

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27
Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/DIGI/SAD/2020-21/T202

Date: 19.05.2020

TENDER NOTICE

UNSTITCHING. SORTING AND RESTITCHING OF FILES

Sealed tenders are invited for the Detaching of old Sticking, Sorting, Numbering, re-stitching of scanned files for State Archives Department. The envelopes containing the tender should bear the superscription "*Unstitching, sorting and re-stitching of old files*" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **29. 05.2020, 3.30 PM**. Late tenders will not be accepted. The tenders will be opened at **4.00 PM on 29. 05.2020** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions can be downloaded from our website www.cdit.org

Thiruvananthapuram
19.05.2020

Sd/-
REGISTRAR

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TENDER FOR
UNSTITCHING, SORTING AND RESTITCHING OF OLD FILES

Scope of work:

Detach old stitching, Sorting, Numbering and re-stitching of scanned old files after physical counting. Volume of files to be bound will be around 55,000.

SPECIFICATIONS FOR STITCHING WORK

1. Detach old stitching of papers in each file and ensure basic cleaning
2. Sequential numbering has to be done in each page of the file with a temporary knot on it for scanning the file
3. After scanning, each file shall be verified and sorted sequentially.
4. The normal knotting with appropriate twain shall be done through the 3 punch holes in each file set.
5. Craft papers should be added necessary while stitching brittle files(which would be less than 1% of the total quantity)
6. Each file may have 100-125 pages.

GENERAL TERMS AND CONDITIONS

1. This Tender is invited for the "**Detaching of old Stitching, Sorting, Numbering and re-stitching of scanned old files in State Archives Department**", one of the projects taken up by C-DIT
2. The work shall be done onsite at client premises inside Trivandrum city (single location)
3. Stitching of files should be strong, stable and suitable according to the thickness of the spine of the books.

4. Quantity of files to be stitched is 55,000. This may exceed in future.
5. At most care should be taken, no papers from the files shall be tear off or lost .
6. Quality of stitching twain should be good.

7. ELIGIBILITY CRITERIA OF TENDERER

To qualify for award of the work, the intending bidder must have prior experience in executing similar binding work done to at least two clients in the last two years, and also have experienced man power for executing such stitching works.

8. The bidders will be responsible for effecting the stitching work to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the work is noticed, such files/books must be re-stitch at the risk and cost of the agency.
9. Bidder shall invariably be accompanied by detailed proof of work undertaken to various clients, work experience history, other technical details pertaining to stitching of large volumes of books and registers.

OTHER TERMS AND CONDITIONS

10. The Work shall be completed within six months from the date of issue of work order.
11. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to do the work at the rates quoted. C-DIT reserve the right to split the work among one or more bidders, at the sole discretion.
- 12. No advance payment will be made against stitching work.**
13. The rate quoted by the bidder shall be inclusive of the transportation charges if any. Rates quoted by the bidder shall be valid for a period of one year from the date of opening of the tender. Since more requirements are expected in future/upcoming projects.
14. The agency shall submit the schedule of work completion before the commencement of work.
- 15. All documents/files received by the agency/bidder shall be examined/prearranged properly before unstitching/re-stitching.**
16. The rate should be quoted on per file/book basis inclusive of tax. The tenders which do not indicate this essential information will not be considered.
- 17. There is no separate bid form. The agency/bidder shall submit the rate offers in their own paper.**

18. The rate quoted shall be firm and no enhancement will be allowed under any circumstances.

19. If the bidder furnishes wrong and/or misleading data, statement(s), tender with incomplete documents or information and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

20. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation Act(Amended), 2013. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.

21. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.

22. EMD: The bidder shall submit EMD of Rs. 10,000/- (Rupees Ten Thousand only) along with the tender in the form of Demand draft drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.

23. Performance Bank Guarantee (PBG)/ Security Deposit: The successful bidder shall submit Contract Performance Guarantee for 5% of the value of contract either in the form of Demand Draft or a bank guarantee from a scheduled bank at no extra cost in a performa prescribed by C-DIT. The PBG shall be valid for period of six months from the date of issuing work order.

24. PAYMENT TERMS

100% payment after successful completion of work.

25. Agreement: The Successful bidder within 7 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper.

26. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT. The C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.

27. The last date for submission of tender 29.05.2020 3.30 PM.

The tender will be opened on 29. 05.2020 at 4.00 PM

28. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

29. In case of doubt:

If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Smt. Deepa N, HoD, Digitization, in Mobile Number: 9895788220

Sd/
REGISTRAR, C-DIT
Dated 19.05.2020