



THE STATE TRADING CORPORATION OF INDIA LTD.

Jawahar Vyapar Bhawan
Tolstoy Marg,
New Delhi - 110001

TENDER NO:STC/CO/GAD/TDIGIT/01069/2020

Dt. 30.10.2020

Tender for Scanning and Digitization of Records

Sub: Notice Inviting Sealed Quotations for Scanning and Digitalization of Records

STC Limited, a Govt. of India Enterprise under the administrative control of the Ministry of Commerce & Industry, New Delhi invites bids from reputed bidders who can provide the facility for scanning of official document (A4, Legal Size etc.) into searchable PDF format.

Tender documents can be downloaded from STC's website i.e. <http://www.stclimited.co.in> and Central Public Procurement Portal (CPPP) i.e. <https://eprocure.gov.in/eprocure/app>. The bids shall be submitted as per following details:

Start date and time	30.10.2020 (1000 hrs (IST) onwards
Closing date and time	11.11.2020 up to 1500 hrs (IST)
Date & Time of opening the Tender	11.11.2020 at 1530 hrs(IST)

Bidders should read the Tender document carefully before submission of Tender.

For The State Trading Corporation of India Ltd.

Dy. General Manager
General Administration Division
The State Trading Corporation of India Limited
Jawahar Vyapar Bhawan,
Tolstoy Marg, New Delhi

Instructions for filling the e-bid

1. Bids are invited via e-bid process for Scanning and Digitalization of Records
2. Bids have to be uploaded online only via <https://eprocure.gov.in/eprocure/app> (the e-procurement portal of NIC). No bids shall be accepted in hard copy or any other form.
3. For submission of e bids, bidders are required to get themselves registered with NIC's central Public Procurement (CPP) portal (<https://eprocure.gov.in/eprocure/app>) using digital signature certificate. All the details mentioned during registration / enrolment process should be correct and true. Bidders have to abide by all the terms and conditions mentioned during registration process.
4. The details of financial instrument (Tender fee, EMD) (exemption certificate from MSME) need to be uploaded during the e-bid submission and it should tally with the amount received as required, otherwise, the bid is liable to get rejected.
5. Bidders are advised in their own interest to upload the online bids well before the bid document submission Closing date and time (as per server system clock of CPP). STC shall not be responsible for any delay or the difficulties encountered by the bidder during submission of bids at the eleventh hour on account of any technical or other issues.
6. For any queries relating to the process of online bid submission or queries relating to Procurement Portal (<https://eprocure.gov.in/eprocure/app>), the bidders may contact CPP Portal Helpdesk numbers and email ID support-eproc@nic.in.
7. Bidders may regularly visit STC website for any information / clarification / addendum / corrigendum etc. related to this bid, processing of bids received, award of job, pre bid meet decisions etc. STC shall not be liable to send any information individually or publish a public notice for any further information regarding this bid in newspapers.
8. Portal for Online Submission is <https://eprocure.gov.in/eprocure/app>
9. STC may ask the bidders to submit any or all the documents in original or any additional information as part of their online bid anytime during the bid process.
10. If there is a discrepancy between words and figures, the amount in words shall prevail. However, where the amount expressed in words does not represent arithmetically correct total, the amount in figures shall prevail.
11. Bidder has to satisfy STC for ensuring sufficiency of documents necessary for Tender evaluation at his cost if so desired by STC
12. The bid document available on e- procurement portal shall be taken as final. STC reserves its right to ask for more document as "Clarification/supporting" only for verification of the uploaded documents. Decision of STC will be final and binding in this regard

ELIGIBILITY CRITERIA:

The bidder should fulfill the below mentioned criteria:

- i. The bidder should be a company registered under the Companies Act, 1956 or its succeeding acts/ Limited Liability Partnership/ Partnership / Proprietorship Firm and in operation for at least last 3 years, at the time of bid submission and should have a registered office with legal presence in India. The bidder should have Head Office / Branch Office in Delhi / NCR.
- ii. Bidder should have minimum three (3) years experience in this line. Bidders should

have adequate quantity of infrastructure to undertake this job. Bidder should have successfully completed similar works during the last two financial years (i.e. FY 2018-19 & 2019-20). The bidder to provide proof or undertaking for similar works in PSU/Govt. Department/ Govt. Organizations/ leading Corporate having minimum turnover of Rs. 20 lakhs. (A copy of Purchase order along with completion/satisfactory letter is to be submitted by the bidder)

