

भा. कृ. अनु. परि.- भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली -110012  
भंडार अनुभाग, निदेशक कार्यालय

Tel No. 011-25842877, Telefax : 011-25842877 Website: <http://iari.res.in> Email [store@iari.res.in](mailto:store@iari.res.in)

No. 114-14/05/2020-21/ST

Dated: 02/09/2020

### **E- Tender Notice**

**Online e-tenders** in two bids system (Technical and financial) are invited by the Director, ICAR-IARI on behalf of Secretary, ICAR for entering into ARC for **Digitization Scanning & indexing of files/ record available at various sections of directorate/Unit/Divisions of ICAR-Indian Agricultural Research Institute, New Delhi** from the reputed firms/suppliers who dealing with similar type of work in the Government Organization/ Institution and having at least three year experience.

EMD	:	Rs. 30000/- (Rupees thirty Thousand only)
Tender Start Date	:	02/09/2020 at 14.00 pm ✓
Tender Close Date	:	24/09/2020 at 11.30 am ✓
Technical Bid Opening Date	:	25/09/2020 at 11.30 am ✓

Please note that only online bids will be accepted and Financial bid will be opened to those firms which are declare technically qualified.

The tender form alongwith detail of items and other terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in>. Online bids complete in all respect should be submitted through CPP portal <http://eprocure.gov.in/eprocure/app> only.

The bid will be opened online only on the date & time mentioned above. The IARI reserves the right to accept or reject any or all the tenders without assigning any reason.

Asstt. Admn. Officer (Stores)

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**E- Tender Notice**

**Online tenders in two bids systems (Technical & Financial) are invited by the Director, ICAR- IARI on behalf of Secretary, ICAR for entering into Annual Rate Contract for Digitization Scanning & indexing of files/ record available at various sections of directorate/Unit/Divisions of ICAR-Indian Agricultural Research Institute, New Delhi.**

Further details can be downloaded from the IARI Website [www.iari.res.in](http://www.iari.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in)

Asstt.Admn.Officer (Stores)



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**TENDER DOCUMENT**

Online e-tender in Two bid systems (Technical & Financial) are invited for entering into Annual Rate Contract for **Digitization Scanning & indexing of files/ record available at various sections of directorate/Unit/Divisions of ICAR-Indian Agricultural Research Institute, New Delhi** by Director, IARI on behalf of the Secretary Indian Council of Agricultural Research as per schedule attached which will remain valid for a period of one year from the date of award of the contract and extendable by further one year subject to satisfactory performance of vendors and its willingness .

**A. Scope of Work**

- i. Digitization includes preparation of documents to be scanned, scanning, conversion of all documents to PDF and TIFF, abstract image to JPEG/TIFF, & Verification.
- ii. Scanned Document should be searchable and in legible form. Resolution should be 200 dpi minimum. The File size should not be more than 20 MB.
- iii. 

Total No. of Pages	=	15 lacs to 20 lacs approx.
Language	=	English/Hindi
Document Size	=	A0/A1/A2/A3/A4, Legal/A5
- iv. The complete work i.e. digitization of files/record/documents shall be carried out in ICAR-IARI Office Building. It is Service provider's responsibility to bring the Scanners required for the work to the IARI Office Premises at no extra cost. IARI Will provide the space and electricity for the purpose..
- v. The documents belonging to different section, Unit & Division of IARI. The initial estimate of the documents to be digitized is around 15 lacs to 20 lacs with a variation of  $\pm 20\%$ . The payment will be made as per actual number of pages digitized.
- vi. The successful firms will collect the documents from individual department coordinator and carry out the work in close coordination with him.
- vii. The Service Provider shall carry out scanning, Conversion and imaging and store the document in a File provided by IARI suitably for ease of access and maintaining security and confidentiality.

- viii. The Service Provider will perform all the pre-scanning activities which may include (Sorting and numbering of pages in the document file in appropriate order, Unfold and flatten the documents to eliminate creases and wrinkles, preparing the PAGES within the FILE with PAGE NUMBERING, Removal of unwanted dust.
- ix. Service provider shall be responsible for any damage caused by them during the process of scanning and digitization of records and ensure that all such records are repaired at their own cost and information is retrieved.
- x. The service provider would use suitable technology and software for indexing and Cataloguing of metadata. indexing is to be done by attaching metadata tags to each of the documents Indexing upto 50 fields.
- xi. One image refers to one side of page. Blank pages shall not be calculated for billing.
- xii. The document size is A0/A1/A2/A3/A4, Legal/A5
- xiii. The service provider is responsible for sorting and segregation in consultation with Section Incharge.
- xiv. If the quality of image scanned is not as per the original (not OK) on verification by the concerned Incharge, same has to be rescanned at no extra cost.
- xv. Stitched and Bound Files shall be unbound and digitized through ADF scanning by the Service Provider or else they may be scanned directly from the bound book. However no text should be lost/ distorted in the process.
- xvi. The certification of work done for the department will be done by the Incharge of individual Section/Unit/Division concern.
- xvii. The quoted charges shall include all charges including boarding, Lodging for the manpower resources, provision of scanners etc. and no additional charges shall be paid by IARI.
- xviii. ICAR-IARI reserves the right to place work order for additional Digitization of documents work at same rate and terms and conditions

**B. Responsibility of Concerned Section/Unit/ Division of ICAR-IARI:-**

- i. To provide Office space for installation and working of scanners and other ancillary equipment along with requisite tables and chairs.
- ii. Power supply with back up as may be feasible.
- iii. Connectivity for saving of the scanned documents either in PEN DRIVE/ External Hard Disks or other suitable option.
- iv. Co-ordinator of the concerned section/unit/ Division of ICAR-IARI as may be necessary for assisting for naming/ indexing/ organizing of the scanned documents.

### C. Responsibility of Successful Bidder

- i. To provide the requisite number of scanners and manpower to operate the same.
- ii. The working hours should be as per the ICAR-IARI hours i.e from 9.30 AM till 4.30 PM on all working days. The scanning should be continued uninterrupted on all working days during the working hours.
- iii. All documents scanned should be stored filewise/ bookwise in searchable pdf (OCR- to the extent possible) format with distinguished names in consultation/ co-ordination with the respective department co-ordinator.
- iv. The storage/saving of the scanned documents should be done either at PEN Drive/external hard disk as may be provided by the concerned Incharge.
- v. The documents/ files/ copies or any part thereof either hard copies / scanned copies should not be carried/ transmitted outside the ICAR-IARI office under any circumstances.

### Terms and conditions

- 1 Preparation of Tender(s): The tender documents comprising of the contract, the schedule and the Annexure referred to therein are provided herewith. Also, a tender is liable to be ignored if complete information as required therein is not attached. Rates should be quoted online in BOQ only.
2. Mandatory scanned copy of documents to be uploaded with the technical bid by the firm in the following manner.
  - (i) Copy of firm registration
  - (ii) Copy of PAN
  - (iv) Copy of GST number
  - (v) Copy of latest GST return filed with concerned Department
  - (vi) Copy of proof of turnover (balance sheet & profit & loss A/c only) of not less than Rupees 50.00 lakhs (Rupees Fifty lakhs) during the each of last three years viz 2016-17, 2017-18 and 2018-19.
  - (vii) Scan copy of Earnest money of Rs. 30,000/- (Rs. Rupees Thirty thousand only) in the form of Demand draft/ FDR/ Unconditional Bank Guarantee (BG) **(as per prescribed format given at Annexure-A of this tender document)** from a commercial bank drawn in favour of the Director, IARI, New Delhi
  - (viii) Scan copy of certificate to the effect that "the firm has not been black listed/suspended/debarred by any Government Deptt/Autonomous Organization".
  - (ix) Scan copy of Supply order for last three year experience viz 2016-17, 2017-18 and 2018-19 for such supplies in Government Organization/Institutions should be provided

- (x) Proof of such type of work order not less than Rs. 20.00 lakhs (rupees twenty lakhs) during each financial year viz 2016-17, 2017-18 and 2018-19 should be provided with the bid.
  - (xi) Exemption of EMD shall be extended to only those which have a valid registration certificate from MSME/NSIC only. The certificate shall clearly indicate the monetary limit and shall be valid as on due date/extended due date of the tender. Also it should specifically cover the items proposed to be supplied provided to get EMD fee exemption.
  - (xii) The bidder must have ISO 9001 Certification and ISO/IEC 27001.
  - (xiii) An office or Branch of the Service Provider must be located in Delhi/NCR Region, Telephone no for service support: Bidder/OEM. Documentary proof should be submitted.
3. Period for which the offer will remain open/contract period: As specified in the schedule to tender, the tender shall remain open for acceptance up to 180 days from the date of opening. After the acceptance of the tenders, the successful tenderer(s) will have to execute every supply order issued under this contract, within the stipulated period as specified in the supply order.
  4. Validity of ARC: The ARC will be valid for the period of a one year from the date of award of ARC and extendable by another one year subject to performance review on mutual consent basis.
  5. An Original Copy of earnest money of Rs.30,000/- (Rs. Rupees thirty thousand only) must be deposited in the form of Demand draft/ FDR/ Unconditional Bank Guarantee (BG) **(as per prescribed format given at Annexure-A of this tender document)** from a commercial bank drawn in favour of the Director, ICAR-Indian Agricultural Research Institute, New Delhi in person to Store Section, Director's Office, ICAR-IARI, New Delhi-12 on or before the last date/time of submission. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out rightly.

The earnest money of unsuccessful bidder will be refunded immediately after finalization the tender except the successful bidder whose EMD will only be returned after the deposit of security money.

6. The successful bidders shall deposit Rs. 3,00,000/- (Rupees three lakh thousand only) in form of Demand draft/ FDR/ Unconditional Bank Guarantee (BG) **(as per prescribed format given at Annexure-A of this tender document)** from a commercial bank drawn in favour of the Director, ICAR-Indian Agricultural Research Institute, New Delhi as Security money for the performance of the contract which should be valid at least for a period of 30 months alongwith contract agreement. No interest on Earnest Money or Security Deposit will be paid by the Institute.

7. Contract Agreement: The successful bidder(s) will have to execute the prescribed contract agreement bond on the non-judicial stamp paper of Rs.100/- for the job in accordance with the conditions/stipulations to be given therein not later than 15<sup>th</sup> day from the date of acceptance letter, failing which the earnest money will be forfeited.
8. **Supply/Delivery:** The successful bidder in whose favour ARC is awarded has to execute every orders issued by **Central Store (Directorate) in case of various sections of Directorate and in case of Divisions/Unit the order is to be issued by the DDO Concerns of various division/ Units of IARI** within the stipulated period mentioned therein from the date of issue of such order. In case of non-execution of order within stipulated period, the security money will liable to be forfeited or penalty imposed as per rule.
9. The service provider shall complete the work within the delivery period mentioned in the order. In case of any delay in executing the order within the stipulated period mentioned in the order, the liquidated damage @0.5% per week of the value of purchase order will be deducted subject to a maximum of 10% of order value. The service provider should be got acknowledged and shall be enclosed with bill.
10. **Prices and delivery terms:** The price quoted must be net per unit, inclusive of all charges, except GST etc. if any and should be clearly stated to be so as applicable on the date of service provided as specified in the acceptance of tender.
11. No payment will be made in advance. But the payment will be released within 30 days through the mode of e-payment only after receiving the service in full & satisfactory conditions. Triplicate pre-receipted bills on a revenue stamp, where required should be sent to the concerned Division/ Unit/Centre for payment. No interest will however, be payable in case of delayed payments.
12. Any dispute arising between the service provider and IARI, New Delhi during the contract period will be referred to Secretary, ICAR, Krishi Bhawan, New Delhi for which sole arbitration and decision thereof shall be final and binding upon the parties i.e. supplier and purchaser. Further, any conflict arising in relation to Rate Contract shall be subject to Delhi jurisdiction.
13. No payment will be made for unsatisfactory Work.
14. The rates should be quoted in the BOQ only (online) by each firm for the same in tenders failing which the same is liable to be rejected. Tenders will be opened online by the authorised officers.
15. The price bids of those parties which are opened will be evaluated on the basis of the lowest offer (L-1) of the total net landed cost.
16. The Director, ICAR- IARI reserves the right to cancel the rate contract at any time without assigning any reason.
17. Payment will be made within 30 days of submission of Bill. Bills may be raised on monthly basis subject to completion of minimum of 5 Lakh pages of completion

of work of concern section / Division whichever is earlier with the satisfactory report by the concern section/division of ICAR-IARI.

18. For any clarification please contact to AAO (Store), Directorate, ICAR-IARI, New Delhi by (e-mail : [store@iari.res.in](mailto:store@iari.res.in)).
19. As per the CVC's guideline No 12-2/-6CTE-SPJ (1)-2/161730 (Circular No. 3/1/12) dated 13/1/2012, in a tender either the Indian Agent on behalf of the Principal/OEM itself can be bid but both cannot bid simultaneously for the same item/product in the same tender. Further, if an agent submit bid on behalf of Principal /OEM the same agent shall not submit a bid on behalf of Principal/OEM in the same tender for the same item/product.

**Asstt. Admn. Officer (Stores)  
for Director, ICAR-IARI.**



### Performa of Technical Bid

Sl. No.	Description	Page No.	Detail (Yes/No)
<p><b>Annual Rate Contract for Digitization Scanning &amp; indexing of files/record available at various sections of directorate/Unit/Divisions of ICAR-Indian Agricultural Research Institute, New Delhi</b> Scanned Document should be searchable and in legible form. Resolution should be 200 dpi minimum. The File size should not be more than 20 MB.</p>			
1.	Scan copy of PAN		
2.	Scan copy of GST number		
3.	Scan copy of latest GST return filed with concerned Department		
4.	Scan copy of proof of turnover (balance sheet & profit & loss A/c only) of not less than Rupees 50.00 lakhs (Rupees Fifty lakhs) during the each of last three years viz 2016-17, 2017-18 and 2018-19.		
5.	Scan copy of Earnest money of Rs. 30,000/- (Rs. Rupees thirty thousand only) in the form of Demand draft/ FDR/ Unconditional Bank Guarantee (BG) <b>(as per prescribed format given at Annexure-A of this tender document)</b> from a commercial bank drawn in favour of the Director, IARI, New Delhi		
6.	Scan copy of certificate to the effect that “the firm has not been black listed/suspended/debarred by any Government Deptt/Autonomous Organization”.		
7.	Scan copy of Supply order for last three year experience viz 2016-17, 2017-18 and 2018-19 for such supplies in Government Organization/Institutions should be provided		
8.	Proof of such type of work order not less than Rs. 20.00 lakhs (rupees twenty lakhs) during each financial year viz 2016-17, 2017-18 and 2018-19 should be provided with the bid.		
9.	Exemption of EMD shall be extended to only those which have a valid registration certificate from MSME/NSIC only. The certificate shall clearly indicate the monetary limit and shall be valid as on due date/ extended due date of the tender. Also it should specifically cover the items proposed to be supplied provided to get EMD fee exemption.		
10.	The bidder must have ISO 9001 Certification and ISO/IEC 27001		
11.	An office or Branch of the Service Provider must be located in Delhi/NCR Region, Telephone no for service support: Bidder/OEM. Documentary proof should be submitted		

**Proforma Price Bid to be submitted in BOQ (online only)**

Sl. No.	Description	Basic Rate	GST as per Govt.
<p><b>Annual Rate Contract for Digitization Scanning &amp; indexing of files/record available at various sections of directorate/Unit/Divisions of ICAR-Indian Agricultural Research Institute, New Delhi</b> Scanned Document should be searchable and in legible form. Resolution should be 200 dpi minimum. The File size should not be more than 20 MB.</p>			
1	Digitization of documents (Including cleaning, scanning, conversion to all documents to PDF, ting, tiff, JPEG/TIFF Indexing for Retrieval <b>(Size: A0 Page)</b> Rates should be quoted only for one page.	<p align="center"><b>Price Bid to be submitted in BOQ (online only)</b></p>	<p align="center"><b>Price Bid to be submitted in BOQ (online only)</b></p>
2	Digitization of documents (Including cleaning, scanning, conversion to all documents to PDF, ting, tiff, JPEG/TIFF Indexing for Retrieval <b>(Size: A1 Page)</b> Rates should be quoted only for one page.		
3	Digitization of documents (Including cleaning, scanning, conversion to all documents to PDF, ting, tiff, JPEG/TIFF Indexing for Retrieval <b>(Size: A2 Page)</b> Rates should be quoted only for one page.		
4	Digitization of documents (Including cleaning, scanning, conversion to all documents to PDF, ting, tiff, JPEG/TIFF Indexing for Retrieval <b>(Size: A3 Page)</b> Rates should be quoted only for one page.		
5	Digitization of documents (Including cleaning, scanning, conversion to all documents to PDF, ting, tiff, JPEG/TIFF Indexing for Retrieval <b>(Size: A4 Page, Legal)</b> Rates should be quoted only for one page.		
6	Digitization of documents (Including cleaning, scanning, conversion to all documents to PDF, ting, tiff, JPEG/TIFF Indexing for Retrieval <b>(Size: A5 Page)</b> Rates should be quoted only for one page.		
7	Software Development for retrieval and document management system along with user manual/system manual (without source code and without documentation for source code (One Time Cost)		

**CERTIFICATE TO BE SIGNED BY THE TENDERER**

**CERTIFICATE**

It is certified that I have read and understood and will comply with all instructions contained in Terms & conditions of this tender documents. All pages submitted with this tender documents from page \_\_\_\_\_ to \_\_\_\_\_ have been filled properly and signed with seal of the firm/company.

Signature of tenderer: - \_\_\_\_\_

Name in block letters: - \_\_\_\_\_

Name of firm: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email id \_\_\_\_\_

Website \_\_\_\_\_

**FORMAT FOR BANK GUARANTEE**

**Beneficiary** : **Director, ICAR-IARI** (*herein after referred to as Beneficiary /Government*)

**Date** : .....[*Insert date of issue of BG*]

**PERFORMANCE BANK GUARANTEE No.** : .....[*Insert guarantee number*]

**PERFORMANCE BANK GUARANTEE Amount** : .....[*Insert guarantee amount*]

**Applicant / Seller** : ..... [*Insert Seller Name and Address*]

**Guarantor** : .....[*Insert name and address of the issuing Bank*]

1. The Applicant/Seller named above has entered into above referred contract with the Beneficiary, for the supply of Goods and / or Services as defined in the said contract. According to the conditions of the Contract, a performance security is required to be furnished by the Seller to the Beneficiary for due performance of the contract.
2. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of [*insert amount in figures*][*insert amount in words*], upon receipt by us of the Beneficiary's demand stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
3. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Beneficiary/Government. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_
4. We undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by Seller(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.
5. The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the Seller (s) shall have no claim against us for

making such payment.

6. We further agree that the Guarantee here in contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract including Guarantee/Warranty period and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged.
7. We further agree with Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and condition of the said Contract or to extend time of performance by the said Seller (s) from time to time or to postpone any time or from time to time powers exercisable by the Government against the said Seller (s) and to forbear or enforce any of the terms and condition relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or only extension being granted to the said Seller (s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Seller (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
8. Notwithstanding anything contained herein above our liability under the Guarantee is restricted to Rs \_\_\_\_\_ and shall remain in force until \_\_\_\_\_  
*[Should be for a period of 12 months from the date of issue in case EMD & 24 months from the date of issue in case of Performance security]*
9. This Guarantee will not be discharged Due to be change in the constitution of the Bank or the Seller(s).
10. We lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing.

Dated \_\_\_\_\_ For \_\_\_\_\_  
(Indicate the name of the Bank) Signature \_\_\_\_\_  
Name of the Officer \_\_\_\_\_  
Designation of the officer \_\_\_\_\_ Code no \_\_\_\_\_  
Name of the Bank and Branch \_\_\_\_\_