

No. 114/I/NSSO/DPD(HQ)/2018-19  
Government of India  
Ministry of Statistics and Programme Implementation  
National Sample Survey office  
Data Processing Division Headquarters

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Mahalanobis Bhavan  
164, G.L.T. Road  
Kolkata-700 108

03.09.18

Dated: 30.08.2018

**Notice Inviting Tender for Scanning & digitizing of Schedules for DPD(HQ) Kolkata, DPC Giridih,  
DPC Nagpur & DPC New Delhi.**

Sealed quotations are invited in two-bid system from reputed and experienced service provider/firm for scanning and digitizing of schedules for the offices mentioned above.

Tender document is available on Central Public Procurement Portal (CPPP) at <http://eprocure.gov.in/epublish/app> or the website of this Ministry i.e. [www.mospi.nic.in](http://www.mospi.nic.in)

**Schedule of Tender**

- |  |   |
|--|---|
| 1. Tender Type   | : Advertised (two-bid system)                       |
| 2. Tender Category   | : Services  |
| 3. Estimated Cost  | : 5,00,000/-<br>(Rupees Five Lakh)                  |
| 4. Amount of Earnest Money Deposit                                 | : 5,000/- (Rupees Ten Thousand) Only                |
| 5. Last date and time of receipt of tender                         | : 24.09.2018, 12.00hrs                              |
| 6. Date and time of opening of tender (both technical & Financial) | : 24.09.2018, 15.00hrs                              |
| 7. Venue of tender opening   | : 164, GLT Road, Mahalanobis Bhavan, Kolkata-700108 |

03.09.18

(E. Renbi Jami)

Dy. Director & Head of office



## Part-I

### General Information & Conditions

- I. Parties: The parties to the contract are the vendor (The tenderer to whom the order has been issued) and the Government of India through Data Processing Division (HQ), NSSO, Ministry of Statistics & Programme Implementation (herein referred as "office") for and on behalf of the President of India.
2. Tender availability & EMD
  - i. Tenderers may obtain the tender documents from Central Public Procurement Portal (CPPP) for e-procurement at <http://eprocure.gov.in/epublish/app> or from the website of this Ministry i.e. [www.mospi.nic.in](http://www.mospi.nic.in)
  - ii. Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand) only in the form of Demand Draft drawn in favour of PAO, MOSPI, Kolkata should be submitted along with the tender.
  - iii. Tenderer shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money shall be forfeited to the Government.
  - iv. EMD of the unsuccessful bidders will be returned without interest after the award of contract.
  - v. The tenders without the Earnest Money Deposit will be summarily rejected.
  - vi. The sealed tender contains two separate sealed bids namely "Technical Bid" and "Financial Bid", as per specified proforma attached in Annexure 2&3 along with Bid acceptance form & Undertaking as per Annexure I&4. A third sealed envelope super-scribed "**Tender for Scanning & digitizing of Schedules**" containing both the sealed technical/financial bids with necessary documents should reach the undersigned latest by 24.09.2018, 12.00hrs.
  - vii. Bids shall be submitted by Registered post/Speed Post/By Hand before the due date & time. Bids not received within the due date & time shall not be accepted. The office shall not be responsible for postal delay or delay for any other reason in receiving of bids.
  - viii. The tenderer should not have been blacklisted by any Government Organization. Undertaking in this regard is to be furnished as per Annexure-4.
  - ix. The vendor shall produce a certificate indicating minimum 3 years' experience in
    - a). Scanning/digitization, indexing, storing and providing retrieval facility of records
    - b). Must have scanned/digitized at least 1 lakh documents in Central/State Govt. offices/courts/PSUS, out of which at least 2 projects of 50,000 documents each should have been scanned using standard scanning technology. Documentary evidence by way of completion certificate shall be produced in support of experience and performance

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- x. It should have PAN, TIN and GST Registration number (proof in this regard may be attached with the bid).
3. Sample copy of the Schedules may be seen at offices of DPD in Kolkata, Giridih, Nagpur & Delhi for assessment of workload at the addresses mentioned in Annexure 5.
4. The bids shall remain valid up to 3 months from the last date of submission of bids.
5. Opening of Tender:

The tenderer or authorized representative may be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification on the date and time indicated in the "Schedule of Tender". If the tenders could not be opened at the given time and date due to unforeseen circumstances, the same will be intimated on the change in scheduled date & time.

6. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made on the basis of rate per page (excluding GST) quoted in the financial bid (Annexure-3). Lowest bidder shall be declared as the successful bidder subject to technical qualification in the Technical bid. The reasons for selection or rejection of a particular tender will not be disclosed.

7. Right to decide the tender:

The Office reserves the rights to reject any tender without assigning any reasons. The decision of the office in this regard is final and binding. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvas will prejudice the Tenderer's quotation. Any attempt on the part of the tenderer to influence in any way for acceptance of his tender will render for rejection. The decision of the office shall be final on any matter of dispute arising out of this tender.

8. Communication of Acceptance:

The successful tenderer will be informed of the acceptance of his tender by issuing a letter of intent or Work order in this regard.

9. In the event of non-acceptance by the successful bidder or non-completion of the work or unsatisfactory performance, the EMD shall be forfeited and the tender shall be cancelled.



**Part-II**  
**Scope of work and other technicalities**

- I. Documents are available at DPD(HQ) Kolkata, DPC Giridih, DPC Nagpur and DPC New Delhi. Vendors are required to handle these documents carefully. The documents are to be collected from Sections/departments of different DPCs and HQ office and required to be counted and entered in the log book before taking to the scanning center. (list of DPC centers address given in Annexure 5)
2. Some of the documents may not be in good physical condition for scanning since they are quite old. The same are required to be repaired if not in a condition for scanning.
3. Security of the documents shall be the responsibility of the vendor. In case of any irregularity, unsatisfactory performance, damages or loss of documents, appropriate remedy including penalty may be imposed on the vendor. A committee shall be constituted by the office for assessing the same and finalizing the appropriate remedial measures.
4. Preparation of the files for scanning/digitization with mirroring facility and one additional backup on hard disk drive are to be done. Indexing the scanned and store data. Handing over the scanned data/files back to the office in their original condition in proper electronic media/format.
5. Each pages shall be serially numbered and counted while returning the documents.
6. Precautions shall be taken with each documents in an orderly manner without disturbing the chronology of the documents and without mixing the pages of different documents.
7. Documents are to be scanned and profiled as supplied to the vendor.
8. The vendor shall add/replace poor quality scanned images/documents on its own without any entitlement for extra payment.
9. It is the responsibility of the vendor to ensure the contents of the digitized documents shall be an exact replica of the original paper documents. Certificate of authenticity for validity of the digitized documents to be provided by the vendor.
10. The office may direct to get all those digitized documents done afresh by the same vendor or another vendor if it is found that the job done is unsatisfactory (poor quality of images), in which case appropriate amount may be deducted from the vendor's bill.
- II. The files/documents shall not be allowed to be removed from the space/premises of the vendor. Secrecy & security of the files/data/documents should be ensured.



12. Adequate hardware infrastructure/facilities should be in place for digitization work.
13. Under no circumstances the documents shall be changed, corrected, mutilated, destroyed or replaced.
14. Vendor has to do the metadata entry as per the requirement of the office. Indexing parameters shall be decided by the office at the time of award of the contract.



### Part-III

#### Other Standard Conditions

I. Performance Guarantee:

The successful bidder is required to furnish a Performance Guarantee by way of Bank Guarantee for a sum equal to 10% of the contract value.

2. Payment terms:

Part Payment may be done depending upon the satisfactory performance of the firm. No advance payment shall be made at any cost. Tri-plicate bill duly pre-receipted on revenue stamp in favor of "The Dy. Director &HO, DPD(HQ), Kolkata" shall be submitted along with bank details and work order/contract for payment through online mode after completion of the job.

3. Penalty:

In case of any irregularities noticed, unsatisfactory performance, damages/loss, DPD(HQ), NSSO may levy a penalty as decided by the committee constituted by the office for assessing the same. Such repeated irregularities will make the agency/firm liable for cancellation of contract with forfeiture of the Security Deposit.

4. Confidentiality of filled-in schedules and the data:

The Vendor shall ensure confidentiality of information and shall not divulge or disclose to any person, any details of the data, operation process, technical know-how, security arrangements, administrative/ organizational matters in digital or any other format as all information are confidential in nature. The vendor shall ensure that no back up or copy in digitized form or hard copy of any part of the data or the filled-in schedules is kept. Failure to comply with this clause may render him/her liable to be prosecuted under the Collection of Statistics Act.

5. Assurance of quality of service:

Vendor shall ensure quality of scanned images are enhanced up to the optimum level and legible on high resolution scale.

6. Unsatisfactory performance:

Unsatisfactory performance of service by the firm at any stage or time may result in termination of contract and forfeiting of the performance guarantee.

7. Force Majeure: If at any time, during the continuance of this contract, any failure of or delay in the performance in whole or in part by either party or any obligation under this contract shall be prevented from any liability due to cause beyond its reasonable control, including but not limited to acts of god, war, strikes or labour disputes, embargoes, government orders or any other force majeure event.

8. Indemnities: The Agency shall at all times hold the Office harmless & indemnify against all action, suits, proceedings, works, cost, damages, charges claims & demands of every nature &



descriptions, brought or procured against the Office, its officers & employees & forthwith up on demand & without protest or demur to pay to the Office & all losses & damages & cost (inclusive between attorney & client) & all costs incurred in endorsing this or any other indemnity or security which the Office may now or at any time have relative to the work or the Agency's Obligation or in protection or endorsing its right in any suit on other legal proceeding, charges & expenses & liabilities resulting from or incidental or in connection with injury, damages of the Agency or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition, the Agency shall reimburse the Office or pay to the Office forthwith on demand without protect or demur all cost, charges & expenses & losses & damages otherwise incurred by it in consequences of any claim, damages & actions which may be brought against the Office arising out of or incidental to or in connection with the operation covered by the Agency.

9. Set Off:

Any sum of money due & payable to the firm (including security deposit refundable to him) under this contract may be appropriated by the Office or the Govt. or any other person or persons contracting through the Govt. of India & setoff the same against any claim of the Office or Govt. or such other person or person for payment of sum of money arising out of his contract made by the Agency with the Office or Govt. or such other person or persons contracting through Govt. of India.

10. Arbitration:

- i. In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to the sole arbitrator appointed by ADG, DPD for this purpose. There will be no objection to any such appointment that arbitrator is Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government servant he has expressed views on all or any of the matter under dispute.
- ii. The award of the arbitrator shall be final & binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever ADG (DPD) shall appoint another person to act as arbitrator in accordance with the terms of the agreement & the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
- iii. The arbitrator may from time to time with the consent of parties enlarge the time for making & publishing the award, Subject to aforesaid Indian Arbitration & Conciliation Act 1996 & rules made there under, any modifications thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- iv. The venue of the arbitration proceeding shall be the office of the ADG(DPD), NSSO Kolkata or such other places as the arbitrator may decide.



Tender No : II4/I/NSSO/DPD(HQ)/2018-19 dt. <sup>03.09.18</sup> 30.08.2018

Annexure-I

**BID ACCEPTANCE FORM**

To

The Dy. Director & Head of Office,  
Data Processing Division(HQ),  
National Sample Survey Organisation,  
164, Gopal Lal Thakur, Road,  
Kolkata – 700 108.

Dear Sir,

Having examined the conditions of tender & specification including all other related documents the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide service for **Scanning & digitizing of Schedules** to Data Processing Division(HQ), National Sample Survey Office (NSSO), 164 G. L. T. Road, Kolkata – 700 108 in conformity with condition of contract & specification.

We undertake, if our bid is accepted, to execute the services in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

In case we are declared as the successful bidder, we also abide by the mode of payment as per the terms and condition of the tender documents.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alternation & replacement.

Dated this.....day of.....2018

Bidder Signature & Stamp



03.09.18

Tender No: II4/I/NSSO/DPD(HQ)/2018-19 dt. 30.08.2018

Annexure-2

Proforma for Technical Bid

1. Name of the bidder/firm (in block letters) .....
2. Name of the person submitting the quotation Shri/Smt. ....
3. Office Address of the bidder .....
- Tel No.
- FAX No.
- E-mail Address:
4. PAN/TIN NO.....
- (copy to be enclosed).
5. Company registration no./Trade license no. (copy be enclosed).
6. GST (copy to be enclosed).
7. EMD of Rs. 5,000/- (Rupees Five thousand) only enclosed vide  
DD No.....
- Name of the Bank and Branch .....
- Date .....
8. Details of contract/projects with Central Government/State Governments/PSUs/Reputed Private Firms handled by the tendering Agency for scanning/digitization of documents in the following format (attested copies of the last five years work award may be enclosed):

S. No.	Details of clients/projects along with address, telephone/FAX numbers	Amount of Contract (in Rs.)	Duration of Contract		No. of documents scanned/digitized
			From	To	
I					
2					

(If the space provided is insufficient, a separate sheet may be attached)



We confirm that we will abide by all the terms and conditions and we don't have any counter condition.

I, ..... Son/Daughter/Wife of  
Shri..... Proprietor/Director/authorized signatory of the Agency  
mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

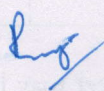
Full Name:

Seal:

Place:

Date:

No.	Name of the bidder	Address	Telephone/FAX number	Contract (Rs.)	Amount of bid (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					





Tender No : II4/I/NSSO/DPD(HQ)/2018-19 dt. 03.09.18 30.08.2018

Annexure-3

Proforma for Financial Bid

Sl.no.	Nature of Service	Rate per page (in rs) excluding GST
I.	Scanning/ Digitization of documents, cleaning, cropping and creation of metadata & data entry	

Rate per Page in words (Rupees .....)

I/we agree to render the service at the above quoted rates during the entire validity period.

Signature & stamp of tenderer





Tender No : II4/I/NSSO/DPD(HQ)/2018-19 dt. <sup>03.09.18</sup>~~30.08.2018~~

Annexure-4

UNDERTAKING

I hereby declare that I/company am/is not black-listed from any Government of India organization's tenders and my EMD/Security not forfeited in any case.

Place :  
Date :

Signature of the authorized person  
with Name & Company's seal

*[Handwritten signature]*



Tender No: II4/I/NSSO/DPD(HQ)/2018-19 dt.30.08.2018 03.09.18

Annexure 5

Address of DPD(HQ) & DP Centers

Sl.no	Office Address	Contact
1	Data Processing Centre (Headquarter), N.S.S.O, 164, G.L.T Road, Mahalanobis Bhavan, Kolkata- 700108	Dy. Director & Head of Office  Ph: 033-25100733  Mob: 8697532208
2	Data Processing Centre, N.S.S.O., Sankhyiki Bhawan, Maharshi Valmiki Marg, Near Karkardooma court, Delhi-110032	Jt. Director & Head of Office  Ph: 011-22309582  Mob: 9654523676
3	Data Processing Centre, N.S.S.O., CGO Complex, B-Block, Seminary Hills, Nagpur- 440006	Director & Head of Office  Ph: 0712-2513986  Mob: 9404951824
4	Data Processing Centre, N.S.S.O., Giridih A.J.C. Bose Road, Rose Villa, Giridih-815301	Dy. Director & Head of Office  Ph: 06532-222989  Mob: 8210116078

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