

GOVERNMENT OF HARYANA
Department of Revenue & Disaster Management
District Administration
Jind

REQUEST FOR PROPOSAL (RFP)
for
Establishment of In-House Modern Record Centre and
Conversion of Records into Digital Format

SEPTEMBER 2017

SECTION-1

Request for Proposal (RFP)

Department of Revenue & Disaster Management, District Jind is inviting Technical and Commercial bids from the Service Providers for creation, operation and maintenance of Infrastructure for physical storage of record of District Administration, Jind and its conversion and storage into digital format. The Modern Record Centre (MRC) is to be set up in the existing facility of Revenue Department, O/o Deputy Commissioner, Jind and the activity for conversion of the record in digital format is also to be undertaken in the premises of District Administration of Jind itself. The selected bidder will have to set up Modern Record Centre within **Forty Five day's time period**. The countdown of the days will be started from the date of execution of agreement. The said work can be replicated to other departments, if District Administration, Jind desires so.

The selected Service Providers should ensure safe and secure upkeep of the physical records in cartons and retrieval of records in electronic form and supply of original records/scanned copies, as and when demanded by the branch/office concerned at MRC. MRC should have e-mail facility, access control, CCTV, Fire Safety System, Racking System and Software for easy and fast tracking of Cartons/Documents using Bar Coding system.

PROPOSAL FORMAT AND SUBMISSION PROCEDURE

Sealed tenders bids are hereby invited for Establishment of In-House Modern Record Centre and Conversion of Records into Digital Format from the experienced and eligible firms who have adequate resources and required experience of carrying out similar task.

2. Contract documents consisting of the detailed plans, complete technical specifications, the schedule of quantities of the various classes of work to be done and the set of 'conditions of contract' to be complied with by the person whose tender may be accepted are printed in the form of tender which can be purchased on payment of Rs. 500/- (Rupees Five hundred only) (Non- Refundable) in the form of demand draft favoring Deputy Commissioner Jind , payable at Jind, during the period 15th SEPTEMBER 2017 TO 29th SEPTEMBER 2017 (except Saturday, Sundays and Bank Holidays) up to 5.00 P.M. or the tender documents can be downloaded from our web site (jind.nic.in). If downloaded from the web site (jind.nic.in), the cost of tender document of Rs. 500/-(Rupees Five hundred only) is to be submitted at the time of submission of tender in the form of demand draft favoring as stated above. Technical Bids of such tenderer who would download the tender documents from the official website (jind.nic.in) found without the receipt of Demand Draft of Rs. 500 as stated above shall be liable to be rejected out rightly.

3. EMD of Rs. 50000/- be enclosed with the Tender Bid in form of DD favour of Deputy Commissioner Jind , payable at Jind.

4. Tender should be submitted in two sealed envelope, TECHNICAL BID (Envelope-I) shall contain Earnest Money Deposit (EMD), prequalification documents, Tender conditions, duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification and the application form .PRICE BID (Envelope-II) shall contain Priced Schedule of quantities.

4. Tenders placed in sealed covers (in two envelopes duly marked as **TECHINICAL BID** (Envelope-I) and **Financial BID** (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as "Tender for Establishment of In House Modern Record Centre and Conversion of Records into Digital Format.". The tenders will be received till 29.09.2017 up to 05.00 P.M. at the room no. 213, D.C. office, Mini Sectt. Jind.

6. The technical bids shall be scrutinized by the committee constituted for the purpose. The Committee will assess the ability of the agencies to carry out the

requisite work and quality of furniture based on its record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening. The decision of Committee in this regard shall be final and binding.

The Financial bids of those contractors whose technical bids are acceptable to Committee shall alone be opened and the decision of Committee in this regard shall be final and binding.

Tender can be obtained from the office of employer on address mentioned above as per below schedule.

No	Tender Schedule	Date and time
1	Issue of tender	15 th September 2017
2	Last Date of submission of tender	29 th September 2017 upto 05.00 P.M.
3	Date of opening of tender	9 th October 2017- 11:00 A.M. (Technical bid) 9 th October 2017- 03:00 P.M. (Financial bid)

S. No.	Particular	Details
1.	Place of opening of Bids	O/o Additional Deputy Commissioner, Jind
2.	Address for Communication & E-Mail	dcjnd@hry.nic.in
3.	Tender can be downloaded from the Website	jind.nic.in
4.	Period of Validity of Bids	90 days from the date of opening of Technical Bids.

7. Successful bidder will have to submit Bank guarantee of Rs. 5,00,000/- according to format given at page no. 26 of Tender Form.

