

NOTICE INVITING BUDGETORY OFFERS

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| Name of Work | NAME OF WORK : “Digitalization of records at Mormugao Port Authority” |
| Date of submission of budgetary quotation | On or Before 20/03/2023 at 11:00 Hrs. |
| Address for communication: | Executive Engineer (E-HL), Mechanical Engineering Department, Mormugao Port Authority, Electrical Section, 1st Floor, Admin. Building, Headland sada Vasco-da-Gama Goa - 403804 |
| Contact Details | Phone : (0832) 2594241, 2594244 Email : xene.mgpt@gmail.com |
| Website | www.mptgoa.gov.in |

**EXECUTIVE ENGINEER (E-HL)
MORMUGAO PORT AUTHORITY**

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Sub: Digitalization of records at Mormugao Port Authority

Ref: Budgetary Quotation No. CME/XEN(E-HL)/W-8/2023/W5

Mormugao Port Authority intends to carry out the work of Digitalization of records at Mormugao Port Authority. As such, kindly furnish the budgetary quotation for the same (Scope of work enclosed as Schedule - 'A' and Price Schedule enclosed as Schedule - 'A1').

Your budgetary quotation should reach to this office on 20.03.2023.

Thanking you,

Yours sincerely,

EXECUTIVE ENGINEER (E-HL)

Scope of Work

1.0. General :

Mormugao Port Authority (formerly known as Mormugao Port Trust) is one of the oldest ports on the West Coast of India located in the state of Goa, commissioned in 1885. This port is one among twelve major ports in India. This port is midway between ports of Mumbai and New Mangalore Port and is blessed with a protected open type natural harbour. Over the years, it has developed a deep draft channel. With its location at the mouth of the Zuari River, it is a crucial component in the flourishing export industry of the state of Goa. It became one amongst the major ports of the country in 1964.

2.0. Scope

Mormugao Port Authority (MPA) requires digitalization of the physical records. The bidder will ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record, are captured in a way that ensures their reliability, authenticity, and usability over their entire retention period and that allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal proceedings. The work will be completed as per the following steps:

2.1 Digitization of the pages of files:

The bidder has to create a digitized format of file pages by scanning. The size of the pages in the file may vary. The images should be created with high resolution in 300DPI or higher to ensure high level of clarity. The data in the final output should be well readable in PDF Format and also in jpg format. The details of the scanned documents along with name, date, time of scanning etc. need to be stored.

The Bidder needs to deploy the required experienced manpower, necessary hardware & software etc. to complete the project as per the time schedule i.e. within one year.

The Bidder shall be responsible for all the statutory and legal obligations including all cyber security of GOI and other Statutory Authorities issued from time to time and compliances related to the manpower deployed at the site.

The entire process of scanning and digitization of office documents has been divided into following stages:

- A. Setting up of scanning and digitization facility at MPA
- B. Pre-Scanning preparation
- C. Scanning and Digitization
- D. Year wise or any other mode of Indexing of scanned documents as convenient to the users.

E. Post Scanning activities

F. Storage and backup

A. Setting up of scanning and digitization facility at MPA's office

1. The bidder should provide adequate equipment so as to complete the scanning and digitization within the stipulated time.
2. The bidder shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops, UPS, Network setup, etc.) at his own cost and make sure the work shall continue without any interruption and to be completed within stipulated time.
3. Required space for accommodating the Scanners and electricity will be provided by the Port at free of cost.

B. Pre-scanning preparation

Pre-processing of the documents would be the activities that are to be performed by the bidder on the documents collected before they can be scanned. It shall include

1. Records would be scanned and digitized at the MPA premises and the bidder shall be responsible for collecting them from the concerned office of MPA to carry out the digitization work. The documents would be received in lots, as per the convenience between the bidder and MPA. The bidder shall provide sign-off on a number of documents received from the MPA
2. The bidder shall maintain a note of the documents details in a register while collecting the documents. The log register should contain at least the following details:
 - (i) Name of the file/ document collected duly indicating the file number.
 - (ii) Size of the pages in document (A4, legal, A3) along with the count
 - (iii) Total number of pages in the document / file
 - (iv) Collected from (Official Name & Designation and signature)
 - (v) Date of Collection
 - (vi) Expected date of return
 - (vii) Collected by
 - (viii) Returned to (Official Name & Designation and signature)
 - (ix) Returned by (bidder representative)
 - (x) Actual date of return

