

**DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)-470003  
(A CENTRAL UNIVERSITY)**

**No.R/Exam/2012/01**

**Date :19-1-2012**

**MODIFIED TENDER NOTICE**

Dr. Harisingh Gour Vishwavidyalaya, Sagar invites Bids from eligible Bidders/Agencies for Scanning, Digitization of Tabulation Registers/Files, Degree Registers etc. with Web Enabled Documents Management System software facility for Search and Retrieval of Data and Scanned images of this University. The detailed information and the application form can be downloaded from the University Website [www.dhgsu.ac.in](http://www.dhgsu.ac.in). The Bids will be accepted by **Registered Post/Speed post only** on or before **17/2/2012** up to **4:30 p.m.**

**Controller of Examination**

**DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)-470003  
(A CENTRAL UNIVERSITY)**

**MODIFIED TENDER DOCUMENT**

**INVITATION FOR PROPOSAL**

**For**

**Scanning, Digitization of Tabulation Registers / Files,  
Degree Registers etc. (bilingual – English and Hindi) web enabled  
document management system**

**With Software facility for search and Retrieval of  
Data and Scanned images**

**DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)-470003  
(A CENTRAL UNIVERSITY)**

**No.R/Exam/2012/01**

**Date :19-1-2012**

**MODIFIED TENDER NOTICE**

Sealed tenders are invited from bidders having at least five years long/rich/specialized experience of executing of Scanning, Digitization of Tabulation Registers / Files, Degree Registers etc. of University/ Board / similar / organization/Bank and also have strong in-house requisite infrastructure. etc. The detailed modified tender forms may be obtained by downloading from [www.dhgsu.ac.in](http://www.dhgsu.ac.in). Downloaded tender forms after properly filled up with spiral binded will be accepted with a demand draft of Rs. 500/-(rupees five hundred) in favor of Registrar, Dr. Harising Gour Vishwavidyalaya, Sagar. The draft is to be attached with the technical bid.

The University reserves the right to accept/reject any tender in full or part thereof without assigning any reasons. D.D. of Rs. 50000/- as earnest money deposit (EMD) will also be enclosed with technical bid in favour of the Registrar, Doctor Harisingh Gour Vishwavidyalaya,Sagar payable at Sagar (State Bank of India, Saugar University Branch, Sagar, Code No.1143).

<b>Brief description of the work</b>	<b>E.M.D. (Rs.)</b>	<b>Last date and Time for submitting completed tenders</b>	<b>Opening date and time</b>
Scanning, digitization of Tabulation Registers/files and Degree Registers etc. of the University since 1948 (hand written and computerized in A-0,A-1,A-2, A-3 and A-4 and other sizes) (bilingual – English & Hindi) with web enabled DMS software facility for search and Retrieval of Data and scanned images etc. and indexed on DVDs with High Capacity Portable Storage device. It should be supportive to pace with the new technologies in the coming years.	50,000/- (fifty thousand)	On or before <b>17/02/2012</b> Up to <b>4:30 p.m.</b>	On <b>22/02/2012</b> at <b>4:30 p.m.</b>

Other particular of the tender may be seen on the University Website  
[www.dhgsu.ac.in](http://www.dhgsu.ac.in)

**Controller of Examination**

**DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)-470003  
(A CENTRAL UNIVERSITY)**

TENDER FOR SCANNING, DIGITIZATION OF TABULATION REGISTERS/FILES AND DEGREE REGISTERS(BILINGUAL – ENGLISH & HINDI) WITH WEB ENABLED DMS SOFTWARE FACILITY FOR SEARCH AND RETRIEVAL OF DATA

**INVITATION TO QUALIFY AND NOTICE INVITING TENDERS**

The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar ( hereafter called as the University ) invites sealed tenders, in two bid system (technical bid and financial bid) by **17/02/2012** up to **4:30 p.m.** for the following work

