

GOVERNMENT OF HARYANA

**District Administration
Sonipat**

REQUEST FOR PROPOSAL(RFP)

for

**Data Entry into Software, QRCode generation and Printing;
scanning of records for Digital Storage, binding of the
documents and quality improvement of physical records.**

December 2017

SECTION-1

Request for Proposal (RFP)

District IT Society, Sonipat is inviting Technical and Commercial bids from the Service Providers for data entry, generation as well as printing of QR code, conversion of records into digital format, binding of physical records and quality improvement work of certain physical records for record rooms of Sonipat district. The Modern Record Centre (MRC) is to be set up in the existing facility of all Record rooms, O/o Deputy Commissioner, Sonipat and the activity for data entry, generation as well as printing of QR code and conversion of record into digital format, binding of physical records and quality improvement work of certain physical records for record rooms of Sonipat district to be undertaken in the premises of District Administration of Sonipat itself. The selected bidder will have to set up Modern Record Centre within 50 days 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, Sonipat desires so.

The selected Service Providers should ensure proper data entry, generation as well as printing of QR code and conversion of record into digital format as well as binding and quality improvement work of certain physical records for record rooms within the time period.

Accessibility of Tender Document :Tender document can be obtained by downloading it from the website sonipat.nic.in or from the office of District IT Society, Sonipat.

PROPOSAL FORMAT AND SUBMISSION PROCEDURE

Sealed tenders on behalf of the District Information Technology Society, Sonipat are invited under two bid system i.e. “Technical Bid” and “Financial Bid”. Tender is invited for the below mentioned items:-

Sr. No	Description of work / Items	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Data entry, generation as well as printing of QR code, conversion of records into digital format, binding of physical records and quality improvement work of certain physical records for record rooms of Sonipat district.	Rs. 1,00,000/-	Rs. 1,000/- & Rs. 1,000/-	01.01.2018 from 9:00 A.M.	06.01.2018 upto 5:00 P.M	08.01.2018, 5:00 P.M.

The interested agencies should send their offers in tender documents which is to be obtained from the office of the District Information Technology Society, Sonipat or may be downloaded from website **sonipat.nic.in**

The payment for Tender Document Fee shall be made by Demand Draft only in favour of District IT Society, Sonipat in due course of time.

The interested bidders shall have to pay mandatorily District IT Society fee (Non refundable) of Rs.1000/- (Rupee One Thousand Only) by Demand Draft only in favour of District IT Society, Sonipat in due course of time.

The interested bidders should send their offers in tender documents which is to be obtained from the office of the District Information Technology Society Sonipat or downloaded from sonipat.nic.in , duly superscribed on envelope “**Technical Bid**” and “**Financial Bid**” separately- **Tender for Data Entry into Software, QRCode generation and Printing; scanning of records for Digital Storage, binding of the documents and quality improvement of physical records.** as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Site visit by interested parties for enquiry and evaluation	29.12.2017 between 9:00 A.M. - 5:00 P.M.	04.01.2018 between 9:00 A.M. - 5:00 P.M.
2		Tender Document Download and Bid Preparation/Submission	29.12.2017 between 9:00 AM- 5:00 PM	06.01.2018 between 9:00 AM- 5:00 PM
3	Technical Bid Opening			
4	Financial Bid Opening			

S. No.	Particular	Details
1.	Place of opening of Bids	O/o Deputy Commissioner, Mini Secretariat, Sonipat
2.	Address for Communication & E-Mail	ditssonipat@gmail.com
3.	Tender can be downloaded from the Website	Sonipat.nic.in
4.	Period of Validity of Bids	One Month from the date of opening of Technical Bids.

The bids shall be submitted offline in two separate envelopes under one big envelope with the mentioned amount DDs:

Envelope 1: Technical Bid

The bidders shall put the required eligibility & technical documents offline in the Technical Bid.

Envelope 2: Financial Bid

The bidders shall quote the prices in price bid format under Financial Bid.

SECTION-2

DETAILED SCOPE OF WORK

Data Entry into Software, QRCode generation and Printing; scanning of records for Digital Storage, binding of the documents and quality improvement of physical records.

CATALOGUING

The Service Provider will arrange and catalogue the records and prepare inventory using **QR Code technology**. QR codes are to be securely fixed on each rack/carton and its each and every content (files, bound voucher bundles, registers, etc.) to prevent any loss during storage or removal/retrieval. Thereafter the Service Provider shall give the soft copy and hard copy of list of inventory. QR coding should be tamper/water proof and it should be app-agnostic so anyone can scan QR code with any reader.

IMPROVEMENTS IN PROCESSES

The District Administration, Sonipat 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.

- **Scanning and Data Entry Activity :**

The records to be scanned of records rooms are 0-150 years old and are on paper media due to frequent handling for various purposes. They are in delicate condition. Since these are valuable legal documents of past, it needs to be preserved in digital form. Hence vendor has to take great care while handling these documents.

- a) The scope of work includes scanning & conversion of physical record into digital/electronic formats, data entry into the software, and binding of documents of records of Records rooms of Sonipat district and quality improvement of physical records which are in poor condition (as directed by District Administration, Sonipat).

