

**Request for Proposal for
Selection of System Provider for
'Digitization for Bihar Vidhan Mandal
Pustakalaya, Patna'**

Request for Proposal

Bihar Legislative Assembly Secretariat

Tender No.: 1/2017

Date: 03-March-2017

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1. Disclaimer

All information contained in this Request for Proposal (RFP) provided is in the good interest and faith. This is neither an agreement and nor an offer/ invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

Bihar Legislative Assembly Secretariat reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. Assembly Secretariat also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP. Assembly Secretariat reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the website of the Library.

Neither Assembly Secretariat nor their employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of Assembly Secretariat or their employees and bidder or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to Assembly Secretariat and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

2. Notice Inviting Tender (NIT)

Bihar Legislative Assembly Secretariat, Patna-15

Notice Inviting Tender (NIT)

Tender No.: 1/2017

“Request for Proposal for Selection of System Provider for ‘Digitization for Bihar Vidhan Mandal Pustakalaya, Patna”

Bihar Legislative Assembly Secretariat invites Request for Proposals (RFP) from qualified and experienced agencies for ‘Digitization for Bihar Vidhan Mandal Pustakalaya, Patna’. Interested bidders eligible according to the criteria may submit their responses to the RFP latest by **31 March 2017** till **15:30** hrs. The detailed RFP document (along with the detailed formats and templates) can be downloaded from <http://www.vidhansabha.bih.nic.in> from 03-March-2017.

Secretary,
Bihar Legislative Assembly Secretariat,
Patna

3. Abbreviations

Abbreviation	Description
CMMi	Capability Maturity Model Integration
COTS	Commercial Off the Shelf Software
CV	Contract Value
DR	Disaster Recovery
EMD	Earnest Money Deposit
FY	Financial Year
GPR	Government Process Re-engineering
IPR	Intellectual Property Rights
LAN	Local Area Network
LoI	Letter of Intent
MIS	Management Information System
MoU	Memorandum of Understanding
NIT	Notice Inviting Tender
OEM	Original Equipment Manufacturer
RFP	Request for Proposal
SLA	Service Level Agreement
SP	System Provider
SRS	System Requirement Specifications
SSL	Secure Socket layer
STQC	Standardization, Testing and Quality Certification,
SWAN	State Wide Area Network

4. Definitions

1. 'Applicable Law' means the contract shall be interpreted in accordance with the laws of India.
2. 'Bidder' means any firm offering the solution(s), service(s) and/ or materials required in the tender call. The word Bidder when used in the pre award period shall be synonymous with bidder or system provider and when used after award of the contract shall mean the successful bidder with whom client signs the contract for rendering of goods and services.
3. 'Client' means the Bihar Legislative Assembly Secretariat Library.
4. 'System Provider' (SP) means the firm providing the solution under this contract as named in RFP/ Technical specifications/scope of work.
5. 'Contract' means the agreement entered into between the Client and the System Provider (Bidder), as recorded in the Contract Form signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein.
6. Contract Price means the price payable to the Service Provider under the Contract for the full and proper performance of all its contractual obligations.
7. Bidder's representative means the duly authorized representative of the Service Provider, approved by the Client and responsible for the System Provider's performance under the contract.
8. Effective Date means the date on which the Agreement is executed.
9. Financial bid or the Commercial Bid means the part of offer that provides price schedule.
10. Goods and services mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
11. Performance security means on receipt of notification of award from the client, the successful bidder shall furnish the security in accordance with the conditions of contract, in the form acceptable to the Client.
12. Pre-qualification and Technical bid means that part of the offer that provides information to facilitate assessment, by Library, professional, technical and financial standing of the bidder, conformity to specifications etc.
13. Products mean all of the equipment, Hardware, Software, supplies and consumable items that the SP is required to install or provide under the contract, plus the associated documentation.
14. Project Plan means the document to be developed by the Bidder and approved by the Clients, based on the requirements of the Contract and the preliminary project plan included in the Bidder's bid. Should the Project Plan conflict with the Contract in any way; the relevant provisions of the Contract shall prevail in each and every instance.
15. Specification means the functional and technical specifications or statement of work, as the case may be.
16. Tender call or invitation for bids means the detailed notification seeking end to end solution.
17. Three part bid or Two Stage bid means the EMD, PQ and technical bids, financial bid are put in separate files and their evaluation is sequential.
18. Go-live shall be defined as the date of acceptance of prerequisite conditions as specified in subsequent clauses.

5. Request for Proposal

Sealed bids are invited from eligible, reputed, qualified IT Firms with sound technical and financial capabilities for digitization, hosting and maintenance of an end-to-end IT solution along with the establishment and operation of related outsourced process operating units as detailed out in the Scope of Work under this RFP Document.

The intent of this RFP is to invite proposals from the agencies/ Firms/Companies (also referred to as bidders) to enable the Assembly Secretariat to select a System Provider for development of 'Digitization for Bihar Vidhan Mandal Pustakalaya, Patna'.

6. Important Dates

Sr No.	Items/Events	Description
1	Earnest Money Deposit	₹ 6, 00, 000.00 (Six Lakhs Only)
2	Date and Time for Pre-Bid Meeting	11 March 2017, 15:30 hrs
3	Publication of clarifications of queries from pre-bid meeting	15 March 2017, 15:30 hrs
4	Last date and time of submission of bid	31 March 2017, 15:30 hrs
5	Date and Time of opening of Envelope A (EMD) and Envelope B (Technical Proposal)	6 April 2017, 15:30 hrs
6	Technical Presentation / Demo	10 April 2017, 11:30 hrs onwards depending upon the number of technically qualified bidders
7	Financial Bid Opening	13 April 2017, 15:30 hrs
8	Address for venue of bid opening	Official Chamber of Secretary, Bihar Legislative Assembly Secretariat, Patna-15
9	Address for Communication	Secretary, Bihar Legislative Assembly Secretariat, Patna-15
10	Email id for Communication	secretarybvs@gmail.com

Note: The envelope B for technical bid will be opened for those bidders whose envelope A conforms to the requirement specified in this document. Non-conforming bidders will be disqualified from the bidding process.

7. Pre-Bid Meeting

Assembly Secretariat will host a pre-bid meeting as per the schedule given in this RFP to provide clarifications sought by the bidders. The format for submission of pre-bid queries is provided in this RFP.

Bidders are permitted to submit their queries in writing by email on id secretarybvs@gmail.com of Secretary, Legislative Assembly Secretariat.

*Any future Corrigenda/Information/ Reply to pre-bid queries shall be posted only on our website <http://www.vidhansabha.bih.nic.in>

8. Structure of RFP

This RFP is meant to invite proposals from interested bidders (System Providers) capable of delivering the services described herein. This Request for Proposal document consists of following six sections:

[Section I: Introduction](#)

[Section II: Bidding Procedures](#)

[Section III: Project Requirements](#)

[Section IV: Instructions to Bidders](#)

[Section V: Formats and Templates](#)

9. Section I: Introduction

a. Preamble

Vidhan Sabha and Parishad members need timely information for participating in discussions of the house, various committees, and elsewhere for decision making, policy framing, planning programs etc. The information required has to be recent, concise yet complete, reliable, and balanced without any delay in acquiring it. Bihar Vidhan Mandal Pustakalaya promptly performs this responsibility by supplying various information from books, newspapers, periodicals, previous debate proceedings, various committee/commission reports, special reports, gazettes etc. which is the main objective of establishing library at Vidhan Mandal.

The Bihar Vidhan Mandal Pustakalaya, Patna was established around year 1925 to facilitate the reading and referencing by members and staff of Vidhan Mandal. The Bihar Vidhan Mandal Pustakalaya has over 40,000 books and many thousands of other reading material. It also has archived reference books, encyclopaedia, dictionaries, atlas along with proceedings, debates, committee reports, newspaper clippings etc. This material is being regularly referred by the members of both the houses as well as staff to perform their routine work. Library has full infrastructure requisite for performing its day to day operations.

Why digitization and automation is required?

Every year, there is enormous addition in collections of books, newspapers, clippings of newspapers, periodicals, proceedings of previous sessions, committee/commission reports, government/non-government bills, gazettes etc. Storing and retrieval of high quality, most relevant information as required by members if automated with the help of high end technology can leverage the discussion of the house to highest level for churning out best decisions in public interest. Therefore, in order to increase efficiency of the library management functions, Assembly Secretariat is considering the digitization automation of its library management system and also the digitisation of data requisite to operate the automation system.

10. Section II: Bidding Procedures

a. Proposal Preparation

Bidder is expected to examine all instructions, forms, terms and requirements in the RFP document and prepare the proposal accordingly. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect may result in the rejection of proposal.