<b>Name of work</b>	<b>Approximate Cost of the work (Rs. in lakhs)</b>	<b>Period of Completion</b>
Scanning, digitization of Tabulation Registers/files and Degree Registers of the university (since 1948 to 1989 hand made TRs and 1990 to till date computerized TRs) (bilingual – English & Hindi) with web enabled DMS software facility for search and Retrieval of Data and scanned images and indexed on DVDs with High Capacity Portable Storage device	25 lakhs	Six months

**SECTION I**

**“Invitation for Bids”**

**1. Need for digitization :**

i) University wishes to digitize and archive the large pool of documents which have accrued over the past 65 years of its existence. These documents are of various forms, content and nature and include, but are not limited to the following types :

- tabulation registers/files
- degree registers
- hand written tabulation registers
- hand written documents

The condition of documents to be digitized

- Some documents are brittle nature of the historic
- Non-standard size of the page
- Some documents are sometimes faded and wrinkled
- Some documents having content on both the side

To cope up with technological advancements and to ensure the usability of scanned images for long period. University intends to digitize documents to PDF/A file format. PDF/A file could be upgrade to new technology and should be equipped with load file parameters at the time of scanning for input in to document information directory. The PDF/A document should have the provision of secure digital signature, and admissibility electronic evidence under law and set out in Section 65 of IT Act 2000. All the scanned documents should be stored, archived using a document management system with flexible retrieval option. Detailed technical specification of the DMS software is mentioned in Section II of this RFP documents.

- a) A file number, registration number assigned
  - b) Name of the year
  - c) Any key work
  - d) Any other information needed
- ii) Wherever possible the scanned images will be converted into **MSWORD/APPROPRIATE DATA FORMAT IMAGE** document for ease of its import and further usage in the university.
- iii) The Bidders are advised to see the Tender Document carefully. Submission of Tender shall be deemed to have been done after a careful study and examination.
- iv) The Bidder must be either a firm registered under the Indian Partnership Act or a Company registered under the Indian Companies Act, 1956 or a consortium of a firm or a Company.
- v) The Tender comprises of **two bid systems**. The Technical Bid and Financial Bid. Bidders should submit offers in two sealed envelopes. On the envelopes – Write “Technical Bid” and “Financial Bid”. The mentioning of above is mandatory.

vi) The Technical Bid will consist of a draft of Rs.500/-(Rs. five hundred, non- refundable) for the cost of Bid documents and an amount of Rs.50,000/-(Rs. fifty thousand) as Earnest Money Deposit (EMD) in favor of the Registrar, Dr. Hari Singh Gour Vishwavidyalaya, Sagar (State Bank of India, Saugar University Branch, Sagar, Code No.1143) Sagar M.P. It will contain details to satisfy the eligibility of the Bidder cost work performance etc. If need be the bidder can be asked for presentation before the authorized person (appointed by the university) or Committee of the University. A complete demonstration is required to be presented if so required.

vii) The financial bids of all those Bidders who qualify in Technical Bids will be opened in the presence of those Bidders.

viii) In the Financial Bid, the Bidder need to specify every aspect in detail for the execution of work like rates for scanning each document and for the software (if any) required for accessing the document as explained above in Para 1.

ix) If the bidders want to have a glimpse of old registers/records, they will be permitted to do so. In any case, no official papers will be permitted to be taken away from the University.

x) The selected bidder will have to give an undertaking that all the documents will be handled carefully. Any kind of damage to the documents will not be accepted and the bidder will be held responsible.

