

# **GOVERNMENT OF GUJARAT**

## **Inspector General of Registration (IGR)**

### **TENDER FOR DATA ENTRY OF INDEX-2 REGISTER**

**Tender No: SW12062013031**

**Bid Processing Fees: 5,000/-  
Earnest Money Deposit: 2,50,000/- (Per zone)**

**(June, 2013)**



**Gujarat Informatics Ltd**  
**Block no. 1, 8<sup>th</sup> floor, Udyog Bhavan,**  
**Sector-11, Gandhianagar-382017, Gujarat**  
**Ph No. 23259237, 23259240**  
**Fax: 23238925.**  
**[www.gujaratinformatics.com](http://www.gujaratinformatics.com)**

**Date of pre-bid meeting: 20<sup>th</sup> June, 2013 at 1500 hrs**  
**Last date of Submission of Bid: 2<sup>nd</sup> July, 2013 up to 1500 hrs**  
**Opening of Technical Bid: 3<sup>rd</sup> July, 2013 at 1600 hrs**

## **INDEX**

<b>Sr. No.</b>	<b>Description</b>	<b>Page No.</b>
Section I	Invitation for Bids & tender Schedule	3
Section II	Instructions to Bidders	5
	A. Scope of Work	5
	B. Qualification Criteria	7
	C. Preparation of Bids	7
	D. Contents of Envelopes	10
	E. Submission of Bids	10
	F. Bid Opening & Evaluation of Bids	11
	G. Award of Work	12
Section III	General Conditions of Contract	15
Section IV	Special Conditions of Contract	22
Section V	Technical Bid Format	23
Section VI	Commercial Bid Format	26
	<b>Annexure</b>	
1	Work Specifications	27
2	Bidders Authorization Certificate	29
3	Work Experience Certificate for Documents handled.	30
4	Self Declaration	31
5.	Certificate of Conformity	32
6.	Technical & Presentation Evaluation Criteria	33
7.	Financial Evaluation Formula	35
8.	Sample of Index-2 register	36
9.	Sample format of output	37

**COMPETITIVE BIDDING FOR**  
**DATA ENTRY OF INDEX-2 REGISTER**  
**SECTION I: INVITATION FOR BIDS**

On behalf of the Inspector General of Registration, Government of Gujarat, Gujarat Informatics Ltd invites Bids online (Technical and Financial) for “**Data Entry of INDEX-2 Register**”.

Please note that this bid document is not for actual award of contract/ work order but to call the rates as per the financial bid for Data Entry of INDEX-2 Register.

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 filling up the technical bid and financial bid for Data Entry of INDEX-2 Register.

The bidders may download the tender document from website of **Gujarat Informatics Limited** ([www.gujaratinformatics.com](http://www.gujaratinformatics.com)) as well as from <https://gil.nprocure.com>.

Bid Processing Fee	<b>Rs. 5,000 /-</b>
Last date of submission of pre-bid queries which will be discussed in pre-bid meeting and clarifications will be issued. Email id: <a href="mailto:vipulp@gujarat.gov.in">vipulp@gujarat.gov.in</a>	<b>15<sup>th</sup> June, 2013 upto 1500 hrs</b> (Submission by email will also be considered.)
Date of Pre-bid meeting	<b>20<sup>th</sup> July, 2013 at 1600 hrs</b> <b>Conference Room, GIL</b>
Last date, time for Online Submission of bids online	<b>2<sup>nd</sup> July, 2013 up to 1500 hrs</b>
Date and time for Opening of Technical Bids	<b>3<sup>rd</sup> July, 2013 at 1600 hrs</b>
Address for communication	Gujarat Informatics Ltd, Block no. 1, 8 <sup>th</sup> floor, Udyog Bhavan, Sector-11, Gandhinagar.
Earnest Money Deposit	<b>Rs.2,50,000/- per zone (No relaxation to anyone including SSI units)</b>
Last date & Time for submission of EMD & Bid Processing Fees at GIL	<b>2<sup>nd</sup> July, 2013 up to 1500 hrs</b>
Validity of Tender	180 days.
Contact Person	<b>Dr. Neeta shah,</b> Director (e-Governance) Gujarat Informatics Ltd.
Time Limit to complete the work	<b>Within one year from the date of work order issued.</b>

The bidder can bid for one zone or more than one zone. However, the contract will be awarded for only one zone to the L1 bidder as per the formula given in the Annexure 7.

The lists of zones and the priority for opening of the financial bid are as mentioned below.

Sr. No	Name of Zone	Priority for opening of financial bids	Willingness (Please indicate 'Yes' or 'No' clearly)
1	Zone 1	1	
2	Zone 2	2	
3	Zone 3	3	
4	Zone 4	4	

**All bids must be submitted online on <https://gil.nprocure.com> website**

1. Technical bids will be opened in the presence of tender Committee members whoever are present as well as Bidders' or their representatives who choose to attend on the specified date and time. The tender committee has been empowered to take the final decision regarding the tender.
2. In the event of the date specified for receipt and opening of bid being declared as a holiday for Inspector General of Registration, the due date for submission of bids and opening of bids will be the following working day at the appointed time.
3. GIL/ IGR reserve the right to accept or reject any tender offer without assigning any reason.
4. Financial bids of only those bidders who qualify on the basis of evaluation of technical bids & Demonstration will be opened as per criteria designed by GIL.
5. Use & Release of Bidder Submissions:

GIL/Inspector General of Registration 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 GIL/ Inspector General of Registration and 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.

## SECTION II: INSTRUCTIONS TO BIDDERS

### INTRODUCTION

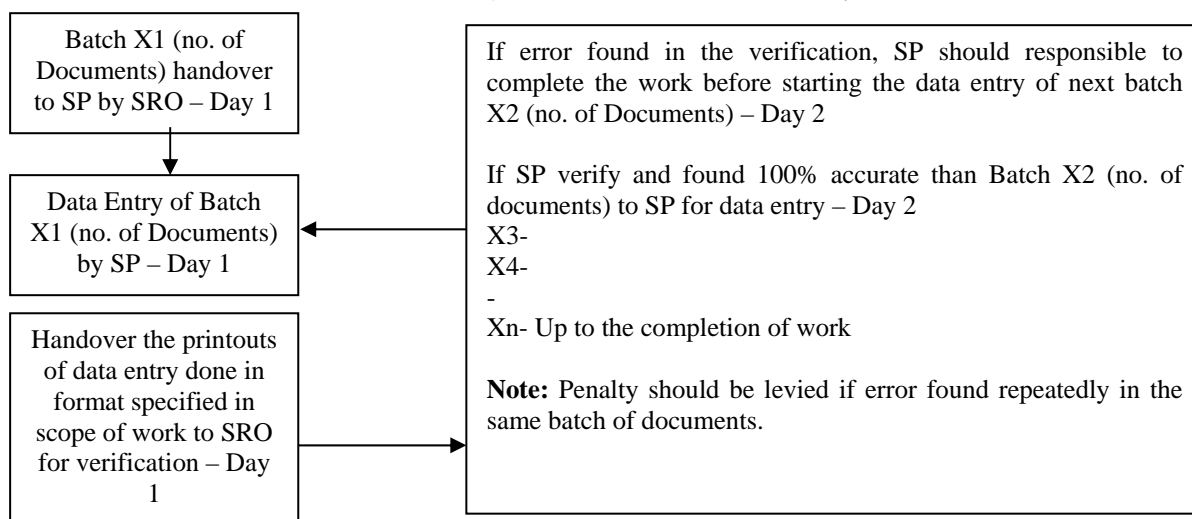
#### A. Scope of Work

There is a requirement of Data Entry of INDEX-2 Register. Details of the volume of work and concerned work locations are as under.

ZONE	ZONE NAME	Location of work (District Centre)	SROs of District Covered	No. of Books A	No. of Entry B	Total nos. of characters C= B*150 (Approx. char. Per entry are 150)
1	CENTRAL GUJARAT	Ahmedabad	Ahmedabad	1224	1339915	200987250
		Anand	Anand, Nadiad	750	1242107	186316050
		Surendranagar	Surendranagar	533	641973	96295950
TOTAL				2507	3223995	483599250
2	SAURASHTRA	Rajkot	Rajkot	784	1242265	186339750
		Jamnagar	Jamnagar	412	559754	83963100
		Amreli	Amreli	379	364996	54749400
		Bhavnagar	Bhavnagar	559	596064	89409600
		Junagadh	Junagadh, Porbandar	840	957176	143576400
TOTAL				2974	3720255	558038250
3	NORTH GUJARAT & KUTCHH	Himmatnagar	Sabarkantha	311	336942	50541300
		Palanpur	Banaskantha	297	389160	58374000
		Bhuj	Kutch	609	409420	61413000
		Godhara	Panchmahal, Dahod	214	298694	44804100
		Mahesana	Mahesana, Patan	491	715754	107363100
		Gandhinagar	Gandhinagar	191	298823	44823450
TOTAL				2113	2448793	367318950
4	SOUTH GUJARAT	Bharuch	Bharuch, Narmada	508	595101	89265150
		Vadodara	Vadodara	1276	890925	133638750
		Surat	Surat	757	1209162	181374300
		Navsari	Navsari, Valsad, Dang	528	552339	82850850
TOTAL				3069	3247527	487129050

- **Output:** The SP shall provide one set of printouts of all the data entry carried out in the predefined format. The sample format is placed at **Annexure-6**.
- **The sample of Index-2** register is given as **Annexure-6**
- **Backup:** The vendor shall provide two sets of DVDs office wise with the label (District Name, Name of Office, Year, Date \_\_\_to\_\_\_) on the DVD and one copy in external hard drive (USB Hard drive) to IGR for centralized backup storage.
- **Duration for completing the work:** The work should be completed within one year from the confirmed date of work order.

- The Service provider is responsible to work at district level offices. The IGR will provide space for the project work at work location. Extension power cables if required as per requirement shall be arranged by service provider.
- The SP will be responsible for arranging necessary computing, printing hardware and standby power supply equipment (like Generators and UPS).
- The SP will be responsible for arranging the necessary furniture and storage devices at the site.
- The Service Provider will be handed over the Index-2 registers/ Photo print of the document (if Index -2 register is not readable) in a batch and he will cross-check this information and will prepare a list containing discrepancies, if any.
- The Service Provider will complete the data entry of the Index-2 register and will carry out the entry checking to ensure the successful completion before returning the batch of register. The data entry software will be provided by IGR.
- SP needs to create the database/index for the data entered so that search engine could handle the search of particular records of Index-2 in the specific format. (**Sample format is given as Annexure-8**).
- The data entry/retrieval software should be prepared in consultation with the IGR.
- The software should be capable of quick search, retrieval, viewing and printing the report as per required format given in **Annexure- 9**. The retrieval software should be capable of searching any records by the indexing fields mentioned below. All rights of the software will be reserved with IGR.
- Retrieval software/ database created must be interactive and compatible with the 'ReD' application software which is developed by NIC, Gandhinagar and running successfully in Sub Registrar offices of the state. The bidder may consult NIC, Gandhinagar regarding 'ReD', if feels necessary.
- Fields to be considered for retrieval software with max. Characters.
  - District Name – 15
  - Sub District Name (Name of Office) -20
  - Name of Taluka -20
  - Year - 4
  - Village Name -20
  - Document Number - 5
  - Name of executing party/ Name of claiming party -30
  - Date of Sign - 10
  - Date of Registration – 10
  - Nature of Document - 30
  - Amount of Consideration - 10
  - Description of Property (i.e. Survey number/City Survey Number/Town Planning Scheme number/ Final Plot Number/ Area of Property etc.) - 15
- Payment of data entry should be based on 1000 characters including enter key & excluding "delete" & "backspace" keys. The software should have features to count no of key strokes used by data entry operator for each login session user wise. This count will be used for payment of data entry work.
- **Service provider is allowed to scan the document and do the data entry from the scanned documents. IGR will not pay additional cost for the scanning work.**
- **Verification:** Workflow of the verification process of the work done by SP:



## **B. Qualification Criteria**

Bidders desirous of bidding for the project shall fulfill the following qualification criterions:

- 1) The vendor should be in the business of Data Entry and/or Scanning for at least three years as on 31st March 2012. Company Incorporation Certificate must be submitted for the same. They should have experience in terms of document management imaging & transmission for a sufficiently large number of documents / records.
- 2) The Bidder should be an ISO 9001:2008 certified in related services
- 3) The bidder must have completed at least 5 data entry projects with project value of at least Rs. 5 Lacs each. The copy of the client's certificate must be submitted.
- 4) Total turnover of the firm should be at least Rs.2.5 Crores during each of last three financial years (i.e. 2009-10, 2010-11 & 2011-12) or cumulative of Rs. 7.5 Crores in last three years. The bidder must attach Statutory Auditor's Certificate Certifying the turnover in each of the last three years from document management and related services only. Bidder should have to upload the copies of the audited Balance sheet and profit and loss accounts.
- 5) 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/ Consortium Partner 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. Annexure 4

**Note: All Supporting documents must be submitted online on our website <https://gil.nprocure.com> and the documents must be in clear readable form.**

## **C. PREPARATION OF BIDS**

### **1) Cost of Bidding**

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

### **2) Bidding Document**

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

### **3) Clarification of Bidding Documents**

- 1) A prospective Bidder requiring any clarification of the bidding documents may notify the tendering Authority in writing at the tendering Authorities address indicated in the Invitation for Bids. The tendering Authority will respond in writing to any request for the clarification of any bidding documents, which it receives one day prior to deadline for submission of bids prescribed by the tendering Authority.

- 2) Pre-bid meeting is fixed for clarification - at Gujarat Informatics Limited, 8<sup>th</sup> Floor, Block No 1, Udyog Bhavan, Gandhinagar. In the event of any clarification required and issued in writing, it shall form the part of the tender document.

#### **4) Amendment of Bidding Documents**

- 1) At any time prior to the deadline for submission of bids, this office may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete certain conditions in the bidding document.

In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids the tendering Authority, at its discretion, may extend the deadline for the submission of bids.

#### **5) Language of Bid**

The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and The tendering Authority shall only be in English language.

#### **6) Bid Form**

- 1) The Bidder shall submit the Technical Bid & Financial Bid as per format given on <https://gil.nprocure.com> website.

#### **7) Bid Prices**

- 1) The Quote will be on the basis of 1000 characters (comprising of software charge), which the Bidder expects.
- 2) If required the tendering Authority may at a later stage (i.e. after the finalization of contract or at the time of agreement) ask for a component wise break up of the price.

#### **8) Bid Currency**

- 1) Prices shall be quoted in Indian Rupees only.

#### **9) Documents Establishing Bidder's Eligibility and Qualification**

- 1) The bidder shall furnish, as part of its tender offer, documents establishing the Bidder's eligibility to participate in the tender and its qualifications to perform the Contract as mentioned in qualification Criteria section

#### **10) Documents establishing good's Eligibility and Conformity to Bidding Documents.**

- 1) The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract.
- 2) The documentary evidence of conformity of goods and services to the bidding documents may be in the form of literature, drawing and data, and shall consist of a detailed description of the essential technical and performance characteristics of the goods;
- 3) The Bidder shall note that standards for workmanship, material and equipment, and references to International brand names or catalogue numbers designated by the tendering Authority in its Technical Specifications are intended to be descriptive only and not restrictive



### 11) Earnest Money Deposit

- 1) The Bidder shall furnish, as part of its bid, an Earnest Money Deposit in the form of a DD drawn in favor of Gujarat Informatics Limited payable at Gandhinagar for an amount of **Rs.2,50,000/- per Zone**.
- 2) Unsuccessful bidder's EMD will be discharged / refunded as promptly as possible.
- 3) The successful bidder's EMD will be discharged only after submitting the PBG by bidder.
- 4) The EMD shall be forfeited If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form or in case of a successful Bidder, if the Bidder fails: to sign the Contract; or to furnish the performance security.
- 5) No exemption for submitting the EMD will be given to any agency including SSI Units.
- 6) Any tender submitted without the EMD will be summarily rejected.
- 7) The bidder is liable to pay liquidated damages and penalty imposed by the tender Inviting Authority in the event of non-fulfillment of any of the terms or whole of the contract.

### 12) Period of Validity of Bids

- 1) Bids shall be valid for **180 days** after the date of bid opening. The tendering Authority shall reject a Bid valid for a shorter period as non-responsive.
- 2) 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.
- 3) Bid evaluation will be based on the bid prices without taking into consideration the above changes.

### 13) Performance Security Deposit

- 1) Performance Security Deposit will be notified later by office of Inspector General of Registration.
- 2) The successful Bidder has to furnish a security deposit so as to guarantee his/her (Bidder) performance of the contract
- 3) The proceeds of the performance security shall be payable to the tendering Authority as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
- 4) The Performance Security shall be denominated in Indian Rupees and shall be in the following form:
  - a. A bank guarantee issued by a nationalized / scheduled bank located in India or a bank located abroad acceptable to the tendering Authority, in the form provided in the bidding documents.
- 5) Within 15 days of the receipt of notification of award from "THE TENDERING AUTHORITY", the successful bidder shall furnish the performance security in accordance with the Conditions of The Contract, in the performance security form provided in the bidding documents in the Performa prescribed in the tender.
- 6) The validity of the Performance Security will be up to one year after successful completion of performance obligations.

### 14) Clarification to tender documents

At any time after the issue of the tender documents and before the opening of the tender, Inspector General of Registration & Gujarat Informatics Limited may make any changes, modifications or amendments to the tender documents will be uploaded on GIL website.

#### **15) Receipt of tenders and tender Opening**

- 1) The bidder should download the tender from GIL's website or from [www.gil.nprocure.com](http://www.gil.nprocure.com) website. Also bidder should submit the techno-financial bids online. The Inspector General of Registration & Gujarat Informatics Limited shall not be responsible for any delay in transit in such cases.
- 2) The Inspector General of Registration & Gujarat Informatics Limited may extend the last date and time for receiving tenders after giving adequate notice to all the bidders in cases where -
  - (1) The publication of the tender notice has been delayed.
  - (2) Any other reasonable grounds exist, for such extension which shall be recorded in writing by Inspector General of Registration & Gujarat Informatics Limited

#### **D. Contents of Envelopes**

- 1) Envelope for the EMD and Bid Processing Fee.
- 2) Envelope shall be marked as Envelope for “**EMD & Bid Processing Fee**” for the tender for Data Entry of INDEX-2 Register.

#### **E. SUBMISSION OF BIDS**

##### **1) Sealing and Marking of Bids**

- All bids must be submitted online through <https://gil.nprocure.com> as per the formats mentioned in the same using digital signature.
- Telex, cable, e-mailed or facsimile bids will be rejected.

##### **2) Deadline for Submission of Bids**

- 1) Bids must be submitted online through <https://gil.nprocure.com> not later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared as a holiday for Inspector General of Registration/GIL, the bids will be received up to the appointed time on the next working day.
- 2) GIL may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of GIL and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

##### **3) Late Bids**

- 1) Any bid received by GIL after the deadline for submission of bids prescribed by Inspector General of Registration Office, will be rejected and/or returned unopened to the Bidder.

##### **4) Withdrawal of Bids**

- 1) The Bidder may modify or withdraw his bid before the last date of submission of bids through the e-Tendering website <https://gil.nprocure.com>.
- 2) No bid may be modified after the deadline for submission of the bids.

- 3) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the 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 EMD.

## **F. BID OPENING AND EVALUATION OF BIDS**

### **1) Opening of Bids by Inspector General of Registration/GIL**

- 1) Inspector General of Registration /GIL will open all bids (only Technical Bids at the first instance) through the e-Tendering website of <https://gil.nprocure.com>, in the presence of Bidder or his representative who choose to attend, and at the following address:

Gujarat Informatics Limited  
Block No.1, 8<sup>th</sup> Floor,  
Udyog Bhavan, Gandhinagar.

- 2) The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the tendering Authority, the Bid shall be opened at the appointed time and location on the next working day.
- 3) The Bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details as Inspector General of Registration, at his discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders.
- 4) Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
- 5) Financial Bids of only those bidders who qualify on the basis of evaluation of technical bid & Demonstration will be opened in the presence of the qualified bidders or their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.
- 6) **Zone wise L1 will be decided based on the lowest rates of particular zone.**

### **2) Clarification of Bids**

- 1) During evaluation of bids Inspector General of Registration /GIL may, at its discretion, ask the Bidder for a clarification of its bid. Inspector General of Registration /GIL may also ask for rate analysis of any or all items and if rates are found to be unreasonable 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.

### **3) Contacting Inspector General of Registration /GIL**

- 3.1 No Bidder shall contact Inspector General of Registration/GIL on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If he wishes to bring additional information to the notice of Inspector

General of Registration/GIL, he should do so in writing. Inspector General of Registration reserves the right as to whether such additional information should be considered or otherwise.

- 3.2 Any effort by a Bidder to influence Inspector General of Registration /GIL 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.

#### **4) Evaluation and comparison of Bids**

4.1 For technical evaluation and comparison of the bids, which have been determined to be substantially responsive pursuant to ITB clause 22, GIL will evaluate the technical bid as per the assessment procedure given in GR No TSP-2004-808-DST dated 30/07/2004. The committee will scrutinize techno-commercial offers and evaluate capability of vendors through presentations, demonstration, documents. etc as per defined evaluation criteria .

4.2 The technical evaluation of bids will be done based on following three components only for those bidders who satisfy all the Eligibility Criteria (ITB Clause No. 2)

- Evaluation of Technical Bid Document submitted (Min. 60% required for qualifying for next stage)
- Presentation on Approach & Methodology (Min. 60% required for qualifying for next stage)

4.3 The solution provider will be selected based on evaluation of technical bids & financial bids. Financial bids of only those bidders who qualify on the basis of evaluation of technical bids will be opened. Only without tax values will be considered for financial evaluation.

4.4 For evaluation of Financial Bids, the without tax values will only be considered for comparison.

4.5 GIL/Inspector General of Registration's evaluation of a Bid 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.

### **G. AWARD OF WORK**

#### **1) Award Criteria**

- 1) The tender committee will award the contract to the successful Bidder as per the final evaluation criteria:

#### **2) Area of operation**

Area of operation will be the Offices of Inspector General of Registration, Gujarat as mention in Scope of Work.

#### **3) GIL/Inspector General of Registration's Right to Accept / Reject Any or All Bids**

GIL/Inspector General of Registration reserves the right to accept or reject any bid, or to annul the bidding process and reject all bids at any time prior to the award of Contracts, 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 the GIL's action.

#### **4) Notification of Awards**

- 1) Prior to the expiry of the period of the bid validity, Inspector General of Registration/GIL will notify the successful bidder in writing. The bidder will confirm the same in writing through registered letter.
- 2) The notification of award will constitute the formation of the Contract.
- 3) Upon the successful Bidder's furnishing of performance security pursuant to ITB clause 6, Inspector General of Registration/GIL will promptly notify each unsuccessful bidder.

#### **5) Signing of Contract**

- 1) At the same time as Inspector General of Registration/GIL notifies the successful Bidder that its bid has been accepted, Inspector General of Registration/GIL will send the bidder the Contract Form provided by this office.
- 2) Within 15 days of receipt of the Contract Form, the successful bidder shall sign the contract and return it to Inspector General of Registration.

#### **6) Performance Security**

- 1) Within 15 days of the receipt of notification of award from the Inspector General of Registration/GIL, the successful bidder shall furnish the performance security in accordance with the conditions of the contract, in the Performance Security Form provided in the bidding document or in another form acceptable to Inspector General of Registration.
- 2) Failure of the successful bidder to comply with the requirement of ITB Clause 4 or ITB Clause 6 can constitute sufficient grounds for the annulment of the award and forfeiture of the bid security in which event Inspector General of Registration may take the award to the next lowest evaluated bidder or call for new bids.
- 3) The proceeds of the performance security shall be payable to Inspector General of Registration as compensation for any loss resulting from the bidder's failure to complete its obligations under the contract.
- 4) The performance security shall be denominated in Indian Rupees and shall be in the following form: A bank guarantee issued by a nationalized/ scheduled bank and following private sector banks located in India, in the form provided in the bidding documents.
  - ICICI Bank
  - HDFC Bank
  - IDBI Bank
  - AXIS Bank
  - Kalupur Commercial Co-operative Bank

#### **7) Corrupt or Fraudulent Practices.**

- 1) GIL/Inspector General of Registration requires that the bidders/suppliers/ contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, Inspector General of Registration defines for the purposes of this provision, the terms set forth as follows:
- 2) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of Inspector General of Registration, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive Inspector General of Registration of the benefits of the free and open competition;

- 3) Inspector General of Registration will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 4) Inspector General of Registration will declare a firm ineligible, 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.
- 5) The past performance of the bidder will be crosschecked if necessary. If the facts are proven to be dubious the bidders tender will be ineligible for further processing.

#### **8) Interpretation of the clauses in the tender Document / Contract Document**

- 1) In case of any ambiguity in the interpretation of any of the clauses in tender Document or the Contract Document, GIL/ Inspector General of Registration's interpretation of the clauses shall be final and binding on all parties. However, in case of doubt as to the interpretation of the bid, the bidder may make a Written request prior to:

1. Inspector General of Registration  
Stamps & Nodhani Bhavan,  
Sector – 13/C, Kh Road,  
Gandhinagar.
2. The Director (e-Governance)  
Gujarat Informatics Ltd.  
Block No.1, 8<sup>th</sup> Floor, Udyog Bhavan  
Gandhinagar, Gujarat.

GIL/ Inspector General of Registration's may issue clarifications to all the bidders as an addendum. Such an addendum shall form a part of the bid document.

- 2) The decision taken by the tender Committee in the process of tender evaluation will be full and final.

### SECTION III: GENERAL CONDITIONS OF CONTRACT

#### 1. Definitions

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

- 1) "The Contract" means the agreement entered into between IGR 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) "Data Entry" work means Data Entry of the index-2 register as volume mentioned in scope of work.
- 5) "SRO" means Sub Registrar Office
- 6) "IGR" means Inspector General of Registration.
- 7) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;
- 8) "The Goods" means all the equipment, machinery and /or other materials which the Service Provider is required to supply to GIL/IGR under the Contract;
- 9) "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;
- 10) "The Project Site", wherever applicable, means the place or places where the work is to be executed.
- 11) "Day" means a working day.
- 12) "Unit" means one single office where the entire set up has to be provided.
- 13) "Office Completeness" means the site should be complete in all respects i.e.
  - ◆ Hardware is supplied, installed and commissioned
  - ◆ Requisite Software is installed
  - ◆ Requisite Application Software is installed.
  - ◆ Connectivity setup is established.
  - ◆ Requisite Manpower is deployed
  - ◆ The entire setup as defined in scope of work has become functional & the transactions can be done on computers.
- 14) "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.
- 15) 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, etc.
- d) Absolutely avoid usage of low quality consumables, refilled toners, etc.

## **2. Application**

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

## **3. Use of Contract Documents and Information**

- 1) The Service Provider shall not, without the GIL/IGR'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 GIL/IGR 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 GIL/IGR and shall be returned (in all copies) to GIL/ IGR on completion of the Service Provider's performance under the Contract if so required by GIL/ IGR.
- 3) The Service Provider shall permit GIL/IGR to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited.

## **4. Patent Rights**

The Service Provider shall indemnify GIL/IGR 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.

## **5. Inspections and Tests**

- 1) Authorized person of GIL/IGR/ Third party auditor appointed by IGR 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 work will be done on the basis of work completeness.
- 2) No staff of GIL/IGR will be made available for the said work except for handing over and taking back the documents, receiving backup devices & printouts. The entire verification of completed work will be done randomly and batch-wise by the GIL/IGR staff. 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 printouts shall be of good quality.
- 4) Documents shall be handed over to the bidder / or his authorized agent in the morning and shall be collected back by the staff of GIL/IGR 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 data entry, 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.

#### **6. Accuracy of Work**

**100% accuracy is required.**

- **For 1% error** – SP shall resolve the error, No penalty
- **For 1% to 2% error** - SP shall resolve the error, 1% penalty of total order value
- **For 2% to 5% error** - SP shall resolve the error, 2% penalty of total order value
- **More than 5% error**– IGR will decide on termination of contract without any payment of completed work. Also, the performance Bank Guarantee shall be forfeited

#### **7. Delivery and Documents**

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

#### **8. 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.

#### **9. Payment**

- 1) **All payments will be done to the agency after completion of the job.**
- 2) Payment will be worked out on the basis of no. of Microfilm sides/pages converted. There should be a facility of counting the no. of characters entered excluding backspace and delete key stroke.
- 3) Any penalties imposed on the agency for non-performance will be deducted from the payments.

- 4) 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.
- 5) Payment will be made within a month's time from the date of receipt of bill, provided there is no dispute.
- 6) 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 IGR. 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 of the total payable amount.

## **10. Change Orders**

- 1) GIL/IGR 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 GIL/IGR;
  - 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.
- 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 GIL/IGR's change order.

## **11. Delays in the Service Provider's Performance**

- 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 GIL/IGR.
- 2) If at any time during performance of the Contract, the Service Provider or his sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Service Provider shall promptly notify GIL/IGR 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, GIL/IGR 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.
- 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 15 days from the date of signing the Contract Agreement.

## 12. Penalty Clause

- 1) If the Service Provider is not executing the contract to the satisfaction of GIL/IGR then he may invoke any or all of the following clauses.
  - (a) Forfeit the performance Guarantee Amount. **Or**
  - (b) Impose a proportionate penalty of the delivered price of the Goods or unperformed services. **Or**
  - (c) Terminate the contract without giving any notice.
- 2) **Delays in deliverables:** If the service provider is not complete the work in the given time limit than the penalty@ 1% of total order value per week will be levied up to the maximum of 10 weeks.
- 3) **SLA for 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 will be 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 documents	1	Rectify it/ repair the same on immediate basis	NIL
	2 to 5	Rectify it/ repair the same on immediate basis	Rs. 500 per document
	Above 5	Rectify it/ repair the same on immediate basis	Rs. 1000 per document
Permanent loss of documents	1	---	Rs. 10000 per document
	2 to 5	---	Rs. 25000 per document
	Above 5	---	Rs. 50000 per document

## 13. Termination for Default or Otherwise

- 1) GIL/IGR 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 GIL/IGR has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

- 2) In Circumstances mentioned in a, b, c above Inspector General of Registration may exercise the following option: -
  - a. Direct the agency to leave the Hardware/Software in IGR Office and terminate the Contract.
- 3) In case of premature termination of Contract for no fault of Service Provider IGR 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 IGR may consult GIL as to the genuine cost of Hardware. IGR may also take suitable decision as to the system/platform software in consultation with GIL.

#### **14. Force Majeure**

- 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, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 2) If a force Majeure situation arises, the Service Provider shall notify GIL/IGR in writing within 15 days of such conditions and the cause thereof. Unless otherwise directed by GIL/IGR 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.

#### **15. Termination for Insolvency**

GIL/IGR 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 GIL/IGR.

#### **16. Resolution of Disputes**

The matter regarding any dispute shall first be sorted out at the level of IGR Gandhinagar, Gujarat in consultation with GIL. 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.

#### **17. Taxes and Duties**

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

#### **18. Binding Clause**

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

**20 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 this office.
- 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 behavior of manpower is decent. The service provider will be held responsible for indecent behavior 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 IGR shall not be responsible for any such obligations.

**21. GIL/IGR 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.

- 22.** The decision regarding acceptance of tender by GIL/IGR will be full and final.
- 23.** Conditional tenders shall be summarily rejected.
- 24.** IGR is free to phase out the work if it feels it necessary.

## **SECTION IV: 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 IGR's staff, act within its own authority and abide by directives issued by IGR.
- 2) The Service Provider will abide by the job safety measures prevalent in India and will free IGR 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 IGR responsible or obligated.
- 3) The Service Provider is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.
- 4) The Service Provider will treat as confidential all data and information about IGR, 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 IGR.

### **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.

## SECTION V: TECHNICAL BID FORMAT

**Name & Address of the Bidder:**

**Phone:**

**Mobile:**

**Fax:**

**Year of Establishment:**

**Details of Quality Certifications (ISO, SEI-CMM Level)**

**Annual Turnover for the last three years:**

Bidder to provide details with copies of the audited Balance Sheet and Profit and Loss accounts. The turnover should be of data entry and / or scanning related work.

Year	Turnover
2009-2010	
2010-2011	
2011-2012	

**Support network:**

Bidder to provide details of support offices in different cities with name of contact person, address, Telephone No., Fax No.

Center(s)	Telephone & Fax No.	Location(s)
Head Office		
Development Centers		
Support Centers		
Repair / Workshop Facility		

### 1. EXISTING INFRASTRUCTURE

#### a. SOFTWARE

(Details of Licensed Server OS, Desktop OS, CD Read/Write Software, Scanning Software, Compression Software)

#### b. HARDWARE

(Number of Desktop PCs, Servers, Scanners, CD/DVD Writers, Printers, Backup Devices etc)

#### c. CONNECTIVITY

(Number of Routers, Switches, Gateway/ Lease line etc.)

#### d. MANPOWER DETAILS (with Skill Sets)

- i. No. of Employees in Project Management
- ii. No. of Data Entry Operators
- iii. No. of Scanning Operators

- iv. No. of Quality Control Operators
- v. No of System Administrators
- vi. No. of Support Staff
- vii. No. of Other Staff

## 2. EXPERIENCE IN SAME OR SIMILAR PROJECTS

### a. DETAILS OF ONGOING/COMPLETED DATA ENTRY/SCANNING/DIGITIZATION/PRINTING PROJECTS WITH STATUS (PRIVATE SECTOR)

Name of Client (with address contact persons and numbers)	Brief Description of projects	Type of work (Scanning/Printing/Data Entry)	No of Pages Handled (In case of data entry no. of characters)	Order value (Rs)	Current status of project

(Please attach relevant client certificates/work order/contracts/PO)

### b. DETAILS OF ONGOING/Completed SCANNING/DIGITIZATION/PRINTING PROJECTS WITH STATUS (GOVT. SECTOR)

Name of Client (with address contact persons and numbers)	Brief Description of projects	Type of work (Scanning/Printing/Data Entry)	No of Pages Handled (In case of data entry no. of characters)	Order value (Rs)	Current status of project

(Please attach relevant client certificates/work order/contracts/PO's)

### c. DETAILS OF PROJECTS ABOVE 5 LACS ONLY (DATA ENTRY RELATED WORK)

Name of Client	Brief Description of Projects	Order value (Rs)	Current Status

(Please attach relevant client certificates/Work Order/PO/Contract Document highlighting the Order Value)



**3. PROPOSED DEPLOYMENT STRUCTURE**

An organization chart indicating the project Team organization as envisaged by the bidder for execution of this assignment

**4. DOCUMENT RETRIEVAL SYSTEM**

The Service Provider is required to submit a documentation/feature-list of the software with screenshots of the Document Retrieval System to be used in the project.

Bidders are expected to be ready for a software demonstration at a short notice to this effect. IGR will further technically shortlist the bidders on the basis of the proposal documents and presentations and the decision of IGR will be final and will be binding to the bidders.

**Note: Please add separate pages as Annexure's, if required.**

**Tender for Data Entry of Index-2 register**

**SECTION VI: COMMERCIAL BID FORMAT**

**Zone 1: CENTRAL GUJARAT**

<b>Sr. No.</b>	<b>Subject</b>	<b>Rate (Rs.)</b>
<b>1</b>	<b>Charges for data entry of 1000 characters</b>	

**Zone 2: SAURASHTRA**

<b>Sr. No.</b>	<b>Subject</b>	<b>Rate (Rs.)</b>
<b>1</b>	<b>Charges for data entry of 1000 characters</b>	

**Zone 3: NORTH GUJARAT & KUTCHH**

<b>Sr. No.</b>	<b>Subject</b>	<b>Rate (Rs.)</b>
<b>1</b>	<b>Charges for data entry of 1000 characters</b>	

**Zone 4: SOUTH GUJARAT**

<b>Sr. No.</b>	<b>Subject</b>	<b>Rate (Rs.)</b>
<b>1</b>	<b>Charges for data entry of 1000 characters</b>	

## **ANNEXURE-1**

### **Work Specifications**

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

#### ***I. Role of the IGR***

1. The IGR will provide space for the project work at its offices as specified in the scope of works.
2. The IGR will carry out random checking of the work done and the data-base so as to ensure accuracy before backup devices are burnt.
3. In order to ensure that the documents are safe and do not go in any unauthorized hands, the IGR will depute its supervisor(s) at the site of scanning/data entry.
4. At the end of the process, the IGR will receive the documents, Database of the data entered along with retrieval software in each in two sets of DVDs with the label (District Name, Name of Office, Year, Date \_\_\_to\_\_\_) on the DVD and one copy in external hard drive (USB Hard drive) to IGR for centralized backup storage.
5. Each backup device should contain the database retrieval software as per requirement of IGR.

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

1. Arranging necessary computing 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 IGR Officials. The Service Provider will have to maintain Registers for receiving the documents and subsequent dispatch/handing over to the Authorized Officers of the IGR.
4. The Service Provider must ensure that the documents handled over are not damaged/mutilated/defaced/alterd in any manner.
5. Data Entry of Index-2 register 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.
6. Printing all the documents in the prescribe format and verify the 100 percent accuracy of the data entry done.
7. The Service Provider will have to ensure that the entire work of data entry is done at the site and that no documents are taken out of the site at any time.
8. In order to ensure that there are no missing or duplicate records and/or data entry, the Service Provider should develop appropriate software to check against this.
9. As the said work is very confidential and involves high responsibility, the Service Provider is solely responsible for its security and confidentiality.
10. For the said work, IGR will provide the space. No rent will be charged for the use of space. Rates should be quoted taking this factor into account.
11. The work should commence immediately from the date of receipt of letter of Intent.
12. The said work shall be completed within 4 months or such period as mentioned in the contract from the date of work order.

13. The Service provider should move all his equipment into the premises provided for the job and undertake the work at the said premises. The documents shall not be moved out of these premises.

**Other Conditions:**

- a) Authentication of the said work shall be done by the authorized person in Inspector General of Registration.
- b) The Service provider can have a look at the documents in IGR Office, if he feels it is required.
- c) The staff of the IGR will only hand over documents to the Service provider. All processing like making documents dust free, unpinning, pinning etc. will be done by the bidder.
- d) If the bidder fails to execute the contract, the PBG (Performance Bank Guarantee) of the defaulting bidder will be forfeited and contract will be terminated immediately.
- e) The bidder shall use only licensed and authentic Software.
- f) Any material necessary for the said work will not be supplied by this office.
- g) 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.
- h) The Bidder shall remove all his equipments 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.
- i) Bidder shall be held personally responsible for any type of destruction/ mishandling of the documents, since the documents are originals.
- j) 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 this office.
- k) 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.
- l) The compensation against the damages if any to the electrical equipments and other immovable material / equipments in the room allotted are found shall be recovered from the amount due to the bidder.
- m) 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.
- n) All furniture, infrastructure, Air-conditioner (if the service provider feels it is required) shall be provided by the bidder at his own cost.
- o) 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.
- p) Telex/telegraphic/fax/Xerox offers will not be accepted.

**ANNEXURE - 2**

**BIDDER'S AUTHORISATION CERTIFICATE**

**To,  
Inspector General of Registration,  
Stamp & Nodhani Bhavan,  
Sector-13/C, Kh- Road,  
Gandhinagar.**

<Bidder's Name>\_\_\_\_\_, <Designation>  
\_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the  
company in dealing with tender of reference <tender Name, Dept &  
Date>\_\_\_\_\_. He is also authorized to attend meetings & submit  
technical & commercial information as may be required by you in the course of processing  
above said tender.

Thanking you,

Authorized Signatory.

\_\_\_\_\_  
<Bidder's Name>

Seal

**ANNEXURE-3**

**WORK EXPERIENCE CERTIFICATE FOR NUMBER OF DOCUMENTS HANDLED.**

Name of the Firm \_\_\_\_\_

Order Number and date	Order Placed by (full contact address of such agencies)	No of Pages Handled (In case of data entry no. of characters)	Date of completion of delivery		Remarks indicating reasons for delay in delivery, if any
			As per contract	Actual	

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

Signature of the Bidder

**ANNEXURE-4**  
**Self-Declaration**

The

-----  
Sir/Madam,

Having examined the Bidding Documents including Bid No.: -----  
the receipt of which is hereby duly acknowledged, we, the undersigned, offer to  
provide services for -----  
-----.

We undertake, if our bid is accepted, to provide services in accordance with the terms and conditions in the Tender document.

If our bid is accepted we will obtain the guarantee of a bank for a sum equivalent to 10% of the Contract value, in the form prescribed by the purchaser.

We agree to abide by this bid for a period of 180 days after the date fixed for opening of Price Bid section under the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiry 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.

We understand that in competing for (and if the award is made to us, in executing the above contract), we will strictly observe the laws against fraud and corruption in force in Gujarat namely Prevention of Corruption Act 1988.

We understand that you are not bound to accept the lowest or any bid you may receive.

We have not been under a declaration of ineligibility for corrupt and fraudulent practices, and / or black-listed or debarred by any Govt. Department or its PSU in Gujarat Government in the past 5 years, ending on 31st December 2011. We have not imposed any condition in conflict with the tender condition if it is found it should be treated as withdrawn.

We have not been convicted for any criminal cases(s) by any Govt. Department or its PSU in Gujarat regarding any supply and contracts with our firm/company.

We have not breached/violated any contractual conditions so far to any Govt. Department or its PSU in Gujarat.

In case any of the above statements made by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD and / or PBG and / or cancel the award of contract

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2013

Signature: \_\_\_\_\_

(in the Capacity of) : \_\_\_\_\_

Duly authorized to sign bid for and on behalf of \_\_\_\_\_

**ANNEXURE-5**

**Certificate of Conformity**

Date:

**To,  
Inspector General of Registration,  
Stamp & Nodhani Bhavan,  
Sector-13/C, Kh- Road,  
Gandhinagar.**

**C E R T I F I C A T E**

This is to certify that, the specifications of Hardware which I have mentioned in the Technical specifications for Hardware, and which I shall supply if I am awarded with the work, are in conformity with the specifications in the tender document.

I also certify that the price I have quoted per page is inclusive of all the cost factors involved in the execution of the project, to meet the desired standards set out in General Condition of Contract.

Name:

Designation:

Seal:



## ANNEXURE-6

### Technical & Presentation Evaluation Criteria

#### Technical Evaluation Criteria:

Particulars	Criteria	Max Marks	
Year of Establishment	Up to 3 Years = 2, >=4 Years = 3	3	
Quality certifications : ISO 9001:2000 / CMM level	ISO/CMM Level certified = 2 otherwise 0	2	
Annual Turnover of Last Three years			
2009-2010	Up to 250 lacs =3, >=250 lacs =5	5	
2010-2011	Up to 250 lacs =3, >=250 lacs =5	5	
2011-2012	Up to 250 lacs =3, >=250 lacs =5	5	
Support Network in the state of Gujarat			
Head Office	1 Office = 3	3	
Development Centre	1 Office = 2, >=2 Offices = 3	3	
Support Centre	1 Office = 2, >=2 Offices = 3	3	
Repair/Workshop Facility	1 Office = 2, >=2 Offices = 3	3	
Existing Infrastructure			
Software (Details of Lic. Server Os, Desktop OS, Database, Document Management Software(DMS))	Server OS	>=5 licenses = 1 mark	1
	Desktop OS	>=200 licenses = 1 marks	1
	Database Software	>=5 licenses = 1 mark	1
	DMS	>=1 license = 1 mark	1
Hardware (No. of desktop PCs, Servers, Scanners, printers, Backup Devices etc.)	No. of Desktops	>=200 desktops = 1 marks	1
	Servers	>=5 servers = 1 mark	1
	Scanners & Printers	>= 25 Scanners & Printers = 1	1
	Back up devices	>= 5 Back up devices =1	1
Connectivity (Number of routers, switches, Gateway/ Lease line etc.)	Number of routers	>= 3 = 1	1
	switches	>= 3 = 1	1
	Gateway/ Lease line	>= 3 = 1	1
Manpower Details			
No. of Employee in Project Management	(1, 2) = 1, (3, 4) = 2, >=5 = 3	3	
No. of Data Entry Operators	(1, 50) = 1, (51, 100) = 2, >=101 = 3	3	
No. of Scanning Operators	(1, 50) = 1, (51, 100) = 2, >=101 = 3	3	
No. of Quality Control Operators	(1, 50) = 1, (51, 100) = 2, >=101 = 3	3	

No. of System Administrators	(1, 2) = 1, (3, 4) = 2, >=5 = 3	<b>3</b>
No. of Support Staff	(1, 5) = 1, (5, 10) = 2, >=11 = 3	<b>3</b>
No. of Other Staff	(1, 5) = 1, (5, 10) = 2, >=11 = 3	<b>3</b>
Details of ongoing similar projects with status <b>(Private sector)</b>	(1,2)=5,(3,5)=10,>=6=12	<b>12</b>
Details of ongoing similar projects with status <b>(Government Sector)</b>	(1,2)=5,(3,5)=10,>=6=12	<b>12</b>
Details of data entry/ scanning project with order value Rs. 5 lacs	(1,2)=5,(3,5)=10,>=6=12	<b>12</b>
<b>Total Marks</b>		<b>100</b>

**Presentation Evaluation Criteria:**

<b>Sr. no.</b>	<b>Evaluation Criteria</b>	<b>Max. Marks</b>
1	Approach & methodology for Data entry work	10
2	Expertise in executing similar kind of project (Past experience & performance)	10
3	Proposed deployment of hardware infrastructure at each location.	10
4	Proposed deployment of manpower at each location	10
5	Quality of Scanning and Cleaning of Records	10
	<b>Total Marks</b>	<b>50</b>

**Note: Minimum 60 % out of Technical + presentation will be required to qualify for next stage i.e. opening of financial bids.**

## **Annexure 7**

### **Financial Evaluation Formula**

**The financial evaluation would be done strictly on following terms and conditions:**

1. All the bidders may apply for one or more zones, as mentioned in the RFP; however the contract will be awarded for only one zone to the L1 bidder.
2. The decision to award contract to a particular eligible bidder will be in a priority sequence, as defined in the RFP, where the contract for the top priority Zone will be decided first and then rest will follow in sequence.
3. All the eligible bidders, who have quoted for a Zone will be arranged in increasing order of their financial bids and the contract will be awarded to the L1 Bidder. Incase the L1 Bidder fails to comply/ fulfill the necessary terms and conditions for the award of contract; the same will be awarded to next lowest bidder where the L2 bidder will have to match the rates of L1 bidder and fulfill all the necessary terms and conditions for award of contract. The same process will be followed for all the Zones as specified in the RFP.
4. Incase of a conflict situation, following will be done:
  - a. Incase the same bidder is L1 in more than one Zone, the contract will be awarded to bidder for the Zone with higher priority and for the rest of Zones, he will not be considered except for the fact that the 2nd lowest bidder in that Zone does not agree to match the rates of the first L1 bidder for award of Contract.
  - b. All the bidders who have not been L1 in earlier priority Zones will be listed independently in the subsequent Zones in order of priority in increasing order of financial bids. Unless there is conflict, the same process of awarding the contract to L1 bidder will be followed. Incase of conflict, the process as defined in point 3 and 4(a) will be followed.

#### **Exception:**

Exception will be followed only in cases where no bidder is ready to match L1 rate and / or there are not enough bidders available for the Zone, the work will be awarded to original L1 bidder, even if he has been awarded the contract for any higher priority Zones earlier during the process.

**Note: GIL/IGR reserves the complete right to take final decision to award contract based on the process described above.**

\*\*\*\*\*

G. P. Herd, 1469 S. W. 2003-3-1992-1(B)  
G. M. R., Co. No. G-64760-1, dated 23-7-54]

Regul. 43 g

[illegible]

## ANNEXURE-9 Sample format of output

સુક્રિએટેન્ડ બોડ રેન્કિંગ અને ઈન્સાઇડર અનલ બોડ રજીસ્ટ્રેશન  
(પહેલું વિભાગ - ગુજરાત સરકાર)

તારીખ ૧૪/૦૮/૨૦૦૭

ઇન્ડસ્ટ્રીઅલ સર્ટીફિકેટ

ઇન્ડસ્ટ્રીઅલ આ સોંપ સુધી રજીસ્ટર કરેલી - વાડા, અમદાવાદ-૨ નં ૩ વર્ષના ( ૨૦૦૬ - ૨૦૦૭ ) ઈન્ડસ્ટ્રી રેકર્ડ ઉપર થી કરવામાં આવેલ છે. આ સોંપનો ઉપયોગ ઇન્ડસ્ટ્રીઅલ સર્ટીફિકેટ પુરાતો મર્યાદિત રહેશે. આ સોંપ માં તા. \_\_\_\_\_ સુધીના તોચરો દર્શાવેલ ઇન્ડસ્ટ્રીઅલ સર્ટીફિકેટ કહેવાશે.

ગ્રામનું નામ - GLSY

ઇન્ડસ્ટ્રીઅલ ક્ષેત્ર અને અન્ય ઇન્ડસ્ટ્રીઅલ ક્ષેત્રોમાં બેઝીસ પર આધારિત અથવા પદ સમય અથવા પદ સમય	સરો નંબર પેટ વિભાગ અથવા અન્ય નંબર (જો કંઈ પણ હોય તો)	સરો અથવા ગુડી આધાર આવેલ છે	ઇન્ડસ્ટ્રીઅલ ક્ષેત્રોમાં પદોના નામ અથવા વિવિધ ક્ષેત્રોમાં અથવા અન્ય સંબંધિત ક્ષેત્રોના નામ	ઇન્ડસ્ટ્રીઅલ ક્ષેત્રોમાં પદોના નામ અથવા વિવિધ ક્ષેત્રોમાં અથવા અન્ય સંબંધિત ક્ષેત્રોના નામ	તારીખ સરોની	અનુક્રમ વોલ્યુમ અથવા પુષ્ટ પત્ર	નોંધ
					નિર્ધારિત		
માલિકી ઇન્ડસ્ટ્રી પેટ.સ.	સરો નં. ૩૫૮+૬૪૨/૧+૨, ડી.પી.સી.નં. ૨૮, આ.પેટ. નં. ૧૪૬, ડેપાર્ટમેન્ટ નં. ૨૮, સો.વાર ૧૫૩ અને સો.મી.૧૨૩.૦૨ ની અમીતમાં સો.મી. ૫૧.૭૫ ના ૧૦૩.૫૦ ના આધારના આધારનાથી મીલકત. આ આધાર આલે કોઓર્ડિનેટી.		મોપાલભાઈ ડીરાસ પટેલ	ચંદ્રાવતી ડીરાસપુત્રી રાઠ	૧૬/૦૮/૨૦૦૫ ૧૬/૦૮/૨૦૦૫	૬૧૭૬	
માલિકી ઇન્ડસ્ટ્રી પેટ.સ.	સરો નં. ૩૫૮+૬૪૨/૧+૨, ડી.પી.સી.નં. ૨૮, આ.પેટ. નં. ૧૪૬ નીમીન ઉપર આવેલ "ન્યુ બેન્ક આલે કોઓર્ડિનેટી" ના ડેપાર્ટમેન્ટો રેડી ડેપાર્ટમેન્ટ નં. ૨૫ કે જેનો પ્લોટ એરીયા આસરે ૮૩.૬૧.૩૦ સો.મી.નો આવેલ છે. આસરે ૬૫ સો.વાર પાને કે આસરે ૫૪ સો.મી.ના ૩૦૦+૬ જમીન તથા તેની ઉપર રજીસ્ટ્રેશન ૬૮.૪૬ સો.મી. મળી કુલ ૧૨૩.૪૬ સો.મી. ના રજીસ્ટ્રેશન આધારનાથી મીલકત.		અમીતભાઈ રાઠાભાઈ પટેલ	પાલીભેન મણીભાઈ પટેલ	૦૩/૧૦/૨૦૦૫ ૦૩/૧૦/૨૦૦૫	૭૪૧૨	
માલિકી ઇન્ડસ્ટ્રી પેટ.સ.			અમીતભાઈ રાઠાભાઈ પટેલ	પાલીભેન મણીભાઈ પટેલ	૦૩/૧૦/૨૦૦૫ ૦૩/૧૦/૨૦૦૫	૭૪૧૨	

સુધારક  
GLSY, અમદાવાદ-૨

Page 1 of 1