



उत्तराखण्ड राज्य

GOVERNMENT OF UTTARAKHAND

REQUEST FOR PROPOSAL

FOR

PREPARATION OF MODERN RECORD ROOMS

AT THE LOCATIONS OF DISTRICT

ALMORA AND PAURI

उत्तराखण्ड शासन
IN

THE STATE OF UTTARAKHAND

Tender Document No. 3955/34-DILRMP/2016 Dated 20-10-2016



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The purpose of this RFP is to provide interested parties with information that may be useful to them in making their Detailed Project Report ("DPR") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the BOR in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each vendor may require. This RFP may not be appropriate for all persons, and it is not possible for the BOR, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Vendor should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

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The issue of this RFP does not imply that BOR is bound to select a Vendor or to appoint the Selected Vendor, as the case may be, for the services of Creation of Modern Record Rooms at Tehsil level; and BOR reserves the right to reject all or any of the Vendors without assigning any reason whatsoever.

Vendor shall bear all its costs associated with or relating to the preparation and submission of its DPR including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by BOR or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Vendor and BOR shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Vendor in preparation for submission of the DPR, regardless of the conduct or outcome of the process.

DILRMP BACKGROUND

The **Digital India Land Records Modernization Program (DILRMP)** sponsored by the Government of India has been created by merging the already existing centrally sponsored initiatives for Computerization of Land Records (CLR) and Strengthening of Revenue Administration & Updating of Land Records (SRA & ULR) in the Department of Land Resources (DoLR), Ministry of Rural Development. The integrated program would modernize management of land records, minimize scope of land/property disputes, enhance transparency in the land records maintenance system and facilitate movement towards guaranteed conclusive titles to immovable properties in the country.

The major components of the program are computerization of all land records including mutations, digitization of maps and integration of textual and spatial data, survey/re-survey and updating of all survey and settlement records including creation of original cadastral records wherever necessary, computerization of registration and its integration with the land records maintenance system, development of core Geographic Information System (GIS) and Capacity building etc. Further it aims to establish an Integrated Land Management system which would provide a single window for accessing all the components of DILRMP and interlink them.

State Administration of Uttarakhand desires to simultaneously implement all components of Digital India Land Record Modernization Program (DILRMP) initiated by Ministry of Rural Development, Government of India (GOI). To implement DILRMP, the department requires agencies specialized in the domain of survey technology, application development and further specializations as would be made clear by the scope of the project.

OBJECTIVES OF DILRMP

The objective of DILRMP project is to modernize and manage Land Records in a transparent and efficient manner leading to better, improved and faster service delivery. Key objectives of this project are as follows:

1. To provide a single window to handle land records including the maintenance and updating of textual records, maps, survey, settlement operations and registration of immovable property.
2. To ensure that the cadastral records available on paper with the BOR mirrors the ground reality and to ensure that the record titles reflects the true ownership.
3. To provide for guaranteed conclusive titling and to protect the title owner from losses arising due to existing defects and irregularities.
4. To implement an integrated land management system. This should provide an easy interface to various components of land record maintenance and registration process.
5. To enhance the efficiency and speed of service delivery to citizens by leveraging the use of ICT. This should simultaneously result in improved efficiency internally within the departments.
6. To give land administrators, planning authorities, and citizens better and easier access to land related information.
7. To provide secure system to handle confidential land records and to ensure self-sustainability of the systems.
8. To achieve uniformity of data and coding scheme standardized for the entire country.
9. To equip department officials with the appropriate set of skills required for delivering services in a modern, efficient and client-service oriented manner.

SCOPE OF DILRMP

The following is an outline of the components and activities to be taken up under the DILRMP:

1. Computerization of land records
 - a) Data entry/re-entry/data conversion of all textual records including mutation records and other land attributes data
 - b) Digitization of cadastral maps
 - c) Integration of textual and spatial data
 - d) Tehsil, sub-division/district Computer centers
 - e) State-level data centers
 - f) Inter-connectivity among revenue offices
2. Survey/resurvey and updating of the survey & settlement records (including ground control network and ground truthing) using the following modern technology options:
 - a) Pure ground method using total station (TS) and differential global positioning system (DGPS)
 - b) Hybrid methodology using aerial photography and ground truthing by TS and DGPS
 - c) High Resolution Satellite Imagery (HRSI) and ground truthing by TS and DGPS.
3. Computerization of Registration
 - a) Computerization of the sub-registrar's offices (SROs)
 - b) Data entry of valuation details
 - c) Data entry of legacy encumbrance data
 - d) Scanning & preservation of old documents
 - e) Connectivity of SROs with revenue offices
4. Modern record rooms/land records management centers at Tehsil/ Taluka /circle/ block level
5. Training & capacity building
 - a) Training, workshops, etc.
 - b) Strengthening of the Survey and Revenue training institutes
6. Core GIS
 - a) Village index base maps by geo-referencing cadastral maps with satellite imagery, for creating the core GIS.
 - b) Integration of three layers of data:
 - (i) Spatial data from aerial photography or high-resolution satellite imagery;

(ii) Survey of India and Forest Survey of India maps; and

(iii) GIS-ready digitized cadastral maps from revenue records.

Once the basic plot-wise data is created by the States, seamless integration would be possible for micro and macro-planning and other relevant applications.

7. Legal changes

- a) Amendments to the Registration Act, 1908
- b) Amendments to the Indian Stamp Act, 1899
- c) Other legal changes
- d) Model law for conclusive titling

8. Program management

- a) Program Sanctioning & Monitoring Committee in the DoLR
- b) Core Technical Advisory Group in the DoLR and the States
- c) Programme Management Unit (PMU) in the DoLR and the States
- d) Information, education and communication (IEC) activities
- e) Evaluation

STAKEHOLDERS OF DILRMP

For the success of any project, it is important to identify right stakeholders and classify them correctly. Prioritization of these stakeholders on the basis of the impact of the project on them is an important activity at the beginning of the project. Stakeholders in this project are as follows:

- Government of Uttarakhand
- Board of Revenue Uttarakhand
- Project Management Unit, Digital India Land Record Modernization Programme (DILRMP)
- Core committees or various committees for the Project Implementation
 - High Power Committee
 - Project Implementation Committee
 - State Level monitoring and review Committee
 - District Level monitoring and review Committee
- Department of Information Technology, Government of Uttarakhand
- National Informatics Center, Dehradun
- State Informatics Officer, NIC, Dehradun

- District Informatics Officer, NIC at districts
- Government Officials
 - Divisional Commissioners
 - District Collectors
 - Additional District Collectors
 - Sub-Divisional officers
 - Tehsildar
- External Project Management Consultants
- Scanning Vendors
- Citizens and Businesses
 - Farmers/Land holders/ Land owners
 - Industrialists/ Businessmen
 - Lawyers/ Advocates
 - Other government organizations

EXISTING LEGACY SYSTEMS

Currently the available applications to the revenue department are “DEVBHUMI” without GIS data maps.

However the applications are currently utilized partially due to modification requirements of few aspects which will integrate these applications together and bring about true computerization of the entire revenue department.

Digitization of cadastral maps

This section just provides a brief idea of Cadastral maps digitization process under project DILRMP as has been defined by Department of Land Resources, Government of India. It is NOT the scope of work for the vendor. The detailed scope of work for the vendor can be found under Section Detailed Scope of Work.

The spatial data are stored in the form of maps which are stored at the various places of District under Tehsildar at the office. It is essential to digitize the existing physical maps so that a completely computerized land record management system can be set up. Any changes in the ROR can accordingly be made to reflect on the digitized maps when the spatial and textual data is integrated in DILRMP.

Any changes arising in the cadastral maps due to plots being divided or amalgamated can be done automatically post the registration process. Currently the changes in the map are done manually on the existing maps.

The basic guidelines for digitization of maps are as follows:

1. The village map or its part is scanned to produce what is called a raster map.
2. This scanned map is fed into the computer to create a computer image.

3. The outline of the map boundaries are highlighted and outlines of each plot is made by Vectorization.
4. The revenue department compares this vectorized map with the original map to check the accuracy of the digitized maps.
5. The output of digitization must be in GIS compatible format which can be fed into GIS system. The geographic information linked to the attributes captured should be visible on the GIS system.

Integration of textual and spatial data

Each plot of land is represented as a polygon with a unique number that identifies the polygon. The numbering system may vary from state to state. Each plot must be linked to its attributes which can be recovered from the digitized ROR. The ROR will contain several chunks of information regarding the land such as ownership, classification, crop cultivation pattern etc.

This will help the maps to be up to date with the ROR updates if any. It also allows the department to identify various plots that have common attributes which can be used for planning and analysis purpose.

State Data Center

The State Data Center aims to act as a central data repository for the state which would host data from all the departments. All State wide e-governance applications will be running through the State Data Center which would make data from various departments easily retrievable. More importantly, it would make the job of linking various departments easier.

Inter-connectivity between Revenue Office and Registration Office

Under the DILRMP, it is proposed that all the revenue offices in the state must be connected to one another and this connectivity may be achieved via Local Area Network (LAN) or Wide Area Network (WAN). Each location would be provided with last mile connectivity from the Point of Presence of the State Wide Area Network (SWAN).

Until the S-WAN is not fully functional, interim measures may be used, which will be designed keeping in mind the protocols or security policies laid down by the Department of IT, Government of India. This type of connectivity would bring about ease in data sharing and also ensure that land records throughout the network are updated real time. Any registration process at the SRO will automatically push the records being changed to the Revenue Office where it can be verified and authenticated in the system.

Survey/Re-survey

Resurvey is an essential step towards achieving a state of conclusive titling of land records. As per the guidelines laid down by Government of India, the survey may be carried out using any of the process, like Aerial Photography or High Resolution Satellite Imagery or with TS+GPS to ensure that cadastral maps reflect the ground realities. The cadastral survey of an area which has already been surveyed earlier is called as Resurvey which is generally required under the following conditions:

1. The plot boundaries shown in existing maps do not truly reflect the ground realities. This arises on accounts of sub-divisions or due to misplacement of large percentage of the local ground control point markers which makes it difficult to identify fields with reference to records.

2. Transfer of dry lands into wet lands
3. Sub division of land
4. Large scale transfer of holding

For Resurvey purpose, Ground Survey method using Total Station (TS) and Global Positioning System (GPS) may be used. *The selection of the technology can depend on several factors such as terrain conditions, vegetation cover, accuracy required, costs, timelines etc.*

Establishment of Ground Control Network

The Survey of India has undertaken the task of establishment of a ground control point library for the entire country. The control points are being established in phases. 300 GCPs have been established at a spacing of 200-300 Km apart. While these can be set up in coordination with Survey of India, it must not hold up the implementation of DILRMP. As a result, a ground control network comprising of primary, secondary, tertiary and auxiliary points must be set up.

COMPUTERIZATION OF REGISTRATION

Computerization of Sub Registrar's office

The registration process was not covered under the CLR or SRA & ULR initiative by Government of India. Computerization of registration process removes hassles which are faced in manual registration process. Moreover it helps in moving towards integration of registration office with the revenue office. Sub-Registrar's office carries out registration and recording of various types of documents related to transfer of immovable property. The manual registration process involves dealing with paper documents and deeds and maintaining them for future reference. Moreover the changes in the ROR which result out of the registration process are manually notified to the Revenue Office where it goes through a complete process of approval, verification and authentication before the ROR is changed and the maps are changed (if required).

Computerization of registration process would help in mutations getting pushed to Revenue Office automatically from where the Revenue Office application can perform the authentication and verification. This removes the need to maintain paper documents which can get misclassified or lost in the long run. Each SRO must possess adequate software, hardware, process re-engineering and staff training to support a computerized office. Complete computerization needs to be achieved by facilitating the following:

1. Prevalent rates of different types of properties in different localities must be uploaded and linked to the software used for computerization of SRO.
2. Wherever possible, re-engineer the process by fixing deed formats in 2-3 pages
3. E-Stamping facility should be made available along with computerization for depositing stamp duty. This facility is already available and in use in Dehradun.
4. A biometric module must be used to capture details (photograph, finger prints etc.) of the citizens at the registration office.
5. Scanning of legacy data for distribution of copies of registered deeds.

Data entry of valuation details

Valuation details are specific to the area and survey number which is being investigated. These valuation details are available at the SRO on the basis of the type of land the locality on which the land is present. These

records are used for valuing the property before registration. The stamp duty and the registration fees are decided on the basis of the land valuation.

These valuations details must be computerized as well as a part of DILRMP to ensure that any registration process automatically picks up the stamp duty and registration fees value when property details are fed into the application.

Data entry of legacy encumbrance data

Legacy encumbrance data basically comprises of data such as Doc No, Document Name, Registration Date, SRO details, Seller and Purchaser name, property description etc. This will basically show all historical transactions for every parcel of land in the district with all the above mentioned details.

MODERN RECORD ROOMS

DILRMP lays down guidelines for the establishment of a modern record room/land records management room which will support physical storage of land record documents and existing physical cadastral maps.

1. A storage area with Compactors/storage devices for physical storage of records of all types including maps.
2. An operational area for computers/networking hardware, printers etc.
3. A citizen service delivery area along with a waiting room for citizens who wish to procure old documents from the modern record room.

Apart from the above mentioned aspects towards physical improvement of record room, this component also comprises of scanning old textual records along with a Document Management System to view, retrieve and print the scanned records for citizen delivery.

TRAINING AND CAPACITY BUILDING

One of the core guidelines of DILRMP is to bring employees of the department up to date with the land record modernization program. The vendor is required to draw up a comprehensive training program to enhance the skills of the department's human resources.

The training should be provided to officials at all the levels of hierarchy. This will not only include a basic sensitization training for awareness on the modernization process but should also include a technical training for department officials (survey officials, revenue officials etc) who will actually be working on the applications being developed as a part of this project.

IMPLEMENTATION OF CORE GIS

Post digitization of maps in GIS ready format, the maps along with various attributes attached to the maps will be fed into the GIS application. Each attribute will form a layer and each layer corresponds to 3 files which basically represent geographic information, attributes information and the interlinking/relational component between the maps and the attributes. The number of GIS layers would depend on the number of attributes which need to be showcased on the GIS application. Each GIS layer can be of three types i.e. Point Layers, Liner Layers or Area Layers depending on the type of attribute which is being captured.

Once completed, this application can be used for state wide micro and macro planning. This component aims to speed up the decision making capacity of the department as regional data would be readily and easily available from a single source.

LEGAL CHANGES

With the implementation of DILRMP in Uttarakhand, various land and registration related acts, statutes and policies will need to be revised. DILRMP guidelines also mention changes in such acts as per the requirement.

PROGRAMME MANAGEMENT

DILRMP also lays down guidelines for establishment of a Project Sanctioning and Project Monitoring Committee which will periodically review and the progress of the project and resolve issues faced by involving stakeholders from all departments.

The programme management committee at the State level would comprise of the following:

1. Members from Revenue Department
2. Members from NIC
3. Members from Department of Information Technology

Programme Management Unit (PMU) would be responsible for bringing about coordination between various state departments for DILRMP implementation.

PROJECT MANAGEMENT CONSULTANTS

The Project Management Consultants are working for assisting the revenue department to implement DILRMP in the State of Uttarakhand. They have understood the overall requirements and prepared documents/process/guidelines for implementation along with other stakeholders.

Their responsibilities are listed below:

1. Monitor progress of the project and assisting the department in removing bottlenecks to avoid delays.
2. Assist department in conducting weekly and monthly meetings along with other stakeholders to review the progress of the project
3. Monitor risks and issues in the project and assist department in designing mitigation plan
4. Assist vendor in getting better understanding of the department and its processes
5. Review project plan at regular intervals to ensure compliance and report any deviation to the department
6. Assist department in issue resolution, whenever required
7. Review deliverables submitted by vendor along with NIC
8. Assist vendor in organizing knowledge management sessions for various stakeholders

ISSUER OF RFP

Project Management Unit, DILRMP,

Board of Revenue, Dehradun, Uttarakhand - 248008



NOTICE of INVITING e-TENDER

Project Management Unit (hereinafter called the **PMU-UK**), DILRMP, Board of Revenue, Uttarakhand intends to invites offers in two bid system for the work **"Preparation of Modern Record Rooms in the locations of District Almora and Pauri in the State Uttarakhand"** from the vendors having capability of the same in all aspects.

Interested and eligible bidders are requested to go through the assignment specifications, terms and conditions, and various performas for submitting the tender offer are described in this RFP document.

Part-I : Technical Bid

Part-II : Financial Bid (online)

The interested companies are requested to submit their Offers. The BID for Preparation of Modern Record Rooms in 20 Tehsil located in 2 districts of Almora & Pauri Garhwal.

The bidder will submit the technical response to this tender in a single packet super scribed as

(Don't OPEN before 9th December 2016 11:30 AM)

"Technical Offer for Preparation of Modern Record Rooms

In 20 Tehsil located in 2 Districts of

Almora and Pauri in the State Uttarakhand"

This contains of the envelopes of technical bid as mention below:-

(ENVELOPE) : Technical Offer – (1 original + 2 copies + 1Soft Copy in CD)

Tender document number should be written legibly on the packet.

The bidder should also upload the scan copies of technical offer documents as attachments at <https://uktenders.gov.in>.

This RFP document should be attached with the technical bid document duly signed. Bidder should submit sealed envelopes containing technical bids on the prescribed tender document complete in all respect.

The proposals shall be submitted through Physical currier/ Speed Post to PMU, DILRMP, Dehradun, Uttarakhand and should be reached on or before **2nd December 2016 5:00 PM**.

BOR will not responsible for any type of delays like currier/postal delay.

The Financial bid should be submitted online at <https://uktenders.gov.in> only.

Reference for the financial bid can be found on under clause **BOQ**.

