

UT Administration of Daman and Diu

Government Printing Press, Daman.

e - TENDER FOR SCANNING, DIGITIZATION AND INDEXING OF OLD GAZETTES

Tender No. GPP/805(8)/2015-16/228

Date:16 -07-2015

Bid Processing Fees: ₹ 500/- (Non Refundable)

Earnest Money Deposit: ₹ 30,000/-

Government Printing Press

Fort Area, Moti Daman,

Daman (U.T.) – 396220

0260-2230619

dps-daman-guj@nic.in

Date of Pre-Bid Meeting: 04-08-2015 11:00 hrs.

Last Date of Submission of Bid: 07-08-2015 upto 15:00 hrs.

Opening of Technical Bid: 07-08-2015 16:00 hrs.

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COMPETITIVE BIDDING FOR SCANNING DIGITIZATION AND INDEXING OF OLD GAZETTE

SECTION I: INVITATION FOR BIDS & TENDER SCHEDULE

Government Printing Press invites sealed tender offers (Technical and Financial) for
“SCANNING DIGITIZATION AND INDEXING OF OLD GAZETTES”

The bidders may download the tender document from website of U.T. Administration
(daman.nic.in) or daman.nprocure.com.

Bid Processing Fee	₹ 500/- (Non Refundable)
Last date, time for Submission of pre-bid queries on dps-daman-guj@nic.in	02-08-2015 16:00 hrs.
Date, Time & Place of Pre-bid meeting	04-08-2015 at 11:00 hrs Dept. of Planning & Statistics, Secretariat, Fort Area, Moti Daman, Daman (U.T.)
Last date, time for Online Submission of bids online	07-08-2015 upto 15:00 hrs.
Date, time and place for Opening of Technical Bids	07-08-2015 16:00 hrs.
Address for communication	Head of Office, Government Printing Press, Fort Area, Moti Daman, Daman (U.T.) – 396220 Tel : 0260-2230619
Earnest Money Deposit	₹ 30,000/-
Last date & Time for submission of EMD & Bid Processing Fees (Physical)	07-08-2015 upto 12:00 hrs.
Validity of Tender	180 Days.
Contact Person	Dr. S. D. Bhardwaj Dept. of Planning & Statistics, Secretariat, Fort Area, Moti Daman, Daman (U.T.)
Time Limit to complete the work	6 Monhts.

All bids must be submitted online on <https://daman.nprocure.com> website

1. Technical bids will be opened in the presence of tender Committee members whoever are present as well as Bidder's or their representatives who choose to attend on the specified date and time. The tender committee has been empowered to take the final decision regarding the tender.
2. In the event of the date specified for receipt and opening of bid being declared as a holiday for U.T. Administration of Daman and Diu, the due date for submission of bids and opening of bids will be the following working day at the appointed time.
3. The Government Printing Press - Daman reserves the right to accept or reject any tender offer without assigning any reason.
4. Financial bids of only those bidders who qualify on the basis of evaluation of Technical Bids & Demonstration will be opened.
5. Use & Release of Bidder Submissions: Government Printing Press, Daman (GPP-Daman) is not liable for any cost incurred by a Bidder in the preparation and production of any Proposal, the preparation or execution of any benchmark demonstrations, simulation or laboratory service or for any work performed prior to the execution of a formal contract. All materials submitted become the property of the GPP-Daman and may be returned at its sole discretion. The content of each Bidder's Proposal will be held in strict confidence during the evaluation process, and details of any Proposals will not be discussed outside the evaluation process.

SECTION II: INSTRUCTIONS TO BIDDERS

INTRODUCTION :

Government Printing Press - Daman is primarily responsible to print the Government Publications and stationery, like various Type of Forms, Registers, Ration-cards, Electoral Roll, Government Gazette, pre-printed forms and stationery for various Government requirements. GPP-Daman has the repository of the Government Gazettes of various types since 1989 in hard copy. GPP-Daman intends to digitize the entire old Gazette by Scanning, Digitizing and Indexing of old Gazettes of U.T. Administration of Daman and Diu.

A. SCOPE OF WORK :

It will be the responsibility of the agency:-

- 1) Provide all the requisite Hardware and Peripherals as mentioned in this document required to meet the desired service standards.
- 2) Service Provider shall do the pagination of each document before starting scanning. It shall be part of scanning work. No extra charge for the same will be given to the service provider.
- 3) Unbinding of bounded volumes will not be permitted.
- 4) Service Provider will have to Scan the Documents in min. resolution of 150 dpi and submit the same in Hard Disk along with the retrieval software. Service provider has to digitize the document by capturing & entering certain parameters mentioned in the annexure and index the document based on those parameters. They have to submit indexed print out of the documents scanned. In future there may be decided to upload the document images on the web, so the successful bidder has to work considering the same.
- 5) The Service Provider has to develop and provide the web base interface for data entry, uploading and searching of the documents on various parameters.
- 6) The Service Provider has to categorize the scanned documents under various category defined in annexure.
- 7) The Service Provider will be handed over the documents in a batch and he will cross-check this information and will prepare a list containing discrepancies, if any.