## **2. Period for completion of work:**

i) The expected workload of files and document may exceed 500000 (hand written and computerized in size A-0,A-1,A3 etc. from 1948 to 2010 respectively) pages and the work is to be completed within six month from the date of acceptance of bid.

ii) The Bidder will be required to setup hardware including local computer network (if required) in the University with trained manpower for scanning the above work.

iii) The Bidders would have to quote the rates in Rs./ paise for each single page or a unit considering the total scope of work on end to end solution basis. Expected work load of papers is as per Para mentioned above.

iv) Tender would be only on end to end solution basis. It would not be split cost of software (if any) required for access the scanned documents or converting it into **Appropriate MS Word** format as indicted in Para One may be given separately.

v) The work shall be allotted in 3 (Three phases) :

- In 1<sup>st</sup> Phase: covered the work from 1995 to 2010
- In 2<sup>nd</sup> Phase: covered the work from 1948 to 1972
- In 3<sup>rd</sup> Phase: covered the work from 1973 to 1994

The payment will be made phase – wise completion of work; after satisfactory report of the Committee constituted by the University.

vi) Eligible Bidders could be called upon at their cost to demonstrate technical qualification with live testing of the complete workflow of expected workload of one day.

vii) The University is not bound to accept the lowest Tender as it will compare to the better technical perspective and security measures and valuation of quality too. The University may reject any part of the tender without assigning any reason thereof.

viii) If the Bidder fails to provide services for any reason the University will have the liberty to get work done from the other sources/parties. In such situation, the University reserves the right to deduct proportionate amount (due to other parties) from the bidder's claims.

ix) The Bidder will give indemnity to the University for any Violation of copyrights or intellectual property rights for the software used for completing the task assigned. A complete secrecy of records will be maintained.

x) After completion of the work any source code/Software Source Code etc. will be the sole property of the University including documentation.

**3. Inputs to be provided by the University of the Tabulation, Degree Registrars/documents.**

- a. As per specification required.
- b. Space for installing scanner and the computer by the Bidder for completing the task on the site along with the connection for electrical supply. Frequent power cut will not be a plea to consider the date of extension of the work. The Bidder would be allowed to access to the office of the University during the working hours. In case, he wants to work beyond the office hours, he may have to bear the expenditure for running the office beyond the working hours.
- c. University will not bear the expenditure for electricity charges, expenses on generators, UPS and other back ups and all rough materials using for this purpose.

**4. Final outputs that will be required**

The Bidder shall provide two copies of High speed/capacity accessible portable Storage devices complete copies/documents of the scanned images of documents of files disposed in the University to the related respective tabulation registrar of the software to search the documents and convert it into MS word file containing a list of files giving file record and the key word for searching year-wise, class wise and Roll No. wise (prompt searching the particular document).

**5. Bidding and selection process**

Selection of the Bidder will be selected on two stage evaluation process:

- a. **Technical evaluation** and
- b. **Financial evaluation** and

i) The Technical evaluation will be performed on the basis of technical qualification mentioned in Section II of this document, for



which the Bidders may be asked to make presentation or give documentary proof in presence of the Committee of the University.

ii) Financial bid would be opened only of those Bidders who have been found to be qualified on the basis of technical evaluation. Technical bids received without bid processing fee and bid security amount shall be rejected.

iii) The EMD will be returned to the Bidders who do not qualify technically.

iv) The bidder whose bid is accepted for the contact shall deposit a security amount of 3% of the work order value through a bank draft drawn in favor of the Registrar, Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.) towards performance guarantee or he can furnish a bank guarantee to be issued from a nationalized bank for the same within a 15 days of acceptance of his bid.

v) The Bidders after seeking prior appointment with University Administrative Authorities can examine the samples of the work files in the University.

## **6. Submission and withdrawal of Bids**

- a. Bids are to be submitted in sealed envelopes, marked and addressed as directed in the above Para.
- b. Bids transmitted by fax or email will not be accepted for consideration. **Bids will be received through India Postal System only (By registered post /Speed Post).**
- c. Bids received after the closing date and time will immediately be treated as disqualified. No over writing corrections etc. of any kind is allowed.
- d. Bids can be withdrawn by a written request received from the Bidder prior to the closing date and time.

**7. Amendment of Terms and conditions of bid:**

At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the terms and conditions of the bid by an Addendum. The Addendum will be communicated by fax/mail to the Bidders. They will acknowledge receipt of the Addendum. The Addendum will also be available on the University's website **www.dhsgsu.ac.in** and it will be responsibility of the Bidder to check the website on regular basis for updates.

