



VISAKHAPATNAM PORT TRUST  
MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT

---  
No.IM&EE/MOF/Mech/Digit  
Dt.21.11.2015.

Sealed quotations are invited for the work of “Digitalization including Scanning of Documents & Drawings, Document indexing, Cleaning, Cropping and Creation of Meta Data for Searching and & Data Entry in M&EE Dept., VPT” as per the schedule of work furnished below:

Last date & time of Receipt is 14.12.2015 on or before 14.00 Hrs in CME’s office

Opening of Tenders: 14.12.2015 after 15.00 Hrs.

Estimate put to tender: Rs. 98,500/-

WORK SCHEDULE

Sl. No	Description of the work	No. / Qty	Unit	Rate Rs. Ps.	Amount Rs. Ps.
	Digitalization including Scanning of Documents & Drawings, Document indexing, Cleaning, Cropping and Creation of Meta Data for Searching and OCR & Data Entry on site in VPT with necessary infrastructure as Computers, Scanners and other Devices including staff as required etc. as directed by the Engineer – In – Charge, including all charges complete.				
	a) A – 0 size	200	Each		
	b) A – 1 size	200	Each		
	c) A – 4 size	50,000	Each		
	Total - - - -				

(In words Rupees \_\_\_\_\_ only)

Note:

1. To & Fro Transportation from VPT site will be Firm's Scope.
2. Firm should inspect the documents at site before quoting the tender for understanding / assessment of Quantum / Quality of work.
3. The subject work to be carried out with the latest equipment i.e., year of 2014 or later model.
4. Accommodation & Power will be provided by VPT within premises of Administrative Office Building at free of cost for keeping equipment and carryout the subject work as per the working hours of office staff, any other requirements are scope of the contractor.

CONTRACTOR

EXECUTIVE ENGINEER (M)

Criteria:

1. Transaction Fee: All the participating bidders shall pay transaction fee (Non-refundable) for Rs.100/- D.D in favour of F.A & C.A.O., VPT, Vskp (Non-refundable).
2. E.M.D: Rs.1,970/- shall be paid in form of Demand Draft drawn in favour of F.A & C.A.O, VPT, Vskp (Refundable) with a validity of 03 months from the date of opening of Tender in any nationalized Banks / Scheduled Banks and No cheques will be entertained under any circumstances. The E.M.D paid will not carry any interest. The Earnest Money of unsuccessful Tenderers will be refunded. Bids received without Cost of Tender Documents & E.M.D will be summarily rejected.
3. Forfeiting of E.M.D: Should be successful bidder failed to furnish Security or refuse to execute the work in accordance with his accepted tender, EMD will be forfeited and Board may thereon award the contract to another bidder.
4. The Tenderer shall submit copies of executed work orders in Govt. / Private Firms to prove their experience in executing similar nature of works in the last 07 years, i.e., "Digitalization including Scanning of Documents & Drawings, Document indexing, Cleaning, Cropping and Creation of Meta Data for Searching and OCR & Data Entry on site in VPT with necessary infrastructure as Computers, Scanners and other Devices"
  - a) 03 works each costing not less than Rs.35,000/- similar work
  - b) 02 works each costing not less than Rs.50,000/- similar work
  - c) 01 work each costing not less than Rs.80,000/- similar work
5. Tenderer shall submit Solvency certificate from the Nationalized / Scheduled Bank to the extent of Rs.75,000/-
6. The Tenderer shall submit APVAT Registration certificate.

Terms and conditions:

1. The Tenderer must be submitted in one cover containing two separate covers (i.e., 1.Technical Bid & 2.Price Bid) and these two covers shall be super scribed as "Cover-I and Cover-II" respectively.
  - i) All the covers shall be addressed to Executive Engineer (Mech), Visakhapatnam Port Trust, Visakhapatnam - 530 035 and sealed properly. Names and addresses of the tenderer shall also be written on all the covers.
  - ii) The tenderer shall clearly write on Cover-I (Technical Bid) - Tender for the work of "Digitalization including Scanning of Documents & Drawings, Document indexing, Cleaning, Cropping and Creation of Meta Data for Searching and & Data Entry in M&EE Dept., VPT".

CONTRACTOR

EXECUTIVE ENGINEER (M)

: 3 :

- iii) On Cover-II (Price Bid) - Tender for the work of "Digitalization including Scanning of Documents & Drawings, Document indexing, Cleaning, Cropping and Creation of Meta Data for Searching and & Data Entry in M&EE Dept., VPT".
  - iv) The main cover containing Cover-I and Cover-II along with the attached cover containing Tender Document Cost & EMD shall reach Executive Engineer (Mech), Visakhapatnam Port Trust, Visakhapatnam - 530 035 within the schedule date and time.
2. Firm shall quote rates separately stating that Taxes, Duties & Service Tax etc.
  3. Service Tax will be paid extra on submission of documentary evidence.
  4. Validity of offer should be 90 days from the last date of receipt of the offers.
  5. Statutory deductions will be made from the bills.
  6. Conditional offers will be rejected.
  7. In case of any clarification, Please contact at phone Nos: 2873202 / 2874342.
  8. The quotations received without complying with any of the above points is liable for rejections without assigning any reason.
  9. The offer of the firm is liable for rejection in case of past poor performance record with VPT i.e., quality, Delivery etc.
  10. The work should be completed within 45 working days from the date of issue of correspondence files / site clearance. The time for completion of the work is the essence of the contract.
  11. The work shall be completed within the stipulated period, failing which a penalty @½% will be levied for every week of delay, on the part of the contractor subject to maximum 10% on total contract / executed value.
  12. The tenderers can also visit VPT Website [www.vizagport.com](http://www.vizagport.com) to download tender documents.

CONTRACTOR

EXECUTIVE ENGINEER (M)

Sealed Quotations are to be addressed to:

Executive Engineer (Mech)  
Mech & Electrical Engg. Dept.  
Visakhapatnam Port Trust,  
VISAKHAPATNAM-530035.