SECTION-2

DETAILED SCOPE OF WORK

PART-A - FOR SETTING UP OF MODERN RECORD CENTRE- (MRC)

The proposed infrastructure called “Modern Record Centre” for District Administration, Jind should have following deliverables:

1. STRUCTURE FOR STORAGE

- a) Creation of Modern Record Storage Centre (MRC) by providing complete infrastructure facilities like ICT infrastructure, Racks, Cartons, Fire Safety systems, trained manpower including the safety and storage of physical documents.
- b) The building/structures for storage facility will be provided by the district administration. The building will be in good condition and have proper drainage provision to avoid any leakage from roof, pipes, mechanical installations, roots or any other source of water ingress.
- c) Storage facilities will have access control and no unauthorized personnel can be allowed access to the record room at any time. Access be controlled by card based/bio metrics electronic access control system and the record will be maintained in a register of personnel and material entering and leaving the secured area.
- d) CCTV monitoring of area with recording for minimum two weeks is essential.
- e) Fire safety system to include Fire alarm system, Fire Extinguishers including modular extinguishers, in accordance with relevant standards should exist. The Service Provider's staff should be adequately trained in handling fire equipment.
- f) Service Provider must confirm that Pest & Rodent Control and Termite treatments are carried out regularly in the storage space for a Pest Free environment.
- g) Service Providers are required to use any racking system of reputed company.

- h) The contract for Operation, Maintenance and support will be for 5 years and can be extendable for further five years on the same terms and conditions subject to the satisfactory performance of the vendor and on mutual understanding by both the parties.
- i) The cartons to be used in preserving the records must be dust resistant with flaps or a lid forming a seal against airborne particles as per following specifications.

Carton design: 5 ply corrugated board ply thickness.
 Busting Factor 24 (180 GSM-24 BF)
 Bottom – Outside Dimension (in mm)
 L-413, W-362, H- 292)
 Bottom – Inside Dimension (in mm)
 L-410, W-350, H- 280)

Note: - All the above infrastructure required to set up Modern Record Centre (MRC) is to be arranged by the selected bidder. Only building for storage purpose will be provided by the administration.

COLLECTION

The Service Provider will visit different branches of the administration for collection of record/documents in physical form i.e. files, bound vouchers bundles, registers, ledgers etc. for storage at MRC in a time bound programme which will be decided mutually. The requirement includes the packing of boxes and indexing of contents and all other works or any other necessary process in this connection. The Service Provider shall carryout collection on specific authority or instructions of the authorized official in writing/mail from Official ID.

CATALOGUING

The Service Provider will arrange and catalogue the records and prepare inventory using **Bar Code technology**. Bar codes are to be securely fixed on each carton and its each and every content (files, bound voucher bundles, registers, etc.) to prevent any loss during storage or removal/retrieval. Acknowledgments of the records giving the number of cartons / container with description and number of files/registers/bound vouchers bundles, etc. in each box / container are to be given to the concerned branch/office at the

time of pickup. Thereafter the Service Provider shall give the soft copy and hard copy of list of inventory. Bar coding should be tamper/water proof.

RETRIEVAL OF RECORDS

The Service Provider undertakes to retrieve and deliver the requested cartons, files, vouchers, ledgers, registers and any other documents on receipt of a written request in the form of faxes, e-mails or letters from the authorized officials of the concerned branch. Retrieval shall mean delivery of the document to the authorized official of the department.

REPORTS

The Service Provider is required to provide branch wise reports as per administrative requirement and periodicity to the designated offices.

- a) Total number and details of the cartons with size containing records being stored at MRC.
- b) Total number and details of the cartons/records retrieved (delivered) during a period.
- c) Total number and details of the cartons/records returned by the administration.
- d) Total number and details of the administration cartons/records destroyed.
- e) Total number and identity of retrievals per month.

RETENTION OF RECORDS

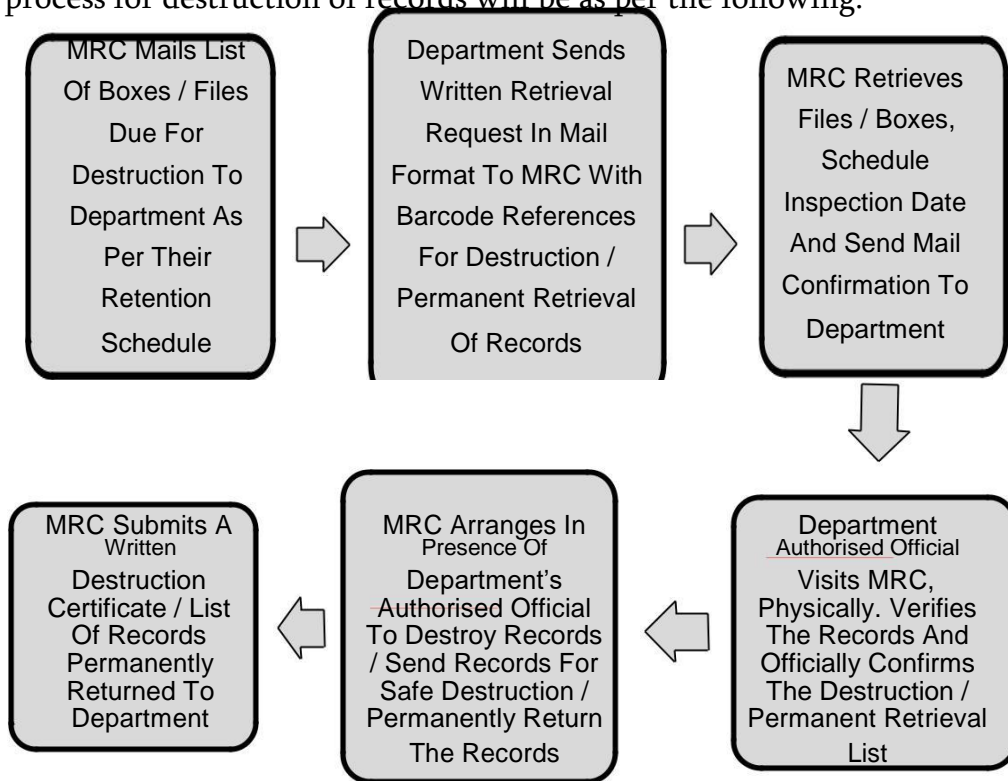
The Service Provider will retain and maintain the records as per Record Maintenance Policy of the administration which shall be provided by the District administration.

DESTRUCTION/PERMANENT RETRIEVAL OF THE RECORDS

- In the beginning of every six months i.e April, October the Service Provider will prepare the List of records, which have outlived their retention period in terms of Records Maintenance Policy and inform the concerned branch/office and seek their written consent for destruction.
- Unless there are instructions to the contrary, the records meant for destruction will be shredded / burnt in the presence of authorized administrative officials. Records, which are not of confidential nature, may be sold after shredding to a chemical furnace or paper mill for burning or converting into pulp.
- Mode, date of destruction and details of official authority will be recorded in the system, against each relevant item.
- Amount earned at MRC on account of selling record to the paper mill / scrap dealer for converting into pulp will be credited to Administrative Account as would be advised by the competent authority. The responsibility for arranging for transport,

labor and other necessary support to send the records to chemical furnace or paper mill, for burning or converting into pulp will be of the District Administration.

The process for destruction of records will be as per the following:



ON – LINE ACCESS

The Service Provider’s software should be capable of providing on line web based access of their system to the administrative branches and controlling offices for making request for retrieval of Documents through this system.

IMPROVEMENTS IN PROCESSES

The District Administration, Jind will be open to any up gradation/improvement in the system/processes which will contribute to better Records Management at its sole discretion.

The bidder should submit the documents on proposed solution and methodology for implementation of the project.

PART-B – “FOR CONVERSION OF RECORDS INTO DIGITAL FORMAT”

- a) Scanning & conversion of physical record into digital/electronic formats and proper storage and retrieval supported by the state of the art customized Document Management System.
- b) The scanning of the document should be done at 300 dpi. Scanning of records will have to be provided with due quality checks (scanned image should not be blurred, folded, too dark or too light to read etc.). Scanned image of the document should be clear and readable. The quality of digital documents should be identifiable.
- c) Scan and digitize each document of file and the data is to be stored in Portable Document Format (PDF) with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction. The stored images/pdf in the database should be properly indexed as per the requirements of District Administration, Jind and should be capable of adding more images, at later stage if need be, in an old stored file.
- d) Scanned data will have to be mapped with data base in DMS Software for Easy, convenient, safe & secure retrieval of original record.
- e) The data so stored shall be in a non- editable form. Below are the mandatory specifications of required File format.
 - Wherever images have printed text, the output PDF document must be searchable.
 - Searchable PDF should be created in one single step by processing the input image file thus ensuring that no intermediate manipulation of content is possible.
 - Automated Metadata insertion in the PDF files-Metadata available in MS-Excel or text file should be inserted into the PDF file in a single step during the creation of the PDF file itself.
 - The metadata inserted inside the PDF should conform to the XMP specification for storing rich metadata. This will enable any content management system that supports XMP to import this metadata as indexes.

INDEXING

The indexing of the scanned data upto 8 Indexing parameters is to be done. The indexing parameters would be advised by the officers of District Administration , Jind.

Note : All the ICT infrastructure/Hardware/Software to execute the work is to be arranged by the selected bidder. Only space/electricity/furniture will be provided by the District Administration, Jind.

SECTION-3

ELIGIBILITY CRITERIA

To qualify for submission of the bid, each Service Provider should meet all of the following pre-qualification criteria in their Technical Bid so as to get eligible for technical evaluation. Sub –Contracting shall not be allowed.

- 1 The bidder can form a consortium of not more than 2 members to participate in the tender. The prime bidder of the consortium or any one of the consortium partner should satisfy the eligibility criteria laid down below. Only the prime bidder of the consortium would enter into agreement with bank. **The prime bidder should submit an undertaking to fulfill the work of the consortium partner if consortium partner fails to perform the job.**
- 2 The Service Provider must have minimum 3 years of experience of storing and managing minimum 5 Lakh cubic feet of physical records aggregating from at Least one client from Central/State Government/ PSU Banks. Certificate of satisfactory performance from the clients to be enclosed.
- 3 The bidder should have a minimum financial turnover of Rs. Five crore during the last three consecutive years and should be a profit making organization during the said period.
- 4 The bidder should have executed/ongoing at least one ONSITE project for physical storage along with digitization of any State Government Department.
- 5 The bidder should have executed at least two projects for scanning & digitization work in any Central/State Government department of minimum value of Rs. 40 lakhs in any of the three consecutive years during the last four financial years (FY 2012-13, 2013-14, 2014-15 & 2015-16) work completion certificate and copy of order from Central/State Government Department to be attached
- 6 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority. A Self-declaration Certificate should be enclosed.
- 7 Bidder should have at least 5 Document Storage Centers , in which at least one Document Storage Center should be in Haryana. The bidder shall provide valid proof along with the agreement copy to this extent.
- 8 Bidder must have ISO 9001-2008 Quality certification, ISO 27001:2005 for Data security, ISO 20000 Quality certificates for IT Service Management.

- 9 There should have been no damage to records at any facility due to FIRE at any point of time. An affidavit of Self- declaration should be enclosed
- 10 The prime bidder/consortium must have International certification/affiliation/ Membership from Professional Records & Information Services Management (PRISM) for record management. Photocopy of the registration must be furnished with the Technical Bid.
- 11 The prime bidder should have registered with EPFO& ESIC department.
- 12 The DMS software must be from an Indian Software / IT Company. The DMS software should have the ability to support Annual Maintenance Contract (AMC) and installation requirement in Haryana.
- 13 The prime bidder/consortium partner should not have been blacklisted/debarred/ never been convicted/ defaulted in execution/ returned back any contract/order unexecuted to any State / Central Government department for providing such services. The prime bidder/consortium partner should not have any litigation pending with central/any state government department before any Court in India. An affidavit duly notarized to this effect must be submitted by the bidder in its technical bid.
- 14 The prime bidder must also submit an affidavit duly notarized that all information given in its tender is correct in all respects and if found to be incorrect at any stage then the department has authority to blacklist, debar, reject and can take legal action against the bidder.

Note: Due to confidentiality of the documents, no outsourcing of any kind would be allowed. Therefore the prime bidder must have requisite infrastructure and capacity to handle entire project without outsourcing the work. The selected bidder will not further sublet the work allotted. An affidavit duly notarized to this effect must be submitted with the bid.

The department reserves the right to verify the particulars furnished by the bidder/applicant independently. If any information furnished by the applicant is found to be incorrect at a later stage, the firm/vendors shall be liable to be debarred from future tendering in the Department. The committee also reserves the right to cancel/reject any/all the applications/e-tenders without assigning any reason.

In case of any variation in nomenclature/typing error in the online bid documents and DNIT, the provision of approved DNIT will prevail in cases and bidder shall have no claim.

SECTION-4
CONDITIONS OF THE CONTRACT

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- a. "The Contract" means the agreement entered into between the Tendering Authority and the agency, as recorded in the Contract Form Signed by the parties, including all the attachments and appendices there to and all documents incorporated by reference therein;
- b. "Bidder" means any bidder that is participating in the tender process. Also, the prime bidder in case of consortium is termed as bidder.
- c. "Agency" means any agency that is a successful Bidder and to whom the contract will be awarded.
- d. "Contract Price" means the price payable to the agency under the Contract for the full and proper performance of its contractual obligations.

2. Application

These Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

2. Use of Contract Documents and Information

- a) The agency shall not, without the Tendering Authority's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Tendering Authority in connection therewith, to any person other than a person employed by the agency in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- b) Any document, other than the Contract itself, shall remain the property of the Tendering Authority and shall be returned (in all copies) to the Tendering Authority on completion of the agency's performance under the Contract if so required by the Tendering Authority.
- c) The agency shall permit the Tendering Authority to inspect the agency's accounts and records relating to the performance of the agency and to have them audited.

4. Before termination of contract period, the selected bidder will hand over Physical documents, electronic documents along with associated assets to the District Administration, Jind. Handover should be smooth without any service interruption.
5. In future, office of Deputy Commissioner Jind may like to shift electronic storage devices and Application servers at their own data centres. The selected bidder will have to coordinate for smooth transition without any operational failure.
6. Delays in the Bidder's performance
 - a) Performance or the Contract shall be made by the Bidder in accordance with the time schedule specified by District Revenue & Disaster Management Department, O/o Deputy Commissioner, Jind as indicated in tender document.
 - b) An unexcused delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions:
 - i. Forfeiture of its performance security;
 - ii. Imposition of liquidated damages; and/or
 - iii. Termination of the Contract for default.
 - c) If at any time during performance of the Contract, the Bidder or its should encounter conditions impeding timely completion of the services under the contract and performance of services, the Bidder shall promptly notify Deputy Commissioner , District Revenue & Disaster Management Department, Jind in writing of the fact of the delay, its likely duration and its causes.
 - d) As soon as practicable, after receipt of the Bidder's notice, District Administration, District Revenue & Disaster Management Department , Jind shall evaluate the situation and may at its discretion extend the Bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

Tender Rejection Criteria

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- b) Record of poor performance such as abandoning the works, not properly

completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

Any change in the structure or formation of the bidder after being pre-qualified and invited shall not be entertained. The same will be considered as a breach and the bidder shall be disqualified by the competent authority and be rejected without any further notice.

Dispute Resolution

- a) If during the subsistence of this Contract or thereafter, any dispute between the Parties hereto arising out of or in connection with the validity, interpretation, implementation, material breach or any alleged material breach of any provision of this Contract or regarding any question, including as to whether the termination of this Contract by one Party hereto has been legitimate, the Parties hereto shall endeavor to settle such dispute amicably and/or by Conciliation to be governed by the Arbitration and Conciliation Act, 1996 or as may be agreed to between the Parties. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts; which attempt shall continue for not less than thirty (30) days, gives thirty (30) days notice to refer the dispute to arbitration to the other Party in writing.
- b) In case of such failure as is referred to above, the dispute shall be referred to (An authority chosen by the two parties by mutual agreement for the purpose of the above clause) who shall act as the sole Arbitrator for settlement of such dispute.
- c) The Arbitration and Conciliation Act, 1996, shall govern the Arbitration proceedings.
- d) The Arbitration proceedings shall be held in Deputy Commissioner, Jind.
- e) The substantive laws of India shall govern the Arbitration proceeding.
- f) The proceedings of Arbitration shall be in Hindi and English language.
- g) Continuance of the Contract: Notwithstanding the fact that settlement of

dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under this Contract. Bidders companies who have or had business relations with Employer are advised not to employ serving Employers employees without prior permission.

4. Bid Evaluation Criteria

4.1. Technical Evaluation Criteria

The Technical proposal evaluation process would focus on the ability of bidder to satisfy technical requirements of the project, quality assurance procedures and ability to meet the project timelines. Technical proposals of only those bidders who meet the pre-qualification criteria will be opened for further evaluation.

5. Payment Terms

- i. Payment will be released on quarterly basis after successful implementation of work i.e. physical storage, digitization of records of District Administration, Jind as per certification provided by the authorized officer/officials of District Administration.
- ii. Bidder will have to keep physical and digital records secure and safe in department premises for five years. Payment for digitization will be made after every Month based on actual number of document digitized.
- iii. The payment for physical storage cartons of documents will be made after every Month based on actual number of records / carton stored.

6. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Tendering Authority in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

7. Bidding Document

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the bid.

8. Clarification of Bidding Documents

All enquiries/clarifications from the bidders, related to this RFP must be directed in writing exclusively to the contact person notified by the Tendering Authority in Bid details. In no event will the Tendering Authority be responsible for ensuring that bidder's inquiries have been received by the District Administration, Jind.

9. Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of bids, the Tendering Authority may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the bidding document.
- b. All information/amendments will be hosted on our website **Jind.gov.in** and shall be binding on all bidders
- c. In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their bids the Tendering Authority, at its discretion, may extend the deadline for the submission of bids. The language of the bid will be in English only.

Withdrawal of Bids

- I. The Bidder may withdraw its bid after the submission, provided that written notice of withdrawal is received by the Tendering Authority prior to the deadline prescribed for submission of bids.
- II. In case the Bidder wants to withdraw, the Bidders withdrawal notice shall be prepared, sealed, marked and dispatched to the Tendering Authority in original.
- III. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of its bid security.

Bid Opening and Evaluation of Bids

Proposals will be reviewed by a Committee of Officers (the “Committee”) appointed by the competent authority. The committee may be comprised of, or receive assistance from, several teams conducting parallel evaluations.

Evaluation of the bids will be done in two stages and at the end of every stage shortlisted bidders will be informed of the result. Evaluations will be based on the proposals, and any additional information requested by the tendering authority. The following is the procedure for evaluation.

Evaluation of Technical bids

The evaluation of the Technical bids is carried out in the following manner:

- a) The bidders' technical solutions proposed in the bid document will be evaluated as per the requirements specified in the RFP
- b) Proposal Presentations: The committee may invite each bidder to make a presentation to the tendering authority at a date, time and location determined by the tendering authority. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the committee and the key points in their proposals.
- c) The proposal review committee may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The committee may seek inputs from their professional, technical faculties in the evaluation process.

Evaluation of Commercial bids

The bidder whose bid has been determined as the lowest final commercial quote (i.e.L1) shall be awarded the project.

Contacting the Tendering Authority

- a. No Bidder shall contact the Tendering Authority on any matter relating to its bid, from time of opening to the time the contract is awarded. If he wishes to bring additional information to the notice of the Tendering Authority, he should do in writing. The Tendering Authority reserves the right as to whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the Tendering Authority in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security.

Award of Work

- a. The finalization of the tenders will be done by a competent authority on recommendation of committee constituted by the competent authority for this purpose.
- b. The Tendering Authority will award the work to the Successful bidder whose bid has been determined as the lowest evaluated bid provided further that the bidder is technically eligible.
- c. The Tendering Authority may vary the scope of contract at the time of

award. Tendering Authority's Right to Accept / Reject Any or All Bids

The Tendering Authority reserves the right to accept or reject any bid, or to annul the bidding process and reject all bids at any time prior to the award of Contracts, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tendering Authority's sanction.

Notification of Awards

Prior to the expiry of the period of the bid validity, the Tendering Authority will notify the successful Bidder in writing. The Bidder will confirm the same in writing through registered letter.

Signing of Contract

After the Tendering Authority notifies the successful Bidder that its bid has been accepted, the Tendering Authority will sign the contract within 15 days as per the Contract Form provided by District Revenue & Disaster Management Department, District Administration, Jind.

Corrupt or Fraudulent Practices

The Tendering Authority requires that the Bidders/agency under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Tendering Authority:

- a. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- b. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- c. The past performance of the Bidder will be cross checked if necessary. If the facts are proven to be dubious the Bidders tender will be ineligible for further processing.

Decision Taken

The decision taken by the Deputy Commissioner, Jind in the process of Tender evaluation will be full and final.

Liquidated Damages

In the event of failure of the agency to secure acceptance of the Services/solution by Department of Revenue & Disaster Management, Govt. of Haryana, District Administration, Jind, within forty five (45) days after implementation. District Administration, Jind reserves the option to recover from the agency as liquidated damages and not by way of penalty for the period after the said forty five (45) days, until acceptance a sum equivalent to one percent (1%) of the contract value for each month of the failure of agency upto a maximum deduction of five (5) percent, to secure acceptance or part thereof, without prejudice to District Administration Jind's other remedies under the Contract.

Penalty Clause

If the agency is not executing the contract to the satisfaction of the tendering authority, then he may invoke any or all of the following clauses.

- i. Forfeit the performance Guarantee Amount or
- ii. Terminate the contract without giving any notice.

Termination for Default

The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Agency, terminate the Contract in whole or part:

- i. If the agency fails to deliver any or all of the Solution/services within the period(s) specified in the Contract.
- ii. If the agency fails to perform as per the performance standards.
- iii. If the agency, in the judgment of The Tendering Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

Force Majeure

- a. For purposes of this clause, “Force Majeure” means an event beyond the control of the agency and not involving the Agency’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- b. If a force Majeure situation arises, the Agency shall promptly notify the Tendering Authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Tendering Authority in writing, the Agency shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the

Termination for Insolvency

The Tendering Authority may at any time terminate the Contract by giving written notice to the Agency. If the Agency becomes bankrupt or otherwise insolvent, in this event, termination will be without compensation to the agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Tendering Authority.

Legal Jurisdiction

All legal disputes are subject to the jurisdiction of District Jind, Haryana courts only.

Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties as applicable on the date of billing.

Binding Clause

All decisions taken by The Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

Agency's Integrity

The Agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

Agency's Obligations

- a. The Agency is obliged to work closely with the Tendering Authority's staff, act within its own authority and abide by directives issued by the Tendering Authority.
- b. The Agency will abide by the job safety measures prevalent in India and will free the Tendering Authority from all demands or responsibilities

arising from accidents or loss of life the cause of which is the Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the Tendering Authority responsible or obligated.

