

Government of India  
National Commission for Women,  
4 Deen Dayal Upadhyaya Marg,  
New Delhi – 110 002

Dated:-31<sup>st</sup> July, 2015

File No. :: 4-153/2015-NCW(A)

### **TENDER – NOTICE**

#### **Sub: Annual Contract for Scanning and Digitization of Commission's Files and Important Data.**

The National Commission for Women is interested to invite quotations for award of Annual Contract for Scanning and digitization of its files and record.

2. The interested parties may submit their bids/quotation (in the form of **two bid** system viz. Technical Bid and Financial Bid) in sealed envelop superscribed in bold letters as "**Quotation for Annual Contract for Scanning and Digitization of Commission's files and records**" and addressed to the Under Secretary (Admin.), National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi-110 002. The quotations accompanied by **EMD of RS. 10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft / Pay Order / Bankers Cheque in favour of **Pay and Account Officer, NCW payable at New Delhi** must be dropped in the **Tender Box** placed in Reception at National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi – 110 002, latest by **03.00 pm on 24<sup>th</sup> August, 2015** as per the instructions given below:-

#### 3. **BIDS:-**

3.1. **TECHNICAL BID-** This bid shall contain the under-mentioned documents. All the documents should be properly paginated, indexed and flagged:-

- i. **DECLARATION (ANNEXURE-I)** - The Declaration (Annexure-I) duly filled up and signed by the authorized signatory of the bidding firm should be kept in **Technical Bid** envelope alongwith other documents / information prescribed in this tender notice.
- ii. **REGISTRATION CERTIFICATE** - The bidder must furnish a copy of the Registration Certificate of the firm or other documents as proof of their experience in the field;
- iii. **List OF CLIENTS-** The bidder must furnish list of clients in Govt. /Semi Govt. Sectors / PSUs with address, name of contract person and contact numbers where they have contract for scanning and digitization work;



- iv. **UNDERTAKING ABOUT BLACKLISTING-** The bidding firm should not have been blacklisted by any Government / Semi-Govt Department; The bidder should furnish as **Undertaking** to this effect **(in Annexure-I)** that no Govt. / Semi Govt. Department / office / PSU has blacklisted their firm/agency;
  - v. **Specification, make model and age of equipments to be provided by the firm must be mentioned on a separate sheet.**
  - vi. **VAT/TIN/PAN ETC.** - The bidder must have VAT (TIN No-), Service Tax registration and PAN number. The copies of the certificate/ Card should be enclosed as a proof.
  - vii. **EARNEST MONEY DEPOSIT** - The Earnest Money of Rs.10,000/- must be deposited in the form of Bank Draft drawn in favour of 'National Commission for women, New Delhi';
  - viii. **Turnover Proof / documents** - Proof/ documents regarding financial turnover of at least **Rupees Forty Lakhs** or more each for any two years during the last three financial years (i.e. 2012-13, 2013-14 and 2014- 15). The copy of balance sheet and profit and loss account duly certified by chartered accountant to be attached as proof.
  - ix. **Experience-** The bidding firm must have experience of at least three years of scanning and digitization in Govt./Semi-Govt./PSUs. The bidder firm must have also successfully executed **at least two** assignments worth minimum RS.3 Lakh, each, in the area of scanning & digitization for reputed Government / Semi Government / Public Sector Organizations in the last two years from the date of issue of tender. The contract documents, either in-original or a copy, attested by authorized signatory must be attached as proof.
  - x. **Only those bidders would be eligible whose office is in Delhi/NCR.**
- 3.2. **FINANCIAL BID-** The Bid shall contain the rate quoted by the bidder:-
- i. **FINANCIAL BID (AS PER ANNEXURE-II)** - The bidder shall quote / indicate the rates (in Indian Rupees) offered by it in the 'Proforma for Financial Bid', placed at Annexure-II.
  - ii. **The bidder must quote the price excluding/ without VAT/ Service Tax. Taxes, if any, shall be paid extra at the rates as applicable from time to time.**
- 3.3. **GENERAL INSTRUCTIONS:-**
- i. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed in bold letters as **"Quotation for Annual Contract for Scanning and Digitization of Commission's files and records"**;



- ii. The technical bid would be opened in the first instance and evaluated by a committee and only the technically qualified bids would be considered further.
- iii. The bid received after due date and time will not be accepted;
- iv. The quotation received without EMD will not be entertained under any circumstances ;
- v. The EMD of unsuccessful Bidders shall be refunded after award of contract to successful bidder,
- vi. The EMD of successful bidder shall also be refunded after receipts of Performance Security Deposit.
- vii. The quotation / bid which is not in conformity with the instructions contained in the NIT are liable to be rejected. However, in any case, the Commission reserves the right to reject any or all the bids/quotations without assigning any reason;

#### **4. TERMS & CONDITIONS OF THE CONTRACT:**

- i. The Contract shall be awarded for a period of one year from the date of commencement of the contract and it can be extended / renewed on mutual consent basis depending on satisfactory performance of the firm. However, the Commission reserves the right to terminate the Annual Contract any time by giving one month's notice without assigning any reason or to entrust the job to any other firm / party at the risk / expenses of the defaulting contractor.
- ii. The contractor / firm shall provide their own equipments and manpower to carry out the work entrusted to them. The scanning equipments to be produced by the successful bidder should be of good quality and renowned brand. The equipments should either be new or not more than one year old.
- iii. It is expected that minimum of 5000 pages (Subject to change as when required depending on workload) are to be scanned per day. The scanning & digitization work of the Commission is continuous job to be carried out on all working days of the Commission throughout the year.
- iv. The Commission will provide Space, furniture, electricity arrangements etc. for the comfortable working atmosphere of the firm's manpower.
- v. The pages / documents would be generally of A-4 or Legal size but could be bigger or smaller than these sizes. The documents for scanning may be presented in any form i.e. old paper/ stained / damaged etc.
- vi. The firm / contractor is expected to scan and digitize the records/ documents in such a manner that the digitized records are legible i.e. can be easily read and pages are clean and free of unnecessary / unwarranted marks, stains, cut-marks, hidden portions, dark or light portion etc. The digitized documents should thus be of archival



- quality and suitable for storing in digitized form for indefinite time period. They must be easily retrieved on both DVD and Intranet form and user friendly; File Format Outputs- Single and multi-page TIFF, JPEG, RTF, BMP, PDF, Searchable PDF and PDF-A.
- vii. The firm / contractor should take back-up of scanned files on hard disk of separate computer and external hard disk on daily basis to ensure no data loss;
- viii. The manpower provided by the firm should be adequate for the work of at least 5000 pages (subject to change as when required depending on workload) to be scanned per day. The manpower is expected to work for full office timings i.e. 9.00 am to 5.30 pm with half an hour break of 1.30- 2.00 pm on all working days including Saturdays and whenever need arises. The manpower of the firm is to be responsible for the entire work of scanning including all activities related to the work e.g. fetch & carry bundles of files, page numbering, scanning, making of sets of files after scanning, uploading, liaison with staff and officers of the NCW as and when needed and any other related work as may be assigned to them. Therefore apart from technical work, provision may also be made for a person to carry out Helper (Peon) duties, as the Commission shall not provide any office staff for this job.
- ix. In any circumstances minimum two scanning operators of the firm should be present in the office for carrying out the work. One of them should be designated as Supervisor for coordinating their work to ensure smooth and flawless working of the operators.
- x. It shall be the responsibility of the contractor / firm to ensure that their staff, particularly, the technical staff is well qualified to carry out the job including minor repairing of the equipments. They shall be above 18 years of age, bear good moral character and free of any criminal record. They should possess valid voter ID Card issued by the Election Commission, Govt. of India / Passport issued by Govt. of India in order to make them eligible for issue of ID Card for entry to NCW Premises. The personal details including local and permanent address and four copies of passport size photograph shall have to be submitted to the office on the official letter head of the firm awarded the contract. Similar documents to be submitted in respect of any other representative / technician / employee of the firm who may be required to visit the Commission premises;
- xi. The firms shall provide full details of the equipment to be used by them e.g. make, model capacity, year of manufacturing etc. The equipment should either be new or less than one year of age on the date of opening of bid. The Scanning equipment to be used by the successful bidder for scanning work should be of minimum 60 ppm speed. The equipment should be of good quality and renowned brand. Minimum two scanners and three computers should be installed by the firm;



- xii. The firm shall provide full details of themselves e.g. full name of the firm/ address of the Head Office / branch office, contact Nos. (Phone / Mobile / Fax / e-mail) of their representative responsible to deal with NCW as well of Owner / CEO and Senior Managers of the firm. The firm shall depute at least one person as the Customer Relations Executive who shall be responsible for their liaison and business relations with NCW. The phone number and mobile No. of such executive shall be provided to enable the office to interact with him/her at all times. He / She shall ensure that the monthly bills of each month are prepared, checked and presented to the office by 10<sup>th</sup> of each succeeding month. For this purpose, it is expected from them to maintain close liaison with the firm's others staff and keep accurate records / registers etc. of the work done for proof of amount claimed;
- xiii. It will be the responsibility of the contractor / firm to keep their equipment in perfect working order. The repair / replacement of the defective equipment shall be carried by the firm at its own cost within 24 hours of the defect coming to notice so that normal work of the Commission is not hampered or delayed;
- xiv. The firm / Contractor awarded the contract shall install the equipments with manpower within five working days of issue of letter awarding the contract to them;
- xv. The Commission will not bear any responsibility for any unforeseen event including damages / loss of equipment and all expenses would have to be borne by the firm to make good the loss, if any;
- xvi. In case, any of the scanning equipments goes out of order, it should be repaired by the contracted firm within 24 hours or be replaced with another machine, failing which a penalty of Rs.500/- per machine per day will be imposed.
- xvii. The contractor should ensure that the digitization / scanning work shall be completed by him within the time stipulated by NCW, failing which a penalty of Rs. 500/- shall be imposed for each day of delay.
- xviii. Any type of compensation and connected expenses, whatsoever, in case of any casualty shall be liability of the firm and borne and paid by the firm;
- xix. Immediately after award of the contract, the contractor shall be required to furnish Performance Security Guarantee in the form of **Demand Draft / Bankers cheque for Rs. 50,000/- (Rupees Fifty Thousand Only) in favour of Pay and Account Officer, NCW payable at New Delhi.** The Performance Security Deposit may ordinarily be refunded within 90 days of the satisfactory completion of the contract. Non furnishing of Performance Security Deposit shall result in forfeiture of Earnest Money Deposit.
- xx. Any kind of payment due to the vendor will be considered only after furnishing of the Performance Security Deposit.

- xxi. The Commission shall be deducting TDS at the rate as applicable from time to time.
- xxii. The rates quoted by the vendor will remain valid for a minimum period of one year from the date of award of contract and during the extension / renewed period of the contract;
- xxiii. The Department reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
- xxiv. The bids should remain valid for a period of 90 days from the bid opening date. Withdrawal of bids during the bid validity period would result in forfeiture of Earnest Money Deposit.
- xxv. The Successful bidder will be required to sign an agreement containing detailed terms and conditions before start of the work under the contract.



J. Shailender  
Under Secretary,  
(Admin.)



## DECLARATION

(To be kept in Technical Bid Envelope)

Ms. ....  
 (Name, address, Landline and Mobile Nos.  
 Of the bidding firm/ agency firm/ agency):-

S. No.	Documents Kept in the 'Technical Bid' envelope	Whether enclosed (The firm would write Yes OR No in the respective columns)
1.	EMD amount Rs. 10,000/- (for showing interest in our tender)	
2.	Self attested Copy of Registration / License and other documents as a proof of having contract in Govt. / Semi Govt. office	
3.	Experience -List of Clients in Govt. / Semi Government with address, name of contact person and contact numbers	
4.	Specification, Make, model and age of the equipments  <b>(On Separate Sheet)</b>	
5.	Self Certificate in respect of not being blacklisted by any firm Government / Semi Govt. office	
6.	Proof of Payment of Service Tax for Last three years	
7.	Details & self attested copy of VAT / Service Tax (TIN) No., if applicable to the firm	
8.	Self attested Copy of PAN	
9.	Balance Sheet / Profit and Loss Account duly attested by Chartered Accountant regarding financial turnover of at least Rupees <b>Forty Lakhs</b> or more each for any two years during the last three years (i.e. 2012-13,2103-14 and 2014-15).	

10.	The bidder firm must have successfully executed at least two assignments <b>worth minimum Rs. 3 Lakh</b> , each, in the areas of Scanning & digitization for reputed Government / Semi Government / Public Sector Organization in last two years from the date of issue of tender. The contract documents, either in original or copy, attested by authorized signatory attached as proof.	
11.	Is the Head Office of the bidder is in Delhi/NCR.	

It is hereby declared that the **Terms & Conditions** of the NCW's NIT No 4-153/2015-NCW(A), dated 31<sup>st</sup> July, 2015 **are fully acceptable to our firm / agency.**

It is also declared that our firm has **never been black-listed** by any government/Semi Govt. department.

(To be signed by the Authorised Signatory of the Firm/ Agency with Name and Stamp)



**PROFORMA FOR FINANCIAL BID/QUOTATION**

	<b>Per Page rate in Rupees (Excluding Tax)</b>
Rate per page for Scanning, digitization and uploading	<b>Rs.</b>  <b>(Rupees _____ only)</b>

(To be signed by the Authorised Signatory  
of the Firm/ Agency with Name and Stamp)