The bidding schedule is as follows:-

Nature of the Project	Preparation of Modern Record Rooms at 20 Tehsils located in two District of Almora and Pauri
Tendering Authority	Commissioner cum Secretary, Board of Revenue Uttarakhand, Dehradun
Estimated Project Cost per Tehsil	Rs. 25, 00,000/- (Rupees Twenty Five Lakhs only) max.
Total Estimated Project Cost for 20 Tehsils	Rs. 5, 00, 00,000/- (Rupees Five Cores only) max.
Earnest Money Deposit (EMD)*	Rs. 10,00,000/- (Rupees Ten Lakhs only)
Date of Bid Publishing	26 th October 2016
Start Date of Bid Downloading	27 th October 2016 / 10:00 AM
Last Date of Bid Downloading	28 th November 2016 / 12:00 PM
Cost of BID Document	Rs.15,000/- (Rupees Fifteen Thousand only)
Date & Time of Pre-bid meeting	11 th November 2016 / 11:30 AM
Start Date of Bid submission	12 th November 2016 / 10:00 AM
Last Date & Time of Submission of Bid	8 th December 2016 / 12:00 PM
Technical Bid Opening Date & Time	9 th December 2016 / 11:30 AM
Financial Bid Opening Date & Time	13 th December 2016 / 11:30 AM
Pre-Bid Meeting/ Bid submission and Bid Opening Venue	PMU, DILRMP, Board of Revenue, Mussorrie Bypass, Ring Road, Ladpur, Dehradun, Uttarakhand - 248008
Websites for downloading RFP/ Bidding	https://uktenders.gov.in
Proposal & EMD Validity	180 days from the date of proposal submission

**In case, a bidder fails to submit the Banker's cheque /DD/FD for EMD only, the bid of the bidder shall not be accepted.*

Data Sheet

Tender Document No	3955/34-DILRMP/2016/20-10-16
Name of the Bidding Company/ Firm:	
Contact Person (Authorized Bid Signatory):	
Correspondence Address:	
Mobile No	
Telephone	
Fax	
Website	
E-Mail	

Tender Name	Preparation of Modern Record Rooms at 20 Tehsil located in the District Almora and Pauri.
Non refundable Cost of the Tender	Rs 15,000/- is payable through online / Demand Draft / Banker's Pay Order from a Nationalized / Schedule Bank, drawn in favor of " Commissioner cum Secretary, Board of Revenue, Dehradun, Uttarakhand. " payable at Dehradun.
Earnest Money Deposit	Rs. 10,00,000/- (Rupees Ten Lakhs only) in the form of DD/FD from a Nationalized / Scheduled bank in favor of " PMU, DILRMP, Board of Revenue, Dehradun, Uttarakhand. " payable at Dehradun.
Date and time for submission of Pre-bid Queries.	7 th November 2016, 05:00 PM by e-mail only. The queries shall be mailed in the format as provided in the RFP. Queries will be sent to the e-mail id:- staffofficer-bor-uk@gov.in . In case of queries are not sent in the required format it shall not be considered.
Pre- Bid Meeting	11 th November 2016, 11:30 AM. A maximum of two persons from an organization of each intending Bidder will be allowed to attend the Pre-Bid Meeting. The person attending Pre-Bid Meeting should carry proper authorization on the company letter head. Bidders who have purchased the Tender document by payment of tender fee will be allowed to attend the Pre-Bid Meeting and queries will be replied for that bidder only.
Address for all communication	Project Management Unit, DILRMP, Board of Revenue, Dehradun, Uttarakhand – 248008 Mail: staffofficer-bor-uk@gov.in Phone: 0135-2669221 Mobile: +91-8826457344 Fax: 0135-2669384

Tehsil name list

District	HQ	Tehshil	Tehsils in the District	District	HQ	Tehshil	Tehsils in the District
Almora	Almora	Almora	10	Pauri	Pauri	Chobbtakhal	10
		Someshwar				Dhumakot	
		Bhikyasain				Kotdwar	
		Chaukhutia				Yamkeshwar	
		Syalde				Lansdowne	
		Jaiti				Satpuli	
		Bhanoli				Pauri	
		Ranikhet				Shrinagar	
		Dwarhat				Thalisain	
		Sult Khumar				Chakisain	



Preface

Revenue Administration is perhaps the oldest wing of the Government, directly related with issues and matters that concern agricultural land. This wing of the Government touches the lives, directly or indirectly, of the majority of people living in the country, as India continues to be predominantly an agricultural economy and about 60% of its population is still dependent on this sector for employment. Revenue Administration is also complex and encompasses a large number of related subjects. These include management of Land Records, crop survey, determination of land rent, Settlement operations and resolution of land disputes through the mechanism of Revenue laws which are adjudicated by Revenue Courts. Land management and agriculture fall within the State List and are, therefore, the responsibility of the State Government.

As part of Revenue Administration process a large number of Old Land Records are kept in Record Rooms at Tehsil Offices and Dy. Commissioner's Office. Such records are required to be preserved. A well-maintained record room therefore has to be an integral part of every Land Records management. As all these subjects are closely interlinked, within the overall supervision of the State Government, Revenue Administration has been entrusted to implement this project.

The project is conceived to be implemented in 2 phases. In Phase-I, records rooms of 20 Tehsils located in District Almora & Pauri will be converted into Cyber Record Rooms. Another Tehsils of 11 districts will be covered into Phase-II.

About Board of Revenue (Govt. of Uttarakhand)in

- The Board of Revenue acts as an implementing agency of Digital India Land Record Modernization Programme in Uttarakhand State.
- Board of Revenue is also a controlling department for budget allotment and monitoring to the revenue offices of state.

BOR has also been entrusted with the responsibility of creation and maintenance of land records (Cadastral Maps, RoRs, etc.). As part of its initiatives for converting the current activities of Revenue Administration into an e-System, BOR wishes to outsource the work of *"Preparation of Modern Record Rooms to preserve the original hard copies of the Land Records (all documents related to the existing land records)"*

BOR also wishes to outsource the task of scanning, and indexing of all of its documents pertaining to land records, preserving the data in digital image format as well as implantation of a document management system to convert the overall operations of the department including service to public into an effective e-System.

Objectives of the Project

Preparation of Modern Record Rooms needs to be carried out in the 20 locations of District Almora and Pauri of Uttarakhand state in the existing departmental building. This includes all civil work involved painting with even shade over primer coating for all vertical plain surface, flooring with new vitrified tiles of minimum size 2' x 2' with proper skirting on walls, color washing and any other civil work to make the interior aesthetically good for renovating the existing record room and all associated civil works at the site.

This also includes electrification, procurement and installation of interiors, furniture, lighting, air conditioning, access control system, pest/ insects repellent systems, Modular compactors, Map cabinets, Slotted angle racks and all other infrastructure required for establishment and running the proposed Modern Record Room.

Above all must be meeting or exceeding respective ISO/ IEC/ EIA/ TIA standards.

- Setting up of a Physical Storage Area within the Modern Record Room for physical storage of records
 - o Supply and installation of Modular Compactors of adequate strength for storage of hard copy records sizing A4/ A3.
 - o Supply and installation of Modular Map Cabinets of adequate strength for storage of hard copy records sizing A1.
 - o Supply and installation of Modular Map Cabinets of adequate strength for storage of Cadastral Maps.
 - o Supply and installation of Modular Slotted Angle Racks of adequate strength for storage of hard copy records sizing A4 and A3.
- Setting up of an Operational Area within the Modern Record Room
 - o Design, development, testing, implementation, commissioning and maintenance of a Document Management System software to facilitate easy management of the storage, easy retrieval of the records and should comply with the requirements as mentioned under Section “Technical Requirements”.
 - o Perform Indexing and Barcode tagging of hard copies of records (Any size) and populating into the database.
 - o Performing Scanning, post scanning treatment, metadata (keywords) creation (A4 Size/Legal) and populating into the database and Digital Storage for easy retrieval, printing etc.
 - o Perform Data entry of important documents in the database format prescribed by the department for easy and fast retrieval.
 - o Procurement, installation and configuration of servers, desktops, barcode printers, barcode scanners, biometric authentication devices, Multifunction printers, external storage, networking and all other IT infrastructure required for implementation and running of document management system.
 - o Workstations created with cubicle format modular tables and partitions for installing desktops, Partitioning for workstations should have a height of 4.5’.
 - o Workstation for Administrative Officer should cover a floor area of 6’x5’. The desk should be of “L” shape with front desk of 6’ wide and 3’ deep, Administrative Officer should have Additionally, minimum four visitor chairs and sufficient space for installing them at Administrative cubicle.’
- Setting up a public services area within the Modern Record Room for waiting/reception, etc. The public waiting area should have Metal Perforated 3-seater grouped benches.
- Training the department staff in all aspects of management, operation and maintenance of the supplied solution.
- Warranty services for all the items shall be of 5 years from the date of commissioning.
- Operational and Maintenance support for a period 5 years from the date of Go-Live.
- The detailed scope is given in the Section “Scope of Work”. The software solution and infrastructure provided for running the solution should comply with the technical requirements mentioned under Section “Technical Requirements”.

The minimum specification for the components of the solution is given in “Compliance Matrix”. The supplied solution should comply with all of its clauses.

Eligibility and Pre-qualification Criteria

Sl.	Pre-qualification Criteria	Documents to be attached
1	The Bidder (Prime) should be registered under the Companies Act, 1956, or Partnership Act 1932 or registered under LLP Act 2008 should be in existence in India for at least 5 years (as on 31st March 2016).	i. A copy of "Certificate of Incorporation" of the company
	i. Bidder (prime) should have experience of 2 years in IT Business (services) and should have been in the IT related business for a period of at least 5 years (as on 31st March 2016).	ii. Work Orders confirming year and area of activity.
2	The Bid can be submitted by an individual company or a Consortium of two.	i. Memorandum of Understanding (MoU)/ agreement among the members signed by the Authorized Signatories of the companies dated prior to the submission of the bid to be submitted in original.
	i. In case of consortium the same shall not consist of more than TWO Companies/corporations in total i.e. including the prime bidder.	ii. The MoU/ agreement shall clearly specify the prime bidder, stake of each member and outline the roles and responsibilities of each member.
	ii. The consortium partners can't be a member of another consortium that is also participating in this tender.	iii. Power of Attorney (PoA)/ Delegation of Powers (DOP)/Board Resolution listing the names staff(s) who are Authorized to sign the MOU & tender documents shall be submitted by Prime & Consortium Partners (if any), a copy of the same must be attached.
	Note: - i. Prime bidder shall wholly and severally be liable for the project and shall be single point of contact for the project. ii. Consortium details to be attached in technical Bid.	
3	Bidder must have valid enterprise level ISO 9001:2008 certification. Note: In case the certificate is due for renewal, the bidder should ensure that the renewed certificate is made available at the time of signing of contract. In case the same is not provided, the department may consider negotiating the award of contract with the next eligible Bidder.	A copy of the valid ISO certificate.
4	The Bidder and all consortium partners should not be under a Declaration of Ineligibility for corrupt or fraudulent practices or should not have been blacklisted with any State or Central Government or any State or Central PSU in India.	Declaration duly notarized in this regard by the authorized signatory of the prime bidder.
5	The Bidder (Prime) should have for the each of the last three consecutive Financial years i.e. FY: FY: 2013-2014 FY: 2014-2015 FY: 2015-2016	i. Copy of the audited Balance Sheet & Profit and Loss statement of the company showing turnover of the company for last three years.
	i. A minimum total turnover over INR 10 Crores each for the last 3 years ending 31st March 2016 of previous Financial year.	

Sl.	Pre-qualification Criteria	Documents to be attached
	ii. Positive Net Worth of at least 3 Crores as on 31st March 2015.	ii. Certificate from the Company Secretary/ Statutory Auditor's ascertaining a positive net worth during each of the last 3 years
6	The bidder (Prime or any of the consortium partners) must have an overall IT related staff strength of at least 100 personnel with prior experience of more than two years on their payroll as on 31st March 2016. Bidder should submit HR head Certificate.	i. Certificate from bidder's HR Department
7	The Bidder (Prime or Consortium Partner) must have experience of having successfully completed similar work during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:- i) Three similar work of value not less than Rs 1 Crore OR ii) Two similar work of value not less than Rs 2 Crore OR iii) One similar work of value not less than 3 Crore. The scope of such project includes infrastructure/ Software/ System integration/ operational and Maintenance services.	Work Completion Certificates from the client; OR Work Order + Self Certificate of Completion (CA Certificate with CA's Registration Number and Seal); OR Work Order + Phase Completion Certificate from the client showing acceptance of completion of supply and installation
8	The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for State Government Department / Government Organization / Nationalized Bank Project with any state in last 7 years as on 31st March 2016. The project must include at least the following services:	Work Completion Certificates from the client.
	i) Deployment (Desktop, LAN, Printer, Scanner etc.) ii) Scanning/ Digitalization services of at least 50 Thousand pages iii) Maintenance of server/ Data centre iv) Application Software development / customization	OR Work Order + Self Certificate of Completion (CA Certificate with CA's Registration Number and Seal); OR Work Order + Phase Completion Certificate from the client showing acceptance of completion of supply and installation
9	The Bidder (Prime) should furnish, as part of its bid, an Earnest Money Deposit (EMD) of Rs. 10,00,000/- (Rupees Ten Lacs)	The EMD should be denominated in Indian Rupees, and should be in the form of Security issued by a nationalised /scheduled bank drawn in favour of - "Commissioner cum Secretary, Board of Revenue, Dehradun, Uttarakhand." payable at Dehradun.
11	The bidder (Prime or consortium Partner) should have a valid CMM level 3 Certificate or above.	Valid CMM level certificate.

Sl.	Pre-qualification Criteria	Documents to be attached
12	Bidder or if consortium each of the consortium partner must have VAT/ TAN/ PAN registration & Tax Clearance Certificate from the Competent Authority up to March 2016.	Documentary evidence to be provided
13	The prime bidder must have an office in Dehradun, Uttarakhand OR The prime bidder has to give an undertaking to do so within 1 months of award of contract with strength of IT professionals that are required for proper implementation of the project.	i. Self declaration from the bidder.
Note: - The criteria mentioned above will constitute the preliminary scrutiny and only those bidders complying with them will be eligible for technical evaluation.		
1. All the document should be placed only in this (as listed in this clause) order and an index be provided separately.		
2. The bid will be summarily rejected if all the documents mentioned above are not enclosed in technical bid. All supporting documents must be clearly visible and readable.		

Earnest Money Deposit

1. Bidders are required to give an Earnest Money Deposit (EMD) for Rs.10, 00,000/- (Rupees Ten Lacs only) in the form of Demand Draft/ Pay Order/ Fixed Deposit of a Nationalized/ Scheduled Bank drawn in favor of "Commissioner cum Secretary, Board of Revenue, Dehradun, Uttarakhand" payable at Dehradun valid for a period of 180 days from the due date of the tender.
2. The EMD shall be refundable without interest to unsuccessful bidders and shall be discharged after 30 days from the date of contract signing with successful bidder.
3. The successful bidder's EMD shall be adjusted in the **Performance Security** the bidder shall be submitting in accordance with the "**Performance Security**".
4. The EMD may be forfeited if a Bidder withdraws its bid during the period of bid validity specified in this bid document.
5. In case of a successful Bidder the EMD may be forfeited if the Bidder fails: to sign the Contract as specified in this bid document and fails to furnish Performance Security as specified in this bid document.

RFP Documents Terms & Conditions

Bidders are advised to go through the entire body of the RFP to understand the requirement as well as the tender evaluation procedures. It is assumed that the bidder is preparing the proposed solution after carefully going through every clause of the RFP in detail.

There are formats specified for most of the documentations expected from the bidder. Attach certificates or other documents to prove the claims, wherever mentioned.

Transferability of the RFP document

This RFP document is not transferable.

Misplacement of the RFP document

BOR shall not be responsible for any delay in submission or non delivery of proposal due to any reasons like postal delay.

Cost of Bidding

The bidder shall bear all the cost incurred for preparing the proposal including expenses of travel and lodging that may be required including collecting information from the department and other communication required with the department regardless of the outcome of the bidding process.

Two Bid Systems

The tender process shall follow the two bid system namely **(1) Technical Bid** and **(2) Financial Bid**.

Envelope - Technical Bid

The technical bid should contain all technical information on the solutions proposed along with all supporting documents to qualify in the qualification criteria. The technical offer should be as per the format given in "Annexure I: Formats for Technical Bid".

The Bidder is required to submit one original and one copy of the Technical Bid enclosed in separate envelopes, clearly marking envelope as "Technical Bid – Original" and "Technical Bid – Copy", as appropriate. The original and copy shall be enclosed in a single Technical Bid packet.

The bidder is required to submit soft copy of the technical bid in "MS Word/ Adobe PDF" as applicable. The soft copy is to be burned in to CD/DVD media in 1 copy and shall be enclosed in Technical Bid Original. In the event of any discrepancy between the hard copies and/or the softcopies, the original hard copy shall prevail.

The Technical Bid should not contain any financial offer. If any financial offer is found in the technical bid, the whole offer shall be rejected outright.

Financial Bid – online only

The Financial bid should be submitted online at <https://uktenders.gov.in> only. Reference for the financial bid can be found on under clause BOQ.

Authentication of Bid

1. The original and all copies of the Bid Document shall be typed / computer printouts and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization.
2. The person or persons signing the Bid Document shall initial all pages of the Bid Document. The bid can be either typed / computer print or may be filled by hand legibly.
3. There should not be any cutting / striking / overwriting on the technical bid.
4. Last date and time for submitting the technical offers online is 8th December-2016 12:00 PM. Also the hardcopy of the sealed offers should reach the address mentioned in the data sheet on or 8th December-2016 before 5:00 PM.

Pre-bid Meeting (PBM)

BOR shall make best efforts to respond to any request for clarification for the Tender Document to the prospective bidders. Such requests are to be made through e-mail and are to be received by BOR before 5:00 pm on 7th November 2016. The Pre-Bid Meeting as per the date and time mentioned in the data sheet. The clarification shall be made in writing to the extent possible. The format for request for clarification is given below.

Bidder's Name and Address			
Date:		Tender Reference No:	
Sr. No.	Section Reference	Description	Clarification Sought

Queries not adhering to the format above or queries not received within the mentioned deadline shall not be taken up at the Pre Bid Meeting. BOR shall not be responsible for any delay in receiving the clarification document including but not limited to any delays.

Amendment of RFP Document

BOR can modify the Tender/ Bid Document by amending, modifying and/ or supplementing the same. All such amendments shall be binding on all the bidders without any further act or deed on BOR part. If a bidder has already submitted the bid and the tender document has been amended subsequently, then the bidder shall be allowed to rebid before the last date and time of submission of bids. In such cases, he should write "Rebid Dated: <Date>" on the bid envelope and the previous bid will not be considered. BOR reserves the right to extend the deadline for the submission of the bids.

Evaluation of proposal

Tender Evaluation Committee (TEC)

The evaluation of both technical and financial proposals shall be done by a "Tender Evaluation Committee (TEC)" duly constituted by the State Government.