The proposals should be submitted to Assembly Secretariat in three parts as mentioned in the following sections:

i. Earnest Money Deposit (Envelope A)

1. EMD must be paid by demand draft payable at Patna in the name of Drawing and Disbursing Officer, Bihar Legislative Assembly Secretariat, Patna.

ii. Pre-Qualification (PQ) and Technical Proposal (Envelope B)

Along with other documents, following documents shall be a part of PQ and Technical Proposals

1. Bid Form on the bidder's letter-head as per Format 1: Bid Form
2. A duly notarized Power-of-Attorney/ Board Resolution granting the person signing the proposal the right to bind the bidder and company's registered address including person's name/designation, email, phone, fax and mobile number for official correspondence.
3. Bidder/Company Profile as per Format 2: Bidder's Profile
4. Certificate of Incorporation if any or relevant registration documents.
5. Audited annual financial results (balance sheet and profit and loss statements) of the bidder for the last three financial years (FY 13-14, 14-15, 15-16)
6. Undertaking for not being blacklisted by any State / Central Govt. by the bidder, as per Format 3: Declaration Regarding Clean Track
7. Permanent Account Number (PAN) from Income Tax authorities of bidder along with certified photocopy
8. Service Tax and VAT Details of bidder
9. Other documents as mentioned in the Pre-Qualification Criteria section of this document.
10. The team composition, including SPOC, as proposed by the bidder shall be specified clearly in the Technical bid, along with the CVs of the resources proposed.

iii. Commercial Proposal (Envelope C)

The commercial proposal should be submitted as per the format of commercial bid as per Format 7: Commercial bid letter and Format 8: Detailed commercial bid format. Both formats are required to be filled, failing which the bid may be rejected.

b. Proposal Submission

1. The bidder is responsible for preparation and submission of the bid at their own cost. The bidders are advised to go through the guidelines and instructions, as provided on the website, and in case of any difficulty related to process, may contact the helpline as provided on the website.
2. The proposals submitted should have all pages numbered. It should also have an index giving page wise information of documents. Proposals that are incomplete or not in prescribed format

will be summarily rejected.

3. The Bidder shall submit the proposals as described below-
 - a. Pre-qualification and Technical Proposal – Scanned copy in PDF file format, signed on each page and comprising of maximum of 3 volumes (if required), with file name clearly mentioning: “Pre-qualification and Technical Proposal: ‘Digitization for Bihar Vidhan Mandal Pustakalaya, Patna”
 - b. Commercial Proposal –Format 7: Commercial Bid Letter, with envelope clearly mentioning: “Format 7: Commercial Bid” and Format 8: Detailed Commercial Bid Format, with file name clearly mentioning: “Format 8: Detailed Commercials”
 - c. Prices should not be indicated in the Pre-Qualification and Technical Proposals.
 - d. In case of discrepancy between amount given in words and figures, the details given in words shall prevail.
 - e. All the columns of the quotation form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. Rates shall always be both in the figures and words.
4. The Bidder is allowed to submit only one proposal against this RFP. The bidder has to submit the complete proposal not in part or for particular quantum of work, such proposal will automatically be disqualified without any intimation to bidder. References to previous or on-going proposals with the Assembly Secretariat will be not considered.

c. Bid Evaluation Criteria

i. Pre-Qualification Criteria

Sr. No.	Criteria	Valid Supporting Documents/Information to be submitted as criteria Validation with Technical proposal
1	Bidder should be an Information Technology Enabled Service (ITES) based Company registered under Indian Companies Act, 1956 since last 10 (Ten) years, having Any State Government / Central Government stake in it. Company should have at least ₹ 5 (FIVE) Crores as paid up capital	Incorporation/Registration certificate along with MoA/Bylaws (or similar document) should be furnished as documentary proof.
2	The bidder should have average minimum annual turnover of INR 50 Crores in last 3 financial years (FY 13-14, 14-15, 15-16) and should be in profit for at least FIVE financial years during the last TEN financial years	Audited Balance Sheets, Profit and Loss A/cs are to be submitted
3	The bidder should be ISO 9001:2015 Certified Company	Copy of a valid certificate valid as on submission of the bid.

4	Bidder's experience in implementation of Library Digitisation (preparing bibliographic data and its data entry) project, with 'Library Management Software' developed by bidder, in Public Libraries / Govt. Education Depts. / Universities / Educational Institutions in India during last 10 Financial Years. The project should have been either completed, or in implementation phase.	i) Completed Format 5: Project Experience, for each project ii) Work order/agreement, iii) Relevant documents to proof desired scope/quantum of work.
5	The bidder shall not be blacklisted by any Government/Semi Government organizations in India, as on date of submission of bid.	Format 3: Declaration Regarding Clean Track should be attached for the bidder.
6	Must have a registered number of VAT/Sales Tax Service Tax Income Tax/PAN	Format 2
7	Must have minimum strength of 100 IT/Software Professionals on their permanent roll.	Declaration from competent authority

ii. Technical Evaluation Criteria

Sr. No.	Technical Parameters – Checklist	Max score
Criteria for Bidder		
1	<p>The bidder has developed its own library automation software and has implemented it for Public Libraries / Govt. Depts. / Universities / Educational Institutions in India during last 10 Financial Years</p> <p>Count of Library Automation Software installations</p> <p>>= 80 (20 Marks)</p> <p>>= 60 (15 marks)</p> <p>>= 40 (10 marks)</p> <p>< 40 (5 marks)</p>	20
2	<p>Bidder's experience in Library Digitization projects in Public Libraries / Govt. Depts. / Universities / Educational Institutions in India during last 10 Financial Years.:</p> <p>Quantum of bibliographic data sheet preparation and data entry experience (for each 5,000 books/reading material data sheet 1 mark, maximum 20 marks)</p> <p>The project should have been either completed, or in implementation phase.</p>	20
3	<p>CMMI Certification of the Bidder:</p> <p>Level 5 (5 Marks)</p> <p>Level 4 (4 Marks)</p> <p>Level 3 (4 Marks)</p> <p>Under CMMI Assessment Process (2 Marks)</p>	5
4	<p>ISO 27001:2013 Certification of the Bidder:</p> <p>Certified (5 Marks)</p> <p>Not Certified (0 Marks)</p>	5
5	<p>The project manager fulfilling the below mentioned criteria:</p> <p>1. Should be full time BE (any branch but preferably Computers or IT) and MBA from a reputed institute/university. In case BE is other than Computers/IT, should have additional degree/diploma in Computing</p>	5

	<p>Science / Technology from reputed institutions/University (2 marks for point 1)</p> <p>2. Experience in IT project management, post MBA. (2 marks if experience is >= 10 years, 1 mark if experience is >= 5 but <= 10 years)</p> <p>3. Preferably ITIL certified. OR</p> <p>4. Preferably PMP/Prince 2 certified. OR</p> <p>5. Should have minimum 5 years of experience of implementing any of the projects as mentioned in point 2 above, working with the bidder</p> <p>(1 mark upon satisfaction of either of the criteria for points 3,4,5)</p>	
Criteria for Proposed Solution		
6	<p>Technical Presentation</p> <p>The presentation shall cover following aspects:</p> <p>1. Understanding of the domain and broad project requirements (8 marks)</p> <p>2. Proposed approach and implementation methodology (max 8 marks)</p> <p>3. Highlights of proposed solution:</p> <p style="padding-left: 40px;">a. Standard Library Management and related digitization processes supporting Unicode languages with support to diacritical marks (max 8 marks)</p> <p style="padding-left: 40px;">b. DMS and related digitization processes (max 8 marks)</p> <p style="padding-left: 40px;">c. Data Centre Setup (max 8 marks)</p> <p>4. Demo of the proposed solution to committee (max 5 marks)</p>	45

Note: Technical Score less than 60% will not be considered for Financial Bid

1. Assembly Secretariat will assign points to the technically qualified bidders based on the technical evaluation criterion mentioned and approved by committee. The commercial bids for the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive. The passing score in Technical stage is 60 out of Total 100 (Hundred) Marks in the above mentioned criteria.
2. Bidder is required to submit necessary credentials/ documentary proof of Purchase Order / Agreement/ Completion Certificates, detailing Scope of Work, Timelines, etc. or relevant documents in support each of above parameters.
3. Assembly Secretariat reserves the right to take the decisions of whose commercial bids are to be opened.

iii. Commercial Evaluation Criteria

The Bid Evaluation Committee will evaluate the Commercial bids received from the bidders, in specified format, as mentioned below:

The Price Score of the bidder will be calculated using the following formula:

$$\text{Price Score} = \frac{L.P.}{O.P.} * 100$$

Where

L.P. is the Lowest Price offer of the Technically Qualified Bidders

O.P. is the Offer Price of the bidder being evaluated

iv. Overall Evaluation Criteria

The Bids received will be evaluated using Quality cum Cost Based Solution (QCBS), giving 70 percent weightage to the Technical Score and 30 percent weightage to the Price Score.