3. After collection of documents by the bidder, it will be the responsibility of the bidder to maintain and return the documents in their original form to MPA.
4. Any damage to the documents collected, shall make the bidder liable for the penalty which is described under penalty clause.
5. The bidder shall check the number of pages in a file in presence of the representative of MPA and countersign on the register at the time of collection and return.
6. The bidder shall be responsible for removal of unwanted dust, removal of tags, pins, clips, threads, rubber bands etc. and will restore them in the same correct order after scanning.
7. The bidder will carefully unfold and flatten the documents to eliminate creases and wrinkles.
8. The bidder shall take special care in preparing the documents which are too old and that may not be in good physical condition and as they are very delicate, they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner can scan it.
9. The bidder shall take extreme care towards the handling of documents so that their sequence / chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together (e.g., a letter with attachments).
10. Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by MPA based on the nature of the documents being scanned and workflow. Procedures for batching must be documented in the unit specific procedures and must include the use of batch sheets (e.g., batch number, scanner operator ID, and date scanned) for subsequent traces and storage.

C. Scanning in Digitization:

1. The size and scanning needs may vary as per the locations. The Bidder shall have adequate infrastructure to scan and digitize documents at least 300 DPI resolution.
2. The scanned documents shall be converted into PDF/JPG formats. The bidder will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The bidder will undertake Quality Assurance processes for all aspects of processing and post- processing of records including image capture,

indexing, storage, and return. The bidder's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/distortions. Inspection and quality control data shall always be recorded. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence.

3. The bidder shall perform following image enhancement activities:
 - (i) The bidder shall ensure that the quality of scanned images are enhanced to the optimum level
 - (ii) The bidder shall perform skew, de-skew activities on the scanned document to make the image straight
 - (iii) The bidder shall carry out cropping and cleaning of images like the removal of black spots around the text, providing equal margins around the text.
 - (iv) In case the documents are not legible, the bidder shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same.
 - (v) No document shall be scanned more than once and no blank pages shall be deleted if they are part of the file. The blank page in a file is a page that is entirely blank, or has the only page number or has an only rubber stamp.
 - (vi) Bidder shall Flip/rotate documents to provide maximum readability.
 - (vii) Cropping of images shall be done by the Bidder.
 - (viii) Contrast ratio setting etc. shall be done by the bidder on the documents.
 - (ix) File covers (Front & Rear) may be scanned and would be the pasted as start page & last of the PDF file respectively.
4. The bidder will deploy its own manpower for all the above-mentioned activities. The bidder will deploy adequately skilled manpower & resources to complete the job within the specified time.
5. Only Overhead Scanners with CCD technology to be used in Scanning. Flatbed and ADF scanners are not allowed.

D. Indexing of scanned documents

1. After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The bidder will create meta data required for indexing as per the requirement of MPA.
2. The bidder will establish the procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.
3. Once all the documents are verified and pass quality assurance phase, they will be stored on final digital media, complete with year wise indexes. At the end of the

process, all paper documents will be returned in their original form to the concerned section/department.

4. The bidder is responsible to do the data entry of the records as per requirement.
5. The bidder will follow the Maker and Checker process to avoid the mistakes in data entry work and Scanning work. The mistakes identified by the Checker need to be rectified and final error-free output should be provided to MPA.
6. Each scanned image shall have a unique file name specified by the MPA.

E. Post Scanning:

1. After scanning, the physical documents would be pinned together/ tagged in the same form as it was given for scanning by the concerned section/department of MPA. At the end of the process, all paper documents will be returned in their original form to the concerned officer.
2. Each page shall be serially arranged and shall be counted while giving the documents back to the concerned officer.
3. The bidder is required to keep monthly reports for tracking the digitization status. These reports would contain basically a summary of records scanned and stored for the submission to Port.

