



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission, Bihar**



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INVITATION FOR QUOTATIONS FOR NON-CONSULTING SERVICES  
UNDER SHOPPING PROCEDURE

**Scanning and Digitization of Files and Records of JEEViKA for Document Management  
in online application**

To

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Dear Sirs,

**Sub: INVITATION OF QUOTATIONS FOR SCANNING AND DIGITIZATION OF FILES AND RECORDS OF JEEViKA FOR DOCUMENT MANAGEMENT IN ONLINE APPLICATION.**

1. You are invited to submit your most competitive rates for online entry of the following work:

Brief Description of the Works	Quantity	Works to be completed	Completion Period	Place of Work
<b>Scanning and Digitization of Files and Records of JEEViKA for Document Management in online application</b>	Approximately 7.5 lakh pages	As per Terms of Reference-Annexure-A	Within Six months	At BRLPS Office premises or as per decision of BRLPS

2. Government of Bihar has received a Credit from the World Bank/IDA in various currencies towards the cost of "Bihar Transformative Development Project" and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Important Dates and Times/Bid Document

3.1 Last Date & Time for Submission of Bids : 03.00 PM on 11.08.2021

3.2 Date/Time of Opening of Bid : 03.30 PM on 11.08.2021

**NOTE: Bidders may attend bid opening.**

4. **Qualification criteria**

<b>Sl. No.</b>	<b>Qualification Criteria</b>	<b>Document to be submitted in support of qualification criteria</b>
1	The bidder should be a registered Company/ Partnership firm	Signed and stamped photocopy of Certificate of Incorporation and/ or Certificate of Commencement of Business issued by the Registrar of Companies/Partnership deed (in case of partnership firm). Signed and stamped copies of PAN & GST certificates.
2	Having documentary evidence for live head office/Branch office within Bihar	Signed and stamped photocopy of Current Electricity bill or Landline bill in Bidder's name. If office is not available in Bihar, then declaration of letter head of opening an office within one month from award of contract.
3	The Bidder should have the experience of successfully implementing at least three project of similar nature like files/documents/data scanning etc. of minimum 5 lac pages in Govt. departments, societies/PSUs etc. (Govt. clients in India)	Signed and stamped photocopy of work orders and completion certificate of the same.
4.	The bidder should have Average Annual Turnover exceeding Rs. 50.0 lakh in last 3 financial years.	Signed and stamped photocopies of Audited Balance Sheet & Profit & Loss A/c is to be submitted.

5. **Bid Price**

- a) The price should be quoted for 1 sheet including the infrastructure cost.
- b) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- c) Applicable GST must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of contract and shall not be subject to adjustment on any account.
- e) The Prices should be quoted in Indian Rupees only.
- f) Statutory deductions will be deducted at source, if applicable.
- g) GST in connection with the sale shall be shown separately.

6. **Submission of Bids:**

- a) A bidder shall submit only one quotation in a sealed envelope.
- b) The bidder must mention full detail specification of the works quoted. Mere copying of the specifications mentioned by the BRLPS or mentioning words like "complying"/"compliant" is not sufficient.
- c) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

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7. **Validity of Quotation**

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Bidder has to mentioned complete address of their local office with name of contact person, his mobile number and email address.
9. Successful bidder will be solely responsible for safe custody of the documents to be provided by the BRLPS for entries.

10. **Evaluation of Quotations**

The BRLPS will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions and qualification criteria.

11. **Award of Contract**

BRLPS will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRLPS, has capability to execute the contract and has quoted the lowest evaluated unit price.

11.1 **Notwithstanding the above, the BRLPS reserves the right to accept or reject any quotation/s and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract without assigning any reason.**

11.2 The bidder whose bid is accepted will be notified of the award of contract by the BRLPS prior to expiration of the quotation validity period. The successful bidder will be issued work order within 7 days from the date of notice of award.

11.3 Successful bidder has to furnish a performance security amounting to 2% of the contract value in the form of Demand Draft issued from a schedule bank favoring Bihar Rural Livelihoods Promotion Society, payable at Patna. The performance will be released after final payment.

In case the agency fails/refuses to complete the entire job, the performance security will be forfeited on account of breach of contract.

13. In case of delay in completion of work within due time, a penalty at the rate of 0.5% per week subject to a maximum of 5% of the total contract value shall be deducted from the bill of the service provider.

14. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory completion of work as per the following details:

Sl. No.	Deliverables	Payment Schedule
1.	Scanning of documents (Note sheet & communication sheet)	50% payment on completion of 3 lakh scanned pages and upon submission of bill.
2.	Scanning of documents (Note sheet & communication sheet)	Remaining payment on completion of task and upon submission of bill.

15. We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

Annexure A- Terms of Reference

Annexure-B- Financial Format

Yours Faithfully,

(Dr. Santosh)  
Procurement specialist

**TERMS OF REFERENCE FOR HIRING OF  
AGENCY FOR**

**“Scanning and Digitization of Files and Records of JEEViKA for Document Management  
in online application”**

**1. BACKGROUND**

Bihar Rural Livelihoods Project (BRLPS) is designed by Government of Bihar to address rural poverty in Bihar. The World Bank is extending financial assistance to this project. The project aims at enhancing social and economic empowerment of the rural poor by creating self-managed community institutions and enhancing income through sustainable livelihoods generation. Currently, **BRLPS** also known as **JEEVIKA**, is implementing a number of projects namely BTDP, NRETP, NRLM, LSBA, SJY, DDU-GKY etc.

