

**Intelligent Communication Systems India Ltd.
(ICSIL)**

**(Joint Venture of TCIL – A Govt. of India Enterprise & DSIIDC – An
Undertaking of Delhi Govt.)**

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<https://govtprocurement.delhi.gov.in>

TENDER DOCUMENT

For

SCANNING AND DIGITIZATION SERVICES

Tender Reference Number: ICSIL/03/Digitization & Scanning/101/Vol 1, Date: 24-06-2016

Closing Date & Time of Bid Submission 08-July- 2016 at 03.00 PM

SECTION I

Ref NO. ICSIL/03/Digitization & Scanning/101/Vol 1

Dated: 24-06-2016

NOTICE INVITING TENDER

1. Tender Notifications

Name of the Project Work	SCANNING AND DIGITIZATION SERVICES
Tender No	ICSIL/03/Digitization & Scanning/101/Vol 1
Tender Date	24-06-2016
Availability of Tender document	Delhi Govt. E-Tender Portal https://govtprocurement.delhi.gov.in and website of ICSIL i.e. www.icsil.in
Nature of bid process	Two Bid System
Earnest Money Deposit	Rs 50,000/- (Rupees Fifty Thousand only) in the form of DD/BG in favor of Intelligent Communication Systems India Ltd, New Delhi
Date of issue of Tender documents	24-06-2016
Last date and time for seeking clarifications on tender through e-mail	30-June-2016
Email id for clarifications for	software@icsil.in
Contact person	Mr. Kapil Gupta (Project Coordinator)
Last date and time for submission of Bid	08 th July 2016 at 3.00 PM
Date and Time of opening of Technical Bid	08 th July 2016 at 3.30 PM
Date and Time of opening of Commercial Bid	To be announced later on

SECTION 2

INTRODUCTION AND PROJECT OVERVIEW

1. Intelligent Communication Systems India Ltd. is a joint venture of Telecommunications Consultants India Ltd. (ICSIL), a govt. of India enterprise, under Ministry of Communications & IT and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), an undertaking of Delhi government. From 1987, the year of its inception, it has provided exemplary service in the IT sector, specializing in providing complete solutions in computerization, networking and telecommunication. With a well-focused vision and a global mission, ICSIL look at greener pastures across the globe.
2. ICSIL invites Tender from experienced Firms / Organizations in Two Bid System i.e Technical & Commercial for selection of vendor for **SCANNING AND DIGITIZATION SERVICES**
3. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
4. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by ICSIL on the basis of this tender
5. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the ICSIL. Any notification of preferred bidder status by ICSIL shall not give rise to any enforceable rights by the Bidder. ICSIL may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of ICSIL.
6. This tender supersedes and replaces any previous public documentation & communications and Bidders should place no reliance on such communications.
7. 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 commercial bid for **SCANNING & DIGITIZATION SERVICES**

SECTION 3

ELIGIBILITY AND EVALUATION CRITERIA

3.1 ELIGIBILITY CRITERIA:

S no	Qualification	Required Documents
1.	The Applicant must be a Proprietorship Concern/Company registered under Indian Company Act, 1956/ Firm registered under The Partnership Act 1932/ Society registered under Societies Act, 1860/Autonomous bodies or any other venture not covered above and in similar business for the last three years as on 31st December 2015. Consortium of companies/firms etc. not allowed to bid. (Attach Copy of valid Certificate of Incorporation or firms' registration).	Attach Copy of valid Certificate of Incorporation or firms' registration
2.	The bidder should have a valid PAN and Service Tax Registration. Copy of PAN card and Service Tax Registration certificate are required to be submitted.	PAN card and Service Tax Registration certificate Copies.
3.	Bidder should have Registered office in Delhi /NCR and should be in SCANNING AND DIGITIZATION SERVICES for the last eight years.	Document of proof
4.	The bidder should not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be the subject of legal proceedings for any of the foregoing.	Self-attested declaration.
5.	Bidder should have capability & proven experience of having successfully completed at least three similar works during last 3 years ending 31st March, 2016. The value of such work should amounting to Rs 1 Cr in total in Govt Sectors / PSU /Banks	Copy of the PO/WO/Agreement and contract details, email ids, contact person, and telephone numbers.
6.	Bidder should provide necessary documents such as copy of Work order/ P.O. along with the completion certificate issued by the client in support of their claim of experiences in Govt Sectors / PSU /Banks	Completion certificate issued by the client with contract details, email ids, contact person, and telephone numbers.
7.	The Bidder should not have been blacklisted by Central /State Government Departments/ Public Sector Undertakings or other institutions. "No-conviction	Self-attested declaration.

	Certificate” attached as Section A of the document duly signed is to be submitted	
8.	Average Annual turnover of the company of the last 3 (three) financial years ending 31st March 2016 should not be less than Rs. 5 crore Bidder should submit the Annual Report containing duly audited Balance Sheet or CA letter and Profit & Loss Account for the last three years. Company should not be in loss during last three consecutive years	Copy of Auditor’s statement.
9	Bidder should be minimum ISO 9001:2008 certified company	Attach proof
10	The bidder should have completed one project of Data entry of minimum 20 Lacs entries in last three financial years in Govt Sectors / PSU /Banks	Attach proof

3) **EVALUATION OF TECHNICAL BIDS**

- 3.1.1 ICSIL will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- 3.1.2 All offers received in response to this tender enquiry will be evaluated by the Committee initially based on the eligibility criteria and evaluate the capability of the Company/Firm in **SCANNING & DIGITIZATION SERVICES**.
- 3.1.3 When deemed necessary, ICSIL may seek clarifications on any aspect of their bid from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted. This would also not mean that their proposal quote has been accepted.
- 3.1.4 The bidder should have sufficient infrastructure and latest technological tools and expertise for **SCANNING & DIGITIZATION SERVICES**. The evaluation will be done on the base of mentioned P.O.
- 3.1.5 The decision of the Proposal Evaluation Committee in the evaluation of responses to the Tender shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

3.2 EVALUATION OF COMMERCIAL BID

- 3.2.1 The bidder has to quote price item wise.
- 3.2.2 The bidder cannot outsource or subcontract the work to 3rd party, if found then tender process shall be rejected straightway and EMD/PBG of such defaulting bidder shall be forfeited

- 3.2.3 In the second stage, The Commercial Bids of only the technically qualified bidders will be opened for evaluation.
- 3.2.4 The grand total cost of the **Section 13**.i.e Commercial Bid would be considered for amount of L1 bidder.

SECTION 4

INSTRUCTIONS TO BIDDERS

4.1 INTRODUCTION (DEFINITIONS)

- 4.1.1 “Purchaser” means Intelligent Communications System India Ltd(ICSIL) New Delhi or any other project/branch offices within or outside India.
- 4.1.2 “Bidder” means the individual or firm or corporate body who participates in the tender and submits its bid.
- 4.1.3 “Goods/Products” means all the hardware/software equipments, tools, etc., which the supplier is required to supply to the Purchaser under the Work Order.
- 4.1.4 “Purchase/Work Order (PO)” means the order placed by the Purchaser on the Supplier duly signed by the Purchaser’s authorized representative to purchase certain goods & services from the vendor/contractor.
- 4.1.5 “Contract Price” means considerations payable to the supplier/contractor as stipulated in the Purchase or Work Order for performance of specified contractual obligations.
- 4.1.6 The Bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser in any case will not be responsible or liable for these costs regardless or the conduct of the bidding process.
- 4.1.7 Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after carefully studying and examination of all instructions, eligibility criterion, terms and requirement specifications contained in the tender document with full understanding of its implications. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in the rejection of the bid

4.2 The successful bidder (L1) must sign the **Non-disclosure agreement** with ICSIL

4.3 ICSIL may or may not issue the order for the complete items.

4.3.1 BID DOCUMENTS

4.3.2 Bid Documents includes:-

Section 1 Notice Inviting Tender and Introduction and overview of the project

Section 2 Eligibility and Evaluation Criteria

Section 3 Evaluations of Technical Bids

Section 4 Instructions to Bidders

Section 5 General (Commercial) Conditions of the Contract

Section 6 Scope of Work & Technical Specifications

Section 7 Special Conditions of the Contract

Section 8 Annexure

Annexure 1 Bidders Profile

Annexure 2 Format of BG in the form of EMD

Annexure 3 Format of Performance Bank Guarantee (PBG)

Annexure 4 Declaration

Annexure 5 Commercial Proposal Cover Letter

4.3.3 Any clarification or communications obtained from the Purchaser by Email.

4.4 **AMENDMENT TO BID DOCUMENTS**

4.4.1 At any time, prior to the date of submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments/ corrigendum

4.5 The amendments/Corrigendum will be notified on e- tender and these amendments will be binding on them. Bidders are advised to visit e procurement website regularly for updates on this Tender.

4.6 BID PRICE

The prices quoted by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation on any account.

4.7 Bid Security i.e. Earnest Money Deposit (EMD)

4.7.1 The bid security (EMD) of Rs **50,000/- (Rs. Fifty Thousand Only)** shall be in Indian rupees (INR). No interest shall be payable on bid Security under any circumstance. The bid security shall be in one of the following forms:-

- A Bank Guarantee as per enclosed format (at Annexure-2) issued by a schedule bank in favor “**Intelligent Communication Systems India Ltd.** “ at Delhi
- Demand Draft or Pay Order from a Scheduled Bank in favor of “**Intelligent Communication Systems India Ltd.**”, payable at New Delhi, valid for 3 months.

The bid not secured in accordance with the above shall be rejected by the Purchaser as non- responsive.

Unsuccessful Bidder's bid security shall be discharged or returned within sixty days after the expiration of the period of bid validity prescribed by ICSIL on award of work to successful bidder.

The successful Bidder's bid security shall be discharged upon Bidder signing the Agreement.

The bid security will be forfeited at the discretion of ICSIL on account of one or more of the following reasons:

- The Bidder withdraws their Proposal during the period of Proposal validity.
- In case of a successful Bidder, the said Bidder fails to furnish Performance Guarantee; or to sign the Agreement in time.

4.8 No interest is payable on EMD.

4.8.1 The MSMEs those are registered with NSIC or District Industries Centres (DICs) or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) are eligible for availing benefits as per the policy. To qualify for EMD exemption, firms should necessarily upload VALID

copy of the registration certificate . Firms in the process of obtaining registration will not be considered for EMD exemption. However no such exemption will be allowed in the case of Security Deposit and Performance Bank Guarantee (PBG) Submission of false/inappropriate documents in this regard will result in summary rejection of Bid and such bidder will be debarred from participating in future tenders for a minimum period of three years

4.9 VALIDITY PERIOD OF BID

Bid shall remain valid for 120 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The bid security provided under clause 4.8.1 (a) shall also be suitably extended. A bidder accepting the request and granting extension will not be permitted to modify his bid.

4.10 **ICSIL will not be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the tender bids**

4.11 **Upon verification, evaluation / assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid can be summarily rejected and no correspondence on the same shall be entertained.**

4.12 **ICSIL will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this tender.**

4.13 **The vendor shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.**

4.14 **All disputes in this connection shall be settled in Delhi jurisdiction only.**

4.15 **ICSIL reserves the right to cancel this tender or modify the requirement without assigning any reasons. ICSIL will not be under obligation to give clarifications for doing the aforementioned.**

4.16 **ICSIL also reserves the right to modify/relax any of the terms & conditions of the tender.**

4.17 **ICSIL, without assigning any further reason can reject any tender(s), in which any prescribed condition(s) is/are found incomplete in any respect.**

4.18 **For Hardware items, Scanner etc, bidders will have to provide the tax paid invoice.**

4.19 **The ICSIL has the right to terminate the contract, if the bidder abandons the work or fails to commence and complete the work in time, or fails to abide by the contract conditions**

4.20 CLARIFICATION OF BIDS

4.20.1 To assist evaluation and comparison of the bids, the Purchaser may at its discretion may ask the bidder for clarification of the bid. The clarification and response from bidder shall be in writing.

4.21 EVALUATION OF TENDERS

4.21.1 The Purchaser shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. The Purchaser shall carry out detailed evaluation of the substantially responsive bids. The Purchaser shall check the bid to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.

4.21.2 Arithmetical error shall be rectified on the following basis:-

a) If there is a discrepancy between the unit price and total price that is obtained multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Purchaser.

b) In case of discrepancy between words and figures, the amount in words shall prevail.

4.21.3 A bid determined as substantially non-responsive shall be rejected by the ICSIL.

4.21.4 The Purchaser shall evaluate in detail and compare the bids which are substantially responsive.

4.22 PURCHASER'S RIGHT TO VARY QUANTITIES

4.22.1 The Purchaser reserves the right at the time of award of the contract to increase the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity.

4.23 ISSUE OF LETTER OF INTENT

4.23.1 The issue of Letter of Intent shall constitute the intention of the Purchaser to place the Work Order with the successful bidder.

4.23.2 The bidder shall within one week of issue of Letter of Intent give its acceptance along with Performance Guarantee in conformity with the bid documents.

4.24 DELIVERY

The timeline of the project will be for 6 (Six) Months.

4.25 SUBMISSION OF BID

Only the following shall be accepted in physical form (offline):

- a) EMD in the form of Demand Draft/Bank Guarantee
- b) A set of Eligibility Criteria Documents is to be submitted in Hard Copy, arranging them in proper Order (as defined in the Tender Document) after highlighting the relevant portions) only for reference
- c) Authorization Letter in the name of person who is signing bid.

Offline signed copy of tender document along with the technical proposal only for reference.

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4.26 OPENING OF PRICE OFFER

Price offers of only those bidders whose Techno-Commercial offers are found to be responsive and acceptable to ICSIL will qualify to be opened online. The qualified parties shall be notified with the date and time of the opening of the Price Offer in advance. Representative of the qualified parties may attend the Online Price Bid opening.

- 4.27 In case of any conflict in any of the terms mentioned at **Section – 4, the same** shall prevail over the Terms mentioned in other sections.

4.28 INSTRUCTIONS REGARDING ONLINE BID SUBMISSION

Participating in this tender shall be through online submission only (e-tender) and failure to submit the documents online will lead to rejection of bid. The following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the E-procurement portal of Govt. of Delhi.

- 4.29 Bidders may further note that on-line bid submission can be quite time-consuming. They are advised to Start their uploading of bid sufficiently in advance to ensure complete uploading of bid within Stipulated time.

4.30 Bidding Methodology:

Single-stage Two-Bid System (TechnoCommercial Part to be submitted at the same time) shall be followed.

4.31 Preparation & Submission of bids:

4.31.1 Detailed tender documents may be downloaded from e- tender portal of Govt. Of Delhi <http://www.govtprocurement.delhi.gov.in> as per Tender Notification and tender may be submitted online following the instruction appearing on the screen. A buyer manual containing the detailed guidelines for e- tendering system is also available on e- tender portal of <http://www.govtprocurement.delhi.gov.in>.

The following documents shall be prepared and scanned in different files (in PDF- clear and readable) and uploaded during the on- line submission of Bid

4.32.2 On-Line Submission

The On Line Submission will have the following activities:

- i) Submission of digitally signed copy of Tender Documents/ Addendum
- ii) Submission of particulars of EMD
- iii) Submission of Technical Part
- iv) Submission of Financial Bid on the prescribed format as per Tender

Technical Part must contain the following which is required to be submitted in the Main Bid/Bid Annexure:

- a) Duly filled in Bid Submission Form as per Annexure 1 of Section – 8 and the eligibility criteria as 3.1
- b) Statement showing Clause by Clause Compliance to all Terms & Conditions of all the Sections of the Tender.
- c) Scanned copy of Documentary Evidence of **Eligibility Criteria section 3.1**
- d) Authorization Letter in the name of person who is signing bid.

4.32.3 Modification/ Substitution/ Withdrawal of Bids:

4.32.3.1) The Bidder may modify, substitute or withdraw its e- bid after submission prior to the Bid Due Date No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

4.32.3.2) any alteration/ modification in the Bid or additional information supplied subsequently to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

4.32.3.4) For modification of e- bid, bidder has to detach its old bid from e- tendering portal and upload/ resubmit digitally signed modified bid.

4.32.3.5) For withdrawal of bid, bidder has to click on withdrawal icon at e-tendering portal and can withdraw its e- bid.

4.32.3.6) Before withdrawal of a bid, it may specifically be noted that after withdrawal of a bid for any reason, bidder cannot re- submit e- bid again.

SECTION - 5

GENERAL (COMMERCIAL) CONDITIONS OF THE CONTRACT

5.1 PRICE APPLICABILITY

Prices in the Work Order/PO will remain valid for the period of 120 days in case of add or repeat order.

5.2 STANDARDS

The documents supplied under the contract shall confirm to the standards mentioned in this Tender document.

5.4 PERFORMANCE SECURITY

5.4.1 Within 10 days of the Supplier's receipt of Letter of Intent (LOI)/P.O., the Supplier shall furnish a Performance Security in the form of a Bank Guarantee for an amount equivalent to 10% of the contract/P.O value issued by a Scheduled Bank from its branch in Delhi in the prescribed format given in this tender.

5.4.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.

5.4.3 The Performance Bond will be discharged by the Purchaser after 90 days of completion of the work.

5.5 SUB-LETTING

The Bidder cannot assign or transfer and sub-contract its interest/ obligations under the contract without prior written permission of the Purchaser. **NO SUBLETTING IS ALLOWED**

5.6 LIQUIDATED DAMAGES

5.6.1 If the selected bidder fails to achieve completion of the works within the time prescribed, then the sum equivalent to 1% of contract price as liquidated damages for such default, for every week or part of the week for a period up to 6 (Six) weeks of delay with the maximum of 5% (six percent) will be deducted from selected bidders. ICSIL may, without prejudice to any other method of recovery, deduct the amount of such damages from any moneys in its hand, due or which may become due to the selected bidder. The payment or deduction of such damages shall not relieve the selected bidder from his

obligation to complete the works, or from any other of his obligations and liabilities under the contract. In case the selected bidder fails to perform against the work order, the work shall be got done from any other Bidder at the risk and cost of the selected bidder and excess money will be recovered from any dues of the selected bidder.

Since its a critical activity, if the selected bidder is not able to execute the work in the stipulated time in addition of levying LD, ICSIL will have right to get the work done at the risk and cost of the selected bidder.. .

5.8 ARBITRATION

ICSIL and Vendor will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the special conditions, such dispute will be referred to two arbitrators, one to be appointed by each party and the third to be appointed by the Chairman, ICSIL, New Delhi and the award of the arbitration, as the case may be, will be final and binding on both the parties. Such arbitration will be governed in all respect by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in New Delhi only, in Delhi jurisdiction.

5.9 CANCELLATION OF CONTRACT AND COMPENSATION

ICSIL on behalf of Client reserves the right to cancel the contract and recover expenditure incurred by ICSIL on the following circumstances:

- a) The Vendor commits a breach of any of the terms and conditions of the contract.
- b) The Vendor goes into liquidation voluntarily or otherwise.
- c) The progress regarding execution of the contract, made by the Vendor is found to be unsatisfactory.
- d) After the award of the contract, if the Vendor does not perform satisfactorily or delays execution of the contract, ICSIL reserves the right to get the balance contract executed by another party of its choice by giving one months notice for the same. In this event, the Vendor is bound to bear the additional expenditure, which ICSIL may have to incur to carry out bidding process for the execution of the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.
- e) ICSIL reserves the right to recover any dues payable by the Vendor from any amount outstanding to the credit of the Vendor, including the pending bills and/or the amount of security deposit, if any, under this contract or any other contract/order.
- f) ICSIL shall be entitled and it shall be lawful on Vendor's part to forfeit the amount of Security deposit in whole or in part in the event of any default, failure or neglect on part of the vendor

in fulfillment or performance of the contract under reference in all respects satisfaction of Client. ICSIL shall be entitled to deduct from the amount of Security deposit any loss or damage which ICSIL may suffer or be put by any reason of or due to any act or other default recoverable by ICSIL from the contract. The losses recoverable by ICSIL from the Security deposit shall include all losses incurred by ICSIL during the period of engagement on account of failure of Vendor to carry out responsibilities or delay in doing so by the vendor as per stipulations of the contract.

- g) The Security deposit will be returned to the vendor without any interest on performance and completion of the contract.

5.10 NO LEGAL RELATIONSHIP

No binding legal relationship will exist between any of the Recipients / Respondents and ICSIL until execution of a contractual agreement.

5.11 APPLICABLE LAWS

This contract shall be interpreted, construed and governed by the laws of the Republic of India and the parties hereby submit to the exclusive jurisdiction of the Court at Delhi and to all Courts at Delhi having jurisdiction in appeal there from.

Any dispute in relation to the contract shall be submitted to the appropriate Court of the Republic of India for determination. The parties to the contract shall continue to fulfill their respective obligations under the contract during the currency of the contract pending the final decision of the Court.

5.12 GENERAL LIEN

Whenever under this contract any sum of money is recoverable from and payable by the Supplier, the Company shall be entitled to recover such sum by appropriating in part or in whole the security deposit of the Supplier, if a security is taken from the Supplier. In the event of the Security being insufficient or if no security has been taken from the Supplier, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Supplier or which at any time thereafter may become due to the Supplier under this or any other contract with the Company. Should this sum be not sufficient to cover the full amount recoverable, the Supplier shall pay to the Company on demand the remaining balance due.

5.13 FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (hereinafter referred to "eventuality"), provided notice of happening of

any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an “eventuality” be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such “eventuality” has come to an end or ceased to exist. In case of any dispute, the decision of MD, ICSIL, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause the Purchaser shall be at liberty to take over from the Supplier at a price to be fixed by the Purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores in the course of manufacture which may be in the possession of the Supplier at the time of such termination, or such portion thereof as the Purchaser may deem fit except such material, as the Supplier may, with the concurrence of the Purchaser, elect to retain.

5.14 Termination for Default

ICSIL may without prejudice to any other remedy for breach of contract by written notice of default sent to selected bidder, terminate the contract in whole or part:

- a. If the selected bidder fails to perform obligation(s) under the contract.
- b. If the selected bidder, in the judgment of the ICSIL, has engaged in fraud and corruption, in competing for or in executing the contract.

In the event ICSIL terminates the contract in whole or in part, pursuant to clause ICSIL may procure upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the selected Bidder shall be liable to ICSIL for any excess costs for such similar work or services. However, the selected Bidder shall continue the performance of the contract to the extent not terminated.

5.15 ADD ON/REPEAT ORDER

ICSIL reserves the right to place Add on/Repeat order for additional work upto 50% of the Tender Value on the same price/ cost within 120 days on the same terms and conditions.

END OF SECTION 5 –

SECTION 6

SCOPE OF WORK & TECHNICAL SPECIFICATIONS

The objective of this project is to get the physical documents scanned, organized, stored, indexed. THE CLIENT intends to avail services pertaining to scanning, storing, and indexing/metadata creation of official, procedural, records, process and any other documents owned. Bidder is expected to establish document scanning / indexing facilities at THE CLIENT's Location.

The DMS software will be provided by the client only.

The documents are in the form of cards and registers. The bidder has to note that the documents are varying in size. Approx. 9, 45,000 records are below A3. The bidder is expected to carry out the scanning year wise using high speed scanner of minimum 70 PPM and optical resolution 400 DPI in Black & White /grey scale /colour. The data has to be saved by card no and year has to be captured so that the card can be linked to the card year and card no.

However the bidder has to note that approx. 3, 50,000 records are in A2 size bound volumes. The bidder wouldn't be allowed to unbind the documents under any circumstances. The bidder has to use the book scanner with at least 7000 pixel line CCD with 400 DPI optical images for A2 size document and having at least the basic features like automatic Format recognition, automatic page separation etc should be available within the scanner. The bidder may be asked to demonstrate the solution during the evaluation and the scanner model demonstrated will have to be deployed in case it is approved by the committee during technical evaluation. The scanners with CCD camera / in house manufactured scanners would not be allowed for execution of the contract.

The bidder has to note that the bidder is expected to complete the data entry of each scanned page. The software for data entry is already available with THE CLIENT in which the bidder has to do the data entry of approx. 40 tabs fields each per entry. The bidder is expected to familiarize themselves with the data entry software and the process used by the customer. The bidder has to undertake blind double data entry method and compare the results of the double entry and correct the same using a verifier to ensure the 100 % accuracy of the data.

The scanned and digitized data shall be deployed to the CLIENT's server as and when THE CLIENT provides it during this contract period. The scanning center will be fully equipped with the required scanners, computers with basic software etc, for un-interrupted execution of the project by the Bidder. However, space, furniture (table, chairs, etc.) for setting up the infrastructure as well as the power connections will be provided by THE CLIENT. After completing the contract period bidder will vacate the place provided by THE CLIENT.

1. The vendor would setup and install the facility at the user department. The setup will include desktop, high speed scanners, portable hard drives, network setup as per mutual agreement.
2. The vendor should own high speed scanners to complete the scanning and digitization in the time limit as per mutually agreed between the Vendor and the Client depending upon the volume of digitization works involved; Delay in the completion of work will attract penalty to the vendor.
 - i. Delay in providing the documents to the Vendors, as per the agreed schedule, will amount to project delay and the Client will compensate the Vendor on pro-rata basis for the time limit exceeded beyond the agreed time limit.

- ii. The Vendor shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops etc.) installed at his own cost and make sure the work is not stopped at the project site during the Working days of the Client;
- iii. The Client shall provide space, Air conditioning and uninterrupted power supply electricity to the Vendor;
- iv. *The Vendor will make provision for adequate table chairs, and stationery, If the vendor has to make power backup generator, it will be charged to the Client;*

The Approach, methodology & process of Document Imaging & Management System must involve the following steps.

1. Survey of Records:

The survey of scanning location / locations is to be done and following details will be captured by Scanning vendor along with the department, sub department, section, subsection details for creating a proper inventory of the documents to be scanned:

TOTAL- ESTIMATED DOCUMENTS FOR SCANNING			
TOTAL- ESTIMATED REGISTERS/ BOOKS FOR SCANNING			
PAPER DETAILS	LARGER THAN A1	A2	UPTO A3
	<i>(594 x 841 mm (23.4 x 33.1 INCHES)</i>	<i>(420 x 594 mm OR 16.5 x 23.4 inches)</i>	<i>(297 x 420 mm or 11.7 x 16.5 inches)</i>
ESTIMATED AVAILABLE PAPERS			
ALREADY SCANNED if any			
REMARK LIKE (BOOKS/LOOSE PAPERS) or any special requirement			

2. Inventorisation:

- a) The vendor will generate the listing of the records year wise before taking them for the scanning activity.
- b) After creation of inventory by the Vendor, the files/ binders/ papers shall be organized properly in rooms, racks, shelves and logical batches should be created for scanning process; Racks and Shelves shall be provided by the Client in different Units of the Client.

3. Training on the Project & Overall Process:

- a. Vendor will provide the training to all the users who wish to attend the training for the departments covered in scanning project.
- b. The training will be on how to fill up the forms, how to input Meta data & overall digitization process

4. Handover and Take over:

- a. The documents shall be received in lots/ batches as agreed mutually between the vendor and the Client.
- b. There will be a file wise Quantity certification form and a department / section wise quantity certification form.
- c. The documents shall be returned in lots/ batches as agreed mutually between the vendor and the Client.

5. Pre-scanning preparation

Pre-processing of document shall be the activities to be performed by the vendor on the documents collected before they can be scanned. These shall include (but is not limited to):

- a. The vendor shall maintain a note of the document details in a log register while collecting these documents. The log register should contain at least the following details:
 - I. Document identification no. (Details of the File collected)
 - II. Date of Collection
 - III. Collected from (Government Official and official Code)
 - IV. Expected date of return in the dd /mm /yyyy format
 - V. Returned to Government Official and official Code
 - VI. Returned by
 - VII. Actual date of return in the dd /mm/ yyyy format

Alternatively, the customized software / File wise Quantity certification can be used for this activity.

- b. After collection of documents by the vendor, it will be the responsibility of the vendor to maintain and return the documents in their original form to the Client. Any damage to the documents collected shall make the vendor liable for the same;
- c. The vendor shall do the numbering in incremental order on the files received;
- d. Document Preparation: The vendor shall be responsible for removal of unwanted dust, removal of tags, pins, threads, rubber bands etc.
- e. The vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles;
- f. The vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to):
 - a. pasting of torn pages
 - b. straightening of pages
 - c. Un-binding of files that cannot be scanned directly.
 - d. Documents shall be prepared such that scanner can scan it.

6. Scanning & Digitization:

- a. The size of documents may vary from A4, legal and A3 to A2 size;

- b. The size and scanning needs may vary as per the requirement of the Client. The selected bidder (vendor) shall have adequate infrastructure to scan and digitize documents as per the following combination of documents/ pages and scanning specifications;
- c. The scanned documents shall be converted into PDF/A or other standard formats as specified by the Client.
- d. The documents are in old condition and stapled
- e. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a TIFF/ PDF format;
- f. The vendor shall use CCITT Group 4 compression, also referred to as G4 or Modified Modified READ (MMR) lossless compression technique for black and white images and Lempel-Ziv-Welch (LZW) lossless compression for images in Gray-scale / Color. The vendor may optionally use Djvu or Compressed PDF

7. Quality check:

- a. The vendor will be responsible for quality assurance and will go through all documents to see if they are complete and legible.
- b. The vendor will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return.
- c. The vendor's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/ distortions.
- d. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence;
 - a. No document shall be scanned more than once and no blank pages shall be deleted if they are part of file. The blank page in a file is a page that has only page number, or has only rubber stamp;
 - b. If the Client requires, the vendor shall perform the OCR/ ICR on the document with 100% accuracy so that the documents can be searched using the text in the document;
 - c. The vendor will deploy its own human resources for all the above mentioned activities. The vendor will deploy adequately skilled manpower resources to complete the job within the specified time;

8. Indexing and cataloging

- a. Each document would be considered as a record and each record would be containing approx 40 fields (including tabs). The vendor will do the entry using Blind Double entry system for 100% accuracy. This will be helpful as the exact documents/information will be searched in software.
- b. The department will give the tags from the files on a sheet or hire manpower to generate the tags from the files.
- c. After documents/images are scanned and stored in digital form, they will be indexed using double data manual entry. The vendor will extract the data using manual data entry technology and documents are handwritten in pass and then do the verification and complete one pass.
- d. The same images will be entered by second operator

- e. The documents will be entered twice and quality check operator will check the discrepancy between “first entry” and “Second entry” and decide the correct version or amend the entry if required ensuring the 100 % accuracy.
- f. The vendor is expected to provide the data output of “first entry”, “Second entry” and final after QC.
 - a. The vendor will establish procedure for checking the accuracy of indexing and making necessary corrections, as accurate indexing is required for efficient retrieval of digital documents from digital storage media;
 - b. Once all documents are verified and pass vendor’s quality assurance phase, they will be stored on final digital media of the client’s preference, complete with their indexes; and
 - c. The vendor will provide software for Data Checking to the department if requested by the department.
 - d. At the end of the process all paper documents will be returned in their original form to the Client.
- g. The browser based software will be made by the bidder to do the image QC, data entry pass 1, data entry pass 2 and compare between Data entry pass one and pass two. This will be used for acceptance and rejection both by department and vendor to manage the project.

9. Post Scanning:

- a. After scanning, the physical document will be pinned together/ tagged in the same form, as it was given for scanning by the individual units of any department. At the end of the process, all paper documents will be returned in their original form to the Client;
- b. All the documents will be kept as per the original plan of Record room population as decided by the vendor and Client;
- c. Each File shall be serially arranged and shall be counted while giving the documents back to the Client;
- d. The vendor is required to use their own MIS tool to generate fortnightly reports/ daily reports/ monthly reports for tracking the digitization status.
- e. These reports will contain basically summary of records scanned and stored. The release of payments is linked to submission of these reports, as agreed upon, and the status of work to the Client and subsequent receipt of sign-offs.

10. Storage and Backup

- a. A folder structure/ configuration management policy has to be followed while storing the digitized data in the DVD/hard disk and/ or central storage;
- b. Nomenclature of the digitized file shall be discussed with the Client.
- c. Copies of the scanned data (and metadata) shall be provided in DVD/ USB/HDD by the Vendor.
- d. The Vendor will create a Master copy for the Client and will provide the replica of Master copy as per the requirement of the Client.

11. Reporting Requirements

- a. The bidder shall also provide tools for checking the scanning progress. This shall include the daily, weekly, monthly and overall and department - wise progress (number of images/pages scanned, percentage scanned, number of metadata entry done, etc). The tool should be able to provide reports on the status of scanning on a periodic basis. The tool should also display QA/QC reports including the report for Data entry First Pass (Maker), Data Entry Second Pass (checker) and QC.

- b. The bidder will maintain a register that will serve a purpose of evidence for the number of documents and pages entered by the bidder on each day. The details of this register would have to be entered into the tool mentioned on a daily basis.
- c. The format, content, periodicity and other information related to reports shall be discussed and finalized with the bidder before the commencement of the project.
- d. The bidder will develop the software reporting tool for real time reporting The report formats should be decided in discussion with THE CLIENT

SECTION 7

SPECIAL CONDITIONS OF CONTRACT

7.1) PAYMENT TERMS

A pre-receipted bill (triplicate copies) shall be submitted in the name of ICSIL, New Delhi.

An invoice will contain the items ordered one Work Order only. Bill / Invoice shall not be combined for more than one Work Order.

Payment shall be done as per the following schedule:

1. PAYMENT WILL BE ON BACK TO BACK BASIS FROM CLIENT WORK ORDER.

7.2) At the end of every quarter the selected tenderer will hand over the complete scanned/digitized data to CLIENT - one copy on computer system/server and two copies on USB HDD. If it is found at any time that the Scanning/digitalizing, indexing, storing or retrievable has not been done in accordance with the agreed terms and conditions, CLIENT shall be entitled to withhold further payment of the Vendor and forfeit of the Bank Guarantee. The tenderer will be required to digitize minimum such number of pages as may be fixed by CLIENT from time to time.

SECTION 8

ANNEXURES -1

Annexure 1: Bidder's Profile

S.No	Description	
1	Name & address of the Company / Organization	
2	Registration No. of Company / Organization	
3	Date of incorporation of Company / Organization	
4	PAN No. of Company	
5	Service TAX Registration No. & Date	
6	Telephone No's	
7	Fax No	
8	e-mails	
9	Website Address	
10	Type of Organization	
11	Details of EMD	
12	Particulars of Managing Director/CEO/Proprietor/ Managing Partner	
13	Particulars of Contact Person	
14	Location of Other Offices in Delhi and Other Parts of India	
15	Average Annual Turnover of the Company/Organization for last three financial years	
15.1	2013-14	
15.2	2014-15	
15.3	2015-16	
16	Quality Certificate /ISO-9001 Series (Please specify)	
17	Any other Quality Certificate (Please specify)	
18	Any other relevant information that	

	Applicant Bidder may like to mention	
--	--------------------------------------	--

I/We hereby certify that the information furnished above is full and correct to the best of our knowledge. I/We understand that in case found any deviation in the above statement at any stage, our company can be black-listed and will not have any deal with the ICSIL in future. I/We also certify that the period of validity of this Bid is 180 days from the date of opening of the Bid.

Signature, name and designation of authorized signatory

Annexure 2 - Earnest Money Deposit in the form of Bank Guarantee (FORMAT)

1. In consideration of _____ (hereinafter called the “ICSIL”) represented by _____, on the first part and M/s _____ of _____ (hereinafter referred to as “Bidder”) on the Second part, having agreed to accept the Earnest Money Deposit of Rs. _____ (Rupees _____) in the form of Bank Guarantee for the Request for Proposal for procurement of _____ we _____ (Name of the Bank), (hereinafter referred to as the “Bank”), do hereby undertake to pay to the ICSIL forthwith on demand without any demur and without seeking any reasons whatsoever, an amount not exceeding _____ (Rupees _____) and the guarantee will remain valid up to a period of 180 days from the due date of the tender. It will, however, be open to the ICSIL to return the Guarantee earlier than this period to the Bidder, in case the Implementation Agency does not qualify for the commercial negotiations by the Commercial Negotiations Committee (CNC) as constituted by the ICSIL after a recommendation is made by the CNC on the bid(s) after an evaluation.

2. In the event of the Bidder withdrawing the tender before the completion of the stages prior to the Commercial negotiations or during the Commercial negotiations, as the case may be, the Guarantee deposited by the Implementation Agency stands forfeited to the ICSIL. We also undertake not to revoke this guarantee during this period except with the previous consent of the ICSIL in writing and we further agree that our liability under the Guarantee shall not be discharged by any variation in the term of the said tender and we shall be deemed to have agreed to any such variation.

3. No interest shall be payable by the ICSIL to the Bidder on the guarantee for the period of its currency.

Dated this _____ day of _____ 2016

For the Bank of _____

Annexure 3: Format Bank Guarantee for Performance Security

To

Managing Director.,

The Intelligent Communication Systems India Ltd

Administrative Building, Okhla Industrial Estate Phase-III

New Delhi

WHEREAS

(Name and address of the supplier) (Herein after called “the supplier”) has

Undertaken, in pursuance of contract no..... dated

to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that

the supplier shall furnish you with a bank guarantee by a scheduled

commercial recognized by you for the sum specified therein as security for

compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank

guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of
..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch

Annexure 4

DECLARATION

1. We confirm that we will abide by all the terms and conditions contained in the Tender.
2. We hereby unconditionally accept that ICSIL can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the Tender, in short listing of bidders.
3. All the details mentioned by us are true and correct and if ICSIL observes any misrepresentation of facts on any matter at any stage, ICSIL has the absolute right to reject the proposal and disqualify us from the selection process.
4. We confirm that this response, for the purpose of short-listing, is valid for a period of six months, from the date of expiry of the last date for submission of response to Tender.
5. We confirm that we have noted the contents of the Tender and have ensured that there is no deviation in filing our response to the Tender and that the ICSIL will have the right to disqualify us in case of any such deviations.

Place:

Date:

Seal & Signature of the bidder

Annexure 5 Commercial Proposal Cover Letter

[on company Letter head] [Date]

To,

ICSIL

<<Address to be added>>

Dear Sir,

Ref: Supply _____

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP

We attach hereto the technical / commercial response as required by the RFP, which constitutes our proposal.

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to ICSIL is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of six (6) months from the date fixed for bid opening.

We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed in the Annexure____ - of this RFP.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2014

(Signature) (In the capacity of)

(Name)

:

(Name and Address of Company) Seal/Stamp of bidder

SECTION 10) OTHER TERMS & CONDITIONS

1. The tenderer are required to quote their lowest rates per page rates for scanning and data entry per record.

10. Penalty Clause

a. If the Service Provider is not executing the contract to the satisfaction of THE CLIENT then may invoke any or all of the following clauses.

i. Forfeit the performance Guarantee Amount. Or

ii. Impose a proportionate penalty of the delivered price of the Goods or unperformed services. Or

iii. Terminate the contract without giving any notice.

b. Quality:

100% accuracy shall be maintained in Scanning/data entry. For accuracy less than 100%, the penalty will be deducted as mentioned below, the same will be checked by the by the client.

Level of Accuracy (in percentage) Penalty

≥ 98.00 & < 99.00 - 01% of the order value

≥ 95.00 & < 98.90 - 02% of the order value

≥ 90.00 & < 95.00 - 5% of the order value

< 90 -10% of the order value

c. 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.

d. 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

Taking into consideration all the above cases, the total penalty that can be levied on the vendor shall not exceed 10% of the order value.

SECTION 11 Manpower Support:

- 1) The agency will provide the experienced manpower for completion of project in time.
- 2) All salaries and statutory benefits will have to be borne by the bidder & no payments will be made by these offices.
- 3) In case of absence of any of his employee, the service provider should provide alternative person the next day.
- 4) The service provider should ensure that the 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 shall not be responsible for any such obligations.

SECTION 12 Hardware Installations

Vendor has to install all the required hardware and software at client side.

Hardware required from vendor

- Personal Computer
- Scanners (High Speed and High DPR)
- UPS

SECTION 13
FINANCIAL BID PERFORMA

F. No.....

Dated

NOTICE INVITING TENDER FOR SCANNING AND DIGITIZATION SERVICES

(To be filled in by the tenderer with reference to Notice Inviting Tender dated
for scanning & digitizing of the records)

S. no	Particular	unit	quantity (A) Tentative Approx	unit price- including all charges) (B)	Total price (inclusive of all charges) C= (A*B)
1	Scanning of each record containing one page upto (10.8 * 9.5 inch.) size document White Cards	Cost Per Image	3,60,000		
2	Scanning of each record in book for per record for (11.5 * 7.5 inch.) size books without unbinding Red Cards	Cost Per Image	4,00,000		
3	Scanning of each record in book form record for (16* 26.5 inch.) size Broadsheets books binding	Cost Per Image	2,70,000		
4	Cost of Bind double data entry & QC (Including Maker, Checker and QC) with reports of each pass for upto 60 fields in customer software or DMS	one time	18 lacs		
				Grand Total (D)	

L1 ON GRAND TOTAL

- The DMS SOFTWARE WILL BE PROVIDED BY THE CLIENT AND NO COST REQUIRED AT PRESENT.

Terms and conditions:

1. The above rates are inclusive of all inputs such as scanning/digitizing, indexing, storing, hardware, software, cost, manpower, training or any other cost involved in the execution of work.
2. Data entry will be done in THE CLIENT software
3. Corresponding images are to be uploaded to the relevant data entry in THE CLIENT software
4. The bidder agrees to all the terms and conditions of the tender.
5. The Lowest bidder of the quoted items Grand Total (D) will be the L1 bidder
6. The quantities mentioned above may increase or decrease. We understand that ICSIL is not bound to allocate the work for all the above mentioned quantities/items.

Signature with date and rubber stamp of the tendered

Name of the Tenderer with Address:

Name of the Contact person

Designation

Mobile/ Telephone No(s)

FAX No.

E-mail