



Centre for Development of Imaging Technology (C-DIT)  
Chithranjali Hills, Thiruvallom, Tvpm-695 027  
Phone: 2380910/ 912/ 895 Fax: 2380681

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**Tender**

Extract of Public Notice:



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**TENDER NOTICE**

No. C-DIT/3/SET/10/T 281 Dated 27.3.10

C-DIT invites sealed competitive bids for outsourcing digitization of 1.25 lakh frames of microfilm documents. Full details are given in our Website: [www.cdit.org](http://www.cdit.org). Last date for receipt of sealed tenders is 5.4.10 at 12 Noon. The tenders will be opened at 12.30PM, same day.

Sd/ **REGISTRAR**

**Tender Number : C-DIT/3/SET/10/T 281 Dated 27.3.10**

Terms & Conditions and detailed specifications:

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**Scope of work:** Digitization of around 1.5 lakh frames of microfilms. Out put should be in PDF & jpg.

**Work Completion Time:** The work to be completed with 15 days from date of issue of confirmed work order.

**Technical Specification:**

Microfilms to be digitized are 35mm films and are available in Rolls, with an average of 500 to 1200 frames per roll. The microfilms documents are in monochrome & gray scale only and are of letter & A4 paper sizes

**Additional information to be submitted:**

1. Your Company's profile on the related area.
2. Details of major clients & projects executed
3. Possibility of completion of work with in the time frame
4. Preferable location of execution of work etc

In case you require further details pls. contact us on [lal4red@gmail.com](mailto:lal4red@gmail.com)

**Last date for receipt of tenders is 5<sup>th</sup> April, 2010, 12:00noon**

Terms & Conditions

1. **EMD & SD**- Exempted from submission.
2. An undertaking to be submitted in Rs.50 worth stamp paper to ensure timely completion of work .

Sd/ REGISTRAR, C-DIT  
Dated 27.3.2010

ANNEXURE  
PROFORMA OF "AGREEMENT"  
(To be executed on non-Judicial Stamp Paper)

This Agreement made this. day of ..... Two thousand and ..... Between Centre for Development of Imaging Technology, a Society, registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955, having its registered Office at Chitranjali Hills, Thiruvallom, Trivandrum 695 027 (hereinafter referred to as "C-DIT" which expression shall include its administrators, successors, executors and assigns) of the one part and ..... a company/firm incorporated under the.. having its registered Office at ..... (hereinafter referred to as the "Contractor" or ..... "X" ..... (brief name of contracting Co.) ..... (which expression shall include its administrators, successors, executors and permitted assigns) of the other part.

WHEREAS C-DIT has invited bids for ..... (briefly describe scope of ..... the ..... (work) as per its specification Ref. No. ....

AND WHEREAS..... "X" ..... had participated in the above referred bidding vide their proposal No. .... dated ..... and C-DIT accepted their aforesaid proposal and awarded the dated ..... and C-DIT accepted their aforesaid proposal and awarded the contract to. "X" ..... on terms and conditions contained in its letter of Indent/Purchase Order No. .... dated ..... And the documents referred to therein, which have been accepted by ..... "X" ..... resulting into a "Contract"

NOW THEREFORE THIS DEED WITNESSETH AS UNDER :-

Article 1.0 AWARD OF CONTRACT

C-DIT has awarded the contract to ..... "X" ..... for the work of ..... on the terms and conditions contained in its letter of Indent/Purchase Order No. .... dated ..... and the documents referred to therein. The award has taken effect from. ....i.e. .... the date of issue of the aforesaid Letter. The terms & expressions used in this Agreement shall have the same meaning as are assigned to them in the "Contract Documents" referred to in the succeeding Article.

## Article 2.0 CONTRACT DOCUMENTS

The Contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as "Contract Documents").

## Article 3.0 CONDITIONS & CONVENANTS

The scope of Contract, Consideration, Terms of payment, price Adjustment, Taxes wherever applicable, Insurance, liquidated Damages, performance, Guarantee and all other terms and conditions are contained in C-DIT's Purchase Order No. .... dated ..... read in conjunction with other aforesaid Contract documents. The Contract shall be only performed by the Contractor strictly and faithfully in accordance with the terms of the Agreement.

The scope of work shall also include supply and installation of all such items which are not specifically mentioned in the contract Documents, but which are needed for successful, efficient, safe & reliable operation of the equipment unless otherwise specifically excluded in the specifications under "exclusions" or Purchase Order.

TIME SCHEDULE: Time is the essence of the contract and schedules shall be strictly adhered to. "X" shall perform the work in accordance with the agreed schedule as given in letter of Indent/Purchase Order.

The Contractor guarantees that the equipment package under the contract shall meet the ratings and performance parameters, as stipulated in the Technical Specifications (Volume II) and in the event of any deficiencies found in the requisite performance figures, the C-DIT may at its option reject the equipment package or alternatively accept it on the terms and conditions and subject to levy of the liquidated damages in terms of Contract Documents. The amount of liquidated damages so leviable shall be in accordance with the Contract Documents and without any limitation.

It is further agreed by the Contractor that the Contract performance Guarantee shall in no way be construed to limit or restrict the C-DIT's right to recover the damages/compensation due to short-fall in the equipment performance figures as stated in para 3.4 above or under any other clause of the Agreement. The amount of damages/Compensation shall be recoverable either by way of deduction from the contract price, contract performance guarantee and/or otherwise.

The Contract performance Guarantee furnished by the Contractor is irrevocable and unconditional and the C-DIT shall have the powers to invoke it notwithstanding any dispute or difference between the C-DIT and the contractor pending before any court, tribunal, arbitrator or any other authority.

This Agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency or repugnancy to the terms and conditions contained in the Agreement. Any modification of the Agreement shall be effected only by a written instrument signed by the authorised representatives of both the parties.

## Article 4.0 SETTLEMENTS OF DISPUTES

It is specifically agreed by and between the parties that all the differences or disputes arising out of the Agreement or touching the subject matter of the Agreement shall be decided by process of settlement & Arbitration as specified in clause.. and ..... of the conditions of the contract and the provisions of the Indian Arbitration Act, 1940 shall apply and Kerala Courts alone shall have exclusive jurisdiction over the same.

NOTICE OF DEFAULT

Notice of default given by either party to the other party under the Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties here to if delivered against acknowledgement or by telex or by registered mail with acknowledgement due addressed to the signatories at the addresses mentioned hereinabove.

IN WITNESS WHEREOF, the parties through their duly authorised representatives have executed these presents (execution where of has been approved by the competent authorities of both the parties) on the day, month and year first above mentioned at Trivandrum.

WITNESS

C-DIT

1. ....

(Signature)  
(Name)

2. ....

(Designation)  
(Seal)

1. ....

(Contractors signature)  
(Designation)  
(Seal)

2. ....