

**F. No. ITPO/ITSD/S&D/2020**  
**INDIA TRADE PROMOTION ORGANISATION**  
**(A Govt. of India Enterprise)**

**Pragati Maidan,**  
**New Delhi-110001**  
**Dated: - 27/08/2020**

**TENDER NOTICE**

**Subject: - Scanning & Digitization of Files, Records and Documents (As per guidelines of NIC for eOffice (eFile) implementation).**

**Tender ref. no. ITPO/ITSD/S&D/2020**

**Dated: - 27/08/2020**

India Trade Promotion Organisation (ITPO), Pragati Maidan, New Delhi – 110001 invites online bids in two-bid system in prescribed format for the works as per details given below:-

<b>S. No.</b>	<b>Item Description</b>	<b>Particulars</b>
<b>1.</b>	Work Description	Scanning, digitization and indexing of files/ records
<b>2.</b>	Tender Fee	Rs. 590/- (Rupees Five Hundred and Ninety Only), including 18% GST. To be deposited through Demand Draft/ Banker`s Cheque/ Online Payment Mode in favour of “India Trade Promotion Organisation, New Delhi”
<b>3.</b>	Earnest Money Deposit (EMD)	Rs. 10,000/- (Rupees Ten Thousand Only). To be deposited through Demand Draft/ Banker`s Cheque/ Online Payment Mode in favour of “India Trade Promotion Organisation, New Delhi”
<b>4.</b>	Completion Period	Two (2) Months from the date of LOA
<b>5.</b>	Documents Availability	In the Department

1. Scope of work includes preparation of documents to be scanned (including removal of tags, removal of stapler pins, pasting of photographs/ any other stapled item, dusting, if required, ironing of folded parts of the Documents/ Note Sheets etc. ), scanning, conversion of all documents to PDF/ TIFF, abstract image to JPEG/ TIFF and verification.

2. Nature and Quantum of Work:-

S. No.	Description	Details
1.	Total quantity of pages	5 Lakh (Approx.)
2.	Language of documents	English/ Hindi
3.	Document Size	A4/ Legal/A3 (miniscule quantity)

3. Quantity of the documents mentioned above is tentative and is based only on approximation. It may increase or decrease as per the requirements. Payment to the successful bidder will be made solely based on the actual quantity of documents/ records covered in the scanning and digitization activity.
4. The selected firm will have to make all arrangements of their own for scanning and digitization of files/ records/ documents including manpower, scanning machines, ironing machines, stationery etc. ITPO will only provide the files/ documents/ records to be digitized. The Laptops/ Desktop Computers to be utilized for scanning and digitization work will be provided by ITPO and taken back after completion of the work.
5. Period of validity of bids shall be for a period of 90 (Ninety) days from the date of days from the date of `Bid Submission End Date`.
6. Bids are invited in two-bid system i.e. Technical Bid and Financial Bid. The tender shall be submitted online in two envelopes. The technical bid envelope shall contain the following :-
  - a) Company Details and previous experience of scanning & digitization in Central/ State Govt. Departments/ PSUs.
  - b) Attested copies of all relevant documents.
  - c) Documents as per Annexure-1 to Annexure-8.
7. Financial Bids shall be submitted as per `Item Rate BoQ`. The rates are to be quoted per page separately for A4 size, Legal size and A3 size document.
8. Tenders without Earnest Money Deposit (EMD) of Tender Fee shall be summarily rejected. The EMD/ Tender Fee if submitted in the form of crossed Demand Draft (DD)/ Banker`s Cheque should be drawn in favour of India Trade Promotion Organisation, New Delhi and should reach the department before date of opening of the technical bids. The EMD of unsuccessful bidders shall be refunded after award of work to the successful bidder. Successful bidder`s EMD will be released after deposition of Performance Guarantee as per format prescribed in the tender document.
9. Incomplete/ conditional bids shall not be considered.

