

NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES
SRI AUBORINDO MARG, NEW DELHI – 30

TENDER NOTICE

Ref. No. NITRD/Ten./2017-18/18

Sealed tenders in two separate bids **a) Technical bid, b) Financial bid** are invited from reputed Manufacturers/ authorized dealers/ firms/ Agency etc. for the following items/ services*. **The Tender document would be available from cashier on payment of Rs.500/- (non-refundable) in cash** for each item from **23.02.2018 to 15.03.2018** between **10.00 am to 3.00 pm** on all working days and **upto 12.00 noon on Saturdays**. Downloaded tender documents are accepted subject to payment of cost of tender document i.e. Rs.500.00 (non-refundable). The bidder may pay the cost of downloaded tender document by way of Crossed Demand Draft or by cash at the counter in the Accounts Section and proof of payment (receipt) to be enclosed with the tender document at the time of submission of the bids. The tender should be deposited in the Procurement Cell **by 10.30 am on 16.03.2018** along with requisite **EMD** as mentioned in tender document. The tenders will be **opened at 11.00 a.m. on 16.03.2018** in **Room No. 215 of OPD Building**. One representative of the bidder in possession of admit card as in tender can attend the tender opening.

Sr. No.	Name of Items
1.	Blood Collection Tubes.
2.	Scanning and Digitisation of Official Records* .

The Information regarding this Tender Notice is also available on Institute's Web-site <http://www.nitrd.nic.in>.

(Director)

Note: - This tender document has contains 16 pages including tender notice.

National Institute of Tuberculosis and Respiratory Diseases
(Autonomous Institute under the Ministry of Health and Family Welfare, Govt. of India)
Sri Aurobindo Marg, (Near Qutub Minar) New Delhi – 110 030.

INSTRUCTIONS TO TENDERERS REGARDING MODE OF BID AND EMD

1. **Bidders submitting tenders would be considered to have considered and accepted all the terms and conditions in the tender document. Any conditions given by the bidder would be taken as null and void.**
2. The tender will be on a **two bid system** comprising of :-
 - i. **Technical Bid** containing all the technical specifications and other tender requirement as per tender document **except** the proforma Invoice/ Price.
 - ii. The tender will be on a two bid system 1) **Technical Bid** 2) **Financial Bid**. Technical bid is to be submitted in duplicate.
 - iii. **Financial bid** containing the Proforma Invoice and the other details of financial needs only.
 - (i) **EMD amount Rs.60000/-** should be enclosed for the tender to be considered for evaluation EMD should be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. Tender without EMD would be rejected. EMD already lying with the National Institute of any previous tender/quotation etc. will not be considered for this tender. EMD to be drawn in favor of **DIRECTOR, NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES.**
 - iv. **EMD will be forfeited :-**
 - (i) In case of non supply after placing of the order.
 - (ii) In case of willful suppression/ submission of wrong information.
 - v. **EMD, if submitted with validity of three (3) months would have to be revalidated as required for the bidder to be considered for the tender.**
3. Please ensure that the E.M.D., Technical Bid, Financial Bid is submitted in three different envelopes and these should be put in an outer envelope super scribed with quotation no., Date of opening and item name. If exemption of E.M.D is claimed as per Govt. rules proof may given clearly.
4. Bidder must write the name of item quoted for and the tender number / date on the bid envelope without which the tender will be rejected. All clarifications will be asked by FAX and bidder should respond on **FAX No.011-26511793.**
5. **Bidder to provide Fax Number in case of any clarification is required as the normal response time in these cases would be of Five Days.**
6. **If any of the information is found to be incorrect at any stage, the contract/ tender may be cancelled with forfeiture of EMD and Penalty as decided by the Competent Authority.**
7. After Technical Evaluation Committee (TEC), Tender Opening Committee (TOC) opens the financial bids in presence of the firms' representative, then the Standing Purchase Committee (SPC)/ Higher Purchase Committee (HPC) decides the L1 acceptable firm.

**National Institute of Tuberculosis and Respiratory Diseases
Sri Aurobindo Marg, (Near Qutub Minar) New Delhi – 110 030.**

- 1) This tender is open to the manufacturers or their authorized dealers of the item in the schedule attached (**Annexure – ‘A’**) as per the terms and conditions given below.
- 2) The tender may be deposited at the tender box in the procurement cell on **16.03.2018 by 10.30 am**. In case sent by courier/post it would be the responsibility of the bidder that it reaches the institute diary by the due date. The offers submitted through Telex/Telegram/Fax/Email or any manner other than specified above will not be considered.
- 3) The tender will be on a two bid system 1) **Technical Bid** 2) **Financial Bid** .Please ensure that the E.M.D. (as per instructions given below), Technical Bid, Financial Bid is submitted in three different envelops and these should be put in an outer envelope super scribed with tender no. Date of opening and item name. If EMD is not submitted then the technical bid will not be considered. If exemption of E.M.D is claimed as per Govt. rules proof may given clearly in favor of the firm and must be enclosed in the envelop for EMD The Financial bid will be opened of the firms which qualify technically.
- 4) The validity of bid will be **One Year** from date of opening and the rates will be valid for **1 year** from the date of opening of tender subject to the terms and conditions mentioned below.
- 5) **Earnest money of Rs.60000/-** is to be deposited, in shape of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form in favor of Director, NATIONAL INSTITUTE OF TB & RESPIRATORY DISEASES, NEW DELHI-110030. This must be attached with the quotation without which tender quotation **WILL BE SUMMARILY REJECTED. Any EMD previously deposited with the institute cannot be considered for this item**
- 6) Offer with any price variation clause will not be accepted.
- 7) The Institute shall be entitled to reject the goods/stores or such portion thereof as may be discovered not to conform to the best quality of materials and workmanship/description of the stores/good required. On such rejection, the goods/stores will at seller's risk and the vendor shall, if called upon to do so, replace within a period of 30 days or such further period as may be extended from time to time by the Institute at its discretion, on an application made thereof by the vendor, the goods/stores on such portion thereof as rejected by the Institute. Otherwise the vendor shall pay to the Institute such damages as may arise by reasons of breach of the above conditions. Nothing herein contained shall prejudice any other right of the Institute in that behalf.
- 8) Institute reserves the right to get delivery in a single lot or in a phased manner as per schedule in the supply order.
- 9) **Special Conditions:-**
 - i) An affidavit as per Annexure - "III" should accompany the tender (Specimen copy enclosed.)
 - ii) Proof of purchase of tender to be enclosed.
 - iii) The Director Reserves all rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
 - iv) This tender form is not transferable.

- v) The offer should be legibly typed.
- vi) Tender will not be considered unless and until all documents are properly signed.
- vii) The tender is liable to be ignored if complete information is not given therein.
- viii) All corrections must be signed, by the tenderers in full.
- ix) Offers with any price variation clause shall not be accepted.
- x) Any conditional tender or any deviation from the terms and conditions of the tender notice shall render the tender liable to rejection.
- xi) Conditional tender qualified by such vague and indefinite expressions such as subject to, immediate acceptable, subject to prior sale 'shall' not be considered.
- xii) **Firm should submit a certificate that it is not supplying the item at a rate lower than what it has quoted in this tender to any other Govt./Semi Govt./Autonomous organization.**
- xiii) PAN No. of Bidder:- In case of sole proprietor to be accompanied by proof in form of certificate by C.A. that the firm is sole proprietor.
- xiv) **Photocopy of G.S.T. Registration Number.**

10 ***Bidders are required to give the following details for payment through NEFT/RTGS.***

1. ***Beneficiary Name***
2. ***Beneficiary Address***
3. ***Beneficiary Account Number.***
4. ***Beneficiary Bank Name and Branch.***
5. ***Beneficiary IFSC Code.***

11. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

12. **JURISDICTION :-**

The courts at Delhi alone will have jurisdiction to try any matter dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Delhi Courts shall have jurisdiction in the matter.

DIRECTOR
National Institute of TB and Respiratory Diseases

SPECIAL TERMS & CONDITIONS

A. INTRODUCTION

1. Sealed Tenders are invited for Scanning and digitizing of the records of The Medical Records Department of National Institute of TB & Respiratory Diseases (NITRD), New Delhi on actual work basis of Medical Records Department for a period of two years, extendable up to another one year.
2. The tenderer shall scan and digitize the record using the state of the art equipment at The Medical Records Department of NITRD, New Delhi in the space made available to the tenderer for this purpose. The confidentiality of Medical records should not be breached at any point of time during this process.
3. The representatives of interested firms (tenderer) can inspect the records kept in the Record Room and also the place to be provided for scanning after contacting, Incharge, Record Room, during working hours of the hospital.
4. The tenderer must own scanning/digitizing machine(s) which they will have to install and operate at The Medical Records Department of NITRD, New Delhi.
5. The tenderer must have at least two years prior experience of having scanned, digitized, indexed for documents and must provide proof for this for atleast 2 similar large organisations.
6. The tenderer must have annual turnover of not less than 50 lakh rupees in each of the past two financial years and the CA Certified balance sheet of the relevant period shall have to be provided. The tenderer shall indicate separately for each of the past two financial years, turnover, if any, from scanning and /or digitisation. The tenderer(s) will submit a certificate from their Chartered Accountant, certifying this.
7. The estimated quantum of work for digitizing and scanning of existing records amounts to approx. 16 Lakhs pages and two lakhs pages per year for The Medical Records Department of NITRD, New Delhi. In additions , it is estimated that approx. two lakh pages will require scanning and digitization each year for the next two years.
8. The Medical Records Department of NITRD, New Delhi will provide the files to the authorised representative of the tenderer, supervising the Scanning/ digitizing work, on week to week basis under proper receipt and it will be the responsibility of the tenderer to accomplish the task of scanning/ digitization after following all the process, namely Unbundling, Rebundling, Super Indexing, Scanning / digitizing, Splitting and Merger, Page numbering, Storing, Retrieval, etc. It will be the responsibility of the tenderer to return the file to MRD staff under acknowledgement in the same shape and condition in which it was taken.
9. Imparting of adequate training to the staff of The Administration and The Medical Records Department of NITRD, New Delhi for (1) archival (scanning and storing) (2) retrieval and printing.
10. Full maintenance and support for one year after the completion of the work.
11. Software developed by the tenderer should ensure seamless integration with the existing workflow based system by the tenderer with the PACS or any other database which the The Medical Records Department of NITRD, New Delhi may adopt in future. The software to be used by the tenderer for day to day work should not require The Medical Records Department of NITRD, New Delhi to install any commercial/non-open source technology software in the servers/computers of The Medical Records Department of NITRD, New Delhi.
12. The workflow of scanning cell (where scanning activity by the tenderer will be carried out) will be formulated and finalised by The Medical Records Department of NITRD, New Delhi so as to make it in synchronisation with functioning of other concerned sections.

13. The output of scanning/digitization will be verified by authorised officers of Computer Section and The Medical Records Department of NITRD, New Delhi on the basis of all the technical parameters of this tender including the economy of disk storage of the output.
14. The tenderer will ensure that the documents/files handed over to it are kept in proper condition and no document gets soiled /lost/trimmed/damaged/misplaced
15. Complete secrecy and confidentiality is required to be maintained by the tenderer and his employees.
16. The tenderer shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy without the written permission of the competent authority and the scanning/digitizing work has to be carried out in The Medical Records Department of NITRD, New Delhi premises itself. The tenderer has to develop the software specific to The Medical Records Department of NITRD, New Delhi needs, with digital signature facilities, which may be used when required.

B. SCOPE OF SCANNING AND DIGITIZATION WORK:

Space for scanning and digitization alongwith electricity will be provided by The Medical Records Department of NITRD, New Delhi.

17. The DMS should have the following features:-
 - a. At least 25 concurrent user over the internet / intranet.
 - b. Meta data creation using comprehensive data entry templates should be possible.
 - c. Allowing creation of users & user groups.
 - d. DMS should be Unicode compatible.
 - e. DMS should allow multiple user access level and authorization of users depending on roles.
 - f. DMS should provide comprehensive statistics to evaluate the usage of digital repository.
 - g. Single interface search for faster access.
 - h. Allows customization to provide for organizational needs.
 - i. It should provide facility to append additional data i.e. new scanned image to files already scanned in databases which would be scanned further in future. It should add such new documents with proper indexing in correct sequence as defined by MRD section, NITRD, New Delhi.
 - j. User friendly interface.
 - k. Documents of any format like MS Office, XML, Tiff, JPEG, PDF, PDF/A, etc. should be supported.
18. Scanners must have minimum scanning speed of more than 100 pages per minute (PPM) and minimum resolution of 300 dots per inch (dpi) or more.
19. The scanners should be duplex and capable of handling fragile, old, delicate documents which may also be stapled.
20. Scanning and Digitization of existing Medical Records (15 Lakhs pages), Medical Records for next two years (2 lakhs pages per year) and approx. 1 lakhs pages for Administration files.
21. The representatives of the tenderer shall prepare each file/case record before starting scanning, indexing (about 20 fields) Archiving (Scanning and Storing PDF /A format) and Retrieval. The indexing / Meta Data would include Name, Sex, Age, Address, Phone No. UHID No., MLC No. (wherever applicable), Date of Admission, Department, Unit Consultant Name, Final Diagnosis, Date of Discharge, Operation & Disease coding as per ICD-10 classification.

22. Scanning and storing the data in scanned form with mirroring facility and one additional back-up on hard disk drive. The scanning of a particular page of the medical record whether to be done in mono (line art), grey scale or color will be as required and confirmed by the authorised officers of The Medical Records Department of NITRD, New Delhi. The page size for scanning may vary from legal/A3/A4/A5 and various other sizes is 9"x 11", 10.5" x 16", 11.5" x 17", 15" x 20"etc. However, 95% of pages shall be A4 size.
23. Handing over the stored scanned data on appropriate electronic media to The Medical Records Department of NITRD, New Delhi and transferring the stored digitized data on the Hard Disk/SAN Storage of The Medical Records Department of NITRD, New Delhi.
24. The output of scanning & digitisation will have to be posted to D Space DMS (Document Management System) by the tenderer as per the meta-data to be updated by The Medical Records Department of NITRD, New Delhi from time to time.
25. The PDF/A output should also accompany XML output simultaneously with PDF/A and during porting the same to storage of The Medical Records Department of NITRD, New Delhi. (Details regarding PDF are given vide point no. 27)
26. The process by which the tenderer will scan/digitize the medical records will include in batches the following:
 - a. Authorized representative of tenderer will receive files from staff of the The Medical Records Department of NITRD, New Delhi under proper receipt.
 - b. Prepare the files for scanning/digitization after the removal of tags, pins, dust, etc.
 - c. Check the numbering of each document/case sheet before its scanning and digitize each document of file and the data is to be stored by way of images in Portable Document Format PDF/A with adequate resolutions. The images so stored in the database should be properly indexed as per the requirements of The Medical Records Department of NITRD, New Delhi and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non-editable form. Below are the mandatory specifications of required PDF/A File format (vide point no.27).
 - d. Files shall be returned to the authorized representative of The Medical Records Department of NITRD, New Delhi against proper receipt.
27. The Portable Document Format's (PDF's) should comply with the following specifications:
 - a. PDF/A format (ISO 19005-1:2005)
 - b. The compressed PDF files created for viewing should also be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG/PDF file format) for mono/color/grey scale images retaining searchability, good view and print quality. Should be linearized PDF (as defined by PDF reference manual (ISO 3200- 1:2008) to ensure faster web viewing.
 - c. Automated Meta data insertion in the PDF files- Metadata available in spread sheet or text file should be inserted into the PDF file in a single step during the creation of the PDF file itself. The metadata inserted inside the PDF should conform to the XMP specification for storing rich metadata. This will enable any content management system that supports XMP to import this metadata as indexes.
 - d. Indexing the stored digitized data for easier search and retrieval as mentioned vide point no.21 earlier.
 - e. Apart from above functionalities, tenderer should have readily available security provision for below mentioned functionalities. Security features for the required output PDFs should include the following to be applied to PDFs in a single step while creating the PDF files:
 - i. Password protected.
 - ii. Certificate protected.
 - iii. FIPS-140 compliant AES-256 encryption.

- iv. Policy-protected- it should be possible to apply persistent and dynamic policies that help maintain confidentiality and control use of PDFs even when these PDFs go out of DMS. The Medical Records Department of NITRD, New Delhi should be able to change usage rights for a PDF, even after the file is distributed to users outside the DMS. The Medical Records Department of NITRD, New Delhi should be able to create a short-term offline access to PDF by adding an expiration date after which the document can no longer be opened even when it is outside the DMS. This will enable online leasing of these PDF files for research and academic activities.
 - v. These PDF files should be easily searchable on metadata using standard pdf viewer search facility on the local computer.
 - vi. Index the stored scanned data with following indexing parameters: - Name, Address, CR No., UHID No., MLC No. (wherever applicable), Date of Admission, Operation/procedure done, Discharge/Death summary, Date of discharge/ death/LAMA.
28. The database created by the tenderer shall be retrievable
 - a. The hyper linking of the data should be done with the bookmarking for the faster retrieval of relevant information
 - b. Indexing of scanned files and existing files in softcopies along with that metadata entry should be done before uploading to Document Management System (DMS)
 - c. The system should allow scaling at any point in future
 - d. It should support a).Digital Signature b) Time Stamping c) Retime Stamping and d) Encryption
 - e. It should be Module system, designed using Microsoft. NET Framework platform
 - f. It should be XML signature complaint
 29. Multipage PDF/A output should be possible to be extracted for a particular document or the whole case from the storage-retrieval software being used by the tenderer and Dspace DMS to be implemented for The Medical Records Department of NITRD, New Delhi.
 30. In case the tenderer finds any original document, which is in a very bad condition, it will make its best efforts to take out better print (either by typing on separate sheet of paper or taking out a better photocopy thereof) and then put the said data in the relevant data base. The original papers shall however be retained in the main file. All Scanned/digitized files will be stamped and duly signed by the tenderer indicating that the " FILE IS SCANNED/DIGITIZED AND DULY RECONSTRUCTED" and the tenderer will be fully responsible for any loss/damage of any document. The same is to be verified by the user on file.
 31. The authorised representatives of the tenderer after successfully storing the data on their own computer shall transfer the same on the computer/server/SAN storage to be provided by MRD Section/ Computer Section along with the documentation, technical and user manual. However, the tenderer shall be fully responsible for the proper archiving, storing and retrieval of the scanned/digitized data for a minimum period of one year after completion of his work. Tenderer shall mention the configuration and the number of computers and other hardware for archival and retrieval of digitized data, including back up required for this purpose.
 32. At the end of every quarter the tenderer will hand over the complete scanned/digitized data to The Medical Records Department of NITRD, New Delhi - one copy on computer system/server and two copies on USB HDD. If it is found at any time that the Scanning/digitizing, indexing, storing or retrievable has not been done in accordance with the agreed terms and conditions, The Medical Records Department of NITRD, New Delhi shall be entitled to withhold further payment of the Tenderer and forfeit of the Bank Guarantee. The tenderer will be required to digitize minimum such number of pages as may be fixed by The Medical Records Department of NITRD, New Delhi from time to time.

33. The Company shall ensure that Archiving is in 'read only' mode, and that its scanning equipment and storage media are tamper-proof and shall not permit additions/ insertions/copying/ deletions / omissions / alterations in the scanned and stored data. The equipment's installed in The Medical Records Department of NITRD, New Delhi shall be used exclusively for the purpose of scanning, storing, retrieving and web hosting the data of The Medical Records Department of NITRD, New Delhi and no for other purpose. The Company shall generate (comma-separatedvalue) based csv file containing tagged / indexed key fields.
34. Coding & Diagnostic Indexing of document is to be done by manpower of the said agency in the existing pattern followed by the hospital (**as per ICD-10 coding books of WHO**). The coder should be appointed by the said firm after he /she is interviewed by the MRD authorities.
35. The tenderer has to develop and supply two copies each of the software products alongwith the source code. The software should be in open source technologies and run on ubuntu linux.
36. The tenderer using the integrated software for scanning/digitising and document management or any other similar programme shall provide its licence to The Medical Records Department of NITRD, New Delhi. The software module should have multiple access with security features, with facility for updation of information etc.
37. The Medical Records Department of NITRD, New Delhi will have copyright on the product, format, concept layout and design. The Medical Records Department of NITRD, New Delhi will have exclusive rights to use it anywhere, in any manner.
38. It shall be the duty of the tenderer to have the licensed software updated from time to time and provide all possible assistance/help during the scanning/digitization work.
39. On the completion of the work, the tenderer shall hand over the latest licenced updated software and also the database to The Medical Records Department of NITRD, New Delhi which shall become the property of The Medical Records Department of NITRD, New Delhi for all intents and purposes.
40. Licensed copy of the application software and database design as may be developed by the tenderer or his/her employees for and during execution of the work shall vest in The Medical Records Department of NITRD, New Delhi and the tenderer shall execute necessary documents for the same and also get an assignment from its employees, in favour of The Medical Records Department of NITRD, New Delhi.
41. The successful tenderer shall compile and make an Instruction Manual for scanning/digitizing, storing and online retrieval operations and the same shall be provided to The Medical Records Department of NITRD, New Delhi for use of its staff for carrying out the operation of future scanning/digitizing and retrieval. The tenderer should have its own sufficient latest state of the art Scanners/Computers (with at least 100PPM or any other high end scanner of 100 PPM or more speed), other equipments/parts, sufficient infrastructure and qualified professionals in Delhi. Some documents may be in the forms of big sheets (9"x 11", 10.5" x 16", 11.5" x 17", 15" x 20"). Arrangement of scanning for the same should also be made.

C. SCOPE OF WORK FOR CREATION OF INTERFACE WITH THE MEDICAL RECORDS DEPARTMENT of NITRD.

The tenderer shall be required to link five computers in the MEDICAL RECORDS DEPARTMENT and one computer in the SERVER ROOM through an interface so as to enable Medical Records Section to lease out records requisitioned by various sections as a read only option for a stipulated period of time to authorized users against a specified password. The tenderer shall also be required to train Medical Records Section Staff in this respect.

In future, Interface with H.I.S. software and e-office software required.

D. OTHER TERMS & CONDITIONS

1. The Tenderers are required to quote their lowest per page rates for scanning.
2. The Technical bid and EMD will be common for the tender. The financial bid will be submitted for The Medical Records Department of NITRD, New Delhi in a separate envelope superscribed with "MEDICAL RECORD DIGITIZATION".
3. Two separate sealed envelopes should be used for submitting (i) Technical Bid (ii) Financial bid of Annexure II including Annexure I (preformatted) and (iii) Earnest Money super scribing on respective envelopes (a) "TECHNICAL BID for scanning/digitizing work of the medical records (b) FINANCIAL BID ' for scanning/digitising of the Medical Records and (c) EARNEST MONEY DEPOSIT (Rs.60,000/-) (scanning/digitizing work of) The Medical Records Department of NITRD, New Delhi medical records. All the envelopes must be enclosed in a covering addressed by name to the undersigned so as to reach on or before **16.03.2018** upto **10.30 A.M.**, and the technical bid will be opened on **16.03.2018** at **11.00 A.M.** at **Room No. 215 of OPD Building** by a Committee of Officers constituted for the purpose in presence of such tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money Deposit may not be entertained. In the first instance, envelopes containing Earnest Money shall be opened and thereafter, the envelopes containing Technical bid shall be opened. The Financial Bids of the tenderer found suitable on evaluation of Technical bids, shall be opened subsequently on a date to be notified later on. In case, the tenderer is found not suitable in Technical Bid, his financial bid will not be opened.

NOTE:

A. The technical bid must include Annexure I, duly filled, and the financial bids must include Annexures II duly filled. Any bids not accompanied by the relevant annexures, duly filled, shall be summarily rejected.

4. If the tenderer is already doing the scanning/digitizing work on 'job work basis' in any Government department or in any reputed private firm, name, address and telephone number of the same may be mentioned.
5. The rates so quoted should be all inclusive. The available space and electricity will be provided by NITRD, free of charges for scanning and digitizing only.
6. The Rates offered should be valid for the duration of the contract.
7. Each tender should be accompanied with a Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form for Rs.60,000.00 (Rupees Sixty Thousand Only) as earnest money, drawn in favour of, "**The Director, National Institute of Tuberculosis and Respiratory Diseases, New Delhi**". This deposit will be refunded to the unsuccessful tenderers after finalisation of the RC without any interest.
8. The successful tenderer shall have to make security deposit of Rs.2,00,000.00 (Rupees Two Lacs Only) as Performance Based Guarantee (PBG) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form within a week of the receipt of the intimation of acceptance of their tender.
9. The Tenderers qualifying the eligibility criteria will be required to give a live demonstration of the work, site visit of storage facility, inspection of other clients (hospitals) where work is being done.
10. The tenderer shall have to arrange his/her own staff. The Medical Records Department of NITRD, New Delhi would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the staff of NITRD and the staff of the tenderer.

11. The Institute reserves the right to deny entry to any staff member of the tenderer, if so deemed appropriate by it.
12. No person engaged by the tenderer shall claim any right of employment-contractual or otherwise – with the Institute.
13. The tenderer will comply all Acts and /or Rules and Regulations framed by Government of N.C.T. Of Delhi or Government of India, ESI, EPFO etc relating to the work and employees and NITRD will not be answerable for the terms and conditions of employment of the staff engaged or the work undertaken by the tenderer.
14. The tenderer will ensure that the staff engaged is disciplined and maintains full decorum of the hospital. They must be in proper uniform and have valid identity card during working hours.
15. The hardware is to be installed by the tenderer, after it is approved by MRD, NITRD. Once it is installed it will not be allowed to be taken away by the tenderer, without express permission from the MRD, NITRD. The digitization software should be web enabled. The scanned/digitized record will be the property of NITRD. The tenderer shall have no right, title or interest in it and shall not use it in any manner.
16. In the NITRD premises, the successful tenderer shall undertake the job of scanning/digitizing only for the Institute.
17. The successful tenderer shall make arrangements for daily check up of the scanners at his own cost and shall keep all the scanners in perfect working condition at all times, so as to ensure smooth running of work. In case of failure of any scanner, the tenderer shall have to make alternative arrangement immediately so that the work does not suffer.
18. The DMS (scanning/digitizing) of documents shall not be stopped on any ground, whatsoever.
19. Continuance of the contract and payment of the work done shall be subject to evaluation of satisfactory performance by such officers as are nominated/authorized by the Director, NITRD for regular as well as random checking and further subject to the tenderer fulfilling all the terms and conditions of the contract. The contract may be cancelled at any time if the tenderer fails to fulfill the terms and conditions of the contract. The decision of the Director, NITRD, in this regard shall be final and binding. The tenderer shall be able to do the scanning/digitization work on all working days between 9:00 A.M. To 4 P.M. & 9:00 A.M. to 1:00P.M. on Saturdays. As and when required by the NITRD, the tenderer may also be allowed to work on holidays and odd hours to finish the work for which necessary permission in writing is to be obtained from the Competent Authority by the Tenderer from Director, NITRD.
20. The staff of MRD, NITRD will do random checking of the work being done by the tenderer and in the event of the tenderer not executing or completing the minimum decided volume of work, NITRD may impose a penalty at a rate of **Rs.0.10** per page per week and require the tenderer to clear the backlog in succeeding month in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the tenderer. **Penalty for delay in scanning @ Rs.0.10 per page shall be calculated on the basis of number of pages given for scanning upto a maximum of 4000 pages per week.** The penalty may be imposed for poor scanning, not scanning the required number of pages or in case the Tenderer stops, slows down or otherwise disrupts the work during the contractual period. Improper Scanning not conforming to guidelines provided or disappearance of any patient medical record file may result in debarring. The tenderer will ensure confidentiality of the documents handed over to it. If the confidentiality clause is breached it may result in debarring and/or cancellation of contract and/or revocation of the PBG and penal liability in the court of law.

21. The tenderer will ensure that the space provided to it by the NITRD is not misused in any manner.
22. Payment for scanning/digitization work done under the contract shall be made on monthly basis, subject to statutory and other deductions and penalties if any levied and damages, if any recoverable under the contract provided that the work has been done as per agreed terms and to the satisfaction of MRD, NITRD. The Tenderer will be responsible for liabilities of all kind including local and other taxes.
23. The payments of work done on number of pages will be calculated taking into consideration successful completion of all the parameters of those number of page i.e. Scanning, digitization, PDF/A, Digital signature enablement, D space porting, XML output, CSV etc. as per the terms and conditions.
24. Over-writing/over-typing or erasing of figures is not allowed and shall render the tender invalid. The work may be awarded to one or more tenderer(s) as the case may be at the discretion of Director, NITRD. An appropriate agreement will be executed by the tenderer with NITRD, on the agreed terms & conditions. Director, NITRD in its discretion reserves the right to cancel the contract at any time without assigning any reason. The Institute will deal with the tenderer directly and no middlemen/middlemen/agents/commission agents etc. should be asked by the tenderers to represent their cause and they will not be entertained by the Institute.
25. Director, NITRD, in its discretion, reserves the right to reject or accept any or all the tenders partially or completely at any time without assigning any reason thereof.
26. In the event of termination of Contract, NITRD shall be entitled to forthwith forfeit the security deposit either full or in part apart from taking such legal remedies as are available in law. The tenderer shall thereupon remove all its equipments and material and hand over the medical records, which are in its possession. The tenderer shall also leave the digitized data, which will be the property of NITRD.

TECHNICAL BID
NATIONAL INSTITUTE OF TB & RESPIRATORY DISEASES
NEW DELHI - 110030

F.No.....

“PART A”

Dated

NOTICE INVITING TENDER FOR DMS (SCANNING/DIGITIZING) THE MEDICAL RECORDS OF -----.

(To be filled in by the tenderer with reference to Notice Inviting Tender dated
for scanning/digitizing the medical records of -----, New Delhi)

1. Name of the Tenderer with Address: _____
 2. Name of the Contact person: _____
Mobile/Telephone No(s). _____ FAX No. _____
E-mail _____
 3. Tenderers Identification Number/ Registration No:
 4. Further details to be submitted as under:
 - a) Description/Name of the Tenderer (including legal status, ownership etc.)
 - b) Copies of the annual Report, Balance Sheet and audited accounts and Income Tax clearance certificate for the last two years :
 - c) Number of similar works undertaken in the past with names of Institutions (brief description of work is to be mentioned along with satisfactory execution certificate of the competent authority). List your clientele with amount of work completed, their addresses and contact person's details.
 - d) Details of single largest order complied during last year
 - i. Name of Client _____
 - ii. Amount _____
 - e) Details of consortium partner, if any
 - f) Proposed Project Manager/Coordinator (along with his/her profile and work experience)
 - g) Details of manpower & hardware Resources to be deployed for completing the work in accordance with the time schedule.
 - h) Copy of certification as per eligibility criteria.
 5. Number of servers (with configuration & OS) you plant to install:
 6. Number of Desktop systems (Configuration & OS) your propose to install:
 7. Number of Scanners to be installed (with scanning/digitizing speed and all other features):
 8. Details of LAN to be established by you
 9. Other Hardware equipment you propose to provide:
 10. Number of technical persons to be deputed by you for the work (with details of their educational qualifications, experience, functions, etc.)
 11. Number of non technical persons to be deputed by you (with details of their educational qualifications, experience, functions, etc.)
 12. Measures you plan to take for handling fragile, delicate & old pages of the case record.
 13. Maintenance and technical support services to be provided after supply of the software:
 14. Steps to prevent accidental or intentional destruction of software and data.
 15. Any other relevant information (The information required is not exhaustive. Tenderers are requested to include all information that may be necessary for such type of projects).
- The technical bid should invariably contain the following aspects:
- i. Technical Specifications and quality standards of the work to be accomplished.

- ii. Technical Specifications of the equipments to be used to accomplish the work.
- iii. Detailed stage wise information about the processes, procedures and methods, which shall be employed to accomplish the work.

Signature of tenderer (With seal)

“PART B”

Certificate of handover of scanned data & software to -----

This is to certify that I undertake to transfer Scanned data to SAN, two copies of USB HDD containing scanned data & all the software installed to accomplish the work under this rate contract to -----.

Signature of Tenderer (with Seal)

FINANCIAL BID
NATIONAL INSTITUTE OF TB & RESPIRATORY DISEASES
NEW DELHI - 110030

F.No.....

Dated

NOTICE INVITING TENDER FOR DMS(SCANNING/DIGITIZING) THE MEDICAL RECORDS OF -----.

(To be filled in by the tenderer with reference to Notice Inviting Tender dated
for scanning/digitizing the medical records of -----)

1. Name of the Tenderer with Address: _____
2. Name of the Contact person: _____
Mobile/Telephone No(s). _____ FAX No. _____
E-mail _____

Signature with date and rubber stamp of the tenderer

S.No.	Name of work	Cost / Unit	Remarks (any other literature / information the tenderer would like to specify)
1.	DMS(Scanning & Digitization) of records	Cost / sheet (irrespective of size of sheet)	
2.	Creation of interface to lease record from MRD in 5 identified computers terminals of MRD, NITRD	Cost of entire project	

ANNEXURE –‘III’

I/we (Name) _____ partner /sole proprietor (strike out word which is not applicable) of (Firm)_____do hereby declare and solemnly affirm to the fact that the individual firm/companies are not black-listed by the Union or State Government or any partner or shareholder there of are not directly or indirectly connected with or has any subsisting inters in business of my/our firm.

DEPONENT

Address _____

I/we do hereby solemnly declare and affirm that the above declarations is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated: DEPONENT

(Note: - To be furnished on non judicial stamp paper duly attested by the Oath Commissioner).