- 8) The Service Provider will scan all the documents and will carry out Quality Checks in order to ensure that the scanning quality is good and the pages are perfectly scanned.
- 9) As all the pages of the document are stapled or tied, the Service provider will not be allowed to unstaple/untie for the purpose of scanning.
- 10) Scanned images (preferably in .jpg, .tif format) of these documents will have to be converted into PDF files.
- 11) The PDF files of the scanned documents will have to be stored in the database & written on USB Hard Disk. The concerned Data files relating to these documents will also have to be written on the same USB Hard Disk on which the document files are. Further, USB Hard Disk will have to have the run-time of the software, which will enable the quick search and viewing/printing of the database as also the PDF files. The Service Provider will have to provide two sets of USB Hard Disk.
- 12) SP needs to create the database/index for the scanned documents so that search engine could handle the search of particular scanned document. Also the said scanned documents would be uploaded on website so database/index should be prepared accordingly. The indexing of data should be in Unicode. The data entry software for scanned document should be prepared in consultation with the Department.
- 13) The software should be capable of quick search, retrieval, viewing and printing of the data-base and PDF files. The Retrieval software should be capable of searching within image-PDF files (searchable PDF Files). All rights of the software will be reserved with Government Printing Press - Daman.
- 14) The Service provider will also provide full source code of the developed software.
- 15) Service Provider will arrange the necessary and required hardware/software to carry out the work at the premises provided by GPP.
- 16) SP should responsible for data entry of the field mentioned in the Annexure for each document.
- 17) The Created PDF file should be searchable using the above mentioned fields.
- 18) The Documents may be 40 years old. All the documents are very important. The Documents may have different size. Proper care should also be taken while scanning for every document. The successful bidder have to provide security measures while preparing CDs that no one can change the content of the documents.
- 19) The Documents are very old and acidic. Some papers may be brittle and fragile. So

additional care should also be taken to handle while the process of scanning.

- 20) Total Approximate Volume of all the documents is as under. The volume will be increase/decrease by 30%

Total volume of all the Gazettes pages

About 34,000 papers of A4, Legal and A3 size. Most of the volume is of A4 size of papers while A3 volume is very minimal.

B. QUALIFICATION CRITERIA

Bidders desirous of bidding for the project shall fulfil the following qualification criteria:

- 1) The vendor should be in the business of Software/Website Development and/or I.T. Solutions and/or Data Entry and/or Scanning for at least three years as on 31st December 2014. Company Incorporation Certificate must be submitted for the same. They should have experience in terms of Content Management System and/or Document Management Imaging & Transmission.
- 2) Bidders should have executed atleast 1 Project of ₹ 12 lakhs and/or 2 Projects of ₹ 8 lakhs and/or 3 Projects of ₹ 4 lakhs in last three years.
- 3) Total turnover of the firm should be at least ₹ 25 Lakhs during the each of last three financial years i.e. from 2012-13, 2013-14 & 2014-15. Bidder should have to upload the copies of statement of turn-over of last three years issued by CA.
- 4) Bidder must be ready to provide a local support office for a period of one year after award of the tender.
- 5) The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any State Govt./Central Govt./U.T. Administration or any of the PSU.

Certificate / Affidavit mentioning that the Bidder/ Consortium Partner are not currently blacklisted by any State Govt./Central Govt./U.T. Administration or any of the PSU is to be submitted.

Note: All Supporting documents must be submitted online and the documents must be in clear readable form.

C. TECHNICAL EVALUATION CRITERIA

Particulars	Criteria	Max Marks
Year of Establishment	(>=3 & <10 == 3) (>10 == 5)	5
Quality certifications (ISO, SEICMM Level)	ISO/CMM Level certified = 5 otherwise 0	5
Annual Turnover of Last Three years		
2012-13	(>=25 lacs & <50 lacs == 8) (>=51 lacs & <100 lacs == 9) (>100 lacs == 10)	10
2013-14	(>=25 lacs & <50 lacs == 8) (>=51 lacs & <100 lacs == 9) (>100 lacs == 10)	10
2014-15	(>=25 lacs & <50 lacs == 8) (>=51 lacs & <100 lacs == 9) (>100 lacs == 10)	10
Ongoing/Completed Projects	(1 to 5 = 7) (6 to 10 = 13) (>11 = 15)	15
Projects Completed Above 10 Lacs	(1 to 5 = 7) (6 to 10 = 13) (>11 = 15)	15
Presentation on Approach & Methodology		30
Total		100

Note: Minimum 70% is required to qualify for the next stage i.e. opening of financial bid.

D. PREPARATION OF BIDS

1) Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and “the tendering Authority” in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

2) Bidding Document

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in rejection of the bid.

3) Clarification of Bidding Documents

- 1) A prospective Bidder requiring any clarification of the bidding documents may notify the tendering Authority in writing at the tendering Authorities address indicated in the Invitation for Bids. The tendering Authority will respond in writing to any request for the clarification of any bidding documents, which it receives one day prior to deadline for submission of bids prescribed by the tendering Authority.
- 2) Pre bid meeting is fixed for clarification on **04-08-2015 at 11:00 hrs**. In the event of any clarification required and issued in writing, it shall form the part of the tender document.

4) Amendment of Bidding Documents

- 1) At any time prior to the deadline for submission of bids, this office may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete certain conditions in the bidding document in form of corrigendum. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their

bids the tendering Authority, at its discretion, may extend the deadline for the submission of bids.

5) Language of Bid

- 1) The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and The tendering Authority shall only be in English language.

6) Bid Form

- 1) The Bidder shall complete the Technical Bid & Financial Bid as per format and sequence attached as Annexure respectively. The bidder shall also complete the **Bid Form** and submit along with Financial Bid.

