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NOTICE INVITING QUOTATIONS

**HIRING OF AN AGENCY FOR SCANNING,
DIGITISATION & STORAGE/BACKUP OF FILES
AND RECORDS**

REF FILE NO: NIXI/002/MGMT/312/2021

CRUCIAL DATE SHEET

Name of Work	Hiring of an agency for scanning, digitisation & storage/backup of files and records
Bid Submission Start Date	07.07.2022 [3.00 PM]
Last Date for bid submission	14.07.2022 [12.00 PM]
Opening of Bid and evaluation	14.07.2022 [12.30 PM]
Issue of PO	20-07-2022

Note:

1. Any quotations received by the Employer after the deadline prescribed in submission date will be returned unopened to the Bidders.
2. The suggestions received will be referred to the committee and will be incorporated if found justified after the approval of the Competent Authority.

I. NIXI OVERVIEW

The National Internet Exchange of India (NIXI) is a non-profit Company incorporated under Section 25 of the India Companies Act, 1956 (now section 8 under Companies Act 2013) with an objective of facilitating improved internet services in the country. NIXI was registered on 19th June, 2003 and performs three operations -

National Internet Exchange of India (NIXI) was set up for peering of ISPs among themselves for routing the domestic traffic within the country, instead of taking it all the way to US/Abroad, thereby resulting in better quality of service (reduced latency) and reduced bandwidth charges for ISPs by saving on International Bandwidth. NIXI is managed and operated on a Neutral basis, in line with the best practices for such initiatives globally.

Website – www.nixi.in

.IN Registry is India's Country Code Top Level domain (ccTLD). The Govt. of India delegated / authorized the operations of .IN Registry to NIXI in 2005. The IN Registry operates and manages India's .IN ccTLD. Now .IN domain names are available to anyone on first- come-first-served basis.

Website – www.registry.in

.IN Registry and Internationalized Domain Names (IDNs): Since 2005, NIXI also manages the .IN Registry (www.registry.in) including 15 IDN TLDs (in 22 official languages). At present, 153 Registrars have been accredited to offer .IN domain Name registration worldwide to customers. This has helped proliferation of web hosting in the country and promotion of Indian language content on the Internet.

IDN's in Hindi, Bodo, Dogri, Konkani, Maithili, Marathi, Nepali Sindhi, Bangali, Gujarati, Manipuri, Punjabi, Tamil, Telugu and Urdu languages were launched during the year 2014-15. The General availability of all the remaining Indian languages i.e. Assamese, Kannada, Oriya, Malayalam, Santali, Sanskrit, Sindhi, Kashmiri started from 15th July, 2020

Indian Registry for Internet Names and Numbers (IRINN) in India that provides allocation and registration services of IP addresses and AS numbers, and contributes to the society by providing Internet-related information as a non-profit, affiliation-based organization, and performing research, education and enlightenment activities. IRNN is a division functioning under NIXI and provides allocation and registration services of Internet Protocol addresses (IPv4 & IPv6) and Autonomous System numbers to its Affiliates. It is a not-for-profit, Affiliates based entity, with the primary goal of allocation of Internet resources to its Affiliates.

Website – www.irinn.in

II. INTRODUCTION

1. National Internet Exchange of India (NIXI) is the nodal agency of the government of India in the field of setting up & functioning of the internet exchanges in India. To encourage the staff and officers for e-office, the NIXI is planning to go for digitization of files and other records. NIXI, therefore invites quotations from interested bidders for **Scanning, Digitisation and Back up Storage Services** to NIXI.

The information / key dates of quotations are as under:-

S. No.	Description	Detailed information
1.	Work Item Title / Description	Scanning, Digitisation and Back up Storage
2.	Quotations Reference Number	NIXI/002/MGMT/312/2021
3.	NIQ Release Date	07.07.2022 [3.00 PM]
4.	Last date and time for bidsubmission	14.07.2022 [12.00 PM]
5.	Date & Time of opening of bid	14.07.2022 [11.30 AM]
6.	Name and address forcommunication	Shri. Shahid HashmiEA (Admn) National Internet Exchange of India (NIXI)148, Statesman House, (9 th floor B wing) Barakhamba Road, New Delhi Email: shashmi@NIXI.in

2. Bids shall be submitted at the headquarters of NIXI before the deadline as given above. Bidders / Bidders are advised to follow the instructions provided in the NIQ.
3. Not more than one quotations shall be submitted by one bidder having business relationship.
4. It is advised that the bidder **should arrange all the document (s) to be enclosed in the single envelop.**
5. Bids will be opened as per date/time as mentioned in the schedule above.

III. SCOPE OF WORK

WORK TO BE PERFORMED (IN NUTSHELL)		
ESTIMATED WORK: 13,000 FILES (4,00,000 PAGES APPROX.)		
S.NO	PARTICULARS	REMARKS
1.	Taking over of files	Handing over/Taking over report
2.	Un-tagging of files	Safe handling
3.	Scanning	A3 & A4 size (in color)
4.	Digitization	Indexing and cataloguing
5.	Re-tagging of files	Safe handling
6.	Handing over of files	Handing or taking over report
7.	Back up storage	Storage in hard disk

The detailed work to be performed as given in the above table is given below:

(a) **Setting Up of Scanning and Digitization Centre**

On receipt of confirmed purchase order the successful agency shall give their requirement for the space as the files are not allowed to be taken away out of the office. The space will be allocated by the NIXI along with other facilities including seating arrangements.

It is mandatory that two persons shall be deployed for the aforesaid work including one operator and other qualified person.

Shri. Shahid Hashmi EA (Admn.) shall be informed for issuing gate passes for bringing scanning machine and other material. Similarly, at the time of taking back, the gate passes are required.

The Agency shall set up the digitization and scanning facility commensurate with the requirement of delivery schedule and the type and number of documents to be scanned, digitized and the format of its storage.

Pre-Scanning

- i. The Agency will perform all the pre scanning activities which may include (but not limited to) collection of documents, removal of unwanted dust, removal of tags, pins, threads, rubber bands, application of curative techniques to

biologically infected or otherwise damaged documents etc., sorting and numbering of pages in the document file in correct order.

- ii. The documents would be handed over in lots as agreed mutually between the Agency and NIXI. The Agency shall provide acknowledgement of number of documents and number of pages in each document received from NIXI. Number of documents/ pages in a file shall be checked in presence of the representative of NIXI.
- iii. The Agency will maintain a record of the document details in a log register while collecting these documents. This log register should contain at least the following details:
 - a. **Description of the document collected /< file No.>**
 - b. **Size of the pages in document (A4/legal/Full scale/note-sheet) along with the count**
 - c. **Total number of pages in the document**
 - d. **Collected from (Name of Official and Department)**
 - e. **Collected by (Service Provider representative)**
 - f. **Date of Collection**
 - g. **Returned to (Name of Official and Department)**
 - h. **Returned by (Service Provider representative)**
 - i. **Actual date of return**
 - j. **The files are handed over and taken over on paper**
- iv. The Agency shall maintain and return the documents in their original form to NIXI. Document shall be handled with extreme care so that their chronology is not disturbed. For example, Multi-page documents that must be kept together (e.g., a letter with an attachment).
- v. The Agency will carefully unfold and flatten the documents to eliminate creases and wrinkles and ensure that document maintain its original form without any damage. Any damage to the documents shall make the Agency liable for penalty. The Agency will take special care in preparing the documents which are too old and that may not be in good physical condition or are very delicate and may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some old documents may require flat-bed scanner. Agency may use ironing process to straighten them. Documents should be prepared such that normal scanner can scan it.
- vi. The Agency shall be responsible for any damage caused by them during the process of scanning and digitization of records and ensure that all such records are repaired at their own cost and information is retrieved. In case such retrieval of data or repair of record is not feasible the Agency will compensate for the same by making payment to the Buyer towards the value of the damaged or lost data/document/record as valued by the Buyer.

(b) Scanning and Digitization

- i. Scanning resolution shall 300 dpi or better, and give the clear image.
- ii. The scanned documents shall be converted into any of the standard file formats such as TIFF/PDF/JPEG/RTF/ODT/PNG/GIF or other standard formats as per the requirement of NIXI. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be

represented in a TIFF/ PDF format or any other standard format as per user requirement.

- iii. The Agency will be responsible for quality assurance and will go through all documents to

see if they are complete and legible.

- iv. In case the documents are not legible, the same may be re-scanned.
- v. All the pages in a document including blank pages (only when such blank pages are numbered in the file/document) shall be scanned to produce exact replica of the original document. No page shall be scanned more than once.
- vi. The Agency will deploy its own human resources for all the above mentioned activities. The Agency will deploy adequately skilled manpower resources to complete the job within the specified time and of specified quality.

(c) Indexing and Cataloguing

- i. The Agency will do indexing as per the requirement of NIXI in the following manner:

SL N O	DIVISIO N/ DEPART MENT	FILE NUMB ER	FILE NAM E	NUMBER OF PAGES		Y E A R
				N P	CP	

- ii. The Agency will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.
- iii. Once all documents are verified by the concerned division, all paper documents will be returned in their original form to the concerned department.

(d) Post Scanning

- i. After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department.
- ii. Each page shall be serially arranged and shall be counted while giving the documents back to the department.
- iii. Version Control mechanism should be allowed. Version control has to be done in case of addendum to the pre-existing digitized file.

(e) Storage and Backup

- i. A folder structure/ configuration management policy has to be followed while

storing the digitized data in the hard disk and/ or central storage.

- ii. Nomenclature of the digitized file should be discussed with the End User Department.
- iii. The Agency shall use standard methodology for Scanning & digitization and archiving so

that in future, any Service Provider can access the archival database.

IV. ELIGIBILITY CRITERIA

SR. NO.	MINIMUM ELIGIBILITY CRITERIA	SUPPORTING DOCUMENT		
1	The Bidder should be a company registered under Companies Act, 1956/2013 and in existence for at least 3 Years.	Photocopy of Certificate of incorporation		
2	The Bidder should have served at least 5 organizations of repute, preferably experience in IT/ Telecom Sector.	Photocopies of proof		
3	The Bidder should have a minimum average annual turnover of Rs. 50 lakhs during the last financial years from 2018-19 to 2020-2021 This must be individual company turnover and not that of any group of companies.	Self-Certified copies of the audited Balance sheet and profit & loss statement for the last 3 completed financial years (2018-19, 2019-20, 2020-21*) with adequate section duly marked & tagged. *Unaudited financial statements with Self-Declaration on company letterhead for year 2020-21 is also acceptable.		
		2018-19	2019-20	2020-21
4	Turnover declaration in INR			
5	The bidder has never have been blacklisted/barred/disqualified by any regulator/statutory body or any PSU or any Company/State Government/Central Government	Self-Declaration/ Declaration. If found blacklisted at the latest stage, he/they will removed from panel forthwith.		
6	The bidder should have PAN & GSTIN	Self-Declaration with addresses Self-Declaration Copies		

Note: Please enclose the proof in support of the above (except Self-Declaration), failing which the NIQ will not be considered and summarily rejected.

V. Basic Terms and Conditions

a. Service Provider Obligations

- i. The Agency shall be required to install and maintain adequate IT infrastructures of hardware etc. such as computers, scanners, ups, network setup etc. at his own cost.
- ii. All the scanned and digitized data and documents shall be the property of NIXI and Agency shall have no right, title or interest in it. NIXI shall have the exclusive right to use it anywhere and in any manner.
- iii. The Agency shall ensure that all information, data and or documents given to them by NIXI are kept confidential. The entire work of scanning/ digitization/ repairing of old records are entrusted to the Agency under trust and hence any leakage of information or passing of the information for any commercial purpose/exploitation or any other purpose whatsoever shall amount to committing an offence of stealing and criminal breach of trust liable for criminal prosecution.
- iv. No documents shall be allowed to be taken or transmitted outside NIXI premises without written permission from NIXI, in any manner whatsoever. Proper confidentiality will be maintained by selected agency and workers deployed by them for NIXI records management being scanned & digitized. No employee of the Agency shall share any documents or information relating to it to any outside unauthorized person. Violation of the will render immediate termination of contract and no payments will be made to the Agency. The Agency shall be wholly responsible in case of failure and will be liable to be prosecuted under the jurisdiction of the local court.
- v. The Agency shall be principal employer for all the worker, laborer, out sourced persons and such persons shall not have any right to claim, any right of employment or contract with NIXI.
- vi. The Agency shall obtain prior permission from NIXI to work on holidays or on off officehours/ odd hours.
- vii. All consumables required in digitization process shall viz. SS pins, tapes, print-out,cartridges etc. shall be provided by the Agency.

b. NIXI's Obligations

- i. NIXI shall provide adequate space, electric supply point, working table and access to the authorized personnel of the Service Provider to work in the specified area for scanning & digitization facility. NIXI shall also nominate a Nodal officer from its organization to coordinate with the Agency to set up the digitization facility.
- ii. NIXI shall nominate officer (department/unit/cell wise) who will hand over the records to be digitized to the authorized person of the Agency and also take

back the same.

- iii. NIXI will verify the work performed during the day by their nodal officer and all such “**Daily Worksheets**” and all such work sheets will be jointly signed by the nodal officer of NIXI and the representative of agency. These worksheets shall be preserved by both and at the time of raising the bill/ invoice these worksheets shall be enclosed.
- iv. NIXI shall nominate officer (department/unit/cell wise) to receive and verify the quality and quantity of the digitized records. Such officers may be authorized to verify Agency’s invoices / bills / claims and to issue receipts certificate (CRC) to enable the payment to the Agency.

c. Other Requirements

- i. The Agency shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by buyer, out of Buyer premises without prior written permission from NIXI.
- ii. The Agency acknowledges that NIXI’s business data and other NIXI’s proprietary information or materials, whether developed by buyer’s or being used by NIXI pursuant to a license agreement with a third party (the foregoing collectively referred to herein as “proprietary information”) are confidential and proprietary to NIXI; and the agency agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which care shall not be less than that used by the agency to protect its own proprietary information. The Agency recognizes that the goodwill of NIXI depends, among other things, upon Agency keeping such proprietary information confidential and that unauthorized disclosure of the same by the Agency could damage NIXI and by that reason of Agency’s duties hereunder. The Agency may come into possession of such proprietary information, even though the Agency does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto to employees with a need to such access to perform the services required by this agreement. The Agency shall use such information only for the purpose of performing the said services.
- iii. The Agency shall, upon termination of this agreement for any reason, or upon demand by buyer, whichever is earliest, return any and all information provided to the Agency by buyer, including any copies or reproductions, both hardcopy and electronic.
- iv. Ownership and retention of Documents: NIXI shall own the documents, prepared by or for the Agency arising out of or in connection with this contract. Forthwith upon expiry or earlier termination of this contract and at any other time on demand by NIXI, the Agency shall deliver to buyer all documents provided by or originating from NIXI and all documents produced by or from or for the Agency in the course of performing the Services, unless otherwise directed in writing by buyer at no additional cost. The Agency shall not, without the prior written consent of NIXI store, copy, distribute or retain any such Documents.
- v. The rate of delivery will be as opted by the NIXI during the time of purchase of service.

Payment Terms

- The payment will be made on completion of the work as per approved rates for the work done satisfactory completion of work and no advance payment in this regard will be entertained.
- The tax invoice to be submitted in the name of NIXI in duplicate mentioning Agency's and NIXI's GST along with along with PAN and RTGS details.

1) **Work Order Cancellation**

NIXI reserves its right to cancel the order in the event of one or more of the following situations that are not occasioned due to reasons solely and directly attributable to NIXI along:-

- Serious discrepancy observed during performance as per the scope of project.
- If the bidder makes any statement or encloses any form which turns out to be false, incorrect and / or misleading or information submitted by the Bidder turns out to be incorrect and / or conceals or suppresses material information.

In case of order cancellation, any payments made by NIXI to the Agency would necessarily have to be returned to NIXI with interest @15% from the date of each such payment. Further, the bidder would also be required to compensate NIXI for any direct loss incurred by NIXI due to the cancellation of the contract and any additional expenditure to be incurred by NIXI to appoint any other Bidder.

Pre- Qualification Criteria

The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and **upload all the satisfactory documentary evidence in support, failing which their bid may be rejected:**

- i) Bidder shall be an Indian Company / firm in Delhi/NCR.
- ii) Bidder should have completed at least one similar work not having value less than Rs.1.00 lakh or two similar works not having value less than Rs.50,000/- during the last one year in any reputed organizations.
- iii) Bidder should have valid GST Registration No.
- iv) The bidder must not have been blacklisted by any Central Govt. / Ministries & Departments and CPSEs in India during the last 3 years and at the time of submission of bid.

VI. General Terms & Conditions

1. All the scanned copies of the documents submitted must be attested by an authorized representative of the Agency with stamp of the Company.
2. Bidder, before submitting quotations, should clearly understand NIXI's requirements and in case any information/clarification is required, he /she may contact NIXI office during working days (Monday to Friday between 09.30 a.m to 5.30 p.m). It may be noted that no clarification/information, after closure of the last date of receipt of quotation, would be entertained.
3. No further discussion/ interface will be granted to Bidders whose bids have been disqualified. NIXI reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.

4. NIXI will not entertain any claim of any nature, whatsoever, including without limitations,

any claim seeking expenses in relation to the preparation of Bids or any other expense till award of contract.

5. In respect of start-up firm / agency (as per Govt notification) eligibility criteria for Prior Turn over and Prior Experience will be considered for relaxation subject to meeting of quality and technical specifications as per notified Govt. guidelines.
6. All rates and amount shall be written both in figures and words without any cutting / over-writing and shall be indicated in Indian rupees only.
7. The rates (in rupees) quoted, should clearly specify the basic price and the GST etc.
8. The validity period for the NIQ will be 60 days from the date of opening of Bids.
9. The Bids shall be opened by NIXI on any date after the last date fixed for Bid receipt, as specified in Invitation of Bids or in the case any extension has been given thereto, after the extended Bid submission date notified to all Bidders.
10. Bid evaluation shall be made on the basis of least evaluated cost and meeting requirements of NIXI.
11. NIXI does not bind itself just to accept the lowest financial bid and reserves the right to accept or reject any or all bids without assigning any reason and to accept the quotations in part and not in its entirety.
12. The Owner reserves the right, to accept any bid (not necessarily the bid having lowest bid prices) or to reject any or all bids or to cancel / withdraw the invitation to bid or to annul the bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision by the Owner shall not be subject to question by any Bidder and the Owner shall bear no liability whatsoever consequent upon such a decision nor shall he have any obligation to inform the affected Bidder or Bidders of the grounds for the Owner's action.
13. NIXI will evaluate and compare the bids based on the information asked in the quotations document vis- à-vis documents submitted by the bidder.
14. Arithmetical errors will be corrected on the following basis:
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - b. If there is a discrepancy between the amounts in Words and Figures, the amount in Words will prevail. If the Bidder does not accept the correction of the errors as above, the Bid will be rejected and the amount of Bid Security will be forfeited.
 - c. Sub-letting of contract is not allowed, after award of work order. If any such matter comes to NIXI notice, the contract will be cancelled and agency is liable to be banned from doing any business with NIXI.

- d. NIXI can withdraw / terminate the contract at any time on account of any reason or in case the services are not found satisfactory with one month's notice.

- e. The quotations submitted by bidders shall become the property of NIXI and NIXI shall have no obligation to return the same to the bidders.
 - f. Canvassing in connection with the bids in any shape/way/form is strictly prohibited and bids submitted by such bidders who resort to canvassing shall be liable for rejection by NIXI without prejudice.
 - g. If a bidder deliberately/knowingly provides wrong / false information /credentials / documents in support, NIXI reserves the right to terminate/rescind the contract at anystage, if any, NIXI will take action as may be deemed fit.
15. The bidder must fulfil the above eligibility criteria conditions. Bidders not fulfilling the prequalification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
16. Each bidder shall submit only one bid. In case a bidder submits more than one bid, NIXI is liable to ignore / summarily reject all or any of such bids.
17. NIXI reserves the right to verify / confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned clauses of eligibility criteria.
18. The bid shall be deemed to have been submitted after careful study and examination of this document. The bid should be precise, complete and in the prescribed format as per the requirement of NIXI. Failing to furnish all information or submission of a bid not responsive to this NIQ will be at the Bidder's risk and may result in rejection of the bid.
19. The bidder's claiming to be MSME and / or MSME-SC/ST/Women and / or Start Ups and / or Domestically Manufactured Producer under Make in India initiatives etc., the relaxations and concessions as per Government of India notifications / instructions / guidelines issued from time to time and as adopted / allowed by NIXI are allowed to same subject to production of requisite documents / proofs etc.
20. If the quotation submission / opening day happens to be holiday for any reason, the same time and place on the next working day shall be considered as the quotations submission/opening day.
21. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent officers, director, employee or servant or any one on his or their behalf in relation to the obtaining or to the execution of this or any other Contract with the Owner, shall in addition to an criminal liability which it may incur, subject the Contractor to the cancellation of this and all other Contracts and also to payment of any loss or damage to the Owner resulting from any cancellation. The Owner shall then be entitled to deduct the amount so payable from any monies otherwise due to Agency under the

Contract.

22. The submission of quotation will not place this office under any obligation to empanel you and no expenses incurred by you in this regard will be reimbursed by NIXI Ltd.
23. Any dispute(s) or difference(s) arising out of or in connection with the Contract shall, to the extent possible, be settled amicably between the parties.

24. Decision of Competent Authority, NIXI shall be final & binding on both the parties in respect of all matters of dispute arising out of this quotations and appointment of Arbitrator in case of any dispute not resolved amicably.

25. The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.

26. Liquidated damages

The services to be provided by the Agency should be as per the requirement of NIXI. If there is repeated deficiency in terms of service by the service provider, NIXI shall record the same and shall exercise its right to terminate the contract and award the work to other empaneled agency and will be penalized.

27. Confidentiality

The Bidder and subcontractors if any shall (whether or not he submits the quotations) treat the details of the documents as secret and confidential. The Successful Bidder shall execute separate Non-Disclosure Agreement (NDA) with NIXI. The format of NDA will be provided by NIXI to the successful bidder along with the work order.

28. Intellectual Property Rights

All rights, title and interest of NIXI in and to the trade names, trademark, service marks, logos, products, copy rights and other intellectual property rights shall remain the exclusive property of NIXI and Agency shall not be entitled to use the same without the express prior written consent of NIXI. Nothing in contract including any discoveries, improvements or inventions made upon with/by the use of the Agency or its respectively employed resources pursuant to contract shall neither vest nor shall be construed so that to vest any proprietary rights to the Agency. Notwithstanding, anything contained in Contract, this clause shall survive indefinitely, even after termination of this Purchase Order.

29. Fraud Prevention

The bidder shall provide the certificate mentioning that they would adhere to the policy for prevention of frauds in NIXI and not indulge or allow anybody else working in their organization to indulge in fraudulent activities and would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice. In case of failure to do so, the Company may debar them from current/future transactions.

FINANCIAL BID FORMAT FOR SCANNING, DIGITISATION & BACKUP STORAGE

The rate should be quoted per item of work as indicated below:

S. No.	Description of Service	Qty	Amount per page (Rs/page) „A”	GST (in Rs) „B”	Total Amount (in Rs.) (A+B)
Scanning, Digitisation & Backup Storage Services <i>[Rates quoted should be inclusive of all viz. service charges, logistic charges, manpower etc.]</i>					
1.	Per Page [A-4 & Legal Size] scanning including manpower, scanner, computer and indexing of the file and folders on 300 dpi.	4 lakhs pages approx .			
2.	Per Page [Custom Size] scanning including manpower, scanner, computer and indexing of the file and folders on 300 dpi.				
<u>AMOUNT IN WORDS</u>		y			

NOTE:

1. The above work includes the un-tagging and opening of files and re-tagging of files and putting everything intact and in order.
2. The files shall be taken from the concerned department after counting of pages and returning back in the same way.
3. The party has to ensure that during the process of scanning and digitization, the documents /papers are not damaged. If at the time of receipts, if the file, documents and papers are damaged, it should be properly recorded on handing over and taken over.
4. After the completion of the work, all papers are put up back in the file and handed over to concerned division.
5. The “Scope of Work” shall be seen while filling up the financial bid.

Date:.....

Place:.....

Signature.....

Name.....

Official Stamp/ Seal.....

UNDERTAKING

(to be furnished on Quotationser"s letterhead)

I/We _____ (name of the Agency with address) _____ giving an undertaking that our firm has never been banned / blacklisted by any Government Department / Ministries / CPSEs during last 5 years.

Signature of the Bidder: _____

Seal & Stamp of the Agency/Bidder: _____

Place: _____

Date: _____

Bid Securing Declaration
Form

ANNEXURE-III

Date: -----_

Quotation No.-----

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am I/We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the quotation, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

(i) fail or reuse to execute the contract, if required, or

(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/we understand this **Bid Securing Declaration** shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

(i) the receipt of your notification of the name of the successful Bidder; or

(ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

Name:

Capacity:

On behalf of (insert complete name of Bidder)

Dated on----- day of-----

(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

CONFIDENTIALITY DECLARATION

I/We, the undersigned, do hereby declare and confirm that I am aware that I have been assigned to render certain services (the "Services") for the Office of the National Internet Exchange of India (NIXI) in connection with the Agreement, dated ____2017, between NIXI and me/ us____(Full name of the Contractor).

In connection therewith, I hereby undertake and agree as follows:

1. Certain Definitions

- (a) "Confidential Information" means any data, documents, materials or other information disclosed to me in connection with the Services, in any form whatsoever, whether orally, visually, in writing or otherwise (including in computerized or electronic form).
- (b) "Permitted Purpose" means the use of the Confidential Information to perform the Services.

2. The Contractor's Confidentiality Obligations

- (a) I understand that the Contractor is subject to confidentiality obligations pursuant to the Contract.
- (b) I have read and understand Clause XIX of quotations document of NIXI, which will be strictly adhered to.

3. Undertakings

- (a) I undertake to conduct myself and render services with a view to ensuring full compliance by the Contractor in view of the Clause XIX. In case of any doubt, I shall consult with NIXI or their nodal officer for their advice.
- (b) I shall:
 - (i) use the same care and discretion to avoid disclosure, publication or dissemination of the Confidential Information as I use with my own similar information that I do not wish to disclose, publish or disseminate; and,
 - (ii) use the Confidential Information solely for the Permitted Purpose.
- (c) Upon the request NIXI, or upon the termination or expiry of my/ our contract, I/ we shall immediately return NIXI all Confidential Information disclosed to me/ us or to which I/we had access during or as a result of the performance of the Services, together with all copies thereof. I/ we further undertake that no information (as per Clause XIX), or documents or stored in the memory shall be disclosed to anyone or misused in any way.

Date: Place:

SIGN

ED: _____

Na

me:
