



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
सिमरोल, खंडवा रोड़ इंदौर-453552
Simrol, Khandwa Road, Indore- 453552

**Tender for Scanning/Digitization of Office Records
at Indian Institute of Technology Indore**

**Document to be submitted online
for
(Two-Bid System as per Schedule of requirement)**



Tender for Scanning/Digitization of Office Records
at Indian Institute of Technology Indore

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भारतीय प्रौद्योगिकी संस्थान, इंदौर
सिमरोल, खंडवा रोड भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552
Tel: 91- 0731-6603551, Email: mms@iiti.ac.in



**Tender for Scanning/Digitization of Office Records
at Indian Institute of Technology Indore**

Online Bids are invited by IIT Indore (in Two Bid System) "PART A" as Technical Bid and "PART B" as Financial Bids for the **Services of Scanning, Digitization, Indexing, Archival and retrieval of Scanned files** are invited from professionally competent, experienced firms/organizations with proven competency for providing end to end solution for the scanning/digitization of records. The document would comprise of A0, A1, A2, A3, A4, A5, Photographs, Drawing of Buildings, etc., likely to be scanned/ digitized.

Sl. No.	NIT No.	Name of the Item	EMD
01.	174	Scanning/Digitization of Office Records	Pursuant to the Order No.F.9/4/2020-PPD dated 12 th Nov. 2020 of the Ministry Finance, Procurement Policy Division. No EMD/Security deposit is implied for this tender. Hence the bidder has to submit Bid Security Declaration.

Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: http://www.iiti.ac.in/tender_mms.php & <https://eprocure.gov.in/eprocure/app>
- II. The pre-bid report will be uploaded on the website & CPPP and the same will be a part of the tender document.
- III. All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available on IIT, Indore website and Central Public Procurement Portal.

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.
For any issues related to tender please contact Material Management Section,
Tel: +0731-6603100 Ext 3159 Email: mms@iiti.ac.in

Assistant Registrar (MM)
IIT Indore

सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)

CHAPTER- 1
SCHEDULE OF TENDER

Sl. No.	Event	Date and Time/ Remarks
01	Commencement of Downloading of Tender Document	October 09, 2021 https://eprocure.gov.in/eprocure/app and http://www.iiti.ac.in/tender_mms.php
02	Submission of Queries for Pre-bid meeting and Site Visit	October 09, 2021 to October 18, 2021 upto 05:00 pm
03	Date & Time of Pre-Bid Meeting #	October 21, 2021, at 15.30 pm meet.google.com/xor-bzry-akj
04	Date of Pre- Bid Report upload at CPPP	October 23, 2021
05	Bid Submission Start Date	October 25, 2021 at 10:00 am
06	Last date & Time of Submission of Bids Online (Technical and Financial Bid)	November 08, 2021 upto 03.00PM(IST) Please refer tender Terms at IITI
07	Date & Time of Opening of Technical Bids	November 09, 2021, at 03.00 PM, (IST) Please refer tender Terms at IITI
08	All the communications with respect to the tender shall be addressed to:	Assistant Registrar (MMS) IIT Indore, First Floor, Sodium Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-6603100 Ext 3159 Email: mms@iiti.ac.in
09	For taking assistance, if any	CPP Portal website: www.eprocure.gov.in CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232

Note:

- 1) **Pre-bid meeting is essential for vendors to attend for better comprehension of Institute requirements.**
- 2) **In view of the nationwide COVID-19 situation the PRE-BID Meeting would take place thorough Online Mode.**
- 3) **If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.**

CHAPTER- 2
INSTRUCTIONS TO THE BIDDERS

1. The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.
2. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app).
3. The Bidders are requested to read tender document carefully and ensure all the compliance with instructions herein. Non-Compliance of the instructions contained in this document may disqualify the bidders from the tender process.
4. For Registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
5. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
6. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
7. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
8. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
9. Tenderer shall take into account all costs including Cartage, installation, training and commissioning etc. for giving delivery of material at site i.e. IIT Indore before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
10. The item should be delivered at IIT Indore, Khandwa Road, Simrol, Indore and the supplier shall be responsible for any damage during the transit of goods.
11. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
12. Interested bonafide and reputed firms/manufacturers/Indian agents (on behalf of their foreign principals) may submit online bids for each of the above requirement along with all requisite documents and scanned copy of online EMD submission reference.
13. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. **The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**

14. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
15. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI reserves the right to accept or reject any or all the tenders.
16. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
<http://eprocure.gov.in>
17. **The bidder shall visit the site for assessment of the quantum and nature of work before the submission of bids with prior intimation through mail to mms@iiti.ac.in or dushyant@iiti.ac.in**

Assistant Registrar (MM)
IIT Indore

सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)

CHAPTER - 3

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 7) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 8) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 9) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the

names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **he vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 7) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

Prices indicated in the online price schedule shall be entered separately in the following manner.

I. For goods offered from within India:

- a. The price of the goods should be quoted for destination basis, charges towards freight, installation etc. may be mentioned inclusive of GST as applicable after referring the attached GST Notification.
- b. Any sales or other taxes/duties should be clearly mentioned, which will be payable on the goods in India if the contract is awarded.
- c. Charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination should be mentioned.
- d. Any element of cost, taxes, duties levies etc. not specifically indicated in the online bid, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial**

Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.

II For goods offered from abroad

- a. The price of goods shall be quoted in Ex-Works/FCA/CIP and the same should be mentioned in terms & conditions of the firm.
- b. Charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination should be specified.
- c. The terms FOB, CIF, CIP etc. shall be governed by the rules and regulations prescribed in the current edition of INCOTERMS, published by the Chamber of Commerce, Paris.
- d. Prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account, unless otherwise specified in the Schedule of Requirements.

III. Bid currencies

- a. For domestic goods prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable, shall also be quoted in Indian Rupees only.
- b. For imported goods prices shall be quoted either in Indian rupees or may be quoted in foreign currency and the portion of the allied work and services, which are to be undertaken in India (like supply and installation of Furniture), are to be quoted in Indian currency.

IV. Indian Agent

- a. If a foreign bidder has engaged an agent in India in connection with its online bid it will be required to give the following information in the online bid:
 - i) *Name and address of the Indian agent with their permanent income tax number.*
 - ii) *Details of the services the agent will render*
 - iii) *Agency commission shall be indicated in the space provided for in the price schedule and will be paid to the bidder's agent in Indian rupees*

Assistant Registrar (MM)
IIT Indore

CHAPTER- 4
GENERAL TERMS AND CONDITIONS

1. **Bidder:** Tenders are invited only from professionally competent, experienced firms/organizations with proven competency for providing end to end solution for the scanning/digitization of records. Tender Documents will also be available on institute website: http://www.iiti.ac.in/tender_mms.php.
2. **Tender Type: Two- Bid through Online Mode.** The Technical Bid will be considered for the bidders who meet Pre- Qualification Eligibility Criteria mentioned at Chapter-6. Financial Bid shall be opened for those bidders who have qualified in Technical Evaluation.
3. **Site Visit:** NA
4. **Pre-Bid Meeting:** Pre-Bid meeting specified as mentioned date and time in Time Schedule of this document. The purpose of the meeting is to answer the queries of the prospective bidders on technical bid and commercial terms and conditions of this tender. In view of the above, prospective bidders are advised to submit their doubts / questions /clarifications as per **Annexure -VII**, if any, bearing tender no., title and marked "Queries for Pre-Bid Meeting" through Mail, (Mail ID: dushyant@iiti.ac.in). Any modification of the bidding documents which may become necessary as a result of the Pre-Bid meeting shall be made known to all the prospective bidders through a notification of amendment on the website of the IIT Indore and CPP Portal. No queries will be entertained beyond the date of pre bid meeting.
5. **Bid Submission:** Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/complying with the changes/amendments issued if any during pre-bid meeting in their bid. All the two parts of the bid shall be submitted online on <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
6. **Late Bids:** IIT Indore will not be responsible:
 - (a) For delayed / late quotations submitted / sent by post / courier etc.
 - (b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
 - (c) Any bid inadvertently received after the deadline i.e. due date & time for submission of bids, will not be accepted.
 - (d) Fax / E-mail / Telegraphic / Telex tenders will not be considered.
7. **Bid Validity:** The bids shall be valid for a period of **180 days** from the date of opening of the tenders.
8. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. No bid can be withdrawn after the deadline for submission of bids and the expiration of the period of bid validity.
9. **Bid Security (EMD):** NA. Bidder has to submit Bid Security Declaration as per Annexure-IX. Without submission of Bid Security Declaration bid will not be considered.
10. **Bid Evaluation Procedure:** For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Commercial Bid. Evaluation will be done strictly on Pre-Qualification as mentioned chapter 6.

11. **Opening of Tenders:** The decryption of the bids would be done as specified schedule mentioned in the tender document on the Central Public Procurement Portal. In the event of the specified date of Bid opening being declared a holiday for the IIT Indore the Bids shall be opened at the appointed time and location on the next working day. In two-part bidding, the financial bid shall be opened only after technical evaluation.
12. **Confidentiality:** Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
13. **Preliminary Examination:** The technical evaluation committee shall examine the bids to confirm that all documents and technical documentation requested in Chapter-6 have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the offer shall be rejected.
 - (a) Technical Bid and Price Bid,
 - (b) All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who do not meet the basic requirements, are to be treated as unresponsive and shall be ignored.
14. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.
 - a) **Award Criteria:** *The Purchaser reserve the rights to award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.*
 - b) **Purchaser's Right to vary Quantities at Time of Award:** *The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.*
 - c) **Option Clause:** *The Purchaser reserves the right to increase or decrease the quantity of the required goods up to 25% (Twenty-Five) per cent at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).*
 - d) **Fall Clause:** *The price quoted by the supplier should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the supplier for stores of the same nature, class or description to any other purchaser. The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed. If at any time during the period the supplier reduces the sale price of such stores or sells such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the purchaser and the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced. If it is discovered that the supplier has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the purchaser to (a) revise the price at any stage so as to bring it in conformity with sub-clause(i) above, or (b) to terminate the contract and purchase the items of stores at the risk and cost of*

the supplier and in that event the provisions of Clause 30 of General Terms Conditions of Contract shall, as far as possible, be applicable or recover the loss.

- e) **Purchaser's right to accept Any Bid and to reject any or All Bids:** The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- f) **Notification of Award:** Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted and a separate purchase order shall follow through post.
- g) **Signing of Contract:** Promptly after notification, the Purchaser shall send the successful Bidder the Agreement/Purchase Order.
Within twenty-one (21) days of date of the Purchase Order, the successful Bidder shall sign, date, and return it to the Purchaser.
- h) **Order Acceptance:** The successful bidder should submit Order acceptance within 14 days from the date of issue of order/signing of contract, failing which it shall be presumed that the vendor is not interested, and his bid security is liable to be forfeit.
- i) **Place of Delivery& Schedule:** IIT Indore, SIMROL, Khandwa Road, Indore – 453552 and should be delivered within schedule.

15. **Concession/Exemptions:** IIT-I being an academic institute is entitled for availing Customs Duty exemptions in terms of Notfn. No. 51/96 dated 23.07.1996, Notfn. No. 28/2003- Customs dt. 01/03/2003, Notfn. No.43/2017- Customs dt. 30/06/2017 & notfn. No. 47/2017- Integrated Tax (Rate) dt. 14/11/2017, Notfn. No. 10/2018- Integrated Tax (Rate) dt.25/0/2018 and Notfn. No. 45/2017-Central Tax (rate) dt. 14/11/2017, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 25/01/2018 as amended from time to time. Presently this is valid till 31.08.2021 vide Order No. TU/VRG-CDE(1145)/2021 Dt.02/09/2021 issued from DSIR-Min. of Sc.& Tech; Govt. of India. Please state clearly that this Certificate is required.

16. **Conflict of Interest among Bidders/Agent:** The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- a. they have controlling partner (s) in common; or
- b. they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- c. they have the same legal representative/agent for purposes of this bid; or
- d. they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
- e. bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/subassembly/assemblies from one bidding manufacturer in more than one bid.
- f. in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
 - 1. The principal manufacturer directly or through one Indian agent on his behalf; and
 - 2. Indian/foreign agent on behalf of only one principal.
- g. Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- h. in case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/common business/ management units in same/similar line of business

17. **Guarantee/ Warranty:** NA

18. **Insurance:** NA

19. **Shipping, Packaging and Labeling:** NA

20. **Inspection:** NA

21. **Right of Acceptance:** This Institute does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered, and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.

22. **Patent Rights:** NA

23. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

24. **Integrity Pact (IP):** NA

25. **No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations.** Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.

26. **IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.**

27. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.

28. IIT Indore is green zone campus, hence, after delivery and acceptance of item supplier should take back the waste packing material such as plastic, wrapping paper and toxic material. Further, any wooden packing material to be handed over to store.

29. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this contract caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage, fire, floods, explosion, epidemic, quarantine restrictions, any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.

30. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.

31. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.

32. **IITI reserves the right to modify/alter/Insertion or deletion on any part of the tender document to ensure fulfillment of its material or services requirement at any stage.**

33. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.

34. **Breach of Terms and Conditions:** IIT Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, no compensation will be paid towards progress of order/procurement.
35. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.

Benefits to Micro and Small Enterprises (MSEs) & Public Procurement (Preference to Make in India), As per Order 2017

MSE's & Make in India –

- As per GOI Order No. P-45021/2/2017- PP(BE-II), dated 16-09-2020 for Make in India only [Class I local supplier if local capacity exists]/[Class-I local supplier & Class-II local supplier if local capacity doesn't exist and value of work is less than 200 crores] are eligible to bid for this Tender.