7) Bid Prices

- 1) The Quote will be on the basis of per page charge (comprising of software charge), for Scanning Digitization and Indexing.
- 2) The quote will also have component of Searching Software Developed by the bidder.
- 3) The quote will also include other charges like delivery media etc.
- 4) The quote must be inclusive of all taxes/levies and charges.

8) Bid Currency

1. Prices shall be quoted in Indian Rupees only.

9) Documents Establishing Bidder's Eligibility and Qualification

1. The bidder shall furnish, as part of its tender offer, documents establishing the Bidder's eligibility to participate in the tender and its qualifications to perform the Contract as mentioned in qualification Criteria section.

10) Documents establishing good's Eligibility and Conformity to Bidding Documents.

- 1) The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract.
- 2) The documentary evidence of conformity of goods and services to the bidding documents may be in the form of literature, drawing and data, and shall consist of a detailed description of the essential technical and performance characteristics of the goods;
- 3) The Bidder shall note that standards for workmanship, material and equipment, and references to International brand names or catalogue numbers designated by the tendering Authority in its Technical Specifications are intended to be descriptive only and not restrictive

1) 11) Earnest Money Deposit

- 1) The Bidder shall furnish, as part of its bid, an Earnest Money Deposit in the form of a DD drawn in favor of **Government Printing Press** payable at Daman for an amount of **₹ 30,000/-**
- 2) Unsuccessful bidder's EMD will be discharged / refunded as promptly as possible but not later than 30 days after the decision of the commercial bid is taken.
- 3) The successful bidder's EMD will be discharged only after the completion of the contract papers.
- 4) The EMD shall be forfeited If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form or in case of a successful Bidder, if the Bidder fails: to sign the Contract; or to furnish the performance security.
- 5) No exemption for submitting the EMD will be given to any agency including SSI Units. However, exemption may be considered by the committee if Government of India issued any guidelines in this regard to the specific institution / organization.
- 6) Any tender submitted without the EMD will be summarily rejected.
- 7) The bidder is liable to pay liquidated damages and penalty imposed by the tender Inviting Authority in the event of non-fulfilment of any of the terms or whole of the contract.

12) Period of Validity of Bids

- 1) Bids shall be valid for **180 days** after the date of bid opening. The tendering Authority shall reject a Bid valid for a shorter period as non-responsive.
- 2) In exceptional circumstances, the tendering Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 3) Bid evaluation will be based on the bid prices without taking into consideration the above changes.

13) Performance Security Deposit

- 1) The successful Bidder has to furnish a security deposit so as to guarantee his/her (Bidder) performance of the contract.
- 2) The proceeds of the performance security shall be payable to the tendering Authority as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
- 3) The Performance Security shall be denominated in Indian Rupees and shall be in the following form:
- 4) A bank guarantee issued by a nationalized / scheduled bank located in India or a bank located abroad having at least one branch in India acceptable to the tendering Authority, in the form provided in the bidding documents.
- 5) Within 15 days of the receipt of notification of award from "THE TENDERING AUTHORITY", the successful bidder shall furnish the performance security equal to 10% of the total value of contract, in accordance with the Conditions of The Contract, in the performance security form provided in the bidding documents in the proforma prescribed in the tender.
- 6) The validity of the Performance Security will be upto 3 months after successful completion of performance obligations.

14) Clarification to tender documents

At any time after the issue of the tender documents and before the opening of the tender, the Government Printing Press - Daman may make any changes, modifications or amendments to the tender documents will be uploaded on the website.

15) Receipt of tenders and tender Opening

- 1) Government Printing Press - Daman shall be responsible for the proper receipt and safe custody of the tenders.
- 2) The tender must be submitted online on <https://daman.nprocure.com>
- 3) Government Printing Press - Daman may extend the last date and time for receiving tenders after giving adequate notice to all the bidders in cases where -
 - a) The publication of the tender notice has been delayed.
 - b) The communication of changes in the tender documents to the prospective bidders took time;
 - c) Any other reasonable grounds exist, for such extension which shall be recorded in writing by Government Printing Press.

E. Contents of Envelopes

- 1) Two Separate Envelopes for the EMD and Bid Processing Fee.
- 2) Envelope shall be marked as Envelope for “**EMD for the tender of Scanning, Digitization and Indexing of old Gazettes**” & “**Bid Processing Fee for the tender of Scanning, Digitization and Indexing of old Gazettes**”.
- 3) An envelope for the Technical Bid and supporting Documents.
- 4) All three envelopes to be sealed and submitted in a single sealed cover.
- 5) Financial bid must be online ONLY.

F. SUBMISSION OF BIDS

1) Sealing and Marking of Bids

- 1) All bids must be submitted online through <https://daman.nprocure.com> as per the formats mentioned in the same using digital signature.
- 2) Telex, cable, e-mailed or facsimile bids will be rejected.

2) Deadline for Submission of Bids

- 1) Bids must be submitted online through <https://daman.nprocure.com> not later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared as a holiday for UT Administration of Daman and Diu, the bids will be received up to the appointed time on the next working day.
- 2) GPP-Daman may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of GPP-Daman and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

3) Late Bids

Any bid received by GPP-Daman after the deadline for submission of bids, will be rejected and/or returned unopened to the Bidder.

4) Withdrawal of Bids

- 1) The Bidder may modify or withdraw his bid before the last date of submission of bids through the e-Tendering website <https://daman.nprocure.com>
- 2) No bid may be modified after the deadline for submission of the bids.
- 3) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid EMD.

