



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation
श्रम एवं रोज़गार मंत्रालय
Ministry of Labour & Employment
भारत सरकार
Government of India.

फार्म नं - 9 के पृष्ठों को स्कैन और अपलोड करने के लिए निविदा
Tender for Scanning and uploading of pages of Form No-9

निविदा सं : के/ केसीएच/ प्रशा-11(5) / प्र. 110 / 2019
Tender No: KR/KCH/ADM-11(5)/F.110/2019

क्षेत्रीय भ नि आयुक्त - I
Regional PF Commissioner-I
क्षेत्रीय कार्यालय, कोच्ची
Regional Office, Kochi
दूरभाष/Tel : 0484 - 2566500
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Employees Provident Fund Organisation

Ministry of Labour&Employment
Government of India

Tender for Scanning and uploading of pages of

Form No- 9

Tender No: KR/KCH/ADM-II (5)/F.110/2019

**Regional PF Commissioner-I
Regional Office, Kochi
Tel: 0484-2566500
Fax: 0484-2338410
Email:ro.kochi@epfindia.gov.in**

Section I: Instruction to the Bidders

Section II: Scope of Work

Section III: Eligibility Criteria & General Requirements

Section IV: Payment Terms

TENDER DOCUMENT

Online Bids on e-procurement portal are invited under two cover system on behalf of Regional P F Commissioner-I, Regional Office Kochi, Employees Provident Fund Organisation, Kaloor Kochi 682017 Kerala for the “scanning and uploading of pages of Form no. 9 available at Field Offices of EPFO”. **Manual bids shall not be accepted.**

SECTION I: INSTRUCTION OF BIDDERS

Background: - The EPFO aims to digitize Form no. 9 to bring about efficacy in the system. Form no. 9 is a declaration of specific employee and employment details, given by the establishment at the time of coverage, containing member details of all the covered employees. A sample of Form No 9 is attached (blank and filled in).

Purpose of the proposal: - Scanning/Digitization and uploading of approximately 300,000 pages, available in at this office are proposed. The work flow of this proposed project is given below:-

- 1) Scanning/Digitization
- 2) Uploading into EPFO system

The EPFO invites e-tenders from experienced and competent bidders/ vendors working in the field of Scanning/Digitisation to provide these services to EPFO on an outsourcing basis.

Tender document may be downloaded from EPFO website www.epfindia.gov.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in important DATE SHEET as under.

Important Dates-

Published Date	10.12.2019 14.30 hours
Bid Document Download / Sale Start Date	10.12.2019 14.30 hours
Clarification Start Date	10.12.2019 12 Noon 14.30 hours
Clarification End Date	20.12.2019 12 Noon
Pre bid meeting	No
Bid Submission Start Date	10.12.2019 14.30 hours
Bid Document Download / Sale end Date	01.01.2020 14.30 hours
Bid Submission End Date	01.01.2020 14.30 hours
Bid Opening Date	02.01.2020 14.00 hours

***Financial bids will be opened only of those firms who will qualify in the technical evaluation.**

Tender value- Rs.400,000/- (Rs.Four Lakhs Only) Approximate*

* The actual cost will come up after finalization of tender.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Bidder are advised to follow the instructions provided in the 'Instructions for Online Bid Submission' for the e-submission of the bids online

The bidders shall be required to deposit the interest free refundable EMD of **Rs. 25000/- (Rs. Twenty-Five Thousand only)** in the form of Demand Draft/Banker's Cheque/Bank Guarantee only and the same shall be drawn in favour of **"The Regional P F Commissioner, Kochi"** payable at **Kochi** with a validity of 90 (Ninety) days.

Scanned copy of EMD should be unloaded and the physical original of **Demand Draft/Banker's Cheque/Bank Guarantee** must be sent to Regional P F Commissioner-I, Regional Office Kochi, Employees Provident Fund Organisation, Kaloor Kochi 682017 **in separate sealed envelopes Super-scribed as "EMD for Scanning/Digitisation and uploading of pages of Form no. 9 at Field Offices of EPFO"**. Those registered with MSME, NSIC or SSI are exempted from furnishing the EMD

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More useful information for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon registration in the portal, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/Emudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My tenders folder'. This would enable the CPP portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted and indicated in the tender document/schedule and generally, they can be in PDC/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as application and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be completed as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of the bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 10) The bid summary has be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.
- 11) Signing of Tender: Individual signing the tender or other documents connected with contract must specify whether he signs as: -
- “Sole proprietor” of the concern or constituted attorney of such sole proprietor.
 - A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

12) Important Notice:

- In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, EPFO may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

ASSISTANCE TO BIDDERS

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the *Tender Inviting Authority* for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk.

Submission of Tender

- Consortium of the bidders in this tender will be acceptable subject to their submission of proof of formation of consortium indicating the prime bidder. Document to be uploaded with the bid.
- Tender should be uploaded online in **Two Part** i.e. **“Technical Bid & Financial Bid”**.

Part - I (Technical Bid):

- i. Scanned Copy of Earnest Money Deposit (EMD) and Registration Certificate must be uploaded with the technical bid for seeking exemption of EMD.
 - ii. Bidder should have work order for scanning/digitisation and uploading thereof for more than 150,000 Documents for any single client i.e. for any one of the PSU/Government Department. A certificate and work order to this effect and certificate of work completion/in progress from the client should also be uploaded with the Technical Bid.
 - iii. Audited annual accounts for the last three year i.e. F.Y. 2015-16, 2016-17 and 2017-18 should be submitted.
 - iv. All the valid certificates like Registration Certificate of the firm /GST Number, etc. and documentary evidences like purchase orders, invoices are to be attached.
 - v. Scanned and signed copy of Tender Acceptance Letter as per Annexure-I
 - vi. Only reputed and highly experienced service bureaus/agencies who have good infrastructure have adequate and sound knowledge of scanning/digitisation techniques according to the International Standards and capable of undertaking of similar work would be eligible to submit the quotations. A self certificate to this effect supported by proofs need to be submitted along with the quotation.
 - vii. A list of the clients/organization(s) where similar nature of work has been conducted should be furnished indicating the name, address of the organization and the name of the conduct person. The number of years of relation with the client(s)/organization(s) may also be uploaded.
 - viii. The Bidder should not currently be blacklisted by any Central or State Government Organization or PSU or other public funded government institution. A certificate to this effect should also be uploaded with Technical Bid.
- The bid of any tenderer who has not completed any of the conditions of **Technical Bid** as mentioned above is liable to be summarily rejected.

Part- II (Financial Bid):

- i) Schedule of price bid in the form of BOQ_XXXX .xls

I. General instruction to Bidder:

- a. The successful bidder will not sub-contract the work to others.
- b. The rates should be submitted explicitly including all taxes but excluding GST. The bidders are further advised to quote the rates both in words as well as in figures.
- c. A set of technical, descriptive and illustrative literature/leaflets/brochures/catalogues should accompany the tender wherever applicable giving cross-reference to the item quoted.
- d. Bidders are advised to submit the e-tender complete in all respects. Earnest Money Deposit of such bidders, whose technical bids are rejected by EPFO, will be returned to the respective bidders after the award of the tender. The decision of EPFO shall be final and binding.

- e. EPFO reserves the right to postpone and/or extend the date of receipt or to withdraw the e-tender notice without assigning any reason thereof. In such event, bidders shall not be entitled to any compensation or any claim in any form whatsoever.
- f. Bidders must accept all the “Terms & Conditions” specified in the Tender Document and the bidder should also certify that he/she has studied and understood the Tender Document carefully. All the uploaded documents should be digitally signed by the firm(s) and uploaded with the Technical Bid. Any other condition suggested by the bidder will not be accepted.
- g. **The selected Bidders should start the job within 15 days from the date of signing the Agreement or else the EMD deposited by the bidder will be forfeited as per Government of India rules & procedure.**
- h. The rates quoted should have the validity of 24 months from the date of signing of the contract.
- i. The EPFO does not bind itself with the L-1. To complete the work on time the work order may be divided within the selected L1 and L2 firms subject to the condition that selected L2 agrees to all terms and conditions of L1 and the decision of EPFO will be final.
- j. That all the disputes or differences arising between the parties out of or relating to construction, meaning and operation of effect of this Terms & Conditions of Tender and/or subsequent agreement or breach thereof shall be settled by the sole Arbitrator who may be appointed with the consent of both the parties in accordance with the provisions of Arbitration and Conciliation Act, 1996 and any statutory modification of re-enactment thereof. The place of Arbitration shall be New Delhi. The decision of the Arbitrator as determined by the Arbitrator shall be shared equally by the Parties. However, the expenses incurred by each Party in connection with the preparation, presentation shall be borne by the Party itself. Arbitration award shall be in writing and shall state the reasons for the award.
- k. Participating firms/companies should be registered with EPFO& ESIC.
- l. The Participating firms/companies shall ensure compliance with all labour law provisions, including the payments of minimum wages as declared by central Government or state government whichever is higher.

SECTION II: SCOPE OF WORK

1) Digitization/Scanning

2) Uploading into EPFO System

Preparation of Digital images of 300,000 pages (approx.) and uploading into EPFO system of above Digital images of 300,000 pages (approx.) within a period of 3 months.

Component – 1

Digitization: Preparation of Digital images of Form no. 9 available at field offices of EPFO 300,00 pages (approx.) within a period of 3 months.

Technical Requirement:-

1. The documents to be digitized will normally be in following sizes (a sample of documents may be inspected in the office of Regional Provident Fund Commissioner)
 - a. size A3 = 80 %
 - b. size Legal = 10 %
 - c. size A4 = 10 %
2. The numbers given above are indicative only and is subject to vary.
3. The document should be digitized at a minimum of 300 dpi and where the scanned pages are not legible then resolution of 600 dpi or higher, in colour, using *Face up Scanning technology* with pixel type moving linear CCD sensor scanner. Scanning in True colour –ICC – International colour Consortium specs, with white balance self calibration to capture original colours, cold light during scanning to prevent any harm to the original document.
4. Bid Requirement: The 'Technical Bid' should contain a CD/DVD of sample digital images for technical evaluation. The following information should also be furnished along with sample CD/DVD of digital images.
 - a. Modal & Make of Scanner.
 - b. Date of Scanning.
 - c. **The bidder should indicate the number of scanners and computers systems which are adequate to complete the target of digitization of 300,000 pages (approx.) within a period of 3 months.**
5. The Company should **Digitize the 300,000 pages (approx.) within a period of 3 months.** Necessary infrastructure like Scanners (minimum 4), etc. should be installed in the premises of EPFO for undertaking the above mentioned project and company has to bring scanners & other equipment accessories on their own for which no freight charges will be paid by EPFO. EPFO will provide only the space for seating

arrangement of manpower / installation of over head Scanners & electrical connection.

6. Technical Requirement / standards of Digital Images*:

- a. 600 dpi 8 bit Greyscale in TIFF v6 LZW Compression (ISO 12234-2:2001)
- b. JPEG v1.02 (ISO DIS 10918-1 / **ISO/IEC 10918-5:2013**) OR JPEG 2000 (ISO / IEC 15444- 1:2000 / **ISO/IEC 15444-1:2016**)
- c. Searchable PDF /A (**ISO 19005:1 / ISO 19005-1:2005**)

* Any updation in above mentioned ISO standards will be duly considered.

7. Image Enhancement Activities Firms should ensure that quality of scanned images is enhanced up to the optimum level and required image enhancement activities like De-skew, DEspackle, contrast ratio setting water marking, etc. has been done on each image.

8. The document of EPFO to be digitized are of archival importance and due care in handling of these documents by operators has to be ensured. Any loss or damage of the documents supplied for digitizing may result in cancellation of the contract and the forfeiture of performance Security.

9. The Company / firm should install adequate number of over head scanners and Archive Writer or any other latest technology equipment, etc. available in this domain for completing the work of preparation of Digital image of **300,000 pages (approx.) within a period of 3 months**. The Digital images are to be supplied in TIFF, JPEG 2000 and PDF (A) FORMAT in colour CDs/DVDs as per the standards mentioned at **S. No 5 of Technical Requirements**. If the images are not found as per the terms and conditions of tender document the Department will have the right to terminate the contract immediately and forfeit the performance Security.

10. It will be the responsibility of the firm to take the document from the stack area with the help of respective Repository in-charges for digitizing and after digitizing it should be restored in the same place from where it has been taken. Document / records are to be Arranged chronologically and necessary pagination done before Digitization work. The bidder has to ensure that the documents digitized are stamped as "Scanned by (firm Name, with date)"

11. The documents / records are to be re-stitched / rebound again by the firm after digitizing if needed. Necessary manpower for this should be employed by the firm itself.

12. No payment will be made for Digital images not found to be of satisfactory quality and the agency has to redo the digitization of the same free of cost.

13. **The company should deploy professionally qualified supervisors who should check the digital images before the same is handed over to Department for final checking.**
14. Any sub-standard or defective digital Image / formats shall have to be replaced without any extra cost. EPFO decision in this regard will be final. It may be ensured that the digital images are as per above mentioned technical standard.
15. Meta Data of the all the digitized files, in searchable format, should be prepared in prescribed format. Design of the data base / Field for preparing Meta Data will be supplied by EPFO. The decision of EPFO in this regard will be final. If any error is found in metadata, the firm has to redo it free of cost.
16. While on the assignment, the firm will not make or retain any Digital / microfilm copy of the documents / records for any purpose whatsoever.
17. **In case of loss or damage to the documents / records or found to be retaining any digital copies of the documents / records and delay in completing the job as per the requirement of EPFO, the Performance Security money deposited by the firm will be forfeited.**

Component – 2

Uploading into EPFO system: uploading the above Digital Images in EPFO system in a period of 3 months.

Technical Requirements

1. The uploading of the above digital images of 300,000pages (approx.) along with indexing of the same and linked with UAN to make it usable for EPFO. The UAN is a 12(Twelve) digit number allotted to EPF subscribers.
2. **The company should deploy at least two professionally qualified supervisors who should check the quality of documents before the same is uploaded to EPFO.**
3. Bidders should not retain the original cartons, spools and protective strips of scanned documents and should supply them to EPFO along with themicrofilms.
4. The scanned and digitised data of Form no. 9 shall be the sole responsibility of EPFO and the same shall not be retained, withheld, and put to any commercial, non-commercial or any usage whatsoever.

SECTION III: ELIGIBILITY CRITERIA & GENERAL REQUIREMENTS

I. Qualification / Eligibility Criteria:

1. Only reputed and highly experienced service bureaus / agencies who have good infrastructure, have adequate and sound knowledge of scanning techniques according to the International standards and capable of undertaking both components for longer duration and possess at least 5 years' experience of similar work would be eligible to submit the quotations. A self-certificate to this effect supported by proofs needed to be submitted along with the quotation.
2. All service bureaus / agencies must provide a detailed profile of their firm. The company should be registered in India and copy of Certificate of Incorporation / Registration Certificate, PAN Card and GST Registration Certificate duly signed by authorized signatory must be uploaded digitally.
3. A list of the clients / organization(s) where similar nature of work has been conducted should be furnished indicating the name, address of the organization and the name of the contact person. The number of years of relation with the client(S) / organization(s) may also be attached.
4. Acceptance certificate by the bidder agreeing to abide by the Terms & Conditions of the "Tender Document".
5. The Bidder should have minimum Rupees 1 Crore Turnover during any of the last consecutive financial years supported by the balance sheets/audited annual accounts for the last 03 (Three) consecutive terms duly audited by Chartered Accountant. Year in which no turnover is shown would be considered for working out the average.
6. The Bidder should not currently be blacklisted by any Central or State Government Organization or PSU or other public funded government institution. A certificate to this effect should also be uploaded with the Technical Bid.
7. If the work of the bidder is found satisfactory, the competent authority of EPFO may further increase the quantum of work to the same bidder.
8. The Bidders shall be evaluated on their technical bids and only those bidders obtaining at least 60% of the points shall be considered for financial bids. Evaluation Criteria are given at **Annexure2** of this Bid documents.
9. EMD of a successful bidder shall be forfeited, if the agency
 - a. Refuse to execute the order or fail to furnish the required performance Security / Performance Guarantee.

- b. Refuse to execute the order or fail to furnish the required performance Security and fail or refuses to sign any the contract as stipulated for the work awarded in this tender document within the specified time fixed by the EPFO
- c. Withdraws the bid during the period of bid validity.
- d. Does not accept the correction or errors

10. EMD of any bidder shall be forfeited, if the agency Adopts unfair practices to influence the outcome of the bid process.

11. Disqualification EPFO reserves the right to reject bids in the following cases:

- a. The Bids which are received after due date and time.
- b. Bids not accompanied by all the requisite documents along with the Earnest Money Deposit (EMD).
- c. Bids not substantially responsive and not submitted in accordance with the required formats.
- d. If the agency increases the quoted prices during the validity of the bid or its extended period, if any.
- e. If the bidder submits the bid specifying his own terms and conditions
- f. Information submitted in technical bid is found to be misrepresented, incorrect or false.
- g. If the successful bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by EPFO.
- h. Bidders may specifically note that while evaluating the bids, if it comes EPFO's knowledge, expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bids, then the bidders so involved are liable to be disqualified for this contract as well as for a further period of two years from participation in any of the bids floated by the Department.

12. Acknowledgement of understanding of terms

By submitting a bid, each bidder/agency shall be deemed to have acknowledged that it has carefully read all sections of this Tender Notice, including all forms and has fully informed itself as to all existing conditions and limitations.

II. Essential documents to be enclosed along with the Bid:

- 1. Bidder should have work order for Scanning/Digitization thereof for more than 01 (one) lakh documents for any single client i.e. for any one of the PSU / Government Department. A certificate and work order this effect and certificate of work completion. In progress from the client should also be uploaded with the Technical Bid.

2. Audited annual accounts for the last any three years i.e. F.Y. 2015-16, 2016-17 and 2017-18 should be submitted.
3. Copy of valid quality / Security certificates ISO 9001:2015, ISO/IEC 27001:2013, PMP / PRINCE 2 and CMMI Level, if any.
4. The bidder shall be required to deposit the interest free refundable EMD of Rs.25,000/- (Rs.Twenty-Five Thousand Only) in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "The regional P F Commissioner, Kochi" payable at Kochi with a validity of 90 (Ninety) days. Scanned copy of EMD should be unloaded and the physical original of **Demand Draft /Banker's cheque / bank Guarantee must be sent to Regional P F Commissioner-I, Regional Office Kochi, Employees Provident Fund Organisation, Kaloor Kochi 682017** in **Separate sealed envelopes Super-scribed as "EMD for Scanning/Digitisation and uploading of pages of Form no. 9 at Field Offices of EPFO"**. Those registered with MSME, NSIC or SSI are exempted from furnishing the EMD. Self-Attested photocopy of Registration Certificate must be uploaded with the technical bid for seeking exemption of EMD.
5. The EMD of the bidder, whose tender has been accepted, shall be returned on the submission of performance Security / Performance Guarantee after the award of work or would be adjusted towards the partial amount of performance security / Performance Guarantee.
6. **Performance Security / Performance Guarantee** – The Bidder / Bidder after the award of work shall have to submit interest free Performance Security / Performance Guarantee in prescribed format which is equal to the 10% (Ten Percent) of order value within Fifteen days from the date of the issue of the Letter of Award and it shall be kept valid for a period of 30 (thirty) months. The Performance Security / Performance Guarantee shall have to be submitted in the form of bank Guarantee in the name of Regional P.F. Commissioner, Kochi.
7. After the award of the contract to the successful bidder, the EMD of the unsuccessful bidders will be refunded within 30 days with no interest thereon.
8. All the valid certificates like Registration Certificate of the firm / GST Number, etc. and documentary evidences like purchase orders, invoices are to be attached.