(Mandatory Undertaking for Purchase Preference to MAKE In INDIA to be submitted along with this Tender. The bidder needs to submit calculation of local content as per format attached in ANNEXURE-VII and this document required for verification of local content needs to be submitted.

a) NOTE-1

To avail benefits for eligibility criteria, all Micro and Small Enterprises shall submit Udyog Adhar Memorandum / NSIC certificate/ Udyam Certificate etc for item/services (mentioned in this Tender) along with a certificate from their Statutory Auditors certifying the amount of investment in plant and machinery by Micro and Small Enterprise in accordance with provisions of MSMED Act 2006 to be read with notifications No SO 2119(E) dated 26.06.2020.

Non-submission of requisite proof and certificate from statutory auditors shall be treated as non-MSE bid.

b) NOTE-2

Traders/ resellers / distributors/authorized agents will not be considered for availing benefits under MSME Act 2006 and PPP Policy 2012 as per MSE guidelines issued by MoMSME.

To avail benefit of relaxation in Eligibility Criteria, Payments Terms, Micro and Small Suppliers (MSEs) who are manufacturer of Goods / Items and provider of Services, need to ensure that ALL delivered Goods / items and Services of the Tender are listed in their MSME / NSIC certificate. Partial Listing of Goods / Services in their certificate shall render MSEs ineligible for benefits

Note: Eligible MSE and startup bidders who seeks exemption from Bid Security as per clause no.(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit the performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit the bids for contracts with the entity that invited the bids.

CHAPTER- 5
SPECIAL TERMS AND CONDITIONS

1. **Rates:** The rates provided by the bidders will be applicable for the period of One Year.
2. **Period of Contract:** The contract is likely to commence on the date of issuance of Letter of Acceptance (LOA). Based on performance, the contract may be extended for a further period, on the same terms and condition with mutual consent. The contract shall automatically expire after one year from commencement of the contract or completion of the project whichever is earlier if the contract unless extended further.
3. **Payment:**
 - i. **No advance payment will be made in any case.**
 - ii. Payment will be released through wire transfer/bank RTGS transfer after submission of bills duly checked, verified and if found satisfactory with regard to quality, quantity. The payment will be released after statutory deductions within 30 days.
 - iii. The successful Bidder will be responsible for liabilities of all kinds (i.e. freight, transportation, manpower, equipment's etc) including local and other taxes. Deductions will be made from each bill towards all applicable taxes as per Income Tax provisions.
 - iv. For the payment, the firm has to submit Supplier's Invoice indicating, inter alia description of the quantity, unit price, total value; challans(s), Manufacturer's guarantee certificate; bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc. to the Joint Registrar (MM), IIT Indore.
 - v. **Verification:** The verification of the scanned document shall be done by the concerned officials of department.
 - vi. After the verification service provider may raise invoice for the services rendered. Final payment will be given only after the verification of digitized data by the nominated concerned officials from each department.
4. **Penalty Terms for Quality of Scanning Service:** Any variation in mismatching of documents from original documents or wrong retrieval records/images or non-retrieval of records/images shall be treated as error and shall be the responsibility of the vendor. In case of such errors, penalties would be as follows:

% Error in pages	Deduction
Upto 5% errors per batch (1 Batch= 1000 Pages) identified by the concerned officials	Bidder required to re-scan the erroneous pages. No Penalty shall be imposed. No additional payment would be made for re-scan
>5% and upto 10% errors per batch (1 Batch=1000 Pages) identified by the concerned officials	The entire batch will be rejected. Bidder required to re-scan the complete batch. No additional payment would be made for re-scan. The bidder shall be subject to a penalty of 5% of the cost for that batch.
For any batch if there is more than 10% of error identified by the concerned officials	The bidder shall have to re-scan the entire batch and shall be subject to a penalty of 10% cost for that batch.

Note: Bidder shall not be paid any amount for re-scanning, indexing and any other activities related to the tender. There shall again be a comparison of such images by the concerned officials and nonconformance found would be levied to penalty as mentioned above and there scanning would have to be done free of cost by the successful bidder.

5. **Penalty Terms for Quality of Meta Data Entry Service:** Metadata entries completed by the bidder would be verified by the concerned officials. The data entry record shall be compared with reference to the original document.

Penalties charged in case of erroneous data entry would be as follows:

% Error in pages	Deduction
Upto 5% errors per batch (1 Batch= 1000 Pages) identified by the concerned officials	Bidder required to re-entry the erroneous entries. No Penalty shall be imposed. No additional payment would be made for re-entry
>5% and upto 10% errors per batch (1 Batch=1000 Pages) identified by the concerned officials	Bidder required to re-enter the erroneous entries. No additional payment would be made for re-entry. The bidder shall be subject to a penalty of 5% of the cost for that batch.
For any batch if there is more than 10% of error identified by the concerned officials	The bidder shall have to re-enter the erroneous entries. The bidder shall be subject to a penalty of 10% cost for that batch.

6. **Penalty Terms against any damage to the documents:** No document shall be changed, mutilated, destroyed or replaced by some other documents. Any damage of the document will lead to heavy penalty decided by the purchaser. Thus, the bidder should take utmost care of the documents.
7. **Performance Security:** Within Fifteen Days (15) days from date of the issue of notification of award, the firm has to submit a performance security of Rs. 50,000 (Fifty Thousand) from an Indian Scheduled Bank in the form bank guarantee. and it shall be kept valid for a period of 1 Year. No interest will be payable by the Purchaser on the Performance Security deposited. In case supplier fails to provide satisfactory performance during the contract, the Performance Security submitted by the firm is liable to be forfeited.
8. Service Provider shall be principal employer for all the worker, labourer, outsourced persons and such persons shall not have any right to claim, any right of employment or contract with the Buyer.
9. Service Provider shall be responsible to comply all the Acts and or Rules and Regulation framed by Government of India or state Government to the work and employees. Service Provider alone shall be the principal employer of all the employees engaged by them and shall comply with all labour laws including minimum wages, gratuity, EPF, ESI etc. whichever is applicable. Buyer shall not be responsible for the terms and conditions of employment of the staff engaged or the work undertaken by the Service Provider.
10. Service provider shall ensure that the staff engage by it is disciplined and maintains full decorum of the Institute.
11. Service Provider shall ensure that all information, data and or documents given to them by the Buyer are kept confidential. The entire work of scanning/ digitization/ repairing of old records are entrusted to the Service Provider under trust and hence any leakage of information or passing of the information for any commercial purpose/exploitation or any other purpose whatsoever shall amount to committing an offence of stealing and criminal breach of trust liable for criminal prosecution.
12. No documents shall be allowed to be taken or transmitted outside the Buyers premises without written permission from buyer, in any manner whatsoever. No employee of Service Provider shall share any documents or information relating to it to any outside unauthorized person.

Violation of the will render immediate termination of contract and no payments will be made to the Service Provider along with forfeiture of Performance Security. Service Provider shall be wholly responsible in case of failure and will be liable to be prosecuted under the jurisdiction of the local court.

13. **Liquidated Damages:** -As Time is the essence of an order, completion of work should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI.
14. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.

CHAPTER- 6
Pre- Qualification criteria

LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID as Annexure- I

Sl. No	Details	Supporting Document Should be Submitted
1.	The bidder should be single entity firm duly registered as per the Companies Act. Preferable branch offices in Indore	Certificate of Incorporation/Registration Certificate of the firms. No joint venture Bidding will be allowed (Declaration from should be submitted)
2.	<ul style="list-style-type: none"> • Udyog Adhar Memorandum No., if bidder MSEs. • Copy of valid PAN card, • Copy of valid GST registration certificate 	Self-certified copies of documents.
3.	CERTIFICATIONS: The firms should possess the following prevalent certifications related to quality (a) ISO 9001:2015 (b) ISO 27001:2015 (c) CMMMI Level 3 Certification or latest version	Self-certified copy of the mentioned valid certifications.
4.	WORK EXPERIENCE: The Bidder must have successfully executed minimum 1Crore pages work in the last three preceding years in a State/Central Government/PSU/ Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, NITTTRs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) Educational Institutions. One order must be of. Note: (i) Similar work means Scanning/Digitization of Office records. (i) Performed similar work at Industries/ private institutions/MNCs etc shall not be considered.	Work orders and completion certificates in support of experience to be enclosed. The certificate should be in Letter Head of the concerned organization with authorized signatory. Note: Bid submitted without submission of completion certificate shall not be considered.
5.	Bidder Information	As per enclosed Annexure II
6.	The prospective bidder should be in the business of Scanning and Digitizing office Records for at-least the last 5 years in India.	Details of digitization work undertaken by the Bidder along with work order and completion certificate.

	List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder executed the similar type of contracts and a certificate regarding the satisfactory performance of the contract.	As per enclosed Annexure III
7.	Bidder Acceptance of Tender Document	As per enclosed Annexure IV
8.	The bidder should not have been black listed by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An undertaking/declaration in this regard should been closed. If any such matter i.e. of blacklisting /suspension is subjudice, even then the concerned firm shall be technically disqualified	As per enclosed Annexure V
9.	FINANCIAL TURNOVER: The successful Bidder should have an average turnover of Rs. 1 crore or above during the last three financial years i.e., 2017 – 2018, 2018 – 19 and 2019-20.	As per enclosed Annexure VI and <ul style="list-style-type: none"> • Certificate from a Chartered Accountant (CA) Certifying the annual turnover for the year 2017 – 2018, 2018 – 19 and 2019-20. • Certified copy of the Profit and Loss Account of the firm / agency. There is no need to upload entire voluminous balance sheet.

Note: Non-compliance with any of the above conditions by the bidders will be tantamount to non-eligibility for the services for which tender has been floated and its bid will be rejected summarily.

Chapter-7
Scope of Work

IIT Indore is looking for professionally competent with proven competency who will provide End to End solution for the service of Scanning/Digitization of Office records. The tenderer shall Scan, digitizing, indexing, archiving, retrieving the records using the state-of-the-art-equipment. The aging of records is last 10 years; hence tenders shall come up with technical solution for scanning/digitization of old/brittle records with extra care.

The entire process of scanning and digitization of office documents has been divided into following stages explained:

Pre-Scanning

1. Service Provider will perform all the pre scanning activities which may includes collection of documents, removal of unwanted dust, removal of tags, pins, threads, rubber bands etc. sorting and numbering of pages in the document file in correct orders.
2. Records would be scanned and digitized at the department premises and the vendor shall be responsible for collecting them from different units of the department to carry out the digitization work.
3. The documents would be handed over in lots as agreed mutually between the Service Provider and the Buyer. The Service Provider shall provide acknowledgement of number of documents and number of pages in each document received from the Buyer. Number of documents/ pages in a file shall be checked in presence of the representative of the Buyer.
4. The Service Provider will maintain a record of the document details in a log register while collecting these documents. This log register should contain at least the following details:
 - a. Description of the document collected /< file No.>
 - b. Size of the pages in document (A4/legal/Full scale/note-sheet) along with the count
 - c. Total number of pages in the document
 - d. Collected from (Concerned Officials)
 - e. Collected by (Service Provider representative)
 - f. Date of Collection
 - g. Expected date of return
 - h. Returned to (Government Official)
 - i. Returned by (Service Provider representative)
 - j. Actual date of return
5. The Service Provider will carefully unfold and flatten the documents to eliminate creases and wrinkles and ensure that document maintain its original form without any damage.
6. The Service Provider will take special care in preparing the documents which are too old and that may not be in good physical condition or are very delicate and may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some old

documents may require flat-bed scanners too. Service Provider may use ironing process to straighten them. Documents should be prepared such that normal scanner can scan it.

- (i) Stick Photographs with glue (in case there are any stapled photographs, remove them and stick them with glue. This needs to be done very neatly.
- (ii) Page Numbering-Each page of the document is numbered on the corner. This helps in maintaining the count and in avoiding any misplaced sheets of any document during the course of file movement etc. Clip the document set
- (iii) **Any damage to the documents shall make the Service Provider liable for penalty.** Service Provider shall be responsible for any damage caused by them during the process of scanning and digitization of records and ensure that all such records are repaired at their own cost and information is retrieved. In case such retrieval of data or repair of record is not feasible the Service Provider will compensate for the same by making payment to the Buyer towards the value of the damaged or lost data/document/record as valued by the Buyer.

II. Scanning and Digitization

1. Scanning resolution shall 600 dpi or better as per S.O., raw master image uncompressed and clean master image loss less compression shall be in file format Tiff 6.0 or better.
2. The scanned documents shall be converted into PDF searchable file format . All the pages of a single file must be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a PDF format.
3. The PDF files should be compressed and easy able to view and download.
4. The Service Provider will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The Service Provider will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return. The Service Provider's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/ distortions. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence. Service Provider shall employ automated quality analysis mechanism to ensure 100% percent quality check.
5. Annotation and bookmark for relevant pages is to be recorded in the PDF files and stored as separate attributes in the database for search.
6. No cropping is allowed for Raw Image, the entire document has to be scanned for maintain original size and shape of the document.

III. Metadata

1. Metadata should be exported in XML format with other details of the PDF file as and when required.
2. **If applicable the Service Provider shall perform the OCR or any Technology on the document with 100% accuracy so that the documents can be searched using the text in the document.**
3. The Service Provider shall ensure that the quality of scanned images is enhance to the optimum level and shall perform all such activities required to bring the scanned image to optimal level such as skew, de-skew to make the image straight, cropping and cleaning of images like removal of black noises around the text and providing equal margins around the text etc.