The Tender Evaluation Committee may choose to request for clarification from the bidder related to their products / services offering, approach, methodology or any other information as part of the technical evaluation. Bidder should be ready to give the presentation on their proposed solution and the queries put up in front of the TEC at a date, time and location determined by the BOR. The decision of the TEC in the evaluation of the Technical and Financial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation/ discussion with the TEC.

Any effort by a bidder to influence the TEC's processing of Bids or award decisions may result in the rejection of the Bid.

Technical Evaluation

Detailed evaluation of the technical offers shall be performed only after scrutinizing whether each bid is:

- Complete in all respects as per the format given in "Formats for Technical Bid"
- Accompanied by the EMD as mentioned under Clause "Earnest Money Deposit"

Those bids failing to clear the above criteria shall be rejected and will not be scrutinized further. Bidders adhering to the completeness of the technical proposal shall be given chance to give a technical presentation before the Evaluation Committee.

Evaluation Framework

The following framework shall be used as a guideline for the evaluation of bids. The department reserves the right to introduce any other evaluation method or make enhancements in the existing framework as per the requirement.

Sl. No.	Particulars / Total Score	Maximum Marks
1	The Bidder (Prime) having annual turnover for three sequential financial years (FY: 2013-2014, FY: 2014-2015, FY: 2015-2016) will be awarded marks as below:	20
	>=20 crores but <30 crores = 20 marks	
	>=10 crores but < 20 crores = 15 marks	
2	The Bidder (Prime) will be awarded marks below as per percentage of turnover which is related to IT Services (System integration/IT business) from total Turnover for three sequential financial years (FY: 2013-2014, FY: 2014-2015, FY: 2015-2016)	10
	>=60% = 10 marks	
	>=50% but < 60% = 9 marks	
	>=40% but < 50% = 8 marks	
3	The Bidder (prime) having IT professionals (ITPs) with prior experience of more than 2 years in software development/System Integration as on 31st March 2016, will be awarded marks as below	10
	>=200 ITPs = 10 marks	
	>=150 ITPs but < 200 ITPs = 9 marks	
	>=100 ITPs but < 150 ITPs = 8 marks	
4	The Bidder (Prime or Consortium Partner) with experience of having successfully completed similar work during the last 7year ending last day of month previous to the one in which applications are invited will be awarded marks as below :-	15
	1) Two (2) similar (Turnkey project including infrastructure (civil work), software, system integration, maintenance services) completed projects, costing not less than Rs. 4 crores in any government/PSUs in India/Abroad	
	4 projects or more = 15 marks	
	3 projects = 12 marks	
	2 projects = 10 marks	
	OR	
	2) One (1) similar (Turnkey project including infrastructure (civil work), software, system integration, maintenance services) completed projects, costing not less than Rs. 5 crores in any government/PSUs in India/Abroad	
	4 projects or more = 15 marks	
	3 projects = 13 marks	
	2 projects = 10 marks	

Sl. No.	Particulars / Total Score	Maximum Marks
5	The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for State Government Department / Government Organization / Nationalized Bank Project with any state in last 7 years as on 31st March 2016. The project must include at least the following services:	15
	i) Infrastructure deployment (Desktop, LAN, Printer, Scanner etc.)	
	ii) Scanning/Digitalization services of at least 10 Lakhs pages	
	iii) Application Software development/ DMS	
	iv) Maintenance of server/ Data centre will be awarded marks as below:-	
	4 projects or more = 15 marks	
	3 projects = 12 marks	
	2 projects = 10 mark	
6	The Bidder (Prime or Consortium Partner) must have experience in Scanning / Digitization with any State Government/Central Government in last 5 years as on 31st march 2016.	10
	More than 1 Lakhs Pages : 10 marks	
	0.5 Lakhs - 1 Lakhs Pages : 9 marks	
	20K – 0.5 Lakhs Pages : 8 marks	
7	CMMi Level 5 = 10 marks	10
	CMMi Level 4 = 9 marks	
	CMMi Level 3 = 8 marks	
8	The Bidder (Prime or Consortium Partner) must have experience in Projects with minimum 5 Online offices (at different locations) connected to central data centre.	10
	5 projects or more = 10 marks	
	4 projects = 9 marks	
	3 projects = 8 marks	
Total		100
Note	1) The bidder should submit copy of work order and completion certificate from the client or a client certificates mentioning the progress of the project as a proof of the projects they mention in the bid response the bidder should provide certificates as mentioned in the Pre-Qualifications for the technical evaluation requirements.	
	2) The bidder must also submit all the documents in support of claim for technical bid evaluation.	
	3) All the bids scoring 75% marks and above will be qualified for financial bid opening.	

Coverage area on Technical Presentation

The Technical Presentation by the bidders shall be conducted at BOR, Uttarakhand in front of the Tender Evaluation Committee. The bidders are required to cover the following aspects of their proposal, but not limited to, in their Technical presentation:

- Proposed Technical solution for the project, its advantages and limitations.
- Security provisions for Data and Access Control systems in the proposed solution.
- Proposed Infrastructure including Hardware, Software and Non-IT Components.

- Superiority of Proposed Infrastructure with respect to the minimum specifications as mentioned in “Compliance Matrix”
- Proposed Technical Team (Strength and Structure) for this project.
- Plan for executing project simultaneously at multiple remote locations in a time bound schedule.

Technical and Financial Capability of the bidder in executing similar large projects in a time bound schedule in any State of India along with project details and completion certificate.

Sequence of Technical Bids Evaluation

- The bidders technical solutions proposed in the bid document will be evaluated as per the scope of the work and requirements of the BOR by the technical committee.
- The technically qualified bidders will be considered for opening of financial bid. The criteria for technical qualification is as described below.
- Bidders must score at least 75 Marks out of 100 in the technical scores.

Financial Bid Criteria

The financial bids of only those bidders, who have scored at least 75% marks in the technical evaluation process, will be opened. The Financial Bids will be opened, in the presence of Bidders’ representatives who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidder’s representatives who are present shall sign a register evidencing their attendance. The name of Bidder and Bid Prices will be announced at the meeting.

Award of project

- The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- Financial Bids that are more than 40% in variance of the average bid price will be disqualified (the average bid price is computed by adding all Financial Bid values of ALL the qualified bidders and dividing the same by the number of bidders).

Site Visit

It is recommended that the interested bidders visit the sites for establishment of the Modern Record Rooms. It is the responsibility of the bidder to visit the proposed sites at their own cost and assessing the existing infrastructure and existing data before submitting his offer to get a clear idea about the work and preparation of requirement across the locations. Department will facilitate bidders to get access to the site upon prior intimation.

Performance Security

The successful bidder shall furnish **Performance Security equal to 10%** of the total contract value within 15 days of issue of Letter of Intent (LOI), before signing of the contract agreement. The Performance Security shall be in the form of a Fixed Deposit/Security from a nationalized/schedule bank in favor of “Commissioner cum Secretary, Board of Revenue, Dehradun, Uttarakhand” valid for the entire contract period. Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD. In such event the BOR may at his sole discretion make the award to the next lowest evaluated bid at L1 rate.

1.1 Currency

INR - Indian rupees only.

1.2 Discharge of Bid Security of Successful Bidder

The Performance Security shall be discharged to the bidder within one month after successfully completing the Contract Period.

1.3 Warranty Period

- Warranty services are required to be carried out as per section - "Warranty Services" under Section - "Scope of Work".
- The warranty services shall be governed by the Service Level Agreements described under the section - "Service Level Agreements".

1.4 Conditional offers by the Bidders

Any bid containing conditional offers shall be summarily rejected outright.

1.5 Late Tender offers

Any proposal received after the last date and time mentioned in the data sheet for receipt of proposal shall be rejected outright.

1.6 Offer validity period

All bids shall remain valid for a period of six months (6 months) after the date of opening of the financial bid by Department of Revenue. BOR reserves the right to reject a bid having the bid validity shorter than 6 months considering as non-responsive without any correspondence.

1.7 Address of Communication

All communications including submission of proposals shall be as per the address mentioned in the data sheet as "Address for all communication"..

1.8 Intellectual Property Rights

All intellectual property rights for the work performed under this tender as far as data is concerned shall lie with Department of Revenue. This clause is applicable to all data in any form or format procured, processed, scanned or produced under this tender by the bidder. The bidder shall not use such data for any other purpose during and after the term of contract. In no cases, any document provided by the BOR is taken out of the space provided.

1.9 Indemnity

Bidder shall indemnify, protect and save Department of Revenue, against all claims, proceeding, liabilities, losses, costs (including legal costs), damages, expenses and action suits, resulting from brand new, including all components and accessories. All hardware and infringement of any patent, trademarks, copyrights, any other statutory infringements in respect of all the hardware / software supplied by him or expenses whatsoever arising out of or resulting from any loss or damage to the property or personnel of BOR relating to the performance of the Project whether or not such loss or damage is caused or contributed to by negligence or other default of Bidder or their Authorized User.

2.0 Publicity

Any publicity by the bidder in which the name of Board of Revenue, Uttarakhand is to be used should be done only with and after the explicit written permission of the BOR, Uttarakhand.

2.1 Guarantees

Bidders should guarantee that the software supplied to BOR, offices and to any other location as part of the contract mentioned in this tender are licensed and legally obtained. In the case of hardware systems and any peripherals supplied, the bidders should guarantee that they are brand new, including all components and accessories. All hardware and software must be supplied with their originals along with complete original printed documentation and licenses.

All products supplied should conform to respective ISO/BIS standards.

Force Majeure

- 1.1 Notwithstanding the provisions of the tender, the bidder shall not be liable for forfeiture of his Performance Security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 1.2 For purposes of the above Clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of Department of Revenue, either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.3 If a Force Majeure situation arises, the qualified bidder shall promptly notify Department of Revenue, in writing of such conditions and the cause thereof. Unless otherwise directed by Department of Revenue, in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Resolution of Disputes

- 1.1 Any and all disputes or differences between the Parties arising out of or in connection with this Contract or its performance shall, so far as it is possible, be settled amicably through direct informal negotiation between the Parties.
- 1.2 If after 30 (thirty) days of consultation or before, the department and the successful bidder have failed to reach an amicable settlement, on any or all disputes or differences arising out of or in connection with this Contract or its performance, It shall be referred to BOR, Uttarakhand who shall be the sole arbitrator.
- 1.3 In case of non acceptance of the BOR, decision, either party may request that the dispute to be referred to arbitrator(s) in accordance with the Arbitration and Conciliation Act, 1996. All Arbitration proceedings shall be held at Uttarakhand and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- 1.4 In case the issues are not resolved in the arbitration proceedings then further legal action by the parties shall be referred and restricted to the jurisdiction of the Court in Dehradun, Uttarakhand.

Right to Accept Any Offer and to Reject Any or All Offers

BOR, reserves the right to accept or reject any offer, and to declare the tendering process invalid, and to reject all tenders at any time prior to award of contract, without thereby incurring any liability to the participated bidder(s) or any obligation to inform the bidder(s) regarding the decision.

Risk Purchase Clause

In the event of the successful bidder fails to execute the project as per work completion requirements and review and monitoring system in the required qualities and/or functionalities, BOR reserves the right to procure similar services in whole or in part from any alternate sources at the risk, cost and responsibility of the successful bidder.

Termination for Cause

If bidder is not adhering to the terms and condition of contract agreement BOR reserves the right to terminate the contract in whole or in part with prior written notice issued to the bidder stating the reason for termination.

The extent to which the contract is terminated and date, on which such termination becomes effective, shall also be mentioned.

Board of Revenue, Uttarakhand shall also have the right to enter into an agreement with any other third party bidder for taking the project forward or for maintenance of the project and shall in no way be answerable to the bidder for such decision.

Ownership of resources supplied

At any time during or after this project, all resources supplied as part of this project shall belong to the department. This includes all hardware supplied, all software supplied (custom and COTS), all infrastructure developed/supplied including all networking.

Timeline

The work should be completed in all respect and output/deliverables need to be handed over to the BOR, Uttarakhand within 12 months' time after the signing of agreement and date of issue of work order. The selected vendor must adhere to the Project Timelines that have been laid down.

Any delay in implementation of the project shall lead to a penalty as per the Service Level Agreement mentioned in this RFP. The work of preparation of Modern Records Room has to be completed for following 2 districts Almora & Pauri Garhwal of Uttarakhand within the working days as follows:-

Sl. No.	Name of Districts	No. of Tehsil	Time Line / No. of Days for			
			Necessary establishment	Records Digitalization	Civil work & Infrastructure development	IT Solutions
1	Almora	20	30 days	275 days	30 days	30 days
2	Pauri Garhwal					
Total Days for Completion of scope of work = 365 days						

Post the Implementation Phase, the vendor shall be responsible for Post Implementation Support (PIS) or Defect Liability Period (DLP) for 48 months. The total of the Implementation phase and the Post Implementation Support duration (12 months + 48 months = 60months) shall comprise the complete project period.

Payment Terms

The payment shall be made individual Tehsil basis, only after successful completion of each Tehsil completed in all respect and output/deliverables are made as per scope of work. Payment schedule to the selected vendor will be as follows on the recommendation of PMU-UK / Consultant:-

Part No.	Description	% of Total Agreement Cost
1	Mobilization Advance* against Performance Security of same amount by the vendor	10%
2	Completion of each Tehsil completed in all respect i.e. civil work/ records digitalization / IT solution etc. and output/deliverables are made as per scope of work, after incorporating the recommendations/suggestions, if any, of "PMU-UK, Board of Revenue".	60%
3	Submission of deliverables as mentioned and handover the each new Modern Records Room to the District Magistrate of the concerned districts, upon approval of correctness & completeness by third party auditor/ monitoring agency / consultant.	30%

**The Mobilization advance shall be released only with an equal Security by the vendor in favors of "The Commissioner cum Secretary, Board of Revenue, Uttarakhand" with a valid period of minimum four (4) years which will be returned on successful completion of assignment.*

The work will be carried out by successful bidder/ bidders at various Tehsils locations simultaneously and payment for a particular Tehsil shall be made, only after ensuring that work of that stage in a Tehsil is completed in all aspects with required quality, checked by the district verification committee (to be formed as per the directions of the department)/ PMU.

However, the PMU/BOR shall also sent team of officers/consultants for quality check time to time on random basis.

Work Completion Requirements

- 1.1 The bidders are required to complete the work at all location within 12 months computed starting from the date of issue of work order for the corresponding location.
- 1.2 The bidder is also required to submit a Project Plan for the execution of the project within 10 days of the receipt of work order. Upon acceptance of the project plan from BOR the bidder need to execute the project as per the schedules and milestones stated in the project plan.
- 1.3 Any delay from bidder's part in execution of work shall attract penalties as per section - "Service Level Agreements".

Signing of Contract Agreement

- 1.1 BOR shall notify the successful bidder(s) by issuing a Letter of Intent (LOI) that his/their bid has been considered for awarding the work subjected to his willingness to execute the work.
- 1.2 Upon issue of the notification by BOR the concerned bidder is required to sign the contract agreement with the BOR, Uttarakhand within 7 days from the date of issue of notification.
- 1.3 Any bidder failing to sign an agreement as mentioned above shall be disqualified and his bid shall be considered as invalid. He will also forfeit his EMD.

SCOPE OF WORK

Standards required for converting Record Room into Modern Record Room

Required standards

- 1.1 The entire infrastructure provided should comply with the technical requirements mentioned under Section Technical Requirements
- 1.2 The software solution provided should comply with the technical requirements mentioned under Section “Technical Requirements”.
- 1.3 The minimum specification for the components of the solution is given in “Compliance Matrix”. The supplied solution should comply with all of its clauses.

The proposed Modern Record Rooms should have the following distinct functional areas:

Physical Storage Area for Hardcopy Record Storage Operational Area with Record Keeping Officer Room and IT Infrastructure Public Services Area for Waiting/Reception etc.

The scopes for each of these functional areas are as follows:

1.1 Scope common to all areas

- Renovate the constructed space provided by the department and establish all infrastructures required for the modern record rooms at each of the location.
- Civil work involved painting with even shade over primer coating for all vertical plain surface, flooring with new white/cream vitrified tiles of minimum size 2’ x 2’ with proper skirting on walls, color washing and any other civil work to make the interior aesthetically good for renovating the existing record room,
- Installation of 24 port Manageable switch, 2.Structured cabling for LAN CAT5E/CAT6 cables, Surface Mount I/Os, 6U Racks, CAT 5E/CAT6 patch cords, Jack Panel, PVC conduit / casing / capping with accessories, any other required components such as labels, ferrules etc., and all associated civil works at the site. All meeting or exceeding respective ISO/IEC/EIA/TIA standards,
- Establish all electrification including proper Chemical earthing, procurement and installation of interiors, furniture, lighting as required for establishment and running the proposed Modern Record Room.
- Establish all fixtures and furniture

1.2 Scope specific to Physical Storage Area

- Designing and Installation of Modular Compactors with double locking system for storage of hard copy records sizing A4/A3/A2
- Designing and Installation of Modular Map Cabinets with locking system for storage of hard copy maps sizing up to A1.
- Designing and Installation of Modular Slotted Angle Racks of adequate strength for storage of hard copy records, which are of less importance sizing A4/A3
- Design, Supply and Installation of insect’s repellent systems
- Design and Supply of Access control systems for Record Storage Room
- Design and Establishment of Fire Control Systems

1.3 Scope specific to Operational Area

- Design and Installation of Specially designed cubicle for Record Keeping Officer with minimum 4 chairs for visitors
- Design and Installation of Ergonomically designed half-partitioned modular furniture made of BIS standard material for workstation including keyboard trays, trolleys for CPU, revolving chairs, racks.
- Design and Installation of full height cubicle and modular furniture made of BIS standard material for installing Server and all other allied IT infrastructure like LAN Racks, UPS etc. along with access control systems.
- Design, Supply, Installation and configuration of Server, Desktop Computers, UPS, LAN and all other infrastructure/components (both software and hardware) required for establishment and running of the digital document management system. The desktops are required to be supplied with latest operating system antivirus and all other software required for implementation of the digital document management system.
- Supply and establishment of Air-conditioning
- Design and Establishment of Access Control Systems

1.4 Scanning and Indexing of Hardcopies

The scope includes the following with respect to preservation of documents:

- The records supplied by the department should undergo a pre-scanning procedure including removal of pins, tags, threads, rubber bands, stapler pins. If the pages are not in proper order, it has to be correctly ordered.
- Scanning of all the records available with the department for each of the record room in minimum resolution of 200 dpi using “Black & White from Color” option and storing the document in encrypted .pdf format in a predefined file naming convention and indexing it. If the condition of input record is bad, higher resolution scanning needs to be used.
- Most of the original hard copy Map Documents are on tracing cloth and are very old with sizes ranging from A0 and lower. It is the bidder’s responsibility to ensure that proper preventive measures are taken to avoid damage/mutilation while scanning of these hard copy documents.
- Some of these Original tracing cloth map documents have width equal to that of A0 Size but the length exceeds that of A0 Size. In such cases, Bidder need to ensure that the scanned images in parts are stitched properly without creating data loss, misalignment along the stitched edges.
- The file naming convention/codification/tagging convention should include attributes to identify the location keeping in mind that the system may get upgraded to an enterprise system. The naming convention should be discussed with and approved by the department.
- High End Scanners with scanning capabilities of 600 dpi or better need to be used to scan bad conditioned documents. Bidder need to ensure that Automatic Curvature correction (Correction of curved texts at centre- binding), Automatic finger masking (erasing of images of fingers holding pages) and Auto-erasure of centerline shadows are applied to achieve a good quality of scanned image. Bidder need to provide detailed. Specifications/ make/ model of the High-end scanner proposed to be used for the project as part of their Technical Bid.

- It is the Bidder's responsibility to ensure that all types of hard copy map documents and records available at Existing Record Room and with the BOR should be scanned completely without causing any kind of damage to the original documents.
- All images shall be saved in upright orientation and sufficient post scanning treatment including removing unwanted noises like black spots are to be applied.
- The treated Scanned images should be delivered to the department in uncompressed format as well as in Linear-zed PDF format.
- The documents are to be tagged with digital metadata information as per the format specified by CLR, which will act as “key-words”, with which the document can be easily searched and identified in the document management system.
- The files / documents will not be allowed to be removed from premises allocated to successful bidder. Suitable hardware infrastructure/facilities have to be established onsite at the premises that shall be allocated to do the scanning work.
- All documents shall be returned to the department in its original condition. Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any damages caused to the hard copy documents by the bidder shall attract penalties mentioned under Section - “Service Level Agreements”.
- Storage of the scanned copies of the records in the Server and making them available to the server based digital document management system software for easy retrieval.
- Physical arrangement of all of the hard copies available with the department in the map cabinets, compactors and racks as per the series and sequence proposed. The cloth bound maps are to be stored in such a way that there is a “moisture blotting paper” in between the maps. The blotting papers also need to be supplied by the bidder.

1.5 Barcode Tagging of Hardcopies

- Establish barcode tagging of each of the hard copy document. The document may be single paged or multi-paged.

1.6 Data Entry

- Perform data entry of important documents
- The data entry shall be in English
- With reference to the hard copy supplied by the BOR, the bidder has to perform the data entry to populate the database format prescribed by the BOR.

1.7 Digital Document Management System Software

The Scope of Document Management System (DMS) includes the following:

- Design, development, testing, implementation and commissioning of a digital Document Management System (DMS) software to facilitate easy management of the records storage including adding new records to the system, easy retrieval of the stored records (digital as well as physical).
- The successful bidder is expected to provide detailed system documents, user documents and properly commented source code for components designed and developed for BOR by the bidder as

part of this RFP along with the delivery of solution components. All hardware components and readymade software shall be supplied with its original documentation from the original manufacturer. All custom made components including software modules shall be accompanied by detailed system documentation and user manuals.

- The scope includes procurement of all hardware, software and licenses required to implement the supplied solution, their installation and configuration. This includes all system software licenses, database software licenses, antivirus software, backup and system maintenance software and access control software and any other software required in the system.
- The scope includes procurement, installation and configuration of all hardware required for installation and running of the digital document management system, server setup, all networking and other peripherals.
- For implementation of the application software solution the bidder is expected to adopt any of the following approaches or combination of following approaches:
 - o Bespoke development of the DMS application OR
 - o Configuration / Customization of an existing DMS application that may be either Financially Available Off-the-shelf product (COTS) or that might have been developed for deployment in another similar installation.
 - o Combination of #1 and #2 above.
- Tailor-made development on open source platform shall be however preferred.
- Irrespective of the option above chosen by the Bidder, the Bidder is required to meet all the requirements of this RFP including the activities listed, timelines and deliverables mentioned in this RFP, functional, performance, service level related and any other requirements stated in this RFP
- The rate to be quoted in the financial bid shall be a consolidated lump sum amount for the supply and implementation of the application software solution all locations including the current locations and any additional locations in future.
- The bidder's software solution is required to be compatible with the IT infrastructure as mentioned in Compliance Matrix that would be procured at each location. The IT hardware infrastructure including Server, Desktop Computers, barcode reader, printers, LAN etc. shall be supplied by the bidder allotted for modernization of the record room.
- The DMS software solution bidder's scope does not include supply of any hardware item. DMS software bidder's scope includes supply, installation and implementation of the DMS software solution. DMS software bidder's scope also includes supply, installation and implementation of all software items including Database software and/or any additional software component required by his software over and above the operating system for the best performance. The DMS software bidder is required to supply at his cost all hardware items, which is required over and above the hardware items listed in this RFP, if it is required for the implementation of his software solution for its best performance.
- The bidder responsible for installation, configuration and implementation of software solution is required to provide the necessary technical support to the other bidder (if different) chosen for conversion of existing record room to modern record room at no additional cost.

- The bidder responsible for installation, configuration and implementation of DMS solution need to provide the necessary technical support during the up-gradation of the system into a web-based document management system at no additional cost.
- No additional cost shall be paid to the bidder for installation, configuration and implementation at any additional location. The cost quoted should include licenses to the department for any number of additional locations for the same project.
- There should not be any restriction on the number of concurrent users that would use the DMS solution at any location and total number of users using the system considering all locations (current and future).
- The bidder needs to provide lifetime licenses for the DMS system software solution supplied to the department.
- The cost of the DMS application software should include training as per the Section “Training”.

1.8 Functional Requirement of the Document Management System

MRR (Modern Record Room) Project is basically built for converting existing Land Record Room into Cyber Record Rooms. The project would consist of development of DMS (Document Management System) Software and scanning of backlog case records and their storage in digital form in conformity with the developed Document Management System software.

The purpose of these DMS requirement functionalities is to provide guideline to all the features of the required DMS Application. The end users of the application at different capacity will be identified for work. Below mentioned are main functional requirement for Document Management System required at all Tehsils across the state of State.

- Smart query and real time search options based on key-words of the metadata to find a documents and folders.
- Integrated with barcode reader, barcode printer and biometric fingerprint authentication device.
- Facility to add new documents to the system and Auto generation of barcode for a new document
- The DMS software solution should provide dependable digital archival, fast retrieval and efficient distribution solutions.
- Role based user creation and management facility should be present.
- Only Administrator can create the user permissions and other security features of the system through a separate administration module.
- The system administrator should be able to provide access rights on documents, folders and metadata based on users and groups as required and prescribed by department.
- The system should support multiple level access rights like (Delete / Edit / View / Print /Copy or download).
- The software should support system privileges, secure login and password for each user and shall also be integrated with Biometric authentication device.
- For any change always copy of the original document should be used, so that the original or any of its versions never get corrupted, damaged or deleted by users. Version Control mechanism shall be available.

- Whenever a hardcopy document is taken out of the record room, the information has to be fed in to the system with document id (identified with barcode reader), person taking the document (identified with biometric fingerprint authentication), date and time (taken from the server), contact details of the person, expected return date etc.
- The software solution should generate extensive audit-trails at each user level All actions like modification, creation, deletion etc. should be locked automatically to audit trail tables in the system's database with date, time and name of the person. All such reports must be exportable to XML, MS-excel, txt, CSV formats.
- Proposed DMS application should support Web-based Architecture.
- The IT department of State Land Records may connect Tehsil and Block Head Quarter levels in State. The department may take initiatives to connect the LAN established as per this RFP with another bidder as part of its proposed plans of upgrading the application software solution to enterprise level. During such initiative, the successful bidder(s) executing the Modern Record Room project as per this RFP is required to extend necessary technical support as and when required/requested by the department, if this effort falls during the execution of Modern Record Room project including the warranty period.

1.9 Training

The scope includes the following:

- The bidders shall provide functional training as well as administrative training to all the stakeholders of the system in manageable batches at each location. However, the batch size should be limited to a maximum of 10 persons at a time.
- The training modules pertaining to the DMS software solution shall be the responsibility of the successful DMS application software bidder. All other modules of the training shall be the responsibility of the bidder selected for modernization of respective record rooms.
- Before the commencement of the training session, Bidder must prepare a curriculum on the topics that would be covered in the training along with details like duration of each training session, batch size; timings etc. and submit the same to the BOR for approval. BOR may accept or instruct to include additional topics specific to the project such as scanning, tagging and data entry into the Digital Document Management system, Data retrieval, Printouts, Providing citizen services etc.
- Separate batches shall be organized by the bidder according to different user levels.
- The training shall be conducted at each of the locations with hands-on exposure to various functionalities and operations of the system
- Administrative training shall include administration and fine tuning of server components, user management and security management.
- For the purpose of training, BOR shall provide only basic infrastructure like space and basic furniture. All other cost incurred in providing the training including training material, desktops, LCD projector during the training period, travelling to the training site and back, boarding of the trainer etc is to be taken care by the implementation agency.
- Every training session should be accompanied by collection of end user / administrator feedback related to usability, scope of work compliance etc. The bidder shall be bound to carry out re-training sessions if found unsatisfactory.

- The training locations and minimum number of departmental staff to be trained shall be as follows. Bidders should note that the number of people to be trained may vary as per the decisions of BOR and bidders are bound to train additional staff if requested without additional cost:

Sl. No.	Category	Minimum No of departmental staff to be trained at each location
1	Functional	5
2	Administrative	3

Warranty Services

The scope towards warranty services shall include the following:

- The Bidder to provide a detailed Bill of Material of all the material supplied including Software (DMS, Application and System Software etc.)/ Hardware/ Networking Devices/Infrastructure components and others as specified under section "Compliance Matrix". The components supplied by the bidder shall cover warranty services as per the table below. The bid cost by the bidders for each item should include the warranty services.

Sl.	Item	Warranty Type		Warranty Period
		Onsite	Manufacturer's	
1	Server including all accessories	YES		5 years
2	Desktop Computer including all Accessories	YES		5 years
3	LAN	YES		5 years
4	24 Port Manageable Switch	YES		5 years
5	Barcode Reader including all accessories		YES	5 years
6	Barcode Printer including all Accessories		YES	5 years
7	Biometric Fingerprint Authentication Device including all Accessories		YES	5 years
8	All-in-one B/W Laser Printer A3 Size including all accessories excluding consumables		YES	5 years
9	Online UPS with battery	YES	YES	5 years
10	Map Cabinet	YES		5 years
11	Modular Compactor	YES		5 years
12	Modular Slotted Angle Rack	YES		5 years
13	Air Conditioning	YES	YES	5 years
14	Access Control System	YES		5 years
15	Detection and Prevention System for Fire and Smoke (Record Room and Server Area)	YES		5 years
16	Pest, Insects, Rodent and Rat Repellent System for Records Room and Server Area	YES	YES	5 years

- The document management system application shall also be under 5 year warranty counted after successful implementation (considering all locations). During the warranty period, the bidder is required to provide bug fixes and patches, upgrades to the software (if any to make it compatible with newer Operating System for example). Warranty should also cover minor modifications to the software as per the requirement.
- The warranty services shall be governed by the Service Level Agreements described under the Section "Service Level Agreements".
- Operational and maintenance support for a period of 5 years from the date of Go live, including operational manpower for Record Room activities.

The Tentative Bill of Material

Sl. No.	Item Description	Unit	Approximate Quantity per record room
1	All Civil work, renovating the existing record room in the existing Tehsil building	Per square feet Carpet area	1000 sq. ft.
2	Entire electrification	Per unit	As per required
3	LAN with all accessories including 24 port Manageable Switch, LAN cabling, cable casing etc.	Per location	1
4	Cubicle format modular computer work station excluding chair.	Per set	5 Nos.
5	Computer Chair with rollers	Per unit	5 Nos.
6	Modular work station For administrative officer excluding chair.	Per set	1 No.
7	Office chair for administrative Officer	Per unit	1 No.
8	Visitors Chairs for administrator office	Per Unit	4 Nos.
9	Chair waiting personnel (Each unit with seating capacity of 4 people)	Per unit	2 Nos.
10	2 Ton Split Air Conditioner.	Per unit	2 Nos.
11	Access control system (Including biometric fingerprint authentication unit at door).	Per unit	2 Nos.
12	Pest, insects, rodent and rat repellent systems.	1 set per room	2 Nos.
13	Coin operated tea coffee vending machine	Per Unit	1 No.
14	Water dispenser hot cold and normal	Per Unit	1 No.
15	Water purifier system with RO/ UV/ UF +TDS controller	Per Unit	1 No.
16	Token number display machine	Per Unit	1 No.
17	Steel tokens (coins)	Per Unit	50 Nos.
18	Fire and Smoke – Detection and Prevention System.	Per set serving a carpet area of 1000 sq. ft. or part thereof	1 No.
19	Map Cabinet with tray type Storage area (with minimum height 1900mm and with minimum tray size 900mm wide and 650mm deep).	Per Unit	1 No.

Sl. No.	Item Description	Unit	Approximate Quantity per record room
20	Modular Compactor Type D2A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 No.
21	Additional Twin Mobile Unit for Compactor Type D2A.	Per Unit	1 No.
22	Modular Compactor Type D3A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 Nos.
23	Additional Twin Mobile Unit for Compactor Type D3A	Per Unit	1 Nos.
24	Modular Compactor Type D4A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 Nos.
25	Additional Twin Mobile Unit for Compactor Type D4A	Per Unit	1 Nos.
26	Modular Slotted Angle Racks for hard copy document storage with minimum 4 adjustable horizontal partitions giving 5 loading levels of following size: Minimum Height 1900mm Width as per the record room size with 900mm Minimum Depth 380mm	Per meter width	6 Nos.
27	Indexing, Barcode tagging of hard copies of records (Any size) and populating into the database	Per document	As per actual.
28	Scanning, post scanning treatment, metadata (keywords) creation (A4 Size) and populating into the database	Per sheet	As per actual.
29	Scanning, post scanning treatment, metadata (keywords) creation (A3 Size) and populating into the database	Per sheet	As per actual.
30	Scanning, post scanning treatment, metadata (keywords) creation (A2 Size) and populating into the database	Per sheet	As per actual.
31	Scanning, post scanning treatment, metadata (keywords) creation (A1 Size) and populating into the database	Per sheet	As per actual.
32	Scanning, post scanning treatment, metadata (keywords) creation (A0 Size) and populating into the database	Per sheet	As per actual.
33	Data entry (Hindi/English)	Per 1,000 character incl. spaces	As per actual.
34	Design, development, testing, implementation, commissioning and warranty services for 5 years for a Document Management System software to facilitate easy management of the storage, easy retrieval of the records. Cost includes supply, configuration implementation and hardware of and database software and all other software components required by the solution over and above the software and hardware components listed as part of other items in this RFP. Cost also includes training as detailed in this RFP	Consolidated bid for all locations	1
35	Server including Server OS and Antivirus / Antispyware software	Per unit	1 No.

Sl. No.	Item Description	Unit	Approximate Quantity per record room
36	5kVA Online UPS with Battery giving 4 hours battery backup when run on full load	Per set	1 No.
37	Desktop Computer including OS and Antivirus / Antispyware software	Per unit	6 Nos.
38	All-in-one B/W A3 Laser Printer	Per unit	1 No.
39	Barcode Reader	Per unit	2 Nos.
40	Barcode Printer	Per unit	1 No.
41	Biometric Fingerprint Authentication Device	Per unit	6 Nos.
42	Storage cupboards	Per unit	2 Nos.
43	Partitioning for server area (Approx Size 7ft x 8ft) with 7ft Height & 3 Ft door	Per unit	6 Nos.
44	External HDD	Per Unit	1 No.
45	Training (Other than usage of DMS Application Software Training)	Per location	1

** Actual requirement will be as per actual basis. This is for reference purpose only.*

TECHNICAL REQUIREMENT

Technical Requirements of the Software Solution

The minimum technical requirements of the software solution are described under the following heads.

1.1 User Platform

- User Platform
- The developed system shall be Web based.
- The developed system shall be able to open and use all the functionalities in Windows 7 Professional or latest OS based desktops.

1.2 Application Development Platform

- The bidders can propose any Industry Standard Platform/tool/language for application development.
- The application development language shall be object oriented.
- The developers in the development language proposed shall be easily available in the open market e.g. Java/.Net etc.

1.3 Database Platform

- The bidders can propose any industry standard Database Platform for the solution.

1.4 Minimum Technical Requirements/Specifications

- The minimum specification for the components of the solution is given in section "Compliance Matrix". The supplied solution should comply with all of its clauses.

1.5 User Capacity Requirements

- Supervisory User: These users use the application only to view digital documents and for creating reports. The record keeping officer shall be the supervisory user.

- **System Administrator:** These users shall create the user permissions and other security features of the system through a separate administration module.

The system administrator should be able to provide access rights on documents, folders and metadata based on users and groups. The system should support multiple level access rights like (Delete / Edit / View / Print / Copy or download). The system administrator shall also assist the supervisory user for generating reports.

These users are responsible for backup management and fine tuning of the system for optimum performance. After implementation, this user shall be the contact point for the bidder to intimate issues in the system and/or request for updates or any other kind of system maintenance.

Number of concurrent users at a location

S. No.	User Type	No of concurrent users per location
1	Supervisory User	1
2	System Administrator	1
3	Normal Users	5

Language Interface

All options and functionalities available in application should be in English & Hindi.

SERVICE LEVEL AGREEMENTS

Service levels expected from bidders

Various components and related penalties applicable shall be as follows:

1.1 Penalty for delay in project execution

- For any delay from bidder's part in completing the work shall attract a penalty at the rate of 2% per week or part thereof with a maximum penalty of 10% of the project value for that location.
- In case, any deadline is slipped by more than 5 weeks without pre- intimated sufficient reason approved by BOR the contract shall be recommended for termination. BOR and decision on the same shall be final.

1.2 Damage to original existing hardcopy documents

- All existing hardcopy documents shall be returned to the department in its original condition after converting the document into digital format. Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any damages caused to the hard copy documents by the bidder shall attract minimum penalties as mentioned below:

Sl. No.	Size of document	Minimum Penalty (Rs. per document page)
1	A4	1000
2	A3	2000
3	A2	3000
4	A1	4000
5	A0	5000

- *The above mentioned penalties are minimum penalties and the upper limit shall be decided by BOR as per the severity of the damage and importance of the document.*

1.1 Review and Monitoring system

For efficient work and monitoring of the project and to ensure the completion of the work in the stipulated time, following procedures shall be adopted:

- Monitoring of progress and work execution shall be carried out by the concern District Magistrate.
- The Vendor shall provide the project status on a weekly basis to the concern District Magistrate highlighting the tasks executed at the allotted location during the period and the work action plan for the next 2 weeks. The vendor shall also submit a monthly report to the BOR through the District Magistrate.
- BOR shall review the work progress and status report submitted by the vendor through the District Magistrate and if necessary, will issue directions to the vendor through the concern District Magistrate, to ensure completion of work in a stipulated time frame.
- If any delay on part of department authorities in providing a timely response to the Vendor on any query that can have an impact on the completion time, the Vendor must submit in writing to the BOR stating the facts and impact on the project schedule due to this delay. BOR reserves the right to accept/reject the response letter of the Vendor after due consultation with the concern District Magistrate.

1.2 Role of Stake Holders and Bidders in the project

Sl. No	Task	Time Limit from the date of Award of Work Order	Responsibility	
			BOR / DM	Vendor
1	Award of work order		YES	
2	Sign of Agreement between BOR office and Bidder	Within 7 days from the award of work order	YES	YES
3	Preparation and Submission of Project Plan for execution at a Location	Within 10 days from the award of work order		YES
4	<i>Scrutiny and Acceptance of above from the Department.</i>	Within 7 days from the date of submission by the bidder	YES	
5	Site Survey and Report Submission to Department	Within 15 Days from the letter from Department		YES
6	Successful of (plastering Completion Renovation / flooring, all electrification, all fixtures and color washing)	12 Months		YES
7	<i>Scrutiny and Acceptance of above from the Department.</i>		YES	
8	Successful Completion of fixing of Modular Compactors And Modular Slotted Angle Racks	12 Months		YES
9	<i>Scrutiny and Acceptance of above from the Department.</i>		YES	
10	Successful completion of establishment of all infrastructures for Systems area, Record Keeping Officer area including LAN, Furniture, UPS and allied infrastructure.			YES
11	<i>Scrutiny and Acceptance of above from the Department</i>		YES	

Sl. No	Task	Time Limit from the date of Award of Work Order	Responsibility	
			BOR / DM	Vendor
12	Successful completion of Scanning, Indexing, Bar Code Tagging, and Setting up of hard copies of all records into the compactors and racks as per the series and sequence proposed.			YES
13	<i>Scrutiny and Acceptance of above from the Department.</i>	12 Months	YES	
14	Successful completion of data entry			YES
15	<i>Scrutiny and Acceptance of above from the Department.</i>		YES	
16	Successful implementation of Document Management System Software			YES
17	<i>Scrutiny and Acceptance of above from the Department.</i>		YES	
18	Successful completion of training to the department officials			YES
19	<i>Scrutiny and Acceptance of above from the Department</i>		YES	
20	Receipt of Completion Certificate for the Location		YES	
21	Commencement of Warranty Services	As stated under Section – Warranty services		YES

1.1 Response time on Warranty Services

During the warranty period, the following penalties shall be applicable:

Sr. No.	Item	Maximum Resolution	Penalty
1	Document Management System	1 day	Rs 5,000/- on occurrence and additional Rs 3,000/- per day in delay mentioned in column 3 or part thereof
2	Server	1 day	Rs 5,000/- on occurrence and additional Rs 3,000/- per day in delay mentioned in column 3 or part thereof
3	Any IT Hardware Component other than Server (Desktops, LAN, Barcode reader/printer etc.)	2 days	Rs 1,000/- on occurrence and additional Rs 1,000/- per day in delay mentioned in column 3 or part thereof
4	Storage systems (Map Cabinets, Compactors, racks and all allied accessories)	7 days	Rs 10,000/- on occurrence and additional Rs 5,000/- per day in delay mentioned in column 3 or part thereof
5	Any item supplied other than those mentioned in Sr. Nos. 1 to 4	7 days	Rs 500/- per day in delay mentioned in column 3 or part thereof

The warranty type and warranty period shall be as per the section “Warranty Services”.

1.1 Privacy & Confidentiality

- Strict privacy and confidentiality is required from the bidder during the entire course of the project. In no occasion, access to any original/digital/scanned data is to be provided to any external parties or the data in any form is taken out of the department premises without written authorization by Board of Revenue, Uttarakhand.
- The bidder cannot supply / sell partly or fully any data pertaining to the project in any form to any party for any purpose.
- The bidder cannot supply / sell partly or fully any data pertaining to the project in any form to any
- For default of the above service conditions, a penalty of minimum Rs.5, 00,000/- would be charged. The exact amount of penalty to be charged shall be decided by BOR considering the severity of violation. At any instance of violation, the contract shall be terminated at the risk and cost of the bidder. The bidder shall be recommended for blacklisting Criminal offense can also be initiated against the bidder.

1.2 Recovery mode of Penalties from the bidder

- The penalties during the execution of the project shall be deducted from the payments to be released to the bidder.
- The penalties during the warranty period shall be deducted from the payments to the bidder, if the project is in progress in any other location. If the project has completed at all locations, the penalties shall be deducted from the Performance Security deposit.

उत्तराखण्ड शासन



सत्यमेव जयते

**ANNEXURE I:
FORMATS FOR
TECHNICAL BID**

उत्तराखण्ड शासन



All bids should adhere to the formats given below.

Bids not in the format mentioned shall be summarily rejected considering non responsive. The bidders should expand the sections to the required detail levels. It is expected that bidders will explain the solution neither too short nor too long Concise and crisp explanations are welcomed.

Details given in angle brackets and underline are instructions to the bidder and are to be replaced by relevant information/text or document attachment. All technical offers should attach a Documents Check List with the serial number of the same.

Bid form and Covering Letter

Date: <Insert Date>

Ref No: <Insert Letter Reference No>

Tender Ref. No: <Insert Tender Ref No>

To

Commissioner cum Secretary,
Board of Revenue Uttarakhand, Dehradun

Dear Sir,

I <full name in capital letters>, the <Managing Partner/Managing Director/Authorized Signatory>, for the <establishment/firm/registered company/Joint Venture/Consortium> named <Write Full Name of the Company / Write Consortium/Joint Venture with Company Name as Prime Bidder> having its registered office in <Complete Address of Registered Office/Write Complete Address of Prime Bidder in case of Consortium Joint Venture> do hereby offer to provide our services for the work “Construction of Modern Record Rooms at 20 Tehsil is in ALMORA & PAURI district of the State UTTARAKHAND”, which include the following scope of work with details mentioned in this RFP:

1. Construction of Modern Record Rooms at 20 Tehsil is in ALMORA and PAURI district of State UTTARAKHAND in existing departmental building. This includes all civil work involved for renovating the existing record room, electrification including earthing, procurement and installation of interiors, furniture, lighting, air conditioning in systems area, access control system, pest/insects repellent systems and all other infrastructure required for establishment and running the proposed Modern Record Room.
2. Setting up of a Physical Storage Area within the Modern Record Room for physical storage of maps and records.
 - a. Supply and installation of Modular Compactors of adequate strength for storage of hard copy records sizing A4/A3.
 - b. Supply and installation of Modular Map Cabinets of adequate strength for storage of hard copy maps sizing A1.
 - c. Supply and installation of Modular Slotted Angle Racks of adequate strength for storage of hard copy records sizing A4 and A3.

3. Setting up of an Operational Area within the Modern Record Room

- a. Design, development, testing, implementation, commissioning and maintenance of a Document Management System software to facilitate easy management of the storage, easy retrieval of the records and should comply with the requirements as mentioned under Section – Technical Requirements.
 - b. Perform Indexing and Barcode tagging of hard copies of records.
 - c. Perform Scanning of records and Digital Storage for easy retrieval, printing
 - d. Perform Data entry of important documents in the database format
 - e. Procurement, installation and configuration of servers, desktops, networking and all other IT infrastructure required for implementation and running of document management system.
4. Setting up a public services area within the Modern Record Room for waiting/reception etc.
5. Train the department staff in all aspects of management, operation and maintenance of the supplied solution as mentioned under Section – “Training”.
6. Warranty services as mentioned under Section – “Warranty Services”.

I hereby state and declare that the names given herein with the details of the address have not filled in this Tender Document under any other name or under the name of any other establishment/firm or otherwise, nor are we (Prime Bidder as well as all partners in the case of Consortium/Joint Venture) in any way related or concerned with any establishment/firm or any other person, who have filled in this Tender Document for the aforesaid work.

The EMD in the form of DD/Security issued by bank <Name of the Bank and Branch> valid till <date in DD/MM/YYYY format> for an amount of Rupees 10, 00,000/- (Ten Lakhs) is enclosed

I have thoroughly examined and understood the terms and conditions and details of the Tender Document, Contract and Project to be undertaken and have carefully noted the conditions of Contract and the specification with all the stipulations, which I agree to comply with. We shall be bound by the terms of these documents. We undertake to complete the Project within the period stipulated after receiving an intimation of the acceptance of our Bid.

I have filled in the accompanying Tender Document with full knowledge of liabilities and therefore, we will not raise any objection or dispute in any manner relating to any action, including forfeiture of Bid Security, and penalties for giving any information, which is found to be incorrect and against the instructions and directions given in this Tender Document.

I further agree and undertake that in the event it is revealed subsequently after the allotment of work/Contract to me/us, that any information given by me/us in this Tender Document is false or incorrect, I/We shall compensate the BOR, Uttarakhand for any such losses or inconvenience caused to the BOR, Uttarakhand in any manner and will not resist any claim for such compensation on any ground whatsoever.

I/We agree and undertake that I/we shall not claim in such case any amount, by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is withdrawn by the Board of Revenue, Uttarakhand.

I/We agree not to withdraw the offer constituted by this Tender Document before the date of communication to me/us notice of non-acceptance. I/We agree that if contrary to the understanding contained

in this clause I/we withdraw my/our Bid before the said date the Tender Document deposited by me/us as aforesaid shall be liable to forfeiture of the EMD.

I/We also agree to the forfeiture of the said Bid Security if in the event of your accepting my/our TENDER, I/We fail to execute the contract or to provide the Performance Security when called upon to do so or fail to complete the Project in the time frame and/or comply with the terms and conditions set out in the Tender Document and/or Contract in full or in part or fail to execute the orders placed on me/us. I/We also agree to all the terms and conditions mentioned in the RFP especially the Signing of Contract Agreement clause.

I/We do hereby agree to pay all costs, charges and expenses in connection with preparation of bid document, expenses during evaluation process and contract including stamp duty, preparation and execution of the contract.

On acceptance of our bid and on issuing of Letter of Intent (LOI) signing the contract, we will submit a Performance Security amounting to 10% of total contract value within 15 days of the date of signing the contract.

We also assure that all additional requirements/costs other than those mentioned in the Tender Document that are required for commissioning of the solution (even though not explicitly mentioned in this tender and/or in our proposed solution) will be provided at no additional cost to Board of Revenue, Uttarakhand.

On receipt of the Contract documents from BOR, Uttarakhand, we will commence phase wise execution as per the timelines mentioned in the work completion and payment conditions of the RFP.

The Bid submitted by us shall be valid for a period of 180 days, from the time of opening of the Bid.

Signature of the Bidder : <Signature>
Date : <Date in DD/MM/YYYY format>
Full Name : <Full Name>
Designation : <Designation>
Office Seal : <Office seal of company/prime Bidder Company>
Address : <Complete Address of company / prime bidder company>
Telephone Number(s) : <Phone Number(s) with STD Code>
Fax : <Fax Number with STD Code>
E-mail address : <E-Mail Address for all e-mail communications>

1.1 EMD instrument

<Attach EMD instrument here>

1.2 Project Experience

<Attach list of project experience here>

1.3 Design of Record Room Components

Dimensioned Design diagrams of modern record room components (Map Cabinets, Modular Compactors, Perforated Angle Racks, Modular Computer work station, work station for administrative officer, chairs etc.) can be presented in bigger size paper but they should be folded to A4 size and attached along with technical proposal.

Printed diagrams are preferred to hand drawn drawings.

Brochures of ready-made items can also be provided.

1.4 Compliance Matrix

<The Compliance Matrix given in the Annexure III of RFP has to be filled completely and inserted here in the mentioned format>

1.5 Item Description in Detail

Please refer the attach ANNEXURE II for the item descriptions in details. Please note that this BOQ is for reference purpose only. There are scope of as per actual.

1.6 Original Equipment Manufacturer's Authorization Form

Date: <Insert Date of signing affidavit>

Ref No: <Insert Bidder's Reference No>

Tender Ref. No: <Insert Tender Ref No>

Tender Name: <Insert Tender Name>

To

Commissioner cum Secretary, Board of Revenue Uttarakhand, Dehradun

Dear Sir,

We <OEM Name> who are established manufacturers of <Product(s) Name supplied> having office at <Address of local office> do hereby authorize M/s <Name of bidding company / Name of the partner company in the case of Consortium / Joint Venture> to offer their quotation, negotiate and conclude the contract for our product with you against the above mentioned request for proposal.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the equipment and services offered against invitation for tender offer by the above firm.

Thanking you,

Yours faithfully,

Signature of the Bidder : <Signature>

Date : <Date in DD/MM/YYYY format>

Full Name : <Full Name>

Designation : <Designation>

Office Seal : <Office seal of company/prime Bidder Company>

Address : <Complete Address of company / prime bidder company>

Telephone Number(s) : <Phone Number(s) with STD Code>

Fax : <Fax Number with STD Code>
E-mail address : <E-Mail Address for all e-mail communications>

1.7 Acceptance of Terms & Conditions of RFP

ACCEPTANCE OF TERMS AND CONDITIONS IN RFP DOCUMENTS

To,

Commissioner cum Secretary, Board of Revenue Uttarakhand, Dehradun

Dear Sir,

I have carefully gone through the Terms and conditions contained in the RFP Document regarding appointment of Bidder for construction of Modern Record Room and for development of software as mentioned in the RFP.

I declare that all the provisions of this RFP/Tender document are acceptable. I further certify that I am an authorized signatory and therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of Tenderer

Date:

Place:

1.8 Financial Documents

<Attach all qualification/evaluation criteria related financial relevant documents here>

उत्तराखण्ड शासन





ANNEXURE II:

BOQ

**RERERENCE FOR
COMMERCIAL BID**

उत्तराखण्ड शासन



Sl. No.	Item Description	Unit	Approximate Quantity per record room
1	All Civil work, renovating the existing record room in the existing Tehsil building	Per square feet Carpet area	1000 sq. ft.
2	Entire electrification	Per unit	As per required
3	LAN with all accessories including 24 port Manageable Switch, LAN cabling, cable casing etc.	Per location	1
4	Cubicle format modular computer work station excluding chair.	Per set	5 Nos.
5	Computer Chair with rollers	Per unit	5 Nos.
6	Modular work station For administrative officer excluding chair.	Per set	1 No.
7	Office chair for administrative Officer	Per unit	1 No.
8	Visitors Chairs for administrator office	Per Unit	4 Nos.
9	Chair waiting personnel (Each unit with seating capacity of 4 people)	Per unit	2 Nos.
10	2 Ton Split Air Conditioner.	Per unit	2 Nos.
11	Access control system (Including biometric fingerprint authentication unit at door).	Per unit	2 Nos.
12	Pest, insects, rodent and rat repellent systems.	1 set per room	2 Nos.
13	Coin operated tea coffee vending machine	Per Unit	1 No.
14	Water dispenser hot cold and normal	Per Unit	1 No.
15	Water purifier system with RO/ UV/ UF +TDS controller	Per Unit	1 No.
16	Token number display machine	Per Unit	1 No.
17	Steel tokens (coins)	Per Unit	50 Nos.
18	Fire and Smoke – Detection and Prevention System.	Per set serving a carpet area of 1000 sq. ft. or part thereof	1 No.
19	Map Cabinet with tray type Storage area (with minimum height 1900mm and with minimum tray size 900mm wide and 650mm deep).	Per Unit	1 No.
20	Modular Compactor Type D2A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 No.
21	Additional Twin Mobile Unit for Compactor Type D2A.	Per Unit	1 No.
22	Modular Compactor Type D3A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 Nos.
23	Additional Twin Mobile Unit for Compactor Type D3A	Per Unit	1 Nos.

Sl. No.	Item Description	Unit	Approximate Quantity per record room
24	Modular Compactor Type D4A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 Nos.
25	Additional Twin Mobile Unit for Compactor Type D4A	Per Unit	1 Nos.
26	Modular Slotted Angle Racks for hard copy document storage with minimum 4 adjustable horizontal partitions giving 5 loading levels of following size: Minimum Height 1900mm Width as per the record room size with 900mm Minimum Depth 380mm	Per meter width	6 Nos.
27	Indexing, Barcode tagging of hard copies of records (Any size) and populating into the database	Per document	As per actual.
28	Scanning, post scanning treatment, metadata (keywords) creation (A4 Size) and populating into the database	Per sheet	As per actual.
29	Scanning, post scanning treatment, metadata (keywords) creation (A3 Size) and populating into the database	Per sheet	As per actual.
30	Scanning, post scanning treatment, metadata (keywords) creation (A2 Size) and populating into the database	Per sheet	As per actual.
31	Scanning, post scanning treatment, metadata (keywords) creation (A1 Size) and populating into the database	Per sheet	As per actual.
32	Scanning, post scanning treatment, metadata (keywords) creation (A0 Size) and populating into the database	Per sheet	As per actual.
33	Data entry (Hindi/English)	Per 1,000 character including white (spaces)	As per actual.
34	Design, development, testing, implementation, commissioning and warranty services for 5 years for a Document Management System software to facilitate easy management of the storage, easy retrieval of the records. Cost includes supply, configuration implementation and hardware of and database software and all other software components required by the solution over and above the software and hardware components listed as part of other items in this RFP. Cost also includes training as detailed in this RFP	Consolidated bid for all locations	1
35	Server including Server OS and Antivirus / Antispyware software	Per unit	1 No.
36	5kVA Online UPS with Battery giving 4 hours battery backup when run on full load	Per set	1 No.
37	Desktop Computer including OS and Antivirus / Antispyware software	Per unit	6 Nos.

Sl. No.	Item Description	Unit	Approximate Quantity per record room
38	All-in-one B/W A3 Laser Printer	Per unit	1 No.
39	Barcode Reader	Per unit	2 Nos.
40	Barcode Printer	Per unit	1 No.
41	Biometric Fingerprint Authentication Device	Per unit	6 Nos.
42	Storage cupboards	Per unit	2 Nos.
43	Partitioning for server area (Approx Size 7ft x 8ft) with 7ft Height & 3 Ft door	Per unit	6 Nos.
44	External HDD	Per Unit	1 No.
45	Training (Other than usage of DMS Application Software Training)	Per location	1
Total Bid Cost in figures		<Total bid value in figures by adding the above values>	
All inclusive Total Bid Amount (in Rs) (Inclusive of all taxes, OPE and all other applicable levies) (In words):		<Insert total bid value in Rupees (in words)>	

Bidder Details

Signature of the Bidder:	
Full Name:	
Designation:	
Office Seal:	
Date: <DD/MM/YYYY>	
Address:	
Telephone Number(s):	
Fax:	
e-mail address:	

Note:

1) There should be no overwriting and all figures should be legible

2) The Financial bid should not include any conditional offer.

BOQ

Item Rate BoQ

Validate

Print

Help

Tender Inviting Authority: Commissioner cum Secretary, Board of Revenue Uttarakhand

Name of Work: Preparation of Modern Record Rooms (MRR) at the locations of district ALMORA and PAURI GARHWAL

Contract No:

PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
Sl. No.	Item Description	Quantity	Units	BASIC RATE in Figures To be entered by the Bidder Rs.	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Civil Work / Infrastructure and IT Solutions					
2	All Civil work, renovating the existing record room in the existing Tehsil building	1000	Per square feet Carpet area		0.00	INR Zero Only
3	Entire electrification (As per actual)	1	Per unit		0.00	INR Zero Only
4	LAN with all accessories including 24 port Manageable Switch, LAN cabling, cable casing etc.	1	Per location		0.00	INR Zero Only
5	Cubicle format modular computer work station excluding chair.	5	Per set		0.00	INR Zero Only
6	Computer Chair with rollers	5	Per unit		0.00	INR Zero Only
7	Modular work station For administrative officer excluding chair.	1	Per set		0.00	INR Zero Only
8	Office chair for administrative Officer	1	Per unit		0.00	INR Zero Only
9	Visitors Chairs for administrator office	4	Per Unit		0.00	INR Zero Only
10	Chair waiting personnel (Each unit with seating capacity of 4 people)	2	Per unit		0.00	INR Zero Only
11	2 Ton Split Air Conditioner.	2	Per unit		0.00	INR Zero Only
12	Access control system (Including biometric fingerprint authentication unit at door).	2	Per unit		0.00	INR Zero Only
13	Pest, insects, rodent and rat repellent systems.	2	1 set per room		0.00	INR Zero Only
14	Coin operated tea coffee vending machine	1	Per Unit		0.00	INR Zero Only
15	Water dispenser hot cold and normal	1	Per Unit		0.00	INR Zero Only
16	Water purifier system with RO/ UV/ UF +TDS controller	1	Per Unit		0.00	INR Zero Only
17	Token number display machine	1	Per Unit		0.00	INR Zero Only
18	Steel tokens (coins)	50	Per Unit		0.00	INR Zero Only

19	Fire and Smoke – Detection and Prevention System.	1	Per set serving a carpet area of 1000 sq. ft. or part thereof		0.00	INR Zero Only
20	Map Cabinet with tray type Storage area (with minimum height 1900mm and with minimum tray size 900mm wide and 650mm deep).	1	Per Unit		0.00	INR Zero Only
21	Modular Compactor Type D2A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	1	Per Unit		0.00	INR Zero Only
22	Additional Twin Mobile Unit for Compactor Type D2A.	1	Per Unit		0.00	INR Zero Only
23	Modular Compactor Type D3A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	1	Per Unit		0.00	INR Zero Only
24	Additional Twin Mobile Unit for Compactor Type D3A	1	Per Unit		0.00	INR Zero Only
25	Modular Compactor Type D4A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	1	Per Unit		0.00	INR Zero Only
26	Additional Twin Mobile Unit for Compactor Type D4A	1	Per Unit		0.00	INR Zero Only
27	Modular Slotted Angle Racks for hard copy document storage with minimum 4 adjustable horizontal partitions giving 5 loading levels of following size: Minimum Height 1900mm Width as per the record room size with 900mm Minimum Depth 380mm	6	Per meter width		0.00	INR Zero Only
28	Indexing, Barcode tagging of hard copies of records (Any size) and populating into the database (As per actual)	1	Per document		0.00	INR Zero Only
29	Scanning, post scanning treatment, metadata (keywords) creation (A4 Size) and populating into the database (As per actual)	1	Per sheet		0.00	INR Zero Only
30	Scanning, post scanning treatment, metadata (keywords) creation (A3 Size) and populating into the database (As per actual)	1	Per sheet		0.00	INR Zero Only
31	Scanning, post scanning treatment, metadata (keywords) creation (A2 Size) and populating into the database (As per actual)	1	Per sheet		0.00	INR Zero Only
32	Scanning, post scanning treatment, metadata (keywords) creation (A1 Size) and populating into the database (As per actual)	1	Per sheet		0.00	INR Zero Only
33	Scanning, post scanning treatment, metadata (keywords) creation (A0 Size) and populating into the database (As per actual)	1	Per sheet		0.00	INR Zero Only
34	Data entry (Hindi/English) (As per actual)	1	Per 1,000 character including white (spaces)		0.00	INR Zero Only

35	Design, development, testing, implementation, commissioning and warranty services for 5 years for a Document Management System software to facilitate easy management of the storage, easy retrieval of the records. Cost includes supply, configuration implementation and hardware of and database software and all other software components required by the solution over and above the software and hardware components listed as part of other items in this RFP. Cost also includes training as detailed in this RFP	1	Consolidated bid for all locations		0.00	INR Zero Only
36	Server including Server OS and Antivirus / Antispyware software	1	Per unit		0.00	INR Zero Only
37	5KVA Online UPS with Battery giving 4 hours battery backup when run on full load	1	Per set		0.00	INR Zero Only
38	Desktop Computer including OS and Antivirus / Antispyware software	6	Per unit		0.00	INR Zero Only
39	All-in-one BW A3 Laser Printer	1	Per unit		0.00	INR Zero Only
40	Barcode Reader	2	Per unit		0.00	INR Zero Only
41	Barcode Printer	1	Per unit		0.00	INR Zero Only
42	Biometric Fingerprint Authentication Device	6	Per unit		0.00	INR Zero Only
43	Storage cupboards	2	Per unit		0.00	INR Zero Only
44	Partitioning for server area (Approx Size 7ft x 8ft) with 7ft Height & 3 Ft door	6	Per unit		0.00	INR Zero Only

45	External HDD	1	Per Unit		0.00	INR Zero Only
46	Training (Other than usage of DMS Application Software Training)	1	Per location		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				



सत्यमेव जयते

ANNEXURE III:
COMPLIANCE MATRIX

उत्तराखण्ड शासन



Component Specifications

The details given below are the minimum specifications.

For each component of the solution to be offered by the bidders, the bidders should comply with all of these clauses. Proposals not complying with any of the item shall be rejected.

The tables given below have to be filled up and attached with the technical proposal.

Compliances to be verified and added as per BOR requirements:-

1.1 Server

Sl. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Attach OEM Test Report	
4	Powered with Single Quad-core Intel Xeon processor with 2.4GHz or higher	
5	32GB DDR4 RAM or better	
6	Supplied with Genuine Microsoft Windows Server 2012/RHEL/Suse Linux/Ubuntu Linux or equivalent	
7	2 x 1 TB Enterprise Class SATA HDD configured for RAID-1	
8	Industry standard Antivirus and Antispyware installed with license for 5 years or more	
9	5 years on-site Warranty	

1.2 Desktop Cabinet SFF Computers

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Supplied with Genuine Windows 7/10 Professional 64bit	
4	Intel Pentium i7 (uncloaked) or higher Processor	
5	Integrated Graphics card 2GB or higher	
6	8GB DDR4 RAM expandable to up to 16GB or more	
7	1TB SATA HDD / SSD	
8	20" or more LED IPS display	
9	Industry standard Antivirus and Antispyware installed with license for 5 years	
10	5 years on-site warranty	

1.3 Local Area Network

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Structured cabling for LAN CAT5E/CAT6 cables, Surface Mount I/Os, CAT 5E/CAT6 patch cords, Jack Panel, PVC conduit / casing / capping with accessories, Other required components such as labels, ferrules etc., All associated civil works at the site. All meeting or exceeding respective ISO/ IEC/ EIA/ TIA standards.	<Write Yes or No for all rows>
2	5 years on-site warranty	

1.4 Port Manageable Switch

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	1U Rack-Mount, 24 Nos. 10/100Mbps RJ-45 MDI-X ports, 2-port Single Mode 1000BaseX (SX) module port (inbuilt), Bidder shall provide 1000BaseX Port for connectivity to multimode Fiber Optic Cable	
4	10/100 Mbps Ethernet, 100 Base TX Fast Ethernet auto-sensing Switch	
5	8.8 Gbps back plane support, forwarding rate 3.6Mbps or higher	
6	Full duplex capability	
7	Management capability SNMP, TELNET, RMON	
8	VLAN Maximum 64port based	
9	Standards, IEEE802.3u(100Base Fast Ethernet), IEEE802.3(10BaseT Ethernet), IEEE802.3z(Gigabit Ethernet), IEEE802.1D,IEEE802.3x, IEEE802.1P/Q (Tagged VLAN)	
10	System must support and must be configurable on rack. All accessories and hardware necessary for configuration on rack must be supplied	
11	5 years on-site Warranty with 99% uptime Commitment	

1.5 Barcode Reader

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Hand Held Type with trigger to switch on the light source	
4	Light Source 630-660 nm visible red LED with focus light bar	
5	Beep and LED indicator	
6	Operating Temperature 0 to 50 degrees	
7	Operating Relative Humidity 20-80%	
8	Connectivity using USB Interface	
9	Should support OS Windows 7 Professional/Linux	
10	Should operate on 220-250Volts, 50-60Hz power supply	
11	Supplied with USB cable to connect to the desktops supplied	
12	Compatible with the Document Management System Software supplied	
13	Complied to IEC60825-1, FCC Class B and EMC Class B or equivalent	
14	5 years manufacturer's warranty	

1.6 Barcode Printer and Bar-coding

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Should be of thermal printing technology (Direct Thermal [LP] or Thermal Transfer [TLP])	
4	Connectivity using USB Interface/Ethernet Connectable/ IP Addressable	
5	Should support OS Windows 7 Professional/Linux	
7	Should operate on 220-250Volts, 50-60Hz power Supply	
8	Supplied with USB cable to connect to the desktops supplied	
9	Compatible with the Document Management System Software supplied.	
10	Roll type paper for printing up to 90mm wide or better	
11	Printed barcode should be verified to a minimum 2.5 (C) grade	
12	Complied to ISO/IEC 15416 or equivalent	
13	5 year manufacturer's warranty	

1.7 Biometric Fingerprint Authentication Device

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Resolution: >=400 dpi	
4	Interface: USB 2.0	
5	Power: Self Powered via USB	
6	Verification time less than a second	
7	Capable of handling finger print angular variability	
8	400 Bytes encrypted data size	
9	ISO/IEC 19794-4 compliant and compliant with other standards set by Govt. of India for biometric fingerprint authentication	
10	5 year manufacturer's warranty	

1.8 All-in-one B/W Laser Printer A3 Size

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Must have Laser Printing Technology	
4	Must have Printing speed up to 25 ppm	
5	Must have First page out less than 8 seconds	
6	Must have Printing resolution 600*600 dpi	
7	Must have minimum RAM –1024MB	
8	Must have Duty Cycle – Up to 80,000 pages per Month	
9	Automatic Duplex printing	
10	Must have minimum Input Paper holding capacity of 1500 papers	
11	Must have Paper Size support for A3 (ISO), A4 (ISO), A4-rotated (ISO), A5 (ISO), B4 (JIS), B5 (JIS), B6 (JIS), Letter, letter-rotated, legal, tabloid, executive, envelopes (No. 10, Monarch)	
12	Must have Paper Type support for (plain, pre-printed, recycled, cardstock letterhead, rough), transparencies pre-punched, bond, cardstock	
13	Must have Network Operating system support for Microsoft Win 2000, XP, XP 64-Bit, Server 2003, Windows 7 Professional and later; Red Hat Linux 5.x and later; SUSE Linux 5.x and later	
14	Must have In built print server	
15	Must have Connectivity Parallel port, 2 open EIO slots, USB 1.1 or above	
16	Must have Inbuilt Ethernet port 10/100Mbps	
17	Must have Scanner with 600dpi resolution (enhanced & optical)	

Sr. No.	Minimum Specification	Complied (Yes/No)
18	Must have Copy Speed Black: up to 10 cp/m	
19	Must quote, supply and commission the system along with the hardware setup at site	
20	Must quote, supply of Hardware cable, systems connector. For the Accessories, successful software commission etc	
21	5 year onsite warranty	

1.9 5 KVA Online UPS with Battery

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make < Specify for both UPS and Battery >	<Write Yes or No for all rows>
2	Model < Specify for both UPS and Battery >	
3	Reliable Online UPS and battery with capacity of 5 KVA giving 4 hours battery backup on full load	
4	System to operate the facility with full load	
5	Capable of supplying stabilized power, which can minimize undulations in input power source	
6	5 years onsite warranty for UPS and 5 year manufacturer's warranty for batteries/battery refresh	

1.10 Map Cabinet

Sr. No	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Should have tray type storage area with tray size 900mm wide and 650mm deep. The cabinet should be of minimum total height 1900mm with each tray of height 150mm	
4	Made out of 0.8mm/20 Gauge (or more) CRCA (Cold Rolled Close Annealed) Steel conforming to IS:513 GR.D or better	
5	Load bearing capacity distributed load) per tray 80kg UDL (uniformly distributed load) per tray	
6	The cabinet shall be powder coated with epoxy polyester powder (with thickness of minimum 40microns) with uniform color on all steel surfaces with air drying synthetic enamel paint for all surfaces	
7	The Nuts/Bolts/Fasteners should be galvanized/Zn Plated / Cadmium Plated	
8	5 years on-site warranty/AMC	

1.11 Modular Compactors

Sr. No	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	

Sr. No	Minimum Specification	Complied (Yes/No)
3	The System has been made from high quality steel of furniture grade as per IS513 for CRCA and IS 10748 for HRCA from Reputed Steel manufactures like TATA or ESSAR. Relevant test certificates will be submitted at the time of supply of material. BEARING: Bearing from manufactures NBC, NTN or equivalent with corresponding test certificate only is used. CHAIN: Diamond or Roll-on Brand chain to be used only. WHEEL: Iron Die Cast with antirust Zinc. Loading: 1000kg/wheel. GUIDE RAIL: Made of 25mm Solid Steel with electroplate finish	
4	Upright:-LC channel pillar based rigid knock down design in 1.6mm thickness with pitch in 50 mm increment. Shelves:-Boltless type shelves will make of 0.8mm thick, CRCA, Quality steel having 10 folds each design to carry a UDL of 55KG, Inner Cladding:-provided U & Z type of two sheets with 0.63mm thickness to cover the mechanism from top to bottom. Tong & Groove:-Specially designed for preventing the dust & insects. Index Holder:-For maintain the record by user. Base frame is fabricated from HRC material confirming to IS10748/IS1079 with thickness of 2.5mm with height of 100mm.	
5	Drive mechanism It will be provided in between front cladding and inner cladding, it includes the arrangement of two stage chain and sprocket. Sprocket & chain tensioner: The drive mechanism will comprise of sprocket and chain tensioner arrangement (Sprocket-chain-tensioner arrangement or two stage sprocket –chain arrangement) Movement shall be achieved mechanically	
6	The compactor shall be powder coated with epoxy polyester powder (with thickness of minimum 40microns) with uniform color on all steel surfaces with air drying synthetic enamel paint for all surfaces	
7	Safety Lock: Each drive type units shall have locking KNOB near the drive wheel for manual locking of individual units. Central lock: Each system will be provided with a central lock to enable locking of the entire system with one key	
8	The Nuts/Bolts/Fasteners should be galvanized/Zn Plated / Cadmium Plated	
9	Should have indexing label holder	
10	5 years on-site warranty/AMC	
11	Assured Green business, ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified.	

Repeat the table if more than one make/model is required to meet the requirements

1.12 Modular Slotted Angle Rack

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Slotted steel angles for supports and steel sheets for laying the hard copy records	<Write Yes or No for all rows>
2	Should be made of steel sheets conforming to IS:1079/ IS 5115/ IS 1076	

Sr. No.	Minimum Specification	Complied (Yes/No)
3	Angles and sheets conform to IS: 8081 manufacturing standards	
4	All surfaces of the racks shall be powder coated (with thickness of minimum 40microns) with uniform color on all steel surfaces with air drying synthetic enamel paint	
5	5 years on-site warranty/AMC	

1.13 Furniture in the IT Services Area and Public Waiting Area

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Workstation for Administrative Officer: Supplying and fixing standard workstation of panel based system in various combinations as per layout drawings comprising of following items - i. Main spine of 60mm thick, partition with 1200mm height ii. Provision for Electricals will be given at main spin two levels below/above the worktop or skirting level iii. Supplying and fixing standard Cabin table of iv. MAIN TABLE SIZE - 1800MM x 900MM, v. SIDE TABLE SIZE - 900MM x 450MM. vi. The worktop Will be in single piece made up of pre-laminated particle board. vii. The worktop shall be made of 25mm thick pre-laminated particle board with 2 mm thick hot melt PVC edge banding from REHAU viii. The worktops shall be provided with metallic inserts for precise alignments and longer life. Side unit should have two drawers on top with hinge shutter credenza under it.	<Write Yes Or No for all rows>
2	Supplying and fixing standard workstation panel based system comprising of following items: i. Main spine of 60mm thick, partition with 1200mm height. ii. Provision for Electricals will be given at main spin two levels below/above the worktop or skirting level. iii. The worktop shall be made of 25mm thick pre-laminated particle board with 2 mm thick hot melt PVC edge banding from REHAU of approved color. The worktops shall be provided with metallic inserts for precise alignments and longer life iv. Finishes considered: Above worktop Pinup, Marker per person & Below worktop Laminate to be considered.	
3	Each workstation having one mobile pedestal [400(W)x 450(D) x 680(H)] below the worktop with one drawer and one file cabinet with telescopic channels for easy use with perfectly smooth and silent with center locking.	
4	Workstations shall have keyboard trays, drawers, cabinets with drawer slides, One CPU trolley with wheels.	
5	1200 mm high, 60 mm thick. partition panels of approved design with concealed wiring facility, above the top partition with fabric and switch plate mounted on partition above the top, workstation with fabric, white board as per-approved design, edge trims, side panels etc. all complete.	

Sr. No.	Minimum Specification	Complied (Yes/No)
6	Each workstation having one mobile pedestal [400(W)x 450(D) x 680(H)] below the worktop with one drawer and one file cabinet with telescopic channels for easy use with perfectly smooth and silent with center locking.	
7	Chairs suitable for using computers with 360 deg revolving type with a max of 15 deg back tilt, Tilt tension adjustment, Pneumatic/Hydraulic height adjustment with height adjustable arm-rests.	
8	Pedestal assembly should have 5 nos. castors wheels with trouble-free movement and should be scratch-resistant as per BS Standards, Impact testing as per DIN Standards.	
9	Storage cupboards with 18mm thick MDF pre-laminated Particle board with 2 hinges-shutters.	
10	Partitioning for server area should have a height of 7' with top area covered. It should have a door of 3' wide with access control installed.	
11	The public waiting area should have Metal Perforated 3 seater grouped set with Ergonomic, Epoxy-polyester coated and adjustable glide screw under leg support for floor leveling.	
12	All furniture and chairs should be ANSI/BIFMA E3- 2008, Assured Green business, ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified.	
13	5 year Warranty / AMC all the above items	

1.14 Air-conditioning

Sr. No	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	2T Split Air conditioner shall be provided with sufficient capacity Digital Voltage Stabilizer	
4	Energy Efficient Compressor. BEE Star Rating 3 or higher	
5	Stage Adjustable Fan Speed	
6	BIS Standard	
7	5 years warranty/AMC on air Conditioner and Stabilizer	

1.15 Access Control Systems

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	

Sr. No.	Minimum Specification	Complied (Yes/No)
3	Biometry Finger Print based Access Control for critical area (Record Room and Server Area)	
4	Automatic Door Lock and Release System as per access validation	
5	Access control shall be for each critical door on entry as well as exit	
6	Making good looking doors with automatic locking system provided with Access Control Systems	
7	5 year onsite warranty	

1.16 Fire and Smoke Detection and Prevention System
For Record Room and Server Area

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Automatic detection of fire	
4	Inert Gas based Automatic Fire Suppression System	
5	Compliant with National and Local specifications	
6	Each set mentioned in the financial bid format should serve a floor area of minimum 1000 sq. ft. or part thereof.	
7	5 years on-site warranty	

1.17 Insects and Rodent Repellent System
For Record Room and Server Area

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Rat repellent system should be installed in record room as well as Server/IT Service area	
4	Treatments for Pests and Insects should be carried out at least once in every 4 months for a period of 5 years in record room as well as Server/IT Service area	
5	Insects attracting light based insects management system should be installed inside the record room as well as the server/IT service area	

Sr. No.	Minimum Specification	Complied (Yes/No)
6	The system shall be designed such that it does not kill the rodents and rats inside the facility and shall prevent short circuit taking place due to the same	
7	5 year manufacturer's warranty for equipments supplied. Treatment should be carried out onsite at least once in every 4 months for a period of 5 years	

1.18 Civil Work

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Painting with even shade over primer coating for all vertical plain surface, flooring with new white/cream vitrified tiles of minimum size 2' x 2' with proper skirting on walls, color washing and any other civil work to make the interior aesthetically good	

1.19 External HDD

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Expansion drive External 2 TB HDD	
2	Compatible with Windows® 8, Windows 7, Windows Vista®, Windows XP SP3 (32-bit and 64-bit) operating system	
3	5 years Warranty/AMC	

1.20 Electrical Work

Sr. No.	Minimum Specification	Complied (Yes/No)
1	PVC insulated copper conductor cables	
2	Stranded copper conductors with thermoplastic insulations of 1100 volts grade	
3	All wiring shall be color coded	
4	Looping system of wiring shall be used. At no cases, wires shall be joined. No reduction of strands at any terminations	
5	Running set of wires shall be bunched together with cable straps at required intervals	
6	Circuit diagrams at each Distribution Board and all other locations, wherever necessary	
7	Metal clad sockets should be of die cast non-corroding zinc alloy, have deeply recessed contact tubes and have push on protective cap	
8	Power for desktops and other IT infrastructure should be separate from lighting and other miscellaneous electrical items	

Sr. No.	Minimum Specification	Complied (Yes/No)
9	All electrical equipment is to be earthen	
10	All cable ducts shall have sufficient size so that the cables do not touch each other	
11	Cables shall be neatly arranged and shall have cable numbers with 2mm aluminum strips fastened to it	
12	Chemical Earthing (MAINTENANCE FREE GI Earthing System)	
13	5 years AMC	

1.21 Lighting

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Bright lighting with reflectors and shades. Tube lights or CFL, wherever appropriate	
2	Design shall be in such a way that the lights are not reflected on computer screen, while working	
3	5 years AMC	

1.22 PVC Conduit

Sr. No.	Minimum Specification	Complied (Yes/No)
1	All conduits shall have high-impact heavy duty type heavy PVC and shall conform to I.E.E. regulations for nonmetallic conduit 1.6 mm thick as per IS 9537/1983. All conduits should not be less than 20mm external diameter	
2	Connecting pieces should be connected using epoxy resin glue and shall be cleaned prior connecting	
3	The cables connected to separate main circuits shall be enclosed in separate conduits	
4	Conduit concealed in the ceiling slab shall run parallel to walls and beams and conduit concealed in the walls shall run vertical or horizontal	

<Repeat the table if more than one make/model is required to meet the requirements>

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ANNEXURE IV:
REFERENCE DRAWING FOR COMPACTOR

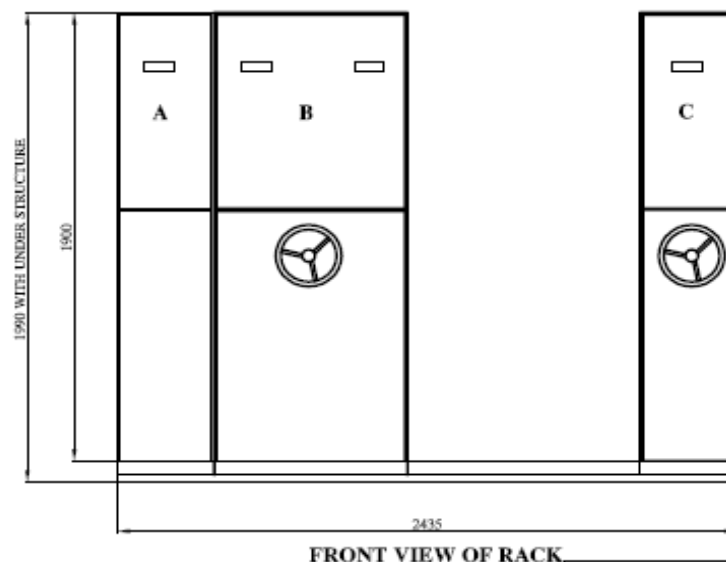
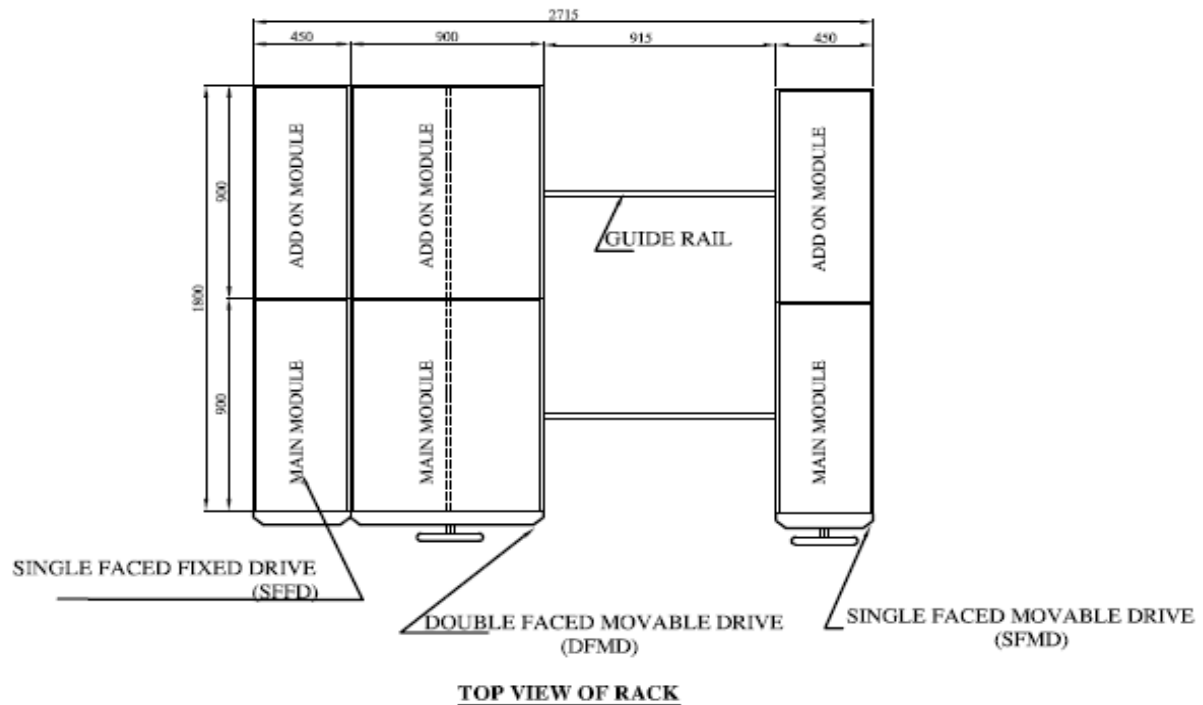
उत्तराखण्ड शासन



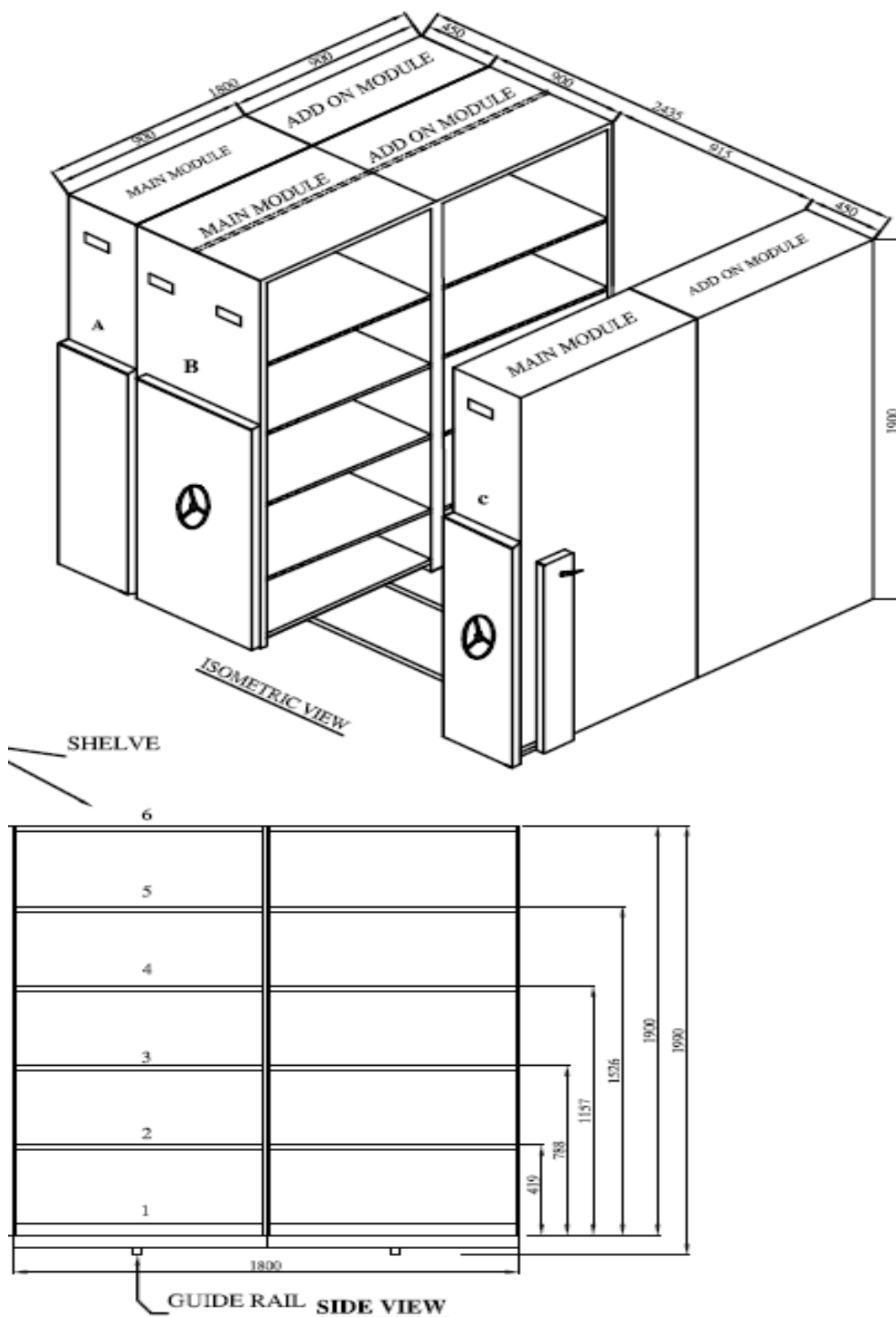
Reference Drawings for Compactors

1.1 D2A Specifications

Type of Compactor	SFF UNIT	DFM UNIT	SFM UNIT
TWO BAY	1800 X 457	1800 X 915	1800 X 457

