



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
BURDWAN INVESTIGATION & PLANNING DIVISION
Purta Bhawan, 3rd Floor , Purba Burdwan-713103

NOTICE INVITING QUOTATION
[Budget Quote]
NIQ No.: WBIW/NHP/NIQ-02/2021-22

Memo No. 297/NHP/02/02

Date: 26.08.2021

Sealed quotations for rates are hereby invited by the Executive Engineer, Burdwan Investigation & Planning Division ,Irrigation & Waterways Directorate , Govt. of West Bengal , Purta Bhawan , 3rd Floor , Purba Burdwan-713103 from the bonafide & resourceful agencies to ascertain unit rate [budget quote] in connection to the work "**Scanning & Digitization of different type documents under NHP**" of **I.&W.Deptt., GoWB.** as per enclosed schedule.

Interested quotationers are required to apply for quotation papers to the undersigned enclosing all papers satisfying the eligibility criteria as given below : -

Eligibility criteria :

- 1.The quotationer having experience of dealing with similar type of work in any Government/Government undertaking/Public sector, Zilla Parishad etc [Agency has to furnish self attested copy of such work order, completion certificate etc] will be preferable.
- 2.The intending quotationer should apply for quotation papers in respective Letter Heads enclosing self attested photocopies of valid Trade License , PAN , valid PT, GST , IT etc. as applicable.

Time schedule of quotation

- | | |
|--|------------------------------------|
| 1) Last date & time of receiving application: | 02.09.2021 up to 4:30 p.m. |
| 2) Last date & time of collecting quotation paper: | 03.09.2021 up to 4:30 p.m. |
| 3) Last date & time of receiving quotation paper: | 06.09.2021 up to 4:30 p.m. |
| 4) Date & time of opening quotation: | 07.09.2021 after 11:30 p.m. |

Terms and Conditions:

- 1) The schedule of items and other documents are to be collected by the eligible quotationer free of cost from the office of the Executive Engineer ,Burdwan Investigation & Planning Division ,Irrigation & Waterways Directorate ,Govt. of West Bengal, Purta Bhawan,3rdFloor,Purba Burdwan-713103 **&download from Departmental website :wbiwd.gov.in**
- 2)The intending agencies should submit budgetary quotes in closed envelop in tender box at
i)Office of the Superintending Engineer , I.&P. Circle-II , Jalsampad Bhawan , Salt Lake
or ii)Office of the Executive Engineer , Burdwan Investigation & Planning Division, I.&W.Dte.
- 3) The eligible quotationers should quote their rates both in figures and in words. Any correction in the rates must be duly signed by the quotationers and each page of the schedule are to be signed by the quotationer along with his seal.
- 4) Quotation paper will not be submitted by post / e-mail / fax
- 5)No quotation paper will be issued after expiry of date and time mentioned above.
- 6)Duly filled up sealed quotation as supplied from this office is to be submitted with a forwarding letter to the office of the undersigned.
- 7)Accepting Authority i.e. Superintending Engineer, Investigation & Planning Circle-II, I.&W.Dte.,GoWB reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
- 8) Informal/conditional quotation is liable to summarily rejected.
- 9)Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
- 10)**This rate is only to ascertain unit rate [budget quote] for official purpose only.**

Memo No. 297/NHP/02/02 /1(5)

Date: 26.08.2021

Copy forwarded for favour of information and necessary action to :

- 1) The Superintending Engineer. I.&P. Circle-II, Irrigation & Waterways Directorate.
- 2) The Executive Engineer, DVC Study Cell & Nodal officer e-Governance, I & W Dte. He is requested to upload the NIQ in the Departmental website at the earliest.
- 3) The Divisional Accounts Officer, Burdwan I&P Division .
- 4) The estimating branch, Burdwan I&P Division.
- 5) Notice Board.

Sd/-
Executive Engineer
Burdwan Investigation & Planning Division



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
BURDWAN INVESTIGATION & PLANNING DIVISION
PurtaBhawan , 3rd Floor , Purba Burdwan-713103

NIO No. : WBIW/NHP/NIO-02/2021-22

[Budget Quote]

[SCHEDULE OF ITEMS]

Sealed quotations for rates are hereby invited by the Executive Engineer, Burdwan Investigation & Planning Division ,Irrigation & Waterways Directorate , Govt. of West Bengal , Purta Bhawan , 3rd Floor, Purba Burdwan-713103 from the bonafide & resourceful agencies to ascertain unit rate [budget quote] in connection to the work "**Scanning & Digitization of different type documents under NHP**" of **I.&W. Deptt., GoWB.** as per enclosed schedule" of I.&W. Deptt., GoWB. as per enclosed schedule.

Sl. No.	Description of items	Unit	Qty.	Unit Rate with all taxes and all incidental charges except GST [Rs]	Applicable GST in %
1.	Scanning of different type documents (registers, files etc) as per enclosed terms& conditions and as per direction of EIC/P.M. Note : i)Rate is inclusive of all type taxes as applicable except GST ii)Rate is inclusive of all incidental charges like manpower, machinery, transportation, IT equipment, software, hardware etc.				
1.1	Size of page : "A4" /"Legal"/ "FS"/"A3"	Per page	01		
2.	Digitization of documents in the form of machine readable text format ASCII/Text mode by manual data entry in excel sheet (.xls) as per enclosed terms & conditions and as per direction of EIC/ P.M. Note : i)Rate is inclusive of all type taxes as applicable except GST ii)Rate is inclusive of all incidental charges like manpower, machinery, transportation , IT equipment, software, hardware etc.				
2.1	Size of page : "A4" /"Legal"/ "FS"/"A3"	Per page	01		
Total Amount (in Rs.)					