4. In case the documents are not legible, the Service Provider shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same.
5. All the pages in a document including blank pages (only when such blank pages are numbered in the file/document) shall be scanned to produce exact replica of the original document. No page shall be scanned more than once.
6. The Service Provider will deploy its own human resources for all the above-mentioned activities. The Service Provider will deploy adequately skilled manpower resources to complete the job within the specified time and of specified quality.

IV. Indexing and Cataloguing

1. Service Provider will create metadata fields required for indexing as per the requirement of the Buyer. Scanned documents / images stored in digital form shall be indexed in the metadata fields using manual entry.
2. Service Provider will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.
3. Once all documents are verified and pass Service Provider's quality assurance phase, they will be stored on final digital media of the user's preference, complete with their indexes. At the end of the process all paper documents will be returned in their original form to the concerned department.

V. Post Scanning

1. After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department.
2. Each page shall be serially arranged and shall be counted while giving the documents back to the department.
3. The Service Provider is required to use their own MIS tool to generate fortnightly reports for tracking the digitization status. These reports would contain basically summary of records scanned and stored. The release of payments is linked to fortnightly submission of these reports and the status of work to the End User Department and subsequent receipt of acknowledgement.

VI. Storage and Backup

1. The scanned data (and metadata) shall be provided in DVD /hard disk/Server. Service Provider will create a Master copy for the End User Department and will provide the replica of Master copy as per the requirement of the End User Department.
2. Service Provider shall use standard methodology for Scanning & digitization and archiving so that in future, any Service Provider can access the archival database.
3. Service Provider shall train the respective users on retrieving the records after file conversion.

CHAPTER- 8
Financial Bid

FINANCIAL BID –Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
5. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.
6. Financial bids of only those bidders who are declared qualified technically shall be evaluated.

OTHER CONDITIONS FOR PRICE BIDS

1. No unilateral revision in price will be admissible.
2. INCOTERMS (in case of imported item) should be clearly mentioned on the bid
3. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on free delivery basis at IIT Indore and total value is also indicated in words.
4. Any optional indicated in techno-commercial bids must be priced separately.
5. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
6. The price must be stated for each item separately. The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.

Signature of the Tenderer

Name of the Firm:

Contact No.:

Email:

Seal:

Annexure-I
LIST OF DOCUMENT TO BE UPLOADED WITH TECHNICAL BID

Sl. No	Details	Checklist Yes/No
1	The bidder should be single entity firm duly registered as per the Companies Act or Partnership Act or any other relevant Act in India or globally.	
2	<ul style="list-style-type: none"> • Udyog Adhar Memorandum No. , if bidder MSEs. • Copy of valid PAN card. • Copy of valid GST registration certificate 	
3	CERTIFICATIONS: <ol style="list-style-type: none"> 1. ISO 9001:2015/ 2. ISO 14001:2015/, 3. CMMMI Level 3 Certification or latest version 	1) 2) 3)
4	Work experience as per chapter 6	
5	Bidder Information- Annexure-II	
6	Client Details- Annexure-III	
7	Tender Acceptance Letter - Annexure-IV	
8	Declaration Regarding Clean Track - Annexure-V	
9	Declaration Of Annual Turnover And Income Tax Return - Annexure-VI	
10	Bid Security Declaration (On Firm Letter Head) - Annexure-XI	

Note: All the statement copies of the certificates, documents etc., enclosed shall be given page numbers on the right corner of each certificate.

Annexure- II
BIDDER'S INFORMATION
 (On Company/ Firm's Letterhead)

Details of Bidders		
1.	Registered Name of the Bidder	
2.	Year of Establishment	
3.	Udyog Adhar Memorandum, if MSEs	
4.	Registered Address of the Bidder	
5.	Status of the Company (Public Ltd./Pvt Ltd.)	
6.	Company single or consortium	
7.	Valid GST Registration No. with GST Registration State Name	
8.	Details of the Incorporation of the Company	
9.	Permanent Account No.(PAN)	
10.	Name and Designation of the Contact Person	
11.	Contact No. Email Address of the Contact Person	
12.	Bank Details of the Agency: Bank Name Name of the Branch Branch Code Bank Address Bank Type of Account Account Number NEFT/IFSC Code RTGS Code 9 Digit MICR Code	

Annexure-III
CLIENT DETAILS
 (On Company / firm's Letterhead)

To,
 The Joint Registrar
 Materials Management Section
 I.I.T. Indore,
 Simrol. Khandwa Road
 Indore – 453 552.

