



PEC Limited

(A Government of India Enterprise)

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RFP for Scanning and Digitization Project

TENDER NO: PEC/DEL/IT/2017-18/01

DATED: 26.05.2017

CLOSING AT 1500 HRS (IST) ON 09.06.2017

OPENING AT 1530 HRS (IST) ON 09.06.2017

Dt. 26.05.2017

TENDER NO PEC/DEL/IT/2017-18/01

1. BACKGROUND

PEC Limited, A Govt. of India Enterprise under the administrative control of the Ministry of Commerce & Industry, New Delhi invites bids from reputed bidders who can provide the facility for scanning of official document (A4, Legal Size etc) into searchable PDF format . .

2. DATE SHEET

Tender closing time/ date (Bids to be submitted latest by)	1500 Hrs. (IST) on 09/06/2017
Tender Opening time/ Date (Commercial Bids)	1530 Hrs. (IST) on 09/06/2017

3. ELIGIBILITY CRITERIA:

The bidder should fulfil the below mentioned criteria:

- i. The bidder should be a company registered under the Companies Act, 1956 / Limited Liability Firm / Partnership Firm/ Proprietorship Firm and in operation for at least last 3 years, at the time of bid submission and should have a registered office with legal presence in India. The bidder should have Head Office / Branch Office in Delhi / NCR.
- ii. Bidder should have successfully completed similar works as follows during the last two financial years (i.e. FY 2015-16 & 2016-17) & till bid submission date for PSU/Govt. Department/ Govt. Organizations/ leading Corporates having minimum turnover of Rs. 50 Cr.(A copy of Purchase order along with completion /satisfactory letter is to be submitted by the bidder) :
- iii. Bidder should have a valid Service Tax registration and PAN.
- iv. Bidder should not be under a Declaration of Intelligibility for corrupt or fraudulent practices with any of the Government or Public Sector Units and must not be a blacklisted company declared by any Regulatory / Statutory Organization / Public Sector Companies / Banks in India as on the date of opening of bids. The firm shall submit an undertaking to this effect along with their bid as prescribed in Annexure 3. Owner reserves the right to carry out capability assessment of the Bidders and Owner's decision shall be final in this regard.

The bidder shall upload all necessary documentary evidence as prescribed in Annexure 1 to establish that the bidder meets the above qualifying requirements. Failure to submit necessary evidence in support of above requirements may lead to rejection of the bid.

4 SCOPE OF WORK

The Scope of Work of this tender is to appoint a service provider for Scanning & Digitization of Official Documents as per the detailed specifications given below:

- i. General Instructions: Good maintenance of the documents during the scanning work shall be the responsibility of the bidder. Considering the importance and sanctity of the documents, all precautions has to be ensured by the bidder for maintaining the safety and the confidentiality. In case it is found that information is leaked, then PEC may take any type of legal action against the bidder.
- ii. The bidder is required to nominate a representative/Supervisor with a minimum educational qualification as graduation with at least two years of experience in handling the scanning & digitization work. The nominated representative shall be the single window interaction till the completion of the entire work. The supervisor should be compulsorily available on site during the execution of scanning & digitization work.
- iii. Considering the importance & sanctity of the documents, the bidder shall deploy only skilled & experienced resources for the scanning & digitization work. None of the resources should make a copy of any/part of the documents apart from the stipulated requirements of PEC. The bidder strictly should

implement procedures for eliminating divulging of PEC documents.

- vi. Document sizes may vary from A4, legal , etc. Some of the documents may be less than the size of A4. Accordingly, the bidder shall setup only the best and suitable equipment's for the scanning and digitization work which shall not cause any physical damage to the documents. The bidder also has to ensure "virus free" environment to ensure "clean" scanning or transferring to other storage devices of PEC. The original scanning is required to be stored only into the storage devices (external hard drives) provided by PEC.
- v. Format: All the documents shall be scanned in to searchable PDF/A compatible format.
- vi Quantum: The approximate no. of pages to be scanned and digitized are approximately 1,70,000 (One lakh seventy thousand only) for estimation purpose. However, this quantity may be increased/ decreased as per actual requirement of PEC.

5. Payments Terms :

- i. Part or progressive payments shall be made within 90 days from the date of Bills drawn.
- ii. The verification of the documents scanned shall be done by the PEC officer. Approval for the payment against the invoices submitted will be made only after the verification of digitized data on the storage facility. Payment will be made after the approval by PEC officers on monthly basis.
- iii. No advance payment will be made under any circumstances. TDS shall be deducted from the eligible payments as per the applicable rates under Income Tax Act. No over writing/corrections any way are permissible.

6. PROJECT COMPLETION

The entire activity of scanning and digitization project is to be completed within 60 days of issuance of purchase order . The above period may be extended to one month in case of delay due to reason attributable to PEC ltd.

7 GENERAL TERMS & CONDITIONS:

- i PEC reserves the right to accept or reject any or all the bids any time at its own discretion without assigning any reasons thereof.
- ii Bidders shall keep PEC fully indemnified against any claims, losses/damages, liabilities, proceedings etc. from any third party or otherwise arising out of/or in connection with this tender.
- iii PEC may terminate the contract before the expiry of agreed period, in case the performance of the bidder is not satisfactory, in which case PEC's opinion shall be final and binding. The termination shall be effective immediately from the date of issue of such notice in writing.
- iv Bidder shall sign & submit with all the pages of this tender document (along with annexures) as token of acceptance of the terms & conditions stated therein to be submitted in the envelope for Commercial Bid.

8. SUBMISSION OF BIDS:

- i The bidders may download the tender document from PEC's website www.peclimited.com
- ii The Bidders are required to submit offers in ONE BID SYSTEM, super scribed as "Price Bid" as per formats given in **ANNEXURE 1 and 2** respectively. the envelopes should be sealed and super scribed with Tender No., date, Name & Address of the Bidder. This envelope should also be super scribed with the Tender No., date, Name & address of the Bidder and shall be addressed to Mr. I.V.Singh , General Manager (Marketing), PEC Limited, Hansalaya", 15-Barakhamba Road, New Delhi-110 001, Tel. No. +91-11-23357296, Fax : +91-11-23736717 , +91-11-23314797. Offers over phone, fax or email will not be entertained.

9. Price Bid

The envelope super scribed as "PriceBid" must contain the following:

- i. Copies of documents in support of bidders experience .(A copy of Purchase order along with completion /satisfactory letter is to be submitted by the bidder)
- ii Signed and stamped copy of tender Documents.
- iii. Copies of Registration Certificate with ROC, PAN No., Service Tax Regn. Certificate, as applicable.
- iv. Authorization letter from Company for person authorized to sign above documents.
- v. The "Price bid" sealed envelope shall contain Price Bid (showing prices quoted strictly as per the ANNEXURE 2 of tender document) duly signed and stamped by the bidder.
- vi. Conditional offers or Offers with deviations are liable to be rejected at the sole discretion of PEC.The Price Bids of only those bidders who qualify in the Techno-Commercial Bid shall be opened.
- vii. The bids complete in all respects should be submitted in sealed envelope within the time schedule mentioned at Sr No. 2 above in the tender box kept at the PEC Head office at above mentioned address. All pages of Bid Documents should be signed by Authorised representative of the Bidders. No overwriting, erasing, interlineations etc. will be allowed. Offers should be submitted in PEC's **New Delhi Office** only.
- viii. The price quoted by the bidder shall be checked for arithmetic correction, if any, based on rate filled by the bidder in the schedule of rates.

10. AWARD OF BID & SIGNING OF CONTRACT:

The bidder, whose bid is accepted by PEC, shall be issued letter of award (LOA) prior to expiry of bid validity.

11. VALIDITY OF BID:

The bidder agrees to and shall hold his bid valid for at least twelve (12) month from the date of opening of price bids. However, the bidder agrees to extend the bid for a further period of three (3) months on the existing terms and condition in case the same is desired by PEC. The validity of the bids and its security may be extended for a further period on mutual consent.

12. DISCLAIMER:

PEC may at its absolute discretion, shortlist, accept, disqualify, elect to abandon, reject any part or whole of the process without giving prior notice to the prospective party. PEC reserves the right to cancel the Tender in totality without assigning any reason at any point of time. All information contained in this tender is issued bona fide.

13. JURISDICTION:

The applicants hereto agree that the Courts and Tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this Tender. All disputes arising out of this Tender shall be decided in accordance with the laws of India.

14. INDEMNITY :

The AGENCY shall always keep PEC fully indemnified against all costs, damages, demurrages and other such things in operation due to negligence of the AGENCY or due to their non-performance/ under performance of any services and/or obligations, or any breach of any terms of Contract. Notwithstanding, anything contained in the Contract, if for any reason, PEC is disabled or prevented from performing any of its obligation under the Contract, it shall inform to the AGENCY, who shall have no right to claim any payment whatsoever from PEC either by way of price, compensation, damages or otherwise, in respect of the Contract. The AGENCY shall also keep PEC fully indemnified for the conduct of its employees/Agent.

The Bidder shall keep PEC indemnified at all times against any claims/ liabilities/ proceedings etc., from any third party or otherwise arising out/ or in connection with this Tender.

15. FORCE MAJEURE:

- i. During continuance of the Contract, PEC shall not be held liable or responsible for any loss, claims or demand of any nature whatsoever, and shall not be deemed in breach of the contract because of any delay or failure in observing or performing any of the conditions or provisions in whole or part thereof, if such delay or failure is caused by or arises out of any circumstances whatsoever beyond AGENCY's control including (but without limiting the generality of the foregoing) declared or undeclared war, hostility, civil commotion, quarantine, sabotage, blockade, revolution, police action, riots or disorders, embargoes or trade restrictions of any sort, Government or quasi Government action, acts of God, fire, flood, earthquakes, storms, tides or tidal waves, explosion, accident, radiation, strike, lockouts, or other disputes or epidemic.
- ii. If by reason of any cause beyond the control of AGENCY there is any curtailment or suspension of services, then PEC shall be excused from the obligations to that extent and PEC shall not be bound to arrange delivery/ services by way of hiring or otherwise from other sources.
- iii. If the operation of such conditions continues to exceed three month, either party shall have the right to refuse further performance of the agreement in which case neither party shall have the right to raise any claims/damages.
- iv. The party which is unable to fulfill its engagement shall immediately inform the other party of the existence and of the termination of the circumstances preventing the performance of their obligation.

- v. A certificate issued by the appropriate Chamber of Commerce shall be regarded as sufficient proof of the existence/termination of the circumstances in question and of their duration.

16. ARBITRATION:

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Delhi International Arbitration Centre (DAC), New Delhi and the Award made in pursuance thereof shall be binding on the parties. The venue for Arbitration shall be New Delhi the appropriate Courts in New Delhi shall have exclusive jurisdiction and Indian laws shall Govern this Contract.

ANNEXURE 1

1. Name & communication address of Bidder

Website address & Email ID _____ Mob. No. _____

2. List of documents attached with Bid as per clause 8 of the tender:

3. Names of sole proprietor/partner/Director,

4. Name & Designation of the Authorized Signatory & contact person

Full Address, Telephone number, fax number, mail ID.

5. Whether the agency is agreeable to enter into agreement for a period of six months.: _____.

6. Financial Details (All figures to be mentioned in Rs.)

Financial Year	Turnover (In Rs.)
2016-17	
2015-16	

7. Details of experience with Orders executed (Bidders may provide the detail duly certified by Chartered Accountant)

Years	Name of Client	Qnty. Handled	Value of work executed (Rs.) Lakhs
2016-17			
2015-16			

8. Name, address, account number, IFSC/NEFT code of the banker _____

9. Income Tax permanent account no of the bidder (certified copy as proof to be enclosed) _____

10. Service tax registration no. of the bidder (certified copy as proof to be enclosed) _____

We do hereby declare that the above details are correct to the best of my knowledge and belief and nothing has been concealed thereof.

Sign of Bidder with Stamp:

Place:

Date:

PRICE BID

Hiring of Document Scanning Services for Document Management System

S.No	Item	Quantity in page (approx.)	Rate per page	Total Price	Taxes	Total Price (Including taxes)
1	Cost of scanning/ digitization of documents at 300 DPI or more in Coloured , Grayscale or B/W, in searchable PDF/A format, cleaning, cropping along A3/ A4/ Legal size documents	1,70,000				

Note:

1. Details of the taxes to be furnished separately.
2. Please indicate the total amount payable in words also.
3. The rates are to be quoted for approx. no. of 1,70,000 pages which may increase or decrease and accordingly, the payment shall be made on actual basis.
4. All above items would be as per specification given, and complying with the requirement of tender document.
5. **Bidder has to quote the rate as well as total amount for each individual item above along with Taxes.** "If a firm quotes nil charges/ Consideration, the bid shall be treated as unresponsive and will not be considered."

Rate shall be all inclusive (a consolidated one), which shall be inclusive of cost of all the mentioned services as per clause no. 1.1 of pt.1 as per scope of work in draft agreement (Annex. IV), service-tax and other taxes, if any, as per statute.

Sign. With Stamp & Date

DECLARATION

I / We hereby declare that we have quoted rates in financial response after careful study of terms and conditions of the documents. We shall also accept the decision of COO / Project Manager, PEC Limited in this regard.

I / We hereby also declare that our firm/company is registered with Government for the above work and we are not black listed. We are in the business of above work, for which we have enclosed appropriate work experience certificate. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work.

I/ We have not been black listed by any Government (Central and state) Board/University/Public undertakings/Banks/ R.B.I. etc. I / We certified that the document published by PEC Limited, no alterations and additions have been made in it to the best of my/our knowledge.

SIGNATURE OF RESPONDENT
With Seal