Total Score = (Technical Score x 0.70) + (Price Score x 0.30)

d. Bid Evaluation Process

i. Bid Evaluation Committee

The bid evaluation committee constituted by Assembly Secretariat shall evaluate the bids. This may involve the representations from field and/or other Library's IT experts. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids shall be final.

ii. Pre-Qualification Evaluation

Pre - qualification bid documentation shall be evaluated as under:

1. The evaluation committee will check if the bidder has deposited the EMD along with the Technical Proposal and the same are found to be in order.
2. The documentation furnished by the bidder will be examined prima facie to see if the Company's capacity, skill base and other Bidder attributes as claimed therein are consistent with the needs of this project.
3. Assembly Secretariat may ask bidder(s) for additional information, and/or arrange discussions with their professional, technical faculties to verify claims made in bid documentation. If the bidder fails to submit the additional supporting documents, the bid shall be rejected.

iii. Technical Evaluation

1. The bidders' technical solution proposed in the bid document shall be evaluated as per the requirements specified in this RFP and adopting the evaluation criteria spelt out in this document.
2. The Bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for technical evaluation.
3. Presentation: Each bidder has to make a presentation to the bid Evaluation Committee at a date, time and venue as informed by Library. The Technical presentation must include the following:
 - a. Understanding of the domain and broad project requirements
 - b. Proposed approach and implementation methodology
 - c. Highlights of proposed solution:
 - i. Masters management and related processes

- ii. Book Management
 - iii. Book Accessioning
 - iv. Membership Management
 - v. Circulation Management
 - vi. OPAC
 - vii. Catalogues and Listing
 - viii. Serials and Periodicals Management
 - ix. Reports
 - x. Administration Module
 - d. Document Management System for
 - i. Debates
 - ii. Newspaper clippings
 - iii. Acts
 - iv. Proceedings etc.
 - e. Data Centre Setup Proposed
 - f. Live demo of the solution to committee
4. Each Technical Bid will be assessed for technical score on a scale of 1 (minimum) to 100 (maximum) points Only the bidders, who score a total Technical score of 60 (Sixty) or more, will qualify for the evaluation of their commercial bids.
 5. The bidder with less than 60 score in technical evaluation will be treated as non-responsive. Each bidder has to present the technical bids to the evaluation committee for examination. The score will be computed for Score of 100.
 6. The technical evaluation of the bid will be based on the bidder's response to the requirements as mentioned in the RFP, which will include the Technical Specifications mentioned in RFP.
 7. Technical bids shall be examined by the bid evaluation committee with respect to compliance, completeness and suitability of the proposal to the project and only the bids which are in compliance to the requirements mentioned in the RFP shall be considered as technically qualified.

iv. Commercial Evaluation

1. Bid evaluation committee will evaluate and compare the bids determined to be substantially responsive. It is bid evaluation committee's intent to select the proposal that is most responsive to the project needs and each proposal will be evaluated using the criteria and process outlined in this section.
2. Only the commercial bids of those bidders qualified in the technical evaluation shall be opened. Commercial bids of the non-responsive bidders will not be opened.
3. The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents as listed in forms necessary to fulfil the mandatory eligibility criteria.
4. The Price Score of the bidder will be determined by the Committee, which will be used for overall evaluation.

v. Overall Evaluation using QCBS

1. Based on the Technical Score and Price Score obtained by the bidder, the Committee will calculate the Total Score of the Bidder.
2. Bidder scoring highest '**Total Score**' will be given highest priority and will be selected.

3. In case of tie, the bidder securing higher Technical Score would be given preference and will be selected.

e. Contract Finalization and Award Criteria

i. Issuance of Letter of Intent

1. Assembly Secretariat shall notify the selected bidder, through a Letter of Intent (LoI), that its bid has been accepted. The letter of intent will be accompanied by the pro-forma for contract, incorporating all agreements between the parties.

ii. Signing of Contract

1. Within 15 days of receipt of the LoI, the successful Bidder shall sign and date the agreement and return it to Library.
2. The selected bidder will initiate the execution of the work as specified in the agreement.

11. Section III: Project Requirements

a. Broad Scope of Work

Part A

Library has approximately 40,000 books, and approximately 4,00,000 pages of acts, debates, proceedings, reports, newspaper clippings in records.

a. *Create database of the existing library items with following methodology*

The books which are in torn, loosely bound or damaged condition shall be brought to the notice of library, and bidder will not be responsible for accomplishing the work for such books. Similarly, Library will arrange for temporary recall of issued books to members for creation of database. The bidder is required to deploy other hardware additional components like PCs, scanners, special purpose scanners for scanning of old disreputable books etc. that would be required for the implementation of this part of project shall be bought by the successful bidder and bidder can take these back after the project completion of backlogs. The internet shall be provided by Library. The sufficient office space, furniture (tables and chairs), electrical power and backup (through GenSet), air conditioning and illumination conditioning to ensure ergonomic working conditions will be provided by Library. Bidder will be also provided separate exclusive lockable rooms and sufficient number of lockable Amirah (cupboards) to store assets. The area provided will be under general security protection. Random sample check of the sheets prepared will be done by Library officials for giving corrective feedback. Multiple copies of a book having contiguous accession numbers will be treated as one sheet if presented for preparation at one time. However, if accession number is not contiguous or each book is not presented for preparation at one time then it can be considered as separate sheet. Supervisor is expected to maintain daily account register (hard copy and/or soft copy) of sheets prepared by each person. Library officer may perform a random sample check of the register for corrective feedback purpose only. The requisite number of blank printed sheets will have to be provided by bidder as per on the design based on the number of items as mentioned above.

a. Process 1 (Dusting):

- i. Access and carefully remove the book (which are in good condition) from the shelf
- ii. perform dusting/cleaning
- iii. Deliver the book at classification counter at the new library premises (distance approximately 200 meters)

Resources Required: Labour, Dusting and cleaning material

b. Process 2 (Classification):

- i. Perform classification of the book according to DDC
- ii. Group the books by class number
- iii. Prepare bibliographic data sheet containing detailed bibliographic information of the book

- iv. Deliver the book at QC counter
- v. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Library Science Professional, Labour, Blank Data Sheet

- c. Process 3 (Quality Check)
 - i. Validate and verify (quality check) the bibliographic information of the book
 - ii. Approve/Modify the data sheet if required
 - iii. Deliver the book at cataloguing counter
 - iv. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Senior and Experienced Library Science Professional, Labour

- d. Process 4 (Cataloguing):
 - i. Enter the bibliographic data in library automation system
 - ii. Deliver the book at RFID tagging counter
 - iii. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Data Entry Operator trained in automation system

- e. Process 5 (RFID tag programming, Barcoding):
 - i. Program RFID tags
 - ii. Paste RFID tags
 - iii. Print and paste the barcode book
 - iv. Deliver the books at library for shelving
 - v. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Tag Programmer, PC with requisite software, RFID Tags, Printer, Barcode labels

- f. Process 5 (Arranging books in shelf at the new library premises):
 - i. Arrange the books as per DDC in shelves

Resources Required: Labour

b. Create database of scanned debates, proceedings, reports, newspaper clippings with following methodology

The bidder is required to deploy other hardware additional components like PC, scanners, special purpose scanners for scanning of old disreputable books etc. that would be required for the implementation of this part of project shall be bought by the successful bidder and bidder can take these back after the project completion of backlogs. The

internet shall be provided by Library. The sufficient office space, furniture, electrical power and backup (through GenSet), air conditioning and illumination conditioning to ensure ergonomic working conditions will be provided by Library. Bidder will be also provided separate exclusive lockable rooms and sufficient number of lockable Amirah (cupboards) to store assets. The area provided will be under general security protection.

The artefacts which are in torn, loosely bound or damaged condition shall be brought to the notice of library, and bidder will not be responsible for accomplishing the work for such artefacts.

Available Document Sizes: The documents provided for scanning by Legislative Secretariat shall be containing old and new documents. The documents available shall have following sizes.

Sr. No.	Document Size	Approximate Count
1	A3	1,50,000
2	A4	50,000
3	A5	1,00,000
4	A6	1,00,000

The documents/pages shall be scanned on a min. 200 DPI resolution, with digitized file size not exceeding 75Kb for one side of the page. The bidder should provide the maximum image quality with minimum storage capacity. The scanned documents shall be converted into PDF/A (ISO 19005-1:2005) files. All the pages of a single physical file should be scanned and bundled as a single digital file and should be an exact replica of the physical file. This single digital file should be represented in a PDF/A format. Page size of the physical file can vary across departments and within file also. The bidder shall perform the following Image Enhancement Activities: The bidder should ensure that quality of scanned imaged are enhanced up to the optimum level and required image enhancement activities like De-skew (to make the images straight), contrast ratio setting etc. has been done on the documents.

- The scanning should be done in Black and White
- The bidder must be able to carry out cropping and cleaning of images like removing black noises around the text, and providing the equal margins all around the text.
- In case the documents are not legible, it will be the bidders responsibility to scan the documents on high resolution i.e. 600 dpi or higher
- The generated PDF/A should be optimized for viewing over the internet i.e. pages should be viewable as soon as they are downloaded without waiting for complete file to be

downloaded i.e. A multipage file is downloaded page-by-page and should be viewable as soon as a page is downloaded rather than having to wait for the entire file to download.

- No document shall be digitized more than once. The file numbering shall be checked by the bidder and if there is any discrepancy in numbering, it should be sorted out with the official before proceeding.
 - Scanned image generated after adequate compression should be legible in both soft format and printed copy taken on paper in 1:1 scale. If the scanned document is not legible then it will be the bidder's responsibility to scan the documents at higher resolution. However, it will not be responsibility of bidder to make the scanned document legible if the original document is not legible.
- a. Process 1 (Dusting):
- ii. Access and carefully remove the artefact (which are in good condition) from the shelf
 - iii. Perform dusting/cleaning
 - iv. Deliver the artefact at unbinding counter at the new library premises (distance approximately 200 meters)

Resources Required: Labour, Dusting and cleaning material

- b. Process 2 (Unbind the pages to be scanned):
- i. Unbind the pages to be scanned
 - ii. Keep them in temporary folders as per their size
 - iii. Deliver the folder at scanning counter
 - iv. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Skilled Labour

- c. Process 3 (Scanning)
- i. Scan the loose pages
 - ii. Upload the scanned pages in the system
 - iii. Deliver the folder at indexing counter
 - iv. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Special Purpose Scanners, Skilled Operators

- d. Process 4 (Indexing):
- i. Enter the metadata against each scanned page / file
 - ii. Deliver the folder at QC counter
 - iii. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Library Science Professional

- e. Process 5 (Quality Check):
 - i. Validate and verify (quality check) the metadata entered in the system
 - ii. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

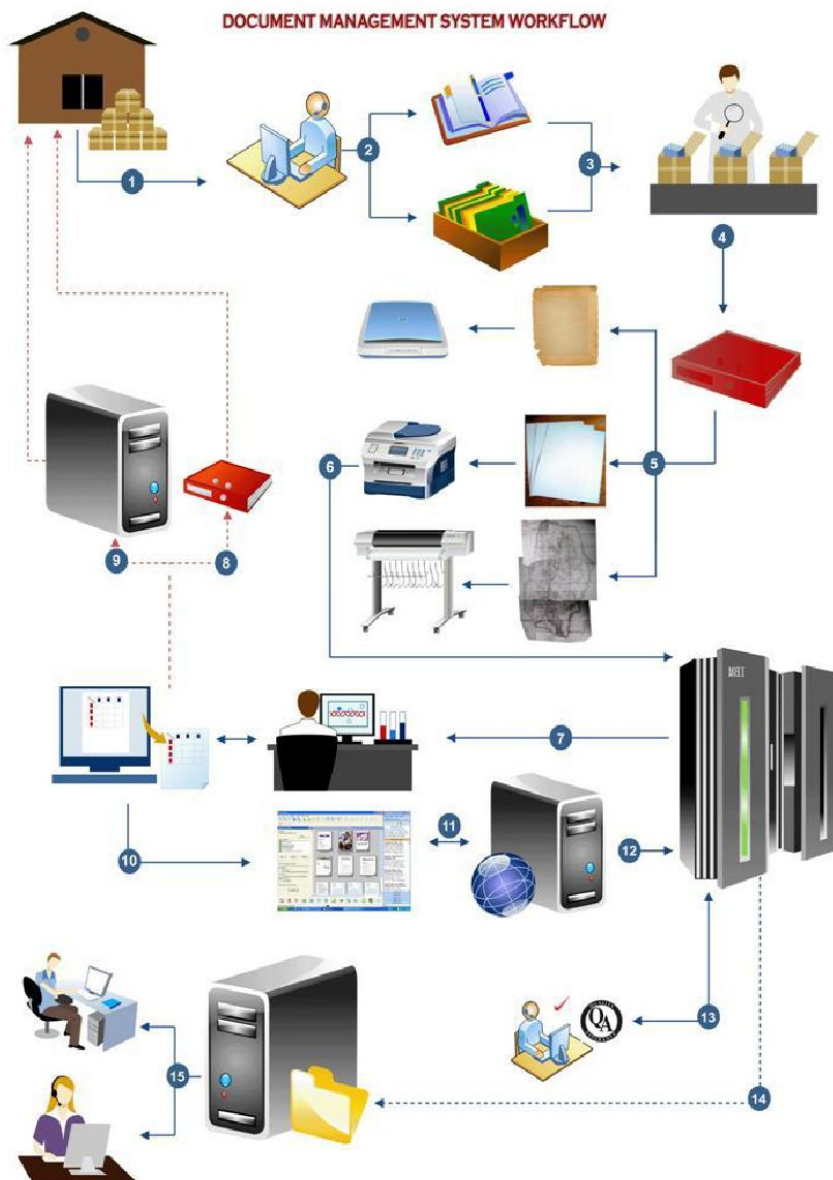
Resources Required: Senior and Experienced Library Science Professional

- f. Process 6 (Rebinding):
 - i. Rebind the loose pages as per original artefact which was unbound for the process only. Bidder will not be responsible to bind any artefact which is not unbound by bidder for performing operations
 - ii. Deliver the artefact at Shelving counter
 - iii. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Skilled Labour

- g. Process 7 (Arranging artefacts back in shelf):
 - i. Arrange the books as per original classification in shelves
 - ii. Keep verifiable record of the accomplished work on daily basis in the register for proper accounting

Resources Required: Labour



c. The indexing of each Debate:

Index shall include 'Year', 'Volume', 'Session No.', 'Day of work', 'Date', 'Names of members involved', 'Name of Device', 'Subject', 'Keywords', 'Minister/MLA Name', 'Topic', 'Political Party of the members involved' etc. More tags (or entire index content) shall be required to be added to the above list during the commencement of work.

d. The index of each Act:

Index shall include 'Name of Act', 'Subject', 'Year', 'Number', 'Volume in the Code', Page No.', 'Keywords', 'Act Amendment Bill', 'Name of Introducer', 'Date of Discussion', 'Date of Gazette Publishing', 'Date of Approval by Governor' etc. More tags (or entire index content) shall be required to be added to the above list during the commencement of work.

e. The index of each Newspaper Clippings (Useful Articles, Editorials, Important News, Important Event Report, Statistical Information etc.):

Index shall include 'Name of Newspaper', 'Date', 'Subject No.', 'Subject', 'Keywords', 'Reporter/Writer', 'Location', 'People Involved', 'Organization', Political Party' etc. More tags (or entire index content) shall be required to be added to the above list during the commencement of work.

Note: The minimum quantity of pages to be scanned and indexed is mentioned in financial bid format. Legislative Assembly Secretariat may intimate the bidder about assigning the work of additional pages to bidder before completion of the ongoing work. Bidder is expected to perform such additional work at the same rate quoted in bid. In this case the timelines may be extended as decided mutually.

Part B

a. Provide a 'Library Automation System' with standard and custom functionalities

Masters

- Book Publisher Information
- Book Location in the library
- Book code for Subject & Sub-Subject
- Language of the book
- Book Pricing in National and international Currency
- Associated Course Name,
- Accessioning category
- Defining Lending and issuing policy for book
- Membership category description
- Yearly Calendar for operations

Book Management

- Bibliographic Book entry
- Book Search details
- Store Image of front page

Book Accessioning

- Multiple accessioning,
- Own Customized system
- Spine labelling with barcode
- Edit accessioning anytime

Membership

- Member Management,
- Member Entry
- Searching and editing member details,
- Membership Renewal

Circulation

- Mark for Circulation
- Issue a book,
- Return a book,
- Fine Management
- Number of books to be issued can be defined,
- Search book with different parameters,
- Book Renewal

OPAC - Online Public Access Cataloguing

- Local Language & Unicode compliant search,
- Field Search,
- Boolean Search,
- Keyword search,
- Truncation search,
- Wildcard search

Catalogues or Listing

- Author wise,
- Subject wise,
- Publication year wise,
- Location wise,
- Language wise in standardize formats

Reports (approximately 50) under categories

- Master Reports
- Accessioning Reports
- Member Reports
- Circulation Reports

Administration

- Manage Users
- Manage Roles
- Assign Menus

Others

- Member Photograph can be seen while issuing the book
- Book reservation facility
- Status of the book – Withdrawn / Write off / Damaged / lost & Paid

Database Backup and Restore facility

b. Provide RFID reader/writer for circulation desk setup

As per specifications given in RFID Devices

c. Provide 'Debates', 'Proceedings' Management System

1. Debate Information System Software: Store scanned debates with indexing in Indian Language Unicode support (Multi-lingual tagging and indexing), Retrieve and Display

the stored scanned documents upon searching with the relevant tags

2. The DMS system should have option to upload scanned documents (XL/PDF) as individual files or as list of files, which should be stored in highly optimised and secured data-base.
3. Retrieval: The scanned documents should be retrievable through search. The documents should be searchable for the tags that were used at the time of indexing. These tags should include 'Subject', 'Minister /MLA Name', 'Date', 'Year' , 'Topic', 'Devices', 'Session', ' ' etc. More tags (or entire index content) shall be required to be added to the above list during the commencement of work.
4. Tags shall be multilingual and include alphanumeric characters.
5. Access Control – There shall be an access control that shall be imposed on each of users at a particular level of the hierarchy, to access certain documents.

d. Indexed Acts and Bills Management System

1. Acts and Bills management System: Store acts and bills information with indexing in Indian Language Unicode support (Multi-lingual tagging and indexing), Retrieve and Display the stored and indexed information
2. The system should have option to upload scanned documents (XL/PDF) as individual files or as list of files, which should be stored in highly optimised and secured data-base.
3. Retrieval: The indexed information about the acts should be retrievable through search. The documents should be searchable for the tags that were used at the time of indexing. These tags should include 'Act name', 'Subject', 'Year' , 'Volume No.', 'Page No.', 'Key words', 'Topic' etc. More tags (or entire index content) shall be required to be added to the above list during the commencement of work.
4. Tags shall be multilingual and include alphanumeric characters.
5. Access Control – There shall be an access control that shall be imposed on each of users at a particular level of the hierarchy, to access certain documents.
6. Retrieval: The indexed information about the news clippings should be retrievable through search. The documents should be searchable for the tags that were used at the time of indexing. These tags should include 'Newspaper name', 'date', 'reporter/author', 'location', 'people involved', 'political parties', 'organisations' etc. More tags (or entire index content) shall be required to be added to the above list during the commencement of work.

e. Indexed Newspapers Clippings Information System

1. Store newspaper clippings information with indexing in Indian Language Unicode support (Multi-lingual tagging and indexing), Retrieve and Display the stored and indexed information and scanned images for various important news and happenings, editorials, statistical information
2. Access Control – There shall be an access control that shall be imposed on each of users at a particular level of the hierarchy, to access certain documents.

b. Technical Requirements

i. Compatibility

The application shall be remotely accessible through web interface. The system shall be made available purely as a web interface for client machines, and should minimally or

hardly require any special installation etc. It should be browser independent, and work on all the browsers (both on mobile and computers), i.e. Chrome, Firefox, Internet Explorer.

ii. Upgrades/Updates and Changes in the Solution

The System Provider will be responsible for all the upgrades, updates, installation of patches and overall maintenance of the automation solution. Any minor modification/enhancements (which does not require changes in database design or model) in the modules proposed under this RFP, as required by the Assembly Secretariat post Go-Live, shall be made by the bidder at no additional cost to the Assembly Secretariat during the period of contract.

iii. Tentative elements in bibliographic data sheet

- Data Sheet Number
- Author 1,2,3
- Editor 1,2,3
- Translator 1,2,3
- Transformer 1,2,3
- Corporate Author
- Government
- Other
- Pseudonym/Popular name
- Anonymous
- Title
- Subtitle
- Earlier Title
- Uniform Title
- Alternate/Second Title
- DDC
- Colon
- Call No. (Class No.+Author/Title Mark)
- Edition
- ISBN
- Language
- Pages PP
- Publisher
- Pub. Place
- Pub. Year
- Printer
- Paper Back/ Hard Bound
- Size in cms.
- Illustrations
- Series with No.
- Original Price
- Price in ₹
- Section: Press/Purchase
- Date of Accessioning

- Accession No.
- Broad Subject
- Specific Subject
- Keywords
- Special Features
- Annotation
- Sheet Prepared by: name, sign, date and time
- Sheet Checked by: name, sign, date and time
- Data Entered by: name, sign, date and time
- Data Checked by: name, sign, date and time

iv. Specifications for RFID Devices

RFDI devices must comply with following specifications:

Sr. No.	Item	Quantity
1	RFID Gate Antennae - Specifications ISO 18000-6C (EPC Class Gen 2) ISO 18000-6B Frequency Band 902 MHz,865MHz - 867MHz,and sub-bands RF Power : 0 to +31dBm Receive sensitivity : -80dBm Antennas: 4 High Performance, 7 DBI circular polarized Antennas Detection range : 2-3 meters Processor ARM CORTEX M3 100M Memory RAM 16Kbits +FRAM 32Kbits. CommPort and Web management-based firmware upgrade capability; firmware upgrade capability, API Support Theft Indication : Audible sound alarm and visible LED light 10/100 BaseT Ethernet (RJ45) ; RS-232 (DB9), RS-485, Wiegand, relay output 2 inputs, TTL compatible, 0-5V, 2 outputs, TTL compatible, 0-5V, 3 channel relay output control 0-250V AC Power Supply +9V to +15V DC, external universal power supply with locking connector. Operating Temperature -20 °c to +60 °c (-4 °c to +140 °c) Storage Temperature - 40 °c to +80 °c to 80 °c (-40 °c to +176 °c) Certifications, following ETSI EN 32 208 v1.2.1 without LBT regulations.	1 (Two pedestals)
2	RFID Reader: Specifications ISO 18000-6C (EPC Class 1 Gen 2) ISO 18000-6B Frequency Band 902MHz - 928 MHz, 856 MHz - 867 MHz, and sub-bands. Processor ARm CORTEX M3 100M Memory RAM 16Kbits + FRAM 32Kbits. CommPort and Web Management-based firmware upgrade capability; firmware upgrade capability, API Support 10/100 BaseT Ethernet (RJ45); RS-232 (DB9) , RS-485,Wiegand, Relay output	3

	<p>2 inputs, TTL compatible, 0-5V, 2 outputs, TTL compatible, 0-5V, 3 channel relay output control 0-250V AC Power Supply +9V to +15V DC external universal power supply with Locking connector. Operating Temperature -20 °c to +60 °c (-4°c to +140) Storage Temperature - -40 °c to +80 °c (-40 °c to +176 °c) Dimensions (L X W D) 11 X 11 X 2.70 in (28 X 28 X 6.85cm) Housing Material ABS chassis, meets IP65 standards Certificates: FCC Part 15 regulations; CE certificate, following ETSI EN 302 208 v1.2.1 without LBT Regulations. ISO-9001:2000</p>	
3	<p>RFID Tag Specification Label should be of the size 4 inches x 2 inches Tags should be with adhesive and white polyester layer EPC Gen 2v2 compliant EPCglobal and ISO 18000-63 compliant Worldwide RFID UHF operation (860-960MHz) Tested for 50-year retention reliability Impinj Monza R6 IC Read sensitivity of up to -22.1 dBm with a dipole antenna Write sensitivity of up to -18.8 dBm with a dipole antenna Up to 96-bits of EPC memory 96 bits of Serialized TID with 48-bit serial number FastID™ mode enables 2x to 3x faster EPC+TID inventory for authentication and other TID based applications 10 year data write warranty</p>	As per actual books count

c. Solution Hosting and Certification

The bidder is expected to provide the solution along with hosting on sufficient server infrastructure and necessary bandwidth on cloud. Solutions shall be hosted in certified Data Centre by bidder. The bidder shall do the sizing of the servers based on the estimated data size and traffic load. The bidder shall ensure that the specifications of the servers being deployed will ensure the continuous availability of the solution. In case of higher resources are required to manage the load, data, memory of the server, or bandwidth, the bidder is responsible to add the infrastructure resources at their own cost. The setup includes Load Balancers, Firewalls, Anti-Virus, Back-up, Disaster Recovery, Resource Utilisation Monitoring Mechanisms, CDN Servers, SAN, Caching Servers/Mechanisms, Compression Algorithms, Bandwidth Monitoring, and High Availability Virtualization Platform. The bidder may use a hybrid cloud in this case, with only the public information kept in public domain, and remaining available through private cloud only.

The bidder will be required to perform security audit (internally or through external agency) and load testing of solution deployed. The bidder will be responsible for arranging the test environment and compliances in stipulated time. Assembly Secretariat may ask for compliance either before or after Go Live or both.

d. Training

1. The system provider will be required to train Library users and Master Trainers of all the systems and sub-systems from Library in batches. A batch shall consist of maximum 20 persons. One session shall be of maximum 7 hours a day including lunch break. The system provider shall design and modify the training programs, in consultation with Library, to ensure that each employee is trained on applicable modules before its Go Live.
2. The bidder shall organize all such non-residential trainings at State Headquarters level. The Library will provide for list of members to be trained in each session, venue, electrical power, TA/DA for trainees, if any. The Assembly Secretariat shall arrange for requisite infrastructure such as computer/laptop, projector, and internet connectivity for the training.
3. The system provider shall also make available separate detailed illustrative user manuals/videos/presentations in soft copy for the training.

e. Manpower Resources

The bidder must allocate qualified and experienced manpower required for overall study, customisation, configuration and deployment of the system. The detailed requirement is as described below:

i. Project Management Unit

The Project Management Unit, comprising of Project manager and supporting team shall be provided by the bidder. The PMU team can be at other location than headquarters if the bidder does not have development centre at the headquarters.

The project manager fulfilling the below mentioned criteria:

1. Should be full time BE (any branch but preferably Computers or IT) and MBA from a reputed institute/university. In case BE is other than Computers/ IT, should have additional degree/diploma in Computing Science / Technology from reputed institution/university
2. Minimum 12 years' experience in IT project management, post MBA.
3. Preferably ITIL certified.
4. Preferably PMP/Prince 2 certified.
5. Should have experience of implementing the large library digitisation and automation projects, while working with the bidder

ii. Manpower for support

The bidder shall also provide the competent manpower as SPOC for ongoing day to day coordination for the period of contract at headquarters. This is mandatory criteria if the PMU / development team is located at other location than headquarters.

iii. Manpower for bibliographic data sheet preparation and entry

The bidder shall also provide the qualified manpower in Library Science for preparation of bibliographic data sheets. The 'data entry operators' need not be library science graduates but should be trained for accurate and speedy data entry and well versed with the software system being provided by bidder, at headquarters.

iv. Manpower for indexes preparation, entry and scanning

The bidder shall also provide the competent manpower for preparation of indexes data for debates/proceedings/acts/newspaper clippings etc. The data entry operators should be trained for accurate and speedy data entry in English and Devanagari as and well versed with the software system being provided by bidder, at headquarters.

f. Minimum Required Artefacts during Project

The suggested list of deliverables (but not limited to) from the system provider includes:

1. Detailed Features of the software
2. Training Plan
3. Training Manuals and literature for master trainers and end users
4. Security Audit Reports
5. Support/Issue Escalation Mechanism

Note: The above mentioned documents will have to be created at appropriate point of time for approval.

g. Project Schedule

The overall project completion time is TWO years from the date of signing the agreement. The bidder is expected to deliver the library automation system (as mentioned in Part B) hosted on servers within ONE month in operational condition. The work required to be done under Part A must start within ONE month from the date of agreement. The System provider shall create a detailed plan for implementation of the solution in consultation with the Library. The System Provider will be required to get the application load tested and security certified, as per the requirement of the RFP.

i. Go-Live

Go-Live date will be defined as date of actual launch of system for end users. There will be certain processes which are required as preparation before the actual start of system processes by majority users. Therefore the Assembly Secretariat will decide the modules to be made live depending on the implementation priorities and logical sequence of processes covered under the modules. The system provider will be informed accordingly. It will be the joint responsibility of the library and bidder to complete the UAT from the Library as the prerequisite for Go-Live.

ii. Acceptance Criteria

1. Assembly Secretariat will accept the commissioning and project Go-Live only as described earlier.
2. A team comprising of representatives from Assembly Secretariat and Bidder will verify satisfactory performance of all the modules.
3. Any delay on account of Assembly Secretariat side procedures such as issuance of Government orders, logistics arrangement at field offices, personnel deployment, power supply, network connectivity and bandwidth etc. should not be considered for acceptance. In case such a delay occurs, the acceptance should be completed for those services where these procedures are not impacting. The prorated payment for the delayed service may be made in good faith by Library.

h. Service Level Requirements (SLR)

The purpose of this Service Level Requirements (hereinafter referred to as SLR) is to clearly define the levels of service which shall be provided by the Bidder to Assembly Secretariat for the duration of this contract.

i. Definitions

For purposes of this Service Level Agreement, the definitions and terms as specified in the contract along with the following terms shall have the meanings set forth below:

1. "**Uptime**" shall mean the time period for which the specified services / components with specified technical and service standards are available to the Library. Uptime, in percentage, of any component (Non IT and IT) can be calculated as:
$$\text{Uptime} = \{1 - [(\text{Downtime}) / (\text{Total Time} - \text{Maintenance Time})]\} * 100$$
2. "**Downtime**" shall mean the time period for which the specified services / components with specified technical and service standards are not available to the Library and excludes the scheduled outages planned in advance for DC and the link failures, and the downtime taken for deployment of new versions/bug fixes/hot fixes/upgrade. It is clarified that this term covers non-availability of the Application at Server Side and shall be monitored at Server Side.
3. Bidder shall be given maintenance time as per the Tier III SDC standards.
4. "**Incident**" refers to any event / abnormalities in the functioning of the software application services that may lead to disruption in normal operations.
5. "**Portal Response Time**" shall mean the period of time between a request for a service and the associated response.
6. "**Resolution Time**" shall mean the time taken (after the incident has been reported by the Library), in resolving (diagnosing, troubleshooting and fixing) or escalating (to the second level or to respective vendors, getting the confirmatory details about the same from the Vendor and conveying the same to the end user), the services related troubles during the first level escalation. The resolution time shall vary based on the severity of the incident type/category reported.

SLRs for Operations Phase					
Sr. No.	Activity	Description	Expected Performance	Measurement Methodology	Penalty for Delay
1	Delay in delivery as per mutually agreed schedule	Delivery of agreed modules for UAT shall be made available as per mutually agreed schedule	Assigning ticket to project owner/team for UAT	Measured from the date of making available for UAT	₹ 1,000.00 for every one working day slippage in the delivery
2	Portal Uptime	Average Monthly Portal Uptime shall be at least 99.5%	>=99.5% measured on monthly basis	Adequate Tools to be deployed by System Provider	₹ 1,000.00 for every 0.1% slippage in the uptime measured in a calendar month.
3	Delay in completion of work under part A	The work of scanning, indexing, and bibliographic data sheet preparation and data entry shall be completed within time period specified in this document and/or as mutually agreed before start of work	Completion of work before timelines. Preferably six months advance.	Measured from the date of formal work execution started as reported.	₹ 10,000.00 per week of delay.

i. Exit Management

The System Provider has to support an orderly, controlled transition of responsibility for the provision of the services/ from the System Provider to the new System Provider without any disruption in the services to Library. The System provider is required to submit the Exit Management Plan 1 Year before the completion of the contract. The Exit Management Plan shall be based on mutually agreed terms between System Provider and Library. The Library can:

1. Continue using the solution, in case the bidder opts to transfer the solution to Library. The Library, however, reserves the right of refusal to continue with the solution.
2. Extend the contract, based on same terms and conditions of this RFP. The Library, however, reserves the right to re-negotiate terms of the contract.

In any case, all the rights and ownership of entire data entered, generated, or populated through any process will vests with Assembly Secretariat and bidder will have no claim on it even if the data entry is done by bidder as part of project requirement. In case of exit, bidder will have binding to handover the complete data in XML format to the Assembly Secretariat for ensuring business continuity.

12. Section IV: Instructions to Bidders

a. General Conditions of Contract

Bidder's Responsibilities in tendering process

1. To submit Pre-Qualification documents as required.
2. To understand the Scope of Work and the expected Outcomes and Deliverables.
3. To obtain necessary clarifications during Pre-Bid meeting, for preparing a comprehensive Proposal.
4. To provide a comprehensive RFP response for 'Digitization for Bihar Vidhan Mandal Pustakalaya, Patna'.
5. To provide necessary collaterals to substantiate RFP response.
6. To present the salient features of RFP response to facilitate evaluation.

Language of Bids

All Proposals, correspondence and documents related to proposals, shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English language.

Compliance and Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of its proposal. The RFP Document is not transferable to any other bidder.

Signing of Communication to Library

All the communication to Assembly Secretariat including this RFP and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.

Amendment of Bid Document

At any time prior to the deadline for submission of bids, Assembly Secretariat for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment. Any such communication shall be posted on website (<http://www.vidhansabha.bih.nic.in>) and bidders are requested to visit the website for updates.

Bid Validity

All the bids must be valid for a period of 180 days from the last date of submission of the RFP for execution of Contract Agreement. However, the quoted rates should be valid for the initial/extended period of the contract from the effective date of the Contract Agreement. No request

will be considered for price revision during the contract period.

Right to Terminate the Process

Assembly Secretariat may terminate the RFP process at any time and without assigning any reason. Assembly Secretariat makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by Library.

i. Disqualification of Bids

1. Assembly Secretariat may at its sole discretion and at any time during the processing of tender, disqualify any bidder from the tendering process if the bidder has:
 - a. Not submitted EMD as per specified timelines.
 - b. Made misleading or false representations in the forms, statements and attachments submitted.
 - c. If found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
 - d. Submitted bid document, which is not accompanied by required documentation and Earnest Money Deposit (EMD) or non-responsiveness.
 - e. Failed to provide clarifications related thereto, when sought.
 - f. Conditional bids will be summarily rejected.
2. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

ii. Right to Accept/Reject any or all Proposals

Assembly Secretariat reserves the right to accept or reject any proposal, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for action of Library.

iii. Contract Duration

The bidder will be required to sign a contract of System Implementation, Data entry, Operations Support and Maintenance for total duration of two years. The extension of contract will be solely at the discretion Assembly Secretariat if bidder does not complete the project requirements within two years and Assembly Secretariat will impose penalty, as per relevant clauses of this bid, on the bidder.

Secretariat shall provide an incentive payment of 2% (Two percent) of total bid price if the bidder completes the amount of work specified in this bid at least six months before two years. Any additional work as specified in note under Part A of the 'Broad scope of work' shall be allotted only after completion of specified work.

The duration for Solution Hosting and Annual Maintenance shall be for 5 years and which may be extended at the end of 5 years on mutually agreed terms and conditions.

iv. Late Proposal

The bidder will not be able to submit the proposals after final submission date and time is over.

The EMD of such proposals will be returned to the Bidder.

v. Modification and Withdrawal of Proposal

The Bidder is not allowed to modify its proposal subsequent to the final submission of proposals. The Bidders cannot withdraw the proposal during the period between the last date for receipt of proposals and the expiry of proposal validity period specified in the RFP. A withdrawal of proposal during proposal validity period may result in the forfeiture of its EMD from the Bidder.

vi. Penalties

If the Bidder fails to deliver the system within the mutually agreed time-period, the Assembly Secretariat shall be entitled to impose as penalties, as mentioned in Service level Requirements (SLR) of Section III: Project Requirements of this RFP, up to a maximum of 10% of the value, as determined by minimum guaranteed revenue for transactions. Once the maximum is reached, Assembly Secretariat may consider termination of the Contract. Bidder will be exempted from the delays occurred due to the failure of infrastructure (such as power, internet, air conditioning, maintenance work etc.) provided by Assembly Secretariat or any administrative delays that may occur during the execution of work under agreement.

vii. Limitation of Liability

1. Neither party shall be liable to the other for any special, indirect, incidental, consequential (including loss of profit or revenue), exemplary or punitive damages whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages.
2. The total cumulative liability of the System Provider arising from or relating to this Contract shall not exceed the Total Contract Value, which gives rise to such liability provided, however, that this limitation shall not apply to any liability for damages arising from:
 - a. Wilful misconduct, or
 - b. Indemnification against third party claims; or
 - c. Gross negligence.