Note: All bidders must fulfil tender conditions mentioned in the tender document fully in all respects. If any of the conditions are not fulfilled, the tender will not be considered as, and their bid would be rejected summarily.

III. Format of Commercial Bid:

Note: The rates to be quoted are for Digitization and Microfilming of Records.

S.No.	Item	Rate Per Frame / page. (Inclusive of all Taxes etc. but excluding GST)
1.	Digitization/Scanning as per technical Requirements in component -1	Rs. -----Per page. (Rupees _____) per page.
2.	Uploading of scanned documents / records as per technical Requirements component -2	Rs. -----Per page. (Rupees _____) per page.

Terms & Conditions:

1. Rates have to be quoted in word & digits both and during the ambiguity of the rates quoted in words will be considered as final pricing.
2. The quoted price will be inclusive of all taxes etc. but excluding of GST.
3. In case of an increase in quantity of pages, it shall be subject to the following conditions:
 - a. Quantities operated in excess of 300,000 pages but upto 400,000 pages, shall be paid at 98% of the rate quoted.
 - b. Quantities operated in excess of 400,000 pages but upto 500,000 pages, shall be paid at 96% of the rate quoted
 - c. Quantities operated in excess of 500,000 pages shall be paid at 92% of the rate quoted

Important: In cases where decrease in quantity is involved during execution of contract, there shall be no change in the rate or any of the terms & conditions for any such decrease.

IV. Evaluation of technical and Financial Bids:

1. An 'Expert Committee' for Bid evaluation shall undertake the scrutiny of the technical bids/samples to determine whether the Bid is complete in all respects and conforms to the terms and conditions and is substantially responsive to the bidding document.
2. The Expert Committee for bid evaluation shall evaluate the technical bids /samples as per the technical requirements mentioned in the tender documents. The decision of the Expert Committee for bid evolution in this regard shall be final.
3. The Expert Committee in the presence of bidders or their representatives who choose to be present shall open the price bids. The technically qualified bidders' representative, who is present at the time of the opening of the price bids, shall sign a register evidencing their attendance.
4. The Department further reserves the right to accept or reject any or all bids, at any time prior to the awarding of the order, without assigning any reason thereof whatsoever and without thereby incurring any liability to affect bidder or bidders due to such an action taken by Department.
5. The decision of the EPFO of India arrived at as above will be final and no representation of any kind will be entertained in this regard.
6. The EPFO shall, however, not bind himself to accept the lowest and/or any bid and reserves the right to accept and/ or reject any bid, wholly or in part at any time of the tender's process.

Last date of submission of tenders: The Last Date & Time for online submission of the tender Document / quotation is latest by 06.01.2020 before 12.00 Noon. No quotations will be accepted after the stipulated dated and time. And the sample digital Images etc should be submitted to EPFO, Regional Office, Kochi in a sealed envelope clearly super scribed "sample digital image for Tender F. No. KR/KCH/ADM-II (5)/F.110/2019

7. **" Before the closing date of the online submission of bids.**
8. **Opening of Tenders:** The Technical Bids will be opened on **06.01.2020 in EPFO at 3.00 PM** in presence of all representatives of the company, who are desirous to be present at the time of opening the e-bids.