- b) The documents should be scan and stored with unique document identification (will be decided by District Administration) and meta data relating to the document will be entered.
- c) Checklist of metadata entered will be generated and printed by vendor using software and verified by the department staff and corrections if any must be reentered by vendor.
- d) 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 in High Quality Print pdf format (be clear and readable). The quality of digital documents should be identifiable.
- e) Prior to scanning activity vendor has to paste torn documents if required.
- f) Scan and digitize each document of file and the data is to be stored in Portable Document Format (PDF) with High Quality Print(create high-resolution print-ready PDF) 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, Sonipat and should be capable of adding more images, at later stage if need be, in an old stored file.
- g) If during scanning process, binding of documents is removed or loosens, the vendor has to make new binding for documents without any charges.
- h) Scanned data will have to be mapped with data base in DMS Software for Easy, convenient, safe &secure retrieval of original record.
- i) Vendor should take great care that no document should be torned /damaged during scanning process. The suitable scanning technology/scanner should be used by vendor depending upon the physical condition of documents.
- j) The scan image should be cleaned and de-speckled to remove noise.
- k) The scan image should not be skewed or wrapped.
- l) No information from the documents or original contents should get erased or overwritten or lost in the process of cleaning the data.
- m) All scanning work is to be carried out in the premises of the Revenue Record Rooms or any place decided by District Administration.
- n) Appropriate data compression techniques should be used by the vendor to minimize/optimize the storage space, without compromising the retrieval of information and quality of scanned documents.

- o) Once a document is scanned, it should not be removed from the archived data by any unauthorized person.
- p) The data so stored shall be in a non- editable form. Below are the mandatory specifications of required File format.
 - i. Wherever images have printed text, the output PDF document must be searchable.
 - ii. 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.
 - iii. 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.
 - iv. 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.
- **Verification and Validation**
 - a) The vendor should give daily/weekly report indicating progress of scanning, feeding of data , QR Code generation as well as document binding.
 - b) 100% on screen validation to be done by vendor.
 - c) vendor will give printout of 3% of scanned document (randomly selected by District Administration), quality of output will check by the department for its usefulness.
 - d) vendor will rescan the rejected document.
 - e) Cost of printing daily/weekly report, 3% printout of randomly selected documents will be bared by the vendor.
 - f) The work should be done at satisfaction of competent authority.
 - g) Vendor should be able to make Annual Maintenance Contract, if required by District Administration.
- **Other Aspects**
 - a) No data should be retained by the vendor in any form (Scanned, Paper, backup etc). Vendor should certify for the same.
 - b) The vendor should take the backup of scanned data on daily basis or as per the strategy accepted by both vendor and the user.
 - c) The District Administration should bare all the day to day operational cost like electricity bills towards UPS, fans, lights etc as well as for furniture and allied items.

INDEXING

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

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, Sonipat.

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 bidder should have a minimum financial turnover of Rs. 50 Lakh during the last two consecutive years and should be a profit making organization during the period.
- 3 The bidder should provide details of their past onsite projects of data entry and digitization work with Central/State Government bodies or PSUs. Preference shall be given to such bidders who have prior work experience with Government entities.
- 4 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.
- 5 Bidder should provide details of ISO certification they have for quality certification and IT service management. Preference shall be given to such bidders who have relevant quality certification.
- ~~6 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.~~
- 7 The prime bidder must have sufficient infrastructure to carry out all the prescribed work mentioned in the tender document. A list in support of such infrastructure must be enclosed with the bid.
- 8 The prime bidder should have registered with EPFO& ESIC department.
- 9 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.

- 10 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.

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, Sonipat. Handover should be smooth without any service interruption.

5. Delays in the Bidder's performance

- a) Performance of the Contract shall be made by the Bidder in accordance with the time schedule specified by District....., O/o Deputy Commissioner, Sonipat 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, Sonipat 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....., Sonipat 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 incompletion, 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.
- b) The Arbitration and Conciliation Act, 1996, shall govern the Arbitration proceedings.
- c) The Arbitration proceedings shall be held in Deputy Commissioner, Sonipat.
- d) The substantive laws of India shall govern the Arbitration proceeding.
- e) The proceedings of Arbitration shall be in Hindi and English language.
- f) 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.

3. 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, Sonipat 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.

4. 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.

5. 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.

6. 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, Sonipat.

7. 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 **Sonipat.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" 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....., District Administration, Sonipat.

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, Sonipat 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....., Govt. of Haryana, District Administration, Sonipat, within forty five(45) days after implementation. District Administration, Sonipat 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 Sonipat'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 Sonipat, Haryana courts only.

Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be exclusive 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
Sonipat

<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,
Sonipat

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,
Sonipat

Against Contract vide Advance Acceptance of the Tender No.

_____ Dated
_____ of Department....., Sonipat 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, Sonipat i.e. District Administration Sonipat 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.

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.

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.

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 of 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, Sonapat 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 forebear 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	Data entry, QR code generation/printing, scanning and converting Physical records into electronic/Digital format, binding of physical records and quality improvement of selected Physical records as per agreed quality standards, after receipt by selected bidder as well as binding of documents	50 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 Authorized Signatory /Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Signature & Seal of Notary

Commercial Bid Format

Scanning / digitization cost

Description	Rate per page or Rates per record or Rates per	Approx. Nos. of pages/records/generation/printing	Total cost
Scanning/ digitization cost of documents (Simplex) upto A4/Legal size including cost of indexing upto 8 indexing fields			
Scanning/ digitization cost of documents (Simplex) bigger than A4/legal size and upto A3 size including cost of indexing upto 8 indexing fields			
Scanning/digitization cost of documents(Simplex) bigger than A3 size including cost of indexing upto 8 indexing fields			
Feeding of Data in the Software provided by District Administration, Sonipat			
QR Code Generation as well as sticker printing			
Binding of A3 and above size documents			
Binding of A4/Legal size documents			
Quality improvement of different paper sizes (A4/Legal/A3 size and above)- Dusting, Ironing, Steaming etc. as per requirement directed by District Administration Sonipat			

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

Note:

1. 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.
2. The bidder with least total cost will be declared as L1 bidder. After award of the

contract the actual payments will be made to the vendor on pro rate 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.....