viii. Bid Security / EMD

1. The bidder shall furnish a bid security (EMD) of ₹ 6, 00,000/- (Rupees Six lakhs only) through demand draft payable at Patna in the name of Drawing and Disbursing Officer, Bihar Legislative Assembly Secretariat, Patna.
2. The Bid Security (EMD) shall be in Indian Rupees (₹) and shall be paid through demand draft payable at Patna in the name of Drawing and Disbursing Officer, Bihar Legislative Assembly Secretariat, Patna.
3. The EMD shall be valid for at least 180 (one hundred and eighty) days from the date of submission of proposal. No interest shall be payable on EMD under any circumstances.
4. Unsuccessful Bidder's EMD shall be discharged or returned within 60 (sixty) days of expiration of the period of proposal validity prescribed by the Tenderer or after awarding tender to successful Bidder.
5. The successful Bidder's EMD shall be discharged upon the signing of agreement by the Bidder, and submission of Performance Guarantee.
6. The Bid security will be forfeited at the discretion of Tenderer on account of one or more of the following reasons-
 - a. The Bidder withdraws its Proposal during the period of proposal validity

- b. Bidder does not respond to requests for clarification of its proposal
 - c. In case of a successful Bidder, the said Bidder fails-to sign the Agreement in time.
7. In case of successful bidder, the bidder have to submit the Performance Security, as defined in this RFP

ix. Performance Security

The Bidder shall at his own expense, deposit with Library, within Fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Security in the form of Bank Guarantee (BG) from a Scheduled/ nationalized Bank acceptable to Assembly Secretariat, payable on demand, for the due performance and fulfilment of the contract by the bidder.

This Performance Security (Bank Guarantee) of ₹ 25 Lakhs (Rupees Twenty Five Lakh), in favour of Drawing and Disbursing Officer, Bihar Legislative Assembly Secretariat. All charges whatsoever such as premium, commission, etc. with respect to the BG shall be borne by the bidder. The BG shall be valid for a period of 3 (Three) Years from date of signing of agreement and should be in the standard format prescribed by Reserve Bank of India.

The bidder will also be required to further extend the BG, in case the Assembly Secretariat extends the contract, to an extent that the BG is valid for a minimum of 6 months after the expiry of the Contract.

The extended BG in all the above cases shall be submitted at least 3 months before the expiry of the previous BG, failing which, Assembly Secretariat reserves the rights to terminate the contract, and forfeit the BG.

x. Bid Prices

1. The bidder shall express their bid prices using the price schedule form provided in the bidding documents as Format 7: Commercial Bid Letter and Format 8: Detailed Commercial Bid Format. All costs and charges related to the bid shall be expressed in Indian Rupees. Prices indicated in the Price Schedule shall be entered in the following manner:
 - a. The Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
 - b. The prices quoted by the bidder shall be in sufficient detail to enable the Purchaser to arrive at the price of the services offered.
2. Prices shall be inclusive of all Taxes (taxes, duties, charges and levies and applicable Service Tax) prevailing on date of bid submission.
3. The taxes shall be paid on actual. The bidders shall clearly specify the types of taxes, with prevalent rates as on date of submission of bid, in the financial formats, against each component in the financial bid.

xi. Payments

The payment will be done through escrow account on submission and approval of invoices to the authorized officer of the Library. The process to be followed will be as under:

1. The System Provider shall raise invoice as per the terms of payment to Library. The Assembly Secretariat shall pay all invoices within 60 days from the date of receipt of invoice.

2. The System Provider would generate the invoice based on the completion and approval of the deliverables by the Assembly Secretariat by letter/email/ticketing system.
3. All taxes deductible at source, if any, at the time of release of payment, shall be deducted at source as per the current rate while making any payments.
4. The penalty for deployment SLAs, if any, shall be deducted in subsequent invoices submitted to the Library. The written intimation will be given to bidder by Assembly Secretariat in advance.
5. The invoice amount would be paid after the evaluation of performance against applicable SLAs and after deducting penalties if any.

xii. Payment schedule

Sr. No.	Item/Description	Payment	Remarks
1	Provide a 'Library Automation System' and 'Document Management System' with standard and custom functionalities along with requisite Data Centre setup on SaaS basis, including AMC	90% of the price quoted in detailed commercial bid within 60 days from the date of invoice	The remaining 10% payment shall be paid in the last month of end of contract period. No interest shall be payable by Assembly Secretariat to bidder on the amount thus withheld. The bidder can raise invoice only after operationalization of system setup making it ready for data entry as given in Part A
2	Creating database of the existing library items with given methodology (Include price of printed data sheet)	100% of the invoiced amount within 30 days from the date of invoice. The amount shall be paid against invoice raised for completed and accepted work in each month of financial year.	Bidder shall attach the proof of work completed with each invoice
3	Affixing RFID and Barcode on each book (Includes cost of RFID tag and Barcode label, printing)	100% of the invoiced amount within 30 days from the date of invoice. The amount shall be paid against invoice raised for completed and accepted work in each month of financial year.	Bidder shall attach the proof of work completed with each invoice
4	Creating database of scanned debates, proceedings, reports, newspaper clippings with given methodology	100% of the invoiced amount within 30 days from the date of invoice. The amount shall be paid against invoice raised for completed and accepted work in each month of financial year.	Bidder shall attach the proof of work completed with each invoice
5	The indexing of each Debate/Proceeding/Newsp	100% of the invoiced amount within 30 days	Bidder shall attach the proof of work completed with each

	aper Clipping/Report	from the date of invoice. The amount shall be paid against invoice raised for completed and accepted work in each month of financial year.	invoice
6	Provide RFID reader/writer for circulation desk setup	90% of the price quoted in detailed commercial bid within 60 days from the date of invoice	The remaining 10% payment shall be paid in the last month of end of contract period. No interest shall be payable by Assembly Secretariat to bidder on the amount thus withheld. The bidder can raise invoice only after operationalization of system setup making it ready for circulation as given in Part A
7	RFID anti-theft gate setup	90% of the price quoted in detailed commercial bid within 60 days from the date of invoice	The remaining 10% payment shall be paid in the last month of end of contract period. No interest shall be payable by Assembly Secretariat to bidder on the amount thus withheld. The bidder can raise invoice only after operationalization of system setup making it ready for circulation as given in Part A
8	Training Session (Batch of max 20 persons, max 7 hours per session)	100% of the invoiced amount within 30 days from the date of invoice. The single invoice shall be raised for all trainings conducted in a quarter of financial year.	

xiii. Resolution of Disputes

Assembly Secretariat and the successful bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If, after thirty (30) days from the commencement of such informal negotiations, Assembly Secretariat and the successful bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party.

In case of a dispute or difference arising between the Assembly Secretariat and the successful bidder relating to any matter arising out of or connected with the agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996.

xiv. Termination

A Party, without prejudice to any other remedy for breach of Contract, may terminate this Contract in whole or in part by giving 30 days advance notice; if the other Party commits a material breach of the Contract and fail to rectify it after being granted a reasonable cure-period to rectify the defect. In the event of termination, Assembly Secretariat shall pay all amounts due from its side for the products delivered and services performed by the Bidder till the date of termination. The Bidder shall continue performance of the contract to the extent not terminated.

xv. Force Majeure

The Bidder shall not be liable for forfeiture of its performance security, penalties, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes, act of god, riots, strikes etc.

If an event of Force Majeure continues for a period of ninety (90) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

xvi. Notices

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by email and confirmed in writing to the other party's last known address. A notice shall be effective when delivered or tendered to other party whichever is earlier.

b. Special Conditions of Contract

i. Consortium

Consortiums in any form are not allowed.

ii. Sub-Contracting

Sub-contracting of non-core activities, like civil works, electrical works, on-site technical support, scanning, data entry, server hosting, event management for training sessions etc., may be considered by bidders.

c. Compliance to Guidelines

Bidders to ensure incorporate the eGovernance guidelines as a must for the system. It should comply with guidelines issued by the Authorized Agencies from time to time as intimated by Library.

The bidder will be required to make the changes in the solution, in order to meet the guidelines issued by such agencies from time to time.

d. Warranties and Intellectual Property Rights (IPR)

1. Bidder is expected to provide automation software system on 'Software-as-a-Service' basis

and therefore the IPR of the system remains with the bidder.

2. By allowing bidder to provide automation software system on 'Software-as-a-Service' basis, Assembly Secretariat intends to bring the bid cost to lowest possible as bidder is expected to distribute development cost with other clients, which in turn shall benefit the country.
3. During the operations phase from the date of Go-Live, the bidder will provide all product(s) and documentation updates, patches/fixes, and necessary version upgrades within 15 days of their availability/release date and should carry out installation and make operational the same at no additional cost to Library. Such activity would have to be planned by bidder in such way that the same results in minimal down time for users i.e. ideally to be completed during off business hours.
4. Bidder must ensure that they have all necessary licenses, approvals, consents of third parties/principle manufacturers and all necessary technology, hardware and software to enable it to provide the solution.
5. Any data obtained and generated through the system, other than data open to public, will be exclusive property of the Assembly Secretariat and the bidder shall have no claim over the use of data for any purpose other than performance of responsibilities as bidder for completion of the contract without prior written permission from the Library.

