

REQUEST FOR PROPOSAL FORMAT

(Particulars of the Buyer issuing the RFP)

Invitation of Bids for Digitization of old records

Request for Proposal (RFP) No. ED/3424/2012/VOL-I

Dated : 30.11.2012

1. Office of the PCDA, New Delhi intends to carry out digitization & e –cataloguing of old records of pay bills which may be in the form of inscripts, printed etc.
2. Bids in sealed cover are invited for Digitization & e- cataloguing of old records, who have the required experience & capabilities of taking up this assignment digital conversion of existing old records of pay bills as per guidelines of the Tender.
3. The sealed bids may be dropped in the Tender Box marked as “ **Tender for Digitization of old records & e- cataloguing**”, kept at the reception of this office or sent by registered post at the address given below so as to reach by the due date and time:

EDP & Systems Manager

Office of the Principal Controller of Defence Accounts

‘G’ Block, K. Kamraj Marg,

New Delhi 110011.

For any clarifications regarding this RFP, Shri Lalit Mohan Papne, Assistant Accounts Officer may be contacted at 011-23013343, 23012578, 23017471 (Extn. 316).

4. The complete RFP has also been published at office website <http://pcdanewdelhi.gov.in> for the purpose of downloading. Bids made on such form shall be considered valid for participating in the tender process.

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Salient Features of RFP or Tender

- a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

- b. Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Scope of work, Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
 - c. Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
 - d. Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
 - e. Part V – Contains Evaluation Criteria and Format for Price Bids.
 - f. scope of work – Schedule 'A'.
 - g. Annexure I to III.
6. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

**REQUEST FOR PROPOSAL (RFP) FORMAT
(Particulars of the Buyer Issuing the RFP)
Invitation of Bids for Digitization of old records**

Request for Proposal (RFP) No. ED/3424/2012/VOL-I dated /11/2012

Salient features of RFP or Tender Enquiry

Sl.No.		
1	Tender number	ED/3424/2012/VOL-I
2	Name of work.	"Digitization of old records of pay bills & e – cataloguing"
3	Date of issue of tender	30.11.2012
4	Submission of tender	<p>The tender documentation must be submitted separately in three sealed covers. These sealed covers must be enclosed in big envelope. On the cover of the envelope, title of the tender notice must be indicated with last date of receiving tenders. The envelopes should be addressed to EDP & System Manager, O/o The PCDA, 'G' Block, K.Kamraj Marg, New Delhi 110011.</p> <p>The three sealed envelopes should contain-</p> <ol style="list-style-type: none"> 1. First Sealed cover- EMD (Earnest Money Deposit) Rs.20,000/- as DD/Bankers Cheques along with letter as per annexure I. 2. Second sealed cover- Technical Bid as per annexure II 3. Third sealed cover- Price Bid as per annexure III <p>Note: The tenders should be either put in Tender Box placed at reception of PCDA, 'G' Block, K.Kamraj Marg, New Delhi 110011. or sent through registered/speed post at the above address.</p>
5	Contact Details for bid/queries	<p>Name: Sh. Lalit Mohan Papne, AAO(EDP) Phone: 011-23013343, 23012578, 23017471 (Extn. 316) e-Mail: pcda_nd@nic.in</p>
6	Receipt of tender –time and date	27.12.2012, 1430 hours
7	Opening of Technical Bid	27.12.2012, 1500 hours in room number 67 in PCDA office, 'G' Block, K.Kamraj Marg, New Delhi 110011.
8	Earnest Money	20,000/-(Fixed) (Rupees Twenty thousand only)
9	Payment Terms	The payment will be released on completion of works.

10	Performance Guarantee.	10% of the contract value within 30 days of receipt of the confirmed order.
11	Authority for acceptance of tender	PCDA , New Delhi

Part I – General information

1. Last date and time for depositing the bids: 27.12.2012, 1430hours.

The sealed bids (both commercial and technical) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. Procedure for submission of tender-

a. (i) The tender documents must be submitted separately in three sealed covers. These sealed covers must be enclosed in big envelopes. On the cover of the envelope, title of the tender notice must be indicated along with the last date of receiving tenders. The envelope should be addressed to EDP System & Manager, office of the Principal Controller of Defence Accounts, 'G' Block, K.Kamraj Marg, New Delhi 110011. The three sealed envelopes should contain

(ii) **First Sealed cover-** EMD (Earnest Money Deposit) Rs.20,000/- (Rupees Twenty thousand only) as DD/Bankers Cheque along with letter as per annexure I

(iii) **Second sealed cover-** Technical Bid as per annexure II (Form A and Form B)

(iv) **Third sealed cover-** Financial Bid as per annexure III

b. Documents to be submitted in FIRST SEALED COVER:

Earnest Money Deposit in FIRST SEALED COVER – Along with duly filled letter in annexure I, An Earnest Money Deposit Rs.20,000/-(Rupees Twenty thousand only) should be enclosed along with the Tender in the form of Demand Draft/Bankers cheques of any nationalized bank or private sector bank authorized to deal with government service i.e. ICICI Bank, HDFC Bank or Axis Bank drawn in favour of **PCDA, New Delhi**. The tender submitted without

Requisite Earnest Money will not be entertained. No exemption shall be there on this account for any reason.

c. Second Sealed Cover-

Technical Bid in second sealed cover:- The bidder must enclose the duly signed & stamped Technical Bid in the form A & form B (Annexure- II), which should be based on scope of work as mentioned in Schedule 'A' along with completely filled in following documents;

(i) Technical form A of (Annexure- II) – Supplier information.

(ii) Technical form B of (Annexure –II) – Technical competent parameter & Information based on technical bid as mentioned in Schedule 'B'.

d. Third Sealed Cover – Price Bid: It should contain Price Bid, which should be based on scope of work as per Schedule 'A' and Technical Bid as per Schedule 'B'. The bidder should quote the price amount along with breakup like Basic Price, excise duty, and other legally justified charges, CST/VAT, etc.in annexure III which should be firm and final.

e. Manner of depositing bids: Sealed bids should be sent by speed post/registered post at the address given above so as to reach by the due date and time. The sealed bids may be dropped in the tender box as mentioned in Para 2 at Page 1 of this letter. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of bid documents. Bids sent by FAX or e-mail will not be considered. **On the cover of the envelope, title of the tender notice must be indicated along with last date of receiving tenders.**

3. Time and date for opening of bids: 27.12.2012, 1500 hrs.

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Place of opening bids:

Room No. 67 in office of the PCDA, 'G' Block, K Kamraj Marg, New Delhi – 110011.

The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important

commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

Opening of Tender document:

i. The envelopes containing the Technical Bid and EMD will be opened on the day of opening of the tender before the Board of Officer.

ii. **Envelopes of the Financial Bid will be opened only of those firms whose offers in the Technical bid fulfill the requirements specified by the PCDA, 'G' Block, New Delhi. Financial Bid will be opened before the technically qualified bidders or their representatives on same day or at a date & time to be notified later.**

iii. Technical Bids of those agencies/parties, which are not according to the tender requirements, the Financial Bid (envelope) together with EMD will be returned in due course of time.

5. Forwarding of bids – Bids should be forwarded by the bidders under their original memo / letter pad interalia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

6. Modification and Withdrawal of Bids; A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in forfeiture of bid security.

6. Clarification regarding contents of the bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

- 7. Rejection of bids:** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
- 8. Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting bidder may be removed from the list for the given range of items as mentioned in this RFP.
- 9. Validity of bids:** The bids should remain valid for three months from the last date of submission of bids.
- 10. Earnest Money Deposit:** bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs.20,000/- (Rupees Twenty thousand only) along with their bids. The EMD may be submitted in the form of an crossed Bank Draft/Bankers cheque in favour of “**PCDA, New Delhi**” from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender. No interest will be payable by “PCDA, ‘G’ Block, New Delhi” on the Earnest Money Deposit.

Part II – Essential Details of Items/Services required

1. Pre –bid meeting

- a. The bidder or its official representative are invited to attend a pre-bid meeting which will take place at office of the PCDA, 'G' Block, New Delhi on **10.12.2012 at 1100 hrs.**
- b. The bidder shall submit any question/seek clarification in writing /e-mail to reach the office latest by 11.00 hours on 07.12.2012.
- c. Any modification in the bidding documents which may become necessary as a result of the pre-bidding shall be made available by PCDA, New Delhi exclusively through the issue of an addendum on the website <http://pcdanewdelhi.gov.in> latest by 13.12.2012.

1. Scope of work: –

The scope of work for this tender is as given below:

Digital Conversion of Existing Documents

1. As part of Digitization Project existing documents of all types pertaining to Pay sections of PCDA New Delhi, are required to be scanned with proper indexing for easy retrieval (e-cataloguing).
2. Listing of the scanned PDF files will be done in MS Excel or any other database system with additional three to five fields.

Document Type & size: The documents may be categorized as per following parameters:

(i) Type: Letters, Manuscripts, Inscripts, etc.

(ii) Size: A4/A3 size/any other size (actual size may be verified at the pre bid meet).

(iii) Color: Documents are black and white (signed/alterd in ink), typed / handwritten / printed papers etc. Scanning work should be done in the

resolution as indicated in the schedule of work of this document. All scanning is to be made in grey scale.

Methodology:-

(i) Onsite Scanning

- i. Firm is required to setup the scanning infrastructure at the premises of PCDA New Delhi.
- ii. Number of scanners and the connected appliances (e.g. computer, UPS, software etc.) to be deployed by the firm should be clearly mentioned in the bid. All these equipment will be set up in the premises of PCDA, New Delhi during the execution period of contract.
- iii. Firm is required to deploy sufficient manpower, (considering a minimum quantity of 5000 documents per day) to carry out the task at its own cost.
- iv. The firm is required to undertake marking of documents ID on documents, and their listing in computer etc.
- v. The operation also involves collection of the documents from the record room/concerned section for digital archiving. The documents once received are to be arranged, scanned, indexed, and placed back to the same location from where it was lifted.
- vi. The space, basic furniture, electricity etc would be provided by the PCDA New Delhi.
- vii. After scanning of each document, the document will be stamped as "FILE IS SCANNED/DIGITISED".

Firm must ensure the proper indexing of the documents/ batches. The indexing would be primarily required for the identification and proper categorization of the document so as to enable logical storage and fast retrieval of the same. The parameters for indexing would be detailed at the pre Bid Meet.

ROLES

A. Role of PCDA

1. PCDA will deploy a nodal officer to supervise/ compile the task as per terms and conditions of tender.
2. PCDA will identify the documents for the digitization and provide all these documents to the firm as per the time schedule.
3. PCDA will be responsible for the quality checking of the work generally within 10days from the date of submission of the work subject to maximum of 5000 per day.
4. PCDA, New Delhi will be provide the necessary space in the premise and the infrastructure support viz. electrical connections, tables, chairs etc. as per the requirement.
7. PCDA, New Delhi will be the overall supervision of the project.
9. PCDA, New Delhi will verify the number of documents for which work has been complete in all respect.

B. Role of bidder

1. Firm has to setup a lab in the premises for the digitization of old records with the required hardware and software's because of the confidential and classified nature of data.
2. Firm will report about the progress of the project weekly in written to the PCDA, New Delhi
3. Firm will be responsible for completion of the project as per the scheduled time.
4. Firm will be responsible for the damage of the documents (if any) during the scanning of the documents. If any damage/misplacement/theft/torn etc.
5. Firm will be responsible for the quality of the scanned images.
6. The firm has to deploy sufficient resources at the place of the scanning to meet out the project requirements.
7. The collected data would be the property of PCDA, New Delhi and the firm can not use the data without prior permission of the PCDA, New Delhi.
8. The firm would not be allowed to copy and to take out any data with respect to the project.

10. The firm has to bear all the cost relates to the process as per the scope of the work. PCDA, New Delhi will not be responsible for additional cost regardless of the conduct or outcome during the execution of said work.

Deliverables:

Reports to be submitted by the vendor during execution of the contract.

- Weekly Status reports
- Action taken to resolve the problem (if any).

SCHEDULE OF WORK

Sr. No.	Required scanning optical resolution	Location	Total No. of pages (approximately)	Minimum output required in terms of documents scanned		Maximum number of months to complete the task
				Per day	Monthly basis	
1.	200 DPI black & white/grayscale	PCDA, New Delhi	8,00,000	Per day	Monthly basis	Six months
				5000	1,25,000	

2. Technical Specifications: -

TECHNICAL BIDS

Tenders are invited from only those firms which follow the following conditions. Supporting documents, may please be attached else the firm will be disqualified at the Technical bid stage itself and the financial bid will not be opened. All the documents should be in the following sequence and should be properly flagged.

1. The bidder must have annually minimum average turnover Rs.50 lakh (Fifty lakh) during last three financial years. The documents in support of the same may be attached.

2. The bidders should be established, reputed and reliable firm in this field. Firm should have completed minimum one project for Government/PSU's having experience of digitization and e-cataloging of ancient document/ records where the cost of the project should be minimum of Rs.10.00 lakhs.
3. The bidder should attach copies of the work orders/contracts clearly having mentioned work details, nodal officer name of that department for this work with the designation and contact number and work completion certificates indicating total value of work which should indicate the deliverables and scope of work for the projects without which the firm's bid will be liable to be rejected.per mentioned
4. Firm must have an Office / Branch at Delhi/NCR Delhi.
5. The bidder must have Service Tax Registration Certificate.
6. The bidder must have PAN No.

Technical bids are mentioned in annexure – II.

Part III – Standard Conditions of RFP

The bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Union of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid for one year, until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or

performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).

4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller,

on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

6. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
8. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:
 - (a) At any time without assigning any reason after giving a notice of one month.
 - (b) The Seller is declared bankrupt or becomes insolvent.
 - (c) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - (d) As per decision of the Arbitration Tribunal.
 - (e) The Seller will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment in terms of due to seller for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
10. **Notices:** Any notice required or permitted by the contract shall be written in the Hindi/English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
11. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof.
12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of

manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. Liquidated Damage:

No payment would be made for the documents not scanned, indexed, merged etc. properly or upto the satisfaction of the end user. The vendor has to produce a certificate duly signed from the end user in this regard, indicating the quantity and quality of the above work. If the vendor fails to complete the works within the stipulated time period, a recovery or penalty at the rate of Rs.500/-(Rs. Five hundred only) per working day will be charged. Such recovery or penalty, however, will be limited to a maximum of 10% of total value of the contract.

If document taken for the scanning is not returned in the same conditions or the documents is losses/misplaced/torn during the scanning, the department will take the penalty and the firm has to pay that penalty which will be decided by the PCDA, New Delhi.

14 Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

15) Taxes and Duties

i) General

1. If Bidder desires to ask for Sales Tax / VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
2. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.
3. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate

the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

4. If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
 5. Any change in any duty/tax upward/downward as a result of any statutory variation in exercise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.
- v) Octroi Duty & Local Taxes:** Octroi exemption certificate will be provided by the buyer.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. Performance Guarantee:

The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.)

for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

2. Tolerance Clause – Buyer reserves the right to increase or decrease the quantity by 25% of pages to be scanned/cataloging proposed for scanning without any change in the terms & conditions and prices quoted by the Seller.

3. Validity of the contract: The period of contract is till completion of scanning and documentation of old records, which includes the e-cataloguing it would be till six months after the completion of jobs. However, if there is any reduction in prices/taxes in the market is noticed, vendor should pass on the benefit of the reduced prices to the buyer.

4. Payment Terms: The payment will be made by PCDA New Delhi through electronic mode (RTGS/NEFT). The payment will be released on completion of work. The bank details like bank account number, bank name, IFSC Code, MICR Code for E-payment must be submitted with the bill.

During the digitization, charges will be paid only of the documents that have been worked as per scope of work

5. Security: As the working site of the PCDA, New Delhi is in Restricted Areas comes under the jurisdictions of Defence Security Zone. It is responsibility of buyer to clear the police verification of its professional/staffs who will be visiting PCDA, New Delhi for performance of work of digitization.

Part V – Evaluation Criteria & Price Bid issues

1. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

- a. Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- b. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Form 'A' (Annexure– III). The consideration of taxes and duties in evaluation process will be as follows:

- i. Ultimate cost to the buyer would be the deciding factor for ranking of bids.
- ii. Sales tax and other local levies, i.e. octroi, entry tax etc would be ignored.
- iii. The Bidders are required to spell out the rates of VAT, Service Tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.
- iv. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- v. The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer.

Yours Sincerely,


(R.S.Sangwan)
Accounts Officer

Annexure I
EMD Letter with Bank Draft
(To be inserted in First Envelope)
Tender number – ED/3424/2012/VOL-I

Date. / /2012

To,
The PCDA
'G' Block, K.Kamraj Marg
New Delhi – 110011.

Subject: Submission of Earnest Money deposit.

Dear Sir,

1. With reference to **Tender number** ED/3424/2012/VOL-I, The required Earnest Money deposit Rs.20,000/- (Rupees Twenty thousand only) is being deposited vide Bank Draft number ----- dated ----- from (name of bank, branch name, city) -----
----- is attached with this letter for consideration of tender in favour of "PCDA, New Delhi " payable at New Delhi.

Thanking you,

(Authorised Signatory)

Name -----

Seal of organization

**Principal Controller of Defence Accounts
'G' Block, K.Kamraj Marg, New Delhi – 110011.
Tender Number:- ED/3424/2012/VOL-I**

SUPPLIER INFORMATION**(To be inserted in second Envelope of Technical bid then sealed)**

S.No.	Particulars	Relevant information from firm/company		
1	Name of the firm/company			
2	Postal Address of the firm/company			
3	Telephone Nos. , Mobile Nos. & Fax Number			
4	Email address, if any			
5	Name of contact person, designation with Mobile No. (if any)			
6	Year of establishment			
7	Type of Firm	Public Limited	Private Limited	Proprietary
8	Firm's TIN No.			
9	Firm's PAN No.			
10	Firm has office/branch at Delhi / NCR Delhi			
11	Court cases against you or your firm/ company (if any),	Yes/No		
12	If yes, brief account of these cases and their status. (Enclose extra sheets)		

(Authorised Signatory)

Name -----

Seal of organization

Annexure II

**Principal Controller of Defence Accounts
'G' Block, K.Kamraj Marg, New Delhi 110011.
Tender Number – ED/3424/2012/VOL-I**

Technical Bid**Technical competence Parameters & Information.**

(To be inserted in Second Envelope & then sealed)

Sl.No.	Particular	Confirmation (in Yes/No)	Remarks
1	The firm's annual turnover of minimum of Rs. 50 lakhs or above during last three years.		
2	Firm has completed minimum one project for Government /PSU's having experience of digitization and e-cataloging of ancient document/records where the cost of the project was more than of Rs.10.00 lakh.		
3	Copies of the work orders/contracts clearly having mentioned work details, nodal officer name of that department for this work with the designation and contact number.		
4	Work completion certificates indicating total value of work which should indicate the deliverables and scope of work for the projects has been attached.		

Note: Attach extra sheet, if required

(Signature and seal of Authorized signatory)

Annexure -III
Principal Controller of Defence Accounts
'G' Block, K.Kamraj Marg, New Delhi 110011.
Tender Number – ED/3424/2012/VOL-I

FINANCIAL BID/PRICE BID

(To be inserted in Third Envelopes & then sealed)

1. Name of firm/company:

2. Address:

2. Lowest Rates quoted by the firm:

Sr.	Work Description	Tentative Quantity of pages (in number)	Unit Cost (in Rs.)	
			In figures	In words
i.	Price for scanning & e-cataloging, inclusive of all work like scanning, editing format conversion indexing etc.	8,00,000		
ii.	Indexing	50,000 records		
iii.	Any other charges			
iv.	Taxes, if any (If not included in sl.no. 1 above)			

3. Total amount of items i to iv above in rupees based on tender scope of work, technical Bid and terms & conditions : “ Digitization of old Records of pay bills and e-cataloguing.”

(in figures) Rs.....

(in words) Rs.....

Place

Date

Signature of Authorized signatory

Name & Seal