

**CSIR-CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE  
BHAVNAGAR**

**Ref. No. CSMCRI/BDIM/2022-23**

**Date: 25.08.2022**

**Last date for receipt of Quotation: 23.09.2022 up to 11.00 AM**

**Date & time for opening of quotation: 26.09.2022 up to 11.00 AM**

**To,**

**Sub: Request for submitting quotation for digitalization of documents through outsource  
agency/firm**

Dear Sir,

This Institute is a Constituent Unit of CSIR (Council of Scientific & Industrial Research) under the Ministry of Science & Technology, Govt. of India.

In CSIR-CSMCRI, the entire file repository and document system of BDIM (Business Development and Information Management) division is manual and maintained in hard format. This has been the practice for many decades. These files are now gradually getting torn and damaged and the paper/its ink getting faded. Hence, the work for digitalization of the documents of BDIM is essential and it is required to be done through outsource agency. Around 200-250 files (an approx. lump sum of 20,000 pages) shall be got scanned.

The Institute decided to outsource the above work from the outside agency who have sufficient expertise in the field of information technology/computer and peripheral device knowledge to scan the documents, legacy papers, photographs, reports, etc. consisting of different page size and safely store/save the documents/data in the external hard-drive. The detailed scope of the work with terms and conditions have mentioned below.

**Scope of work:-**

1. To carry out the scanning the office documents like old papers, reports, books, files, photographs, etc. consisting of different page sizes with 300-600 dpi or more resolution and safely store/save in the external hard drive with indexing of document under terms and conditions mentioned in this letter.

**Qualification:-** Not required

**Estimated Total Work cost:-** Rs. 1,75,000/- Incl. of GST@18%

**Time period:-** 4-6 Months

### **Terms & Conditions:**

- 1) The outsourcing agency will scan 200-250 files (approx. 20,000 pages. **One page means front and back side**). The files can be considered as reports/photographs/registers/files/legacy papers/books, etc. with different page sizes.
- 2) The outsourcing agency will deploy the scanning hardware and/or IT-related items pertaining to the job work for the digitalization of documents in the institute premises. The office space and power supply shall be provided by the CSIR-CSMCRI.
- 3) The outsourcing agency will scan each of the pages/files/reports/photographs/ in good resolution (300-600 dpi) pdf format and safely save the document on an external hard drive. The external hard drive will be provided by the CSIR-CSMCRI. No technical support shall be provided in case of failure of the machine or loss of the data by outsource agency during job work. The outsourcing agency is solely responsible for the recovery of the lost scanned data and in case of loss of the data, the outsourcing agency will re-scan the lost data.
- 4) The cost for the appointment of manpower, hardware installation & deployment, software installation, or any other type of expenditure related to the deployment of the scanning job, execution of job work, and discharge of equipment after completion of job work shall be borne by the outsourcing agency.
- 5) The work shall be carried out in-office time (9.15 am to 5.45 pm from Monday to Friday except on Gazetted Holidays). In case, if the outsourcing agency would like to carry out the work during weekends (Saturday), prior permission from the concerned Supervisory Committee would be essential. The permission must be taken in advance.
- 6) The CSIR-CSMCRI Supervisory Committee will check or monitor the quality of the scanned documents and advise/comment for every 5000 pages (checkpoint) and check the quality and decide if there is a need for a re-scan of the document. During the quality check, if the work is not done satisfactorily, the agency will responsible for the re-scan of the files/reports. After successfully scanning the 5000 pages, the QC team of CSMCRI will compile the quality check report within 1-2 business days and intimate to outsource agency if there is a need for a re-scan of the document/improvement of scanning quality.
- 7) The indexing is also included along with scanning for digitization. The skilled manpower for the indexing of the scanned documents shall be provided by CSIR-CSMCRI to the firm/agency until completion of work.
- 8) The digitization shall be include picking of records from identified location, removing tags and staples, preparation of documents to be scanned, scanning, conversion of all documents to PDF, Abstract image to JPEG/TIFF & verification. Records to be retained are required to be stapled and tagged in a manner as they were kept before the work of digitization.
- 9) The standard document size should be specified i.e. A4/A3/Legal paper/photographs etc.

- 10) The vendors must have state-of-the-art equipment and well-trained staff for execution of work and registered firm with GST number.
- 11) Every file is required to be numbered and placed back at the Record Room of concerned section after digitization work by the vendor. The size of digitized document/ file may be specified i.e. for example less than 10 MB and the large file/ document with the size more than the maximum allowable size should be split into part files to keep the size below.
- 12) The vendor shall ensure complete secrecy and confidentiality of the documents/ files/ records handed over to him/her. Disclosure of document in any form by the vendor should be considered breach of contract. The vendor should be asked to sign a Non-Disclosure Agreement in appropriate format before commencement of the work.
- 13) The joint bids or outsourcing or subletting of any nature/ third party is not acceptable.
- 14) The payment shall be released only after the final satisfactory report is released by the Supervisory Committee after completion of the entire job work.
- 15) No advance payment shall be given for the job work.
- 16) The work will immediately start within 15 days after the award of the work contract. The quotation for the limited tender inquiry from the vendors will be received in sealed envelope.
- 17) Time to complete the work: 4-6 months from the date of the award of job work. Prior permission is to be needed in case of the extension of work.
- 18) All rights reserved with Director, CSIR-CSMCRI, and job contract may be extended/curtailed/terminated/rejected without any reasons.
- 19) This is purely an enquiry letter and not the award of contract.
- 20) You are required to submit quotation in the enclosed **Annexure-I** duly filled in with your rate and signature. Please keep your quotation in closed cover and super scribe on the cover **"Quotation for \_\_\_\_\_ against your enquiry under Reference No. \_\_\_\_\_ dated \_\_\_\_\_ due for opening on \_\_\_\_\_ at \_\_\_\_\_ PM.**
- 21) The quotation may be either be sent by post or be deposited in the tender box kept in the room of BDIM of institute. The Institute will not be responsible for any postal delays etc.
- 22) You are required to sign the undertaking which is attached to quotation proforma on your company letterhead with stamp and signature.
- 23) Quotations, which are not complied with on terms & conditions, are liable for rejection.
- 24) Quotations received after stipulated date & time will be treated as delayed/late tenders and summarily rejected.

- 25) In case the contractor/agency fails to fulfill the contractual obligations during the contract period, Director may cancel the contract and get the balance work done from other source at the cost & risk of the contractor. In other words, any additional expenditure/loss incurred by the Institute on account of failure on the part of contractor the same will be recovered from him.
- 26) Please indicate earlier experience if any acquired by you in carrying out similar jobs with supporting documents.
- 27) Director, CSIR-CSMCRI reserves the right to terminate the contract at any time without assigning any reason there to or without any notice. However. Prorated payments will be made by the Institute for portion of work carried out by the contractor.
- 28) As and when the communication of acceptance of quotation is sent to you, please send your acceptance letter within a week's time, failing which contract letter issued is liable to be withdrawn.

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**ANNEXURE-I**

**Quotation for** \_\_\_\_\_

against enquiry No. \_\_\_\_\_ dated \_\_\_\_\_

Due on \_\_\_\_\_

1. Firm/Agency Name: \_\_\_\_\_

2. Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Telephone Numbers: \_\_\_\_\_

4. Duration of the contract: \_\_\_\_\_

5. Qualification:- \_\_\_\_\_  
\_\_\_\_\_

6. Scope of work: \_\_\_\_\_

1. To carry out the scanning the office documents like old papers, reports, books, files, photographs, etc. consisting of different page sizes with 300-600 dpi or more resolution and safely store/save in the external hard drive with indexing of document under terms and conditions mentioned in this letter.

Total Rs.....

Rupees \_\_\_\_\_ only.

I have carefully read the terms & conditions of your enquiry dated \_\_\_\_\_ and accept the same. I am also signing the undertaking as per your prescribed proforma as per Annexure-II. If my quotation is accepted, I will complete all contractual obligations to the best satisfaction of your Institute.

Date:

Signature of the Contractor/Agency

## **ANNEXURE-II**

### **UNDERTAKING**

To,  
The Director,  
CSIR-Central Salt & Marine Chemicals Research Institute,  
Bhavnagar.

Sir,

I have convey my willingness to undertake the job of \_\_\_\_\_

\_\_\_\_\_ at a cost  
of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for a period  
from \_\_\_\_\_ to \_\_\_\_\_.

1. Director, CSIR-CSMCRI reserves the right to terminate the contract at any time without assigning any reason there to or without any notice.
2. The Director, CSIR-CSMCRI does not have any responsibility for compensating any loss of whatever nature suffered by me during the course of execution of contract.
3. The work will be carried out by agency/firm to the full satisfaction of CSIR-CSMCRI.
4. During the execution of contract work any losses/damages caused to the Institute property will be fully compensated by me.
5. If any damage is done to the property of CSIR-CSMCRI, the amount of such damage can be recovered from my bill(s).
6. I will maintain the complete confidentiality and privacy of the documents during the execution of digitalization (scanning of documents). The office paper will not be shared to the outsiders.
7. Mobile phones are prohibited during the execution of work.
8. I will not claim any amount on account of compensation paid/to be paid for injury etc. during the execution of the work or afterwards.
9. I also undertake to compensate the Institute against any loss incurred due to failure on my part to complete the contractual obligations and the same got done by the Institute through any other agency. In other words, the difference of pro-rata amount by getting the work done by other source will be borne by me.
10. I hereby certify that I am not related to any of the staff members of this Institute and also assure that I will not employ any person who is related to the staff members of CSIR-CSMCRI without prior approval of the Director.
11. All liabilities arising out of accident or death of the person while on duty shall be borne by me.
12. I undertake to honour the final decision of Director, CSIR-CSMCRI in the event of any dispute/leakage of office papers or information/break of terms and conditions mentioned in the letter.
13. I agree for Income-tax deduction at source as per Government of India Rules.

Date:

Signature of the Contractor