13. Section V: Formats and Templates

a. Format 1: Bid Form

(To be submitted on letterhead of the Prime Bidder)

Dated: DD-Mon-YYYY

To,
Secretary,
Bihar Assembly Legislative Secretariat,
Patna

Ref: "Request for Proposal for Selection of System Provider for 'Digitization for Bihar Vidhan Mandal Pustakalaya, Patna'" against tender No. 1/2017 dated 03-Mar-2017 due for opening on 06th and 13th-Apr 2017.

Dear Sir,

Having examined the RFP document relating to the Selection of System Provider for 'Digitization for Bihar Vidhan Mandal Pustakalaya, Patna' as detailed in your tender, terms and conditions and scope of procurement, specifications etc., and having understood the provisions and requirements relating to the procurement and all other factors governing the tender, We hereby submit our offer for the Selection of System Provider for 'Digitization for Bihar Vidhan Mandal Pustakalaya, Patna', in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the RFP document, at the rates quoted by us in the accompanying Commercial Bid.

We accept the RFP document and if we fail to complete the delivery as per the order, we agree that, Assembly Secretariat shall have full authority to forfeit the earnest money/performance security and cancel our order with no obligation on their part.

We confirm having deposited earnest money of ₹ 6, 00,000/- (INR Six Lakhs only) through demand draft payable at Patna in the name of Drawing and Disbursing Officer, Bihar Legislative Assembly Secretariat, Patna.

We further confirm that,

1. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
2. We have sufficient qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
3. The quoted rates shall be valid for 180 days from the date of submission of the bid
4. We further confirm that all chapters of the RFP documents have been read, understood and signed and there is no deviation/discrepancy

Signature of the Bidder

With stamp and date

b. Format 2: Bidder's Profile

(To be submitted on letterhead of the Bidder)

Sr. No.	Description	Details
1	Name of the Bidder	
2	Address of the Bidder	
3	Name of the Authorized Signatory	
4	Contact No. of the Authorized Signatory	
5	E-mail address of the authorized Signatory	
6	Name of the Chief Executive Officer/ Company Head	
7	Contact No. of the Chief Executive Officer	
8	Date of Incorporation	
9	Sales Tax /Commercial Tax/ CST No./Service Tax No..	
10	Income Tax PAN	
11	Yearly Turnover of the Last 3 financial years.	

Signature of the Bidder

With stamp and date

c. Format 3: Declaration Regarding Clean Track

(To be submitted on letterhead of the Bidder)

Dated: DD-Mon-YYYY

To,
Secretary,
Bihar Assembly Legislative Secretariat,
Patna

Ref: "Request for Proposal for Selection of System Provider for Digitization for Bihar Vidhan Mandal Pustakalaya, Patna" against tender No. 1/2017 dated 03-Mar-2017 due for opening on 06th and 13th-Apr 2017..

Dear Sir,

I have carefully gone through the Terms and Conditions contained in the RFP Document regarding "Selection of System Provider for Digitization for Bihar Vidhan Mandal Pustakalaya, Patna".

I hereby declare that my company has not been debarred/black listed by any Government/Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation Seal

Date:

Business Address:

Bidder's signature with seal:

Place:

Date:

d. Format 4: Request for Pre-bid Clarifications

Bidder's request for clarification for Selection of System Provider for 'Digitization for Bihar Vidhan Mandal Pustakalaya, Patna'	
Name of Organization	
Name and position of person	
Full formal address including phone, mobile and email	

Sr. No.	Page No.	Clause No.	Clause	Query/Clarification sought	Suggestion
1					
2					
3					
4					

e. Format 5: Project Experience

(To be submitted on letterhead separately for every project)

Sr. No.	Item	Details
1	Client name	
2	Name of the contact person and contact details	
3	Contract Value of the project (in ₹)	
4	Name of the project	
5	Start Date/End Date	
6	Date of Go-Live	
7	Current Status (work in progress, completed)	
8	Contract Tenure	
9	Brief Scope of Work	

f. Format 6: Proforma for Agreement

(To be executed on Stamp paper as per legal requirement)

THIS AGREEMENT made on the _____ day of _____ 2017 between Bihar Legislative Assembly Secretariat, of one part and M/s _____ having its registered office at _____ [hereinafter called "System Provider (SP)"] of the other part.

WHEREAS Assembly Secretariat has desired that certain services viz 'System Provider for Digitization for Bihar Vidhan Mandal Pustakalaya, Patna' as per the Scope of work and specifications given in the RFP document, referred below, and has accepted a tender by the SP (Wide Lol No. ----- dated -----) for the supply of those goods and services for the sum of _____ (Contract Price in Words and Figures) (hereinafter called "the Contract Price").

Whereas the SP has accepted the offer of Assembly Secretariat vide Letter No. ----- dated ----- in response to the Lol No. ----- dated ----- issued by Library.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have same meanings as are respectively assigned to them in the conditions of tender referred to.
2. The following documents shall be deemed to form and be deemed to form and be read and construed as part of this agreement,
 - a. Request for Proposal (RFP), i.e. Tender No.: 1/2017
 - b. All Corrigendum released to the above RFP
 - c. Bid proposal submitted by M/s <<_____>>
 - d. ---- etc.
3. In consideration of the Payments to be made by Assembly Secretariat to the SP as hereinafter mentioned, the SP hereby covenants with Assembly Secretariat to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the RFP document.
4. Assembly Secretariat hereby covenants to pay the Service Provider in consideration of the provisions of the goods and services and the remedying of defects therein the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed in the RFP document.
5. The following terms and conditions shall apply in addition to the terms and conditions given in the RFP document and shall override the conditions given in the RFP document No.
 - a. <<To be filled based on mutual agreement between Assembly Secretariat and selected system provider>>

Signed and sealed this ____ day of _____, 2017 at _____.

(Signature) Full name, designation and official address with stamp	(Signature) Full name, designation and official address with stamp
WITNESS NO. 1 Full name, designation and official address with stamp	WITNESS NO. 2 Full name, designation and official address with stamp

g. Format 7: Commercial Bid Letter

(To be submitted on letterhead of the Bidder)

Dated: DD-Mon-YYYY

To,
Secretary,
Bihar Assembly Legislative Secretariat,
Patna

Ref: Request for Proposal for Selection of System Provider for 'Digitization for Bihar Vidhan Mandal Pustakalaya, Patna against tender No. 1/2017 dated 03-Mar-2017 due for opening on 06th and 13th-Apr 2017.

Dear Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to implement, as a System Provider. To meet such requirements and to provide services as set out in the RFP document, we herewith submit our commercial proposal for the sum of [*Amount in words and figures*], summarizing our commercial proposal as per Format 8: Detailed Commercials.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.

We understand that you are not bound to accept any proposal you receive.

Terms:

1. The Prices mentioned in Format 8 are inclusive of all taxes.
2. Price shall remain fixed for a period of 180 days from the submission of bid.
3. The Octroi and other duties, if any, will not be charged separately to the Library.
4. The financial bid is liable to be rejected in absence of Format 8: Detailed Commercials.
5. The quantities given are indicative only and subjected to vary in both directions at the time of actual implementation of the project.

Bidder's signature with seal

Place:

Date:

h. Format 8: Detailed Commercial Bid Format

Sr No.	Item/Description	Unit	Quantity	Rate	Total Amount	
					In figures	In words
1	Provide a 'Library Automation System' and 'Document Management System' with standard and custom functionalities along with requisite Data Centre setup on SaaS basis, including AMC	Lump sum Per Annum	5 Years	₹	₹	Rupees
2	Creating database of the existing library items with given methodology (Include price of printed data sheet)	Per book	40,000 No.	₹	₹	Rupees
3	Affixing RFID and Barcode on each book (Includes cost of RFID tag and Barcode label, printing)	Per book	40,000 No.	₹	₹	Rupees
4	Creating database of scanned debates, proceedings, reports, newspaper clippings with given methodology	Per Page	4,00,000 No.	₹	₹	Rupees
5	The indexing of each Debate/Proceeding/Newspaper Clipping/Report	Per Page	4,00,000 No.	₹	₹	Rupees
6	Provide RFID reader/writer for circulation desk setup	Per Unit	2 No.	₹	₹	Rupees
7	RFID anti-theft gate setup	Per Unit	2 No.	₹	₹	Rupees
8	Training (Batch of max 20 persons, max 7 hours per session)	Per Session	10 No.	₹	₹	Rupees
Total bid price					₹	Rupees

i. Format 9: Performance Bank Guarantee

PERFORMANCE SECURITY:

<Location/Date>

<Name>

<Designation>

<Address>

<Phone No.s>

<email id>

Whereas, <<name of the Bidder and address>> (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. <<insert contract no.>> dated. <<insert date>> to provide services as System Provider for ‘Digitization for Bihar Vidhan Mandal Pustakalaya, Patna’ (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head/registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the bidder, up to a total of ₹<<insert value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of ₹<<insert value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand of the sum specified therein.

We hereby waive the necessity of your demanding the said debit from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert date>>.

Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed ₹<<insert value>> (Rupees <<insert value in words>> only)
2. This bank guarantee shall be valid up to <<insert expiry date>>
3. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>> failing which our liability under the

guarantee will automatically cease.