G. BID OPENING AND EVALUATION OF BIDS

1) Opening of Bids by GPP-Daman

GPP-Daman will open all bids (only Technical Bids at the first instance) through the e-Tendering website of <https://daman.nprocure.com>, in the presence of Bidder or his representative who choose to attend, and at the following address:

**Government Printing Press
Fort Area, Moti Daman,
Daman (U.T.) – 396220
0260-2230619
dps-daman-guj@nic.in**

- 1) The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the tendering Authority, the Bid shall be opened at the appointed time and location on the next working day.
- 2) The Bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details as GPP-Daman, at his discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders.
- 3) Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
- 4) Bids (Physical) received in unsealed envelope and / or having open financial will be rejected.
- 5) Financial Bids of only those bidders who qualify on the basis of evaluation of Technical Bid & Demonstration will be opened in the presence of the qualified bidders or their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.

2) Clarification of Bids

During evaluation of bids GPP may, at its discretion, ask the Bidder for a clarification of its bid. GPP may also ask for rate analysis of any or all items and if rates are found to be unreasonable low or high, the bid shall be treated as non-responsive and hence liable to be rejected. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

3) Contacting Government Printing Press.

- 1) No Bidder shall contact GPP-Daman on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If he wishes to bring additional information to the notice of GPP, he should do so in writing. GPP reserves the right as to whether such additional information should be considered or otherwise.
- 2) Any effort by a Bidder to influence GPP-Daman in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security amount.

4) Evaluation and comparison of Bids

- 1) For technical evaluation and comparison of the bids will be done by GPP based on the evaluation criteria given in the tender document.
- 2) The technical evaluation of bids will be done based on following three components only for those bidders who satisfy all the Eligibility Criteria.
 - a) Technical Bid Document
 - b) Approach & Methodology Document
 - c) Presentation on Approach & Methodology
- 3) The solution provider will be selected based on evaluation of technical bids & financial bids. Financial bids of only those bidders who qualify on the basis of evaluation of technical bids will be opened.
- 4) GPP's evaluation of a Bid will exclude and not take into the account any allowance for price adjustment during the period of the execution of the contract, if provided in the bid.

H. AWARD OF WORK

1) Award Criteria

- 1 The tender Committee present will award the contract to the successful Bidder whose bid has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 2 If lowest bidder does not accept the offer OR fail to submit the necessary Security Deposit /PBG, the tender committee reserves it's right to forfeit the EMD and offer the award to next successful bidder.
- 3 The tendering Committee reserves the right to award the contract in parts to more than one bidder, provided further that the Bidders(s) are determined to be qualified to perform the contract satisfactorily.

2) Area of operation

- 1) Area of operation will be U.T. of Daman and Diu as mention in Scope of Work.

3) GPP's Right to Accept / Reject Any or All Bids

- 1) GPP reserves the right to accept or reject any bid, or to null the bidding process and reject all bids at any time prior to the award of Contracts, 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 the GPP's action.

4) Notification of Awards

- 1) Prior to the expiry of the period of the bid validity, GPP-Daman will notify the successful bidder in writing. The bidder will confirm the same in writing through registered letter.
- 2) The notification of award will constitute the formation of the Contract.
- 3) Upon the successful Bidder's furnishing of performance security pursuant to GPP will promptly notify each unsuccessful bidder.

5) Signing of Contract

- 1) At the same time as GPP notifies the successful Bidder that its bid has been accepted, GPP will send the bidder the Contract Form provided by this office.
- 2) Within 15 days of receipt of the Contract Form, the successful bidder shall sign the contract and return it to GPP.

6) Performance Security

- 1) Within 15 days of the receipt of notification of award from the GPP, the successful bidder shall furnish the performance security in accordance with the conditions of the contract, in the Performance Security Form provided in the bidding document or in another form acceptable to GPP.
- 2) The proceeds of the performance security shall be payable to Government Printing Press as compensation for any loss resulting from the bidder's failure to complete its obligations under the contract.
- 3) The performance security shall be denominated in Indian Rupees and shall be in the following form: A bank guarantee issued by a nationalized/ scheduled bank and following private sector banks located in India, in the form provided in the bidding documents.

7) Corrupt or Fraudulent Practices.

- 1) GPP requires that the bidders/suppliers/ contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, GPP defines for the purposes of this provision, the terms set forth as follows:
- 2) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of GPP., and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive GPP. Of the benefits of the free and open competition;
- 3) GPP will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 4) GPP will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- 5) The past performance of the bidder will be crosschecked if necessary. If the facts are proven to be dubious the bidders tender will be ineligible for further processing.

8) Interpretation of the clauses in the tender Document / Contract Document

- 1) In case of any ambiguity in the interpretation of any of the clauses in tender Document or the Contract Document, GPP's interpretation of the clauses shall be final and binding on all parties. However, in case of doubt as to the interpretation of the bid, the bidder may make a Written request to:

**The Deputy Director(P & S)/H.O., G.P.P.,
Fort Area, Moti Daman,
Daman (U.T.) – 396220
0260-2230619
dps-daman-guj@nic.in**

- 2) The decision taken by the tender Committee in the process of tender evaluation will be full and final.

SECTION III: GENERAL CONDITIONS OF CONTRACT

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- 1) "The Contract" means the agreement entered into between Government Printing Press and the Service Provider, as recorded in the Contract Form Signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- 2) "Bidder" means any agency that is participating in the tender process.
- 3) "Service Provider" means any agency who is a successful bidder and to whom the contract has been awarded.
- 4) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;
- 5) "The Goods" means all the equipment, machinery and /or other materials which the Service Provider is, if, required to supply to GPP under the Contract;
- 6) "Document" means files, maps, photographs, registers, manuscripts, Gazettes, Books etc.
- 7) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Service Provider covered under the Contract;
- 8) "The Project Site", wherever applicable, means the place or places where the work is to be executed.
- 9) "Day" means a working day.

