

F. No. MF.CGA/Admn/Scanning/2016-17/443
O/O CONTROLLER GENERAL OF ACCOUNTS
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
LOK NAYAK BHAWAN, KHAN MARKET,
NEW DELHI.

Dated: 13.06.2016

NOTICE INVITING LIMITED TENDER

Sealed tenders are invited in single bid system from empanelled with NICS I / approved firms (as per list enclosed) fulfilling the following minimum eligibility criteria and as per the terms and conditions given below for scanning of old records of our office.

1. Eligibility Criteria for Bidders:-

The bidder must have Scanning / digitising, indexing, storing and retrieval facility setup under its ownership since last 2 years and successfully completed some of the important projects of similar kind of work in the offices of Government of India/State Governments/Public Sector Undertaking. (Copies of such Work Order during last two years and work completion certificates should be submitted).

2. The tender/bid should contain following stages and separate itemwise/stagewise rates for all of these should be given in the bid:-

	ITEM/STAGE	RATES (per page)
(1)	Scanning and storing the data in scanned form with searchable pdf (portable document format)	
	(vi) Paper size A-0	
	(vii) Paper size A-1	
	(viii) Paper size - Legal	
	(ix) Paper size A-3	
	(x) Paper size A-4	
iii)	Providing data in Hard disk *	

* Hard disk will be provided by O/o CGA

3. Terms and conditions:-


- i. Bidders should submit their sealed envelopes to Sr. Accounts Officer (Admn), Room No. 807, C Wing, Lok Nayak Bhawan, New Delhi latest by 3.00 P.M. on 27.06.2016. No tender shall be accepted after the last date/time in any case.

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- ii. The bidding firm should deposit EMD (Earnest Money Deposit) of Rs. 20,000/- (Rupees twenty thousand only) through D.D. in favour of PAO, CGA, New Delhi.
- iii. The bidding firm should have a valid registration number and TIN Number and should submit documentary proof in support thereof. The bidder should be registered for Service Tax (Copy to be enclosed).
- iv. The tenders shall be opened on the same day i.e. 27.06.2016 at 3.30 P.M. in the presence of one representative of each bidder who wishes to be present.
- v. Rates should be indicated in both Figures & Words including charges like all taxes, loading / unloading, installation freight etc. The rates quoted would be firm till delivery and no change whatsoever for any reason would be allowed.
- vi. Successful firm selected for award of contract, shall be required to furnish "Performance Security" for an amount of Rs. 50,000/- which shall be returned on successful completion of work at the time of payment of final bill. No interest will be payable for the "Performance Security".
- vii. The bidder must be able to carry out cropping and cleaning of images to make the images straight and providing equal margins all around the text.
- viii. The bidder should not have been black listed by any Central Govt./State Govt. office etc. If bidder is found to have been declared black listed by any Govt. office, the EMD deposited shall be forfeited and the quotation shall be rejected.
- ix. Bidders must have scanned/digitized at least 1 lakh documents in Central/State Government offices/Courts/PSUs. Documentary evidence by way of completion certificate should be produced in support of experience and performance.
- x. EMD of unsuccessful bidders shall be returned.
- xi. If successful bidder(s) awarded the work contract refuses to take up the specified job or violate the other terms & conditions, his/their deposited EMD shall be forfeited.
- xii. The responsibility of maintaining the confidentiality of records shall rest solely on the firm who is awarded the work. Any breach of action shall invite action as per Govt. of India law.
- xiii. The entire work shall be carried out in the office premises, the space for which shall be provided by this office. The requisite manpower, equipment and machines for this shall be managed by the firm.
- xiv. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- xv. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, this office may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

- xvi The bidder should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the token of having read and understood the documents.
- xvii The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
- xviii An un-excused delay by the selected agency from the specified date in the performance of its obligations under the contract shall render the Scanning Digitization of Records of Directorate selected agency liable for a deduction at the rate of 1.0% of the total amount of contract per week of delay subject to a maximum of 20% of the value of the contract which will be recovered from the pending bills.
- xix No advance shall be provided for executing the work. Payment against Bill / Invoice shall be released only after completion of project and observance of satisfactory performance of the work.

The office reserves the right to reject any or all quotations without assigning any reason.



Accounts Officer (Admn)

To,

As per list attached

List of firms for the work of scanning of old record

1. Eccentric solutions pvt. Ltd.
605, 6th Floor,
BhikajiCamaBhawan,
BhikajiCamaPlace ,
New Delhi-110066, India.

abhishek.mishra@e-centricsolutions.com

2. M/s. Enhira Software Exports Pvt. Ltd.
3rd Floor, DhanrajIndl Premises,
Lower Parel (W), Mumbai-13

AjayC@enhira.co.in, enhira@vsnl.com

3. PN writer and company private Limited.
34/1-7, kherkidhaura,
42nd milestone, near haldiram, NH-8
Gurgaon-122001, Haryana

Shailesh.tandekar@writercorporation.com

4. M/s. DPH software services Pvt. Ltd.
205, 3rd floor, Manisha Building,
75-76, Nehru Place, new delhi-19

bhawna@dph.co.in

5. M/s. Netspider India
Unit No.1, 8th Floor, A wing,
Times Square Building, AndheriKurla Road,
Andheri (East), Mumbai 400 059,
Maharashtra State, India

vikram@niil.in