F. Storage and Backup

1. A folder structure has to be followed while storing the digitized data in external hard disk/SERVER as pdf and jpg format.
2. Nomenclature of the digitized file should be in accordance with the MPA's standard and should be discussed with the MPA.
3. Copies of the scanned data (and metadata) shall be provided in external hard disk and Pen drive in duplicate by the Bidder and kept copy in server. The Bidder will create a Master copy for the MPA and will provide the replica of Master copy as per the requirement of the MPA.
4. The Bidder shall use Overhead Scanning technology for Scanning & digitization and archive so that in future, any service provider can access the archival database.
5. The Bidder shall train the respective users on retrieving the records after file conversion.
6. All data must be preserved in a form identical to, or functionally equal to, the original record.

3.0 GENERAL CONDITIONS OF CONTRACT

3.1 **CONDUCT:** If any of the staff member deployed by the contractor is found to be arrogant, unpleasant or not competent; Port reserves the right to replace the staff members within a stipulated time as instructed by the Port's Engineer.

3.2 PAYMENT TERMS:

- a. Payment will be released after completion of the work i.e. completion of scanning and storing work at the rate quoted per page.
 - b. Payment will be made as per the actual scanned pages. Payment will be released on satisfactory completion and document proof for completion for the quantity of pages duly certified by the concerned department (Physical pages contained department).
 - c. The payment along with applicable GST will be released, subject to recoveries, if any within 30 days from the date of receipt of undisputed bills in duplicate, and with all other supporting documents. GST number shall be invariably indicated on all the invoices. Applicable GST shall be paid to the concerned authority by the Contractor and documentary evidence of the same shall be produced to MPA for reimbursement at actual.
 - d. No claim of interest will be entertained by the MPA with respect to delay on effecting the payment by MPA as per aforesaid payment terms.
 - e. The payment will be made in ECS mode. A copy of the IT Returns acknowledgement for previous two years shall be furnished. A copy of Wage register, Muster roll, Bank statement, and EPF/ESI challans as a proof of payment made to the workers shall be enclosed along with the invoice.
 - f. In case Government imposes any additional levies or taxes on this service during the contract period, the same will be reimbursed only on production of documentary evidence.
- 3.3 **PAYMENT OF WAGES:** Contractor shall be fully responsible for releasing payment to service providers/work force engaged by him as per the Minimum Wages act or as per the prevailing regulations by 10th of every month and also shall be responsible for complying with the labour regulations in vogue regarding the maintenance of attendance and other records. The payment made to the labours by the contractor to be compulsorily made through the Bank as per guidelines in force. The Contractor in addition to the above is also fully responsible for Provident fund and ESI formalities pertaining to the staff engaged by him.

4. SPECIAL CONDITIONS OF CONTRACT

- 4.1 The Tenderer may visit the work site and get acquainted himself with the site conditions, nature of work involved before quoting, taking prior appointment with the undersigned. Any assistance in this regard will be provided by the Department.

4.2 PRICES: The evaluation shall be on the basic price (Total as per Price schedule / BOQ) and shall be considered lowest among all bidders. The rates entered in the Schedule of Quantities by the contractor shall include the provision of all supporting special equipment, labour of required skill, supervision, materials, installation, overheads and profits, watch and ward, insurance charges, during execution and every incidental and contingent costs and charges, whatsoever, excluding GST if any for compliance with conditions of contract and specification. The GST will be paid extra as applicable which shall be claimed along with the Bill. If any new tax imposed by the State/Central Govt., same shall be reimbursed by producing documentary proof.

4.3 CONFIDENTIALITY:

- (i) During the course of this contract, the Port will share information such as, including but not limited to data, code, drawings, sketches, blue prints, employee details, business strategy, sales volume and customer information, etc., either in writing or in oral, which has to be reduced in writing within 7 working days after receipt of the information. The contractor shall take utmost care and keep the information shared by the Port confidential unless otherwise required to be shared in response to any subpoena issued by any court.
- (ii) The contractor shall not damage the documents containing the confidential information shared by the Port and the same shall be returned to the Port Trust upon termination or end of this contract unless otherwise specifically directed by the Port to destroy the information shared by it. The destruction shall be carried out after confirming the list of information shared with the Port and in the manner instructed by the Port at that time.
- (iii) In case of any loss, damage, compensation, third bidder claims and other risks sustained or to be sustained by the Port due to the failure of the contractor to adhere to the terms and conditions specified here in above, the contractor shall pay the damages to the extent of any loss, damage, compensation, third bidder claims and other risks sustained or to be sustained by the Port.

(or)

- (iii) The contractor shall keep the Port indemnified from any loss, damage, compensation, third bidder claims and other risks sustained or to be sustained by the Port due to the failure of the contractor to adhere to the terms and conditions specified hereinabove. However, the contractor's liability shall not be exceeded to the total amount of consideration paid or to be payable towards his service under this contract.
- (iv) The contractor shall give an undertaking duly signed by him as per the clauses mentioned as above.

4.4 TAXES: Applicable GST at the time of service during the contractual period will be paid extra.

4.5 CONTRACT PERIOD: The contract duration period will be for a period of One year after the work order is issued to the successful bidder.

4.6 PENALTY:

Details of penalty are furnished below.

| Sl.No | Service | Penalty in case of default |
|-------|--|---|
| 1 | For every image improperly scanned (to be decided by the nodal officer) | 75% of the per image cost |
| 2 | For any file or pages as identified by the Nodal officer, if there is more than 10 % of error or damage by the contractor. | 100% of the cost of the file will be levied on the contractor. |
| 3 | Start of work later than 4 weeks from date of issuance of work order | 2% of order value per week of delay |
| 4 | Delay in completion | 1% of order value per week of delay for upto 4 weeks thereafter 4% per week |

Note:- In above table image refers to a given side of a paper / page.

- It shall be the responsibility of the successful bidder to rescan, index and upload all such improperly scanned images. He shall not be paid any amount for rescanning of documents.
- There shall again be a comparison of such images by the authority concerned and nonconformance found would be levied to penalty as mentioned above and re-scanning would have to be done free of cost by the successful bidder.

- 4.7 The total contract will be for a period of one year and charges will be paid after completion of scanning and storing of pages subject to the satisfactory completion of service.
- 4.8 If the service levels stipulated in the contract are not met, it is liable to be terminated at any time.
- 4.9 The staff shall be deployed only on working hours at Port Administrative office.
- 4.10 The bidder shall make their own arrangements for transporting scanning units including manpower requirement for the scanning work.
- 4.11 Each service personnel of the tenderer should be provided with photo identity card of the company and the company should recommend them for the grant of Port Entry Permit after verifying their antecedents. The service personnel's of the tenderer should adhere to the safety and security norms of the port while carrying out their jobs in the port premises. The Port Entry Permit will be issued on chargeable basis.

- 4.12 If there is any deficiency, cost of such deficiency will be recovered from the Security Deposit. If it is over and above, it can be adjusted with Performance Bank Guarantee amount.
- 4.13 The Port shall have the right to add/delete the number of pages at any time during the contract and the contractor shall scan such additional pages at the same rates and terms.
- 4.14 The Contractor shall strictly comply with third bidder insurance against damage to equipment / accident to workmen as stipulated in the tender. The name of the labourers engaged shall be furnished to Engineer in charge along with the copy of insurance policy for all the labourers employed.

SCHEDULE OF PRICES AND QUANTITIES**PRICE SCHEDULE**

| Sr. No. | Item description | Estimated Qty of pages | Unit | Rate/ Unit (Rs.) | Total Amount Excl. of G.S.T | GST % |
|----------------------------------|--|-------------------------------|-------------|-------------------------|------------------------------------|--------------|
| A | B | C | D | E | F = E x C | G |
| 1. | Cost for scanning of 'A4' Size pages inclusive of all works like scanning, editing, format conversion, indexing, unpinning and pinning, uploading etc., | 90,000 Approximate pages | nos | | | |
| 2. | Cost for scanning of 'Legal' Size pages inclusive of all works like scanning, editing, format conversion, indexing, unpinning and pinning, uploading etc., | 10,000 Approximate pages | nos | | | |
| 3. | Cost for scanning of 'A3' Size pages inclusive of all works like scanning, editing, format conversion, indexing, unpinning and pinning, uploading etc., | 1,500 Approximate pages | nos | | | |
| TOTAL(Exclusive of G.S.T) | | | | | | |

(In Words Rupees _____ only exclusive of GST)

Note: The rates quoted shall be exclusive of GST. Applicable GST shall be paid extra as applicable.

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm