GUJARAT INFORMATICS LIMITED

Block No: 2, 2nd Floor, Karmayogi Bhavan,
C & D Wing, Sector-10, Gandhinagar: 382 010
Phone No: 23256022, Fax No: 23238925

Bid for Selection of Agency for Scanning & Digitization of Records for Office of the Directorate of Accounts & Treasuries, Gandhinagar.

Earnest Money Deposit: Rs.2,11,100/-.

GeM Bid No: GEM/2025/B/6794177 dated -08/11/2025.

Abbreviation

GoG	Government of Gujarat
DST	Department of Science & Technology, GoG
GSDC	Gujarat State Data Center
DAT	Directorate of Accounts & Treasuries
ITB	Instruction to Bidder
EMD	Earnest Money Deposit
GCC	General Condition of Contract
SCC	Special Condition of Contract
PBG	Performance Bank Guarantee
TSP	Total Solution Provider
SP	Service Provider
TP	Training Provider
TC	Training Centre
GIL	Gujarat Informatics limited
SSD	Solid State Drive

SECTION 1: INVITATION FOR BIDS

Gujarat Informatics Limited on behalf of Directorate of Accounts & Treasuries invites online bids for "**Tender for Selection of Agency for Scanning and Digitization of Records for Directorate of Accounts & Treasuries, Gandhinagar**".

Actual award of contract will follow the conditions as per this document. This document is given for enabling the bidders to know the tender conditions so as to guide them in filing up the technical bid and financial bid for the said work.

1. The bidders may download the tender document from website of Gujarat Informatics Limited (www.gil.gujarat.gov.in) as well as from https://gem.gov.in.
2. This RFP document is not transferable.
3. No Consortium will be allowed.
   The Bidder must submit the bid and execute the contract as a single legal entity. Bids submitted by a consortium of companies, joint ventures, or partnerships will not be considered and will be deemed non-responsive.
   The Bidder will be solely responsible for the execution of the contract and the delivery of all deliverables specified. Any attempt to subcontract or form a consortium will result in the immediate disqualification of the bid or termination of the contract.
4. Bidders shall submit EMD (Rs.2,11,100/-) in the form of Demand Draft OR in the form of an unconditional Bank Guarantee (which should be valid for 12 months from the last date of bid submission) of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2024/2859/D.M.O. dated 01.05.2025 issued by Finance Department or further instruction issued by Finance department time to time; in the name of "Accounts Officer, Directorate of Accounts & Treasuries, Gandhinagar" payable at Gandhinagar (as per prescribed format given at Section 10) and must be submitted along with the covering letter. The Bidder may be eligible for exemption from the Earnest Money Deposit (EMD) as per the provisions outlined in the GeM General Terms and Conditions (GTC). MSME exemption shall be applicable only to bidders whose valid MSME certificate includes Code Division 62: 'Computer Programming, Consultancy and Related Activities' **and** Code Division 63: 'Information Service Activities' in the valid registration certificate.

   OR

   Bidders can also submit the EMD with Payment Online through RTGS/internet banking in Beneficiary name Gujarat Informatics Ltd., Account No. 50200010918090, IFSC Code HDFC0000190, Bank Name HDFC Bank Ltd. Branch address Sector-16, Gandhinagar Branch.

5. The sealed cover should be super scribed as "EMD for the Request for Proposal for "Tender for Selection of Agency for Scanning and digitization of record (Document Image) Gujarat Informatics Ltd". Bidder to submit

AFFIDAVIT PHYSICALLY as per the prescribed format (To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs.300/- duly attested by First Class Magistrate/ Notary public) along with the sealed cover. Bidder who have submitted EMD online has to follow the above process for Affidavit.

6. Important Information

Sl. No.	Information	Details
1.	Last Date, Time for submission of written queries for clarification only by e-mail as per predefine format.	14.11.2025 up to 15:00 hrs e-mail ID: dgmTech-gil@gujarat.gov.in; mgrhn-itcon@gujarat.gov.in manishd@gujarat.gov.in;
2.	Last date and time for submission of EMD in physically along with original Affidavit of **Self Declaration.**	Within 7 days from the last date of bid submission.
3.	Contact person for queries	e-mail ID: dgmTech-gil@gujarat.gov.in; mgrhn-itcon@gujarat.gov.in manishd@gujarat.gov.in;
4.	Address for communication	Gujarat Informatics Ltd., Block no. 2, 2nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar-382017, Gujarat

All bids must be submitted online on https://gem.gov.in **website**

7. GIL/DAT reserve the right to accept or reject any tender offer without giving any reason.

8. Financial bids of only those bidders who qualify on the basis of evaluation of technical bids will be opened.

9. Use & Release of Bidder Submissions:
GIL/DAT is not liable for any cost incurred by a Bidder in the preparation and production of any Proposal, the preparation or execution of any benchmark demonstrations, simulation or laboratory service or for any work performed prior to the execution of a formal contract. All materials submitted become the property of the DAT & may be returned at its sole discretion. The content of each Bidder's Proposal will be held in strict confidence during the evaluation process, and details of any Proposals will not be discussed outside the evaluation process.

10. Bid validity period is 180 days.

Evaluation and comparison of Bids

1. For technical evaluation and comparison of the bids will be done by GIL based on the prequalification evaluation criteria given in the tender document.
2. The solution provider will be selected based on evaluation of pre-qualification. Financial bids of only those bidders who qualify on the basis of pre-qualification evaluation will be opened. Only with tax values will be considered for financial evaluation.
3. For evaluation of Financial Bids, the bids with tax values will only be considered for comparison.
4. GIL/DAT will exclude and not take into the account any allowance for price adjustment during the period of the execution of the contract, if provided in the bid.
5. GIL will send/submit tender related updates and documentation to department (DAT office) for approval. After completion of technical and financial bid evaluation, GIL will send/submit complete tender report to the office of the DAT, Gandhinagar.

SECTION 2: INSTRUCTIONS TO BIDDERS

INTRODUCTION

The Directorate of Accounts & Treasuries, Gandhinagar is working under the Finance Department Government of Gujarat. It's working head office is at "Vima Lekha Bhavan", Block No.–17, Dr. Jivaraj Mehta Bhavan Complex, Old Sachivalaya, Sector-10-B, Gandhinagar – 382010, Gujarat.

Qualification/Eligibility Criteria

The firm/company meeting the following eligibility criteria will be considered for further evaluation.

Sr. No.	Qualification/Eligibility Criteria	Attachments
I.	The vendor should be in the business of Data Entry and/or Scanning for at least five years as on 31st March 2025 having experience of Scanning of at least 40 years of old documents of national or similar institutes, old historical & hand written documents preservation institute, State/Central Govt. Office.	Valid copy of the Company Incorporation Certificate must be submitted for the same along with copy of work order/client certificate older than five years/Undertaking on letter head.
II.	The agency/services provider must have a valid GST Number and PAN Card in India	Copy of Goods and Services Tax (GST) certificate with GST registration number (GSTIN) and a Copy of PAN Card.
III.	The bidder should have handled scanning and digitisation of at least 100 lakh pages in the last five years as on 31st March 2025.	Necessary copy of work order / certificates on client letterheads should be submitted as testimonials.
IV.	The bidder should have ISO 9001:2015 or latest certification for "Data Entry/Scanning/Digitization and related services".	Submit a copy of the requisite certificate
V.	The bidder must have successfully executed/completed at least one (1) single order of 56 Lakh Pages **or** two (2) orders each of 35 Lakh Pages **or** three (3) orders each of 28 Lakh Pages for Data Entry/Record Scanning projects during last five years as on 31st March 2025	Copy of the work order/Client Certificate of the same must be attached.

VI.	The Bidder should have Minimum Average Annual Turnover of Last 3 Years Rs.145 Lakh during last three financial years (2022-23, 2023-24 and 2024-25).	Audited and Certified Balance Sheet & Profit/Loss Account of last 3 Financial Years. CA certificate mentioning turnover.
VII.	The Bidder should have at least one office in Gujarat and preferably support centers/logistics for the entire state.	The copy of Property tax bill/Electricity Bill/Telephone Bill/G.S.T.-C.S.T. Registration/Lease agreement should be submitted as proof. Note: Copy of G.S.T.-C.S.T. Registration as a proof for having office in Gujarat State is mandatory
VIII.	The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the State of Gujarat. Certificate / affidavit mentioning that the Bidder is not currently blacklisted by Government of Gujarat or any of the PSU in the State of Gujarat is due to engagement in any corrupt & fraudulent practices.	Self-Declaration
IX.	No Consortium will be allowed.	Self-declaration
X.	Resources and scanning machine including manpower to be deputed at various DAT offices	Self-declaration
XI.	Work Completion within 45 days	Self-declaration

Note: In case if Tenderer finds that submitted documents are insufficient then Bidder is expected to give additional documents to confirm eligibility based on request from Tenderer.

All Supporting Documents are to be uploaded on GeM portal https://gem.gov.in

Cost of Bidding

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

A. BIDDING DOCUMENTS Contents of Bidding Documents

1.1.2 The bid must be submitted online on GeM portal https://gem.gov.in.

1.1.3 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 in format or submission of a bid not substantially responsive to the biding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

Clarification of Bidding Documents

1.1.4 A prospective bidder requiring any clarification of the bidding documents may seek clarification of his/her query on the date indicated on RFP clause of this document. GIL/DAT will respond to any request for the clarification of any bidding documents, which it receives during the meeting on the date mentioned on the RFP clause of this document GIL shall hold a pre-bid meeting with the prospective bidders on date & time given in **Section 1**.

1.1.5 The Bidders will have to ensure that their queries for pre-bid meeting should reach to Name, Address, Fax and email id of the officer mentioned by post, facsimile or email on or before on date & time given in **Section 1.**

Bidder's Request For Clarification			
Name of Organization submitting request		Name & position of person submitting request:	Address of organization including phone, fax, email points of contact
Sr. No.	Bidding Document Reference (Clause /page)	Content of RFP requiring clarification	Points of Clarification required
1			

GIL shall not be responsible for ensuring that the bidder's queries have been received by them. **Any requests for clarifications post the indicated date and time may not be entertained by GIL/DAT.**

Amendment of Bidding Documents

1.1.6 At any time prior to the deadline for submission of bids, GIL/DAT may, for any reason, whether on its own initiative or in response to the clarification may change their biding document by amendment; the amendment will be uploaded online through https://gil.gujarat.gov.in & https://gem.gov.in.

1.1.7 In order to allow prospective bidders reasonable time to consider the amendments while preparing their bids, GIL/DAT at its discretion, may extend the deadline for submission of bids.

1.1.8 At any time prior to the last date for receipt of bids, GIL/DAT may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP document by a corrigendum.

1.1.9 Any such corrigendum shall be deemed to be incorporated into this RFP.

B. PREPARATION OF BIDS

Language of Bid

1.1.10 The proposal prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and GIL shall be in English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of the relevant document in the English language and in such a case, for purpose of interpretation of the Bid, the translation shall govern.

Documents Comprising the Bid

1.1.11 The bid prepared by the Bidder shall comprise of the following documents:

a. Cover of EMD and Affidavit (Physically at GIL)
b. Technical Bid and a Financial Bid (Online)

1.1.12 The bid documents and addendums (if any) together shall be considered as final and self-contained bid document not withstanding any previous correspondence or document issued by GIL/DAT.

Bid Form

1.1.13 The Bidder shall complete the Technical Bid and a Financial Bid furnished with this document giving details as per the format mentioned on the GeM Portal https://gem.gov.in.

Bid Prices

1.1.14 The bidder shall indicate the prices in the format mentioned in the financial bid.

1.1.15 The following points need to be considered while indicating prices:

a) The prices quoted should also include, applicable GST, inland transportation, insurance and other local costs incidental to delivery of the goods and services to their final destination within the state of Gujarat. **It is to reiterate that <u>bidder</u> <u>to</u> <u>quote with tax prices in financial bid</u> in online GeM portal**.
b) Invoicing shall be from Gujarat only.

1.1.16 The Bidder's separation of the price components in accordance with the financial bid be solely for the purpose of facilitating the comparison of bids by GIL and will not in any way limit the Client's right to contract on any of the terms offered.

Bid Currency

1.1.17 Prices shall be quoted in Indian Rupees only.

Period of Validity Bids

1.1.18 Bids shall be valid for 180 days after the date of bid opening. The GIL/DAT shall reject a bid valid for a shorter period as non-responsive.

1.1.19 In exceptional circumstances, the tendering authority may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

1.1.20 Bid evaluation will be based on the bid prices without taking into consideration the above changes.

Format and Signing of Bid

1.1.21 Bidders have to submit the bids on the GeM portal website https://gem.gov.in. All supporting documents in the form of scanned copies submitted online should have sign and seal of the bidder.

1.1.22 Before filling in any of the details asked, bidders should go through the entire bid document and get the required clarifications from GIL/DAT during the pre-bid conference.

C. SUBMISSION OF BIDS

Sealing and Marking of Bids

1.1.23 All bids must be submitted online through GeM portal https://gem.gov.in as per the formats mentioned therein.

1.1.24 Telex, cable, e-mailed or facsimile bids will be rejected.

Deadline for Submission of Bids

1.1.25 Bids must be submitted online not later than the time and date specified in the Bid. In the event of the specified date for the submission of Bids being declared as a holiday for GIL, the bids will be received up to the appointed date and time.

1.1.26 GIL may, at its discretion, extend deadline for submission of bids by amending the bid documents and all rights and obligations of GIL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

1.1.27 Any bid received by GIL after deadline for submission of bids prescribed by GIL/DAT, will be rejected and/or return unopened to bidder.

Modification and Withdrawal of Bids

1.1.28 The bidder may modify or withdraw his bid before the last date of submission of bids through the GeM portal website https://gem.gov.in

1.1.29 No bid may be modified subsequent to the deadline for submission of the bids.

1.1.30 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry period of the bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval shall result in the bidder's forfeiture of its bid security.

D. OPENING AND EVALUATION OF BID

Opening of Bids by GIL/DAT

1.1.31 Financial bids of only those bidders who qualify on the basis of pre-qualification.

Clarification of Bids

1.1.32 During evaluation of bids GIL may, at its discretion, ask the bidder for a clarification of its bid. GIL may also ask for rate analysis of any or all items and if rates are found to be unreasonably low or high, the bid shall be treated as non-responsive and hence liable to be rejected. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

Preliminary Examination

1.1.33 GIL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

1.1.34 If a bid is not substantially responsive, it will be rejected by GIL and may not subsequently be made responsive by the bidder by correction of the non-conformity.

1.1.35 Conditional bids are liable to be rejected.

Contacting DAT

1.1.36 No Bidder shall contact GIL/DAT on any matter relating to its bid, from the time of the bid opening to the time of contract is awarded. If bidder wishes to bring additional information to the notice of GIL/DAT, bidder should do so in writing. GIL/DAT reserves its right as to whether such additional information should be considered or otherwise.

1.1.37 Any effort by a bidder to influence GIL/DAT 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 amount.

E. AWARD OF CONTRACT Post-qualification

1.1.38 An affirmative determination will be a prerequisite for the award of the contract to the Bidder. A negative determination will result in rejection of Bidder's bid, in which event the department will proceed to the next lowest evaluated bid to make a similar determination of the Bidder's capabilities to perform the contract satisfactorily.

Award Criteria

1.1.39 DAT will award the contract to the successful bidder decided as per the evaluation procedure mentioned in this bid document.

1.1.40 DAT reserves the right to award the contract to the bidder whose bid may not have been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

1.1.44 DAT reserves the right to award the contract in part to more than one bidder, provided further that the bidder(s) are determined to be qualified to perform the contract satisfactorily.

GIL/DAT's Right to Accept Any Bid and to reject any or All Bids

1.1.45 GIL/DAT reserve the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of Contract, 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 GIL's action.

Notification of Awards

1.1.46 Prior to the expiration of the period of the bid validity, concerned GIL/DAT will notify the successful bidders in writing, to be confirmed in writing by registered letter, that his bid has been accepted.

1.1.47 The notification of award will constitute the formation of the Contract.

Signing of Contract

1.1.48 At the same time as DAT notifies the successful Bidder that its bid has been accepted, DAT will send the bidder the Contract Form, incorporating all the agreements between two parties.

1.1.49 **Within 15 days of receipt of the Contract Form**, the successful bidder shall sign and date the contract and return it to DAT.

Corrupt or Fraudulent Practices

1.1.50 DAT requires that the bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, DAT defines for the purposes of this provision, the terms set forth as follows:

c) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution: and

d) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or an execution of a contract to determent of the GIL/DAT and includes collusive practice among the bidders (Prior to or after the bid submission) designed to establish bid prices at artificial non-competitive level and to deprive the DAT/ of the benefit of the free and open competition.

1.1.51 DAT shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices and same shall be conveyed to Dept of Science & Technology/GIL or black listed by any of the Department of Government of Gujarat in competing for the contract in question.

1.1.52 DAT shall declare a firm ineligible, and black listed 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. The same shall be conveyed to Dept of Science & Technology/GIL.

1.1.53 If any of the qualifying documents submitted by the bidder are found to be fraudulent or bogus at any time after the award of contract, the contract shall liable to be terminated with immediate effect.

1.1.54 If it is found that bidder have violated/ infringement of any Indian or foreign trademark, patent register, design, or other intellectual property rights, department shall terminate the contract of bidder and / or declare a firm ineligible and black listed either indefinitely or for stated period.

Interpretation of the clauses in the Tender Document/Contract Document

1.1.55 In case of any ambiguity in the interpretation of any of the clauses in Bid Document or the Contract Document, GIL's interpretation of the clauses shall be final and binding on all parties.

1.1.56 However, in case of doubt as to the interpretation of the bid, the bidder may make a written request prior to the pre-bid conference to;

Gujarat Informatics Limited
Block no. 2, 2nd Floor, Karmayogi Bhavan,
Sector-10A, Gandhinagar-382017, Gujarat

GIL/DAT may issue clarifications to all the bidders as an addendum. Such an addendum shall form a part of the bid document /Contract document.

Performance Security/Performance Bank Guarantee (PBG).

1.1.57 The successful Bidder has to furnish a security deposit so as to guarantee his/her (Bidder) performance of the contract.

1.1.58 The Successful bidder has to submit Performance Bank Guarantee @ 5% of total order value within 15 days from the receipt of notification of award/Contract Agreement for the duration of warranty of all Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2024/2859/D.M.O. dated 01.05.2025 issued by Finance Department or further instruction issued by Finance department time to time. (The draft of Performance Bank Guarantee is as per Section 10).

1.1.59 The Performance Security shall be in the form of Bank Guarantee valid for 1 (ONE) Year from the date of Completion of work.

1.1.60 The proceeds of the performance security shall be payable to the "Accounts Officer, Directorate of Accounts &Treasuries,

Gandhinagar" as compensation for any loss resulting from the Service provider's failure to complete its obligations under the Contract.

1.1.61 The Performance Security will be discharged by DAT and returned to the Bidder on completion of the bidder's performance obligations under the contract.

1.1.62 In the event of any contract amendment, the bidder shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for further period.

1.1.63 No interest shall be payable on the Performance Bank Guarantee amount. DAT may invoke the above bank guarantee for any kind of recoveries, in case; the recoveries from the bidder exceed the amount payable to the bidder.

SECTION 3: GENERAL CONDITION CONTRACT

Definitions

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

1 "The Contract" means the agreement entered into between DAT and the Service Provider, as recorded in the Contract Form Signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;

2 "Bidder" means any agency that is participating in the tender process.

3 "Service Provider" means any agency who is a successful bidder and to whom the contract has been awarded.

4 "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;

5 "The Goods" means all the equipment, machinery and /or other materials which the Service Provider is required to supply to DAT under the Contract;

6 "Document" means files, maps, photographs, registers, manuscripts, Gazettes, Books etc.

7 "Services" means services ancillary to the supply of the Goods, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Service Provider covered under the Contract;

8 "The Project Site", wherever applicable, means the place or places where the work is to be executed.

9 "Day" means a working day.

10 "Unit" means one single office where the entire set up has to be provided.

11 "Office Completeness" means the site should be complete in all respects i.e.

- Hardware is supplied and installed
- Requisite Software is installed
- Requisite Application Software is installed
- Connectivity setup is established
- Requisite Manpower is deployed, if any
- The entire setup as defined in scope of work has become functional & the transactions can be done on computers.

12 "Maintenance" means

- Taking care of the machine
- Changing the Spares when they become faulty
- Locate, remove, and repair technical faults
- Identify Software related problems such as run time error viruses etc. & reload the machines with Software
- Maintaining up time of at least 95%
- Housekeeping of all Hardware
- Ensuring continuous power supply to all machines during working hours.
- Any other task to be performed to keep the system functional.

13 **Performance Standards**

This factor incorporates the maintenance standards as defined below:

Service Level Standards: -

The agency has to meet the service level norms failing which the contract is liable to get cancelled.

a) Install high quality hardware and peripherals at all sites to ensure minimum downtime.

b) Provide skilled and efficient manpower to attain maximum production.

c) Provide quality consumables like branded CDs, Paper, Toners, Tapes, external SSD etc.

d) Absolutely avoid usage of low quality consumables, refilled toners, etc.

1 Application

a) These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2 Use of Contract Documents and Information

1) The Service Provider shall not, without the DAT'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 DAT in connection therewith, to

any person other than a person employed by the Service Provider 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.

