

Forest Survey of India

(An Organization under the Ministry of Environment & Forests, Govt. of India)
Kaulagarh Road, PO:IPE, Dehradun – 248 195

TENDER NOTICE FOR DIGITIZATION OF INVENTORY REPORTS

FSI invites quotations for digitization of inventory reports (approx. 125 in number and 12,000 pages). For more details please visit www.fsi.nic.in.

Joint Director (TFI)
0135-2754507

NOTICE INVITING TENDER (NIT)

FOR SCANNING AND DIGITIZATION OF INVENTORY REPORTS of Forest Survey of India, Dehradun

(Last date for receipt of sealed Tender 1400 hrs. of 28/5/2010)

1. Sealed Tenders are invited for Scanning and Digitization of Inventory Reports (approx. 125 in number) of Forest Survey of India, Dehradun consisting of approximately 12,000 (twelve thousand) pages, on actual work basis, within a period of two months from the date of awarding of the contract to the successful bidder. The above mentioned number of inventory reports and pages may change. Payment will be made based on actual quantity of work.
2. The interested persons can inspect the records lying in the office during working hours of the office.
3. The bidder must be able to carry out cropping and cleaning of images (removing black noises around the text), skew correction to make the images straight, de-speckle (removing of small dots between the text) and providing the equal margins all around the text.
4. The bids shall be valid for a period of 180 days from the date of opening of the tenders.
5. The prospective bidders may download the bid documents from the FSI website at www.fsi.nic.in and submit the completed bid along with cost of the bid documents of Rs.100/- (non-refundable) and earnest money of Rs.5,000/- (refundable) both in the form of Bank Drafts on a Nationalized Bank. Both bank drafts should be made payable to the Assistant Director (Accounts), Forest Survey of India payable at Dehradun. The bid documents can also be purchased from FSI office on payment of Rs.100/-.
6. Documents are kept at FSI, Dehradun. Documents are to be collected from the office.
7.
 - a. Preparing the files for scanning/digitization purpose, i.e. removal of tags, pins binding etc.
 - b. Scanning and storing the data in scanned form
 - c. Converting the data to PDF form. One PDF per book with page numbers.
 - d. The output should be in 2 forms:
 - i. PDF document with indexing for printing. (High Resolution)
 - ii. PDF document with indexing for viewing over website. (Low resolution)
 - e. Content wise hyper linking should be done.
 - e. Handing over the files back to the FSI in original condition.
 - f. Handing over the data in PDF files on appropriate electronic media to FSI.
 - g. Transferring the PDF files on the hard disk of FSI's computers.

8. Document Sizes may vary A4, A3 and above. Some of the documents' size may be less than A4 also.
9. Vendor will maintain the confidentiality of the data. In case it is found that information is leaked, then FSI may take any type of legal action against the vendor.
10. If the Vendor is willing to work in FSI, space will be provided.
11. The bidders are required to quote their lowest rates per page for scanning and Digitization of records.
12. The rates so quoted should be all inclusive (hardware/software/ manpower/taxes) of all.
13. Each tender should be accompanied with a Bank Draft for Rs.5,000/- (Rupees five thousand only) as earnest money, drawn in favour of the Assistant Director (Accounts), Forest Survey of India, Dehradun. This deposit will be refunded to the unsuccessful bidders after finalization of the tendering process. The tenders without Earnest Money will be summarily rejected. If the successful bidder back out after the acceptance of the bid, the earnest money shall be forfeited.
14. It will be the responsibility of the bidder to return the documents to FSI staff under acknowledgement in the same shape and condition in which it was taken.
15. The bidder will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged.
16. Time is the essence of the contract and the bidder shall adhere to the time schedule and deadline as prescribed by FSI for execution of the work.
17. The bidder should submit the bids in two Parts – “Part-I: Qualifying Bid” and “Part-II: Financial Bid” as per Annexure ‘I’ and ‘II’ attached herewith. In case, a bidder is found not suitable on evaluation of Qualifying Bid, his Financial Bid will not be opened.
18. Interested parties may submit their tenders in two separate sealed cover, subscribing one as ‘PART-I: QUALIFYING BID’ FOR SCANNING/ DIGITIZATION OF INVENTORY REPORTS and the other as ‘PART-II: FINANCIAL BID’ FOR SCANNING/DIGITIZATION OF INVENTORY REPORTS.
19. The Bank Draft of Rs.5,000/- towards the earnest money should be placed in the sealed envelope marked as ‘PART-I: QUALIFYING BID’. The bids should be submitted in the enclosed formats as per Annexure-I and Annexure-II only and bids submitted in any other format will be summarily rejected. The sealed envelopes containing Qualifying Bid and Financial Bid should be put together in another envelope, sealed and marked as ‘Tender for Scanning and Digitization of Inventory Reports of FSI’ and dropped in the Tender Box kept at FSI on or before 1400 hrs on 28/5/2010. All three sealed envelopes should be addressed to the undersigned.
20. Qualifying bids will be opened at 1600 hrs on 28/5/2010 by a Committee of Officers constituted for the purpose in presence of such Bidders or their representatives who wish to remain present. The representatives should carry a letter of authority duly

signed by the bidder. Financial bids of only those bidders will be opened whose Qualifying Bids have been found suitable on evaluation of Qualifying Bids.

21. The date and time of opening of Financial Bids will be notified later on telephone. The work will be accepted only after quality assurance tests/ checks are carried out by inspecting authority of FSI as per prescribed schedule and material passing the test successfully. Any clarification issued by FSI, in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.
22. Bidders should enclose samples of their work with the bid.
23. Successful bidder will have to do 5 books on pioneer basis and submit them for quality and output approval.
24. The Vendor will be given a lot of 10 books and after approval next lot of 10 books will be given.
25. The books contain various photographs and maps also which are also to be digitized and converted to PDF form.

(Shiv Raj Singh)
Joint Director (TFI)
Forest Survey of India
Dehradun
Ph: 0135-2754507

**ANNEXURE-I
PART-I
QUALIFYING BID**

1. Description/Name of the vendor (including legal status, ownership etc.)
2. Ownership of scanners and type (Flatbed, book type)
3. Previous experience in handling similar type of work. (Attach copy of orders)
4. Sample document scanned and converted to PDF files.

Based on above criterion, firms will be evaluated by a technical committee and financial bids of only those firms who qualify technically, will be opened.

**ANNEXURE-II
PART-II
FINANCIAL BID**

Forest Survey of India, Dehradun
Tender for Scanning and Digitization of Inventory Reports of FSI

S.No.	Work	Price per page (one side)
1.	Scanning and Digitization of Inventory Reports, converting to PDF formats as mentioned in the tender document	

1. Prices shall be mentioned in figures and words both.
2. Price quoted should be inclusive of all taxes.
3. Above mentioned prices should be firm. In case of ambiguity in prices, prices mentioned in words shall be taken as final prices.
4. Payment will be made on actual quantity of work.