records etc., attached with this application are true and correct to the best of my knowledge.
- 2) I/WE, the undersigned do hereby certify that neither our firm/company nor any of its constituent partners have abandoned any work / works of similar nature and magnitude in India, during the last "FIVE" years.

- 3) I/WE, the undersigned do hereby certify that any of the contracts awarded to me / us has not been terminated rescinded, due to breach of contract on my / our part, during the last "FIVE" years.
- 4) I/WE, the undersigned authorize and request any bank / person/ firm/ Corporation / Government departments to furnish pertinent information deemed necessary and requested by the Registrar, Tamil University, Thanjavur to verify the statements made by me / us or to assess my / out to assess my / our competence and general reputation.
- 5) I/WE, the undersigned, understands that further qualifying information / clarification on the statements made by me / us may be requested and agrees to furnish such information / clarification within "**Five Working days**" days from the date of receipt of such request from the The Registrar, Tamil University, Thanjavur -10.

Dated Signature of Applicant with Seal.

(To be signed by the officer authorized by the Firm
Company to sign on behalf of the Firm/Company
with Company's Seal)

Note: In case of sole proprietary concern, affidavit should be signed only by the sole Proprietor.

(Title of the Firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at and signed before me on this day of

(Seal)

(Signature of the Notary public)

SCHEDULE "B"

Self - Declaration on Block Listing Certificate.



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Digitization of Modi Manuscripts

SCHEDULE "C"**COMMERCIAL QUOTE**

Sl.No	Description	Amount
1	Scanning of Modi Manuscripts in A4Size per page600dpi(5,00,000 Pages) (Rate per page with GST)	
2	Delivery of Data in the Following formats in HDD <ul style="list-style-type: none">• . Four raw TIFF and JPEG (600dpi)data in HDD• .Four Clean TIFF and JPEG and (600dpi)data in HDD• .Four PDF for each manuscript(600dpi)ram and Clean (Rate per set with GST)	