- 10.** Tender document can be downloaded from Department's website ([www.inditradefair.com](http://www.inditradefair.com)) or from Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).
- 11.** The timelines mentioned in the tender document should be strictly adhered to. Failure to comply with the same may entail a penalty of 4% of the total contract value for every week's delay or part thereof. The penalty will be imposed for the delay for which reasons are attributable to the successful bidder. In exceptional circumstances, requiring extension in the completion period of the work, the successful bidder may seek permission for the same from ITPO in writing.
- 12.** The Competent Authority of ITPO reserves the rights to accept or reject any or all the bids without assigning any reason and decision of the competent authority in ITPO shall be final and binding on all the bidders.
- 13.** If any bidder withdraws its bid during the bid validity period to intend to make any modifications in its offer or the tender terms & conditions, then ITPO without prejudice to any other right or remedy, be at the liberty to forfeit the EMD absolutely or blacklist the firm.
- 14.** Settlement of disputes, if any, shall be as per the Arbitration and Conciliation Act, 1966 by an arbitrator to be appointed by Chairman & Managing Director (CMD), ITPO.
- 15.** Disputes, if any arising out of this contract shall have exclusive jurisdiction of Courts in Delhi only.
- 16.** It will be the responsibility of the successful bidder to comply with all the statutory obligations on its part arising out of this contract.
- 17.** The bidder has to give an undertaking to the effect that it has not been blacklisted by any Central/ State Govt. Departments/ PSUs Autonomous Bodies etc. If it is found at a later stage that the bidder has given any false information/ facts or suppressed the facts or manipulated the documents etc., the EMD may be forfeited and the bid/ contract may be rejected/ cancelled.
- 18.** The payment to the appointed agency shall be released after completion of the work in totality as per the actual quality of the pages scanned and digitized and finally accepted to the satisfaction of ITPO.
- 19.** The successful bidder will have to deposit a Performance Security Deposit with ITPO for an amount equivalent to 10% of the total contract value in the form of Account Payee Demand Draft drawn in favour of India Trade Promotion Organisation, New Delhi, before entering into contract with ITPO. The Performance Security shall be

released after three months of successful completion of the contract with ITPO. No interest shall be payable on the Performance Security Deposit.

20. The bidder has to submit a Power of Attorney and Authorization Letter in favour of the authorized signatory signing the bid documents for authentication of the submitted bid.
21. The bidder must have previous experience of executing atleast two (2) similar works of scanning, digitization and indexing of files/ records/ documents in Central/ State Govt. Departments/ Organizations/ PSUs etc. and financial capacity of execution of the required work in the last five financial years ending 31/03/2020. Relevant Work Orders and/ or Work Completion Certificates need to be submitted along with technical bid. Maximum four work orders and /or work completion certificates may only be submitted with the bids. Submission of irrelevant work order(s) shall make the bid liable for rejection.
22. Copy of PAN and GSTIN registration certificate are to be submitted with the technical bid.
23. All pages of the bid should be sequentially numbered and signed by authorized signatory of the bidder.
24. Indicative Tender Schedule:-

Tender Publish Date	27/08/2020
Tender Document Download Start Date	27/08/2020
Bid Submission End Date	04/09/2020 (3.00 p.m.)
Technical Bid Opening Date	07/09/2020 (3.30 p.m.)
Validity of Bids	90 (Ninety) days from the date of `Bid Submission End Date`

Clarifications, if any required may be sought through email. Email Id: [sneilverma@itpo.gov.in](mailto:sneilverma@itpo.gov.in), Ph:- 011-23371540.

**(Col. Pushpam Kumar, SM)**  
**Officer on Special Duty**

**TECHNICAL BID**

**Ref. Tender No. ITPO/ITSD/S&D/2020**

**Date:- .....**

**Sub: Scanning & Digitization of Files, Records and Documents (As per guidelines of NIC for eOffice (eFile) implementation).**

<b>S. No.</b>	<b>Item Description</b>	<b>Particulars</b>
<b>1.</b>	Name of the Company	
<b>2.</b>	Mailing address	
<b>3.</b>	Contact Executive Details (Name, Designation, Mobile No. and Email Id)	
<b>4.</b>	Telephone no. of the company	
<b>5.</b>	Website of the company	
<b>6.</b>	GSTIN	
<b>7.</b>	PAN	
<b>8.</b>	Registration no. of the company	
<b>9.</b>	Details of EMD	
<b>10.</b>	Details of Tender Fee	
<b>11.</b>	Previous Experience Details (Attach self-attested copies of the relevant Work Orders)	

Yours sincerely,

( )

Authorized Signatory

Name.....

Designation.....

Company stamp/ Seal.....

**FORMAT FOR APPLICATION & LETTER OF UNDERTAKING REGARDING ACCEPTANCE  
OF TERMS & CONDITIONS**

**Ref. Tender No. ITPO/ITSD/S&D/2020**

**Date:-.....**

To  
Officer on Special Duty (OSD)  
India Trade Promotion Organisation  
Pragati Maidan  
New Delhi-110001

**Sub: Scanning & Digitization of Files, Records and Documents (As per guidelines of  
NIC for eOffice (eFile) implementation).**

Dear Sir,

With reference to tender no.....dated ....., we hereby submit  
our bid in the prescribed format as desired by ITPO. We hereby also accept the terms &  
conditions prescribed in the bid document.

Thanking you,

Yours sincerely,

( )

Authorized Signatory

Name.....

Designation.....

Company stamp/ Seal.....

**FORMAT FOR POWER OF ATTORNEY FOR NOMINATING/ APPOINTING –  
AUTHORISED SIGNATORY**

Know all men by these presents, we, ..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms..... son/daughter/wife of..... and presently residing at.....who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the “Authorized Signatory or Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of ..... of ..... our Proposal for.....<<work description>> ....., including but not limited to signing and submission of all applications, proposals and other documents and writings, and providing information/ responses to ITPO, representing us in all matters before ITPO, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with ITPO in all matters in connection with or relating to or arising out of our Proposal for the said Tender and/or upon award thereof to us.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory or Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE  
EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF.....,  
2020

For .....

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized

Accepted

.....

(Signature, name, designation and address of the Attorney)

**Notes:**

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of appropriate denomination and should be registered or duly notarized by a notary public.

Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.



**FORMAT FOR AUTHORIZATION OF AUTHORISED SIGNATORY**

**Ref. Tender No. ITPO/ITSD/S&D/2020**

**Dated .....**

To  
Officer on Special Duty (OSD)  
India Trade Promotion Organisation  
Pragati Maidan  
New Delhi-110001

**Sub: Scanning & Digitization of Files, Records and Documents (As per guidelines of NIC for eOffice (eFile) implementation).**

Dear Sir,

With reference to tender no. ITPO/ITSD/S&D/2020 dated.....we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with ITPO with reference to this tender and authorize to sign the bid documents and contract/ agreement with ITPO.

1. Name of the authorized representative.....
2. Designation.....
3. Contact No (Mobile) .....

Thanking you,

Yours sincerely,

( )

Authorized Signatory

Name.....

Designation.....

Company stamp/ Seal.....

**UNDERTAKING APROPOS NOT BEING BARRED/BLACK LISTED**

To  
Officer on Special Duty (OSD)  
India Trade Promotion Organisation  
Pragati Maidan  
New Delhi-110001

**Ref. Tender no. ITPO/ITSD/S&D/2020**

**Dated.....**

**Sub: Scanning & Digitization of Files, Records and Documents (As per guidelines of NIC for eOffice (eFile) implementation).**

Dear Sir,

We hereby undertake that we have not been currently blacklisted by any Central Govt. /State Govt. / Semi Govt. Organization / Autonomous Bodies or PSUs.

Thanking you,

Yours sincerely,

(     )

Authorized Signatory

Name.....

Designation.....

Company stamp/ Seal.....

**UNDERTAKING APROPOS INDEMINFYING ITPO**

To  
Officer on Special Duty  
India Trade Promotion Organisation  
Pragati Maidan  
New Delhi-110001

**Ref. Tender no. ITPO/ITSD/S&D/2020**

**Dated.....**

**Sub: Scanning & Digitization of Files, Records and Documents (As per guidelines of NIC for eOffice (eFile) implementation).**

Dear Sir,

We hereby indemnify ITPO against any loss, damage that it may sustain or any claim made against it or any proceedings that may be taken out against any claims made by our employees for any loss / damage, payment etc during performance of his duty in ITPO. We shall be solely responsible for any cost and consequences on account of any breach and or non- compliance of any of the provisions of the Labour laws specifically The Contract Labour (Regulation and Abolition) Act, 1970, The Employee`s Provident Fund & Miscellaneous Provision Act, 1952, Employee`s State Insurance Act, 1948, Factory Act, Minimum Wages Act, Payment of wages Act, Payment of Bonus Act, Workmen Compensation Act etc. and indemnify ITPO against any claims/costs/damages and penalties in respect of breach of the any of the provisions of the laws in force.

Thanking you.

Yours sincerely,

(     )

Authorized Signatory

Name.....

Designation.....

Company stamp/ Seal.....

**PROFORMA OF CONTRACT AGREEMENT**

This Agreement (which shall include its subsequent Amendment (s), if any), entered on DD/MM/YYYY into by and between M/s India Trade Promotion Organisation, a Government of India enterprise registered under the Companies Act, 1956 having its registered office at Pragati Bhawan, Pragati Maidan, New Delhi-110 001 (hereinafter shall be referred to as “the Company”, which expression unless repugnant to its meaning or context thereof, shall include its executors, administrators, successors and permitted assignees) as ONE PART

**AND,**

M/s \_\_\_\_\_ a firm having its office at (hereinafter shall be referred to as “the Contractor/successful bidder”, which expression unless repugnant to its meaning or context thereof, shall include its executors, administrators, successors and permitted assignees) as OTHER PART. This contract shall be effective from the .....2020 upto..... i.e. ....subject to satisfactory services and at the sole discretion of ITPO and at the same rates and Terms & Conditions (Bidding Document Ref. No. ....dated..... The Contractor, under this Agreement, shall execute the subject job / provide service(s) in a professional manner as per the detailed scope of work as defined in the bidding document and the Company will pay the Successful bidder for execution of the subject job / service(s) provided as per the agreed payment terms and conditions of the bidding/contract document. The Successful bidder shall also be liable for the Defect Liability Period / Warranty Period, if specifically mentioned in the bidding document, for the job executed/ service provided by him/them. All the terms and conditions of the Detailed Letter of Acceptance and its enclosures including bidding document and if Addendum(s) shall be applicable and binding for this Agreement.

In witness whereof the parties have executed this Agreement on DD/MM/YYYY. Signed and Delivered Signed and Delivered

For and on behalf of

India Trade Promotion Organisation

Name:

Designation:

Date:

Place:

For and on behalf of

Other Part \_\_\_\_\_

Name:

Designation:

Date:

Place:

Witness 1:

Witness 2:

India Trade Promotion Organisation

Other Part:

Name:

Name:

Designation:

Designation:

Date:

Date:

Place:

Place:

**ANNEXURE-8**

**BANK DETAILS of ITPO for EMD/ Tender Fee**

Name of the Beneficiary	:	<b>INDIA TRADE PROMOTION ORGANISATION</b>
Name of the Bank	:	<b>CENTRAL BANK OF INDIA</b>
Branch Address	:	<b>PRAGATI MAIDAN, NEW DELHI-110001</b>
Account No.	:	<b>1167404133</b>
Type of Account	:	<b>SAVINGS</b>
IFSC Code	:	<b>CBIN 0284078</b>