10) Performance Standards

This factor incorporates the maintenance standards as defined below:

1. Service Level Standards: -

The agency has to meet the service level norms failing which the contract is liable to get cancelled.

- b) Install high quality hardware and peripherals to carry out the work in stipulated time.
- c) Provide skilled and efficient manpower to attain maximum production.
- d) Provide quality consumables like branded CDs, Paper, Toners, and external Hard disks etc.
- e) Absolutely avoid usage of low quality consumables, refilled toners, etc.

2. Application

- a) These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3. Use of Contract Documents and Information

- 1) The Service Provider shall not, without the GPP's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of GPP in connection therewith, to any person other than a person employed by the Service Provider in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 2) Any document, other than the Contract itself, shall remain the property of GPP and shall be returned (in all copies) to GPP on completion of the Service Provider's performance under the Contract.
- 3) The Service Provider shall permit GPP to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited.

4. Patent Rights

The Service Provider shall indemnify GPP against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

5. Inspections and Tests

- 1) Authorized person(s) in GPP will verify the scanned and digitized data. If the quality of the output not found as per the norms prescribed by this office, they shall be generated again and again until they attain the prescribed norms and no extra payment will be made for the same. Verification of documents will be done on the basis of document completeness.
- 2) No staff of GPP will be made available for the said work except for handing over and taking back the documents, receiving CDs & HDD. The entire verification of record will be done randomly and batch-wise by the GPP staff. It will be the onus of the bidder to ensure that the quality of the work is not compromised. If the quality is not satisfactory, it will amount to rejection of the entire batch. The bidder has to make a thorough verification of the quality at his own level.
- 3) The documents shall be handed over to the bidder / or his authorized agent in the morning and shall be collected back by the staff of GPP at the end of the day.
- 4) The hard disk of the computers shall contain only the operating system, and the application software required to carry out the task of Scanning/Digitization/Indexing of the documents, and shall be formatted before leaving the premises for any reason.
- 5) The bidder has to submit the proposal for the work flow he intends to follow to ensure error free service. This will form a part of the technical bid.

6. Delivery and Documents

Delivery of the Output/deliverable shall be made by the Service Provider in accordance with the terms specified by GPP in the Notification of Award.

7. Transportation

Where the Service Provider is required under the Contract to transport the goods to a specified place of destination Project site, transport to such place of destination including insurance, as shall be specified in the Contract, shall be arranged by the Service Provider, and the related cost shall be included in the Contract Price.

8. Incidental Services

The Service Provider is required to provide the following services, including additional services, if any.

- 1) Performance or supervision of the on-site on-going work
- 2) Furnishing of tools required for the task and/or maintenance of the supplied tools.
- 3) Furnishing of detailed operations and maintenance manual for each activities to be performed by the GPP after completion of the project i.e. full user manual and system manual of the software application.

9. Payment

- 1) **All payments will be done to the agency after completion of the job.**
- 2) Payment will be worked out on the basis of per page handled.
- 3) Any penalties imposed on the agency for non-performance will be deducted from the payments/ PBG.
- 4) All work contract tax, service tax and income tax will be deducted at source as per the prevalent rules & regulations at the time of making payments to the Bidder during the billing cycles.
- 5) Payment will be made within a month's time from the date of receipt of bill, provided there is no dispute.
- 6) It is binding on the agency to which the work will be allotted to complete the total job-work within the specified time-period as decided by GPP In case of delay, the agency will be penalized proportionately. The amount of penalty will be adjusted against the amount payable to the agency for the job-work & the net payment will be made to the agency. For example, if the average delays is 10% then the agency will get 10% less amount per page quoted by him to the extent of the pages where the delay has occurred.

10. Change Orders

- 1) GPP may at any time, by written order given to the Service Provider, make changes within the general scope of the Contract in any one or more of the following:
 - a) The place of delivery; and/or
 - b) The Services to be provided by the Service Provider.
- 2) If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustments shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of GPP's change order.

11. Delays in the Service Provider's Performance

- 1) Delivery of the output and performance of the Services shall be made by the Service Provider in accordance with the time schedule specified by GPP.
- 2) If at any time during performance of the Contract, the Service Provider or his sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Service Provider shall promptly notify GPP. in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, GPP shall evaluate the situation and may, at its discretion, extend the Service Provider's time for performance with or without a penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.

12. Penalty Clause

- a. **If the Service Provider is not executing the contract to the satisfaction of GPP then may invoke any or all of the following clauses.**
 - ii) Forfeit the performance Guarantee Amount. Or
 - iii) Impose a proportionate penalty of the delivered price of the Goods or unperformed services. Or
 - iv) Terminate the contract without giving any notice.

b. Quality:

100% accuracy shall be maintained in scanning & digitization. For accuracy less than 100%, the penalty will be deducted as mentioned below.

Level of Accuracy (in percentage) Penalty.

- 1) Unaccepted/Poort Quality of image : 2%
- 2) Wrong Digitization : 1 %
- 3) The unaccepted/poor/wrong scanning/digitization has to be attempted again. Filed to which, No payment for that Part.

c. Delays in deliverables:

If the work is not completed within the stipulated time period, penalty @1% of the job cost per week's delay subject to a maximum of **20%** will be deducted from the SP's Bill.