**8. Terms of payment :**

(i) The payment will be made in **Phase-wise completion of work after satisfactory report** of the Committee constituted by the university.

(ii) The Bidder will be responsible for the safe custody of the documents given for scanning etc and also be held responsible for any document that remained un-scanned for any reason.

(iii) The bidder shall prepare a fresh DVD / High speed /capacity accessible portable Storage devices, again where a document is found missing. For this DVD, University shall not be responsible for making payment.

(iv) The bidder shall be held responsible for the quality of work. If the work is not found satisfactory to the University, the Bidder can be penalized as per the decision of Committee appointed by the university in this regard.

**9. Penalties :**

As per the work order if the work is not completed within the time schedule, penalties will be fixed on the bidder. A penalty at the

rate of 2.0% of the total amount of work order per week of delay, subject to the maximum of 10% of the total amount of the work order may be fixed and EMD may be forfeited or contract may be terminated for default.

**10. Award of contract:**

i) The University will award the contract to the successful Bidder whose bid has been determined to be responsive and most competitive for the task assigned. The final bidder who is awarded the contract will be expected to submit a security of 3% of the work order value through a bank draft in favour of Registrar, Dr. Harisingh Gour Vishwavidyalaya for performance guarantee within 15 days of acceptance of his bid.

**“ The tender will be awarded to a firm/company who submits the proofs/documents having quality assurance, reputation, turn over, experience in this field and reliability etc.**

**To maintain confidentiality and reputation of examination, the name of the firm/company etc. will not be made public.”**

ii) The University reserves the right to reject any bid at any time without assigning reasons whatsoever.

**11.** The University reserves the right to inspect the performance of the Bidder during the work progress. The inspection may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure quality of work etc. University reserves the right to cancel the work order assigned to the Bidder at any time which includes the time after the completion of assigned work without assigning any reason. In case the work order is cancelled then the costs incurred will be borne by the Bidder and under no circumstances the Bidder shall claim for any payment or damages from the University.

**12.** The bidder will have to maintain confidentiality and a complete official secrecy. Disclosures of records in the various/ any form by the bidders will be considered a breach of contract.

**13.** The selected Bidder or his employees will not disclose the content of document given for scanning or archiving, the details of University's software, to any person and allow its unauthorized use. The selected Bidder shall not also disclose the records which he has handled to any of its existing or future clients.

**14.** The Bidder shall indemnify the University against all third party claims of Infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/hardware/manpower etc. and related services or any part thereof .

**15.** The Bidder shall not outsource the works or assign the part of the work to any other agency except their direct franchisees under any circumstances. This violation will attract forfeiture of EMD/Security deposit and cancellation of work order. The bidder has to submit a certificate of this effect with the bid .

**16.** If the Bidder is not able to fulfill its obligations under the contract, which includes non completion of the work, the University reserves the right to select another Bidder to accomplish the work. Any costs, damages etc. resulting out of the same shall have to be borne by the outgoing Bidder.

**17. The ordered job work will have to be carried out at University's premises for which the bidder will be provided adequate space and electric connection. All other arrangement for completing the task have to be made by the Bidder.**

**18.** University may at any time terminate the contract by giving written notice to the selected Bidder. No compensation will be given to the selected Bidder, if the selected Bidder becomes bankrupt or insolvent. Provided that such termination will not prejudice or affect any right of action or remedy which has occurred or will accrue thereafter to University.

**19.** University can serve a notice to the selected Bidder to terminate the work order or the contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for University's convenience, the extent to which performance of work under the work order and / or the contract is terminated, and the date upon which such termination becomes effective. University reserves the right to elect:

a) To have any portion completed at the work order and/or the contract terms and prices; and/or

b) To cancel the remainder and pay to the selected Bidder an agreed amount for partially completed services.

**20.** In the event of any dispute or differences arising under these conditions or any other Special conditions of contract in connection with this contract, the same shall be referred to Vice Chancellor, Dr. Harisingh Gour Vishwavidyalaya, Sagar for a final decision, which will be a binding on the bidder .

**21.** Disputes, if any, will be settled in the H'ble Court at Sagar.

**22.** Payments shall be subject to deductions of any amount for which the Bidder is liable under the agreement against this contract. Further, all payment shall be made subjects to deduction of TDS (Tax deduction at source) as per the income-Tax Act and other Taxes as per rules.

**23.** The selected Bidder would provide all necessary infrastructure including software, hardware, networking etc. for successful completion of the work ordered. Non-compliance on the directions issued by the University in this regards may result in forfeiture of the selected Bidder's EMD, and/or termination of the contract for default.

**24. Schedule for Invitation for Bids**

i) Name of the Organization : Dr. Harisingh Gour  
Vishwavidyalaya, Sagar (M.P.) – 470003

ii) Location where the work of scanning and digitization would take Place : Examination Section, Central Office, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

iii) Addressee and Address at which Bids to be submitted :

“ Controller of Examination, Dr. Harisingh Gour  
Vishwavidyalaya, Sagar(M.P.)”

iv) Date and time for receipt of Bids :

“ **On or before 17/02/ 2012 up to 4.30 p.m.**”

v) Place, Time and Date of opening of Technical Bids of Bidders:

**On 22/02/2012 at 4.30 p.m.**  
In the Committee Room,  
Dr. Harisingh Gour Vishwavidyalaya,Sagar (M.P.)

vi) Date till which the Bids are valid :

120 days from the date of opening of the Technical Bids.

vii) Officer to be contacted :

Controller of Examination, Dr. Harisingh Gour  
Vishwavidyalaya, Sagar (M.P.) Phone No.07582-264204

## **SECTION II**

### **Eligibility & Qualification Requirements :-**

1. Bidder's annual financial turnover during each of the last three financial years shall not be less than Rs. 20 Lakhs. Certified copy from the Auditors in this regard with a copy of Balance Sheet and P/L Account and ITR as proofs.

2. The software should be hardware independent and should be Integra table with any Third party software supporting open standards.

3. It is preferable to the solution provider and/or its partner be an ISO Certified Company registered on or before December 2011. The Certificate be attached with the technical bid.
4. The Bidder should have at least two software specialists working for providing support for the software to the University. A list of these specialists and their qualifications to be submitted with the technical bid.
5. The Software solution provider/partner should own the Intellectual Property Rights (IPR) for the product offered & should have a direct implementation team.
6. The Software solution provider should have a successful Image Archival, management and Retrieval system
7. The Software solution provider/partner have at least 4 working sites in Government domain in India, for demonstrating the vendor's understanding of the University. Letter of references of these public authorities as satisfactory provision of services by Bidder must be attached with Technical Bid.

## **8. Technical specification :-**

### Scanning :

- i) Scanning should be carried out using high quality equipment
- ii) Documents should be scanned in 300 dpi resolution. For damaged and dusted documents should be done in 600 dpi resolution.
- iii) All the scanned documents should be saved in PDF/A file format after inserting the load file parameters at the time of scanning itself.
- iv) Images should be desk wed, noise removed, rotated for proper visibility.

- v) All the pages should be serially numbered before scanning by using a numbering machine and after the scanning the scanned file should look similar to the physical record.

**Web enabled DMS software :**

- i) Should be capable of working on Multiple Operating System Platform.
- ii) Should have built in scanning module comprising of selecting scanner type, color mode, selection of dpi, single page, multiple page, and selection of output file format in TIFF, JPG, PDF, PDF /A etc... Able to select color, gray scale, black & white from the DMS software.
- iii) Able to upload file from Scanner, Computer file and from any other source of image capturing equipment directly
- iv) Should have user access control with unique username and password, users, password facility
- v) Administration console to create users, accessible and permissions for users, password protection etc.
- vi) Build on three tier security- User level, Application level, Documents level to read, print, and search
- vii) Should have Cabinet, Folder, and Document structure. Should support folder within folder facility.
- viii) Should support multiple index parameters like File name, File Number, Registration Number, Discipline of the Student and other parameters. DMS should support Alpa numeric index parameters
- ix) Search facility having Name, date, content, fuzzy logic, Annotations and phonetic seach
- x) Should support storage of multiple file formats like word, Excel, PDF/A, PDF, TIFF, JPG, Power point etc.



- xi) Audit Trail facility to track all the events happened in the DMS software
- xii) Facility to create Annotations, Book Marks, Hyperlinks in the documents
- xiii) Periodical back up of data from the DMS software database to server for security reasons
- xiv) Should support various report generation, as decided by the university
- xv) Phase wise testing of the work will be ensured by the bidders in presence of technical experts /team constituted by the university for the purpose.

**9.** The Bidder shall return a copy of tender document with following attestation at the end of document after signing on each page of the tender document:-

“ All the terms and conditions of the tender are acceptable to (Name of Bidder) and (full name and address of the Company)”

Place (Name of Bidder)  
Date: on behalf of (Name of Company)

Place  
Date: **Controller of Examination**  
Dr.Harisingh Gour Vishwavidyalaya,  
Sagar (M.P.)

**DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)-470003  
(A CENTRAL UNIVERSITY)**

**TECHNICAL BID**

**TENDER FORM**

Last date & time of submitting :On or before **17/2/2012** upto **4:30 p.m.** Tender Cost : Rs. 500/-

Complete tenders: Earnest Money : 50000/-

Opening Date &  
Time of Tender : On or before **22/2/2012 At 4:30 p.m.**

**Subject -** Tenders for Scanning, Digitization of Tabulation Registers/Files, Degree Registers with web enabled DMS software facility for Search and Retrieval of Data and Scanned image.

1. Name and Address of the firm/company/concern.  
.....  
.....  
.....  
.....  
E-mail Add.....Phone.....Fax.....
2. Registration No.....
3. PAN No. .... TIN No.....
4. Office if any .....
5. Is the Office Owned/Leased or rented.....
6. Work Address (Factory)  
.....  
.....  
.....  
E-mail Add.....Phone.....Fax.....
7. Reference: Tender Notice No. ....Date.....
8. Tender fee of Rs. 500/-(five hundred only) has been deposited by us  
D.D.No.----- Dated-----Receipt no. ....  
Date.....and the photocopy of the same is enclosed herewith.
9. A sum of Rs.....(in words).....  
has been Deposited by D.D./Bankers Cheque No. .... Dated .....  
in favour of Registrar, Doctor H. S. Gour Vishwavidyalaya, Sagar and the  
same is enclosed herewith as Earnest Money.

10. We agree to abide by the terms and conditions mentioned in the Tender Notice issued by Dr. H. S. Gour Vishwavidyalaya, Sagar, dated .....We also agree to abide by all other conditions mentioned in the Performa enclosed, on each page of which we have put our signature in token of our acceptance of the terms mentioned therein.
11. Income tax clearance certificate from income Tax officer of concerned circle and sales tax clearance certificate from concerned commercial Taxes Officer have also been enclosed herewith.
12. All Experience Certificates as demanded have been enclosed with Technical Bid envelope .
13. The rates quoted by us in the financial bid shall be valid up to complete work. .
14. Person/official to be contacted in case any clarification is required.  
Name.....  
Designation.....  
Qualification.....  
Contact No. Office .....Residence ..... Mobile .....  
E-mail .....
15. The Technical Bid in separate envelope subscribing it as “Technical Bid” and Financial Bid in separate envelope subscribing it as”Financial Bid” and Finally Keep them in a single large envelope subscribing it as “Tender for Scanning, Digitization of Tabulation Registers/files, Degree Registers with software facility for Search and Retrieval of Data and Scanned images” to be opened on **22/02/2012 at 4.30 p.m.**
16. Envelope of “Technical Bid”: Shall be opened first. The firm concern/ company, fund technically fit & sound for doing the job mentioned in this tender shall only be considered for opening of “Financial Bid” envelope. All the envelope should be individually sealed.

**DECLARATION**

I / We hereby declare that we have quoted rates in financial bid after careful study of terms and conditions of tender documents. We shall also accept the decision of Vice-Chancellor, Dr. Harisingh Gour Vishwavidyalaya, Sagar in this regard.

I/We are in the business of above work, for which we have enclosed appropriate work experience certificate. We have all technical infra-structure and technical staff etc. for smooth and effective execution of above work. I / We have not been black listed by any Government (Central and state) Board/University/Public undertakings/Banks/ R.B.I. etc.

I/We certified that the tender document contains 24(twenty-four) pages downloaded in in the exact form published by the University. No alterations and additions have been made in it to the best of my/our knowledge.

**SIGNATURE OF BIDDER**  
WITH SEAL

**DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)  
(A Central University)**

To be submitted in the envelope marked "Technical Bid"

**ANNEXURE-2**

Please supply the following information in **TECHNICAL BID**

Infrastructure available with firm tendering for Scanning, Digitization of Tabulation Registers/files, Degree Registers with software facility for Search and Retrieval of Data and Scanned images

1. **Availability of Machines:-**

**A. Computer**

S.No.	No.of Computers	Make and Other Description	Detail of Software to be used for the Work	Working Capacity Hrs./Day

**B. Other machineries if any :-**

S.No.	Machines Make and Other Description, if any	Number of Machines	Working Capacity Hrs./Day

2. **Available Man Power.**

S.No.	Personnel	Full Time	Part Time	Experience

**3. Experience of the Firm**

Please enclose Experience Certificate

S.No.	Name of Bord /University/Similar Organization/Bank etc.	Yes	Nature of Work

**4. Annual turnover of the last three years audited balance sheet and/ITR enclosed.**

S.No.	2007-08	2008-09	2009-10

- 5.** i) Service tax No.  
ii) PAN No.  
iii) EPF/ESIC No.  
iv) Registration details with Labor office

Please enclose attested copies each of the above.

**6.** D.D./Bankers Cheque/Cash Receipt of Rs.500/- for tender form if is downloaded from web site [www.dhgsu.ac.in](http://www.dhgsu.ac.in), and Rs.50000/- for Earnest Money. Deposit

**Note.:** (1) **If information given in the Technical Bid Form is incomplete to assess the technical capability of the firm to undertake the work offers from that firm shall be rejected.**

(2) **If space found short separate sheet may be enclosed.**

**SIGNATURE OF BIDDER  
WITH SEAL**

**DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)-470003  
(A CENTRAL UNIVERSITY)**

**ANNEXURE-3**

To be submitted in the envelope marked "Financial Bid"
--

Please supply the following information in the **FINANCIAL BID**

1. Firm Name and Address  
M/s.....  
.....  
.....
2. No over writing/corrections any way are permissible  
(Please note carefully that Rates quoted should not be changed or modified by way of cutting or overwriting or by using white fluid)

Required pages	Size of pages to be Scanned/ digitized	Rates per page of scanning, digitization of TRs/files etc. with web enabled DMS software facility for search and retrieval of data and scanned images		Remarks
		Rs. in figure	Rs. in words	
Upto 1,00,000	A0			
	A1			
	A2			
	A3			
	A4			
	Other large sheet			
1,00,001 to 3,00,000	A0			
	A1			
	A2			
	A3			
	A4			

	Other large sheet			
3,00,001 to 5,00,000	A1			
	A2			
	A3			
	A4			
	Other large sheet			
Above 5,00,000	A1			
	A2			
	A3			
	A4			
	Other large sheet			

**SIGNATURE OF BIDDER  
WITH SEAL**