Date :

**Sub: NIT No IITI(MM)/MM/15/174/NLJ/2021-2022 dated 09th Oct, 2021 for
 “Scanning/Digitization of Office Records”**

Dear Sir,

Brief particulars of the similar work done in government institutions: (Please attach copy of work orders for our reference)

Order Placed by (full add of client)	Order No. & date	Brief Description of similar work done Rate Contract with other Companies / govt organization	Value of order	Date of completion of contract	Contact Person along with Telephone No., Fax No. And email Address.
1	2	3	4	5	6

Yours faithfully
 (Signature of the bidder)
 Printed Name
 Designation
 Seal

Annexure-IV
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To, _____

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No:

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the furniture and dispatch the same within the specified period.
8. I/We agree to supply and commission/install the furniture and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. **I/We agree that in case if we fail to deliver the goods/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.**
10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ 28 organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder,
Printed Name
Designation with Official Seal)**

Annexure-V
DECLARATION REGARDING CLEAN TRACK
 (On Company / firm's Letterhead)

To,
 The Joint Registrar
 Materials Management Section
 I.I.T. Indore,
 Simrol, Khandwa Road
 Indore – 453 552.

Date :

**Sub: NIT No IITI(MM)/MM/15/174/NLJ/2021-2022 dated 09th Oct, 2021 for
 “Scanning/Digitization of Office Records”**

Dear Sir,

I/we carefully gone through the Terms & Conditions contained in the above referred NIT.
 I/we hereby declare that my company / firm is not currently debarred / black
 listed/convicted by any Government / Semi Government Organizations / Institutions in India
 or abroad. I/we further certify that I'm competent officer in my company /firm to make this
 declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

In case the above information found false I / we are fully aware that the tender / contract will
 be rejected / cancelled by the IIT,Indore and EMD / SD shall be forfeited.

In addition to the above, IIT,Indore will not be responsible to pay the bills for any completed /
 partially completed work.

Yours faithfully
 (Signature of the bidder)
 Printed Name
 Designation
 Seal

(NOTE: In case the company / firm was blacklisted previously, please provide the details
 regarding period for which the company / firm was blacklisted and the reason/s for the same)

Annexure-VI
DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm's letterhead)

To,
The Joint Registrar
Materials Management Section
I.I.T. Indore,
Simrol, Khandwa Road
Indore – 453 552.

Date :

**Sub: NIT No IITI(MM)/MM/15/174/NLJ/2021-2022 dated 09th Oct, 2021 for
“Scanning/Digitization of Office Records”**

Dear Sir,

I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F.Y 2017-18	F.Y 2018-19	F.Y 2019-20

And,

2) I/we hereby declare that our firm had filed Income Tax Returns for last year's i.e. F.Y.2017-18, 2018-19 & F.Y. 2019-20. Supported by copy of ITR of three years.

Yours faithfully,
(Signature of the bidder)
Printed Name
Designation
Seal
Date :
Business Address :

Annexure-VII
PRE-BID QUERY FORM

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/Response from IITI
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Annexure-VIII
Technical specifications compliance Sheet

1. The technical compliance bid must be in this sheet only, otherwise is should be assumed that bidder is not able to offer technically desired product. Information provided elsewhere or in different form will not be considered.
2. All the columns of this sheet should be filled in compulsorily by the bidder, merely asking the office to refer catalogue or brochure will not be entertained.
3. The bidder shall assume full responsibility of the information provided in this sheet. Any false statement should render the breach of basic foundation of the tender.

S. No.	Technical specification	Features available write (Yes/No)	Offered Specification	Any deviation from specification	Remarks
1	Technical Specification as per Tender Document				
2					

Note: Bidder should submit with Technical Specification Compliance Sheet with Technical Specification Bid.

Annexure-IX
Bid Security Declaration
(On Firm Letter Head)

To,
The Joint Registrar
Materials Management Division
I.I.T. Indore,
Simrol, Khandwa Road
Indore – 453 552.

Date :

**Sub: NIT No. IITI(MM)/MM/15/174/NLJ/2021-2022 dated 09th Oct 2021 for
“Scanning/Digitization of Office Records”**

Sir,

We, the undersigned, declare that

2. We understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.
3. We accept that we will be automatically suspended from being eligible for bidding in any contract with the Institute for the period of 3 Year starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - (b) Having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Yours faithfully,
(Signature of the bidder)
Printed Name
Designation
Seal
Date :
Business Address :

Annexure-X
PERFORMANCE SECURITY FORMAT

To,

.....
WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. Datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Phone No., Fax No. & e-mail id.