.....
Signature of Quotationer
(With Stamp)

Sd/-
Executive Engineer
Burdwan Investigation & Planning Division

Annex -I
Terms & conditions [A]
[NIQ No. : WBIW/NHP/NIQ-02/2021-22]

Roles & Responsibilities of vendor :

- a) Scanning of documents are to be done at **offices of I.&W. Deptt, GoWB located at different locations within West Bengal** as per direction of Engineer-in-Charge.
- b) Mobilize all man and machinery at different work sites.e. **offices of I.&W. Deptt, GoWB located at different locations within West Bengal**, collect hard copy of documents from that officeswith maintaining proper log sheetas per direction of Engineer-in-Charge.
- c) Remove clips, pins, bindings etc. and clean all hard copies manually and process for straightening of each document to make it feedable to the Scanners.
- d) Sorting of documents according to the directives of designated officers of the I&WD, GoWB .
- e) Provide all suitable instruments, hardware, manpower and any other requiredinfrastructure facilities onsite at the space allocated by the authority/I.&WD to do the entrusted work.
- f) Scanning of documents will be done in ADF document scanner with a minimum 300 DPI in PDF format, but for old, brittle documents etc. scanning will be done in flatbed document scanner to generate clear and readable softcopy.
- g) Scanning, Cleaning, Preserving/Archiving of all those documents as per direction of Engineer-in-Charge of I.&W. Deptt.
- h) Saving and storing of all scanned documents with proper indexing [Data Entry]as per direction of EIC/PM.
- i) Return of all hard copies of documents to I&WD after completion of scanning and documentation.

NOTE :

- The tenderer should have latest state of the art scanners/computers and other equipment/parts, sufficient infrastructure and qualified personnel. Majority of the documents shall be either A4, Legal or of A3 size. However paper sizes other than the above may also be present. The tenderer should have the infrastructure to scan &digitise all the available page sizes.
- The tenderer shall depute a suitable person to maintain liaison with the E.I.C./ Project Manager for quick and efficient execution of the job.
- The tenderer may be allowed to do the scanning/digitization work at the Division offices on all working days during office hours from 10 AM to 5:30 PM. In case the tenderer wishes to carry out the job on holidays and during odd hours, necessary permission from the concerned Executive Engineers of the Division office is to be obtained.
- Suitable office space at the Division/Sub-Division offices along with furniture & power supply free of cost will be provided to the vender by the client.

Deliverables: Within DVDs/ External Hard Disks which will consist of all setup files [03 sets]

.....
Signature of Quotationer
(With Stamp)

Sd/-
Executive Engineer
Burdwan Investigation & Planning Division

Annex –II
Terms & conditions [B]
[NIO No. : WBIW/NHP/NIO-02/2021-22]
Activities to be followed by vendors :

A) Pre-Scanning Activities :

- Since documents are kept in different offices of Irrigation & Waterways Department, Govt. of West Bengal, Agency is required to handle these documents carefully. Documents are to be collected from the concerned offices and are required to be counted and entered into the log register before taking to the scanning area.
- Since some documents are old and not in good physical condition, such documents may be required to be repaired if not in condition fit for scanning.
- It will be the responsibility of agency to take care of document's security. In case of loss of any documents, appropriate remedy including penalty may be imposed, by the competent authority, on the agency for the loss caused.
- Each page shall be serially numbered and shall be counted while giving documents back.

B) Scanning Activities :

- Batch processing, Archiving and Retrieval.
- Scanning of records mainly on A4/Legal/A3 sizes at minimum 300 dpi resolution in b/w or Gray scale or colour if needed.
- The agency will collect documents to be scanned from staff of the department after counting and entering details in the log register.
- Preparing the documents for scanning purpose i.e. removal of tags, pins, etc
- Scanning, storing the data in scanned form with mirroring facility and to hand-over one additional backup on hard disk drive to the person responsible.
- The output should be given in searchable PDF format.
- Indexing the scanned and stored data.
- Handing-over the documents back to the concerned office in their **original condition**.

C) Quality of Scanning :

- Agency shall ensure that qualities of scanned images are enhanced up-to the optimum level and required image enhancement activities have been done on the documents.
- In case the documents are not legible, it'll be the bidder's responsibility to scan the documents on high-resolution i.e. 600 dpi or higher.
- The proposed solution should provide for correction of parameters including but not limited to, format/compression not proper, skew, wrong orientation, error in cropping, punch hole marks etc. during scanning.
- Agency shall ensure that bad quality document doesn't get uploaded to the repository.

D) Scanning Activities Conditions :

- Take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
- 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.
- 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.

- 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.
- Authority may direct to get some or all the documents scanned afresh by any other vendor at the risk and cost of 1st allottee, if it is found that the vendor has not performed the task of scanning satisfactorily and the images are of poor quality.
- 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 Scanning work.
- Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other document or handed over/transferred to other organization.
- Under no conditions documents for scanning may be taken out of official premises without the consent of the authorised departmental officer
- **All equipments for scanning to be provided by the vendor and he shall be solely responsible for their upkeep and maintenance.**

E) Scope of Digitization Activities :

- Digitization of the documents/booklets and storing the data in digitized form in hard disk drive. (to be done centrally or at the Division Offices as per discretion of the agency)
- Documents/pages identified by the Departmental Authority (Project Manager) to be converted to machine readable text format ASCII or Text Mode by data entry through keyboard typing. (to be done centrally or at the Division Offices as per discretion of the agency)
- Indexing the stored digitized data and integrating dynamic meta-data for search.
- Handing over the records/registers/files etc after scanning & digitization etc to the respective Division offices within West Bengal.
- Handing over the digitized data in appropriate media to the Division offices and to the EIC/PM/SPMU.

.....
Signature of Quotationer
(With Stamp)

Sd/-
Executive Engineer
Burdwan Investigation & Planning Division