BRLPS is operational in all the blocks of Bihar. More than 1 Crore rural poor families have been organized into more than 10 lac SHGs, more than 60 Thousand Village Organizations (VOs) and more than 1000 Cluster Level Federations (CLFs) and the numbers are still increasing. There are number of staff supporting the project and large number of community professionals have been engaged for execution of different interventions initiated by different thematic heads across state.

**2. Objectives of the Assignment**

The objective of this assignment is to hire an agency to scan approx. **7.5 lacs** pages of SPMU BRLPS with proper content and details management. The documents will includes, files, letters, applications etc. which will be further uploaded/shared to Office Automation related applications in BRLPS. The number may increase or decrease.

**3. Business Requirement**

The agency is expected to provide the required hardware, software, manpower and other related services for the scanning of the files, documents etc. The documents will be provided by the organization. The Agency will carry out the activity within the Jeevika premises. The documents is to be properly handled by the agency on day to day basis. Any leakage of information to outsiders will bring legal actions on the agency. Indexing with minimum parameters as-Thematic name, File number, Subject, File creation year etc.

Uploading as diary upload in e-office. This may be further defined with the successful agency.

**(a) Pre-Scanning Activities**

- (i) Documents are to be collected from themes (rooms/shelves) and required to be counted and entered into the log register before taking to the scanning area.
- (ii) Categorization and indexing of files and documents before start of scanning work.
- (iii) Since some documents are old and are not in good physical condition, documents are required to be repaired if not fit for scanning.
- (iv) It will be the responsibility of vendor to take care of security and safety of documents. In case of loss of any document, appropriate remedy including penalty may be imposed on the vendor for the loss suffered.

**(b) Scanning Activities**

Batch Processing, Archiving (Scanning Storing into image/digital form) and Retrieval:

- (i) The scanned documents/material shall be stored in PDF/A Format.
- (ii) The scanning of the records of A4/legal/A3 sizes at minimum 300 dpi resolution in B/W or Grayscale/or color as decided by the organization.
- (iii) Receiving files by the agency from officers & staff of after counting and entering details in the log register.
- (iv) Preparing the files for scanning/ digitization purpose, i.e. removal of tags, pins, etc.
- (v) Scanning, Storing the Data in Scanned form with mirroring facility and one additional backup on hard disk drive to the person responsible.
- (vi) Indexing the files before scanning and after scanning handing over the files back to the theme in their original condition and packing the files in carton which are not in current used.
- (v) Handing over the scanned data on appropriate electronic media to BRLPS.

**(c) Image Enhancement Activities**

- (i) Vendor should ensure that qualities of scanned images are enhanced up to the optimum level and required image enhancement activities have been done on the documents.
- (ii) In case the documents are not legible, it will be the bidder's responsibility to scan the documents in high resolution to improve legibility to maximum extent possible.

**(d) Categorization/Indexing /Metadata Entry**

Vendor has to do the metadata entry as per the requirement of BRLPS for the scanned documents as well as already existed softcopies of the documents. Indexing parameters shall be decided by the Authority at the time of award of contract.

**(e) Scanning Activities Conditions**

- (i) Take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
- (ii) Carry out the scanning and profiling (including any Meta data entry) of the documents as supplied to the vendor. The vendor shall strictly comply with the operational processes for implementation of the project.
- (iii) The vendor shall add/replace poor quality scanned images/documents on its own, for which vendor shall not be entitled to get any extra payment.

(iv) It is absolute responsibility of the vendor to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the digitized documents.

(v) Vendor should impart adequate training to the staff of this office for (a) archival (scanning and storing), (b) retrieval and printing.

(vi) The files /documents will not be allowed to be removed from space/premises allocated to the firm. Suitable hardware infrastructure/facilities have to be established onsite at the room allocated by the authority to do the Digitization work.

(vii) Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.

(viii) The document size A4/Legal and the language will be Hindi/English.

#### 4. Deliverables/output and Payment Schedule

The agency will be responsible for scanning of the documents i.e. note-sheet and communication sheets in the file.

Sl. No.	Deliverables	Payment Schedule
1	Scanning of documents (Note sheet & Communication sheet)	50% payment on completion of 3 lac scanned pages
2.	Scanning of documents (Note sheet & Communication sheet)	Remaining payment on completion of task.

#### 5. Project duration

The project period will be six months and may be further extended, if required by BRLPS and on satisfactory performance of the agency.

#### 6. Project appraisal and Review

The Chief Executive Officer, BRLPS will designate SPM-MIS to supervise the assignment and carry out necessary interaction and exchange of information about the status of the project between the agency and BRLPS. All thematic heads will be responsible for sharing the files/documents related to their theme for scanning purpose and will maintain the logs as well.

This assignment is funded by BRLPS and therefore shall be the owner of the assignment output. The agency will have no right of claim to the assignment or its outputs once completed.

493671/2021/PRCMT-JEEVIKA

**Format for Quotation****Annexure-B**

Description of Services: **Scanning and Digitization of Files and Records of JEEViKA for Document Management in online application as per the attached Terms of Reference.**

Sl. No	Description of the works	Specifications of the works offered	Quantity and Unit	Unit rate in INR including GST in figures	Unit rate in INR including GST in word
1	Scanning and Digitization of Files and Records of JEEViKA for Document Management in online application		1 page		
					Total Quote:

**Note:** In case of discrepancy between unit price and total price, the unit price shall prevail

We agree to demonstrate the quality of work in accordance with the Terms of Reference attached in the Invitation of Quotation for unit price quoted above.

Signature of Bidder.....

Name .....

Business Address: .....

.....

Place: .....