2) Any document, other than the Contract itself, shall remain the property of DAT and shall be returned (in all copies) to DAT on completion of the Service Provider's performance under the Contract if so required by DAT.
3) The Service Provider shall permit DAT to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited.

3 Patent Rights

The Service Provider shall indemnify GIL/DAT against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India and Other Country.

4 Inspections and Tests

1) Authorized person in DAT will verify the data entry printouts. If the printouts are not found as per the norms prescribed by this office, they shall be generated again and again until they attain the prescribed norms and no extra payment will be made for the same. Verification of documents will be done on the basis of document completeness.

2) No staff of DAT will be made available for the said work except for handing over and taking back the documents, receiving USB Hard drives, SSD & indexed printouts. The entire verification of record will be done randomly and batch-wise by the DAT. It will be the onus of the bidder to ensure that the quality of the work is not compromised. If the quality is not satisfactory, it will amount to rejection of the entire batch. The bidder has to make a thorough verification of the quality at his own level.
3) The paper used for printing shall be of good quality.
4) The documents shall be handed over to the bidder / or his authorized agent in the morning and shall be collected back by the staff of DAT at the end of the day.
5) The hard disk of the computers shall contain only the operating system, and the application software required for digital Scanning of the documents, and shall be formatted before leaving the premises for any reason.
6) The bidder has to submit the proposal for the work flow he intends to follow to ensure error free service. This will form a part of the technical bid.
7) **Daily Reporting of Scanning and Digitization Progress:**
   The successful bidder shall be required to provide a detailed Daily Progress Report on the scanning and digitization work carried out during the course of the project. This report shall be submitted to the Directorate of Accounts and Treasuries (DAT) and other

concerned offices. The Daily Progress Report shall include, but not be limited to, the following details:

- Number of PPOs/documents scanned on the day.
- Total number of pages digitized.
- Cumulative number of documents and pages scanned till date.
- Location/office where the scanning was carried out.
- Details of any issues encountered (e.g., damaged documents, unreadable scans, or technical difficulties).
- Remarks on pending or rescan work, if any.

Format and Mode of Submission:

- The report shall be submitted in a prescribed format (Excel/PDF/online template), as specified by the DAT.
- The report must be submitted by the end of each working day via email or through an online mode, if any, suggested by DAT.

5 Delivery and Documents

Delivery of the Goods shall be made by the Service Provider in accordance with the terms specified by DAT. in the Notification of Award.

6 Transportation

Where the Service Provider is required under the Contract to transport the goods to a specified place of destination within Gujarat defined as Project site, transport to such place of destination in Gujarat including insurance, as shall be specified in the Contract, shall be arranged by the Service Provider, and the related cost shall be included in the Contract Price.

7 Incidental Services

The Service Provider is required to provide the following services, including additional services, if any.

1) performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
2) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
3) furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
4) Performance or supervision or maintenance and/or repair of the supplied Goods, for the period of time mentioned in the tender notification.

8 Payment

1) **All payments will be done to the agency after completion of the job.**

2) Payment shall be made solely based on the actual number of pages scanned and digitized by the agency, regardless of any page count estimates provided in this RFP.
3) The payment will be made only after the District Treasury/Pension Payment Office issues a Work Compliance Certificate regarding satisfactory performance by the agency.
4) Any penalties imposed on the agency for non-performance will be deducted from the payments/ PBG.
5) All work contract tax, service tax and income tax will be deducted at source as per the prevalent rules & regulations at the time of making payments to the Bidder during the billing cycles.
6) Payment will be made within two month's time from the date of receipt of bill, provided there is no dispute.
7) It is binding on the agency to which the work will be allotted to complete the total job-work within the specified time-period as decided by DAT. In case of delay, the agency will be penalized proportionately. The amount of penalty will be adjusted against the amount payable to the agency for the job-work & the net payment will be made to the agency. For example, if the average delays are 10% then the agency will get 10% less amount per page quoted by him to the extent of the pages where the delay has occurred.
8) The Successful bidder should provide details of scanned pages through auto-counting facility so that the exact number of pages scanned by the bidder can be easily traced while processing payment for total number of pages scanned by the bidder.
9)

9 Change Orders

9.1 DAT may at any time, by written order given to the Service Provider, make changes within the general scope of the Contract in any one or more of the following:

a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for DAT;
b) The place of delivery; and/or
c) The Services to be provided by the Service Provider.
d) The Quantity of goods to be supplied & or the locations of supply.

9.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustments shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty

(30) days from the date of the Service Provider's receipt of DAT's change order.

10 Delays in the Service Provider's Performance

10.1 Delivery of the Goods and performance of the Services shall be made by the Service Provider in accordance with the time schedule specified by DAT.

10.2 If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely delivery of the Goods and performance of Services, the Service Provider shall promptly notify DAT in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, DAT shall evaluate the situation and may, at its discretion, extend the Service Provider's time for performance with or without a penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.

10.3 The bidders shall read & understand the requirements thoroughly & shall adhere to the schedule strictly. The supply, installation & commissioning of Hardware & software at all locations shall be completed within 7 days from the date of signing the Contract Agreement.

10.4 Office of the DAT may review the performance of the bidder and decide to extend the contract on same rate and same terms & conditions. DAT office, Gandhinagar will also have right to terminate the contract if the performance is found not satisfactory.

11 Penalty Clause

Waiver of Penalty for Rescanning of Non-Compliant Documents:
In the event that any scanned Pension Payment Orders (PPOs) or related documents are found to be non-compliant, incomplete, illegible, or not properly aligned with the original physical documents, the following condition shall apply:

- **a.** The successful bidder shall, upon notification by the DAT or its authorized representative, promptly undertake rescanning of such documents/PPOs at no additional cost to the DAT.
- **b.** No penalty shall be imposed on the bidder for such instances provided that:
    - i. The bidder shall cooperate fully with the DAT or its authorized representative during the verification process and take necessary corrective actions without dispute.

ii. The bidder agrees to and completes the rescanning of the affected documents within the time frame specified by the DAT or its authorized representative.
iii. The rescanned documents are fully compliant, clear, and readable, and replace the originally deficient scanned copies.
iv. This penalty waiver is applicable only where the bidder complies with the rescanning requirement as outlined above. Persistent failure to meet quality standards or refusal to rescan when requested may result in penalties and/or other contractual actions as per the terms of the agreement.

c. **If the Service Provider is not executing the contract to the satisfaction of DAT, then may invoke any or all of the following clauses.**

i. Forfeit the performance Guarantee Amount. Or
ii. Impose a proportionate penalty of the delivered price of the Goods or unperformed services. Or
iii. Terminate the contract without giving any notice.

d. **Quality:**

100% accuracy shall be maintained in scanning & data entry. For accuracy less than 100%, the penalty will be deducted as mentioned below.

Level of Accuracy (in percentage)	Penalty
>= 98.00 && < 99.00	- 2 % of the order value
>= 95.00 && < 98.90	- 5 % of the order value
>= 92.00 && < 95.00	- 7 % of the order value
<92	- No Payment

Accuracy % = [Total correctly scanned pages – Total incorrectly scanned pages/Total correctly scanned pages] × 100.
Example:

- Total correctly scanned pages – 100000
- Total incorrectly scanned pages – 1000
- Accuracy % = (100000 – 1000/100000) x 100
  = (99000/100000) x 100
  = (0.99) x 100
  = 99 %

Correctly scanned pages means the scanned page will be the exact replica of the original page.
Incorrectly scanned pages means the scanned page which shows vertical or horizontal lining in the page, abnormally bright or dark colour

page, creating black & white or coloured spot in scan page, enlargement/compression of words in the scan page, Missing characters or paragraph in the scan page from the original document.

e. **Delays in deliverables:**

If the work is not completed within the stipulated period, penalty 0.1% of the job cost per day delay subject to a maximum of 20% will be deducted from the SP's Bill.

