

# BIHAR STATE ARCHIVES (BSA)

|                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|
| <p><b>TENDER DOCUMENT<br/>FOR<br/>DIGITIZATION OF HISTORICAL RECORDS/ ARCHIVAL COLLECTIONS/<br/>MANUSCRIPTS</b></p> |
|---------------------------------------------------------------------------------------------------------------------|

## BIHAR STATE ARCHIVES DIRECTORATE

ABHILEKH BHAWAN, JAWAHARLAL NEHRU MARG  
(BAILEY ROAD), PATNA, BIHAR PIN -800001

Director, Bihar State Archives (BSA) invites proposal on behalf of BSA from reputed and experienced bidder specialising in digitization through tendering process.

The bid document containing the details can be downloaded from BSA official website (<https://archives.bihar.gov.in/>) and official website of CSD, Bihar (<https://state.bihar.gov.in/csd/>)

THE DATE FOR DOWNLOADING TENDER DOCUMENT FROM :- 03-09-2026 TO 18-09-2026 UP TO 5:00 PM.

LAST DATE AND TIME FOR RECEIPT OF TENDER 18-09-2026 UP TO 5:00 PM

THE DATE, TIME AND PLACE FOR OPENING OF TENDER \*

IN THE OFFICE OF **THE SPECIAL SECRETARY**, OLD SECRETARIAT, PATNA-800001

# BIHAR STATE ARCHIVES (BSA)

## Notice Tender inviting

Advt. No. ....

Date .....2026

| S. No. | Details of Quotation Inviting Authority                                                                                                                      | Description                                                                                                                                                                                                                                                                                                                   |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Name, Designation & Address of Tender Inviting Authority                                                                                                     | Director, Bihar State Archives Directorate, Abhilekh Bhawan , Jawaharlal Nehru Marg (Bailey Road) , Patna, Pin-800001                                                                                                                                                                                                         |
| 2      | Name of the scheme, Project or Programme and time limit of the work for which the procurement is to be effected                                              | Bihar State Archives intends to digitize important Manuscripts/ Historical Records/ Archival Collection. Project duration is one year from the date of signing of the agreement .The project is extendable for a period of 2 (Two) years on grounds found justified by BSA and based on mutually agreed terms and conditions. |
| 3      | The place where the tender documents to be downloading.                                                                                                      | The bid document containing the details can be downloaded from BSA official website ( <a href="https://archives.bihar.gov.in/">https://archives.bihar.gov.in/</a> ) and official website of CSD, Bihar ( <a href="https://state.bihar.gov.in/csd/">https://state.bihar.gov.in/csd/</a> )                                      |
| 4      | The Amount of EMD Payable with tender documents                                                                                                              | Rs. 2,50,000/D.D in the Name of Director of Archives , Bihar State Archives, Patna                                                                                                                                                                                                                                            |
| 5      | Date and time for downloading of tender documents and submitting hard copy of the tender document along with all attachment addressed to The Director, BSA . | THE DATE FOR DOWNLOADING TENDER DOCUMENT FROM TO UP TO 5:00 PM<br><br>LAST DATE AND TIME FOR RECEIPT OF TENDER .....-2026UPTO 5:00PM                                                                                                                                                                                          |
| 6      | The date and time and place for opening of technical bid                                                                                                     | *                                                                                                                                                                                                                                                                                                                             |
| 7      | The date and time and place for Presentation                                                                                                                 | *                                                                                                                                                                                                                                                                                                                             |
| 7      | The date and time and place for opening of financial bid                                                                                                     | *                                                                                                                                                                                                                                                                                                                             |
| 8      | Security Deposit                                                                                                                                             | The successful tendered shall deposit 5% of tender value as Security Deposit beside E.M.D. along with agreement in the stamp paper                                                                                                                                                                                            |

\* Date, Time & Place shall be intimated to the concerned bidders separately through email.

Official Email: - [archives-bih@gov.in](mailto:archives-bih@gov.in)

- Other details can be seen from the tender document.
- BSA reserves the right to cancel/withdraw this invitation for bids without assigning any reason and there shall be no liability whatsoever consequent upon such a decision.

# BIHAR STATE ARCHIVES (BSA)

## SECTION A : Invitation for Open Bid

To Undertake the work of digitization of Historical records / Archival Collection stored in Bihar state Archives including Regional state Archives in Bihar for conservation / restoration purposes into digital storage media for archival purpose, Bihar State Archives invites the proposal from reputed agencies, established and experienced in works pertaining to image capturing i.e. in Digital archival works. Agencies which have requisite experience in imaging and archiving old and valuable documents / manuscripts and creation of metadata, indexing and searchable PDF/A as per Bihar State Archives Standards, using OCR technology, development of Document management system and uploading the PDF/A data on the search portal of BSA and make it accessible for public domain may come forward with detailed proposal Bihar State Archives in response to this invitation.

- i. The tender aims at selecting one vendor for the digitization work.
- ii. There will be a two part bid, Technical & Financial.
- iii. The work will be awarded to the selected vendor as per the equipments possessed and expertise in the field.
- iv. Bidders are advised to study the Bid Document carefully. Submission of the Technical & Financial Bid shall be deemed to have been done after careful study and examination of all instructions, forms, terms and conditions and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at vendor's risk and may result in the rejection of the bid.
- v. Location for Digitization: Patna, Darbhanga, Bhagalpur, Bettiah.
- vi. Orders will be placed to the finally selected vendor through issue of work order by Bihar State Archives, Patna. The successful bidder will be valid for a period in accordance with agreement.

## SECTION B: BACKGROUND & SCOPE OF WORK

### Introduction and Background

The Bihar State Archives has its origins in the **Civil Secretariat** Record Room which was established with the formation of a separate province of Bihar & Orissa in 1912. Pursuant to the recommendations of the Indian Historical Records Commission, Government of India, Patna regarding the establishment of an Organised Central Records Office in each State, the Government of Bihar re-organised the Civil Secretariat Record Room and set up State Central Records Office (SCRO) with effect from 1st March , 1954 , on the lines of National Archives of India, and to incorporate modern archival Principles in its functioning the S.C.R.O. was further

# BIHAR STATE ARCHIVES (BSA)

re- organized and given status of Directorate in 1956 under the charge of Director of Archives, Bihar, who functions as Head of Department under the administrative control of Political (General) Department now Cabinet Secretariat Department.

There are three regional archives centre under Bihar State Archives:

- A. Maharajadhiraj Rameshwar Singh (State Regional) Archives, Darbhanga,
- B. Regional Archives, Bettiah
- C. Regional Archives, Bhagalpur

Which are headed by respective Assistant Director of Archives. The department functions as a nodal agency of the Government in regard to records management and administration.

Objectives:

- To archive the material in electronic media.
- To make the material available to potential users.
- To provided proper protection to important records in accordance with scientific method.
- Providing access to non- current and non-confidential records of the Government to Scholars, Researchers, Students and General Public to enhance their knowledge.

**Size of collections: A4, Legal (larger than A4 and smaller then A3), A3, A2, A1, A0**

## **Terms & Conditions**

The bid document containing the details can be downloaded from BSA official website (<https://archives.bihar.gov.in/>) and official website of CSD, Bihar (<https://state.bihar.gov.in/csd/>)

### **1. Eligibility Criteria/ Pre - Qualification**

The Vendors (s) must fulfil the following pre- qualification conditions. Technical bid of only vendors (s) fulfilling the pre -qualification conditions will be evaluated by the Departmental Purchase committee. Bid of vendor (s) not fulfilling the pre-qualification conditions given below will be rejected without assigning any reason.

- a. **Bidder should be a registered bidder/partnership bidder/LLP registered bidder/ registered company under Company Registration Act of India from at least 10 years.**
- b. **Bidder should have undertaken Digitization of documents including old files, old maps, old books, old photographs, old newspapers etc. or similar assignments/projects in last three years i.e. F.Y. 2022-2023, 2023-2024, 2024-2025 .**
- c. **The bidder should have experience in digitization and scanning for minimum 25 lakh pages for any single client. A certificate and work order to this effect and certificate for work completion/in progress from the client should also be attached with the technical bid.**

## BIHAR STATE ARCHIVES (BSA)

- d. The bidder should have implemented its own document management system (DMS) at least for one Govt. institutions/departments. It should have been successfully integrated with other systems of the client.
- e. The bidder should have average annual turnover **Rs. Two Crore (2,00,00,000)** in last 3 years (Financial year 22-23, 23-24 and 24-25). As documentary proof, CA -Audited Balance Sheet & Profit & Loss A/c is to be submitted.
- f. A list of the clients/organization (s) where similar nature of work has been conducted should be furnished indicating the name, address of the organization and name of the contact person. Digitization work has been done according to the agreement signed between the parties. Documentary proof should be attached with the technical bid.
- g. Bids without a valid EMD (Earnest Money Deposit) shall be rejected outright.
- h. Tenders shall not be accepted after stipulated date and time.
- i. The vendor (s) must have a PAN Number in the name of the agency/company/bidder and the same should be furnished with the bid (enclose documentary proof).
- j. Applicants/ Participants must be registered under Indian Companies Act. / Society Registration Act. or any registered non-Government organisation.
- k. The agency should have GST registration number of Bihar if the same is not present than the bidder submit the undertaking to be complete the GST registration within 3 month from the date of signing the contract.
- l. Bidder must have an office in Patna/Bihar or should furnish an undertaking that the same would be established within two weeks of signing the contract.
- m. The prospective bidder may submit their bids addressed to The Director, Bihar State Archives, Patna.
- n. The Tenderer should have the relevant experience in Digitization services/ scanning services in Central Government/State Government/PSU/Autonomous Bodies (Documentary proof should be attached along with the technical bid documents.)
- o. The Tenderer should furnish evidence of the required hardware for executing the work & should have necessary infrastructural facilities to acceptable standards necessary to perform the functions required.
- p. The Tenderer should be able to capture images up to A1 (594 mm X 841 mm) size of Archival collection / Historical Records/ manuscripts as per prescribed standard document.
- q. The agency should be able to adhere to Bihar state archive's standards for digitization as per standard documents.
- r. In view of the fragile nature of the manuscripts the agency should have the capability to handle such content without damaging the same.

## BIHAR STATE ARCHIVES (BSA)

- s. The tenderer should not have been blacklisted or debarred due to any unethical practice or poor performance by any central / state Government departments / organizations. A declaration regarding this should be submitted with tender papers.
- t. Therefore, the tenderer must have capacity to handle all the projects.
- u. Bihar state archives shall however not bind itself to accept the lowest and /or any bid and reserves the right to accept and /or reject any bid, wholly or in part based on other strengths & capabilities of the bidder. Also Bihar state archives reserves the right for the distribution of work to single party or more on the lowest accepted price.
- v. The agency should have ISO Registration: ISO 9001:2015 for Data Quality Management System for Scanning and Digitization Solutions and Services; and ISO 27001:2013/2022 providing Information Security Management System related to Scanning and Digitization Solutions and Services. The valid certificate with link of validate the certificate also provide, date should be before the publishing of this RFP. (Copy of Certificate to be included).
- w. The bidder should have Digitization related State of the Art equipment including overhead scanners (as mentioned in RFP) of total worth of at least INR 1 Crore as on date of submission of proposal. Bidder should provide details of the type, number and make of the State of Art equipments they propose to use for digitization of the archival records and submit documentary proof regarding their ownership, possession or lease of the said equipment at the time of submission of bids.
- x. The bidder / agency should have minimum 60 graduate personnel on its payroll as on the last date of submission of tender document. The manpower for the digitization project should include the following:
  - (a) Project manager (01) (5 years of experience of handling digitization project)
  - (b) Supervisors (02) (3 years' experience of handling digitization project)
  - (c) Metadata creators (the minimum qualification of the skilled manpower for creation of metadata should be graduation in history with fluency in English and Hindi language, related computer skills and work experience in the digitization project). For other languages relative knowledge and experience is required.
  - (d) IT professionals for all work related to digitization
  - (e) Book binders (experience in similar nature of project)

### **Technical Qualification Criteria**

Bidder who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical evaluation

## BIHAR STATE ARCHIVES (BSA)

| Sr. No. | Criteria                                                                  | Requirements                                                                                                                                                                                                                                                                                                                                                                     | Maximum Marks | Supporting Documents                                                                                                                                                                                                          |
|---------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Total experience of Bidder in offering Scanning and Digitization in India | <b>&lt; 10 Years = 0 Marks</b><br><b>&gt;10 Years = 3 Marks</b><br><b>&gt;11 to 14 Years = 6 Marks</b><br><b>15 and above Years = 10 Marks</b>                                                                                                                                                                                                                                   | 10            | Project Work Order / Project Completion Certificate                                                                                                                                                                           |
| 2       | Annual Turnover                                                           | <b>Average Annual Turnover generated from services related to Digitization of Archival and old material/artefacts and related services during of the last three financial years i.e. 2022-2023, 2023-2024, 2024-2025 should be minimum Rs.2 Crore.</b><br><b>&gt;Rs 8 Cr 10 marks</b><br><b>&gt; Rs 6 Cr 8 marks</b><br><b>&gt;Rs 4 Cr 6 marks</b><br><b>&gt;Rs 2 Cr 4 marks</b> | 10            | Extracts from the audited Balance sheet and Profit & Loss; and Certificate from the statutory auditor/ CA clearly mentioning the Average Annual Sales Turnover included should be from Digitization of archival records only. |
| 3       | Bidder Experience/ Capability                                             | <b>Volume of work completed in term of no. of pages of Archival material digitized annually in the last three financial years</b><br><b>&gt;1 Cr. 15 marks</b><br><b>&gt;50 lakh- &lt; 1Cr- 10 marks</b><br><b>&gt;25 lakh- &lt; 50 lakh-05 marks</b>                                                                                                                            | 15            | 1. Citation as per RFP specified template.<br>2. Work Order/ Agreement<br>3. Copy of Completion Certificate from client/ performance Certificate from client                                                                  |
| 4       | Tools and Machines                                                        | <b>The bidder should have Digitization related State of the Art equipment including</b>                                                                                                                                                                                                                                                                                          | 10            | A self Certification by the authorized                                                                                                                                                                                        |

## BIHAR STATE ARCHIVES (BSA)

|   |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                                                                                                                                              |
|---|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------|
|   |                   | <p><b>overhead scanners, (as mentioned in RFP) of total worth of at least INR 1 Crore as on date of submission of proposal. Bidder should provide details of the type, number and make of the State of Art equipments/Digitization related equipments they propose to use for digitization and long term preservation of the archival records and submit documentary proof regarding their ownership, possession or lease of the said equipment at the time of submission of bids.</b></p> <p>Cost of available digitization and related equipments:<br/>           &gt;2.5 Cr 10 Marks<br/>           &gt;2 Cr. and &lt; <b>or</b> = 2.5 Cr. 07 Marks<br/>           &gt;1 Cr. and &lt; <b>or</b> = 2 Cr. 05 Marks</p> |    | <p>signatory along with documentary proof regarding their ownership, Possession of the said equipment at the time of submission of bids.</p> |
| 5 | Manpower Strength | <p>The Company should have at least 60 manpower in its payroll as on the last date of RFP response submission. The manpower team should be include the following.</p> <p>a. <b>Project Manager (01)</b>- 5 years of experience of handling digitization project with valid PMP or Prince-2 certified working in company pay role.</p> <p>b. <b>Supervisors (02)</b>- 3 years of experience of handling digitization project</p> <p>c. <b>Metadata creators</b>- The minimum qualification of the skilled manpower for creation of metadata should be graduation in history with fluency in English and Hindi language, related computer skills and work experience in the digitization</p>                              | 10 | <p>Certification by the authorized signatory or Head of HR Department.</p>                                                                   |

## BIHAR STATE ARCHIVES (BSA)

|   |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                         |
|---|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------|
|   |              | project). For other languages relative knowledge and experience is required.<br>d. <b>IT professional</b> for all work related to digitization.<br>e. <b>Book Binders-</b> experience in similar nature of project<br>>90 to 100- 10 marks<br>>85 to 90- 7 marks<br>>70 to 85- 5 marks<br>>60 to 70- 3 marks                                                                                                                                                                  |            |                                                                                                                         |
| 6 | DMS          | <b>The company should have implemented DMS using open source technologies, at least for one Govt. client.</b><br><b>1. Up to 2 Installations of DMS = 5 Marks</b><br><b>2. More than 2 installations = 10 Marks</b><br><b>3. API integration = 5 Marks</b>                                                                                                                                                                                                                    | 15         | Copy of work Order/<br>Agreement and Copy of Completion Certificate from client/<br>performance Certificate from client |
| 7 | Presentation | <b>1. Approach and Methodology – 7.5 Marks</b><br><b>2. Proposed infrastructure Set-up including proposed Team for same Achieving Quality - 7.5 Marks</b><br><b>3. Demo of DMS – 7.5 marks</b><br><b>4. Compliance:</b><br>(a) The samples of records would be given to the vendor during live demo.<br>(b) Each bidder to also show the process used for scanning and OCR.<br>• 7.5 marks will be given for >95% accuracy of OCR for printed material in multiple languages. | 30         |                                                                                                                         |
|   |              | <b>Total Marks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>100</b> |                                                                                                                         |

# BIHAR STATE ARCHIVES (BSA)

Note: For Qualifying in Technical Criteria, a Bidder has to secure minimum of 75 Marks as detailed above 100 Marks. The financial bids of bidder whose technical score is less than 75 marks will not be considered for opening.

**QCBS Combined and Final Evaluation** The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.

Evaluation of Financial Bids:

The Purchaser will determine whether the Financial Bids are complete, i.e., whether the Bidder has included all components as per the tender document. All price bids shall include all taxes, etc. The price schedule shall also have the indicative price break-ups. No assumptions shall be allowed, and the financial bid should be complete in all respects.

Overall Ranking:

The combined result of the technical and financial bids will determine the final, overall ranking. The method for obtaining the overall ranking will be as follows:

Combined and Final Evaluation:

- The technical and financial scores secured by each bidder will be added using weight age of 70% and 30% respectively to compute a Composite Bid Score.
- The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows: -

$$B_n = 0.70 \cdot T_n + 0.30 \cdot F_n$$

Where,

$B_n$  = Overall score of the bidder

$T_n$  = Technical score of the bidder (out of maximum of 100 marks)

$F_n$  = Normalized financial score of the bidder

**Evaluation Matrix**

| Bidders | Technical Score (T) | Weight (W) | T*W | Price | Financial Score (F) | Weight (W) | F*W | Total Score | Bid Rank |
|---------|---------------------|------------|-----|-------|---------------------|------------|-----|-------------|----------|
|         |                     |            |     |       |                     |            |     |             |          |
|         |                     |            |     |       |                     |            |     |             |          |

- In the event the composite bid scores is 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

Award of Contract

# BIHAR STATE ARCHIVES (BSA)

The contract shall be awarded to the bidder who will have the highest score in overall ranking. However, in case there is a tie between two or more Bidders, the Bidder with the highest score in examination of Technical Bids shall be awarded the contract.

## **Penalty**

2% of **contract value** will be charged per week or part thereof for delay in completion of work as per the required terms and conditions to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.

## **Performance Security**

The selected agency will submit 5% of the total bid value within 15 days of receipt of work order/LOI by way of irrevocable and unconditional Bank Guarantee/demand draft from Nationalized/Scheduled bank in favour of "Director of Archives, Bihar State Archives" for a period of at least 6 months validity. The bank guarantee/DD should contain telephone number and contact office address of the issuing Bank so that the BG/DD can be verified. The proceeds of the Performance Security shall be payable to Bihar state archives as compensation for any loss resulting from the bidder's failure to fulfil its obligations under the terms and conditions of the Work Order.

The Performance Security regarding commencement of job / task will be discharged by Bihar state archives and returned to the agency/company/bidder not later than 60 (Sixty) days following the date of completion of the bidder's performance, related obligations under the terms & conditions of the Work Order.

## **PAYMENT TERM**

Payment will be made fortnightly or monthly after certification of work completed by concerning authority. Copy of details of GST payment to be submitted to BSA office.

## **Termination for Default**

Bihar state archives may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the bidder, terminate the work/task in whole or in part, after sending a notice to the bidder in this regard.)

## **Force Majeure**

- a) If at any time during the period of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, Act of God etc. Which may prevent either party to discharge its obligation, the affected party shall promptly notify the other party about the happening of such an event.
- b) Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

# BIHAR STATE ARCHIVES (BSA)

- c) If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to (if any) or thirty days, whichever is more, either party may have the option to terminate the contract.

## Validity of Offer

The proposals shall remain valid for a period of **30** days after the opening of the financial bids. In exceptional circumstances, the Bihar State Archives may solicit the Bidder's consent for extension of the bid validity period.

## Taxes & Duties

- The prices shall be inclusive of all taxes & duties as applicable.
- Bihar State Archives shall be authorized to deduct any income/Service tax as application from the Bidder.
- No escalation of cost is allowed during the validity of bid.
- The prices quoted shall be bidder throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into account any such change by deduction there from.

## Jurisdiction

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the Jurisdiction of the Patna High Court, Bihar only.

## Right to Reject/Accept the Tender

Bihar state archives reserves the right either to reject or accept any or all bids. The purchaser has exclusive right to alter the requirements at the time of placing the final purchase order. After placing the purchase order, the purchaser may order to defer the whole contract. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

## Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vender/supplier desires to appeal against any matter she/he shall appeal to Director, Bihar State Archives, Patna whose decision on such matters shall be final and conclusive.