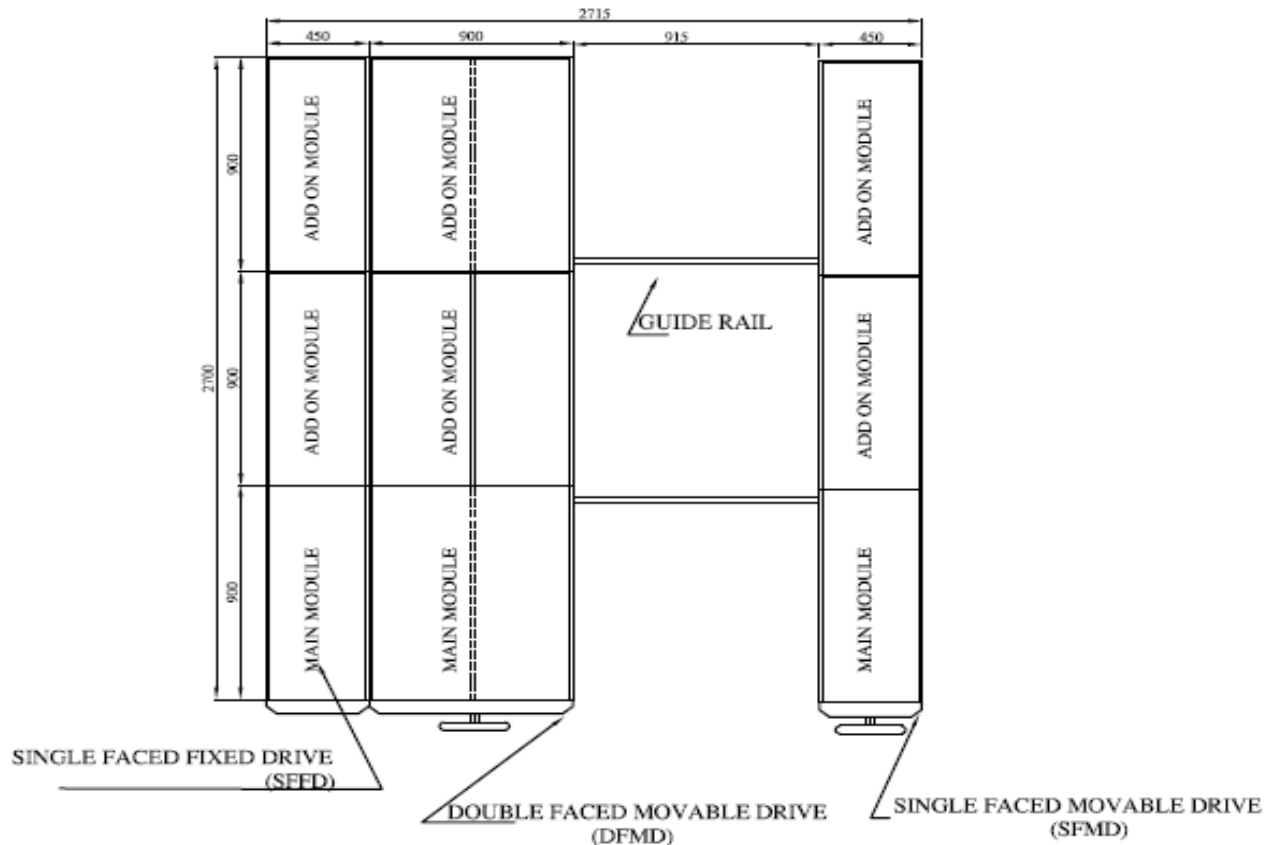


MOBILE COMPACTOR 2 BAY 1+1+1 6 Dec

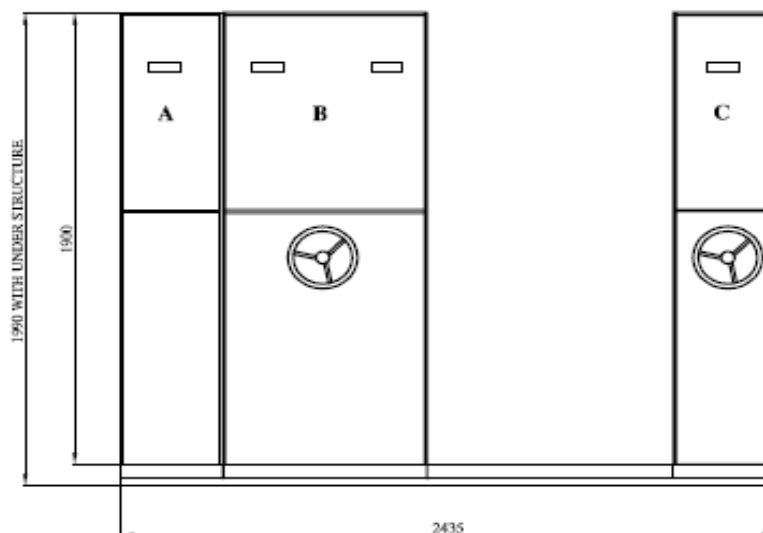


1.2 D3A Specifications

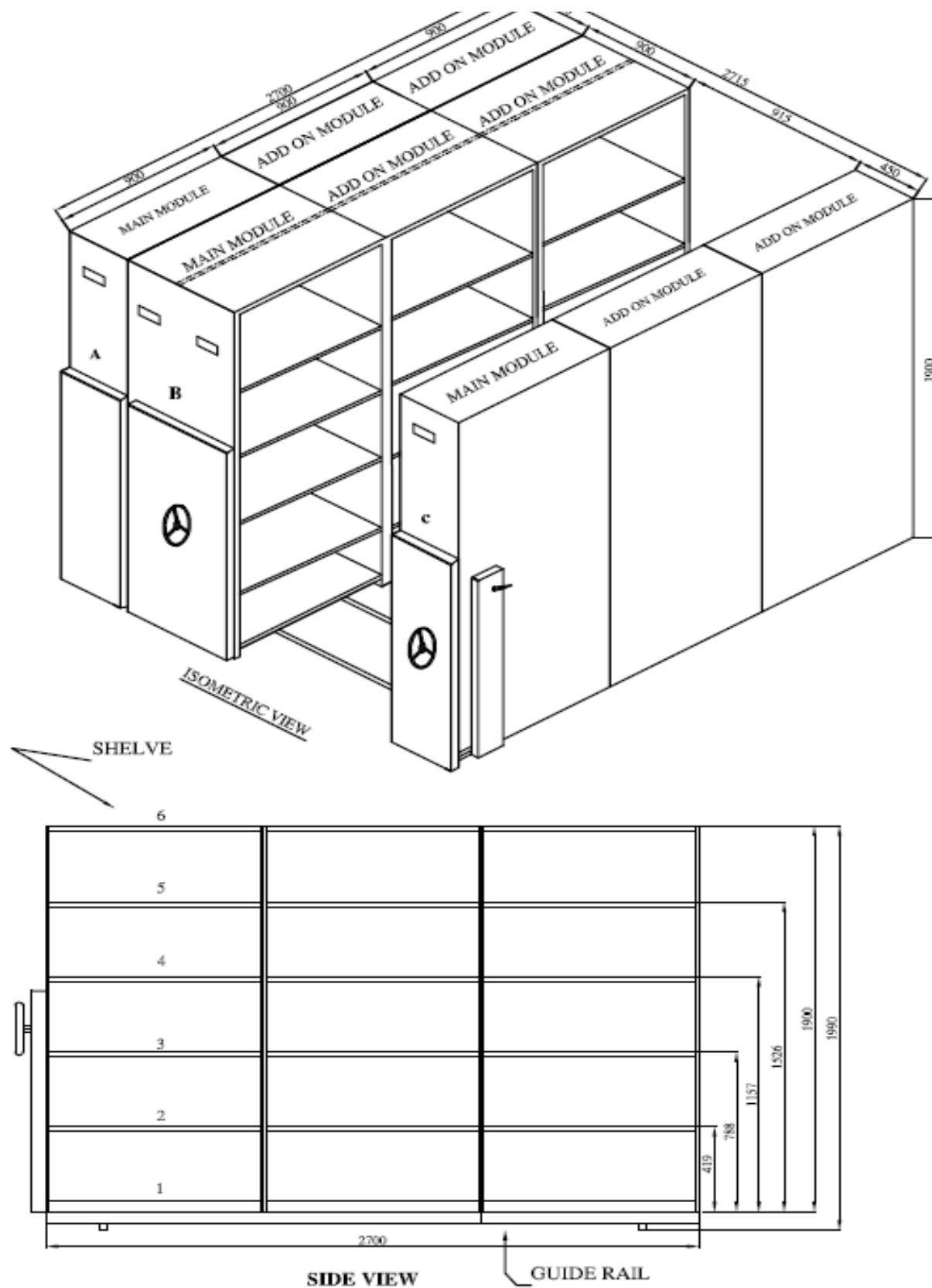
Type of Compactor	SFF UNIT	DFM UNIT	SFM UNIT
THREE BAY	2700 X 457	2700 X 915	2700 X 457



TOP VIEW OF RACK

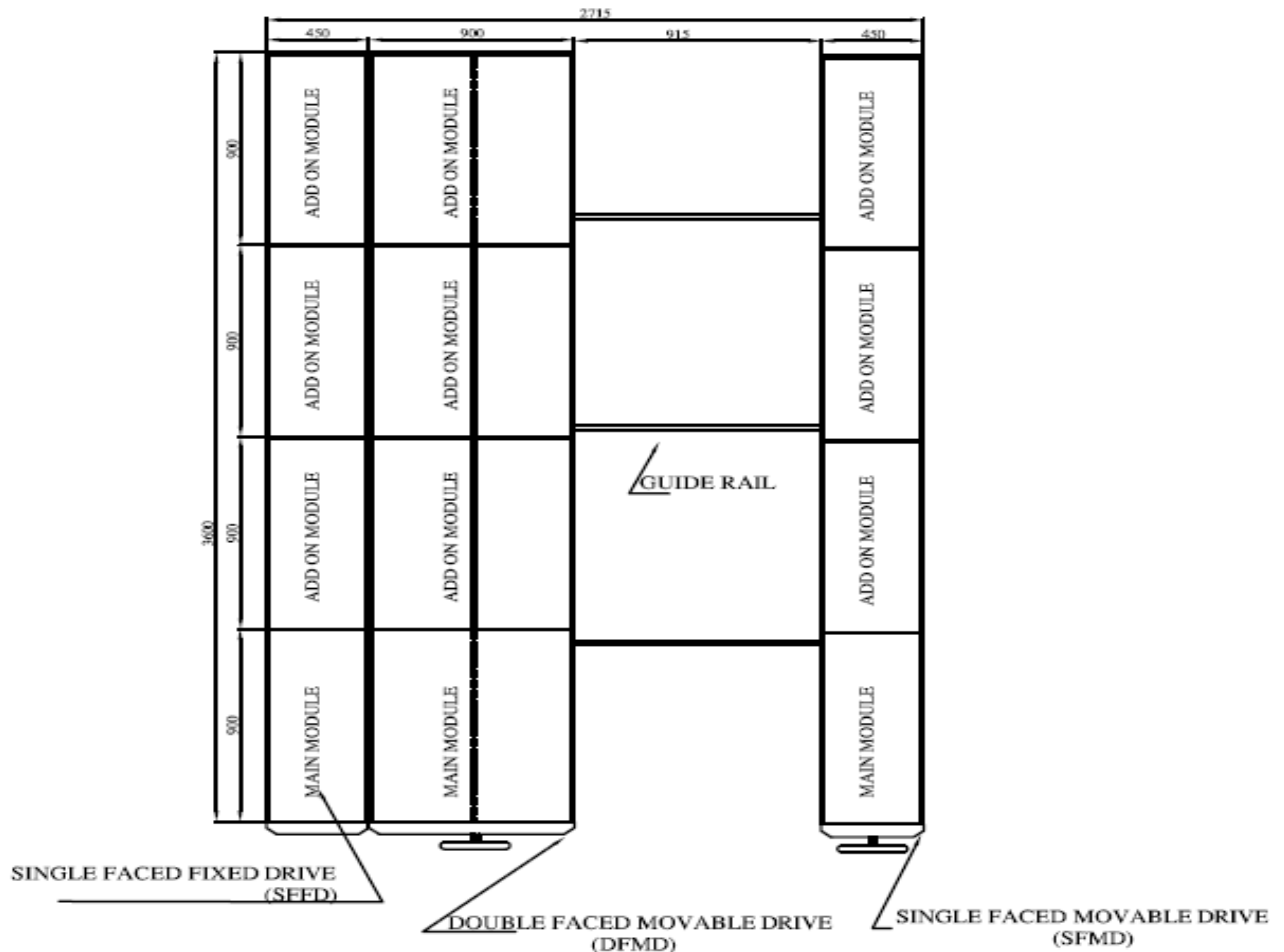


FRONT VIEW OF RACK

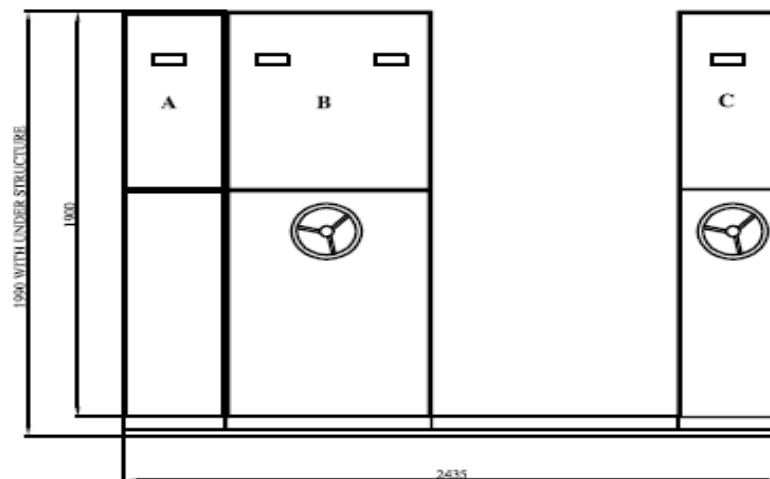


1.3 D4A Specifications

Type of Compactor	SFF UNIT	DFM UNIT	SFM UNIT
FOUR BAY	3600 X 457	3600 X 915	3600 X 457



TOP VIEW OF RACK



FRONT VIEW OF RACK





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**ANNEXURE V:
FORMAT FOR
PERFORMANCE SECURITY**

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Performance Security Format

<On Rs100/- Stamp Paper>

<Name of the Bank with Address>

To

Commissioner cum Secretary,
Board of Revenue, Uttarakhand
Dehradun - 248001

Dear Sir,

Bank instrument No. : <Security Reference Number>
Amount of DD/FD : Rs. <Amount in Figures>/-
Security cover period : From <From Date> to <To Date> (Both dates inclusive)

This deed of security executed by the <Name of the Vendor>, <Address> (hereinafter referred to as "Vendor") which expression shall include its successors and assignees so as to bind ourselves, our successors and assignees) in favor of " Commissioner cum Secretary, Board of Revenue, Uttarakhand " (hereinafter referred to as "BOR") for an amount not exceeding Rs (Rupees <Amount in words>) at the request of <Name of the Vendor>.

NOW, THEREFORE, Vendor hereby, unconditionally and irrevocably, guarantees and affirms as follows:

1. Vendor hereby unconditionally and irrevocably guarantees the due and faithful performance of the his obligation during the project, under and in accordance with the bid document, and agrees and undertakes to pay to "BOR", upon its mere written demand from time to time, and without any demur, reservation, recourse, contest or protest, and without any reference to the Vendor, such sum or sums up to an aggregate sum of the Bid Guarantee amount as BOR shall claim, without BOR being required to prove or to show grounds or reasons for its demand and/or for the sum specified therein.
2. This security is issued subject to the condition that the liability of Vendor under this Security is limited to a maximum of Rupees <Amount in words> and the guarantee shall remain in full force up to <To Date>.
3. BOR shall have the liberty, without affecting in any manner the liability of Vendor under this security, to vary at any time, the terms and conditions of the Bid Document or to extend the time or period for the compliance with, fulfillment and/ or performance of all or any of the obligations of the Vendor contained in the Bid Document or to postpone for any time, and from time to time, any of the rights and powers exercisable by BOR against the Vendor, and either to enforce or forbear from enforcing any of the terms and conditions contained in the Bid Document and/or the securities available to BOR, and Vendor shall not be released from its liability and obligation under these presents by any exercise by BOR of the liberty with reference to the matters aforesaid or by reason of time being given to the Vendor or any other forbearance, indulgence, act or omission on the part of BOR or of any other matter or thing whatsoever which under any law relating to sureties and guarantors would but for this provision

have the effect of releasing Vendor from its liability and obligation under this Guarantee and Vendor hereby waives all of its rights under any such law.

4. In order to give effect to this Security, BOR shall be entitled to act as if Vendor were the principal debtor and any change in the constitution of the Vendor and/or Vendor, whether by their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of Vendor under this Security.
5. It shall not be necessary, and Vendor hereby waives any necessity, for BOR to proceed against the Vendor before presenting to Vendor its demand under the Security.
6. A letter from BOR, under the hand of the Commissioner cum Secretary, Board of Revenue, Uttarakhand of BOR that the Vendor has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the bid document shall be conclusive, final and binding on Vendor. Vendor further agrees that BOR shall be the sole judge as to whether the Vendor is in default in due and faithful performance of its obligations under the bid document and its decision that the Vendor is in default shall be final, and binding on Vendor, notwithstanding any differences between BOR and the Vendor, or any dispute between them pending before any court, tribunal, arbitrators or any other Corporation or body, or by the discharge of the Vendor for any reason whatsoever.
7. This Security is in addition to a not in substitution of any Security or Security now or which may hereafter be held by the Vendor in respect of or relating to the Agreement or for the fulfillment, compliance and/or performance of all or any of the obligations of the Vendor under the Agreement.
8. This Security will remain in force as specified in Clause **Timeline** of the Bid document and any demand in respect thereof should reach Vendor, not later than <date> from the date of expiry of this Security.
9. Notwithstanding anything contained herein Vendor's liability under this Security shall be restricted to Rs <Amount in words> and the Security shall remain in force only up to <date> and unless a demand or claim in writing is made by BOR on Vendor on this Security, not later than <date> from the date of expiry of this Security., all rights of BOR under this Security shall be forfeited and Vendor shall be discharged from all liabilities under this Security.

Signed and sealed this <date in words> day of <Month in words>, <Year in words> at<Time in figures (IST)>.

For <Name of Vendor>
<Signature in full>

Name: <Name of the person signing on behalf of bank>

Phone: <Telephone Number>

Fax: <Fax Number>

e-mail: <e-mail address>

Address in Full: <Address of the branch in full>

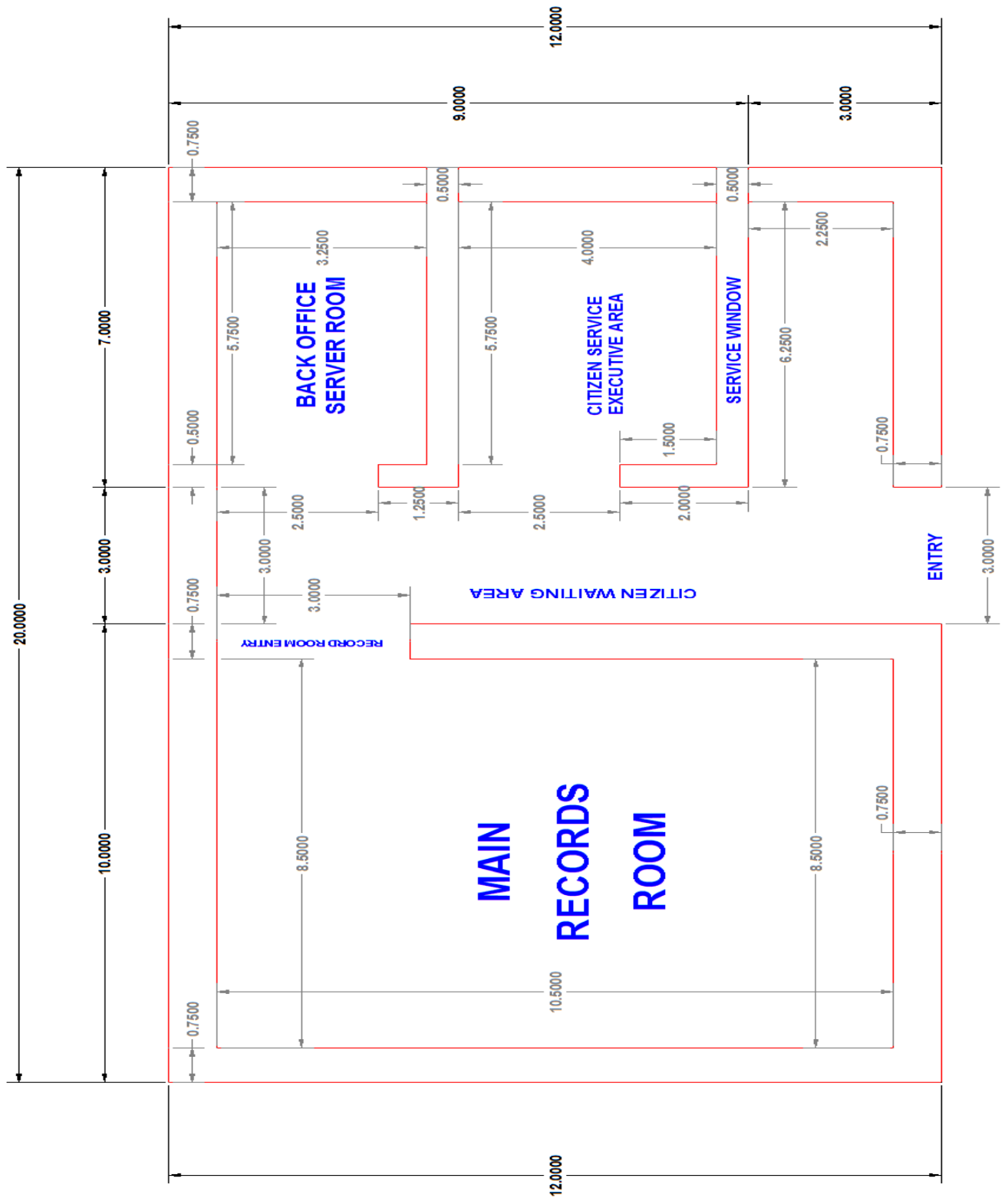


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ANNEXURE VI:
MODEL RECORD ROOM LAYOUT

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**this model is a minimum requirement of the BOR. The layout may vary depending upon actual area. BOR reserved the right to change the model layout. Vendor should obtain a written approval for each MRR layout before executing the civil work.*

