

Date 1 JUL 2024

To,  
All State/UT Archives  
and  
AIO members.

Subject: Consent list of selected/technically qualified vendors -reg.

Dear Sir/Madam,

We are happy to share herewith a list of selected/technically qualified vendors for digitization and conservation of records in the tender of the National Archives of India who would also be glad to provide their services to the States/ UT Archives, and other custodial institutes of the documentary heritage in India at the same rate finalized by the NAI.

As per terms and conditions of the contracts awarded by the NAI, the rates (excluding GST) for various services are as follows:

(a.) **Digitization of records:** Rs. 1.88 per page (excluding GST). It includes (1) Image Capturing (Scanning), (2) Image processing and cleaning (Image Enhancement), (3) Optical Character Recognition (OCR), (4) Subject Metadata and Captioning, (5) Connectivity/ Dash board, etc.

(b.) **Quality Check/ Audit of digitized data:** Rs. 0.24 (excluding GST) per page. It includes (1) Audit of digital Images Capturing (Scanning), (2) Audit of digital image processing and cleaning (Image Enhancement), (3) Audit of Subject Metadata and Captioning, (4) Connectivity/ Dash board, (5) Safety & Security of Data, Premises, Location/ site, etc.

(c.) **Conservation of Records:** Rs. 29.82 per sheet [i.e. @ Rs.14.91 per page (one sheet covers two pages (front and back))] (excluding GST). It includes (1) Handling and Preparation of Documents, and (2) Conservation Treatment. Note: The Tissue paper is to be provided by the respective repository.

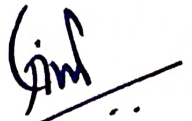
We are also enclosing herewith the final agreements with terms and conditions signed between National Archives of India and the following vendors who have been awarded different works in the NAI on outsourcing basis:

- (1) M/s. Capital Business Systems Pvt. Limited - for the project of Digitization of Records,
- (2) M/s. Albertsons International Private Limited - for Quality Check/ Audit of digitized data, and
- (3) M/s. Capital Business Systems Pvt. Limited - for Conservation of Records.

The other technically qualified vendors have also given their consent to work on the same rate with same terms and conditions as selected vendors are doing the above mentioned services. Their consent letters with their contact details are enclosed for your reference.

In case you wish to do so, you may approach them to work for your organization at the above mentioned rates, which have been arrived at through a competitive bidding process. NAI will be happy to provide any clarifications or guidance that may be needed. We look forward to working together in preserving and disseminating our valuable archival collections.

With warm regards



(Dr Sanjay Garg)  
Deputy Director of Archives  
National Archives of India  
Government of India