



**Engineering Projects (India) Ltd.**  
**(A Govt. of India Enterprise)**

CORE-3, SCOPE COMPLEX,  
7-INSTITUTIONAL AREA,  
LODHI ROAD, SCOPE COMPLEX,  
NEW DELHI- 110003



***Expression of Interest***

***For***

***“Engagement of Associates for securing upcoming Digitization Projects to work in various government entities from Individuals and Organizations for providing services towards Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents”***

**EOI No: EPI/CO/BDD/EOI/IT-001**

**Date of Issue: 25-11-2024**



***EOI for Engagement of Associates for securing upcoming  
Digitization Projects to work in various government entities from  
Individuals and Organizations***

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***EOI for Engagement of Associates for securing upcoming Digitization Projects to work in various government entities from Individuals and Organizations***

**Engineering Projects (India) Limited invites online EOI from eligible bidders for “Engagement of Associates for securing upcoming Digitization Projects to work in various government entities for providing services towards Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents”**

**Important Dates**

<b>1</b>	<b>EOI No. &amp; Date</b>	EPI/CO/BDD/EOI/IT-001 Dated 25-11-2024
<b>2</b>	<b>Name of the work</b>	Engagement of Associates for securing upcoming Digitization Projects to work in various government entities from Individuals and Organizations for providing services towards Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents
<b>3</b>	<b>Date &amp; Time of EOI publication &amp; download</b>	25-11-2024 at 01:00 PM
<b>4</b>	<b>Last Date and Time of submission of EOI online</b>	16-12-2024 till 03:00 PM
<b>5</b>	<b>Last Date and Time of submission of EOI in hard copy</b>	16-12-2024 till 05:00 PM
<b>6</b>	<b>Last date to Submit Queries</b>	02-12-2024 till 05:00 PM
<b>7</b>	<b>Date and Time of opening of EOI</b>	17-12-2024 at 03:00 PM
<b>8</b>	<b>Bid Security/ Earnest Money Deposit</b>	Bid Security/ Earnest Money Deposit of ₹ 5,00,000.00 (Rupees Five Lakhs only) in the form of Demand Draft/ Banker's Cheque/ Bank Guarantee, Insurance Security Bond only and the same shall be drawn in favour of "Engineering Projects (India) Limited, New Delhi" payable at New Delhi.
<b>9</b>	<b>EOI Processing fee</b>	₹ 11,800.00 (Rupees Eleven Thousands Eight Hundred Only) inclusive of GST @ 18%



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**DISCLAIMER**

This “EOI for engagement of associates for securing upcoming digitization projects to work in various government entities from Individuals and Organizations for providing services towards Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents” is issued by Engineering Projects (India) Limited. This EOI is neither an agreement, nor an offer or invitation to perform work of any kind to any Party. The purpose of this EOI is to provide interested parties with information to assist them in the preparation of their Bid.

Whilst the information in this EOI has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the EPI, nor any of its Officers or Employees accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this EOI or on which this EOI is based or with respect to any written or oral information made or to be made available to any of the Recipients or their Professional Advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the Party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this EOI is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the EPI. It does not, and does not purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this process. Neither the EPI nor any of its officers, employees undertakes to provide any Party with access to any additional information or to update the information in this EOI or to correct any inaccuracies therein which may become apparent. Each Party must conduct its own analysis of the information contained in this EOI, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Project, the regulatory regime which applies thereto and by and all matters pertinent to the Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the Project.

This EOI includes certain statements, estimates, projections, targets and forecasts with respect to the Project. Such statements, estimates, projections, targets and forecasts reflect various assumptions made by the Management, Officers and Employees of the EPI, which assumptions (and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this tender is, or shall be relied on as, a promise, representation or warranty.



**NOTICE INVITING EXPRESSION OF INTEREST FOR “ENGAGEMENT OF ASSOCIATES FOR SECURING UPCOMING DIGITIZATION PROJECTS TO WORK IN VARIOUS GOVERNMENT ENTITIES FROM INDIVIDUALS AND ORGANIZATIONS FOR PROVIDING SERVICES TOWARDS DOCUMENT DIGITIZATION, 3D DIGITIZATION & DOCUMENTATION OF OBJECTS AND PAPER CONSERVATION OF DOCUMENTS”**

**EPI-Introduction**

Set up in April, 1970, Engineering Projects (India) Ltd. is a public sector enterprise under Ministry of Heavy Industry with paid-up Share Capital of Rs. 35.42 crores. The Company has its Registered Office & Corporate Office in New Delhi and Regional Offices at different geographical locations viz. New Delhi, Mumbai, Kolkata, Chennai and Guwahati. EPI, a Mini-Ratna CPSE, has established itself as a multi-disciplinary Engineering & Construction Company with presence all over India and abroad.

EPI successfully executed 30 odd projects valued over US\$ 782.00 million in Iraq, Kuwait, Saudi Arabia, UAE, Yugoslavia, Maldives, Bhutan & Thailand and 513 multi-disciplinary projects in India valuing over INR 7400 crores. Through execution of these projects, EPI has in its own way contributed in the development of the nation. EPI has the rare distinction of having worked for major power projects and steel plants in India in public sector.

The Company has been a pioneer in the field of turnkey project management and project exports and process expertise in the areas like Civil & Structural work, Material Handling Systems, Metallurgical Sector, Process Plants, Environment & Pollution Control, Oil & Petrochemicals, Defence-related projects, Border Management, Highways & Airports, Sports Stadia. Transmission Lines/Substations, etc. The services rendered by the Company include the specialized activities such as Feasibility Studies, Detailed Project Reports, Design & Engineering, Supply of Plant & Equipment, Quality Assurance, Erection, Trial-runs & Commissioning and Overall Project Management.

**Contribution of Company to Nation So Far:**

EPI has performed its assigned roles as the country’s leading Prime Contracting Company and has left its imprint not only in India but in overseas market as well.

EPI has executed projects of diverse nature Pan India & Overseas such as:

- Highways/Railways/Airports
- Ports and Harbours
- Infrastructure Development Works
- Water Supply System
- Irrigation and Canals
- Institutional & Commercial Complexes
- Border Infrastructure Project Management in India & Abroad
- Smart City
- Housing & Township
- Universities & Research Institutes
- Hospitals & Medical Colleges
- Process & Industrial Plants
- Material Handling Systems
- Sports Stadium
- Data Centre Infrastructure Management
- Integrated Command & Control Room



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**Annexure- II**

**Eligibility Criteria and Evaluation of Bids**

Proposals not complying with the 'Minimum Eligibility Criteria' will be summarily rejected by EPI and will not be considered for further evaluation.

The proposal should adhere to the following minimum eligibility criteria for Rate Contract:

<b>Sl. No.</b>	<b>Clause</b>	<b>Documents Required</b>
1.	A single entity vendor / firm duly registered as per the Companies Act / Partnership Act / Proprietary firm.	Copy of Registration to be submitted.
2.	No joint venture or any type of consortium bidding will be allowed.	
3.	The prospective bidder should have a minimum experience of 10 years towards Scanning & Digitizing documents for any Central or State Govt. Department / Ministry.	Bidder to furnish Work orders & Completion certificates, TDS certificate as deducted by work order issuing ministry or department.
4.	The bidder should have a turnover of Rs. 45 lakhs or above during last three financial years i.e 2021-22, 2022-23 & 2023-24. MSME / Udyam / NSIC registered bidders are exempted from furnishing the turnover certificate.	Last three financial years i.e 2021-22, 2022-23 & 2023-24 turnover certificates alongwith Income Tax Return to be submitted alongwith CA Certificates and UDIN. If the vendor is seeking such exemption, relevant certificates to be furnished by the bidder.
5.	The bidder should have completed work of Scanning & Digitizing in at least 6 Government organizations (State or Central) or Ministry.	Completion certificates, work orders, TDS Certificates to be furnished by the bidder.
6.	The bidder should have completed at least one single (unbroken) order of Scanning & Digitizing for a minimum of 50 lakhs Archival pages from any Central or State Archives.	Completion certificate, work orders, TDS Certificates along with Bank Statements to be furnished by the bidder.
7.	The bidder should have experience of working in at least 3 Government Archival Institutions in India.	Completion certificate, work orders, TDS Certificates to be furnished by the bidder.
8.	The successful Bidder should be registered for Goods and Services Tax (GST) and PAN number.	Documentary proof should be submitted along with GST Number and PAN number
9.	The Bidder should not have been black listed by any State Government or Central Government or any other organization in India or anywhere as on the date of submission of this bid.	Self-certification by Bidder on their letter head duly signed by the authorized signatory should be submitted.
10.	The Company / Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund (EPF) / Employees State Insurance Corporation (ESIC) if applicable to the bidder by law.	Bidder to furnish necessary documents.



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11.	The firm should have experience of Physical Conservation of Heritage Material such as Manuscripts / Photographs / Negatives / Palm Leaves / Glass Negatives / Old Maps / Books etc. for at least 10 years.	Proof for the same to be submitted in form of work orders, Completion Certificate, TDS Certificate as issued by the Central or State Govt. Ministry, Department.
12.	The firm should have an experience of digitizing objects in 3D with a Single Order Value of Rupees 6.00 (Six) Crores or more for any Central or State Govt. Department / Ministry along with completion certificate.	

**Evaluation of Bids**

- a) A "Evaluation committee" for Bid Evaluation constituted by EPI shall undertake the scrutiny of the technical bids to determine whether the Bid is complete in all respects and conforms to the terms & conditions and substantially responsive to the bidding document. It is clarified for benefits of the bidders that a substantial bid response is one that conforms to all term & conditions without material deviation, objections, conditionally or with reservations and is complete in all respects in terms of the information sought along with the Bid.
- b) The "Evaluation committee" for Bid evaluation shall follow the minimum eligibility criteria for evaluation of technical bids for it to proceed with the financial bid opening of the qualified bidders only.
- c) The decision of EPI arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any Vendor(s) to influence the selection process shall disqualify the Vendor(s) not only for the present tender but future tenders also.



**Arbitration and Terms & Conditions**

**Arbitration:**

**1. In case of dispute with a private party:**

**DISPUTE RESOLUTION:**

**Amicable Resolution**

Save where expressly stated to the contrary in this document, any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this document, including those arising with regard to acts, decision or opinion of the EPI (the "Dispute") and so notified in writing by either Party, shall in the first instance be attempted to be resolved amicably by the representatives of the Parties in accordance with the procedure set forth as below.

**Mutual Settlement of Disputes:-** In the event of any Dispute between the Parties, either Party may call upon the Regional In-charge/ concerned officer, as the case may be, to mediate and assist the Parties in arriving at an amicable settlement thereof.

Upon such reference, the representatives of the Parties shall within 15 (fifteen) days of service of a written notice from one Party to the other Party(ies), hold a meeting with an effort to resolve the Dispute in good faith and the dispute may be mutually settled between the parties.

If the Dispute is not amicably settled within 15 (fifteen) days of reference of said dispute, either Party may refer the dispute to mediation in accordance with the provisions of the below:

**Mediation**

In case of any dispute /differences, such dispute shall be referred for mediation by either parties to CMD of EPI for resolution of dispute and CMD may nominate any person/committee for mediation of the dispute. If such dispute is not resolved within a period of 30 days from the date of reference to CMD of EPI, then in such a case matter /dispute shall be referred to the Court for resolution.

**Jurisdiction**

The courts in New Delhi alone will have jurisdiction to deal with matters/disputes arising there from, to the exclusion of all other courts.

**2. In case of dispute with a CPSE/Govt. Deptt., AMRCD Mechanism to be followed Office Memorandum no F. No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018 issued by Government of India as per Annexure- G.**

**Applicable Law:**

The vendor (s) shall governed by the laws and procedures established by Government of India, within the frame work of applicable legislation and enactment made from time to time concerning such financial and other related dealing/processing/obligations etc.





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**Terms & Conditions:**

1. The duration of empanelment is for 3 (Three) years, extendable by another 3 (Three) years on same terms and conditions.
2. Prospective Bidders are advised to study the EOI document carefully. Submission of EOI response shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
3. Accessibility of EOI Document: The EOI document for prospective bidders to participate in EOI shall be available from 25-11-2024 at 01:00 PM on CPP Portal: <https://etenders.gov.in/e procure/app> & EPIL website <https://epi.gov.in>. The last date of online bid submission is 16-12-2024 till 03:00 PM. The last date to submit queries is 02-12-2024 till 05:00 PM on the e-mail id given below. The interested bidders have to submit the EOI in hard copy also at following address on or before 16-12-2024 till 05:00 PM.

**Shri Rajeev Kumar Pandey  
Additional General Manager**

(Business Development – IT Projects)

Engineering Projects (India) Ltd.

Corporate Office, 3<sup>rd</sup> Floor,

CORE-3, Scope Complex, Lodhi Road,

New Delhi -110003

Phone no. 011-24365572, Email ID:- [rajeev@epi.gov.in](mailto:rajeev@epi.gov.in)

4. Application Fee (Non-refundable) is Rs 11,800/- (Rupees Eleven Thousand Eight Hundred Only) inclusive of GST @ 18%.
5. Fee must be paid online to Engineering Projects (India) Ltd. (Receipt of online payment must be enclosed with application.) in following bank account:

**Bank:- IndusInd Bank Limited**

**Name: Engineering Projects India Ltd**

**Account No.:- 200001601125**

**IFSC Code: INDB0000012**

**Branch:- Greater Kailash-II Branch,**

**M-56, Greater Kailash-II, (Main Market), New Delhi- 110048**

6. Inspection fee for services outside Delhi will be decided on case-to-case basis and the empanelment agency(s) will be informed.
7. Empanelment with EPI does not guarantee work allocation.
8. Entity should not be black listed by any Department at the time of application for empanelment. A self-declaration needs to be submitted as per the prescribed format.
9. Agency / Organization seeking empanelment must possess the required registrations such as MSME / Udyam / NSIC etc. as per their specific areas of applications and should be non-political in nature.
10. Incomplete application or without required supporting documents will be treated as rejected.
11. EPI reserves the right to cancel empanelment process without any notice at any point of time and without assigning any reason thereof.



**Brief Introduction, Project Scope of Document Digitization Works:**

It is always difficult for any Government organization to meet accepted standards for managing its large official records. These standards are designed to ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record; are captured in a way that ensures their reliability, authenticity, and usability, over their entire retention period. That allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal proceedings. EPI hopes to achieve following with various activities of digitization for different sections in Departments/Organizations of Government of India with:

- Less Storage space for preserving the documents.
- Reduction in overall Searching time.
- Increase in productivity of processes and office personnel.
- Availability of the document for sending over email.
- Reduced turnaround time of processes.
- Increase control over all the important digitized documents by restricting access.

The project scope has envisaged developing and deploying an efficient system for digitization and data capture of records. The project, therefore, comprises of scanning of records, appropriately indexing and metadata creating, using OCR technology (wherever possible), development of Document Management System (DMS) and uploading the PDF/A with watermark scanned data with metadata on Dept. Portal and make it searchable.

English language data need to be captured in English during data entry activities. For Non-English language records data entries need to be captured in their respective language and in English language also. Development of structured digital database in MS Office which will be compatible to data retrieval, archiving and storage including future augmentation process. Vendor has to come out with suitable compression technology for suitable handling of database.

Development of work flow module for scanning, indexing and data entry activities. In addition to this creation of metadata, print out of data entry summary of records is to be submitted by the selected vendor. PDF/A files needs to be made available by the selected firms through the web-based application.

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

1. Networking and Internet Connection will be the responsibility of the vendor. Scanning to be done for A0, A1, A2, A3 and LEGAL/A4 size paper.
2. Collection of the records from in-charge or officer from the respective section of the office.
3. Maintenance of a register for receipts, digitization and handing over of records.
4. The vendor has to develop this workflow application capable of handling indexing, document management viz, from record receiving to final return of the same to the department.



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5. The above work flow mechanism thus devised should be integrated with the scanning software.
6. Unbinding of the Registers wherever required is to be done by the selected vendor.
7. Fresh rebinding of each unbound record used for scanning activity after digitization.
8. Scanning the Records as per the predefined work flow.
9. Creation of the each scanned record is to be provided in JPEG and PDF/A with watermark in PDF/A only.
10. Creation of a metadata as indexed to be tagged with the PDF/A files on the DMS provided by the selected vendor.
11. OCR wherever possible, to be performed on the PDFIA documents before uploading the same on the DMS.
12. Delivery of Data to the Office in Hard Disk Drive (HDD) and simultaneously be loaded on the Server provided by the Beneficiary Client along with the DMS.
13. Vendor has to establish data facilitation center hub at the premises with required IT/ Physical Infrastructure with adequate human resource.

**Process in detail:**

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

1. Setting up of scanning and digitization facility
2. Scanning and Digitization
3. Indexing & Meta-tagging of scanned documents
4. Post Scanning activities
5. Storage and backup
6. Development of Document Management System for JPEG images and Uploading PDF/A with metadata



**Legal Consideration, Records Management and Guidelines for Document Digitization Works:**

**Legal Considerations:** As per the IT Act 2000 digital document images are considered equivalent to their physical counterparts, however an appropriate process needs to be followed to ensure the authenticity and integrity of the document images. Digital signing of the scanned images in combination with saving the signature in a time-stamped database record is an appropriate method of ensuring the authenticity of the document. The database in turn should have appropriate access control and be protected from tampering. Digital Images of documents are admissible in court as primary evidence in the absence of a physical document.

**Records Management:** Records are the complete and unchangeable evidence of what an organization does right from its business activities and transactions. They can be in the form of a paper, scanned image, electronic message or any other electronic form. The efficient and systematic control of records throughout their lifecycle is Records Management. Records management is the task of ensuring that recorded information, both paper and electronic, is managed economically and efficiently. Records management controls the creation, maintenance, use, and disposal of records so that the right records are provided to the right person at the right time.

**Guidelines for Document Digitization Works:**

The agency should clearly specify that they agree to abide the conditions laid by EPI along with Client Organization for execution of job on their printed letter head.

The selected agency shall undertake various activities of digitization and paper conservation only at the premises of Client Organizations and shall not be stopped on any ground, whatsoever.

The agency shall not be allowed to take away any document; the work is to be carried out in the Client Organizations premises itself. The agency must not at any time perform or implement any work/project/process of any other outside party within the premises of the Client Organization.

For a particular Client Organization, the contract for completion of work will be valid as mentioned in work order and will start from the date of acceptance by the agency. The agency requires to complete the work within a stipulated period in the first instance. It may be extended for a further period depending on the funds with Client Organization and need for continuity of the project.

The selected agency will have to sign/execute a Non-Disclosure Agreement (NDA) / Memorandum of Understanding with EPI for carrying out the work after acceptance of work order for particular Client organization.

In the event of termination of Contract, EPI shall be entitled to forfeit the security deposit/performance bank guarantee either in full or in part.

EPI /Client Organization reserves the right to carry out inspection of the performance of the agency prior to commencement or in between the work progress. The inspection may cover all areas related to the work, especially methodology, manpower, infrastructure etc.



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At the end of the job/work the agency should submit an undertaking that no part of any document is being retained with the agency in soft /hard copy and all the digitized documents are handed over to Client Organization.

Demonstration of implementation technical solution of the entire process of technically qualified Bidders may be taken, if required by EPI at any stage of tendering.

The tender can be terminated any time during the validity period but both the contracting parties will complete its responsibilities as per this empanelment. The decision of Chairman & Managing Director, EPI in this regards will be final and binding.

If the terms and conditions mentioned in the tender are contradicting the terms and conditions appearing elsewhere, then it shall be at the discretion of the Managing Director, EPI to choose the overriding terms and conditions. In any case, the decision of the Managing Director, EPI shall be final and binding on all parties concerned.

Due to any unavoidable circumstances, if the agency is not in a position to execute future orders, EPI should be intimated the same with convincing justifications, at least three months in advance. The decision arrived at by Chairman & Managing Director, EPI in such matters will be final. However, for all cases in which the User Department has transferred fund to EPI for procurement, the agency must supply equivalent or better product to fulfil Client's obligation to the User Department. Any failure to adhere to this will result in forfeiting the Security Deposit.



**Brief Scope of Work:**

The scope of work to be undertaken by the bidder for Document Digitization includes the following mentioned below.

The project scope is to perform Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents. The project, comprises of document digitization of records, 3D Digitization & Documentation of Objects and paper conservation consisting of physical tissue lamination (both sides), which includes guarding, binding & covering of records.

**Broadly following scope of work has been outlined:-**

- I. Tissue conservation & Preservation of Records.
- II. All the records required for conservation will be supplied to the vendor by the client.
- III. Development of work flow module for tissue conservation & Preservation of Records.
- IV. Print out data entry summary of Records would be submitted for acceptance with a sign off from the Govt. officials on monthly basis.

**Input Specification:**

- a) The input documents are of generally A1 to A4 and also of big sizes.
- b) Documents are primarily available on Paper (various types). They are generally very old, delicate, fragile and brittle and need special and sophisticated handling and conservation techniques.

**Following activities have to be carried out for conservation of Records:-**

1. Removal of Dust from Records.
2. Fumigation (Para dichlorobenzene fumigation and Thymol fumigation).
3. Unbinding of the Registers.
4. De-acidification (The de-acidification is done by immersion of documents in an aqueous alkaline solution, wherever ink is not soluble in water.
5. If ink is soluble in water, then proper ink fixing is needed to be carried out using proper percentage of consolidant.
6. After de-acidification by immersion method, a coat of buffer solution is needed to be provided on the de-acidified document for added advantage against further acidification of the documents.
7. Tissue repairing by using anti-termite chemical like copper sulphate, clove oil etc or by using CMC paste.
8. Use of gluten free starch paste for tissue repairing work with use of sodium sulphite & orthophenyl phenol or thymol.
9. Guarding, Binding & Covering to appropriate work flows.
10. Fresh Rebinding of each unbound record used for conservation activity after tissue conservation.
11. Setting up of the require infrastructure for tissue conservation to be done for A4/ LEGAL /A3/A2 / A1/ A0 minimum standard size.
12. Collection of the Records from the concerned officer from the respective section of the Office.
13. All required material to be procured by the vendor for conservation of Records.
14. Maintenance of a register for receipts, conservation and handing over of Records.
15. Internal checking for the conservation of Records.



16. Taking necessary steps to rectify any mistake or error during tissue conservation of Records as per the recommendations of the respective Office personnel.
17. Vendor has to establish conservation & Preservation facilitation centre hub .....or at its repositories at various Regional office with adequate human resource and required materials.
18. The bidder/firm/ agency must maintain track record for smooth and timely completion of the project.

**Project Deliverables:**

The complete project has to be delivered before expiry of agreement period from the date of award of contract.

I. Project Execution Plan

II. Tissue conservation of Records as per following specification.

- Comprises of tissue lamination (both sides) irrespective of the sizes i.e. A4, A3, A2, A1, A0
- Guarding
- Stitching & Binding
- Covering
- Pasting of Record labels

**Material Specification used for Conservation work:**

**A. Tissue paper /paper**

- i. 9-11 GSM
- ii. Transparent after lining
- iii. Have buffer
- iv. Sides should be properly trimmed
- v. Guarding around four sides will be preferred
- vi. Paper for guarding should be acid free tissue paper 20 GSM

**B. Paste**

- i. Starch Paste Gluten free or CMC
- ii. Do not lose flexibility of paper after lining
- iii. Do not give its colour
- iv. Fungicide should be added as per conservation ethics (ortho phenyl, phenol or benzalkonium chloride BKC or Sodium penta chlorophenate) etc.

**C. Binding**

- i. Clear full opening
- ii. Every side after binding should look similar and plain/even
- iii. Acid free adhesive should be used for binding
- iv. Single or double End paper should stitch to the end and beginning

**D. Conservation Materials**

Solvent, Handmade paper, Japanese tissue paper/mulberry paper, Nepalese tissue paper, funori sheets, PH strip, PH pen, Book Keeper, Acid free bloating paper, CMC, Klucel G, MC, Jin shofu, Gluten free Starch powder and 1500 & 2000 GSM, Acid free mount board, Methanol, Barium Hydroxide, P.V.A., Thymol, Toluene, Ammonia, PDCB and Acetone and Binding Material including leather and cloth to be used for binding.



**Scope of Work for 3D Digitization and Documentation:**

Equipment & Technology

Equipment Selection:

For metals: Use structured light scanners

For detailed sculptures & inscriptions: Use laser scanners/ photogrammetry/ Combination of both.

For textiles: Use photogrammetry.

For manuscripts & paintings: Combine high-resolution photography with depth sensing equipment.

Software Integration:

Supply the Software to Manage the 3D scanned Artefacts with a Web Interface to Browse, Navigate and Check Quality.

Use state-of-the-art 3D software that supports raw scan data processing.

Server and Network Storage System Commissioning.

Supply and Install a local server with a 30 Bay High Speed Network Storage System with 44 TB Capacity, to be provided by the beneficiary client.

**DELIVERABLES**

- 3D Scanned Raw files in .OBJ / .FBX format
- GLB Optimised format for Web Viewing
- Metadata





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**Annexure-A**

**Letter for Application**

**(On the Company's Letter Head)**

**Date.....**

To

**Subject:-** Application for “Engagement of Associates for securing upcoming Digitization Projects to work in various government entities for providing services towards Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents”

Dear Sir,

In response to your recent advertisement, I hereby apply **for providing services towards** Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents and have enclosed stipulated form/s, annexure, undertaking, declaration etc as per the Expression of Interest.

Regards,

Name and Designation: .....

Firms Name: .....

Address: .....



***EOI for Engagement of Associates for securing upcoming  
Digitization Projects to work in various government entities from  
Individuals and Organizations***

**Annexure-B**

**Bidder's Profile**

Engagement of Associates from Individuals and Organizations for providing services towards Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents.

**1. ORGANISATION'S DETAILS**

Category for which applied	
Organization's Name	
Organization Type	
Registration Details of Organisation (Registration No., Date etc.)	
Registered Address	
Address for Communication	
Telephone No	
E-mail ID	
Key Contact Person His/her Mobile No.	
PAN No.	
GST No.	
Details of Head/ Branch office Address Owned/rented	
Turnover for last three years 2021-22 2022-23 2023-24	
Specialization	
Any other relevant details	

**2. DETAILS OF KEY PERSON(S)**

S. No	Name	Designation	Age	Qualification	Experience (Years)	Area of Expertise
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\*(Only full time and on roll)



**EOI for Engagement of Associates for securing upcoming Digitization Projects to work in various government entities from Individuals and Organizations**

**3. DETAILS OF WORKS COMPLETED IN LAST 10 (TEN) YEARS**

S. No	Name of the Activity	Sponsored Agency/ Department	Value of Project	Duration	Outcome
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**4. PLEASE PROVIDE SELF CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS**

S. No	Description	Documents Enclosed
1	Copy of Registration	Yes / No
2	Copy of PAN	Yes / No
3	Copy of GST Certificate	Yes / No
4	Copy of Work Orders	Yes / No
5	Annual Reports / ITR of last three Financial Years	Yes / No
6	Copy of receipt of Empanelment Fee	Yes / No
7	Articles and Memorandum of Association / Societies by laws	Yes / No

Signature:

Name and Designation: .....

Firms Name: .....

Address: .....

Date: .....



(To be printed and signed on the letterhead of the Bidding Company)

**DECLARATION**

I/We hereby declare that, .....  
(Name & Address) have not been sentenced by any court of law, found defaulter or blacklisted by any State, Centre Government or any other Public Sector Undertaking or a Corporation at the time of submitting this application.