9. The date of opening of Financial Bid will be intimated to the technically successful Bidders later on the portal.

*** This tender document complies with the “Public Procurement (Preference to Make in India) Order, 2017 issued by DIPP and “Public Procurement Policy for Micro and Small Enterprise (MSEs) Order, 2012 issued by MoSME.**

SECTION IV: PAYMENT TERMS

1. **Payment Terms:** Payment will be made to the firm on monthly basis for all end to end completed and delivered components as per the details and accepted by the Technical Team of the EPFO / after getting the satisfactory reports from the concerned Division Head. Payment will be released against the actual number of documents scanned, uploaded and approved only. (The number of sheets indicated in the bid documents are indicative and not comprehensive and is subject to vary.)
2. No advance payment will be made to the firm.
3. **Liquidated Damages:** Time is of essence in this project. If the Selected firm / Bidder fails to complete the project / Assignment in stipulated time specified under the Tender Document, then liquidated damages / penalty at the rate of 1 % (One Percent) of the contract value (excluding taxes) per fortnight subject to maximum of 5% of the contract value (excluding taxes) will be deducted from the due payment of the bidder or from the performance security / performance guarantee as the case may be.
4. Taxes/ TDS on Income Tax and/or GST on gross amount billed will be deducted from the firm's bills as per the provisions of the Income Tax Act and GST Act of Government of India.

Annexure-1

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(S).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from page no. _____ to _____ (including all documents like annexure(s). schedule(s), etc. .), which form part of the contract agreement and I / we shall abide hereby by the terms/ conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / we hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, With Official Seal)

Validate Print Help

Item Rate BoQ

Tender Inviting Authority: EPFO

Name of Work: scanning and uploading of pages of Form no. 9 available at Field Offices of EPFO

Contract No:

Name of the Bidder / Bidding Firm / Company:				
<u>PRICE SCHEDULE</u> (This BOQ Template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else to enter the Bidder Name and Value Only)				
NUMBER #	TEXT#	TEXT#	Number#	
Sl. No.	Item Description	Units	Rate per Frame / page (Inclusive of all Taxes / GST in Rs.	
1	2	5	13	
1.01	Preparation of Digital images of Form no. 9 available at field offices of EPFO in component – 1	Per page		
1.02	uploading the above Digital Images in EPFO system in component -2	Per frame		
Total in Figures				
Quoted Rate in Words				

THE BIDDER IS LIABLE TO BE REJECTED FOR THIS TENDER. Bidders are allowed

NUMBER #	TEXT#
TOTAL AMOUNT IN Rs.	TOTAL AMOUNT IN WORDS
0.00	INR Zero Only
0.00	INR Zero Only
0.00	INR Zero Only
R Zero Only	

Annexure-2**Narrative Evaluation Criteria for Technical Bid**

Technical Bids of eligible bidders shall be evaluated on the basis of following pre-identified criteria.

Sl. No.	Parameter	Criteria	Factors to consider
1.	Experience of the Bidder (20 points)	The extent and depth of experience of the bidder and whose agents in similar nature of works	Each reference project included in the technical bid will be judged against the criteria established. Higher score will be given to a Bidder, who has more experience.
2	Financial Soundness (05 Points)	The Bidder's turnover for the last three financial year	Higher scores will be given to a Bidder, who has more turnovers.
3	Staff strength and Team (10 Points)	The Bidder who proposes to deploy sufficiently experienced technical and non-technical persons from his own organization without dependence on other sources	Higher scores will be given to a Bidder deploying better Team with more experience in the related assignment/project
4	Execution of similar works in Government Undertakings/Organisations, Autonomous Bodies, PSUs etc (15 Points)	The quantum and total number of similar works completed /in progress in Government Undertaking/Organisations, autonomous bodies, PSUs etc.	Higher scores will be given to a Bidder, who has completed/doing similar nature of work

ड संख्या
CODE NO.

तिरुवनंतपुरम
Thiruvananthapuram



FORM-9 (Revised)

पॉलियो सं.
Folio NO.,

05926

[illegible]

नियोक्ता के हस्ताक्षर
Signature of the Employer