

F.No. 15(9)/2011-Admn.  
Government of India  
Ministry of Parliamentary Affairs

**TENDER NOTICE**

Tenders are invited by the Ministry of Parliamentary Affairs under two bid system (i.e. Part – 1: Technical Bid and Part – II: Financial Bid) for Digitization of the various records/documents pertaining to various Divisions of this Ministry.

2. General terms & conditions:

- (i) The interested firms have to submit the Technical bid and Financial Bids in the prescribed Proforma.
- (ii) No bid will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
- (iii) Approx. 10,000 files (around 10 lac pages) are required to be digitized.
- (iv) Digitised data has to be given in DVDs/ hard Disk. Hard disk/DVD media will be provided by the Ministry.
- (v) The digitized Files in text pdf file format is to be supplied.
- (vi) The paper size is A4 / Legal (black & white).
- (vii) Scanning is required to be done on 300 dpi resolution (B&W)
- (viii) Documentation/ indexing of the files as per their placement in the Record Room.
- (ix) Every file is required to be numbered and placed back at the Record Room after digitization by the vendor.
- (x) Digitization work should be completed within three months from the placement of order.
- (xi) For digitization manpower, hardware and software will be provided by the bidder.
- (xii) Bidder must have experience of at least two years in scanning/digitization work.

3. The Earnest money Deposit (EMD) of Rs. 25000/- (Rupees Twenty Five Thousand) in the form of Account Payee Demand Draft/ Banker Cheque drawn in favour of "PAO, Cabinet Affairs, New Delhi" has to be submitted along with bid in a sealed cover superscribed "Bid For Digitization Work" to the Under Secretary (Admn.) Ministry of Parliamentary Affairs, New Delhi (Room No. 92, Parliament House, New Delhi) upto 2.00 PM on 15.05.2014. Bid shall not be considered in case the EMD is not submitted with tender bid. The said Earnest money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.

4. The successful tenderer will have to deposit Performance Security Deposit of Rs. 1.00 lakh in the form of either Demand Draft/ Banker Cheque drawn in favour of PAO, Cabinet Affairs or Fixed Deposit Receipt (FDR) from a commercial bank made in