- Proposed timelines for Implementation from the date of issuance of work Order

Sr. No.	Tentative Milestone of scanning work	Timelines T = Date of work order
1	Pages 1 to 1,50,000	Every working day

d. **Damage or Permanent loss of Documents:** The selected bidder shall be responsible to take care of documents during the process of scanning and data entry. If any documents are damaged during the process, the selected bidder shall be responsible to rectify it/ repair the same at its own cost. In case of any permanent loss or damage of documents, the penalty will be applicable as mentioned in SLA mentioned below.

SLA Measures	No. of Documents	Action	Flat Penalty Rs.
Damage of Pages	1 to 5	Rectify it/ repair the same on immediate basis	Rs. 1000 per Page
	Above 5	Rectify it/ repair the same on immediate basis	Rs. 2000 per Page
Permanent loss of Pages	1	---	Rs. 2000 per Page
	2 to 5	---	Rs. 3000 per Page
	Above 5	---	Rs. 5000 per Page

12 Termination for Default or Otherwise

12.1 DAT may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or part:

a) if the Service Provider fails to deliver any or all of the Goods/Services within the period(s)/schedule specified in the Contract,
b) if the Service Provider fails to perform as per the performance standards.

c) If the Service Provider, in the judgment of DAT has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

12.2 In Circumstances mentioned in a, b, c above DAT may exercise the following option: -

a) Direct the agency to leave the Hardware/Software in the offices of the DAT and terminate the Contract.

12.3 In case of premature termination of Contract for no fault of Service Provider DAT may exercise the following options:-

a) Direct the agency to take back the Hardware and without any additional compensation.
b) Direct the agency to leave behind the Hardware & pay him the cost of Hardware less the depreciation as per the Income Tax Act / Rules. The DAT may consult GIL as to the genuine cost of Hardware. DAT may also take suitable decision as to the system/platform software in consultation with GIL.

13 Force Majeure

13.1 For purposes of this clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’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, wards or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

13.2 If a force Majeure situation arises, the Service Provider shall promptly notify DAT in writing of such conditions and the cause thereof. Unless otherwise directed by DAT in writing, the Service Provider 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 Force Majeure.

14 Termination for Insolvency

DAT may at any time terminate the Contract by giving written notice to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to DAT.

15 Resolution of Disputes

The matter regarding any dispute shall first be sorted out at the level of DAT, Gandhinagar, Gujarat. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

16 Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes.

17 Binding Clause

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

18 Manpower Support:

1) The service provider will be bound to supply Support Manpower with good antecedents as specified in the Manpower deployment Plan.

2) All salaries and statutory benefits will have to be borne by the service provider & no payments will be made by these offices.

3) In case of absence of any of his employee, the service provider should provide alternative person the next day.

4) The service provider should ensure that the behaviour of manpower is decent. The service provider will be held responsible for indecent behaviour of manpower, & such employees should be immediately replaced when such matter is reported.

5) All statutory obligations of the service provider towards his employees shall be fulfilled by him and DAT shall not be responsible for any such obligations.

19 DAT, Gandhinagar, reserves the right:-

To vary, modify, revise, amend or change any of the terms and conditions mentioned above; **or**

To reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

20. The decision regarding acceptance of tender by DAT will be full and final.

21. Conditional tenders shall be summarily rejected.

22. DAT is free to phase out the work if it feels it necessary.

SECTION 4: SPECIAL CONDITIONS OF CONTRACT

1 **Service Provider's Integrity**

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

2 **Service Provider's Obligations**

1) The Service Provider is obliged to work closely with DAT's staff, act within its own authority and abide by directives issued by DAT.
2) The Service Provider will abide by the job safety measures prevalent in India and will free DAT from all demands or responsibilities arising from accidents or loss of life the cause of which is the Service Provider's negligence. The Service Provider will pay all indemnities arising from such incidents and will not hold DAT responsible or obligated.
3) The Service Provider is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanour.
4) The Service Provider will treat as confidential all data and information about DAT, 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 DAT.

3 **Hardware Installation**

The Service Provider is responsible for all deliveries, unpacking, assemblies, wiring, installation, cabling between hardware units and connecting to power supplies. The Service Provider will test all hardware operation and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.

4 **Inspections** – DAT will do the technical inspections as required. Vendor will provide all assistance to DAT staff to enable periodic technical/administrative/operational verification of the system.

SECTION 5: SCOPE OF WORK

Introduction about DAT:
Directorate of Accounts & Treasuries, under Finance Department in the State, accounts for the functioning of all Treasuries and Pay & Accounts Offices.
Key Function: Timely payment of claims against Government from various Government departments. Timely payment of pension and other retirement benefits to pensioners. State, Central, Panchayat, Grant in Aid institutions and Freedom fighters. Facilities to credit amount of various taxes and duties in local banks. Sale of stamp papers and stamp tickets (same day disposal). Pay fixation and verification of employees of State Government and Panchayat. Verification of stocks and stores of panchayats & state Government offices. Refund of money deposits in Government. Maintenance of Central Government Group Insurance Scheme's Accounts of All India Service officer. Maintenance of consolidated Account of State Government Group Insurance Scheme. Maintenance & Settlement of Accounts of House Building Advance to the State Government Employees through H.D.F.C.

It will be the responsibility of the agency: -

1) To work at the various DAT Offices across Gujarat State. The successful bidder shall work during office hrs.
2) Bring all the requisite Hardware and Peripherals as mentioned in this document required to meet the desired service standards at their own cost.
3) Service Provider shall do the pagination of each file before starting scanning. It shall be part of scanning work. No extra charge for the same will be given to the service provider.
4) Unbinding of bounded volumes will not be permitted. Also, automatic page flipping machines and scanning by digital cameras will not be allowed.
5) Service Provider will have to Scan the Documents in min. resolution of 400 dpi and submit the same in SSD along with the retrieval software. They have to submit indexed print out of the files scanned. In future there may be decided to upload the document images on the web, so the successful bidder has to work considering the same.
6) All the scanning will be done in true 400 DPI resolution, where readability is poor the vendor should be prepared to go for 600 dpi or even higher resolution. If it will be incorrectly scanned or not readable (different than actual document clarity) than it may attract penalty as per penalty clause, further tenderer has to rescan all such documents.
7) The Service Provider will be handed over the documents in a batch and they will cross-check this information and will prepare a list containing discrepancies, if any.
8) The Service Provider will scan all the documents and will carry out Quality Checks in order to ensure that the scanning quality is good and the pages are perfectly scanned.

9) As all the pages of the document are stapled or tied, the Service Provider will not be allowed to unstaple/untie for the purpose of scanning.
10) Scanned images (preferably in .jpg, .gif, .tif format) of these documents will have to be converted into PDF files.
11) The PDF files of the scanned documents will have to be stored in the data base & written on USB SSD. The concerned Data files relating to these documents will also have to be written on the same USB SSD for which the document files are. Further, USB SSD will have to have the run-time of the software, which will enable the quick search and viewing/printing of the database as also the PDF files.
12) SP needs to create the database/index for the scanned documents so that search engine could handle the search of particular scanned document. Also the said scanned documents would be uploaded on website so index should be database/index should be prepared accordingly. The indexing of data should be in PPO. The data entry software for scanned document should be prepared in consultation with the DAT office.
13) **Indexing and Retrieval:** The successful bidder shall be responsible for providing comprehensive indexing of all scanned Pension Payment Orders (PPOs). Each scanned PPO document must be indexed using its unique PPO number as the primary indexing field to facilitate efficient retrieval and searchability of records. The bidder must ensure that the retrieval software should supports easy and accurate retrieval of PPO documents using the PPO Number.
14) The software should be capable of quick search, retrieval, viewing and printing of the database and PDF files as well as physical location, Class no. of the file. The Retrieval software should be capable of searching within image-PDF files (searchable PDF Files). All rights of the software will be reserved with DAT.
15) SP should be responsible for data entry of tentatively below mentioned fields **or** other fields as may be identified and provided by the DAT office.

Pension Case Tracking

Sr. No.	Field Name	Average number of characters for Field
1	Pensioners Name	25
2	Bank Name	15
3	Bank Branch	15
4	Bank Account Number	20
5	Pension Case Type	10
6	Designation	10
7	District	20
8	PPO NO	20

16) The Created PDF file should be searchable using the above mentioned fields.

17) All the documents are very important. **The Documents may have different size. Proper care should also be taken while scanning for every document.** The successful bidder has to provide security measures while storing in hard drive that no one can change the content of the documents.

18) **The Documents are very old and acidic. Some papers may be brittle and fragile. So additional care should also be taken to handle while the process of scanning.**

19) Total Approximate Pages Volume of all the DAT offices is 70,36,318 (Page Size A4 and A3). The volume will be increased/decreased by 25%. 25% may be higher or lower Condition to the effect that payment shall be for actual volume irrespective of 25% increase or decrease of the estimated quantum of the work stated in the tender document.

SN	District	No. of PPO	A3	A4	Total Pages
1	District Treasury Office, Amreli	6281	37686	157025	194711
2	District Treasury Office, Anand	8106	48636	202650	251286
3	District Treasury Office, Arvalli	4800	28800	120000	148800
4	District Treasury Office, Bharuch	7713	46278	192825	239103
5	District Treasury Office, Bhavnagar	9567	57402	239175	296577
6	District Treasury Office, Bhuj	5157	30942	128925	159867
7	District Treasury Office, Botad	956	5736	23900	29636
8	District Treasury Office, Chhota Udepur	1909	11454	47725	59179
9	District Treasury Office, Dahod	2963	17778	74075	91853
10	District Treasury Office, Dang Ahwa	806	4836	20150	24986
11	District Treasury Office, Devbhumi-Dwarka	942	5652	23550	29202
12	District Treasury Office, Gir-Somnath	1503	9018	37575	46593
13	District Treasury Office, Godhra	7785	46710	194625	241335
14	District Treasury Office, Himatnagar	7692	46152	192300	238452
15	District Treasury Office, Jamnagar	4892	29352	122300	151652
16	District Treasury Office, Junagadh	8887	53322	222175	275497
17	District Treasury Office, Mahisagar	5861	35166	146525	181691
18	District Treasury Office, Mehsana	9717	58302	242925	301227
19	District Treasury Office, Morbi	2465	14790	61625	76415
20	District Treasury Office, Nadiad	7903	47418	197575	244993

21	District Treasury Office, Narmada (Rajpipla)	2377	14262	59425	73687
22	District Treasury Office, Navsari	7110	42660	177750	220410
23	District Treasury Office, Palanpur	6525	39150	163125	202275
24	District Treasury Office, Patan	4427	26562	110675	137237
25	District Treasury Office, Porbandar	1340	8040	33500	41540
26	District Treasury Office, Surendranagar	4742	28452	118550	147002
27	District Treasury Office, Valsad	7950	47700	198750	246450
28	District Treasury Office, Vyara	3577	21462	89425	110887
29	Pension Payment Office, Ahmedabad	27313	163878	682825	846703
30	Pension Payment Office, Gandhinagar	9835	59010	245875	304885
31	Pension Payment Office, Rajkot,	14347	86082	358675	444757
32	Pension Payment Office, Surat	11565	69390	289125	358515
33	Pension Payment Office, Vadodara	19965	119790	499125	618915
	Grand Total	**2,26,978**	**13,61,868**	**56,74,450**	**70,36,318**

20) The Successful Bidder shall be required to undertake the scanning and digitization of Pension Payment Orders (PPOs) at the designated 33 District locations as specified above.
21) On-Site Execution: All scanning and digitization work must be carried out on-site at the respective district offices. The movement of physical documents outside the designated locations is strictly prohibited.
22) The successful bidder has to ensure timely deployment of resources and completion of scanning and digitization work within the project timelines specified in this document.
23) District-wise Data Submission: The bidder shall provide one (1) latest USB support SSD which has higher read/write speed and should be from Standard Brand (Scandisk/WD) at each of the 33 District locations, containing the digitized PPOs of that respective district. Each SSD must be preloaded with user-friendly retrieval/search software, enabling easy access, viewing, and retrieval of the digitized PPOs by district officials. Ownership of the SSD will be with concerned offices/DAT.
24) Combined Data Submission to DAT, Gandhinagar: The bidder shall also provide two (2 SSDs to the Directorate of Accounts & Treasury (DAT), Gandhinagar, each containing the complete combined data of all digitized PPOs from all 33 District locations. These SSDs must also include the retrieval/search software with full functionality for accessing PPOs across all districts.

25) The documents/pages have to be scanned/digitized by the successful bidder using the OCR (Optical Character Recognition) method.
26) The successful bidder under this bid has to create the database/index for the scanned documents so that search engine could handle the search of particular scanned document.
27) Scanned documents would be uploaded on website/application so index should be database/index should be prepared accordingly. The indexing of data should be in PPO**.**
28) **The data entry software for scanned document should be prepared in consultation with the DAT office.**
29) The software should be capable of quick search, retrieval, viewing and printing of the database and PDF files as well as physical location, Class no. of the file. **The Retrieval software should be capable of searching within image-PDF files (searchable PDF Files). All rights of the software will be reserved with DAT.**
30) The retrieval software developed and provided by the successful bidder under this bid should be capable to execute/run with the latest hardware and operating systems software.
31) Retrieval software should be capable to be integrated with the other software as and when required. Department will provide API to integrate with additional software, however the software should have capability to integrate with other applications.
32) Retrieval software should be capable to be upgraded to the latest software version/technology. In case of customized software bidder has to provide source code to the department.
33) After development of the retrieval software, the successful bidder has to demonstrate software features to the office of the DAT, Gandhinagar and bidder shall have to modify the software as per requirements of the office of the DAT, Gandhinagar. After carry out necessary changes proposed by the office of the DAT and confirmed by the office of the DAT the successful bidder shall operationalize the said retrieval software.

***Note:** Considering the Confidentiality of records/papers, entire projects need to be executed at the various DAT offices and during working hours only. In case, work after working hours/ on public holiday, bidders are required to take prior permission of the Authority. Bidders are required to depute the scanning machine with necessary resource at various DAT offices and for the same, DAT will provide the sufficient space and electricity.

SECTION 6: FINANCIAL BID

Sr. No.	Size of Page	Total Volume to be covered under this project	Rates per page including pagination work	Total (Rs.)	Total Cost with tax (Rs.)
		A	B	C=(AxB)	D
1	A4	56,74,450			
2	A3	13,61,868			
Grand total with tax					

Note:

- Price quoted should be inclusive of all taxes.
- **The grand total with tax of items no. 1 and 2 above will be considered for final evaluation.**
- The cost of the above parts should be matched with the breakup of each components mentioned above. GIL/DAT will disqualify the bidder and not issue a work order if the price break up is not matched with each component.
- The bidder has to provide a detailed BoM defining each and every line item, sub components along with its pricing quoted separately.

SECTION 7 - Work Specifications

The following will be the broad specifications of the work to be done.

I. *Role of the Government Department/DAT*

1. The DAT will provide space for the project work at its offices as specified in the scope of works.
2. The DAT will carry out random checking of the scanned documents and the data-base so as to ensure accuracy.
3. In order to ensure that the documents are safe and do not go in any unauthorized hands, the DAT will depute its supervisor(s) at the site of scanning/data entry.
4. At the end of the process, the DAT will receive the documents, scanned documents in USB Hard drives (2 copies) and indexed printout

II. *Role of the Service Provider (SP)*

1. Arranging necessary computing, scanning and printing hardware and standby power supply equipment (like Generators and UPS).
2. Arranging the necessary furniture and storage devices at the site.
3. Receive the documents along-with covering lists from DAT. The Service Provider will have to maintain Registers for receiving the documents and subsequent dispatch/handing over to the Authorized Officers of the DAT.
4. The Service Provider must ensure that the documents are not damaged/mutilated/defaced/altered in any manner. The scanning equipment will be of such quality so that they do not damage the documents in any manner.
5. Feeding the covering list into the computer and checking the documents for discrepancy, if any, between the documents and its covering list provided by the DAT.
6. Scanning the documents and putting them in the same batches together as they were received along-with the covering list indicating discrepancies, if any. Un-stapling the documents will not be allowed.
7. Printing a check list of the data relating to documents so as to ensure 100 percent accuracy of the data base. It is to be remembered that the data base will be checked randomly by the Department/DAT and any error found will be penalized @ Rs.10 per page. In addition to the above, the Service Provider will have to rectify the errors by incorporating them in printed copies in the concerned Registers and by writing to the USB SSD with correct entries.
8. Converting the scanned images into PDF file (one PDF file per document). Each page of the PDF file will have document no., year and page number.
9. Writing in the USB SSD and printing the documents and check lists, binding them and finally delivering them to the DAT.

10. The Service Provider will have to ensure that the entire work of scanning, data entry (if any) is done at the various sites and that no documents are taken out of the site at any time.
11. In order to ensure that there are no missing or duplicate records and/or scanned images, the Service Provider should develop appropriate software to check against this.
12. Quality control of the scanning work will be an important aspect and the Service Provider will employ sufficient personnel to ensure good quality of output.
13. As the said work is very confidential and involves high responsibility, the Service Provider is solely responsible for its security and confidentiality.
14. For the said work, Govt. will provide the space. No rent will be charged for the use of space. Rates should be quoted taking this factor into account.
15. The scanning work should commence within 7 days from the date of receipt of GeM Contract.
16. Contract period of 45 Days may be allowed with a condition that completion to be made within 60 days from date of issue of work order. It will be considered from the day when necessary records are provided by DAT. In case, the grant not allocated or insufficient grant or any other reason or poor performance of the agency, DAT has rights to discontinue the work.
17. The bidder should move all his equipment into the premises provided for the job and undertake the work at the said premises. The documents/data shall not be moved out of these premises.
18. All the documents are very important. The Documents may have different size. Proper care should also be taken while scanning for every document.
19. The Documents are approx.. 20-25 years old and acidic. Some papers may be brittle and fragile. So additional care should also be taken to handle while the process of scanning.
20. The agency shall submit a detailed execution plan to the Office of the Director of Accounts and Treasury for approval prior to commencement of the work.

Other Conditions:

a) Authentication of the said work shall be done by the authorized person in DAT.
b) Documents scanned to be periodically subject to checks for verification of the quality of documents.
c) The bidder can have a look at the documents in DAT Office, if he feels it is required.
d) The staff of the DAT will only hand over documents to the bidder. All processing like making documents dust free, unpinning, pinning, pagination etc. will be done by the bidder. The DAT staff will provide documents which will be tied in batches.
e) If the bidder fails to execute the contract, the Security Deposit of the defaulting bidder will be forfeited and contract will be executed at the cost of and risks of such defaulting bidder or the offer of the

next lowest evaluated bidder may be accepted and in such case if the extra amount other than the amount of first lowest tender is required to be paid, such extra amount will be recovered from the defaulting bidder.

f) The bidder shall use only licensed and authentic Software.
g) Any material necessary for the said work will not be supplied by these offices.
h) Any foreign material required for the said work shall be obtained at the own risk and responsibility of the bidder. No help or extra charges will be made for this.
i) The Bidder shall remove all his equipment's and vacate the space within 15 days from the completion of the said work. If the Bidder fails to do so, the rent as prescribed by R&B Dept will be charged and will be recovered by deducting from the amount due to the bidder.
j) Bidder shall be held personally responsible for any type of destruction/ mishandling of the documents, since the documents are originals.
k) In case of failure of electric power supply, alternative arrangements of generator etc. shall be made by the bidder on his own and at his own cost. No assistance in this matter will be given by these offices.
l) For the said work if extra electric points are required, the bidder shall, fit such points on his own and shall remove them as soon as the said work is completed.
m) The compensation against the damages if any to the electrical equipment's and other immovable material / equipment's in the room allotted are found, shall be recovered from the amount due to the bidder.
n) Since the documents are of important nature, the bidder on awarding of the work will have to give a written undertaking that the documents shall be restored in the original position.
o) All furniture, infrastructure, Air-conditioner (if the service provider feels it is required) shall be provided by the bidder at his own cost.
p) Bidder shall submit the details along with photo identity, of all his / her employees who shall be working on this job and shall make sure that all the employees wear a photo identity card all the time in the work premises.
q) The tendering authority takes no responsibility for delay, lost or non-receipt of tender document sent by post/courier.
r) Telex/telegraphic/fax/Xerox/physical bids will not be accepted.

SECTION 8: BID FORM

Date:

To,
DGM (Tech.)
Gujarat Informatics Limited
Block No. 2, 2nd Floor, Karmayogi Bhavan,
C & D Wing, Sector - 10, Gandhinagar – 382010.

Dear Sir,

Having examined the Bidding Documents including Addenda Nos. __________ (insert numbers, if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to render “Tender for Selection of Agency for Scanning and digitization of record (Document Image) on behalf of Gujarat Informatics Ltd (GIL), Gandhinagar” in conformity with the said bidding documents for the same as per the technical and financial bid and such other sums as may be ascertained in accordance with the Financial Bid attached herewith and made part of this bid. We have not placed any condition for the bid on our part and agree to bind ourselves to the terms and conditions of this tender unconditionally. Any conditions placed by us elsewhere in the present bid are hereby withdrawn unconditionally.

We undertake, if our bid is accepted, to render the services in accordance with the delivery schedule which will be specified in the contract document that we will sign if the work order given to us.

If our bid is accepted, we will obtain the guarantee of a bank for the sum indicated as per tender document for the due performance of the Contract, in the form prescribed by DAT.

We agree to abide by this bid for a period of 180 (One hundred and eighty only) days after the date fixed for bid opening of the Instruction to Bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

Name: ____
Address: ____
We understand that you are not bound to accept the lowest or any bid you may receive.
Dated this __________ day of______ 2025
Signature
(in the capacity of)

Duly authorized to sign Bid for and on behalf of______________________________.

SECTION 9: FORMAT OF EARNEST MONEY DEPOSIT IN FORM OF BANK GUARANTEE

Ref:

Bank Guarantee No.

Date:

To,
DGM (Tech.)
Gujarat Informatics Limited
Block No. 2, 2nd Floor, Karmayogi Bhavan,
C & D Wing, Sector - 10, Gandhinagar – 382010.

Whereas -- (here in after called "the Bidder") has submitted its bid dated ---------------- in response to the GeM Bid no: …………………… dated …………….. for RFP for "Tender for Selection of Agency for Scanning and digitization of record (Document Image) on behalf of Directorate of Accounts & Treasuries (DAT), Gandhinagar" KNOW ALL MEN by these presents that WE --- - --- having our registered office at ------ ------ ---------------------- --------------------------- (hereinafter called "the Bank") are bound unto the ______________, Directorate of Accounts &Treasuries, Gandhinagar in the sum of --------------------- for which payment well and truly to be made to Gujarat Informatics Limited , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this --------------day of ---------------------- ----2025.

THE CONDITIONS of this obligation are:
1. The E.M.D. may be forfeited:
    a. if a Bidder withdraws its bid during the period of bid validity
    b. Does not accept the correction of errors made in the tender document;
    c. In case of a successful Bidder, if the Bidder fails:

        (i) To sign the Contract as mentioned above within the time limit stipulated by purchaser or
        (ii) To furnish performance bank guarantee as mentioned above or
        (iii) If the bidder is found to be involved in fraudulent practices.
        (iv)If the bidder fails to submit the copy of purchase order & acceptance thereof.

We undertake to pay to the DAT/Purchaser up to the above amount upon receipt of its first written demand, without DAT/Purchaser having to substantiate its demand, provided that in its demand DAT/Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the above-mentioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 12 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at _______________ on this _________ day of ___________2025.

____

Signed and delivered by

____

For & on Behalf of

Name of the Bank & Branch &
Its official Address

Approved Bank: Any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2024/2859/D.M.O. dated 01.05.2025 issued by Finance Department or further instruction issued by Finance department time to time.

SECTION 10: PERFORMANCE BANK GUARANTEE

Performa of Contract-cum-Equipment

(To be stamped in accordance with Stamp Act)

Ref:
Bank Guarantee No.

Date:

To
Name & Address of the Purchaser/Indenter
____

____

Dear Sir,

In consideration of **<<Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar>>** (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s ……………………………………………………………………… having Principal Office at ……………………………………………… (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of ___________________by issue of Purchase Order No……………… Dated ……….. issued by Directorate of Accounts &Treasuries, Gandhinagar ,Gandhinagar for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipment's as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, ________________________________having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs.______________(Rupees_______________________) to the OWNER/ PURCHASER on demand at any time up to_______________ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the

Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. ________________ (Rupees ________________________) and it shall remain in force up to and including ________________ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at _______________ on this _________ day of ___________2025

____
Signed and delivered by

____

For & on Behalf of

Name of the Bank & Branch &
Its official Address

List of approved Banks

Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2024/2859/D.M.O. dated 01.05.2025 issued by Finance Department or further instruction issued by Finance department time to time

CONTRACT FORM

THIS AGREEMENT made on the __________ day of ____________________, 2025 ____ Between _______________________ (Name of purchaser) of _________________________________ (Country of Purchaser) hereinafter "the Purchaser" of the one part and ____________________________________ (Name of Supplier) of ___________________________ (City and Country of Supplier) hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz.,____ _______

___ *(Brief Description of Goods and Services)* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of ____ *(Contract Price in Words and Figures)* hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITHNESSETH AS FOLLOWS:

1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz. :
   - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
   - 2.2 terms and conditions of the bid
   - 2.3 the Purchaser's Notification of Award

3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure:

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
Said __________________________________ (For the Purchaser)
in the presence of ________________________ Signed,
Sealed and Delivered by the

said ________________________________ (For the Supplier) in the presence of ______________________

SECTION 11: SELF DECLARATION
(TO BE SUBMITTED PHYSICALLY ALONG WITH EMD)

AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 300/- duly attested by First Class Magistrate/ Notary public)

I/We,__________________________, age_____years residing at _____________________ in capacity of _____________________M/s. __________________________________ hereby solemnly affirm that

All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

We have submitted following Certificates I Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	

All the Certificates I Permissions I Documents I Permits I Affidavits are valid and current as on date and have not been withdrawn I cancelled by the issuing authority.

It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates I Permissions I Documents I Permits I Affidavits is I are found to be invalid I wrong I incorrect I misleading I fabricated I expired or having any defect.

I/We further undertake to produce on demand the original Certificate I Permission I Documents I Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.

I/We also understand that failure to produce the documents in "Prescribed Performa" (wherever applicable) as well as failure to give requisite information in the prescribed Performa may result in to rejection of the tender.

My/Our firm has not been banned I debarred I black listed at least for three years (excluding the current financial year) by any Government Department I State Government I Government of India I Board I Corporation I Government Financial Institution in context to purchase procedure through tender.

I/We confirm that I I We have meticulously filled in, checked and verified the enclosed documents I certificates I permissions I permits I affidavits I information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

The above certificates/ documents are enclosed separately and not on the Proforma printed from tender document.

I/We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is ___________________, which is issued on the name of __________________________ [Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm, whichever is applicable].

I/We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.

I/We have physically signed &stamped all the above documents along with copy of tender documents (page no. ---- to --).

I/We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

My/Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.

I/We hereby commit that we have paid all outstanding amounts of dues/ taxes/ cess/ charges/ fees with interest and penalty.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date: Stamp & Sign of the Tenderer

Place: (Signature and seal of the Notary)

SECTION 12: Particulars of the Bidder's Organization

Sr. No.	Particulars	Details
Basic information of Organization		
I.	Name of firm	
II.	Address of the corporate headquarters with Name, Address, telephone no., contact person, mobile no., email ID	
III.	Date of incorporation	
IV.	PAN/TAN/Service Tax Details	
V.	List of current directors	
VI.	Other key management persons	
VII.	Key contact person/s for this project along with designation and contact details (Mobile no., email ID etc.)	

Note: Above details are mandatory, Bidder may use additional sheets for above submissions.

(Authorized Signatory)

Name: ___________________________
Designation & Authority: ___________
Place: ____________________________
Date: ____________________________
Stamp: ___________________________
Company Name: __________________
Business Address: _________________

Note: - Kindly attach necessary supporting documents