- c. The Agency is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanor.
- d. The Agency will treat as confidential all data and information about The Tendering Authority, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Tendering Authority.

Bidder Authorization Certificate

To,

The Deputy Commissioner

Jind

<Bidder's Name> _____,

<Designation>

_____ is hereby authorised to sign relevant documents on behalf of the company in dealing with Tender of reference < *Tender No. & Date* >

_____. He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorised Signatory.

<Company Name>

Seal

Form 4 - Self Declaration

Ref: _____

Date: _____

To,

Deputy Commissioner,
Jind

In response to the tender No. _____ dated
of Ref. _____ as a owner/partner/Director
of _____

I / We hereby declare that our Agency is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Name of the Bidder: _____

Signature: _____

Seal of the Company: _____

Performance Guarantee Bond Proforma

Ref: _____

Date _____

Bank Guarantee No _____

To,
The Deputy Commissioner,
Jind

Against Contract vide Advance Acceptance of the Tender No.

Dated

_____ of Department of Revenue and Disaster Management, District Administration, Jind covering the services for Document Management System to be implemented in the said _____ locations (Hereinafter called " The Said Contract") entered into between O / o _____ Deputy Commissioner, Jind i . e District Administration Jind _____ and the (Hereinafter called the "The Bidder"), this is to certify that at the request of the Bidder we _____ Bank _____ are holding in trust in favour of the client, the amount _____ (write the sum here in words) to indemnify and keep indemnified District Administration against any loss or damage that may be caused to or suffered by District Administration by reason of the said Contract and / or in the performance thereof. We agree that the decision of District Administration, whether any breach of any of the terms and conditions of the said contract and / or in the performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by District Administration shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to District Administration, Jind.

We _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that could be taken for satisfactory performance and fulfillment in all respects of the said Contract by the Bidder i.e. till _____

(viz. The date upto 24 months after the date of closure of the contract)

hereinafter called the said date and that if any claim accrues or arises against us _____ Bank by virtue of this guarantee before the said date, the same shall be enforce able against us _____

Bank notwithstanding the fact that the same is enforced within six months after the said date, provided that the notice of any such claim has been given to us _____ Bank by the purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from District Administration, Jind.

It is fully understood that this guarantee is effective from the date of the said Contract and that we Bank undertake not to revoke this guarantee during its currency without the consent in writing of District Administration, Jind.

We undertake to pay District Administration any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceedings pending before any Court or Tribunal relation thereto our liability under this present bond being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge or our liability for payment there under and the Bidder shall have no claim against us for making such payment.

We _____ Bank further agree that District Administration, Jind shall have the fullest liberty, without affecting in any

manner our obligation hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by District Administration against the said Haryana and to forbear or enforce any of the terms and conditions relating to the said Contract and we, _____ Bank shall not be released from our liability under these guarantee by reason of any such variations or extension being granted to the said forbearance and / or omission on the part of District Administration or any other matter or thing whatsoever, which under the law relating to sureties, would but for this provisions have the effect of so releasing us from our liability under this guarantee.

The guarantee is for an amount of Rs. _____ (in figures)

Rs. _____ (in words).

(In this guarantee shall not be discharged due to the change in the constitution of the Bank or the Bidder.

DATE: -

PLACE:

SIGNATURE: - WITNESS: -

PRINTED NAME:

.....

(BANK'S COMMON SEAL)

SERVICE LEVEL REQUIREMENTS

S.No	Service Type	Stipulated time.	Penalty
1	Collection of documents from the respective department /branch after intimation for collection is issued to the selected bidder	5 days.	A penalty of 0.25% of the cost shall be charged per week of delay on pro rata basis.
2	Proper physical storage of District Administration documents after receipt by selected bidder.	60 days.	A penalty of 0.25% of the cost shall be charged per week of delay on pro rata basis.
3	Conversion of Physical records into electronic/Digital format as per agreed quality standards, after receipt by selected bidder.	45 days.	A penalty of 0.5% of the cost shall be charged per week of delay on pro rata basis.

NOTE: It may be noted that one or more penalties may be imposed concurrently subject to maximum of 5% of contract price. Once the maximum has reached, District Administration at its discretion may consider termination of the contract and forfeit Performance Security.

AFFIDAVIT

Format- II for - AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/-
DULY NOTARIZED

I, ___ sole proprietor/partner/authorized signatory of M/s. _____ public / private limited company, having its registered office at.....(Full Address) do hereby solemnly affirm and declare as under:-

1. That our company is not blacklisted by any Central/ State Government and has not sublet / subcontracted any work allocated to us.
2. That our company has never been convicted or have any cases pending in the court of Law against any Central/ State Government.
3. That our company has never defaulted in execution of any contract / order of Central/ State Government or has no suit for recovery ever filed by any govt. organization against us for violation of terms and conditions.
4. That our company has never returned back any contract/order unexecuted.
5. That no customer of our company is dissatisfied with the Services provided by us and our services are found to be satisfactory by all the customers

(Signature of the Authorized Signatory/Proprietor/ Managing Partner/Director with Seal) DEPONENT

Verified at on.....that the contents of paras 1 to 5 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Authorised Signatory /Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Signature & Seal of Notary

Tender Form

Technical Information and Undertaking

Subject: Notice inviting tender for _____

1. Name of the Tenderer/Concern
2. Nature of the concern
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organisation)
3. Present Address
4. Permanent Address
5. Earnest Money
6. DD No. & Date, Name of the bank
7. Whether each page of NIT and its Annexure have been signed and stamped.
8. Proposed date to start supply _____
9. List of Major Customers may be given on a separate sheet and proof of satisfactory supply.
10. Proof of the last three years' turnover of the firm which should not be less than Rs.2 crore each continuously for the preceding three years.
11. Permanent Account Number
12. GST Registration No.
Copy of last VAT return to be annexed
13. Whether copies of authenticated balance sheet for the past three years Enclosed _____
14. TIN with proof
15. Bankers Certificate as proof of availability of minimum fund of 20% of estimated cost, not earlier than 10 days from the issue of NIT & Not after the date of issue of NIT.
16. Photocopy of the International certification/affiliation/ Membership from Professional

- Records & Information Services Management (PRISM) for record management.
17. List of Infrastructure available to carry out digitization work.
 18. Experience certificate of supplier covering execution to various PSUs or Govt. Organization/Banks
 19. The Supply Order and work completion certificate/Final Bill Copy from the concerned Unit/Deptt. should be submitted, in support of the experience.
 20. A Quality statement must be submitted describing the organization and resources which the Contractor proposes and undertakes to provide to control the quality of the Works. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.
 21. Declaration in Affidavit on Non Judicial Stamp Paper duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct (in enclosed format).
 22. Bidder must have Bank Account and the Demand Draft/Banker's Cheque for Earnest Money shall be prepared from that account only.

Only one DD of the same denomination as indicated in the NIT shall be accepted. Contractor must submit Certificate from the Bank issuing DD in the following format:

Certified that the Demand Draft No. _____ dated: _____
_____ amounting to Rs. _____ has been issued after debiting the
amount from A/CNo. _____ operated by M/s./ Shri _____.

Sealed & signed on behalf of the Bank
Signature of the Contractor
Address:
Seal

Any other information important in the opinion of the tenderer.

Undertaking

1. I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the Establishment of In-House Modern Record Centre and Conversion of Records into Digital Format and shall abide by them.
2. I/we also undertake that I/we have understood “Parameters and Technical specifications for executing the work” and shall execute the work strictly as per these parameters and technical specifications for executing the work.
3. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.
4. I/we shall be responsible for rejection/cancellation of contract if the samples are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub standard or not according to the samples furnished.

(Signature of the tenderer with stamp of the firm)

Date

Place

Commercial Bid Format
Setting up of Modern Record Centre (MRC) – Part A

The bidder should quote prices as per following schedule.

S.No.	Name of Item	Approx. cartons	Rate/carton	Total cost
1.	One Time Initial /Fixed Cost per carton strictly as per the given specification	5000		(Rate x 5000)
2.	Recurring Storage and maintenance cost per month	5000		(Rate x 5000)
3.	Retrieval charges per carton	50		(Rate x 50)

10% escalation on the last rate will be given after two years on Sr. No. 1, 2 and 3 above.

Scanning / digitization cost – Part B

Description	Rate per page	Approx. Nos. of pages	Total cost
Scanning/ digitization cost of documents (Simplex) upto A4/Legal size including cost of indexing upto 8 indexing fields and including customized retrieval software		10,00,000	
Scanning/ digitization cost of documents (Simplex) bigger than A4/legal size and upto A3 size including cost of indexing upto 8 indexing fields and including customized retrieval software		10,00,000	

The rates quoted shall be in Indian Rupees and shall be **inclusive of all taxes, duties as applicable on the date of billing.**

Note:

- All the above quantities are only for calculation of L1 service provider/bidder and actual quantity may vary depending upon the actual requirement of the District Administration.
- The bidder with least total (Part A + Part B) cost will be declared as L1 bidder. After award of the contract the actual payments will be made to the vendor on pro rata basis as per the rates quoted by the bidder on unit basis.

Signature.....

Name of the company bidding.....

Name & designation of the Authorized official.....

Seal of the Company.....

Date.....