(Seal & Signature of Applicant)

Name:

Designation:

Company:

Date:

Stamp:



**UNDERTAKING**

(to be signed by the Individual or authorized signatory of the firm/company firm/Society/ Pvt. Ltd/ Public Ltd.)

I/We have applied for Empanelment as Individual/ firm/ Society/ Pvt. Ltd./ Public Ltd. in your organization and declare that:

1. I/We understand and accept that empanelment shall be at the discretion of EPI as per the requirement and EPI has the right to reject our application without assigning any reasons thereof
2. If my/our application for empanelment with EPI is considered favourably, I/We shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by EPI from time to time.
3. I/We understand that Empanelment as such does not guarantee award of assignments by EPI. I/We agree and understand that the validity of empanelment is for 3 (Three) years, extendable by another 3 (Three) years on same terms and conditions from the date of empanelment and EPI reserves the right to cancel the empanelment/stop awarding, future assignments without prior notice or assigning any reasons whatsoever.
4. The work, if any, shall be assigned on the basis of the criteria/terms of reference specified by EPI from time to time depending on the project.
5. I/We shall maintain secrecy of the work allotted by EPI.
6. Under no circumstance, I/We shall use the name or logo of EPI in my/ our correspondence with other organizations without prior approval.
7. I/We have not concealed or suppressed any material information facts and record and I have made complete and full disclosure.

Signature of Applicant

Date:

Place:

Stamp:



**Draft**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ENGINEERING PROJECTS (INDIA) LTD., NEW DELHI  
AND  
[Company Name]**

**This Memorandum of Understanding (herein after referred to as ‘MOU’) entered into the .....day of ....., 2024 at New Delhi by and between:**

**Engineering Projects (India) Ltd.(EPI)**, a Government of India Enterprise, having its Corporate Office at Core-3, Scope Complex, 7 Lodhi Road, New Delhi 110003, herein after referred to as, “The First Party” (this expression includes its successors, executors and permitted assigns).

**And**

**M/s....., having its office at Address....., hereinafter referred to as, “The Second Party” (this expression includes its successors, executors and permitted assigns).**

The **First Party** is a Government of India Enterprise providing Consultancy, Design and executing multidisciplinary projects on turnkey basis and the **Second Party** is engaged in ..... etc.

**Whereas Second Party** has been shortlisted after inviting EOI and shown their interest and capability to provide consultancy work for Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents related projects.

First Party & Second Party are collectively referred as **Parties** and individually as **Party**.

**WHEREAS** both the Parties intend to synergise their efforts by pooling their expertise and resources for taking up works for Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents projects in India to further strengthen their business interests, hereinafter referred to as ‘Projects’.

The First Party and the Second Party hereby mutually agree as under:

1. Both Parties agree to work jointly to identify the projects of common interest in India.
2. The Projects could be identified by either of the parties and they could approach each other for exclusive co-operation for bidding.
3. The co-operation for execution of agreed and identified projects shall be based on mutual benefit of the parties. Inclusion and participation of another agency into the joint venture / consortium etc. as the case may be, shall be decided by the First Party.
4. Prior to bidding for a particular accepted agreed project, the parties with mutual consent shall enter into a Joint Bidding Agreement detailing each party’s obligations and responsibilities for execution of the project, including allocation of scope of work in the project and the parties’ respective obligations in the related bidding costs and expenses.
5. This MOU does not limit both parties from collaborating or entering into agreements with any other party for any other project in the similar fields.

**6. CONFIDENTIALITY**

Throughout the term of this MOU and for a period of three years initially after its termination or expiry, the Parties shall maintain strict confidentiality of the information / data of either Party that is disclosed to the other Party in writing and shall not disclose such confidential information / data to any third party without the prior written consent of the other Party. The parties hereby agree to take all reasonable precautions including the establishment of appropriate procedures and discipline to



***EOI for Engagement of Associates for securing upcoming  
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safeguard the confidentiality of such information, and not to use them for its own or another's advantage except for purposes/ objectives of this MOU during and after the tenure hereof.

**7. COMMENCEMENT, DURATION AND TERMINATION OF MOU**

7.1 This MOU shall be valid for a period of three years initially commencing from the date of execution of MOU (first above written) and can be further extended by mutual consent of the parties in writing.

7.2 Either party may terminate this MOU by giving a notice of 30 (Thirty) days to the other party without any compensation, provided that both the parties shall honour the pending commitment(s) as on the date of such Notice of Termination.

7.3 If any of the Parties is declared insolvent by a court of competent jurisdiction or if either Party undergoes any winding up either voluntarily or under court proceedings, this MOU will stand terminated with immediate effect.

**8. GOVERNING LAW AND DISPUTE RESOLUTION**

**8.1 In case of dispute with a private party:**

**DISPUTE RESOLUTION:**

**Amicable Resolution**

Save where expressly stated to the contrary in this document, any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this document, including those arising with regard to acts, decision or opinion of the EPI (the "Dispute") and so notified in writing by either Party, shall in the first instance be attempted to be resolved amicably by the representatives of the Parties in accordance with the procedure set forth as below.

**Mutual Settlement of Disputes:-**In the event of any Dispute between the Parties, either Party may call upon the Regional In-charge/ concerned officer, as the case may be, to mediate and assist the Parties in arriving at an amicable settlement thereof.

Upon such reference, the representatives of the Parties shall within 15 (fifteen) days of service of a written notice from one Party to the other Party(ies), hold a meeting with an effort to resolve the Dispute in good faith and the dispute may be mutually settled between the parties.

If the Dispute is not amicably settled within 15 (fifteen) days of reference of said dispute, either Party may refer the dispute to mediation in accordance with the provisions of the below:

**Mediation**

In case of any dispute /differences, such dispute shall be referred for mediation by either parties to CMD of EPI for resolution of dispute and CMD may nominate any person/committee for mediation of the dispute. If such dispute is not resolved within a period of 30 days from the date of reference to CMD of EPI, then in such a case matter /dispute shall be referred to the Court for resolution.

**Jurisdiction**

The courts in New Delhi alone will have jurisdiction to deal with matters/disputes arising there from, to the exclusion of all other courts.

**8.2 In case of dispute with a CPSE/Govt. Deptt., AMRCD Mechanism to be followed Office Memorandum no F. No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018 issued by Government of India as per Annexure- G.**



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**9. INDEMNIFICATION**

Each Party shall indemnify and hold harmless the other party from all costs, claims, actions, expenses incurred by or imposed upon the other party as a result of or in connection with Party's failure, breach, and default in maintaining strict confidentiality. The Parties waive their rights of recourse to one another regarding damages to property caused by third party.

This Memorandum of Understanding (MOU) is signed in duplicate with each party receiving one original document.

For and on behalf of

**Engineering Projects (India) Ltd.**

For and on behalf of

**M/s.....**

---

Name : Shamsher Singh  
Position : Executive Director  
Witnesses:

---

Position : Authorized Signatory





**EOI for Engagement of Associates for securing upcoming Digitization Projects to work in various government entities from Individuals and Organizations**

**Annexure-F**

**Evaluation Criteria for Engagement of Associates For Document Digitization Technology Works.**

<b>Sl. No.</b>	<b>Item</b>	<b>Marks</b>
<b>1.</b>	All asked Company Documents, certificates and undertakings.	Min Marks =15 Max Marks =15 <b>Marks below “Min Marks” will stand Disqualified.</b>
<b>2.</b>	ISO 9001-2015 Quality Management Certificate	Min Marks = 10 Max Marks = 10 <b>Marks below “Min Marks” will stand disqualified.</b>
<b>3.</b>	Successfully executed Scanning & Digitizing work in 5 Government organizations (State or Central) or Ministry or PSU	Min Marks (15) Max Marks (20)  4 Marks will be given for each Government organizations (State or Central) or Ministry or PSU <b>Marks below “Min Marks” will stand disqualified.</b>
<b>4.</b>	<ul style="list-style-type: none"><li>• Successfully executed one single order of Scanning &amp; Digitizing for a minimum of 50 lakhs or above Archival pages from any Central or State Archives. (10 marks)</li><li>• Successfully executed two orders of each for Scanning &amp; Digitizing for a minimum of 30 lakhs or above Archival pages from any Central or State Archives. (5 marks)</li><li>• Successfully executed Physical Conservation of Heritage Material such as Manuscripts / Photographs / Negatives / Palm Leaves / Glass Negatives / Old Maps / Books etc. for at least 10 years. (10 marks)</li></ul>	Min Marks =10 Max Marks =20  <b>Marks below “Min Marks” will stand disqualified.</b>
<b>5.</b>	Successfully executed digitizing objects in 3D with a Single Order Value of Rupees 6 Crores or more for any Central or State Govt. Department / Ministry along with completion certificate.  OR Successfully executed digitizing objects in 3D with a Single Order Value of Rupees 5 Crores or more for any Central or State Govt. Department / Ministry along with completion certificate.  OR Successfully executed digitizing objects in 3D with a Single Order Value of Rupees 4 Crores or more for any Central or State Govt. Department / Ministry along with completion certificate.	Min Marks = 10 Max Marks = 15  <b>Marks below “Min Marks” will stand disqualified.</b>



***EOI for Engagement of Associates for securing upcoming Digitization Projects to work in various government entities from Individuals and Organizations***

<b>6.</b>	Successfully executed scanning of records, appropriately indexing and metadata creating, using OCR technology, development of Document Management System (DMS) and uploading the PDF/A with watermark scanned data with metadata on Dept. Portal and make it searchable.	Min Marks=15 Max Marks=20  <b><i>Marks below “Min Marks” will stand disqualified.</i></b>
		<b>Min Total required to qualify: =&gt;75 Max marks: 100</b>

**Note:** *The agencies obtained Marks equal or more than Minimum total marks required i.e. =>75 will only be considered for Engagement of Associates for securing upcoming Digitization Projects to work in various government entities from Individuals and Organizations for providing services towards Document Digitization, 3D Digitization & Documentation of Objects and Paper Conservation of documents.*

F. No. 4(1)/2013-DPE(GM)/FTS-1835  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises  
\*\*\*\*\*

Public Enterprises Bhawan,  
Block No. 14, CGO Complex,  
Lodhi Road, New Delhi-110003.  
Dated: 22<sup>nd</sup> May, 2018

**OFFICE MEMORANDUM**

**Subject: Settlement of commercial disputes between Central Public Sector Enterprises (CPSEs) *inter se* and CPSE(s) and Government Department(s)/Organization(s) - Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD).**

The undersigned is directed to refer to Department of Public Enterprises guidelines issued vide OM No. 4(1)/2011-DPE (PMA)-GL dated 12.06.2013, No.4(1)2011-DPE(PMA) dated 24.03.2014, No. 4(1)/2011-DPE (PMA) dated 26.03.2014 and No. 4(1)/2013-DPE(PMA)/FTS-1835 dated 11-04-2017 regarding the resolution of commercial disputes between Central Public Sector Enterprises (CPSEs) *inter se* and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments) through PMA (Permanent Machinery of Arbitration) mechanism.

2. To make the mechanism more effective and binding on the disputing parties, a new mechanism namely Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) having two level (tier) structure has been evolved in consultation with various stakeholders to replace the existing PMA mechanism which stands wound up from the date of issue of this OM.

**3. Applicability**

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts *inter se* and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways,

Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for its resolution through AMRCD.

4. As per the approved new mechanism to resolve the commercial disputes, the following structure and procedure shall be followed by the concerned disputing parties:

**A. Structure:**

- i. At the First level (tier), such commercial disputes shall be referred to a Committee comprising of Secretaries of the Administrative Ministries/Departments to which the disputing CPSEs/Parties belong and Secretary-D/o Legal Affairs. The Financial Advisors (FAs) of the two concerned Administrative Ministries/Departments will represent the issues related to the dispute in question before the above Committee. In case the two disputing parties belong to the same Ministry/Department, the above said Committee will comprise Secretary of the administrative Ministry/Department concerned, Secretary-D/o Legal Affairs and Secretary-Department of Public Enterprises. In such a case, the matter may be represented before the Committee by the FA and one Joint Secretary of that Ministry/Department.

Further, in case of a dispute between CPSE and State Government Department/Organization, the above said Committee will comprise the Secretary of the Ministry/Department of the Union to which the CPSE belongs and Secretary-D/o Legal Affairs and a senior officer nominated by the Chief Secretary of the State concerned. In such a case, the matter will be represented before the Committee by the FA of the concerned administrative Ministry/Department and the concerned Principal Secretary of the State Government Department/ Organisation.

- ii. In case the dispute remains unresolved even after consideration by the above Committee, the same will be referred at the Second level (tier) to the Cabinet Secretary, whose decision will be final and binding on all concerned.

**B. Procedure:**

- i. At the First level(tier), the claiming party(Claimant) will approach the FA of it's administrative Ministry/Department for representing the dispute before the Secretary of it's administrative Ministry/Department. The Secretary of administrative Ministry/Department of claiming party will intimate the same to the Secretary of administrative Ministry/Department of responding party (Respondent) and Secretary-D/o Legal Affairs and thereafter meetings will take place in the administrative Ministry/Department of the claiming party to examine the facts and resolve the dispute on merit. The FAs of the concerned administrative Ministries/Departments will represent the issues related to the dispute in question before the above Committee. After arriving at a decision by the Committee, the Secretary of the administrative Ministry/Department of the claiming party will write down the decision and it will be signed jointly by both the Secretaries and Secretary- D/o Legal Affairs. A copy of the decision will be communicated by the Secretary of the administrative Ministry/Department of the claiming party to each party to the dispute for implementation.

In case where one party (1<sup>st</sup> party) to the dispute is a Department/Organization of a State Government, the procedure for admitting the dispute will be same as above, however, all meetings in connection with resolution of the dispute will be held in the administrative Ministry/Department (Union) of other party(2<sup>nd</sup> Party) irrespective of the position of the 1<sup>st</sup> Party whether as a Claimant or Respondent. The presentation of the issues before the above Committee in this case will be done by the FA of the concerned Administrative Ministry/Department and concerned Principal Secretary of the State Government Department/Organization.

- ii. The Committee of Secretaries at the First level(tier) shall finalise its decision within 3 months after having received the reference/notice in writing regarding the dispute from the concerned aggrieved party.

## **5. Appeal**

Any party aggrieved with the decision of the Committee at the First level (tier) may prefer an appeal before the Cabinet Secretary at the Second level (tier) within 15 days from the date of receipt of decision of the Committee at First level, through it's administrative Ministry/Department, whose decision will be final and binding on all concerned.

## **6. Arbitration Clause**

- (i) The CPSEs will ensure inclusion of a clause in all the existing and future commercial contracts between CPSEs, *inter-se* and CPSEs and Government Departments/Organizations as under:-

“In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018”.

- (ii) The on-going contracts shall also be suitably amended accordingly.

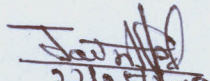
## **7. Disposal of pending cases in PMA**

All pending cases with Sole Arbitrator-PMA and Appellate Authority shall stand transferred with immediate effect to concerned administrative Ministries/Departments to be dealt with as per above mentioned laid down mechanism of dispute resolution. All cases in which the hearing has been completed

by Sole Arbitrator, the award will be made by Sole Arbitrator. Appeal if any, made against such cases will lie with the Cabinet Secretary at Second level(tier).

8. All the administrative Ministries/Departments concerned with Central Public Sector Enterprises/ Port Trusts etc. are requested to bring these guidelines to the notice of all CPSEs under their administrative control for strict compliance.

9. This issues with the approval of the Competent Authority.

  
21/05/18  
(J. N. Prasad)  
Director  
Tel. 24360736

**To.**

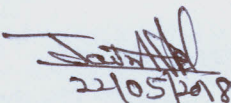
1. Secretary of all Ministries/Departments of the Government of India.
2. Chief Secretary of all the States and Union Territories.

**Copy to:**

1. Sh. G. S. Yadav, Joint Secretary & Arbitrator-PMA, DPE.
2. Chief Executive of all CPSEs for information and necessary compliance.

**Copy forwarded for kind information to:**

- (i) The Prime Minister's Office, South Block, New Delhi.
- (ii) The Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
- (iii) PS to the Minister (HI&PE), Udyog Bhawan, New Delhi.
- (iv) Secretary(DPE), CGO Complex, New Delhi
- (v) Secretary (Law), D/o Legal Affairs, Shastri Bhawan, New Delhi.

  
21/05/18  
(J. N. Prasad)  
Director  
Tel. 24360736