13. Termination for Default or Otherwise

- 1) GPP may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or part:
 - i) if the Service Provider fails to deliver any or all of the Goods/Services within the period(s)/schedule specified in the Contract,
 - ii) if the Service Provider fails to perform as per the performance standards.
 - iii) If the Service Provider, in the judgment of GPP has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
2. In Circumstances mentioned in a, b, c above GPP may exercise the following option:
 - a) Direct the agency to leave the Hardware/Software in the offices of the GPP and terminate the Contract.
3. In case of premature termination of Contract for no fault of Service Provider GPP may exercise the following options:-
 - a) Direct the agency to take back the Hardware and without any additional compensation.
 - b) Direct the agency to leave pay him the cost of the already completed scanning on prorated basis. GPP may also take suitable decision as to the system/platform software in consultation Department.

14. Force Majeure

- 1) For purposes of this clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 2) If a force Majeure situation arises, the Service Provider shall promptly notify GPP in writing of such conditions and the cause thereof. Unless otherwise directed by GPP in writing, the Service Provider shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

15. Termination for Insolvency

GPP may at any time terminate the Contract by giving written notice to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to GPP.

16. Resolution of Disputes

The matter regarding any dispute shall first be sorted out at the level of GPP. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

17. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be exclusive of all taxes.

18. Binding Clause

All decisions taken by GPP. regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

19 Manpower Support:

- 1) The service provider will be bound to supply Support Manpower with good antecedents as specified in the Manpower deployment Plan.
- 2) All salaries and statutory benefits will have to be borne by the service provider & no payments will be made by these offices.
- 3) In case of absence of any of his employee, the service provider should provide alternative person the next day.
- 4) The service provider should ensure that the behavior of manpower is decent. The service provider will be held responsible for indecent behavior of manpower, & such employees should be immediately replaced when such matter is reported.
- 5) All statutory obligations of the service provider towards his employees shall be fulfilled by him and GPP shall not be responsible for any such obligations.

20. GPP, reserves the right:-

- 1 To vary, modify, revise, amend or change any of the terms and conditions mentioned above; **or** To reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.
- 2 The decision regarding acceptance of tender by GPP will be full and final.
- 3 Conditional tenders shall be summarily rejected.
- 4 GPP is free to phase out the work if it feels it necessary.

Bidders are expected to be ready for a software demonstration at a short notice to this effect. GPP will further technically shortlist the bidders on the basis of the proposal documents and presentations and the decision of GPP will be final and will be binding to the bidders

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

1 Service Provider's Integrity The Service Provider is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

2 Service Provider's Obligations

- 1) The Service Provider is obliged to work closely with GPP's staff, act within its own authority and abide by directives issued by GPP.
- 2) The Service Provider will abide by the job safety measures prevalent in India and will free GPP from all demands or responsibilities arising from accidents or loss of life the cause of which is the Service Provider's negligence. The Service Provider will pay all indemnities arising from such incidents and will not hold GPP responsible or obligated.
- 3) The Service Provider is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanour.
- 4) The Service Provider will treat as confidential all data and information about GPP, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of GPP.

3 Hardware Installation The Service Provider is responsible for all deliveries, unpacking, assemblies, wiring, installation, cabling between hardware units and connecting to power supplies. The Service Provider will test all hardware operation and accomplish all adjustments necessary for successful and continuous operation of the hardware at site.

4 Inspections

GIL will do the technical inspections as required. Vendor will provide all assistance to GPP staff to enable periodic technical/administrative/operational verification of the system.

SECTION V: TECHNICAL BID FORMAT

Name & Address of the Bidder:

Phone:

Mobile:

Fax:

Year of Establishment:

Details of Quality Certifications (ISO, SEI-CMM Level)

1. Annual Turnover for the last three years:

Bidder to provide details with copies of the audited Balance Sheet and Profit and Loss accounts.

Year	Turnover
2012-13	
2013-14	
2014-15	

2. Support network:

Bidder to provide details of support offices in different cities with name of contact person, address, Telephone No., Fax No.

Center(s)	Telephone & Fax No.	Location(s)
Head Office		
Development Centers		
Support Centers		
Repair / Workshop Facility		

3. EXISTING INFRASTRUCTURE

a. SOFTWARE

b. HARDWARE

c. MANPOWER DETAILS (with Skill Sets)

- i. No. of Employees in Project Management
- ii. No. of Scanning Operators
- iii. No. of Quality Control Operators
- iv. No. of System Administrators
- vi. No. of Data Entry staff

4. EXPERIENCE IN SAME OR SIMILAR PROJECTS

a. DETAILS OF ONGOING/COMPLETED PROJECTS WITH STATUS

Name of Client (with address contact persons and numbers	Brief Description of projects	No of Pages Handled	Order value (Rs)	Current status of project

(Please attach relevant client certificates/work order/contracts/PO's)

b. DETAILS OF PROJECTS ABOVE 10 LACS ONLY

Name of Client	Brief Description of Projects	Order value (Rs)	Current Status

(Please attach relevant client certificates/Work Order/PO/Contract Document highlighting the Order Value)

5. PROPOSED DEPLOYMENT STRUCTURE

An organization chart indicating the project Team organization as envisaged by the bidder for execution of this assignment

Signature

Name

Date

Place

Seal

SECTION VI: COMMERCIAL BID FORMAT

Date:

To,

Head of Office,

Government Printing Press,

Fort Area, Moti Daman – Daman.