- iii. Bidder should have a valid GST and PAN.
- iv. Bidder should not be under a Declaration of Ineligibility for corrupt or fraudulent practices issued by any of the Government or Public Sector Units and must not be a blacklisted company declared by any Regulatory / Statutory bodies / Public Sector Companies / Banks in India as on the date of opening of bids. The firm shall submit an undertaking to this effect along with their bid as prescribed in Annexure 3.
- v. Bidders should have ISO certification.
- vi. STC reserves the right to carry out capability assessment of the Bidders and STC's decision shall be final in this regard.
- vii. The bidder shall provide all necessary documentary evidence as prescribed in Annexure 1 to establish that the bidder meets the above qualifying requirements. Failure to submit necessary evidence in support of above requirements may lead to rejection of the bid.

SCOPE OF WORK

The Scope of Work of this tender is to appoint a service provider for Scanning & Digitization of Official Documents at STC New Delhi Office and the Bidder has to install their machine and equipments with adequate manpower in STC premises as per the detailed specifications given below:

- (i) General Instructions: Good maintenance of the documents during the scanning work shall be the responsibility of the bidder. Considering the importance and sanctity of the documents, all precautions have to be ensured by the bidder for maintaining the safety and the confidentiality. In case it is found that information is leaked, then STC may take any type of legal action against the bidder.
- (ii) The bidder is required to nominate a representative/Supervisor with a minimum educational qualification as graduation with at least two years of experience in handling the scanning & digitization work. The nominated representative shall be the single window interaction till the completion of the entire work. The supervisor should be compulsorily available on site during the execution of scanning & digitization work. Also all the necessary hardware and software to be provided by the bidder at our Delhi premises.
- (iii) Considering the importance & sanctity of the documents, the bidder shall deploy only skilled & Experienced resources for the scanning & digitization work. None of the resources should make a copy of any/part of the documents apart from the stipulated requirements of STC. The bidder strictly should implement procedures for

eliminating divulging of STC documents.

- (iv) Document sizes may vary from A4, legal, etc. Some of the documents may be less than the size of A4. Accordingly, the bidder shall setup only the best and suitable equipment's for the scanning and digitization work which shall not cause any physical damage to the documents. The bidder also has to ensure "virus free" environment to ensure "clean" scanning or transferring to other storage devices of STC. The original scanning is required to be stored only into the storage devices (external hard drives) to be provided by bidder and report with proper indexing in STC decided format needs to be provided on completion of project.
- (v) Format: All the documents shall be scanned in to searchable PDF/A compatible format.
- (vi) The bidder must ensure to scan and digitize the records in chronological format.
- (vii) Quantum: The rough estimate of pages to be scanned is about **17 lakhs (17,00,000)** it may be more or less, however the payment will be made as per actual work done by the bidder irrespective of the pages scanned.
- (viii) The entire work is to be completed within 60 days from the date of award of work and in case of delay Liquidated Damage (LD) would be applicable @ 0.5% of contract value per week.

EMD:

- (i) The Earnest Money Deposit (EMD) of Rs.25,000/- (Twenty Five Thousand only) in the form of Demand Draft / Banker's Cheque favoring STC of India Limited, payable at New Delhi or transfer online to STC Account No. 200000550077, Indusind Bank, Barakhamba Road, New Delhi-110001, IFSC Code INDB0000005.
- (ii) The EMD of unsuccessful bidder shall be refunded after 30(Fifteen) working days from the date of Sale Order issued to successful bidder.
- (iii) No interest on EMD amount is applicable.
- (iv) For successful bidder, EMD amount shall be kept as Security Deposit and shall be refunded on completion of work. No interest on security deposit is applicable. If successful bidder fails to complete the work as per the tender terms and conditions the Security deposit shall be forfeited by STC. It will be at the sole discretion of STC and to its satisfaction to consider the work as completed.
- (v) MSME are exempted from submitting the EMD.

Payments Terms :

No advance payment will be made under any circumstances. The payment will be released after satisfactory completion of work. (generally after completion of 5,00,000 pages scanning and digitization as per satisfaction of STC).TDS shall be

deducted from the eligible payments as per the applicable rates under Income Tax Act. No over writing/corrections any way are permissible in the bill.

WORK COMPLETION

Scanning to start within 5 days of placing of purchase order and to be done within 60 days from the date of award of work.

GENERAL TERMS & CONDITIONS:

- i. STC reserves the right to accept or reject any or all the bids any time at its own discretion without assigning any reasons thereof.
- ii. Bidders shall keep STC fully indemnified against any claims, losses/damages, liabilities, proceedings etc. from any third party or otherwise arising out of/or in connection with this tender.
- iii. STC may terminate the contract before the expiry of agreed period, in case the performance of the bidder is not satisfactory, in which case STC's opinion shall be final and binding. The termination shall be effective immediately from the date of issue of such notice in writing. The said termination however shall not debar STC from recovering damages, imposing penalties or forfeitures as per this tender or taking any other action of civil/criminal in nature.
- iv. Bidder shall sign & submit with all the pages of this tender document (along with annexures) as token of acceptance of the terms & conditions stated therein to be submitted in the envelope for Commercial Bid.

ELECTRONIC SUBMISSION OF BIDS:

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC (<https://eprocure.gov.in/eprocure/app>). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. The details of EMD (Digital/online mode) uploaded during bid submission should tally with the amount received as required; otherwise, the bid is liable to be rejected.

Technical Bid:

The bidders are required to upload online soft copies of the following under technical bid section:

- i. Copies of documents in support of bidders experience .(A copy of Purchase order along with completion/satisfactory letter is to be submitted by the bidder)
- ii. EMD payment proof or valid MSME certificate
- iii. Signed and stamped copy of Tender Documents.

- iv. Filled up Annexure 1 and Annexure 3 duly signed and stamped.
- v. Registration Certificate with ROC, PAN No. GST, Service Tax Regn. Certificate, as applicable.
- vi. Authorization letter from Company for person authorized to sign above documents.
- vii. ISO certificate.

Price Bid / B.O.Q. (Inclusive of Taxes):

Procedure for online filling of Price Bid:

1. BOQ (Price Bid) uploaded by STC at the CPP portal (<https://eprocure.gov.in/eprocure/app>) is to be used for submission of price.
2. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and quoted price (all inclusive).
3. At the time of uploading of BOQ bidder, the file name for uploading the BOQ (Price Bid) should remain the same as it was downloaded from the CPP Portal.
4. Leaving an un-filled entry in the Price Bid/ BOQ against any column shall mean as 'zero' cost and the Bid shall be evaluated accordingly.

AWARD OF BID:

The bidder, whose bid is accepted by STC, shall be issued letter of award (LOA) prior to expiry of bid validity. Lowest bid will be strictly decided as per rate quoted in Serial 1 for pages up to 17 lakhs. In case the number of pages is more than 17 lakhs, lowest bidder will be decided on the basis of (Rate at Serial 1.01 – Discount Rate at Serial 1.02) as quoted in table for all the pages. The following examples are given for understanding purposes:

1. If the no. of pages is 17,00,000, then the bid price shall be =17,00,000 X Rate at Serial 1.
2. If the no. of pages is 186,00,000 then the bid price shall be =18,00,000X(Rate at Serial 1 – Discount rate at Serial 2)

Bidders to note that the example is given for illustrative purposes only. The decision of STC will be final in this regard.

STC reserves the right to ask L2 bidder to match L1 incase problem with L1 bidder. In case L2 bidder backs out then STC would ask L3 bidder to match L1

VALIDITY OF BID:

The bidder agrees to and shall hold his bid valid for two months from the date of placing purchase order. However, the bidder agrees to extend the bid for a further period of three (3) months on the existing terms and condition in case the same is desired by STC.