## Technical Scope of the Project Work for Financial Bid

### Project Scope:

The project scope has envisaged developing and deploying an efficient system for digitization and data capture of rare books and records. The project, therefore, comprises of scanning the rare books and records, appropriately indexing and metadata creating, using OCR technology, development of Document Management System (DMS) and uploading the PDF/A scanned data

# BIHAR STATE ARCHIVES (BSA)

with metadata on BSA Portal and make it searchable for public access, and defining appropriate workflows for the activities involved in order to maintain the system in future.

- I. Digital scanning of all rare books and records of Bihar State Archives houses in the office premises.
- II. Data entry activities to be performed for all scanned documents for above said period. English language data are need to capture in English during data entry activities. For non-English language records data entries are need to be captured in their respective language and in English language also.
- III. Development of structured digital database in MS Office which will be compatible to data retrieval, archiving and storage including future augmentation process. Vendor has to come out suitable compression technology for suitable handling of database.
- IV. Development of work flow module for scanning, indexing and data entry activities. In addition to this creation of metadata, searchable PDF/A and other relevant information.
- V. Print out data entry summary of each rare book and records of Bihar State Archives would be submitted for acceptance and sign off purpose with Govt. officials.
- VI. Developing a Document Management Software (DMS) application for easy retrieval, search, view, printing, addition, deletion of a particular page and file as per the technical requirements elsewhere specified in the document.
- VII. Uploading on BSA portal.
- VIII. All the digitized files/ records should be made accessible from the BSA Portal. The successful agency will have to import the scanned images/files and metadata on BSA Portal. Please note that only PDF/A file shall be imported into the database of BSA Portal, whereas, the access to the TIFF, JPEG and PDF/A files needs to be made available for BSA by the selected bidder through the web-based application. Also, this application should facilitate to add the desired metadata in future as and when required by BSA.

## **Detailing of scope and Activities to be performed:**

- Required Infrastructure like electricity connectivity (may required 3 phase connection), space to be made workable condition, sitting furniture etc., for digital structuring at office premises will be provided by BSA.

Following activities have to be carried out by vendor For Scanning of Rare Books and Records:

1. Networking and Internet Connection will be the responsibility of the vendor. Scanning to be done for **A1,A2, A3 and LEGAL/A4 size paper**
2. Collection of the records or rare books from record in charge or officer from the respective section of the office.
3. Maintenance of a register for receipts, digitization and handing over of records supported by an automated workflow.
4. The vendor has to develop this workflow application capable of handling auto-indexing, document management Viz, from record receiving to final return of the same of the department.
5. The above work flow mechanism thus devised should be integrated with the scanning software.

## BIHAR STATE ARCHIVES (BSA)

6. Unbinding of the Registers and internally marking the sequence of the records.
7. Fresh rebinding of each unbound record used for scanning activity after digitization.
8. Scanning the Records as per the predefined work flow.
9. Creation of the each scanned Rare Books and record in colour/Greyscale into a multipage JPEG raw and restore file and later on in PDF/A or any other suggested format.
10. Creation of a metadata file for identification, indexing and searchable PDF/A of files as per the record kept manually or the scanner log file.
11. OCR compatible with documents language over 90 % accuracy is desired to be achieved for the digitized document with printed text. OCR for Handwritten document should be with the consultation of BSA. The digitized documents would be in the following language -English, Hindi, Bengali, Sanskrit, Arabic, Urdu, Persian etc. OCR should support recognition of multiple languages on the same page.
12. Searchable PDF/A should contain indelible watermark on all pages.
13. Internal checking for the quality of the scanning.
14. Coordinating with the Office representative for regular and random/thorough/detailed checking of the scanning operation.
15. Taking necessary steps to rectify the errors as per quality of scanning as per the recommendations of the respective office personnel.
16. Delivery of Data by the Scanning Agency to the Office in Hard Disk Drive (HDD) / NAS Device or any other mode as suggested by BSA officials. Delivered data should be compatible with NAS device if provided by BSA.
17. Data Entry activity at Bihar state archives will be made required attributes to be entered as per the scope and format designed for same.
18. Vendor has to establish data facilitation centre hub at Bihar State Archives office premises with required IT /Physical Infrastructure with adequate human resource.
19. Verification & Authorization of Data by the concerned officials.
20. Minimum IT Infrastructure & human resource at Office location would be required as follows:
  - i. Latest Configuration System with UPS as standby back up.
  - ii. 01 No. of Laser Printer (600 DPI, 20 PPM)
  - iii. High speed Overhead Scanner.
  - iv. Scanning & QC (Quality Check) Supervisor with knowledge and experience in scanning activities.
  - v. Book binder.
  - vi. One coordinator who will be interacting with the Authorized representative of Director Bihar State Archives. Rest team size in terms of scanner operator/ Q.C. operator, metadata creators, book binder will vary and may required to increase the size keeping project urgency in consideration.
21. Vendor has to establish seamless project coordination and project management frame work to execute this project.

### **Process in detail**

The process of scanning and digitization involves the following sequential stages:

#### **1. Setting up of scanning and digitization facility**

#### **2. Pre-Scanning preparation**

# BIHAR STATE ARCHIVES (BSA)

## **3. Scanning and Digitization**

### **4. Indexing & Meta-tagging of scanned documents**

### **5. Post Scanning activities**

### **6. Storage and backup**

### **7. Development of Document Management System for TIFF & JPEG image and Uploading PDF/A images with metadata in searchable format on BSA portal .**

#### **1. Setting up of scanning and digitization facility**

a. The Service provider will be required to setup and install the necessary infrastructure at the premises of Bihar State Archives office, Patna to complete the scanning and digitization within the time frame.

b. The Service provider has to maintain their equipments on their own and make sure that the work is not interrupted.

c. Network points if required and power will be provided by the Bihar State Archives Office.

d. The Service provider will deploy their own skilled man power for all the above-mentioned activities as per tender documents to complete the job within the specified time.

#### **2. Pre-scanning preparation**

These are the activities that are to be performed by the Service provider on the documents collected before commencement of scanning. It inter-alia includes:

a. After collection of documents from the Bihar state Archives Office, it would be the responsibility of the Service provider to maintain and return all the files in their original form to the Bihar state archives office.

b. The Service provider shall check for the number of pages to be scanned in a file in the presence of the representative(s) of the Bihar State Archives Office and acknowledge the same.

c. Wherever required, the Service provider shall be responsible for removal of dust, removal of tags, pins, threads, rubber bands etc. from the records before scanning.

d. The Service provider shall take extreme care to arrange the documents back in the files so that their chronology is not disturbed.

e. The Service provider should carefully unfold and flatten the documents to eliminate creases and wrinkles if any.

f. The Service provider shall take special care in preparing the documents for scanning which are old and not in good physical condition. This may inter-alia include pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned in a routine manner. Some documents which are folded at the edges may even require ironing to straighten them.

#### **3. Scanning and digitization:**

##### **I. Scanning :**

a. The scanning needs may vary from page to page in a file and accordingly appropriate resolution has to be maintained.

## BIHAR STATE ARCHIVES (BSA)

- b. The record must be digitized at a minimum of 300-600 dpi in the optical resolution using Face up Scanning Technology with pixel type moving linear CCD sensor overheard scanner in the 24 bit colour mode Specs or 8 bit grey scale to capture original information: specially, text documents are to be scanned at minimum 300 dpi (in case of legibility issues 400 dpi) and images / photographs / treaties / manuscripts are to be scanned minimum at 600 dpi.
- c. Scanner should use cold light with such intensity of light during scanning so that it does not damage the fiber of the scanning pages as cause any harm to the original records and provide uniform illumination at the time of capture. The scanner must be capable of lightly controlling non-linearities and quantization noise for handling records of variable density and achieving optimized results for all types of records.
- d. Coloured Charts, Diagrams, Photos, Illustration etc. are to be scanned separately where ever applicable.
- e. Original scanned records to be captured in TIFF v 6.0 Format with LZW compression (ISO 12234-2:2001)

### II. **Image Enhancement**

- a. The TIFF images will have to be further enhanced to increase the visual appeal of the document without altering the authenticity of the original source.
- b. Image enhancement activities to be carried out to remove bleed through, black border removal, curvature correction, light equalization, brightness and contrast enhancement, de-noising, de-skew and de-speckling, cropping, cleaning, sharpness, Focus enhancement, background removal for tent areas without violating content in picture zones and without altering the original capture dpi.
- c. The removal of digital noise will include removal of worm-marks and stain-marks to the minimum possible extent, while keeping the colour information intact. The component of digital restoration will aim at attaining a relatively high level of noise-free state of the digital images.
- d. Resizing of every image with de-skew, rotate, height-width, margin etc. to make every image perfect and uniform in size.
- e. Proper editing has to be done to the images to straighten the orientation of the content matter if there is any disorientation existing in the pages
- f. 100% manual operator assisted quality check to be performed on every image to ensure these are no missing or dropped pages or images are optimized to their optimum level. Perform quality checking of every digitized image pages. A detailed QC list has to be generated for every page being processed in the project.
- g. Nuances in the document such as notes, remarks and pencil marks are of historical value and they must be presented in such a way that future generations can study the image of view of the original document.
- h. Image processing will follow a general priority guidelines of legibility, aesthetics and file size in that order.
- i. For each document, a thumbnail image should also be generated.
- j. The enhanced images will have to be delivered in the JPEG v1.02 Format(ISO DIS 10918-1/ISO/EC10918-5:2013)

# BIHAR STATE ARCHIVES (BSA)

- k. The scanned documents shall also be stored in JPEG 2000, PDF/A format, searchable PDF/A. The digital images are to be supplied in below mentioned standard of TIFF, JPEG 2000 and PDF/A format in HDD (Hard Disk Drive) device as decided by BSA along with metadata in XML or CSV format with the pages collated as per the original sequence and page integrity should be maintained. Bidder shall also provide the quality check file in CSV format and for each document a Thumbnail image file. Technical standard of TIFF, JPEG & PDF/A Images\*

- I. TIFF v 6.0 LZW Compression (ISO 12234-2:2001)
- II. JPEG v 1.02 (ISO DIS 10918-1/150/IEC10918-5:2013)
- III. Searchable PDF/A (ISO 19005: 1/ISO19005-1:2005)

\*Any updation in above mentioned ISO standards will be duly considered.

### III. **Optical Character Recognition (OCR)**

- a. Optical Character Recognition Process will be one step conversion from JPEG files.
- b. Highest Recognition accuracy is delivered in this process as there is no scope for manual correction of the recognized text.
- c. OCR compatible with documents language over 90% accuracy is desired to be achieved for the Digitized Documents with printed text.
- d. The digitized documents would be in the following language- English, Hindi, Bengali, Sanskrit, Arabic, Urdu & Persian.
- e. OCR should support recognition of multiple languages on the same page.
- f. Text should be unicode supporting at all major Indian language.
- g. The JPEG files will be converted after the OCR process to a searchable PDF/A format with the text layer below the original image.
- h. Searchable PDF should contain indelible Watermark on all pages, secured from modification and extraction of text layer and 256 bit AES Encrypted.
- i. The Searchable PDF/A file to be compressed over 90% without altering the original capture dpi, retaining of the page dimensions and without losing the legibility of the document.
- j. The PDF file will be delivered in the PDF/A Format(ISO 19005 : ISO 19005-1 :2005)

### 4. **Indexing and Metadata- Tagging of Scanned Documents**

- a. Metadata of the all the digitized files describing the content of scanned document, in searchable format, should be assigned for each chapter/ sub-chapter as per Dublin Core for field structure.
- b. Data entry activities to be performed for all scanned documents for above said period. English language data are need to capture in English during data entry activities. For non-English language records data entries are need to be captured in their respective language and in English language also. The list of metadata which are to be captured shall be discussed by BSA team with the selected Bidder before starting the Digitization of the records.

# BIHAR STATE ARCHIVES (BSA)

- c. It is most important to capture the contextual information about the document, which cannot be derived from just the subject. The document has to be read from start to end, by experts with history to derive the right context of the document and extract relevant “Keywords” for the record which aid the users in efficient retrieval.
- d. Metadata has to be provided in latest version of MS-Office, CSV file and XML file format with every batch of digital records and should be prepared in compliance with the Dublin Core Standard for online interoperability.
- e. The records contain handwritten volumes for the subject, that cannot be understood most of the times and it is imperative to go through all the pages of the document, to capture this right.

## 5. Post Scanning:

- a. After scanning, the physical document would be pinned together/ tagged/stitched in the same form as it was given for scanning by the Bihar State Archives. Periodically, all paper documents have to be returned in their original form to the Bihar State Archives.
- b. Each page shall be arranged in the form it was received while giving the documents back to the Bihar State Archives.
- c. Service provider has to follow the Maker and Checker process to avoid mistake in scanning work. The mistakes identified by the Checker need to be rectified and final error-free output should be provided to the Bihar State Archives.
- d. Agency has to perform quality checking of every digitized image pages before submitting to BSA. The selected agency will have to ensure compliance to the following minimum checklist of quality control of scanned files/images before sharing the same for the testing to be done by BSA. Please note that this is an indicative checklist and may be updated by BSA as when needed be.**

- Master digital image is faithful representation of the original
- File name is correct
- File format is correct
- Bit depth is correct
- Image is correct size/resolution in long dimension
- Image is not skewed or off centered
- Image has clean edges, clear contrast. and legible text
- No broken figure (illustrations, maps, etc.)
- No Moiré patterns(wavy lines or swirls, usually found in areas where there are repeated patterns)
- No pixellation (individual pixels are apparent to the naked eye)
- Not too light or too dark
- No loss of detail in highlight or shadows
- No errors in OCR
- Check for accuracy and completeness of metadata for the respective record/image/manuscript/paintings, etc.
- Spell check of the captured metadata

## 6. Storage and Backup

- a. A folder structure has to be followed while storing the digitized data in the storage media.

# BIHAR STATE ARCHIVES (BSA)

- b. Nomenclature of the digitized file should be decided in consultation with the Bihar State Archives office.
- c. Copies of the scanned data (and metadata) shall be provided by the Service Provider. The Service provider will create a Master copy for the Bihar State Archives and will provide the replica of Master copy as per the requirement of the Bihar State Archives.
- d. The Service provider shall use standard methodology for Scanning & digitization and archiving so that in future, any Service provider can access the archival database.
- e. A necessary daily backup of scanned data may be ensured in any external storage media
- f. The external storage media should be handed over weekly to the Bihar State Archives office representative for safe custody.
- g. The Digital image are to be supplied in TIFF, JPEG-2000 and PDF/A format in Hard Disk Drive or as decided by BSA along with metadata in XML and CSV format with the pages collated as per the original sequence and page integrity should be maintained.

## **7. Development of Document Management System(DMS) for TIFF & JPEG image and Uploading PDF/A images with metadata in searchable format on BSA portal**

The selected bidder shall be responsible for the design, development, deployment, and hosting of the Document Management System (DMS) on the Bihar State Archives (BSA) server and simultaneously on the State Data Centre (SDC) server or on cloud storage infrastructure provided by BSA. The bidder shall also integrate the DMS with a secure payment gateway to facilitate downloading of documents upon successful payment of fees as prescribed by BSA from time to time.

Before claiming bill for the quantity scanned and accepted, a copy of the digitized data has to be handed over to the Bihar State Archives office.

### **A. The proposed DMS shall include:**

- User role-based access control (Admin, Record Officer, Staff, Viewer).
- Secure document upload, storage, and retrieval.
- Metadata creation (department, year, subject, file number, keywords, etc.).
- Advanced search (full-text search, metadata-based filtering).
- Compliance with records management and archival standards.

### **B. Cloud Storage Infrastructure**

- Provision of secure cloud storage with data encryption.
- Storage optimized for **PDF/A (ISO-standard archival format)** ensuring long-term readability.
- Regular automated backups and disaster recovery mechanism.
- Scalability to accommodate future data growth.
- Controlled access and data integrity checks.

### **C. Migration of Legacy Scanned Data**

- Import of existing scanned documents (TIFF/JPEG/PDF) into the DMS.
- Conversion of legacy files into **PDF/A format**, wherever required.
- Quality check and validation of scanned documents.
- Metadata tagging and indexing for easy retrieval.
- Logical folder and series-wise arrangement as per archival principles.

# BIHAR STATE ARCHIVES (BSA)

## D. Security and Compliance

- Secure authentication and authorization mechanisms.
- Compliance with IT security guidelines and government data policies.
- Protection against unauthorized access, data loss, or tampering.

## E. Training and Support

- Hands-on training for departmental staff on DMS usage.
- User manuals and standard operating procedures (SOPs).
- Technical support during and after implementation.

## F. Source Code Submission upon Contract Expiry

Upon expiry, termination, or conclusion of the contract, the selected agency shall mandatorily surrender the complete Source Code of the developed Document Management System (DMS) to Bihar State Archives. The following conditions shall govern this obligation:

- The agency shall submit the complete and compilable Source Code of the DMS, including all modules, libraries, configuration files, database schemas, and build scripts, to the Director, Bihar State Archives, Patna, no later than 30 (thirty) days from the date of contract expiry or termination, whichever is earlier.
- The Source Code shall be delivered in its entirety on a physical storage medium (HDD/DVD/USB) as well as via secure electronic transfer to a designated BSA repository, in a format mutually agreed upon at the time of contract signing.
- The submission must be accompanied by complete Technical Documentation, including system architecture diagrams, API documentation, database entity-relationship (ER) diagrams, deployment guides, and developer handover notes, to enable BSA or any future agency to operate, maintain, and enhance the DMS independently.
- The intellectual property rights (IPR) in the Source Code and DMS, developed specifically for and funded by Bihar State Archives under this contract, shall vest exclusively with Bihar State Archives upon delivery of the Source Code. The agency shall not retain, reuse, sublicense, or commercially exploit the DMS or any part thereof without prior written consent of BSA.
- Failure to submit the Source Code within the stipulated 30-day period shall result in forfeiture of the Performance Security and may attract further legal action at the discretion of Bihar State Archives.
- BSA reserves the right to conduct a Source Code Audit through a third-party technical expert at any point after delivery to verify completeness, functionality, and absence of malicious code, backdoors, or undisclosed dependencies.

## 8. Quality Assurance

After digitization of records, they are to be checked by the Service provider for ensuring their quality and completeness. Thereafter, they are subject to quality check by the **Bihar State Archives** Office in a systematic manner to ensure completeness of scanning of a particular file. During the process, if it is observed that pages are omitted to be scanned or it is not ordinarily readable or it is not properly scanned or incompletely scanned, the Service provider has to set

# BIHAR STATE ARCHIVES (BSA)

right the defects/omissions immediately. On complete acceptance of the scanned files only, the Service provider can reckon the quantum of scanned images for billing.

## Budgetary Estimation

Based on our market rate analysis, the defined scope of work, quality and age of the pages, our reference rate is Rs.4.90 per page/image

**Note:** *The rates quoted by the bidder shall be compared with the estimated rates determined by BSA based on prevailing market rates and/or rates observed in similar past projects. Any bid found to be abnormally low (generally below 20% of the estimated rate) or significantly higher than the estimated rate (generally exceeding 5%) may be considered unreasonable and may be liable for rejection.*

Mandatory Compliance for Project Execution:

Responsibility of the bidder/bidder/digitization agency

- Entering into a project execution agreement with the Bihar State Archives.
- Liaisoning with respective Govt. official/personnel for taking possession of the working space.
- Liaisoning with the respective Govt. official/personnel for facilitating input rare books and records.
- Necessary site preparation for establishing the desired work environment and infrastructure.
- Infrastructure includes Tables, electricity, Chairs, Servers will be provided by the Bihar State Archives.
- Collection the Rare Books/Records from the respective Office, Designated Officer and returning the same with;
  - Dedicated resource to receive and return the rare books and Records.
  - Dedicated resource to ensure the page count and quality of book
  - Dedicated resource to ensure the quantum and quality of output
- Data entry summary print out of each rare books and records of Bihar State Archives to suffice sign off and acceptance of the job.
- Uninterrupted electric supply with proper wiring capable of taking load of equipments.
- Sufficient fans, lighting nodes and other electrical fixtures in good working condition.
- It is the responsibility of the bidder/digitization agency to make arrangements for Standard.
- Concealed electrical wiring with backup power to run DATA ENTRY/SCANNING work.
- Weekly status reporting from the site acquisition to the record handling and rate of digital structuring is to be devised for timely incorporation as part of the Project MIS.
- All works will be done as per scope of the work.
- Security and the Safety of the Manual Record will be the sole responsibility of the bidder/digitization agency and in case of any damage the Nodal officer can take the appropriate action.
- Security aspect in terms of Physical infrastructure (External door in good condition with proper lock, Windows fitted with wire mesh, Power Backup Generator will be the sole responsibility of the bidder/digitization agency.

## BIHAR STATE ARCHIVES (BSA)

- The bidder/digitization agencies is need to work closely with the Projects Owner's (Tendering Authority) staff, act within its own authority and abide by directives issued by the Authority.
- No part of the supplied document by the BSA should not be taken outside the BSA in any form.
- All the digitized files/ records should be made accessible from the BSA Portal. The successful agency will have to import the scanned images/files and metadata on BSA Portal. Please note that only PDF/A file shall be imported into the database of BSA Portal, whereas, the access to the TIFF, JPEG and PDF/A files needs to be made available for BSA by the selected bidder through the web-based application. Also, this application should facilitate to add the desired metadata in future as and when required by BSA.

### Technical Bid

#### (Eligibility Criteria/ Pre-qualification)

| S. No | Bidder Details                                                                                                                                                                                                                               |  |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1     | Name of the Service Provider<br><br>Registration Number & Date of Registration.<br><br>GST No.<br><br>(Enclose copy of certificate)                                                                                                          |  |
| 2     | Address                                                                                                                                                                                                                                      |  |
| 3     | Tel No./Fax/e-mail                                                                                                                                                                                                                           |  |
| 4     | Name of the Contact Person<br>with Telephone/Mobile / Fax Numbers / e-mail id                                                                                                                                                                |  |
| 5     | Since how long in this business                                                                                                                                                                                                              |  |
| 6     | PAN                                                                                                                                                                                                                                          |  |
| 7     | Income Tax Return (ITR) last three year financial years(2022-23,2023-24,2024-25)                                                                                                                                                             |  |
| 8     | GST Return of current year                                                                                                                                                                                                                   |  |
| 9     | Details of the Bank D.D for EMD ( Amount / DD Number / Date / Bank Name / Branch Name)                                                                                                                                                       |  |
| 10    | <b>Bidder should have undertaken Digitization of documents including old files, old maps, old books, old photographs, old newspapers etc. or similar assignments/projects in last three years i.e. F.Y. 2022-2023, 2023-2024, 2024-2025.</b> |  |
| 11    | <b>The vendor should have experience in digitization and scanning for minimum 25</b>                                                                                                                                                         |  |

## BIHAR STATE ARCHIVES (BSA)

|    |                                                                                                                                                                                                                                                                                                           |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <b>lakh pages for any single client. A certificate and work order to this effect and certificate for work completion/in progress from the client should also be attached with the technical bid.</b>                                                                                                      |  |
| 12 | The bidder should have average annual turnover of <b>Rs. Two Crore (2,00,00,000)</b> in last 3 years (Financial year 2022-23, 23-24 and 24-25). Documentary proof should be attached.                                                                                                                     |  |
| 13 | Audited annual account for the last three year i.e. F.Y. 2022-23, 23-24, 24-25. As documentary proof, CA-Audited Balance Sheet & Profit & Loss A/c is to be submitted.                                                                                                                                    |  |
| 14 | The agency should have ISO 9001:2015 and ISO 27001:2013/2022 for providing Digitization and Scanning Services; Certificate date should be before the publishing of this RFP. (Copy of Certificate to be included).The certificate should be valid and provide the link for validation of the certificate. |  |
| 15 | Agency should have completed One project of digitization of minimum 25, 00,000 Pages of Archival documents/ records/books/Manuscripts in Central or State Government /PSU and reputed institute/NGO etc.<br>(Documentary Proof Attach)                                                                    |  |
| 16 | Details of registration with appropriate authorities for GST & GST return of current year<br>(Documentary Proof Attach)                                                                                                                                                                                   |  |
| 17 | No. of technical professionals                                                                                                                                                                                                                                                                            |  |
| 18 | Infrastructure including tools and machines as per tender document (Documentary Proof Attach)                                                                                                                                                                                                             |  |
| 19 | Provider's project Service methodology pertaining to this project.                                                                                                                                                                                                                                        |  |
| 20 | Whether any legal/arbitration proceeding is instituted on the service provider or the service provider has lodged any claim in connection with works carried out by them, if yes, give details.                                                                                                           |  |

## BIHAR STATE ARCHIVES (BSA)

|    |                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 21 | The tenderer should not have been blacklisted or debarred due to any unethical practice or poor performance by any central / state Government departments / organizations. A declaration regarding this should be submitted with tender papers. Digitization work has been done according to the agreement signed between the parties. Documentary proof should be attached with the technical bid. |  |
| 22 | Any other information on special features/ added services the Service Provider wishes to submit.                                                                                                                                                                                                                                                                                                    |  |

Please note that documentary evidence is essential. Certified that the above particulars are true.

Date:

Signature of the Authorised Signatory

Place:

(Name of Agency/Company/Bidder)

Seal of Agency/Company/Bidder

BIHAR STATE ARCHIVES, GOVT. OF BIHAR

---

REPRESENTATIVE AUTHORIZATION LETTER

To,  
The Director  
Bihar State Archives  
Bailey Road, Patna

Ms./Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the bidder in dealing with financial bid reference No. ....2026. She/he is also authorized to attend meetings & submit technical & financial information as may be required by you in the course of processing above said application.

Thanking You

Authorised Signatory

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Signature attested

Agency/Company/Bidder Seal

Self Declaration

To,  
The Director  
Bihar State Archives  
Bailey Road, Patna 800001

In response to the invitation No. ....2026, Ms. / Mr. \_\_\_\_\_, as  
a \_\_\_\_\_, I / We hereby declare that our agency/company/bidder  
\_\_\_\_\_ is having unblemished past record and have not been  
declared blacklisted by any Central/State Government institution and there has been no pending  
litigation with any government department on account of similar service. I/We further declare  
that our agency/company/bidder has not defaulted in executing any Government order in the  
past.

Signature of

Signature of the Tenderer

Date:

Date:

Place:

Place:

Agency/Company/Bidder Seal

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS AND FINANCIAL BID DOCUMENTS**

To,  
The Director  
Bihar State Archives  
Bailey Road, Patna

Sir,  
I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document regarding For Selection of Agencies for Scanning & Digital Repository of Rare book and Records of Bihar State Archives, Patna.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document are acceptable to my agency/company/bidder. I further certify that I am an authorized signatory of my agency/company/bidder and am, therefore, competent to make this declaration.

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

**FORMAT FOR FINANCIAL BIDDING**

**Name of Agency.**

**Address of Agency**

| Sl. No. | Particulars                                                                                       | Unit Rate Per Page (Rs.) | Taxes/GST and Duties if any (Rs.) | Total Price inclusive Taxes/GST |
|---------|---------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------|---------------------------------|
| 1.      | Digitization of Historical Records/ Archival Collections/ Manuscript as per technical requirement |                          |                                   |                                 |

**Place:**

**Authorized Signatory**

**Date:**

**Common Seal of agency/company/bidder**

## GLOSSARY OF TECHNICAL TERMS

The following definitions are provided to assist bidders in understanding the technical terminology used in this tender document.

| Term / Abbreviation              | Definition                                                                                                                                                                                                                                                                                           |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AES Encryption (256-bit)</b>  | Advanced Encryption Standard with a 256-bit key length. A highly secure, internationally recognised standard used to encrypt digital files so that only authorised users can access them. Required for all searchable PDF/A files under this tender.                                                 |
| <b>BSA</b>                       | Bihar State Archives. The tendering authority and custodian of historical records, manuscripts, and archival collections covered under this project.                                                                                                                                                 |
| <b>CA (Chartered Accountant)</b> | A qualified accounting professional licensed under the Institute of Chartered Accountants of India (ICAI). CA-certified documents (balance sheets, turnover certificates) are mandatory for financial pre-qualification under this tender.                                                           |
| <b>CCD Sensor (Linear)</b>       | Charge-Coupled Device. A high-sensitivity image sensor used in overhead scanners to capture documents. Linear CCD sensors scan a document line by line from above, without requiring physical contact, making them suitable for fragile manuscripts.                                                 |
| <b>CSV</b>                       | Comma-Separated Values. A plain text file format used to store tabular data (such as metadata records) that can be opened in Microsoft Excel or any database application. Required as a metadata delivery format under this tender.                                                                  |
| <b>DMS</b>                       | Document Management System. A software application that stores, organises, retrieves, and manages digital documents. Under this tender, the selected agency must develop and deploy a DMS on the BSA server, enabling role-based access, full-text search, and metadata filtering.                   |
| <b>DPI</b>                       | Dots Per Inch. A measure of scanning resolution indicating how many dots of image information are captured per inch of the original document. Higher DPI results in sharper images. This tender requires a minimum of 300 DPI for text documents and 600 DPI for photographs, maps, and manuscripts. |
| <b>Dublin Core</b>               | An internationally recognised metadata standard (ISO 15836) comprising 15 core fields—such as Title, Creator, Subject, Description, Date, and                                                                                                                                                        |

| <b>Term / Abbreviation</b> | <b>Definition</b>                                                                                                                                                                                                                                                                                          |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | Format—for describing digital resources. Metadata created under this tender must comply with Dublin Core to ensure interoperability with national and international archival systems.                                                                                                                      |
| <b>EMD</b>                 | Earnest Money Deposit. A refundable security deposit submitted by bidder along with their bid to demonstrate seriousness of intent. Under this tender, the EMD is Rs. 2,50,000, payable by Demand Draft in favour of the Director of Archives, Bihar State Archives, Patna.                                |
| <b>GST</b>                 | Goods and Services Tax. India’s unified indirect tax applicable to services rendered under this contract. All financial bids must include GST. Bidder must hold a valid GSTIN and submit GST returns as part of the technical bid.                                                                         |
| <b>HDD</b>                 | Hard Disk Drive. A physical data storage device used for delivery of digitised files (TIFF, JPEG-2000, PDF/A) and metadata to the Bihar State Archives. Delivered data must be compatible with BSA’s NAS device.                                                                                           |
| <b>ISO</b>                 | International Organisation for Standardisation. Bidder must hold ISO 9001:2015 certification (Quality Management for Scanning and Digitization) and ISO 27001:2013/2022 certification (Information Security Management System). Both certificates must be valid as of the date of RFP publication.         |
| <b>ITR</b>                 | Income Tax Return. Annual financial declaration filed with the Income Tax Department of India. Bidder must submit ITRs for the last three financial years (2023–24, 2024–25, and 2025–26) as documentary proof of financial standing.                                                                      |
| <b>JPEG / JPEG 2000</b>    | Joint Photographic Experts Group image format (ISO DIS 10918-1). A compressed image standard widely used for delivering enhanced scanned images. JPEG 2000 is an advanced successor offering superior compression with no visible quality loss, mandated as one of the delivery formats under this tender. |
| <b>LOI</b>                 | Letter of Intent. A formal communication issued by BSA to the selected bidder indicating the intent to award the contract. The selected agency must submit the Performance Security (5% of bid value) within 15 days of receiving the LOI.                                                                 |
| <b>LZW Compression</b>     | Lempel–Ziv–Welch. A lossless data compression algorithm used with TIFF images (ISO 12234-2:2001). “Lossless” means no image data is                                                                                                                                                                        |

| <b>Term / Abbreviation</b> | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | discarded during compression, preserving the complete fidelity of the original scanned document. This is the mandated compression method for all master TIFF files under this tender.                                                                                                                                                                                                                                          |
| <b>MIS</b>                 | Management Information System. A reporting framework used to track and communicate project progress. Under this tender, the selected agency must submit weekly MIS reports covering site status, records received, digitisation progress, and quality metrics.                                                                                                                                                                 |
| <b>NAS</b>                 | Network Attached Storage. A dedicated file storage device connected to a network, allowing multiple users and systems to access and store data centrally. BSA may provide a NAS device for storage; all delivered digitised data must be compatible with the NAS specifications provided by BSA.                                                                                                                               |
| <b>NIT</b>                 | Notice Inviting Tender. The formal public notice issued by BSA inviting eligible agencies to participate in the bidding process for this digitisation project.                                                                                                                                                                                                                                                                 |
| <b>OCR</b>                 | Optical Character Recognition. Software technology that converts scanned images of printed or handwritten text into machine-readable, searchable text. Under this tender, OCR must achieve over 90% accuracy for printed text and must support multiple languages including English, Hindi, Bengali, Sanskrit, Arabic, Urdu, and Persian.                                                                                      |
| <b>PAN</b>                 | Permanent Account Number. A unique 10-character alphanumeric identifier issued by the Income Tax Department of India to entities for tax purposes. All bidder must furnish a valid PAN in the name of the agency/company/bidder.                                                                                                                                                                                               |
| <b>PDF/A</b>               | Portable Document Format for Archiving (ISO 19005-1:2005). A specialised, self-contained version of PDF designed for long-term digital preservation. Unlike standard PDF, PDF/A embeds all fonts, colour profiles, and metadata within the file, ensuring it can be rendered identically decades into the future without relying on external resources. It is the primary archival delivery format mandated under this tender. |
| <b>PMP / PRINCE2</b>       | Project Management Professional (PMP) and Projects in Controlled Environments (PRINCE2) are internationally recognised project management certifications. The Project Manager assigned by the selected agency must hold one of these certifications, as required under the Manpower Strength evaluation criterion.                                                                                                             |

| Term / Abbreviation | Definition                                                                                                                                                                                                                                                                                                                              |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PSU</b>          | Public Sector Undertaking. A government-owned corporation or enterprise. Prior digitisation experience with Central or State Government departments, PSUs, or Autonomous Bodies qualifies as relevant experience under the eligibility criteria of this tender.                                                                         |
| <b>QCBS</b>         | Quality and Cost-Based Selection. A procurement method that selects the best bidder by combining technical quality and financial price into a single composite score. Under this tender, bids are evaluated using a 70:30 weightage formula—70% for technical score and 30% for financial score—to identify the most responsive bidder. |
| <b>RFP</b>          | Request for Proposal. The formal procurement document (this tender) issued by BSA inviting qualified agencies to submit detailed technical and financial bids for the digitisation project.                                                                                                                                             |
| <b>SDC</b>          | State Data Centre. A centralised government data hosting facility. The DMS developed under this tender must be simultaneously deployable on BSA's own server and on the State Data Centre server, as directed by BSA.                                                                                                                   |
| <b>SOP</b>          | Standard Operating Procedure. A written document detailing step-by-step instructions for carrying out a process. The selected agency must prepare and provide SOPs and user manuals for DMS usage as part of the Training and Support deliverable.                                                                                      |
| <b>TIFF v6.0</b>    | Tagged Image File Format, version 6.0 (ISO 12234-2:2001). A high-quality, lossless raster image format used as the master archival format for all scanned documents. TIFF files are large but preserve every detail of the original scan without compression artefacts, making them the gold standard for long-term digital archiving.  |
| <b>Unicode</b>      | An international character encoding standard that assigns a unique code to every character across all writing systems. Under this tender, OCR output text must be Unicode-compliant to correctly represent all major Indian languages including Devanagari (Hindi, Sanskrit), Bengali, Arabic, Urdu, and Persian scripts.               |
| <b>UPS</b>          | Uninterruptible Power Supply. A battery backup device that provides continuous power to computers and scanners in the event of a power cut. The selected agency is required to deploy UPS units at all scanning stations to prevent data loss and equipment damage.                                                                     |

| Term / Abbreviation | Definition                                                                                                                                                                                                                                                                             |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>XML</b>          | Extensible Markup Language. A structured, human-readable data format used to store and exchange metadata. Under this tender, metadata files must be delivered in both XML and CSV formats for each batch of digitised records, structured in compliance with the Dublin Core standard. |

*Note: Where ISO standards are referenced, any subsequent updates or superseding editions of those standards shall be considered applicable as notified by BSA.*