Sir, Having examined the Bidding Documents the receipt of which is hereby duly acknowledged, I / we, the undersigned, offer to supply/ work as service providers as mentioned in the scope of the work & technical specifications & in conformity with the said bidding documents for the same. We will charge the department as mention below.

Sr No.	Size of Page	Total Volume to be covered under this project (Approximate)	Rates per page including pagination work	Total (Rs.)
		A	B	C=A*B
1	Software	01 nos		
2	A4/Legal	35000 Pages		
3	A3	5000 pages		
4	Others			
	Grand Total			

I / We undertake that the prices are in conformity with the specifications prescribed.

The per-page quote is inclusive of all taxes.

I / We undertake, if our bid is accepted, to deliver the goods/services in accordance with the delivery schedule specified in the schedule of Requirements.

If our bid is accepted, we will obtain the 10% of Performance Guarantee for the due performance of the Contract, in the form prescribed by the tendering Authority.

I / We agree to abide by this bid for a period of 180 (One hundred eighty only) days after the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

I/We undertake, if our bid is accepted, I/We will be responsible to carry out the work as prescribed in the work order. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to the terms & conditions mentioned in the tender document.

Dated this _____ day of _____

Signature of the Authorised Signatory

Seal of the Company

ANNEXURE-1

Work Specifications

The following will be the broad specifications of the work to be done.

I. Role of the Government Printing Press.

- 1 The GPP will provide space for the project work at its offices as specified in the scope of works.
- 2 The ARCHIVES DEPT. will carry out random checking of the scanned documents and the data-base so as to ensure accuracy before CDs are burnt.
- 3 In order to ensure that the documents are safe and do not go in any unauthorized hands, the ARCHIVES DEPT. will depute its supervisor(s) at the site of scanning/data entry.
- 4 At the end of the process, the ARCHIVES DEPT. will receive the documents, scanned documents in CDs (2 copies) and indexed printout

II. Role of the Service Provider (SP)

- 1 Arranging necessary computing, scanning and printing hardware and standby power supply equipment (like Generators and UPS)..
- 2 Arranging the necessary furniture and storage devices at the site.
- 3 Receive the documents along-with covering lists from ARCHIVES DEPT. Officials. The Service Provider will have to maintain Registers for receiving the documents and subsequent dispatch/handing over to the Authorized Officers of the ARCHIVES DEPT.
- 4 The Service Provider must ensure that the documents are not damaged/mutilated/defaced/alterd in any manner. The scanning equipment will be of such quality so that they do not damage the documents in any manner.
- 5 Feeding the covering list into the computer and checking the documents for discrepancy, if any, between the documents and its covering list provided by the ARCHIVES DEPT..
- 6 Scanning the documents and putting them in the same batches together as they were received along-with the covering list indicating discrepancies, if any. Un-stapling the documents will not be allowed.
- 7 Printing a check list of the data relating to documents so as to ensure 100 percent accuracy of the data base (relating to the parties and land details etc). It is to be remembered that the data base will be checked randomly by the Department and any error found will be penalized @ Rs.1 per page. In addition to the above, the Service Provider will have to rectify the errors by incorporating them in printed copies in the concerned Registers and by writing to the new CDs with correct entries.
- 8 Converting the scanned images into PDF file (one PDF file per document). Each page of the PDF file will have document no., year and page number.
- 9 Writing the CDs and printing the documents and check lists, binding them and finally delivering them to the ARCHIVES DEPT.

10. The Service Provider will have to ensure that the entire work of scanning, data entry (if any) is done at the site and that no documents are taken out of the site at any time.
11. In order to ensure that there are no missing or duplicate records and/or scanned images, the Service Provider should develop appropriate software to check against this.
12. Quality control of the scanning work will be an important aspect and the Service Provider will employ sufficient personnel to ensure good quality of output.
13. As the said work is very confidential and involves high responsibility, the Service Provider is solely responsible for its security and confidentiality.
14. For the said work, Govt. will provide the space. No rent will be charged for the use of space. Rates should be quoted taking this factor into account.
15. The scanning work should commence within 15 days from the date of receipt of letter of Intent.
16. The said work of phase-1 shall be completed in 9 months from the date of issues of work order and phase-2 shall be completed before 31st March, 2016 or such period as mentioned in the contract from the date of work order. The work of second year shall be given subject to the allocation of the grant from GoG and performance review of the agency by GIL/ Archives Dept. In case, the grant not allocated or insufficient grant or any other reason or poor performance of the agency for the work of phase -2, ARCHIVES DEPT has rights to discontinue the work of phase-2 after completion of phase-1 work.
17. The bidder should move all his equipment into the premises provided for the job and undertake the work at the said premises. The documents shall not be moved out of these premises.
18. The Documents may 55 to 200 years old. All the documents are very important. The Documents may have different size. Proper care should also be taken while scanning for every document.
19. The Documents are very old and acidic. Some papers may be brittle and fragile. So additional care should also be taken to handle while the process of scanning

Other Conditions:

- a) Authentication of the said work shall be done by the authorized person in GPP.
- b) Documents scanned to be periodically subject to checks for verification of the quality of documents.
- c) The bidder can have a look at the documents in GPP, if he feels it is required.
- d) The staff of the GPP. will only hand over documents to the bidder. All processing like making documents dust free, unpinning, pinning, pagination etc. will be done by the bidder. The GPP staff will provide documents which will be tied in batches.
- e) If the bidder fails to execute the contract, the Security Deposit of the defaulting bidder will be forfeited and contract will be executed at the cost of and risks of such defaulting bidder or the offer of the next lowest evaluated bidder may be accepted and in such case if the extra amount other than the amount of first lowest tender is required to be paid, such extra amount will be recovered from the defaulting bidder.