DISCLAIMER

STC may at its absolute discretion, shortlist, accept, disqualify, elect to abandon, reject any part or whole of the process without giving prior notice to the prospective party. STC reserves the right to cancel the Tender in totality without assigning any reason at any point of time. All information contained in this tender is issued bona fide.

JURISDICTION

The applicants hereto agree that the Courts and Tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this Tender. All disputes arising out of this Tender or in connection/pursuant to this tender shall be decided in accordance with the laws of India.

INDEMNITY

- (i) The Bidder will indemnify STC of all legal/other obligations of its own and its professionals / employees utilized for STC work.
- (ii) STC also stand absolved of any liability on account of fraud or breach of trust caused by the Selected Bidder or its employees utilized for the performance of work and also for any damages or compensation due to any dispute between the Bidder and its employees.
- (iii) STC shall also be indemnified from any act or any factual concealment causing thereby damages or any legal proceedings against STC by any third party or Bidder's employees.
- (iv) The Bidder also undertakes to keep STC harmless and indemnified from any loss or costs resultant from any decree obtained against the Bidder having tendency to be enforced against the STC. Also the STC shall be indemnified, from any Consequential act taken by STC in order to protect its interest or in order to defend any suit or legal action for itself or for and on behalf of bidder, to the extent of cost/legal expenses/interest imposed upon.
- (v) The bidder hereby also indemnifies STC for any loss or expenses or any dispute which arises due to breach of any of the terms and conditions specified in Tender.
- (vi) The Bidders shall also acknowledges that no property including the end product (PDF files) during or upon completion of the job as per this tender shall vest any right upon the Bidder or entitles any claim over the same by the bidder unless specifically allowed by STC in writing. The bidder shall also ensure that no such property as stated above passes on to any unauthorized person. As such bidder hereby also indemnifies STC for any loss or expenses or any dispute which arises due to breach of any of the aforesaid actions.

All the indemnifications shall be to the fullest and as per satisfaction of the STC

FORCE MAJEURE

"Force Majeure Event will mean the occurrence of an act of war, invasion, act of foreign enemies, terrorism or civil disorder; earthquake or any other natural disaster or any other unforeseeable circumstances beyond the control (and not arising out of any fault/inaction/malafide/concealment/violation/commercial non- viability and the likes on the part of the party relying or claiming under the clause) which in each case directly causes either party to be unable to comply with all or a material part of its obligations under this tenders terms and conditions / award.

Where there is an event of force majeure, the party prevented from or delayed in performing its obligations under this tenders terms and conditions / award must immediately notify the other party giving full particulars of the event of force majeure and the reasons for the events of force majeure preventing that party from, or delaying that party in performing its obligations under this tenders terms and conditions / award and the party must use its reasonable efforts to mitigate the effect of the force majeure upon its or their performance of the tenders terms and conditions / award and to fulfill its or their obligations under the tenders terms and conditions / award.

An event of force majeure does not relieve the associates/third party (as applicable and as worded in the tenders terms and conditions / award) from liability for an obligation which arose before the occurrence of that event, nor does that affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event. However notwithstanding the above, during the subsistence of Force Majeure Clause, the associate/third party (as applicable and as worded in the tenders terms and conditions / award) shall remain and will be liable for payment of interest, costs etc as per the tenders terms and conditions / award agreement, till repayment.

ARBITRATION

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this tenders terms and conditions / award or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Delhi International Arbitration Centre (DAC), New Delhi and the Award made in pursuance thereof shall be binding on the parties. The venue for Arbitration shall be New Delhi and the appropriate Courts in New Delhi shall have exclusive jurisdiction and Indian laws shall Govern this Contract.

SUB DELEGATION

No sub delegation of work awarded to the successful bidder is permissible without written consent of STC.

FINALITY OF AWARD

In the event no formal contract is executed then all the terms and conditions of this tender shall be applicable to the letter of award and such letter of award shall form the contract between STC and Successful bidder.

