



**OFFICE OF THE CHIEF COMMISSIONER OF PERSONS WITH DISABILITIES, DEPARTMENT OF EMPOWERMENT FOR PERSONS WITH DISABILITIES, SAROJINI HOUSE, 6, BHAGWAN DASS ROAD, NEW DELHI 110 001**

No. 7-5/CCD/2007

Date: 01.08.2018

**TENDER NOTICE**

1. Name of the Work: Digitization/Scanning of Files, Records and Documents
2. Date and Time of availability of Bid Documents in the portal: 01.08.2018 (16.00 hrs.)
3. Last Date/Time of receipt of bids in the portal: 16.08.2018 (15.00 hrs.)
4. Date & Time of opening of Tender: 16.08.2018 (15.30 hrs.)
5. Name and Address of the Officer inviting Bid: Sh. Rakesh Kumar Rao, Dy. Chief Commissioner, Office of the Chief Commissioner of Persons with Disability, Sarojini House, 6, Bhagwan Dass, New Delhi 110001
6. Pre-bid meeting details (if required) Date & Place: 08.08.2018 (15.00 hrs.), New Delhi
7. For further details, details of subsequent Amendment/corrections, documentation etc. may be obtained from the e-procurement portal/ccdisabilities.nic.in

**DY. CHIEF COMMISSIONER**

F. No. 7-5/CCD/2007  
Office of the Chief Commissioner for Persons with Disabilities  
Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice and Empowerment  
Government of India

Sarojini House, 6, Bhagwan Das Road,  
New Delhi 110 001  
Dated the 01<sup>st</sup> August, 2018

**TENDER NOTICE**

**Digitization/Scanning of Files, Records and Documents**

The Office of the Chief Commissioner for Persons with Disabilities (CCPD), Sarojini House, 6, Bhagwan Das Road, New Delhi 110 001 invites sealed tenders on prescribed forms for the following works as follows:-

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Earnest Money Deposit (EMD)</b>	<b>Period of Completion</b>	<b>Availability of documents</b>
1.	Digitization Scanning/Indexing of file records	Rs. 10,000/-	Three Months	In the Department

1. Digitization includes preparation of documents to be scanned, Scanning, Conversion of all documents to PDF, Abstract image to JPEG/TIFF & Verification.
2. Quantum of Work:

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
1.	Total No. of Pages	5 Lakhs (approx.)
2.	Period of Completion	Three months from the date of Letter of Award (LoA)
3.	Language	English/Hindi
4.	Document Size	A4/Legal

3. Quantity mentioned above is based on approximation. It may be increased or decreased as per requirements.

4. Bidders must have at least 2 years experience of digitization works in Ministries/Departments/Organizations and financial capacity for execution of the work of Digitization/Scanning & Indexing of files/records/documents.
5. The selected Firm will have to make all their own-arrangements for digitization of files/records/documents. Department will only provide the files/records/documents to be digitized.
6. Offer shall remain valid at lease for 90 days from the date of opening of tender.
7. The tender have been invited under Single Bid Systems i.e. Technical Bid and Financial Bid. The tender shall be submitted in two sealed envelopes. The first sealed envelope should be super-scribed as “Technical Bids” and shall contain:-

- (i) Company Profile including previous experience of digitization/scanning in Central/State Government Departments/PSUs.
- (ii) Attested photocopies of relevant documents
- (iii) Acceptance of terms and conditions.

The above information/documents shall be provided as per Form-I.

8. The second sealed envelope super-scribed as “Financial Bid” shall contain only rates. The rates are to be quoted per page separately for A4 size & Legal size documents. Financial Bid shall be submitted as per the Proforma given in Form-II.
9. Both the sealed envelopes shall be placed in the main sealed envelope super-scribed as “Tender for Digitization/Scanning of Files/Records/Documents”. This shall be addressed to **Desk Officer and delivered at the Office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Sarojini House, 6, Bhagwan Das Road, New Delhi 110 001** on or before 16<sup>th</sup> August, 2018 upto 03:00 PM alongwith the Demand Draft towards Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupee Ten Thousand Only) drawn in favour of PAO, DEPwD, MoSJ&E payable at New Delhi. Bids received after due date and time shall not be considered.
10. Last date for submission of queries : 03 days before the last submission of Tender through E-mail.

11. Tenders without Earnest Money Deposit (EMD) shall be summarily rejected. The EMD should be submitted in form of crossed Demand Draft drawn in favour of PAO, DEPwD, MoSJ&E payable at New Delhi. The EMD of unsuccessful bidders shall be returned after award of contract.
12. Tender document can be downloaded from the Department's website ([www.ccdisabilities.nic.in](http://www.ccdisabilities.nic.in)) or from Central Public Procurement Portal.
13. Time lines mentioned in the tender documents should be strictly followed. Failure to the same will entail 2% penalty of the contract value for every week's delay or part thereof.
14. Conditional bids shall be considered.
15. The Competent Authority of this Department reserves the right to annul any or all tenders without assigning any reason and the decision will be final and binding on all bidders.
16. If any bidder withdraws its tender within the validity period or makes any modifications in the tender, this Department shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely or blacklist the firm.
17. Settlement of disputes, if any, shall be as per the Arbitration and Conciliation Act 1996 by an arbitrator who shall be appointed by Ministry of Law & Justice.
18. Disputes, if any, arising out of the contract shall have exclusive jurisdiction of Courts in Delhi only.
19. It will be the responsibility of the bidder to comply with all statutory obligations on its part arising out of this contract.
20. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Departments/organization etc. If it is subsequently found that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents etc., the EMD will be forfeited and the bid/contract shall be rejected / cancelled.
21. The successful bidder will have to deposit a Performance Security Deposit with the Department for a sum of rupees equivalent to 2% of total contract value before entering of contract with the Department. The Performance Security Deposit will be in the form of Account payee Demand Draft or bank guaranty drawn in favour of PAO, DEPwD, MoSJ&E payable at New Delhi.

The Performance Security Deposit should be remain valid for a period of 05 months from the date of award of the contract.

22. All pages of the tender shall be signed by the bidder.

**sdxxx**  
(Manpal)  
Desk Officer

**Form-I**

Sl. No.	Name of Work	Digitization of documents i.e. Scanning, Indexing & Verification
1.	Bidder's name and address	..... ..... ..... (To be filled by the Bidder)
2.	Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand Only)
3.	Office Address for submission of Tender document	The Office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Sarojini House, 6, Bhagwan Das Road, New Delhi 110 001
4.	Last Date for submission of queries/clarification	03 days before the last date of submission of Tender through e-mail.
5.	Last date and time of opening of Tender	16.08.2018, 03:00 PM
6.	Date and time of opening of Tender	16.08.2018, 03:30 PM
7.	Contract Period	3 Months
8.	Firm Registration Certificate	
9.	GST Registration No./Certificate	
	Attested copy of the latest IT return filled.	
10.	Experience details (copy of work orders should be attached)	

We understand that if the required information is not provided or documents submitted are found to be in complete and adequate then our Technical Offer shall not be considered by your office.

Thanking You,

Yours faithfully,

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Authorized Person)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Business Address \_\_\_\_\_

Seal \_\_\_\_\_

**Form-II**

**Schedule of Prices for "Digitization of Documents"**

<b>Sl. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Charges (Rs.)</b>	<b>Total Charges (Rs.)</b>
1.	Digitization of documents i.e. scanning, indexing & verification of documents	5 lakhs		
2.	Indexing Charges	5 lakhs		
3.	Telephone /Fax No. and e-mail of contact person			
4.	Any other cost, if any			
Sub Total:				
GST/Service Tax:				
Total:				

We quote below the total Work charges including GST/Service Tax as under:

Rs. (In Words): \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Authorized Person)

Name: \_\_\_\_\_

Office Seal: \_\_\_\_\_