- f) The bidder shall use only licensed and authentic Software.
- g) Any material necessary for the said work will not be supplied by this office.
- h) Any foreign material required for the said work shall be obtained at the own risk and responsibility of the bidder. No help or extra charges will be made for this.
- i) The Bidder shall remove all his equipments and vacate the space within 15 days from the completion of the said work. If the Bidder fails to do so, the rent as prescribed by R&B Dept will be charged and will be recovered by deducting from the amount due to the bidder.
- j) Bidder shall be held personally responsible for any type of destruction/ mishandling of the documents, since the documents are originals.
- k) In case of failure of electric power supply, alternative arrangements of generator etc. shall be made by the bidder on his own and at his own cost. No assistance in this matter will be given by this office.
- l) For the said work if extra electric points are required, the bidder shall, fit such points on his own and shall remove them as soon as the said work is completed.
- m) The compensation against the damages if any to the electrical equipments and other immovable material / equipments in the room allotted are found, shall be recovered from the amount due to the bidder.
- n) Since the documents are of important nature, the bidder on awarding of the work will have to give a written undertaking that the documents shall be restored in the original position.
- o) All furniture, infrastructure, Air-conditioner (if the service provider feels it is required) shall be provided by the bidder at his own cost.
- p) Bidder shall submit the details along with photo identity, of all his / her employees who shall be working on this job and shall make sure that all the employees wear a photo identity card all the time in the work premises.
- q) The tendering authority takes no responsibility for delay, lost or non-receipt of tender document sent by post/courier.
- r) Telex/telegraphic/fax/Xerox offers will not be accepted.
- s) tenders in sealed/closed covers will be accepted only.

ANNEXURE - 2

BIDDER'S AUTHORISATION CERTIFICATE

**To,
The Government Printing Press**

<Bidder's Name> _____, <Designation>
_____ is hereby authorized to sign relevant documents on behalf of the
company in dealing with tender of reference <tender Name, Dept &
Date> _____. He is also authorized to attend meetings & submit
technical & commercial information as may be required by you in the course of processing
above said tender.

Thanking you,

Authorized Signatory.

<Bidder's Name>

Seal

ANNEXURE-3

**WORK EXPERIENCE CERTIFICATE FOR NUMBER OF DOCUMENTS
HANDLED.**

Name of the Firm

Order Number and date	Order Placed by (full contact address of such agencies)	No. Of Document s handled.	Date of completion of delivery		Remarks indicating reasons for delay in delivery, if any
			As per contract	Actual	

Date: _____ Place: _____

Signature of the Bidder

ANNEXURE-4

Self-Declaration

The

-----,

Sir/Madam, Having examined the Bidding Documents including Bid No.: ----- the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for

We undertake, if our bid is accepted, to provide services as mentioned in the tender, in accordance with the terms and conditions in the Tender document.

If our bid is accepted we will obtain the guarantee of a bank for a sum equivalent to 10% of the Contract value, in the form prescribed by the purchaser.

We agree to abide by this bid for a period of 180 days after the date fixed for opening of Price Bid section under the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that in competing for (and if the award is made to us, in executing the above contract), we will strictly observe the laws against fraud and corruption in force.

We understand that you are not bound to accept the lowest or any bid you may receive.

We have not been under a declaration of ineligibility for corrupt and fraudulent practices, and / or black-listed or debarred by any Govt. Department (Central/State/UT)/it's PSU in in the past 5 years, ending on 31st December 2014. We have not imposed any condition in conflict with the tender condition if it is found it should be treated as withdrawn.

We have not been convicted for any criminal cases(s) by any Govt. Department (Central/State/UT/it's PSU regarding any supply and contracts with our firm/company.

We have not breached/violated any contractual conditions so far to any Govt. Department (Central/State/UT/it's PSU

In case any of the above statements made by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD and / or PBG and / or cancel the award of contract.

Dated

Signature: _____

(in the Capacity of) : _____

Duly authorized to sign bid for and on behalf of

Note: This form should be signed by authorized signatory of bidder/ lead bidder in case of consortium.

ANNEXURE-5

Certificate of Conformity

Date:

To,

The Government Printing Press
Administration of Daman and Diu
Daman

CERTIFICATE

This is to certify that, the specifications of Hardware which I have mentioned in the Technical specifications for Hardware, and which I shall supply if I am awarded with the work, are in conformity with the specifications in the tender document.

I also certify that the price I have quoted per page is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in General Condition of Contract.

Name:

Designation:

Seal:

Annexures-6

Fields / Parameters to be used for indexing

Sr. No.	Field Name
1	District: Daman, Diu
2	Select Category
3	Search Extra Ordinary/Weekly Gazette
4	Series no. I, II, III
5	S. No.
6	Issue No.
7	Reference No.
8	Department
9	Search by Name
10	Key Word
11	Date of issue of notification
12	Standard Report
13	Detailed Report
14	
15	

Note: Above Fields/Parameters are indicative which be increase as per need/ suggestion.

(Dr. S. D. Bhardwaj)
Head of office
Govt. Printing Press,
Daman.

Copy to : The State Informatics Officer, NIC, Secretariat, Daman with request to kindly upload this Notice on the official website.