CONFIDENTIALITY

Bidder to maintain absolute confidentiality of the information and will not divulge any information to any other party.

For any query you may please contact the following:

- (a) Shri B.S. Bhamra,
Dy. General Manager (Admin)
Mobile : 9810228260

- (b) Shri. Kaushik Chanda
Manager (Admin)
Mobile : 9971150565

ANNEXURE 1

1. Name & communication address of Bidder

Website address & Email ID_____ Mob. No._____

2. List of documents attached with Bid as per tender documents:

3. Names of sole proprietor/partner/Director,

4. Name & Designation of the Authorized Signatory & contact person

5. Whether the Bidder is agreeable to enter into agreement for a period of six months.____.

6. Financial Details (All figures to be mentioned in Rs.)

Financial Year	Turnover (In Rs.)
2019-20	
2018-19	

7. Details of experience with Orders executed (Bidders may provide the detail duly certified by Chartered Accountant)

Years	Name of Client	Qnty. Handled	Value of work executed
2019-20			
2018-19			

8. Name, address, account number, IFSC/NEFT code of the banker_____

9. Income Tax permanent account no of the bidder (certified copy as proof to be enclosed)_

10. Service tax registration no., GST of the bidder (certified copy as proof to be enclosed)____

11. Proof of EMD submitted or MSME Certificate.

We do hereby declare that the above details are correct to the best of my knowledge and belief and nothing has been concealed thereof.

Sign of Bidder with stamp:

Place:

Date:

BOQ (PRICE BID)

1. BOQ (Price Bid) uploaded by STC at the CPP portal (<https://eprocure.gov.in/eprocure/app>) is to be used for submission of price.
2. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and quoted price (all inclusive).
3. At the time of uploading of BOQ bidder, the file name for uploading the BOQ (Price Bid) should remain the same as it was downloaded from the CPP Portal.
4. Leaving an un-filled entry in the Price Bid/ BOQ against any column shall mean as 'zero' cost and the Bid shall be evaluated accordingly.

Screenshot of the BOQ uploaded by STC at CPP

Name of the Bidder/ Bidding Firm / Company :		
<u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)		
NUMBER #	TEXT #	NUMBER #
Sl. No.	Item Description	RATE PER PAGE In Figures (INCLUSIVE OF ALL CHARGES AND TAXES) TO BE ENTERED BY THE BIDDER IN Rs. P
1	2	13
1	DESCRIPTION	
1.01	Cost of scanning/ digitization of documents at 300 DPI or more in Coloured , Grayscale or B/W, in searchable PDF/A format, cleaning, cropping along A3/ A4/Legal size documents to be provided in an external hard disk.Quantity of pages to be digitized = 17 Lakh or less	
1.02	Discount given on rate (at S. No 1.01) if the number of all pages is more than 17 Lakh	

Note:

1. Lowest bid will be strictly decided as per rate quoted in table Serial No. 1.01 for pages upto 17 lakhs. In case the number of pages is beyond 17 lakhs lowest bidder will be decided on the basis of(Rate at Serial 1.01 – Discount Rate at Serial 1.02) as quoted in table for all the pages. STC reserves the right to ask L2 bidder to match L1 incase problem with L1 bidder. In case L2 bidder backs out then STC would ask L3 bidder to match L1.
2. All above items would be as per specification given, and complying with the requirement of tender document.
3. Bidder has to quote the rate above inclusive of all charges and taxes.

DECLARATION

I / We hereby declare that we have quoted rates in financial response after careful study of terms and conditions of the documents. We shall also accept the decision of Deputy General Manager STC Limited in this regard.

I / We hereby also declare that our firm/company is registered with Government for the above work and we are not black listed. We are in the business of above work, for which we have enclosed appropriate work experience certificate. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work.

I/ We have not been black listed by any Government (Central and state) Board/University/Public undertakings/Banks/ R.B.I. etc. I / We certified that the document published by STC Limited, no alterations and additions have been made in it to the best of my/our knowledge.

I / We have submitted the Bid as per the Terms and conditions and there is no deviation.

Sign of Bidder with Stamp:

Place:

Date: